Kansas Department of Administration
Excellent customer service, every time!

Recruiter’s Network Meeting
March 25, 2019

Presented by

OPS – Office of Personnel Services

Agenda:

- Overview of Careers portal
- Employment Application in Careers
- Hiring Current or Former Employees
- Paper Employment Application Process
- Job Search Feature
- Job Posting Template
- Email Correspondence
- Next Steps & Resources

Overview of Careers Portal

- The http://jobs.ks.gov URL remains as the entry point to the State of Kansas Employment Center. Website branding and links are being updated to reflect the new employment application process.

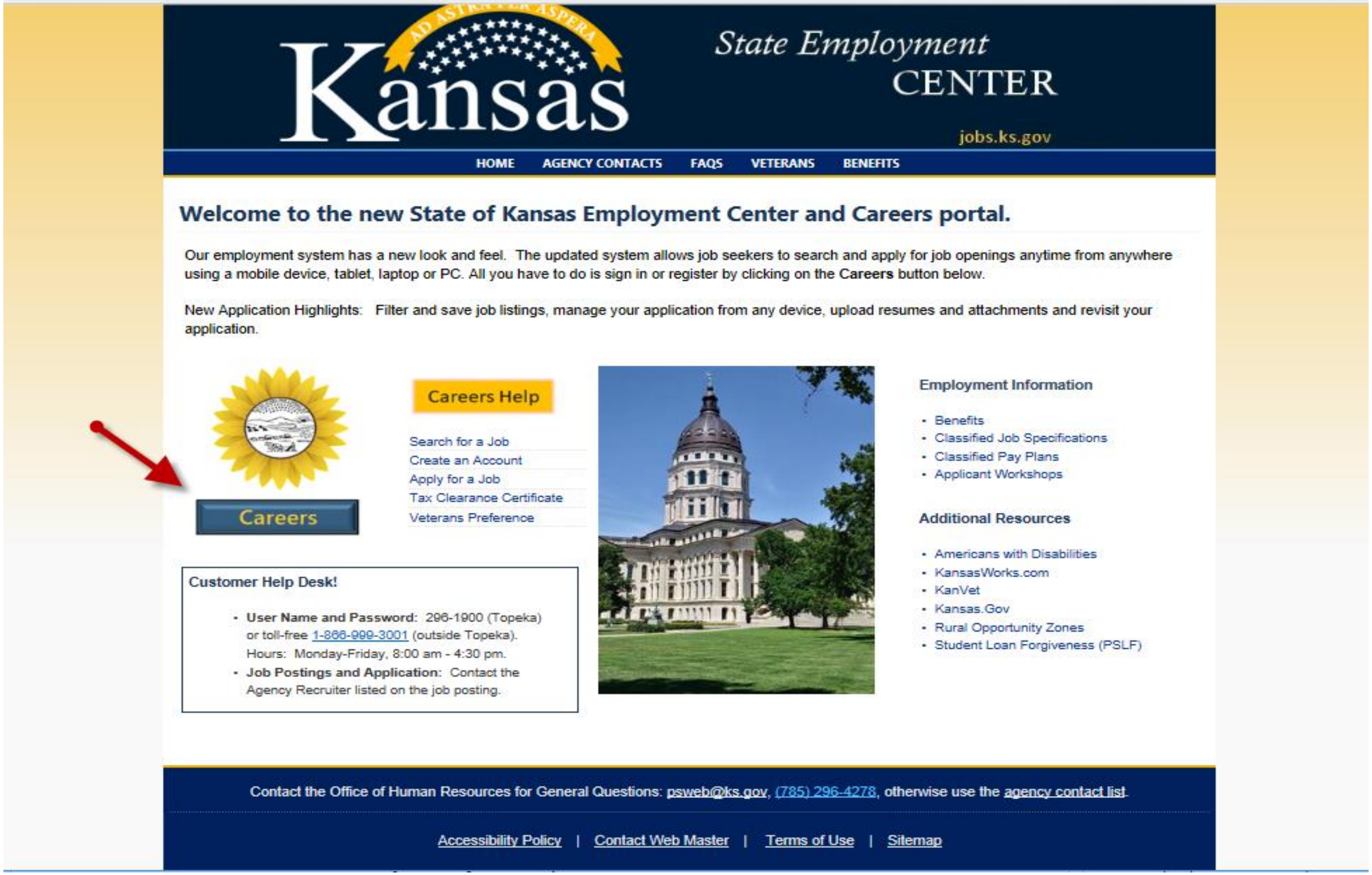
- Applicants will click on the “Careers” button, to take them into the “Careers” portal.

- The State of Kansas online Careers portal is where both internal and external applicants will view current job openings.

- Applicants can register to create an account. Once registered they can submit job applications, view their job application history, upload documents and maintain job searches.

Overview of Careers Portal

State Employment Center



Welcome to the new State of Kansas Employment Center and Careers portal.

Our employment system has a new look and feel. The updated system allows job seekers to search and apply for job openings anytime from anywhere using a mobile device, tablet, laptop or PC. All you have to do is sign in or register by clicking on the **Careers** button below.

New Application Highlights: Filter and save job listings, manage your application from any device, upload resumes and attachments and revisit your application.

- Search for a Job
- Create an Account
- Apply for a Job
- Tax Clearance Certificate
- Veterans Preference

Employment Information

- Benefits
- Classified Job Specifications
- Classified Pay Plans
- Applicant Workshops

Additional Resources

- Americans with Disabilities
- KansasWorks.com
- KanVet
- Kansas.Gov
- Rural Opportunity Zones
- Student Loan Forgiveness (PSLF)

Customer Help Desk!

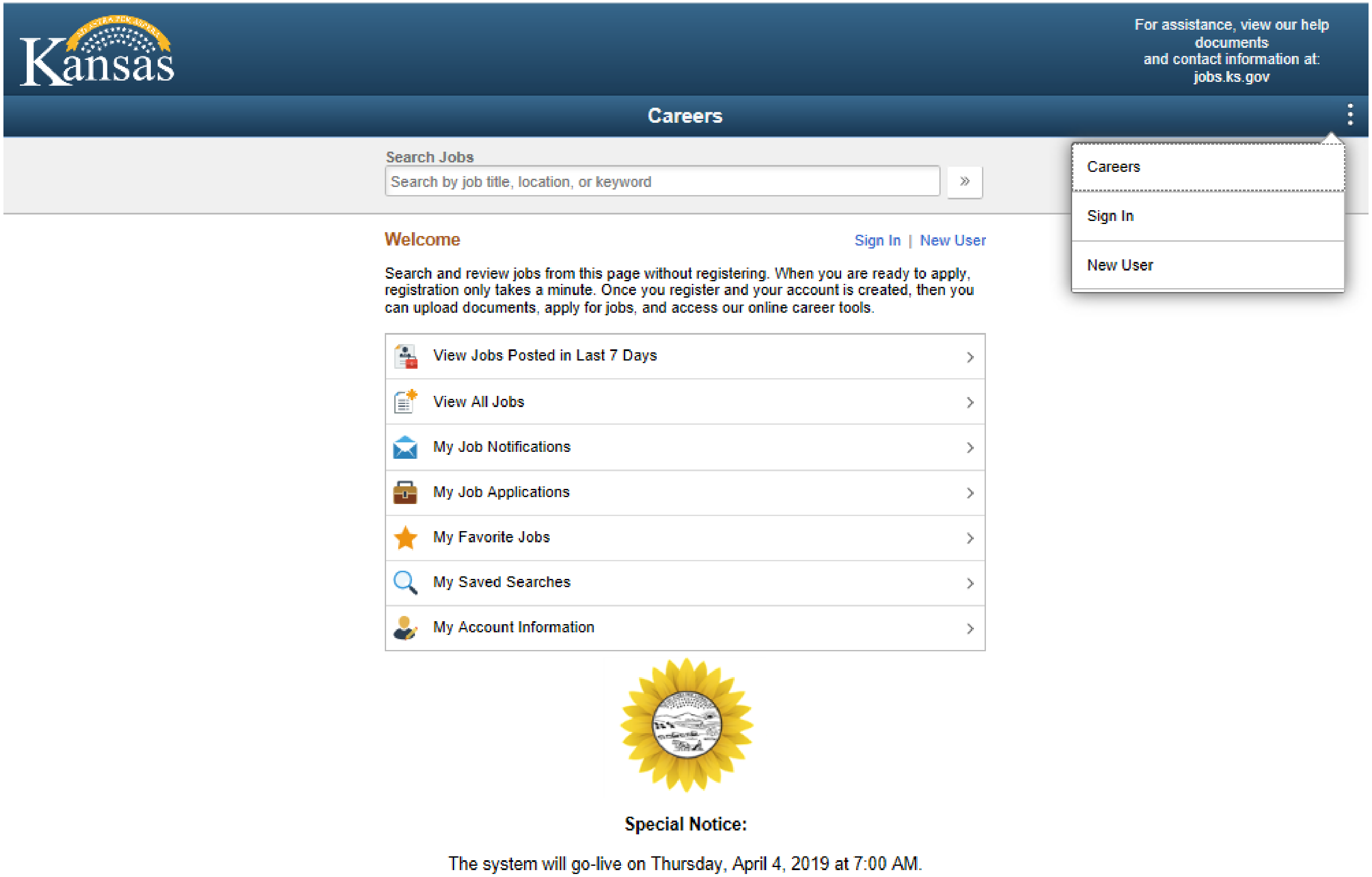
- **User Name and Password:** 296-1900 (Topeka) or toll-free 1-866-999-3001 (outside Topeka). Hours: Monday-Friday, 8:00 am - 4:30 pm.
- **Job Postings and Application:** Contact the Agency Recruiter listed on the job posting.

Contact the Office of Human Resources for General Questions: psweb@ks.gov, (785) 296-4278, otherwise use the agency contact list.

Accessibility Policy | Contact Web Master | Terms of Use | Sitemap

Overview of Careers Portal

Careers Portal



For assistance, view our help documents
and contact information at:
jobs.ks.gov
Careers
Search Jobs
Search by job title, location, or keyword
»
Careers
Sign In
New User
Welcome
Sign In | New User

Search and review jobs from this page without registering. When you are ready to apply, registration only takes a minute. Once you register and your account is created, then you can upload documents, apply for jobs, and access our online career tools.

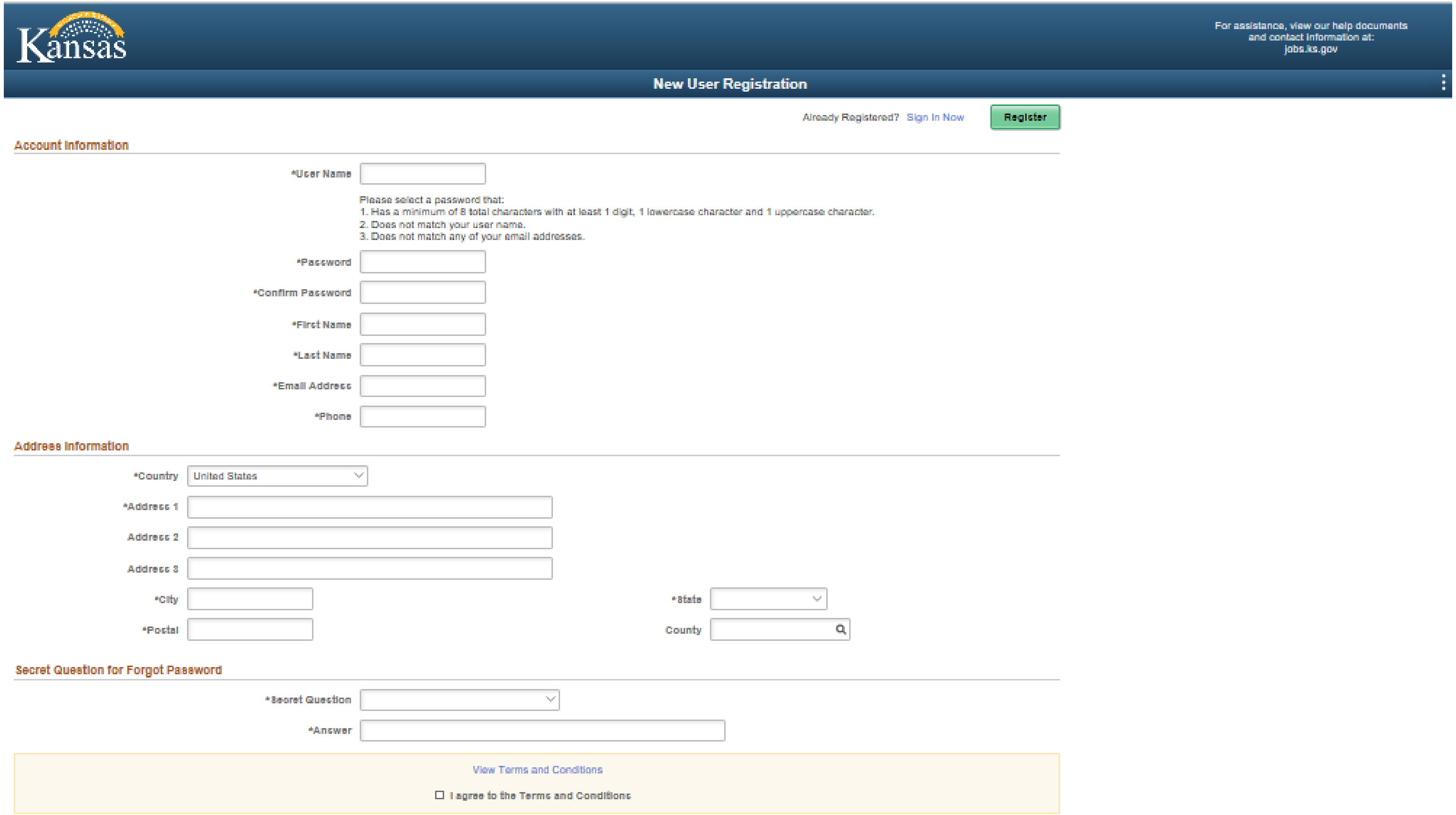
View Jobs Posted in Last 7 Days ›
View All Jobs ›
My Job Notifications ›
My Job Applications ›
My Favorite Jobs ›
My Saved Searches ›
My Account Information ›

Special Notice:

The system will go-live on Thursday, April 4, 2019 at 7:00 AM.

Employment Application

Applicants can search for State of Kansas Jobs without registering. All other features of the Careers portal require that an applicant register and create an account. Each account requires a unique email address. Address information entered here updates the Recruiting module in SHARP.



For assistance, view our help documents
and contact information at:
jobs.ks.gov

Already Registered? Sign In Now

Account Information

*User Name

Please select a password that:
1. Has a minimum of 8 total characters with at least 1 digit, 1 lowercase character and 1 uppercase character.
2. Does not match your user name.
3. Does not match any of your email addresses.

*Password
*Confirm Password
*First Name
*Last Name
*Email Address
*Phone

Address Information

*Country: United States
*Address 1
Address 2
Address 3
*City
*State
*Postal
County

Secret Question for Forgot Password

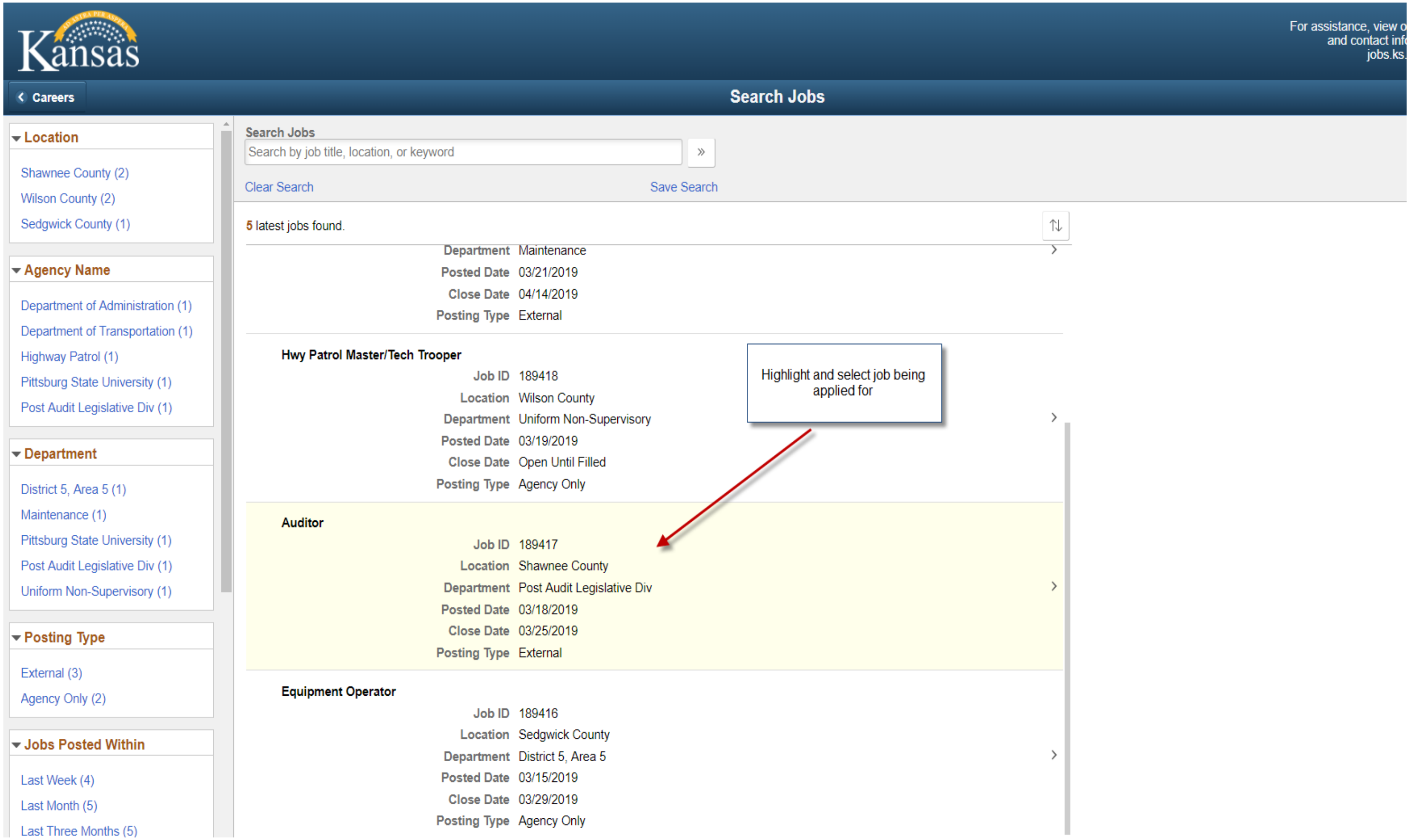
*Secret Question
*Answer

View Terms and Conditions

☐ I agree to the Terms and Conditions

Employment Application

To view details of a specific Job Posting, applicants can either click anywhere in the highlighted area of the specific Job Posting or click on the arrow on the right hand side of the posting description.



For assistance, view o
and contact inf
jobs.ks.

Careers

Search Jobs

Location
- Shawnee County (2)
- Wilson County (2)
- Sedgwick County (1)

Agency Name
- Department of Administration (1)
- Department of Transportation (1)
- Highway Patrol (1)
- Pittsburg State University (1)
- Post Audit Legislative Div (1)

Department
- District 5, Area 5 (1)
- Maintenance (1)
- Pittsburg State University (1)
- Post Audit Legislative Div (1)
- Uniform Non-Supervisory (1)

Posting Type
- External (3)
- Agency Only (2)

Jobs Posted Within
- Last Week (4)
- Last Month (5)
- Last Three Months (5)

Search Jobs
Search by job title, location, or keyword »

Clear Search
Save Search

5 latest jobs found.

