

## Before You Apply (FOR INTERNAL APPLICANTS ONLY)

Employees, including temporary employees, use PeopleSoft HR Self Service to apply for jobs.

City computer access: <http://hrwebp1/psp/ppdb2/?cmd=login> OR

Non-City Computer: <http://www.talgov.com/hr/hr-openings.aspx>

You will need the following:

- ❑ User ID and password. If you need either, contact ISS @ 850/891-8855 (option 2), during normal business hours.
- ❑ Current telephone number, address and e-mail address. Review & update your Personal Information to ensure your application has *current information*. Navigate from the Menu >> Self Service >> Personal Information >> Personal Information Summary to make changes. You will receive e-mails regarding your application. If you don't have an e-mail address, you can easily create one through a free web-based email provider like **Gmail** or **yahoo mail**.
- ❑ Employment information or work experience (employer name, job title, employment dates, # working hours/week, salary, job duties, 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*.
  - **Save frequently!** The yellow **Save** button is at the top and bottom of the application, on the blue bar. For security, your application will time-out after 20 minutes. If timed-out, you must *reapply*.
2. Once you log in, choose Recruiting Activities>>Careers. 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** – View contact information; to make changes use Personal Information under the Self Service menu.

3. The application should be completed from top to bottom. Beginning at the top, use the TAB key when going from field to field on the application. When a magnifying glass or a 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**. The Submit button is 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/hr-openings.aspx>)
  - 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!

Current City Employees, *including temporary employees*, use PeopleSoft HR Self Service to apply for jobs. Whether you use a City computer or a non-City computer, you will login into PeopleSoft HRMS to apply. The login screen will be similar to this one:



## Navigation

Using the Menu, navigate to Careers (Self Service >> Recruiting Activities >> Careers)



## Step 1 – Careers Home

Make note of the four sections:

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

**Section 2** My Career Tools – shows applications and attachments.

**Section 3** Notifications – this feature is not used.

**Section 4** Latest Job Postings

Careers Home

Welcome

Date	Job Title	Job ID	Location
10/03/2013	<a href="#">Assistant City Manager</a>	140011	Tallahassee, Florida
12/07/2013	<a href="#">Chemist</a>	140052	Tallahassee, Florida
11/23/2013	<a href="#">Electric Utility Engineer I</a>	140041	Tallahassee, Florida
09/14/2013	<a href="#">Electric Utility Engineer III</a>	130285	Tallahassee, Florida
11/30/2013	<a href="#">Electric Utility Engineer III</a>	140047	Tallahassee, Florida
12/14/2013	<a href="#">Equipment Operator III</a>	140064	Tallahassee, Florida
12/07/2013	<a href="#">Fire Chief</a>	140061	Tallahassee, Florida
09/28/2013	<a href="#">Firefighter</a>	140003	Tallahassee, Florida
12/07/2013	<a href="#">Foreman - Meter Repair</a>	140054	Tallahassee, Florida

## Step 2 – Apply Now

To save or apply for a job posting, select the posting by clicking on the Job Title. You can apply for jobs now or save jobs to apply later (make note of the application submission deadline). The Job Description page will open, review the position details to see if you qualify and then choose Apply Now.

## Step 3 - Resume

The Online Resume page is displayed. If the page is blank, use your scroll bar (at 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

Resume Options

How would you like to proceed?

Upload a new resume

Copy and paste resume text

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 apply using an existing resume, if you have already submitted a resume. Choose an option by clicking the circle (at left) and choose Continue.

**Option 1:** If “upload a new resume” is selected, browse your documents and upload the file. **Resumes must be submitted in Microsoft Word or PDF format.** Please note: a long filename or symbols will cause a parse error and you will not be able to upload your resume. Best practice for resume filenames: LastName\_FirstName\_resume.doc (.docx or.pdf)

[Browse...](#)

[Upload](#) [Cancel](#)

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

[Apply Now](#)

### Enter Resume Text

Resume Text

Resume Title: Doc\_John\_Resume.doc

Language: English

File Name: [View Attachment](#)

[Continue](#) [Close](#) [Return to Previous Page](#)

Additional attachments may be uploaded after your application is submitted, see My Career Tools (last page).

**Option 2:** If “Copy and paste resume text” is selected, type in your resume information (or copy from another document into the text box). Once complete, choose Continue to proceed.

[Apply Now](#)

### Enter Resume Text

Resume Text

Title:

Language: English

Resume:

[Spell check](#)

**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.

## Step 4 – Complete Application

The City of Tallahassee application consists of one page with 7 different sections. At the top of the page, you will see the position you are applying for along with your resume information and 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. Your application will be screened based on information in your online application.** 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.

Work Experience

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

[+ Add Work Experience](#)

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

Add your work in chronological order, starting with your current position at the City and then add an entry for each of your previous jobs. Describe all periods of employment and periods of unemployment if longer than six months. Complete all fields. Leave the **End Date** box blank if you are currently employed in this job.

In the **Duties and Responsibilities** text box, provide complete information regarding your daily tasks or responsibilities. If you are no longer employed in this position; please give the reason for leaving. **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.

