

Greetings Co-Jobs Users.

We have some updates for you that include an updated User's Guide, important guidance on uploading test scores, looking up existing scores in ADS, the addition of more checklist T & E's, and a new option for non-classified positions.

First, the User's Guide has been updated. The newest version can be found on Consulting Services' web page at [www.colorado.gov/dpa/dhr](http://www.colorado.gov/dpa/dhr) or you can link to it through MY Links in your CO-Jobs account. Depending on how much you use the manual, you can decide whether or not to print the new version. We do not see another update in the *near* future. The updates are based on things we have learned and changes we have made to the system to accommodate your needs and our way of doing business.

Next, we have seen problems with some examination scores in the system. The problem occurs when an incorrect Max Raw Score was entered for written objective/ software tests when setting up an Evaluation Step. Please remember to make sure that you find the MAX RAW SCORE for any test you give by going to the 'Tests' tab, selecting 'Written Exams'. As you find the exam you want, exams are listed by Test Title, and the very next column is labeled "Max Score" – this is always the MAX RAW SCORE. An example screen shot is below – you'll see that the first exam listed, entitled "Accounting Theory" test has a 'Max Score' of 66. It is most important to enter this Max Raw Score correctly, as it affects scoring. If you find that your Max Raw Score has been entered incorrectly within your Evaluation Step, you must fix this issue immediately. For the fix:

- 1) Find the correct 'Max Raw Score' by going to the 'Tests' tab, selecting 'Written Exams' and locate the Max Score for your test(s).
- 2) Go into your Exam Plan
- 3) Click on 'Edit' for the Evaluation Step of the written or software exam you wish to correct
- 4) Enter the correct 'Max Raw Score'
- 5) IMPORTANT: If you have already uploaded scores prior to this correction, you MUST re-upload the scores for that evaluation step. This will ensure that all scores are corrected.

The very bottom of this e-mail contains the screen shot related to this issue, referenced above.

Looking up existing scores in ADS continues to be an issue that we are trying to tackle. We are currently working on downloading those scores in hopes that a database can be used to look up scores by name rather than ADS by social security number. However, please remember that the tedious nature of this task does not relieve departments of the responsibility to do it. When one department fails to look up scores and instead administers a test to someone who is ineligible, this causes problems for your colleagues down the line when they encounter the score in ADS and also encounter the score that you entered in CO-Jobs. Many of your colleagues put in lots of hours fixing the problem you created. It has also created consequences for the job applicants who were inappropriately tested. Please know that Consulting Services staff are working hard to provide a better solution. We appreciate your patience and diligence, as we are all working in the same system toward the same end results.

Consulting Services has added several checklist T & E's to CO-Jobs so that you can use the system to enter candidate responses and score these exams. If there is a T & E that you use on a regular basis, please send it to us and we will enter it for you. During this process, we have noticed some departments using the same or highly similar T & Es under different names or exam numbers. If we can re-consolidate these for efficiency without losing any effectiveness, we will let you know that your T & E already exists in the system under a different name.

Finally, we have added a new option under Type of Announcement for Non-Classified jobs. Although most CO-Jobs users do not announce for non-classified jobs, a few do and these welcome out-of-state applicants without the need for a residency waiver. Departments that have this option generally know how and when to use it. Please look for it next time you need to announce a non-classified job and let us know how it works for you.

On a system level, we are beginning to have enough data in CO-Jobs to be able to look at time to fill positions. The first metric we have looked at is the time between opening the requisition and closing it. Therefore, please remember to

close the requisition as soon as the person is selected for the position. If there are any requisitions currently open that you have already filled, go ahead and close those – I expect this might be the case. I want you to know that we will be looking at this as a good measure of time to fill, at least as a starting point.

Thanks for your work and all of the great issues and ideas you have brought to us. In the past 3 ½ months we have all learned and improved this system by working together. Consulting Services and particularly the CO-Jobs team want to thank you for your patience and support. As always, send your questions, ideas and needs for our service to [hrs.consulting.services@state.co.us](mailto:hrs.consulting.services@state.co.us)

Sincerely,

Jennifer

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

303-866-4248

NEOGOV Insight - Written Exams - Windows Internet Explorer

https://secure.neogov.com/employers/examscores/showexams.cfm?navbarcategoryid=7

File Edit View Favorites Tools Help

Secure Search McAfee Convert Select

NEOGOV Insight - Written Exams

My HR My Links Help & Support

Class Post Admin Benefits Reports CandidateTrack Tests Requisitions List Search Recent

Welcome, Lorraine Larocque

[Add New Exam](#) [Add New Exam Date](#) [Schedule Candidates](#)

A B C D E F G H I J K L M N O P Q R S T U V W X Y Z

Search for exam title:

