



SHARP Recruitment Module Overview

December 19, 2023



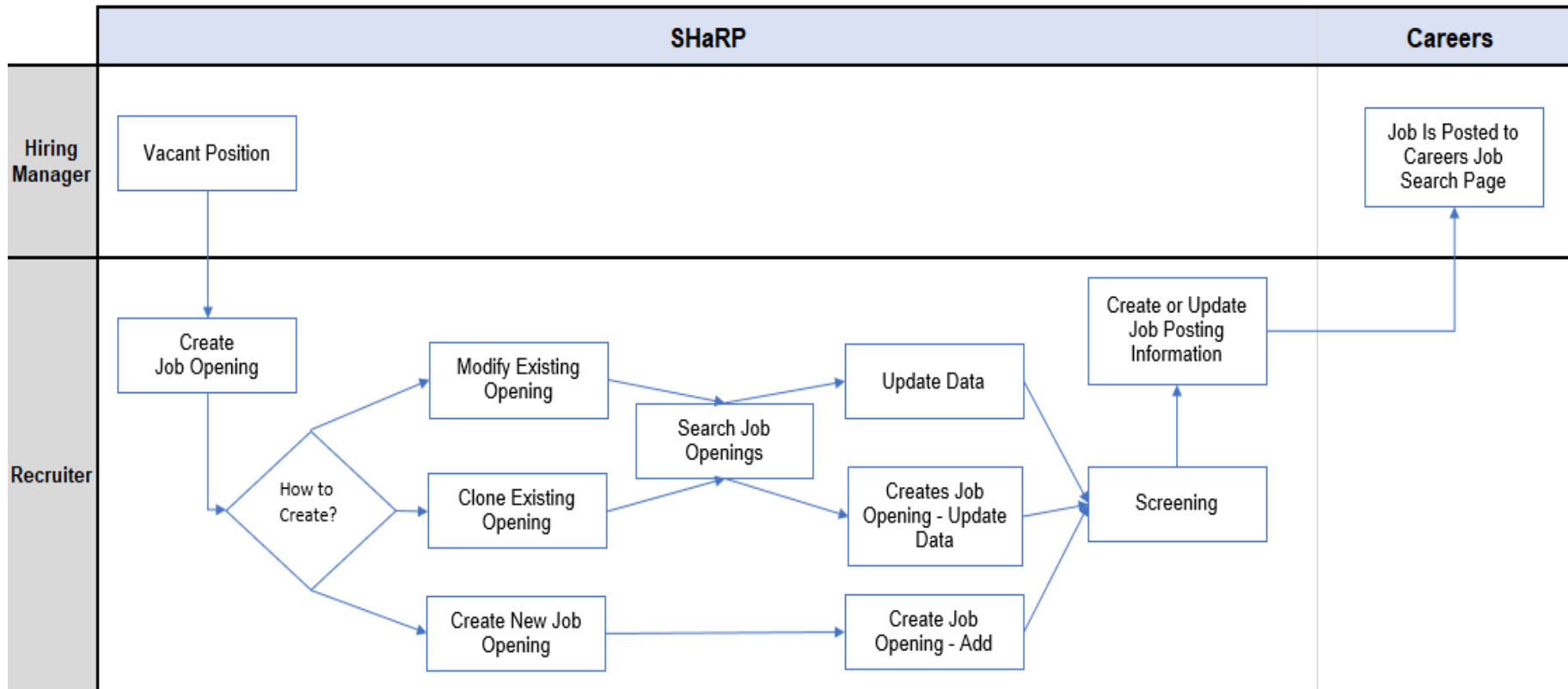
Agenda

- **Overview of Creating Job Openings with Templates**
- **Careers Portal**
- **Manage Job Openings**
- **Veterans Preference**
- **Recruiting WorkCenter**
- **Enhancements**
- **Resources**



Job Opening & Job Posting Business Process

State of Kansas Recruiting Process - Job Openings and Postings





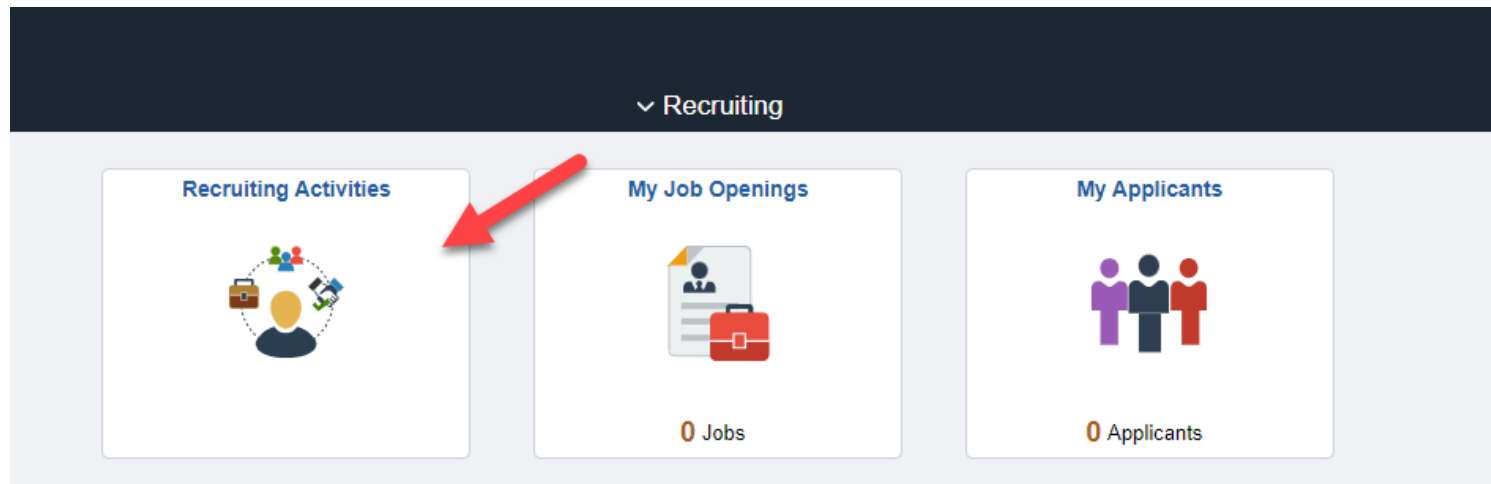
Recruiting Process Overview

Process	Description
Create Job Openings	Users create job openings which includes defining qualifications, adding questions, establishing screening rules, creating posting content, and identifying the interview team.
Post Job Openings	Jobs are posted to Candidate Gateway and KANSASWORKS website.
Enter Applicant Data	Applicants can apply for job openings through Candidate Gateway.
Screen and Route Applicants	Screen applications and route to interview team.
Interview Applicants	Interview qualified applicants.
Make Offer & Hire Applicant(s)	Use prepare offer and finalize the hiring of selected candidate(s) using Manage Hires.



Job Postings & Templates

- The first step when you are ready to recruit for a position is to verify the position details and job classification. When this is complete you will create a Job Opening.
- In the job opening you will choose the job application template, add job details and then create a job posting. Some of this information is then sent to the Careers portal for applicants to search, review, and apply.
- To begin the process, navigate to the Recruiting Homepage, click the Recruiting Activities tile.





Job Postings & Templates

- Click on the Create Job Opening & Applicant Folder and then click on Create Job Opening. The ‘Primary Job Opening Information’ search page displays.

The screenshot shows the SHARP (Statewide Human Resource and Payroll) Recruiting Activities interface. The left sidebar contains a navigation menu with options like 'Manage Recruiting Process', 'Create Job Opening & Applicant', and 'Create Job Opening'. The main content area is titled 'Primary Job Opening Information' and contains a 'Job Details' section with the following fields:

- Job Opening Type: Standard Requisition (dropdown)
- *Business Unit: SOKBU (text input with search icon)
- *Company: (text input with search icon)
- Department: (text input with search icon)
- *Position Number: (text input with search icon)
- Job Code: (text input with search icon)
- *Recruiting Location: (text input with search icon)
- *Job Posting Title: (text input)

Below the Job Details section is a 'Profile Details' section which is currently blank.

- Enter ‘SOK’ into the Company field.
- Enter the primary Position Number you are recruiting for and tab out of field. Department, Job Code and Job Posting Title will default in from Position Data.
- Enter or change the Recruiting Location to a Kansas County, Statewide, or Out of State.
- Leave the Job Posting Title that defaults from the Job Code assigned to the Position or change to a more descriptive working title.
- Leave the fields in the Profile Details section blank and click **Continue** to begin the creation of a Job Opening.



