

Before You Apply (FOR EXTERNAL APPLICANTS ONLY)

You will need the following:

- ❑ An email address. You cannot submit your application without an email address. You can easily create one through any free web-based email provider like **Gmail** or **yahoo mail**.
- ❑ Telephone number(s) and a mailing address. You will not be able to submit your application without these items.
- ❑ Employment information or work experience (employer name, job title, dates of employment, # of working hours, job duties, salary etc.)
- ❑ Educational information or history (name of school/university, major, type of degree, graduation date, credit hours/hours type if non-graduate)
- ❑ An electronic copy of any documents that you may want to attach to your application (resume, cover letter, DD214, etc.).

Tips to keep in mind

1. To avoid losing your information:

- Do **NOT** use your browser's BACK button; instead, use the Return to Previous page link. If page is lost, you must *reapply and edit your profile*.
- **Save frequently!** The yellow **Save** button is found at the top and bottom of the application, on the blue bar. For security purposes, your application will time-out after 20 minutes. If timed out, you must *reapply and edit your profile*.
- Be sure to write down your User Name and Password, once you register. You will need this information to view your application and to apply for additional jobs. (See **Log In/Register** below for instructions.)

2. Once you log in, make note of the following:

- **Careers Home** – View the latest Job Postings and apply for jobs.
- **My Career Tools** – Applications and attachments. View your applications and *submission* status. Applications shown in “Not Applied” status have not been submitted and will not be considered. Resumes are attached *during* the application process. Use My Career Tools to attach cover letters, transcripts, Veterans Preference documents (DD214), etc. These items must be attached prior to or immediately after application submission. See last page of this document.
- **My Profile** or **Edit Profile** – Contact information. View and make changes here.

3. The application should be completed from top to bottom. Begin at the top and use the TAB key when going from field to field on the application. When a magnifying glass or drop down arrow appears next to a field, you must click on it and select one of the choices provided in the list.
4. You will receive an immediate system response to **Save** and/or **Submit**, located at the bottom of the application. Additionally, you will receive an automatic e-mail when your application is successfully submitted. **Late applications are not accepted; therefore, pay close attention to the application submission deadline.**
5. For your security, make sure that you log out and close ALL browser windows after submitting your application to protect the privacy of your information.
6. Need help?
 - Frequently Asked Questions links are located on the ‘Applying for a Job’ page on the City’s website (<http://www.talgov.com/hr/openings.cfm>).
 - Contact Human Resources staff @ (850) 891-8214 during normal business hours.

Criminal History Information

As a condition of employment, a criminal history check is conducted on the top candidate for each City position. The top candidate for each City position will be required to complete the Pre-Employment Screening Information Worksheet and Authorization form in which they will be asked to disclose their prior criminal history. This self-reporting shall cover “convictions for felonies or first degree misdemeanors”, “pleas of nolo contendere to crimes which are felonies or first degree misdemeanors”, and the “withholding of adjudication for crimes which are felonies or first degree misdemeanors”.

In accordance with s. 112.011, F.S, a criminal history will not automatically bar you from employment with the City. At a minimum, the nature, job relatedness, severity and date of the offense(s) in relation to the duties of the position for which you are applying are considered. In all instances, each selected applicant/employee criminal history will be considered on a case-by-case basis with primary consideration for the protection and best interests of the citizens and employees of the City of Tallahassee.

However, if your answers to the Criminal History Information questions (only asked after you have been conditionally offered a position) do not accurately and completely reflect your criminal history, you may be eliminated from further consideration.

Let's begin!

The **Careers** page has three sections.

Section 1 Basic Job Search – this feature is not used.

Section 2 Login - Requires a User Name and Password. If you have not already registered on our site, click [Register or Register Now](#).

Section 3 Latest Job Postings - You can select the job that you wish to apply for by clicking the job title link. It will bring up the job posting. You can choose Apply Now at the bottom of that section.

Log In/Register

First-time applicants will create a User Name and Password when registering with our system. Click on the link to register.

The screenshot shows the 'Careers' page with three main sections:

- 1 Basic Job Search:** Includes a 'Keywords' input field, a 'Posted' dropdown menu (set to 'Last Month'), and 'Search' and 'Search Tips' buttons.
- 2 Login:** Includes 'User Name' and 'Password' input fields, and 'Login', 'Login Help', and 'Register Now' buttons.
- 3 Latest Job Postings:** A table with columns for 'Select Date', 'Job Title', 'Job ID', and 'Location'. Navigation buttons for 'First', 'Previous', 'Next', and 'Last' are visible.

Create a User Name, and a Password of your choice, and then re-type the password to confirm you entered it correctly. Fields are case sensitive and it is best to use letters and/or numbers when creating your User Name and Password (avoid using symbols like # @ /). Click [Register](#). Make note of your User Name and Password to easily access your applications and apply for jobs.

Register

Enter your new user name and password.

The 'Register' form is titled 'Enter Registration Information' and contains three input fields: '*User Name', '*Password', and '*Confirm Password'. Below the fields are two buttons: 'Register' and 'Return to Previous Page'.

If you forget your Password or User Name, click on the [Login Help](#) link.

Careers

Enter your user name and password to login. If you have not yet registered, [click here to Register](#).

This screenshot shows the 'Basic Job Search' and 'Login' sections side-by-side. The 'Basic Job Search' section has 'Keywords' and 'Posted' (Last Month) fields, and 'Search' and 'Search Tips' buttons. The 'Login' section has 'User Name' and 'Password' fields, and 'Login', 'Login Help', and 'Register Now' buttons. The 'Login Help' button is highlighted with a red box.

Enter your User Name and the system sends you a new Password by e-mail. If you forget your User Name, enter your e-mail address and the system will send your User Name by email.

Login Help

Choose One of These Options

The 'Forgot your password?' form asks for the user's '*Enter your User Name:' and includes 'Get New Password' and 'Cancel' buttons.

OR

The 'Forgot your User Name?' form asks for the user's '*Enter your Email Address:' and includes 'Find User Name' and 'Cancel' buttons.

Navigating the Application

Scroll bars are located on the right of the screen and can be used to navigate the sections in the application.

Step 1 - Login

Once you are logged in, the **Careers Home** page has 2 new sections.

Section 1 My Career Tools – shows applications as well as attachments and a link to My Profile. My Profile is where you will update personal information such as e-mail address, telephone number, address, etc.

Section 2 Notifications – this feature is not used.

Careers Home

Welcome

Applicants are required to complete the online application with all applicable information. Applications must include work history and all education details (if applicable) even if attaching a resume.

NOTE: IN ORDER TO APPLY, YOU MUST CLICK ON THE JOB TITLE.

The screenshot shows the 'Basic Job Search' section with a 'Keywords' input field, a 'Posted' dropdown menu set to 'Last Month', and 'Search' and 'Search Tips' buttons. To the right is the 'My Career Tools' section with links for '0 Applications', '0 Cover Letters and Attachments', '0 Saved Resumes', and 'My Profile'. Below these is a 'Notifications' section with a red '2' and the text 'You do not have any notifications.'

Step 2 - Apply Now

Choose a job by clicking the Job Title link. It will bring up the job posting. Review the 'How to Apply' section for any special instructions, then choose Apply Now at the bottom of that section.

Date	Job Title	Job ID	Location
08/17/2013	Administrative Specialist I	130264	Tallahassee, Florida

Step 3 - Resume

The Online Resume page is displayed. If blank, you must use your scroll bar on the right to scroll to the top of the page. Read the information section and then select a resume option.

APPLICANTS ARE REQUIRED TO COMPLETE THE ONLINE APPLICATION WITH ALL APPLICANT INFORMATION.

In Order to be considered and screened for a job opening applicants must include all current and prior employment and all educational details (if Applicable) even if attaching a resume. If you have previously applied with the City of Tallahassee you may make changes to your online application and submit it again for another job opening, but changes will only be in effect for your new application and will not alter an application that has been previously submitted for a particular opening.

