<table>
<thead>
<tr>
<th><strong>Current State</strong></th>
<th><strong>Future State</strong></th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Neogov</strong></td>
<td><strong>Workday Recruiting</strong></td>
</tr>
</tbody>
</table>

### HOW TO APPLY FOR JOBS:
- One list of job postings for both internal and external candidates and one job application process
  - External applicants can see and apply to internal-only postings
  - Candidates can make changes to job application and re-apply multiple times to the same position

### HOW TO APPLY FOR JOBS:
- Tailored list of job postings and application process for internal and external candidates
  - Internal applicants (current CCD employees) will view and apply to jobs via Workday and will need to fill out the Talent Profile to apply
  - External applicants will view and apply to jobs via Workday and will need to create a Workday account to apply; external applicants will not be able to see internal-only postings
  - Candidates will not be able to make changes to a job application once submitted and can only apply once to a position because the job application will be reviewed immediately

### JOB POSTINGS:
- Include closing dates visible to candidates (practice of 24 hours-notice when closing)

### JOB POSTINGS:
- Do not include closing dates visible to candidates
  - If closing date needed, recruiter will add manually to body of job posting

### JOB APPLICATION:
- Includes fields for hours worked and compensation history in work history and asks for desired compensation

### JOB APPLICATION:
- Does not include fields for hours worked, salary history or desired compensation
  - Recruiters will have to reference work history/resume to distinguish full-time vs. part-time

### SUPPLEMENTAL QUESTIONS:
- Job Application includes Supplemental Questions to collect additional information from candidates

### QUESTIONNAIRES:
- Job Application includes Questionnaires (Primary and possibly a Secondary depending on the position) to collect additional information from candidates

### JOB ALERTS:
- Available to candidates to create and receive notifications about new job postings

### NO JOB ALERTS:
- Visit denvergov.org/jobs often to view new jobs posted.

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May 22, 2018
## COMMUNICATION:
- Candidate status not always updated throughout a recruitment
- Candidates not always notified when no longer in consideration

## COMMUNICATION:
- Candidates will receive an automatic notification from system as soon as disqualified
- Ability to check status in Workday anytime

## ASSESSMENT/TESTS:
- Managers only receive overall score results
Some positions require assessment/test:
  - SHL for online
  - Performance test
  - NTN for Safety

## ASSESSMENT/TESTS:
- Managers will have access to overall score results, development report, and related interview questions
Some positions will still require assessment/test:
  - Integration with vendor (SHL) will automate some of the testing process
  - All testing tasks will be managed through WD

## SCORE MANAGEMENT:
- For Assessments: if pass, candidate scores valid for lifetime of test, if fail, 6 month waiting period to retest
- For Tests: if pass, candidate scores valid for one year, if fail candidate can re-take with each job application.

## SCORE MANAGEMENT:
- For Assessments: candidate scores will be valid for six months (pass or fail). Each time a candidate applies, the system will check the SHL to see if score exists and supply it back to Workday. If the assessment period has exceeded 6 months, the candidate will retake the assessment
- For Tests: candidates will re-take with each job application

## ROLES/PROCESS:
- Very open, flexible system
- Recruiter, Manager, Colleagues, HR Liaison, HR Business Partner can all have access/be involved

## ROLES/PROCESS:
- System requires a more linear process for automation – establishing more definitive roles and responsibilities, where the Recruiter is the primary point of ownership to facilitate the recruit-to-hire process

## EVALUATING CANDIDATES:
- Recruiter creates ‘Eligible List’ of candidates for review

## EVALUATING CANDIDATES:
- Recruiter will review candidates on a rolling basis and send best qualified to manager
- Then, Manager will review all candidates sent by the recruiter and provide feedback (Interested, Might Be Interested, Not Interested)
- Then, Recruiter and Manager review candidates together and decide next steps (disqualification or move forward)

## INTERVIEWING:
- Interviewers and interview dates logged in system

## INTERVIEWING:
- Interviewers logged in system – granted access to candidates’ profiles
- Interviewers complete feedback
<table>
<thead>
<tr>
<th>JOB OFFER:</th>
<th>JOB OFFER:</th>
</tr>
</thead>
<tbody>
<tr>
<td>• Manager, HR Liaison, or Recruiter submit OL request/BG Check form via Hiring Center on Denvergov</td>
<td>• Recruiter will submit job offer request in Workday. Hiring center on Denvergov will no longer exist</td>
</tr>
<tr>
<td>• Onboarding Coordinator processes offer and background check – manually creates offer letter, collects signatures, and then sends to candidate via email for signature</td>
<td>• Offer and compensation approval will take place inside the Workday system by Agency Approver</td>
</tr>
<tr>
<td>• Candidate physically signs offer letter and sends back</td>
<td>• Recruiter will facilitate verbal offer</td>
</tr>
<tr>
<td></td>
<td>• Onboarding Coordinator will generate offer letter - no agency signature required</td>
</tr>
<tr>
<td></td>
<td>• Candidate will receive offer letter in system and ‘Accept’ – no signature required</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>PRE-EMPLOYMENT:</th>
<th>PRE-EMPLOYMENT:</th>
</tr>
</thead>
<tbody>
<tr>
<td>• XO 135 requirements</td>
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</tr>
<tr>
<td></td>
<td>• To utilize same vendors to complete background checks, physicals, and drug screens</td>
</tr>
<tr>
<td></td>
<td>• Status of pre-employment screening, pending or complete will be seen in system</td>
</tr>
</tbody>
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<table>
<thead>
<tr>
<th>ONBOARDING:</th>
<th>ONBOARDING:</th>
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</thead>
<tbody>
<tr>
<td>• Complete required tasks in Workday</td>
<td>• Complete required tasks in Workday</td>
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