

Sample NeoGov Emails

Automatic NeoGov email Application Submitted

Dear Michael A. Mechanic,

*Your application has been received by **State of Colorado** for the **Heavy Equipment Mechanic III** position at 10/26/2015 02:36 PM Mountain Time (US & Canada)*

Thank you for applying for employment with the State of Colorado. We have received your application. You will be receiving more information about the next stages of the process from the department to which you applied.

Application Received



COLORADO
Department of Transportation

October 27, 2015

Michael A. Mechanic
1234 Old Carburetor Way
Denver, CO 80222

Dear Michael:

Thank you for applying for Heavy Equipment Mechanic III with the State of Colorado at Department of Transportation. We have received your application. We will follow up with you on the status of your application in the near future.

Sincerely,

Joe Peoples
Human Resources Department
Department of Transportation
State of Colorado

Met Minimum Qualifications



COLORADO
Department of Transportation

October 27, 2015

*Michael A. Mechanic
1234 Old Carburetor Way
Denver, CO 80222*

Dear Michael:

Thank you for your interest in employment with the State of Colorado at Department of Transportation. We have received your application for the Heavy Equipment Mechanic III.

Your application demonstrates that you meet the minimum requirements as listed in the job announcement. You will be notified of the next step in the selection process.

Thank you for your time and interest in working for State of Colorado.

Sincerely,

*Joe Peoples
Human Resources Department
Department of Transportation
State of Colorado*

Did not Meet Minimum Qualifications



COLORADO
Department of Transportation

October 27, 2015

*Michael A. Mechanic
1234 Old Carburetor Way
Denver, CO 80222*

Re: HAA-50001234-10/15

Dear Michael:

We are sorry to inform you that your application for Heavy Equipment Mechanic III with the Department of Transportation is no longer being considered because you did not meet the minimum qualifications for the position.

Please refer to the minimum qualification identified in the announcement for this position. The announcement may be accessed from your NeoGov account at www.colorado.gov/cojobs.

We appreciate your interest in this employment opportunity with State of Colorado and wish you the best in your job search.

Sincerely,

*Joe Peoples
Human Resource Analyst
Human Resources Department
T 303-757-9216
joe.peoples@state.co.us*

Structured Application Review FYI



COLORADO
Department of Transportation

October 27, 2015

*Michael A. Mechanic
1234 Old Carburetor Way
Denver, CO 80222*

Re: HAA-50001234-10/15

Dear Michael:

Thank you for your interest in working for Department of Transportation in the position of Heavy Equipment Mechanic III.

The next phase of the comparative analysis process for this position will consist of a structured review of application materials that you submitted. This application review will identify a top group of applicants who will continue in the selection process.

If you are part of the top group of applicants, you will be invited to the next step in the comparative analysis process.

As soon as the structured application review is completed, I will send an e-mail to update you on your status.

Please check your e-mail for future correspondence regarding this position. If you have any questions, please let me know.

Sincerely,

*Joe Peoples
Human Resources Department
T 303-757-9216
joe.peoples@state.co.us
Department of Transportation
State of Colorado*

Oral Board Assessment FYI



COLORADO
Department of Transportation

October 27, 2015

*Michael A. Mechanic
1234 Old Carburetor Way
Denver, CO 80222*

Dear Michael:

Thank you for your interest in the Heavy Equipment Mechanic III with the State of Colorado at Department of Transportation.

We have determined that the next phase in the comparative analysis process for this position will be an oral board panel. Once the panel has been scheduled, you will be notified regarding the exact date, time and location.

Please check your email for future correspondence regarding this position, if you have any questions, please let me know.

Sincerely,

*Joe Peoples
Human Resources Department
Department of Transportation
State of Colorado*

Oral Board Assessment Scheduling (Version A)



COLORADO
Department of Transportation

October 27, 2015

Michael A. Mechanic
1234 Old Carburetor Way
Denver, CO 80222

Re: HAA-50001234-10/15

Dear Michael:

Thank you for applying for the position of Heavy Equipment Mechanic III with the Department of Transportation. As part of the selection process, you are being invited to participate in the comparative analysis process which is required for this position. During this component, a panel of subject matter experts will ask you a series of questions.

Your comparative analysis is scheduled for the following time and location:

Date: Thursday, November 5, 2015

Time: 7:40 AM to 3:30 PM

Location: Colorado Department of Transportation
4201 E. Arkansas Ave.
Denver, CO 80222

You must schedule your time slot no later than Tuesday, November 3rd by 5 pm. The time slots are scheduled on a first-come basis and once a time slot has been selected, it cannot be changed. If you do not schedule your time slot by this date, I will assume that you are no longer interested in this position.

PLEASE: Arrive promptly at your scheduled time slot for the oral board assessment to sign in and to fill out paperwork. Built into your time slot is 30 minutes for you to have an opportunity to review the questions and to prepare your responses before you appear in front of the panel members. You will then have 30 minutes to answer the questions.

Including the time required to sign in, to finish preparing your responses, and to then provide those responses to the panel members, the assessment will take approximately 1 hour and 20 minutes.

Please remember to bring your driver's license or picture ID in order to be admitted. You may bring a copy of the application materials that you submitted by the application deadline in order to refer to them when you are reviewing the questions and preparing for the comparative analysis. You may not use any other materials during this process.

If you require special accommodations because of a disability, it is your responsibility to notify me at least three (3) working days prior to the administration of the test.

Please contact me at joe.peoples@state.co.us or 303-757-9216 to schedule yourself for a time slot, or if you are no longer interested in the position and do not plan to attend the assessment. If you reach my voicemail, please leave me a message as to an approximate time. I will return all emails and voicemails in the order that I receive them.

