

## Before You Apply

### FOR EXTERNAL APPLICANTS ONLY

This documentation takes you through the basic process of applying for vacancies with the City of Tallahassee.

- ❑ Suggested items to have prior to applying
  - Education, supervisor references and employment information
  - An electronic copy of any documents that you may want to attach to your application (resume, cover letter, DD - 214, etc)
- ❑ After you have reviewed this and are ready to apply for positions, you can begin the application process by going to <http://www.talgov.com/hr/apply.cfm> the Employment Home page.
- ❑ As you enter the search and application process, you may find it useful to keep these instructions readily available.
- ❑ Do you have an e-mail address? The City may send correspondence on your City job applications via e-mail. If you don't already have an e-mail address, you can easily create one through any free web-based e-mail provider like [g-mail](#) or [yahoo mail](#). Please do this before you apply.

## Tips to keep in mind

1. Do **NOT** use the browser BACK button this may cause unexpected or unwanted results including losing your information.
2. You may save your application to be completed at a later time by clicking on the **Save Application** button. However, you will NOT be able to submit applications if you wait until after a position's closing date, and you will not be considered for the position. PLEASE MAKE SURE YOU PAY ATTENTION TO THE POSITION CLOSING DATE.

3. Applications shown in "DRAFT" status are not submitted for positions. Clicking in close application, save application, or Careers Home after starting the application process places your application in draft status. You must return to the draft application and complete the application process before you can be considered for a job.
4. The systems will time-out after 30 minutes of inactivity. If this happens, your information will be lost. Make sure that you log out and close ALL browser windows after submitting your application to protect the privacy of your information.
5. Be sure to write down the User name and password used for your login registration. You will need this information to retrieve and/or make changes to your existing online application and to apply for additional positions. (See **Log In to COT On-Line Application Service** below for instructions.)
6. Be sure your application is complete prior to submitting it. Pay special attention to the fields that are marked with an asterisk (\*). You will not be able to submit your application without completing these fields. In addition, there are other sections, which must be completed although they are not marked with an asterisk.
7. Use the TAB key when going from field to field on the application. When a magnifying glass appears next to a field, you must click on it and select one of the choices provided in the list.
8. To view a listing of FAQs, visit the Human Resources Employment page, <http://www.talgov.com/hr/pdf/applicant-faq.pdf> and click on the Frequently Asked Questions link.
9. When completing the online application, you have the option to attach a resume that is relevant to the position for which you are applying. Additional attachments such as cover letters, transcripts, a DD-214 for Veterans Preference, etc. must be attached prior to applying, by utilizing **My Career Tools**.

- If you see a posting(s) you wish to apply to, select the posting(s) of interest by clicking the checkbox next to that posting(s). You may select multiple postings and once you are ready to apply, click on the "Apply Now" link. Please note: In order for your online application to be active and for you to be considered for job vacancies, you must "Submit" your application. You can verify that your application has been submitted, as it will show its status as "Applied".

## Log In to COT On-Line Application Service

As a first-time applicant, you will need to register with a user name and password and create your profile. If you click on "Register Now", you will be taken to the login / registration page. If you click "Search", you will be given the opportunity to search for jobs first.

However, if you select any job, and then click "Apply Now", you will also be taken to the initial login/registration page. New applicants should click on "Register Now" to register.

### Careers

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

<b>Basic Job Search</b> Keywords: <input type="text"/> Posted: Last Month <input type="button" value="v"/> <input type="button" value="Search"/> <a href="#">Search Tips</a>	<b>Login</b> User Name: <input type="text"/> Password: <input type="password"/> <input type="button" value="Login"/> <a href="#">Login Help</a> <a href="#">Register Now</a>												
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First-time applicants should complete the information requested, including a user name, a password of your choice, and then re-type the password to confirm you entered it correctly. Click **REGISTER**.

### Register

Enter your new user name and password.

<b>Enter Registration Information</b>	
*User Name	<input type="text"/>
*Password	<input type="password"/>
*Confirm Password	<input type="password"/>
<input type="button" value="Register"/> <a href="#">Return to Previous Page</a>	

If you forget your password or user name, click on the [Login Help](#) hyperlink.

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

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Enter your User Name and the system sends you a new password by email. If you forget your user name enter your email address and the system will send your user name by email.

### Login Help

Choose One of These Options

<b>Forgot your password?</b> *Enter your User Name: <input type="text"/> <input type="button" value="Get New Password"/> <input type="button" value="Cancel"/>	OR	<b>Forgot your User Name?</b> *Enter your Email Address: <input type="text"/> <input type="button" value="Find User Name"/> <input type="button" value="Cancel"/>
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## Applying for Vacancies

Once the application is submitted or saved, the information will be stored and available when applying for other positions.

See the detailed instructions for completing the various pages of the online application at <http://www.talgov/hr/pdf/how-apply-external.pdf>

### **What to Expect After Submitting Your Online Application**

An automatic e-mail message will be sent to you confirming receipt of your application. Note: This will occur only if you provide an email address when completing the application.

If you have questions, please contact Human Resource Department (850) 891-8214

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

***NOTE: If your application is inactive for 30 minutes, the data you have entered will be lost due to being timed-out of the application.***