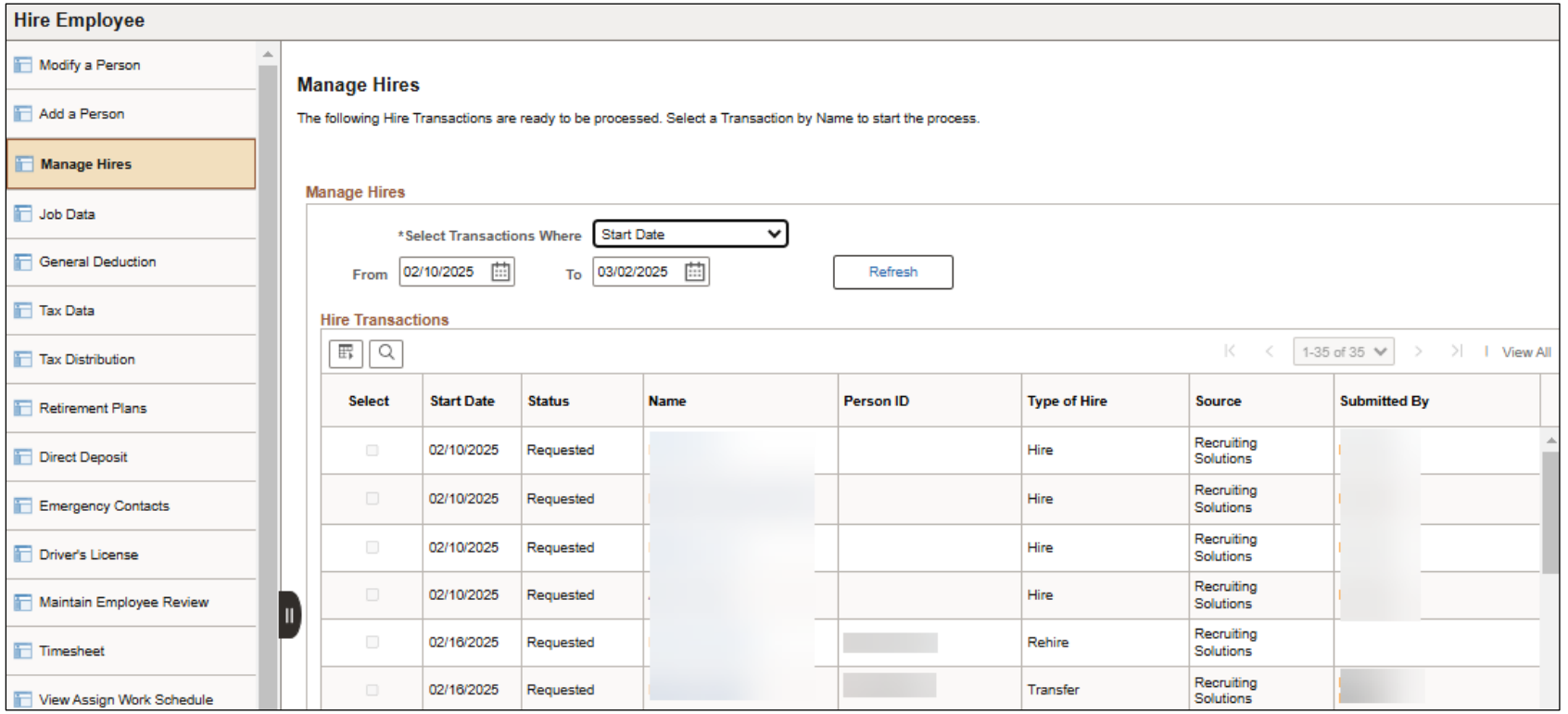
Manage Hires – Workforce Administration

Prior to reading this job aid, please review the Workforce Administration and Recruitment CBTs.

After the recruitment process, a job offer is made and accepted. Agencies may use the Prepare for Hire and Manage Hires pages to process hires, transfers, promotions, demotions, and rehires. Using this process allows automatic applicant rejections, Job Opening closing in Recruitment (when conditions are met), and also maintains a link between the Job Opening and the job/position which is helpful for reporting. Please see the Recruitment CBTs and job aids for detailed information on applicants, Job Openings, and Job Postings.

Path: Workforce Administration Homepage > Hire Employee Tile > Manage Hires





Manage Hires – Job Data

The Manage Hires page shows a list of applicants who are sent from Recruitment and are ready to be hired.

