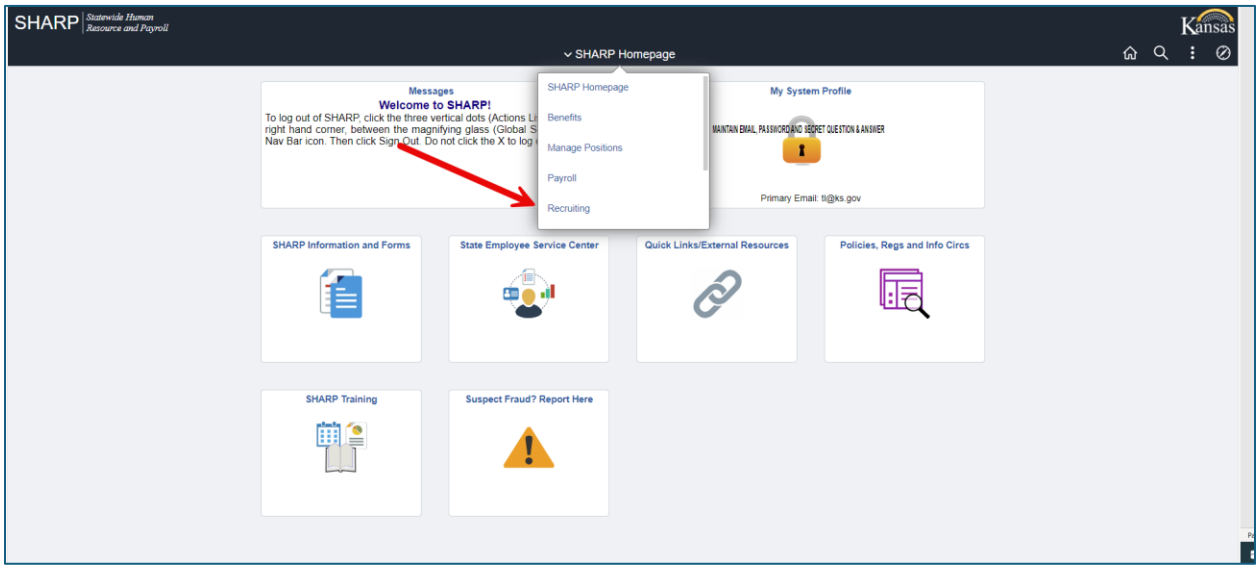
Interview Preference – Veteran's or Disability Preference

Identify if Applicant(s) have Interview Preference for your Job Opening

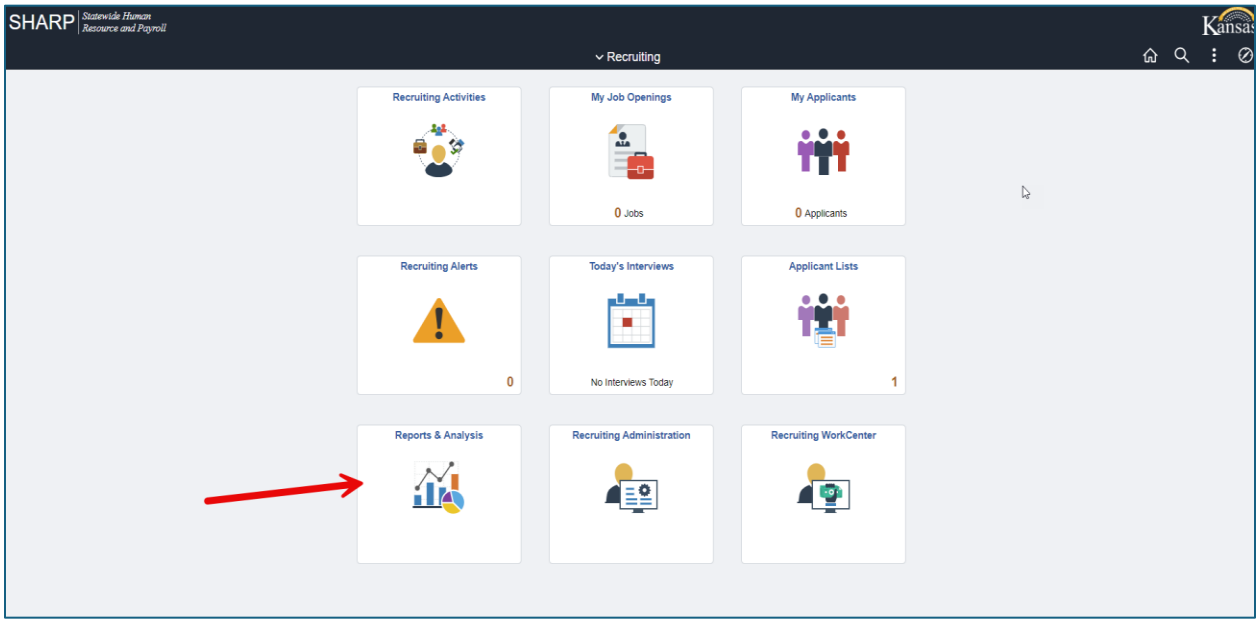
- The Applicant Summary report should be generated prior to selection of the final group of candidates who will be offered an interview for any job opening subject to either the Disability Hiring Preference or Veteran's Preference.
- If an applicant has presented proof of disability required for the Disability Hiring Preference or has been verified as a veteran qualified for Veteran's Preference, the Applicant Summary report will display the words "Interview Required" in the report column labeled "Interview Status.
- Any applicant with "Interview Required" in the "Interview Status" column must be offered an interview for the position if they are qualified, with or without a reasonable accommodation, to meet the performance standards of the position.
- In the event agencies have multiple qualified applicants exercising preferences and they are equally qualified as the top candidates for the position, please contact the OPS to determine the appropriate prioritization of the candidates.

