

Website and Draft Vocal Alarm Notice on Workday Registration:

REGISTRATION: Registration for the Sergeant's exam begins at **begins at 9:30 a.m. on May 1, 2019**, and **ends at 4:30 p.m. on June 3, 2019 (such that no late registrations will be accepted)**. Candidates will be able to locate the registration link via logging into their Workday profiles, selecting the **Career** icon in the bottom righthand corner, choosing the **Find Jobs – CCD** under View, and using the search bar to find this job.

Please also see this list of FAQs for more information on registering.

Q: Do I need to provide personal and work e-mail addresses to register?

A: Candidates need to provide at least one primary e-mail address; however, should they choose to provide work and personal e-mail addresses, **all addresses need to be listed as primary ones**. Candidates who do not label all of their provided e-mail addresses as primary may experience registration errors on Workday.

Q: Do I need to build a candidate profile and upload all of my certifications to Workday?

A: Although promotional candidates are prompted to do so, they do not need to create candidate profiles on Workday. Each candidate just needs to answer the application questions on whether they are qualified, what their badge number is, whether they can keep different exam components confidential, and whether they know anyone facilitating or taking the exam. Additional instructions on registering can be found here: <https://www.denvergov.org/content/denvergov/en/civil-service-commission/becoming-a-police-officer/promotional-police-tests.html>.

Q: How will I know if I have registered successfully?

A: Candidates should get a notice in their Workday inbox (see message icon, which is between the bell and cloud icons in the top righthand corner of their Workday home page). Abby will move all candidates to the next test step (Written Test) by June 4, 2019. If unsure about their registration's success, candidates can contact Dr. Abby Rainer (Civil Service Commission, Promotional Exams and Test Development) at 720-913-3380 or abby.rainer@denvergov.org.

Q: How do I know whether I'm qualified to take the Sergeant's exam?

A: Qualifications are listed in the exam announcement (see <https://www.denvergov.org/content/denvergov/en/civil-service-commission/becoming-a-police-officer/promotional-police-tests.html>). However, those with questions about their eligibility should contact Abby. When in doubt, candidates should register for the exam anyway and let Abby know at abby.rainer@denvergov.org. She will speak with DPD leadership about whether those individuals are qualified to take the exam and, if needed, remove them from the registration list before testing begins.

Q: What and where are the exam reading materials?

A: All reading materials for the 2019 Sergeant's exam can be found on the Civil Service promotions page for police (<https://www.denvergov.org/content/denvergov/en/civil-service-commission/becoming-a-police-officer/promotional-police-tests.html>).