Sincerely,

Joe Peoples
Human Resource Analyst

*Human Resources Department
T 303-757-9216
joe.peoples@state.co.us
Department of Transportation
State of Colorado*

Oral Board Assessment Scheduling (Version B)



COLORADO
Department of Transportation

October 27, 2015

Michael A. Mechanic
1234 Old Carburetor Way
Denver, CO 80222

Re: HAA-50001234-10/15

Dear Michael:

Thank you for applying for the position of Heavy Equipment Mechanic III with the Department of Transportation. As you know, your application was sent to the region for further review and I am pleased to tell you that your application scored high enough to continue in the examination process.

As part of this, you are being invited to participate in the comparative analysis process which is required for this position. During this component, a panel of subject matter experts will ask you a series of questions.

Your comparative analysis is scheduled for the following time and location:

Date: Thursday, November 5, 2015
Time: 09:00 AM
Duration: 30 minutes
Location: Colorado Department of Transportation
4201 E. Arkansas Ave.
Denver, CO 80222

Please remember to bring your CDL driver's license in order to be admitted. If you require special testing accommodations because of a disability, it is your responsibility to notify me at least three (3) working days prior to the administration of the test.

Please contact me at joe.peoples@state.co.us or 303-757-9216 if you are no longer interested in the position and do not plan to attend the exam. Due to the nature of the exam and scheduling restrictions, it will not be possible to administer it on another date. Please note: Late arrivals may not be admitted.

FYI - you must arrive 50 minutes prior to your scheduled interview appt. to prepare Human Resource paperwork. Please ask for Steve Rogers who will be administering the exam. His telephone number is 303-757-9216.

Sincerely,

Joe Peoples
Human Resource Analyst
Human Resources Department
303-757-9216
joe.peoples@state.co.us
Department of Transportation
State of Colorado

Did Not Pass Assessment



COLORADO
Department of Transportation

October 27, 2015

*Michael A. Mechanic
1234 Old Carburetor Way
Denver, CO 80222*

Re: HAA-50003126-10/15

Dear Michael:

The comparative analysis for Heavy Equipment Mechanic III with the Department of Transportation has been completed. Your comparative analysis score did not place you in the top group which will proceed to the next stage of the selection process.

If you have any questions regarding this comparative analysis, please contact me at 303-757-9216.

Thank you for participating in the selection process. The time and effort you took to submit an application and attend the examination is appreciated. We appreciate your interest in this employment opportunity with State of Colorado and wish you the best in your job search.

Sincerely,

*Joe Peoples
Human Resource Analyst
Human Resources Department
303-757-9216
joe.peoples@state.co.us
Department of Transportation
State of Colorado*

Referral Email



COLORADO
Department of Transportation

October 27, 2015

*Michael A. Mechanic
1234 Old Carburetor Way
Denver, CO 80222*

Dear Michael:

We are pleased to inform you that you are in final consideration for the position of Heavy Equipment Mechanic III in the Department of Transportation. Your application materials have been referred to the hiring manager for this position. THIS IS NOT A JOB OFFER. If you have not already been contacted, please contact:

*Steve Rogers
303-757-9216*

You must contact the person above within seven days of the date of this email in order to be considered. We encourage you to contact the above hiring manager as soon as possible. Please let me know of any change in your availability or contact information.

Sincerely,

*Joe Peoples
Human Resources Department
T 303-757-9216
joe.peoples@state.co.us
Department of Transportation
State of Colorado*

Eligible List Email (Not Referred)



COLORADO
Department of Transportation

October 27, 2015

Michael A. Mechanic
1234 Old Carburetor Way
Denver, CO 80222

Re: HAA-50003126-10/15

Dear Michael:

The comparative analysis process for Heavy Equipment Mechanic III with the Department of Transportation has been completed. I am pleased to notify you that you have passed all of the required steps and will be placed on the eligible list for this position.

While you have been placed on the eligible list, you were not one of the top six candidates placed on the referral list for this position. The State of Colorado Constitution mandates that only the top six candidates on an eligible list may be referred (forwarded) to the hiring manager for final consideration for classified positions.

Your placement on the eligible list means that you may be contacted for future consideration if circumstances change.

If you have any questions, please contact me at joe.peoples@state.co.us or 303-757-9216.

Thank you for participating in the comparative analysis process for this position. The time and effort you took to submit an application and complete the comparative analysis process is appreciated. We appreciate your interest in this employment opportunity with State of Colorado and wish you the best in your job search.

Sincerely,

*Joe Peoples
Human Resources Department
T 303-757-9216
joe.peoples@state.co.us
Department of Transportation
State of Colorado*

Not Selected



COLORADO
Department of Transportation

October 27, 2015

*Michael A. Mechanic
1234 Old Carburetor Way
Denver, CO 80222*

Dear Michael:

Thank you for interviewing for the Heavy Equipment Mechanic III within Department of Transportation. We thank you for your interest in this position. At this time, the department has decided not to offer you the position.

We appreciate your interest in this employment opportunity with State of Colorado and wish you the best in your job search.

Best Regards,

*Joe Peoples
Human Resources Department
T 303-757-9216
joe.peoples@state.co.us
Department of Transportation
State of Colorado*

Duplicate Application



COLORADO
Department of Transportation

October 27, 2015

*Michael A. Mechanic
1234 Old Carburetor Way
Denver, CO 80222*

Dear Michael:

Our records show that you have submitted more than one application for the position of Heavy Equipment Mechanic III within Department of Transportation. Given that you have submitted more than one application, only the most recent application submitted will be used. If you believe you have received this message in error, please contact me at 303-757-9216 or joe.peoples@state.co.us within five days of the date of this letter.

Sincerely,

*Joe Peoples
Human Resources Department
T 303-757-9216
joe.peoples@state.co.us
Department of Transportation
State of Colorado*