Lesson 1: Recruiting Overview

Welcome

The purpose of this course is to explain how to use the SHARP Recruiting module to facilitate the recruitment and selection process for your agency. It includes training on how to create job openings and how to track, select and hire candidates for State of Kansas jobs. Training will also include information about the SHARP Careers portal used by applicants to search and apply for jobs.

The Recruiting training course is composed of three lessons 1) Overview, 2) Job Openings and Job Postings, and 3) Applicants and Applications

Lesson 1: Recruiting Overview

Lesson Objectives

After completing this lesson, you will be able to:

- Describe the key terms used in Recruiting
- List the security roles used in the Recruiting process
- Describe the SHARP Recruiting process
- Describe the Recruiting Homepage and Careers portal
- Locate policies and online resources

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Lesson Topics

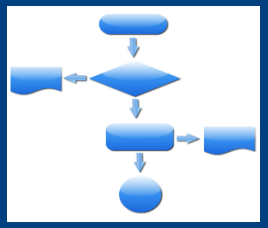
In this lesson you will learn about the following topics.



Topic 1: Recruiting Key Terms



Topic 2: Security Roles



Topic 3: Process Overview



Topic 4: Recruiting Homepage & Careers portal



Topic 5: Polices and Online Resources

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Key Terminology

- **Applicant** - A person who indicates an interest in state employment by registering and submitting an application.
- **Apply for Job** - An online employment application within the Careers portal used to apply directly to the State of Kansas agency where the vacancy exists.
- **Job Opening** - The first step in the recruiting process is to set up job openings for vacancies in your agency.
- **Job Posting** – The online version of a job vacancy announcement that appears in the Careers Portal that is created from a Job Opening in the Recruiting module of SHARP. Applicants are then linked to job postings when they submit their application.

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Key Terminology

- **New Hire** - Any person hired by a state agency who has not been previously employed by the state.
- **Recruiter** – The individual given access to the Recruiting module in SHARP to conduct recruitment and selection activities for their agency.
- **Rehire (former employee)** - Any person hired by the state who was previously employed by the state and has an Employee ID in the SHARP system.
- **Reemployment (former employee)**- Rehiring a classified employee who was laid off, demoted in lieu of layoff, or transferred in lieu of layoff -- within three years after the layoff.
- **Reinstatement (former employee)**- Rehiring a former classified employee with permanent status within one year of a voluntary termination.
- **SHARP** - SHARP stands for Statewide Human Resource and Payroll System: It supports the State's HR, Payroll and Benefits Administration functions.

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Security

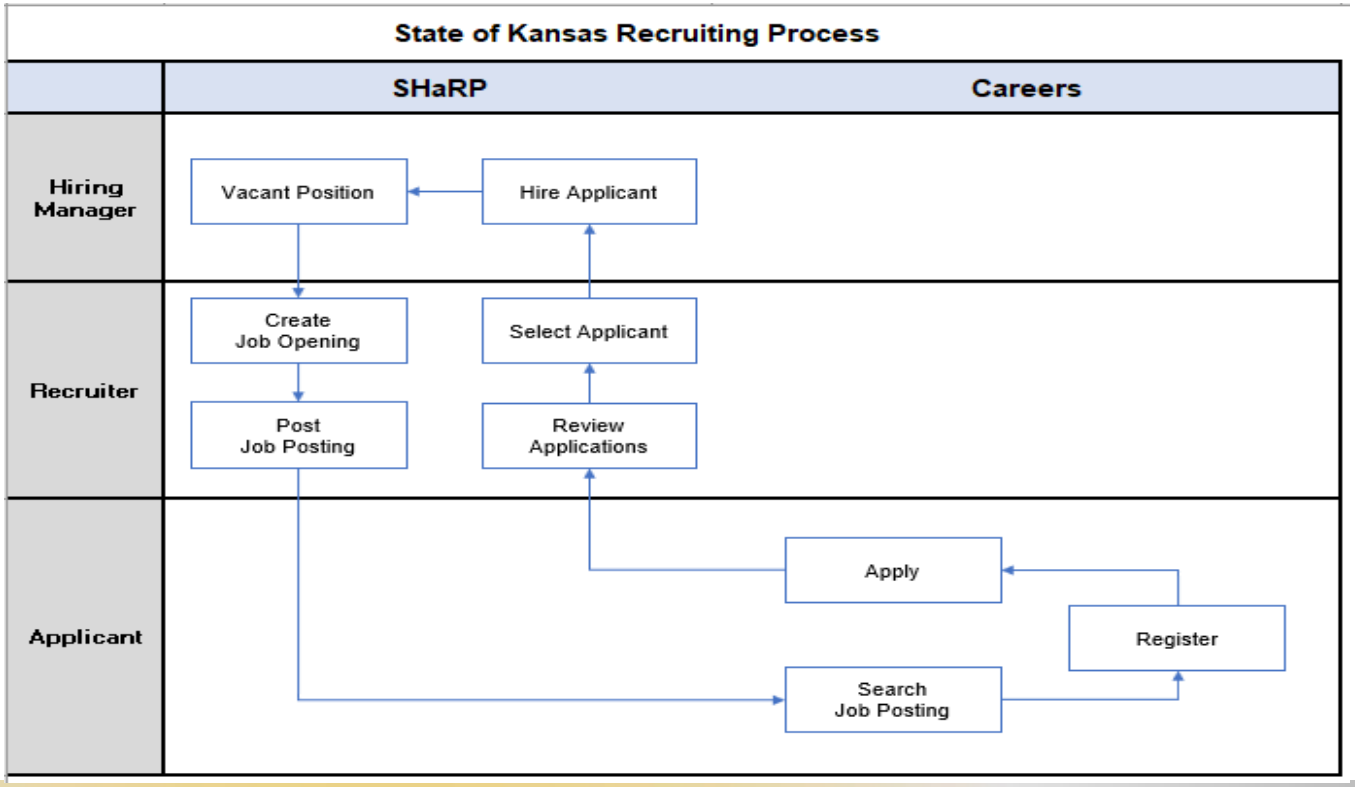
Security Roles determine what activities you can perform in SHARP. Agencies can select from the security roles listed below to manage the recruitment process for their agency.

