

## TIPS for Supervisors and Human Resources

- **Interviewing Employee Preference (KEPP) applicants:**
  - You will assess the applicant's ability to successfully perform the duties and responsibilities of the position.
  - The applicant will determine whether the position and organization is a "good fit" for them.
  - **Plan ahead** and consider all possible resources/tools to familiarize the applicant with the new position and your work environment **prior** to offering the job. Your actions help determine the confidence and comfort level of the applicant when making their decision.
    - Allow the applicant to verbalize their strengths.
    - Think beyond the Position Description and the Interview.
    - **Consider the following:**
      - Tour of the office / facility
      - Introductions to co-workers
      - Assign a buddy / allow the applicant to ask them questions and observe the work
      - Follow up / answer questions
      - Talk to HR / offer the position
- KEPP applicants are making a very important decision. If they receive an offer and give verbal or written acceptance for an eligible state position, their employee preference expires.
- If more than one KEPP individual applies for the position and meets minimum qualifications; conduct interviews, and apply additional job-related selection criteria before offering the position.
- Notify Vicki Harding, Division of Personnel Services, when you hire an individual with Employee Preference. Your email should include: employee name /ID No., hiring agency, hire date, and new position number.

More Employee Preference Program information and FAQ's are available at <http://www.da.ks.gov/ps/subject/arc/layoff/layoff.htm> If you have questions regarding the Kansas Employee Preference Program please contact your human resource dept. or [Vicki.Harding@da.ks.gov](mailto:Vicki.Harding@da.ks.gov) (785)368-6496.