

Type: System Enhancements	ID Number: SE 97
Date: August 13, 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 Saturday, August 11, 2012, and will result in system downtime for both hiring managers and applicants until approximately 6 PM ET on August 11.** The enhancements to the system will include the following:

Updates to Bulk Activities

Currently, users are able to notate if applicant records have been printed. Following the release, users can make additional notations for applicants including:

- Background Check Activity Status
- Drug Screening Activity Status
- Reference Checks Activity Status
- Education Credit Check Activity Status
- Required Certification Check Activity Status
- Law Enforcement Certification Check Activity Status

For applicants that apply following the release, the status for these new fields will default to "Not Started". Additional options available are "In Progress" and "Completed". **Please note:** The current applicant grid columns will not be updated to include these new fields. If users choose to use this functionality, the appropriate columns will need to be manually added by the user and saved to their private grid.

Job Posting Preview

Following the release, users will have the ability to view the vacancy announcement prior to posting it to the external site. Hiring Managers will be able to view how the requisition would appear on the internet by choosing "Job Posting Preview" within the Posting Information tab.

Deleting Draft Submissions

Following this release, applicants will be able to delete their draft submissions. Once the applicant deletes the draft submission, they will be able to start the submission process from the beginning (as long as the requisition is still accepting applications). **Please note:** When an applicant has a draft submission, they will only be able to update their application and cannot return to the qualifying questions or be able to add additional attachments.

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