124 records found.  
Page 1 of 5

<< Previous Page 1 2 3 4 5 Next Page >>

Test Title	Max Score	Sections	Answer Keys	Results	Exam Dates	Exam Plans	Modify
Accounting Theory & Pract - WQAAA262	66	Sections	Keys & Item Analysis	Upload	<a href="#">View Dates</a>	<a href="#">View Exam Plans</a>	<a href="#">Edit</a> <a href="#">Delete</a>
Acct Theory & Practice - WQAAA200	78	Sections	Keys & Item Analysis	Upload	<a href="#">View Dates</a>	<a href="#">View Exam Plans</a>	<a href="#">Edit</a> <a href="#">Delete</a>
Adm Supp Basic Arithmetic - WQAAA181	30	Sections	Keys & Item Analysis	Upload	<a href="#">View Dates</a>	<a href="#">View Exam Plans</a>	<a href="#">Edit</a> <a href="#">Delete</a>
ADM SUPP Software/Computer - WQAAA182	30	Sections	Keys & Item Analysis	Upload	<a href="#">View Dates</a>	<a href="#">View Exam Plans</a>	<a href="#">Edit</a> <a href="#">Delete</a>
Admin Support Basic - WQAAA179	109	Sections	Keys & Item Analysis	Upload	<a href="#">View Dates</a>	<a href="#">View Exam Plans</a>	<a href="#">Edit</a> <a href="#">Delete</a>
Admin Support Info Tech WQAAA180	30	Sections	Keys & Item Analysis	Upload	<a href="#">View Dates</a>	<a href="#">View Exam Plans</a>	<a href="#">Edit</a> <a href="#">Delete</a>
Admin Support Supervision - WQAAA183	45	Sections	Keys & Item Analysis	Upload	<a href="#">View Dates</a>	<a href="#">View Exam Plans</a>	<a href="#">Edit</a> <a href="#">Delete</a>
Arts Tech - Graphic Design - WQAAA048	52	Sections	Keys & Item Analysis	Upload	<a href="#">View Dates</a>	<a href="#">View Exam Plans</a>	<a href="#">Edit</a> <a href="#">Delete</a>
Auditor - WQAAA011	125	Sections	Keys & Item Analysis	Upload	<a href="#">View Dates</a>	<a href="#">View Exam Plans</a>	<a href="#">Edit</a> <a href="#">Delete</a>
Bennett Mechanical Form S - WQAAA015	68	Sections	Keys & Item Analysis	Upload	<a href="#">View Dates</a>	<a href="#">View Exam Plans</a>	<a href="#">Edit</a> <a href="#">Delete</a>
Bennett Mechanical Form T - WQAAA016	68	Sections	Keys & Item Analysis	Upload	<a href="#">View Dates</a>	<a href="#">View Exam Plans</a>	<a href="#">Edit</a> <a href="#">Delete</a>
Building and Grounds Maintenance - WQAAA161	50	Sections	Keys & Item Analysis	Upload	<a href="#">View Dates</a>	<a href="#">View Exam Plans</a>	<a href="#">Edit</a> <a href="#">Delete</a>
CNA Checklist T&E - TCILG001	150	Sections	Keys & Item Analysis	Upload	<a href="#">View Dates</a>	<a href="#">View Exam Plans</a>	<a href="#">Edit</a> <a href="#">Delete</a>
CO I Reading Exam - WQAAA273	30	Sections	Keys & Item Analysis	Upload	<a href="#">View Dates</a>	<a href="#">View Exam Plans</a>	<a href="#">Edit</a> <a href="#">Delete</a>
Communications Module - WQAAA152	45	Sections	Keys & Item Analysis	Upload	<a href="#">View Dates</a>	<a href="#">View Exam Plans</a>	<a href="#">Edit</a> <a href="#">Delete</a>
Compliance Investigator - WQAAA052	96	Sections	Keys & Item Analysis	Upload	<a href="#">View Dates</a>	<a href="#">View Exam Plans</a>	<a href="#">Edit</a> <a href="#">Delete</a>
Correctional Officer III - WQAAA007	135	Sections	Keys & Item Analysis	Upload	<a href="#">View Dates</a>	<a href="#">View Exam Plans</a>	<a href="#">Edit</a> <a href="#">Delete</a>
Criminal Investigator - WQAAA020	79	Sections	Keys & Item Analysis	Upload	<a href="#">View Dates</a>	<a href="#">View Exam Plans</a>	<a href="#">Edit</a> <a href="#">Delete</a>
Criminal Investigator - WQAAA206	50	Sections	Keys & Item Analysis	Upload	<a href="#">View Dates</a>	<a href="#">View Exam Plans</a>	<a href="#">Edit</a> <a href="#">Delete</a>
Critical Thinking - Form A - WQAAA031	80	Sections	Keys & Item Analysis	Upload	<a href="#">View Dates</a>	<a href="#">View Exam Plans</a>	<a href="#">Edit</a> <a href="#">Delete</a>

https://secure.neogov.com/employers/examscores/cfmEnterTest.cfm?TestID=10468

start Inboxes - Microsoft Out... RE: Max raw score is... NEOGOV Insight - Wl... Internet