Job Postings & Templates

- The Job Opening page displays in Draft status with a majority of fields automatically populated from the position number you entered on the search page. The first step will be to select the correct Template ID for your Job Opening.
- The template you select will determine the options you can select when creating a Job Opening and what Careers job application steps will display to the applicant.

Job Opening

Save and Open | Save as Draft | Notification | Start Over

Job Opening ID NEW
Job Posting Title EES Asst Program Adm
Job Code 4272A4 (Public Service Executive I)
Position Number K0200284 (EES Asst Program Adm)
Primary Recruiting Location 173 (Sedgwick County)

Status 005 Draft
Business Unit SOKBU (State of Kansas BU)
Department 6297600003 (WI Admin Reg - PR Only 3)
Company SOK (State of Kansas)

[Job Opening](#) | [Job Posting and Screening](#) | [Other Evaluation Criteria](#)

Opening Information ?

*Template ID KS Posting With Questions
 Job Opening Type Standard Requisition
 Created By
 Created

Hwy Patrol Master/Tech Trooper

[Exit](#) [Apply for Job](#) [Next >](#) [Need Help?](#)

1 Start In Progress
2 Resume Not Started
3 Attachments Not Started
4 References Not Started
5 Education and Work Experience Not Started
6 Online Questionnaire Not Started
7 How did you find out about us? Not Started
8 Preferences Not Started

Step 1 of 10: Start

Instructions:

This job application uses a step-by-step process to guide you through the sections. Please fill in all information, upload all requested documents, and review before submitting.

To **Save and Exit** your application before it is complete, first click the Next button, then click the Exit button located in the top left-hand area of the page. You can return to your application anytime by going to the My Job Applications page and clicking the arrow button on the right.

To **return to a section** you previously visited, click on the section name in the left-hand navigation or click the Previous button to return to the previous page.

Before you Start:

Resumes and Cover Letters are only uploaded inside job applications. Previously uploaded Resumes will be available for selection. If a job posting does not require a resume or cover letter then skip the section by clicking the Next button.

Attachments: Carefully review the Job Posting Description page for the documents that are required for this specific job posting. Not all positions require the same documentation. Documents that are uploaded but were not requested on the job posting will be disregarded. Skip the Attachments section by clicking the Next button if you do not have any attachments to upload inside the job application.

- My Job Applications page: Upload attachments that you may need for **many** applications. These will be attached to all job applications you submit. (Examples: Tax Clearance, transcripts, DD214 if claiming veterans preference).
- This Job Application: Upload attachments on this job application that are **specific only to this position**. These documents will not be accessible by other applications.



Job Postings & Templates

- The **Template ID 1013 KS Posting With Questions** will automatically default in the Template ID field each time you create a new Job Opening.
 - If you change the template:
 - You will receive a pop-up message that says you are changing the template, and the message will list a large paragraph of what is changing. Click OK to continue. Example message below.

Hiring Manager Assignments, Interviewer Assignments, Interested Party Assignments, Education and Experience, Degrees, School Education, Licenses and Certifications, Language Skills, Hiring Manager Assignments, Interviewer Assignments, Interested Party Assignments, Education and Experience, Degrees, School Education, Licenses and Certifications, Language Skills, Hiring Manager Assignments, Interviewer Assignments, Interested Party Assignments, section(s) are not in new template definition. (18176,6012)

If data exists in those sections, it will be deleted. Press OK to delete or cancel to revert back to the previous template.





Job Postings & Templates

- There are currently 3 templates to choose from.
 - **Template ID 1013 KS Posting With Questions** –(Posting with Online Job Application – all options included)
 - Job Posting
 - Resume, Cover Letter, Attachments
 - Application & Kansas Questionnaire (required)
 - Referral
 - **Template ID 1017 KS Posting ResumeCovLtrRefrl** – (Posting with Online Job Application – limited options included)
 - Job Posting
 - Resume, Cover Letter, Attachment (required)
 - Referral

Job Postings & Templates

- **Template ID 1014 KS Posting Only-No Job App** – (Posting Only - No Job Application – external application process). This template should be used by agencies that do not use the on-line employment application in the Careers portal. The template provides for the creation of the Job Posting without an on-line application and no Kansas Questionnaire.
 - Job Posting
 - No Job Application
- Be sure to use the Posting Only – No Job Application posting template for your job posting and provide instructions on how to apply at the top and lower sections. The applicant will still see the Apply for Job button, however, if they try to use it they will be forced to exit the application.
- Coming Soon! **Template ID 1018 KS Posting Work History Required** – Degrees and Language Skills section(s) are not in new template definition.

Job Postings & Templates

- In the **Openings to Fill** section you can keep the default values or choose other options.
 - **Limited Number of Openings – Default**
 - Enter the number of Target and Available Openings.
 - When Available Openings reach zero the job opening is automatically closed.
 - **Unlimited Number of Openings**
 - Target and Available Openings fields no longer display.
 - You will need to manually close this job opening when you have completed your recruitment activities.
- The Location code defaults from the primary position number entered on the ‘Primary Job Opening Information’ search page. The Location code is not displayed in the Careers portal.
- The Recruiting Location that defaulted from the primary position (or that you entered on the initial search page) will be populated.
- The number of Recruiting Locations you can add is equal to the number of positions you have added. You can add additional Recruiting Locations by clicking on the ‘Add Recruiting Location’ button. When you add Recruiting Locations in the Job Opening, they become Location filters an applicant can use on the Job Search page.



Job Postings & Templates

- Define the number of positions you will be recruiting for in the Target Openings field. You can change this number if you need to add more positions.
- Your primary Position Number will already be entered. This is where the majority of the job opening information will come from.
- Click on the ‘Add Position’ button to add additional position.
- If you have multiple positions that fall under the same job posting you can add them at any time. Adjust the target openings number accordingly. When you go to Prepare for Hire, it will ask you what position you are hiring into.
- The Salary Range fields are not shown in Careers, but we recommend you complete this information and include it in your job posting. The Salary Admin Plan, Grade and Step will default from the primary Position Number assigned to your Job Opening.



Job Postings & Templates

- The next step in the creation of a Job Opening is to add Screening Questions and Job Posting information.
- Click on the ‘Job Posting and Screening’ tab at the top of the Job Opening page.

Job Opening

[Save and Open](#) | [Save as Draft](#) | [Notification](#) | [Start Over](#)

Job Opening ID NEW
Job Posting Title EES Asst Program Adm
Job Code 4272A4 (Public Service Executive I)
Position Number K0200284 (EES Asst Program Adm)
Primary Recruiting Location 173 (Sedgwick County)

Status 005 Draft
Business Unit SOKBU (State of Kansas BU)
Department 6297600003 (WI Admin Reg - PR Only 3)
Company SOK (State of Kansas)

[Job Opening](#) | **[Job Posting and Screening](#)** | [Other Evaluation Criteria](#)

Opening Information ?

*Template ID [Q](#) KS Posting With Questions
Job Opening Type Standard Requisition
Created By [Q](#) Connie S Guerrero
Created [Q](#)



Job Postings & Templates

- If you chose the Posting with Questions template (**Template ID 1013**), a number of required questions will be auto-populated and should not be removed.
- Other templates (at this time) do not have a questionnaire section. New **Template ID 1018** will also include the required questions.

Job Opening | **Job Posting and Screening** | Other Evaluation Criteria

Additional Job Specifications ? Q | 1 of 1 | View All

Job Code Q Primary Job Code

Employment Questions ?

*Question	Question Order	Required	Action
*Former or Current EEs Q	<input type="text" value="5"/>	<input type="checkbox"/>	View Answers 🗑️
*Over Age 18 Q	<input type="text" value="3"/>	<input type="checkbox"/>	View Answers 🗑️
*Known by Other Name Q	<input type="text" value="7"/>	<input type="checkbox"/>	View Answers 🗑️
*Have you previously retired Q	<input type="text" value="6"/>	<input type="checkbox"/>	View Answers 🗑️
*Veterans Preference Q	<input type="text" value="4"/>	<input type="checkbox"/>	View Answers 🗑️
*Applicants check email Q	<input type="text" value="1"/>	<input type="checkbox"/>	View Answers 🗑️
*Authorized to work in US Q	<input type="text" value="2"/>	<input type="checkbox"/>	View Answers 🗑️
*Additional Experiences Q	<input type="text" value="8"/>	<input type="checkbox"/>	View Answers 🗑️

Job Postings & Templates

List of Required Questions that should not be removed from Job Opening using Template ID 1013.

Multiple Choice – Required on all job openings

1. 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.
Yes
No
2. The Immigration & Reform Control Act of 1986 requires employers to verify an individual's identity and authorization to work in the U.S. as a condition of employment. Upon hire, will you be able to provide documentation to verify that you are a citizen or that you are authorized to work in the United States?
Yes
No



Job Postings & Templates

List of Required Questions that should not be removed from Job Opening using Template ID 1013 - continued.

Multiple Choice – Required on all job openings

3. Are you currently over the age of 18 or will you be age 18 at the time of hire?

Yes

No

4. Veterans: Are you claiming Veterans' Preference?

a. I am claiming Veterans' Preference. I have uploaded my DD214 and I request that my eligibility be verified.

b. I am claiming Veterans' Preference. I have previously submitted my DD214 and my eligibility has been verified.

c. I am claiming Veterans' Preference. I have previously submitted my DD214 and my eligibility has been verified. I have uploaded my DD214 only for reference.

d. I am not claiming Veterans' Preference.



Job Postings & Templates

Open Ended - Required

1. Have you ever been or are you currently employed by the State of Kansas? (The State of Kansas employs persons in the executive, legislative and judicial branches and those that work as an employee or student at a state university. State universities are Emporia State University, Fort Hays State University, Kansas State University, University of Kansas, Pittsburg State University, University of Kansas Medical Center and Wichita State University.)
If so, please provide as much information as possible: approximate dates of your last State employment, the name of the last Agency, Department, Office, Commission or Board you worked for, and your Employee ID. *Type NA if you do not have an answer.*
2. Have you previously retired from the State of Kansas or any other employer with a Kansas Public Employee Retirement System (KPERs) plan? If so, please provide your retirement date and name of employer. *Type NA if you do not have an answer.*



Job Postings & Templates

Open Ended – Required – continued

3. List any other name(s) which you have used, or you have been known by. Please include any and all first, middle and last name combinations, including former maiden, married, or legal names. *Type NA if you do not have an answer.*
4. Please describe any additional Experiences (jobs, volunteer, memberships, events, etc.), any additional Knowledge or Technical Skills that you have not described in a previous section that are applicable to this position. *Type NA if you do not have an answer.*



Job Postings & Templates

- You can add additional optional questions to the job application by clicking the Add Employment Question button, click the magnifying glass to lookup, and choose a question, then add an order number.
- Review the list of available questions in the Desk Aids Section of the SHARP Recruiting CBT webpage before you get to this step.

The screenshot shows the SHARP (Statewide Human Resource and Payroll) interface. The main window is titled "Job Posting and Screening" and includes a search bar for "Job Code" (4272A4) and a checkbox for "Primary Job Code". Below this is a table of "Employment Questions" with columns for "Question", "Question Order", and "Required". A red arrow points to the "Add Employment Question" button at the bottom of the main window. To the right, a "Look Up Question ID" window is open, displaying a table of available questions.

Question ID	Question Code	Question Type	Status	Description
1001	KS_FELONY	Single	Active	Kansas Felony Question
1002	REVWSALRY	Single	Active	I reviewed salary range posted
1003	EXTAPPLCTN	Multiple	Active	*Posting with External Applctn
1004	5EEFRMRCUR	Open Ended	Active	*Former or Current EEs
1005	SUPERVSR	Open Ended	Active	Supervisory Experience
1006	3OVERAGE18	Single	Active	*Over Age 18
1007	7OTHNAME	Open Ended	Active	*Known by Other Name
1008	6RETIRDEE	Open Ended	Active	*Have you previously retired
1009	4CLMVETPRF	Single	Active	*Veterans Preference
1010	1EMAIL	Single	Active	*Applicants check email
1011	2USCITIZN	Single	Active	*Authorized to work in US
1029	8EXPERIENC	Open Ended	Active	*Additional Experiences
1030	REQDOCS	Single	Active	I reviewed required documents
1031	PERSVEHCL	Single	Active	Personal Vehicle Use
1032	BCKGRNCHK	Single	Active	Background Check
1033	DRUGTEST	Single	Active	Pre-employment Drug Testing
1034	PSYCHEVAL	Single	Active	PreEmp Polygrph and Psych Eval
1035	OVERAGE21	Single	Active	Over age 21
1036	OVERAGE20	Single	Active	Over age 20
1037	MEDCDEXPER	Single	Active	Exper Proc Medicaid Eligibility
1038	MEDCDAREA	Open Ended	Active	Medicaid Eligibility Proc Areas
1039	VALIDCDL	Single	Active	I currently have a valid CDL.



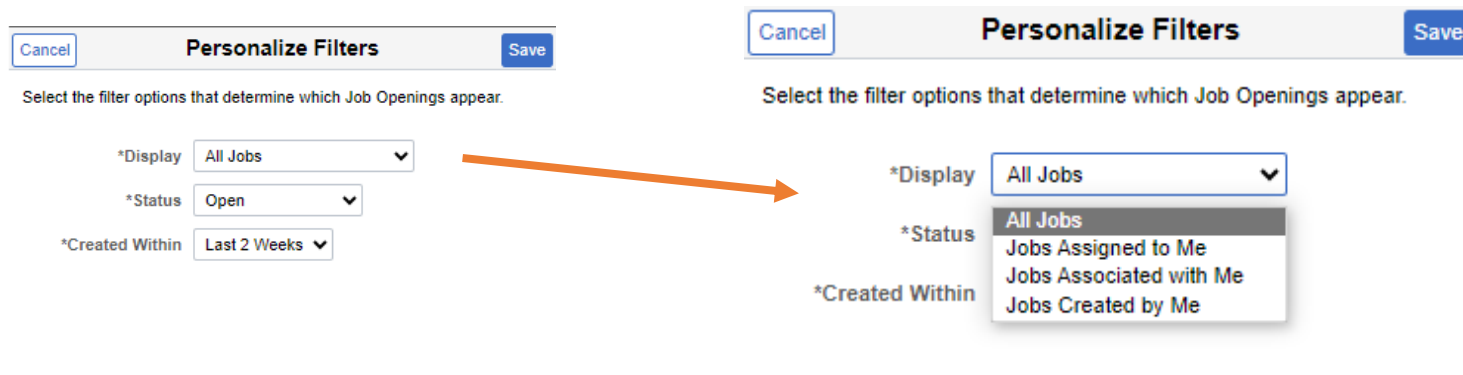
Job Postings & Templates

- Multiple choice questions are displayed first with the open-ended questions following.
- When you order your questions keep in mind how you want the questions to be displayed in the Careers employment application.
- Enter additional Recruiters on your team so they can access the job opening. NOTE: Verify the Recruiter has security access to the SHARP Recruiting module before you add them.
- Adding a person will also allow them to see the job opening and applicants on their My Job Openings, My Applicants or Recruiting Alerts tiles.
- Click on the ‘Add Recruiter’ button and then enter the Name of the Recruiter as it is stored in SHARP including middle initial.



Job Postings & Templates

- Recruiters can modify the Job Openings that are displayed in the My Job Openings tile by changing the filters to include which Job Openings to Display, Status of Job Opening and Time Periods. To change the setting click on the ‘Personalize Filters’ link.



- Occasionally we still encounter issues with added Recruiters not being able to view Job Openings they didn't create. The workaround to resolve the issue has been to create a separate userid for the individual with only Recruiting module access.



Job Postings & Templates

- The next step in creating a Job Opening is to add posting information that will display in the Careers portal. Click on the ‘Add Job Posting’ button in the Job Postings section. The Posting Information page will display.

The screenshot displays the 'Job Postings' interface. On the left, a 'Job Postings' section shows a message 'No job postings exist for this job opening.' and a red-bordered 'Add Job Posting' button. Below this are 'Save and Open', 'Save as Draft', 'Notification', and 'Start Over' buttons. On the right, a larger 'Job Postings' form is shown. The 'Posting Title' field contains 'EES Asst Program Adm'. The 'Job Descriptions' section includes dropdowns for 'Description Type' and 'Visibility', and a 'Template' dropdown. A rich text editor is present below these fields. At the bottom of the form is a table for 'Job Posting Destinations'.

*Destination	*Posting Type	Relative Open Date	Post Date	Remove Date	Posting Duration (Days)
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>



Job Postings & Templates

- Posting Templates assist applicants by giving them a map to find important information in every job posting. It also presents a professional look for agencies.
 - In the field Description Type field, choose 'Job Posting' and then in the Template field, choose the posting template that corresponds with the Job Application Template in your job opening.

Posting Information

Job Postings ?

*Posting Title

Job Descriptions ?

*Description Type

*Visibility

Template

Internship Program Website - Job Summary
Job Posting - No Online Application
Job Posting with Online Application



Job Postings & Templates

- If you chose the Job Application Template “Posting with Questions” or “Posting with Resume” then use the Posting Template “Posting with Job Application.”
- If you chose the Job Application Template “Posting with No Application” then use the Posting Template “Posting with No Application.”
- If you chose the Job Application Template “Posting with Questions” or “Posting with Resume” and the job code is **033500** (INTERN) then use the Posting Template “Internship Program Website – Job Summary”.
- Links to Word document versions of the Posting Templates can be found in the Desk Aids section of the SHARP Recruiting CBT webpage.

