Kansas Department of Administration
Excellent customer service, every time!

Recruiter's Network Meeting

Presented by

OPS – Office of Personnel Services

Agenda:

- **Helping Improve Recruiting Excellence (HIRE) Project Overview and Timeline**
- **Job Opening and Job Postings Process Changes**
- **Employment Application Process Changes**
- **Next Steps**

HIRE Project

- The Helping Improve Recruiting Excellence (HIRE) Project began in the Fall of 2018. The project implementation team includes members of the Department of Administration SHARP team along with other Office of Personnel Services staff.

- Purchased the PeopleSoft/Oracle Candidate Gateway module. Candidate Gateway provides:
    - A mobile friendly Careers website
    - A configurable employment application
    - Searchable Job Postings
    - Integration with the Recruiting module in SHARP

HIRE Project

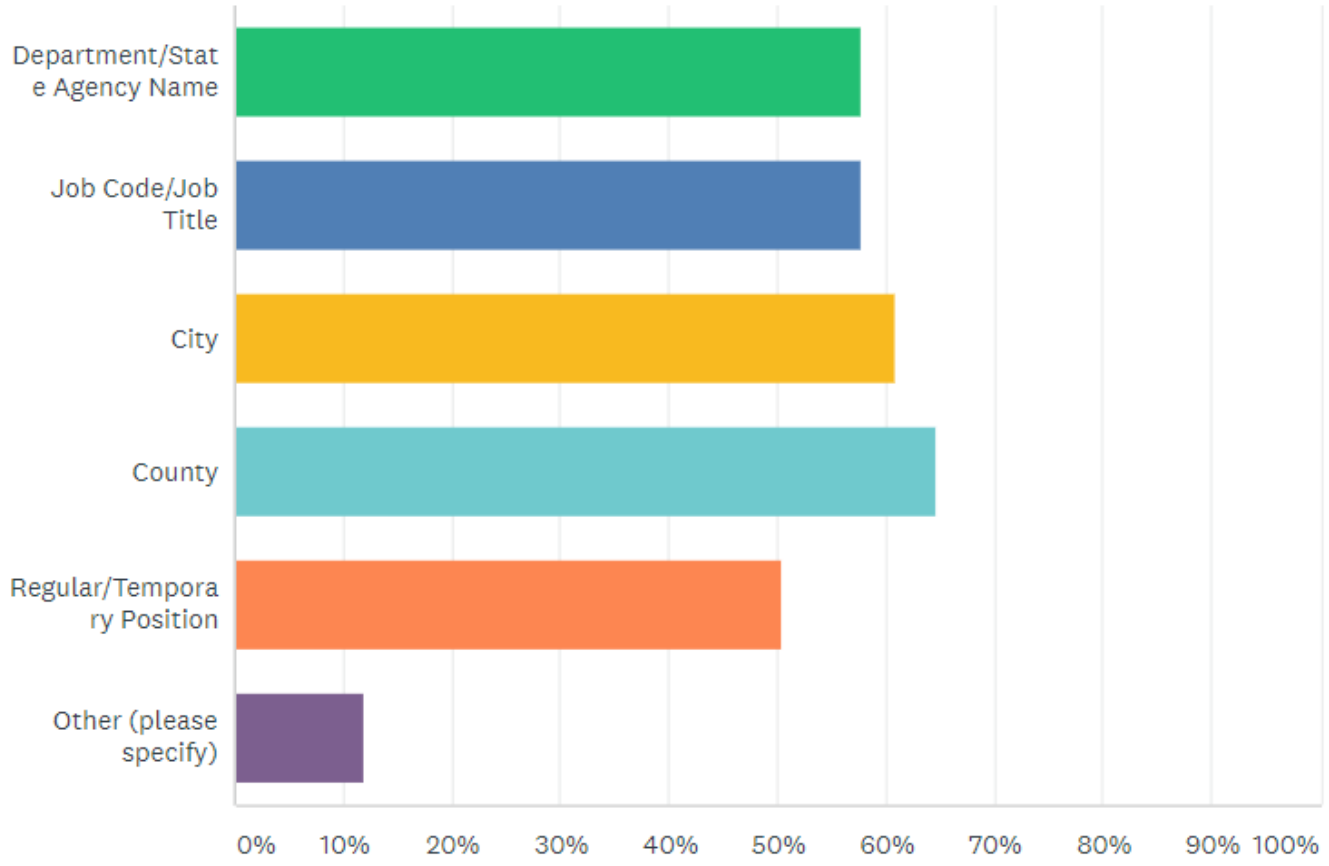
- The Candidate Gateway module will:
  - Replace the current View Job Postings page located at http://admin.ks.gov/services/state-employment-center/job/job-postings.
  - Replace the current on-line Employment application located at: https://admin.ks.gov/services/state-employment-center/sec-home/state-employment/apply
  - Eliminate the need for the State of Kansas Personal Data Registration Form located at: https://admin.ks.gov/services/state-employment-center/job/applicant-data

HIRE Project

- The HIRE Project team conducted a survey with State of Kansas applicants to gather requirements for the design/build of the new employment process.
  - Received 192 responses
  - Included questions about search display options and feedback on what applicants would like to see improved when applying for a job on-line with the State of Kansas.
  - Also asked applicants what their preferred device is when they are searching/applying for State of Kansas jobs.

HIRE Project

Results to question, "Which of the search options displayed below would be the most helpful when searching for jobs on the State of Kansas job vacancy website. (Please select all that apply)"



HIRE Project

Results to question, "Which of the search options displayed below would be the most helpful when searching for jobs on the State of Kansas job vacancy website. Responses recorded in 'Other (please Specify)' option":

- Pay Rate Per Hour
- The Starting Pay
- Part-time status
- Knowledge/Experiences preferred
- Wage/Salary
- Who can apply for which position
- Pay Rate
- Pay Range
- Job Description
- Pay Rate
- Pay Range
- Classified/Unclassified
- Salary Range
- Pay

HIRE Project

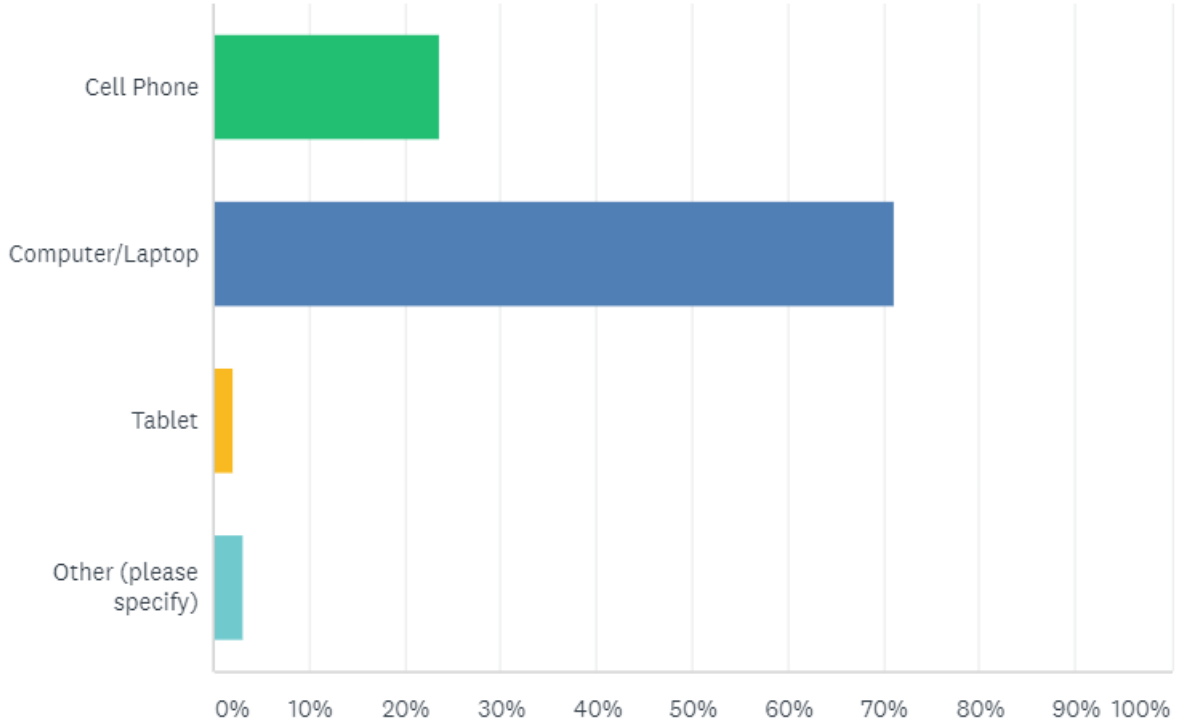
Results to question, "Please provide us with feedback on things you would like to see improved with applying for a job on-line with the State of Kansas."

