SHARP Customer Service Center

- SHARP Messages -

SHARP Message #572

DATE:	1/14/04
AUTHOR:	
SUBJECT:	Applicants Summary Report (KAPP300) Enhanced

MESSAGE TEXT:

Applicants Summary Report (KAPP300) Enhanced

Staff within the Division of Personnel Services and Department of Administration Systems has worked together to update the Applicants Summary Report to include the following:
Department Description
Position Description
Applicant Address and Phone Number

In addition to these new fields, we have also created a flat file. You can import the flat file and manipulate the data or if you have purchased Adobe Acrobat Writer software you can copy the employee address relatively easily for mailing label purposes. Note that the name is displayed in the SHARP naming format.

If you have questions about importing the report into Excel, Word, or Access, you may want to ask your technical staff for assistance.

Questions about this report may be discussed during the SHARP session immediately following the Human Resource Meeting that is scheduled for February 13, 2004 at the State Historical Society. Information regarding that meeting's time and agenda will be provided at a later date.

General Recruitment questions may be directed to Liz Wong at 785.296.6895 or Elizabeth.wong@da.state.ks.us

Return to SHARP Message Page

Page last modified on: