Recruiter's Network Meeting
February 27, 2019

Presented by

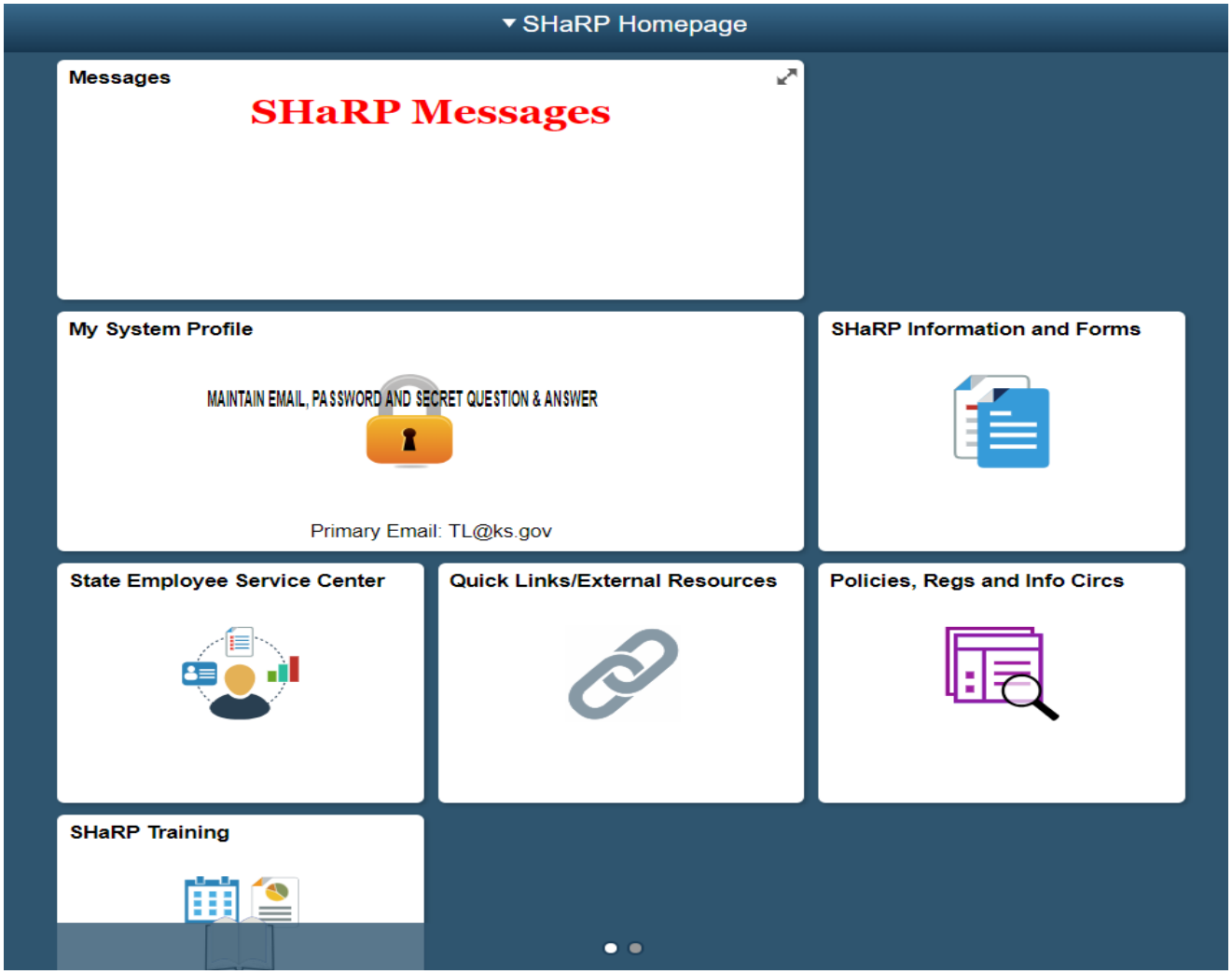
OPS – Office of Personnel Services

Agenda:

- **Recruiting Fluid Home Page**
- **Job Opening and Job Postings Process Changes**
- **Employment Application Process Changes**
- **Cutover Dates and Activities**
- **Next Steps**

SHARP Fluid Home Page

SHARP Home page: Common Homepage for all SHARP users. Each SHARP user will see this as their default homepage:



Recruiting Fluid Home Page

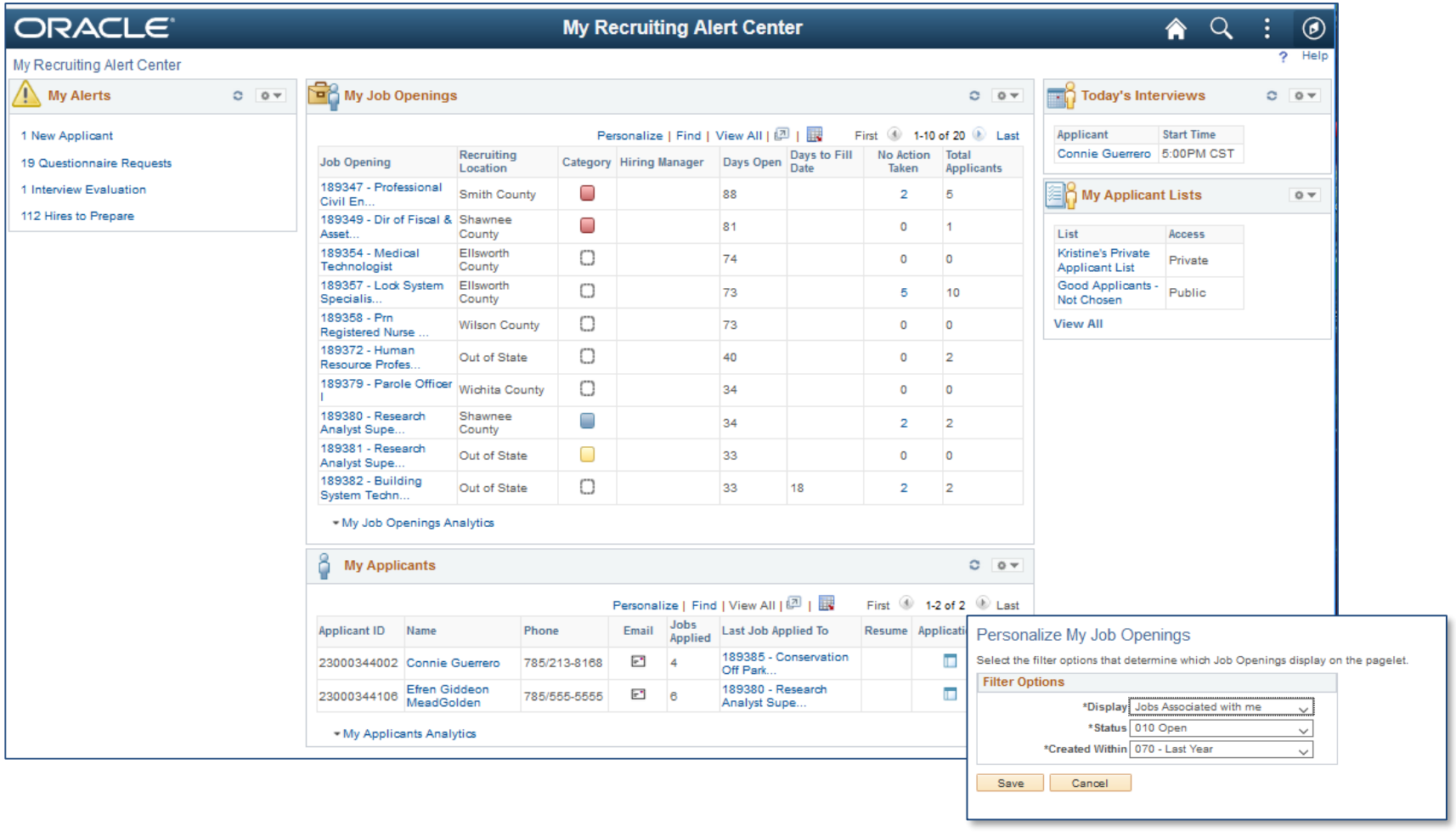
My Recruiting Alert Center



New Recruiting Alert Center

My Recruiting Alert Center

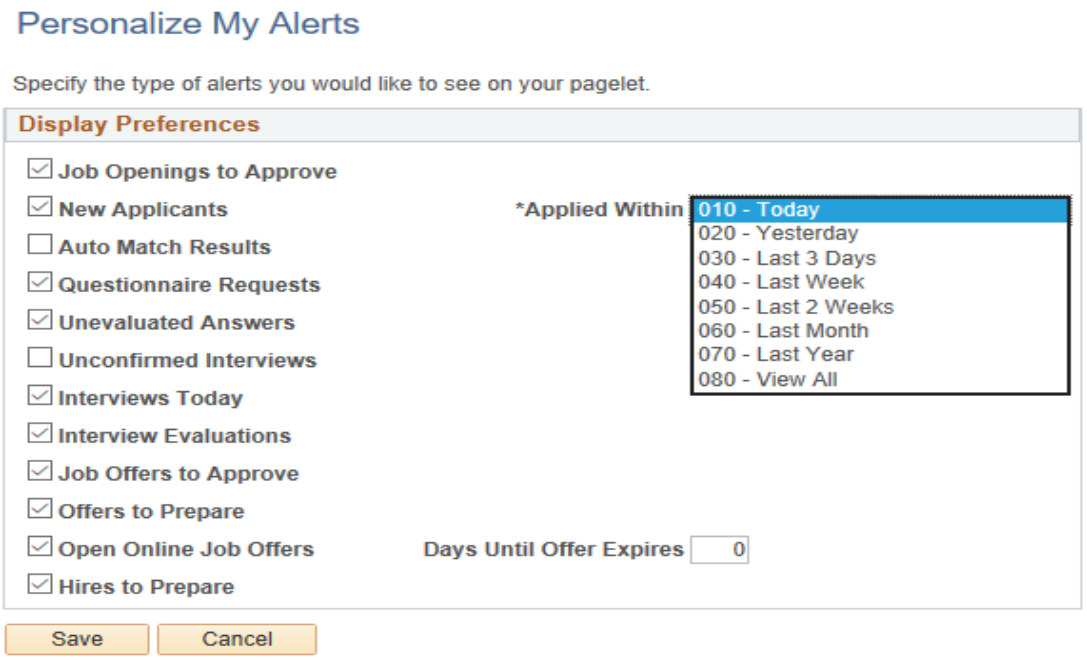
New Alerts Center You Can Personalize!



My Recruiting Alert Center

My Recruiting Alert Center

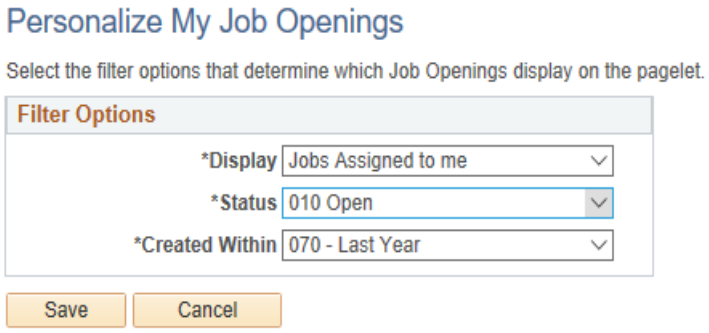
- **My Alerts Section: Includes ability to personalize and alert you to a variety of Recruiter related activities tied to security**

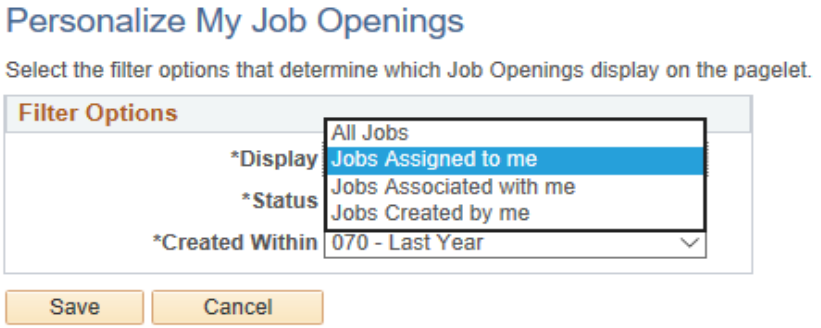


My Recruiting Alert Center

My Recruiting Alert Center

- **My Job Openings: Includes ability to personalize actions related to Job Openings including which Job Openings to Display, Status of Job Opening and Time Periods**

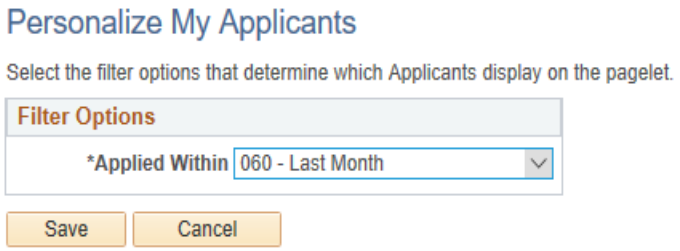


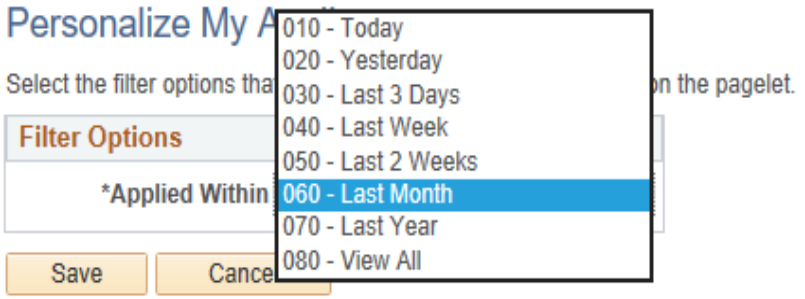


My Recruiting Alert Center

My Recruiting Alert Center

- **My Applicants: Includes ability to personalize actions related to Applicants applying to your Job Openings**





