



## 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 on the 'Click here to Search and Apply for Jobs' link to enter the Careers portal.

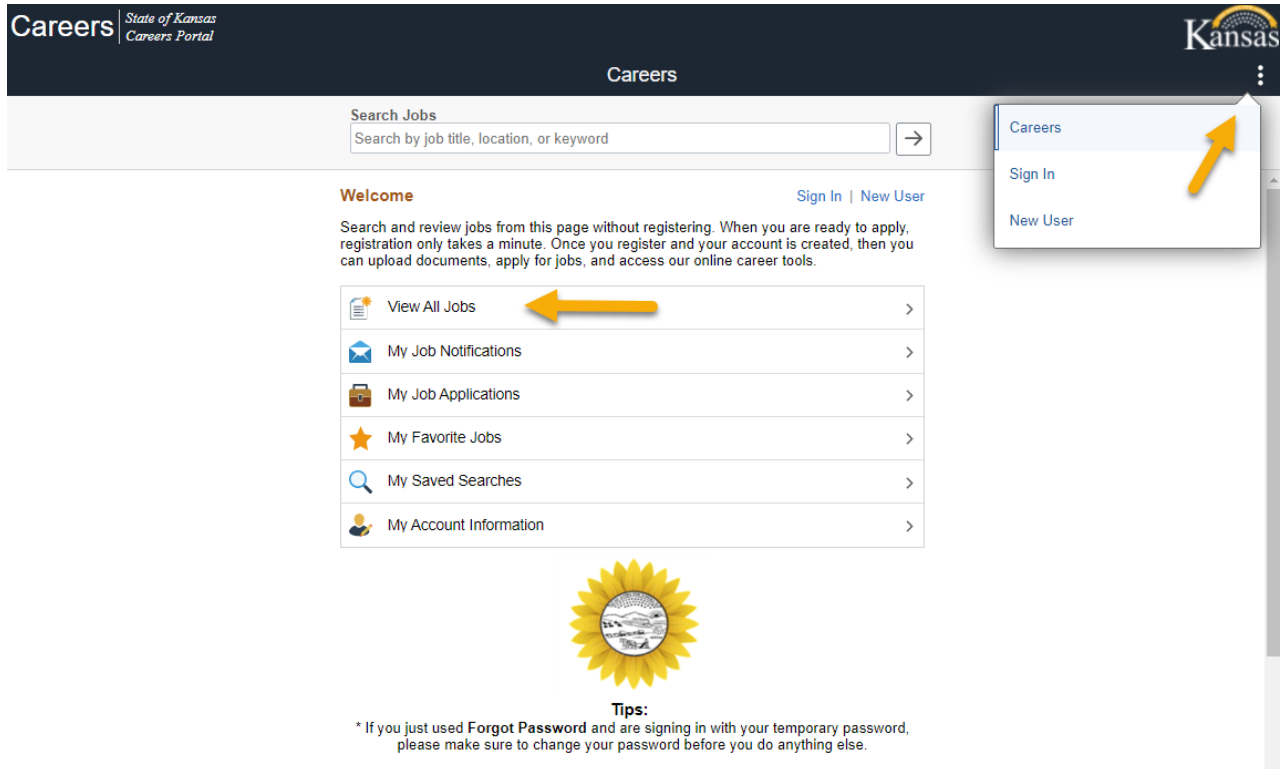


2. Registration is not required for searching, viewing results, or viewing the job details. All other functions require a user to register for an account first or sign in.

The 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.



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.

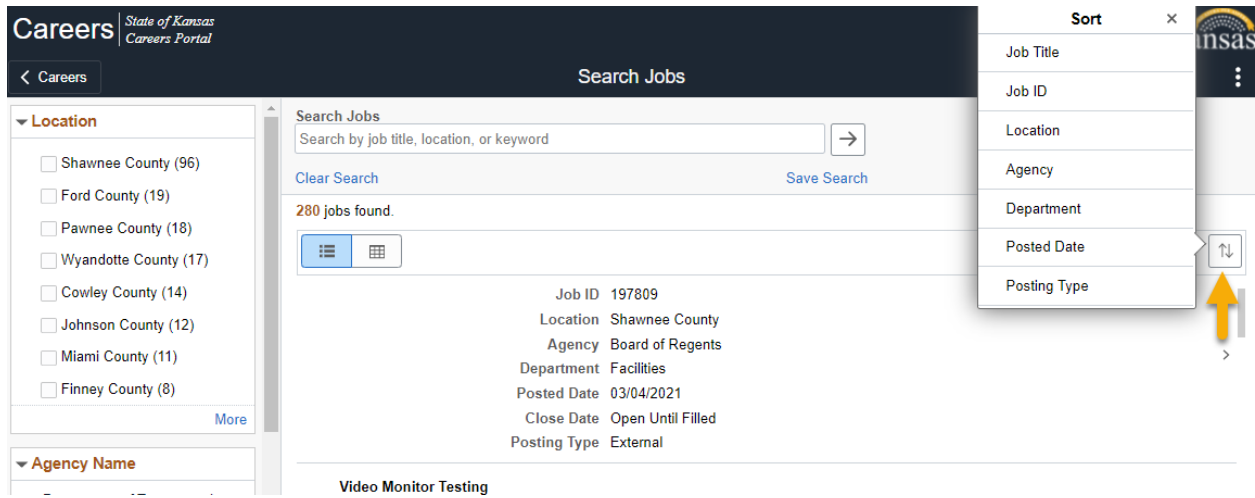
Keywords can be a part of a word, a single word, or a group of words that are used to describe a job title/profession, the work duties associate with a job, common lingo or words used in a line of work, a location like Kansas County, or an agency name.

The screenshot shows the 'Search Jobs' page on the State of Kansas Careers Portal. On the left, there are filters for 'Location' and 'Agency Name'. The 'Location' filter includes Shawnee County (96), Ford County (19), Pawnee County (18), Wyandotte County (17), Cowley County (14), Johnson County (12), Miami County (11), and Finney County (8). The 'Agency Name' filter includes Department of Transportation (62), Dept for Children and Families (54), Veterans Commission (24), Larned State Hospital (18), Highway Patrol (15), Department of Administration (12), and Kansas Dept of Agriculture (12). The main search area has a search bar with the text 'Search by job title, location, or keyword' and a search button with a right-pointing arrow. A yellow arrow points to this search button. Below the search bar, there are links for 'Clear Search' and 'Save Search'. The results section shows '280 jobs found.' and a list of job postings. The first job is 'Video Monitor Testing' with Job ID 197809, Location Shawnee County, Agency Board of Regents, Department Facilities, Posted Date 03/04/2021, Close Date Open Until Filled, and Posting Type External. The second job is 'KPRC Intake Protection Specialist' with Job ID 195316.

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

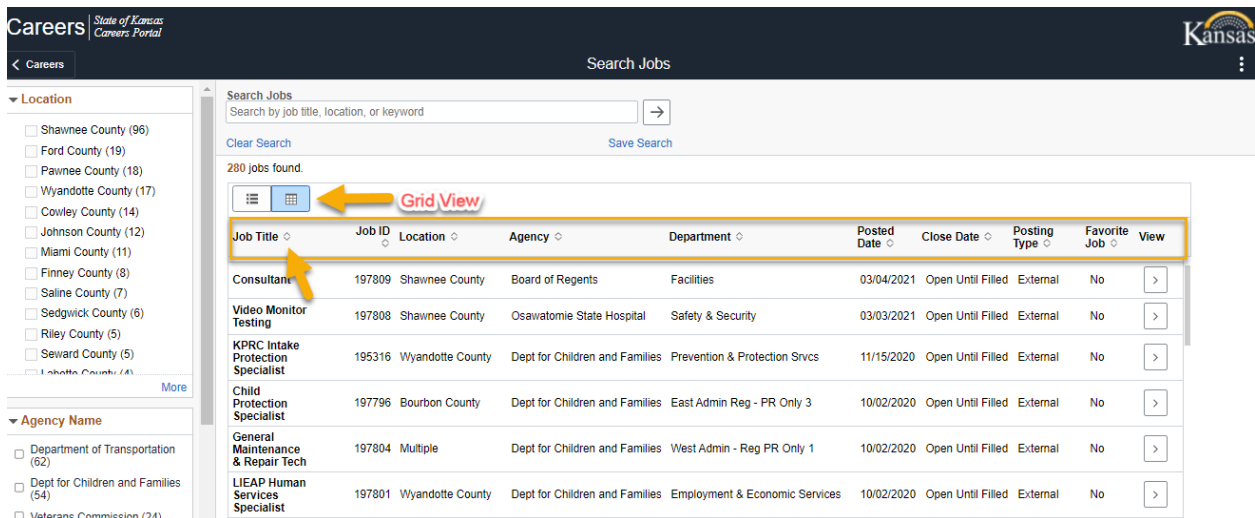
This screenshot is identical to the one above, but with a yellow arrow pointing to the 'Clear Search' link instead of the search button.