- **Agency Recruiter Role**
  - Create job openings
  - Manage applicant data
  - Manage application data
  - Generate Recruiting module reports
- **Agency Recruitment Inquiry Role**
  - View only access to all of the above data maintained by the recruiter
  - Generate Recruiting module reports
- **Statewide View Only Role**
  - Access to view employee current job information and run the Employee Job Action History Report statewide

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Recruitment High Level Process Flow

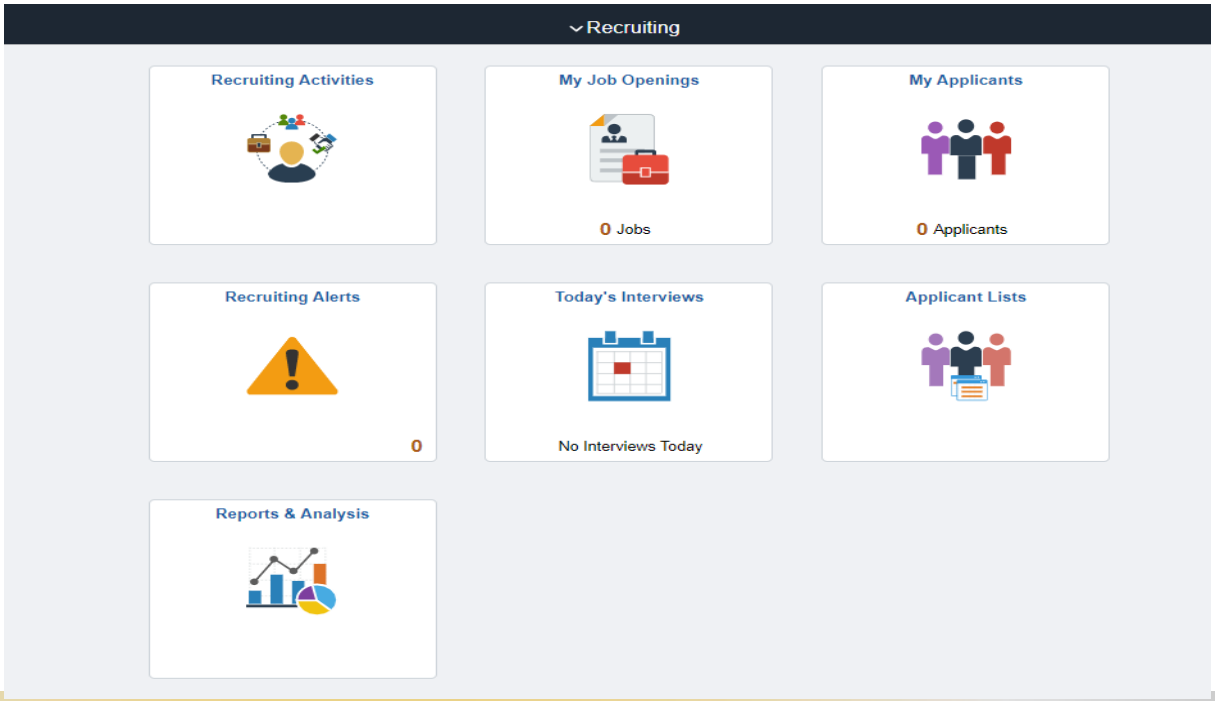
The recruitment process begins with the creation of a Job Opening. Job Openings appear in the Careers portal as Job Postings where applicants can search, register and apply for a job. Recruiters manage employment applications in the Recruiting module of SHARP.



