SHARP Customer Service Center

- SHARP Messages -

SHARP Message #653

DATE:	12/23/05
AUTHOR:	HR
SUBJECT:	Change to View Job Postings Page – Working Title

MESSAGE TEXT:

Change to View Job Postings Page – Working Title

In an effort to improve recruiting efforts, and at the request of agency recruiters, beginning Wednesday, December 28, 2005 a "working title" may be displayed instead of the job code title on the State of Kansas Civil Service Job Search View Job Postings page http://da.state.ks.us/ps/pub/ .

Currently, the default Job Code Title, from the Job Code Table, displays under the Job Title column on the View Job Postings page.

This is a great opportunity for you to start using a working title instead of the default Job Code title when recruiting.

A working title may be entered on the Description page of Position Data in the field labeled "Title." Users who have update security access to Manage Positions will be able to update this field by deleting the Job Code title that defaults into the field and replacing it with the working title. (SHA RP breadcrumbs: Home > Develop Workforce > Manage Positions > Use > Position Data)

When changing the Title field on Position data, remember the importance of the Effective Date. The View Job Posting page will not display future dated information, so you may want to enter the effective date equal to or prior to the Posting Date (Date Opened field on the Job Posting page of Job Requisition Data).

We are hopeful this change will help you to target the right people for your open positions.

If you have any questions please contact Elizabeth Wong at 785-296-6895 or at elizabeth.wong@da.state.ks.us

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