

Kansas Careers Job Aids (jobs.ks.gov)

Search for a Job

NOTE: The Careers portal will automatically adjust to the size of the device you use. Performance or access can be impacted by your device and your internet service or Wi-Fi connection.

Start on the **Kansas Employment Center** website at <http://jobs.ks.gov>

1. On the Home page, click the **Careers** button to enter the Careers portal.

The screenshot shows the homepage of the State of Kansas Employment Center. At the top, there is a dark blue header with the Kansas state logo on the left, which includes the motto "AD ASTRA PER ASPERA" and the word "Kansas" in a large, white, serif font. To the right of the logo, the text "State Employment CENTER" is written in a white, serif font, with "CENTER" in all caps. Below this, the website address "jobs.ks.gov" is displayed in a smaller, white, sans-serif font. A horizontal navigation bar below the header contains several menu items: "HOME", "AGENCY CONTACTS", "FAQS", "VETERANS", and "BENEFITS".

The main content area has a white background. It begins with a bold heading: "Welcome to the new State of Kansas Employment Center and Careers portal." Below this heading is a paragraph of text: "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." This is followed by another paragraph: "New Application Highlights: Filter and save job listings, manage your application from any device, upload resumes and attachments and revisit your application."

On the left side of the main content area, there is a large yellow sun icon with a circular inset showing a landscape. Below the sun is a dark blue button with the word "Careers" in white. A red arrow points from this button to a box titled "Customer Desk!". Inside this box, there are two bullet points: "• 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." and "• Job Postings and Application: Contact the Agency Recruiter listed on the job posting."

To the right of the "Careers" button is a yellow box labeled "Careers Help" containing a list of links: "Search for a Job", "Create an Account", "Apply for a Job", "Tax Clearance Certificate", and "Veterans Preference".

In the center of the main content area is a photograph of the Kansas State Capitol building, a large, classical-style building with a prominent dome, set against a clear blue sky and surrounded by green trees and a lawn.

On the right side of the main content area, there are two sections. The first is "Employment Information" with a list of links: "Benefits", "Classified Job Specifications", "Classified Pay Plans", and "Applicant Workshops". The second is "Additional Resources" with a list of links: "Americans with Disabilities", "KansasWorks.com", "KanVet", "Kansas.Gov", "Rural Opportunity Zones", and "Student Loan Forgiveness (PSLF)".

At the bottom of the page, a dark blue footer contains the text: "Contact the Office of Human Resources for General Questions: psweb@ks.gov (785) 296-4278, otherwise use the [agency contact list](#)."