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Recruiting Home Page

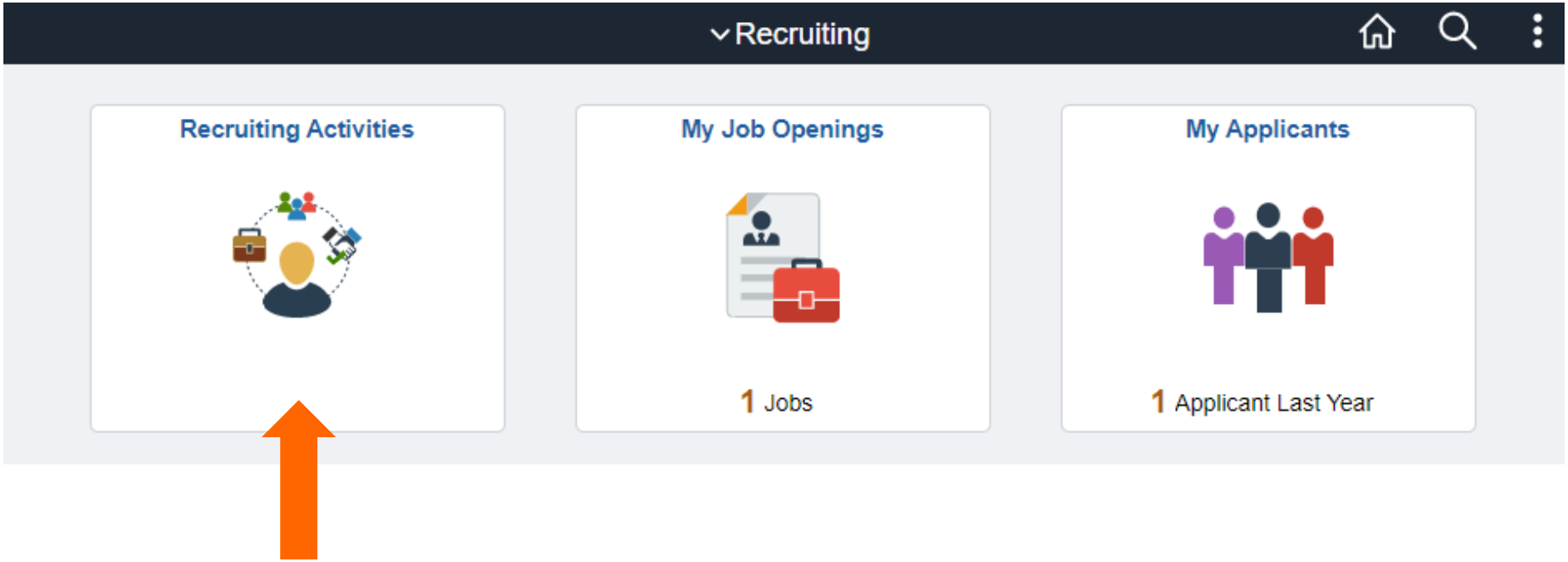
The Recruiting home page has seven tiles. SHARP Security access will determine what activities an individual user will be able to perform upon selection of a specific tile. Many of the tiles have Personalization Filters that can be updated to change the information being displayed on the tile(s).



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Recruiting Activities Tile

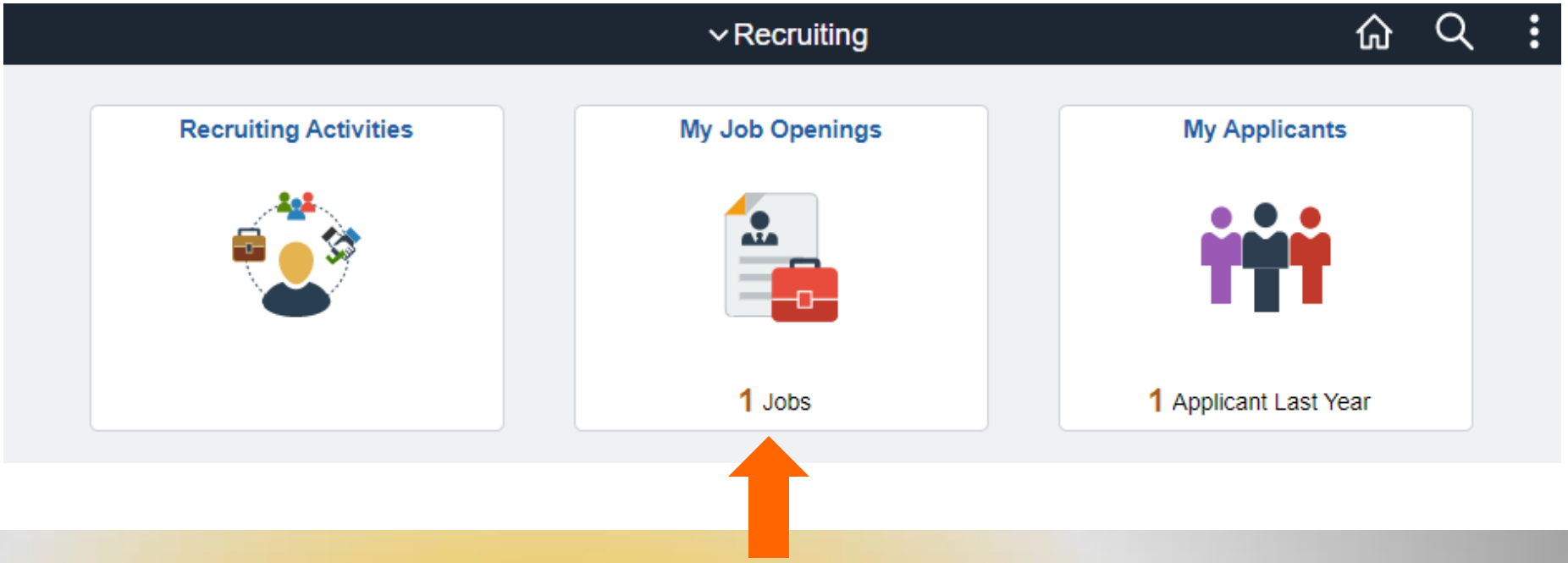
Selection of the Recruiting Activities Tile will provide recruiters with access to create and manage Job Openings, Applicants and Job Applications.