Instructions for generating the Applicant Summary Report

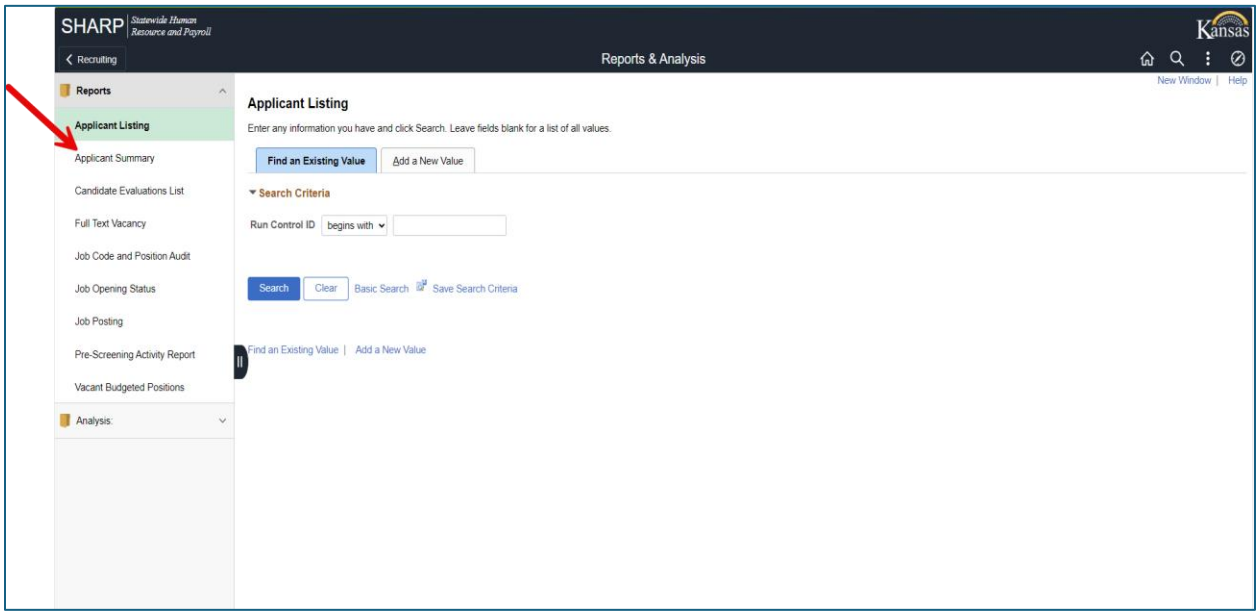
Step 1: Select Recruiting from the Homepage drop down menu.