My Recruiting Alert Center

My Recruiting Alert Center

- **Today's Interviews – Optional Functionality**
- **My Applicant Lists – Optional Functionality**

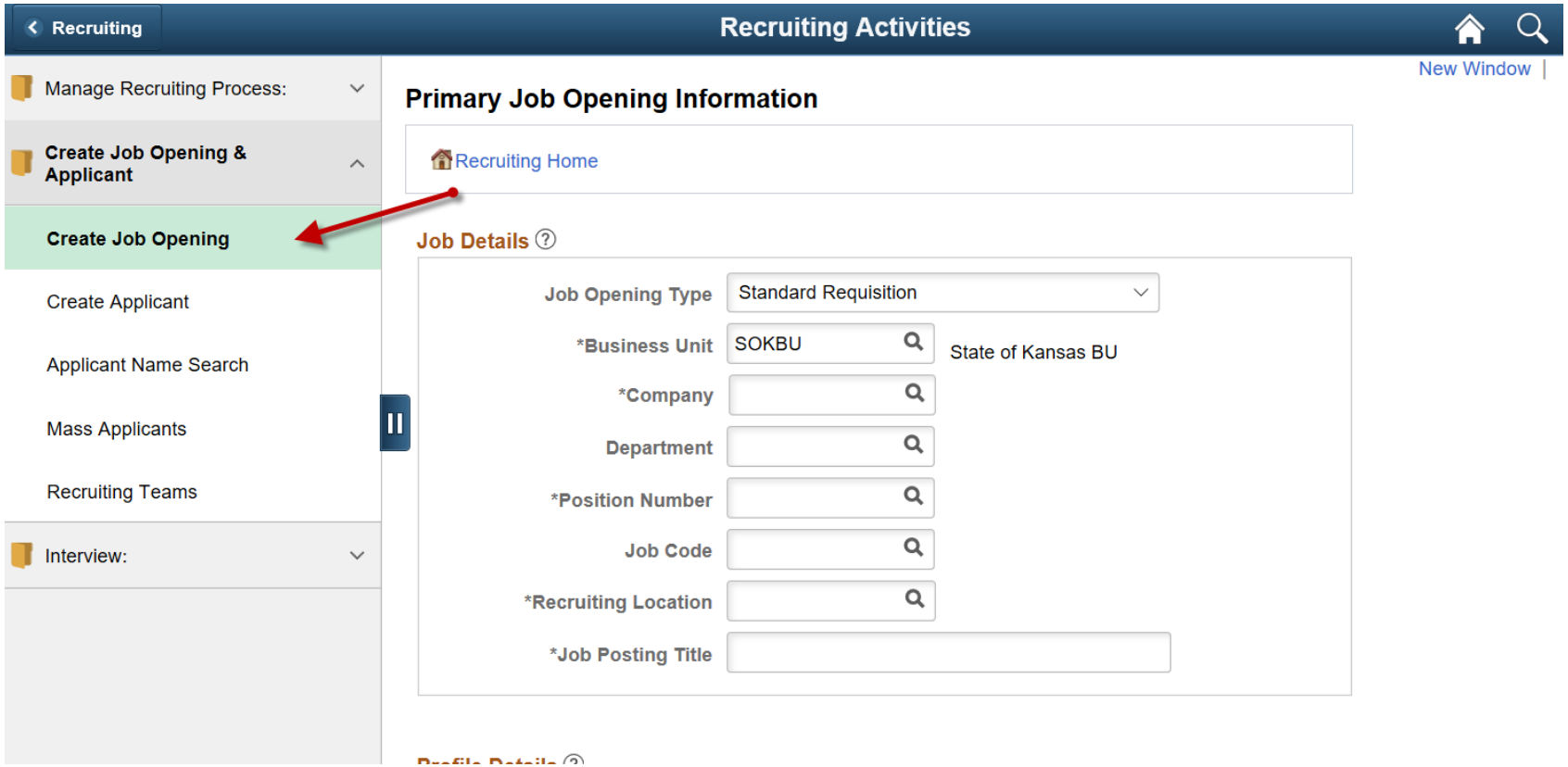
Recruiting Activities Tile



Create/Manage Job Openings, Create/Manage Applicants by clicking on Recruiting Activities Tile

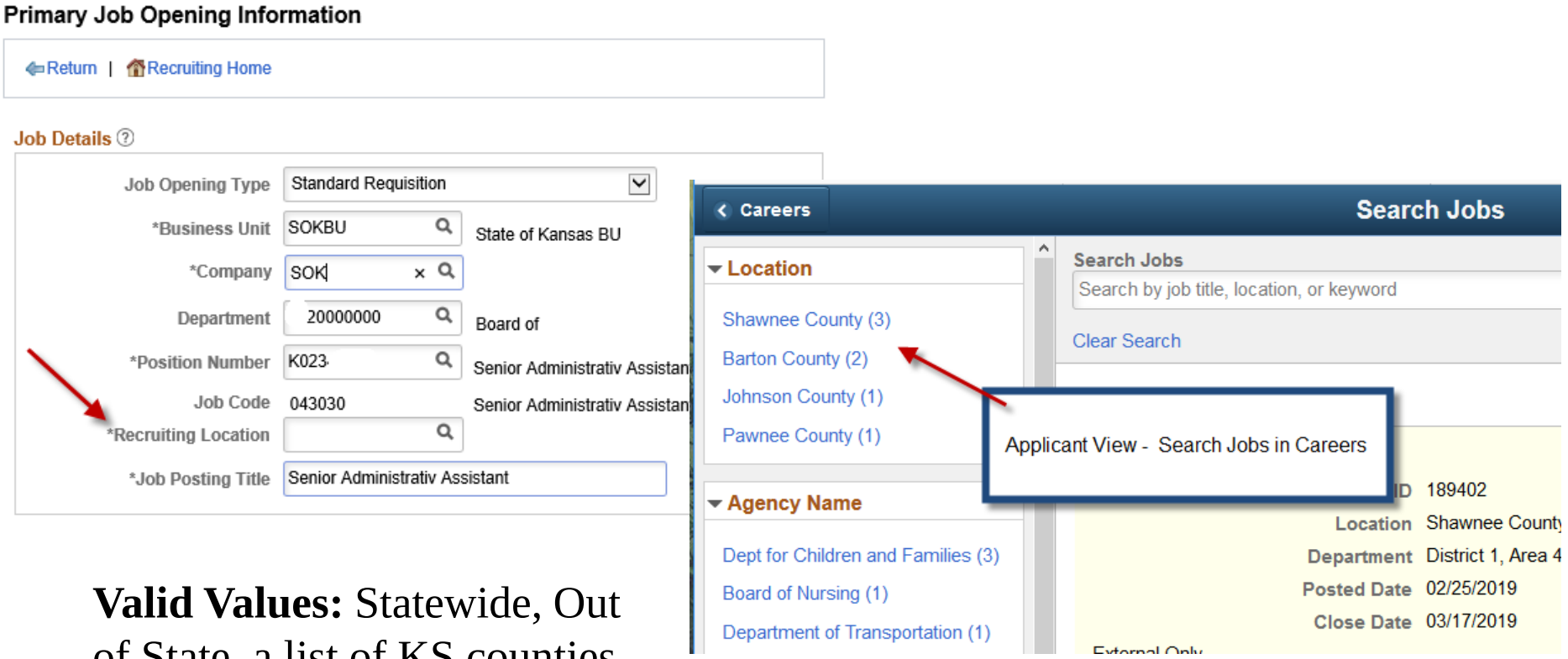
Job Opening Changes

Select ‘Create Job Opening’ in the Create Job Opening & Applicant Menu



Job Opening Changes

Choose the Recruiting Location that applicants will use to search for jobs. It may or may not auto-populate.



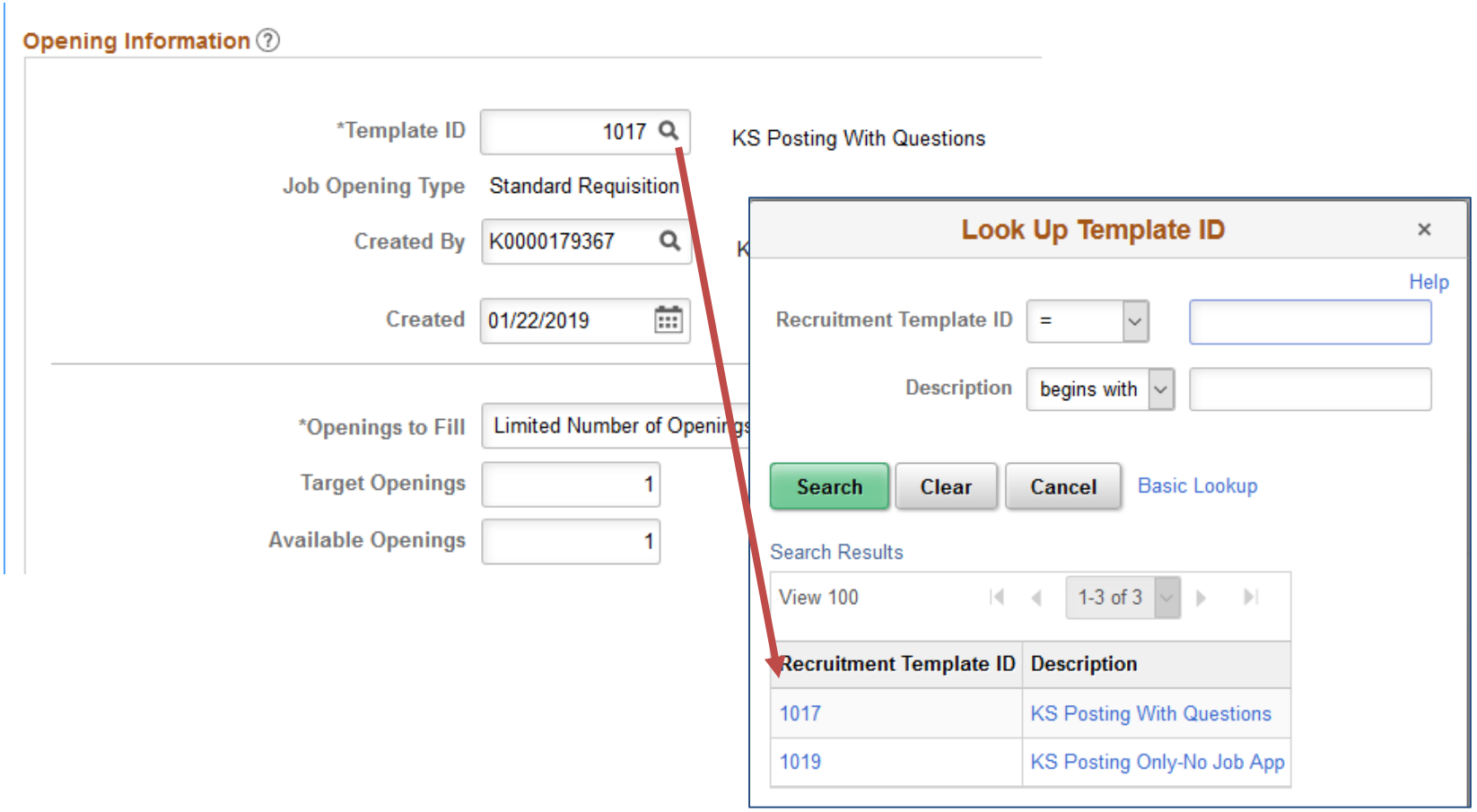
Valid Values: Statewide, Out of State, a list of KS counties

Job Opening Changes

- Creation of a Job Opening will require the selection of a Job Application Template ID
- Initially, there will be 2 Job Opening templates to choose from. The template selected will determine what will display in the on-line employment application presented to the applicant.
  - Template ID 1017 – KS Posting With Questions
  - Template ID 1019 – KS Posting Only –No Job App

