

Four hour notice to hiring manager (Existing Email – Changes are highlighted)

September 21, 2016

Position Title:
Requisition #:

Hello Hiring Manager,

My name is Kendra Gunn and I have been assigned to support your staffing and recruiting needs for the above-mentioned requisition.

If you need assistance completing the requisition please contact me at the number below. If you do not need my assistance, please click the "SUBMIT DRAFT REQUISITION TO PEOPLE FIRST SERVICE CENTER" button to notify me when the requisition has been completed. Once I am notified, I will send the requisition through the approval process. Once the requisition is approved, it will be posted to the People First website within 24 hours.

In addition, I have reviewed the Request for Reassignment, Transfer, and Change in Duty Station and Promotion report dated_____. There were __ request(s) at this time.

To view request for Transfers, Promotions, Reassignments and Change in Duty Stations you will need to follow these steps.

- Select Notes tab within the requisition
- View TPRC note type in the Note section
- Finally, click each PDF file under the Attachment section, if applicable

You may contact me direct by calling 1-877-562-7287. Enter my extension # **1703104** after the prompt, then press the # sign. Please leave a voicemail message if I am not available to take your call.

Please let me know if this requisition will be filled by one or multiple applicants. If multiple, I will update the Fill Type prior to the requisition being routed for approval.

Important Information:

The State of Florida is excited to announce the deployment of a new and improved People First recruitment site. The proposed implementation date is January 2017.

The new recruitment site is designed to attract high-level talent to Florida's government positions in an effort to cultivate a high-performing and strong workforce.

Improved functionality for hiring managers includes the following:

- A streamlined approach for updating draft requisitions;
- The ability to create a qualifying question library; and
- The ability to group applicants into groups as an assessment is completed.

As part of this transition, the recruiting (requisition) data in our current system will be available only through February 15, 2017. As a result, requisitions posted in the current system should not be posted with an end date beyond 12/31/2016. Finally, hiring managers must complete all

reviews of and close out all open requisitions prior to February 15, 2017. This includes printing and/or saving any information that your agency requires you to maintain. Starting February 16, 2017, this data will not be accessible to the state or the People First Service Center.

I look forward to working with (**Agency**) staff to successfully fulfill your recruiting needs for this position.