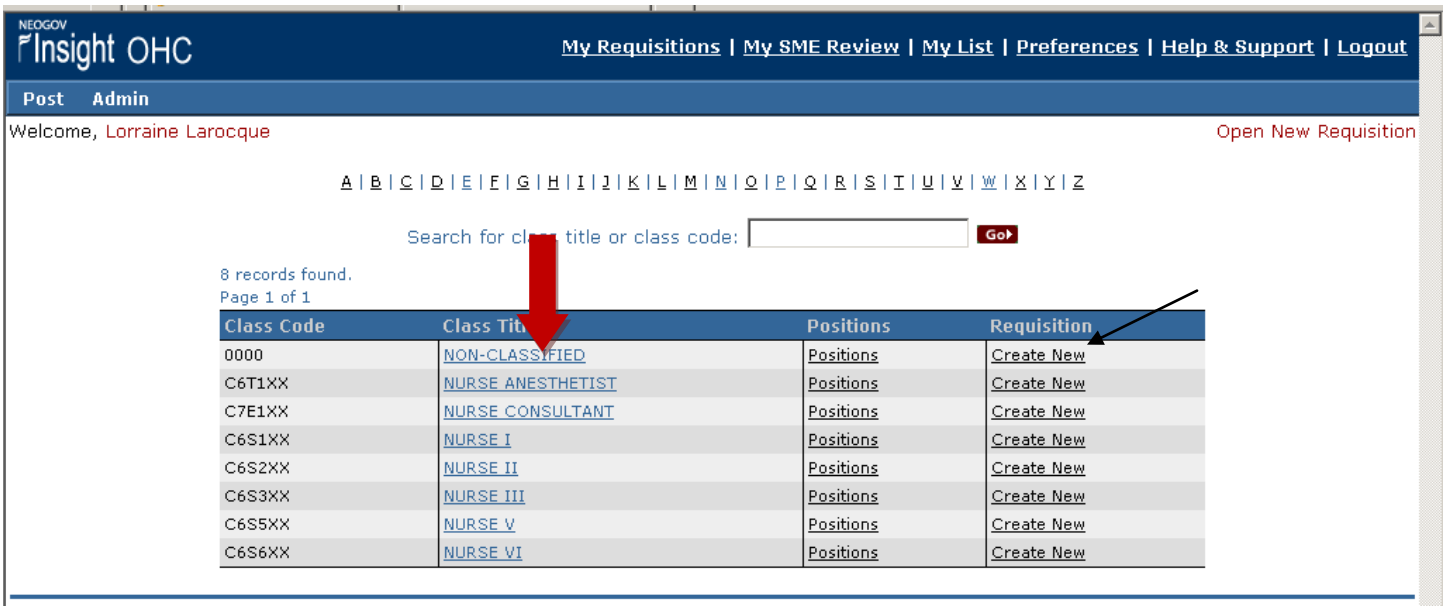
Job Posting Instructions for Non-Classified Positions

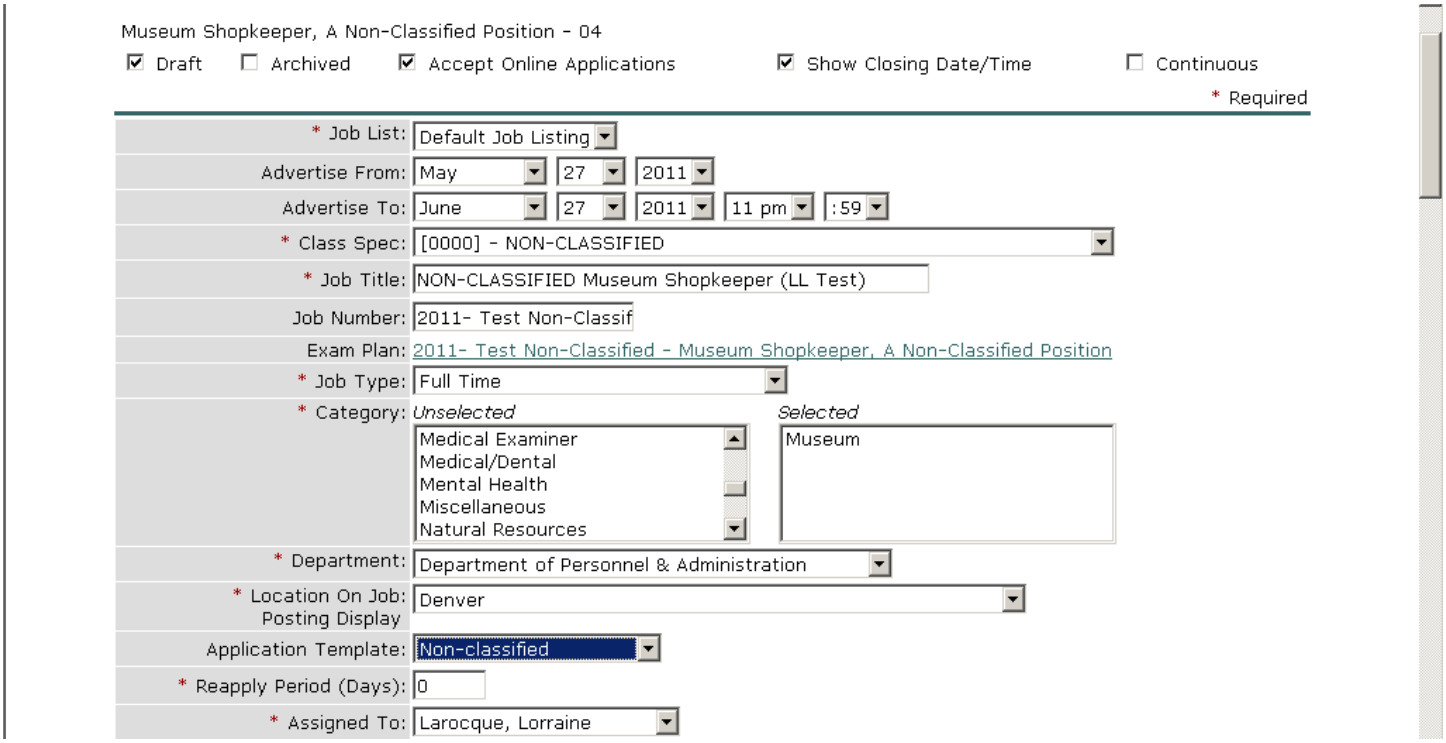
Step One: Create a Requisition/ Exam Plan and Announce the Position

