2006 Human Resources Audit
Selection Survey Summary Report
35 Total Responses

Survey Instructions
Following are the results of the Selection Survey conducted in the fall of 2006. Survey responses from 35 agencies are included in the response frequencies listed on this summary. Any questions or concerns may be directed to Consulting Services, Division of Human Resources, at hrs.consulting.services@state.co.us.

Recruitment

1. Do you partner with schools or universities in your recruitment efforts?

   12 Yes If yes, please attach policy description or describe here: See Appendix
   23 No

2. Have you participated in a job fair in the past two years?

   13 Yes If yes, please explain here: See Appendix
   22 No

3. Do you have any unique recruitment practices or strategies?

   9 Yes If yes, please explain here: See Appendix
   26 No

4. Do you use Lotus Notes to create job announcements?

   31 Yes
   4 No

5. If you do use Lotus Notes to create job announcements, please mark all announcement types that apply:
   16 Departmental Promotional
   9 Division Promotional
   26 Statewide
   31 Open Competitive
   19 Transfer
   2 Not Applicable
   1 No Information Available

6. Do you use open continuous announcements?

   11 Yes If yes, which classes or class series? See Appendix
   23 No
   1 No Information Available

7. Does your HR staff announce internal transfer opportunities?

   18 Always
   11 Sometimes < - - - please explain here: See Appendix
   5 Rarely/Never
   1 No Information Available

   If you have an established policy, please attach.

8. Where do you post open competitive announcements? (Check all that apply)

34 Colorado.gov
29 Other websites < - - -Please list: See Appendix
27 Physical location < - - -Please describe: See Appendix

9. Where do you post statewide announcements? (Check all that apply)

33 Colorado.gov
19 Other websites < - - -Please list: See Appendix
24 Physical location < - - -Please describe: See Appendix

10. How do you announce internal (departmental, divisional promotional and transfer) opportunities? (Check all that apply)

13 Colorado.gov
20 Other websites < - - -Please list: See Appendix
25 Physical location < - - -Please describe: See Appendix
23 E-mail to employees

11. Do you have a policy or practice on the length of time announcements are posted?

30 Yes If yes, please describe your practice or attach a copy of your policy: See Appendix
4 No
1 No Information Available

12. Did you apply to the State Personnel Board for any residency waivers?

8 Yes How many in FY 04-05? 7
26 No How many in FY 05-06? 8
1 No Information Available

13. Do you have a policy regarding diversity or equal opportunity in hiring?

21 Yes If yes, please attach a copy of your policy.
14 No
1 No Information Available

Job Analysis

14. Do you perform a job analysis for vacant positions?

7 Always
25 Sometimes
2 Never
1 No Information Available

15. How do you determine if a job analysis is needed?

Please describe: See Appendix

16. Where are completed job analyses kept or stored? (Mark all that apply)

22 Exam file
11 Position file
18 Electronic file
0 Employee file
6 Other, please describe: See Appendix
2 Not Applicable
1 No Information Available

