



People First!

System Enhancement: Changes to the Online Job Application, 11/13/06

November 9, 2006

ID Number: Revised SE 11

Suggested Audience:

Agency Personnel Officers, Hiring Managers

Overview – Several functional updates will be applied to the online version of the State of Florida Job Application in order to make it more user-friendly and to bring it up-to-date. The changes include:

- Applicant work history entries will be displayed in chronological order, with the current or most recent showing at the top.
- Resolution to issue of applicants pressing Enter button instead of clicking “Submit” (a message will appear instructing the applicant to select the “Submit” button)
- Veterans’ Preference (policy guidelines are attached):
 - Addition of fifth Veterans’ Preference selection
 - Addition of OPS identifier question added to the application and removed from the qualifying questions
 - Clarification of the wording in category two
 - Correction of FDVA’s address
 - Addition of prior promotional opportunity question to assist agencies with returning veterans
- “Duties and Responsibilities” field expanded to 2000+ characters
- Resolution to the “Python Errors” that occur when applications are re-transmitted. In addition, the EEO information will be included when the application is re-transmitted. (If an application fails to automatically attach to the Hiring Center, no errors will occur when it is manually done).

Effective Date of Enhancements:

- The enhancement will be operational November 13, 2006.
- The job site and hiring center will be unavailable from November 10th, 6:00 pm until approx. midnight November 11th, while Authoria converts the existing 500,000+ Master applications to the new format. A message will flash on the job site indicating that the system is down until Sunday, November 12th.

Agency Responsibilities Prior to Release:

- Disseminate communication to hiring managers.

People First Service Center Responsibilities Prior to Release:

- Contact, via e-mail, users with active applications to alert them of the upcoming changes and to encourage them to proof their applications prior to applying to a position after November 13th, 2006.
- Automatically extend any closing dates of November 10th, 2006 to a closing date of November 13th, 2006.