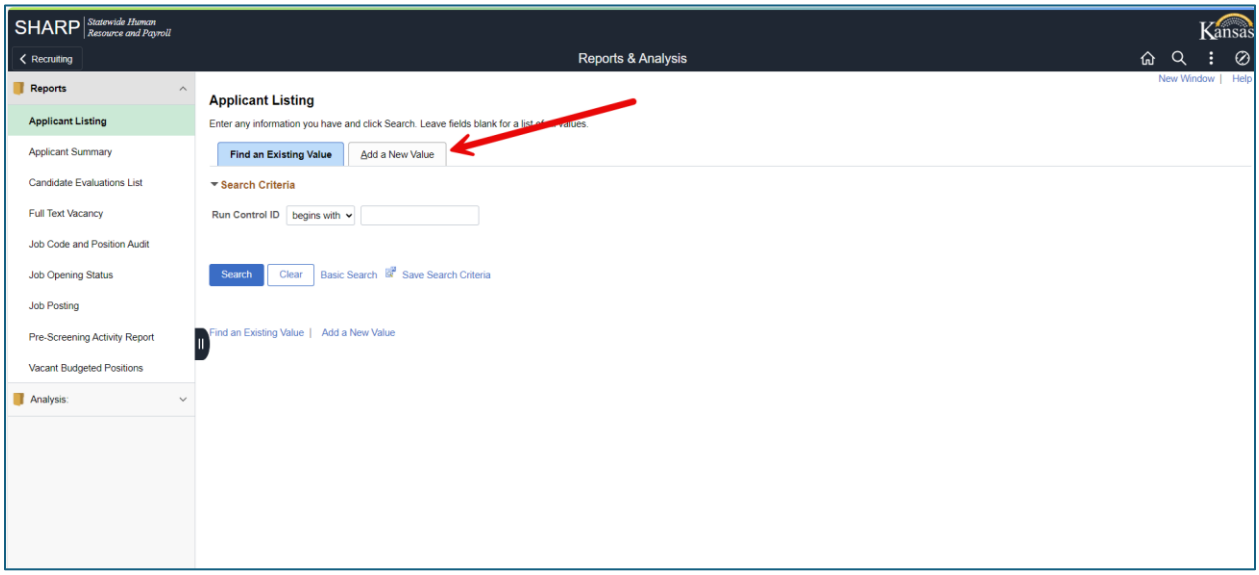
Step 2: Click on the Reports and Analysis tile.



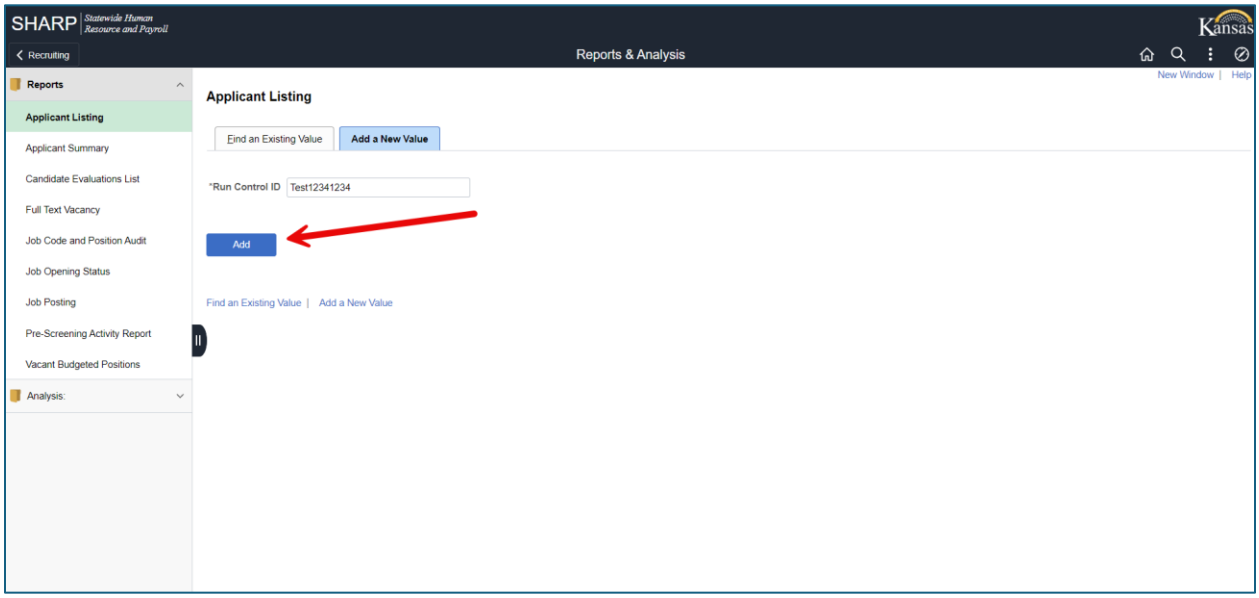
Step 3: Lefthand side menu – select Applicant Summary under the Reports Section.



