Recruiter's Network Meeting
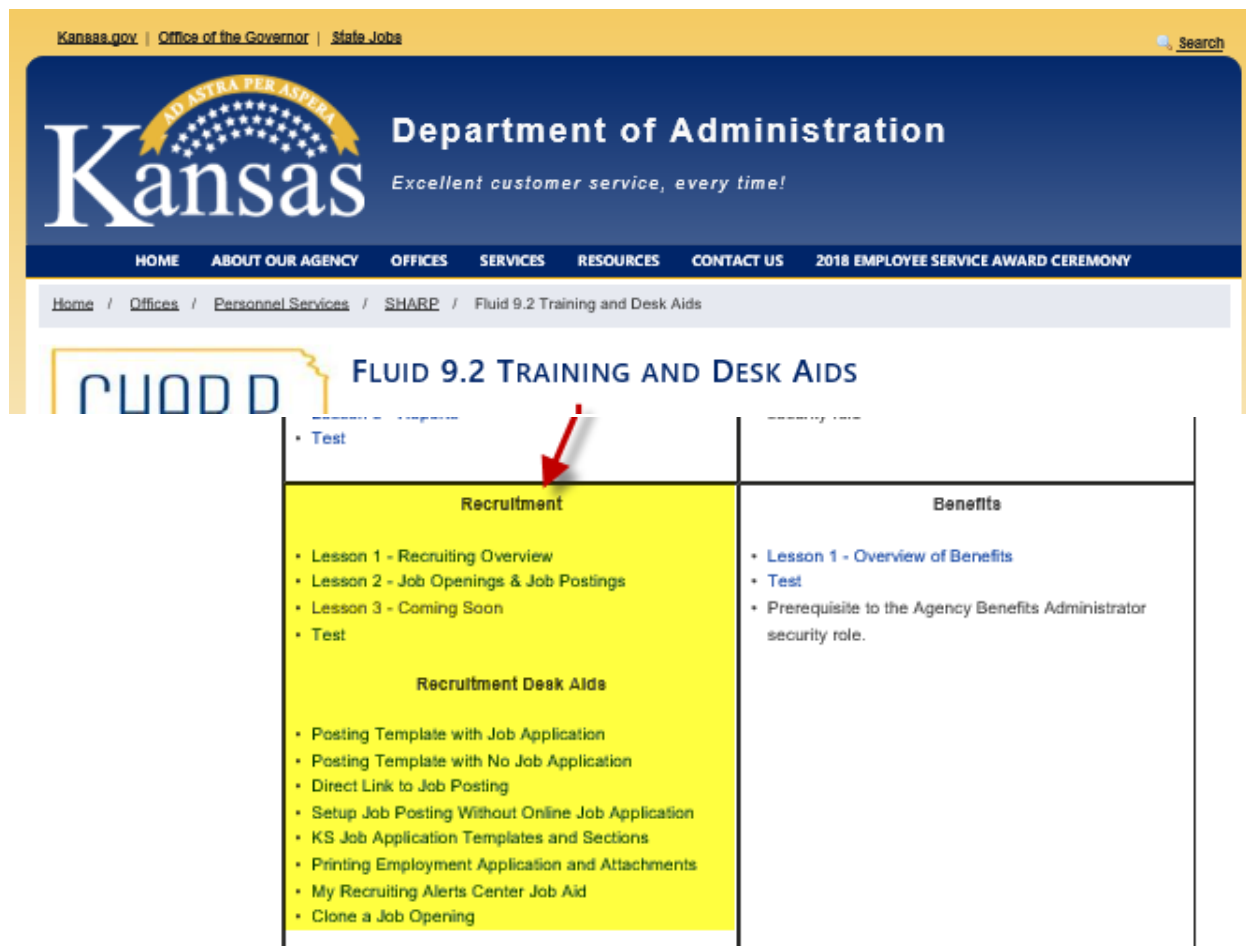# April 25, 2019

Presented by

OPS – Office of Personnel Services

Agenda:

- **Post Go-Live Updates**

- **Updates In Progress**

- **Reminders**

- **Discussion Items**

- **Helpful Web Pages**

- New Job Aids have been added for Recruiters:
  - https://www.admin.ks.gov/offices/personnel-services/sharp/fluid-9-2-training

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- New Job Aids have been added for Applicants: http://jobs.ks.gov

- Updated text

- Added text above Careers button

- What are you hearing from applicants?

