



About ODOT

- In 1913, the legislature formed the State Highway Commission giving them the mandate to, “Get Oregon out of the mud!”
- Started with 25 miles of paved roads, now we maintain:
 - 19,000 lane miles
 - 2,777 bridges
 - 1,871 miles of barrier and guardrails
 - 179,000 signs
 - 1,100 facilities

Divisions

Additional Offices: Audit Services, Interstate Bridge Replacement Program



Support Services

- Human Resources
- Information Services
- Facilities
- Procurement
- Data Solutions
- Employee Safety



Social Equity

- Equity & Civil Rights



Revenue, Finance & Compliance

- DMV (Driver and Motor Vehicle Services)
- Commerce & Compliance
- Finance & Budget



Government & External Relations

- Government Relations
- Communications
- Business Management
- Transportation Commission Administration



Operations

- Delivery & Operations
- Policy, Data & Analysis
- Public Transportation
- Urban Mobility

Mission:

ODOT provides a safe and reliable multimodal transportation system that connects people and helps Oregon's communities and economy thrive.

Vision:

ODOT works together to be a recognized leader in transportation, an employer of choice in our local communities, and well positioned to deliver transportation solutions for Oregon's future.

Values:

These principles inform decision making and guide our behavior in working with each other, our partners and the communities we serve:

INTEGRITY: We are accountable and transparent with public funds and hold ourselves to the highest ethical standards.

SAFETY: We share ownership and responsibility for ensuring safety in all that we do.

EQUITY: We embrace diversity and foster a culture of inclusion.

EXCELLENCE: We use our skills and expertise to continuously strive to be more efficient, effective and innovative.

UNITY: We work together as One ODOT to provide better solutions and ensure alignment in our work.

Benefits

Medical, Vision and Dental Insurance ([PEBB](#))

- 95%-99% of benefits paid by employer

Paid Leave Benefits

- Sick leave – 8 hours a month with no maximum accumulation
- Vacation leave – Starts at 8 hours, increases after every 5 years
- Personal business leave – 24 hours each fiscal year
- Governor’s Day leave – 8 hours, can be used any day
- Eleven paid holidays a year

Retirement Benefits ([PERS](#))

- Public Employees Retirement System/Oregon Public Service Retirement Plan
- Employer paid benefits and/or contribution program defined by collective bargaining agreement or policy

Wellness and Work-Life Balance

- Flexible Work Schedules
- Remote Work Opportunities
- Mental Health Focus and Counseling
- Health and Wellness Programs

Optional Benefits ([PEBB](#) & [OSGP](#))

- Term-life insurance (employee, spouse or domestic partner, and dependents);
- Long-term and short-term disability
- Accidental Death and Dismemberment
- Long-term care (self and eligible family members)
- Flexible spending accounts
- Option to enroll in the Oregon Savings Growth Plan, a deferred compensation program offering a wide variety of investment options

Recruitment Process – Checklist for Success

1. Find the right job for you

- Review job postings:
 - External Job Board: www.odotjobs.com
 - Current State of Oregon Employees: [https://wd5.myworkday.com/oregon/d/task/1422\\$387.html](https://wd5.myworkday.com/oregon/d/task/1422$387.html)
- If you can say "yes" to all three of the following questions, this may be the job for you!
 - Do you see yourself doing the job?
 - Does your experience and education match the minimum qualifications?
 - Do you have the desired attributes or requested skills and abilities listed in the job posting?
- Review the “How to apply” section of the job posting to see if a cover letter is required and any specific instructions:

- **Attach a cover letter.** Your cover letter should clearly demonstrate how your experience and training relates to the qualities that you have under the “**what we’d like to see**” section above.
 - Your cover letter must be limited to no more than two (2) pages.
 - Please address your cover letter to **Hiring Manager, Title**.
 - Generic cover letters that do not address the qualities that you have under the “what we’d like to see” section may receive lower scores than those that addressed the desired qualities.
 - You must upload your cover letter in the ‘Resume/Cover Letter’ section of the application.

Recruitment Process – Checklist for Success

2. Get your application noticed

- ❑ Fill out the experience and education application fields or attach a resume.
 - ❑ If attaching a resume, it must include dates (MM/YYYY) for each educational institution/employer and specific duties for each.
 - ❑ Resumes and/or cover letters (if required) should be uploaded to the "Resume/Cover Letter" section of the application.
 - ❑ Ensure your listed experience and education clearly shows how you meet the position's minimum qualifications, special qualifications and “what we’d like to see” attributes in the job posting.
- ❑ Carefully review your application to make sure you filled it out completely, includes all experience/education related to the position and is free of typos. You cannot update or revise your application after the deadline (unless it’s an open until filled recruitment).
 - **Open until filled** – we will begin screening applications after the listed deadline date but the job posting will remain open until the position is filled. There’s no guarantee we will review applications received after the listed deadline, but we encourage you to apply if you’re interested!

Our first application screening is scheduled for 9:00 a.m. on Monday, October 30, 2023. We encourage interested applicants not to delay in applying.

- ❑ After submitting your application, please complete the tasks that generate in your Workday inbox.

Recruitment Process – Checklist for Success

Resume Example

CANDIDATE NAME

Phone Number | Email Address

EXPERIENCE (PAID AND UNPAID)

JOB TITLE

Company | City, State

MONTH & YEAR EMPLOYMENT STARTED – MONTH & YEAR EMPLOYMENT ENDED

- Specific job duties and how it relates to the position you're applying for.
- Clearly state how you meet the position's minimum qualifications, special qualifications and "what we'd like to see" attributes in the job posting.