Job Postings & Templates

To add text to your posting you have 2 options:

Option 1: Obtain the correct Word Template from the Recruitment Desk Aid section in the Fluid Training/Desk Aids.

The ‘**Posting Template with Job Application**’ will be used by the majority of agencies. Templates are located at:

<https://admin.ks.gov/offices/personnel-services/sharp/training-desk-aids/categories/7020bf0f61eb4b1db85e3afe9b6efcdf>

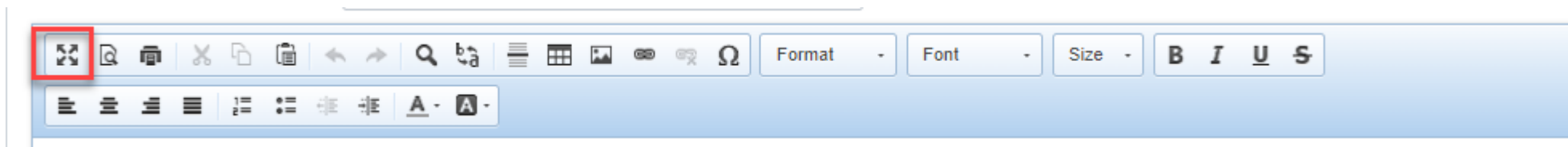
1. **Save a copy of the template** as “YourJobPostingTitle_Date” to your Desktop.
2. **Fill in the sections and fields** with your posting information. Type in or use the handy **Copy-Notepad-Paste** method to avoid formatting errors:
 - a. Open Notepad and open your original document.
 - b. Copy text from original and paste it into Notepad to remove formatting.
 - c. Copy text from Notepad and paste it into this template in the correct section.
3. Save your file. In SHARP-Job Posting Information page, **choose the Job Posting template.**
4. **Copy** from this document (everything below the logo) and **paste over** top of the existing online template content (everything below the logo).
5. Make any **formatting changes** that you need with the job posting tools.



Job Postings & Templates

Option 2: You can work in the Posting editor on the Posting Information page

- Formatting should be done in the Posting editor and try to follow these guidelines:
 - Font: Arial
 - Font Size: 12pt+
 - Text Color: Blue or Black
 - For Emphasis: use bold, italics, font size, exclamation points, asterisks and other type symbols.
Avoid underline (this is reserved for links).
- Click on the Maximize icon highlighted below and it will enlarge the screen for editing. When you are done click on the Maximize icon again to return to make other updates on the Posting Information page.





Job Postings & Templates

- The Posting editor contains editing tools that are commonly found in word processing software packages such as Microsoft Word. Editing Options that can be performed include:
 - Copy/Paste
 - Formatting functions
 - Font
 - Bullets
 - Indenting
 - Add web image
 - Add web link
 - Spell Check
 - Preview the job posting
 - Print the job posting

Job Postings & Templates

- Refer to the ‘Posting Template with Job Application Job Aid’ for instructions on how to correctly add an image. **Do not copy/paste pictures the image must be uploaded to your agency website.** Instructions are located at: <https://admin.ks.gov/browse/files/700fdc60b92a46bea039573f41f390c3/download>

How to Add your Agency Logo or Link to a Document:

Do not copy/paste pictures, logos or documents. Your small logo or document must be uploaded to your agency website. Once you have the URL you can add the Image or the Link.

You can make the image slightly smaller by adjusting its dimensions with Width and Height.



Enlarge the job posting edit screen
 –Use this tool to more easily view and edit your posting.



Preview Post – Use this tool to preview your job posting before saving.





Job Postings & Templates

- You will need to assign a Posting Type (External, Internal Only, or Agency Only) to your Job Posting.
 - The Posting Type designates what groups of applicants will be allowed to apply to your job.
 - To select a Posting Type, you select the value from the Visibility field on the Posting Information Page.
 - The posting type value selected is used in the Careers Job Search page as a filter the applicant can use in their search.
 - Definitions of the Posting Types can be found at the Job Posting Type Definitions link on the jobs.ks.gov website.

A screenshot of a web form titled "Job Descriptions" with a help icon. The form contains two dropdown menus. The first is labeled "*Description Type" and has "Job Posting" selected. The second is labeled "*Visibility" and is currently open, showing a list of options: "Agency Only", "External", and "Internal Only". The "Agency Only" option is highlighted. To the right of the dropdown is a "Font" control with a minus sign.



Job Postings & Templates

- The Job Postings Destinations section contains fields that determine when and how long your Job Posting will display in the Careers Job Search.
 - To post a job posting the job opening must have an ‘Open’ status.
 - In the Job Posting Destinations Section, choose ‘I’ as the value in the Destination field.
 - Choose External in the Posting Type field (only value).
 - Enter the date you wish the job posting to show on Careers in the Post Date field or select the number of days you would like your job posting to be displayed in the Relative Open Date field.

Job Posting Destinations ?

*Destination	*Posting Type	Relative Open Date	Post Date	Remove Date	Posting Duration (Days)	
I	External Posting					

Add Posting Destination

Job Postings & Templates

- Either enter a specific date in the Remove Date field on which you want to remove the posting from this destination, or enter the number of days that the posting is to remain active. If you enter a posting duration, the system calculates the removal date and displays it in the Remove Date field, which becomes unavailable for entry.
- The Close Date displayed in the Careers portal displays the last day that the job is posted. This is the day before the remove date that is specified in the job opening.
- Once you have finished updating the Posting Information page fields, click ‘Ok’ at the bottom of the Posting Information page.
- Next, finalize your Job Posting by clicking the ‘Save and Open’ button.
- Your Job Opening will be assigned a Job Opening ID and the Status will change to Open.



Careers Portal

- The Careers Portal is updated by an automated process every day of the week (Monday through Sunday).
- The process starts each day at 7:05am and runs every hour (:05 after the hour) with the last run at 5:05pm each day. All Job Openings with a status of Open, Posting Destination equal to 'I' and a Post Date equal to or prior to the current date will be displayed in the Careers Portal.
- Job Postings will be removed after the next index run following the date entered in the Remove Date field. The Job Posting will close at the end of the Close Date (11:59PM). Once a job opening is closed or a job posting is set to be removed, the applicant will not be able to apply for the job even if they can view it in Careers Job Search.
- If no end date is entered, the job posting will show "Open Until Filled" in the Careers Job Search until the next index run after the job opening status is set to "Closed".



Careers Portal

- The Careers Portal is mobile friendly and will change display depending on the device being used by the applicant.





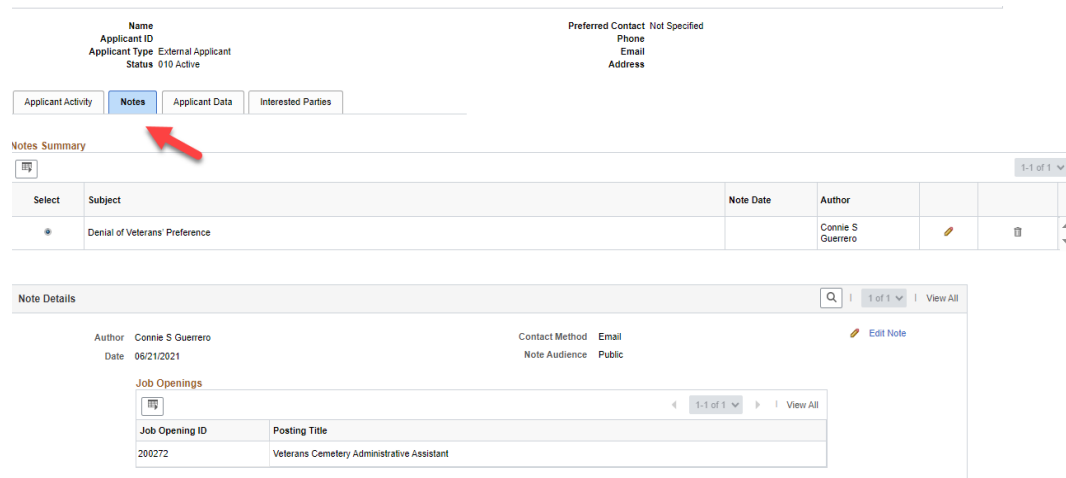
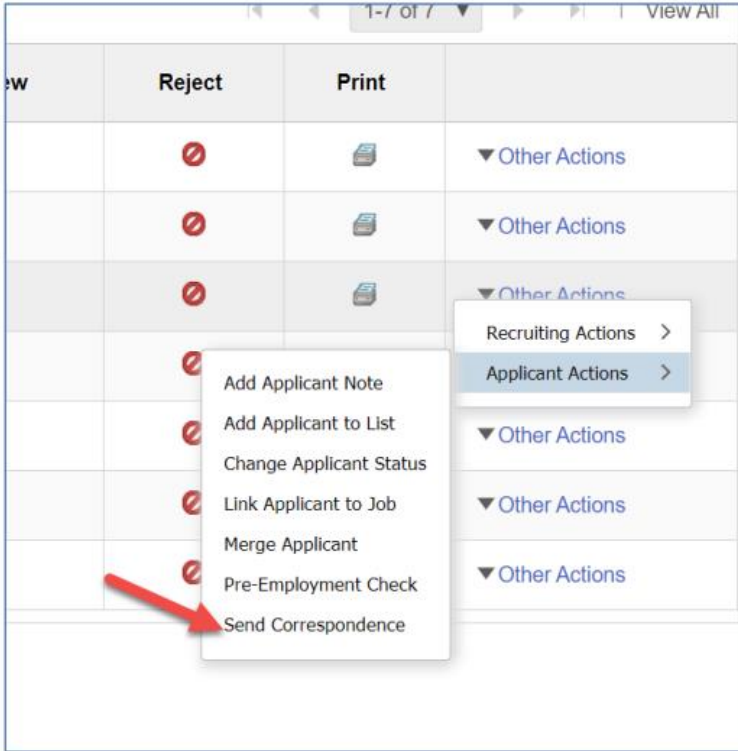
Manage Job Openings