- What ideas or suggestions do you have on improvements to be made?

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- Recruiters reported issues accessing pages within SHARP Recruiting.
  - We believe that these Security issues have been fixed or resolved.

- Information on Benefits webpage in the State Employment Center has been updated.
  https://admin.ks.gov/services/state-employment-center/benefits

- Computer skills has been added in the Online Questionnaire section (number 4 on the Open Ended Question section).
- Please describe any additional Experiences (jobs, volunteer, memberships, events, etc.), any additional Knowledge or Technical Skills (computer hardware/software, information technology, machinery, mechanical, scientific, mathematical, other equipment) that you have not described in a previous section that are applicable to this position. Type NA if you do not have an answer.

- To complete the Manage Hires process (after you complete the Prepare for Hire in recruitment), you must have the Agency HR Administrator role.

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- The Regular/Temporary Position and Department filters will be removed.

▼ Department

Long Term Care (25)

Maintenance (15)

District 5, Area 2 (11)

KC Admin – Reg Payroll Only 8 (9)

Child Support Services (7)

KC Admin – Reg Payroll Only 6 (7)

District 1, Area 2 (6)

District 1, Area 4 (6)

District 5, Area 3 (6)

District 5, Area 5 (6)

More

▼ Regular/Temporary Position

Regular (375)

Temporary (47)

- Replacing Regular/Temporary Position with Agency Name on Job Description page.

Kansas — Need Help?

‹ Search Jobs — **Job Description**

◁ Previous Job — **Administrative Assistant** — Next Job ▶

Apply for Job

Job ID 189335 — Full/Part Time Full-Time

Location Barber County — Agency

☆ Add to Favorite Jobs

✉ Email this Job

Responsibilities

Position Details:

- Multiple positions may be filled from this job posting
- Unclassified - Appointments to unclassified positions can be made by the appointing authority (Warden), with approval of the Governor. Unclassified

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- The Department Name listed in the search results will be replaced with Agency Name.

Senior Administrative Assistant

Job ID	193097
Location	Shawnee County
Department	Central Mail
Posted Date	04/22/2019
Close Date	Open Until F
Posting Type	External

Need Help?

< Careers   **Search Jobs**

Search Jobs

Search by job title, location, or keyword   »

Clear Search   Save Search

5 jobs found.

▼ Location

Barber County (2)
Ellsworth County (2)
Allen County (1)
Osage County (1)
Topeka (1)

▼ Agency Name

Dept for Children and Families (2)
Department of Administration (1)
Fort Hays State University (1)
KS Wildlife, Parks & Tourism (1)

▼ Posting Type

External (2)
Internal Only (2)
Agency Only (1)

Administrative Assistant

Job ID	189335
Location	Barber County
Agency	Department of Administration
Posted Date	01/31/2019
Close Date	Open Until Filled
Posting Type	Internal Only

Administrative Assistant

Job ID	189334
Location	Barber County
Agency	Fort Hays State University
Posted Date	01/30/2019
Close Date	Open Until Filled
Posting Type	Agency Only

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- Add Recruiters/Interview Team Members to a job listing
  - As long as a person has access to SHARP Recruiting and the department the job opening's position is in, they already have access to their Agency job openings.

- Fluid 9.2 Recruitment Lesson 3 is currently in progress.

