

City and County of Denver Job Application Process

Apply Online

- Submit your application for the job online at www.denvergov.org/jobs by clicking the "Apply Now" button on the job posting

Application Review

- To check your status log into your online profile at www.denvergov.org/jobs to check. Please allow 3-4 days for the application review.
- Once you've logged in look under "Application Received"
- If it says "Pass" this means you have passed the initial application review and will move to the next step
- If it says "Fail" you did not pass the initial application review and will not move forward on this job recruitment.

Assessment

- Some positions require an assessment. If the position you applied for does require an assessment you will be sent an email with details about the assessment(s), how to schedule yourself, and the available dates and times.
- Log into your applicant profile at www.denvergov.org/jobs. You will see the name of the assessment and a "Schedule Appointment" link. Click on the link to select your day and time.
- Please schedule yourself for the assessment **within 2 days** of receiving this email
- If you have taken the required assessment before and passed, you will receive an email stating your scores have been transferred. No further action is needed from you. If you wish to re-take the assessment please send an **email request to jobs@denvergov.org**
- On the day of your assessment plan ahead for traffic, parking, and the security check. Out of respect to other applicants we cannot allow late-comers into the assessment.

Results

- Test results are normally posted to your profile within 3 - 4 business days. Log into your profile to check for your results
- Look under "Test Step"
- If it says "Pass" then you will move to the next step
- If it says "Fail" you did not pass the assessment(s) and will not move forward on this job recruitment
- Please note that if you were required to take multiple assessments you must pass each one in order to "Pass" the "Testing Step"

Eligibility List

- If you meet the minimum qualification for the position and pass any required assessment(s) you will now see "Eligible" when you log in to your profile.
- This means you are eligible to be interviewed for the position. Due to the large number of applications we receive not everyone who is eligible will be interviewed.
- All communication from this point forward, including scheduling interviews, will come from the hiring agency .

If you have questions about the application process please email us at jobs@denvergov.org