Department Maintenance
Posted Date 03/21/2019
Close Date 04/14/2019
Posting Type External

Hwy Patrol Master/Tech Trooper
Job ID 189418
Location Wilson County
Department Uniform Non-Supervisory
Posted Date 03/19/2019
Close Date Open Until Filled
Posting Type Agency Only

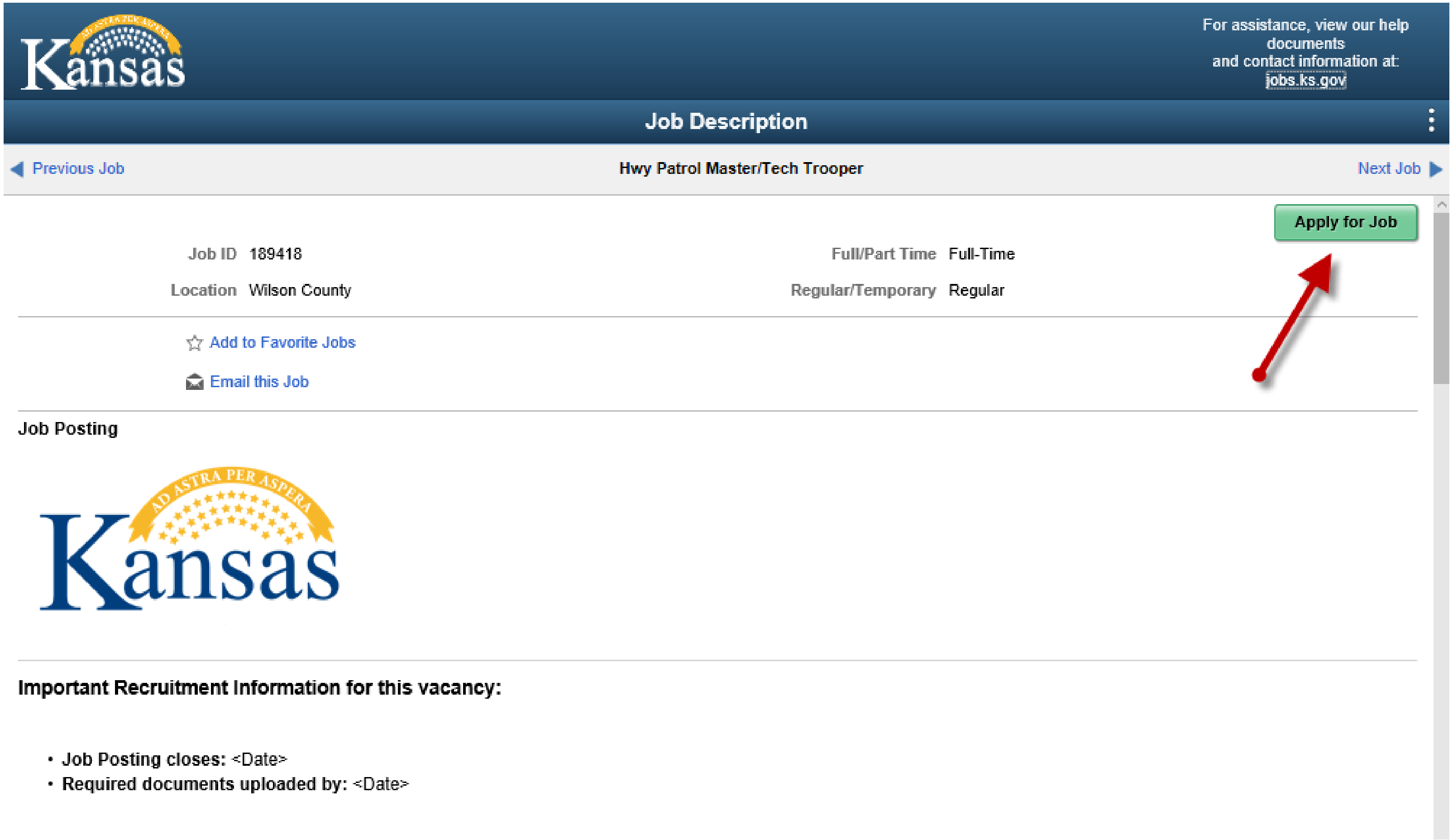
Auditor
Job ID 189417
Location Shawnee County
Department Post Audit Legislative Div
Posted Date 03/18/2019
Close Date 03/25/2019
Posting Type External

Equipment Operator
Job ID 189416
Location Sedgwick County
Department District 5, Area 5
Posted Date 03/15/2019
Close Date 03/29/2019
Posting Type Agency Only

Highlight and select job being applied for

Employment Application

Applicants will click on the Apply for Job button to start the employment application process. NOTE: applicant must be registered and signed in to apply.



For assistance, view our help documents and contact information at: jobs.ks.gov

Job Description

Previous Job — Hwy Patrol Master/Tech Trooper — Next Job

Job ID 189418
Full/Part Time Full-Time
Location Wilson County
Regular/Temporary Regular

Job Posting

Important Recruitment Information for this vacancy:

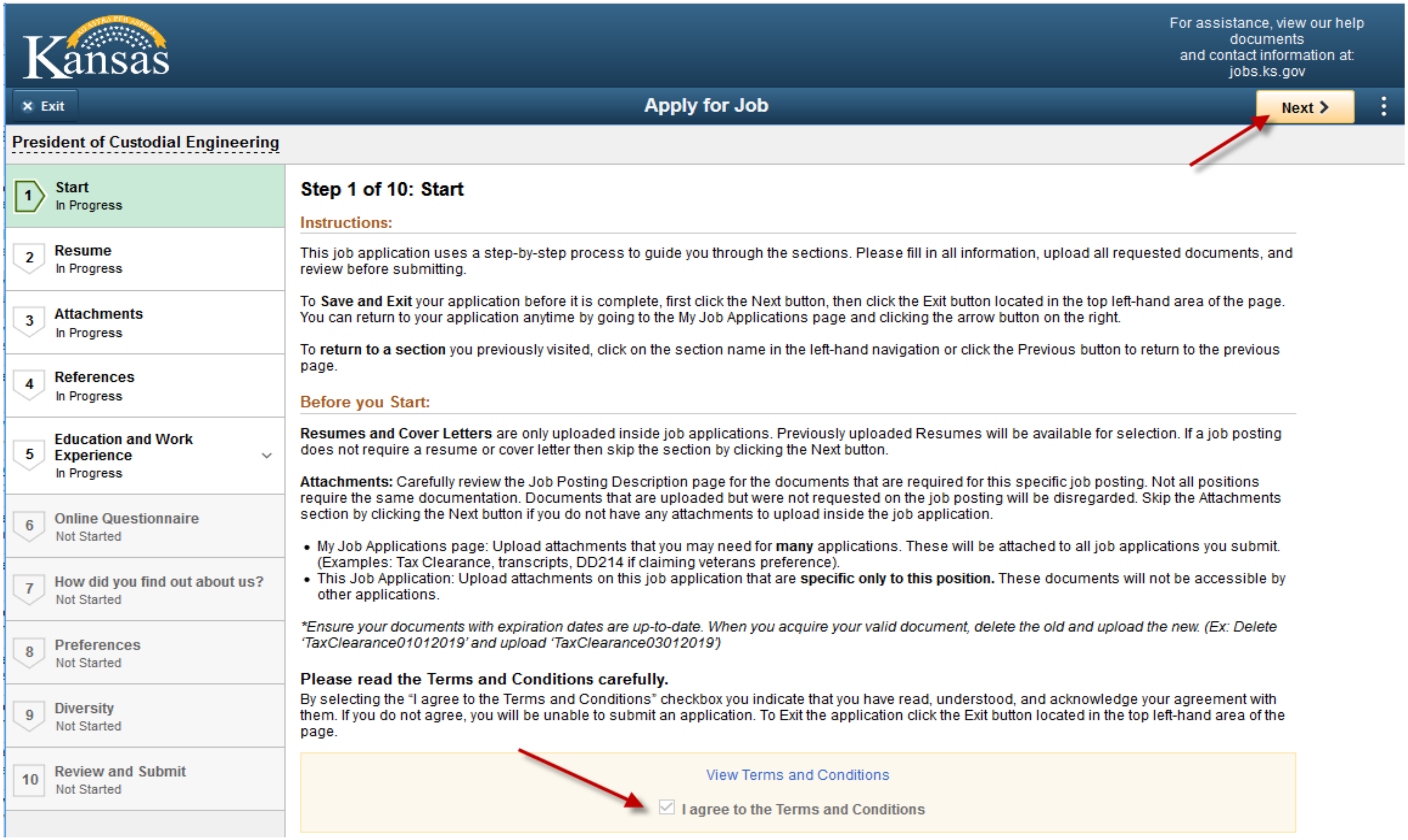
- **Job Posting closes:** <Date>
- **Required documents uploaded by:** <Date>

Department of Administration

Excellent customer service, every time!

Employment Application

Step 1: Instructions and Terms and Conditions: Includes instructions reminding the applicant to have requested attachments ready before starting the process. Upon agreeing to the Terms and Conditions they can click 'Next'.


Kansas
For assistance, view our help documents
and contact information at:
jobs.ks.gov
✕ Exit
Apply for Job
Next ›

President of Custodial Engineering

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

**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 'TaxClearance01012019' and upload 'TaxClearance03012019')*

Please read the Terms and Conditions carefully.

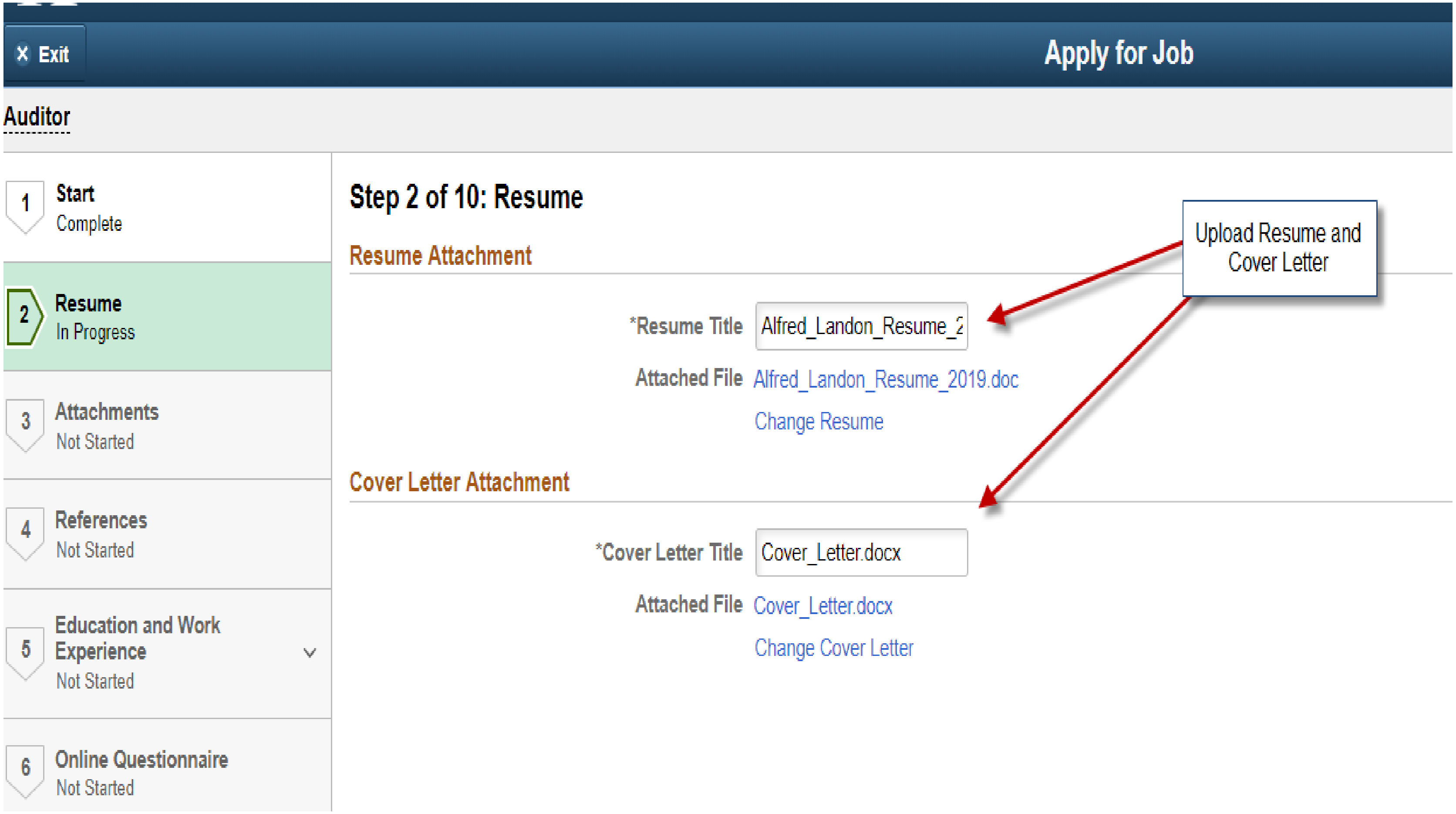
By selecting the "I agree to the Terms and Conditions" checkbox you indicate that you have read, understood, and acknowledge your agreement with them. If you do not agree, you will be unable to submit an application. To Exit the application click the Exit button located in the top left-hand area of the page.

View Terms and Conditions

☑ I agree to the Terms and Conditions

Employment Application

Step 2: Resume: Applicants can upload resumes and cover letters if required for a Job Posting. Prior to uploading, the screen will include text that no files are attached and that files must be under 1MB with a file type of .pdf, .doc, .docx, .odt, .rtf, .txt.


× Exit
Apply for Job
Auditor
1 Start
Complete
2 Resume
In Progress
3 Attachments
Not Started
4 References
Not Started
5 Education and Work Experience
Not Started
6 Online Questionnaire
Not Started
Change Resume
Change Cover Letter

Step 2 of 10: Resume

Resume Attachment

*Resume Title: Alfred_Landon_Resume_2

Attached File: Alfred_Landon_Resume_2019.doc

Cover Letter Attachment

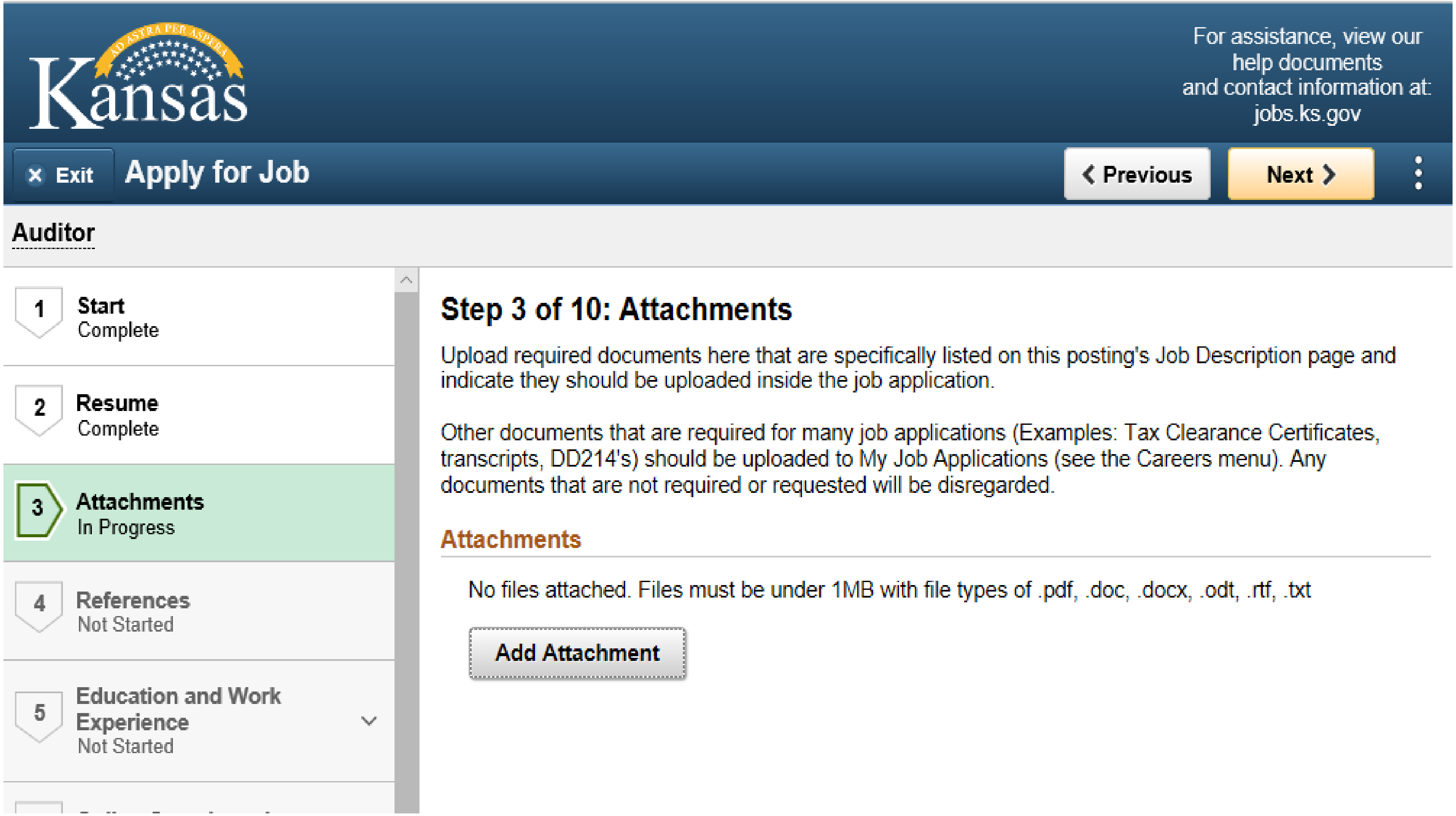
*Cover Letter Title: Cover_Letter.docx

Attached File: Cover_Letter.docx

Upload Resume and Cover Letter

Employment Application

Step 3: Attachments: Applicants can upload attachments specifically requested in the Job Posting. Other documents that are required for many job applications (Examples: Tax Clearance Certificates, transcripts, DD214's) should be uploaded to My Job Applications in Careers menu.



For assistance, view our help documents and contact information at: jobs.ks.gov

Apply for Job

Auditor

1 Start
Complete

2 Resume
Complete

3 Attachments
In Progress

4 References
Not Started

5 Education and Work Experience
Not Started

Step 3 of 10: 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.

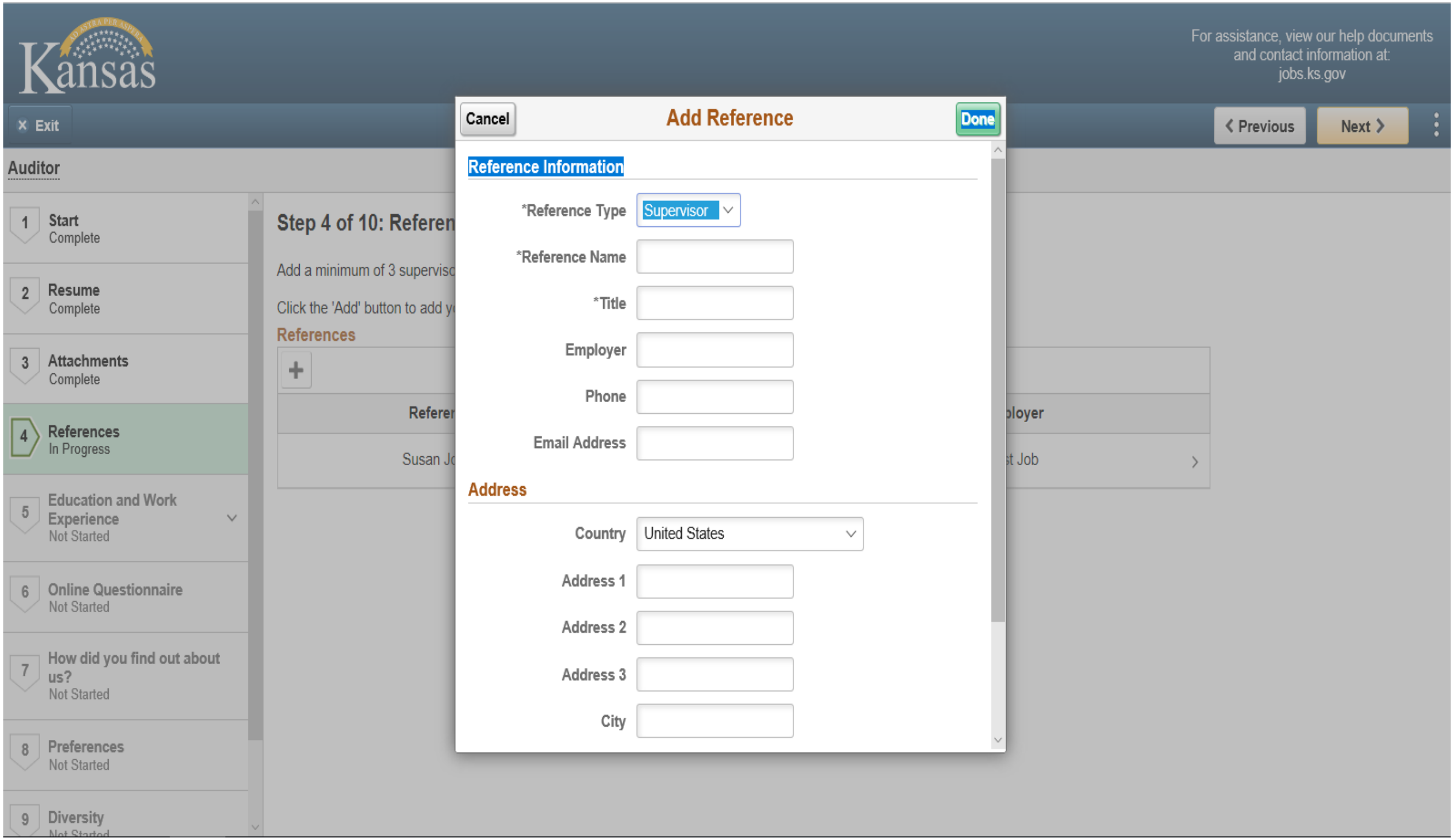
Other documents that are required for many job applications (Examples: Tax Clearance Certificates, transcripts, DD214's) should be uploaded to My Job Applications (see the Careers menu). Any documents that are not required or requested will be disregarded.