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.



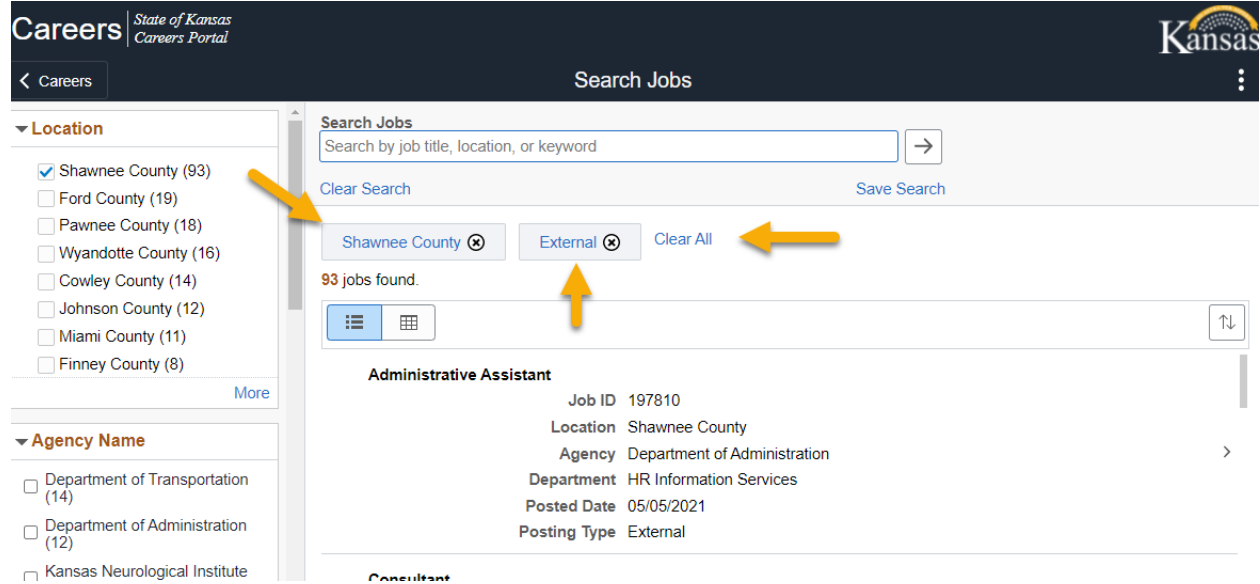
6. Click the Grid View icon on your computer (not available on mobile devices) if you prefer to see the search results displayed in a grid view. Once you select this view, the search results will be displayed this way for all your searches unless you decide to click back on the List View icon. Each of the Columns can be used to sort the results in ascending or descending order. To change the sort, click on the up and down arrows next to the column you want to sort. Once you click the arrow it will display either as an upward-pointing arrow indicating that jobs are currently sorted in ascending order (A to Z); or a downward-pointing arrow indicates that jobs are currently sorted in descending order.

All sort options except for Posting Date initially use an ascending sort. Sorting by posting date shows jobs in descending order (most recent first).



