

## Lesson 2: Job Openings & Job Postings

### □ Lesson Overview

The first step when you are ready to recruit for a position\* is to verify the position details and classification. When this is complete you will create a Job Opening.

*\*Classified regular positions require a Job Opening but all other position types are optional.*

In the job opening you 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.

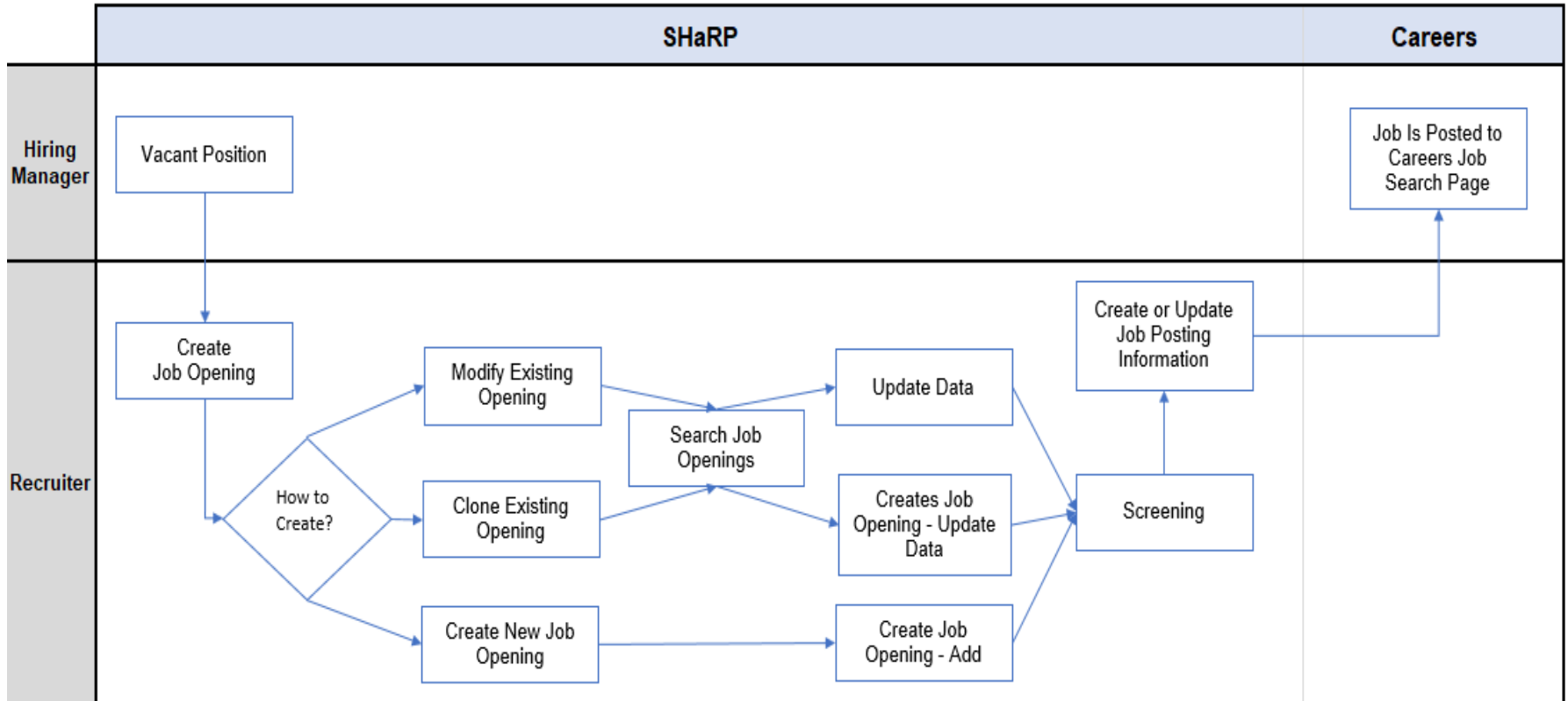
In Manage Job Openings, you can access the job opening's applicants, view and complete actions on their applications as well as access the details of your job opening and job posting.

The Recruiting Homepage>Alerts tile will take you to the Recruiting Alerts Center (aka Recruiting Home) which gives you a dashboard showing alerts, open job openings, applicants, and more.

# Lesson 2: Job Openings & Job Postings

## Job Opening & Job Posting Business Process

State of Kansas Recruiting Process - Job Openings and Postings



## Lesson 2: Job Openings & Job Postings

### Lesson Objectives

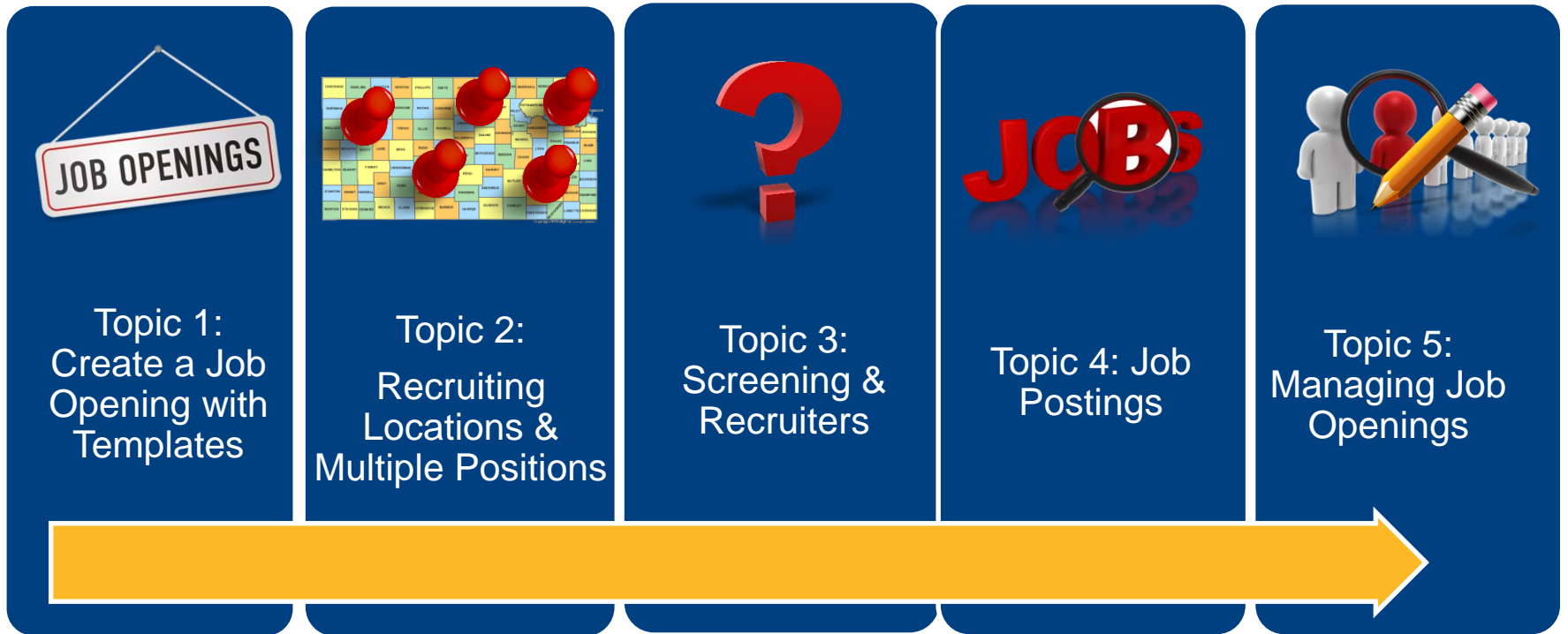
After completing this lesson, you will be able to:

- Create a Job Opening and choose the correct template.
- Add Recruiting Location(s) and Position(s)
- Add questions to the Screening (Online Questionnaire)
- Add additional Recruiters to access the job opening.
- Create and format a Job Posting.
- Specify who should apply for the job.
- Post and remove the Job Posting from the Careers portal.
- Manage job openings and additional features.
- Use the Recruiting Alerts Center to access Job Openings.
- Search for Job Openings.

# Lesson 2: Job Openings & Job Postings

## Lesson Topics

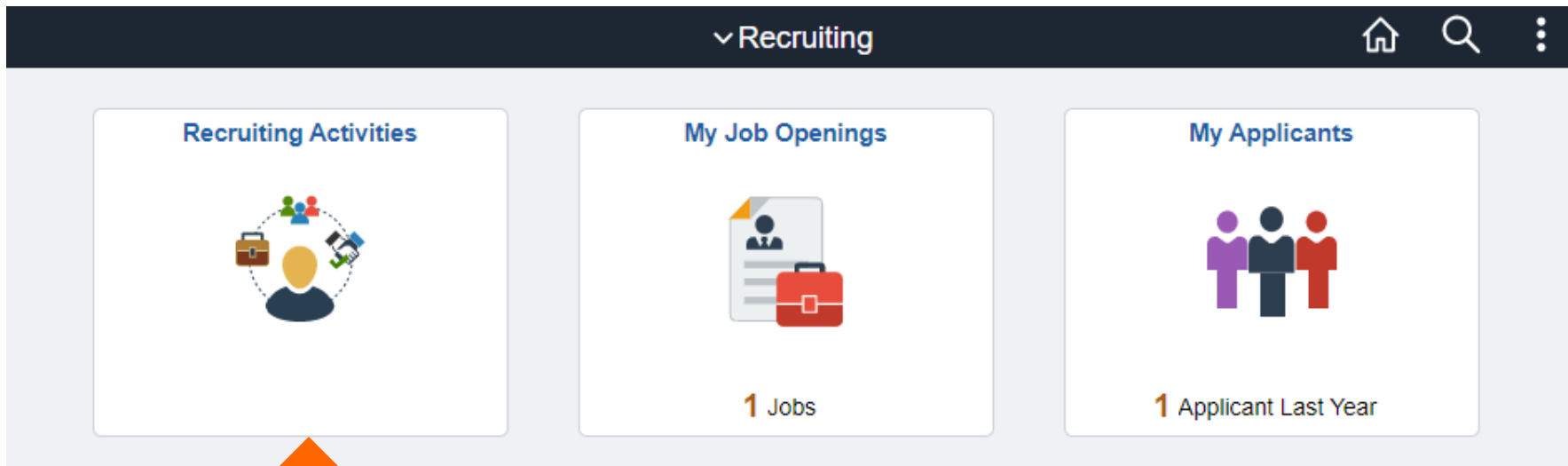
In this lesson you will learn about the following topics:



## Lesson 2: Job Openings & Job Postings

### □ Topic 1: Create a Job Opening

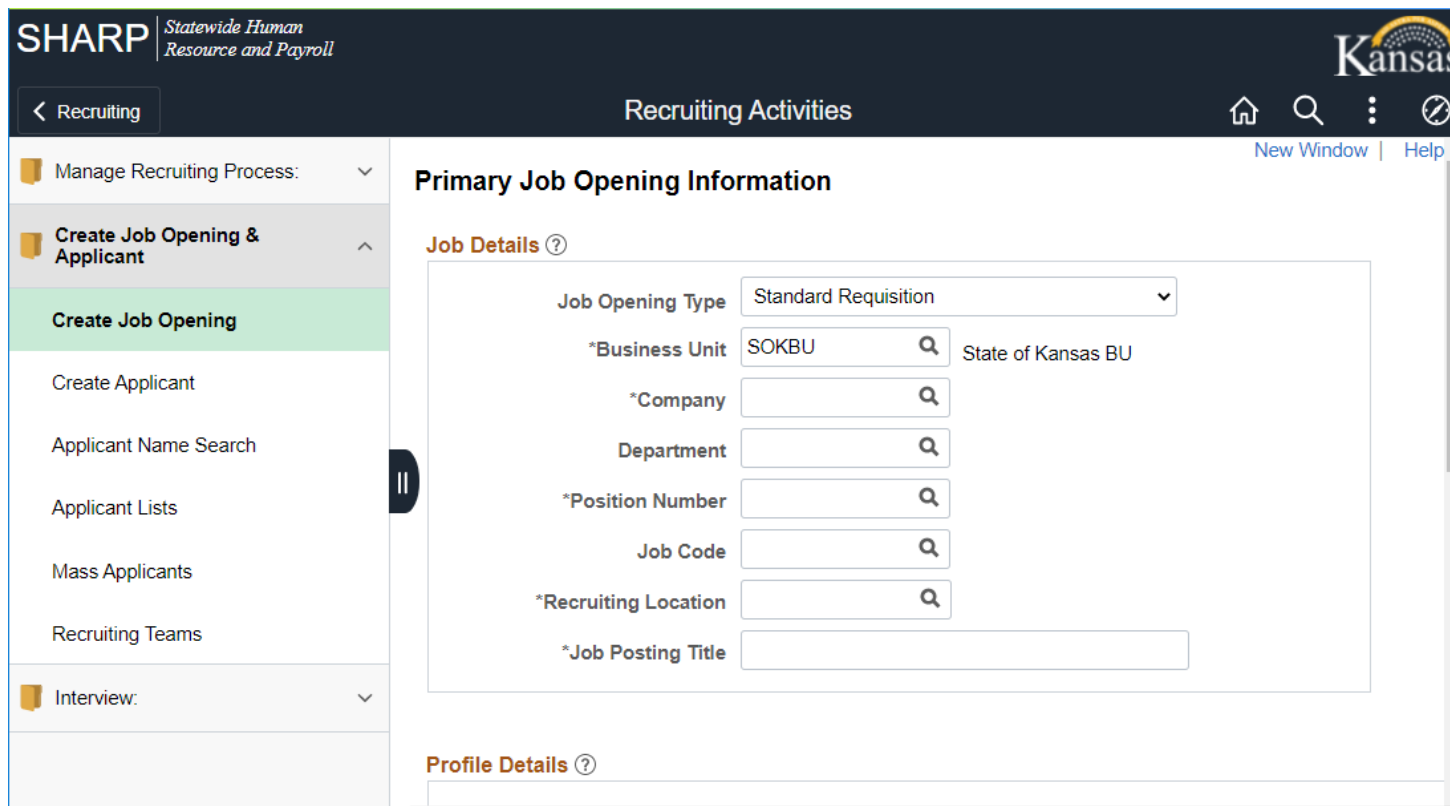
- Steps for creating a Job Opening will be covered in the next four topics. To begin the process navigate to the Recruiting Homepage, click the Recruiting Activities tile.