Attachments

No files attached. Files must be under 1MB with file types of .pdf, .doc, .docx, .odt, .rtf, .txt

Employment Application

Step 4: References: Applicants are instructed to enter a minimum of 3 supervisor references.



Kansas
For assistance, view our help documents and contact information at: jobs.ks.gov
× Exit
Previous
Next
Auditor

1 Start Complete
2 Resume Complete
3 Attachments Complete
4 References In Progress
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
9 Diversity Not Started

Step 4 of 10: Referen

Add a minimum of 3 supervis

Click the 'Add' button to add y

References

Referer	ployer
Susan Jo	t Job

Cancel
Add Reference
Done

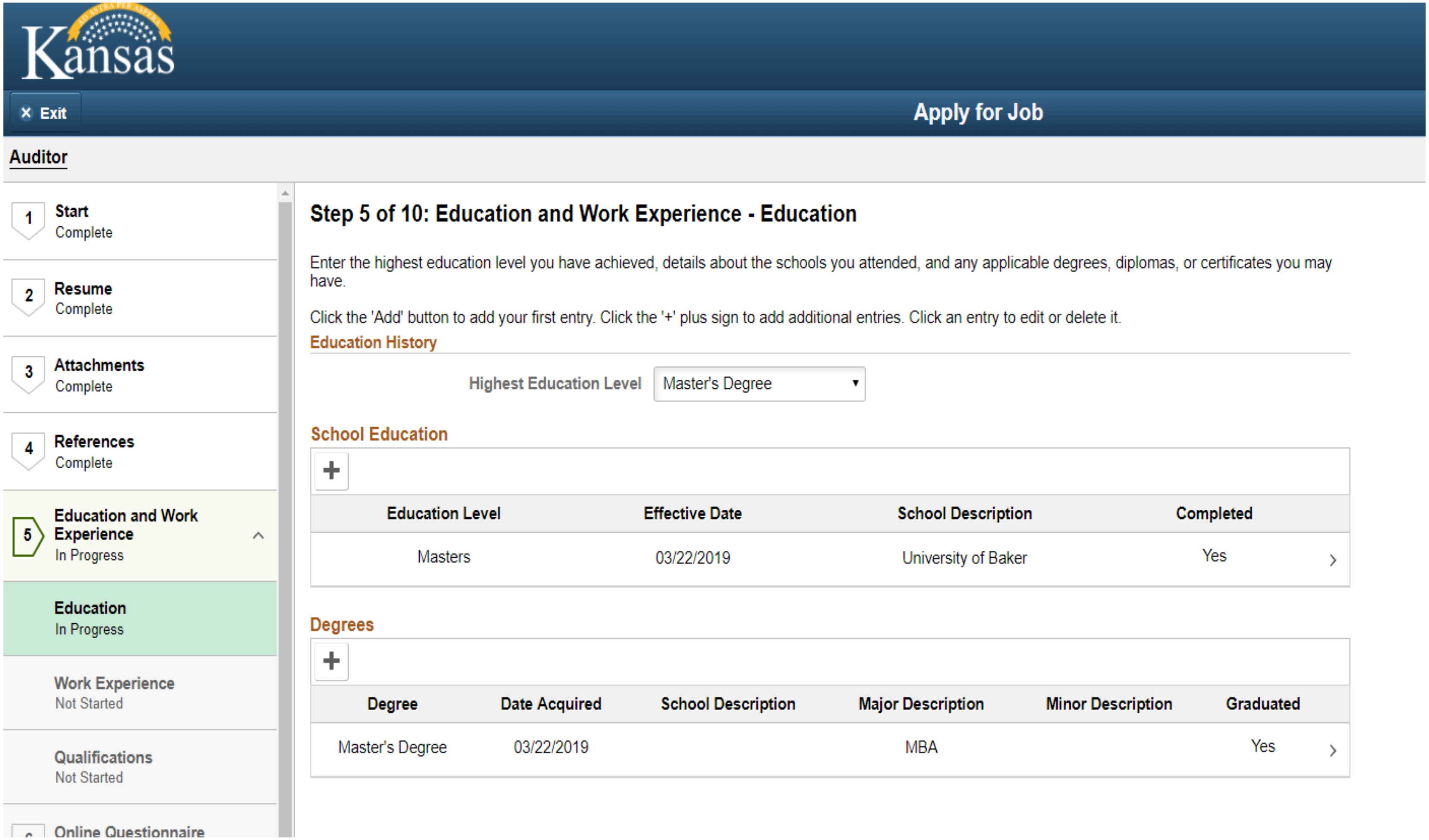
Reference Information

*Reference Type	Supervisor
*Reference Name	
*Title	
Employer	
Phone	
Email Address	

Address

Country	United States
Address 1	
Address 2	
Address 3	
City	

Step 5: Education: Applicants can enter the highest education level they achieved, details about the schools they attended, and any applicable degrees, diplomas, or certificates they may have.



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

Step 5 of 10: 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	03/22/2019	University of Baker	Yes ›

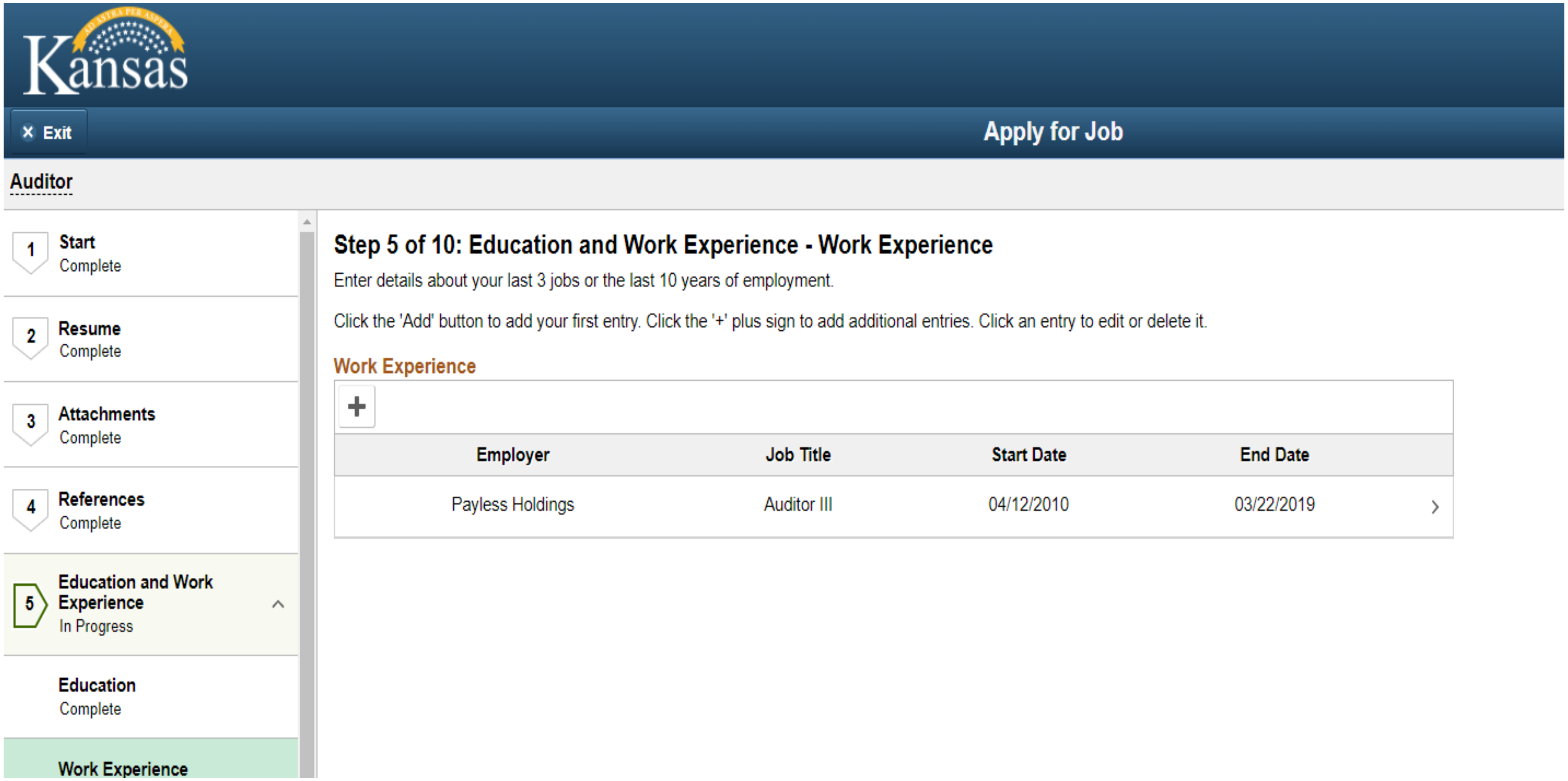
Degrees

+

Degree	Date Acquired	School Description	Major Description	Minor Description	Graduated
Master's Degree	03/22/2019		MBA		Yes ›

Employment Application

Step 5 (Continued): Work Experience Applicants are instructed to enter details about their last 3 jobs or the last 10 years of employment.


Kansas
✕ Exit
Apply for Job
Auditor
1 Start
Complete
2 Resume
Complete
3 Attachments
Complete
4 References
Complete
5 Education and Work Experience
In Progress
Education
Complete
Work Experience
+

Step 5 of 10: Education and Work Experience - Work Experience

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

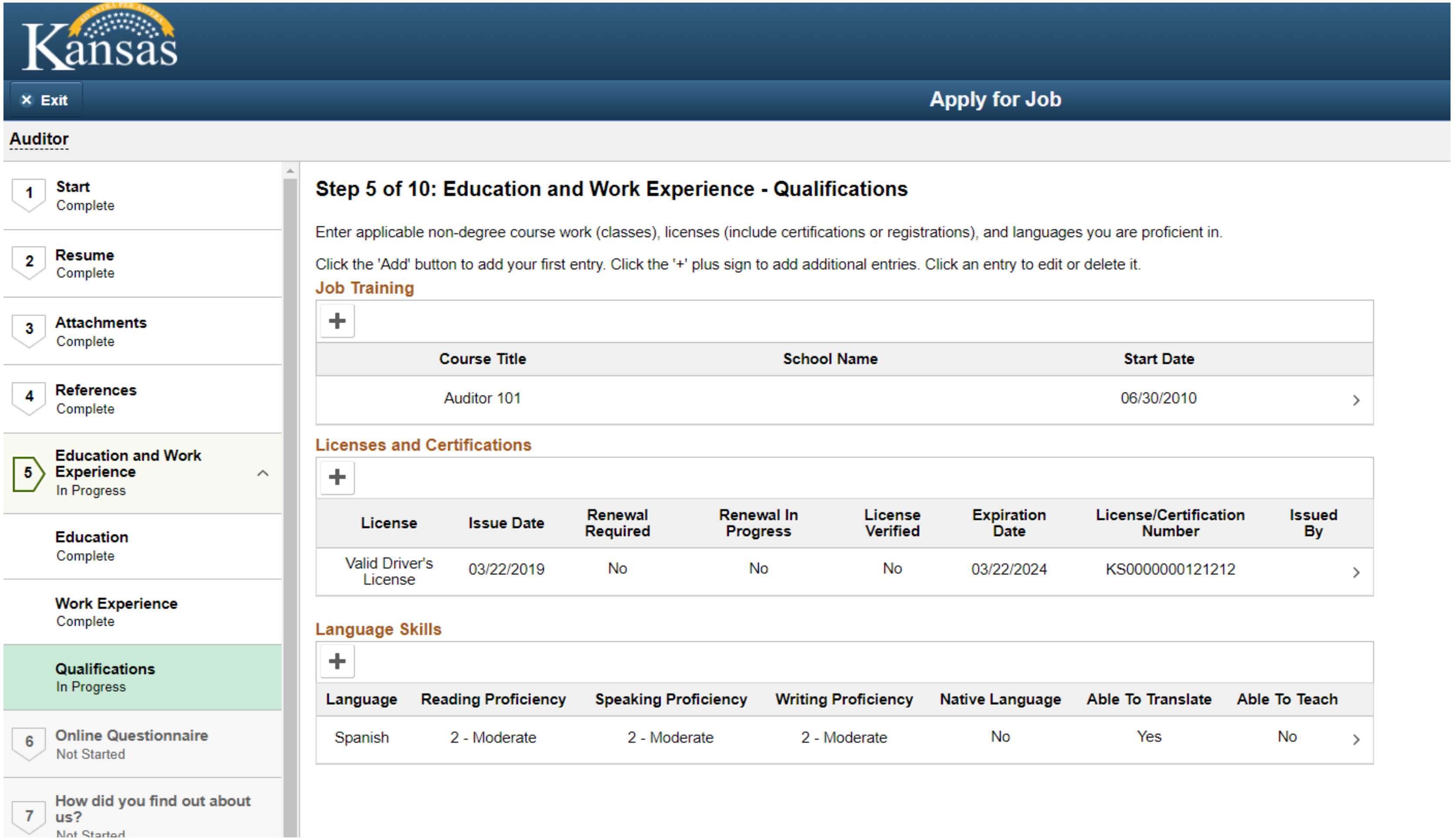
Click the 'Add' button to add your first entry. Click the '+' plus sign to add additional entries. Click an entry to edit or delete it.

Work Experience

Employer	Job Title	Start Date	End Date
Payless Holdings	Auditor III	04/12/2010	03/22/2019

Employment Application

Step 5 (Continued) Qualifications: Applicants are instructed to enter applicable non-degree course work (classes), licenses (including certifications or registrations), and languages they are proficient in.



Auditor

1 Start
Complete

2 Resume
Complete

3 Attachments
Complete

4 References
Complete

5 Education and Work Experience
In Progress

Education
Complete

Work Experience
Complete

Qualifications
In Progress

6 Online Questionnaire
Not Started

7 How did you find out about us?
Not Started

Step 5 of 10: 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
Auditor 101		06/30/2010

Licenses and Certifications

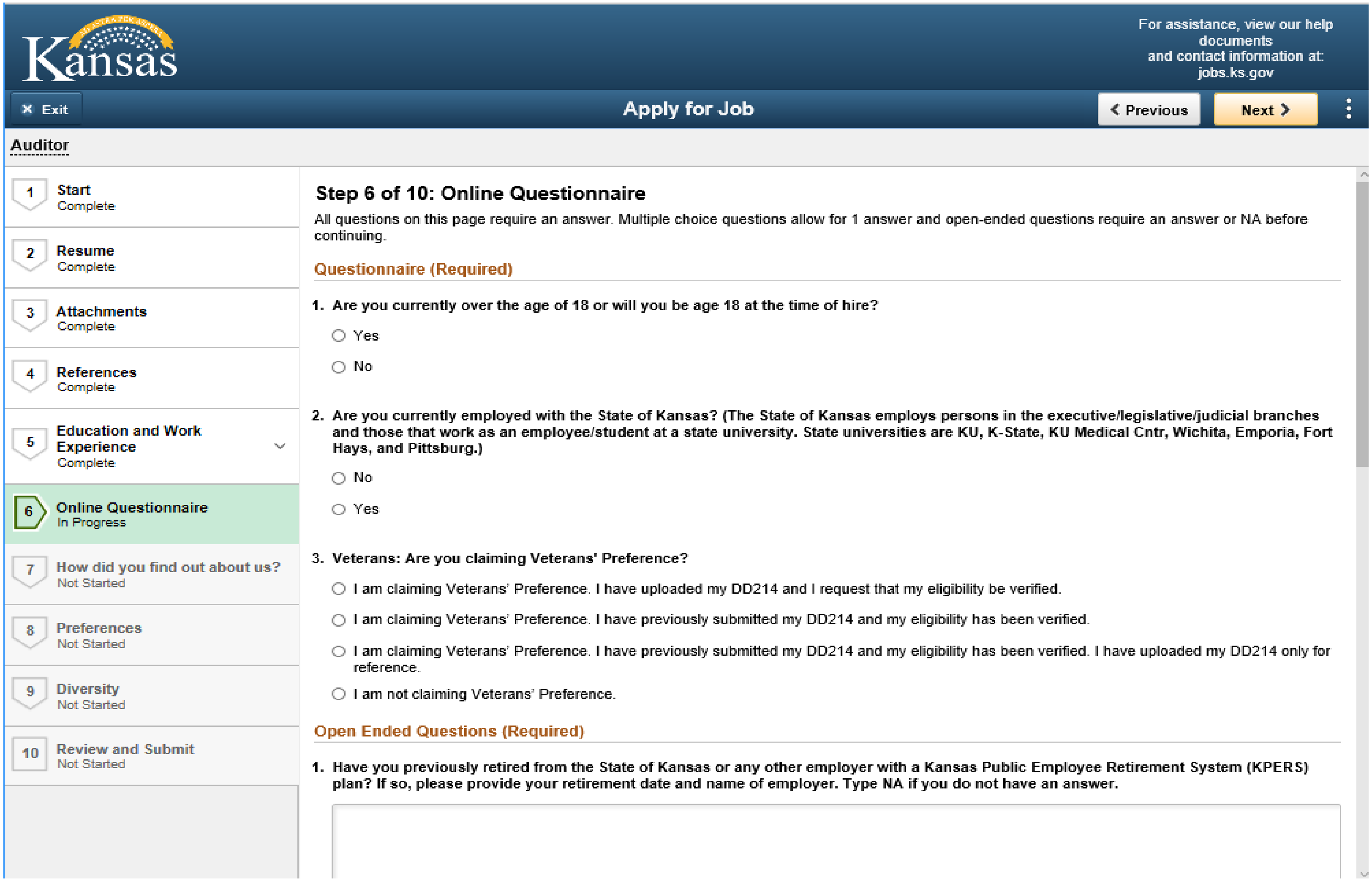
License	Issue Date	Renewal Required	Renewal In Progress	License Verified	Expiration Date	License/Certification Number	Issued By
Valid Driver's License	03/22/2019	No	No	No	03/22/2024	KS0000000121212	

Language Skills

Language	Reading Proficiency	Speaking Proficiency	Writing Proficiency	Native Language	Able To Translate	Able To Teach
Spanish	2 - Moderate	2 - Moderate	2 - Moderate	No	Yes	No

Employment Application

Step 6: Online Questionnaire: Applicants are instructed that all questions on this page require an answer. Multiple choice questions allow for 1 answer and open-ended questions require an answer or NA before continuing.


Kansas
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✕ Exit
Apply for Job
< Previous
Next >
Auditor
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
9 Diversity Not Started
10 Review and Submit Not Started

Step 6 of 10: Online Questionnaire

All questions on this page require an answer. Multiple choice questions allow for 1 answer and open-ended questions require an answer or NA before continuing.

Questionnaire (Required)

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

○ Yes

○ No

2. Are you currently employed with the State of Kansas? (The State of Kansas employs persons in the executive/legislative/judicial branches and those that work as an employee/student at a state university. State universities are KU, K-State, KU Medical Cntr, Wichita, Emporia, Fort Hays, and Pittsburg.)