**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>▶ <b>Location</b></p>	<p><b>Location:</b> Where the job is located. Kansas Counties, Statewide, and Out of State are options.</p>
<p>▶ <b>Agency Name</b></p>	<p><b>Agency Name:</b> The name of the agency where the job is in.</p>
<p>▶ <b>Posting Type</b></p>	<p><b>Posting Type:</b></p> <ul style="list-style-type: none"> <li>• <b>External:</b> Anyone can apply</li> <li>• <b>Internal:</b> State employees and those with reemployment rights.</li> <li>• <b>Agency:</b> Agency employees and those with reemployment rights.</li> </ul>
<p>▶ <b>Jobs Posted Within</b></p>	<p><b>Jobs Posted Within:</b> A date range of when the date the job was posted to Careers.</p>
<p>▶ <b>Job Closing In</b></p>	<p><b>Jobs Closing In:</b> A date range of the last date to apply for a job.</p>
<p>▶ <b>Full/Part Time Status</b></p>	<p><b>Full/Part Time Status:</b> The position has full time hours or part time hours.</p>

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

**Consultant**

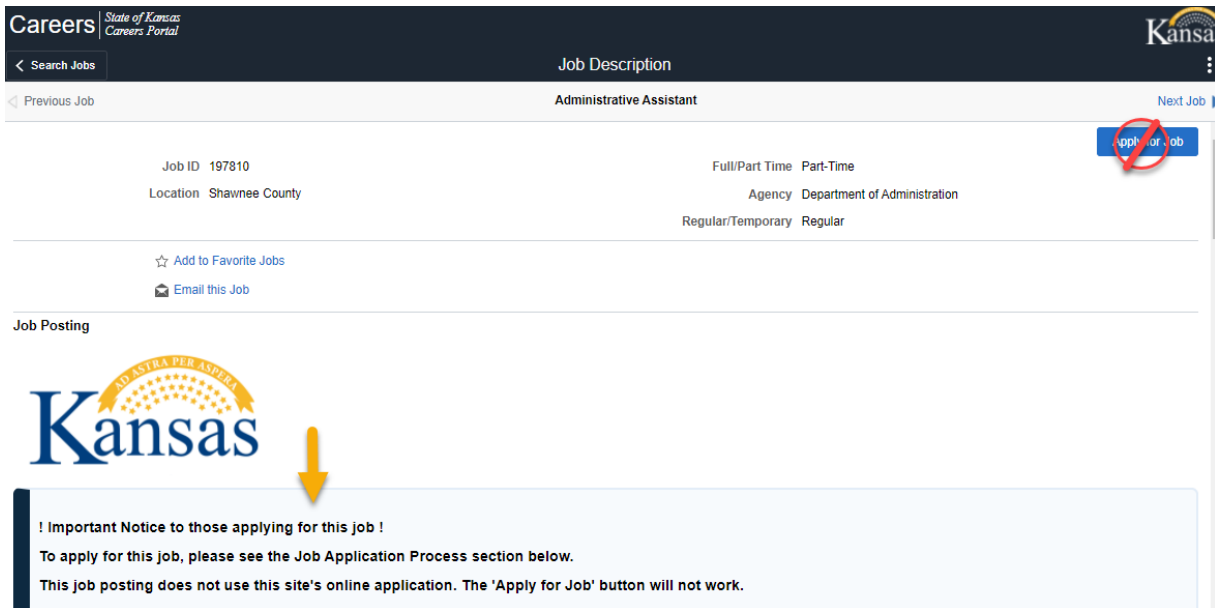
**Job ID** 197809  
**Location** Shawnee County  
**Agency** Board of Regents  
**Department** Facilities  
**Posted Date** 03/04/2021  
**Close Date** Open Until Filled  
**Posting Type** External

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 screenshot shows the 'Job Description' page for a 'KPRC Intake Protection Specialist' position. The header includes the 'Careers' logo and 'State of Kansas Careers Portal'. Navigation links for 'Search Jobs', 'Previous Job', and 'Next Job' are visible. The job details section includes: Job ID 195316, Location Wyandotte County, Full/Part Time Full-Time, Agency Dept for Children and Families, and Regular/Temporary Regular. There is an 'Apply for Job' button. Below this are links for 'Add to Favorite Jobs' and 'Email this Job'. The 'Job Posting' section features the Kansas state logo with the motto 'AD ASTRA PER ASPERA'. The 'Important Recruitment Information for this vacancy:' section states 'Job Posting closes: Open until filled'. The 'Agency Information:' section lists 'Kansas Department for Children and Families Prevention and Protection Services Administration - Kansas City' with the website 'www.dcf.ks.gov'. The 'About the Position:' section indicates 'Who can apply: External' and 'Classified/Unclassified Service: Unclassified'.

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.