## Add Employment History

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

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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:

Spell Check 

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 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.

Work Experience			
Employer	Job Title	Start Date	End Date
<a href="#">City</a> ← Edit	Computer Worker	01/01/2001	

[+ Add Work Experience](#) Delete

## 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.

The screenshot shows the 'Education History' section. At the top, there is a dropdown menu for 'Highest Education Level' set to 'C-HS Graduate or Equivalent'. Below this is a text box with instructions: '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.' There are two main sections: 'High School Education' and 'College/University Education'. Both sections contain a message: 'You have not added any High School Education information to your application.' and 'You have not added any education information to your application.' respectively. Each section has a blue '+ Add High School Education' and '+ Add College, University or Vocational/Technical Education' link.

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 make changes to a completed entry, click the link to choose that entry and then update the panel. 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. 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

The screenshot shows the 'Add High School Education' panel. At the top, there are buttons for 'OK & Return', 'OK & Add More', 'Cancel', and 'Return to Previous Page'. Below these is a form titled 'Enter Primary or Secondary Education Details'. The form contains the following fields: 'Country' (USA), 'State' (Florida), 'School Type' (High School), 'School' (Leon High School), 'Level Achieved' (Diploma), '\*Date Acquired' (05/31/1996), and 'Average Grade' (3.0). There is a checkbox for 'Completed' which is checked.

### Add College, University or Vocational/Technical Education:

#### Add College, University or Voc

The screenshot shows the 'Add College, University or Vocational/Technical Education' panel. At the top, there are buttons for 'Save & Return', 'Save & Add More', 'Cancel', and 'Return to Previous Page'. Below these is a form titled 'Enter Post-Secondary Education Details'. The form contains the following fields: 'Country' (USA), 'State' (Florida), '\*School' (Florida State University), 'Other' (Florida State University), '\*Major' (Bachelor of Science), 'Other' (Sport Management), '\*Degree' (Bachelor of Science), 'Average Grade' (blank), 'Credit Hours' (015), 'Credit Hours Type' (Semester), and 'Date Issued' (blank). There is a checkbox for 'Graduated' which is unchecked. A red warning message says: 'If Credit Hours are entered, Credit Hours Type is also REQUIRED'.

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 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. City training classes may already be listed here for you. Click **OK & Return** when completed.

### Add Job Training

Enter Job Training Details

\*Course Title:

\*School Name:

Course Start Date:

[Return to Previous Page](#)

\* Required Field

## 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

License or Certificate Details

\*License/Certificate: Drivers License-OperatorType E

Issued By:

License/Certification Number:

Date Issued:

[Return to Previous Page](#)

\* Required Field

If a particular License is not listed, select *Other License or Certificate* from the drop-down 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

[Return to Previous Page](#)

\*Reference Type: Supervisor

\*Reference Name:

\*Title:

Employer:

Telephone:

## 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](http://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.

Referral Information

How did you find out about the job?

SubSource

Specific Referral Source:

Are you a former employee?  Yes  No

After you have completed your application, click **Save** and then **Submit**. An automatic message will be displayed under **My Applications**. ***If this page is not displayed, your application has NOT been submitted.*** Click **Save** if possible and review **Tips to keep in mind** (page 1) to find any application errors.

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).

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

## My Applications

✔ You have successfully submitted your City of Tallahassee job application.

## 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 applications 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 call Human Resources at (850) 891-8214.

## My Career Tools

View your applications and **submission** status by clicking the Applications link (1). Applications shown in “Not Applied” status have not been submitted and will not be considered.

The screenshot shows the 'My Career Tools' navigation menu with the following links and counts:

- 4 Applications 1
- 0 Cover Letters and Attachments 2
- 0 Saved Resumes
- My Profile

Below the menu is the 'My Applications' section. It includes a dropdown menu for 'Display applications from:' set to 'All Applications', a 'Refresh' button, and navigation buttons for 'First', 'Previous', 'Next', and 'Last'. A table lists the following applications:

Application	Status	Application Date
<a href="#">Equipment Operator III</a>	Applied	02/21/2013 3:30PM
<a href="#">Maintenance Worker II</a>	Not Applied	02/21/2013 3:30PM

To submit an application that you have saved (**Status:** “Not Applied”), click on the link for 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.

Also 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. Resumes are attached *during* the application process.

Please note a long filename or symbols will cause a parse error and you will not be able to upload. Best practice for attachment filenames: LastName\_FirstName\_ItemName (for example Doe\_John\_Certificate) Click **Cover Letter and Attachments** (2) to upload attachments.

Click on the **Add Attachment** link and a new panel will open.

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

The screenshot shows the 'Cover Letters and Attachments' form with the following fields:

- \*Attachment Type: Certificates (dropdown menu)
- \*Job Opening ID/ Job Title: Maintenance Worker II
- Buttons: Save & Return, Save & Add More, Cancel
- Link: Add Attachment

Browse your computer files to find your document and click Upload. You will see your document name. Click **Save & Return**.

The screenshot shows the 'Cover Letters and Attachments' panel with the text: "You have not added any attachments". Below the panel is a blue link: "+ Add Attachment".