Recruiting WorkCenter

The Recruiting WorkCenter is available for employees with the following SHARP security roles

- Agency Recruiter

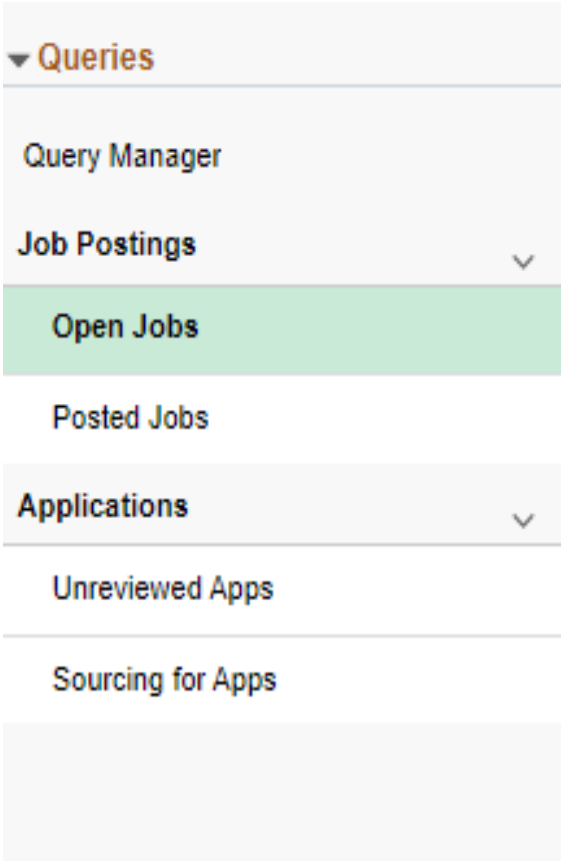
WorkCenter security is based on the Department(s) to which you have access. The results displayed are tied to the Department access you have. Queries are listed on the left side of the screen. Results will display on the right side of the screen.

Accessing the Recruiting WorkCenter

From the SHARP homepage, go to the Recruiting homepage. Click the Recruiting WorkCenter tile



WorkCenter Queries



Four Queries Available:

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.

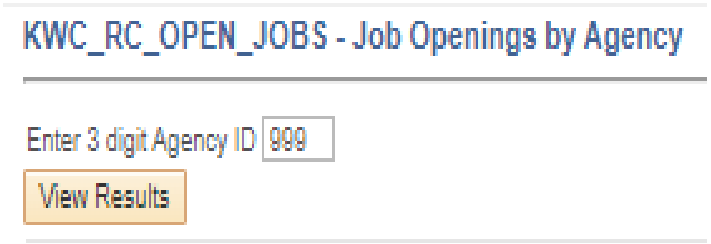
Unreviewed Apps: Displays applications that are still in the 'Applied Status' based on criteria that is entered.

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.

Recruiting WorkCenter

- **Running a Query**
  - **Open Jobs**

- Enter the criteria
  - 3-digit Agency ID



- Click ‘View Results’ button

- Click the Excel SpreadSheet link to export to Excel

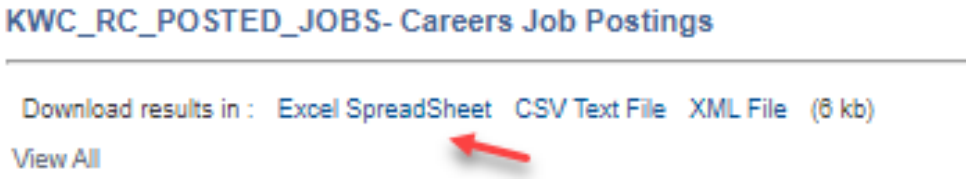


Recruiting WorkCenter

- **Running a Query**
  - **Posted Jobs**

- No Criteria to Enter. Clicking on the Posted Jobs Query will display a list of Job Postings on the Careers portal based on your Departmental Security access.

