

Type: System Enhancements	ID Number: SE 71
Date: June 14, 2011	Subject: Talent Management Enhancements

Suggested Audience:

Human Resource Offices, Agency Hiring Managers and Agency Requisition Managers

Summary:

Enhancements are being made to both the hiring manager interface and online job application within the Talent Management suite. **These enhancements will be implemented on June 21, 2011.** Both sites (hiring manager interface and online job application) will be unavailable on June 21st from 8:00 p.m. ET to midnight in order to implement these changes.

Hiring Manager Interface Updates:

Starting with the July 2010 release, applicants were given the ability to attach documentation during the job submission process. This includes the ability for adversely affected applicants to attach their layoff letter during the job submission process. With this release, hiring managers will now have the ability to easily determine which applicants are adversely impacted. A required question is being added for applicants to answer during each application submission. The answer to this question will be available in the applicant grid so that the hiring managers can quickly identify those applicants.

Updates have also been made to the look and feel of the requisition flow, as well as where hiring managers view applicant information. These updates include:

- The navigation for completing the draft submission for a requisition has been updated. Now instead of moving from tab to tab across the top of the page, the hiring manager will navigate from top to bottom on the left side of the page.
- The hiring manager now has access to hide header information. This will allow additional information to show on the screen without scrolling. This is accomplished by clicking the arrow just under the header information.
- Requisitions that are open before and after the 6/21/2011 update will include two different versions of the application in the applicant package. Applicants that apply before 6/22/2011 will have the old version of the application and applicants that apply on 6/22/2011 or after will have the new version. If your agency does not want two versions of the application, each hiring manager must contact the staffing specialist associated with the requisition and close it prior to 06/21/2011.
- "City" will become a required field and will be included on each requisition. The city field will be fully editable by the hiring manager from the position section and will be placed in the merged field section at the top of each requisition in addition to the fields that currently exist (e.g., working title, broadband information, salary, etc.).

Online Job Application Updates:

A new on-line job application (OLJA) is being implemented and includes the following enhancements:

- Applicants will be able to complete and save individual sections of the application, instead of having to complete the entire application as a continuous form.
- Applicants will be able to apply for State of Florida jobs without needing special Internet and Adobe settings.
- Applicants will now have the ability to include additional information by increasing the number of entries in the education, licensure, training and periods of employment sections.
 - 7 entries for education
 - 7 entries for licensure
 - 15 entries for training
 - Up to 20 entries for period of employment (added dynamically 2 at a time)
- Provide a logical application flow, with related activities grouped together. For example, information about the applicant will be presented on one screen.

If you have any questions, please contact Steve Eaton at Stephen.Eaton@DMS.MyFlorida.com or (850) 487-4484.