

Terms and Concepts

Term	Definition
Announcement	The published notice for a position or class that will be filled on the basis of merit and fitness.
Applicant	An individual who applies for employment in the state personnel system.
Comparative Analysis	A process that utilizes professionally accepted standards that compares specific job-related knowledge, skills, abilities, behaviors and other competencies.
Complete Application	All of the required documents, that are completed in detail, as listed in the job announcement.
Department Promotional Announcement	A job announcement that is open to only CDOT eligible applicants.
Eligible List	A list of persons who have successfully passed through a comparative analysis and may be considered for appointment. Referrals are drawn from this list.
Exceptional Applicant	The combination of skills, abilities, training, experience, and fit that the ideal candidate should have for a specific position.
Filter Announcements (How to Search State Jobs)	The ability to filter job announcements on the www.colorado.gov/jobs website by location, department, job category, and estimated annual salary.
Final Interview	All applicants who have been placed on the referral list must be given final consideration, which can be done either in person or on the phone.
First-Level Supervisor	The position immediately responsible for assigning the duties and responsibilities for each position in their unit. Discuss job assignments and expectations with employee. Create performance plan and quarterly evaluate work products and behaviors. Schedules and assigns work, review work product, coaching/mentoring, approving leave requests.
Hiring Manager	The person who is responsible for working with HR to fill the position.

Individual Contributors	No formal supervisory authority. Position is responsible for completing assigned job duties.
Job Qualifications	Includes the minimum qualifications for a vacancy's class; any special qualifications, including but not limited to any required education or experience and any licensure or certification requirements; and/or any pre- or post-employment screening requirements.
Job Interest Card	Ability to select as many job categories for which a candidate would like to receive email notifications each time a position opens with the State of Colorado for 12 months.
Lead Workers	Partially accountable for the work product of at least two subordinate full-time employees, including timeliness, correctness, and soundness. Assigning tasks, monitoring progress and workflow, checking work product, scheduling work, and establishing work standards. Provides input to performance plans and evaluations.
Manager	Accountable for multiple units through the direct supervision of at least two subordinate Unit Supervisors.
Minimum Qualifications	The screening criteria, which can include education, experience, licensure, and certification, used to identify which candidates possess the minimum skills necessary to perform the job duties.
Open Competitive Announcement	A job announcement that is open to any eligible applicants.
Promotional List	A list containing the names of individuals who have successfully completed any applicable comparative analysis process resulting from a job announcement restricted to current state employees or former state employees separated from employment due to layoff.
Post-Referral Assessment	All of the evaluation steps that occur after a candidate is referred for final consideration: final interview, reference checks, and other hiring manager requests (e.g., writing samples, presentation)
Qualified Applicant	An individual who submits a timely and sufficient application in response to an announcement and meets the job qualifications for the vacancy.

Qualified Applicant Pool	All individuals who are eligible to be included in any applicable comparative analysis process because each of them satisfies the definition of qualified applicant for the respective position or class.
Referral List	A list of the top six individuals drawn from the eligible list who are to be considered by the appointing authority.
Special Qualifications	Unique job requirements, in addition to the minimum requirements, necessary for a specific position.
State Application Process	All the steps required by the Colorado State Constitution, State Personnel Rules, and CDOT Processes for the selection of a preferred candidate.
Subject Matter Expert	Employees with the necessary experience and/or authority in an area related to the job announcement, able to identify and compare technical and non-technical job related knowledge, skills, or abilities that are needed to perform the job duties. Often used to identify a top group of applicants in the comparative analysis process.
Work Lead	The employee partially account for the work product of assigned employees.