- When a job application is filled out on the site all info should be saved, and able to fill data for other applications. Re-entering all applications when applying for multiple positions is not user friendly.
- Divulge all minimum requirements; Salary Range listed for all posted positions; Include Position Description for all posted positions.
- Saving resume so it is one click application for multiple applications in all departments
- The state probably doesn't have the server space, but if one could make a profile/account where they can store resumes, other data, and double check applications, that would be helpful.

Results to question, "Please provide us with feedback on things you would like to see improved with applying for a job on-line with the State of Kansas."

- It was unclear to me at the time of application if I needed to complete the paper application in addition to the online application, so I completed both. This was the only issue at the time that I remember. It has been a little bit since I completed the application.
- I feel it is not very mobile-user friendly.
- Getting confirmation from HR that they have received all the required documents for the job posting.
- I feel that we have too many steps leading into job application.
- Is there a way to revisit tax clearance certificate?
- Being able to save the application for future use.

Results to question, "When searching/applying for jobs which of the following is the preferred option?"



HIRE Project

- Candidate Gateway is scheduled to go-live in April of 2019.

- Project team members are developing a detailed cutover plan that will include the last day agencies can post a job opening in SHARP and/or accept on-line employment applications using the current process.

Job Postings

- Current Job Posting site is updated Sunday through Friday at approximately 8:00pm.
- Applicants can search by Agency Name and/or County.
- Applicants can re-sort the order of a specific column displayed on the website. Columns include County, Job Title, Req. #, Agency, Posting Type, Classified/Unclassified, Full-Part, Hiring Rate, Pay Frequency and Closes date.
- Applicant must read instructions contained in the Job Posting for how to apply for a specific vacancy.

Job Opening & Job Postings

- Job Postings will be displayed on the website if the Job Opening meets the following criteria:
  - Job Opening status is ‘Open’
  - ‘Ok to Post’ is checked on
  - Post Date is equal to or prior to the extract date
  - Remove Date is blank or greater than the extract date

Kansas Department of Administration
Excellent customer service, every time!

Job Postings

Kansas State Employment CENTER
jobs.ks.gov

HOME | AGENCY CONTACTS | FAQS | VETERANS | BENEFITS

VIEW JOB POSTINGS

Search Criteria

Agency: Attorney General ▼

County: - ALL counties - ▼

Search

Job Postings (ALL)

421 jobs found

To sort by a specific column, click on the column header. To directly link to these search results, copy this link.

County	Job Title	Req. #	Agency	Posting Type	Cls/Uncls	Full/Part	Hiring Rate	Pay Frequency	Closes
Anderson	Engineering Associate I	190980	Department of Transportation	External	U	F	$0.00	Hourly	
Anderson	Engineering Technician Series	191486	Department of Transportation	External	U	F	$0.00	Hourly	
Anderson	Equipment Mechanic Series	189615	Department of Transportation	External	U	F	$0.00	Hourly	

Job Postings-Careers

- Candidate Gateway includes a Careers main page that all applicants will start with when searching or applying for State of Kansas Jobs.

- Job Postings will be updated hourly during the day when the SHARP system is available and once more during nightly batch.

- Applicants will be able to search by:
  - Agency Name, 10 digit department ID name, Jobs Posted Within, Jobs Closing In, Regular/Temporary Position, Full/Part Time Status and Posting Type

- Applicants will also be able to conduct a free form text search by entering a job title, location, or keyword. Searches can be saved by the applicant once they have registered and are signed in.

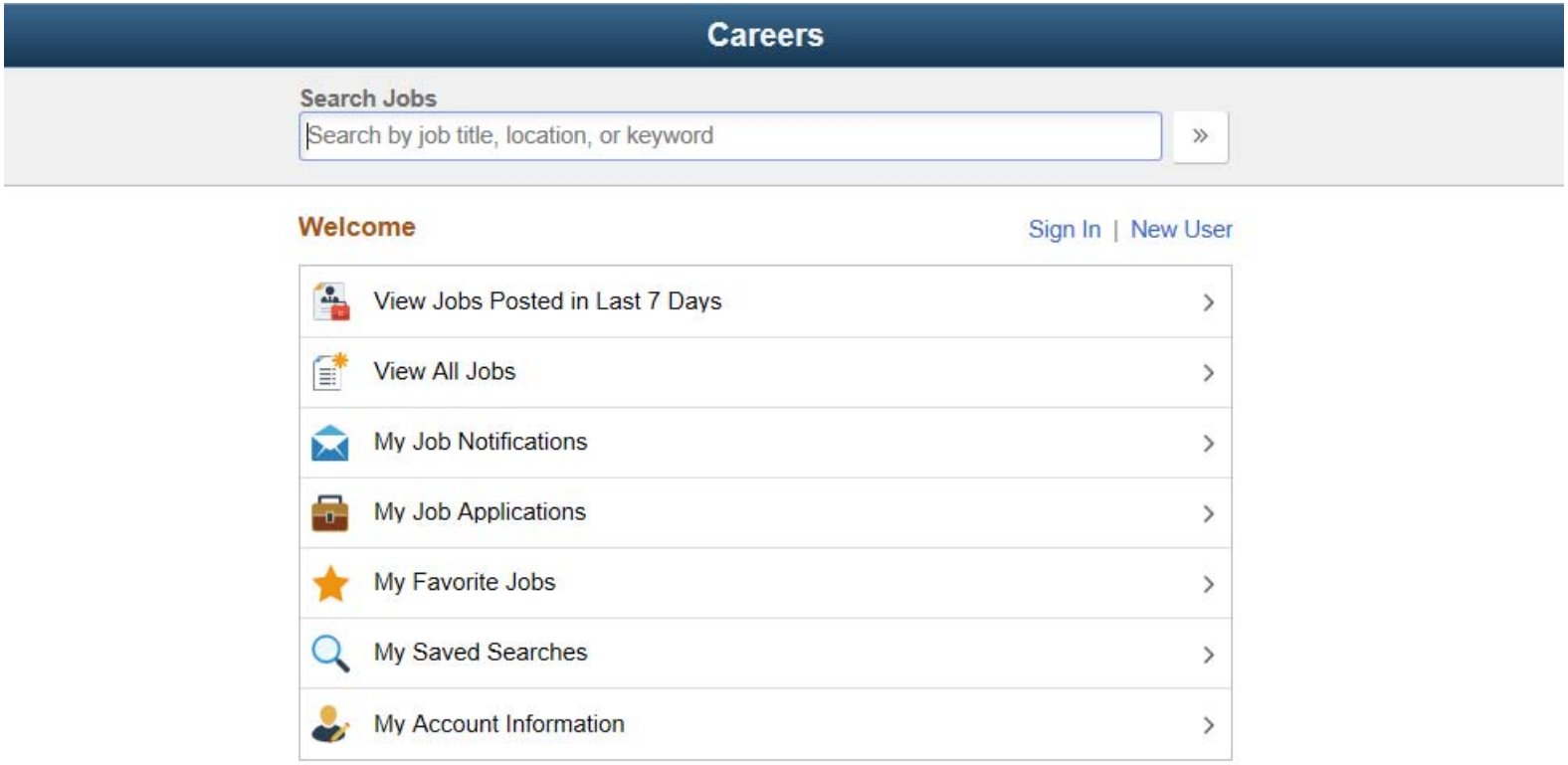
- Applicants can Apply for a Job within a selected Job Posting. Applicant will be prompted to Register or Sign-in.

