

Music:
Kansas Logo

If you require an accommodation at any stage of the application or interview process, please notify the contacted person listed on the position posting.
Thank you

<http://job.ks.gov>

George Vega:
If you're viewing this CD, then you've shown an interest in working for Kansas State Government. I would like to thank you for your interest.

Hello, my name is George Vega and I'm the Director of the Division of Personnel Services for the Kansas Department of Administration. We put this video together to help walk you through the application process. The State of Kansas is a merit based, equal opportunity employer. We represent over 100 agencies with job types and classification as varied as any private sector employer.

The salary ranges for state employees are as varied as its positions and similar to those in the private sector. A partial listing of benefits will be displayed at the end of this CD.

Applying for a state position may initially seem daunting but it actually involves a simply three step process.

Narrator:
Thank you, George. The State of Kansas online application process is a simple three step process. Once you have opened your internet browser go to the State of Kansas job page at www.jobs.ks.gov.

The first step of the process is registering your personal data. This step only has to be done once. Click on the 'register personal data link' and you will be given two options. You may either print, fill out and mail the paper form or complete it online. Let's look at the online data form.

This form is used to gather information about you. Again, this step only has to be completed one time. If you are a qualifying veteran, you can apply for any of the positions at any time using the veteran's preference. If you are using veteran's preference, you will automatically be interviewed for the job that you are applying for if you meet the minimum qualifications for the position.

Click on the 'submit information' button at the bottom of the page once you have entered your information.

You will receive a letter in the mail that will include your applicant identification number on it a few days after you submitted your information. Your applicant ID number will be used on all applications that you submit from then on.

You might wonder what this information is used for. The State of Kansas uses this information to monitor applicant flow and success rates. People making the hiring decisions do not have access to this information. It is only used by state agencies to see how the recruitment processes are working.

Once you are ready to review the job openings, click on the 'search job vacancy list' located at www.jobs.ks.gov . This will take you to the 'featured jobs listing' screen. Click on the link entitled 'go to complete job listings here' to see a complete listing of jobs currently available.

This will take you to the 'view jobs postings' page. This page has quite a bit of information on it. It allows you to sort all of the job openings by different categories. You can sort the jobs by county, by job title, by state agency or by posting type. The posting type is very important. If you don't already work for the State of Kansas, you can only apply for externally posted positions. Most positions are open to external applicants but it's important to note that you can only apply for an internal position if you are already a state employee.

Silent screen:

Qualified veterans may apply for any position that they meet the minimum qualifications for, regardless of posting type.

Narrator:

Let's look at the first job listed on the jobs posting page. This position is a social worker specialist in Atchison County. The job requisition number is listed next. It is important because you will need this number and job title later when you fill out your application. Before we look at this particular job, it is important to note the position's closing date.

Every job has a closing date and all applications and any other information submitted for that job must be received by the closing date.

Now let's look at the first job on the list. This page tells us more information about the job. It also lists the contact person, which is very important. The contact person is your source to find more information about the job to see if it is truly a position that fits your skills.

You will want to find out as much information about a position as possible. There's also another place where you can find out information about a job. If you scroll down to the bottom of the page, there is a link entitled 'view job class spec'. Here you will find information on all the duties of the job as well as the pay rate for that job.

Once you have found a job that matches your skills, you can start the third step of the process, applying for the job.

Once again, go to www.jobs.ks.gov . Click on the link 'apply directly to agencies'. Let's walk through the online form. It is important to note, your information will be sent directly to the agency you are applying with, using a secure server.

If, at any point in the application process, you have any questions, please don't hesitate to call the contact person listed in the job description.

Earlier we discussed the importance of the vacancy requisition number and the job title. It is on this form where that information will be entered. You will also want to select the agency you are applying with.

Pick that agency from the list and enter your applicant ID number. Don't worry if you just sent in to get your applicant ID number as you can fill in the application without it and the two forms will

be linked later. However, you must have at least applied for an applicant ID number before applying for a position.

It is very important that you fill the application out completely. At this point, you're trying to make it through the screening process to be granted an interview. It is not uncommon for an agency to receive as many as sixty applicants for a job, especially for entry level positions. The best way to insure an interview, is to list your skills and experiences that most fit what the agency is looking for. Hiring decisions are made on who is best qualified for the job, so that it is critical that you list all qualification on the application form. Chances are, if an agency receives sixty applicants for a position, they will screen them down to a manageable number for an interview.

Typically, applicants will not list enough information rather than listing too much. The application process is your chance to sell yourself to the people performing the application screening.

As far as references, it is always best to list work references. Any family member is going to say good things about you. List co-workers and supervisors you've worked with before. This will demonstrate that you are a good worker and have the skills the agency is seeking.

Once you have completed the application, click 'submit' and the application will be sent to the agency. It is always a good practice to call the contact person in the job description to verify that the agency has received your application.