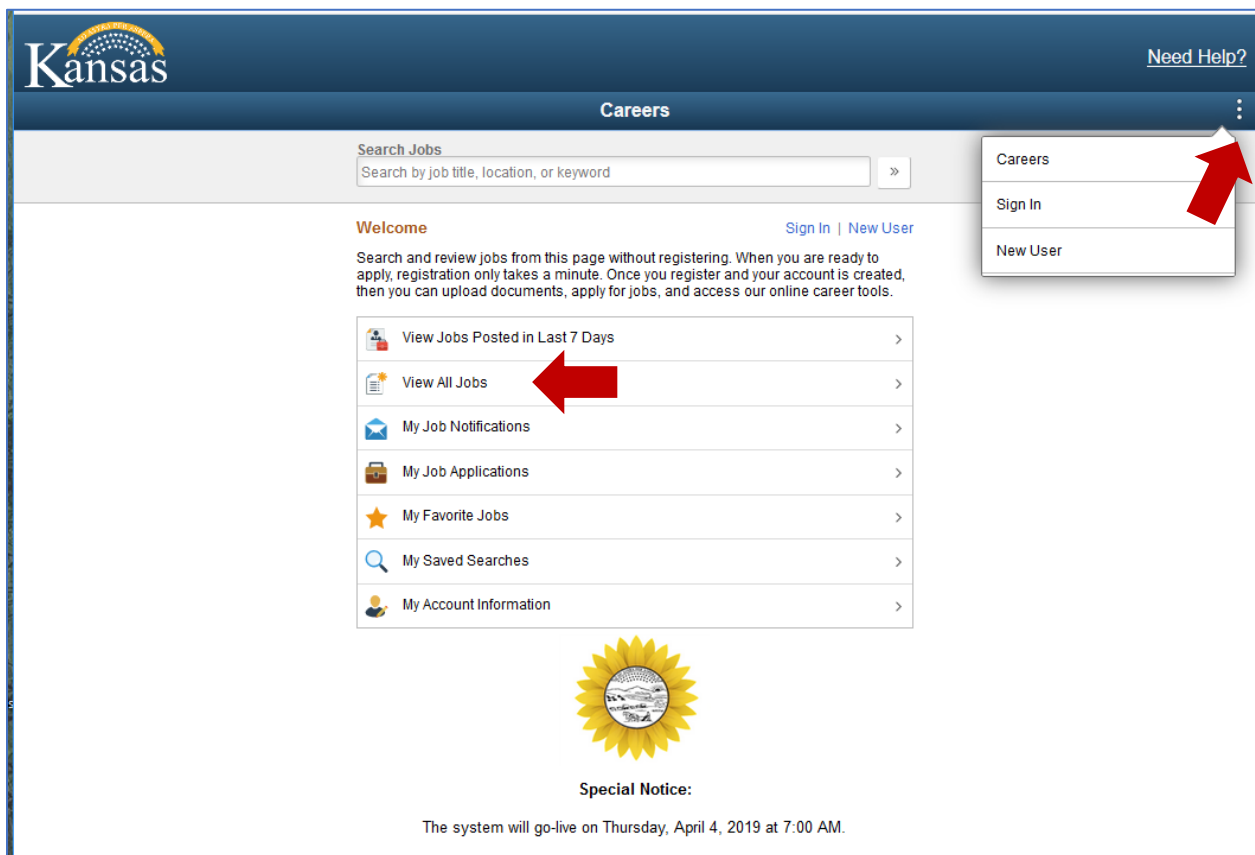
2. Registration is not required for searching, viewing results, or viewing the job details. All other functions require a user to register for an account first or sign in.

The **Need Help? link** in the top right will open the Kansas Employment Center in a new window to access help documents or contact information.

The page **Navigation Menu** is always available if you click the 3 vertical dots in the top right corner of the page. The menu options include the Careers page menu options when you sign in. This is where you can find the **Sign Out link**.

3. Click the **View All Jobs button** to view all jobs.

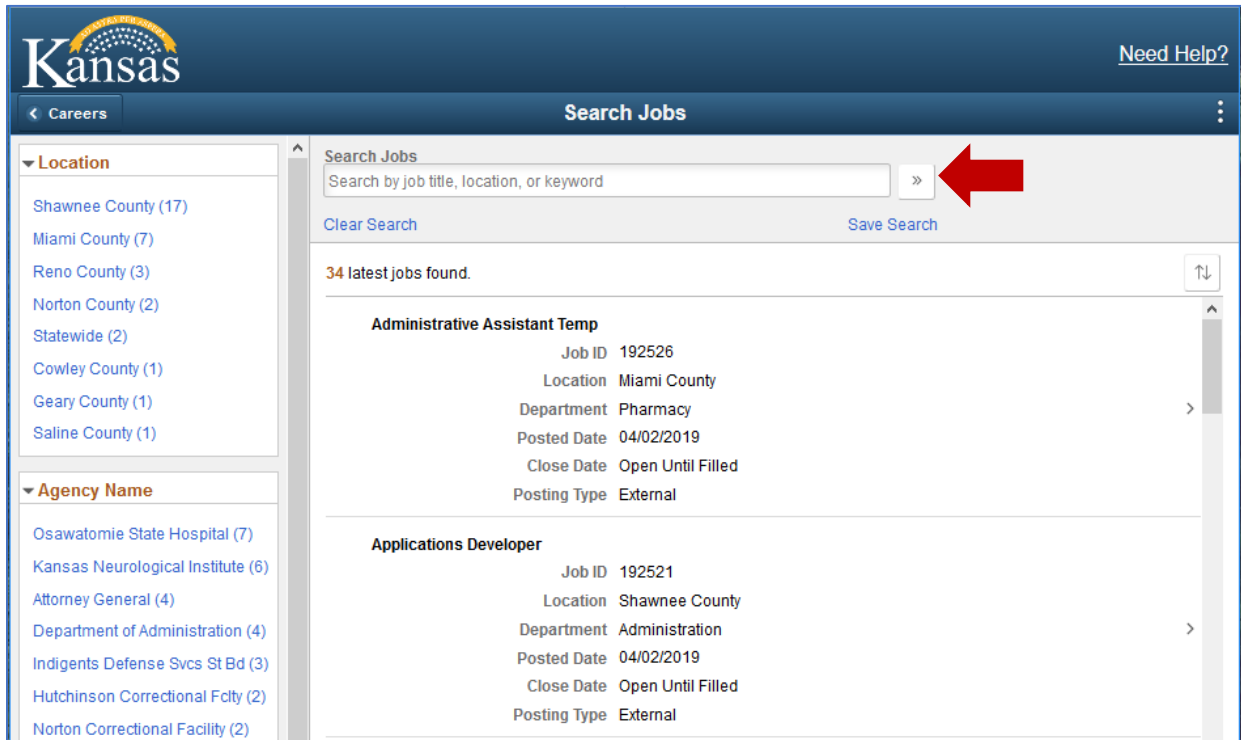
Narrow your search results by entering keywords in the Search Jobs field or clicking the View Jobs Posted in the Last 7 Days button.



