SHARP Message #535

DATE: 6/10/03
AUTHOR: BRENT SMITH
SUBJECT: SHARP 7.02 TO SHARP 8.0 RECRUITMENT KEY DATES
MESSAGE TEXT:

7.02 Employment Registration Process Key Dates

Last Day SHARP 7.02 Employment Registration Booklets (seven booklets) will be processed via the web and scanner is Thursday, June 12th.

Friday, June 13th will be the last day to run certified eligible candidate pool reports in 7.02. NOTE: Certified Eligible Candidate Pool Reports will NOT be available in 8.0.

Applicant Summary Reports will continue to be available in SHARP 8.0.

8.0 Employment Registration Process Key Dates
New SHARP 8.0 Employment Registration web form will be available on Wednesday, June 18th. Agencies may also key personal information for new applicants directly into SHARP.

Job Requisition Process Key Dates
Last Day for entry of SHARP 7.02 Job Requisition data for the Notice of Vacancy reports will be Tuesday, June 10th by 5:00pm.

The Last Notice of Vacancy Report from SHARP 7.02 will be Wednesday, June 11th.

NOTE: The First Day to begin Job Requisition data entry for the Notice of Vacancy reports in SHARP 8.0 will be Wednesday, June 25th. You may begin entering requisitions in SHARP 8.0 on or after June 18th but they will NOT post until June 25th.

? All requisitions that remain open in SHARP 7.02 will migrate to SHARP 8.0
NOTE: You need to follow the below steps in order for your SHARP 7.02 requisition to post correctly in SHARP 8.0 on JUNE 25th .
1) Select job description type : Select Posting
2) Select position information posting type: Select only ONE choice, External, Internal, or Agency. Please delete any additional rows of data.
3) You can modify or expand the text listed in the position information box that migrated from SHARP 7.02. SHARP 8.0 allows unlimited text entry.
4) If you want your requisition to be posted statewide in lieu of an individual county, click on the statewide box.
5) Review the open and close dates of the requisition as the requisition will not post until June 25th, please adjust the close date to account for minimum or maximum recruitment periods.
6) You will need to click on the OK to Post box for requisitions to
appear on the Job Posting Page for Wednesday, June 25th.
7) FINAL STEP: Save your changes to the requisition, once saved the requisition will be live on the Internet.

? NOTE: SHARP 8.0 allows requisitions to be posted daily in lieu of weekly.

Conversion of Applicant Personal Data
All Applicant Personal Data information including highest level of education and veteran's preference will be available in SHARP 8.0 on Wednesday, June 18th.

? All applicant skills including license and certifications will be purged and will NOT be available in 8.0.
? Confirmation letters will continue to be mailed for notification of applicant and employee ID numbers.

Please refer to the Recruit Workforce Computer Based Training. How Do I's.. For step by step instructions on the SHARP 8.0 recruitment processes. http://da.state.ks.us/sharp/CBT-intro.htm

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