Application Screening

17. Do you date stamp applications?

    27 Always
    7 Sometimes < - - -Please describe when you would date stamp: See Appendix
    2 Rarely/Never

18. Which applications receive second reviews by another HR specialist?

    4 All
    20 Rejected
    17 Other < - - -Please explain: See Appendix
    1 No Information Available

19. Do you use an online application system?

    13 Yes < - - - DPA's?
    4 Other, please name: See Appendix
    18 No

20. Do you reject applications that are not submitted in the format prescribed on the announcement?

    20 Always
    10 Sometimes < - - -Please describe when you would reject: See Appendix
    5 Never

21. Do you request transcripts when a degree or specific education is required?

    14 Always
    12 Sometimes
    9 Rarely/Never

22. If you request transcripts, do you require an original/official transcript?

    4 Always
    3 Sometimes
    23 Rarely/Never

23. When transcripts are requested, would you accept the application without transcripts?

    1 Always
    2 Sometimes
    6 Never
    24 Conditional acceptance pending transcripts

24. When no transcripts are provided, does your HR staff verify education with the college or university?

    1 Always
    3 Sometimes
    28 Rarely/Never
    1 No Information Available

25. Does your HR staff keep/retain original transcripts for reuse by applicants so they do not need to resubmit?

    7 Yes
    22 No
    1 Sometimes
    5 Rarely/Never

26. Do you give applicants the opportunity to submit additional information after the close deadline?

28 Yes If yes, please explain: See Appendix
6 No
1 No Information Available

27. Does your HR staff verify experience with current or former employers?

3 Always
12 Sometimes < - - -Please describe: See Appendix
20 Rarely/Never < - - -Please describe: See Appendix

Assessment:

28. Do you use ADS for your exam scoring?

30 Always
4 Sometimes
1 Rarely/Never
1 No Information Available

29. If you do not use ADS for your scoring, what do you use?

Please explain: See Appendix

30. Does your HR staff conduct background checks?

12 Often
7 Occasionally
16 Rarely/Never

31. What type of background checks are used by your agency? (mark all that apply)

20 Motor Vehicle
27 Criminal
1 Tax
7 Financial
8 Credit
12 Licensure
14 Other < - - -Please describe: See Appendix
5 None

32. What written objective tests (WOQAA) have you used in the past 2 years?

Please list tests used: See Appendix

33. Does your agency have any positions for which pre-employment drug testing has been approved by HR?

15 Yes If yes, approximately how many positions? See Appendix
19 No
1 No Information Available

34. How are exam files kept?

14 Paper
0 Electronic File
21 Both

35. How are candidates officially notified of exam results?

14 E-mail
33 Postal mail
3 Phone call
1 Personal meeting

36. Do you report exam scores (actual or converted) to candidates?

25 Always
8 Sometimes < - - -Please explain practice: See Appendix
4 Rarely/Never

37. Do you report exam ranking to candidates?

22 Always
10 Sometimes < - - -Please explain practice: See Appendix
1 Rarely/Never
1 No Information Available

38. Do you measure adverse impact for any of the exams you give?

3 Yes < - - - If your HR staff does measure, please describe: See Appendix
31 No
1 No Information Available

39. Are you presently relying on any validity studies for exams you give?

11 Yes
23 No
1 No Information Available

40. If your HR staff does rely on validity studies, please list* them all in the space below:

Class series: See Appendix for these answers

Exam:

Type of validity:

*or attach the study(ies)

41. Do you measure reliability on any of the exams you give?

8 Yes If yes, please explain: See Appendix
26 No
1 No Information Available

42. How do you ensure veteran's points are applied appropriately?

Please explain practice: See Appendix

Employment Lists

43. Where do you keep eligible lists?

28 ADS
6 Electronic Files
28 Exam File
3 Other < - - -Please explain: See Appendix
1 No Information Available

44. How are Appointing Authorities made aware of available eligible lists?

    Please explain: See Appendix

45. Have you considered another agency's eligible list in the last two years?

    11 Yes
    23 No
    1 No Information Available

46. Have you made a referral from another agency's eligible list?

    9 Yes
    25 No
    1 No Information Available

47. Has another agency inquired about using your eligible lists?

    13 Yes
    21 No
    1 No Information Available

48. How many eligible lists have you resurrected (after expiration) in the past two years? (approximate)

    13 None
    17 Less than 5
    3 More than 5
    1 No Information Available

49. How do you inform applicants that they have been referred?

    13 E-mail
    33 Postal mail
    11 Phone call
    3 Personal meeting
    1 No Information Available

50. How do you inform applicants that they have not been referred?

    11 E-mail
    21 Postal mail
    0 Phone call
    0 Personal meeting
    12 No specific notification of non-referral
    1 No Information Available

51. How can DPA better meet your needs in the area of selection?

    Please explain: See Appendix