○ No

○ Yes

3. Veterans: Are you claiming Veterans' Preference?

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

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

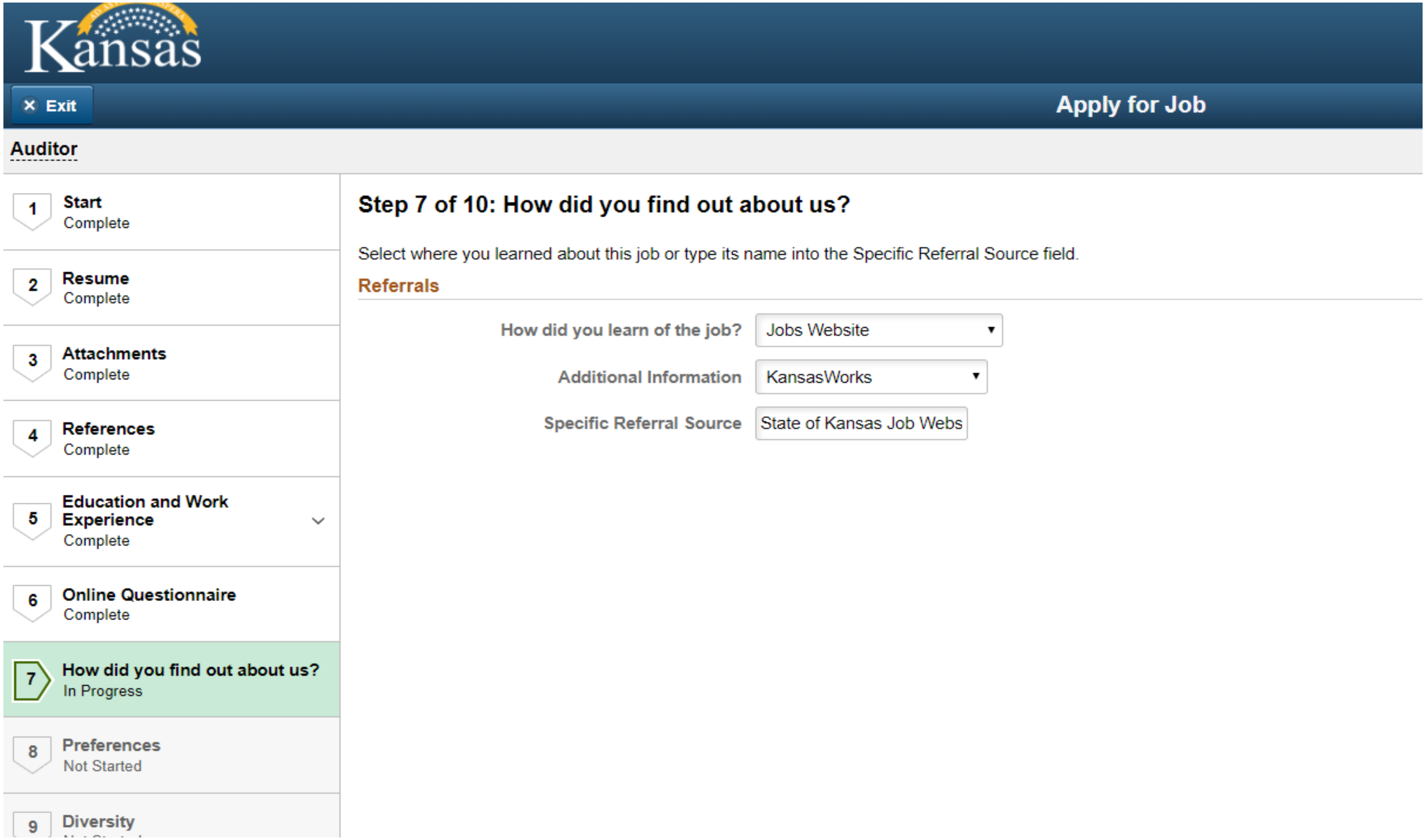
○ I am claiming Veterans' Preference. I have previously submitted my DD214 and my eligibility has been verified. I have uploaded my DD214 only for reference.

○ I am not claiming Veterans' Preference.

Open Ended Questions (Required)

1. 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.

Step 7: How did find out about us?: Applicants can select where they learned about the job.



Kansas

Apply for Job

Auditor

1 **Start**
Complete

2 **Resume**
Complete

3 **Attachments**
Complete

4 **References**
Complete

5 **Education and Work Experience**
Complete

6 **Online Questionnaire**
Complete

7 **How did you find out about us?**
In Progress

8 **Preferences**
Not Started

9 **Diversity**

Step 7 of 10: How did you find out about us?

Select where you learned about this job or type its name into the Specific Referral Source field.

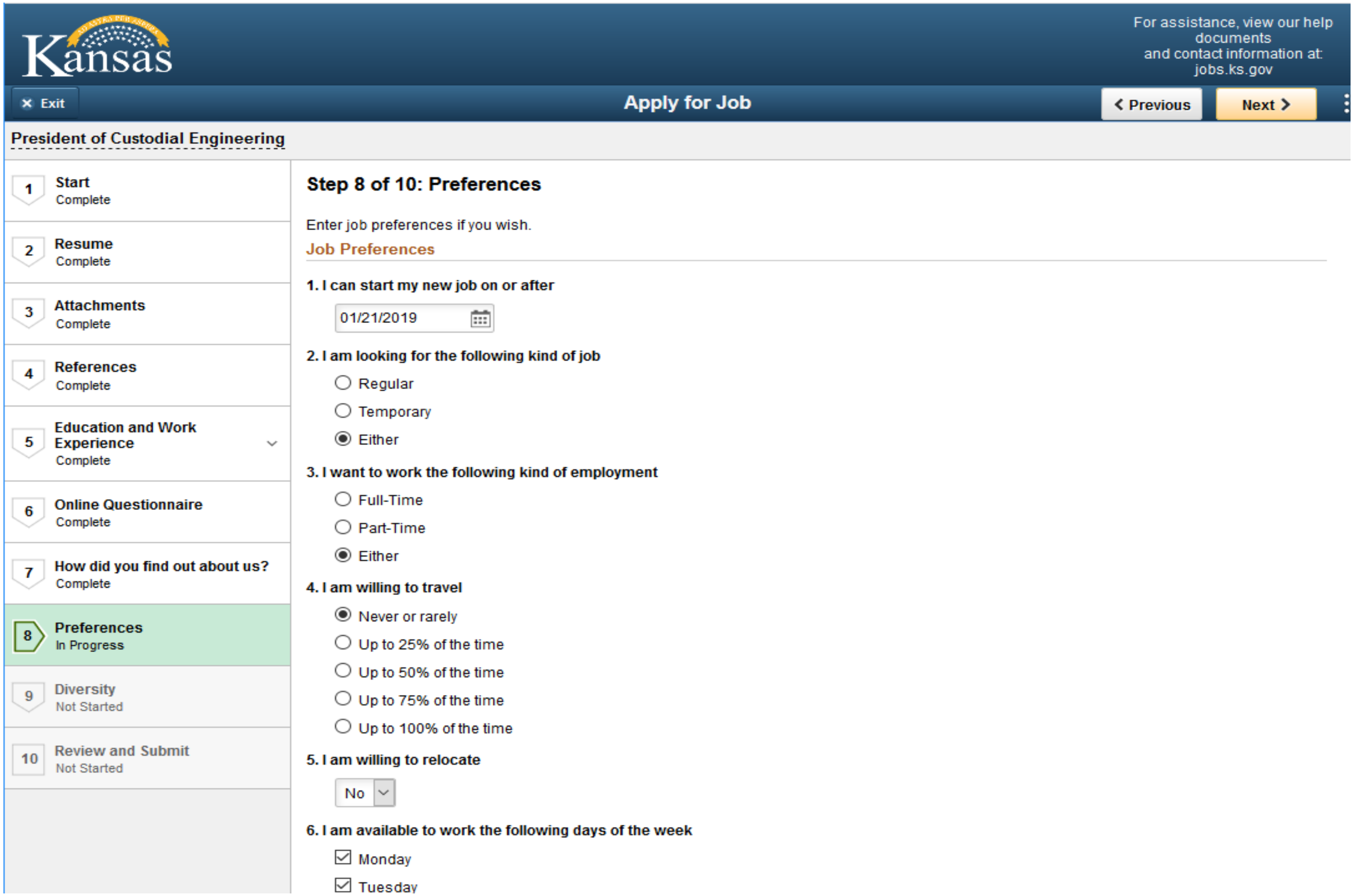
Referrals

How did you learn of the job? Jobs Website ▾

Additional Information KansasWorks ▾

Specific Referral Source State of Kansas Job Webs

Step 8: Employment Preferences: Applicants can enter their employment preferences.



Kansas
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✕ Exit
Apply for Job
< Previous
Next >

President of Custodial Engineering

1 Start
Complete

2 Resume
Complete

3 Attachments
Complete

4 References
Complete

5 Education and Work Experience
Complete

6 Online Questionnaire
Complete

7 How did you find out about us?
Complete

8 Preferences
In Progress

9 Diversity
Not Started

10 Review and Submit
Not Started

Step 8 of 10: Preferences

Enter job preferences if you wish.

Job Preferences

1. I can start my new job on or after

01/21/2019

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

● Never or rarely
○ Up to 25% of the time
○ Up to 50% of the time
○ Up to 75% of the time
○ Up to 100% of the time

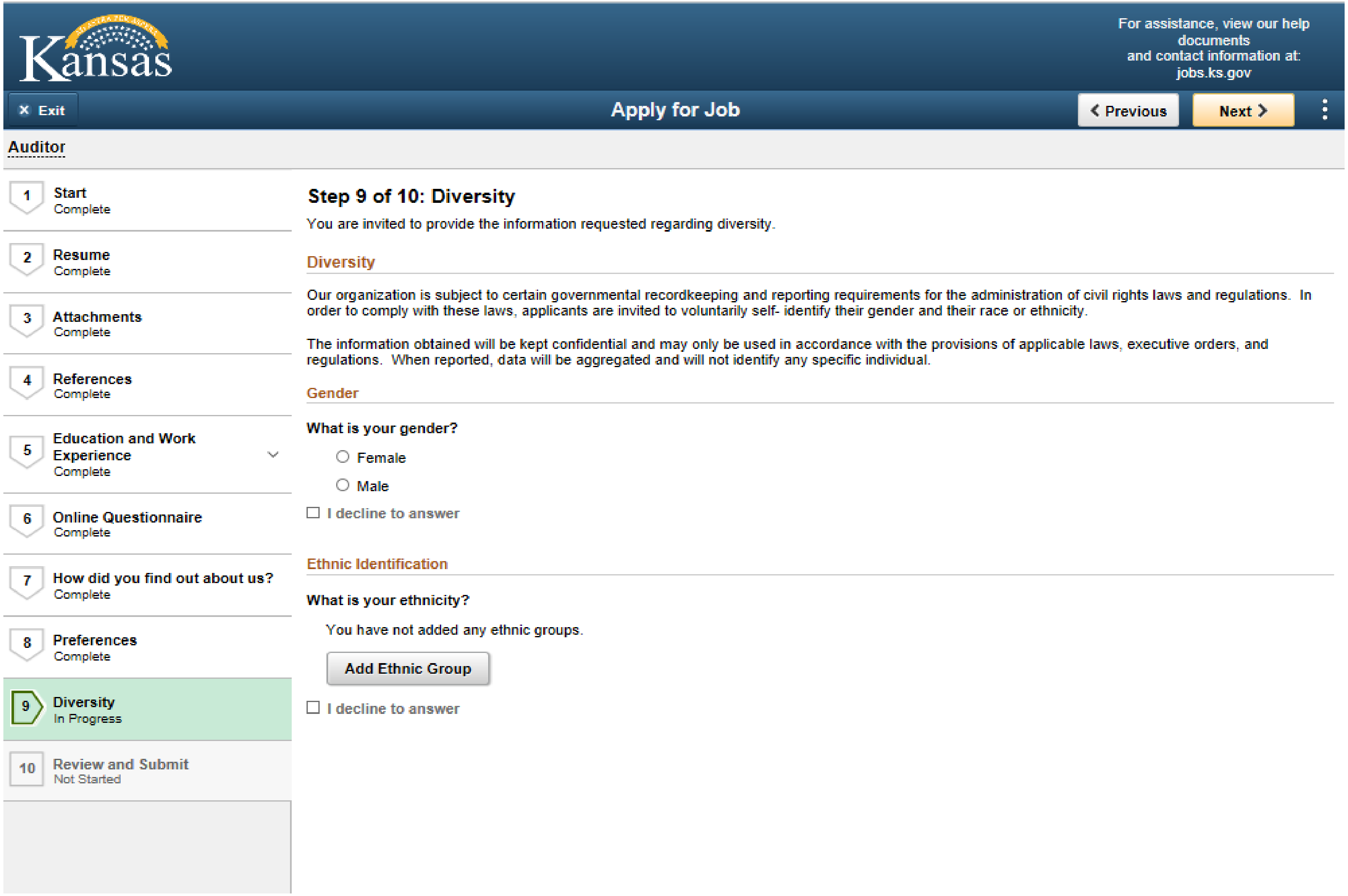
5. I am willing to relocate

No

6. I am available to work the following days of the week

☑ Monday
☑ Tuesday

Step 9: Diversity Survey: Applicants can provide the requested diversity information or decline to answer.



Kansas
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✕ Exit
Apply for Job
‹ Previous
Next ›
Auditor
1 Start Complete
2 Resume Complete
3 Attachments Complete
4 References Complete
5 Education and Work Experience Complete
6 Online Questionnaire Complete
7 How did you find out about us? Complete
8 Preferences Complete
9 Diversity In Progress
10 Review and Submit Not Started

Step 9 of 10: Diversity

You are invited to provide the information requested regarding diversity.

Diversity

Our organization is subject to certain governmental recordkeeping and reporting requirements for the administration of civil rights laws and regulations. In order to comply with these laws, applicants are invited to voluntarily self- identify their gender and their race or ethnicity.

The information obtained will be kept confidential and may only be used in accordance with the provisions of applicable laws, executive orders, and regulations. When reported, data will be aggregated and will not identify any specific individual.

Gender

What is your gender?

○ Female

○ Male

☐ I decline to answer

Ethnic Identification

What is your ethnicity?

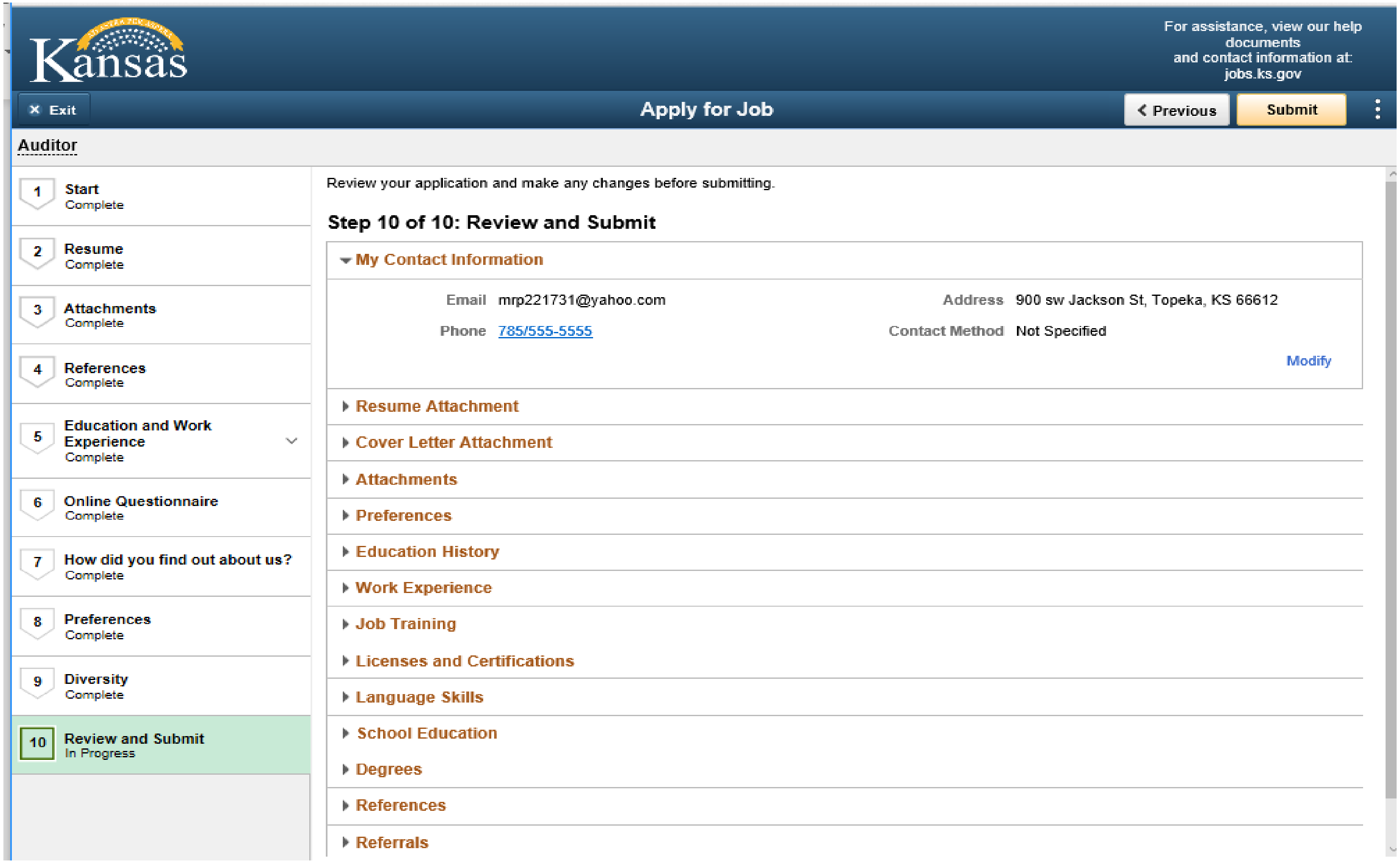
You have not added any ethnic groups.

Add Ethnic Group

☐ I decline to answer

Employment Application

Step 10: Submit Screen: Applicants are instructed to review their application and make any changes before clicking on ‘Submit’.



Kansas
For assistance, view our help documents and contact information at: jobs.ks.gov
✕ Exit
Apply for Job
< Previous
Submit
⋮

Auditor

1 Start
Complete

2 Resume
Complete

3 Attachments
Complete

4 References
Complete

5 Education and Work Experience
Complete

6 Online Questionnaire
Complete

7 How did you find out about us?
Complete

8 Preferences
Complete

9 Diversity
Complete

10 Review and Submit
In Progress

Review your application and make any changes before submitting.

Step 10 of 10: Review and Submit

▾ My Contact Information

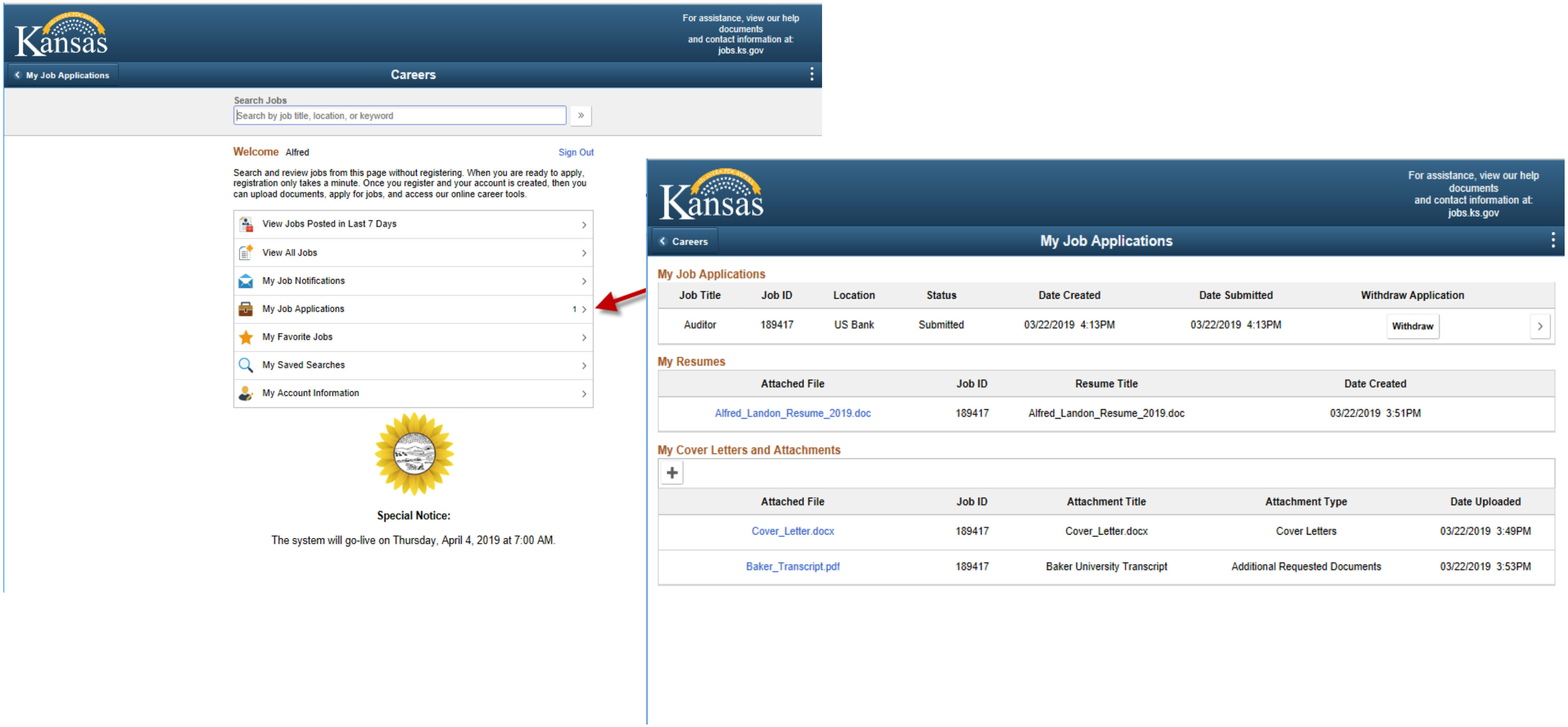
Email mrp221731@yahoo.com
Phone 785/555-5555
Address 900 sw Jackson St, Topeka, KS 66612
Contact Method Not Specified

Modify

- ▸ Resume Attachment
- ▸ Cover Letter Attachment
- ▸ Attachments
- ▸ Preferences
- ▸ Education History
- ▸ Work Experience
- ▸ Job Training
- ▸ Licenses and Certifications
- ▸ Language Skills
- ▸ School Education
- ▸ Degrees
- ▸ References
- ▸ Referrals

Employment Application

Applicants can now see updates in the My Job Applications section of the Careers menu.