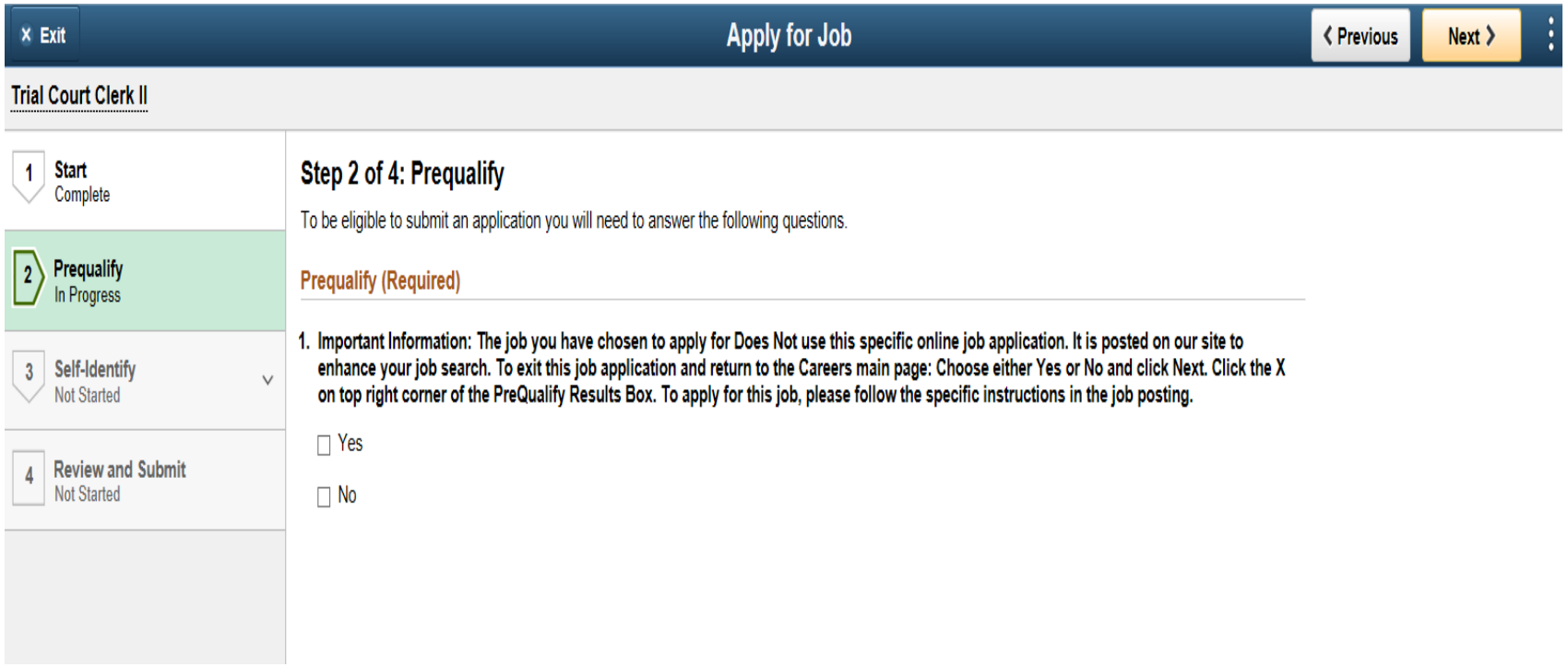
Job Opening Changes

Choose the job application <u>template</u> that applicants will use to apply.



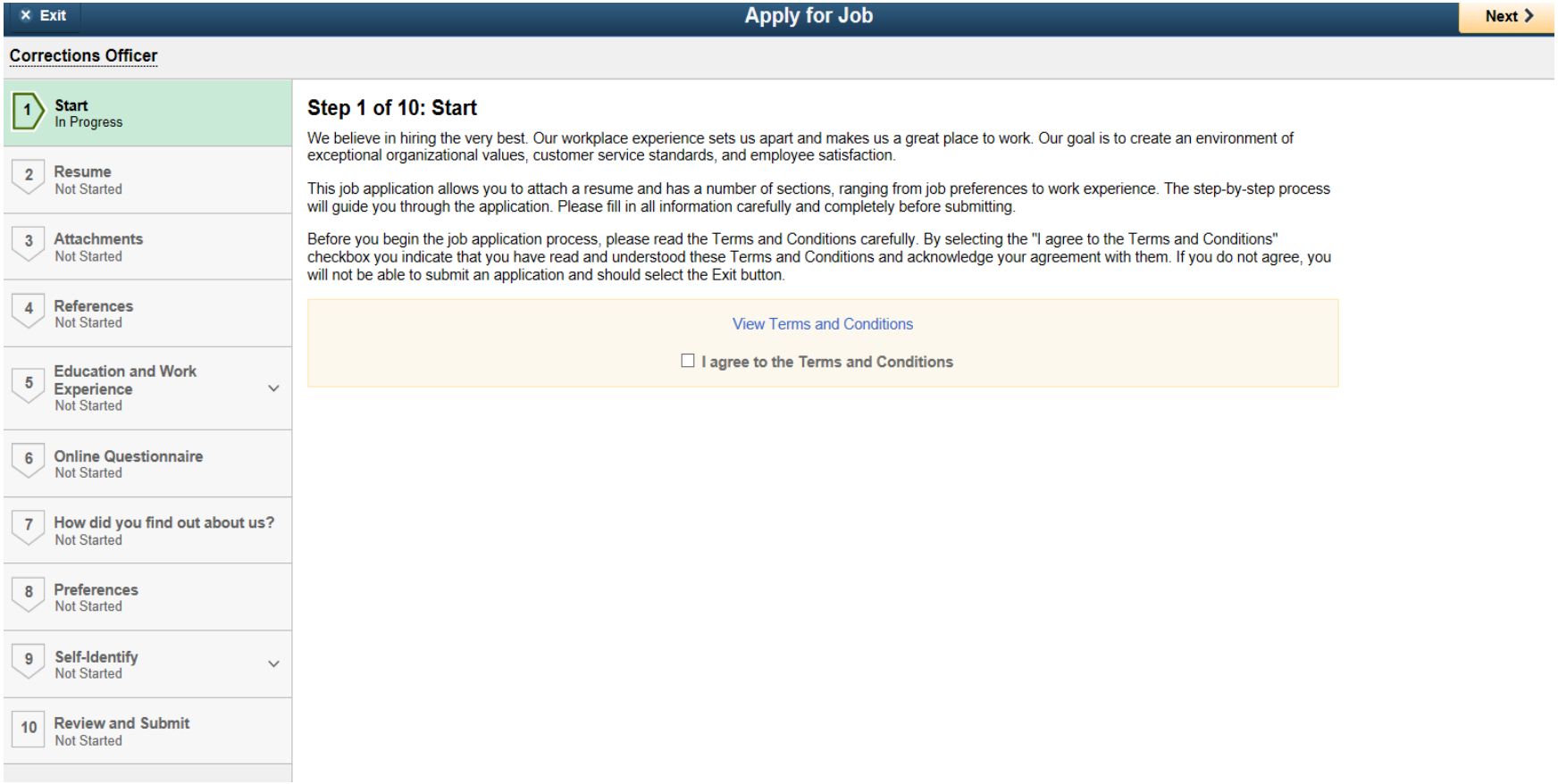
Job Opening Changes

Example of Template ID 1019 – KS Posting Only –No Job App



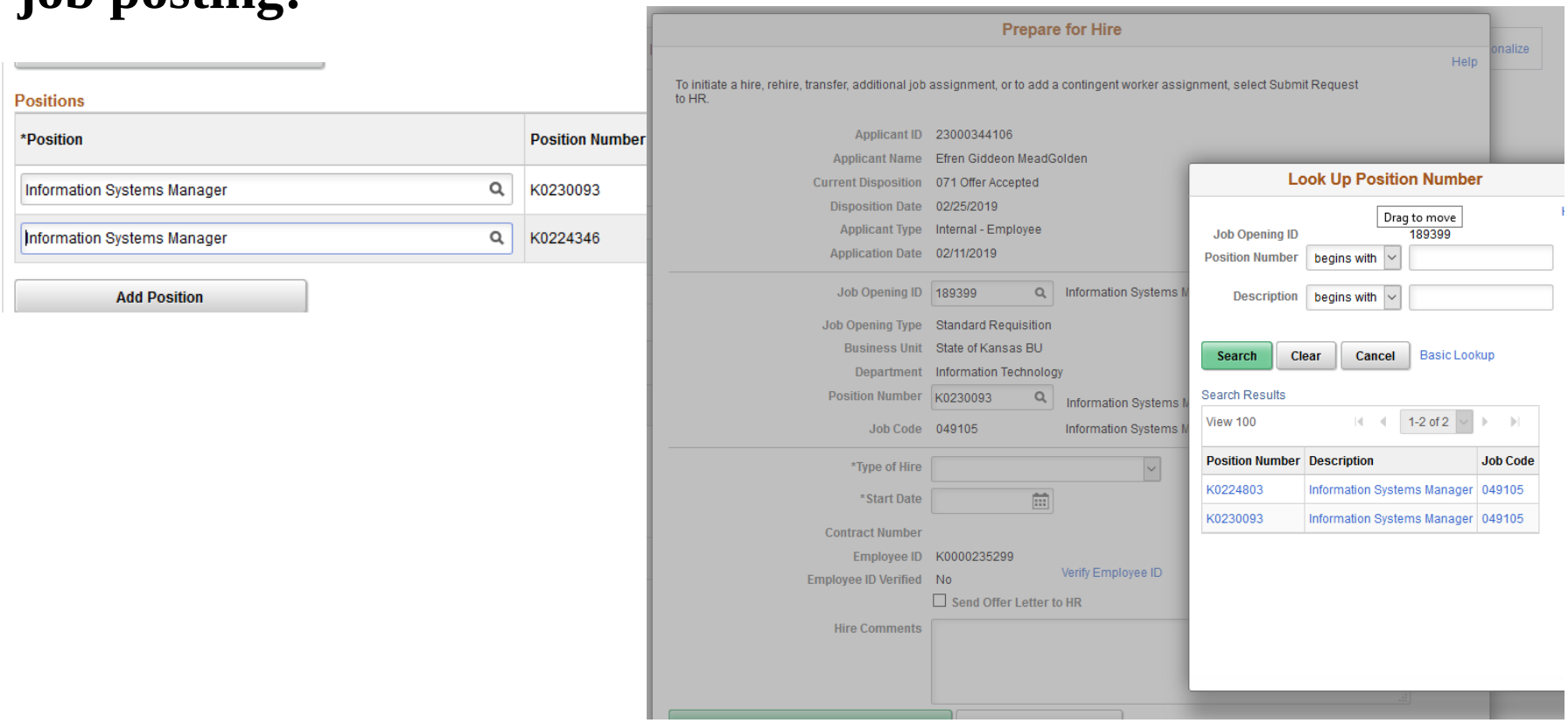
Job Opening Changes

Example of Template ID 1017 – KS Posting With Questions



Job Opening Changes

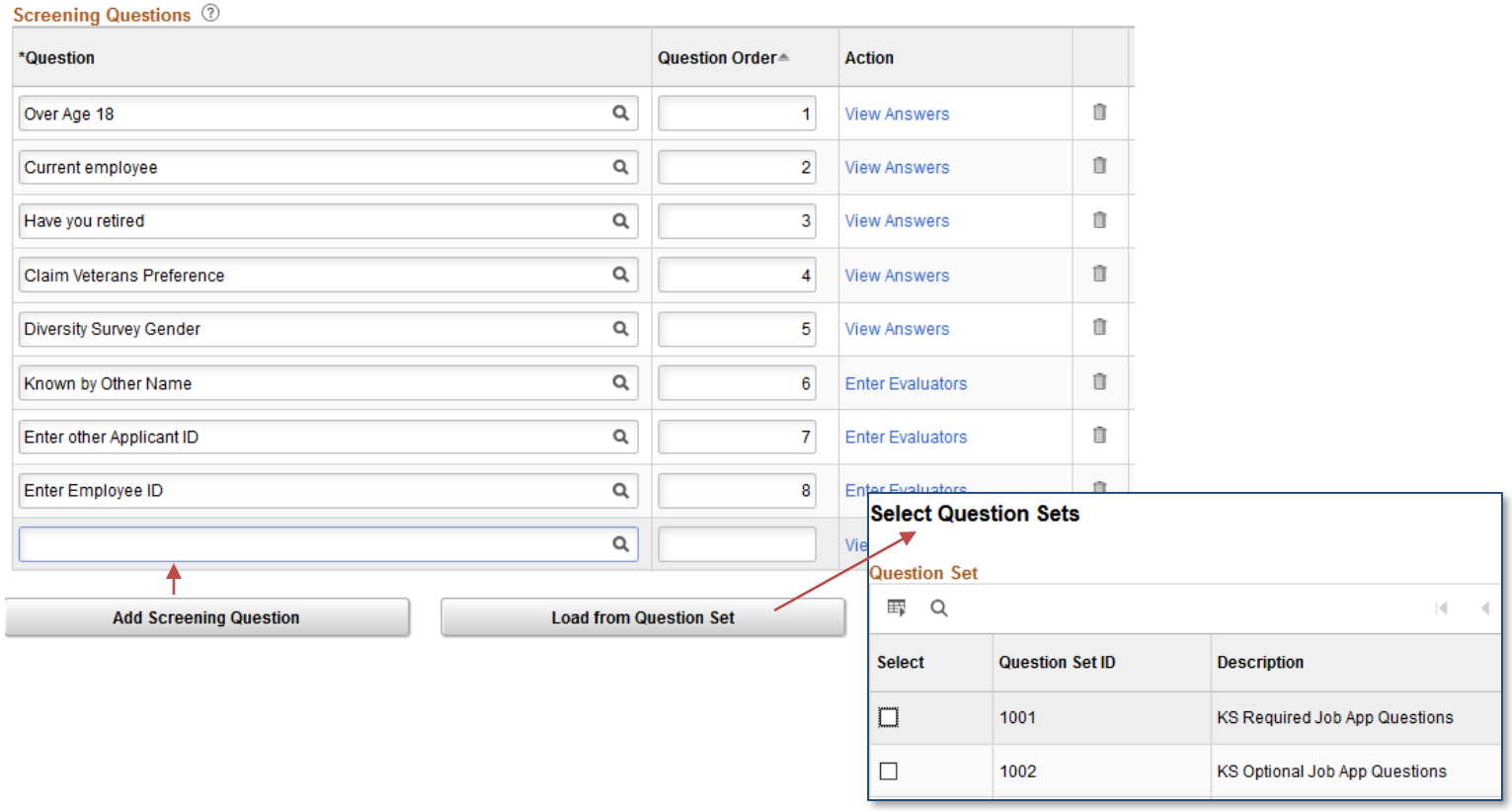
Add multiple similar positions and multiple recruiting locations to a single job opening and then advertise under one job posting!