1. Log-in to the On-Line Hiring Center (OHC).
2. Create a requisition and exam plan, following the CO-Jobs Manual instructions, pages 11 – 12. Assign the requisition to yourself as the HR Analyst, see pages 13 – 15 in the Manual. NOTE: Be sure to choose the job class title "NON-CLASSIFIED" for your requisition. Within the creation of the Exam Plan, please choose "OPEN" for the 'Exam Type' and "all candidates compete" choice for transfers, since it does not apply.

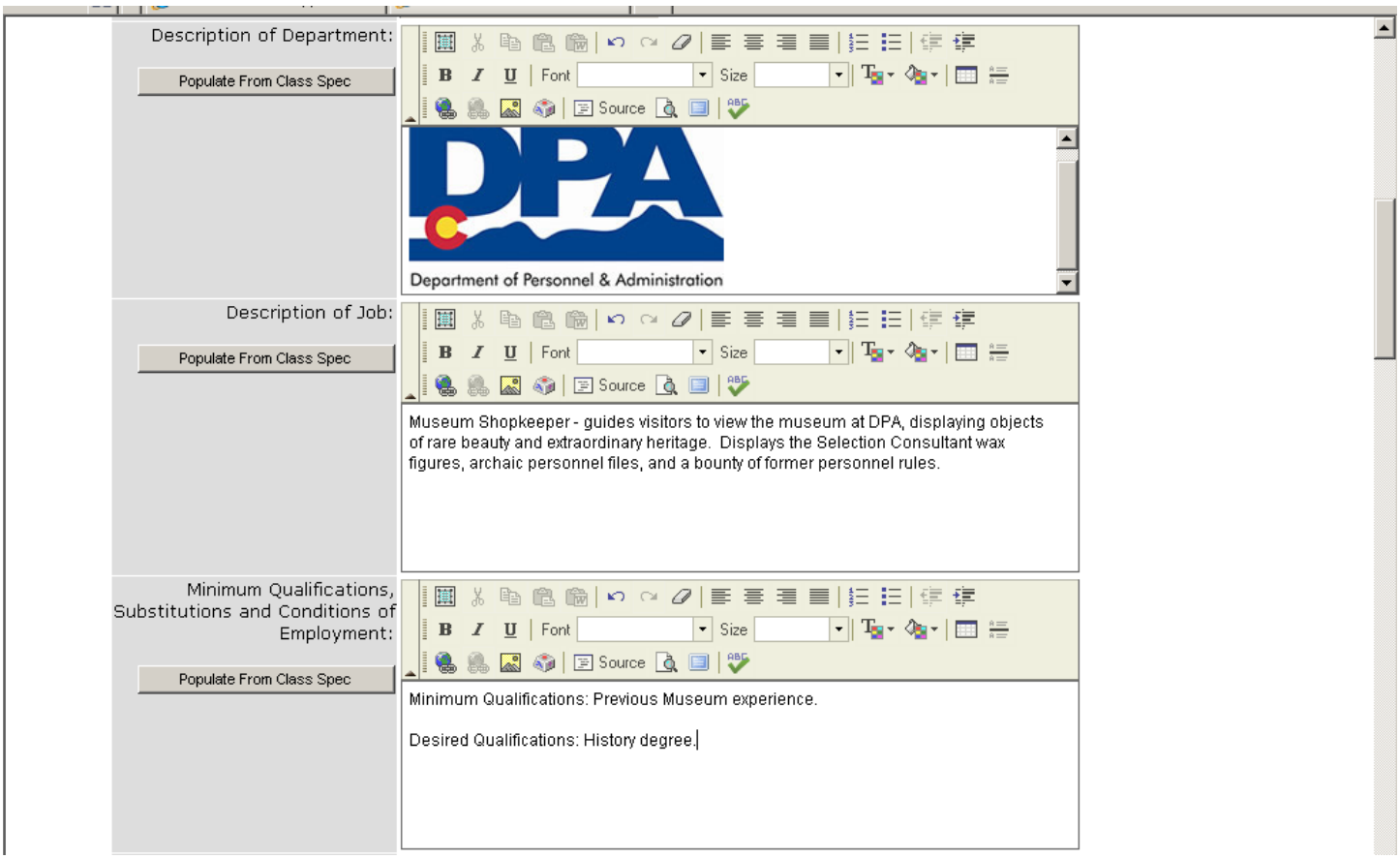


3. After the requisition has been assigned and the exam created within Insight, enter into the exam plan. From the exam plan for the position, choose 'Add New' Job Posting.
4. You will need the following specific information from the Hiring Manager prior to posting any announcement on CO-Jobs:
   a. Posting closing date
   b. Job title, description, qualifications, and any other position-specific information
   c. Job posting contact
   d. Pay range and/ or hiring rate
   e. Job location – specific work location address
   f. If part-time, number of hours-per-week or expected schedule

5. Enter the Job Title – be sure to include the words 'NON-CLASSIFIED" at the front of the Job Title (please see the example below). Also, see below for specific choices for the various job posting fields. Enter as much information as possible from what you have received on the position.



