

State Application Steps and Tips

1. 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.

2. 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.

3. 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.

4. 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.

5. Eligible List

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

6. 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.

7. 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.

8. Any Post Referral Assessment

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

9. 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.

10. 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.