Complete all your online applicant hiring from the job opening for good applicant-to-hire reporting!

Job Opening Changes

State of Kansas specific application questions default in on the Screenings page. You can add additional questions to customize the job application to your agency or job.



Job Opening Changes

Examples of Required Questions:

- **Are you currently employed with the State of Kansas? (The State of Kansas employs persons in the executive/legislative/judicial branches and those that work as an employee/student at a state university. State universities are KU, K-State, KU Medical Center, Wichita, Emporia, Fort Hays, and Pittsburg.)**

- **Have you previously retired from the State of Kansas or any other KPERS employer?**

- **Are you over age 18?**

- **Are you known to employers/references/schools by another name? If yes, enter the name(s).**

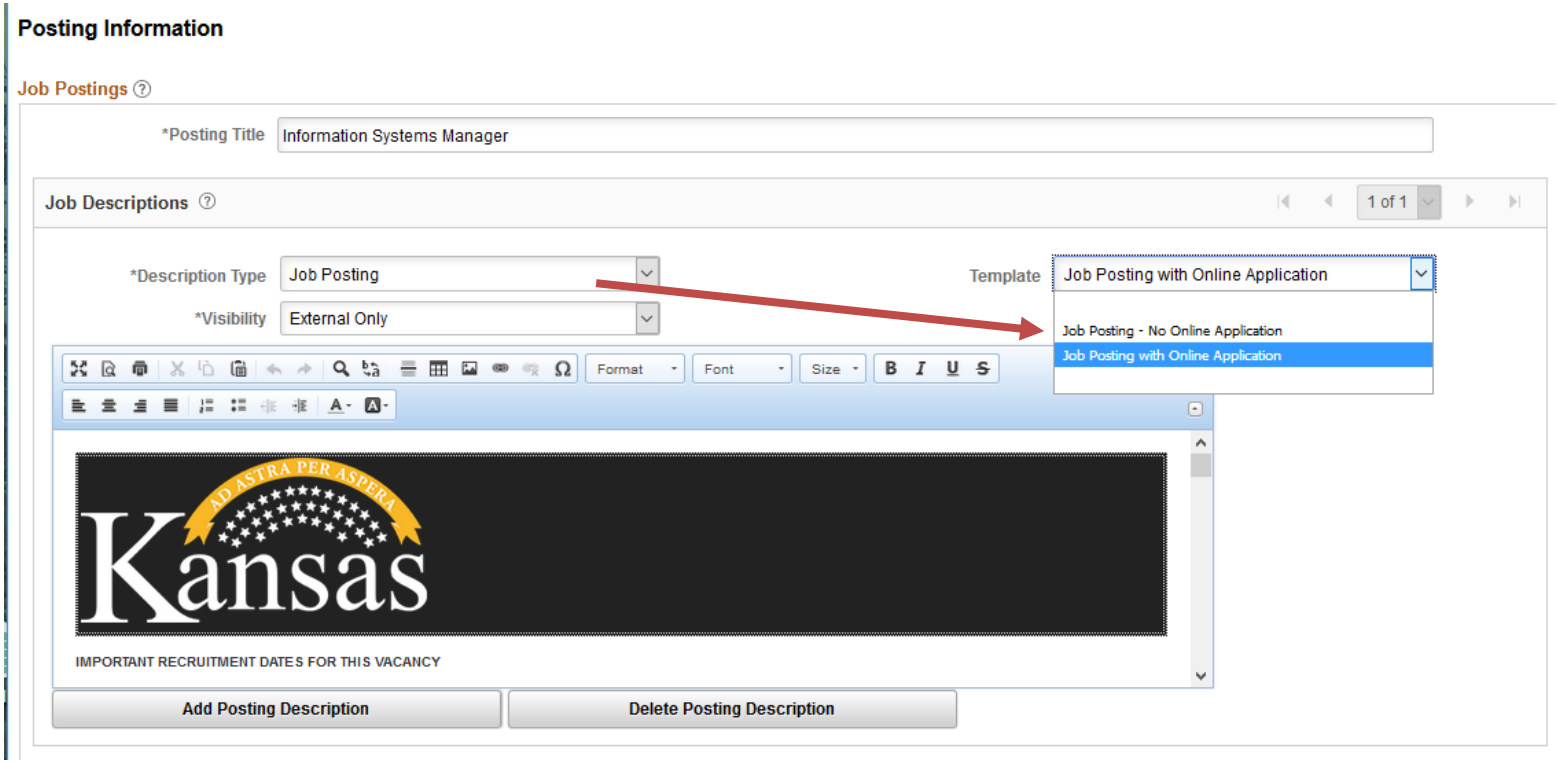
Job Opening Changes

Examples of Optional Questions:

- **Have you ever been convicted of a felony?**
- **Are you a US Citizen?**
- **You can add additional questions to our optional question list by emailing Kristine Scott at Kristine.Scott@ks.gov**

Job Postings

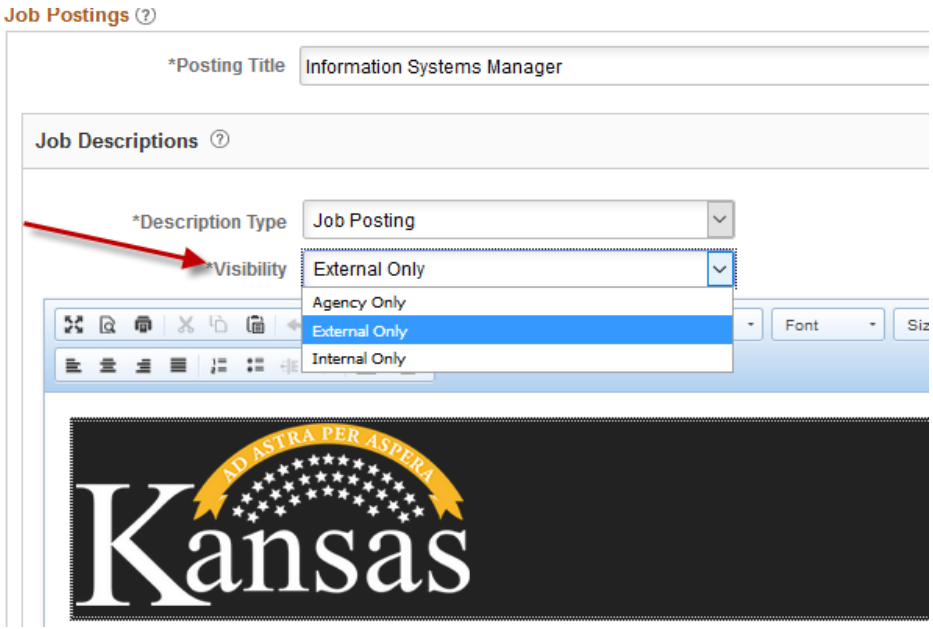
Pre-formatted posting templates to give applicants the consistent information and look they requested.

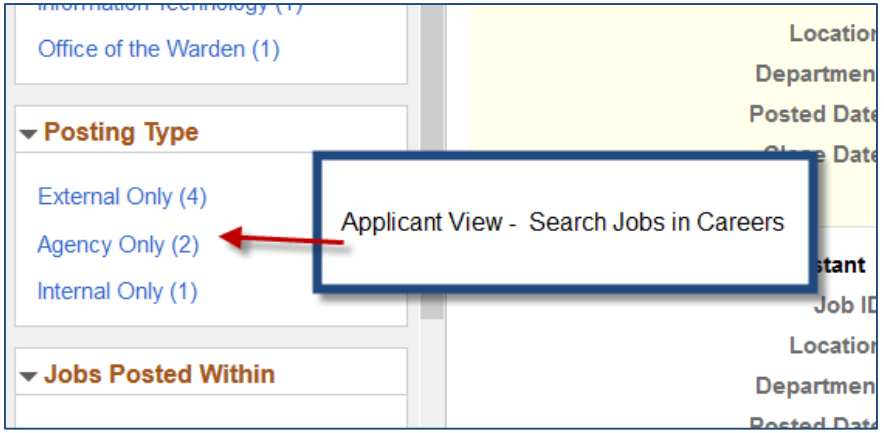


Job Postings

Visibility field now determines what applicant group you are targeting for your job. Applicants see this as "Posting Type"

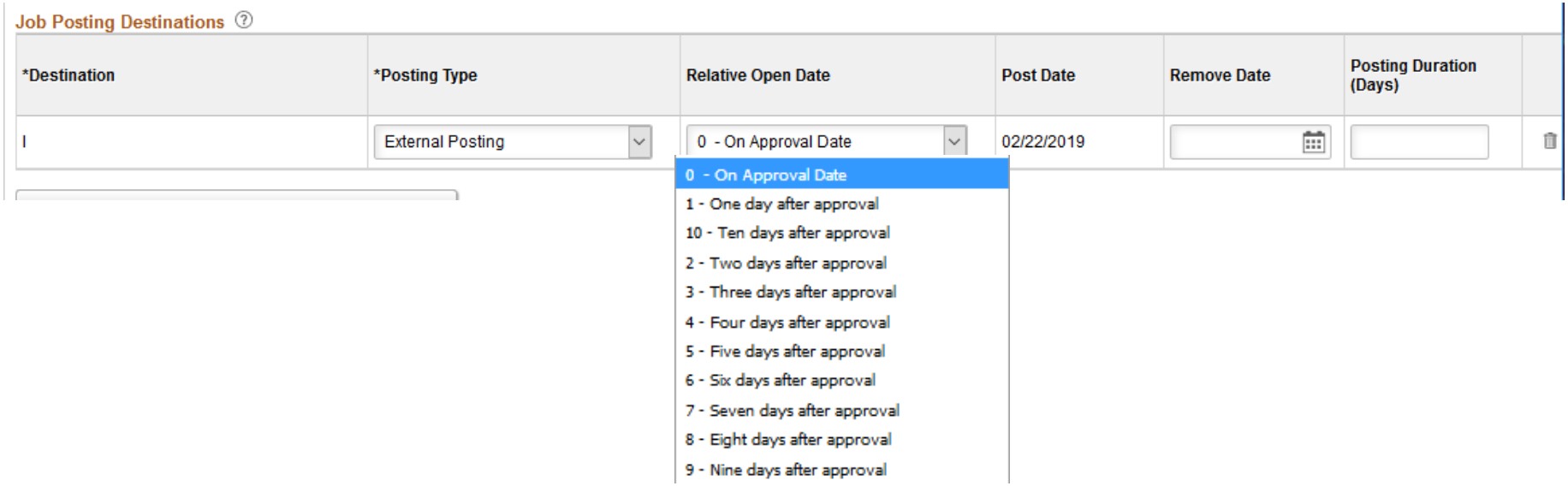
- **External:** Open to all applicants
- **Agency:** Open to agency employees, persons eligible for reemployment, applicants who are eligible for veteran's preference under the provisions of K.S.A. 75-2955 and persons who separate from state service due to a permanent disability for which the employee receives disability benefits from either the Kansas public employee retirement system or the United States social security administration.
- **Internal:** Open to all state employees, persons eligible for reemployment or reinstatement, applicants who are eligible for veteran's preference under the provisions of K.S.A. 75-2955 and persons who separate from state service due to a permanent disability for which the employee receives disability benefits from either the Kansas Public Employee Retirement System or the United States social security administration.





Job Postings

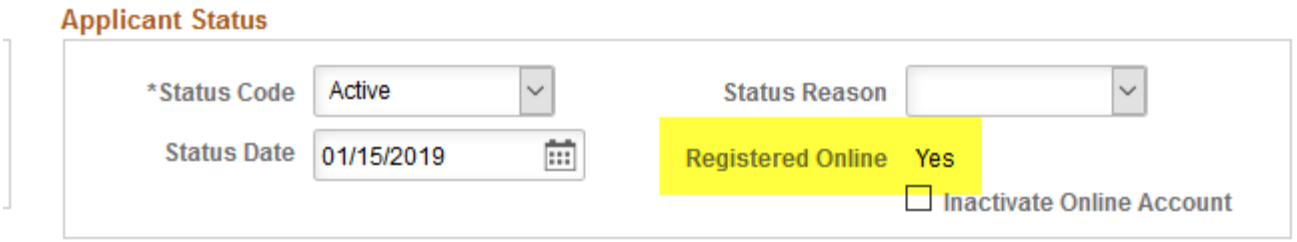
Jobs are posted or removed based on the dates in the Job Posting Destination section.