NOTE: Be sure to select the Non-Classified Application template, highlighted above.



Supplemental Information:

Populate From Class Spec

Please submit a chronological resume and a reference list.

If bilingual, which language is desired? ==None

Salary Note : ☐ Although the full salary range for this position is provided, appointments are typically made at or near the range minimum.

* Methods of Appointment :

○ Appointment to the vacancy or vacancies represented by this announcement is expected to be from the eligible list created. However, there is the possibility that appointment(s), for valid, articulated business reasons may be made by transfer, reinstatement, disciplinary or non-disciplinary (voluntary) demotion, trial service reversion, placement due to return from military service or another method of appointment not stated.

○ Appointment to the vacancy or vacancies represented by this announcement is expected to be from the eligible list created or the transfer, non-disciplinary (voluntary) demotion or reinstatement applicants. However, there is the possibility that appointment(s), for valid, articulated business reasons may be made by transfer, reinstatement, disciplinary or non-disciplinary demotion, trial service reversion, placement due to return from military service or another method of appointment not stated.

◉ This position is not part of the classified state personnel system.

Who Competes :

☐ Individuals eligible for transfer, non-disciplinary (voluntary) demotion, or reinstatement will be required to participate in the competitive assessment process in order to be considered for this vacancy.

☐ Individuals eligible for transfer, non-disciplinary (voluntary) demotion, or reinstatement will be considered outside the competitive assessment process for this vacancy. Personnel Board Rule does not guarantee an interview to these individuals. Those who qualify as transfer, non-disciplinary (voluntary) demotion, or reinstatement who wish to participate in the competitive process must notify the HR office of this preference.

Note: Be sure to select that this position is not a part of the classified state personnel system, as pictured above. Also, there is no required selection for the 'Who Competes' section, please do not select a choice.

* Type of Announcement :

◉ A residency waiver has been granted for this announcement. Applications will be considered from residents and non-residents of Colorado.

○ This position is open only to all Colorado state residents.

○ This position is open only to classified permanent employees of the State of Colorado and individuals currently on reemployment lists.

○ This position is open only to classified permanent employees and individuals on a reemployment list of the listed department.

○ This position is open only to classified permanent employees of the listed department and division within that department.

Reallocation Notice : ☐ This announcement represents the selection process for an occupied, reclassified state position. Applications will not be considered from any individual not specifically covered by strict eligibility requirements.

* Primary Physical Work Address :

1313 Sherman Street
Denver, cO 80203

Transcripts Required : ☐ An unofficial copy of transcripts must be submitted at the time of application. Transcripts from colleges or universities outside the United States must be assessed for U.S. equivalency by a NACES educational credential evaluation service. This documentation is the responsibility of the applicant and must be included as part of your application materials. Failure to provide a transcript or credential evaluation report may result in your application being rejected and you will not be able to con

Hiring Pay Rate : $15.00 per hour

FLSA Status :

☐ Exempt; position is not eligible for overtime compensation.

☐ Non-Exempt; position is eligible for overtime compensation.

This part-time position is expected to work the following number of hours per week :

