

Universal State Personnel System Policy

RECRUITMENT



DPA

Generally: Colorado State Government must attract and retain the most highly qualified workforce available. In order to achieve this, each State Agency has a responsibility to make known information about employment opportunities to the largest practicable number of persons necessary to ensure that all members of Colorado's population have an equal opportunity to compete for entry into the state personnel system. This universal policy is intended to guide appointing authorities and their agency human resources staff as they determine the most effective recruitment methods for filling vacancies. Our goal is to attract and retain the best people we can to accomplish the various missions of State government.

This policy specifically applies to the recruitment phase of the selection process and addresses the behavior expected from all State employees that have a role in determining specific recruitment activities when an employment opportunity exists.

State agencies are responsible for ensuring that minimum qualifications and special requirements necessary to perform any job satisfactorily are fair, equitable and do not disproportionately exclude individuals (women, minorities, or persons with disabilities) unless such requirements are demonstrably job related and significant to successful performance.

Recruitment strategies must be designed to inform persons, especially where underutilization exists, about opportunities.

State agencies shall report annually their recruitment efforts overall and specifically for those groups that have been identified as underutilized. Recruitment strategies shall be inclusive and be designed to increase the numbers of women and minority applicants and should include at a minimum: maintaining contact with organizations representing groups and professional societies from all segments of Colorado's diverse population for candidates for technical, professional and management level positions; ensuring any recruitment literature, printed and electronic, is relevant and accessible to all interested individuals and may include advertisements in publications that serve underutilized groups within the State. The recruitment strategies should also include periodic reviews and monitoring procedures to assure that no discriminatory practices exist and should be analyzed to determine the effective flow of applicants.

Definitions:

Underutilization: employment of members of a race, ethnic, or gender group at a rate below their availability (representation in the labor market).

All State agencies are expected to comply with the State's personnel rules, policies and procedures pertaining to recruitment.

The State Personnel Board Rules, and the State Personnel Director's Rules and Technical Assistance can be found at:

[Rules](#)

[Universal State Policies](#)

[Technical Assistance](#)