


FOR INTERNAL APPLICANTS ONLY

Current City Employees MUST USE Peoplesoft Self Service > Recruiting Activities > Careers, to apply for City jobs.

Purpose

This job aid outlines the basic steps to apply for a job with the City of Tallahassee

Overview

- ❑ Before applying for a job, please review the job aid “Before You Apply” for an overview of the login instructions and application process.
- ❑ Use the Look-up button  to view a list of available text for that field. If you cannot find what you need on a list, leave the field blank and type in information in the *Other* field.

Navigation

Self Service > Recruiting Activities > Careers



The screenshot shows the 'Self Service' navigation menu. The 'Recruiting Activities' link is highlighted with a red rectangular box. Other visible links include Personal Information, Payroll and Compensation, Benefits, Learning and Development, and Training.

Step 1

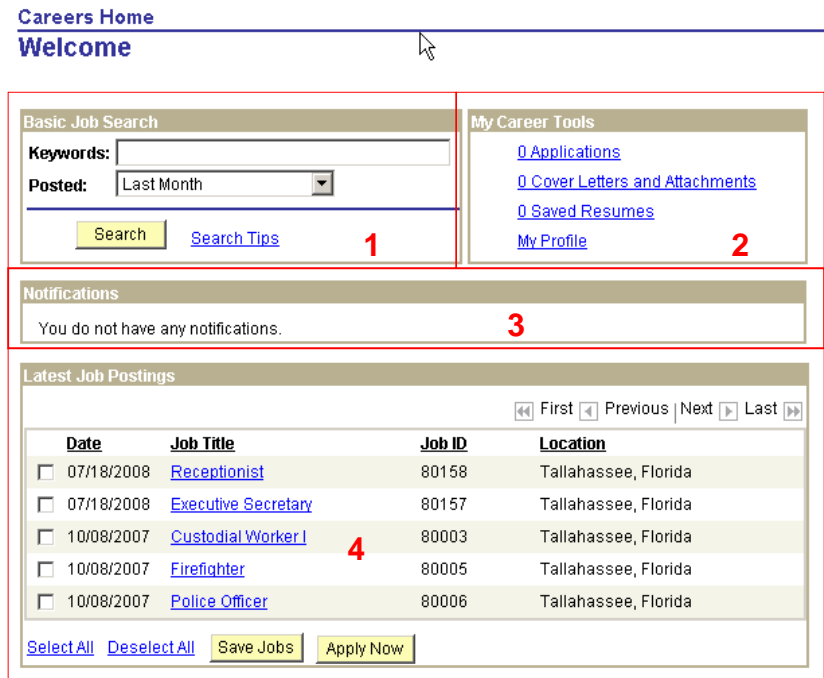
Once you are logged in, the Careers Home page allows you to manage all facets of applying for a job with the City of Tallahassee.

Section 1 allows you to do a basic search

Section 2 includes all applications that were used to apply for job postings as well as attachments. To update personal information such as name, address, etc. in **My Profile**, navigate to **Self Service>Personal Information** and make the necessary changes. To attach a document other than a resume, you must do so before applying. Click on **Cover Letters and Attachments** in the My Career Tools section.

Section 3 lists any notifications that were sent out for job postings.

Section 4 lists the latest job postings.



The screenshot shows the 'Careers Home' page. Section 1 is the 'Basic Job Search' area with a search bar and 'Search' button. Section 2 is the 'My Career Tools' sidebar with links for Applications, Cover Letters and Attachments, Saved Resumes, and My Profile. Section 3 is the 'Notifications' area showing 'You do not have any notifications.' Section 4 is the 'Latest Job Postings' table.

| Date | Job Title | Job ID | Location |
|-------------------------------------|-------------------------------------|--------|----------------------|
| <input type="checkbox"/> 07/18/2008 | Receptionist | 80158 | Tallahassee, Florida |
| <input type="checkbox"/> 07/18/2008 | Executive Secretary | 80157 | Tallahassee, Florida |
| <input type="checkbox"/> 10/08/2007 | Custodial Worker I | 80003 | Tallahassee, Florida |
| <input type="checkbox"/> 10/08/2007 | Firefighter | 80005 | Tallahassee, Florida |
| <input type="checkbox"/> 10/08/2007 | Police Officer | 80006 | Tallahassee, Florida |

Step 2

Search for a job using the basic job search. Enter the criteria as desired and click **Search**. You may also save the search for future reference.

Job Search

Click icon to view Quick Search criteria

Basic Job Search

Search For: Posted: Last Month

[Search Tips](#)

2 Results Found

Search Results

[Select All](#) [Deselect All](#) [First](#) [Previous](#) [Next](#) [Last](#)

| Select | Opened | Posting Title | ID # | Job Family | Location |
|--------------------------|------------|-------------------------------------|-------|--------------------------|----------------------|
| <input type="checkbox"/> | 07/18/2008 | Executive Secretary | 80157 | Administrative Assistant | Tallahassee, Florida |
| <input type="checkbox"/> | 07/18/2008 | Receptionist | 80158 | Office Assistant | Tallahassee, Florida |

[Select All](#) [Deselect All](#)

To view the job description, click on the title

A list of job postings appears based on your search criteria. In this example, the search produced the following job postings. To review a job posting, click on the Posting Title.

To save or apply for a job posting, select the posting. You can save jobs to review them later or proceed to apply for the selected jobs.

Step 3

The Online Resume page is displayed. Read the information section. 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

Resume Options

How would you like to proceed?

Upload a new resume

Copy and paste resume text

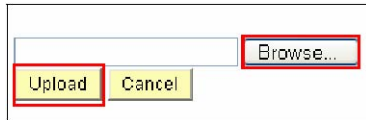
Apply without using a resume

[Return to Previous Page](#)

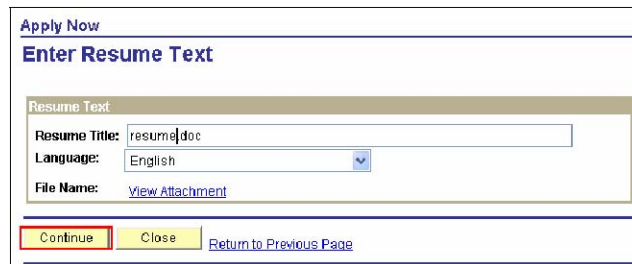
Attachments are only accepted in Microsoft Word or PDF format.

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 apply using an existing resume.

Option 1: If “upload a new resume” is selected you can browse your documents to upload the file.



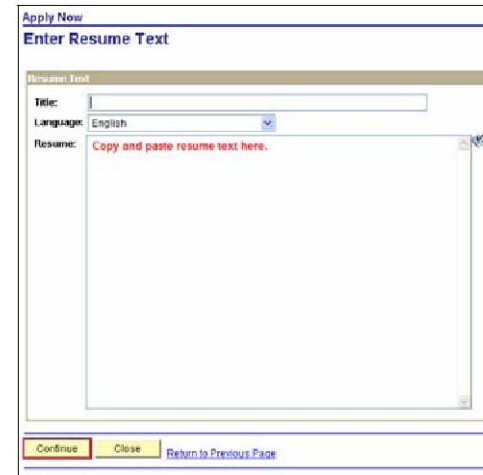
Browse to find your file and click Upload.



Additional attachments such as cover letters, DD 214, etc., may be uploaded after your application is submitted.

Click **Continue** to proceed to the next step.

Option 2: If you select “Copy and paste resume text”, you can enter your resume information.



Click **Continue** to proceed to the next step.

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

Click **Continue** to proceed to the next step.

Step 4

City of Tallahassee application consists of one page with **7 different sections.**

All employment information must be filled out. Resumes and other attachments will not be accepted in place of filling out the application.