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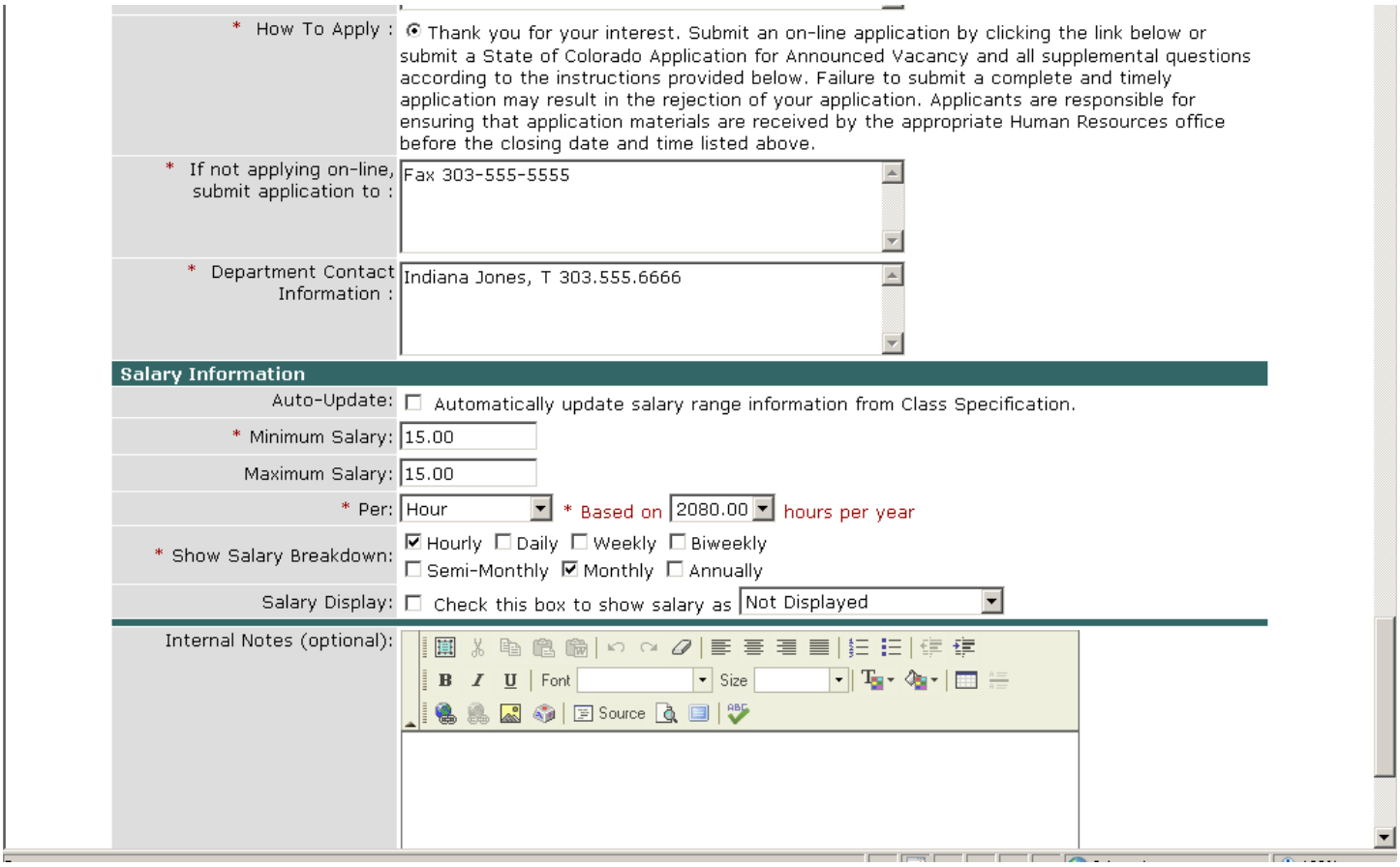
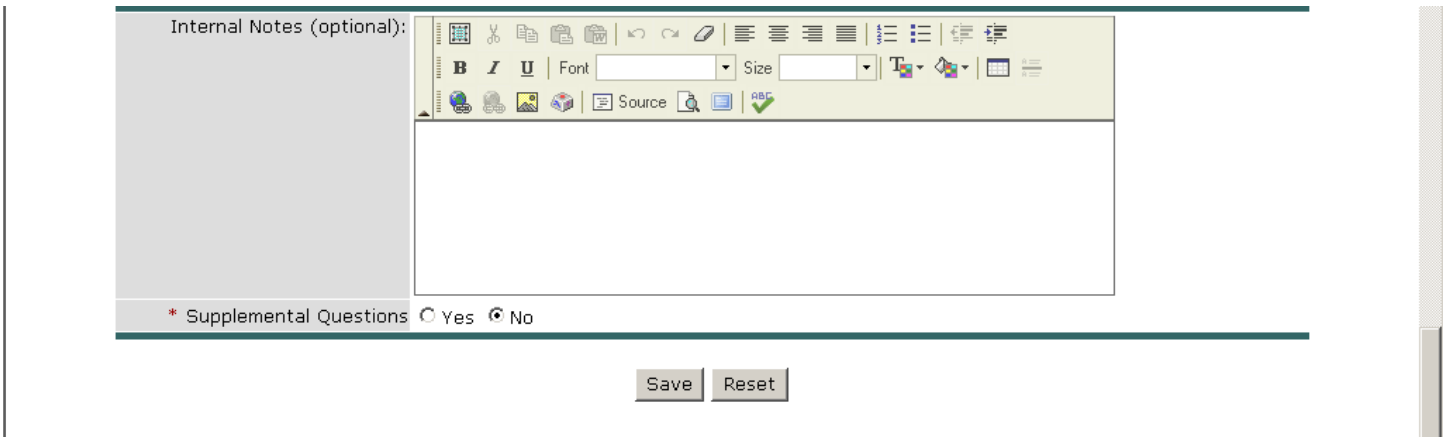


Note: Enter as much information as possible about the salary for the non-classified position. Do not check to Auto-Update, as this selection will show a large range that is unassociated with the posting.