In the **'Select Transactions Where'** drop down field choose to search by:

Start Date (enter From and To Dates)

OR

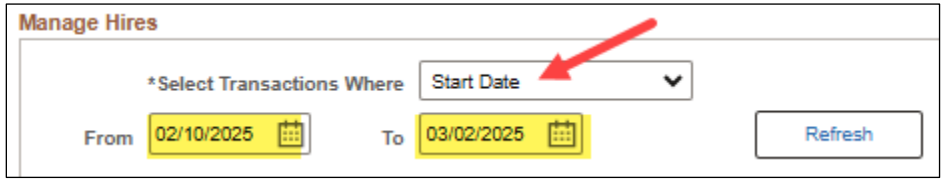
Status (dropdown options)

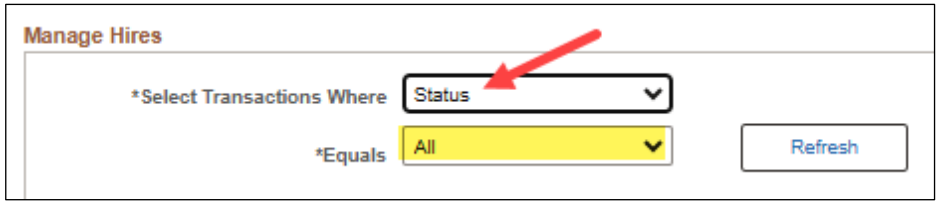
OR

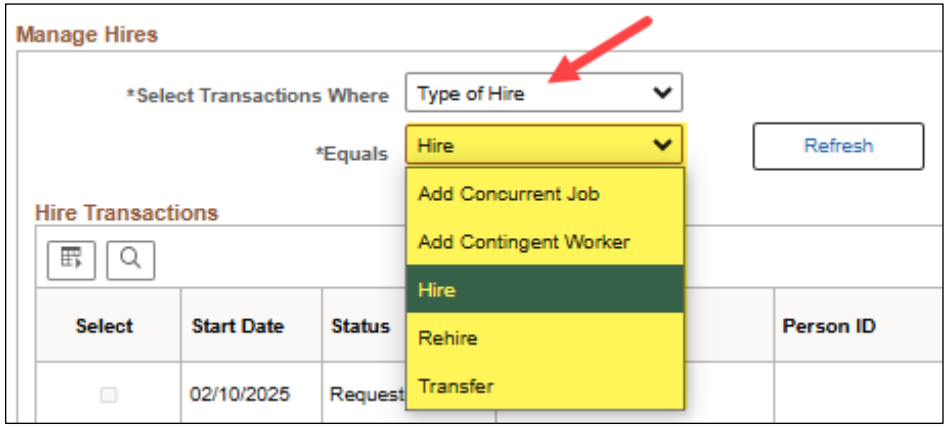
Type of Hire (dropdown options)

Source will always be 'Recruiting Solutions'.

Click the *Refresh* button.



