SHARP Message #539

DATE: 7/31/03
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SUBJECT: SHARP 8.0 Recruitment Tips
MESSAGE TEXT:

How To Avoid Duplicate ID Numbers

To avoid creating duplicate Applicant ID numbers please check Applicant Data records in Recruit Workforce and Personal Data records in Administer Workforce before entering an applicant's Personal Data information and assigning a new Applicant ID number

Listed below are several options for finding existing applicants and employees:

Home > Develop Workforce > Recruit Workforce (GBL) > Use > Applicant Data
Home > Administer Workforce > Administer Workforce (GBL) > Use > Personal Data
Home > Administer Workforce > Administer Workforce (GBL) > Use > Name Search
Home > Administer Workforce > Administer Workforce (GBL) > Inquire > Search by National ID

Applicant Data in Recruit Workforce and Personal Data in Administer Workforce are now stored on two separate tables

AN Employee ID number will ONLY show up in the Recruit Workforce pages in SHARP 8.0 if that individual has previously applied and been associated to a requisition.

If you locate an Employee ID number that does not appear in any of the Recruit Workforce pages you must add it to the Applicant Data information to create an applicant record.
To do this go to:
Home > Develop Workforce > Recruit Workforce (GBL) > Use > Applicant Data
Choose: ADD A NEW VALUE
Enter the Applicant ID: Use their existing employee ID number
Enter the Employee ID: Use their existing employee ID number

NOTE: It is very important that you enter the Employee ID number in the Applicant ID field or this employee will be assigned an Applicant ID in addition to their Employee ID.

How to Select Correct Job Requisition Posting Dates

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

Remember: SHARP 8.0 allows you to future date your job requisitions. If you want your requisition to POST to the Notice of Vacancy report that is updated daily at approximately 8:00 PM (Monday through Friday) please use the calendar date of the day that you are entering your requisition in SHARP. Also, please remember to click on 'OK to POST'.

How to select Correct Posting Type

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

The posting type that you select first (Example: External) in Sharp 8.0 will be the posting type that is posted to the Notice of Vacancy Report

You only need to select one Posting Type.

Hiring a Temporary 999 hour position or Unclassified Position when no job requisition number has been assigned

If the individual you are hiring does not have an Applicant or Employee ID number
Choose Hire and then ADD A NEW VALUE in Administer Workforce
The system will assign an Employee ID number

Home > Administer Workforce > Administer Workforce (GBL) > Use > Hire

Entering Offer Accepted in Applicant Activity

This is a crucial step that you will need to follow that allows your requisition to reflect "Filled" status

Home > Develop Workforce > Recruit Workforce (GBL) > Use > Applicant Activity

Click on "OFFERS TAB" in Applicant Activity then scroll down to Offers, click on RESPONSE TAB under *Response scroll and Click on Accepted. Then click on Save

Applicant Process Enhancements

Changes to Applicant Summary Report

The Applicant Summary Report located in Recruit Workforce has been updated
To remove the Disabled Veteran's column from the report. Since the elimination of the skills registration and point process all applicants certified as veterans will be offered an interview for any vacancy for which they meet the minimum requirements. Therefore, a separate
distinction for disabled veteran no longer exists.

Home > Develop Workforce > Recruit Workforce (GBL) > Report > Applicant Summary

Changes to Job Requisition Data Screens

The second change relates to the Job Requisition Data screens. Two existing fields on the Job Details page are now enterable. Agencies now have the ability to enter the 'From Grade' and 'From Step' when establishing job requisitions in SHARP. This gives agencies the flexibility to indicate a higher beginning rate of pay when needed for recruiting purposes. The current pay grade assigned to the Job Code will automatically default into the job requisition.

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

Please refer to the CBT Training information on Recruit Workforce located at: http://da.state.ks.us/sharp/

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