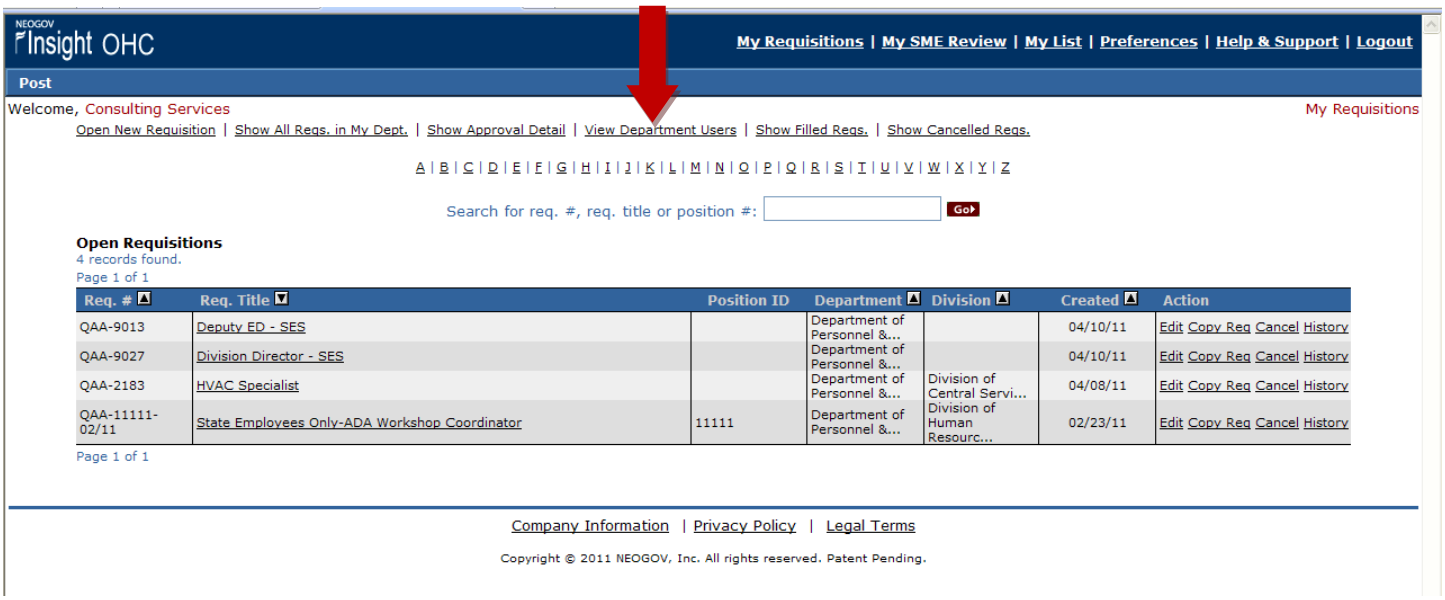


6. Enter any additional internal notes and/or supplemental questions if needed. Click Save.
7. You will need to uncheck the 'Draft' box to publish the posting when ready.

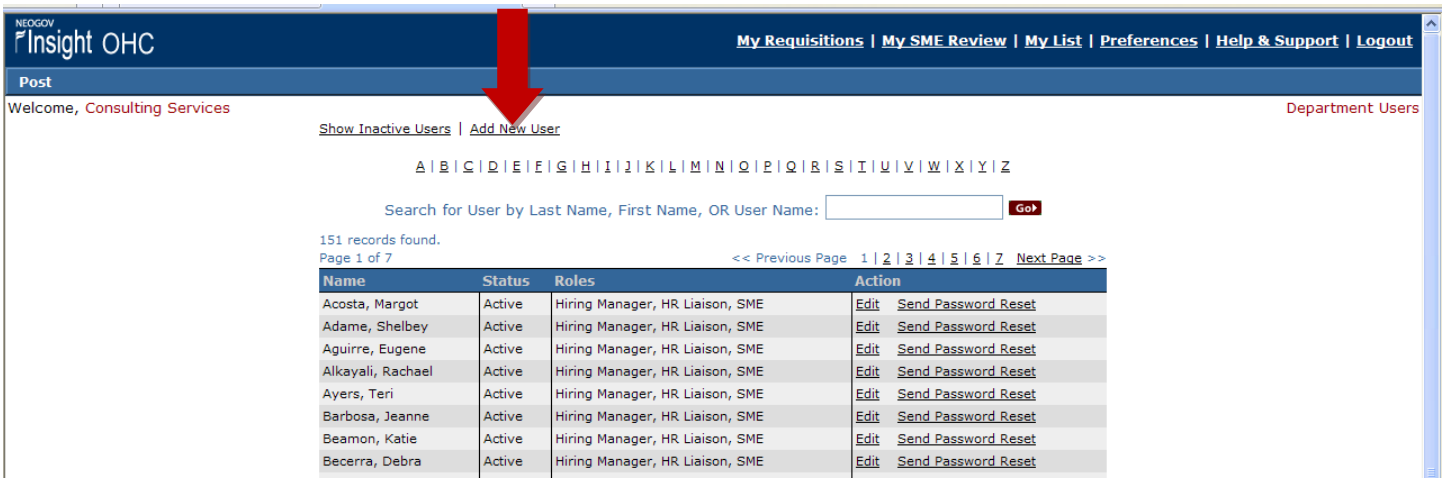
Step Two: Creation of a Subject Matter Expert account for the Non-Classified Hiring Manager

8. Log-in to the On-Line Hiring Center (OHC).

9. Once logged into the OHC, click on the "View Department Users" link to manage your departmental users and subject matter experts.



10. Search through the available users to see if any of your Hiring Managers have been entered as Subject Matter Experts. If not, click on the 'Add New Users' link above the list.



11. Enter all of the required information for your Hiring Manager, a.k.a. “Subject Matter Expert”.

   a. Enter ‘First Name’ and ‘Last Name’

   b. *Optional:* ‘Title’

   c. For ‘Department Available’ – Choose your Department

   d. For ‘Division Available’ – you may choose just one Division for a position’s specific location, or you may grant access to all Divisions.

   e. ‘Email – enter the SME’s email address; NOTE: This does not have to be a State of Colorado email address

   f. Enter their ‘Phone Number’