# Lesson 2: Job Openings & Job Postings

## Topic 1: Create a Job Opening

- Click the Create Job Opening & Applicant link 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) system interface. The top navigation bar includes the SHARP logo, the text "Statewide Human Resource and Payroll", and the "Kansas" logo. The main header is "Recruiting Activities" with navigation icons for home, search, and help. A left sidebar menu is visible with the following items: "Manage Recruiting Process:", "Create Job Opening & Applicant" (expanded), "Create Job Opening" (highlighted in green), "Create Applicant", "Applicant Name Search", "Applicant Lists", "Mass Applicants", "Recruiting Teams", and "Interview:". 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 menu)
- \*Business Unit: SOKBU (text input with search icon) - State of Kansas BU
- \*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 empty.

# Lesson 2: Job Openings & Job Postings

## Topic 1: Create a Job Opening

- Update the fields in the Job Details section of the 'Primary Job Opening Information' search page.

### Primary Job Opening Information

#### Job Details ?

Job Opening Type	Standard Requisition	
*Business Unit	SOKBU	State of Kansas BU
*Company	SOK	State of Kansas
Department	1730502000	HR Information Services
*Position Number	K0212263	Administrative Assistant
Job Code	1071K2	Administrative Assistant
*Recruiting Location	177	Shawnee County
*Job Posting Title	Administrative Assistant	

- 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.

# Lesson 2: Job Openings & Job Postings

## Topic 1: Create a Job Opening

- The State of Kansas does not currently use any of the fields in the Profile Details section of the 'Primary Job Opening Information' search page. Leave these fields blank and click **Continue** to begin the creation of a Job Opening.

Profile Details ?

**Person Profile** ?

Employee ID	View Profile		
<input type="text"/>	View Profile	🗑️	

Add Person Profile

**Job Profile** ?

Profile ID	View Profile		
<input type="text"/>	View Profile	🗑️	

Add Job Profile

Continue




# Lesson 2: Job Openings & Job Postings

## Topic 1: Create a Job Opening

- The Job Opening page displays 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.

Job Opening
Job Posting and Screening
Other Evaluation Criteria

**Opening Information** ?



\*Template ID

1013
🔍

KS Posting With Questions

Job Opening Type

Standard Requisition

Created By

🔍

Created

05/06/2021
📅

# Lesson 2: Job Openings & Job Postings

## Topic 1: Create a Job Opening – Choose a Template ID

- Choose the Job Application Template ID. The template 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](#) | [Job Posting and Screening](#) | [Other Evaluation Criteria](#)

Opening Information <sup>?</sup>

➔ \*Template ID   KS Posting With Questions

Job Opening Type

Created By

Created

## Lesson 2: Job Openings & Job Postings

- ❑ **Topic 1: Create a Job Opening – Choose a Template ID**
- **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.



## Lesson 2: Job Openings & Job Postings

### □ **Topic 1: Create a Job Opening – Job Application 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 ResumeCovLtrRefri** – (Posting with Online Job Application – limited options included)
    - Job Posting
    - Resume, Cover Letter, Attachment (required)
    - Referral

## Lesson 2: Job Openings & Job Postings

### ❑ **Topic 1: Create a Job Opening – Job Application Templates**

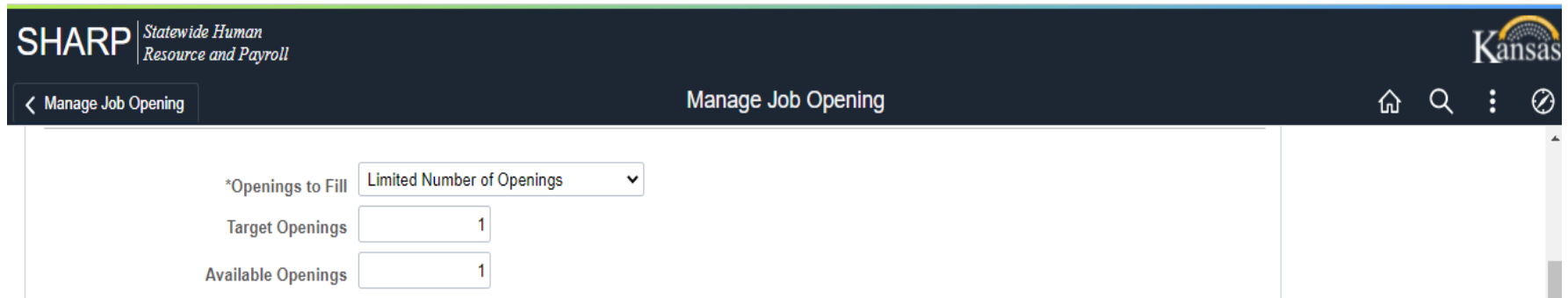
- **Template ID 1014 KS Posting Only-No Job App** – (Posting Only - No Job Application – external application process). This template should be used by agencies that do not use the on-line employment application in the Careers portal. The template provides for the creation of the Job Posting without 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. (More information in Topic 4 Job Postings)
- 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.

## Lesson 2: Job Openings & Job Postings

### □ Topic 1: Create a Job Opening

In the **Openings to Fill** section you can keep the default values or choose other options. See Topic 2 for information about filling multiple vacancies with one Job Opening.

- **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.

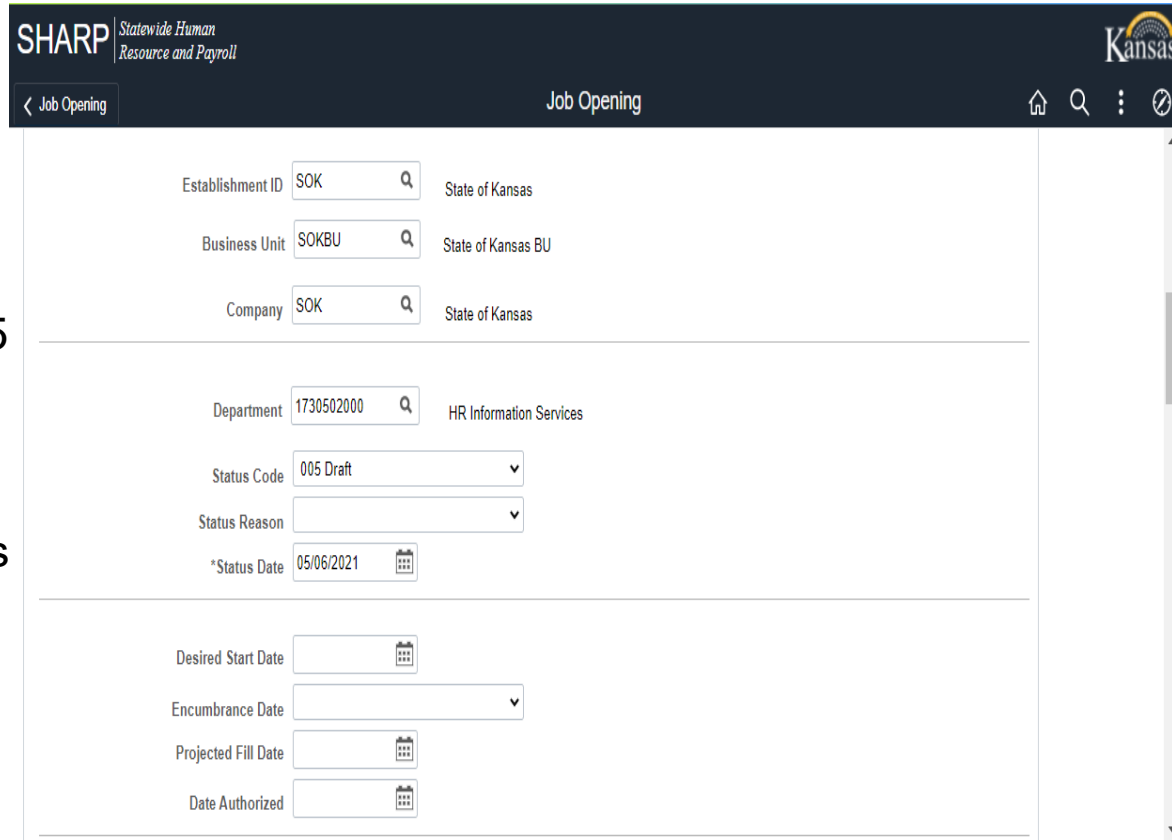


The screenshot shows the SHARP interface for managing job openings. The header includes the SHARP logo and 'Statewide Human Resource and Payroll' text. The page title is 'Manage Job Opening'. The 'Openings to Fill' section is visible, showing a dropdown menu set to 'Limited Number of Openings'. Below this, there are two input fields: 'Target Openings' with the value '1' and 'Available Openings' with the value '1'.

# Lesson 2: Job Openings & Job Postings

## Topic 1: Create a Job Opening

- Establishment ID, Business Unit, Company, and Department default from Company entered on the search page.
- Status Code will default as 005 Draft until you Save and Open your Job Opening.
- Status Date defaults as today's date.
- Desired Start Date, Encumbrance Date, Projected Fill Date and Date Authorized are not used by the State and should be left blank.



The screenshot shows the SHARP (Statewide Human Resource and Payroll) system interface for creating a job opening. The form is titled "Job Opening" and includes the following fields:

- Establishment ID:** SOK (State of Kansas)
- Business Unit:** SOKBU (State of Kansas BU)
- Company:** SOK (State of Kansas)
- Department:** 1730502000 (HR Information Services)
- Status Code:** 005 Draft
- Status Reason:** (Dropdown menu)
- \*Status Date:** 05/06/2021
- Desired Start Date:** (Calendar icon)
- Encumbrance Date:** (Dropdown menu)
- Projected Fill Date:** (Calendar icon)
- Date Authorized:** (Calendar icon)

# Lesson 2: Job Openings & Job Postings

## □ Topic 1: Create a Job Opening

- The Referral Program ID and Recruitment Contact fields are not used by the State of Kansas and may be left blank. 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.

Referral Program ID

Recruitment Contact

### Locations ?

*Location	Location Description	Primary Location	
<input type="text" value="KTLND"/> <input type="button" value="Q"/>	Landon State Office Building	<input checked="" type="checkbox"/>	<input type="button" value="🗑"/>

[Add Location](#)




# Lesson 2: Job Openings & Job Postings

## Topic 2: Create a Job Opening - Recruiting Locations

- 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.

### Recruiting Locations ?

*Recruiting Area	Recruitment Area Description	Primary Recruiting Area	Target Openings	
177 <input type="text"/>	Shawnee County	<input checked="" type="checkbox"/>	<input type="text" value="1"/>	

[Add Recruiting Location](#)

# Lesson 2: Job Openings & Job Postings

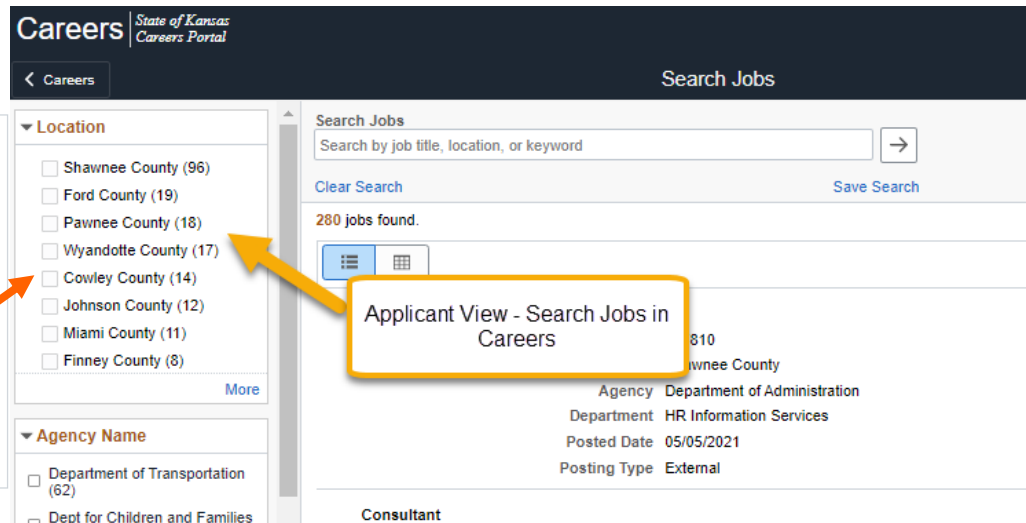
## Topic 2: Create a Job Opening - Recruiting Locations

- When you add Recruiting Locations in the Job Opening, they become Location filters an applicant can use on the Job Search page.