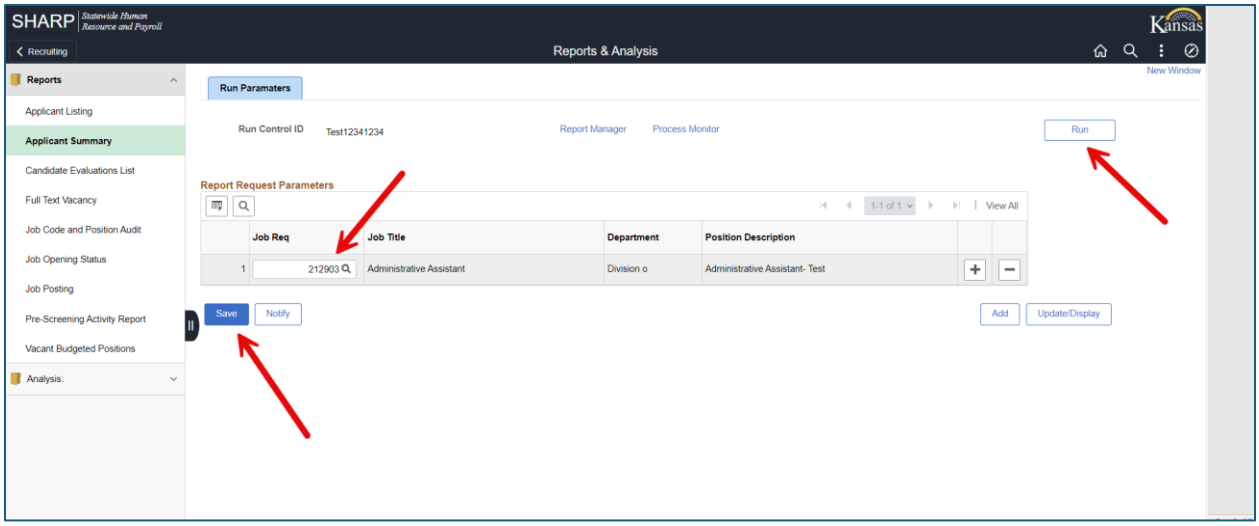
Step 4: Enter a valid Run Control ID and skip to Step 6. If no previous Run Control ID exists, click the Add a New Value tab.



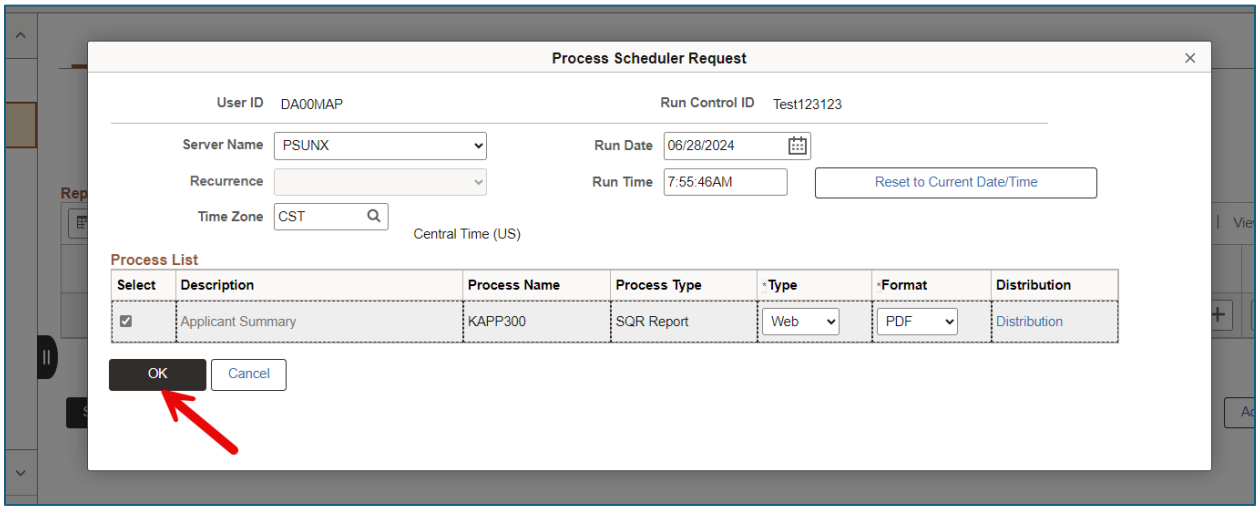
Step 5: Enter a new Run Control ID in the space provided and click Add.



