

Recruiter's Network Meeting

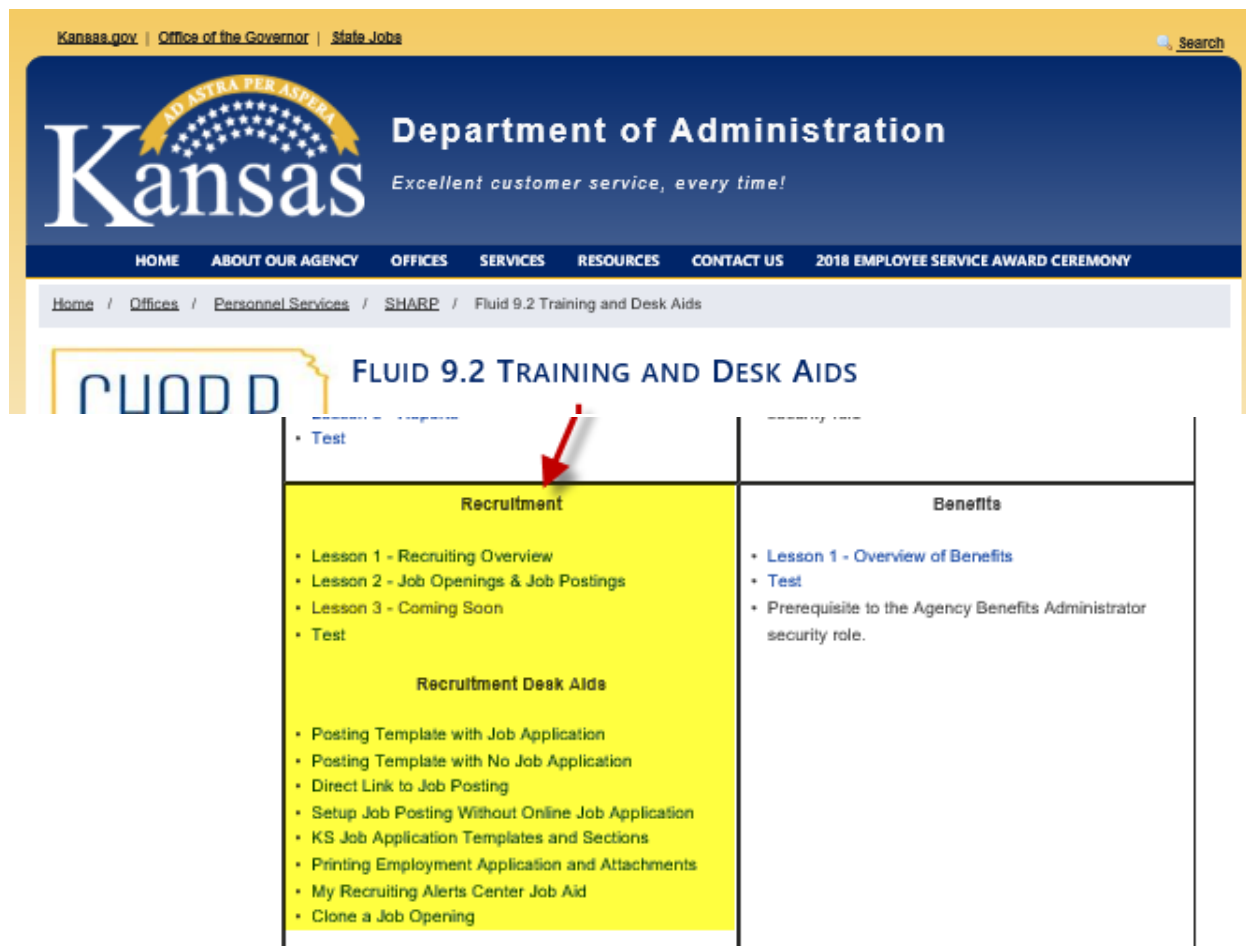
April 25, 2019

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>



Kansas.gov | Office of the Governor | State Jobs

Search

Department of Administration
Excellent customer service, every time!