### Primary Job Opening Information

#### Job Details ?

Job Opening Type	Standard Requisition	
*Business Unit	SOKBU	State of Kansas BU
*Company	SOK	State of Kansas
Department	1730502000	HR Information Services
*Position Number	K0212263	Administrative Assistant
Job Code	1071K2	Administrative Assistant
*Recruiting Location	177	Shawnee County
*Job Posting Title	Administrative Assistant	



**Careers** | State of Kansas Careers Portal

< Careers Search Jobs

Search Jobs  
Search by job title, location, or keyword

Clear Search Save Search

280 jobs found.

**Location**

- Shawnee County (96)
- Ford County (19)
- Pawnee County (18)
- Wyandotte County (17)
- Cowley County (14)
- Johnson County (12)
- Miami County (11)
- Finney County (8)

**Agency Name**

- Department of Transportation (62)
- Dept for Children and Families

**Applicant View - Search Jobs in Careers**

810  
Shawnee County

Agency Department of Administration  
Department HR Information Services  
Posted Date 05/05/2021  
Posting Type External

Consultant

# Lesson 2: Job Openings & Job Postings

## Topic 2: Create a Job Opening - Multiple Positions

- 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 numbers if you are using one Job Opening to fill multiple positions.

**Recruiting Locations** ⓘ

*Recruiting Area	Recruitment Area Description	Primary Recruiting Area	Target Openings		
177	Shawnee County	<input checked="" type="checkbox"/>	<input type="text" value="1"/>	<input type="checkbox"/>	<input type="checkbox"/>

[Add Recruiting Location](#)

**Positions**

*Position	Position Number	Primary Position		
Administrative Assistant	K0212263	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

[Add Position](#)

# Lesson 2: Job Openings & Job Postings

## Topic 2: Create a Job Opening - Multiple Positions

- 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 Employees Being Replaced section directly below the Position number is not used by the State of Kansas.

**Positions**

*Position	Position Number	Primary Position		
Administrative Assistant <input type="text" value="Administrative Assistant"/>	K0212263	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

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**Employees Being Replaced**

	*Employee ID	Name		
1	<input type="text" value=""/>		<input type="checkbox"/>	<input type="checkbox"/>

# Lesson 2: Job Openings & Job Postings

## Topic 2: Create a Job Opening – Job Details and Salary

- The Schedule Type (Full time/Part-time) field defaults from the primary position number assigned to the Job Opening. This field is used in the Careers Job Search page as filters the applicant can use in their search.

**Additional Job Specifications** ?

Job Code:   Primary Job Code

**Staffing Information** ?

Region:

Schedule Type:

Regular/Temporary:

Begin Date:

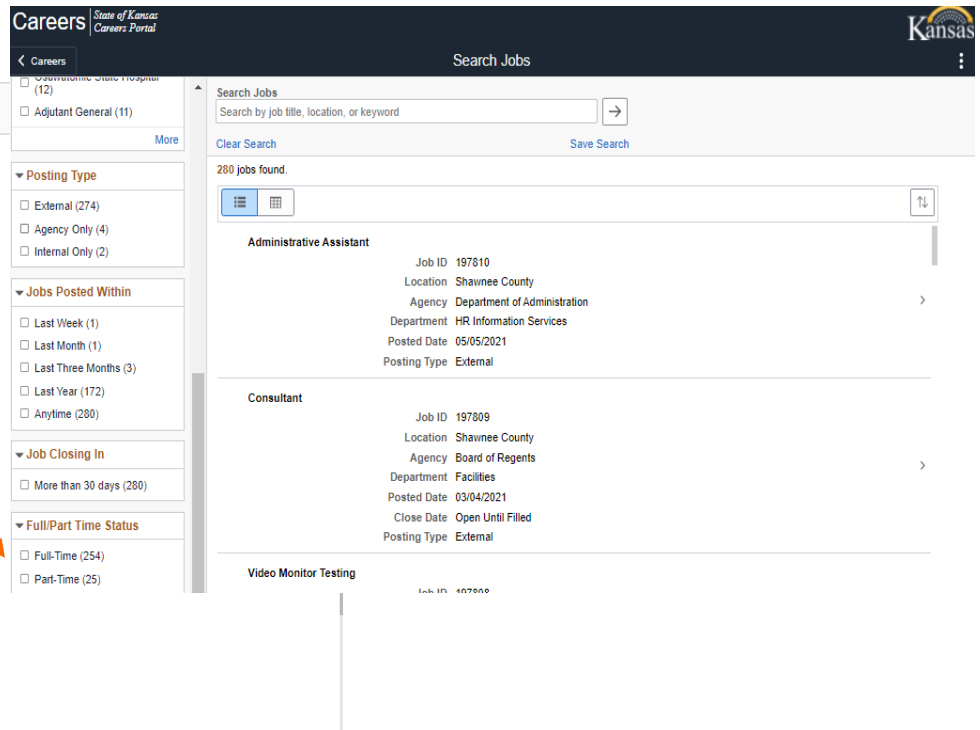
End Date:

Shift:

Hours:

Work Period:

Travel Percentage:



**Careers** State of Kansas Careers Portal

Search Jobs

Search by job title, location, or keyword

Clear Search Save Search

280 jobs found.

**Administrative Assistant**

Job ID 197810  
Location Shawnee County  
Agency Department of Administration  
Department HR Information Services  
Posted Date 05/05/2021  
Posting Type External

**Consultant**

Job ID 197809  
Location Shawnee County  
Agency Board of Regents  
Department Facilities  
Posted Date 03/04/2021  
Close Date Open Until Filled  
Posting Type External

**Video Monitor Testing**

Job ID 197808

**Posting Type**

- External (274)
- Agency Only (4)
- Internal Only (2)

**Jobs Posted Within**

- Last Week (1)
- Last Month (1)
- Last Three Months (3)
- Last Year (172)
- Anytime (280)

**Job Closing In**

- More than 30 days (280)

**Full/Part Time Status**

- Full-Time (254)
- Part-Time (25)

# Lesson 2: Job Openings & Job Postings

## Topic 2: Create a Job Opening – Job Details and Salary

- 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.
- Adding the values entered in these fields to the Careers Job Search is on our list of enhancements.

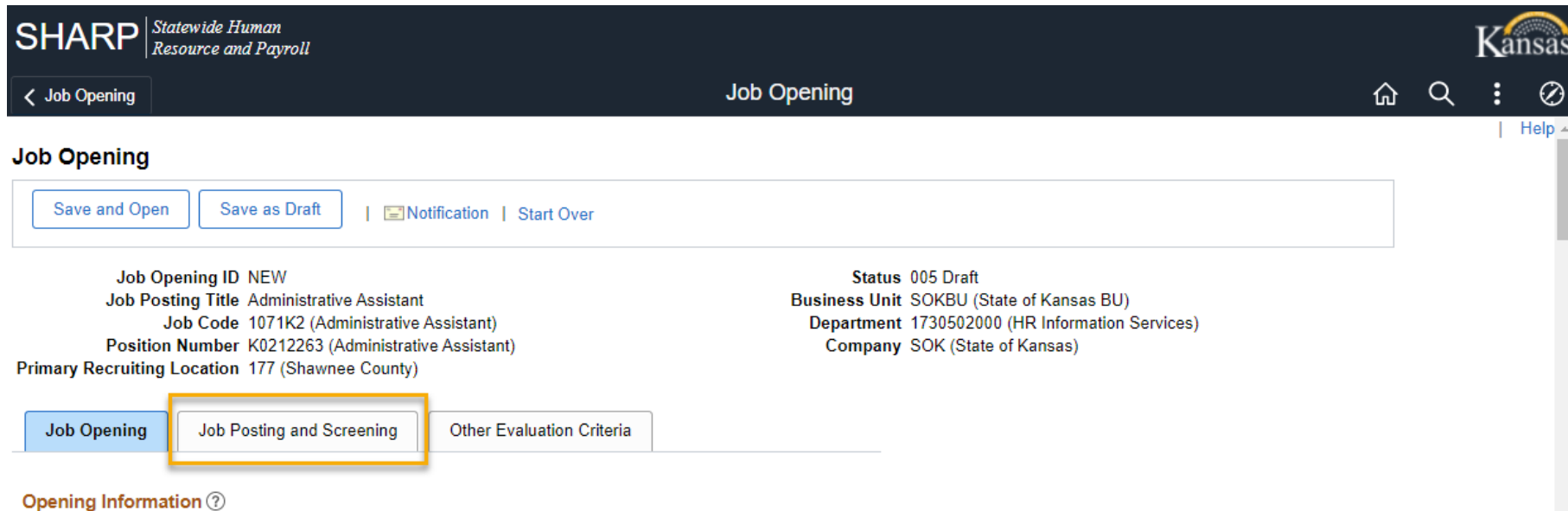
### Salary Information ?

Salary Admin Plan	<input type="text" value="CLA"/>	<input type="button" value="Q"/>	Classified Pay Plan
From Grade	<input type="text" value="017"/>	<input type="button" value="Q"/>	CLASSIFIED GRADE 017
From Step	<input type="text" value="4"/>	<input type="button" value="Q"/>	
To Grade	<input type="text"/>	<input type="button" value="Q"/>	
To Step	<input type="text"/>	<input type="button" value="Q"/>	
Salary Range From	<input type="text" value="23,878.400000"/>		(Default From Job Code)
Salary Range To	<input type="text" value="37,980.800000"/>		(Default From Job Code)
Pay Frequency	<input type="text" value="Year"/>	<input type="button" value="v"/>	
Currency	<input type="text" value="US Dollar"/>	<input type="button" value="v"/>	

# Lesson 2: Job Openings & Job Postings

## Topic 3: Screening (Online Questionnaire)

- 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.



The screenshot shows the SHARP (Statewide Human Resource and Payroll) system interface. At the top, there is a navigation bar with the SHARP logo and the text 'Statewide Human Resource and Payroll'. Below this, a breadcrumb trail shows '< Job Opening' and the current page title 'Job Opening'. On the right side of the navigation bar, there are icons for home, search, and help. The main content area is titled 'Job Opening' and contains several buttons: 'Save and Open', 'Save as Draft', 'Notification', and 'Start Over'. Below the buttons, there is a summary of job opening details:

<b>Job Opening ID</b> NEW	<b>Status</b> 005 Draft
<b>Job Posting Title</b> Administrative Assistant	<b>Business Unit</b> SOKBU (State of Kansas BU)
<b>Job Code</b> 1071K2 (Administrative Assistant)	<b>Department</b> 1730502000 (HR Information Services)
<b>Position Number</b> K0212263 (Administrative Assistant)	<b>Company</b> SOK (State of Kansas)
<b>Primary Recruiting Location</b> 177 (Shawnee County)	









At the bottom of the page, there is a tabbed interface with three tabs: 'Job Opening', 'Job Posting and Screening', and 'Other Evaluation Criteria'. The 'Job Posting and Screening' tab is highlighted with an orange border. Below the tabs, there is a link for 'Opening Information' with a help icon.

# Lesson 2: Job Openings & Job Postings

## Topic 3: Screening (Online Questionnaire)

- 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.

### Screening Questions <sup>?</sup>

*Question	Question Order	Action	
Former or Current EEs	5	<a href="#">Enter Evaluators</a>	
Over Age 18	3	<a href="#">View Answers</a>	
Known by Other Name	7	<a href="#">Enter Evaluators</a>	
Have you previously retired	6	<a href="#">Enter Evaluators</a>	
Veterans Preference	4	<a href="#">View Answers</a>	
Applicants check email	1	<a href="#">View Answers</a>	
Authorized to work in US	2	<a href="#">View Answers</a>	
Additional Experiences	8	<a href="#">Enter Evaluators</a>	

Add Screening Question

Load from Question Set



## Lesson 2: Job Openings & Job Postings

### Topic 3: Screening (Online Questionnaire)

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

## Lesson 2: Job Openings & Job Postings

### □ Topic 3: Screening (Online Questionnaire)

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.

## Lesson 2: Job Openings & Job Postings

### ☐ Topic 3: Screening (Online Questionnaire)

#### 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.*

## Lesson 2: Job Openings & Job Postings

### □ Topic 3: Screening (Online Questionnaire)

#### 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.*

# Lesson 2: Job Openings & Job Postings

## Topic 3: Screening (Online Questionnaire)

- You can add additional optional questions to the job application by clicking the Add 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.