- Once Job Openings have been created you will have the ability to manage several recruiting activities using links and information stored on your Job Opening. To manage an existing Job Opening you can navigate to the Recruiting Homepage and either click the ‘My Job Openings’ tile or the ‘Recruiting Activities’ tile.
- The Manage Job Opening page provides you with a single location to complete many recruiting tasks. To navigate between the various options, you will click on either the ‘Applicant’, ‘Applicant Search’, ‘Activity & Attachments’, or ‘Details’ folder tab.
- TIP: Before navigating to the Recruiting Homepage we suggest you open a new window in case you need to reference an additional SHARP screen. Once you are within the Recruiting pages it is designed to use a 360 navigation that does not require opening a new window.



Manage Job Openings - Correspondence

- Throughout the recruiting process you have the ability to communicate with applicants through the Send Correspondence action. Correspondences can be initiated through an ad hoc email with message text that you manually enter.
- Note: When you send a correspondence, the system automatically creates an Applicant Note recording the correspondence.





Manage Job Openings - Correspondence

- Navigate to the Job Opening that contains the applicant(s) you need to correspond with. Click on the check mark next to the Applicant(s) you are contacting. Select Group Actions at the bottom of the screen. Next, Select Applicant Actions > Send Correspondence.
- For free-form emails, use the Contact Method of Email.

Select	Applicant Name	Vet Pref	Applicant ID	Type	Disposition
<input type="checkbox"/>	test testt		40416	External	Interview
<input checked="" type="checkbox"/>	Rosalind Nyland		40426	External	Interview
<input checked="" type="checkbox"/>	Janet Good		40363	External	Interview
<input type="checkbox"/>	Sonia Petrillo		40428	External	Reject
<input type="checkbox"/>	Randall Wald		40430	Employee	Route
<input type="checkbox"/>	Peter Ordell		40384	External	Route
<input type="checkbox"/>	Ben Linus		40391	External	Route

Select All Deselect All

Recruiting Actions >
 Applicant Actions >
 Schedule Interview

Add Applicant to List
 Change Applicant Status
 Link Applicant to Job
 Merge Applicant
 Send Correspondence

Send Correspondence

The access setting affects who can see the applicant note that correspondence creates. Private correspondence can only be seen by the author. Public correspondence that is not associated with any job openings is visible to all users. Public correspondence that is associated with job openings is visible to the job openings' hiring teams and creators. It is also visible to administrators and any other users who have unrestricted access to all applicant data.

Recipients

ID	Applicant Name	Job Opening
40363	Janet Good	2921701 - Administrative Sec

Message Type and Method

Contact Method: Email
 Letter

Recipient Information

To: Janet Good
 Cc: connie.klein@dsu.edu
 Bcc:
 Include Interested Parties

Sender Information

From: Connie Klein



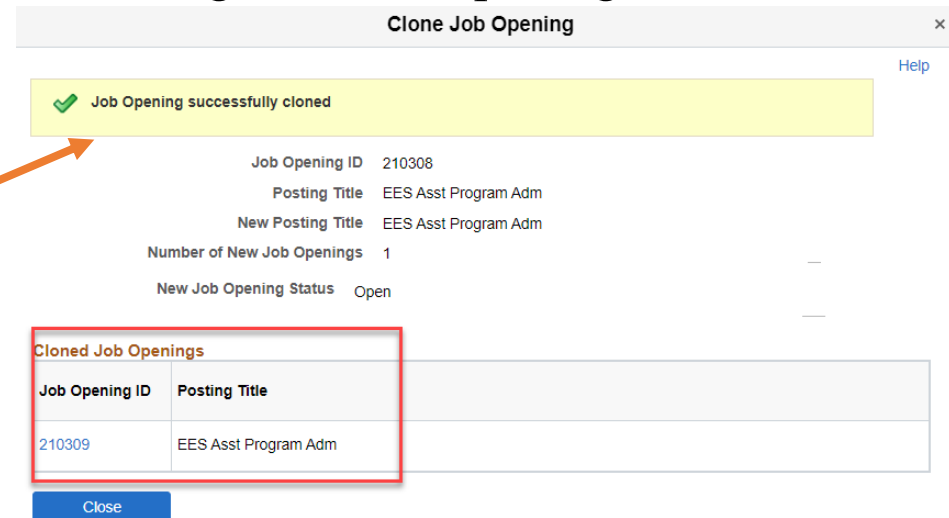
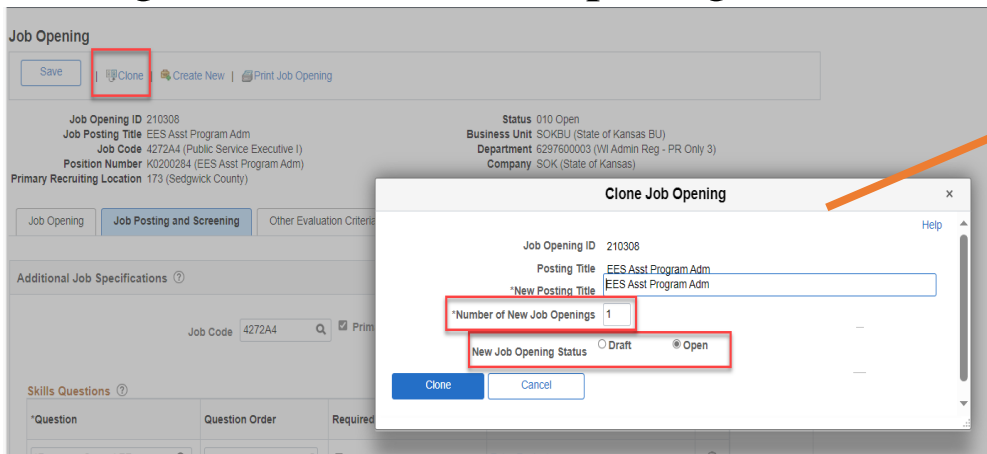
Manage Job Openings – Manage Hires

- It is very important to hire employees who applied to your job opening through the Manage Hires process. If you hire them outside the Manage Hires process, multiple things will occur:
 - The job opening Target will not be updated on the job opening and will remain open or unchanged.
 - The Position Number will remain on the job opening.
 - The applicant will not show a Hired status in Recruitment and all other applicants will remain with the status of “Applied”
 - The Recruitment Alerts Center pagelets will be inaccurate.
 - The hire will be disconnected to the Recruitment module.
 - Reporting will be inaccurate or unavailable.
 - Instructions for using Manage Hires can be found in the ‘Prepare for Hire’ job aid on Recruitment Desk Aids page in the Fluid Training/Desk Aids section on the SHARP website.



Clone Job Opening

- The Clone Job Opening function can be used to create a job opening that is similar to an existing one. You can clone existing job openings that have any status except *Draft*.
- To clone a job opening, access the job opening that you want to clone and click the Clone toolbar button. Before you complete the clone action, verify the number of new clones to be created (the default is 1) and the job posting description to be used for the new clones (the default is the same description as the original job opening). Choose whether to put the new job openings in Draft status or in Open status.
- Click on the ‘Clone’ button and you will receive a message the Job Opening was successfully cloned along with the new Job Opening ID.