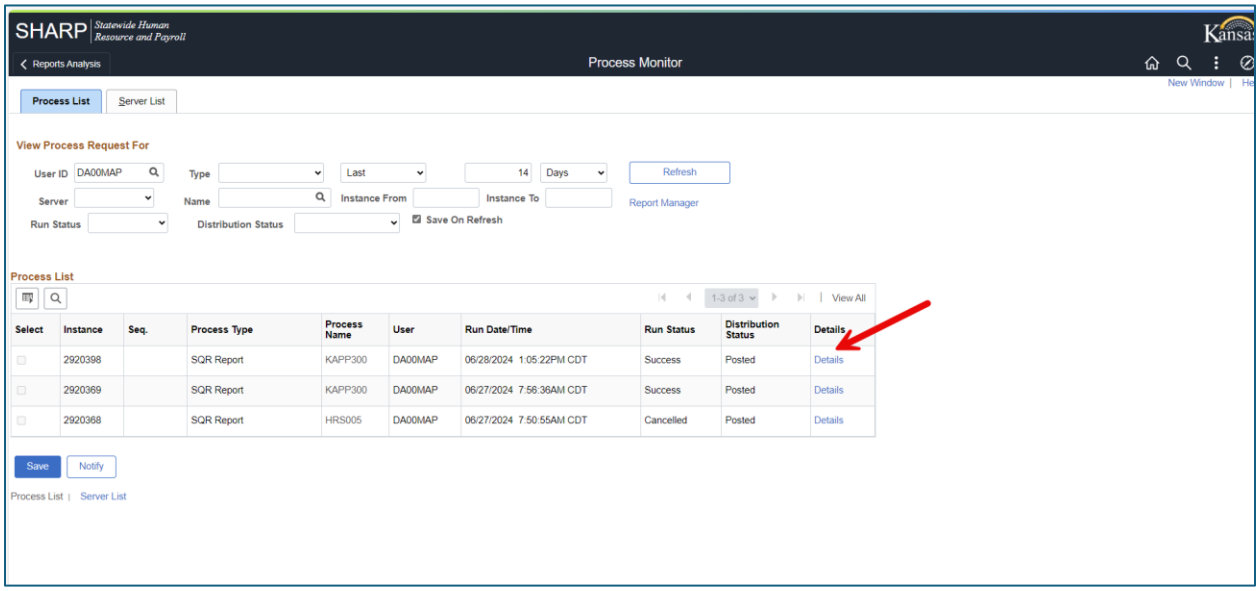
Step 6: Enter your Job Opening ID to determine if you have applicants with Interview Preference. Then select Save. Then Select Run.



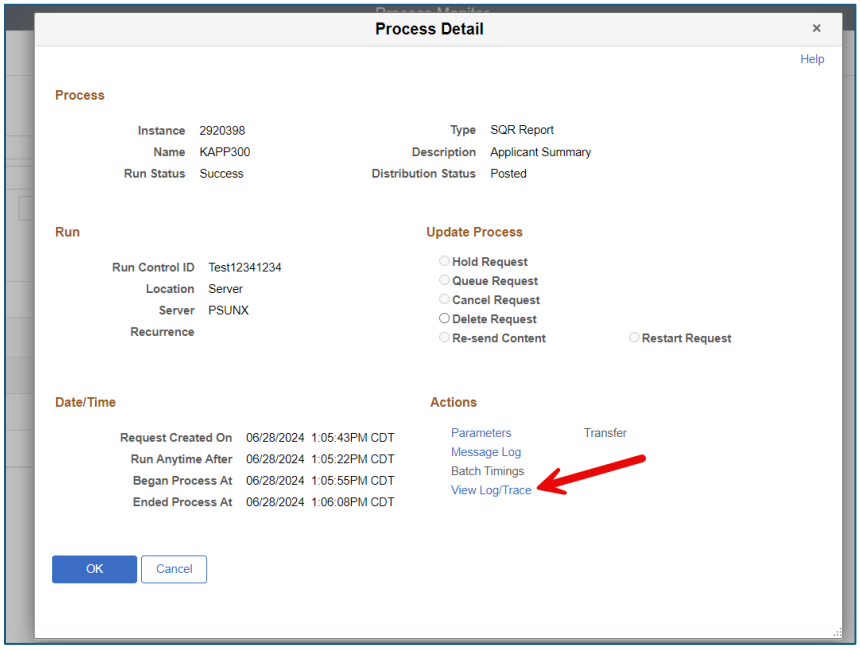
Step 7: Click OK on the Process Scheduler Request screen to generate the report.