Job Opening & Job Postings- Careers

- Job Postings will be displayed on the Careers website if the Job Opening meets the following criteria:
  - Job Opening status is ‘Open’
  - Post Date is equal to or prior to the extract date
  - Remove Date is blank or greater than the extract date
  - Posting Type is equal to ‘External Posting’

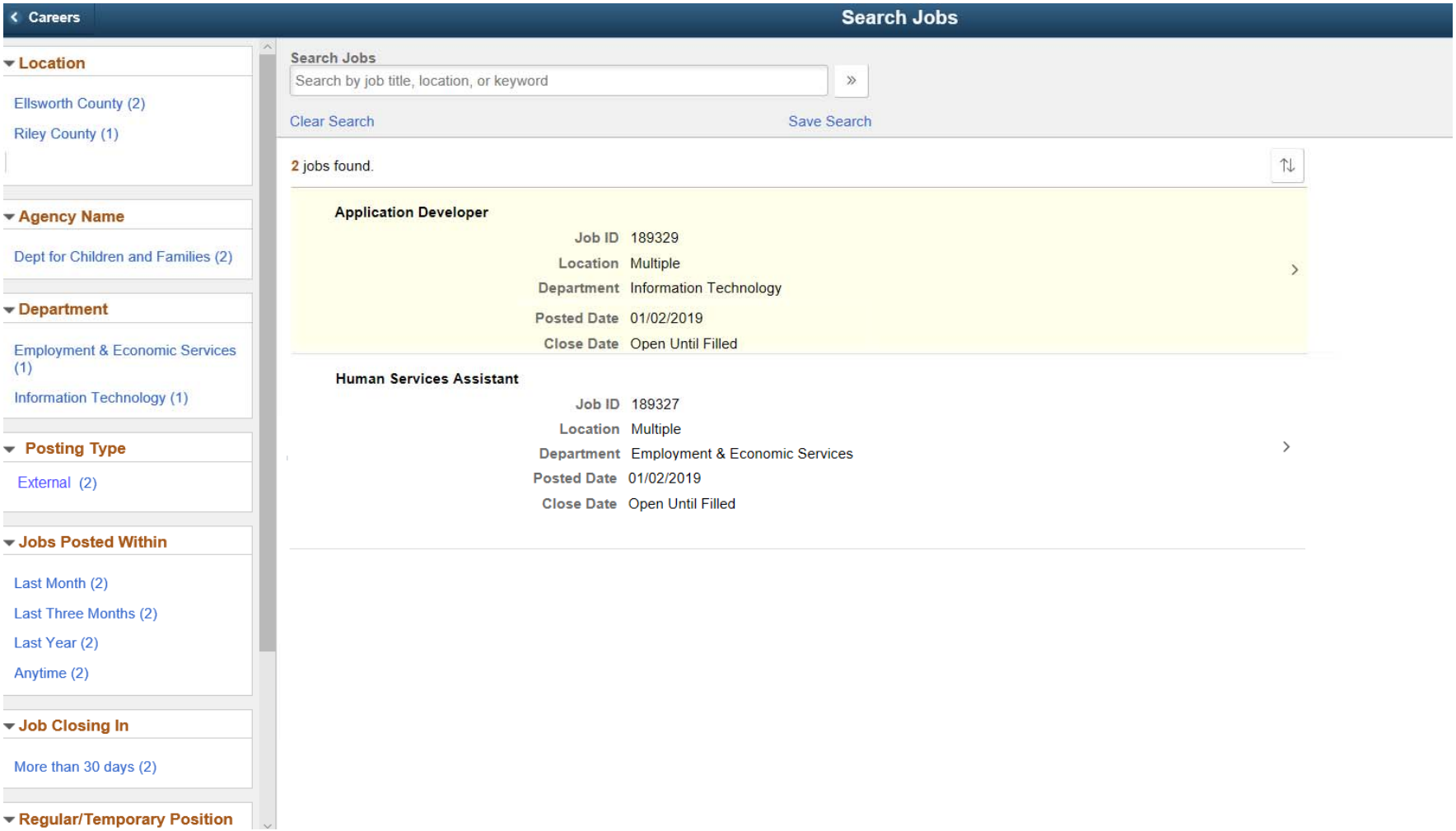
Job Postings-Careers

- Example of delivered 'Careers' page view for State of Kansas Job applicants



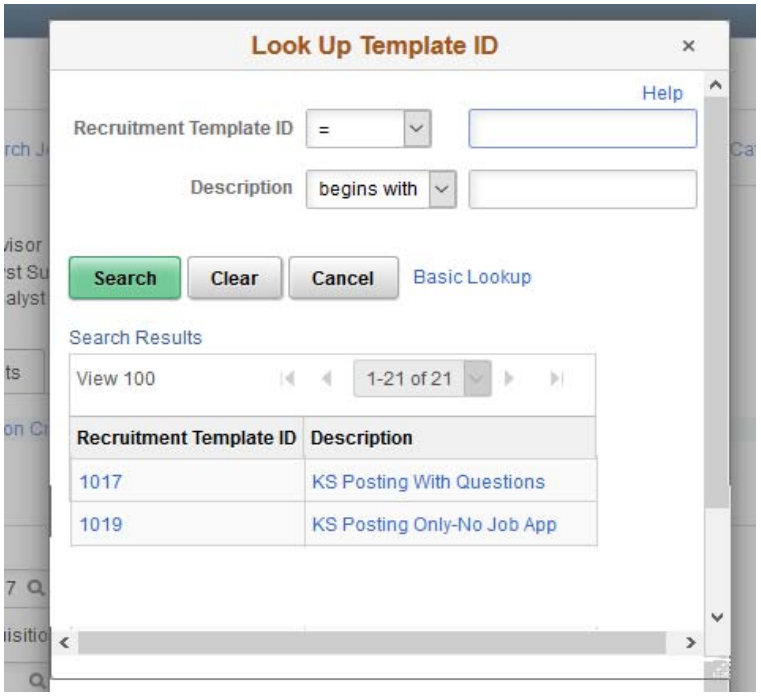
Kansas Department of Administration
Excellent customer service, every time!

Job Postings-Careers



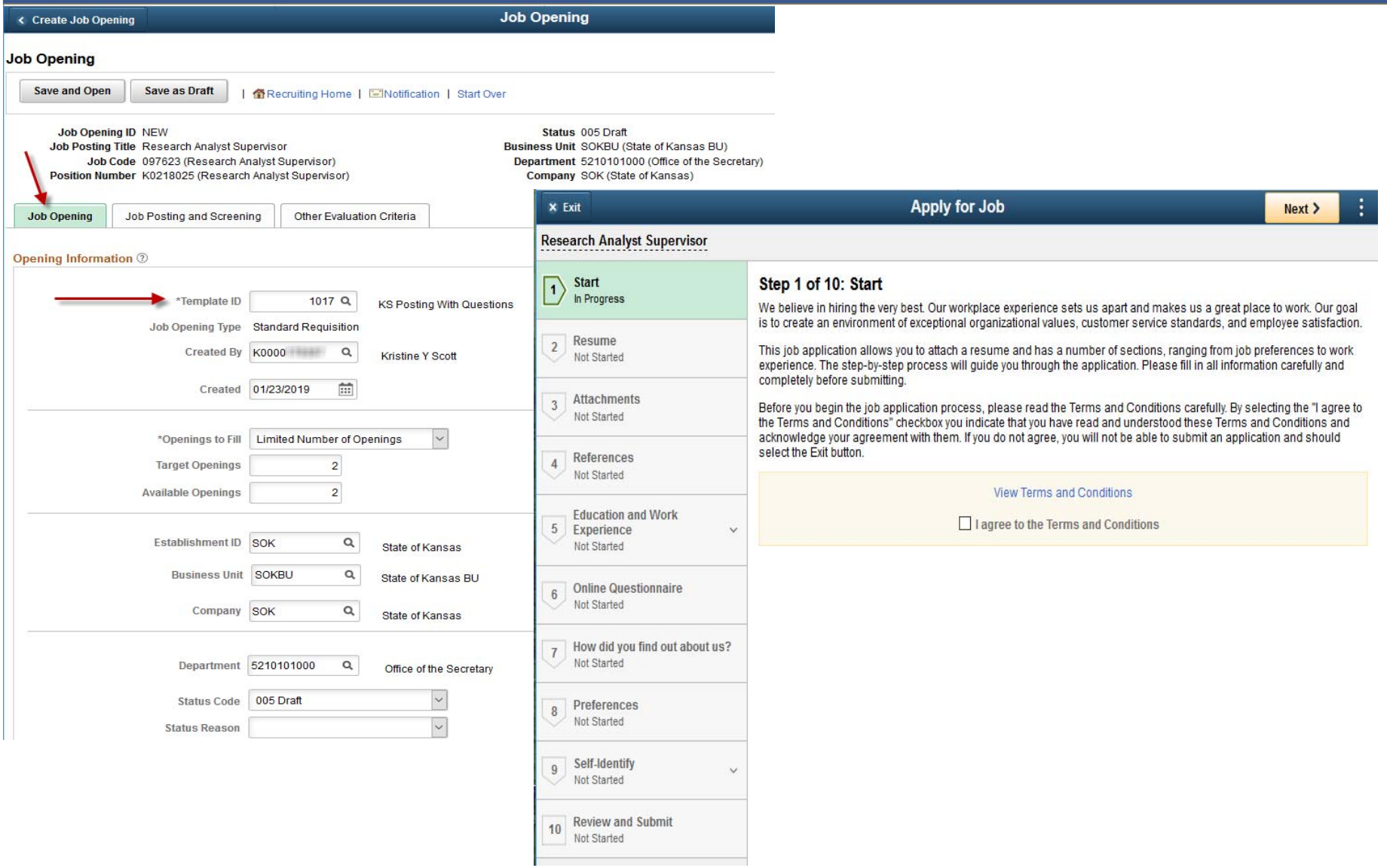
Job Postings-Careers

- Recruiter's will select from a list of Templates that have been configured by HIRE Project team members. Selection of a template will determine the information that will be displayed in the on-line job application.



