

**System Enhancement SE 136: April 22, 2017, Talent Management Release Summary**

**Issue Date: April 13, 2017**

**Audience: Human Resource Offices**

Release Item	Description
<p><b>Recruiting – Candidate Profile and Application Process Updates</b></p>	<p>The following candidate profile and application functionality will be updated. Candidates must update any applicable fields prior to updating their profile or applying to a new vacancy.</p> <p><u>Candidate Profile:</u></p> <ul style="list-style-type: none"> <li>• The instruction text presented on the employee’s profile will be added in red font to state the following: <b>“Important: Please complete and verify all of the information in your Candidate Profile before you apply for an advertised vacancy. Additional fields are now required.”</b></li> <li>• The following fields in the Job History section will be required:             <ul style="list-style-type: none"> <li>○ Your Job Title</li> <li>○ Hours Per Week</li> <li>○ Duties &amp; Responsibilities</li> <li>○ Reason For Leaving</li> </ul> </li> <li>• A new field titled Currently Employed will be added to the Job History section. The field will be required and will have picklist options of yes and no.</li> <li>• The Language Skills section fields will be updated to contain an option of N/A for Speaking, Reading and Writing Proficiency, and will no longer require a selection.</li> <li>• Language will be updated in the Candidate Profile, Jobs Applied section. This section is used by candidates to review previous submission information. The updates will be applied to the Status and Next Step columns.</li> </ul> <p><u>Application Process:</u></p> <ul style="list-style-type: none"> <li>• The following language will be removed from the Veterans’ Preference section: “If you are unable to attach your file electronically, you may fax your supporting documentation to the People First Service Center at 888-403-2110 by the closing date of the job announcement. Be sure to include the position number for which you are applying on each page submitted when faxing documentation.”</li> <li>• The signature field that coincides with the certification language will be updated to a checkbox with the</li> </ul>

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	<p>following text: "By checking this box, I certify that I have read and agree with these statements." The signature instructions and signature checkbox will be viewable to the hiring manager when reviewing or printing the candidate's submission. This update will apply only for candidate submissions following the update.</p>
<p>Recruiting –  <b>Service Center            Contact Information</b></p>	<p>Hiring managers will be able to view the assigned staffing specialist's contact information (phone and email) on the Job Requisitions page by selecting the appropriate contact card next to the name listed in the Staffing Specialist Column. This information is available only on the Job Requisitions summary page.</p>