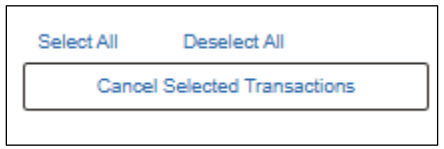


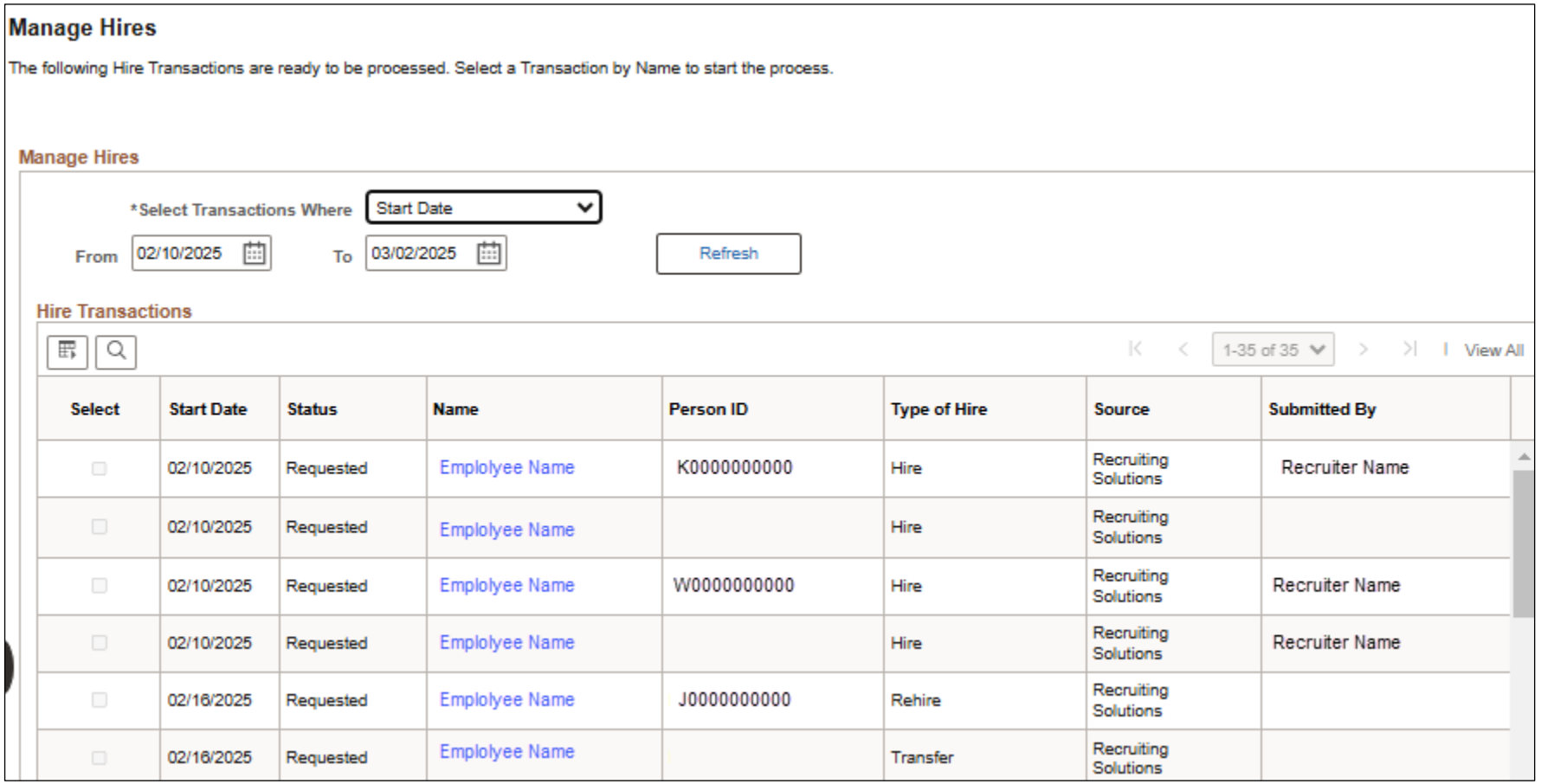


Manage Hires – Job Data

If you don’t see the Transfer or Rehire option in Manage Hires, but the person is a current or former employee, this means the Recruiter did not change the Applicant Type to ‘Employee’ and did not enter the ‘Employee ID’ prior to preparing the hire. See Recruitment CBT, Prepare for Hire Section, for instructions on how to resubmit the request to Manage Hires. Optionally, the hire can be completed through the other processes outlined in the Workforce Administration job aids.

The State of Kansas does not use the ‘Cancel Selected Transactions’ button *at this time*.