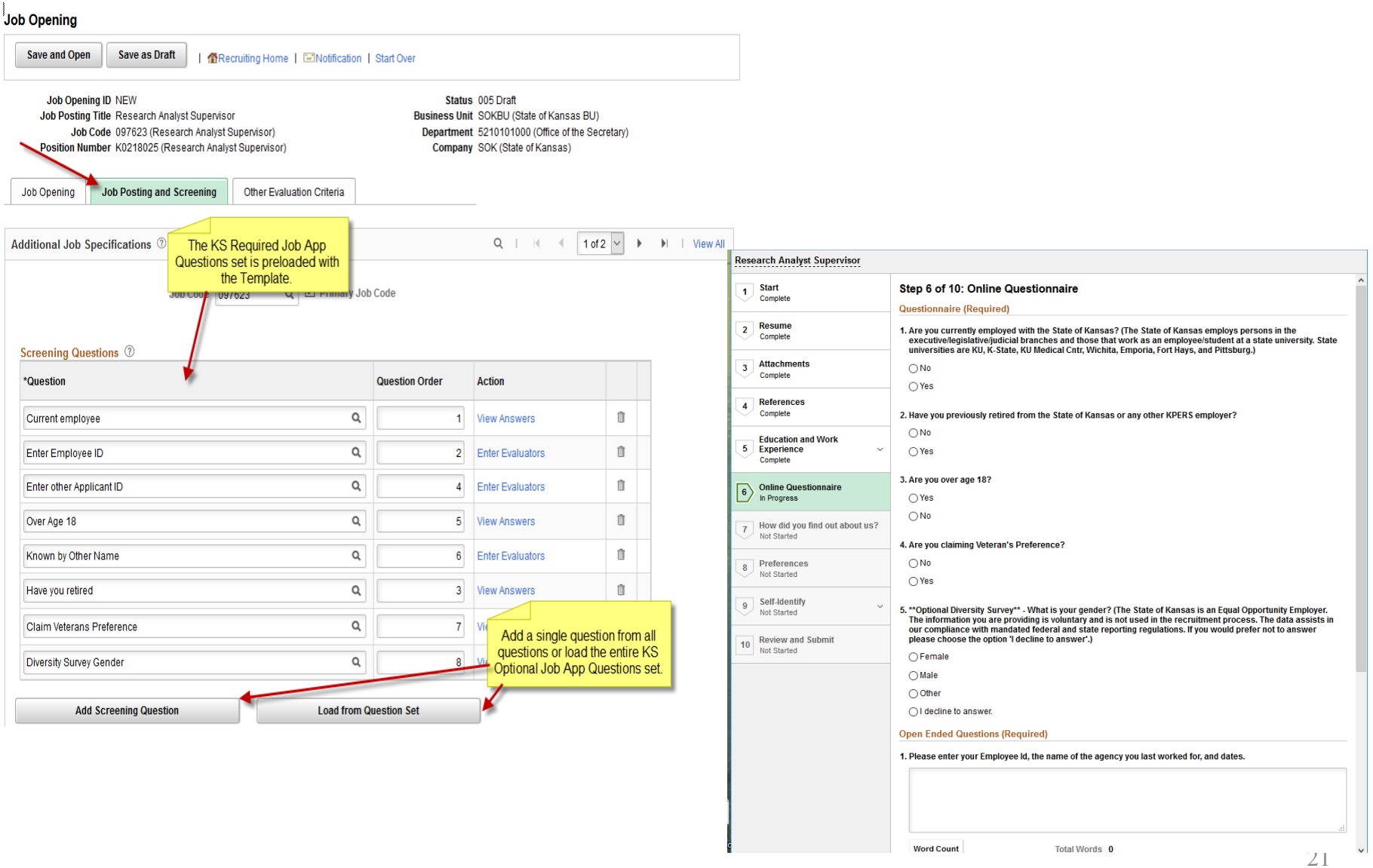
Department of Administration
Excellent customer service, every time!

Job Opening and Job Postings-Careers



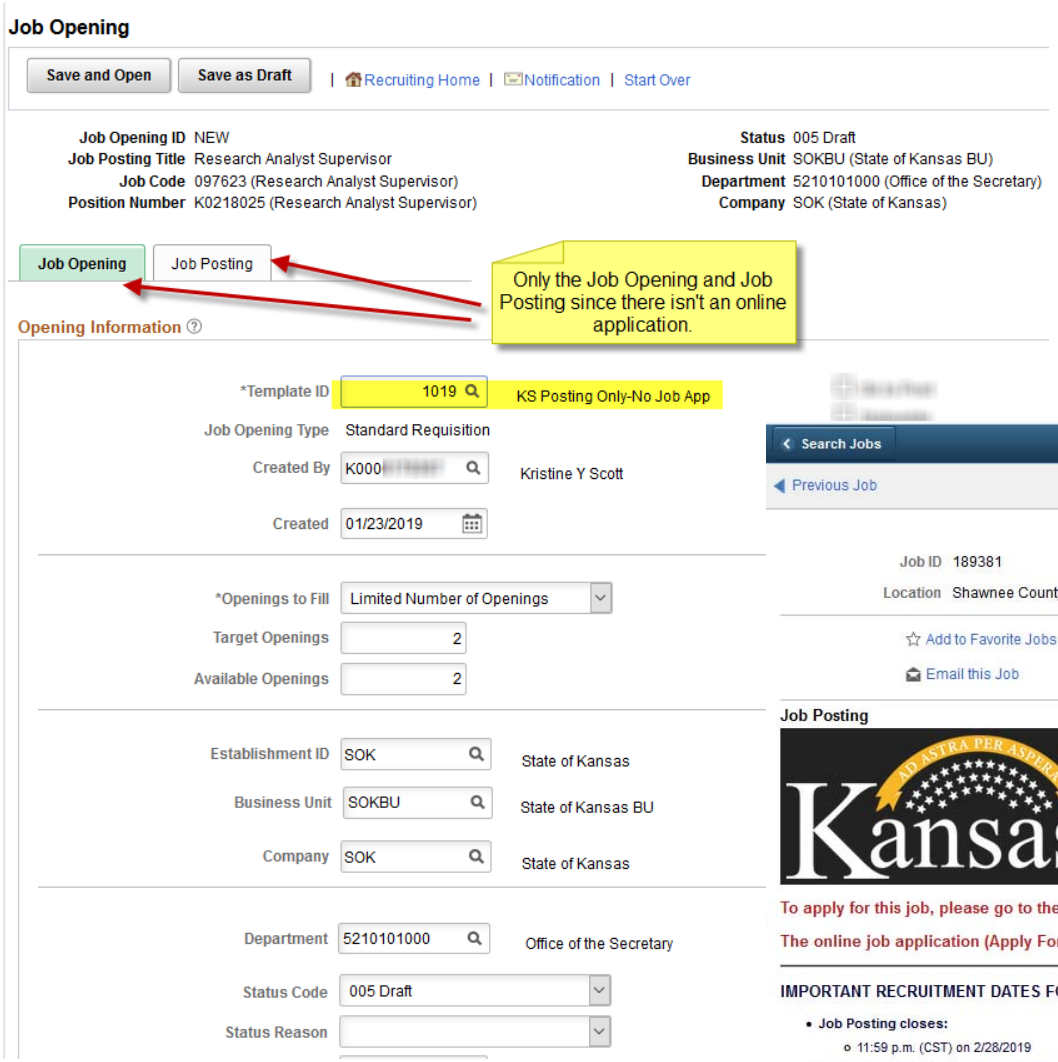
Department of Administration
Excellent customer service, every time!