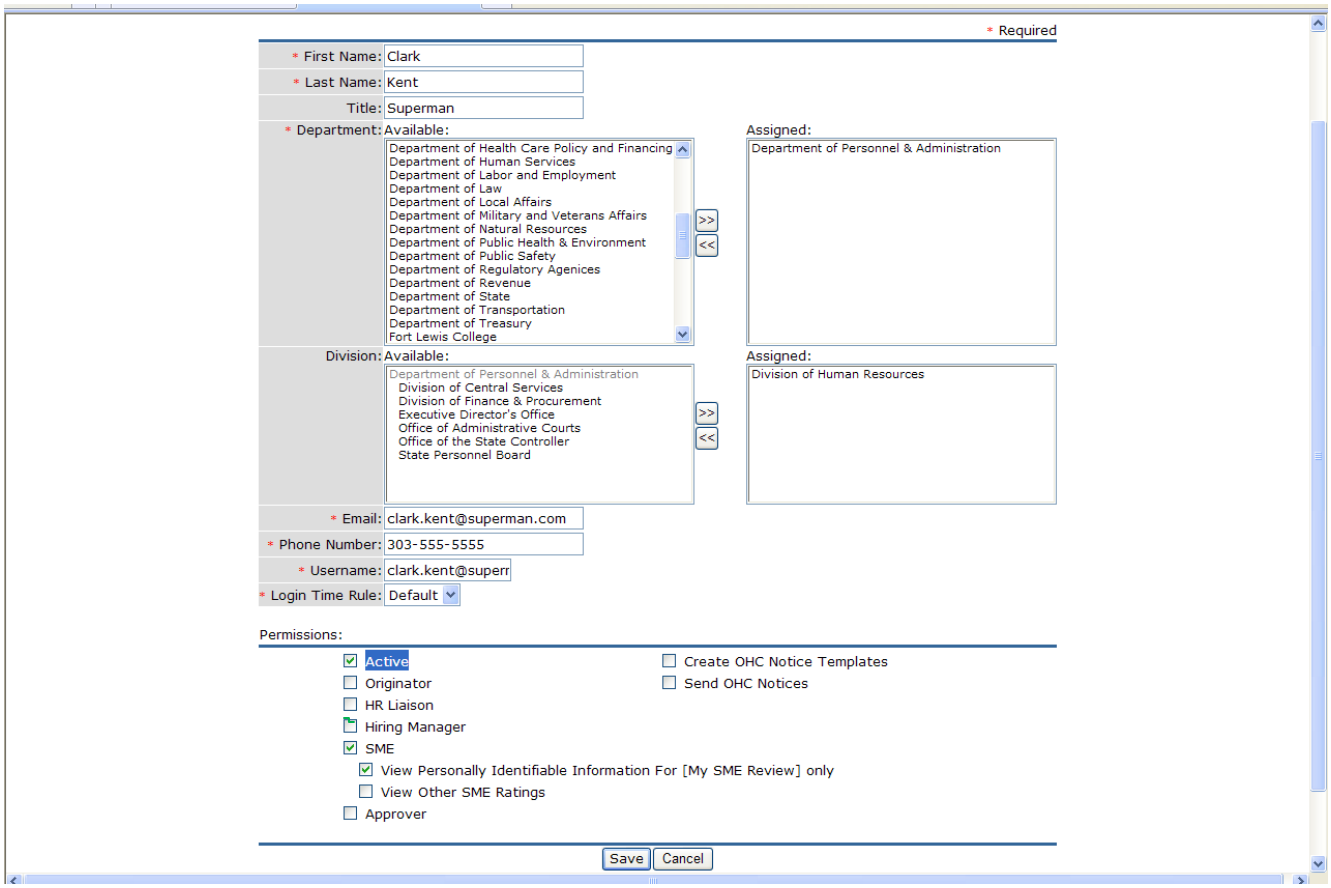
   g. For ‘Username’ – please re-enter the SME’s email address; NOTE: All Usernames within CO-Jobs must be set as the user’s email address

   h. For ‘Login Time Rule’ – Leave as “Default” for the standard security procedures

   i. For ‘Permissions’ – Be sure to select/ check the following options:

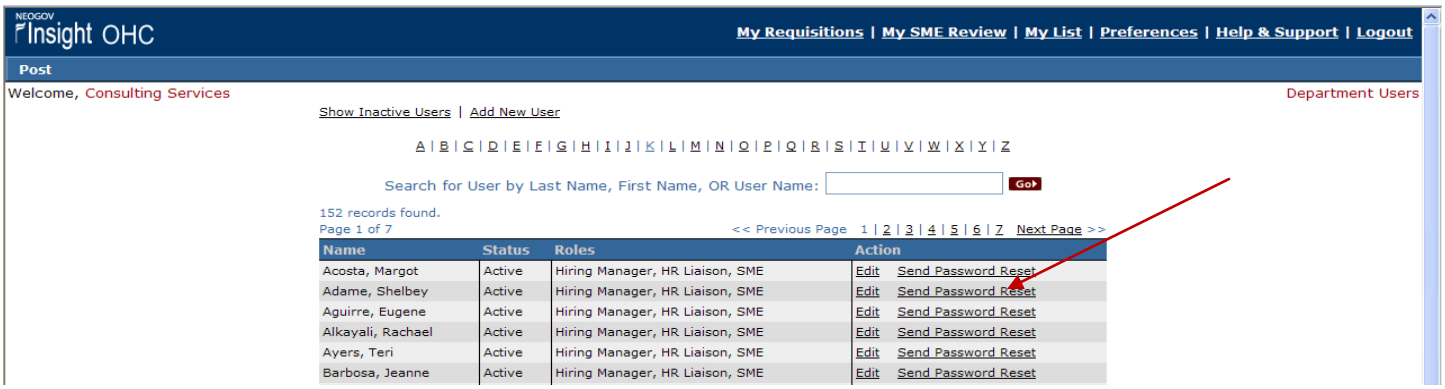
      - **‘ACTIVE’** – this is especially important to make sure that your SME’s profile is active
      - **‘SME’** – this allows access as a Subject Matter Expert – please select!
      - **‘Hiring Manager’** – this allows access as a Hiring Manager – please select!
      - **‘View Personally Identifiable Information for [My SME Review] only’** – this option will allow your Hiring Manager to see all names, contact information and other personally identifiable information on the candidates’ applications.
      - **NOTE: Please do not select “View Other SME Ratings”** as this is not necessary for Non-Classified positions. This is a specific field for SME “Rating” of applications for a test, which is not needed here.