These search options all take you to the Search Jobs page.

4. Enter keywords in the Search Jobs field and **click the arrow button** (or press the Enter key) to start the search. The search looks through the Job and the Job Description pages.

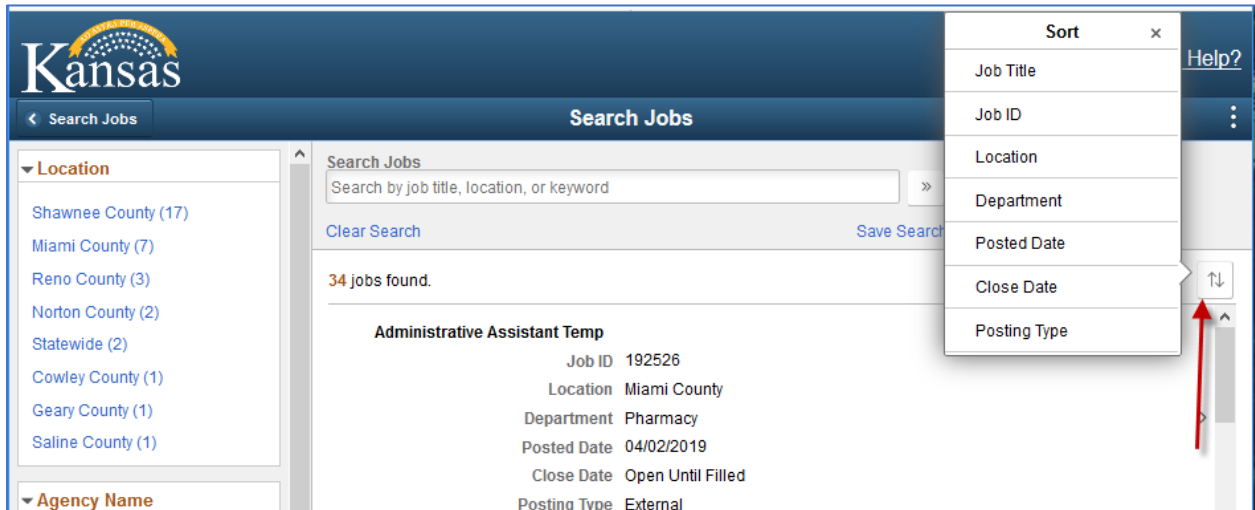
Keywords can be a part of a word, a single word, or a group of words that are used to describe a job title/profession, the work duties associate with a job, common lingo or words used in a line of work, a location like Kansas County, or an agency name.