If you have any questions concerning the application process, contact Human Resources at (850) 891-8214.

Apply Now

Choose Resume

The 'Resume Options' section contains the question 'How would you like to proceed?' with three radio button options: 'Upload a new resume', 'Copy and paste resume text', and 'Apply without using a resume'.

Continue

[Return to Previous Page](#)

There are three resume options when applying for a job for the first time. Anytime you apply for a job after the initial application, you will be given the option to use an existing resume, if you have already submitted a resume. Choose an option by clicking the circle to the left and click Continue.

Option 1: If "Upload a new resume" is selected you will browse your documents to upload the file.

Resumes must be submitted in Microsoft Word or PDF format. Best practice for filename of resume: LastName_FirstName_Resume.doc (.docx or .pdf), for example Doe_John_Resume.doc. Please note: a long filename or symbols will cause a parse error and you will not be able to upload.



Browse your computer files to find your resume and click Upload. Your resume title will default in. Click Continue to proceed to the next step.

A screenshot of a web form titled 'Apply Now' with the sub-heading 'Enter Resume Text'. The form contains a 'Resume Title' field with the text 'resume.doc', a 'Language' dropdown menu set to 'English', and a 'File Name' field with a 'View Attachment' link. At the bottom, there are three buttons: 'Continue', 'Close', and 'Return to Previous Page'.

Option 2: If you select “Copy and paste resume text”, type in your resume information and click Continue to proceed to the next step.

Option 3: If you select “Apply without using a resume” and click Continue you will be taken through the steps to enter your application data.

Additional attachments such as cover letters, DD 214, etc., may be uploaded either before you begin or immediately after your application is submitted. Use **My Career Tools** – Cover Letters and Attachments to add an attachment. See last page of this document.

Step 4 - My Profile (first time users)

Complete the **My Profile** section with your contact information; *all information must be entered to submit your application*. You may also change your password here. Choose Save at the bottom of the page (use scroll bars).

Step 5 - Complete Application

The City of Tallahassee application consists of one page with 7 different sections. The first page lists the job you are applying for, resume information, your name, and address.

Please note: Applications are reviewed by Human Resources for the minimum training and experience listed in the job posting. Hiring departments will only receive applications for those meeting the minimum qualifications. **All work experience and education history must be completed.** Resumes and other attachments **will not** be accepted in place of completing the application.

Section 1 – Work Experience

Click on the **Add Work Experience** link to add Employment History information. You should add an entry for each of your previous jobs, starting with your current or most recent position. Describe all periods of employment and periods of unemployment if longer than six months.

A screenshot of a web form section titled 'Work Experience'. It contains a message box that says 'You have not added any employment information to your new application.' Below the message is a blue button with a plus sign and the text '+ Add Work Experience'.

The Add Employment History page is displayed (see next page).

No Work Experience?

Since work experience is a *required entry* on our application, please complete the required fields in the Employment History section as follows:

Start Date: use current date
Employer: no work experience
Job Title: unemployed

Add New Application

Add Employment History

OK & Return OK & Add More Cancel [Return to Previous Page](#)

Enter Employment Details

*Start Date:

End Date:

*Employer:

*Your Job Title:

Telephone:

Number of Hours Worked Per Week: Annual Salary:

**Duties & Responsibilities/
Reason for Leaving;**
Please include information regarding any SUPERVISORY responsibilities, and the number of employees supervised.

Number of Employees Supervised:

Address:

No dollar sign or decimal
Example: 36000

Spell Check

link under Employer to choose that job and make changes. To delete an entry, click the “trash can” at the end of the row for that job. Once you have completed **Section 1** of your application, you should **Save**. The yellow **Save** button is found on the blue bar at both the top and bottom of the application.