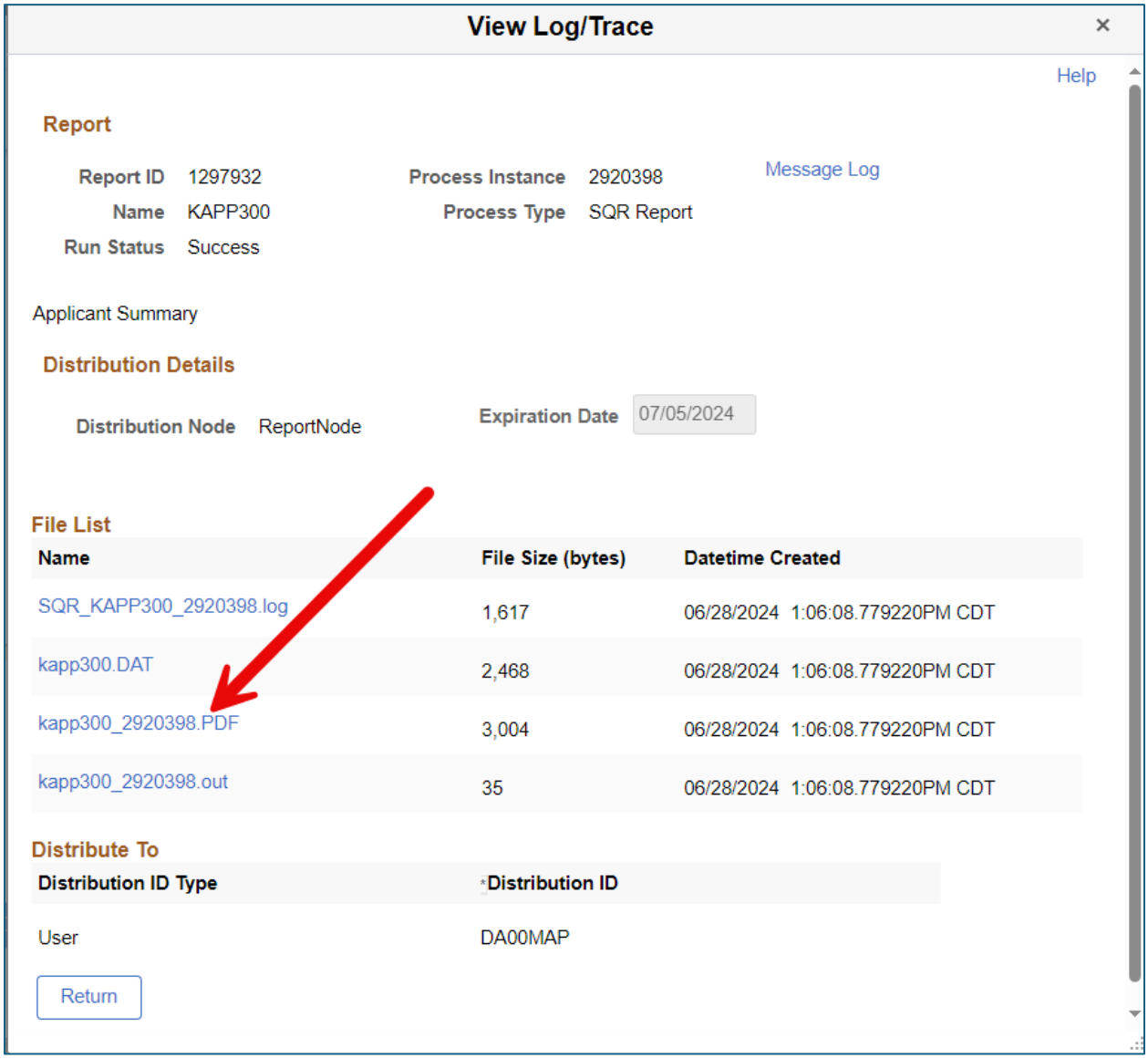
Step 8: After clicking OK, the system will return you to the Process Request Parameters page. This time you will click on the Process Monitor link to monitor the report run status. Use the Refresh button to update the report's Run Status and Distribution Status. When the report status is Success and Posted, click on the Details link to access the report.