Please see below for an example of a completed Subject Matter Expert profile:



12. Once all SME information is complete, Click ‘Save.’

13. The Hiring Manager will receive an email from info@neogov.com to activate their account within 24 hours. Be sure to be in contact with your Hiring Manager to notify them that they have only 24 hours to activate their account. Should they miss this access window, you may reset their passwords from the ‘View Department Users’ screen within the OHC.



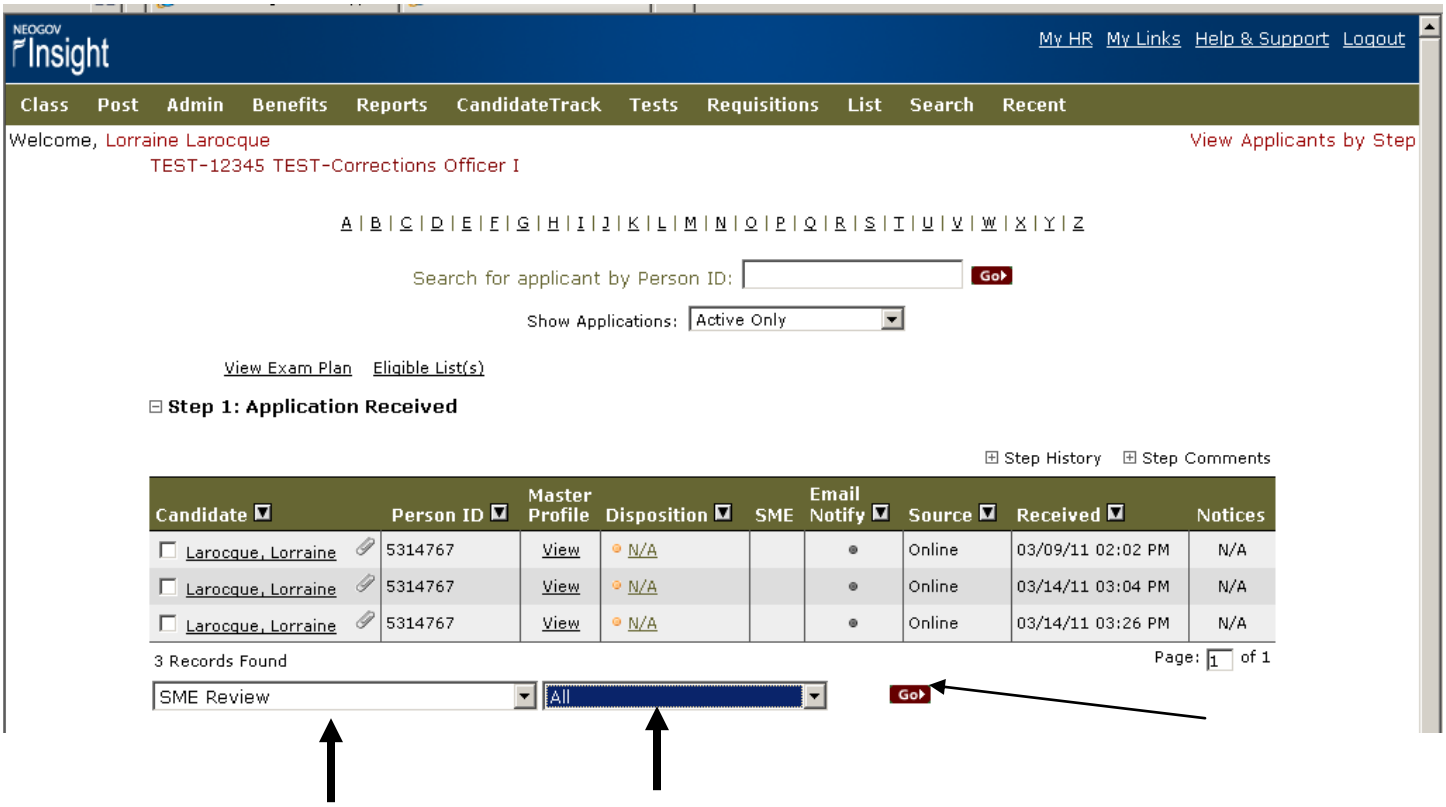
Step Three: Assign Candidates to Hiring Manager (‘SME’)

14. Once the Job Posting has closed and all applications have been received, you will assign all of the ‘Passing’ candidates to the Hiring Manager. Note: You may choose to ‘Fail’ duplicate applications; ‘Pass’ only the most recent application.