Kansas
For assistance, view our help documents and contact information at: jobs.ks.gov
My Job Applications
Careers
Search Jobs
Search by job title, location, or keyword
»
Welcome Alfred
Sign Out
View Jobs Posted in Last 7 Days
View All Jobs
My Job Notifications
My Job Applications 1
My Favorite Jobs
My Saved Searches
My Account Information
Kansas
For assistance, view our help documents and contact information at: jobs.ks.gov
Careers
My Job Applications
Withdraw
+

Search and review jobs from this page without registering. When you are ready to apply, registration only takes a minute. Once you register and your account is created, then you can upload documents, apply for jobs, and access our online career tools.

Special Notice:

The system will go-live on Thursday, April 4, 2019 at 7:00 AM.

My Job Applications

Job Title	Job ID	Location	Status	Date Created	Date Submitted	Withdraw Application
Auditor	189417	US Bank	Submitted	03/22/2019 4:13PM	03/22/2019 4:13PM	Withdraw

My Resumes

Attached File	Job ID	Resume Title	Date Created
Alfred_Landon_Resume_2019.doc	189417	Alfred_Landon_Resume_2019.doc	03/22/2019 3:51PM

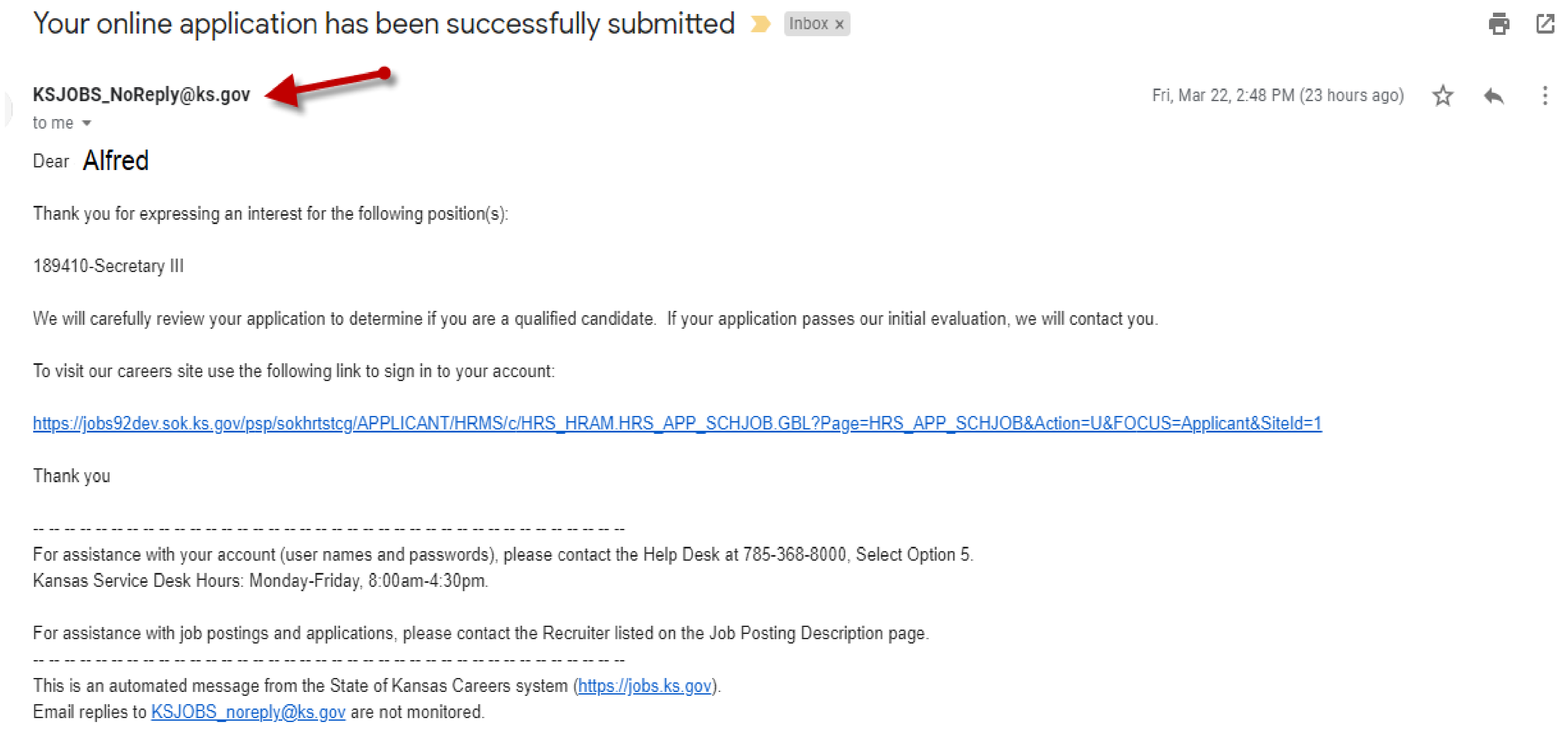
My Cover Letters and Attachments

Attached File	Job ID	Attachment Title	Attachment Type	Date Uploaded
Cover_Letter.docx	189417	Cover_Letter.docx	Cover Letters	03/22/2019 3:49PM
Baker_Transcript.pdf	189417	Baker University Transcript	Additional Requested Documents	03/22/2019 3:53PM

Kansas Department of Administration
Excellent customer service, every time!

Employment Application

Applicants receive a confirmation email at the email address listed in their registration. The email will be sent from the following email address: KSJOBS_NoReply@ks.gov



Your online application has been successfully submitted

KSJOBS_NoReply@ks.gov
to me

Fri, Mar 22, 2:48 PM (23 hours ago)

Dear Alfred

Thank you for expressing an interest for the following position(s):

189410-Secretary III

We will carefully review your application to determine if you are a qualified candidate. If your application passes our initial evaluation, we will contact you.

To visit our careers site use the following link to sign in to your account:

https://jobs92dev.sok.ks.gov/psp/sokhrtstcg/APPLICANT/HRMS/c/HRS_HRAM.HRS_APP_SCHJOB.GBL?Page=HRS_APP_SCHJOB&Action=U&FOCUS=Applicant&SiteId=1

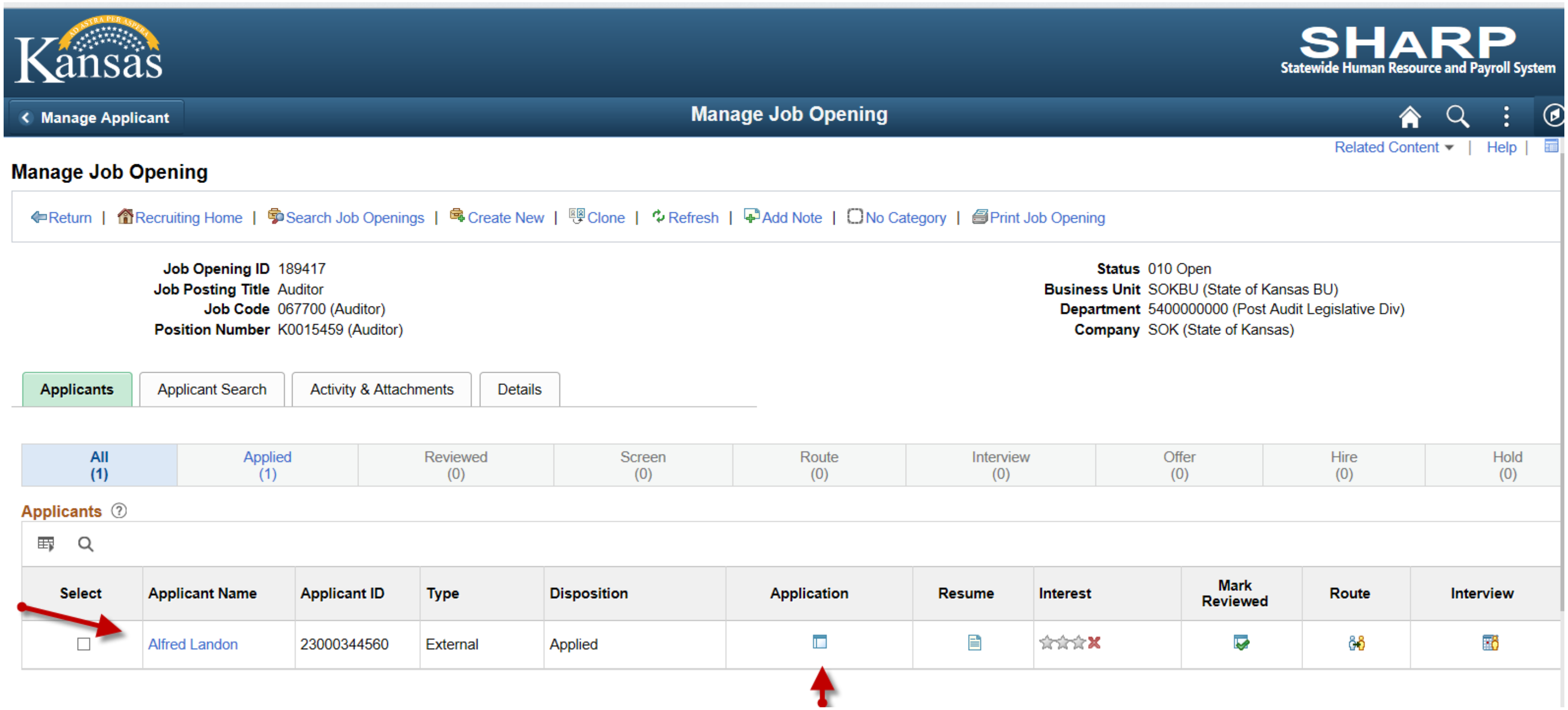
Thank you

-- --
For assistance with your account (user names and passwords), please contact the Help Desk at 785-368-8000, Select Option 5.
Kansas Service Desk Hours: Monday-Friday, 8:00am-4:30pm.

For assistance with job postings and applications, please contact the Recruiter listed on the Job Posting Description page.
-- --
This is an automated message from the State of Kansas Careers system (https://jobs.ks.gov).
Email replies to KSJOBS_noreply@ks.gov are not monitored.

Employment Application

Applicants add themselves and associate themselves to your job openings when they apply through Careers. The recruiter may now review application materials submitted by the applicant in the SHARP Recruiting module.



Kansas
SHARP
Statewide Human Resource and Payroll System
Manage Applicant
Manage Job Opening
Related Content | Help |

Manage Job Opening

Return | Recruiting Home | Search Job Openings | Create New | Clone | Refresh | Add Note | No Category | Print Job Opening

Job Opening ID 189417
Job Posting Title Auditor
Job Code 067700 (Auditor)
Position Number K0015459 (Auditor)

Status 010 Open
Business Unit SOKBU (State of Kansas BU)
Department 5400000000 (Post Audit Legislative Div)
Company SOK (State of Kansas)

Applicants
Applicant Search
Activity & Attachments
Details

All	Applied	Reviewed	Screen	Route	Interview	Offer	Hire	Hold
(1)	(1)	(0)	(0)	(0)	(0)	(0)	(0)	(0)

Applicants

Select	Applicant Name	Applicant ID	Type	Disposition	Application	Resume	Interest	Mark Reviewed	Route	Interview
☐	Alfred Landon	23000344560	External	Applied			☆☆☆✗			

Hiring Current or Former Employees

- All applicants who register in the Careers portal beginning April 4, 2019 will be assigned a new Applicant ID in SHARP.

- Applicants using the Careers Portal will not receive notification of the Applicant ID that was assigned. Applicants will only need to know their User Name and Password to use the Careers portal to search and apply for jobs.

- Existing Applicant Data will remain in SHARP for reference purposes. Existing applicant data can be used by Recruiters for applicants that are unable to register in the Careers portal.

Hiring Current or Former Employees

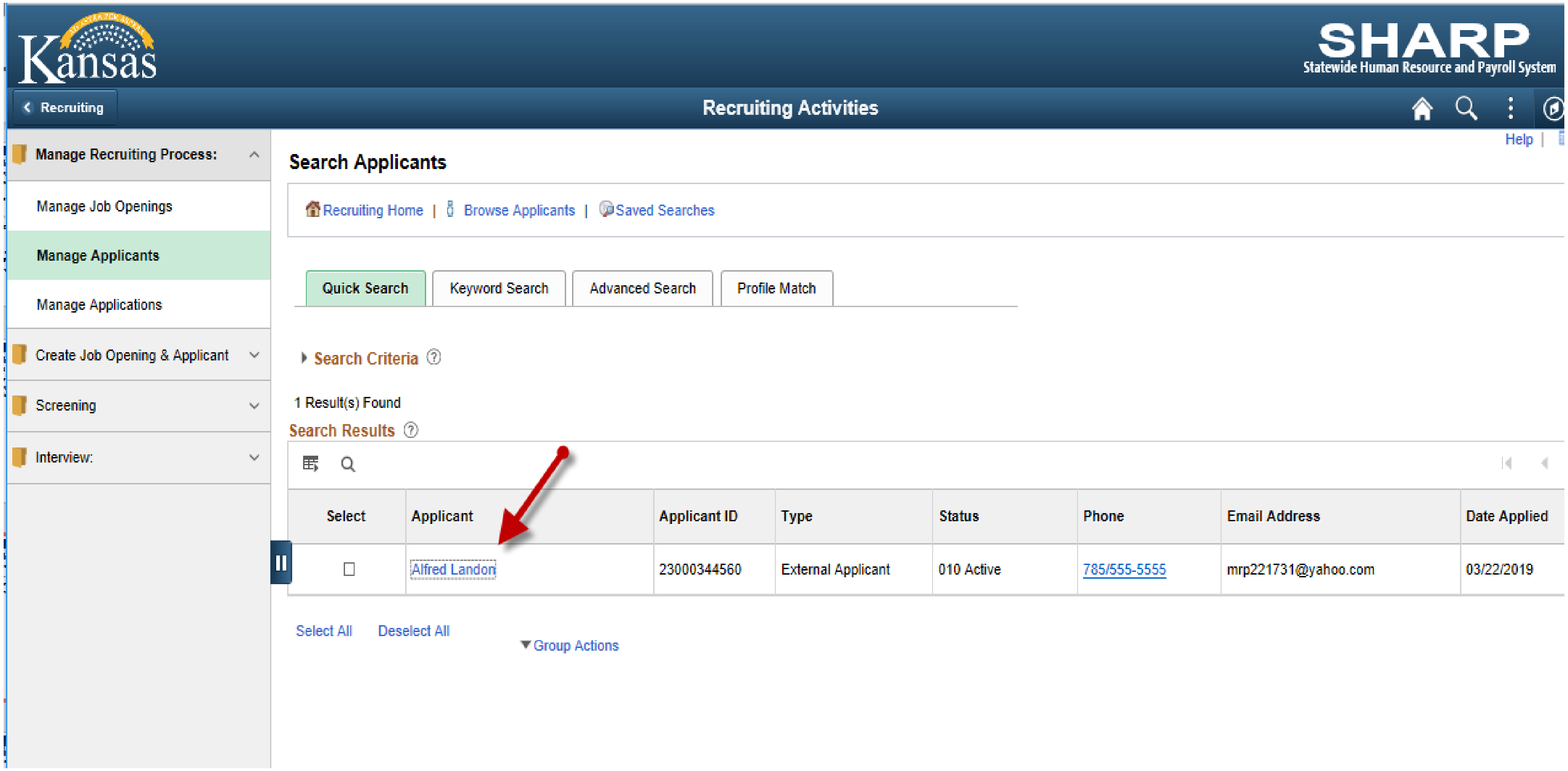
- All applicants, including current or former employees, who register will initially be assigned the Applicant Type of 'External Applicant'.

- Recruiters will update Applicant Data to change the Applicant Type to 'Employee' and enter the Employee ID prior to starting the Manage Hires Process.

- Agencies will need to use the Statewide View Only security role to verify the Employee ID provided by the applicant or to verify based on work history data provided in the employment application.

Hiring Current or Former Employees

Navigate to Manage Applicants in Recruiting. Search for the Applicant with the Applicant ID that is associated to your job opening. Click the Applicant Name Link.


Kansas
SHARP
Statewide Human Resource and Payroll System
Recruiting
Recruiting Activities
Help
Manage Recruiting Process:
Manage Job Openings
Manage Applicants
Manage Applications
Create Job Opening & Applicant
Screening
Interview:
Recruiting Home
Browse Applicants
Saved Searches
Quick Search
Keyword Search
Advanced Search
Profile Match
Select All
Deselect All
Group Actions

Search Applicants

Search Criteria

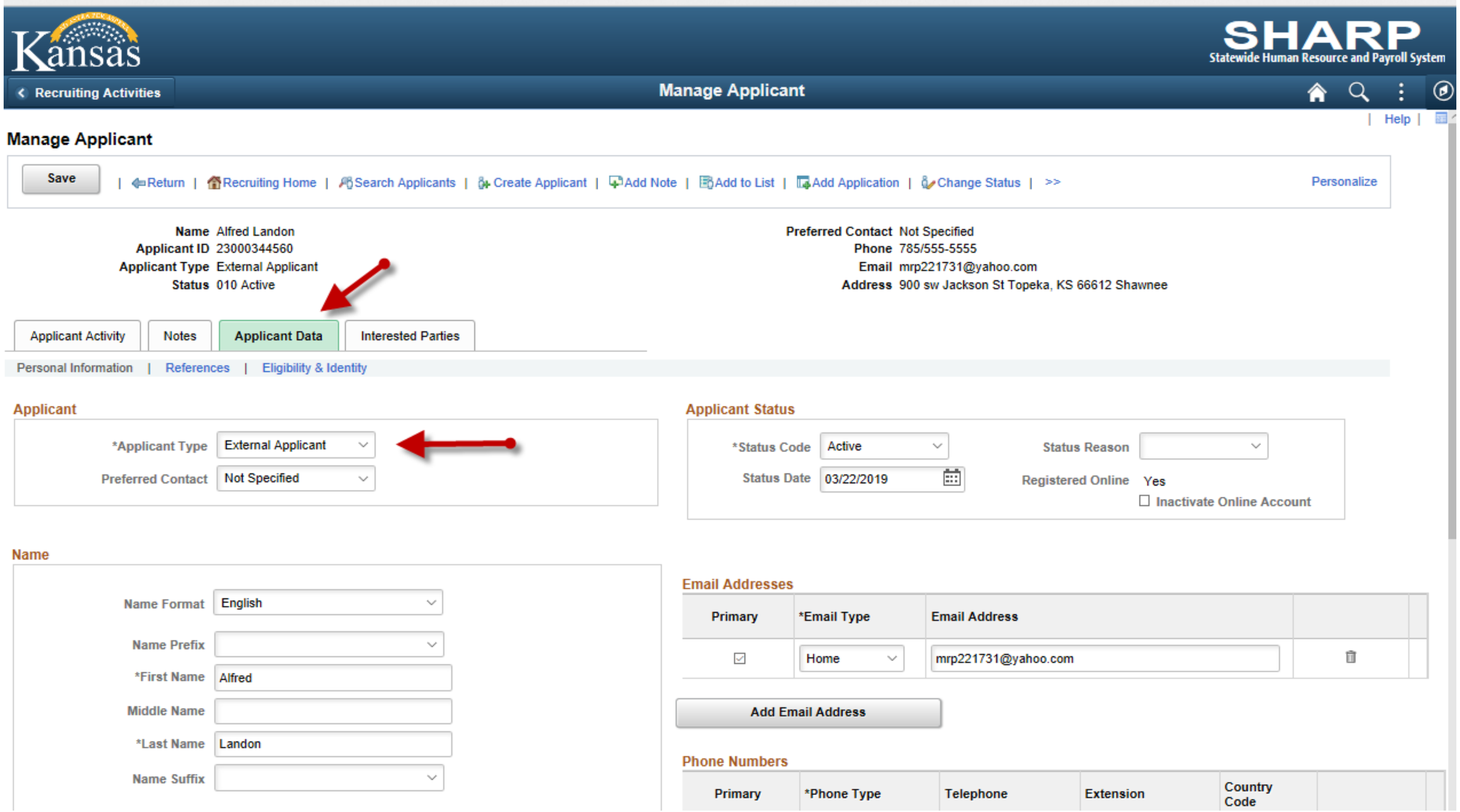
1 Result(s) Found

Search Results

Select	Applicant	Applicant ID	Type	Status	Phone	Email Address	Date Applied
☐	Alfred Landon	23000344560	External Applicant	010 Active	785/555-5555	mrp221731@yahoo.com	03/22/2019

Hiring Current or Former Employees

Click the Applicant Data tab and then click in the Applicant Type field and select Employee.