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My Job Openings Tile

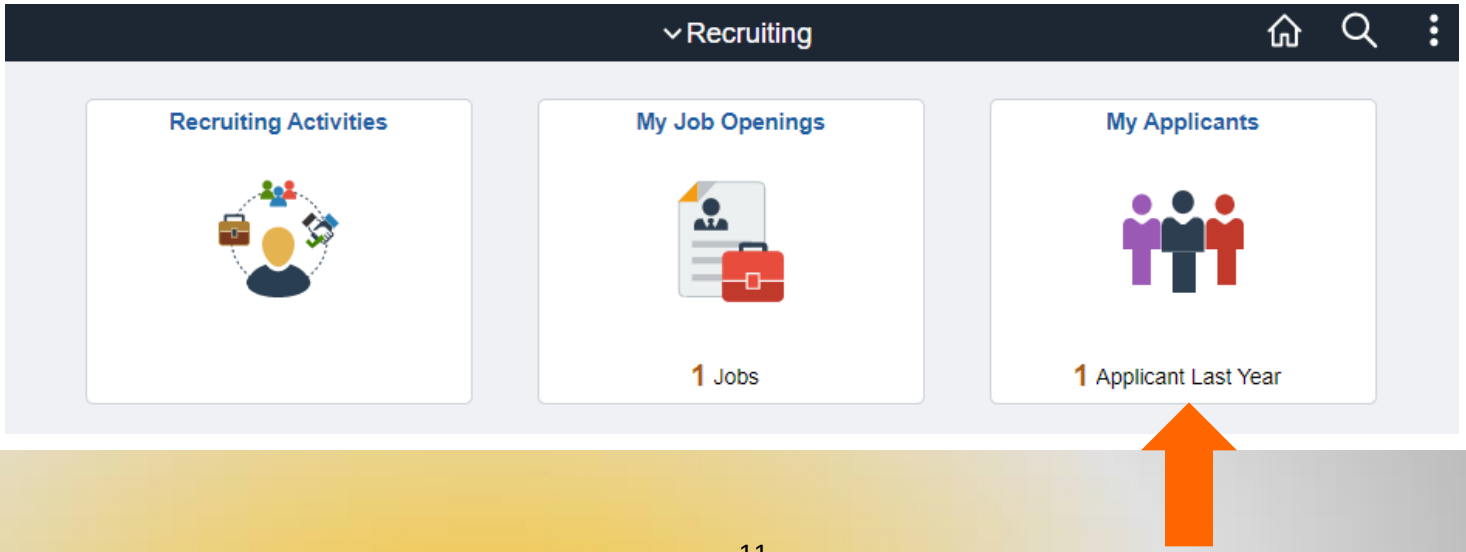
The My Job Openings Tile displays the count of your open jobs. Click the tile to display the My Job Openings page. You can view and manage the job openings in your list. The Personalize Filters link on the page allows you to select and change filter options that determine which job openings will appear in your list.



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My Applicants Tile

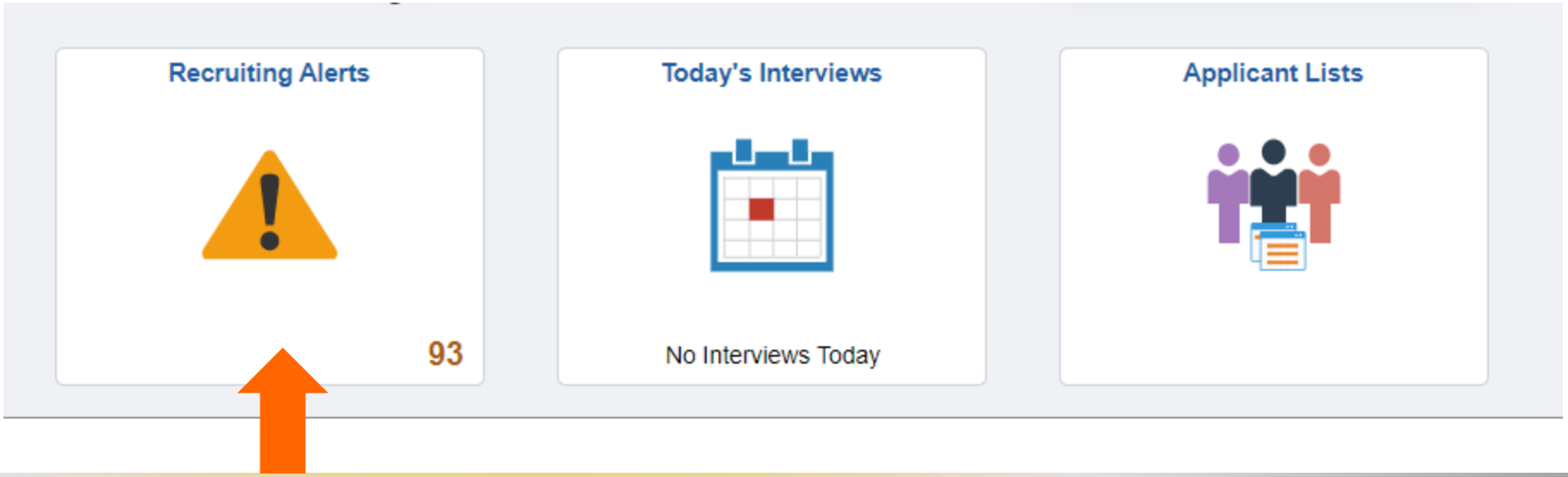
The My Applicants Tile displays the number of applicants associated with your open jobs. Click the My Applicants tile to display the My Applicants page to view applicants associated with your job openings and to review key information about each applicant. You can search, view applications and resumes, and email applicants from a single page. The Personalize Filters link on the page allows you to change the Applied Within timeframe which determines which applicants are being displayed.



