State Application Steps and Tips

### HR Posts an Announcement

* HR discusses the position, job duties, minimum qualifications, and exceptional applicant qualities with the hiring manager. This information is used to create the announcement and determine the comparative analysis process.
* A good announcement will give you the answers as to what qualities the hiring manager is looking for and what you need to be successful in the position.

### Applications Submits all Application Materials

* Read the full announcement! Be sure you submit all of the requested documents.
* You have one shot at submitting your application – make sure you do your best!
* Details! Details! Details!
* Supplemental questions – answer them fully.

### HR Reviews Application for Minimum Qualifications

* Per state personnel rules, applicants must meet the minimum qualifications at the time of application in order to move forward in the process.
* We allow relevant experience to substitute for a degree.

### Comparative Analysis Process

* Required by Colorado State Constitution – purpose is to evaluate the candidates and identify the top group moving forward.
* All of this will vary – depends upon the agency, number of candidates, position being filled, what we need to assess, etc.

### Eligible List

* This list includes all the candidates who pass all steps in the comparative analysis process.

### Referral List

* This list will be the top 6 candidates, or fewer
* Hiring manager can select any of these candidates
* If you are referred, you will receive an email from HR telling you who to contact to set up a final interview. You have seven days to contact this person, or else you will be removed from the list.

### Final Interview

* The final interview can be conducted in person or by phone.
* Either the hiring manager or HR will be in touch to let you know if you were selected or not.

### Any Post Referral Assessment

* This could be a second interview, a presentation, meeting other team members/stake holders, etc. Doesn’t often happen.

### Reference and Background Checks

* The hiring manager will conduct the reference checks.
* If you are the top candidate, you will be contacted by HR to do a background check. This is happening on new and current CDOT employees.

### Depending on the Position Controlled Substance Test, DOT Physical, Etc.

* The announcement will state if one of these are needed. You’ll be contacted on how to do one if necessary.