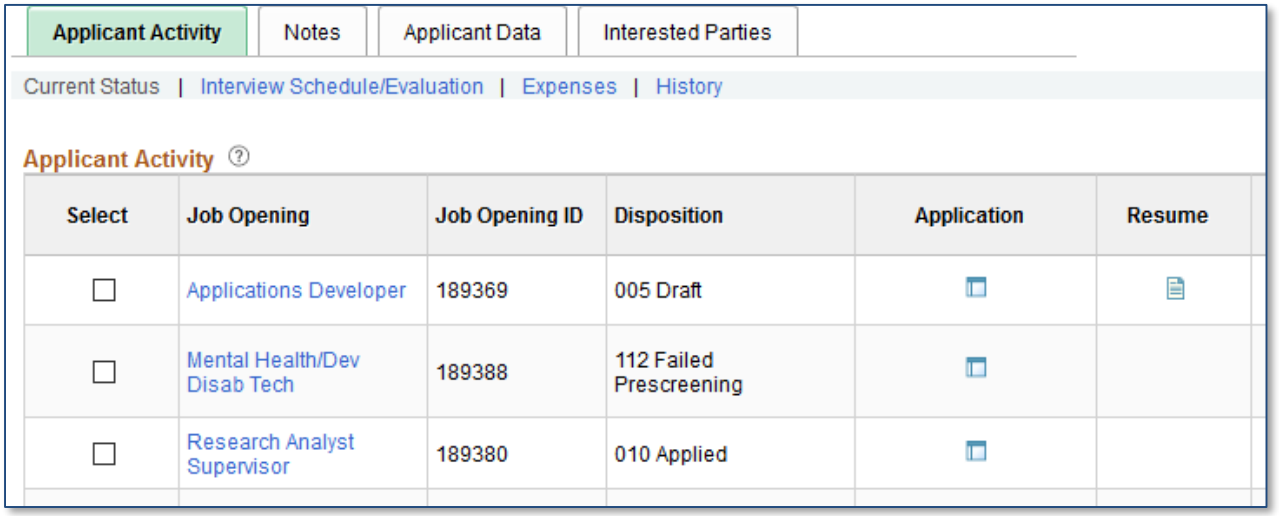
Job Postings will be updated hourly during SHARP daily hours of operation and once during nightly SHARP batch processing.

Applicants

Applicants add themselves and associate themselves to job openings when they apply through Careers.
They will no longer need to know their Applicant ID.

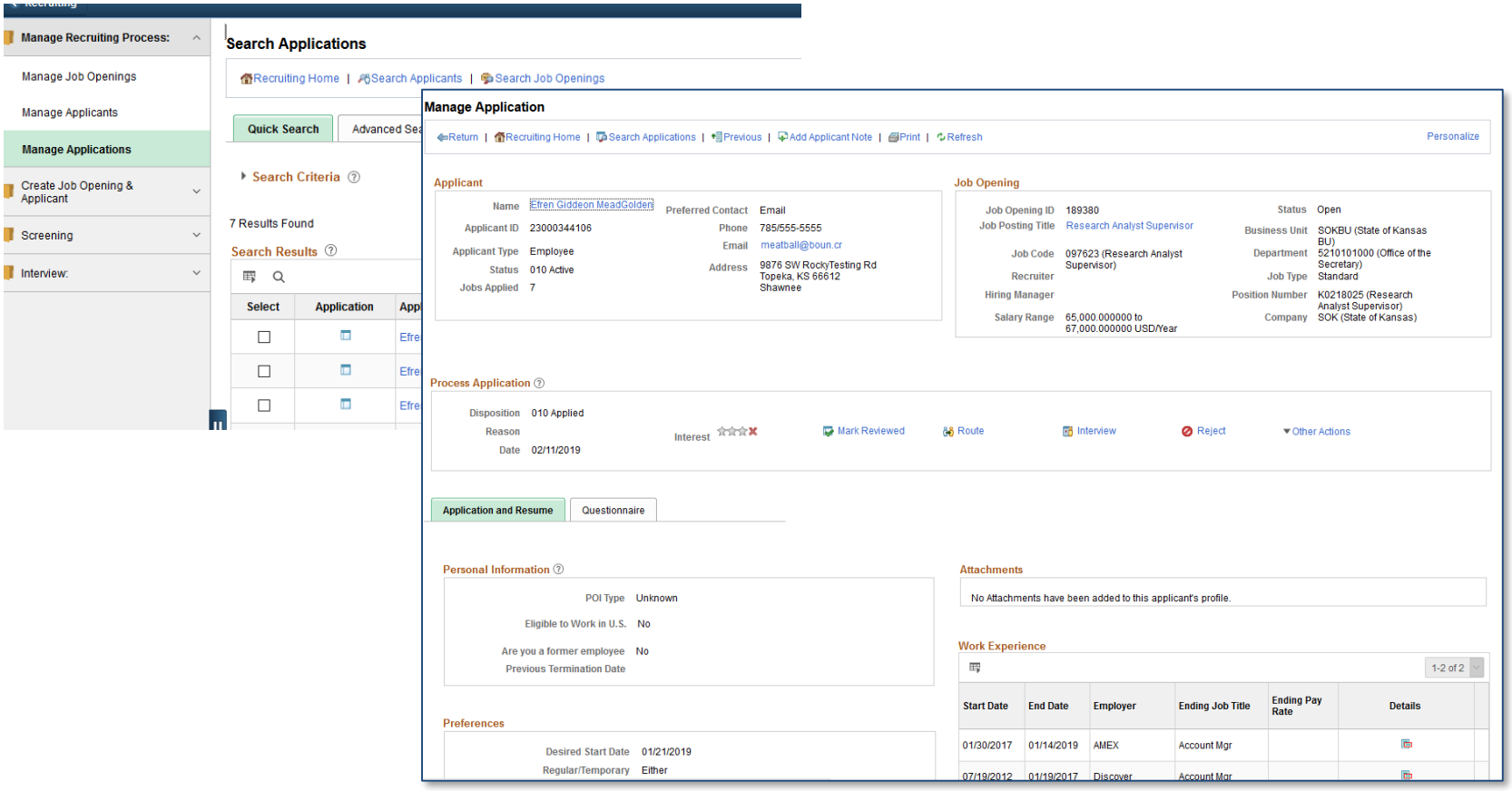


***Recruiters now only manually add applicants or associate to job openings if the applicant does not have access to a computer or if online applications are not accepted.**



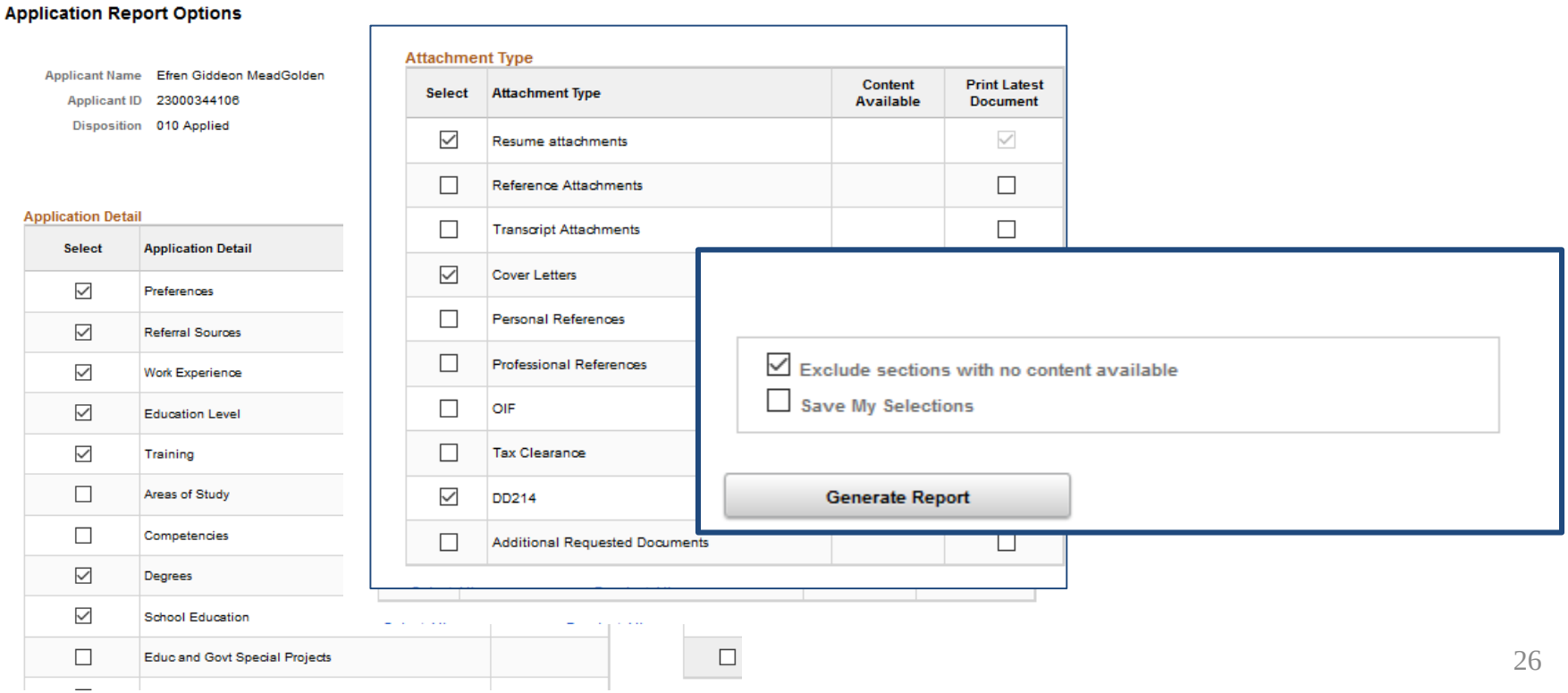
Applications

New Manage Applications page. View and print the job applications, resumes, and attachments that applicants submit. View the answers to screening questions. Take actions.



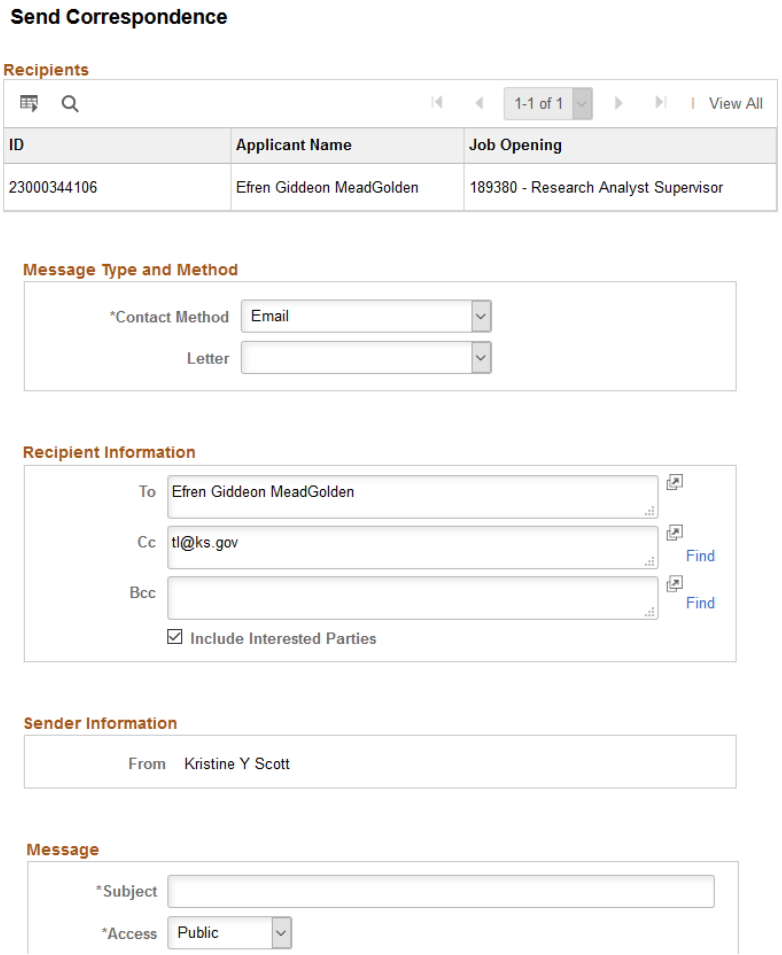
Applications

Print Application Report Options allow you to choose what sections you want to print and, if chosen, will also print any resumes or attachments. You can print for one person, a group of people, or individual files for a group of people (up to 100 people).