Kansas
SHARP
Statewide Human Resource and Payroll System
Recruiting Activities
Manage Applicant
Help
Save
Return
Recruiting Home
Search Applicants
Create Applicant
Add Note
Add to List
Add Application
Change Status
>>
Personalize
Applicant Activity
Notes
Applicant Data
Interested Parties
Personal Information
References
Eligibility & Identity
Add Email Address

Manage Applicant

Name Alfred Landon
Applicant ID 23000344560
Applicant Type External Applicant
Status 010 Active

Preferred Contact Not Specified
Phone 785/555-5555
Email mrp221731@yahoo.com
Address 900 sw Jackson St Topeka, KS 66612 Shawnee

Applicant

*Applicant Type: External Applicant
Preferred Contact: Not Specified

Applicant Status

*Status Code: Active
Status Date: 03/22/2019
Status Reason:
Registered Online: Yes
☐ Inactivate Online Account

Name

Name Format: English
Name Prefix:
*First Name: Alfred
Middle Name:
*Last Name: Landon
Name Suffix:

Email Addresses

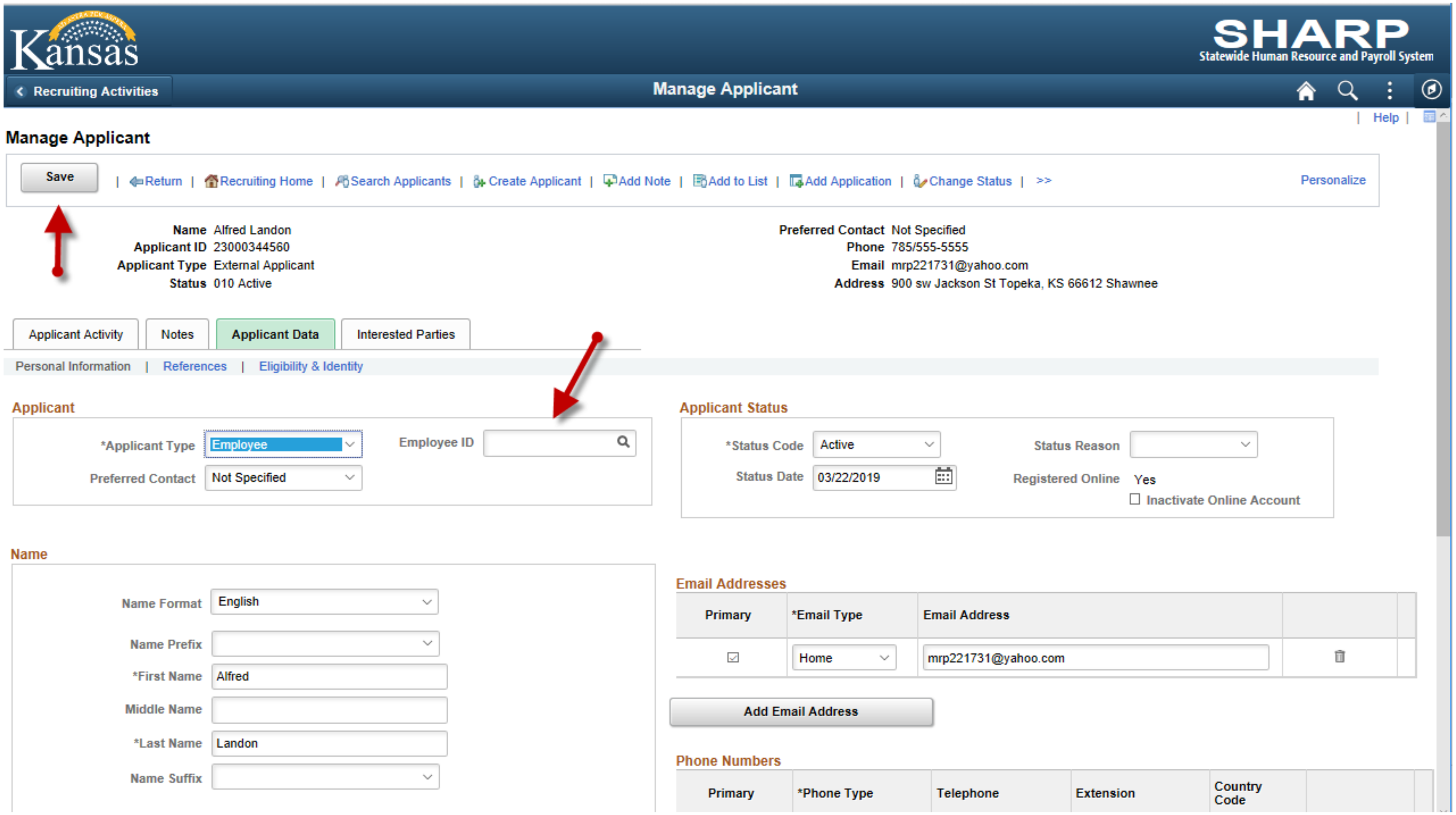
Primary	*Email Type	Email Address
☑	Home	mrp221731@yahoo.com

Phone Numbers

Primary	*Phone Type	Telephone	Extension	Country Code

Hiring Current or Former Employees

Next, enter the Employee ID and press Save. This ensures that the Manage Hires process will work correctly and populate with the correct Action/Reason options for the type of Hire.


Kansas
SHARP
Statewide Human Resource and Payroll System
Recruiting Activities
Manage Applicant
Help
Save
Return
Recruiting Home
Search Applicants
Create Applicant
Add Note
Add to List
Add Application
Change Status
>>
Personalize
Applicant Activity
Notes
Applicant Data
Interested Parties
Personal Information
References
Eligibility & Identity
Add Email Address

Manage Applicant

Name	Alfred Landon	**Preferred Contact**	Not Specified
Applicant ID	23000344560	**Phone**	785/555-5555
Applicant Type	External Applicant	**Email**	mrp221731@yahoo.com
Status	010 Active	**Address**	900 sw Jackson St Topeka, KS 66612 Shawnee

Applicant

*Applicant Type: Employee
Employee ID:
Preferred Contact: Not Specified

Applicant Status

*Status Code: Active
Status Reason:
Status Date: 03/22/2019
Registered Online: Yes
☐ Inactivate Online Account

Name

Name Format: English
Name Prefix:
*First Name: Alfred
Middle Name:
*Last Name: Landon
Name Suffix:

Email Addresses

Primary	*Email Type	Email Address
☑	Home	mrp221731@yahoo.com

Phone Numbers

Primary	*Phone Type	Telephone	Extension	Country Code

Paper Employment Application Process

- **Recruiters should manually add applicants and/or associate them to job openings only if the applicant needs special assistance, does not have access to a computer or if online applications are not accepted.**

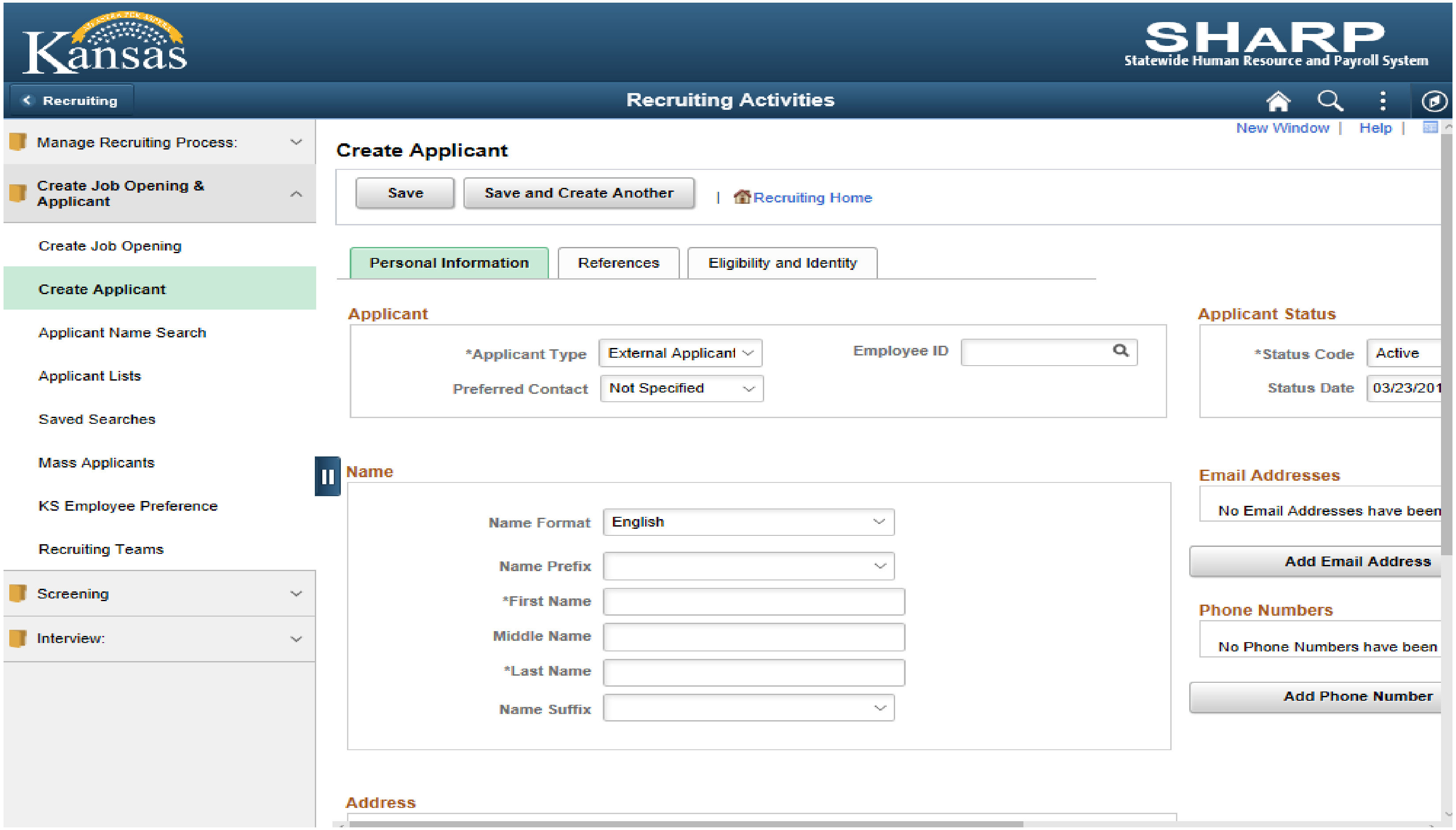
- **A paper employment application will be available on the State Employment Center website.**

- **Recruiters can continue to use the Mass Applicants function to associate any applicants who are unable to register in the Careers portal.**

- **Recruiters may also scan and upload a copy of the paper application and attachments and attach them to the applicants record in SHARP after the applicant has been created and associated to your Job Opening.**

Paper Employment Application Process

Navigation to the Create Applicant page can be found within the Recruiting Activities tile Create Job Opening & Applicant navigation collection.


SHARP
Statewide Human Resource and Payroll System
Recruiting
Recruiting Activities
New Window | Help |
Manage Recruiting Process:
Create Job Opening & Applicant
Create Job Opening
Create Applicant
Applicant Name Search
Applicant Lists
Saved Searches
Mass Applicants
KS Employee Preference
Recruiting Teams
Screening
Interview:
Create Applicant
Save
Save and Create Another
Recruiting Home
Personal Information
References
Eligibility and Identity
Applicant
Applicant Status
Email Addresses
Add Email Address
Phone Numbers
Add Phone Number
Name
Address

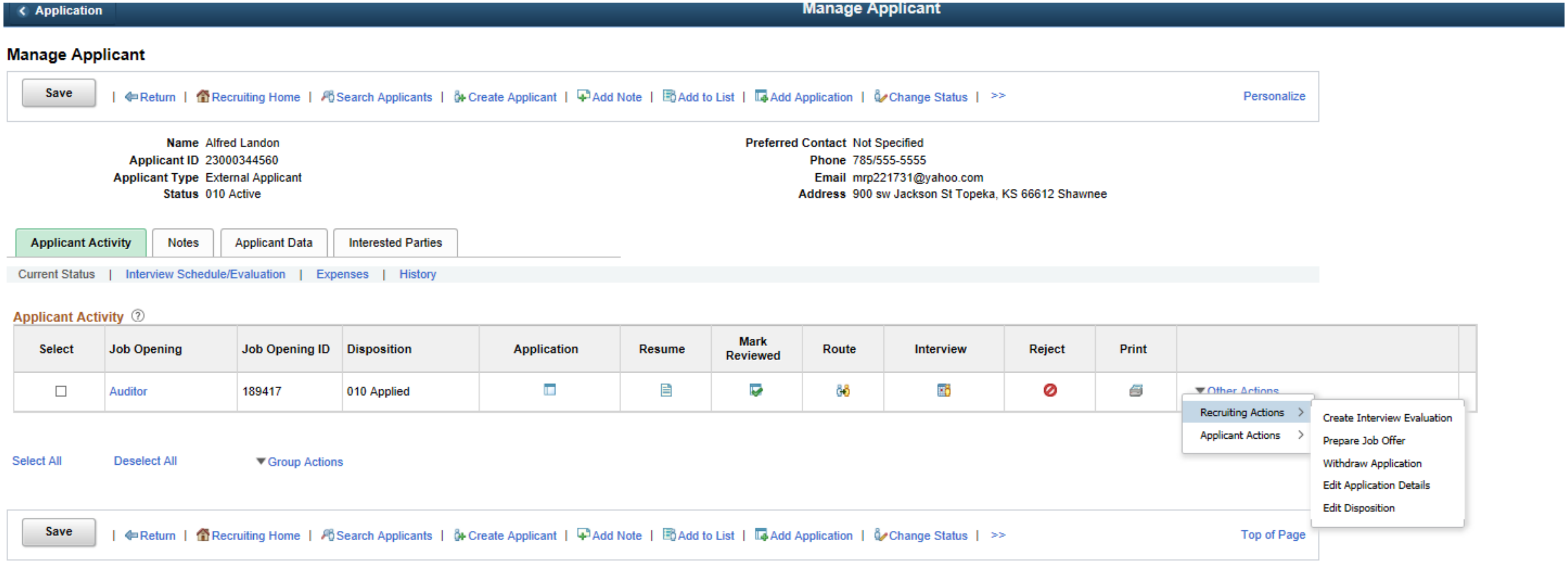
*Applicant Type	External Applicant
Preferred Contact	Not Specified
Employee ID	
*Status Code	Active
Status Date	03/23/201
Name Format	English
Name Prefix	
*First Name	
Middle Name	
*Last Name	
Name Suffix	

No Email Addresses have been

No Phone Numbers have been

Paper Employment Application Process

Click on Recruiting Action > Edit Application Details next to your Job Opening to upload and attach documents to the applicants record.



Application
Manage Applicant
Save
Return
Recruiting Home
Search Applicants
Create Applicant
Add Note
Add to List
Add Application
Change Status
>>
Personalize
Applicant Activity
Notes
Applicant Data
Interested Parties
Current Status
Interview Schedule/Evaluation
Expenses
History
Other Actions
Recruiting Actions
Applicant Actions
Create Interview Evaluation
Prepare Job Offer
Withdraw Application
Edit Application Details
Edit Disposition
Select All
Deselect All
Group Actions
Top of Page

Manage Applicant

Name Alfred Landon
Applicant ID 23000344560
Applicant Type External Applicant
Status 010 Active

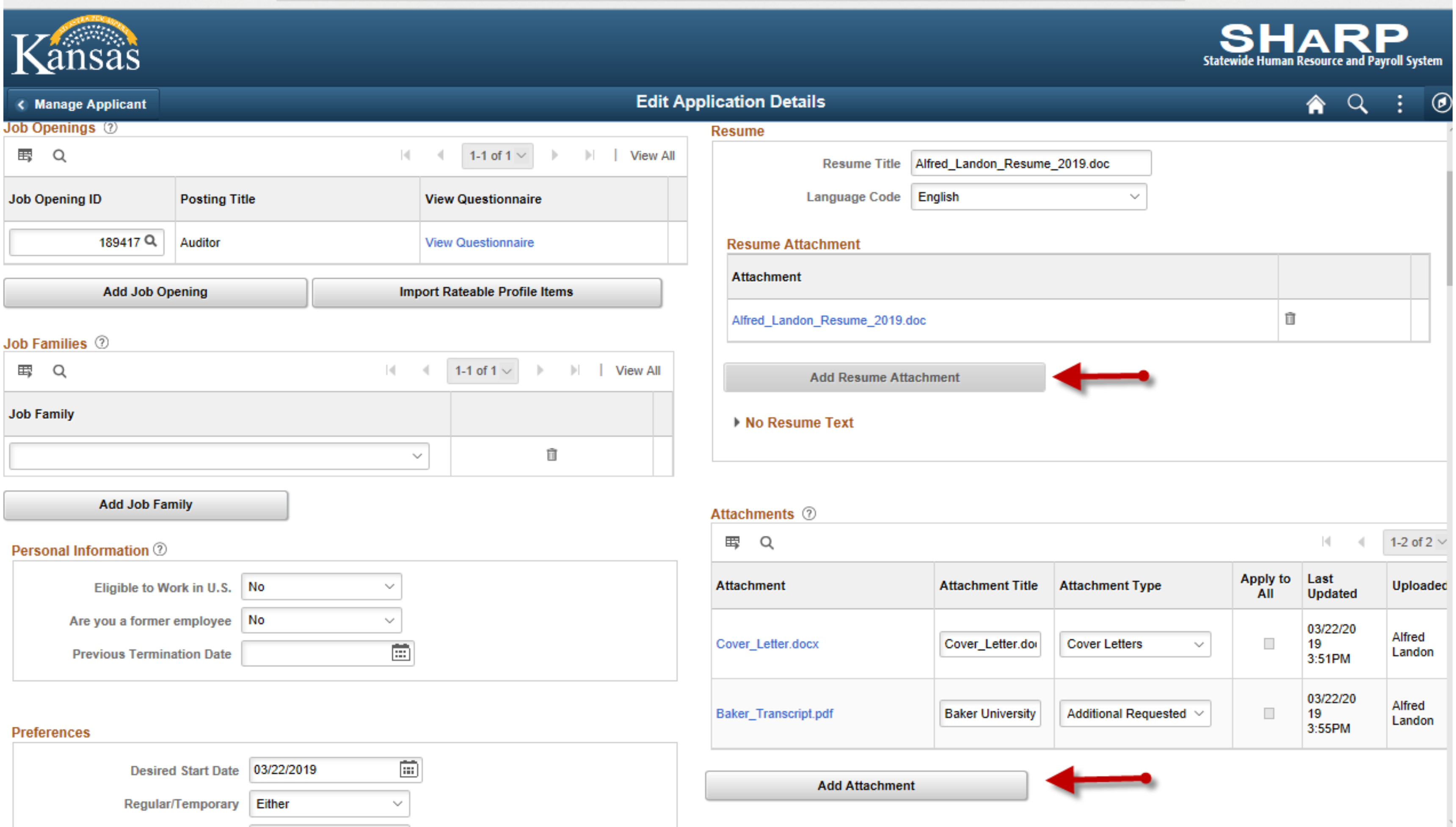
Preferred Contact Not Specified
Phone 785/555-5555
Email mrp221731@yahoo.com
Address 900 sw Jackson St Topeka, KS 66612 Shawnee

Applicant Activity

Select	Job Opening	Job Opening ID	Disposition	Application	Resume	Mark Reviewed	Route	Interview	Reject	Print	
☐	Auditor	189417	010 Applied						⊘		▼Other Actions

Paper Employment Application Process

On the Edit Application Details page upload any scanned documentation received from the applicant.