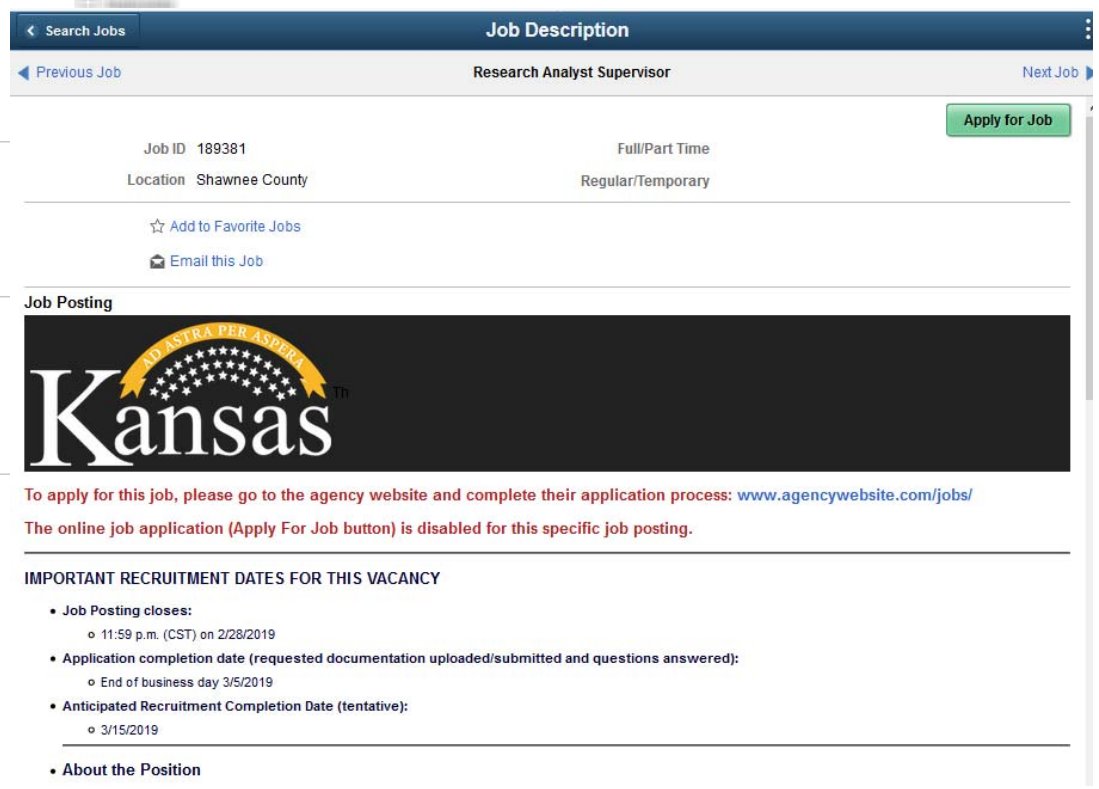
Job Opening and Job Postings-Careers



Department of Administration
Excellent customer service, every time!

Job Opening and Job Postings-Careers





'KS Posting Only-No Job App' template does not allow users to apply only.

Employment Application

- Current application process consists of an applicant:
  - Registering their personal information
  - Completing and submitting their on-line application
  - Sending Recruiter an email with any supplemental documentation being requested

- Applicants currently receive a letter in the mail that contains their Applicant ID along with veterans preference status and other information contained on the personal information registration form.

- Applicants cannot correct the information contained on the letter and must call either the Office of Personnel Services or the Agency Recruiter to update their information in the SHARP Recruiting module.

Employment Application

- Current on-line application includes registration information that is not contained in SHARP. Registration information can be saved and imported the next time the applicant applies for a job.

- Current on-line application includes the following questions:
  - Are you known to employers/references/schools by another name? If yes, name:
  - Have you worked for the State of Kansas before or do you now? If yes, dates:
  - Have you previously retired from the State of Kansas or any other KPERS employer? Yes or No
  - How did you hear about this job?

Employment Application

- Current on-line application includes sections to capture educational background including sections for:
  - High School/GED
    - Institution and City, State
  - College or University; Graduate School; Vocational, Technical, Business School; and Other Education
    - Institution and City, State, Major Area of Study, Credit Hours or Academic Years Completed, Degree or Certificate Received (Specify Degree or Certificate Attained)
  - Drivers License/Vocational Licenses/Registrations
    - Type, License/Registration #, Issuing Authority, Issue Date, Expiration Date

Employment Application-Careers

- New Application process will consist of an on-line application that includes a step by step activity guide that will allow the applicant to upload any supplemental documentation being requested. This includes but is not limited to:
  - Resume
  - Cover Letter
  - DD214
  - Tax Clearance Form
  - Transcripts
  - Other documentation

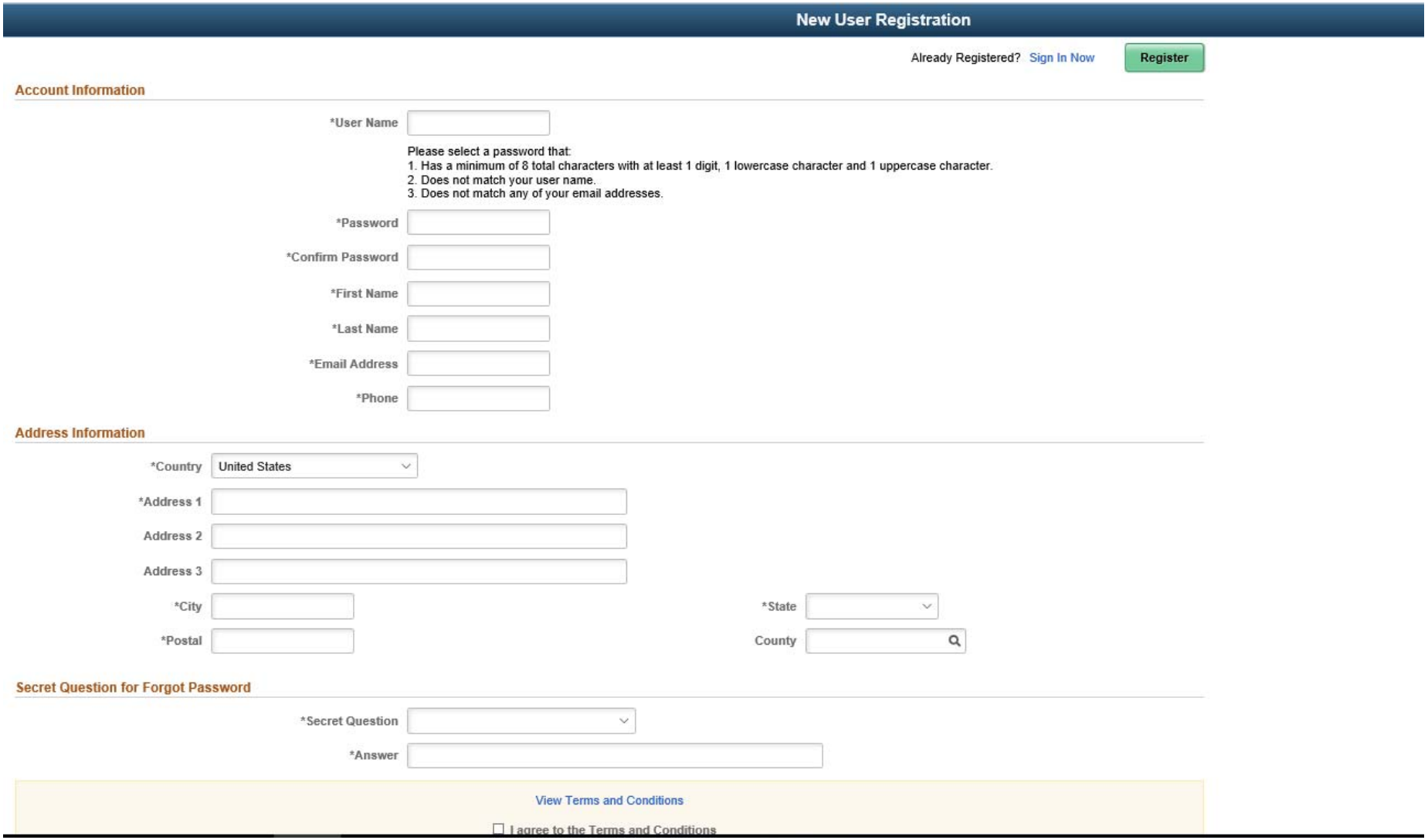
- All applicants (internal and external) will need to register to apply for jobs by creating a User ID and password that must meet our system requirements. Applicants will also need a valid email address when registering on our site.

Employment Application-Careers

- Includes security features of Forgot Password, Secret Question, and Help Desk password reset.
- New Applicant Registration Process does not include collection of the applicant's Social Security Number.
- Applicants (internal and external) will be able to update the registration information including their address and phone numbers that are stored in the Recruitment module in SHARP.
- Applicants will no longer need to know their Applicant ID to apply.
- Recruiters will be able to log into SHARP to see applications being submitted on-line for their job postings. Applicants will be associating themselves to your vacancies. However, Recruiters will still be able to manually associate an applicant and upload their attachments.

