

Co-Jobs users team:

Greetings from Consulting Services. We hope your experiences so far are positive with the system. We've had some good consulting challenges and continue to make improvements to the system.

I want to let you know about a few improvements. First is that the **notification templates have been updated** with slightly changed appeal rights language, which we have placed at the bottom of the notices. We hope that the placement of the language suffices to let people know that they have appeal rights without implying that appeal is the "next logical step in the selection process." As confirmed at the Selection Forum by the Attorney General's Office, the appeal rights are required by Personnel Rule whenever an applicant is no longer in consideration for a job.

In addition, a **new template is available called "No Show to Examination."** Use this to notify candidates that due to not showing for a required examination, they are no longer being considered for a vacancy.

Another **new template is available called "Duplicate Application."** Use this whenever you reject a duplicate application because the person submitted a newer version of the application. The template letter simply asks the person to contact you if an error occurred. An example of this error would be if an application was mistakenly rejected because two people with the same name applied for a job. The HR analyst rejected one as a duplicate, when, in fact, it was a different applicant with the same name. This notice will go out for every duplicate application, thus preventing you from getting a call weeks down the line from someone who applied for a job and never heard anything. In other words, whenever an application is left behind for any reason, there should be a notification to the applicant and this is the "duplicate application" notification.

Along these same lines, should you notice that the same applicant (same name, same address) has two different Person IDs, please notify us so that we can merge the profiles. We prefer to do this in Consulting Services even though you may technically be able to do it yourself.

Finally, **a reminder** that we have separate posting pages for Open Competitive, Promotional, and Transfer postings. I have noticed promotional postings (i.e., State Employees Only) on the Open Competitive page. To post a job on the promotional page, click the very first drop down when creating your posting – Job List. The default is the Open Competitive page; other options are Promotional and Transfer pages.

Finally, I am pleased to tell you that the updated CO-Jobs User's Guide is scheduled for completion next week. Watch your e-mail for your copy. If you have a co-worker using CO-Jobs who is not on this distribution list, please let me know so I can add him or her.

If you have questions regarding the information in this e-mail, or for your ongoing consulting needs, please send us an e-mail at [hrs.consulting.services@state.co.us](mailto:hrs.consulting.services@state.co.us) and we will do our best to respond immediately. If this process is not working for you, please don't hesitate to give me a call personally and let me know so that we can fix the process.

Thanks for your support. **Go Co-Jobs!**

*Jennifer Clayman*

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