

Co-Jobs users:

We have a few updates in this e-mail. They are new notification templates, new procedures for inputting scores for written objective tests, a web page that contains these updates, and a change in the e-mail address from which the notifications will be sent to your applicants.

First, we continue to develop notification templates based on needs that are identified. Templates are now available for candidates who have declined a position offer or withdrew from the process at any stage, called "Declined/ Withdrew from Consideration."

For referral list and eligible list notifications, you now have the option to provide rank and score, rank alone, or neither rank or score. The templates are listed under 'Eligible List' and 'Referral', with six choices. Those choices are Eligible List, Not Referred; Eligible List, Not Referred w/ Rank; Eligible List, Not Referred w/ Score and Rank; and Referral; Referral w/ Rank; Referral w/ Score and Rank.

Once again, a big THANKS to those of you who gave us the ideas for these templates.

Second, we have developed procedures for you to input scores for written objective tests by hand. This will save you the time and cost of sending the answer sheets to IDS in Pueblo for scanning. Those procedures are attached, and will comprise Appendix K in the CO-Jobs User's Guide.

Third, there is now a webpage where you can find CO-Jobs information. The page currently contains the User's Guide and the Excel Spreadsheet used for scoring, and will soon contain an archive of these CO-Jobs e-mail updates. There is also a user's security form under development and once it is in use, it will be available for HR offices to request access for new users or to revoke or transfer access for staff who leave. The web address for that page is <http://www.colorado.gov/cs/Satellite/DPA-DHR/DHR/1186562188991>

Finally, just today we made a change to the system that will show a different address from which notifications are sent. This is because a large department informed us that its employees were not receiving notifications from CO-Jobs due to a firewall. The only change we could make was to change one administrative setting. This setting was previously selected to show that notifications are from the "recruiter" and we changed it to "government jobs." The department has told us that this fixed the problem. We do not expect this to affect your processes, other than people currently in the selection process may notice a change in the notifications they receive. Maybe more state employees than we know were failing to get their notifications; we certainly hope this change has a positive effect because changing it back does not seem to be a viable option. Please let us know if you are aware of any effect of this change.

After almost two months of using CO-Jobs, we continue to hear great feedback. Many of you have let us know that it is speeding up your processes and making selection work easier to manage. We are also aware that a small handful of people are struggling with the transition. If you find yourself struggling, please consider sitting in on the training that is taking place THIS WEEK, May 11-13. For users who are already trained and using the system, you may attend just one day rather than the full three-days. Perhaps day one, which reminds us to always create a requisition and exam plan; or day two, which covers examinations; or day three on veteran's points, eligible lists and referral lists, would help you feel fully confident in the system. There are limited spaces still available, and so even for partial day attendance, please register at www.co.train.org.

As always, Consulting Services is here for your ongoing needs. Just send an e-mail to hrs.consulting.services@state.co.us and the first available consultant will get back to you as soon as possible.

Thanks for your support. Go CO-Jobs!

Jennifer Clayman

Consulting Services Supervisor, Selection Oversight
Division of Human Resources, DPA
1313 Sherman Street, First Floor
Denver, Colorado 80203

303-866-4248