

Recruitment Process for Positions with Online Assessments and Tests

Some positions with the city require the completion of an online assessment or test as part of the recruitment process. If an assessment or test is required for the position you will be notified via email. Below are the four steps in the recruitment process. For more information about assessments and tests visit www.denvergov.org/jobs

Step 1

Application

Submit your application on www.denvergov.org/jobs

Add @denvergov.org to your email's safe sender list to make sure you receive important communications about your application and testing.

Step 2

Testing

An email with a link to the assessment or test will be sent to your email. Testing must be completed within 5 calendar days.

Once you completed testing you will need to log back into your Workday profile and view your status. No email communication will be sent with score results.

Step 3

Qualifications Review

A recruiter will review applications to identify the best qualified candidates

Step 4

Referral

The best qualified candidates will be referred to the hiring manager for review. If you are selected for an interview you will be contacted by a city representative.

Applicants are encouraged to check their online profiles for all recruitment and status updates.

- Online assessments and tests can be completed anytime of day. The link will remain active for 5 calendar days beginning the day received
- Assessments and tests must be taken from a desktop or laptop computer with internet connection. Mobile devices such as smartphones, iPads, and tablets are not compatible with test content
- Click on the assessment link even if you have taken the assessment or test before. The testing system will notify you if you have scores that can be re-used
- Contact Information:

*If you experience any technical difficulties accessing or taking the tests, please contact SHL by submitting an online request for assistance. To submit an online request, please copy and paste <https://support.shl.com/candidate> into your internet browser. You can also call 800-899-7451 (option 1)

*For questions about the assessment process, missing link s, or to request an ADA Accommodation please email us at AssessmentTeam@denvergov.org