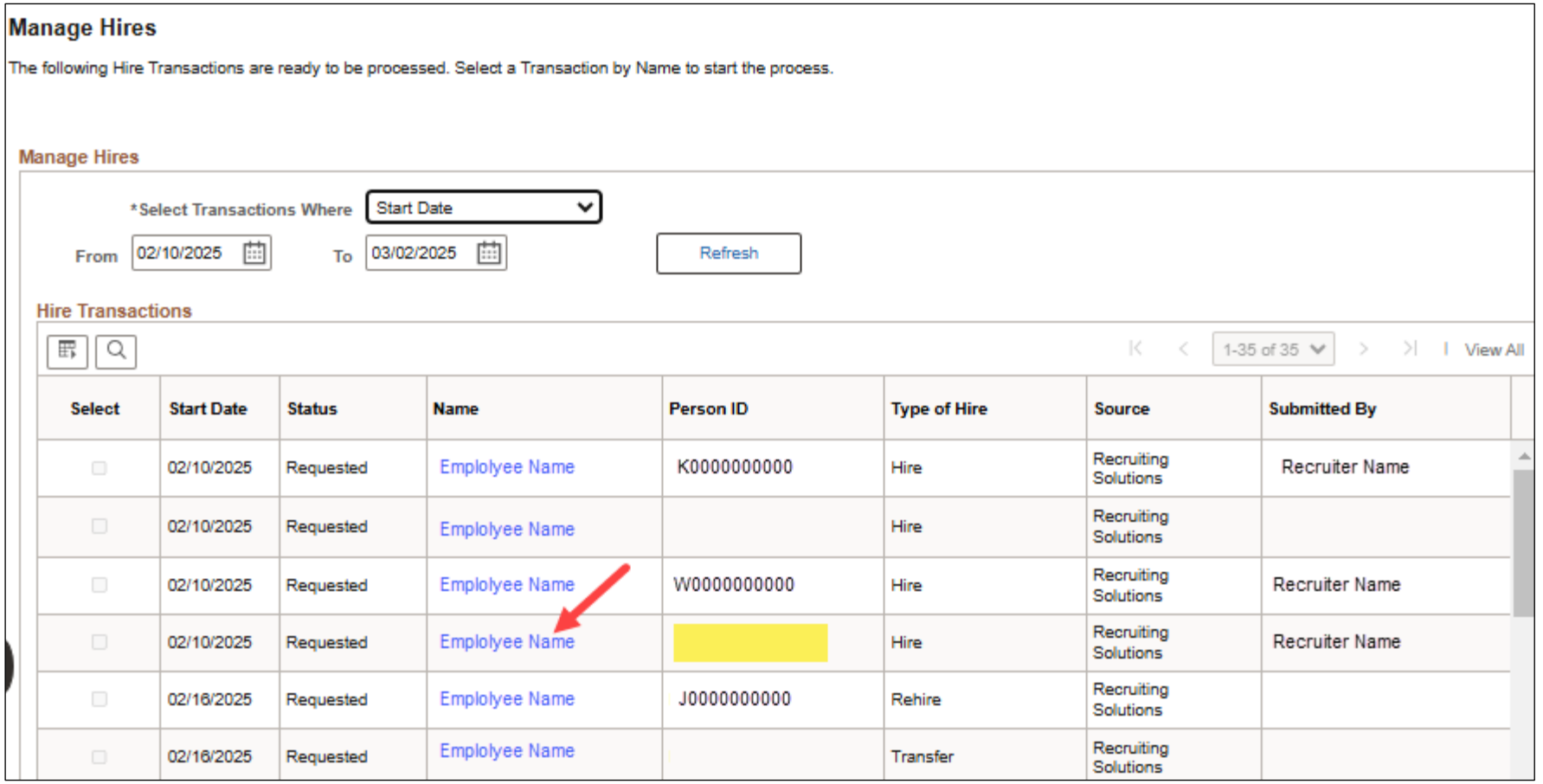


Select	Start Date	Status	Name	Person ID	Type of Hire	Source	Submitted By
	02/10/2025	Requested	Employee Name	K0000000000	Hire	Recruiting Solutions	Recruiter Name
	02/10/2025	Requested	Employee Name		Hire	Recruiting Solutions	
	02/10/2025	Requested	Employee Name	W0000000000	Hire	Recruiting Solutions	Recruiter Name
	02/10/2025	Requested	Employee Name		Hire	Recruiting Solutions	Recruiter Name
	02/16/2025	Requested	Employee Name	J0000000000	Rehire	Recruiting Solutions	
	02/16/2025	Requested	Employee Name		Transfer	Recruiting Solutions	

