Type: System Enhancements	ID Number: SE 131
Date: Oct. 13, 2016	Subject: Implementation of New Performance & Talent Management System

Suggested Audience:
Human resource offices and hiring managers

Summary:
On Jan. 7, 2017, the new Performance & Talent Management system goes live. The following provides you with key information to start the change management process within your agency.

Key Dates
- Dec. 02, 2016 – Agency readiness (initial) certification due
- Dec. 20, 2016 – Agency readiness (FINAL) certification due
- Dec. 31, 2016 –
  - Any open job postings will be closed.
  - Applicant job site will be taken offline to implement the new applicant job site (the URL of jobs.myflorida.com will remain as the job site URL).
  - All existing performance expectations must be acknowledged before Dec. 31, 2016, in order to be transitioned to the new system.
  - All probationary performance evaluations, for periods ending on or before Dec. 31, 2016, as well as evaluations for terminated employees must be completed (evaluation must have been acknowledged by either the employee or the manager on behalf of the employee) before Dec. 31, 2016.
  - After Dec. 31, 2016, all completed evaluation information will be transitioned to the new system. No updates can be made in the old performance evaluation system after Dec. 31, 2016.
- Jan. 5–6, 2017 – Job requisitions will be created and readied for posting.
- Jan. 7, 2017 –
  - New Performance & Talent Management system officially goes live.
  - New applicant job site officially goes live (job requisitions created Jan. 5–6 will be available for applicant to apply to).
  - Applicants will begin creating a new applicant profile and applying for vacancies.
- Feb. 15, 2017 – Old Performance & Talent Management system officially retired and no longer available for agency or service center use.
  - Hiring managers should review all vacancies that closed prior to Jan. 1, 2017, and notate hiring decisions in the old Performance & Talent Management system by this date.

Differences

As with all system conversions, the move from one system to another system includes change. The following summarizes the more significant changes that users should be aware of. All differences in the process will be fully discussed during the agency user-acceptance testing (UAT) and training sessions scheduled between Oct. 25, 2016, and Nov. 30, 2016.

Performance Management
- The performance evaluation process will be streamlined and will consist of one seamless flow that starts with setting employee expectations and concludes with the employee's acknowledgement of his or her performance evaluation.
- Agency human resource users (employees with a People First security role code of A, H, U, X or Y) will have access to move employees through the evaluation process without calling the People First Service Center.
- If there is no available second-level manager, the second-level review step in the evaluation process will not be presented (systematically excluded from the evaluation process).
- Managers must assign a proxy instead of delegation when another user must complete the evaluation process on their behalf.
- At the beginning of each performance plan period, expectations completed from the previous plan year will automatically populate on the performance plan for the manager.

Recruiting Management
- There will be a streamlined form-based approach for completing the job requisition (one screen instead of several screens).
- Only fields relevant for the job vacancy posting will be presented as part of the job requisition.
- Hiring managers will be able to create and retain their own personal qualifying questions library (visible only to them).
- Advanced applicant grouping capabilities allowing hiring manager to separate applicants into various categories while reviewing will be available.

Applicant Site
- There will be separate agency sites with agency-provided images and language describing the agency.
- The site will utilize smart search capability that will allow applicants to search using key words and location.
- There will be separate job opportunity pages that will allow applicants to view jobs by agency or job category.
- There will be a streamlined application process consisting of the applicant's profile (contact information, employment history, training, education history, attachments, etc.) and key submission information (background screening questions, EEO, disability, Veterans' Preference, job-specific attachments, etc.).

- Applicants will apply using a resume instead of a State of Florida job application (State of Florida job application will not be used in the new system).

Data Transition
- Job requisition and related applicant submission data will **not** be transitioned into the new system.
- Applicant profiles, including submission history, master State of Florida job application and notification preferences, will not be transitioned into the new system; applicants will be required to create new accounts once the new system is live in January.
- Completed performance plans (evaluation must have been acknowledged by either the employee or the manager on behalf of the employee) will be loaded to the employee's profile in the new Performance & Talent Management system (Note: The performance plan must be completed on or before Dec. 31, 2016).