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Recruiting Alerts Tile

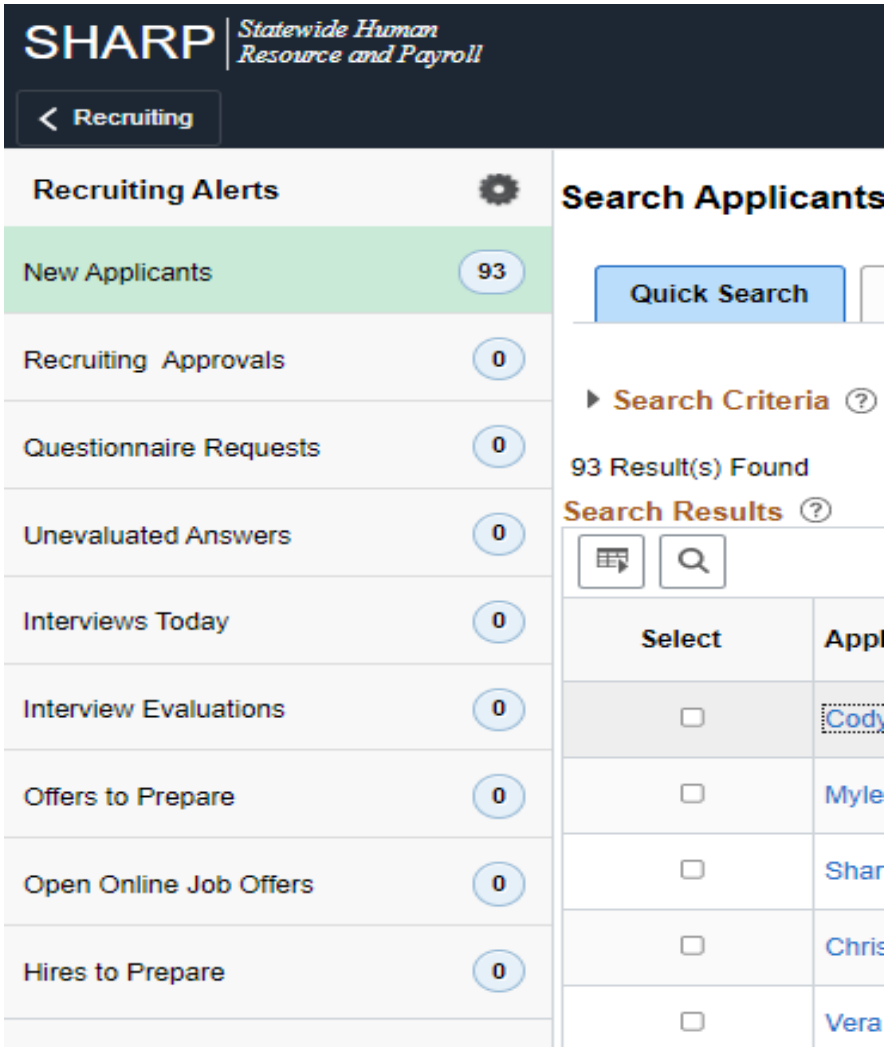
The Recruiting Alerts Tile displays the total number of alerts associated with your job openings. The number of alerts displayed on the tile indicates the total number of the type of alerts enabled using the Personalize option. Click on the Recruiting Alerts Tile to display the Recruiting Alerts page where you can manage alerts related to applicants and job openings for your agency or to update your Personalization options.



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Recruiting Alerts Page

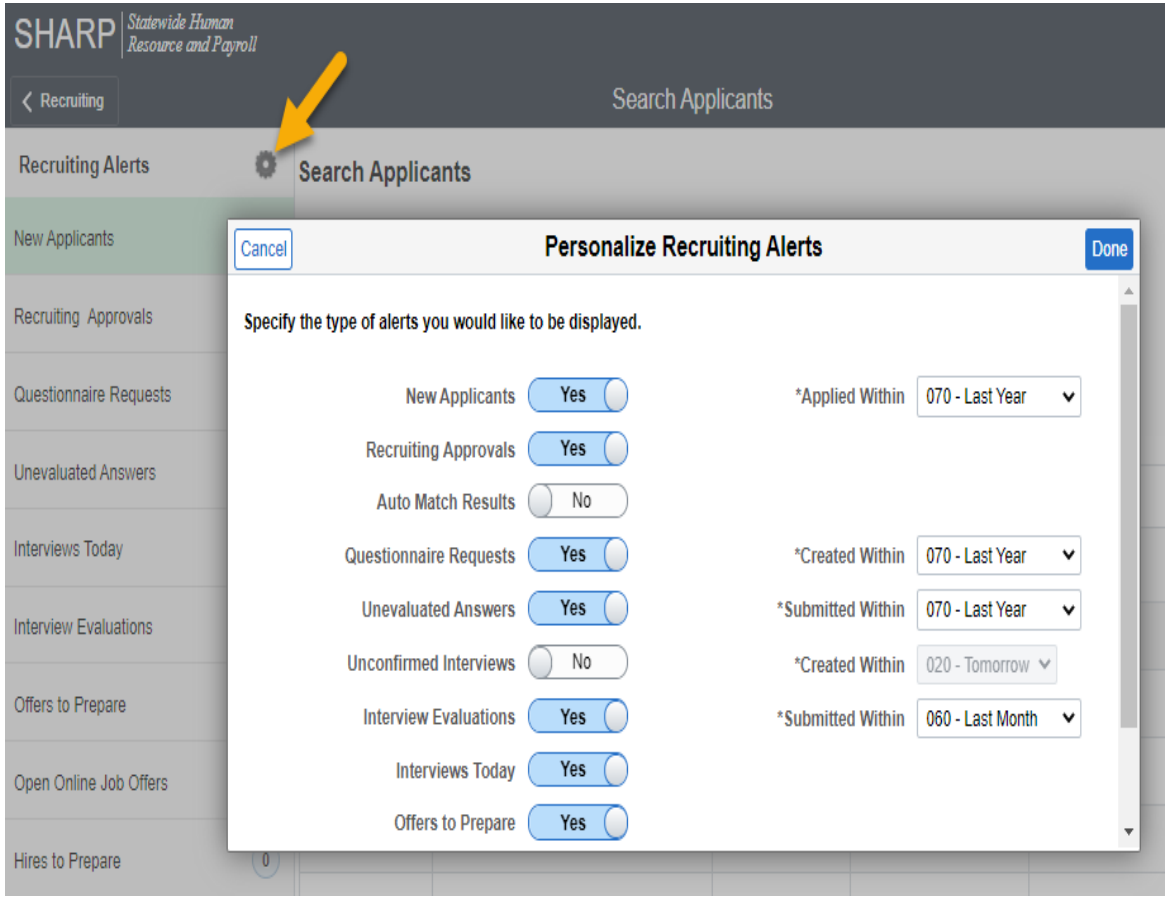
- The left panel on the Recruiting Alerts page displays the alert type and number of alerts.
- Click on the alert type to access the corresponding page for details related to the alert and the ability to perform various actions related to the information being displayed.



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Recruiting Alerts Page

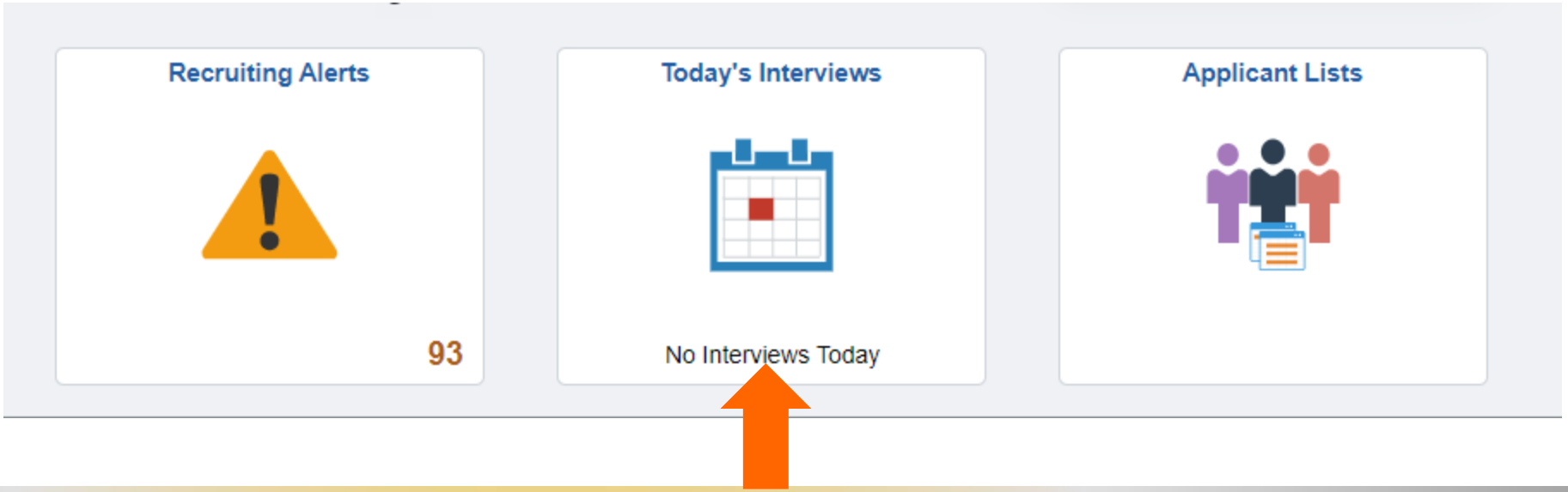
Click on the Personalize icon to choose the alerts to display and to provide additional filtering criteria for certain alerts.



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Today's Interviews Tile

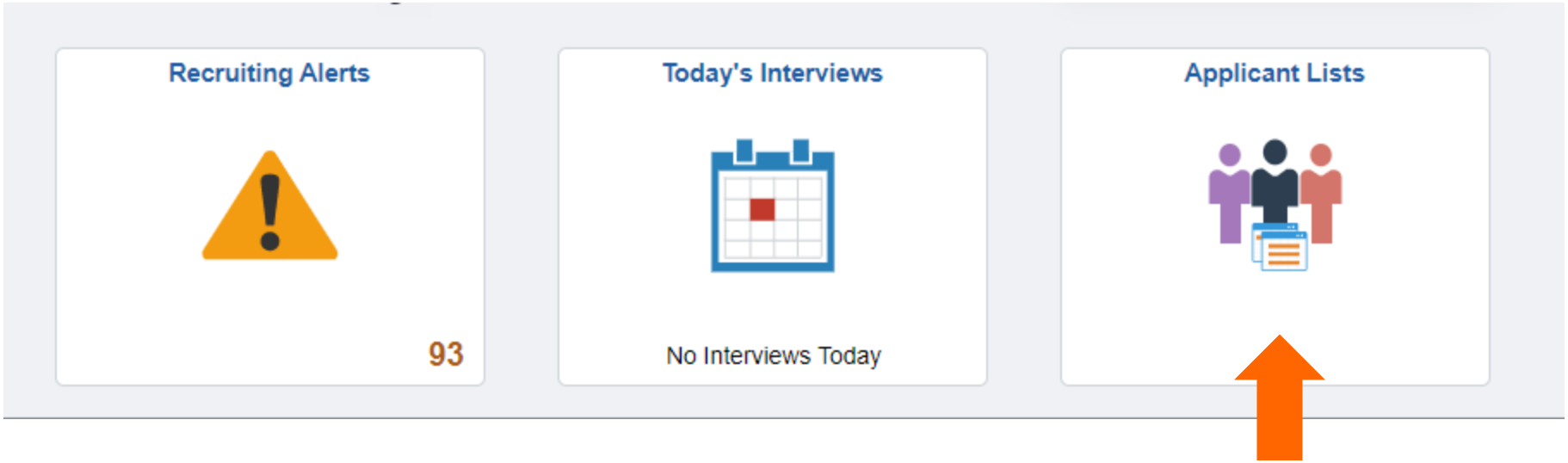
The Today's Interviews Tile displays the number of interviews you have scheduled for the current day using the Interview Schedule page. Clicking on the Today's Interview Tile displays the My Interview page which contains the list of applicants scheduled for interview including the start and end time of the interview and the Job Opening ID. NOTE: Use of Interview Schedule functionality is optional.