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Home / Offices / Personnel Services / SHARP / Fluid 9.2 Training and Desk Aids

FLUID 9.2 TRAINING AND DESK AIDS

Recruitment	Benefits
<ul style="list-style-type: none"> • Lesson 1 - Recruiting Overview • Lesson 2 - Job Openings & Job Postings • Lesson 3 - Coming Soon • Test <p>Recruitment Desk Aids</p> <ul style="list-style-type: none"> • Posting Template with Job Application • Posting Template with No Job Application • Direct Link to Job Posting • Setup Job Posting Without Online Job Application • KS Job Application Templates and Sections • Printing Employment Application and Attachments • My Recruiting Alerts Center Job Aid • Clone a Job Opening 	<ul style="list-style-type: none"> • Lesson 1 - Overview of Benefits • Test • Prerequisite to the Agency Benefits Administrator security role.

- 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?

Welcome to the new State of Kansas Employment Center and Careers portal.

Our employment system has a new look and feel. The updated system allows job seekers to search and apply for job openings anytime from anywhere using a mobile device, tablet, laptop or PC. All you have to do is sign in or register by clicking on the Careers button below.

New Application Highlights: Filter and save job listings, manage your application from any device, upload resumes and attachments and revisit your application.

Career Help Topics

- How to Job Search
- How to Create an Account
- How to Apply
- Tax Clearance Certificate
- Veterans Preference
- Posting Type Descriptions

Click the Careers button below to search for a job

Customer Help Desk!

- User Name and Password:** 296-1900 (Topeka) or toll-free 1-866-999-3001 (outside Topeka). Hours: Monday-Friday, 8:00 am - 4:30 pm.
- Job Postings and Application:** Contact the Agency Recruiter listed on the job posting.

Important Messages

Before clicking on the "Careers" button, please take the time to read the Job Aids we have available to assist you in the new application process. These can be found in the links under "Careers Help"

Employment Information

- Benefits
- Classified Job Specifications
- Classified Pay Plans
- Applicant Workshops

Additional Resources

- Americans with Disabilities
- KansasWorks.com
- KanVet
- Kansas.Gov
- Rural Opportunity Zones
- Student Loan Forgiveness (PSLF)

- 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.

Updates In Progress

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

Regular/Temporary Position

[Regular \(375\)](#)
[Temporary \(47\)](#)

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

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

Kansas

Need Help?

[Search Jobs](#)

Job Description

[Previous Job](#)
[Next Job](#)

Job ID 189335

Location Barber County

Full/Part Time Full-Time

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

[Apply for Job](#)

Updates In Progress

- 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

Kansas Department of Administration

[Need Help?](#)

[Careers](#) **Search Jobs**

Search by job title, location, or keyword

[Clear Search](#) [Save Search](#)

5 jobs found.

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

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)

Updates In Progress

- 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 25% of the time		
Desired Work Days	?Monday	?Tuesday	?Wednesday
	?Thursday	?Friday	?Saturday
	?Sunday		

Updates In Progress

- 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.

Clear Search Save Search

420 jobs found. Only the first 300 jobs can be displayed.

↕

Administrative Officer - AAC

Job ID 193135

Location Miami County

Department Superintendent

Posted Date 04/25/2019

Close Date Open Until Filled

Posting Type External

Sort

⌵ Job Title

⌵ Job ID

⌵ Location

⌵ Department

⌵ Posted Date

⌵ Posting Type

↕

- 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 Homepage> 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
<input type="checkbox"/>			005 Draft	<input type="checkbox"/>

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.

- 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.

Enhancements to Careers

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

My Job Applications

Job Title	Job ID	Location	Status	Date Created	Date Submitted	Withdraw Application
No Job Selected			Not Submitted	10/30/2018 10:38AM		Withdraw
No Job Selected			Submitted	10/30/2018 10:59AM	10/30/2018 11:00AM	Withdraw
Administ... Assistant	189335	Shawnee	Not Submitted	03/13/2019 12:12PM		Withdraw

My Resumes

You have not provided any resumes

Left Sidebar:

- View Jobs Posted in Last 7 Days
- View All Jobs
- My Job Notifications
- My Job Applications** (3)
- My Favorite Jobs
- My Saved Searches
- My Account Information

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.

[Need Help?](#)

[Careers](#)

Search Jobs

[Clear Search](#)
[Save Search](#)

found. Only the first 300 jobs can be displayed.