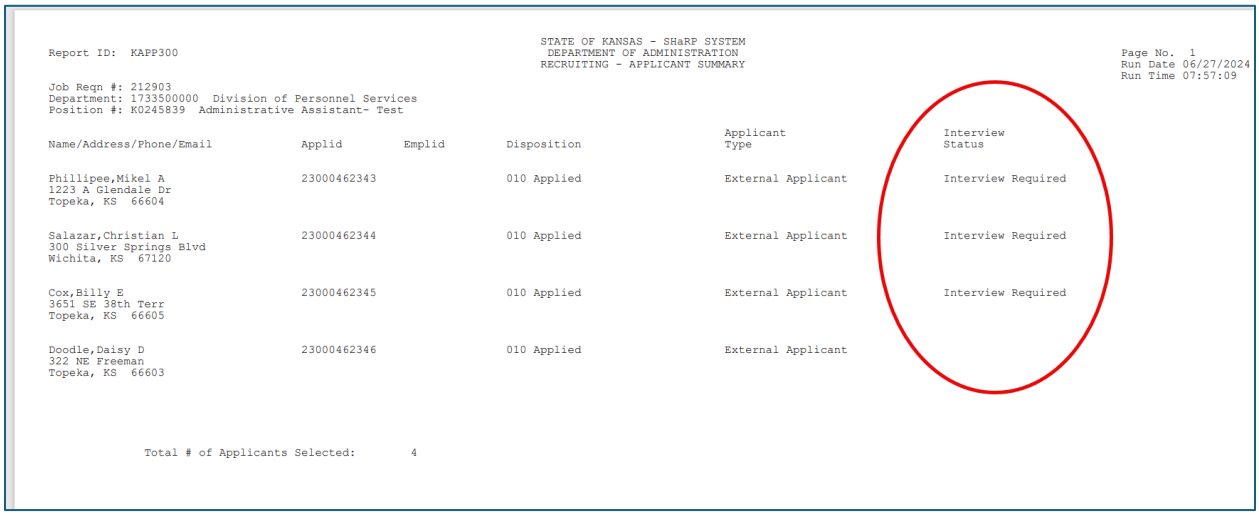
Step 9: On the Process Detail page click on the View Log/Trace link.



Step 10: From the View Log/Trace screen click on the kapp_300_28xxxxx.PDF link to access a pdf version of the report for reviewing or saving to a location you choose. Right click on kapp300.dat link to save a text version of the results that can be imported into excel.



Step 11: The Applicant Summary (KAPP300) report is generated. Under the Interview Status column, if an applicant has Disability or Veterans preference, the report will state Interview Required.



Report ID: KAPP300

STATE OF KANSAS - SHaRP SYSTEM
DEPARTMENT OF ADMINISTRATION
RECRUITING - APPLICANT SUMMARY

Page No. 1
Run Date 06/27/2024
Run Time 07:57:09

Job Reqn #: 212903
Department: 1733500000 Division of Personnel Services
Position #: K0245839 Administrative Assistant- Test

Name/Address/Phone/Email	Applid	Emplid	Disposition	Applicant Type	Interview Status
Phillipee,Mikel A 1223 A Glendale Dr Topeka, KS 66604	23000462343		010 Applied	External Applicant	Interview Required
Salazar,Christian L 300 Silver Springs Blvd Wichita, KS 67120	23000462344		010 Applied	External Applicant	Interview Required
Cox,Billy E 3651 SE 38th Terr Topeka, KS 66605	23000462345		010 Applied	External Applicant	Interview Required
Doodle,Daisy D 322 NE Freeman Topeka, KS 66603	23000462346		010 Applied	External Applicant	

Total # of Applicants Selected: 4