Employer	Job Title	Start Date	End Date
City	Computer Worker	01/01/2001	

[+ Add Work Experience](#)

Section 2 – Education History

All applicants *must* complete the **Highest Education Level** attained. Some positions require certain levels and types of education, and the information provided will be used to screen applicants based on those requirements.

Education History

Highest Education Level:

To add a high school, click the Add High School Education History hyperlink below. To change information for a school, click the hyperlink under School field. Click on delete icon to remove corresponding school information.

High School Education

You have not added any High School Education information to your application.

[+ Add High School Education](#)

To add a degree, click the College/University Education History hyperlink below. To change information for a degree, click the hyperlink under Degree field. Click on delete icon to remove corresponding degree.

College/University Education

You have not added any education information to your application.

[+ Add College, University or Vocational/Technical Education](#)

Complete all fields. Leave the **End Date** box blank if you are still employed in this job.

In the **Duties and Responsibilities** text box, provide complete information regarding your daily tasks or responsibilities and the reason for leaving your employment. **IMPORTANT: Please include information regarding any supervisory responsibilities* and the number of employees supervised.**

***SUPERVISORY RESPONSIBILITY.** For the purposes of the City, “supervisory responsibility” involves having the authority, in the interest of the employer, to hire, transfer, suspend, lay off, recall, promote, discharge, assign, reward, or discipline other employees, or responsibility to direct them or to adjust their grievances, or effectively to recommend such action, where the exercise of such authority requires the use of independent judgment.

Click **OK & Add More** to add other jobs or **OK & Return** then **Save** (to avoid time-out). You will list all previous jobs. If you need to edit an entry, click the

Choose the appropriate link to add your education, a new panel will open. **Education panels must be completed from top to bottom or you may lose your information.** When a magnifying glass or drop down arrow appears next to a field, you must click on it and select one of the choices provided in the list. If you need to edit an entry, click the link to choose that entry and make changes. To delete an entry, click the “trash can” at the end of the row.

Add High School Education: Put only one entry in the high school section, reflecting the last school attended. Beginning at the top, complete each box as appropriate. Click **OK & Return** when completed.

Add High School Education

OK & Return OK & Add More Cancel [Return to Previous Page](#)

Enter Primary or Secondary Education Details

Country: United States
State: Florida
School Type: High School
School: Leon High School
Level Achieved: Diploma
*Date Acquired: 05/31/1996
Average Grade: 3.0 Completed

Add College/University or Vocation/Technical Education:

Add College, University or Voc

Save & Return Save & Add More Cancel [Return to Previous Page](#)

Enter Post-Secondary Education Details

Country: USA United States
State: Florida
*School: Florida State University Other: Florida State University
*Major: Other: Sport Management
*Degree: Bachelor of Science
Average Grade: Credit Hours: 015 Credit Hours Type: S
 Graduated
Date Issued: If Credit Hours are entered, Credit Hours Type is also REQUIRED
Name if different in school:

You must enter a **Country**, then **State**, before searching for your **School**. Use the drop down arrows to the right of the box(es). If you type in USA, then FL under State, you will see colleges & universities in Florida. Choose your school. If your School is not listed, choose the blank entry and then tab to the **Other** box. Type your School name in that field.

To Search for your **Major**, click on the magnifying glass icon to the right of the corresponding box. It will take you to the **Look Up Major** page where you can search by Major Code or Description (sort alphabetically by clicking on Description). Choose your major. If it is not listed, choose the blank entry and tab to the **Other** box. Type in your Major.

Click the Graduated box and enter the Date Issued, if you completed the course of study.

IMPORTANT: The **Credit Hours** and **Credit Hours Type** fields are only used if your study has not been completed or you are still in school. Complete both fields (or leave blank) to avoid submission errors. **Enter the number of Credit Hours completed AND the Credit Hours Type (semester, quarter, etc.). Both fields must be completed or left blank; otherwise, you will lose your application information (including your profile) and need to reapply.**

Click **Save & Return** when this panel has been completed.

Once you have completed **Section 2** of your application, you should **Save**. The yellow **Save** button is found on the blue bar at the top and bottom of the application.