Job Title ▲	Job ID ◇	Location ◇	Department ◇	Posted Date ◇	Close Date ◇	Posting Type ◇	View
Accountant I	189345	Holton	Tribal Administration	11/28/2018	Open Until Filled	External	>
Accountant III	181286	Larned	Accounting	07/28/2015	Open Until Filled	External	>
Accountant IV	183840	Landon State Office Building	Fiscal Services & Operations	06/23/2016	Open Until Filled	External	>
Activity Therapist	188150	Wilson County	Psychology & Therapy Svcs	11/03/2017	Open Until Filled	External	>
Administrative Specialist	184852	500 SW Van Buren	Prevention & Protection Svcs	09/20/2016	Open Until Filled	External	>
Administrative Specialist	187425	Wichita	WI Admin Reg - PR Only 5	08/11/2017	Open Until Filled	External	>
Adult Protection Specialist	189114	500 SW Van Buren	East Admin Reg - PR Only 1	03/14/2018	Open Until Filled	External	>
Adult Protection Specialist	183612	Wichita	WI Admin Reg - PR Only 4	06/22/2016	Open Until Filled	External	>

Location

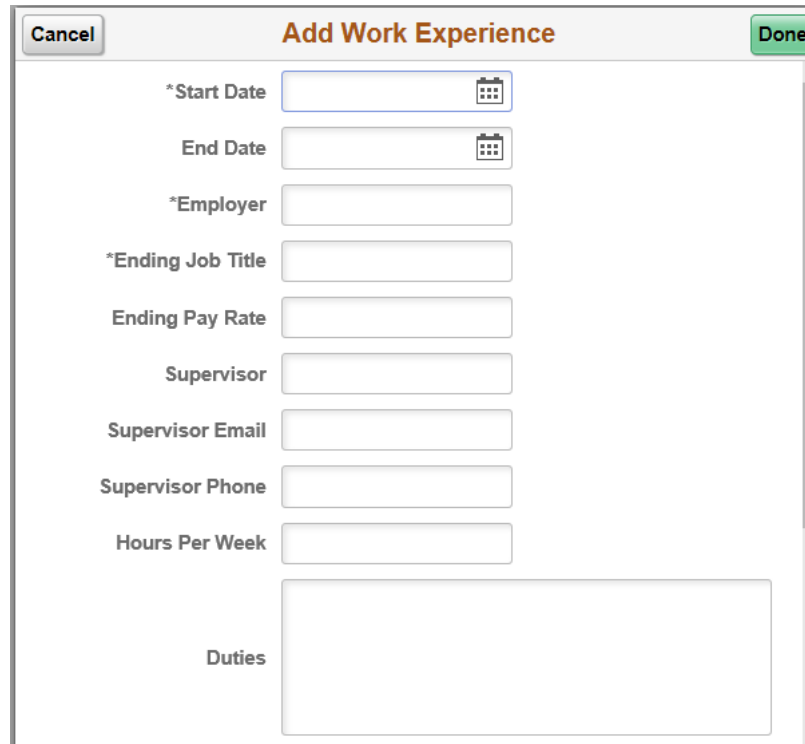
[Larned \(75\)](#)
[Wilson County \(47\)](#)
[Wichita \(44\)](#)
[120 SE 10th \(35\)](#)
[Kansas City \(35\)](#)
[Memorial Building \(35\)](#)
[Topeka \(31\)](#)
[Landon State Office Building \(22\)](#)
[Winfield \(17\)](#)
[All Agencies \(15\)](#)
[More](#)

Agency Name

[Dept for Children and Families \(88\)](#)
[Larned State Hospital \(78\)](#)
[Osawatimie State Hospital \(65\)](#)
[Attorney General \(48\)](#)
[Department of Transportation \(46\)](#)

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.