Manage Hires – Job Data

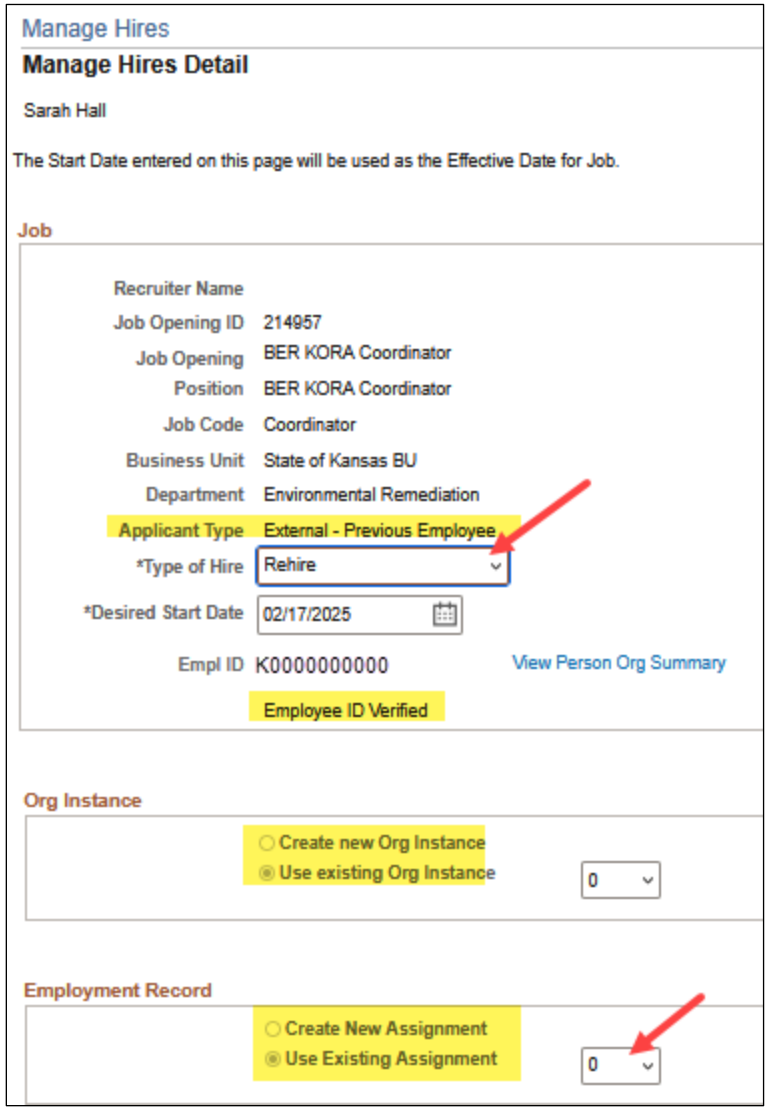
View the ‘Person ID’ column – if it is blank then the person does not have a personal data record.

Click the person’s ‘Name’ link to go to the Manage Hires Detail page.