Kansas
SHARP
Statewide Human Resource and Payroll System
Manage Applicant
Edit Application Details
1-1 of 1
View All
Add Job Opening
Import Rateable Profile Items
Add Job Family
Add Resume Attachment
No Resume Text
1-2 of 2
Add Attachment

Job Openings

Job Opening ID	Posting Title	View Questionnaire
189417	Auditor	View Questionnaire

Job Families

Job Family

Personal Information

Eligible to Work in U.S.: No
Are you a former employee: No
Previous Termination Date:

Preferences

Desired Start Date: 03/22/2019
Regular/Temporary: Either

Resume

Resume Title: Alfred_Landon_Resume_2019.doc
Language Code: English

Resume Attachment

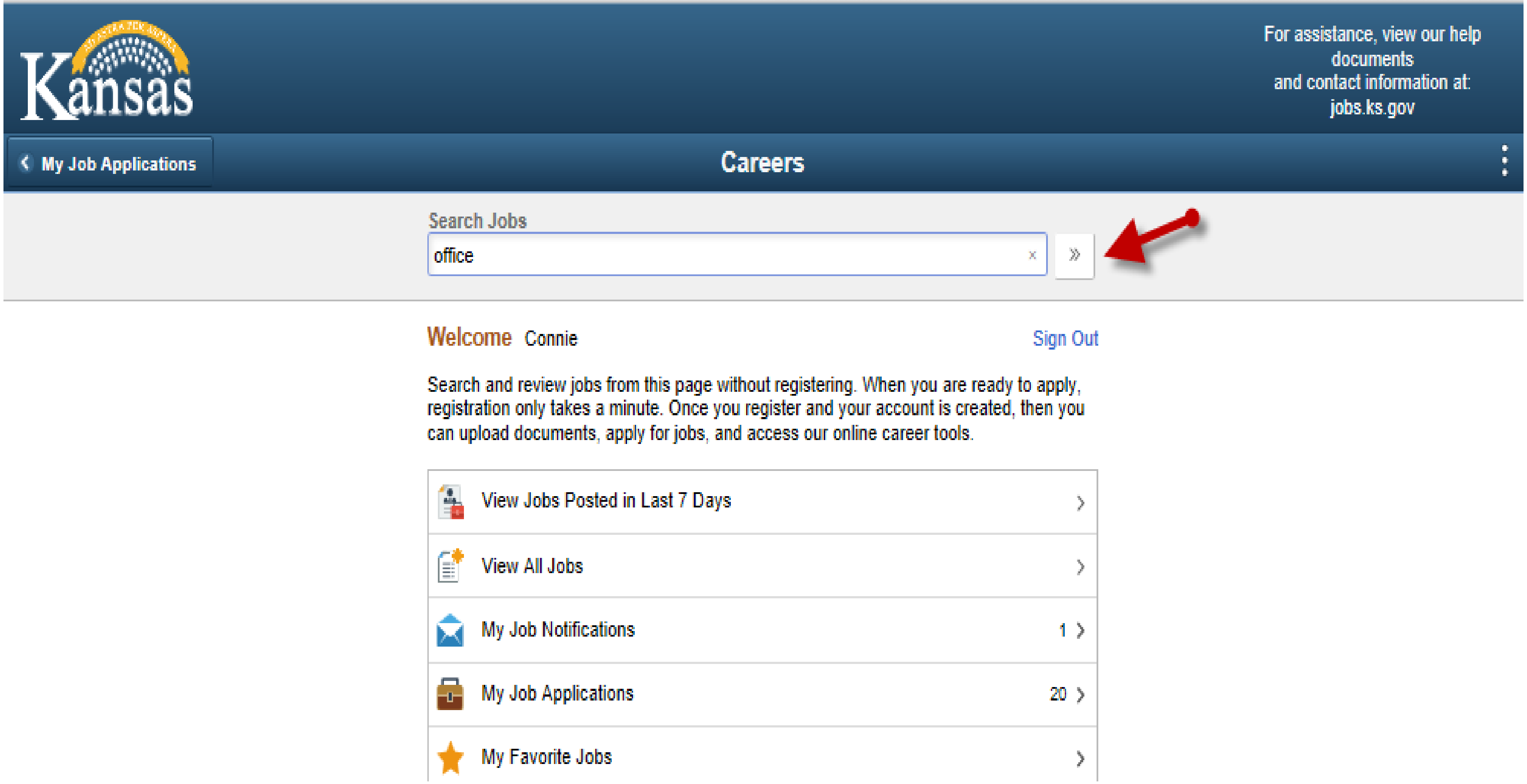
Attachment
Alfred_Landon_Resume_2019.doc

Attachments

Attachment	Attachment Title	Attachment Type	Apply to All	Last Updated	Uploaded
Cover_Letter.docx	Cover_Letter.do	Cover Letters	☐	03/22/2019 3:51PM	Alfred Landon
Baker_Transcript.pdf	Baker University	Additional Requested	☐	03/22/2019 3:55PM	Alfred Landon

Job Search

The Search Jobs field is for keywords. Applicants can enter any word or the beginning of a word they wish to search for into the field and then click the double arrow button (or press Enter on the keyboard) to show the results.



For assistance, view our help documents and contact information at: jobs.ks.gov

Kansas
My Job Applications
Careers
Search Jobs

office

»

Welcome Connie

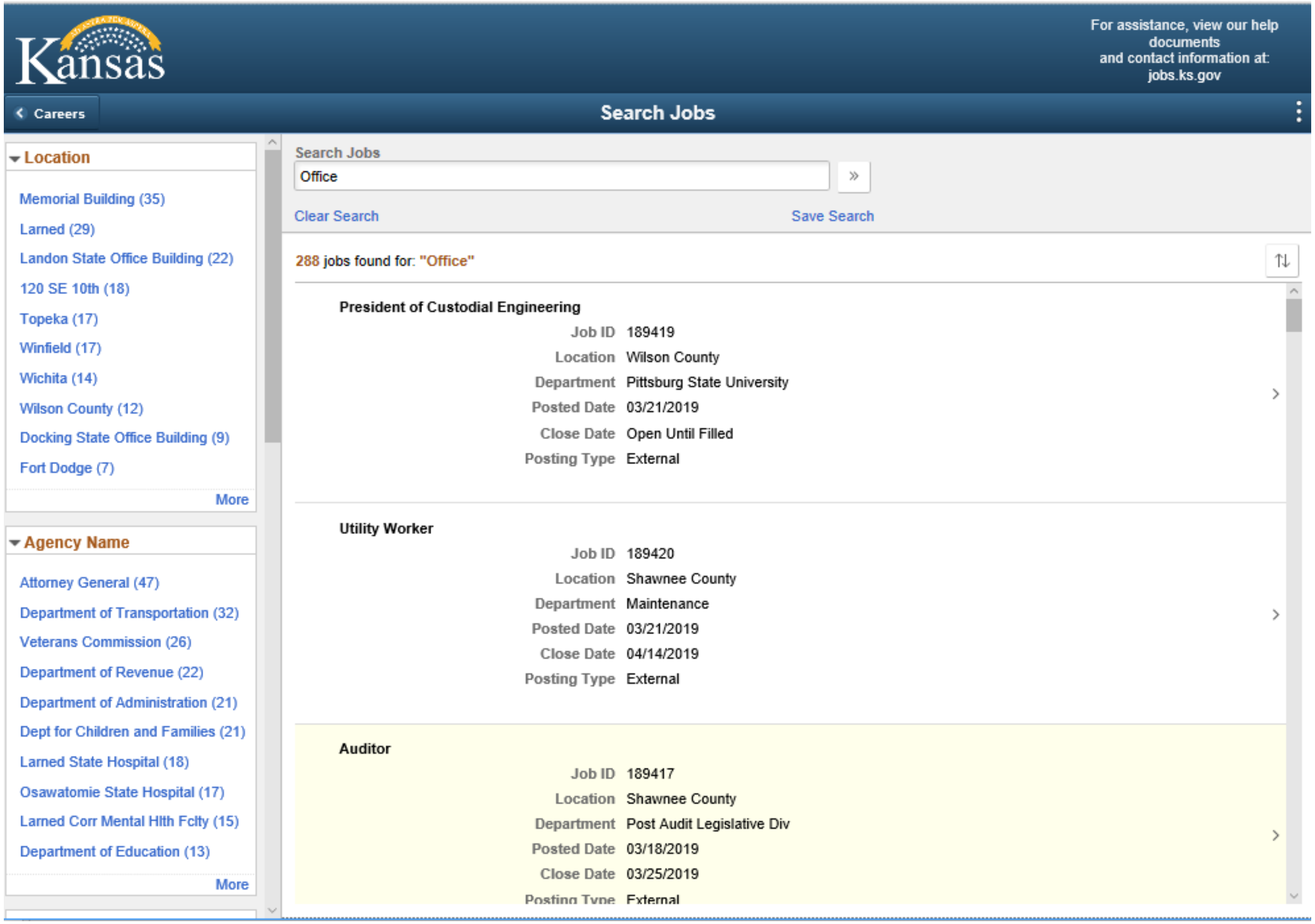
Sign Out

Search and review jobs from this page without registering. When you are ready to apply, registration only takes a minute. Once you register and your account is created, then you can upload documents, apply for jobs, and access our online career tools.

View Jobs Posted in Last 7 Days
View All Jobs
My Job Notifications 1
My Job Applications 20
My Favorite Jobs

Job Search

For Example: If the applicant enters the word ‘office’, it will return jobs that contain the word ‘office’ or a derivative of the word office, like officer. Jobs that contain the words office or officer anywhere in their title or job posting details may be returned.



For assistance, view our help documents and contact information at: jobs.ks.gov

Search Jobs: Office

Location

- Memorial Building (35)
- Larned (29)
- Landon State Office Building (22)
- 120 SE 10th (18)
- Topeka (17)
- Winfield (17)
- Wichita (14)
- Wilson County (12)
- Docking State Office Building (9)
- Fort Dodge (7)

More

Agency Name

- Attorney General (47)
- Department of Transportation (32)
- Veterans Commission (26)
- Department of Revenue (22)
- Department of Administration (21)
- Dept for Children and Families (21)
- Larned State Hospital (18)
- Osawatomie State Hospital (17)
- Larned Corr Mental Hlth Fclty (15)
- Department of Education (13)

More

288 jobs found for: "Office"

President of Custodial Engineering

Job ID	189419
Location	Wilson County
Department	Pittsburg State University
Posted Date	03/21/2019
Close Date	Open Until Filled
Posting Type	External

Utility Worker

Job ID	189420
Location	Shawnee County
Department	Maintenance
Posted Date	03/21/2019
Close Date	04/14/2019
Posting Type	External

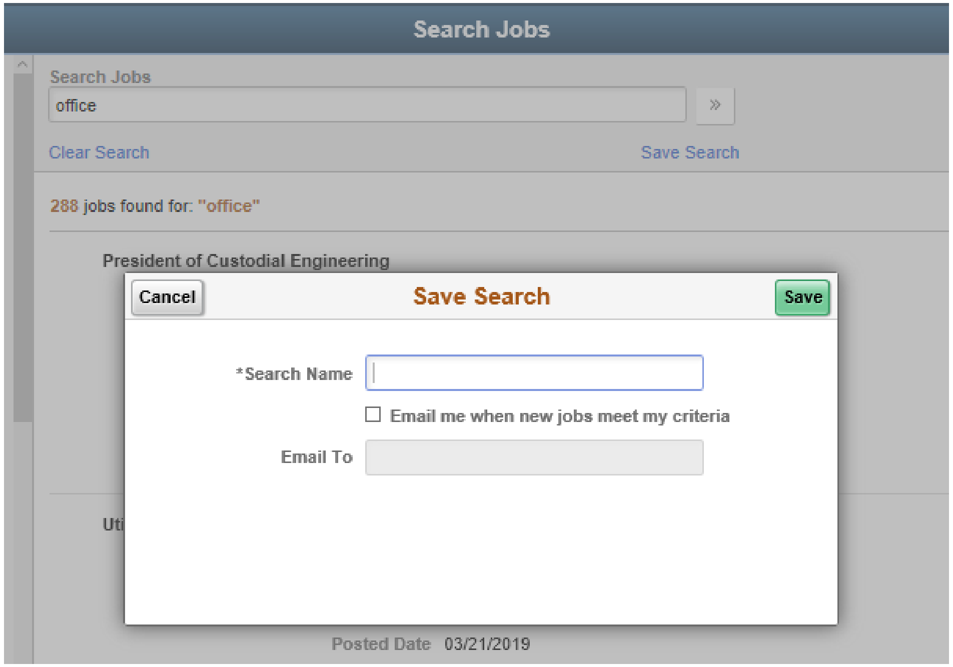
Auditor

Job ID	189417
Location	Shawnee County
Department	Post Audit Legislative Div
Posted Date	03/18/2019
Close Date	03/25/2019
Posting Type	External

Job Search

Registered applicants can select 'Save Search' by assigning a Search Name. In addition, they can also opt to receive an email when new jobs meeting their search criteria are posted. The applicant can enter any email address they wish to have these emails sent to. The email subscription will automatically end after 1 year but the applicant can re-create the search if they still wish to be notified.

For each search, the applicant will receive 1 email a day but only if there are new jobs found that meet their search criteria. If their search doesn't return results, the applicant will not receive an email that day.



office

288 jobs found for: "office"

President of Custodial Engineering

*Search Name

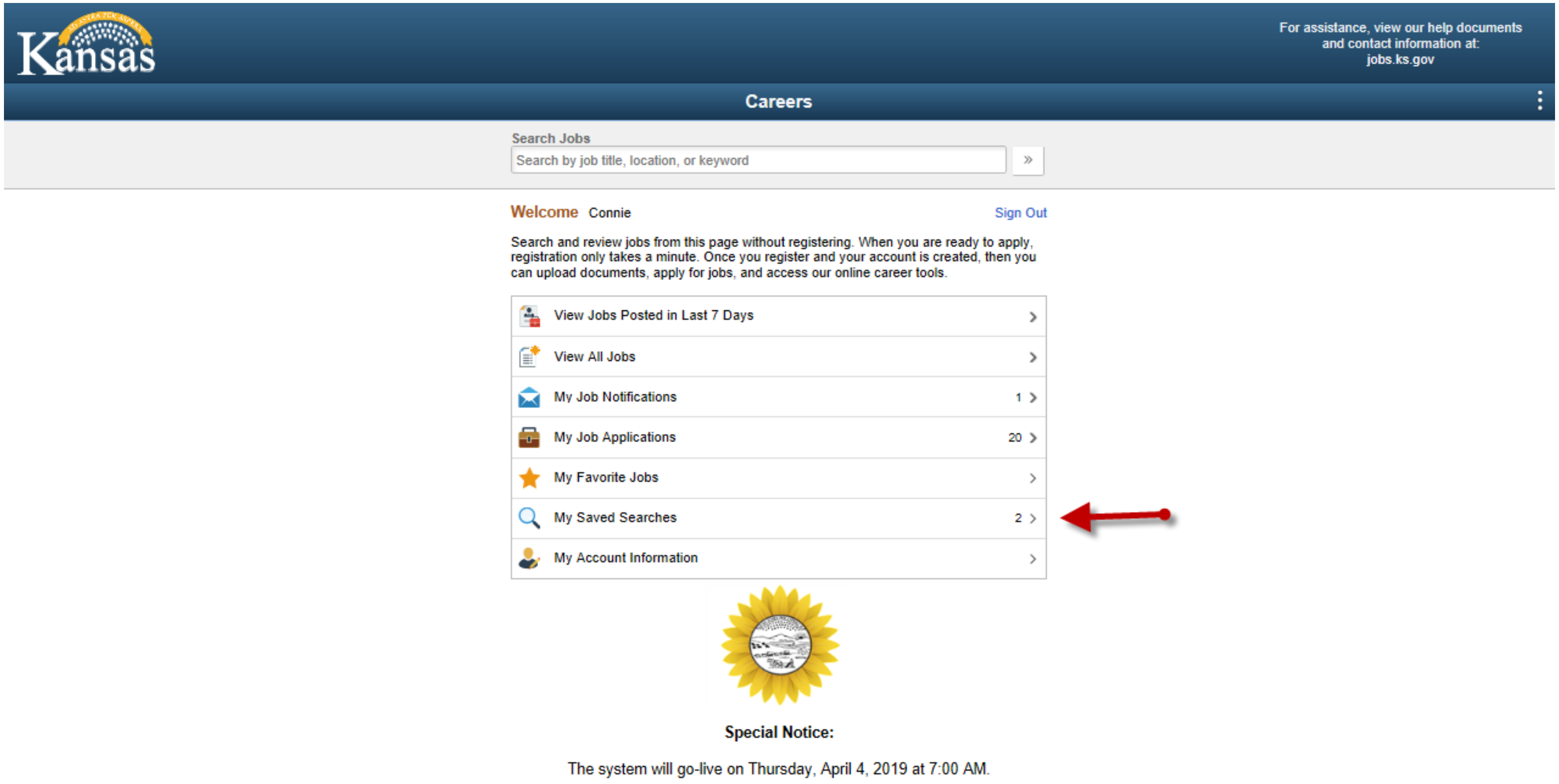
☐ Email me when new jobs meet my criteria

Email To

Posted Date 03/21/2019

Job Search

Saved Searches subscription will list all Saved Searches in the My Saved Searches menu option on the Careers page.



For assistance, view our help documents and contact information at: jobs.ks.gov

Careers

Search Jobs

Search by job title, location, or keyword

Welcome Connie

Sign Out

Search and review jobs from this page without registering. When you are ready to apply, registration only takes a minute. Once you register and your account is created, then you can upload documents, apply for jobs, and access our online career tools.