Section 3 – Job Training

On the Job Training or Specialized Training can be added here. Click **Add Job Training** to list relevant training courses you have taken.

Click **OK & Return** when completed.

Add Job Training

Enter Job Training Details

*Course Title:
*School Name:
Course Start Date:

OK & Return OK & Add More Cancel [Return to Previous Page](#)

Section 4 – Licenses and Certificates

List any licenses or certificates you have. If the position you are applying for has a driver license requirement, make sure to enter your driver's license information in this section, along with information about any other credentials you may hold. Click **Add Licenses and Certificates** to display the panel.

Add License or Certificates

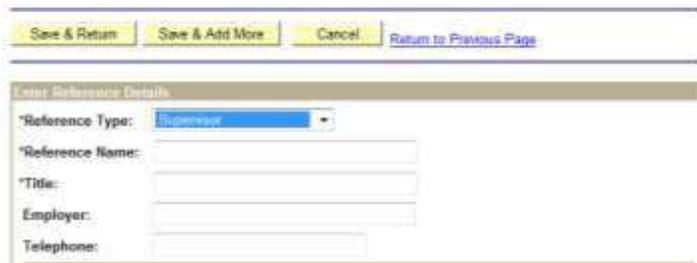


If a particular License is not listed, select *Other License or Certificate* from the drop-down list and type the license name or title in the *Issued By* field. Click **Save & Return** when completed. Once you have completed **Sections 3 & 4** of your application, you should **Save**.

Section 5 – References

Use this section to list Supervisory References. Click **Add Reference** to display the panel. For each of your previous positions listed in **Section 1 - Work Experience**, provide the name and contact information for your supervisor. If you would like to list additional personal and/or professional references, use **Cover Letters and Attachments** under **My Career Tools**.

Add Supervisory Reference



Section 6 - Questionnaire

The questionnaire is required. You will need to answer each question before you are able to submit your application. Each time you submit an application, you will need to complete the questionnaire. Please note the additional information relating to the following questions in the questionnaire:

VETERANS PREFERENCE:

** A DD214 or comparable document that serves as a certificate of release or discharge must be furnished at the time of application in order to receive Veterans Preference. In addition, applicants claiming categories 1, 2, or 4 above must furnish supporting documentation in accordance with the provisions of Rule 55A-7.013, F.A.C. Wartime periods are defined in §1.01.F.S. Under Florida law, preference in appointment shall be given by the City to those persons in categories 1 and 2 and then to those in categories 3 and 4. Veterans Preference is only available to Florida residents. For more information regarding Veterans Preference: www.floridavets.org/benefits/veteranspref.asp

An applicant eligible for Veterans Preference who believes he or she was not afforded employment preference in accordance with Florida law may file a complaint requesting an investigation with the Department of Veterans' Affairs, P. O. Box 31003, St. Petersburg, FL 32331. A complaint must be filed within 21 calendar days from the date that the notice of hiring decision is received by the applicant or within three calendar months of the date the application is filed with the employer. If no notice is given, it is the responsibility of the preferred applicant to maintain contact with the employer to determine if the position has been filled.

EXEMPTION FROM PUBLIC RECORDS DISCLOSURE

Are you a current or former law enforcement officer, other covered employee* or the spouse or child of a covered employee or former employee who is exempt from public records disclosure under §119.07, Florida Statutes?
*Other covered jobs include correctional and correctional probation officers, firefighters, certain judges, assistant state attorneys, state attorneys, assistant and statewide prosecutors, personnel of the Department of Revenue or local governments whose responsibilities include revenue collection and enforcement or child support enforcement and certain investigators in the Department of Children and Families; human resource, labor relations, or employee relations directors, and their spouses & children; code enforcement officers and their spouses & children. (See §119.07, F.S.)

Section 7 – Referral Information

Use the drop down arrow to select the appropriate referral source next to the question “**How did you find out about the job?**” If your referral source is not in the drop down, type in your referral source in the **Specific Referral Source** text box.