Close Job Openings

Agencies may need to manually change the status of a Job Opening to Closed or Cancelled.

- Click on the Status Code field and select either **110 Filled/Closed** or **120 Cancelled** and then press Save. The Job Opening is now closed.

The screenshot shows the SHARP (Statewide Human Resource and Payroll) interface for a Job Opening. The form includes fields for Establishment ID (SOK), Business Unit (SOKBU), Company (SOK), Department (4948084090), and Status Code (100 Hold). A red box highlights the Status Code dropdown menu, which is open to show options: 010 Open, 100 Hold, 110 Filled/Closed, and 120 Canceled. Other fields include Target Openings (1), Available Openings (1), Desired Start Date, Encumbrance Date, Projected Fill Date, Date Authorized (08/18/2023), Referral Program ID, and Recruitment Contact.



Veterans Preference

- Candidates claiming Veterans Preference are identified by a daily query ran against the Online Questionnaire section of the application:

- Question 4

- Options 1, 2, and 3 apply.

The screenshot shows a progress bar on the left with 8 steps: 1. Start (Complete), 2. Resume (Complete), 3. Attachments (Complete), 4. References (Complete), 5. Education and Work Experience (Complete), 6. Online Questionnaire (In Progress), 7. How did you find out about us? (Not Started), 8. Preferences (Not Started). The main content area shows question 3: "Are you currently over the age of 18 or will you be age 18 at the time of hire?" with radio buttons for Yes and No. Below it is question 4: "Veterans: Are you claiming Veterans' Preference?" with four radio button options. A red arrow points to the first option: "I am claiming Veterans' Preference. I have uploaded my DD214 and I request that my eligibility be verified." Below question 4 is question 5: "Have you ever been or are you currently employed by the State of Kansas?" with a text input field.



Veterans Preference

- The query reviews the last 7 days of Veterans Preference claims.
- Each applicant from the query is reviewed for current preference.
- DD214 and any additional documentation are taken from the application of any unverified applicant claiming preference and submitted for processing.
- Applicants claiming preference that have not attached proper military documentation are contacted at the email associated with the application requesting these forms.
- Once approved or denied each applicant profile is updated and the applicant is contacted via the email associated with the application.



Veterans Preference

- Agencies can review Veterans Preference status by using two different methods. The first method is to review the Military Status field located on the Eligibility and Identity page in Applicant Data.
- Applicants who are approved for Veterans Preference have the value of ‘Veterans Preference Verified’ in the Military Status field.

The screenshot displays the 'Manage Applicant' interface. The 'Applicant Data' tab is selected, and the 'Eligibility & Identity' sub-tab is active. The 'Military Status' dropdown menu is highlighted with a red circle and a red arrow, showing the value 'Veterans Preference Verified'. Other fields include 'Date of Birth', 'Gender' (Female), 'Marital Status' (Unknown), 'Ethnic Group' (White), and 'Effective Date' (12/08/2023).

Applicant Information:

- Name: Veronica Moya
- Applicant ID: Z3000387781
- Applicant Type: External Applicant
- Status: 010 Active
- Preferred Contact: Not Specified
- Phone: 999/999-9999
- Email: tl@ks.gov
- Address: 315 E radio lane Arkansas city, KS 67005 Cowle...

Select	Job Opening	Job Opening ID	Disposition	Application	Resume	Mark Reviewed	Route	Interview	Reject	Print
<input type="checkbox"/>	Certified Medication Aide Spcst-FT-1st	210201	005 Draft							
<input type="checkbox"/>	Certified Medication Aide Spcst-FT-1st	210201	010 Applied							



Veterans Preference

- The second method is to generate the ‘Applicant Summary’ report located on the Reports and Analysis tile in Recruiting. You can generate the report periodically while you are reviewing applicants that have applied for your Job Opening to identify any applicants who have claimed Veterans Preference.
- Enter your Job Opening number on the Run Parameters page and click Run. The Report will display “Veteran Preference Verified” in the Military Status field.

Report ID: KAPP300

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

Page No. 2
 Run Date 10/10/2023
 Run Time 16:18:42

Job Reqn #: 210067
 Department: 1730502000 HR Information Services
 Position #: K0225546 Business Systems Analyst

Name/Address/Phone/Email	Applid	Emplid	Disposition	Applicant Type	Military Status
Applicant 1	2300044		020 Reviewed	External Applicant	Veteran Preference Verified
	2300044		020 Reviewed	External Applicant	
	2300044		020 Reviewed	External Applicant	
	2300044		020 Reviewed	External Applicant	
	2300044		020 Reviewed	External Applicant	

Recruiting WorkCenter

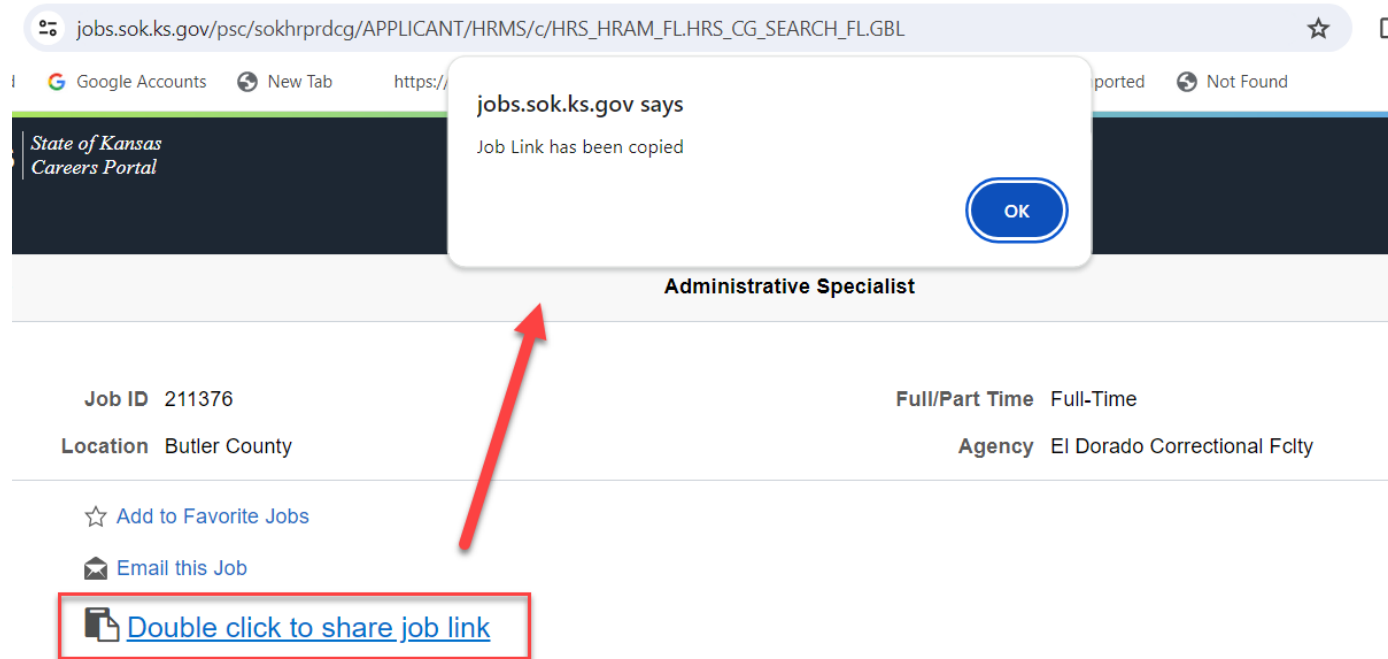
WorkCenter queries are accessible by going to the Recruiting Homepage in SHARP. Click on the Recruiting WorkCenter tile. The Recruiting WorkCenter contains four queries.

- **Open Jobs:** Displays the list of Job Openings with a status of ‘Open’ for the 3-digit Agency Number entered. These job openings may or may not be posted on Careers. If your access is limited to certain departments within the agency, you will see openings for those departments only.
- **Posted Jobs:** Displays the list of Jobs posted on the Careers portal based on your Departmental Security access.
- **Unreviewed Apps:** Displays applications that are still in the ‘Applied Status’ based on criteria that is entered.
- **Sourcing for Apps:** Displays the applicant’s response to how they found out about the Job Posting (referral source) based on criteria that is entered.
- The Recruiting WorkCenter desk aid is located on the Department of Administration Fluid 9.2 Training and Desk Aids website (Human Resources, Recruitment, Desk Aids section). The document is located at:
<https://admin.ks.gov/browse/files/7fe6670012a74a3cad46af92d5dd1de8/download>



Enhancements

- A new feature has been added to the Careers portal located at jobs.ks.gov. The ability to copy the direct link to the Job Posting you are viewing has been added to the site. After selecting a specific Job Posting, you will see the new link: “Double click to share job link”. After you double click the link a pop-up message will appear stating the job link has been copied. The link can then be pasted into an email or social media, etc. To paste, the user just has to right-click and select Paste, or place your cursor where you want to paste the copied text and press Ctrl+V.