JOB TITLE

Company | City, State

MONTH & YEAR EMPLOYMENT STARTED – MONTH & YEAR EMPLOYMENT ENDED

- Specific job duties and how it relates to the position you're applying for.
- Clearly state how you meet the position's minimum qualifications, special qualifications and "what we'd like to see" attributes in the job posting.

JOB TITLE

Company | City, State

MONTH & YEAR EMPLOYMENT STARTED – MONTH & YEAR EMPLOYMENT ENDED

- Specific job duties and how it relates to the position you're applying for.
- Clearly state how you meet the position's minimum qualifications, special qualifications and "what we'd like to see" attributes in the job posting.

EDUCATION

DEGREE & MAJOR/MINOR

College/University Name

Month & Year Graduated or Month & Year Attended

- Relevant coursework if related to the position's minimum qualifications, special qualifications and "what we'd like to see" attributes.

CERTIFICATIONS/LICENSURE

- Additional certifications, licensure or skills that relate to the position.

- We do not score on formatting, only on content.
- Candidates can attach a resume and/or fill out the experience and education application fields. We do not give one preference over the other.
- References will be requested later in the recruitment process.
- The resume can be as many pages as you need to ensure it is robust and addresses how you meet the qualifications. The number of pages for your cover letter is specified on the job posting in the cover letter instructions.
- Word and PDF documents are easiest for us to open. We sometimes have trouble viewing Google Docs and Pages files.

Cover Letter Example

Candidate Name

Phone Number

Email Address

City, State

Dear Hiring Manager Name,

In these paragraphs, specifically address how your experience, training and education relates to the attributes in the "what we'd like to see" section of the job posting.

Each bullet point should be addressed with examples from current and/or past experiences. General cover letters that don't address the qualities we're looking for will receive lower scores and may not be invited to interview.

Each recruitment has different requirements and desired attributes, so make sure you tailor your application materials to the specific job posting!

Thank you for taking the time to review my application materials. I look forward to hearing from you.

Sincerely,
Candidate Name

Veterans' Preference In Employment

1

Before submitting your application, you will be prompted to indicate your veteran status.

For privacy reasons, please do not attach your DD214/DD215/civil service preference letter to your application or combine it with any other required document attachments.

2

If requesting preference, recruiters will check to see if you've been awarded points in the past.

If not, a task will be sent to you via **Workday** to upload your veteran preference documents. It will not send an email, so please check Workday occasionally.

3

If you have any questions, contact the recruitment consultant listed in the specific job you are applying for listed under the "Need help?" section of the announcement.

Recruitment Process – Checklist for Success

3. Application Review

- Recruiters will review applications for minimum and special qualifications after the listed deadline date. We will send emails to candidates letting them know if they've been moved forward or declined.
- Hiring teams will score applications for the “what we'd like to see” attributes and determine whom to interview.
- Depending on the position, managers may choose to have candidates complete an assessment and/or written responses to questions as part of the recruitment process.
- ❑ Periodically check your Workday account to see if you have additional tasks to complete and double check your email (including junk and spam folders) in case recruiters or hiring teams have reached out.

4. Interviews

- ❑ Review the [Job Application Guide](#) webpage for interviewing resources under the "Application Review" tab. Each recruitment will have a different interview process and number of interviews. Possible types of interviews include pre-recorded video, by phone, virtual (live video) and/or in person.
- Typical Interview Process:
 - Hiring teams will notify candidates they were selected to interview by phone and/or email.
 - Candidates will receive the interview questions and “what we're looking for” out of the response. Interview questions may or may not be sent in advance.
 - Candidate's responses are scored then discussed by panel members.

Recruitment Process – Checklist for Success

4. Interviews Continued

- How to Prepare:
 - We will ask a variety of questions; some may be from our [agency behavior-based question bank](#).
 - Take the [STAR method course](#) – a guide to answering behavior-based questions.
 - Review the [answering five common interview questions](#) resource tool.
 - Review the [pre-recorded video interviewing tips](#) – if you are sent an invite to complete a video interview, you can do a practice question before starting the formal interview questions.
 - Review the [video interviewing application tips](#) for pre-recorded video or virtual (live video) interviews.
 - Reach out to [WorkSource Oregon](#) for mock interviews and/or to attend interview workshops.

**To access interview courses in Workday learning as an external candidate, go to the [Job Application Guide](#) webpage and review the “Application Review tab” for how to create an account.*

Question #1

Tell me about a situation where diversity, equity, or inclusion was noticeably absent. Now imagine if diversity, equity or inclusion had been a priority in that situation; how would those priorities change or benefit that situation? Looking back, how has that experience influenced the work you do today?

What you're looking for...

- Did they describe a specific situation and identify their role in it?
- Did they explain how the situation could have looked different if diversity, equity or inclusion had been prioritized?
- Did they identify specific ways the experience helped them prioritize equity or inclusion going forward?
- How would their approach add value to the position?

5. Hiring

- Reference checks, pay equity assessment, pre-employment checks, offer letter and other paperwork completed.
- Candidates not selected will be notified in writing within 5 days of the position being filled.

Questions?

- ✓ Want to get notified when we post new jobs?
 - [Subscribe to our weekly email and/or text!](#)
 - Setup job alerts to be notified about specific positions:
 - [External Candidates](#)
 - [Internal Candidates](#)
- ✓ Interested in more workshops or tips for applying with the state?
 - [WorkSource Oregon Workshops](#)
 - [Resources for job seekers](#)

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**ODOT
Recruitment**



SCAN ME

Open the Camera app on your smartphone. Point and focus the camera on the QR code. Tap the notification or button that appears.

**Oregon
Department
of Transportation**