

**Suggested Audience:**

Job candidates

**Details:**

The following questions and answers are intended to assist candidates with the process of applying for State of Florida vacancies in the People First system.

**1. Does the People First Service Center have any involvement in hiring decisions?**

No. The state agency you are applying to is responsible for all hiring decisions. The People First system and Service Center are available to collect the required documentation for the agency. Once the documentation is collected, the hiring agency is responsible for screening candidates, scheduling interviews and ultimately making the hiring decision.

**2. Do I have to create a new candidate profile prior to applying online?**

Yes. Prior to applying for the first time, you must create a candidate profile, which allows you to create notification preferences. The first time you apply for a vacancy, you will complete your entire profile, which includes employment history, education and job-related skills and training that will help your submission stand out. There is a process that allows you to upload your personal resume and incorporate it into these fields. Before applying, be certain to review your information.

**3. When I enter my employment history and knowledge skills and abilities, is there a way to view the information?**

Yes. To see a complete view of your profile, choose the print preview option.

**4. Can I create candidate preferences that notify me when job vacancies are posted?**

Yes. You may create multiple preferences and select how often you would like to be notified.

**5. Does the keyword search look for the word in the vacancy description?**

Yes. Along with searching the vacancy title, the keyword search also searches the vacancy description to find jobs matching your search criteria.

**6. Can I view job vacancies by location?**

Yes. Job vacancies can be viewed by entering the city or by using the ZIP code search functionality. You may also use the map to find vacancies.

*Note: Statewide job vacancies may not be found when using a location search. If you do not find a job vacancy when using the location search features, it is recommended to use the keyword search.*

**7. Can I view jobs by specific agency or by job vacancy categories?**

Yes. To search job vacancies by agency, select the Agency search feature. To search job vacancies by vacancy category (career opportunity), select the applicable option in the Career Opportunities section or from the Careers search feature.

**8. Can I create search criteria and be alerted when vacancies are opened that match the criteria?**

Yes. You can create email notifications based on a keyword in the requisition title or the requisition description and choose how often you would like to be alerted when a requisition matching your saved search is posted.

**9. Can I notate job vacancies that I may decide to apply to at a later time?**

Yes. If you are logged in to your candidate profile, you can view job vacancies and notate them as favorites by selecting the star next to the Apply Now option. This will allow you to easily return to the job at a later time and apply prior to the closing date.

**10. Do I have to include a resume prior to applying online?**

No. However, it is recommended that you upload your resume. Uploading a resume in a Word format (or a similar format) will allow you to create your candidate profile more easily. Creating a candidate profile is required to apply for a job vacancy.

**11. Do I have to include a cover letter prior to applying online?**

No. A cover letter is not required, but there is the option to include one if you wish.

**12. Can I include attachments in my candidate profile?**

Yes. Included in your candidate profile is a section for attachments. Attachments included in this section will be included each time you apply for a vacancy and should include documents such as Veterans' Preference or State of Florida layoff letter information (if applicable). Attachments on your profile can be removed or added as needed.

*Note: If you download a resume to your profile, it will be included automatically when you apply. Therefore, you do not need to include as an attachment.*

**13. Should I attach all related work experience documents to my candidate profile?**

No. Attachments should include critical documents as applicable, such as Veterans' Preference eligibility documentation (e.g., DD214), Career Service Layoff Letter and related documents. However, if other job-specific documents are required, the hiring agency will request them during the pre-screening or interview process.

*Note: Attachments included in your profile will automatically be included with each vacancy submission.*

**14. Can I attach large files (excess of five megabytes) to my candidate profile?**

No. Attachments are restricted to no more than five megabytes per attachment. Candidates may include multiple attachments up to a total of 10 megabytes.

**15. Should I fax my State of Florida application to People First?**

No. Effective Jan. 1, 2017, faxing is no longer a valid submission option, and the State of Florida application is no longer a valid submission document. Candidates must apply for job vacancies at <https://jobs.myflorida.com>

**16. Will I be able to save a draft submission prior to applying?**

Yes. Once you begin the process of applying, you may save your submission in a draft status. You will be able to edit your entire submission, including answers to qualifying questions or your attachments or resume, but you must complete the submission prior to the closing date of the job vacancy.

**17. Is there a time limit when applying for a job vacancy?**

Yes. The timeout is an idle timeout. As long as you are continuously working on your submission in the site you are not timed out. To be continuously working you must select the Save button at least once every 30 minutes.

**18. Will I be able to edit my application submission (e.g., update my resume, qualifying questions, attachments) after applying?**

No. Once you have applied to a job vacancy, you will not be able to edit any of your submission details.

**19. Will I be notified when I have successfully applied to a job vacancy?**

Yes. As soon as you successfully apply, you will be taken to a confirmation page. You will also receive an email confirmation shortly after successfully applying.

**20. Can I view information for job vacancies that I have previously applied to?**

Yes. Once you have applied to a vacancy, you can view your previous submission information from the Jobs Applied section in the Job Management portion of your candidate profile.

**21. Should I call the People First Service Center if I need assistance applying to a job vacancy on <https://jobs.myflorida.com>?**

Yes. If you have any questions related to the process of applying to a job vacancy using the <https://jobs.myflorida.com> site, contact the People First Service Center at 877-562-7287, Monday-Friday, 8:00 a.m. to 6:00 p.m., Eastern time.