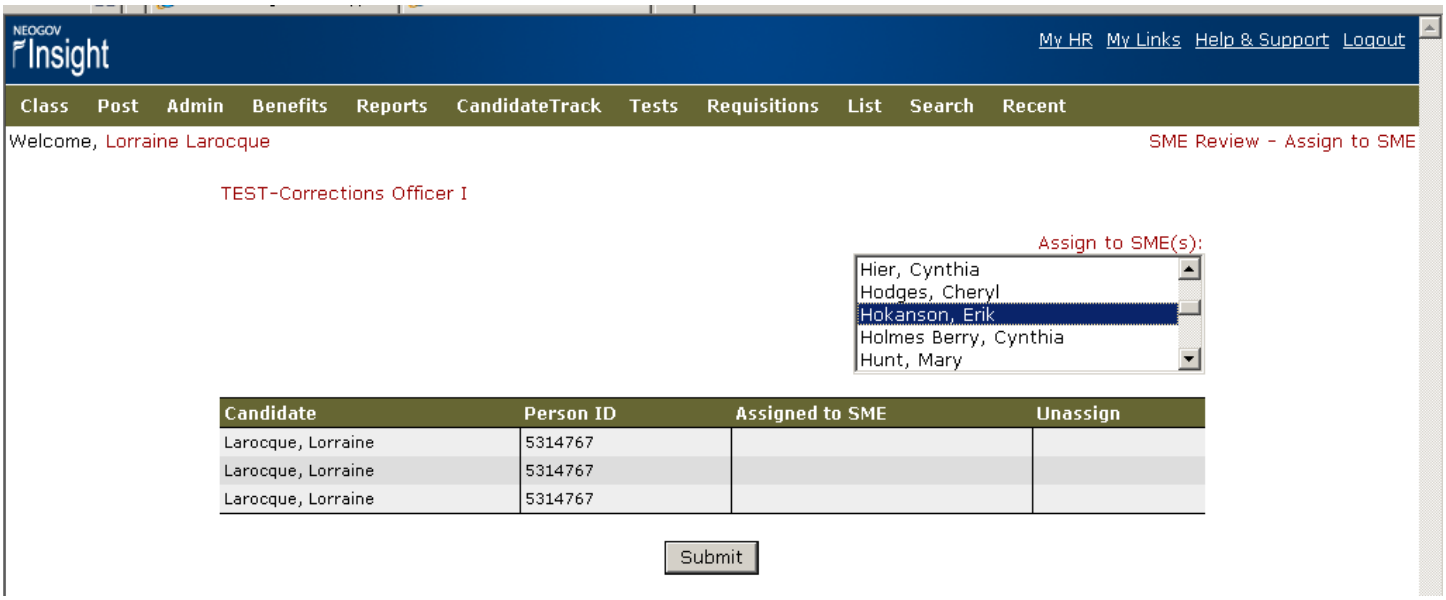
15. Within the ‘Application Received’ step select ‘SME Review’ from the ‘Select Action’ dropdown list

16. Select ‘All’ (or ‘Passing’) from the ‘Select Candidates’ dropdown list

17. Click ‘Go’



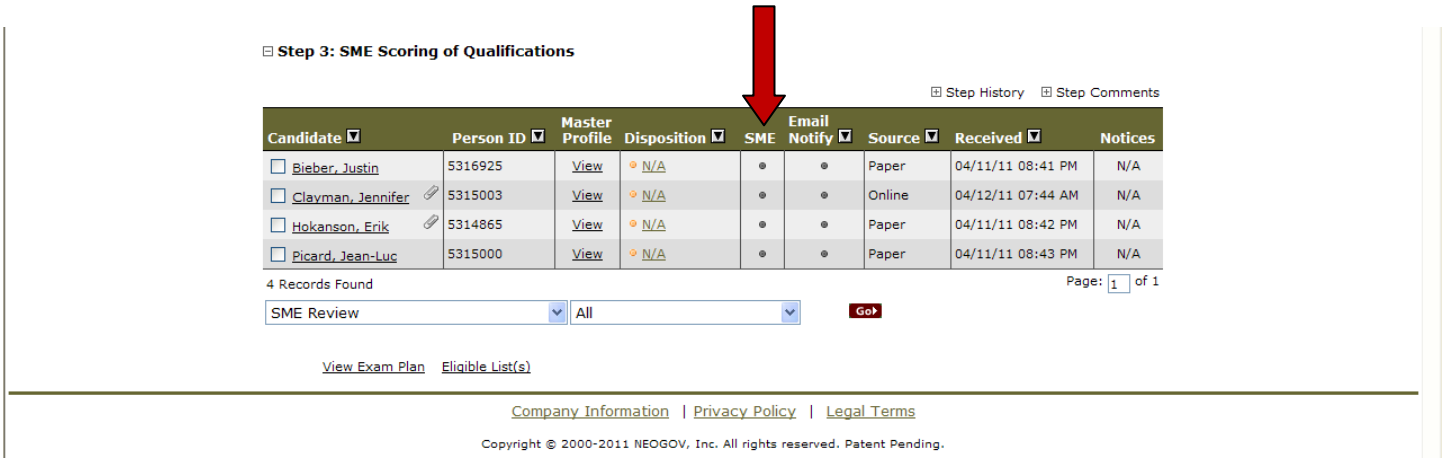
18. On the next screen, you will assign your Hiring Manager (SME) to review the candidates. Once highlighted, a SME has been selected. (Should you need to select more than one SME, be sure to hold the control key while making your multiple selections.)



19. Click 'Submit'

20. **All SMEs will receive an auto-generated email from info@neogov.com** notifying them of a list of their assigned candidates.

21. Notice the dots below the SME column indicating that all your candidates are now set to be reviewed by your assigned SME(s):



22. Your Hiring Manager will now have access to the candidates' applications within their OHC account. Please refer to the SME Instructions handout for this portion of instructions.