Department of Administration
Excellent customer service, every time!

Employment Application-Careers

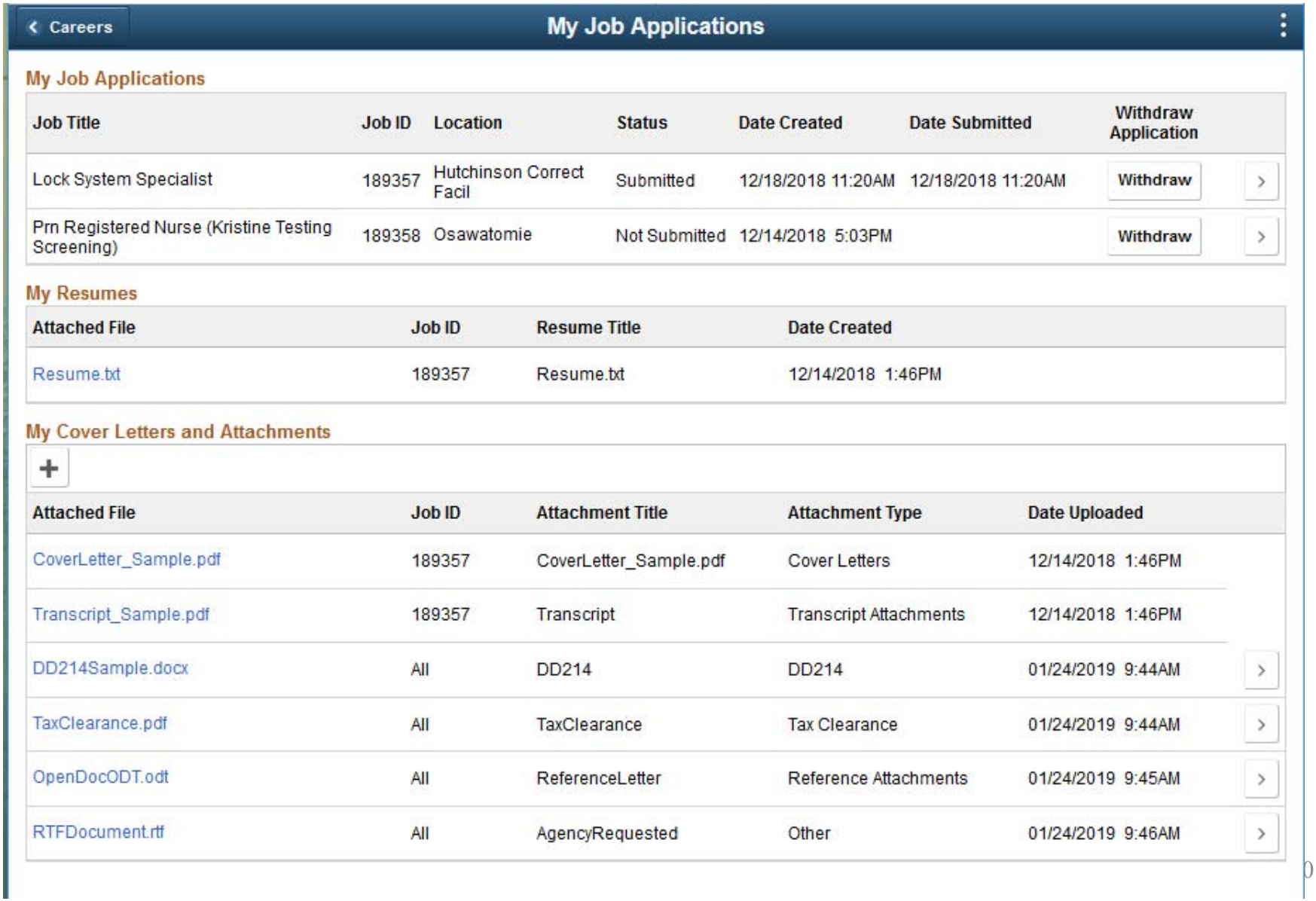


Employment Application-Careers



Kansas Department of Administration
Excellent customer service, every time!

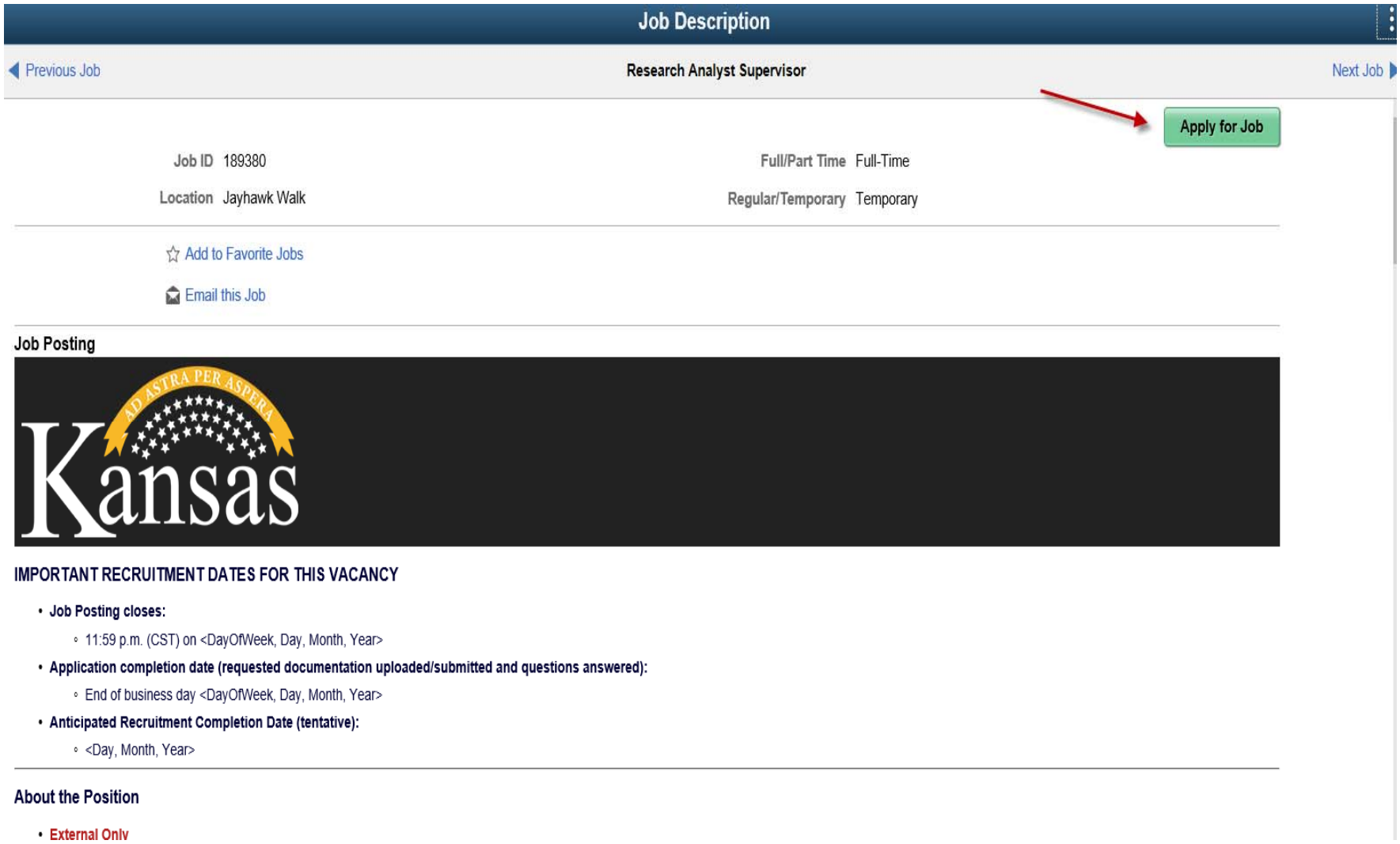
Employment Application-Careers



Department of Administration
Excellent customer service, every time!

