



STATE CLASSIFIED EMPLOYMENT GUIDE
APPLYING FOR STATE EMPLOYMENT

- x You must be a resident of the State of Colorado to apply for a state classified position.
- x Job announcements are posted on the state website at: www.colorado.gov/jobs
- x Specific job announcements for the University of Northern Colorado are posted in the Human Resources Office or on the UNC website which links to the state website: <http://www.unco.edu/human-resources/state-classified-staff.aspx>
- x A State of Colorado Application for Announced Vacancies and Demographic Information form must be submitted for each state classified position. These forms can also be found on the websites.

APPLICATION PROCESS

- x Applications are reviewed for Colorado residency and minimum qualifications of education and/or experience required for each position. Skills-based hiring is used for specific positions per State of Colorado and will be indicated as such on the positing.
- x A competitive test for merit and fitness is required for all state jobs. The type of exam will depend on the position being filled as well as the number of qualified applicants.
- x The top six candidates will be identified via the exam process and will be referred to the supervisor of the vacant position for interview.
- x The supervisor of the vacant position will interview the candidates and make the final hiring decision and make job offer. Y



STATE CLASSIFIED OCCUPATIONAL GROUPS

HEALTH CARE SERVICES

Nurses – Health Care Professionals

LABOR, TRADES & CRAFTS

Electrical/Plumbing/HVAC Trades

Custodial – Grounds – Food

Service