Correspondence

Correspond with applicants who are missing pieces of an application, send select notifications, and send letters (such as rejection letters), all using the system email. Records saved to Applicant Notes



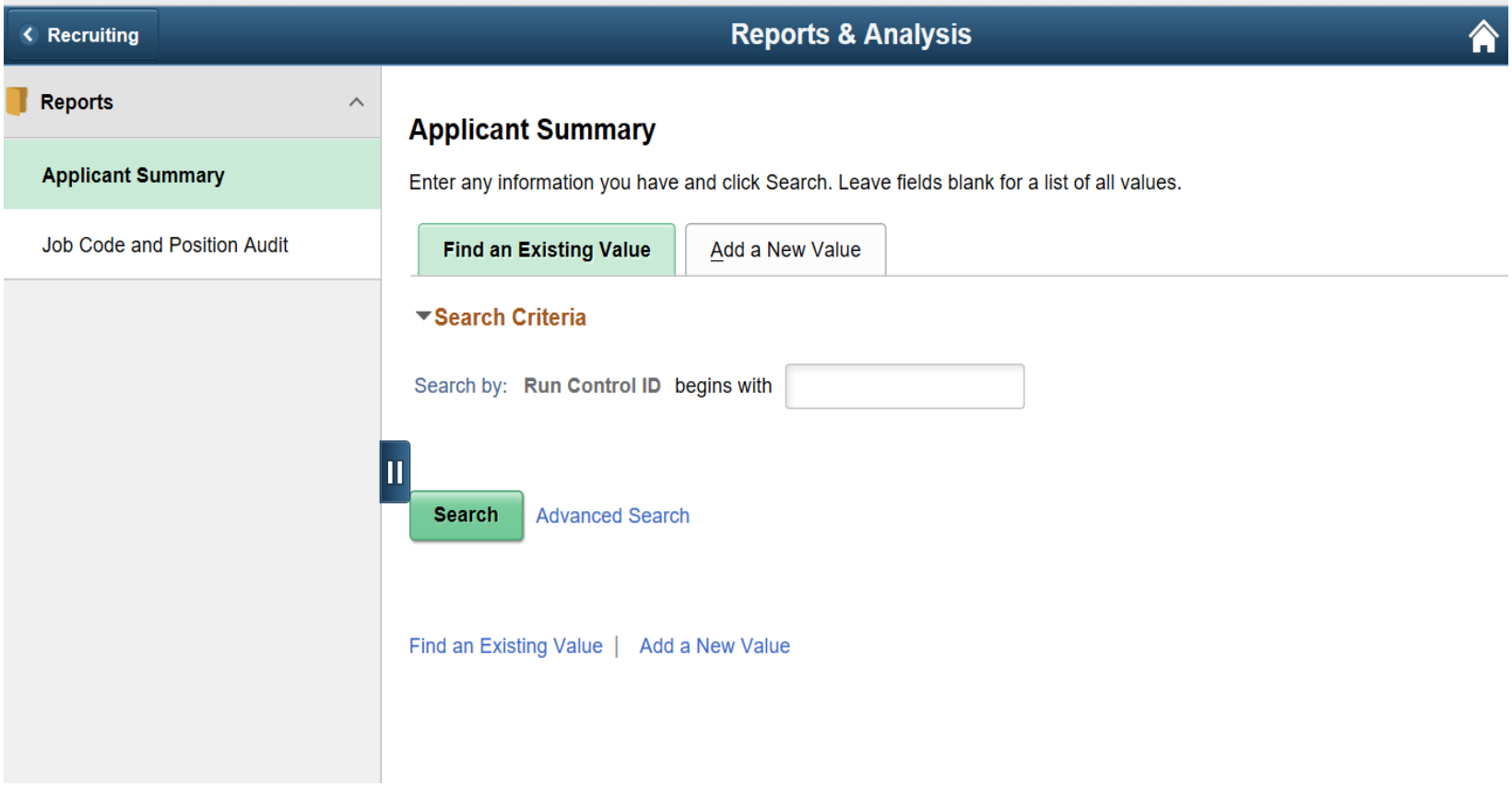
Recruiting Reports & Analysis

Reports & Analysis Fluid Tile



Recruiting Reports & Analysis

Access the Applicant Summary Report and Job Code and Position Audit Report via the Reports & Analysis Tile



Additional Features

There are many more features that if implemented will be explained in the training materials that can help you work easier.

- **Routing/Forwarding applicants**
- **Interviews**
- **Applicant lists**
- **Teams**
- **Specific actions**
- **Duplicate applicants**
- **Additional recruit/hire team members access.**

*Not all functionality mentioned is guaranteed to be delivered.

State Employment Center

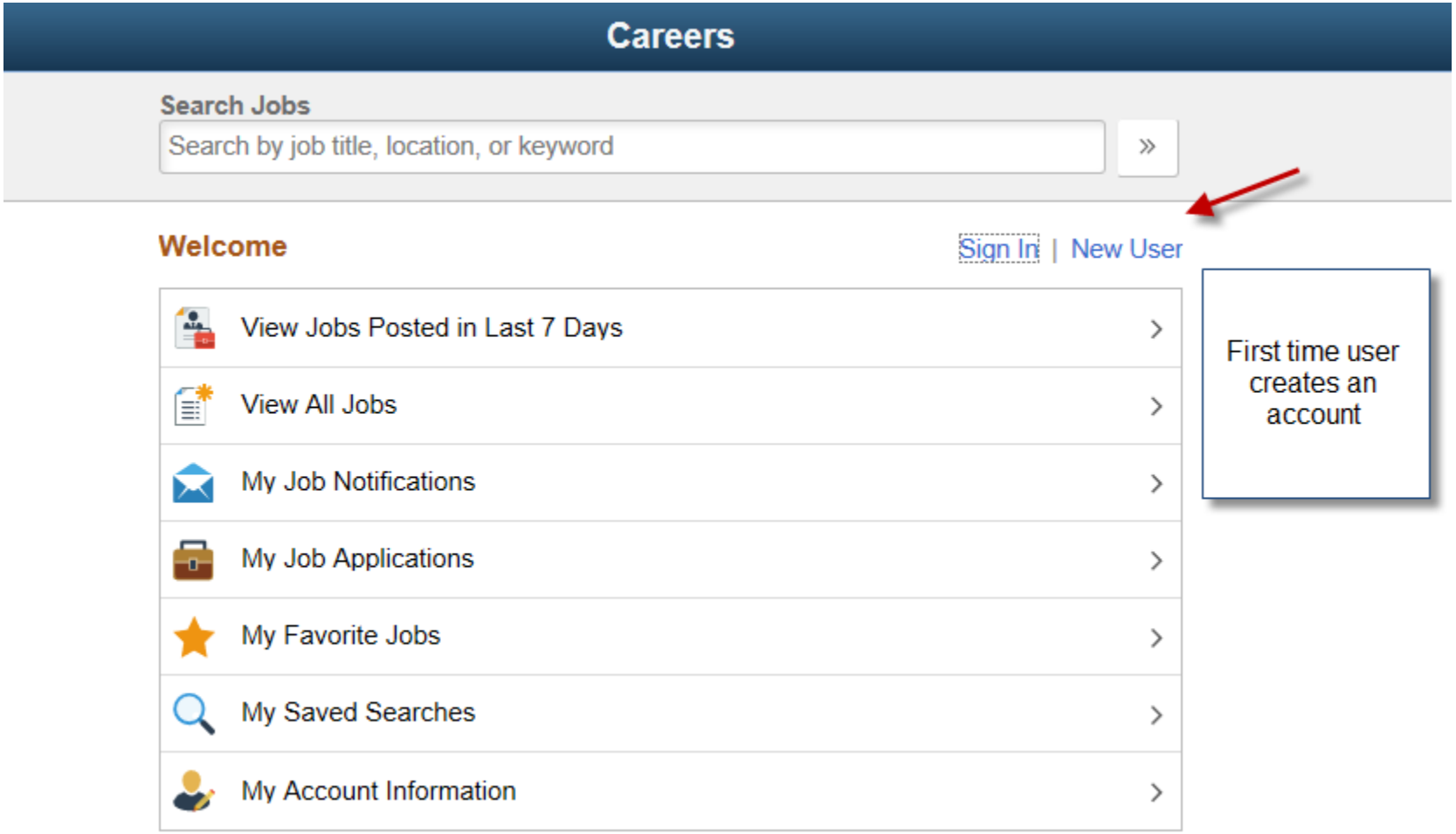
- The www.jobs.ks.gov URL will remain the entry point for State of Kansas Job Applicants to apply for positions. Website branding will be updated and new job aides and frequently asked questions will be added.

- Applicants will click on the “Careers” button, it will take them into the “Careers” page that allows applicants to maintain their application information and search for jobs.

- Applicants will need to Register before they can apply for a Job

Applicant

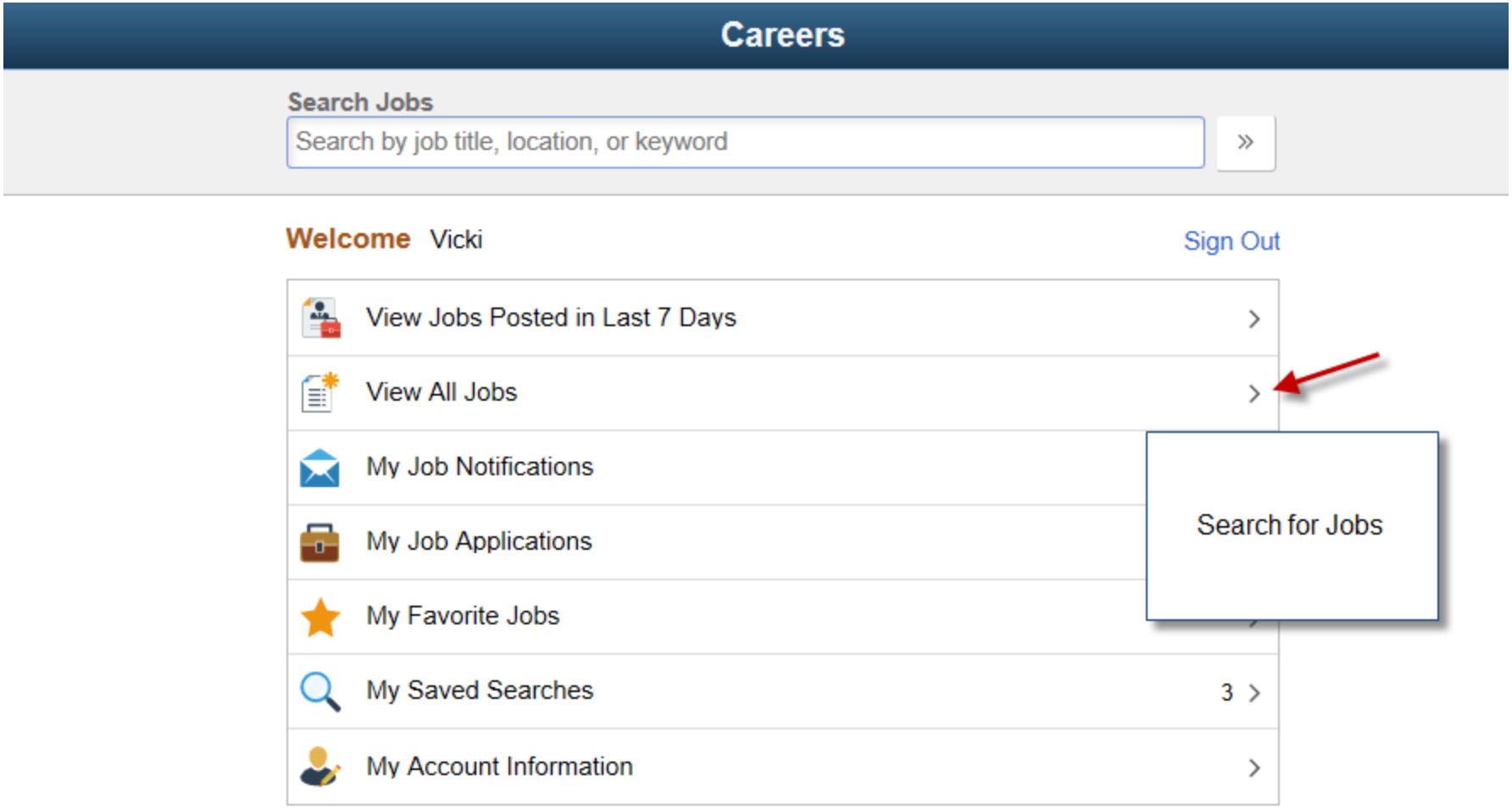
Applicants will need to create an account by selecting a User Name (userid), Password and unique email address to be able to apply for jobs



Department of Administration
Excellent customer service, every time!

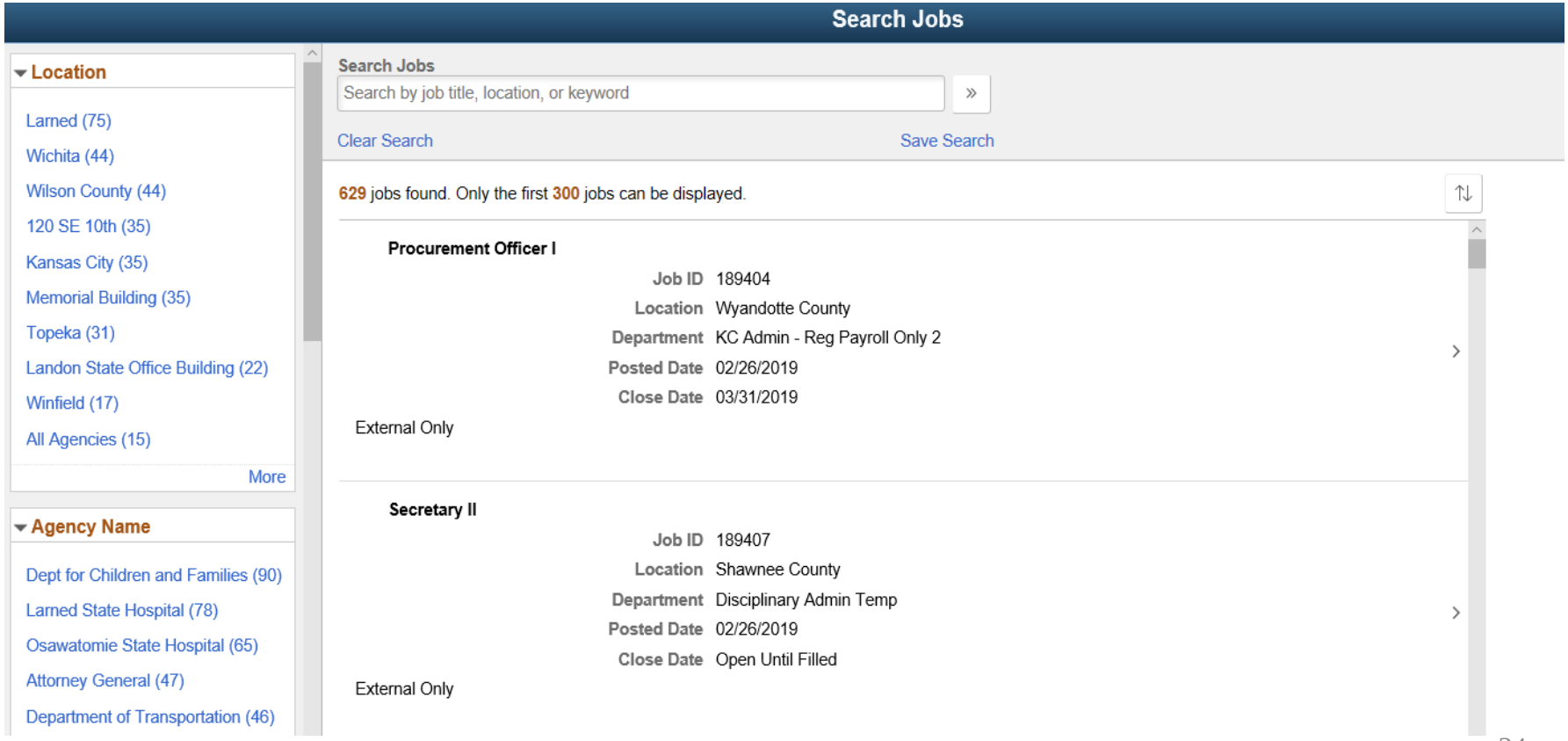
Applicant

Applicants can search for Job Postings without creating an account by selecting either 'View Jobs Posted in the Last 7 Days' or 'View All Jobs'