Employment Application-Careers

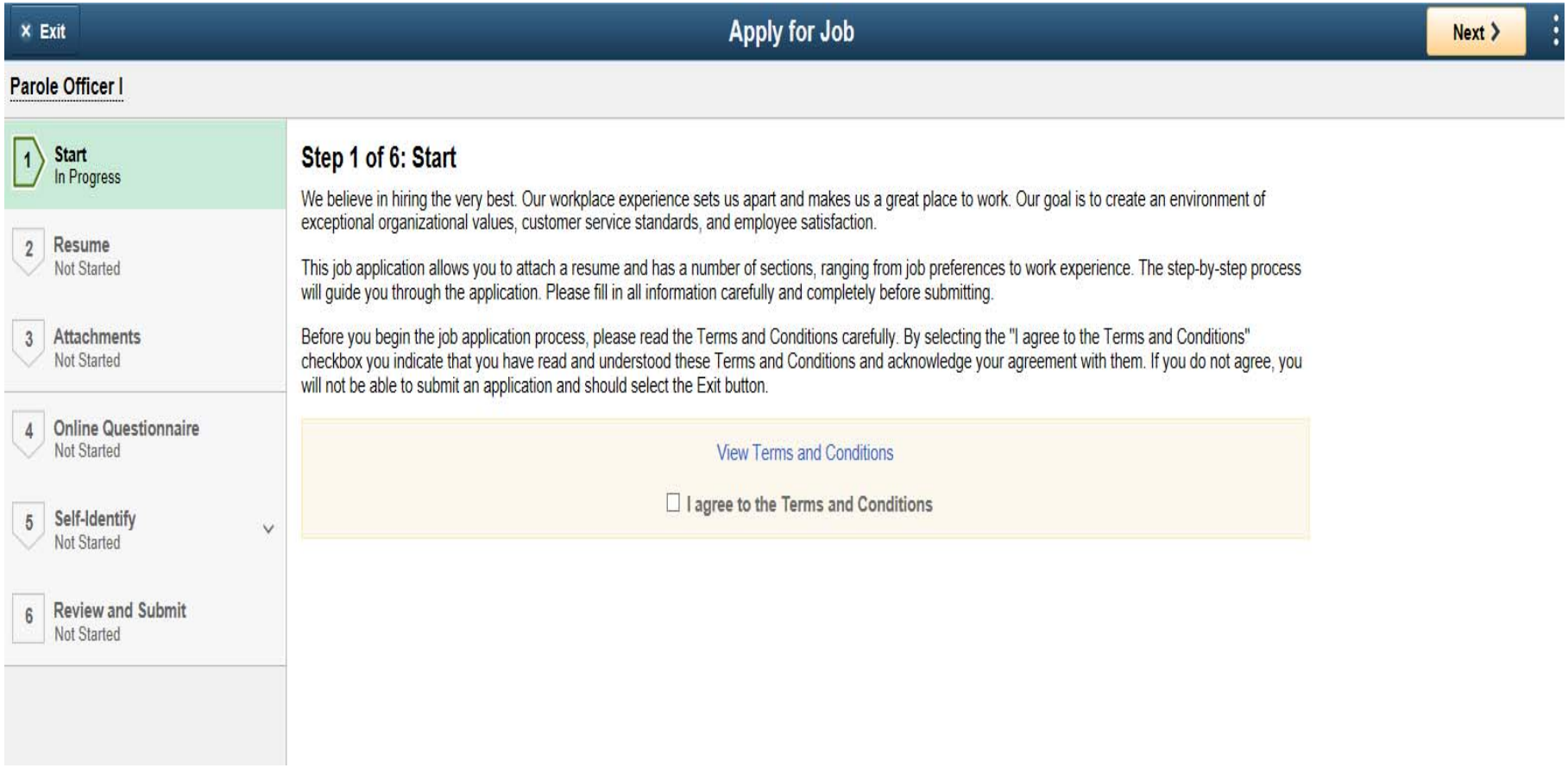
Applicants can ‘Apply for Job’ after reviewing the Job Description



Department of Administration
Excellent customer service, every time!

Employment Application-Careers

Applicants are ‘guided’ through the application process based on templates that have been configured to display the steps of the Activity Guide defined by the State of Kansas.



