

April 20, 2004

HR Directors:

My recollection is that it was just more than a year ago I announced the decision that agencies had a choice in “associating” applicants in SHARP, and that they could report their EEO statistical data to the Division separately if they didn’t associate applicants. As it turns out, that was not one of my better decisions.

While most agencies are associating all applicants, a few are not. I was going to ask for EEO data (as a trial run) to see if we could get it. However, I’ve learned that several agencies could not provide it, so I’m not going to put everyone through the exercise. Instead, I ask that, starting today, all agencies (except for some of the Regent facilities – which I will address below) begin associating all applicants in SHARP. If you believe that action is problematic, please contact me.

Instructions for associating applicants through the Mass Applicant panel in SHARP are located at <http://da.state.ks.us/sharp/CBT-intro.htm>

Associating applicants in SHARP:

- Provides applicant pool data on a statewide basis (which can be used for a number of reports, including length of time required to fill a position, number of applicants, etc.).
- Provides the capability for the Division to access EEO statistical data.
- Ensures that we meet our responsibilities in complying with veterans’ and employee preference requirements, and ensures applicants who are veterans do not have to submit their DD 214 multiple times.
- Provides data to confirm the need for “above step” actions.
- Provides the capability for agencies to produce and sort a summary document of all applicants by position (for follow-up and internal reports).

We recognize that the action in associating all applicants will require some additional effort, but that effort is outweighed by the value of the Division being able to pull and sort that data to respond to agency and legislative requests without requiring further action from the agencies. And, we can be sure that the reports we will produce will be comprehensive.

The personal information form located at <https://da.state.ks.us/ps/skills/instructions.htm> can be used by all agencies to collect the information from applicants needed for veterans’ preference and for EEO reporting purposes. Completion of this form will also ensure that applicants automatically receive a confirmation letter notifying them of their Applicant/Employee ID and their veterans’ preference status. Use of this form does not prevent you from requiring other agency specific forms or documentation during the application process. It’s just a tool to collect the information needed for the reasons described above.

I will ask Robbie Berry and Liz Wong to work with those Regent facilities that are using a different system to develop a standardized method (that will work for everyone) to report EEO statistical/applicant pool data.

We will appreciate your help. Please let me know if you have questions about this request, or if you think complying will be problematic for you. Thanks.

Jack