

Type: System Enhancements	ID Number: SE 86
Date: June 6, 2012	Subject: Talent Management Updates

Suggested Audience:

Human Resource Offices and Hiring Managers

Details:

System enhancements are being made to Talent Management within People First. The **enhancements will be implemented on June 9, 2012**. To implement the enhancements, the **Talent Management system will be unavailable for both hiring managers and applicants on June 9 from 12:00 am ET until approximately 6:00 pm ET**. The enhancements to the system will include the following:

Updates to Bulk Printing Applicant Data

Currently, users are only able to bulk print the State of Florida employment application when printing applicant information. Effective with this release, users will have the ability to bulk print the entire applicant record including the applicant’s State of Florida employment application, qualifying questions, and any attachments the applicant included with their submission. After the user selects the applicants they wish to print, they will be able to print from the bulk actions menu. Here, the user will be able to choose what they wish to print for the selected applicants.

Indicating Applicants as Printed

Hiring managers will have the ability to notate an applicant’s information has been printed. Through the bulk activities menu, hiring managers will be able to notate applicants have been printed by choosing the applicants, then selecting “Printed Applicant Record” from the bulk activities menu. **Please note:** Once an applicant is notated as printed, all users who access the requisition applicants will see the notation.

Attachment Indicators

Effective with this release, a new column will be added to the applicant grid which will indicate to the hiring manager how many attachments an applicant has submitted. Attachments include cover letters, resumes, veterans’ preference documents, layoff letters, or other miscellaneous documents. This will show the hiring manager which applicants have additional attachments without having to review each applicant’s profile page. The indicators will be added to the applicant grid.

Addition of an Automated Approval Process

New functionality will be added to Talent Management resulting in an automated approval process. Once set, approvers can be assigned based on the requisition’s organization code. For example, if the organization has two approvers set as the standard approvals, then each time a requisition is created that matches the organization code, the standard approvers will

automatically populate. In order to set the standard approvals, a request would have to be made by an HR user to the People First Service Center. Refer to [SE 87 Creating Automated Approvers in Talent Management](#) for additional details and instructions.

Updates to the Applicant Grid

The following columns have been added to the default applicant grid:

- Submitted Online Attachments Count – Notates the total number of attachments an applicant has submitted (e.g., resume, veterans' preference documentation) via the online job application process for applying for vacancies. This number does not include the employee's online State of Florida Employment Application or the online qualifying questions.
- Faxed/Mailed Attachments Count – Notates the total number of attachments an applicant has submitted via mail or fax when applying for vacancies. This number includes the employee's online State of Florida Employment Application or the online qualifying questions, if either document was mailed or faxed and manually uploaded by the People First Service Center. This number also includes any additional information submitted through the mail or fax process.
- Applicants Personal E-Mail – This is the applicant's e-mail address entered on their State of Florida Employment Application.
- Printed Applicant Record Activity Status – Notates if the applicant record has been previously printed (see above for additional information).

Sort Order for Applicant Grid

The applicant grid will have a new default sort order. Today, the applicant grid is sorted by applicant first name. Beginning June 9, the applicant grid will be sorted by submitted date, with the most recent applicant submission appearing first on the applicant grid.

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