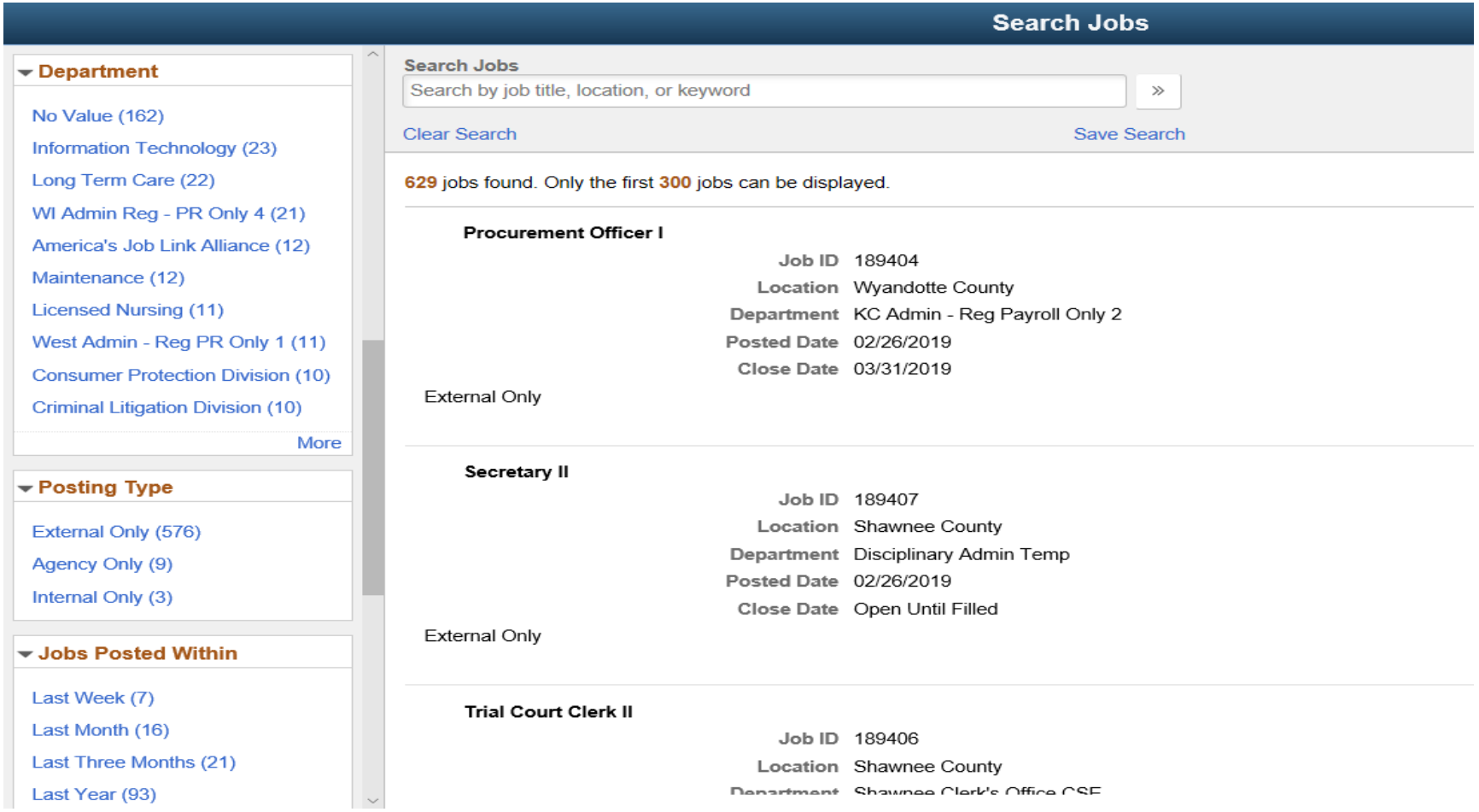
Applicant

Applicants can search by key words, save searches, and view details of the Job Posting. Searches may only be saved by registered applicants. Applicants may also filter/search for Job Postings using Location (Recruiting Location) and Agency Name as pictured below.



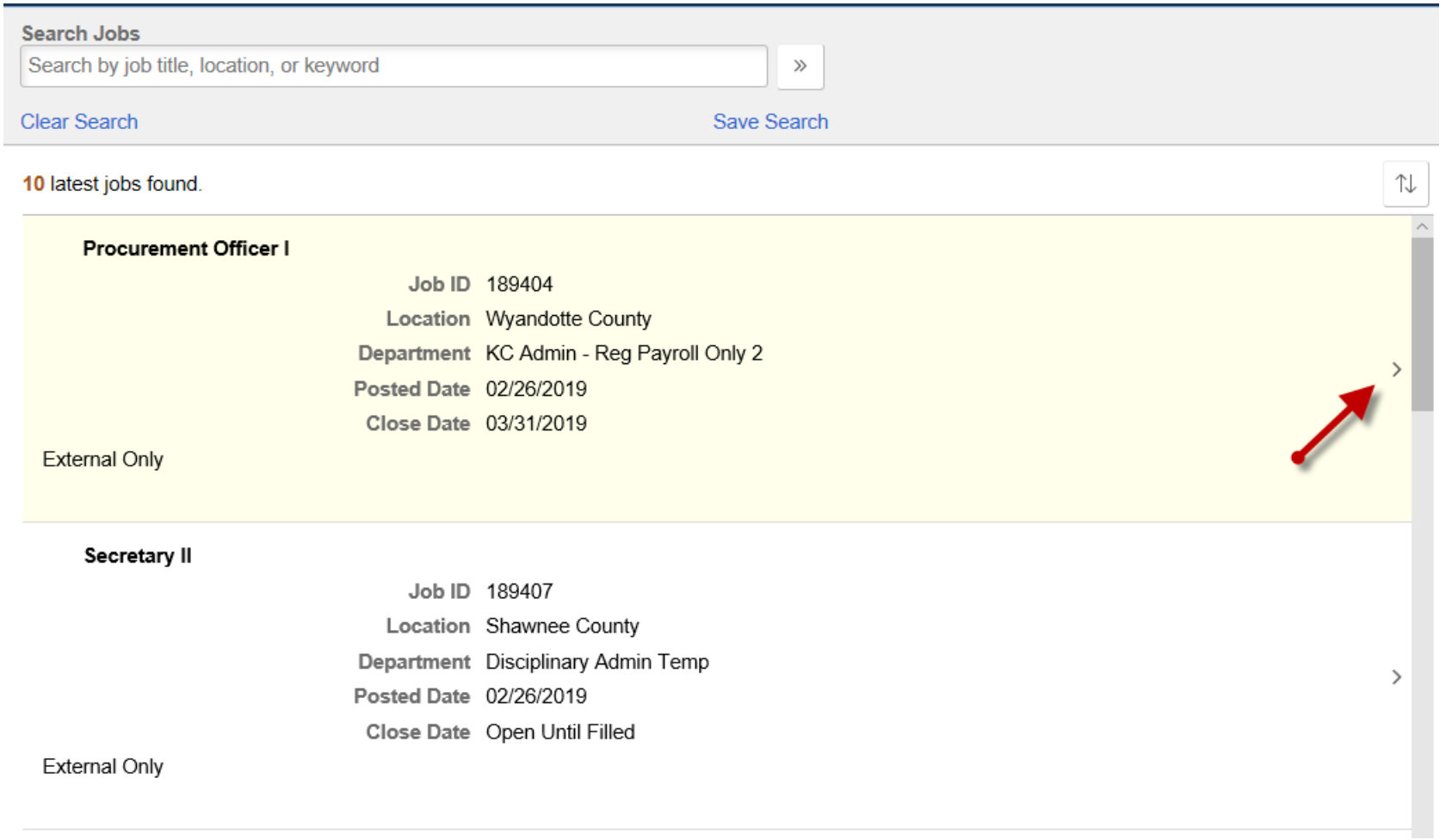
Applicant

Applicants may also filter/search for Job Postings using Department, Posting Type and Jobs Posted Within. Other options not displayed include Jobs Closing In, Regular/Temporary Position and Full/Part Time Status.



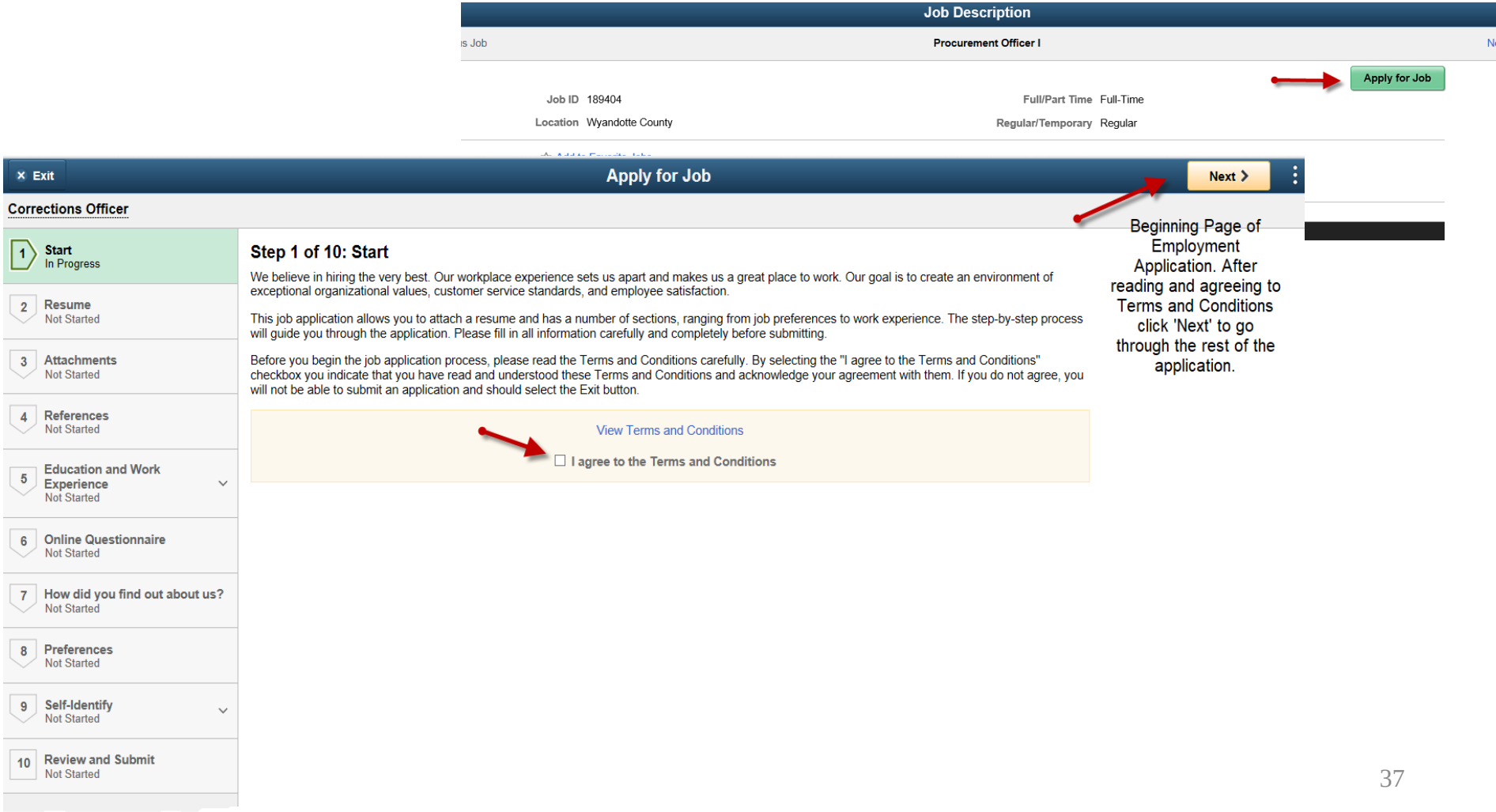
Applicant

To view details of a specific Job Posting applicants can either click anywhere in the highlighted area of the specific Job Posting they are interested in or by clicking on the arrow highlighted below.