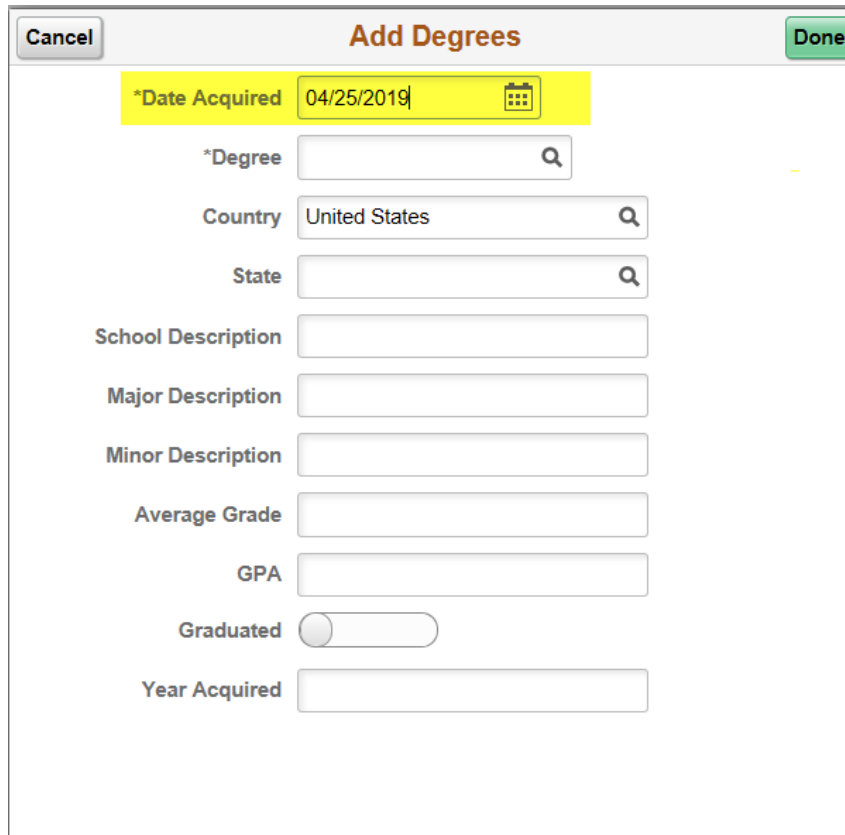


The screenshot shows a web form titled "Add Work Experience". At the top left is a "Cancel" button, and at the top right is a green "Done" button. The form contains the following fields:


- *Start Date: A text box with a calendar icon.
- End Date: A text box with a calendar icon.
- *Employer: A text box.
- *Ending Job Title: A text box.
- Ending Pay Rate: A text box.
- Supervisor: A text box.
- Supervisor Email: A text box.
- Supervisor Phone: A text box.
- Hours Per Week: A text box.
- Duties: A large text area.


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.




Add Degrees

*Date Acquired 

*Degree 

Country 

State 

School Description

Major Description

Minor Description

Average Grade

GPA

Graduated ☐

Year Acquired

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?

Apply for Job

< Previous

Next >

Step 5 of 10: Education and Work Experience - Education

Enter the highest education level you have achieved, details about the schools you attended, and any applicable degrees, diplomas, or certificates you may have.

Click the 'Add' button to add your first entry. Click the '+' plus sign to add additional entries. Click an entry to edit or delete it.

Education History

Highest Education Level

Technical School

Degrees

+						
Degree	Date Acquired	School Description	Major Description	Minor Description	Graduated	Edit
	03/16/2019	Wellspring	Wellness	jffiejfiejfei	Yes	>

School Education

+				
Education Level	Effective Date	School Description	Completed	Edit
	03/16/2019	Wellspring	Yes	>

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	720.777.7777	
	Pastor	Crystal Hills Assembly of God	320.777.7777	
	Sales Associate	Granite Imports	415.777.7777	

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.

My Recruiting Alert Center

My Alerts

[2 New Applicants](#)

[14 Questionnaire Requests](#)

[2 Interview Evaluations](#)

[111 Hires to Prepare](#)

My Job Openings

[Personalize](#) | [Find](#) | [View All](#) | |

[First](#) | [1-3 of 3](#) | [Last](#)

Job Opening	Recruiting Location	Category	Hiring Manager	Days Open	No Action Taken	Total Applicants
189338 - Administrative Specia...		<input type="checkbox"/>		209	0	0
189341 - Equipment Operator Tr...		<input type="checkbox"/>		198	0	0
189427 - Secretary III	Cloud County	<input type="checkbox"/>	Connie S Guerrero	15	0	0

[▼ My Job Openings Analytics](#)

My Applicants

[Personalize](#) | [Find](#) | [View All](#) | |

[First](#) | [1-2 of 2](#) | [Last](#)

Applicant ID	Name	Phone	Email	Jobs Applied	Last Job Applied To	Resume	Application	Print
23000344557	John P Test	785/213-6369		3	189424 - Senior Administrative...			
23000344002	Susan Public	785/213-8168		9	189424 - Senior Administrative...			

[▼ My Applicants Analytics](#)

- **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>

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.

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