Complete Application

You are applying for: **Police Officer** [Remove](#)
[Add Another Job to Application](#)

You have not added any resume to your application. [Use a Different Resume](#)

City Tallahassee
306 City Hall
Tallahassee, FL 32301
Leon
[Edit Profile](#)

[Previous](#) [Save for Later](#) [Submit](#) [Close Application](#) [Careers Home](#) [Next](#)

City of Tallahassee Application

All employment information must be filled out in this section. Resumes and other attachments will not be accepted in place of filling out this section, but may be submitted as supplemental information. Describe your work experience in detail beginning with your PRESENT or most recent job, and describe all periods of employment, and periods of unemployment if longer than six months. Be sure to provide complete information regarding each of your previous positions, including dates of employment, hours worked per week, and your description of your job duties and responsibilities as your eligibility will be determined based on the information you provide. IMPORTANT: Indicate any supervisory responsibility and number of employees supervised, for each position.

Work Experience
You have not added any employment information to your new application.

[Add Work Experience](#)

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 History](#)

You have not added any College/University information to your application.

[Add College/University Education History](#)

Use this section to enter any relevant training courses you have taken

Job Training
You have not added any training information to your application.

[Add Job Training](#)

If you have any licenses or certificates you wish to tell us about, enter them here.

Licenses and Certificates
You have not added any licenses or certificates to your application.

[Add Licenses and Certificates](#)

Enter your supervisor references here

References
You have not added any Supervisor references to your application.

[Add Reference](#)

Application Questionnaire
If a conditional offer of employment is made, you will be required to provide identification and proof of citizenship or authorization to work in the U.S. Are you a U.S. citizen or are you legally authorized to work in the U.S.?
 Yes
 No

If you are a male between the ages of 18 and 26, you will be required to provide proof of registration or exemption prior to any employment. Do you have proof of registration with the Selective Service System, or proof of exemption from such?
 Yes
 No
 N/A

To Your Knowledge, Do You Have Any Relatives Working For The City Of Tallahassee? (If Yes, Prior To Any Employment By The City, You Will Be Required To Provide Their Name, Relationship
 Yes
 No

Yes
 No
 N/A

To Your Knowledge, Do You Have Any Relatives Working For The City Of Tallahassee? (If Yes, Prior To Any Employment By The City, You Will Be Required To Provide Their Name, Relationship
 Yes
 No

Job Aid: How to Apply

Section 1 - WORK EXPERIENCE

The City of Tallahassee requires completion of the work experience section. A resume may be attached, but not as a substitution for completing any required fields. Your application will be screened based on information contained within your online application.

Add your work in chronological order starting with your most current employer

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.

Work Experience
You have not added any employment information to your new application.

[+ Add Work Experience](#)

The **Add Work Experience** page is displayed.

[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:

Address

Country:

Address 1:

Address 2:

No dollar sign or decimals
Example: 56000

Spell Check

Complete all fields. Those with an asterisk (*) to the left of the field name are required fields, and you will not be able to submit your application if any of these is not completed.

Leave the **End Date** box empty if you are still employed with the job you are adding and do not have an end date.

In the **Duties and Responsibilities** text box, provide complete information regarding your JOB responsibilities,

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 another employer Continue to click the **Ok & Add More** link until you have listed all employers.

| Work Experience | | | |
|---|-----------------|------------|----------|
| Employer | Job Title | Start Date | End Date |
| City | Computer Worker | 01/01/2001 | |
| + Add Work Experience Click link to add Work Experience Click icon to delete row | | | |

Section 2 – Education History

All applicants must enter their highest level of education in the **Highest Education Level** box. Applicants should remember that some positions require certain levels and types of education, and the information provided will be used to screen applicants based on those requirements.

Each completed level of education should be added, starting with your high school education.