Enhancements

- An issue was identified with pasting a direct link to a job posting on social media sites. The link would display with the message “An error has occurred” even though the link worked. The issue has been fixed and it now displays the State of Kansas Careers Portal graphic below the direct link to the posting.

Careers

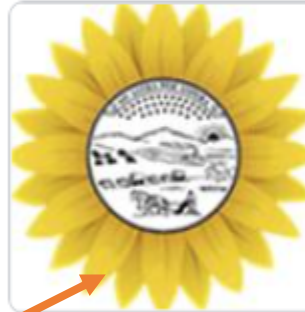
https://jobs.sok.ks.gov/psc/sokhrprdcg/APPLICANT/HRMS/c/HRS_HRAM_FL.HRS_CG_SEARCH_FL.GBL?Page=HRS_APP_SCHJOB_FL&Action=U

An error has occurred.

jobs.sok.ks.gov

9:39 AM

https://jobs.sok.ks.gov/psc/sokhrprdcg/APPLICANT/HRMS/c/HRS_HRAM_FL.HRS_CG_SEARCH_FL.GBL?Page=HRS_APP_SCHJOB_FL&Action=U



JOBS.SOK.KS.GOV

State of Kansas Careers Portal

State of Kansas Careers Portal

Add to your post



Enhancements

Careers Job Postings integration with KANSASWORKS.com

- An extract was developed to send State of Kansas job postings from Careers to KANSASWORKS.com.
- The KANSASWORKS extract runs every night except Saturday and on Holidays.
- Job Postings with images that are not added in accordance with our instructions will be removed from the extract file as they will not load correctly on the KANSASWORKS.com website.



Enhancements – Coming Soon

Template ID 1018 -KS Posting Work History Required

The screenshot shows the 'Apply for Job' interface for the position of Assistant Attorney General. The page is titled 'Careers | State of Kansas Careers Portal' and includes a 'Kansan' logo in the top right. A navigation bar at the top contains an 'Exit' button and the text 'Apply for Job'. Below the job title, there are 'Save as Draft' and 'Next >' buttons. A vertical navigation pane on the left lists seven steps: 1. Start (In Progress), 2. Attachments (Not Started), 3. References (Not Started), 4. Education and Work Experience (In Progress), 5. Online Questionnaire (Not Started), 6. How did you find out about us? (Not Started), and 7. Preferences. The main content area is titled 'Step 1 of 8: Start' and contains the following text:

Instructions:
This job application uses a step-by-step process to guide you through the sections. Please fill in all information, upload all requested documents, and review before submitting.

To **Save and Exit** your application before it is complete, first click the Next button, then click the Exit button located in the top left-hand area of the page. You can return to your application anytime by going to the My Job Applications page and clicking the arrow button on the right.

To **return to a section** you previously visited, click on the section name in the left-hand navigation or click the Previous button to return to the previous page.

Before you Start:

Resumes and Cover Letters are only uploaded inside job applications. Previously uploaded Resumes will be available for selection. If a job posting does not require a resume or cover letter then skip the section by clicking the Next button.

Attachments: Carefully review the Job Posting Description page for the documents that are required for this specific job posting. Not all positions require the same documentation. Documents that are uploaded but were not requested on the job posting will be disregarded. Skip the Attachments section by clicking the Next button if you do not have any attachments to upload inside the job application.

- My Job Applications page: Upload attachments that you may need for **many** applications. These will be attached to all job applications you submit. (Examples: Tax Clearance, transcripts, DD214 if claiming veterans preference).
- This Job Application: Upload attachments on this job application that are **specific only to this position**. These documents will not be accessible by other applications.

**Ensure your documents with expiration dates are up-to-date. When you acquire your valid document, delete the old and upload the new. (Ex: Delete*



Enhancements – Coming Soon

Template ID 1018 -KS Posting Work History Required

Careers | State of Kansas Careers Portal Kansas

Apply for Job

Assistant Attorney General Save as Draft | < Previous | Next >

- 1 Start Complete
- 2 Attachments In Progress
- 3 References Not Started
- 4 Education and Work Experience In Progress
- 5 Online Questionnaire Not Started
- 6 How did you find out about us? Not Started
- 7 Preferences

Step 2 of 8: Attachments

Upload required documents here that are specifically listed on this posting's Job Description page and indicate they should be uploaded inside the job application.

Other documents that are required for many job applications (Examples: Tax Clearance Certificates, transcripts, DD214's) should be uploaded to My Job Applications (see the Careers menu). Any documents that are not required or requested will be disregarded.

Attachments

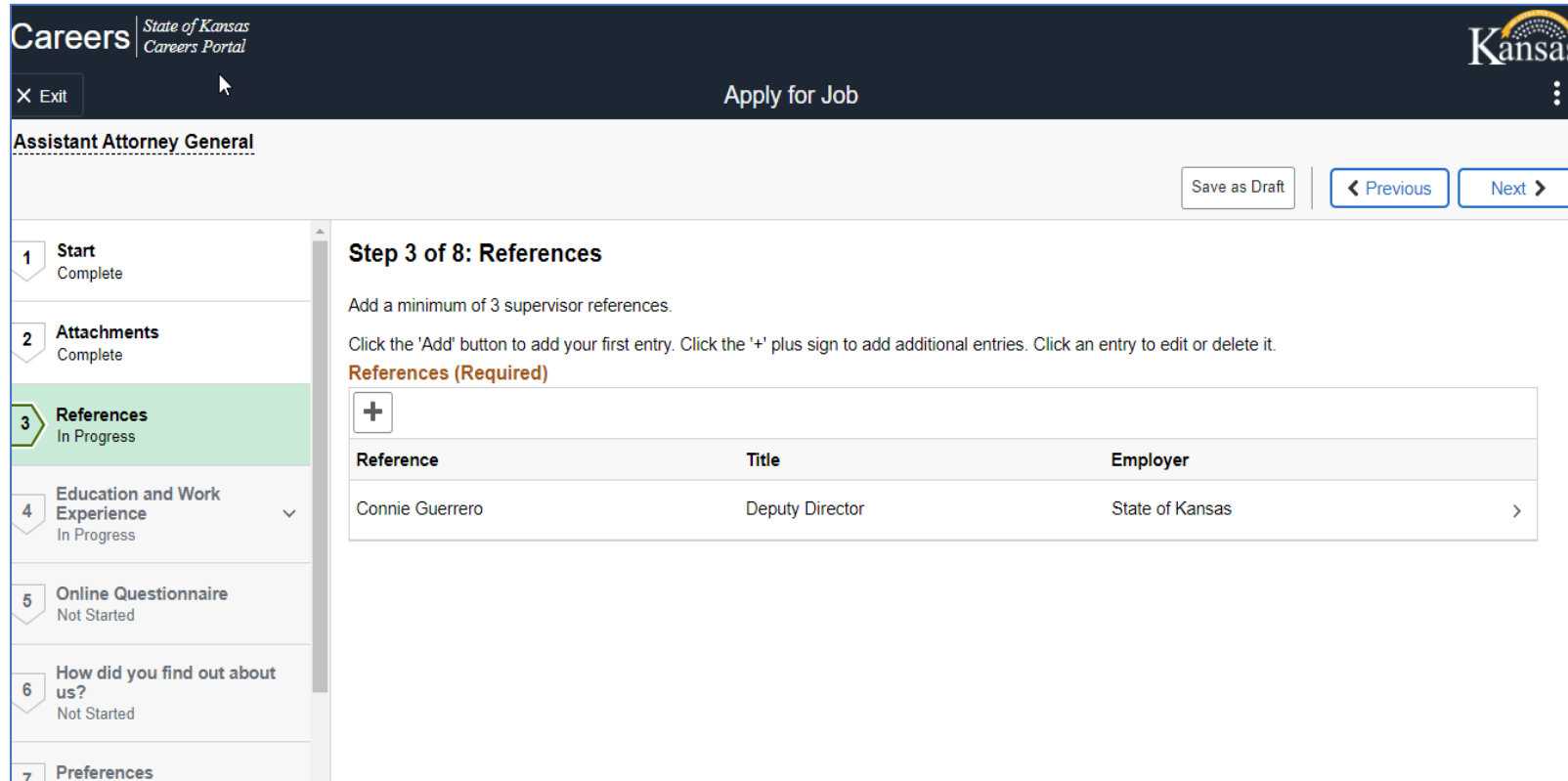
+

Attached File	Attachment Title	Attachment Type
Michael_Phillips_Resume_2021v2.doc	Resume	Additional Requested Documents >
Annissa_Schmidt_DD214.pdf	DD214	Additional Requested Documents >



Enhancements – Coming Soon

Template ID 1018 -KS Posting Work History Required



Careers | State of Kansas Careers Portal

Apply for Job

Assistant Attorney General

Save as Draft | < Previous | Next >

Step 3 of 8: References

Add a minimum of 3 supervisor references.
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.

