



SELECTION

Do you consistently...	YES	NO
1. Ensure that all positions are filled through competitive examination of merit and fitness?	<input type="checkbox"/>	<input type="checkbox"/>
2. Conduct job analysis in order to produce the most valid and defensible selection decisions?	<input type="checkbox"/>	<input type="checkbox"/>
3. Post all open competitive and statewide promotional announcements on the Internet?	<input type="checkbox"/>	<input type="checkbox"/>
4. Include Director's Review rights on all job announcements?	<input type="checkbox"/>	<input type="checkbox"/>
5. Date stamp incoming applications to indicate when they were received?	<input type="checkbox"/>	<input type="checkbox"/>
6. Allow experience to substitute for required education, except where education is required by law?	<input type="checkbox"/>	<input type="checkbox"/>
7. Accept applications only from Colorado residents, unless you have obtained a residency waiver?	<input type="checkbox"/>	<input type="checkbox"/>
8. Obtain signed Subject Matter Expert sheet from all of your hiring supervisors and exam panel members?	<input type="checkbox"/>	<input type="checkbox"/>
9. Refer only the top 3 applicants for single position vacancies?	<input type="checkbox"/>	<input type="checkbox"/>
10. Include the eligible list ranking on all referrals?	<input type="checkbox"/>	<input type="checkbox"/>
11. Provide written notice to individuals removed from employment lists, when such notice is required by rule?	<input type="checkbox"/>	<input type="checkbox"/>
12. Maintain complete and accurate documentation of selection processes?	<input type="checkbox"/>	<input type="checkbox"/>
13. Check for Departmental re-employment lists and current eligible lists prior to announcing?	<input type="checkbox"/>	<input type="checkbox"/>

Please note that a NO response to any of the items above may indicate that your Department is out of compliance with rule, law or recommended practice. Please contact Consulting Services at hrc.consulting.services@state.co.us for guidance on any of the above mentioned areas.

This form is for your use only, there is no need for you to return the form to DHR.

Completed By: _____ Date _____