Education History

Highest Education Level: C-HS Graduate or GED

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

| High School Education | | |
|--|-------------|---------|
| School | School Type | Country |
| asd | High School | USA |
| + Add High School Education History Click link to add high school information. | | |

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


| College/University Education |
|--|
| You have not added any College/University education information to your application. |
| + Add College/University Education History Click link to add college/university information. |


Click on the **Add High School Education History** link to add educational background information. Put only one entry in high school section, reflecting the last school attended. Click **OK & Return**. If you need to change this information after you’ve entered it, click the link of the name of the school, then make the necessary updates.

Add High School Education

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

Enter Primary or Secondary Education Details


Country: 

State: 

School Type:

School:

Level Achieved:

*Date Acquired: 


Average Grade: Completed

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

Click on the **Add College/University or Vocation/Technical Education History** to add educational background information, if applicable. To edit your education information, click the link of the name of the education institution.

College, University or Vocational/Tech Education


You have not added any education information to your application.


 [College, University or Vocational/Tech Education History](#)


Add College, University or Voc


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

Enter Post-Secondary Education Details

Country: 


State: 


*School:  Other:

*Major:  Other:

*Degree:

Average Grade:

Graduated Credit Hours Credit Hours Type 


Date Issued: 

Name if different while attending:

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


* Required Field

Before searching for a school, you must enter a **Country** and **State**.

To Search for your **School**, click on the magnifying  icon to the right of the corresponding box. It will take you to the **Look Up School** page where you can choose to search by State, by School Code, or by Description (name of school). You will most likely want to search for your School Name using Description or State. To do this, type in the first few letters and hit enter, then select the appropriate school from the list displayed. (For instance if you type in FL under Search by State, you will see all colleges/universities in Florida.) If you type in FL under Search by Description, you will see all whose name starts with FL

If you find your school name, click on the corresponding School Code or School Name link.

If you are not able to find your School, click on the **Cancel** button to go back to your education details page, leave the School field blank, and type your School name in the text box titled **Other** to the right of the School field.

To Search for your **Major**, click on the  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. If you find your Major, click on the corresponding Major Code link. If you are not able to find your major, click on the **Cancel** button to go back to your education details page, leave the Major field blank, and type your Major name in the text box titled **Other** to the right of the Major field.

If you are still in school enter the number of credit hours you have taken and the credit hours type (semester, quarter, etc.)

Click **OK & Return**

Section 3 – JOB TRAINING


Click **Job Training** to update employment history.

Click  **Job Training**.

Use this section to enter any relevant training courses you have taken

Job Training

You have not added any training information to your application.

 [Add Job Training](#)

The Add Job Training page is displayed. Click **OK & Return** when completed.


Add New Application

Add Job Training

Enter Job Training Details

*Course Title:

*School Name:

Course Start Date: 

OK & Return

OK & Add More

Cancel

[Return to Previous Page](#)

* Required Field

Section 4 – LICENSE AND CERTIFICATES


Click **Licenses and Certificates** to update employment history.

Click  **Add Licenses and Certificates**.

If you have any licenses or certificates you wish to tell us about, enter them here.

Licenses and Certificates

You have not added any licenses or certificates to your application.

 [Add Licenses and Certificates](#)

The Add License and Certificate page is displayed. Click **OK & Return** when completed.

[Add New Application](#)
[Add License or Certificates](#)

License or Certificate Details

*License/Certificate

Issued By:

License/Certification Number:

Date Issued:

*If a License or Certificate is not listed, select "Other License" and type it in the Issue By Field

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

If a License is not listed, select *other licenses* from the drop-down and type the license in the *Issue By* field.
To add license and certificate information, click the *Add* button. To edit information you have already entered, click the link of the license and then make the necessary updates.

Section 5 – SUPERVISOR REFERENCES

Click [Supervisory References](#)


Use this section to list your supervisor references for each position listed on your Work History.

Click  [Add Supervisory Reference](#).

Enter your supervisor references here

References

You have not added any Supervisor references to your application.

 [Add Reference](#)

The Add Supervisor Reference page is displayed. Click **OK & Return** when completed.