References (Required)

Reference	Title	Employer
<input data-bbox="708 903 746 939" type="button" value="+"/>		
Connie Guerrero	Deputy Director	State of Kansas >

Progress sidebar:

- 1 Start Complete
- 2 Attachments Complete
- 3 **References** In Progress
- 4 Education and Work Experience In Progress
- 5 Online Questionnaire Not Started
- 6 How did you find out about us? Not Started
- 7 Preferences



Enhancements – Coming Soon

Template ID 1018 -KS Posting Work History Required

Careers | State of Kansas Careers Portal Kansas

Apply for Job

Assistant Attorney General Save as Draft | < Previous | Next >

1 Start Complete

2 Attachments Complete

3 References Complete

4 Education and Work Experience In Progress

Education In Progress

Work Experience Not Started

Qualifications Not Started

Step 4 of 8: 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: Master's Degree

School Education

+

Education Level	Effective Date	School Description	Completed
Masters Degree	04/20/2015	Baker University	Yes >



Enhancements – Coming Soon

Template ID 1018 -KS Posting Work History Required

Careers State of Kansas
Careers Portal
Apply for Job

✕ Exit
Save as Draft
< Previous
Next >

Assistant Attorney General

- 1 **Start**
Complete
- 2 **Attachments**
Complete
- 3 **References**
Complete
- 4 **Education and Work Experience**
In Progress
- Education
Complete
- Work Experience
In Progress
- Qualifications
Not Started

Step 4 of 8: Education and Work Experience - Work Experience

Enter details about your last 3 jobs or the last 10 years of employment.

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.

Work Experience (Required)

+

Employer	Job Title	Start Date	End Date
State of Kansas	Business Systems Analyst	04/17/2015	02/07/2023

52



Enhancements – Coming Soon

Template ID 1018 -KS Posting Work History Required

Careers State of Kansas
Careers Portal
Apply for Job

✕ Exit
Save as Draft
◀ Previous
Next ▶

Assistant Attorney General

- 1 **Start**
Complete
- 2 **Attachments**
Complete
- 3 **References**
Complete
- 4 **Education and Work Experience**
In Progress
- Education
Complete
- Work Experience
Complete
- Qualifications
In Progress

Step 4 of 8: Education and Work Experience - Qualifications

Enter applicable non-degree course work (classes), licenses (include certifications or registrations), and languages you are proficient in. 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.

Job Training

+

Course Title	School Name	Start Date	
Lean Six Sigman Yello Belt		02/01/2012	>

Licenses and Certifications

You have not added any licenses and certifications.

Add Licenses and Certifications



Enhancements – Coming Soon

Template ID 1018 -KS Posting Work History Required

Careers | State of Kansas
Careers Portal

Apply for Job

Assistant Attorney General

Save as Draft | < Previous | Next >

1 Start Complete

2 Attachments Complete

3 References Complete

4 Education and Work Experience Complete

5 Online Questionnaire In Progress

6 How did you find out about us? Not Started

7 Preferences

Step 5 of 8: Online Questionnaire

Employment Questionnaire

Questions marked with an * are required. You are required to answer all the mandatory questions.
Please answer the following questions as carefully as possible.

*1. 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.

Yes
 No

*2. The Immigration & Reform Control Act of 1986 requires employers to verify an individual's identity and authorization to work in the U.S. as a condition of employment. Upon hire, will you be able to provide documentation to verify that you are a citizen or that you are authorized to work in the United States?

Yes
 No

*3. Are you currently over the age of 18 or will you be age 18 at the time of hire?



Enhancements – Coming Soon

Template ID 1018 -KS Posting Work History Required

The screenshot shows the 'Apply for Job' interface for the position of Assistant Attorney General. The progress bar on the left indicates that steps 1 through 5 are complete, and step 6, 'How did you find out about us?', is currently in progress. The main content area displays the title 'Step 6 of 8: How did you find out about us?' and a prompt: 'Select where you learned about this job or type its name into the Specific Referral Source field.' Under the 'Referrals' section, there is a dropdown menu for '*How did you learn of the job?' with 'Employee' selected, and a text input field for 'Specific Referral Source' containing 'Connie Guerrero'. Navigation buttons for 'Save as Draft', '< Previous', and 'Next >' are visible at the top right of the form area.



Enhancements – Coming Soon

Template ID 1018 -KS Posting Work History Required

Careers | State of Kansas
Careers Portal

Apply for Job

Assistant Attorney General

Save as Draft | < Previous | Next >

1 Start Complete

2 Attachments Complete

3 References Complete

4 Education and Work Experience Complete

5 Online Questionnaire Complete

6 How did you find out about us? Complete

7 Preferences In Progress

Step 7 of 8: Preferences

Enter job preferences if you wish.

Job Preferences

1. I can start my new job on or after

02/28/2023

2. I am looking for the following kind of job

- Regular
- Temporary
- Either

3. I want to work the following kind of employment

- Full-Time
- Part-Time
- Either

4. I am willing to travel



Enhancements – Coming Soon

Template ID 1018 -KS Posting Work History Required

Assistant Attorney General

Save as Draft | < Previous | Submit

2 Attachments Complete

3 References Complete

4 Education and Work Experience Complete

5 Online Questionnaire Complete

6 How did you find out about us? Complete

7 Preferences Complete

8 Review and Submit In Progress

Review your application and make any changes before submitting.

Step 8 of 8: Review and Submit

My Contact Information

Email	Address
Phone	Contact Method Not Specified


Modify

- Attachments
- Preferences
- Education History
- Work Experience
- Job Training
- School Education



Resources – Job Aids for Recruiters

SHARP Resources: <https://admin.ks.gov/offices/personnel-services/sharp>

<ul style="list-style-type: none"> Agency Information Compensation & Classification Policy and Programs Forms and Documents SHARP Documents and Forms Total Compensation Statement Reports Infolist Security Access Fluid Training/Desk Aids Downloads Contacts Training Staff Directory 	
	<p>Sign Up</p> <p>SHARP Infolist →</p> <p>Informational Circulars →</p>
	<p>SHARP Help Desk:</p> <p>785-368-8000</p> <p>Option 1 (SHARP)</p> <p>* Listen for options</p>
	<p>SHARP Hours:</p> <p>Sun-Fri: 6AM-7PM</p> <p>Sat: 6AM-9PM</p>
	<div style="width: 30%;"> <p>Popular Documents</p> <ul style="list-style-type: none"> Time and Labor Documents Work Schedule Time Reporting Codes Action Reason Guide Paycheck Adjustments - DA180 Tips for Printing from SHARP </div> <div style="width: 30%;"> <p>Popular Requests</p> <ul style="list-style-type: none"> Corrections Queries Webinars </div> <div style="width: 30%;"> <p>Popular Pages</p> <ul style="list-style-type: none"> Office of Personnel Services SHARP Document and Forms Bulletins Regulations Holidays Accounting and Payroll (SMART) Forms </div>



Resources – Job Aids for Recruiters

- Posting Template with Job Application
- Posting Template with No Job Application.
- Recruitment WorkCenter Job Aid
- 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
- Required and Optional Questions
- Prepare for Hire



Resources – Job Aids for Applicants

- How to Search for a Job - Instructions
- How to Create an Account - Instructions
- How to Apply for a Job - Instructions
- How, What & Where to Upload Documents
- Supported Web Browsers
- Posting Description Types- Definitions
- Printing Employment Application and Attachments



Questions?

Connie Guerrero connie.guerrero@ks.gov 785-296-0754

Michelle Huntsman michelle.huntsman@ks.gov 785-296-7232

- Job Data, Position Data, and Benefits modules in SHARP

Joy Truax joy.truax@ks.gov 785-296-1432

- Time and Labor module

Jane Shelton sharp@ks.gov 785-296-7871

- SHARP Corrections Desk and SHARP Entry

Alan Sharp alan.sharp@ks.gov 785-296-2573

- SHARP Security

Michael Phillips michael.phillips@ks.gov 785-296-4710

- SHARP Ad Hoc Reports