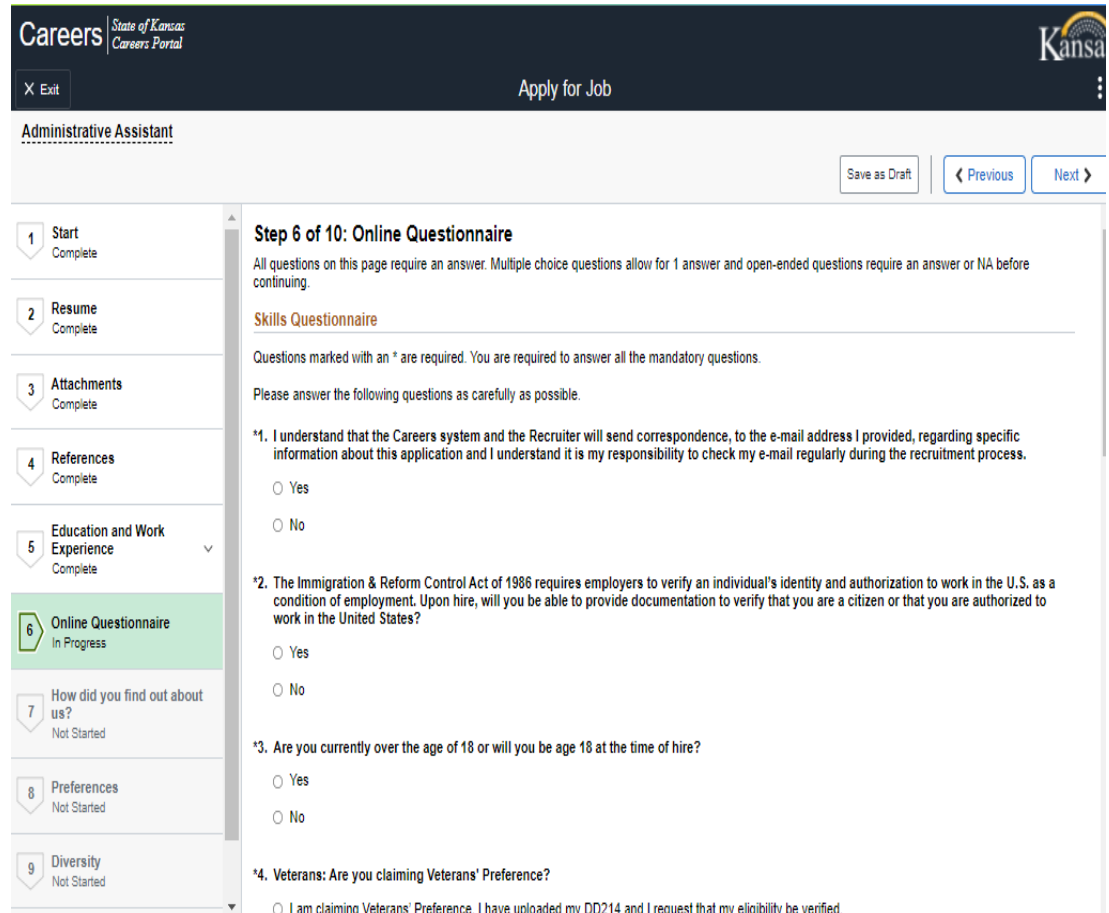
The screenshot displays the SHARP Recruiting Activities interface. In the background, a table titled 'Skills Questions' lists various questions with their order numbers. An 'Add Skills Question' button is highlighted with a yellow box. A yellow arrow points from this button to a 'Look Up Question ID' modal window. The modal window contains search filters for Question ID, Question Code, and Description, along with 'Search', 'Clear', and 'Cancel' buttons. Below the filters, a 'Search Results' section shows 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	4CLMVTBPE	Single	Active	*Veterans Preference

# Lesson 2: Job Openings & Job Postings

## Topic 3: Screening (Online Questionnaire)

- 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.



The screenshot shows the 'Administrative Assistant' application in progress. The left sidebar lists steps 1 through 9, with 'Online Questionnaire' (Step 6) highlighted as 'In Progress'. The main content area is titled 'Step 6 of 10: Online Questionnaire' and includes instructions: '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.' Below this is a 'Skills Questionnaire' section with the instruction: 'Questions marked with an \* are required. You are required to answer all the mandatory questions. Please answer the following questions as carefully as possible.' Four questions are listed, each with radio button options for 'Yes' and 'No':

- \*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?
  - Yes
  - No
- \*4. Veterans: Are you claiming Veterans' Preference?
  - I am claiming Veterans' Preference. I have uploaded my DD214 and I request that my eligibility be verified.

# Lesson 2: Job Openings & Job Postings

## Topic 3: Screening - Recruiter Access

- 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 also will also allow them to see the job opening and applicants on their Recruiting Alerts Center.
- Click on the 'Add Recruiter' button and then enter the Name of the Recruiter as it is stored in SHARP including middle initial.

### Assignments ?

#### Recruiters ?

No Recruiters have been added to this Job Opening

Add Recruiter

Add Recruiter Team

#### Hiring Manager ?

No Hiring Managers have been added to this Job Opening

Add Hiring Manager

Add Hiring Manager Team

#### Interviewers ?

No Interviewers have been added to this Job Opening

Add Interviewer

Add Interviewer Team

# Lesson 2: Job Openings & Job Postings

## Topic 4: Job Postings - Templates

- The next step in creating a Job Opening is to create a job posting that displays 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 SHARP (Statewide Human Resource and Payroll) system interface. At the top, the navigation bar includes the SHARP logo, the text 'Statewide Human Resource and Payroll', and the Kansas state logo. The breadcrumb trail shows 'Job Opening' and 'Posting Information'. The main content area is titled 'Posting Information' and features a 'Job Postings' section with a message: 'No job postings exist for this job opening.' Below this message is a prominent 'Add Job Posting' button. To the right, the 'Job Descriptions' section is active, showing a form for 'Administrative Assistant' with fields for 'Description Type', 'Visibility', and 'Template'. A rich text editor is provided for entering the job description, with 'Add Posting Description' and 'Delete Posting Description' buttons at the bottom.



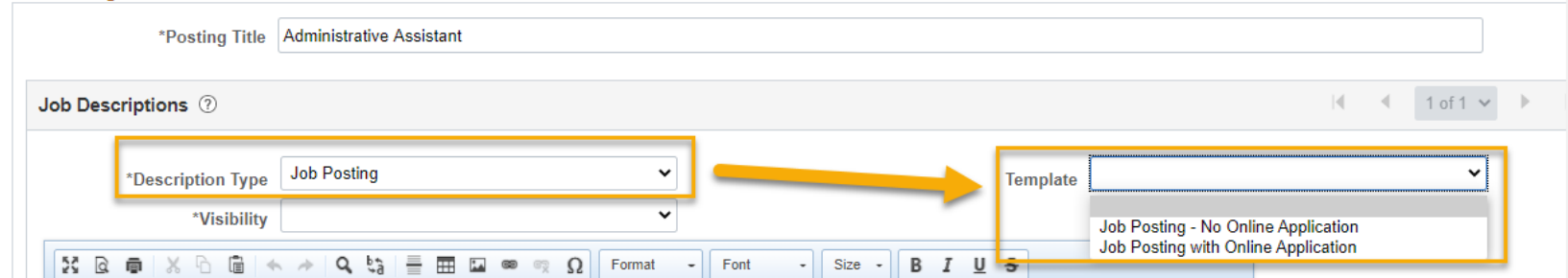
# Lesson 2: Job Openings & Job Postings

## Topic 4: 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 Administrative Assistant

Job Descriptions ? 1 of 1

\*Description Type Job Posting

\*Visibility

Template

- Job Posting - No Online Application
- Job Posting with Online Application

Format - Font - Size - B I U S

## Lesson 2: Job Openings & Job Postings

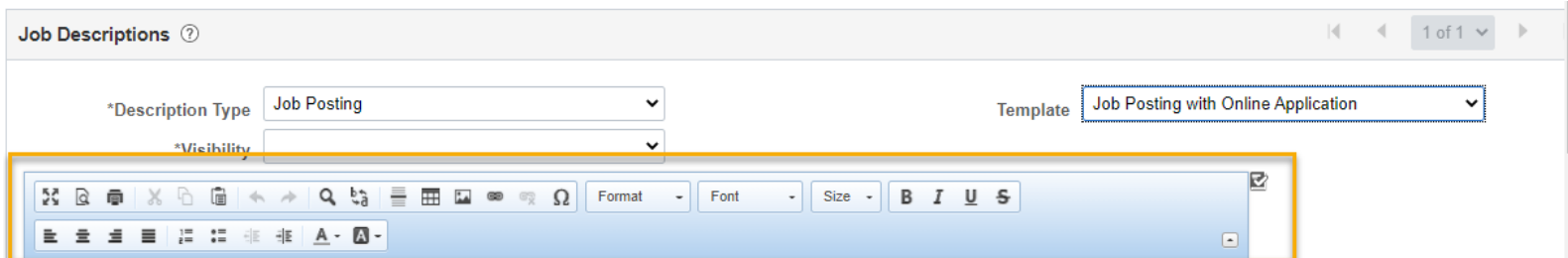
### □ Topic 4: Job Postings - Templates

- 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.”
- Links to Word document versions of the Posting Templates can be found in the Desk Aids section of the SHARP Recruiting CBT webpage.

## Lesson 2: Job Openings & Job Postings

### Topic 4: Job Postings – How to use the Posting Templates

- To add text to your posting you have 2 options:
  - You can work in the Posting editor on the Posting Information page
  - You can work in the Word Template
- 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).



Job Descriptions ?

\*Description Type: Job Posting

Template: Job Posting with Online Application

\*Visibility: [Dropdown]

Format - Font - Size - **B** *I* U ~~S~~

[Rich text editor toolbar with icons for bold, italic, underline, strikethrough, font color, background color, etc.]

## Lesson 2: Job Openings & Job Postings

### □ Topic 4: Job Postings – Posting Editor

- 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

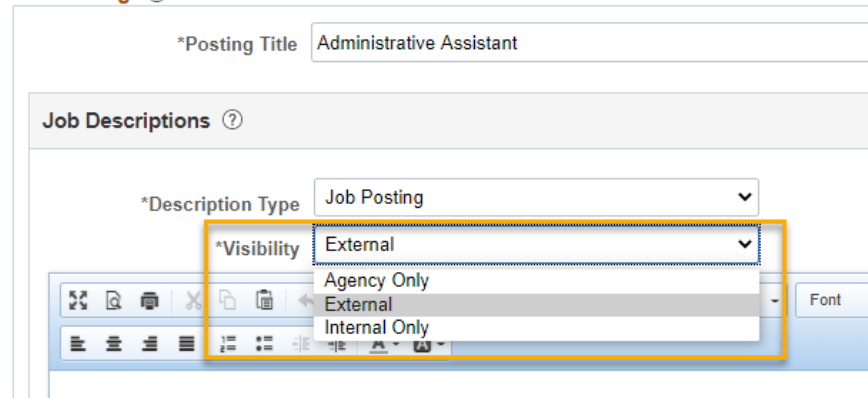
## Lesson 2: Job Openings & Job Postings

### Topic 4: Job Postings – Posting Type

- You will need to assign a Posting Type (External, Internal employees Only, 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.

#### Posting Information

##### Job Postings ?



\*Posting Title Administrative Assistant

Job Descriptions ?