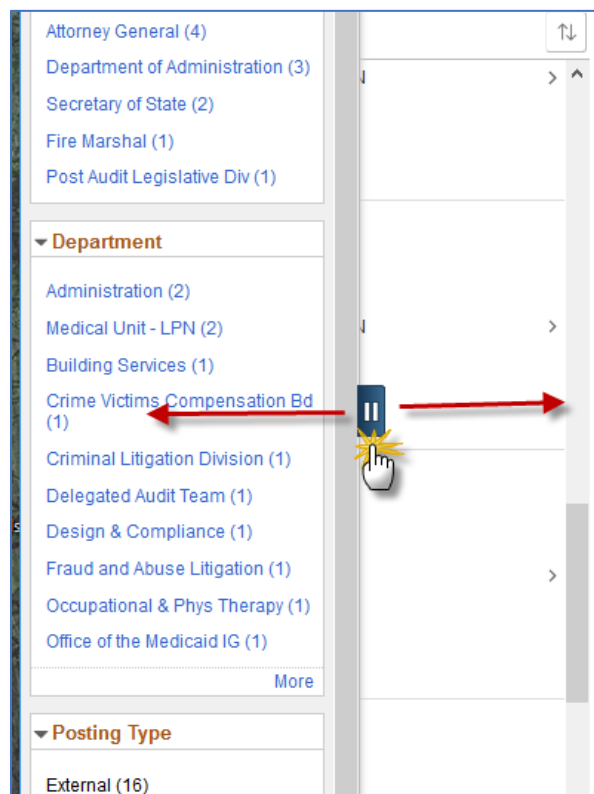
To reset the search, click the **Clear Search** link.



5. To sort your search results, **click the Sort button** (button shows an up and down arrows) which is located right above the right scroll bar. Choose how you would like to sort the results.

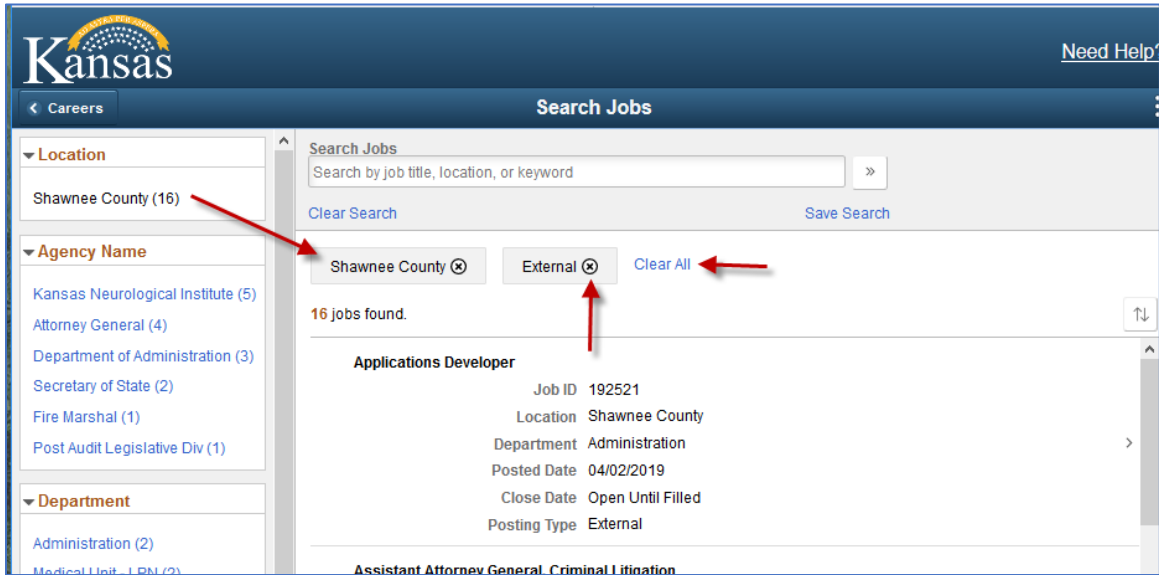


6. Use the Filters pane on the left side to filter your results. If you do not see the Filters pane when you open this page and you are using a small device, the pane is closed. To open it, **click the tab with 2 vertical lines** in it shown on the right side of the page. If you hover the tab/button, it will say "Search Filters Selection".