- Continuing to work on printed applications.
  - Fixing the Question Marks displaying next to Desired Work Days

Travel Percentage	Up to 20% of the time		
Desired Work Days	?Monday	?Tuesday	?Wednesday
	?Thursday	?Friday	?Saturday
	?Sunday		

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- Working on text in automated correspondence.

- Updating Search Tips for Applicants job aid. Considering adding the word 'Sort Options' above the arrows in Search Results.

- Be sure to check that your email address for your User profile is correct for when you use correspondence. You can check this from the SHARP Hompage> My System Profile tile.

- Check your job posting format and confirm that your email and web links work in the Careers portal after it is posted.

- Read the job aid "Printing Employment Application and Attachments" for the best results.
  https://www.admin.ks.gov/offices/personnel-services/sharp/fluid-9-2-training

Three ways to avoid or resolve attachment issues when printing the Application.

1. Check to see if the application is in 'Draft' status
   - Do your recruiting work in Manage Job Openings to avoid applications in Draft status.
   - *Recruiting Homepage>Recruiting Activities>Manage Job Openings*

To check if an applicant is in 'Draft' status view the Application's Disposition in Manage Applicant or Manage Application.

Manage Applicant

| Save | | Return | Recruiting Home | Search Applicants | Create Applicant |

Name
Applicant ID
Applicant Type
Status

| Applicant Activity | Notes | Applicant Data | Interested Parties |

Current Status | Interview Schedule/Evaluation | Expenses | History

Applicant Activity ⓘ

Select	Job Opening	Job Opening ID	Disposition	Application
☐			005 Draft	🔲

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Three ways to avoid or resolve attachment issues when printing the Application …continued.

2. Verify that the file extension (period and 3-4 letters) for each attachment is valid and in the list below. Click each file to verify it opens and you are able to read it.

- Attachments in these formats (extensions) will print with the application: Adobe (.pdf), Word (.docx, .doc), OpenDocument (.odt), Rich Text File (.rtf), or Text File (.txt)

- If it is not in the right format, open it and Save As one of the types listed above. Alternatively, Zoom Out until the attachment is viewable on your screen, open the Snipping Tool or SnagIt, and screenshot the content. Paste into Word and Save. Upload.

Three ways to avoid or resolve attachment issues when printing the Application …continued.

3. Check the filename does not contain special characters or punctuation right before the file extension. Click each file to verify it opens and you are able to read it.
- Examples of filenames that cause printing problems & why:
  - Filename2ManyPeriods..pdf
  - This-is-a-really-longname-wayovr30charlong.pdf
  - So"many*characters/that:are<>invalid?\|.doc

- To fix the file, click the file but choose to Save it (not open it) to your computer. Right click the file and choose Rename. Change or edit the name. Re-add it back to the Application. Delete the mis-named file.

- ## View Application Attachments
  - Go to Recruiting Homepage>Recruiting Activities>Manage Job Openings
  - Enter the Job Opening ID. Select your Job Opening.
  - On the Applicant Activity tab, view the row for the Applicant.
  - Click the Application icon to view the Application.
  - Click the attachment links to open them.

- ## Add/change Application Attachments
  - *Follow the instructions above to the Manage Job Openings page - Applicant Activity tab and to the Applicant row or to the Application page.*
  - Click the Other Actions drop down box, and choose Recruiting Actions>Edit Application Details.
  - To add an attachment, click the Add Attachment button. Upload and name the document. Choose an Attachment Type. Very Important – although it is not a required field for Recruiters, you must choose an attachment type for it to work properly.
  - To remove an attachment, click the trashcan icon in the same row.

- A web browser or browser is the program you access the internet to view web sites with. Internet Explorer, Firefox, Chrome, Edge, and Safari are all browsers.

- The Careers portal, Employee Self-Service, SHARP, SMART, and eSupplier are web sites for different applications, but they are all Peoplesoft systems. You can have **one PeopleSoft web site** open per **one browser** at a time.