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Applicant Lists Tile

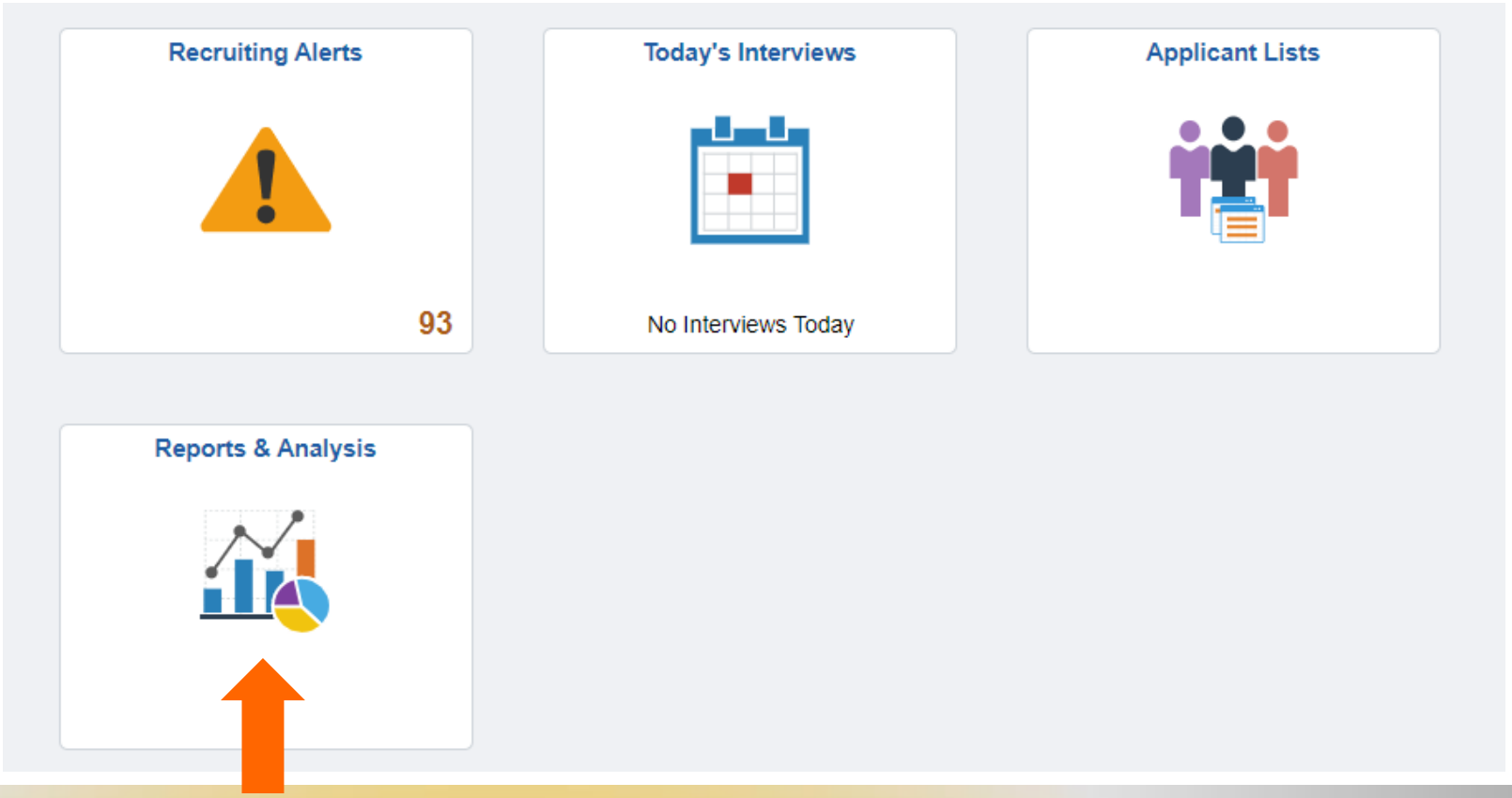
The Applicant Lists Tile includes the count of private applicant lists created on the Managing Applicant Lists page. Click on the Tile to view the My Applicant Lists page where you can manage applicants added to a list and then perform tasks for one, several, or all applicants on the list at the same time. Lists can be public or private. The creator of an applicant list is the owner of the list. The list owner is the only user with access to private lists. Anyone with access to the applicant list pages has access to public lists. NOTE: Use of Applicant List functionality is optional.