7. **Click a value** in one of the available search categories in the Filters pane. To narrow your search results further, choose a value from another category.

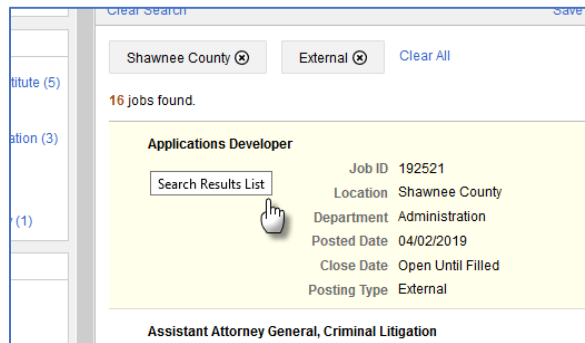
To remove a single filter, **click the X** in the filter. To remove all the applied filters, click the **Clear All** link.



Currently Available Filter Categories:

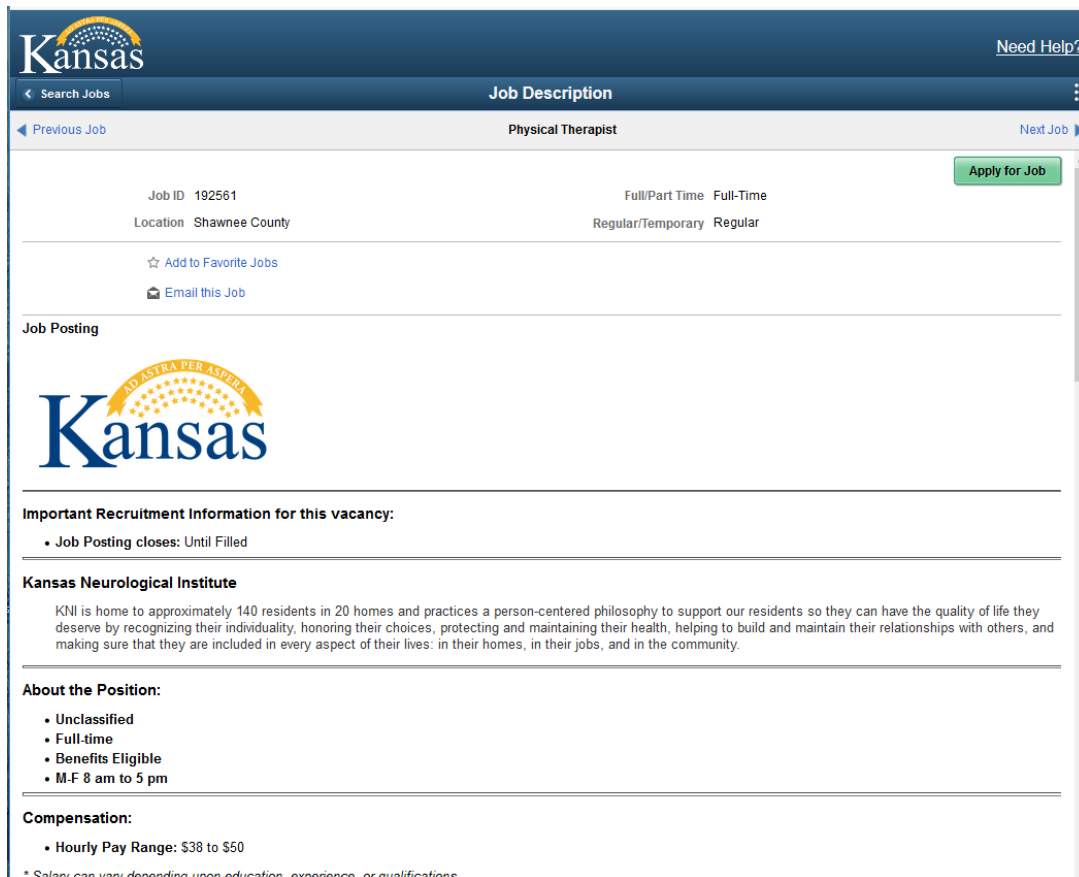
<p>▶ Location</p>	<p>Location: Where the job is located. Kansas Counties, Statewide, and Out of State are options.</p>
<p>▶ Agency Name</p>	<p>Agency Name: The name of the agency where the job is in.</p>
<p>▶ Department</p>	<p>Department: The name of the specific department of the agency where the job works.</p>
<p>▶ Posting Type</p>	<p>Posting Type:</p> <ul style="list-style-type: none"> • External: Anyone can apply • Internal: State employees and those with reemployment rights. • Agency: Agency employees and those with reemployment rights.
<p>▶ Jobs Posted Within</p>	<p>Jobs Posted Within: A date range of when the date the job was posted to Careers.</p>
<p>▶ Job Closing In</p>	<p>Jobs Closing In: A date range of the last date to apply for a job.</p>
<p>▶ Regular/Temporary Position</p>	<p>Regular/Temporary Position: The position is permanent or not.</p>
<p>▶ Full/Part Time Status</p>	<p>Full/Part Time Status: The position has full time hours or part time hours.</p>

