



## Before You Apply

FOR INTERNAL APPLICANTS ONLY

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

This documentation gives you some helpful tips for applying for vacancies with the City of Tallahassee. As you enter the search and application process, you may find it useful to keep these instructions readily available.

- ❑ 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 login into Peoplesoft.
- ❑ As you enter the search and application process, you may find it useful to keep these instructions readily available.

## 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 resume to protect the privacy of your information.
5. 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 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**.
10. 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".



# Saved Application(s) – MY CAREER TOOLS

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.

See "Applying for A Job" on Talgov for detailed instructions.

The screenshot shows two main sections: 'Basic Job Search' and 'My Career Tools'. In 'Basic Job Search', there is a 'Keywords:' input field, a 'Posted:' dropdown menu set to 'Last Month', a 'Search' button, and a 'Search Tips' link. In 'My Career Tools', there are several links: '4 Applications' (highlighted with a red box), '0 Cover Letters and Attachments', '0 Saved Resumes', and 'My Profile'.

Under My Career Tools Section, Click on the Applications link.

## My Career Tools

Credit Hours

[Edit Profile](#)

My Applications

Display applications from: Within Last Week Refresh

Navigation: First Previous Next Last

Application	Status	Application Date
<a href="#">Public Safety Communications Operator</a>	Not Applied	06/17/2010 3:28PM
<a href="#">HR OFFICE USE - ONLY</a>	Not Applied	06/17/2010 3:28PM
<a href="#">Public Safety Communications Operator</a>	Not Applied	06/17/2010 3:28PM
<a href="#">No Job</a>	Applied	06/17/2010 3:28PM

Click on the job title of the position you previous saved. The job status will show 'Not Applied'.

Complete the online application with all applicable information. Applications must include work history and all education details (if applicable).

## Complete Application



You are applying for:

[Public Safety Communications Operator](#)

[Remove](#)

[HR OFFICE USE - ONLY](#)

[Remove](#)

[Posting Title](#)

[Remove](#)

[Public Safety Communications Operator](#)

[Remove](#)

[Add Another Job to Application](#)

You have not added any resume to your application. [Use a Different Resume](#)  
 Applicants are required to complete the online application with all applicable information. Applications must include work history and all education details (if applicable).

Credit Hours

## 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.**



Job Aid: Before You Apply