After you have completed your application, click **Save** and then **Submit** to continue. The Submit Online Application page will be displayed. **If this page is not displayed, your application has NOT been submitted.** Click **Save** if possible, and review **Tips to keep in mind** (page1) to find any application errors.

After reading the information on the Submit Online Application page, complete the Self Identification details and the Terms and Agreements sections. If you agree with the statements on this page, click **Submit**.

An automatic message will be displayed under **My Applications**. A list of positions for which you have applied will also be displayed.

[Careers Home](#) [Job Search](#) [My Saved Jobs](#) [My Saved Searches](#) [My Career Tools](#) [Logout](#)

My Applications

You have successfully submitted your City of Tallahassee job application.



Application	Status	Application Date
Assistant Supervisor - Recreation Center	Applied	04/11/2012 2:08PM

Once an application has been submitted, **no changes can be made**. If you need to make changes, you must reapply for that position before the closing date (submission deadline).

What to Expect After Submitting Your Online Application

An automatic e-mail message will be sent to you confirming receipt of your application. Approximately 2 – 4 weeks after the application submission deadline, you should receive an e-mail regarding your eligibility for the job. Eligible applicants are then forwarded to the Hiring Department for review.

Once the application is submitted or saved, the information will be stored for up to a year and available when applying for other jobs.

If you have questions, please contact the Human Resources Division at (850) 891-8214 during normal business hours.

Thank you for your interest in employment with the City of Tallahassee.

My Career Tools

View your applications and **submission** status by clicking the Applications link. Applications shown in “Not Applied” status have not been submitted and will not be considered. Resumes are attached *during* the application process. Use **My Career Tools** to attach cover letters, certificates, transcripts, Veterans Preference documents (DD214), etc. These items must be attached prior to or immediately after application submission.

My Career Tools

- [60 Applications](#)
- [1 Cover Letters and Attachments](#)
- [4 Saved Resumes](#)
- [My Profile](#)

My Applications

Display applications from:

First Previous Next Last

Application	Status	Application Date
 Coach Operator - Hiring Pool (Temporary Position)	Not Applied	08/15/2013 3:25PM
 Utility Service Worker (2 Vacancies)	Applied	08/20/2013 2:41PM

To submit an application that you have saved (**Status:** “Not Applied”), click on the job title. The application will open if the closing date (submission deadline) has not passed. Review your application, make any changes, complete the questionnaire and submit the application.

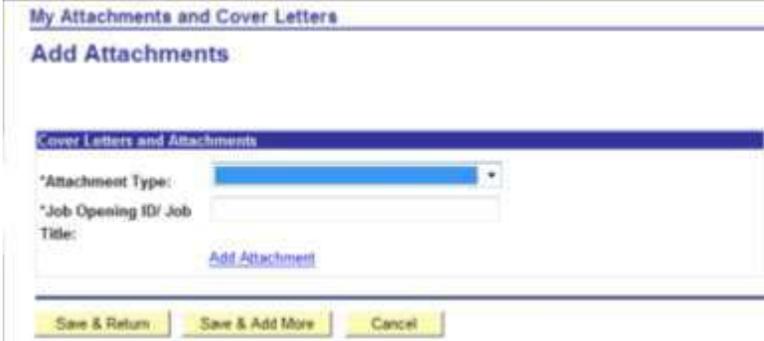
Click **Cover Letters and Attachments** to upload cover letters, certificates, transcripts, Veterans Preference documents (DD214), etc. These items must be attached prior to or immediately after application submission. Click on the **Add Attachment** link and a new panel will open.

Cover Letters and Attachments

You have not added any attachments

[+ Add Attachment](#)

Choose the Attachment Type from the drop down box, list the Job ID# or Job title and click Add Attachment.



Best practice for attachment filenames: LastName_FirstName. Please note: a long filename or symbols will cause a parse error and you will not be able to upload. Browse your computer files to find your document and click Upload. You will see your document name. Click **Save & Return**.