8. In the search results, **click anywhere on a job** (turns yellow when you hover) to view its Job Description page.

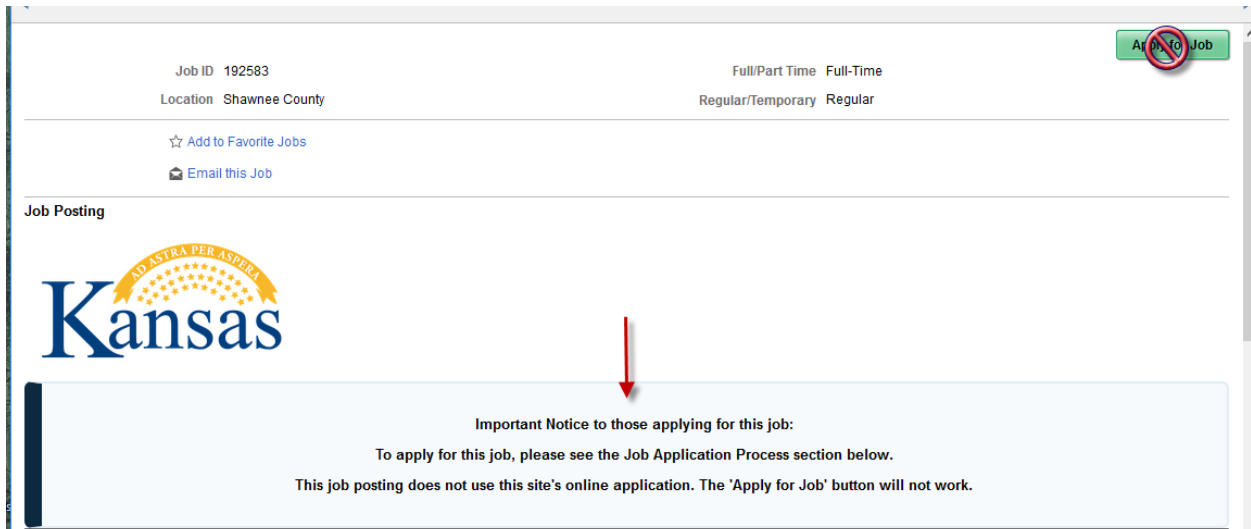


9. The Job Description page will open. Read details about the job, contact information, and application instructions. The job posting is organized into sections so each job posting will have the same information in roughly the same place.

Important! Make note of the Agency, Recruiter contact information, Job ID, required documents and application instructions so you can reference them after the job posting closes.



The **Important Notice** is at the top of job postings that do not use the Careers job application (the Apply for Job link will not work). Scroll down the Job Description to the **Job Application Process section** to learn how you can apply.



10. To go to another page, click the **Previous Job** or **Next Job** links to move to another job description. To go back to the search results, click the **Search Jobs** button in the top left. To go elsewhere in Careers, click the **Navigation Menu** (3 vertical dots) and choose a page from the options available.