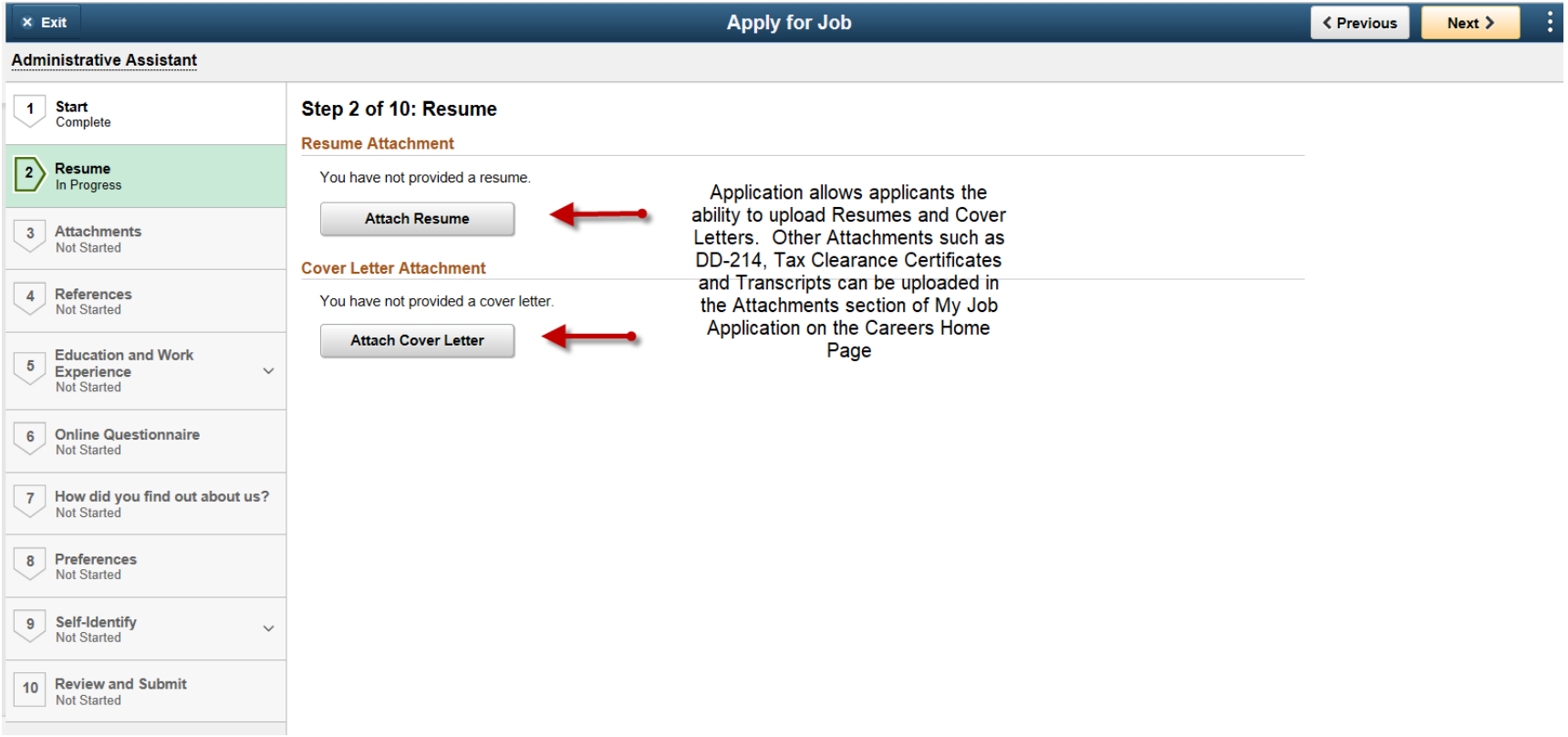
Applicant

After reviewing a job posting and clicking on the Apply for Job button applicants are taken to the beginning page of the employment application. NOTE: applicant must be registered and signed in to apply.



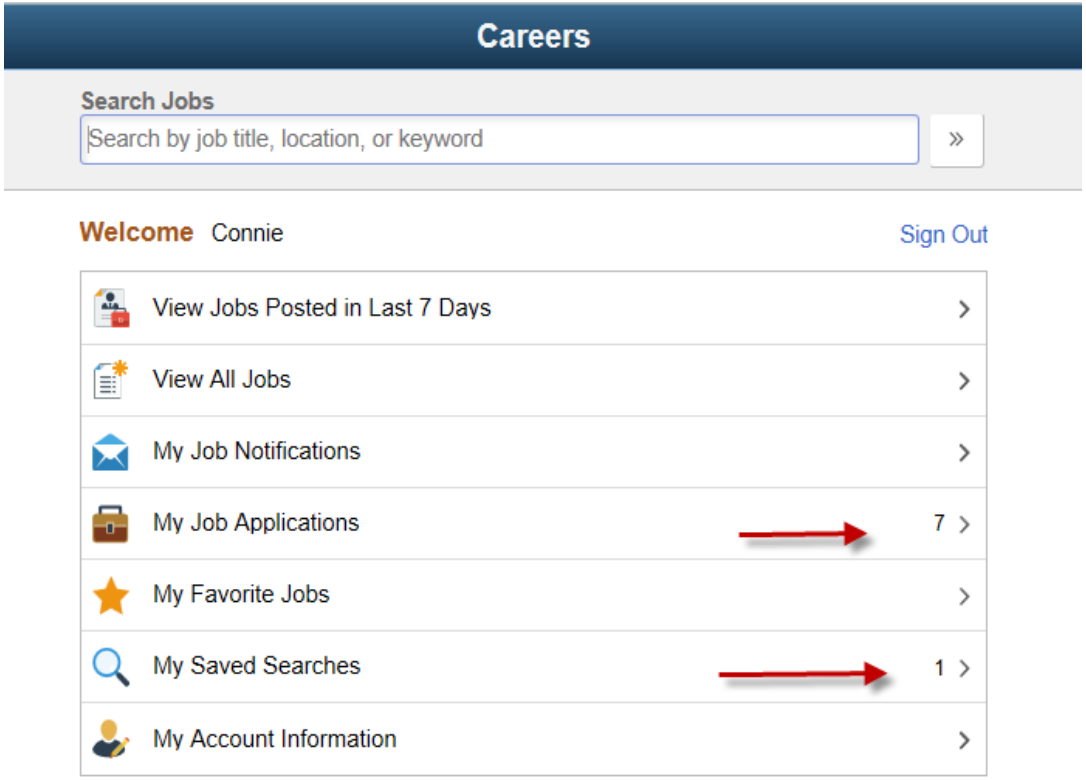
Applicant

Application provides the ability to upload Resumes and Cover Letters. Other Attachments such as DD-214, Tax Clearance Certificates and Transcripts can be uploaded in the Attachments section of My Job Application on the Careers Home Page.



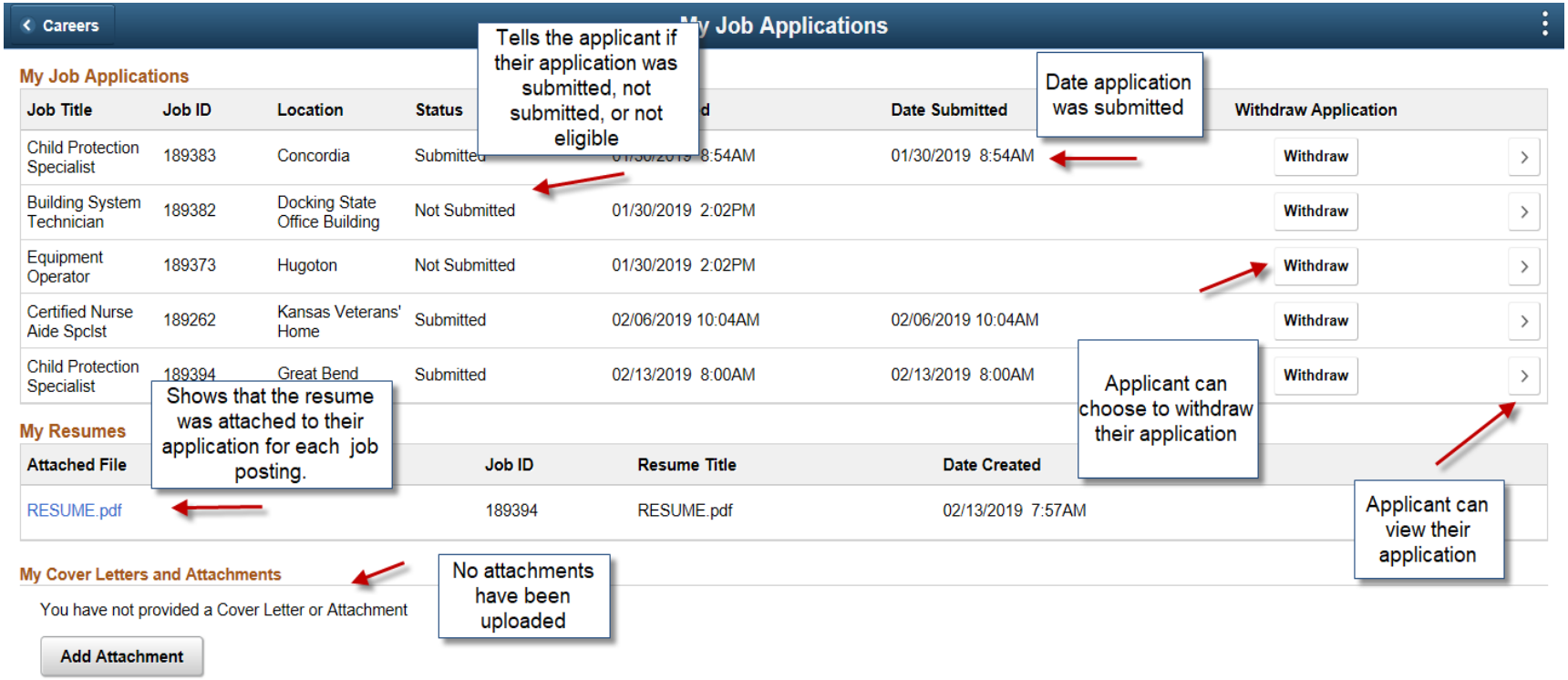
Applicant

View of the Careers Home Page of an Applicant after signing in. Applicant will see updates on their specific applicant related activities.



Applicant

View of the My Job Applications Page of an Applicant. Applicant will see the status of any Job Postings they have applied for and this is where they upload the attachment types of Tax Clearance Certification, DD214 and Transcripts.



Cutover Dates

- **March 1, 2019 – March 27, 2019**: All Job Openings must have a close date entered no greater than **Thursday, March 28, 2019**. All Job Openings will require the selection of templates after cutover.

- **Thursday, March 28, 2019**: All job openings will close on Thursday, March 28th. Recruiter will have the ability to view and manage all prior Job Openings after cutover.

- **Friday, March 29, 2019:** After March 29th applicants will not be able to view job postings or apply for jobs until the updates are complete. The State Employment Center website will be updated to notify applicants that a new application and Job Search process will begin on Thursday, April 4, 2019.

Cutover Dates

- **Saturday, March 30, 2019 - Monday, April 1, 2019**: SHARP will be upgraded to the new Fluid version of SHARP and no access will be available for SHARP or Employee Self Service

- **Tuesday, April 2, 2019**: Access for SHARP and Self Service users to the new Fluid version of SHARP is scheduled to be restored on Tuesday, April 2, 2019.
  - SHARP and Self Service User IDs and passwords will be the same as User IDs and passwords on Friday, March 29, 2019.
  - A notice will be sent out on April 1, 2019 to notify agencies of SHARP/ESS availability on April 2nd.
  - **First day Recruiters can enter Job Openings for Candidate Gateway. Job Openings should have an open/posting date of April 4, 2019.**

Cutover Dates

- **Wednesday, April 3, 2019**: Recruiters continue to enter Job Openings with a post date of April 4, 2019

- **Thursday, April 4, 2019**: First Day Candidate Gateway is available for Applicants to view job postings and apply on-line for positions

Next Steps

- Develop Job Aides and Training Materials – available in March 2019

- The next Recruiter's Network Meeting is scheduled for Monday, March 25, 2019. It will be at the Eisenhower State Office Building, 4th floor Auditorium A. Meeting details will be sent closer to the date of the meeting.

- Continue providing information via the Recruiter's Network meeting

- Update the www.jobs.ks.gov website

Recruiter Input

We need your feedback. Please take some time and think about the following questions and then forward your thoughts to Stacie.M.Creech@ks.gov.

- We are interested in learning how often you currently receive paper applications. Can you tell us if it is related to certain types of jobs you are advertising for? Or is it the same number no matter what type of job?
- What would you like to see added to the job posting templates?
- Do you include salary ranges, or a rate of pay in your job postings? If not, please let us know why?
- Provide us with any agency specific questions you would like added to the on-line application

Contacts

Send responses/questions about the HIRE Project to the team members listed below:

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