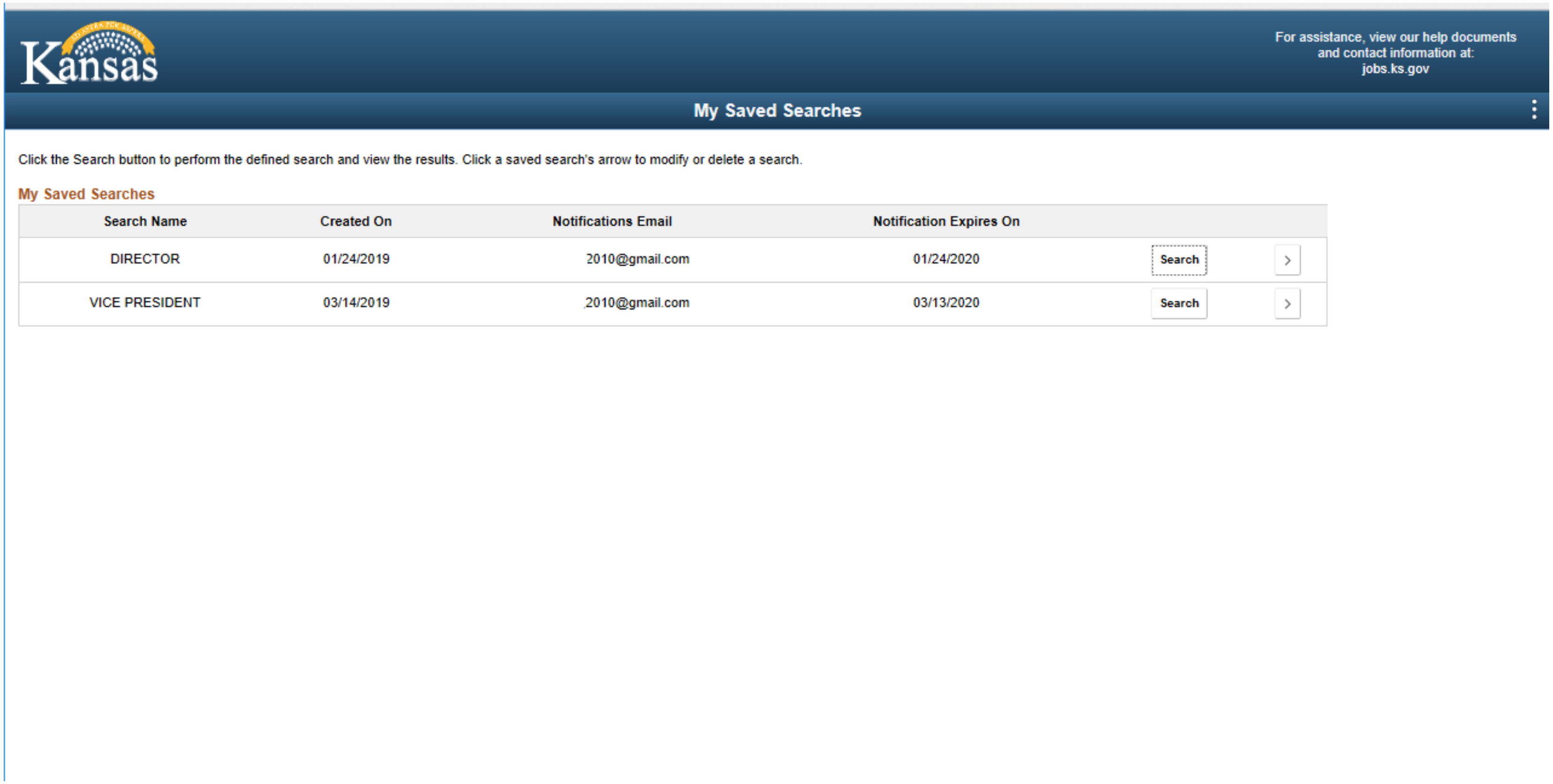
View Jobs Posted in Last 7 Days
View All Jobs
My Job Notifications 1
My Job Applications 20
My Favorite Jobs
My Saved Searches 2
My Account Information

Special Notice:

The system will go-live on Thursday, April 4, 2019 at 7:00 AM.

Job Search

The My Saved Searches page lists the Saved Search subscriptions created by the applicant along with the expiration date of each search. This page also allows the applicant to conduct a search without waiting for the daily update by clicking on the Search button to the right of the Saved Search they are interested in.


Kansas
For assistance, view our help documents and contact information at: jobs.ks.gov
My Saved Searches

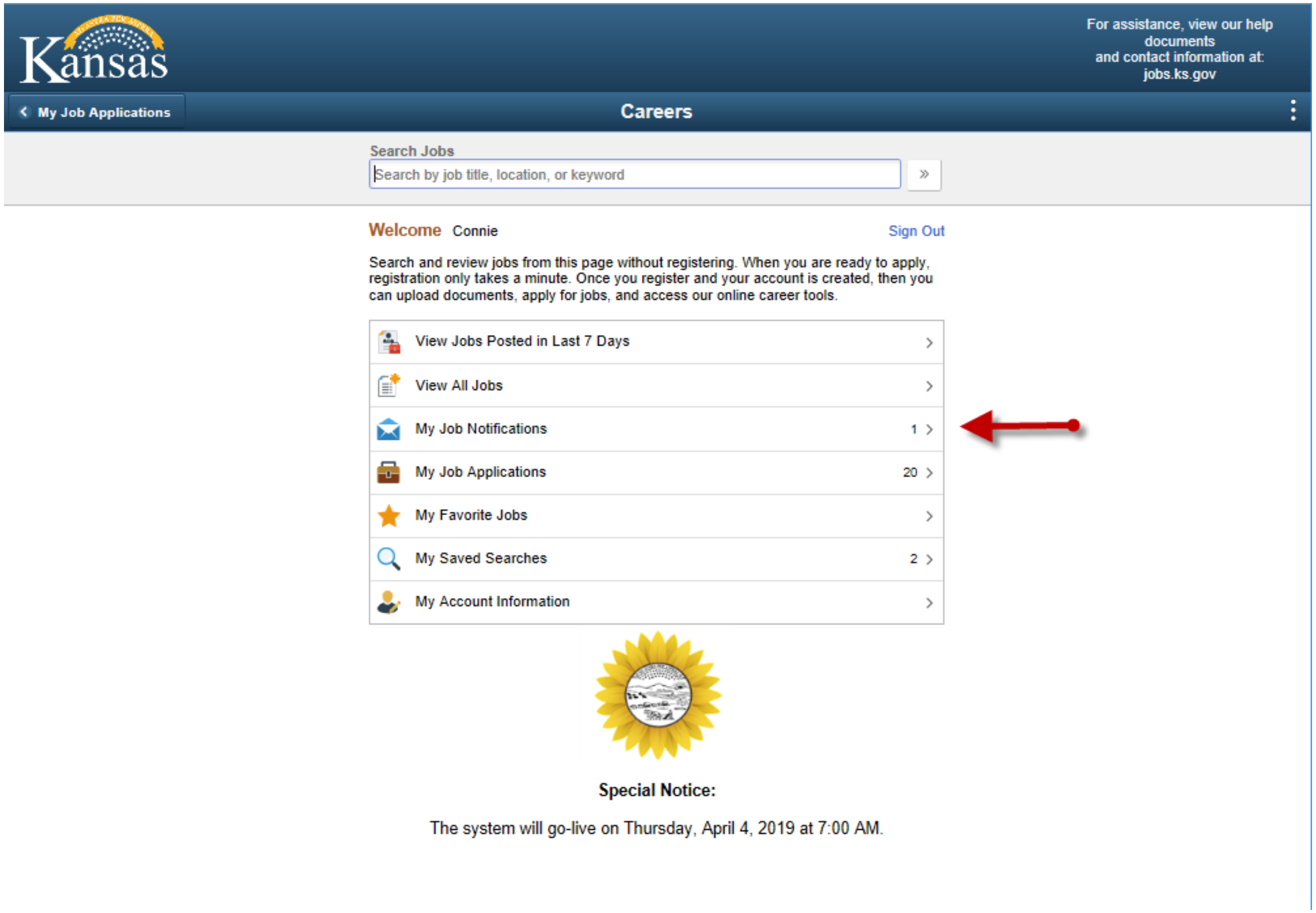
Click the Search button to perform the defined search and view the results. Click a saved search's arrow to modify or delete a search.

My Saved Searches

Search Name	Created On	Notifications Email	Notification Expires On		
DIRECTOR	01/24/2019	2010@gmail.com	01/24/2020	Search	>
VICE PRESIDENT	03/14/2019	2010@gmail.com	03/13/2020	Search	>

Job Search

Saved Searches subscription will place a notification in the My Job Notifications menu option on the Careers page when new jobs are found that meet the applicants job search criteria.



For assistance, view our help documents
and contact information at:
jobs.ks.gov

Search Jobs

Search by job title, location, or keyword »

Welcome Connie Sign Out

Search and review jobs from this page without registering. When you are ready to apply, registration only takes a minute. Once you register and your account is created, then you can upload documents, apply for jobs, and access our online career tools.

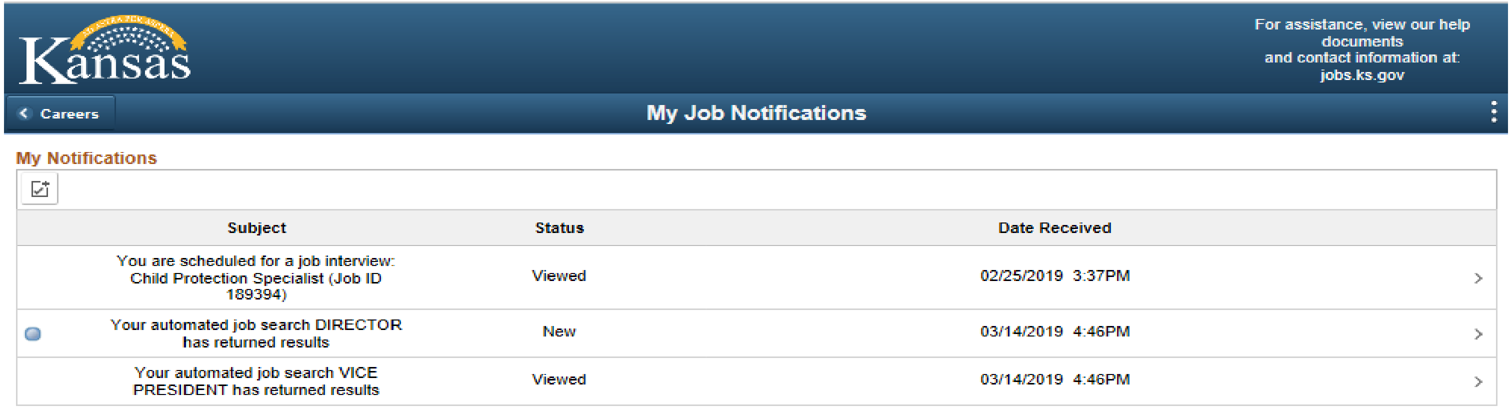
- View Jobs Posted in Last 7 Days ›
- View All Jobs ›
- My Job Notifications 1 ›
- My Job Applications 20 ›
- My Favorite Jobs ›
- My Saved Searches 2 ›
- My Account Information ›

Special Notice:

The system will go-live on Thursday, April 4, 2019 at 7:00 AM.

Job Search

The My Job Notifications page will contain links to the specific job postings that contain matches to the search criteria saved by the registered applicant.

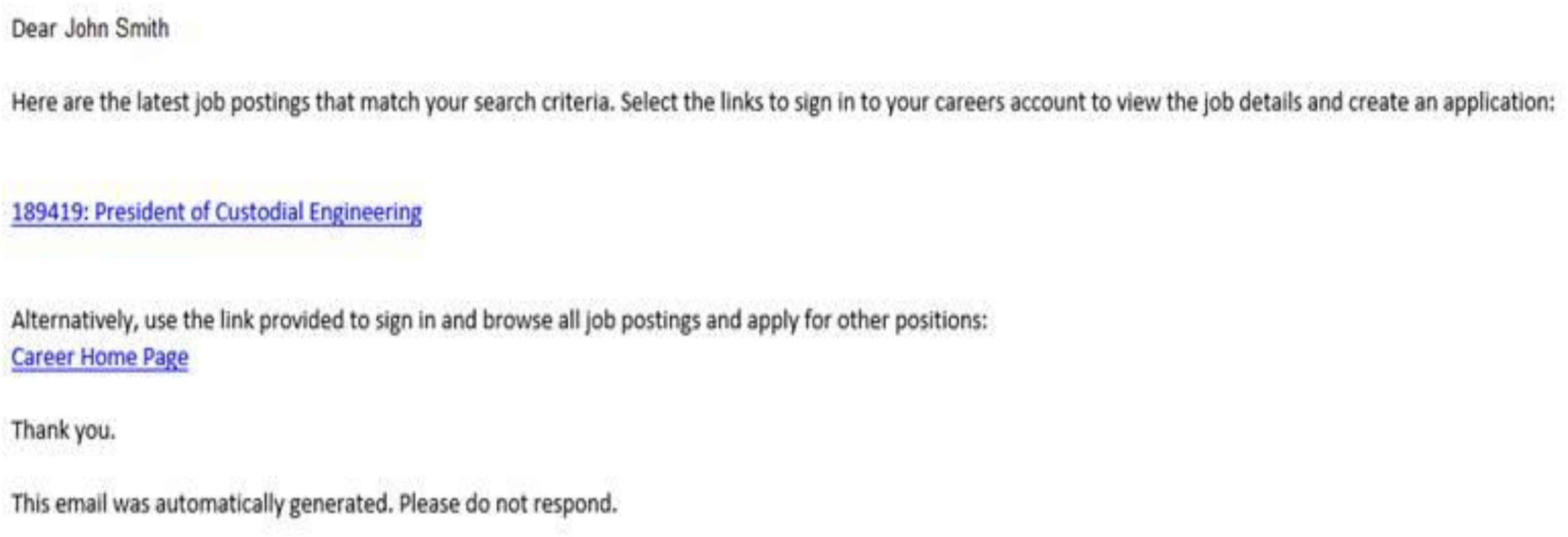


Kansas
For assistance, view our help documents and contact information at: jobs.ks.gov
Careers
My Job Notifications
My Notifications

Subject	Status	Date Received
You are scheduled for a job interview: Child Protection Specialist (Job ID 189394)	Viewed	02/25/2019 3:37PM
● Your automated job search DIRECTOR has returned results	New	03/14/2019 4:46PM
Your automated job search VICE PRESIDENT has returned results	Viewed	03/14/2019 4:46PM

Job Search

The Job Search notification email contains links to the specific job postings that contain matches to the search criteria saved by the registered applicant.



Dear John Smith

Here are the latest job postings that match your search criteria. Select the links to sign in to your careers account to view the job details and create an application:

189419: President of Custodial Engineering

Alternatively, use the link provided to sign in and browse all job postings and apply for other positions:
Career Home Page

Thank you.

This email was automatically generated. Please do not respond.

Job Posting Template

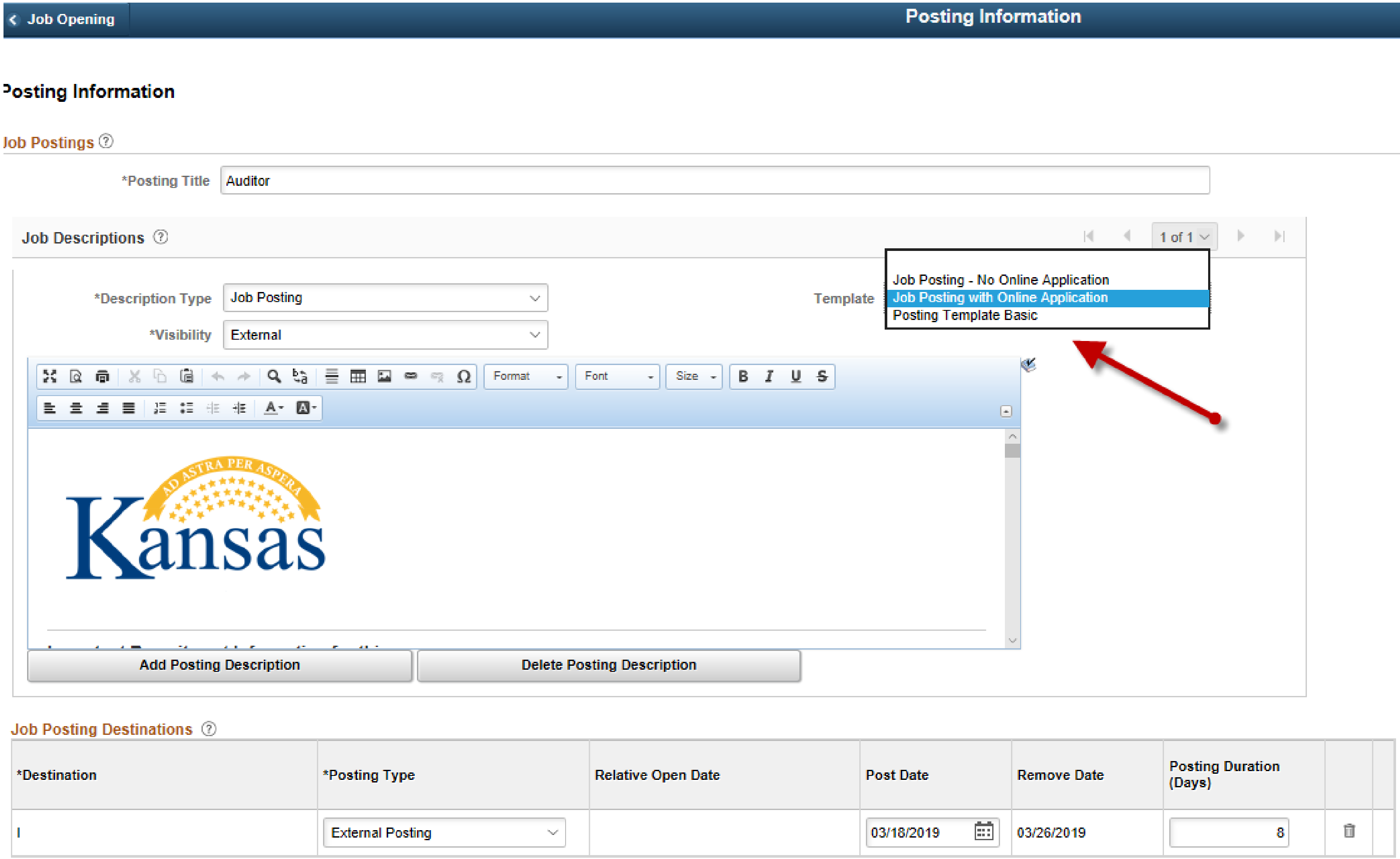
- Standardized Job Posting Templates have been created for Job Openings created in SHARP.
  - Job Posting – No online application
  - Job Posting with online application

- The purpose of the common posting template is to organize content in a consistent way across the website so that applicants can easily find similar information in the same place in each job posting. This also presents a professional image of State Agencies and the State of Kansas.

- The Office of Personnel Services is requesting that all Job Openings created in SHARP utilize these new templates.

Job Posting Template

Choose the Job Posting template that matches the Recruitment Template ID you selected.



Job Opening
Posting Information

Posting Information

Job Postings

*Posting Title: Auditor

Job Descriptions

1 of 1

*Description Type: Job Posting

*Visibility: External

Template:
- Job Posting - No Online Application
- Job Posting with Online Application
- Posting Template Basic

Format
Font
Size
B
I
U
S
Add Posting Description
Delete Posting Description

Job Posting Destinations

*Destination	*Posting Type	Relative Open Date	Post Date	Remove Date	Posting Duration (Days)
I	External Posting		03/18/2019	03/26/2019	8

Email Correspondence

- **Recruiters will have the ability to create ad hoc correspondence and generate additional types of emails from within the Recruiting module.**
- **Emails that have been updated to contain State of Kansas process wording include:**

To	From	About
Job Seeker	Careers portal	Saved Search results when a new job is posted.
Job Seeker's Friend	Job Seeker via Careers portal	Job Seeker uses the Email A Friend function on the Job Description page.
Applicant	Careers portal	All Account, User Name, and Forgot Password related emails
Applicant	Careers portal	A job application was submitted.
Applicant	Recruiter	Request for References (complete section of their job application).
Applicant	Recruiter	Link applicant to job opening. Email asks applicant with computer access to finish the job application.
Recruiters, Interviewers, Others	Recruiter	Route email to request they review the applicant(s)

Next Steps

- **Wednesday, March 27, 2019: The last day applicant letters that contain the system generated Applicant ID will be created and mailed.**

- **Friday, March 29, 2019: After March 29th applicants will not be able to view job postings or apply for jobs until the updates are complete. All Job Openings will be closed in SHARP on Friday, March 29, 2019. The State Employment Center website will be updated to notify applicants that a new application and Job Search process will begin on Thursday, April 4, 2019.**

- **Tuesday-Wednesday, April 2-3, 2019: Recruiters enter Job Openings with a post date of April 4, 2019.**

Next Steps

- **Thursday, April 4, 2019: First Day Careers portal is available for Applicants to view job postings and apply on-line for positions.**

- **Review the list of Optional Questions and email Kristine Scott at Kristine.Scott@ks.gov to add additional questions to be available in SHARP on April 2, 2019 by Thursday, March 28, 2019.**

- **Use the Job Posting Template to create text for job openings that need to be available for the opening of the Careers portal the morning of April 4, 2019.**

Next Steps

- **Inform your technical staff to ensure that emails sent from KSJOB_NoReply@ks.gov can be received in your agency.**

- **SHARP users are not required to retake SHARP CBTS but we encourage you to review all of the revised training materials to familiarize yourself with the changes.**

- **SHARP Fluid 9.2 Recruiting module Training and Desk Aides are being added to the SHARP website as they are completed and can be found at:**

  https://www.admin.ks.gov/offices/personnel-services/sharp/fluid-9-2-training

- **Previous Recruiters Network Meeting presentations can also be found at the link above.**

Next Steps

- **Applicants who are unable to remember the answer to their Secret Question will be instructed to call the Help Desk to have their password reset.**

- **Applicants in Topeka should dial 785-296-1000 or toll-free at 1-866-999-3001 outside of Topeka. The Kansas Service Desk staff will be available Monday through Friday from 8:00 am to 4:30 pm except on observed holidays.**

Questions

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