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Recruiting Reports & Analysis Tile

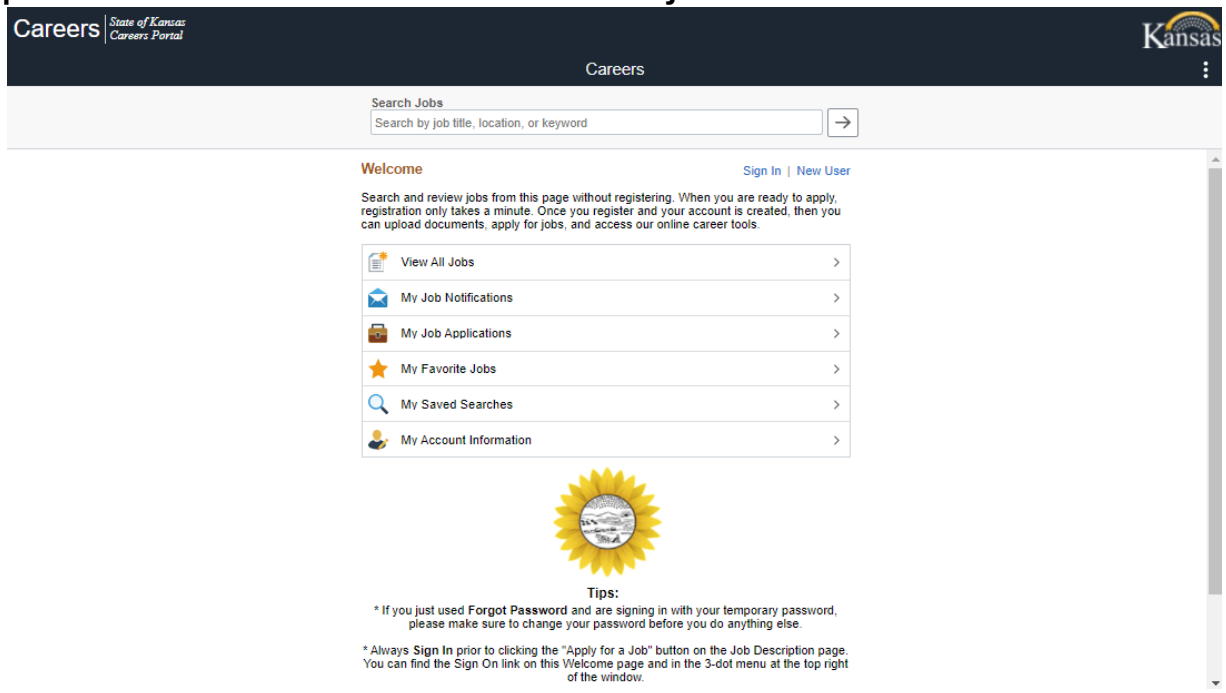
The Reports & Analysis tile contains links to reports used in the recruiting process.



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Careers portal

Careers portal – The State of Kansas online recruitment portal is where applicants can view current job openings. Applicants can also create user accounts to submit their job applications, view their job application history, upload required documents and maintain job searches.



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Policies

- **Bulletins –** The Office of Personnel Services issues Bulletins to provide guidance and clarify policies specific to human resource related activities including the recruitment and selection process. Personnel Bulletins can be found at: **https://www.admin.ks.gov/offices/personnel-services/agency-information/bulletins---personnel**
- **Kansas Employee Preference Program (KEPP) -** Authorized by **K.A.R. 1-6-23**, the Kansas Employee Preference program applies to Classified employees who have been or will be laid off from their current position. It provides the opportunity to apply for and be offered a position at or below their current pay grade as long as that individual meets the minimum qualifications for that position. Refer to **K.A.R. 1-6-23** for more information.

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Policies

- **Tax Clearance** - A Tax Clearance is a comprehensive tax account review to determine and ensure that an individual's account is compliant with all primary Kansas Tax Laws. A Tax Clearance expires every 90 days. Applicants are responsible for submitting a valid certificate with all other application materials to the hiring agency. This is in accordance with Executive Order 2004-03. Each applicant applying for a State of Kansas job vacancy must obtain a valid Kansas Certificate of Tax Clearance by accessing the Kansas Department of Revenue's website at: **http://www.ksrevenue.org/taxclearance.html**
- **Veterans' Preference** – Qualified Veterans must meet the preference specified by the statute and regulation in order to receive Veterans' Preference. Additional information regarding Veterans' Preference can be found at:

  https://admin.ks.gov/services/state-employment-center/veterans

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Online Resources

- **Kansas Administrative Regulations (K.A.R.)**
  You can review the K.A.R.s to implement the state human resource program at **https://www.admin.ks.gov/offices/personnel-services/agency-information/regulations** Most regulations apply to classified employees unless otherwise specifically stated.

Kansas Statutes Annotated (K.S.A.)

You can review the Kansas Statutes (K.S.A.) (free version without annotation) at: **http://www.kslegislature.org/li/b2021_22/statute/**

- **State Employment Center**
  View the State of Kansas Employment Center at **http://jobs.ks.gov** where you will find links to the Careers portals, State Employment Benefits and Frequently Asked Questions. Information about how to obtain a Tax Clearance Certificate and qualifications for Veterans Preference are also available.

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Online Resources

SHARP & Recruiters Network Messages

- Join the SHARP Infolist to receive up-to-date information relating to SHARP transactions, procedures, and system status delivered to your email inbox.
  - Subscribe by going **to https://www.admin.ks.gov/offices/personnel-services/sharp/infolist** and click on the link to subscribe to the SHARP Infolist
- Join the Recruiters Network Infolist to receive specific information about State of Kansas related recruitment and selection topics delivered to your email inbox.
  - Subscribe by contacting the Statewide Recruiting Coordinator in the Office of Personnel Services