As you can see, applying for a job with the state of Kansas is an easy, three step process. Now it's your turn. Go get started.

George Vega

The application itself is where many candidates make the mistake of supplying minimal information. It's important that you be very thorough when listing your past experience and education.

I can't emphasize this point enough. Often, it's necessary to screen down large applicant pools to a manageable number to be interviewed. Screeners do that by reviewing the information provided on the application as it relates to the skills being sought for the position.

For that reason, it's important to take the time to read the position description and whenever possible, you should get in touch with any contact person listed on the position posting to determine what skills they are seeking. Then you tailor your application to highlight the skills you possess which fit the position.

The State of Kansas is proud of its thousands of employees, many of which have chosen to make public service their career. Working for the state and helping meet the needs of our families and neighbors is a rewarding experience. I would like to thank you for your interest in public service and employment with state government.

If you have any questions, please don't hesitate to contact any State human resources office. Thank you so much.

Silent screen:

Employee benefits.

The benefits you earn as a state employee are a significant part of your total compensation package. These are just a few of the benefits you will receive as a eligible State employee. This benefits summary relates to benefits eligible position in the classified service. Some benefits are similar for unclassified service. Please direct specific questions about a benefit program to the hiring agency personnel office.

Health plans: A broad base of programs has been developed to enhance the health, security and peace of mind of benefits eligible Stat of Kansas employees and their families.

Medical Plan Choices:

Each benefits eligible employee may choose from three plan designs which include preferred provider organizations (PPO), health maintenance organizations (HMO), and a qualified high deductible health plan (QHDHP) with Health Saving Account (HSA). Each plan design included prescription drug coverage.

Dental Plan: Includes preventative services, restorations and limited orthodontics.

Vision Plan: Voluntary vision coverage in two plan designs including coverage for lenses, frames and contacts.

Lifeline: An employee assistance program designed to help deal with personal or family problems.

HealthQuest: A health promotion program which includes health risk assessment, a counseling and referral program, education classes, newsletters and exercise opportunities.

Long Term Care: Voluntary long term care coverage for the costs of assisted living.

Kan Elect (cafeteria): Flexible benefits plan which allows employees to pay their health premiums with pretax dollars. Flexible spending accounts are available for dependant care expenses and/or non-reimbursable health care expenses.

Leave plans: The State of Kansas offers one of the best leave packages around. Below is a summary of the leave plans offered.

Vacation Leave: Eligible employees begin earning leave upon employment. Accrual for full-time employees is based on years of continuous service and hours in pay status. Upon employment start earning 3.7 hours per bi-weekly period. Accrual rate increases after 5, 10, 15 years. Accrual is prorated for non-exempt employees who work less than full time during a given pay period.

Sick Leave: Eligible employees begin earning leave upon employment (personal or family)*. Accrual rate for full time classified employees is 3.7 hours per bi-weekly period. Accrual is prorated for non-exempt employees who work less than full time during a given pay period.

Holiday Leave: Eligible employees are provided nine paid holidays per year. The Governor may designate additional days.

Funeral Leave: Eligible employees are provided up to six days of leave with pay upon death of a close relative and approval of employing agency.

Shared Leave: Donated leave for eligible employees to be used for serious illness or injury to self or family member. Upon approval of employing agency.

Job Injury Leave: Eligible employees are provided up to six months of qualifying job injury leave, upon approval of employing agency.

Jury Duty Leave: Eligible employees are provided leave with pay, subject to regulation requirements.

Military Leave: Eligible employees are provided up to fifteen days of paid leave for active duty within each twelve month period beginning October first and ending September thirtieth of the following year. Other types of military leave are also available upon approval of the employing agency.

Leave Without Pay: Eligible employees are provided time off without pay for special circumstances upon approval of the employing agency.

Disaster Leave: Employees, who qualify as American Red Cross certified disaster service volunteers, are provided up to twenty days of leave for certified disaster volunteer service (Level II or above) upon approval of employing agency.

Payment for Unused Sick Leave: Upon retirement, eligible employees receive partial payment for unused sick leave in excess of 800 hours after eight years of service.

Donor Leave: Eligible employees receive up to thirty days paid to donate organs, tissue, marrow or blood.

Retirement Plan: Kansas Public Employees Retirement System, employee contributes 4% of gross biweekly salary. Rate of state contribution is set by law each year.

Deferred Compensation: Eligible to begin upon employment. Tax shelter plans that may enable employees greater retirement security. **

Workers Compensation: Payment of medical and disability compensation for injuries arising from employment.

US Savings Bonds: Paycheck deduction is an option.

Promotional Opportunity: As ability and experience increase, career development/growth and promotional opportunities are available.

*The State of Kansas complies with the provision of the Family and Medical Leave Act

**Consult with your tax advisor to see if this plan could benefit you.

Contact the Civil Service Employment Office: psweb@da.ks.gov
(785) 296-4278