

## GENERAL INFORMATION REGARDING YOUR APPLICATION FOR A COLORADO STATE CLASSIFIED POSITION

Thank you for your application. To help you understand this regulated process, following is a summary of the state classified application process at Western State College:

**Application Review:** After the announcement closes, all applications are reviewed against the announced minimum qualifications by an HR specialist; any applications that are rejected are automatically referred to a 2<sup>nd</sup> HR specialist. You only need to be accepted by one of the HR specialists to continue in the process. This review step may take up to a week.

Applications which are rejected by both reviewers are notified in writing and have 5 days from receipt to contact the reviewer identified in the letter to resolve any omissions on their application. If there are 3 or less accepted candidates for a position, the supervisor has the option of skipping the testing phase and moving directly to interviews.

**Test scheduling:** If the testing profile has not yet been quite finalized, you will receive a confirmation letter of acceptance of your application. Otherwise, accepted applications are mailed test scheduling letters approximately 10 days prior to the test(s). Exams are scheduled as soon as possible after the application review step and may overlap with the rejected appeal time. If a rejected applicant has been able to successfully mitigate problems with their original application, they will be notified verbally or by email of the date, time and location of the test if the scheduling letters have already been mailed.

**Testing:** Applicants must bring picture identification with them to be allowed into the test site. We do not accept out-of-state driver's licenses or identification cards unless they are accompanied by a receipt for a Colorado driver's license or identification card. No changes are allowed in the test date or time unless the applicant needs separate ADA accommodations. Tests are usually scored within 3 working days.

If there is a large candidate pool or a secondary level test is required, you will be notified using the above test scheduling process for the next step. When possible, we try to generate letters from the system to notify candidates of their ranking in the final pool, or if they did not pass one or more exams, their raw test scores. Generally, most tests cannot be retaken for a period of one year from the test date; scores remain in the State database for a period of 5 years and then are purged. If you do not appear for any scheduled exam, your application is removed from further consideration.

**Referral:** The top 3 candidates from the exam are referred to the supervisor for interviews. If more than one person is tied at the 3<sup>rd</sup> rank, all that are tied will be referred. If there is a tie in the 1<sup>st</sup> or 2<sup>nd</sup> ranks, only 3 candidates will be referred unless a tie at the 2<sup>nd</sup> rank necessitates more than 3 candidates are to be interviewed. Any transfer or reinstatement candidates are also referred for an interview in addition to the top 3 candidates, unless the supervisor has previously requested all candidates to be tested.

If less than 3 candidates pass the exam, the supervisor may elect to start the search process over. The top candidates from the 2<sup>nd</sup> search are added to the 1<sup>st</sup> list to fill the empty 2<sup>nd</sup> or 3<sup>rd</sup> ranks within the original list. The supervisor may also opt to leave the position vacant and start the search over after 6 months.

**Interviews:** The supervisor will receive a electronic copies transcripts submitted & your application (not including the demographic page as that contains confidential information or a DD214). If the supervisor requests a resume & you have not attached an electronic copy to your online application, we will notify you to bring a paper copy with you. The Human Resources office makes every effort to accommodate scheduling within the time frames available for interviews.

**Reference checking:** After the interviews are completed, the Human Resources office conducts reference checks consisting of contacting at least 3 of your previous employers. We will not contact your current employer without your express permission. (However, your final employment will be contingent upon a successful reference check after your hire.) Results are then given to the supervisor who then makes an offer and negotiates a start date. Any candidates who were interviewed, but not selected, will be notified. Employment is also contingent upon a post-offer criminal background check.

**How to check on the status of your search:** The CO-jobs website will keep you apprised of the current status of any search for which you have submitted an application.