

<b>Type: System Enhancements</b>	<b>ID Number: SE 83</b>
<b>Date: April 6, 2012</b>	<b>Subject: Talent Management Updates for Applicants</b>

**Suggested Audience:**

Human Resource Offices and Hiring Managers

**Details:**

System enhancements are being made to Talent Management within People First. The **enhancements will be available on April 7, 2012**, and will include the following:

**Veterans' Preference Language - Vacancy Announcements**

In an effort to better explain the Veterans' Preference process, updates will be made to the vacancy announcements that applicants view in People First. For all career service announcements, the following language will be included for Veterans' Preference by the People First Service Center unless the hiring manager has already entered verbiage.

*Pursuant to Chapter 295, Florida Statutes, eligible veterans and spouses of veterans will receive preference in employment and are encouraged to apply. For applicants claiming Veterans' Preference, please attach supporting documentation that includes character of service (for example, DD form 214 Member Copy #4) when you apply for a vacancy. Applicants may also fax their supporting documentation to People First at 1-888-403-2110. All documentation is due by the closing date of the job announcement.*

**Veterans' Preference Language - During the Application Process**

Updates will be made to the Veterans' Preference language that appears each time an applicant applies to a vacancy announcement in People First. These updates are designed to give the applicant a better understanding of the required documentation when declaring a preference. An embedded link that will take the applicant to the Veterans' Preference details in statute will also be available. The language will now be:

*The receipt of a campaign medal is not required, only service during a wartime period. Wartime periods are defined in [§1.01\(14\), F.S.](#) Veterans' Preference may only be given to non-state employees or current state employees applying to positions outside their current agency or political subdivision. Veterans' Preference is only available to Florida residents.*

*All applicants claiming Veterans' Preference must submit a DD Form 214 or comparable discharge or separation document that also indicates character of service. In addition, all applicants claiming Categories 1, 2, or 4 above must also furnish supporting documentation in accordance with the provisions of Rule 55A-7.013, F.A.C. If not attached to the electronic application, please fax your 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. All required documents must be submitted no later than the closing date of the job announcement.*

*Under Florida law, preference in appointment shall be given first to those persons in Categories 1 and 2 and then to those in Categories 3, 4 and 5. If a qualified applicant claiming Veterans' Preference for a vacant position is not selected, he/she may file a complaint with the Florida Department of Veterans' Affairs, 11351 Ulmerton Road, Largo, FL 33778. A complaint must be filed within 21 days of the applicant receiving notice of the hiring decision made by the employing agency or within 3 months of the date the application is filed with the employer if no notice is given.*

### **Additional Messaging During Applicant Submission**

Additional messaging will be added to the first screen applicant comes to when applying for a vacancy. This message is intended to provide the applicant with how the process will work when applying. The message will be:

To apply to this vacancy, you will be required to complete pre-application questions (e.g., qualifying questions, EEO). Once you reach the State of Florida Employment Application, you can create a draft submission by selecting Exit. If you create a draft submission, you will be able to complete your application prior to the closing date, but you will not be able to return to the pre-application questions for updating.

### **Updates to the Applicant's EEO Selections**

Currently, once an applicant makes an EEO selection (race, gender, ethnicity) in their applicant account, they can only change their selection and cannot un-select (not disclose). Following this release, applicants will have a new selection of "I do not wish to answer" as an option for the race, gender, and ethnicity selections on the EEO survey page. The applicant EEO Survey updates do not affect the Employee EEO screen that employees complete after hire.

If you have any questions regarding the enhancements, please contact Steve Eaton at [Stephen.Eaton@DMS.MyFlorida.com](mailto:Stephen.Eaton@DMS.MyFlorida.com) or (850) 487-4484.