\*Description Type Job Posting

\*Visibility External

Agency Only

External

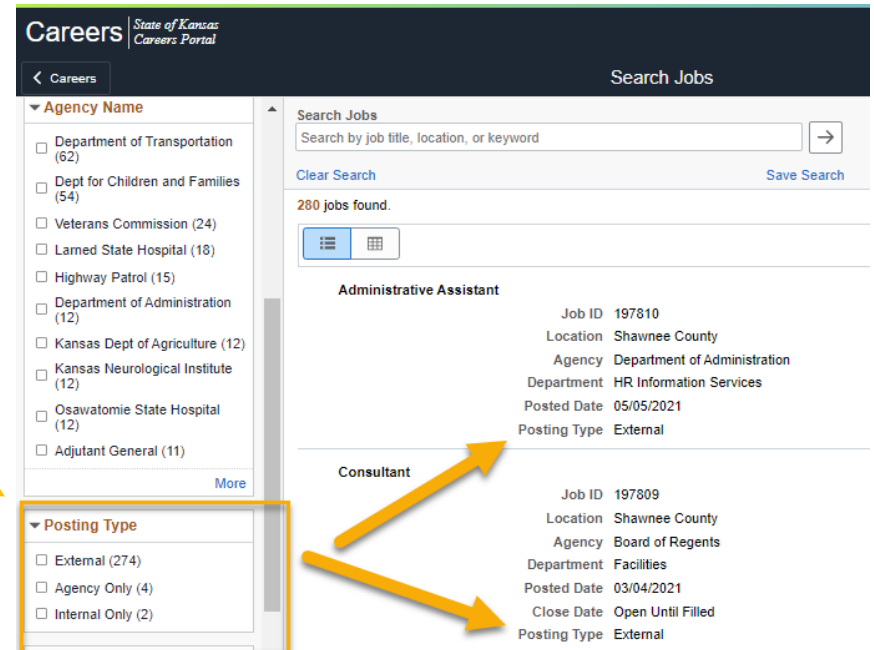
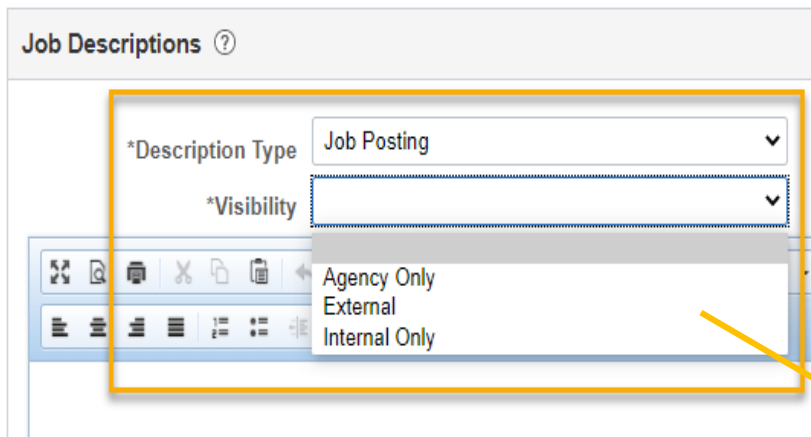
Internal Only

Font

# Lesson 2: Job Openings & Job Postings

## Topic 4: Job Postings – Posting Type

- The posting type value selected is used in the Careers Job Search page as a filter the applicant can use in their search.



## Lesson 2: Job Openings & Job Postings

### □ Topic 4: Job Postings – Posting Type

- Posting Type Definitions:
- **External:** Open to all applicants.
- **Internal Only:** Open to all state employees, persons eligible for reemployment or reinstatement, applicants who are eligible for veteran's preference under the provisions of **K.S.A. 75-2955** and persons who separate from state service due to a permanent disability for which the employee receives disability benefits from either the Kansas Public Employee Retirement System or the United States social security administration.
- **Agency Only:** Open to agency employees, persons eligible for reemployment, applicants who are eligible for veteran's preference under the provisions of **K.S.A. 75-2955** and persons who separate from state service due to a permanent disability for which the employee receives disability benefits from either the Kansas Public Employee Retirement System or the United States social security administration.

# Lesson 2: Job Openings & Job Postings

## Topic 4: Job Postings – Posting Dates

- 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		05/05/2021		

Add Posting Destination



## Lesson 2: Job Openings & Job Postings

### □ Topic 4: Job Postings – Posting Dates

- 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.

# Lesson 2: Job Openings & Job Postings

## Topic 4: Job Postings – Posting Dates

- 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) and will be removed when it hits the Remove Date at (12:00AM).
- 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”.

Job Posting Destinations ?

*Destination	*Posting Type	Relative Open Date	Post Date	Remove Date	Posting Duration (Days)
I	External Posting			06/01/2021	

Add Posting Destination

KPRC Intake Protection Specialist

Job ID 195316  
 Location Wyandotte County  
 Agency Dept for Children and Families  
 Department Prevention & Protection Svcs  
 Posted Date 11/15/2020  
 Close Date Open Until Filled  
 Posting Type External

# Lesson 2: Job Openings & Job Postings

## Topic 4: Job Postings – Posting Dates

- 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.

The screenshot displays the SHARP Job Opening form. The 'Save and Open' button is highlighted with an orange border. The form contains the following information:

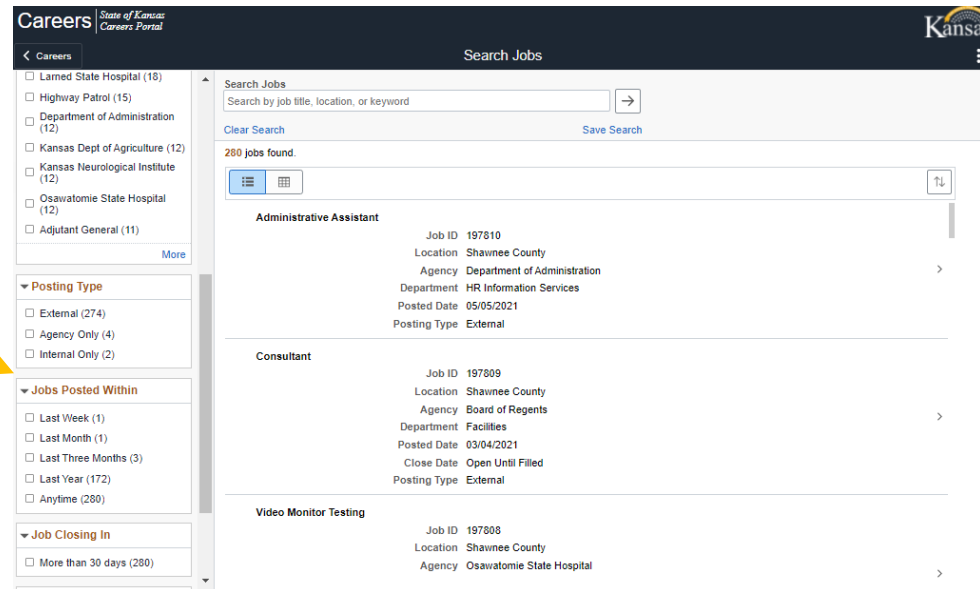
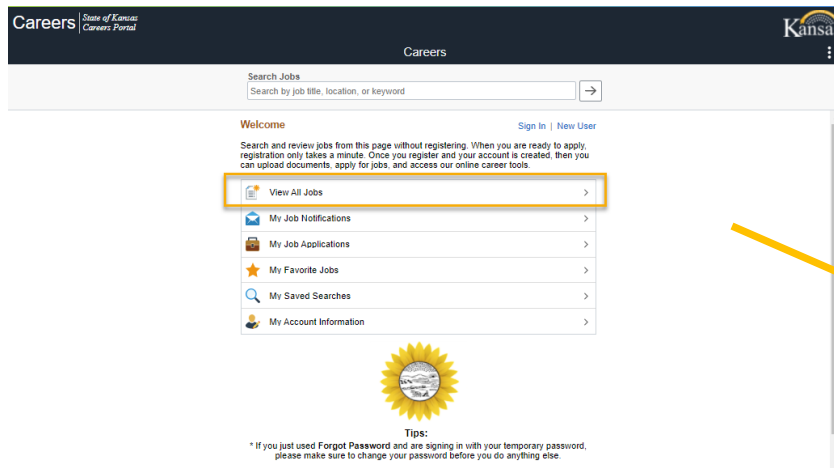
<p><b>Job Opening ID</b> NEW</p> <p><b>Job Posting Title</b> Administrative Assistant</p> <p><b>Job Code</b> 1071K2 (Administrative Assistant)</p> <p><b>Position Number</b> K0212263 (Administrative Assistant)</p> <p><b>Primary Recruiting Location</b> 177 (Shawnee County)</p>	<p><b>Status</b> ( )</p> <p><b>Business Unit</b> ( )</p> <p><b>Department</b> ( )</p> <p><b>Company</b> ( )</p>	<p><b>Job Opening ID</b> 197810</p> <p><b>Job Posting Title</b> Administrative Assistant</p> <p><b>Job Code</b> 1071K2 (Administrative Assistant)</p> <p><b>Position Number</b> K0212263 (Administrative Assistant)</p> <p><b>Primary Recruiting Location</b> 177 (Shawnee County)</p>	<p><b>Status</b> 010 Open</p> <p><b>Business Unit</b> SOKBU (State of Kansas BU)</p> <p><b>Department</b> 1733510000 ( )</p> <p><b>Company</b> SOK (State of Kansas)</p>
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Navigation tabs at the bottom include: Job Opening, Job Posting and Screening, and Other Evaluation Criteria.

# Lesson 2: Job Openings & Job Postings

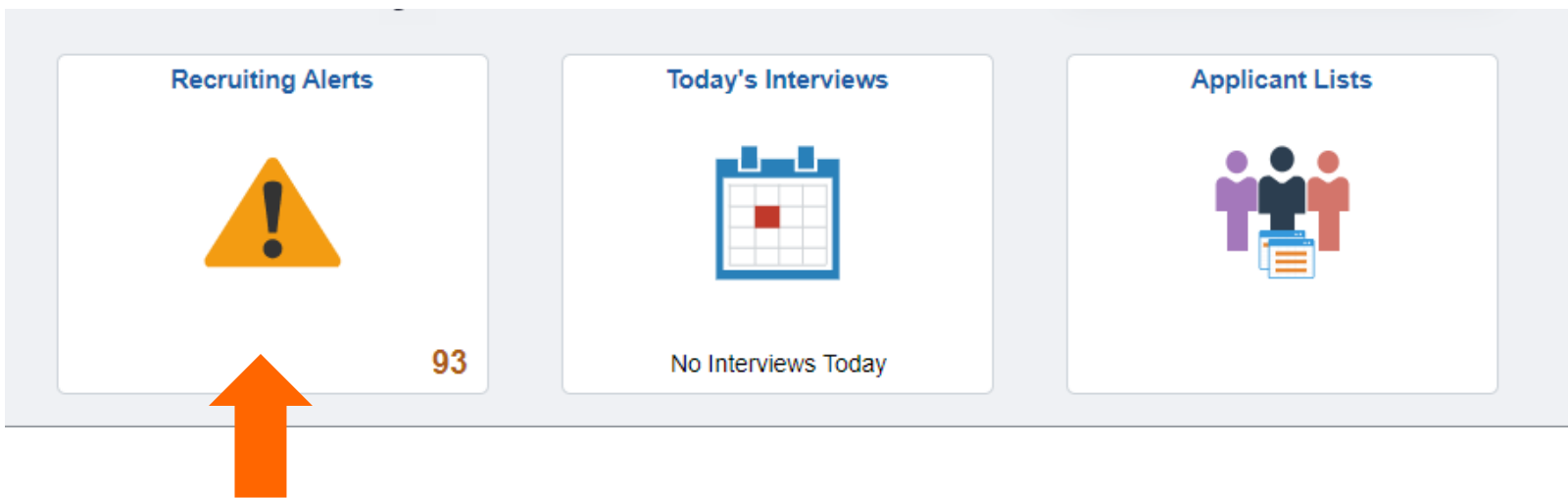
## Topic 4: Job Postings – Posting Dates

- Your Job Posting will be added to Careers Job Search on the next index run. The index is ran every hour, on the hour, Monday through Friday, from 7:00 am to 6:00 pm.
- Once a job opening is closed or a job posting is set to removed, the applicant will not be able to apply for the job even if they can view it in Careers Job Search.



## Lesson 2: Job Openings & Job Postings

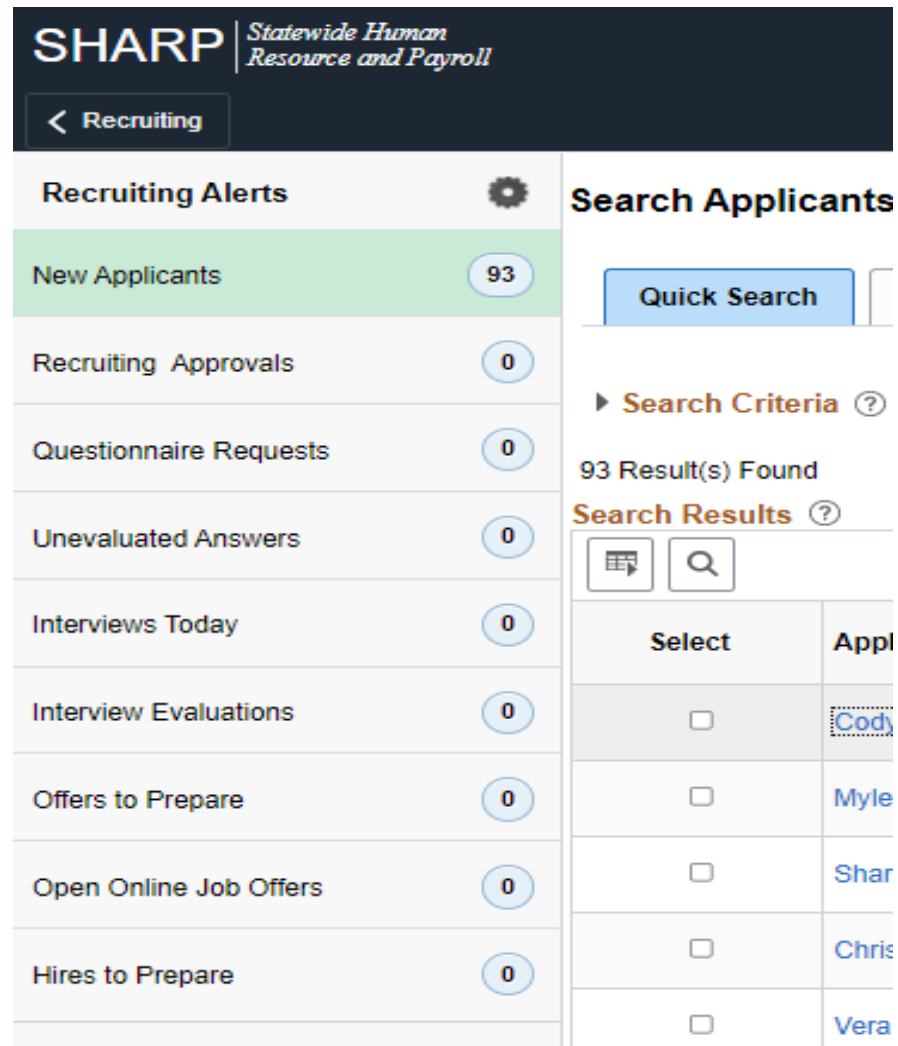
- ❑ **Topic 5:** Manage job openings - Recruitment Alerts Tile
- The Recruiting Alerts Tile displays the total number of alerts associated with your job openings. The number of alerts displayed on the tile indicates the total number of the type of alerts enabled using the Personalize option.
- Click on the Recruiting Alerts Tile.