Employment Application-Careers

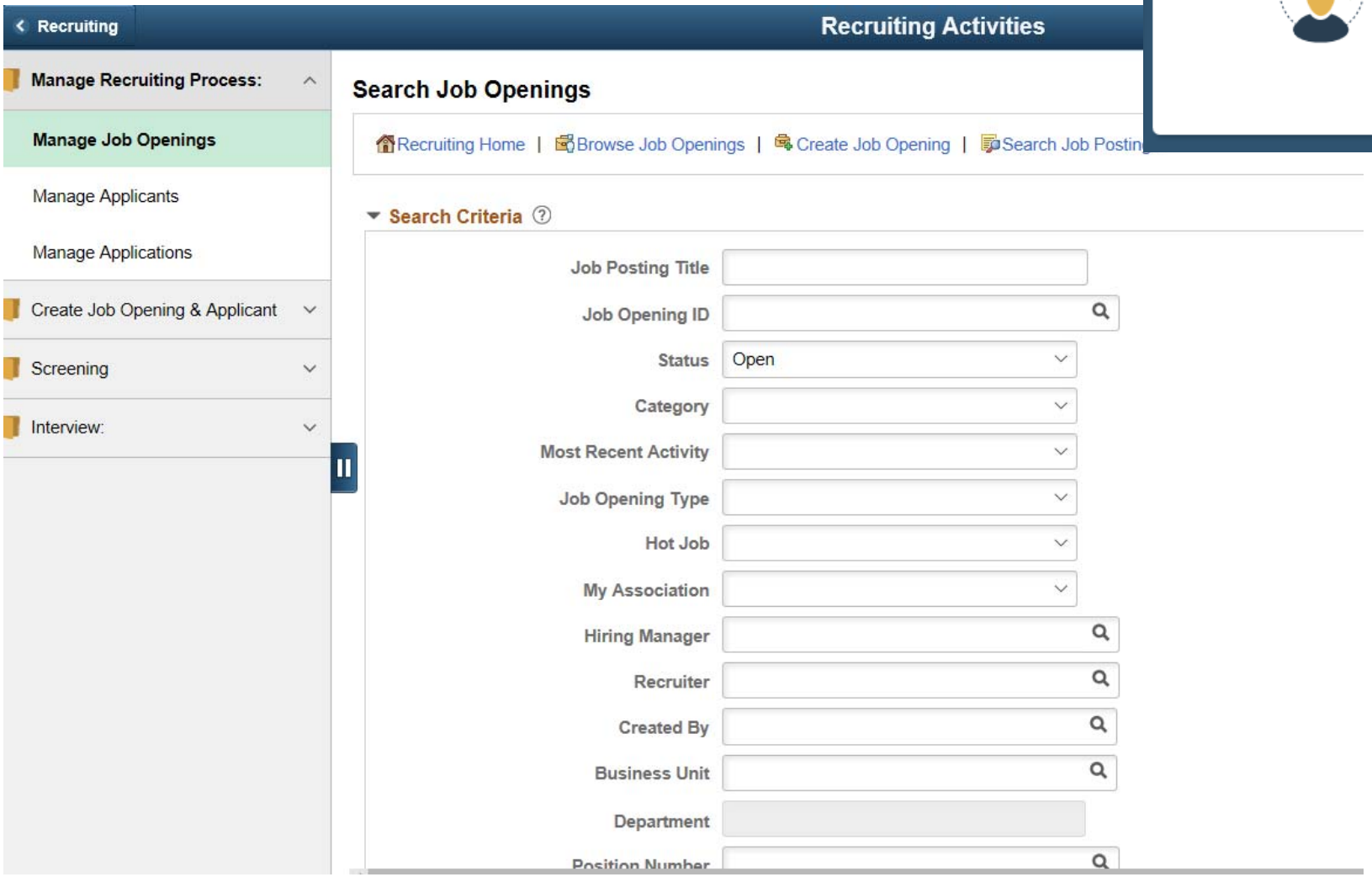
New Fluid Recruiting Home Page



Employment Application-Careers

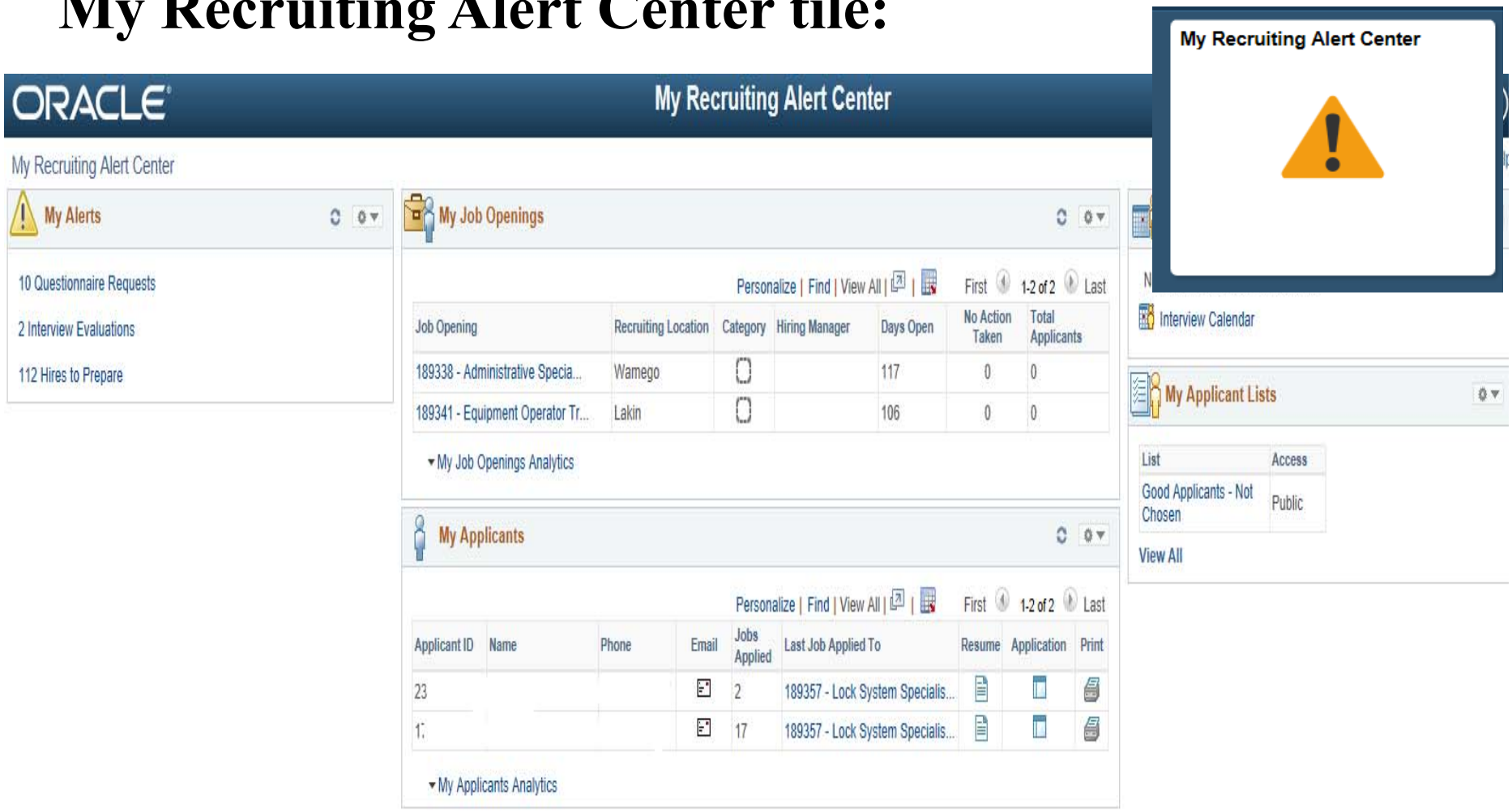
Recruiting Activities tile:





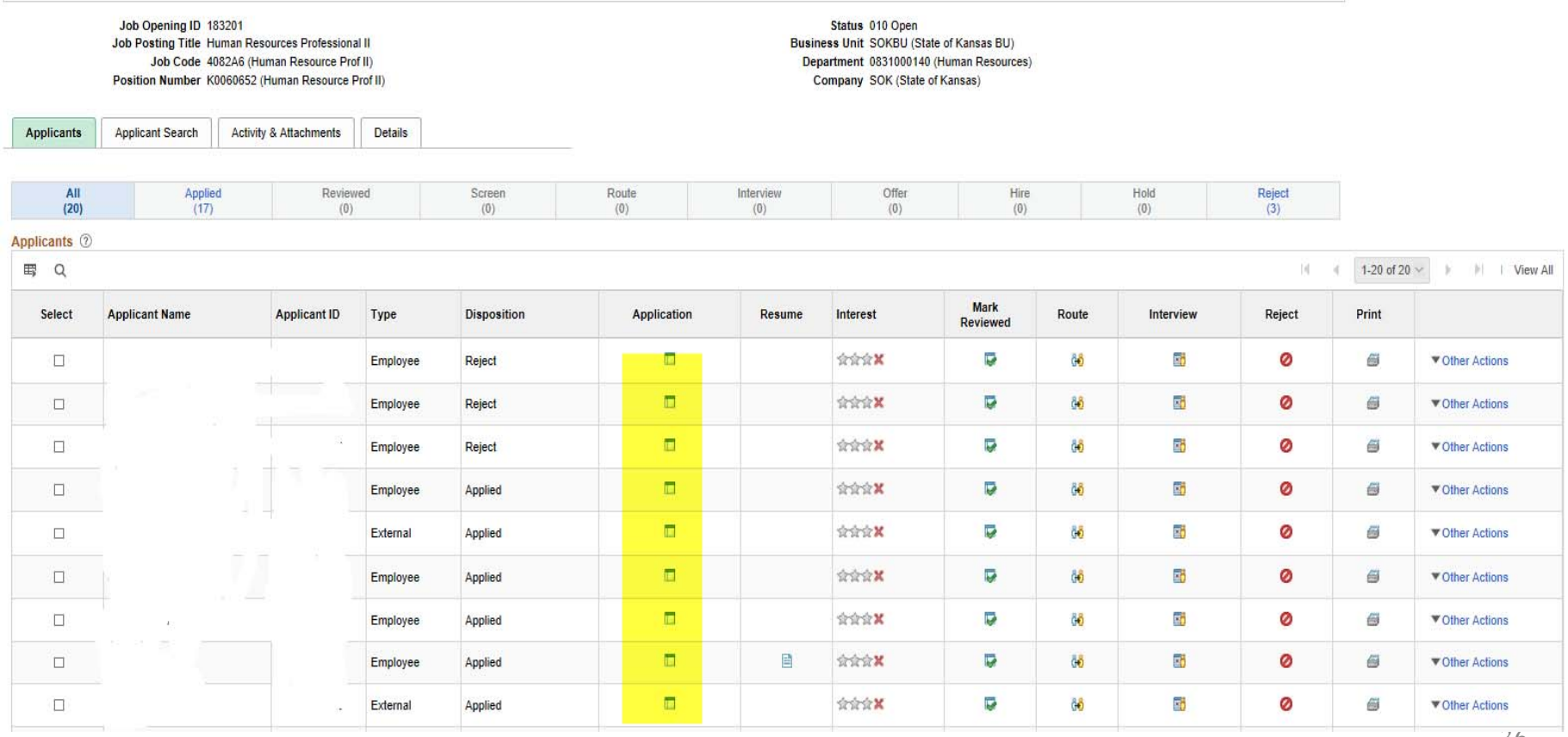
Employment Application-Careers

My Recruiting Alert Center tile:



Employment Application-Careers

Recruiter's will be able to manage an application for one applicant or for all applicants attached to your vacancy



Job Opening ID 183201
Job Posting Title Human Resources Professional II
Job Code 4082A6 (Human Resource Prof II)
Position Number K0060652 (Human Resource Prof II)

Status 010 Open
Business Unit SOKBU (State of Kansas BU)
Department 0831000140 (Human Resources)
Company SOK (State of Kansas)

Applicants | Applicant Search | Activity & Attachments | Details

All (20) | Applied (17) | Reviewed (0) | Screen (0) | Route (0) | Interview (0) | Offer (0) | Hire (0) | Hold (0) | Reject (3)

Applicants

1-20 of 20 View All

Select	Applicant Name	Applicant ID	Type	Disposition	Application	Resume	Interest	Mark Reviewed	Route	Interview	Reject	Print	
☐			Employee	Reject									Other Actions
☐			Employee	Reject									Other Actions
☐			Employee	Reject									Other Actions
☐			Employee	Applied									Other Actions
☐			External	Applied									Other Actions
☐			Employee	Applied									Other Actions
☐			Employee	Applied									Other Actions
☐			Employee	Applied									Other Actions
☐			External	Applied									Other Actions

Next Steps

- Conduct Performance Testing during the week of March 11-15, 2019
- Finalize the Veteran's Preference Process within new application process
- Develop Job Aides and Training Materials – available in March 2019
- Continue providing information via the Recruiter's Network meeting
- Update the www.jobs.ks.gov website

Contacts

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

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

Michael Phillips, Business Analyst
Office of Personnel Services
Michael.phillips@ks.gov
785-296-4710

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