  - Examples:
  - You **cannot** have SHARP and the Careers portal web sites both open in a session of Internet Explorer.
  - You **can** have SHARP web site open in Internet Explorer and the Careers portal web site open in a session of Chrome.

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- To request a custom Optional Question for you to add to your job applications, email the question to Kristine.Scott@ks.gov

- If you add an optional question to your online job application for a job opening, remember to also provide those same questions to applicants who apply to the same job using the Paper Application.

- If you are using the default template #1013 KS Posting With Questions, **do not delete** any of the automatically added required questions. You can add and delete optional questions only. All Required Question Names begin with * for easy identification.

- If you are using the template #1014 KS Posting Only-No Job App please read the job aid for the set-up steps to stop an applicant from applying with the Apply for Job button.

- All current or previous State employees who have applied in Careers will show an Applicant Type of 'External Applicants'. Recruiters will need to change the Applicant Status to Employee and add their Employee ID.

- Applicant passwords will expire every 90 days.

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Enhancements to Careers

- Replace Location with Agency Name on the My Job Applications page in Careers.

Enhancements to Careers

- Currently testing the setting to allow applicants to choose to view Careers in Accessibility mode.
- Adding a copy of keyboard short-cuts and hot keys document to State Employment Center.

Enhancements to Employment Application in Careers

- Add 'Reason for Leaving' to Add Work Experience page in the online application.
- Add 'Number of Employees Supervised' to Add Work Experience page in the online application.
- If added we will also need to customize the printed version of the employment applications.

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Enhancements to Employment Application in Careers

- Today's date defaults into the 'Date Acquired' field on the Add Degrees page in the online application. Suggestion to remove the date as it is confusing to applicants on how to change it.

Enhancements to Employment Application in Careers

- Three sections were added to the Education portion of the online employment application. Do you still want to keep all three?

Enhancements to Employment Application in Recruiting

• Request to remove these sections from the printed version of the employment

Questionnaire

Additional Questions:

Question: I understand that the Careers system and the Recruiter will send correspondence, to the e-mail address I provided, regarding specific information about this application and I understand it is my responsibility to check my e-mail regularly during the recruitment process.

Answers

Possible Answer	Correct Answer	Selected Answer
Yes	✔	✔
No		

Answer: NA

Evaluators for Open Ended Question

There are no Evaluators assigned to this Open Ended Question.

Enhancements to Employment Application in Recruiting

- Request to add Supervisor Type to the printed version of the employment

References				
Reference	**Title**	**Employer**	**Phone**	**Country Code**
	Sales Associate	Granite Imports	720. ` ` ` ` ` ` `7	
. `.	Pastor	Crystal Hills Assembly of God	32C `` `` `` 3	
.... `	Sales Associate	Granite Imports	41.	

Enhancements to Recruiting Alert Center in Recruiting

- Request to remove applicants in 'Draft' status from displaying in the 'New Applicants' results in the My Alerts Section as they are not included in the 'My Applicants' Section.

- **Department of Administration – Office of Personnel Services**
  - https://www.admin.ks.gov/offices/personnel-services/

- **Recruiter's Network**
  - https://www.admin.ks.gov/offices/personnel-services/recruitment/recruiter's-network

- **Fluid 9.2 Training and Desk Aids – scroll down to Human Resources and see Recruitment Desk Aids section**
  - https://www.admin.ks.gov/offices/personnel-services/sharp/fluid-9-2-training

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Thank you for the patience and feedback that we have received from you. We hope to continue to work with you to improve our process for Applicants and Recruiters. Please contact us if you have any questions, suggestions or concerns.

Connie Guerrero, Deputy Director
Office of Personnel Services
connie.guerrero@ks.gov
785-296-0754

Kristine Scott, Lead Business Analyst
Office of Personnel Services
Kristine.scott@ks.gov
785-296-2626

Stacie Creech, Statewide Recruiting Coordinator
Office of Personnel Services
Stacie.m.creech@ks.gov
785-368-6496