# Lesson 2: Job Openings & Job Postings

## Recruiting Alerts Page

- The left panel on the Recruiting Alerts page displays the alert type and total number of alerts next to each type.
- Click on each alert to access the corresponding page for details related to the alert. You will also have access to manage your applicants and open job openings from this page.
- Information contained in the alerts displayed on Recruiting Alert page is based on your level of security access in SHARP.



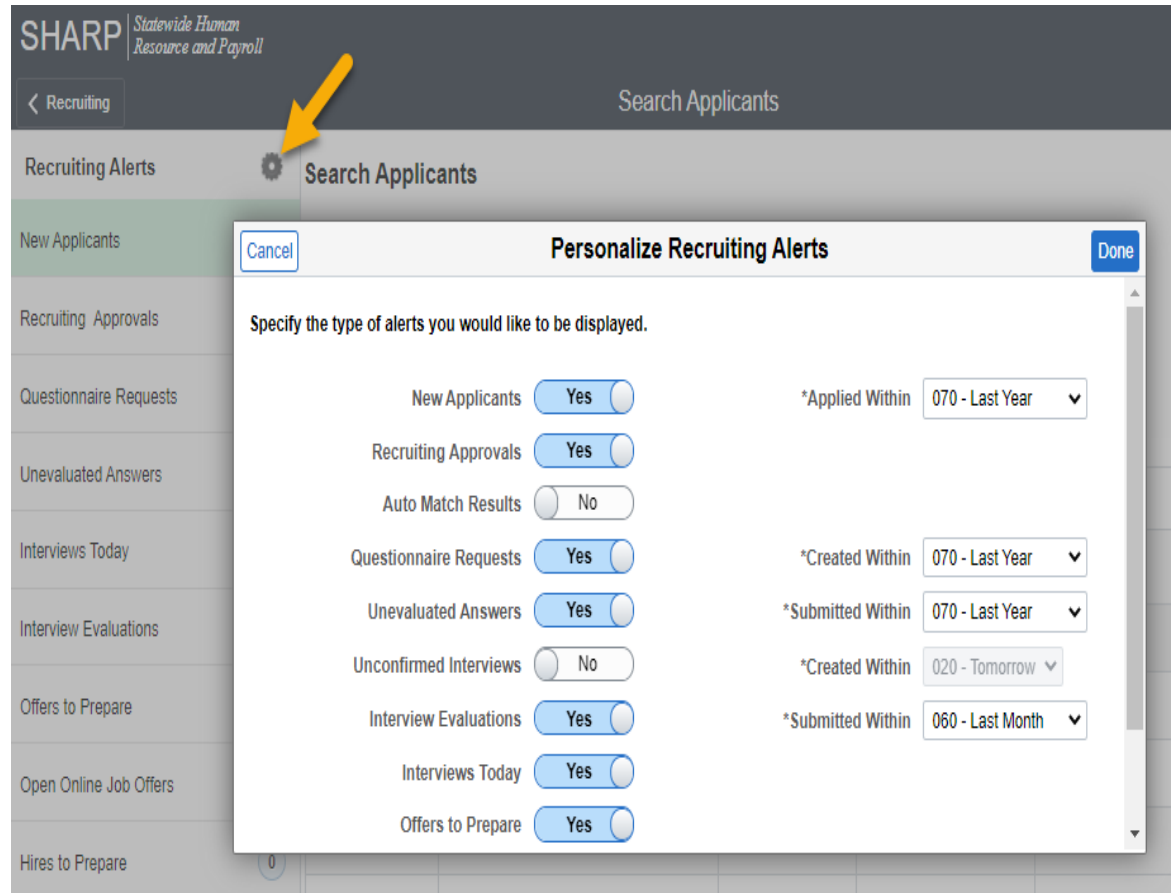
The screenshot shows the SHARP (Statewide Human Resource and Payroll) system interface. The top navigation bar includes the SHARP logo and the text "Statewide Human Resource and Payroll". Below the navigation bar, there is a "Recruiting" breadcrumb and a "Recruiting Alerts" section with a gear icon. The main content area is divided into two panels. The left panel, titled "Recruiting Alerts", lists various alert types with their respective counts: New Applicants (93), Recruiting Approvals (0), Questionnaire Requests (0), Unevaluated Answers (0), Interviews Today (0), Interview Evaluations (0), Offers to Prepare (0), Open Online Job Offers (0), and Hires to Prepare (0). The right panel, titled "Search Applicants", features a "Quick Search" button, a "Search Criteria" section with a help icon, and a "Search Results" section showing "93 Result(s) Found". Below the search results, there is a table with columns for "Select" and "Appl". The table lists several applicants: Cody, Myle, Shar, Chris, and Vera, each with a checkbox in the "Select" column.

Select	Appl
<input type="checkbox"/>	Cody
<input type="checkbox"/>	Myle
<input type="checkbox"/>	Shar
<input type="checkbox"/>	Chris
<input type="checkbox"/>	Vera

# Lesson 2: Job Openings & Job Postings

## Recruiting Alerts Page

- Click on the Personalize icon to choose the alerts to display.
- Update filtering criteria for certain alerts by adding time periods, statuses and other values related to the information being displayed.



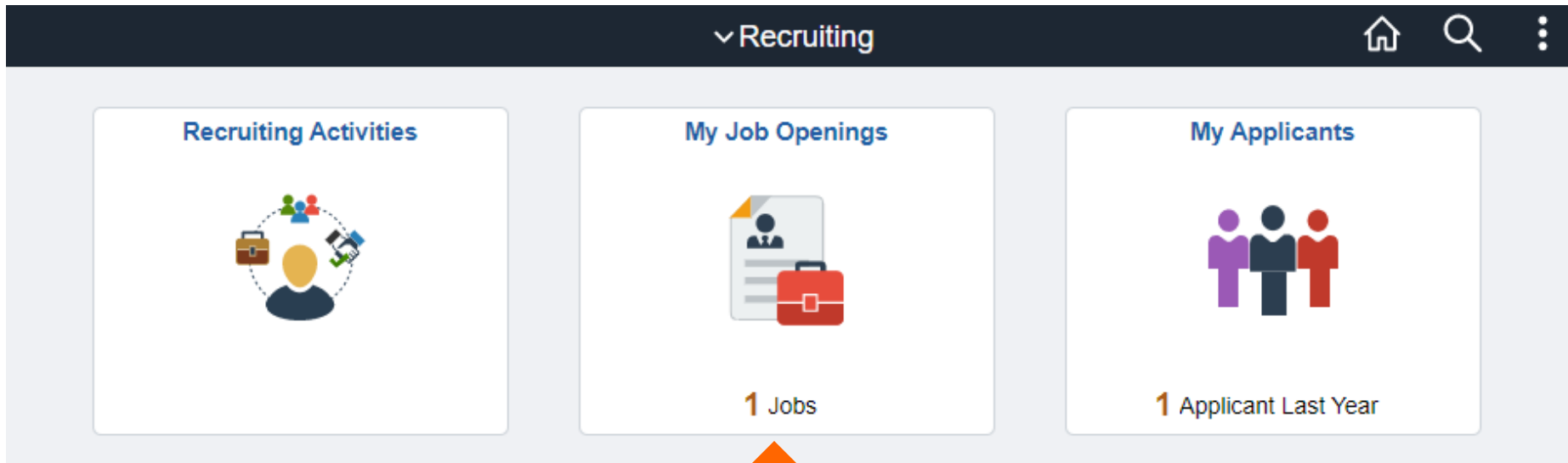
The screenshot shows the SHARP Statewide Human Resource and Payroll System interface. The 'Recruiting Alerts' page is active, with a sidebar menu on the left listing various alert categories. A yellow arrow points to a gear icon (Personalize) next to the 'Search Applicants' header. A modal dialog box titled 'Personalize Recruiting Alerts' is open, allowing users to specify the type of alerts they want to be displayed. The dialog includes a 'Cancel' button on the top left and a 'Done' button on the top right. The main content of the dialog is a list of alert categories with toggle switches and time period filters.

Alert Category	Status	Filter
New Applicants	Yes	*Applied Within: 070 - Last Year
Recruiting Approvals	Yes	
Auto Match Results	No	
Questionnaire Requests	Yes	*Created Within: 070 - Last Year
Unevaluated Answers	Yes	*Submitted Within: 070 - Last Year
Unconfirmed Interviews	No	*Created Within: 020 - Tomorrow
Interview Evaluations	Yes	*Submitted Within: 060 - Last Month
Interviews Today	Yes	
Offers to Prepare	Yes	

## Lesson 2: Job Openings & Job Postings

### ☐ My Job Openings Tile

- The My Job Openings Tile displays the count of your open jobs.
- Click the My Job Openings Tile to access the My Job Openings page to view and manage your open jobs.

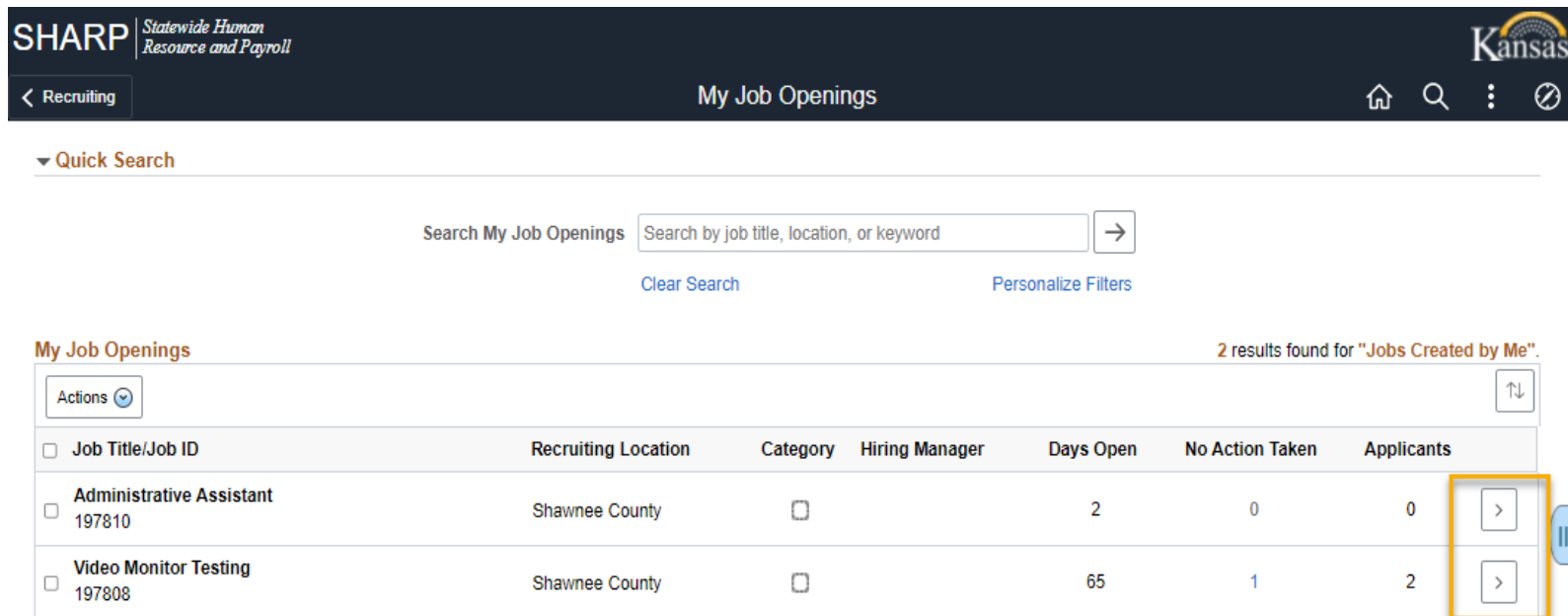




# Lesson 2: Job Openings & Job Postings

## Topic 5: Manage job openings – My Job Openings

- The My Job Openings page includes the list of your open jobs.
- Clicking on the chevron icon highlighted below on a specific job opening takes you to the Manage Job Openings page where you can perform several recruiting activities.