- Click the Excel SpreadSheet link to export to Excel

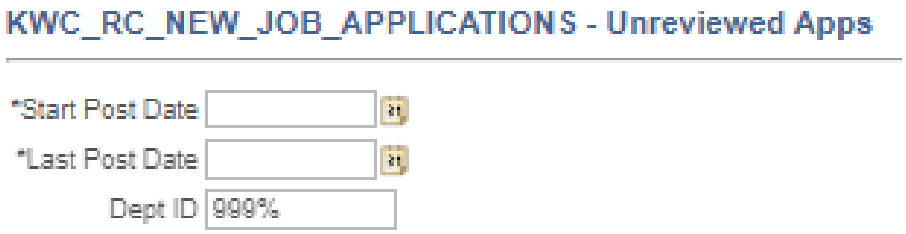


Recruiting WorkCenter

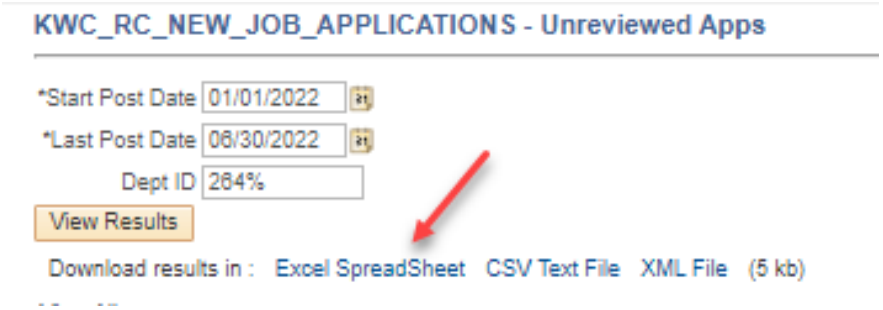
Running a Query

Unreviewed Apps

- Enter the Criteria
  - Start Post Date
  - Last Post Date
  - Dept ID: You may enter a 10-digit Dept ID; 3-digit Dept ID followed by % or any portion of a Dept ID followed by %



- Click ‘View Results’ button

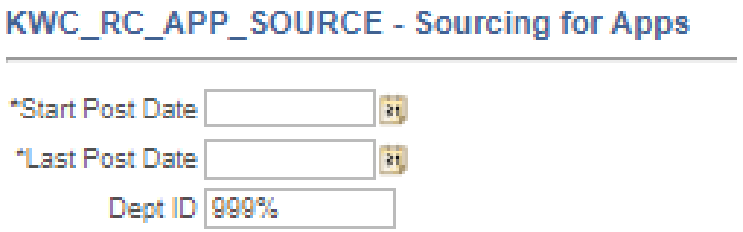


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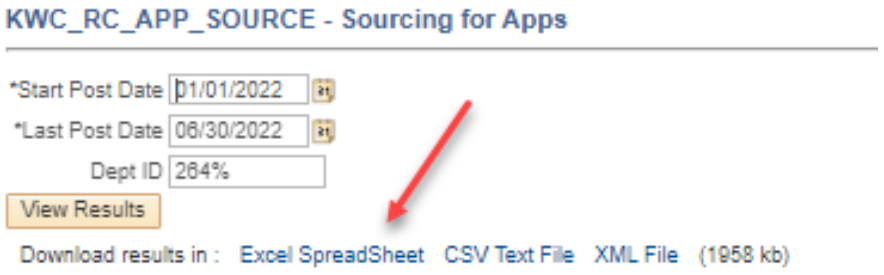
Running a Query

Sourcing for Apps

- Enter the Criteria
  - Start Post Date
  - Last Post Date
  - Dept ID: You may enter a 10-digit Dept ID; 3-digit Dept ID followed by % or any portion of a Dept ID followed by %



- Click ‘View Results’ button



- Click the Excel SpreadSheet link to export to Excel