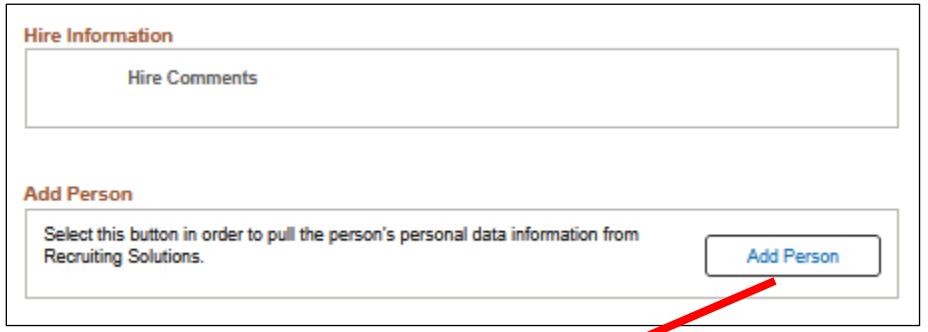
Manage Hires – Job Data

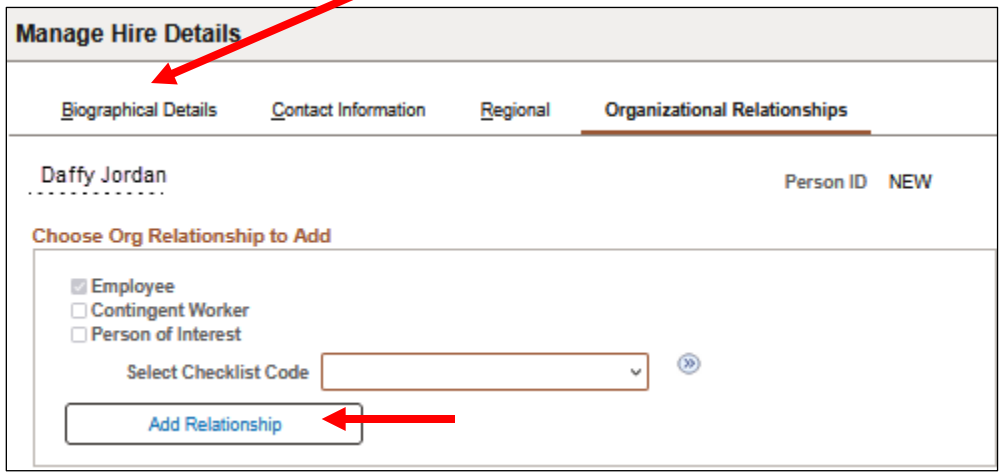
- Review information to ensure it is correct
- **Applicant Type** determines if the Empl ID field is populated. If an Employee ID shows, there is also a message stating if the Recruiter verified the ID
- **'Type of Hire'** options displayed in the dropdown are based on the Applicant Type. **NOTE:** Choosing the correct type is important as it determines where in SHARP you are directed, Personal Data or Job Data. Once in Job Data, the action can be updated if needed. For example, 'Transfer' can be updated to show as a Promotion or Demotion in Job Data
  - Hire: External – External Applicant
  - Rehire, Transfer: - Internal Employee (current or former)
- Update the **'Desired Start Date'**, this date will transfer over to Personal Data or Job Data once the 'Add' button is clicked
- **Org Instance** should match the Employment Record
- **Employment Record** is the Employment Record number on which the employee be will hired. New hires should always be 0. For current employees, review the record numbers employee currently has in Job Data prior to this process to ensure you know which Employment Record number should be used. See the Empl Record section in the Workforce Admin CBT for details



Manage Hires – Job Data

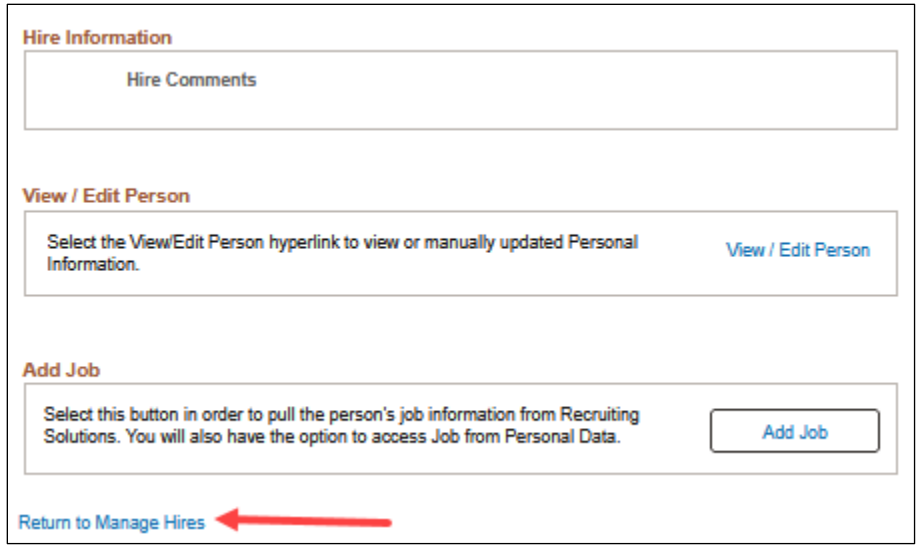
- **Hire Information** displays comments or messages from the Recruiter or Recruitment system
- **Add Person** will only show when hiring new hires/external applicants. Click on ‘Add Person’ button which will route you to ‘Personal Data’ where their personal applicant data will be displayed (imported from Recruitment system). Review information on all 4 pages and update if needed. **Ensure Personal Data effective date is less than or equal to the Job Data effective date.** Once reviewed/updated, click the ‘Add Relationship’ button to return to the Manage Hires Detail page. DO NOT CLICK SAVE





Manage Hires – Job Data

- View/Edit Person shows after an applicant has an Employee ID Number and Personal Data record. Click this link to make additional updates
- Add Job is now visible, click to move forward to enter Job Data. Some recruitment data is transferred from the Job Opening. Complete Job Data as instructed in job aids and click SAVE
- Return to Manage Hires is used if you need to return to the main Manage Hires page



Once the Manage Hires process is finished, the applicants' Disposition is updated accordingly. Please review Recruitment CBTs and job aids for more information regarding Job Openings.