SHARP Statewide Human Resource and Payroll System

My Job Openings

Quick Search

Search My Job Openings Search by job title, location, or keyword

Clear Search Personalize Filters

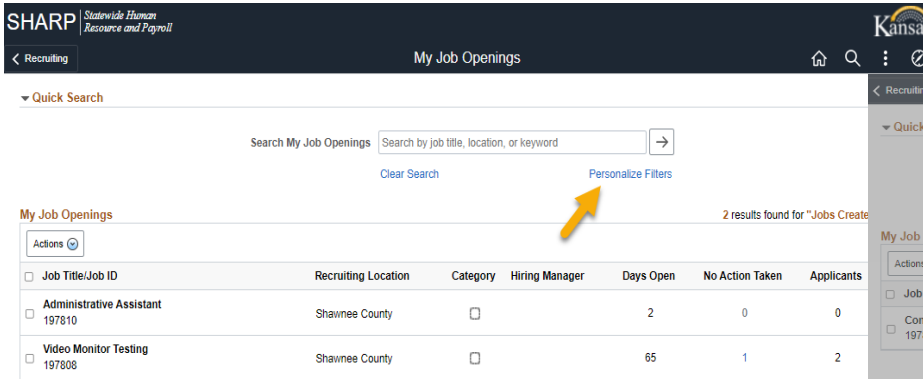
My Job Openings 2 results found for "Jobs Created by Me".

Job Title/Job ID	Recruiting Location	Category	Hiring Manager	Days Open	No Action Taken	Applicants
Administrative Assistant 197810	Shawnee County			2	0	0
Video Monitor Testing 197808	Shawnee County			65	1	2

# Lesson 2: Job Openings & Job Postings

## Topic 5: Manage job openings – My Job Openings

- Click on the Personalize Filters link to select and change filter options that determine which job openings will appear in your list.
- The filters on My Job Openings include the ability to personalize actions including which Job Openings to Display, Status of Job Openings and Time Periods.



SHARP Statewide Human Resource and Payroll System

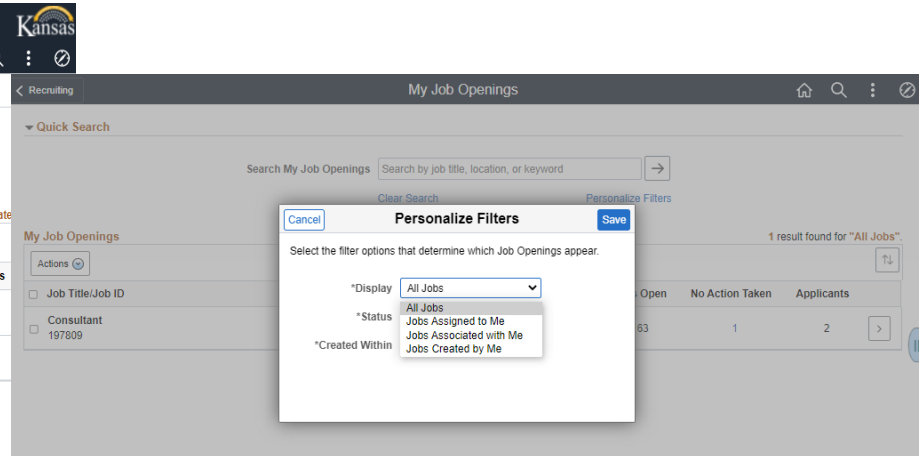
My Job Openings

Quick Search: Search My Job Openings (Search by job title, location, or keyword)

Clear Search Personalize Filters

2 results found for "Jobs Create"

Job Title/Job ID	Recruiting Location	Category	Hiring Manager	Days Open	No Action Taken	Applicants
Administrative Assistant 197810	Shawnee County	<input type="checkbox"/>		2	0	0
Video Monitor Testing 197808	Shawnee County	<input type="checkbox"/>		65	1	2



Personalize Filters

Select the filter options that determine which Job Openings appear.

\*Display: All Jobs

\*Status: All Jobs, Jobs Assigned to Me, Jobs Associated with Me, Jobs Created by Me

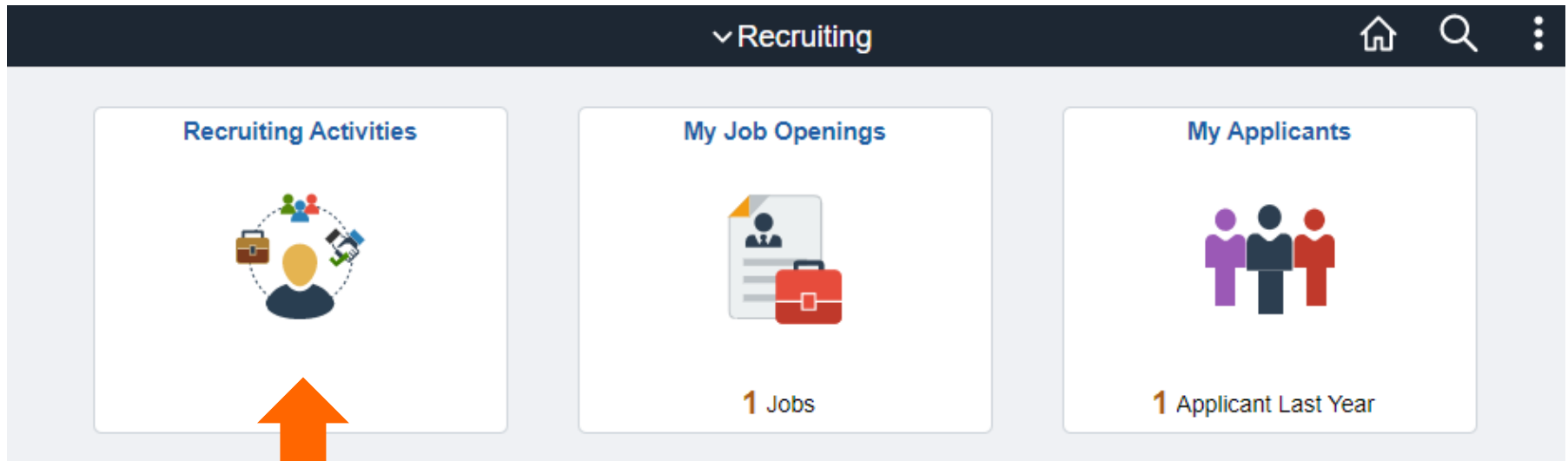
\*Created Within

1 result found for "All Jobs"

## Lesson 2: Job Openings & Job Postings

### Topic 5: Manage job openings

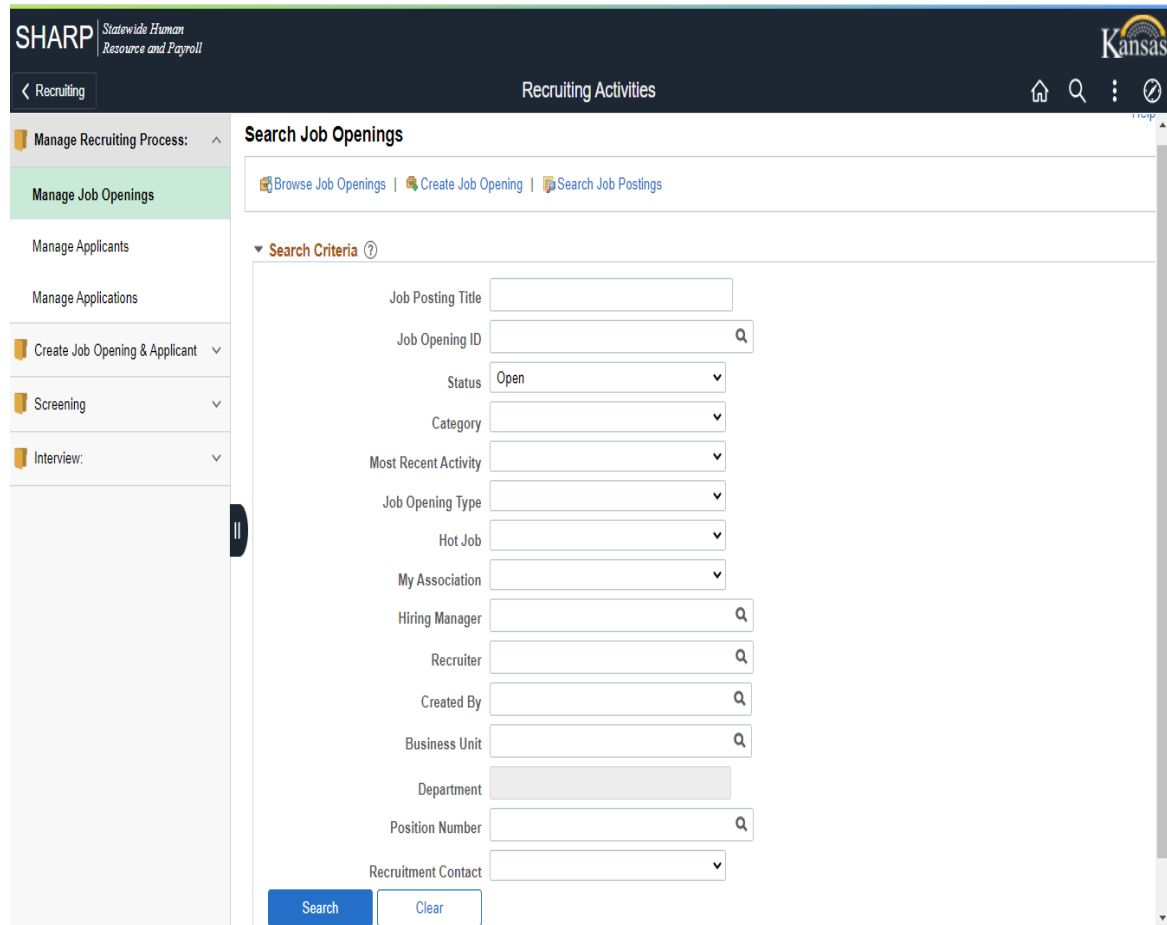
- Once Job Openings have been created you will have the ability to manage several recruiting activities using links and information stored on your Job Opening. To manage an existing Job Opening you will navigate to the Recruiting Homepage and click the Recruiting Activities tile.



# Lesson 2: Job Openings & Job Postings

## Topic 5: Manage job openings

- Manage Job Openings is the default navigation in the Recruiting Activities tile. The 'Search Job Openings' search page displays as the default option in the Manage Job Openings navigation collection.



The screenshot shows the SHARP (Statewide Human Resource and Payroll System) interface. The top navigation bar includes the SHARP logo, the text 'Statewide Human Resource and Payroll', and the 'Recruiting Activities' title. A left-hand navigation menu is visible, with 'Manage Job Openings' highlighted in green. The main content area is titled 'Search Job Openings' and contains a search criteria form with the following fields:

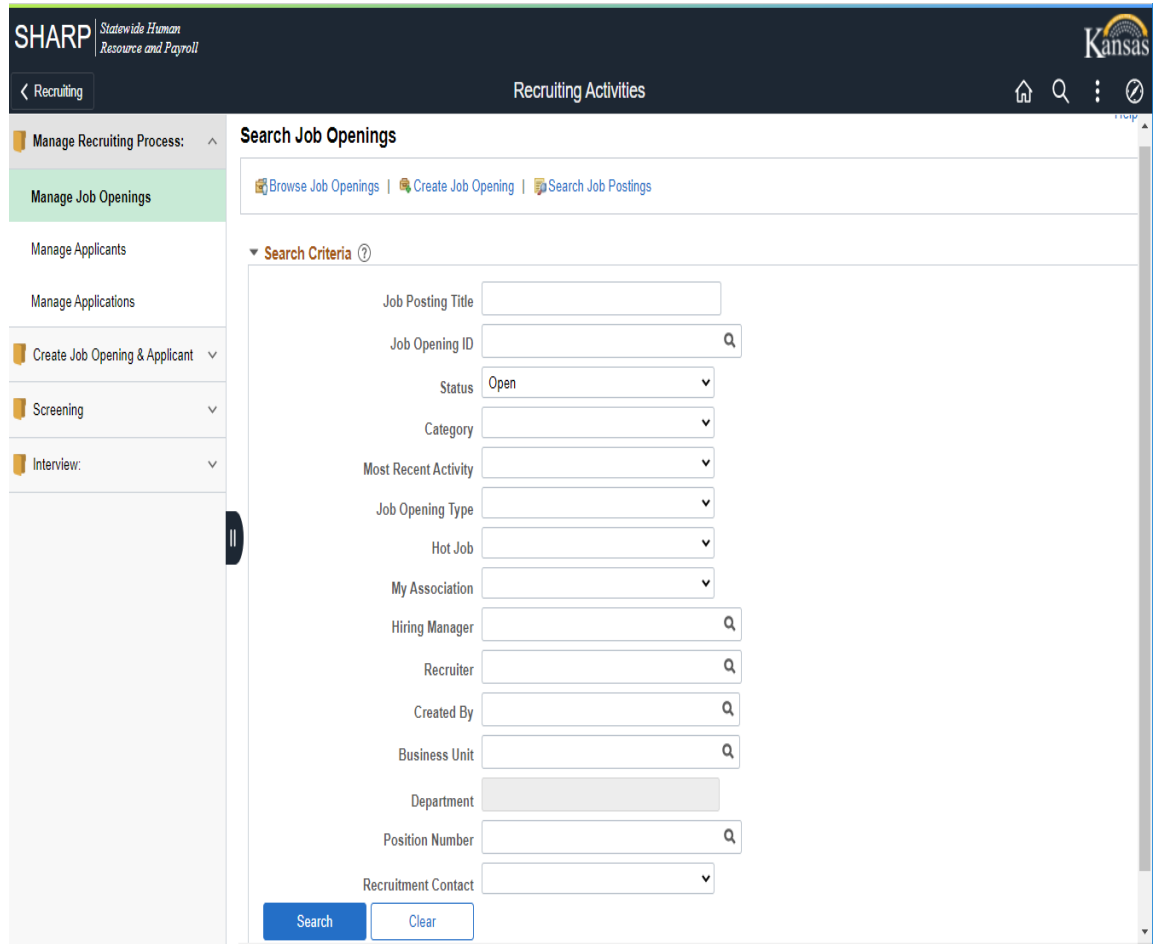
- Job Posting Title (text input)
- Job Opening ID (text input with search icon)
- Status (dropdown menu, currently set to 'Open')
- Category (dropdown menu)
- Most Recent Activity (dropdown menu)
- Job Opening Type (dropdown menu)
- Hot Job (dropdown menu)
- My Association (dropdown menu)
- Hiring Manager (text input with search icon)
- Recruiter (text input with search icon)
- Created By (text input with search icon)
- Business Unit (text input with search icon)
- Department (text input)
- Position Number (text input with search icon)
- Recruitment Contact (dropdown menu)

At the bottom of the search criteria section, there are two buttons: 'Search' and 'Clear'.

# Lesson 2: Job Openings & Job Postings

## Topic 5: Manage job openings

- To search for an existing Job Opening, use one or more of the fields found on the Search Job Openings page.
- Once you have entered your search criteria click on the Search button.



SHARP Statewide Human Resource and Payroll

Recruiting Activities

Manage Recruiting Process: ^

Manage Job Openings

Manage Applicants

Manage Applications

Create Job Opening & Applicant v

Screening v

Interview: v

Search Job Openings

Browse Job Openings | Create Job Opening | Search Job Postings

Search Criteria ?

Job Posting Title

Job Opening ID

Status Open

Category

Most Recent Activity

Job Opening Type

Hot Job

My Association

Hiring Manager

Recruiter

Created By

Business Unit

Department

Position Number

Recruitment Contact

Search Clear

## Lesson 2: Job Openings & Job Postings

### ❑ Topic 5: Manage job openings

- After you select your Job Opening from the search results, the Manage Job Opening page will display.
- 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.

**Job Opening ID** 192498  
**Job Posting Title** Senior Administrativ Assistant  
**Job Code** 043030 (Senior Administrativ Assistant)  
**Position Number** K0239767 (Senior Administrativ Assistant)

Applicants

Applicant Search

Activity & Attachments

Details

## Lesson 2: Job Openings & Job Postings

### □ **Topic 5:** Manage job openings

The following maintenance activities can be performed on the Details tab:

- Manage Job Openings
  - Add more positions if you are using one Job Opening to recruit for multiple similar positions– adjust the Target and add Recruiting Locations if the positions are not located in the same county
- Edit the Job Posting (when it is already posted)
  - Make the change, save, and wait for the index run.

## Lesson 2: Job Openings & Job Postings

### □ **Topic 5:** Manage job openings

The following maintenance activities can be performed on the Details tab:

- Re-Post a Job Posting –
  - Add a new row to job posting destination/type/dates table. Save and wait for index to run
- Filling/Closing Job Opening
  - When an applicant is hired through Manage Hires and the Target is met, the job is automatically closed.
  - A Recruiter can manually close the job opening.



## Lesson 2: Job Openings & Job Postings

### □ **Topic 5: Manage job openings – Recruitment 360**

- Although Manage Job Openings is the main page for Job Openings and Postings, you can complete most of your recruitment process on these pages.
  - Applicant actions on Manage Job Openings – Applicants tab
    - Navigate to applicant's Applicant Data
    - Update an Applicant's Disposition
    - Send Correspondence to Applicant
  - Application actions on Manage Job Openings – Applicants tab
    - View the Application and Resume
    - Update the Application
    - Print one or more applications
    - Route the applicant and application to reviewers

## Lesson 2: Job Openings & Job Postings

### □ **Topic 5: 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.

## Lesson 2: Job Openings & Job Postings

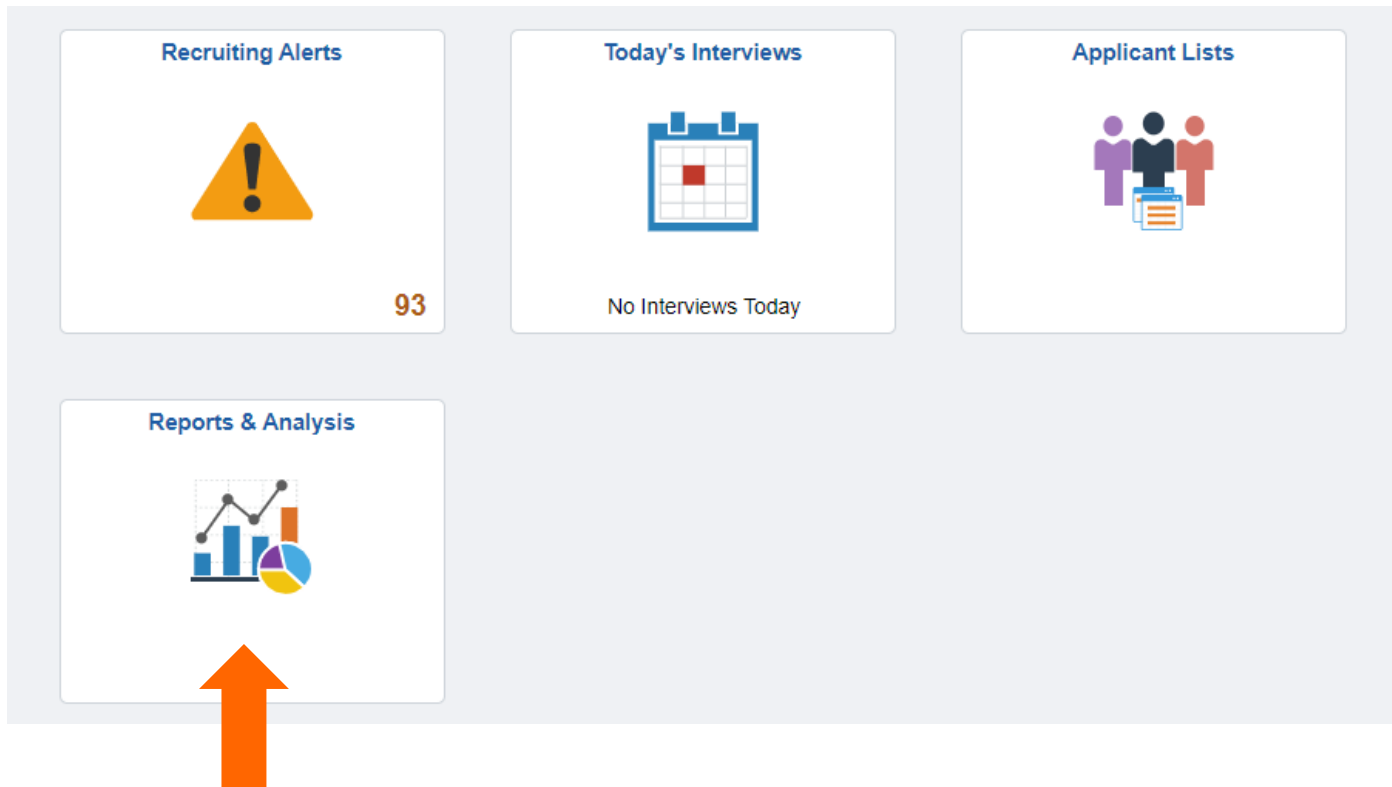
### □ **Topic 5:** Manage job openings – Manage Hires

- The Agency HR Administration role has access to Manage Hires to complete the hire. If a Recruiter has both the Agency Recruiter and the Agency HR Administrator role they will be able to complete the Recruitment and Hire processes.
- Instructions for using Manage Hires can be found in Lesson 3 of the Recruiting module computer based training and in the Workforce Administration module computer based training.

## Lesson 2: Job Openings & Job Postings

### □ **Topic 5:** Manage job openings – Reports

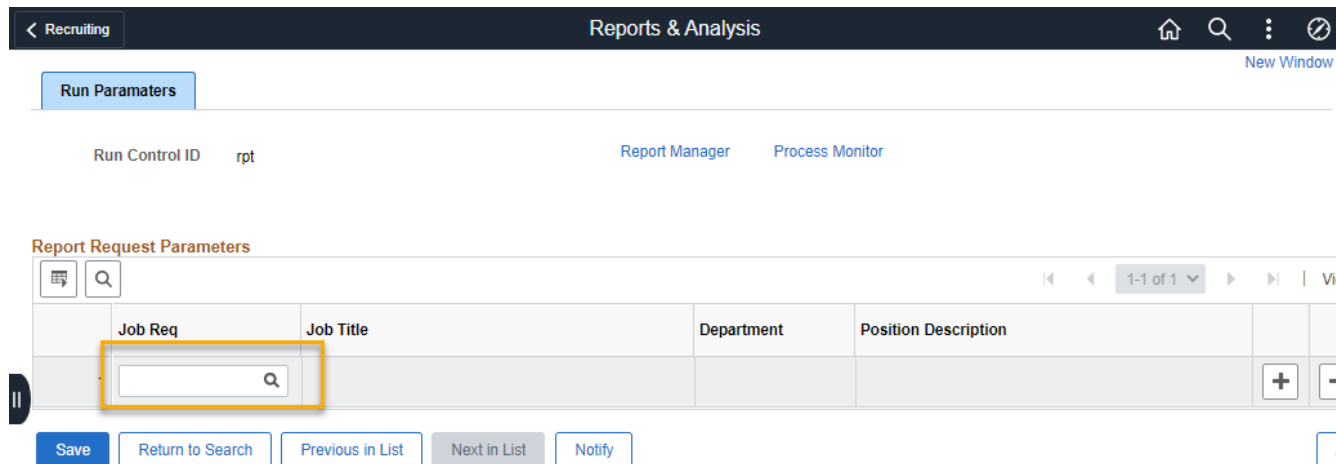
- To run reports available in the recruiting process navigate to the Recruiting Homepage, click the Reports & Analysis tile.



# Lesson 2: Job Openings & Job Postings

## Topic 5: Manage job openings – Reports

- The Applicant Summary report is currently the only available report.
- The Applicant Summary will help you identify applicants that have claimed and/or have verified Veterans' Preference.
- The run control for the Applicant Summary report will display. Enter or add your run control ID and the Run Parameters page displays. Enter one or more of your Job Opening ID's and click run.



The screenshot shows the 'Run Parameters' page in the SHARP system. At the top, there is a navigation bar with 'Recruiting' and 'Reports & Analysis'. Below this, a 'Run Parameters' section contains a 'Run Control ID' field with the value 'rpt'. To the right of this field are links for 'Report Manager' and 'Process Monitor'. Below the 'Run Parameters' section is the 'Report Request Parameters' section, which features a table with columns for 'Job Req', 'Job Title', 'Department', and 'Position Description'. A search box is located in the 'Job Req' column, and a search icon is visible in the 'Job Title' column. At the bottom of the page, there are buttons for 'Save', 'Return to Search', 'Previous in List', 'Next in List', and 'Notify'.

# Lesson 2: Job Openings & Job Postings

## Topic 5: Manage job openings – Reports

- When the report has finished running (see the SHARP Reporting Computer based training module for details on running reports), there will be 2 different files on the View/Log Trace page to choose from. To access the pdf version of the report you will click on the **report file name ending in .pdf**. To retrieve the data file output of your report, click on the **report file name ending in .DAT**.

### File List

Name	File Size (bytes)	Datetime Created
<a href="#">SQR_KAPP300_1655813.log</a>	1,972	04/01/2019 10:24:23.737592AM CDT
<a href="#">kapp300.DAT</a> ←	346	04/01/2019 10:24:23.737592AM CDT
<a href="#">kapp300_1655813.PDF</a> ←	2,727	04/01/2019 10:24:23.737592AM CDT
<a href="#">kapp300_1655813.out</a>	35	04/01/2019 10:24:23.737592AM CDT