SHARP Message #542

DATE: 8/25/03
AUTHOR: Connie Guerrero & Liz Wong
SUBJECT: SHARP 8.0 Recruitment Tips - Job Posting Type Selection
MESSAGE TEXT:

Sharp 8.0 Recruitment Tips (also available in Word format at http://www.da.state.ks.us/sharp)

The guidelines listed below are to assist agencies in determining how to select a Posting Type when advertising for job vacancies.

Selection of Job Posting Type

Home > Develop Workforce > Recruit Workforce (GBL) > Use > Job Requisition Data
Job Posting Tab

Posting Information

Example:
Posting Type, Date Opened, Date Closed
External, 8/22/2003, 8/29/2003

When selecting the posting type for the announced vacancy, choose only one posting type that best serves your agencies recruitment needs.

Posting Type Definitions: External: Available to any person Internal: Limited to current employees and persons with reinstatement or reemployment rights Agency: Limited to current employees within the agency and reemployment eligible persons

Sharp 8.O will only post one posting type definition at a time. You do not need to list multiple posting types, as they will not post to the daily Notice of Vacancy Report.

Example of a Re-Posted Requisition:
Posting Type, Date Opened, Date Closed
Internal, 6/26/2003, 07/07/2003
External, 8/21/2003, 8/30/2003

When re-posting a vacancy, Sharp 8.0 will look at the dates first then the highest Alpha letter, since the Internal Requisition opened on 6/26/2003 and closed on 07/07/2003, the highest date will post, in this case External

Posting Type Definitions:
External: Available to any person
nternal: Limited to current employees and persons with reinstatement or reemployment rights Agency: Limited to current employees within the agency and reemployment eligible persons

Example of different recruitment Types and Dates:

Posting Type Date Opened Date Closed
Internal, 6/26/2003, 07/07/2003
External, 07/08/2003, 07/15/2003

When selecting different recruitment types and dates, Sharp 8.0 will look at the dates first, then the highest Alpha letter, since Internal Opened on 6/26/2003 and closed on 07/07/2003, then the highest date would post, in this case External.

Posting Type Definitions:
External: Available to any person
Internal: Limited to current employees and persons with reinstatement or reemployment rights Agency: Limited to current employees within the agency and reemployment eligible persons

Example of different recruitment Types with the Same Dates:
Posting Type Date Opened Date Closed
Internal, 07/08/2003, 07/15/2003
External, 07/08/2003, 07/15/2003

When selecting different recruitment types with the same dates, Sharp 8.0 will look at the dates first, then the highest Alpha letter, since Internal Opened on 07/08/2003 and External also Opened on 07/08/2003, the highest Alpha letter would post, in this case Internal.

Posting Type Definitions:
External: Available to any person
Internal: Limited to current employees and persons with reinstatement or reemployment rights Agency: Limited to current employees within the agency and reemployment eligible persons

If you have questions regarding how to establish Job Requisitions, please contact Liz Wong at elizabeth.wong@da.state.ks.us or 785-296-6895 or Connie Guerrero at connie.guerrero@da.state.ks.us or 785-296-0754.

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