Add New Application

Add Supervisor Reference

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

Enter Reference Details

*Reference Type: Supervisor

*Reference Name:

*Title:

Employer:

Telephone:

Address

Country: USA

Address 1:

Address 2:

Address 3:

City: State:

Postal:

County:

Section 6 - QUESTIONNAIRE

You must answer all questions each time you apply

Application Questionnaire

If a conditional offer of employment is made, you will be required to provide identification and proof of citizenship or authorization to work in the U.S. Are you a U.S. citizen or are you legally authorized to work in the U.S.?

- Yes
 No

If you are a male between the ages of 18 and 26, you will be required to provide proof of registration or exemption prior to any employment. Do you have proof of registration with the Selective Service System, or proof of exemption from such?

- Yes
 No
 N/A

To Your Knowledge, Do You Have Any Relatives Working For The City Of Tallahassee? (If Yes, Prior To Any Employment By The City, You Will Be Required To Provide Their Name, Relationship To You, And The Department Where This Relative Is Employed.)

- Yes
 No

Have you ever been convicted of a felony or a first-degree misdemeanor?

- Yes
 No

Have you ever had the adjudication of guilt withheld for a felony or a first-degree misdemeanor?

- Yes
 No

Are you a resident of the State of Florida who is claiming Veterans Preference? (NOTE: In order to receive Veterans' Preference, you MUST submit appropriate documentation substantiating your claim WITH this application.)

- Yes
 No

Are you a veteran with a service connected disability who is eligible for or receiving

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..)

CRIMINAL HISTORY INFORMATION:

A criminal history check is conducted on the top applicant for each City position. In accordance with s. 112.011, F.S, a criminal history will not automatically bar you from employment with the City;- 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. However, if your answers to the Criminal History Information questions do not accurately and completely reflect your criminal history, you may be eliminated from further consideration.

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. Refer to www.floridavets.org/benefits/veteranspref.asp for more information regarding Veteran's Preference.

An applicant eligible for Veteran's 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

Section 7 – REFERRAL SOURCE

Select the appropriate referral source in the **How did you find out about the job?** drop down. If your referral source is not in the drop down, select **Other** and type in your referral source in the **Specific Referral Source** text box.

After you have answered all, click on the **Submit Application** to continue.

Referral information

How did you find out about the job?
SubSource
Specific Referral Source:

Are you a former employee? Yes No

You have completed the application process.

Upon submission, a list of positions for which you have applied will 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.

My Applications

Display applications from: Refresh

First Previous Next Last

| Application | Status | Application Date |
|--------------------------------|-------------|--------------------|
| Police Officer | Not Applied | 07/24/2008 9:48AM |
| Audit Manager | Applied | 07/24/2008 10:46AM |

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

Attachments – MY CAREER TOOLS

My Applications

Display applications from: Refresh

First Previous Next Last

| Application | Status | Application Date |
|-------------------------------------|---------|--------------------|
| Administrative Aide | Applied | 08/13/2008 10:05AM |

Resumes

| Resume Title | Attached File | Created |
|-------------------------------------|---------------|--------------------|
| Administrative Aide | | 08/13/2008 10:13AM |

Cover Letters and Attachments

You have not added any attachments

[Add Attachment](#) [Delete Attachment](#)

[Return to Previous Page](#)

Select the **“add attachment”** link to upload a cover letter, DD214, etc you have saved on your computer.

[My Attachments and Cover Letters](#)

Add Attachments

Cover Letters and Attachments

*Attachment Type:

*Attachment Purpose:

[Add Attachment](#)

Save & Return Save & Add More Cancel

From the drop down menu select the type of file to attach. You will then be asked to give your attachment a unique title name. Select **“add attachment”**. On the upload page, click the **Browse** button to select your file from your local computer. Once the file is selected, click the **Upload** button.

If you would like to view your document, click on the **Edit Attachment** link to the right of the text box.

NOTE: If you apply for a job and submit the application, no changes can be made to that application