



TFLA APPLICATION INSTRUCTIONS

City of Tallahassee

(PeopleSoft HCM 9.2 Fluid for Candidate Gateway for
External Applicants)



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Apply Online

This is the home page to apply online for external applicants.

- **View All Jobs** – Views all external jobs posted for the CDA, Fire, Police and the City of Tallahassee.
- **My Job Notifications** – Applicants can receive several types of notifications regarding but not limited to: (automated job searches, scheduling of a job interview, adding of references to your application, receiving an invite to apply for a job or to fill out questionnaires.)
- **My Job Applications** – All of your Job applications. It will include applications in Draft, Submitted or Withdrawn statuses.
- My Favorite Jobs** - Applicants can mark jobs as favorites to keep track of jobs that they are interested in.
- **My Saved Searches** – Displays a list of job postings that meet the applicant’s prior saved search criteria
- My Account Information** - External applicants can view and update their name, preferred contact method, address, email, and phone information.

View All Jobs

To view all Job postings from the City of Tallahassee click on ‘View All Jobs’.

To filter Job advertisements, click on the side menu tab and click on any associated filter options.

Clear Search – Clears your filtered search

Save Search – Saves a filtered search, with the option of an Email when new jobs meet your search criteria.

Save Search

Save Searches allow emails to be sent to applicants based on Search Criteria. The system lets you filter on Location, Department, Job Posted In, etc.

Click on the Blue Hyperlinked options to the left of the page to filter on Job Posting criteria.



Location

- City of Tallahassee (22)
- Tallahassee Police Department (3)
- Consolidated Dispatch Agency (2)
- Tallahassee Fire Department (1)

Department

- ADMINISTRATION & PROF SERVICES (2)
- Electric Power Engineering (2)
- Sewer Administration (2)
- Aviation-FinanceAdmin (1)
- CDA - Administration (1)
- CDA - Operations (1)
- COMMUNITY RELATIONS (1)
- City Commission Seat 2 (1)
- Electric System Control (1)
- FACILITIES MANAGEMENT (1)

[More](#)

City of Tallahassee

Save Search

*Search Name: ONLY COT JOBS

Email me when new jobs meet my criteria

*Email To: _____

To find previously saved searches. Go to the Careers Homepage and look for "My Saved Searches"

Home Careers

Search Jobs

Welcome Justin

- View All Jobs
- My Job Notifications
- My Job Applications 15
- My Favorite Jobs
- My Saved Searches 2
- My Contact Information

My Saved Searches

The Search button performs the search and shows your results on the Search Jobs page.

Search Name	Created On	Notifications Email	Notification Expires On
CITY OF TALLAHASSEE	07/11/2018	No notifications will be sent	
ONLY COT JOBS	08/07/2018	Your.Email@Domain.com	11/14/2018

For this example I am filtering on the location 'City of Tallahassee' once the filter is applied click 'Save Search'

NOTE: If you 'Save Search' with no filters applied It will send ALL jobs that are posted for external applicants.

Search Jobs

City of Tallahassee (12)

City of Tallahassee

12 jobs found.

HR OFFICE USE ONLY

Job ID 180245
 Location City of Tallahassee
 Department Various Departments
 Job Function
 Posted Date 08/07/2018
 Close Date 08/07/2018

Database Analyst

Job ID 180343

Applying for Jobs (External Applicants)

Click on a job that you are interested in applying for. Review the job description. Then click "Apply for Job"

NOTE: The application process for Fire, Police, and CDA are slightly different than General City of Tallahassee Employees. Please ensure that you have attached all necessary documents to be considered for the job.

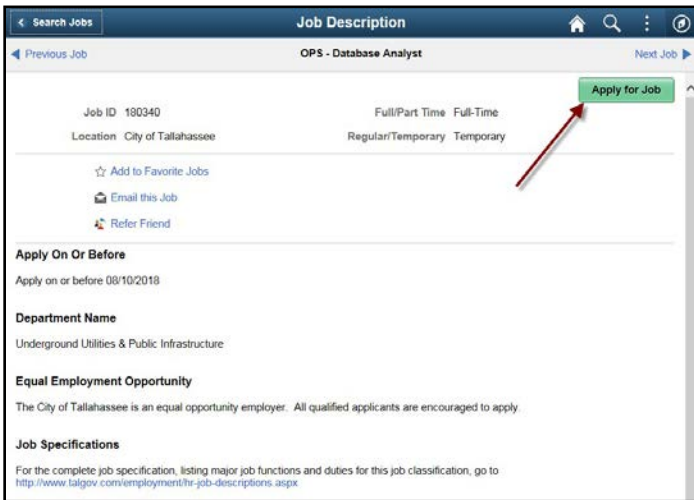
Foreman-GolfCourseMaintenance (Customer Service employees only)

Job ID 180337
 Location City of Tallahassee
 Department UtilBus-Hilaman Maintenance
 Job Function
 Posted Date 07/28/2018
 Close Date 08/03/2018

OPS - Database Analyst

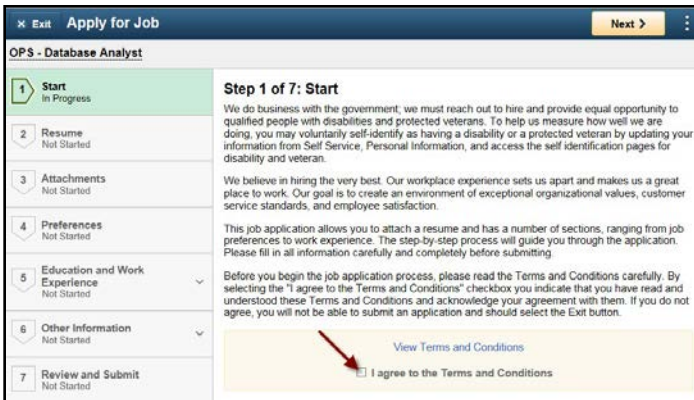
Job ID 180340
 Location City of Tallahassee
 Department Water Supply
 Job Function
 Posted Date 07/28/2018
 Close Date 08/10/2018

OPS-Meter Service Technician -Re-Advertisement (Customer Services Employee Only)

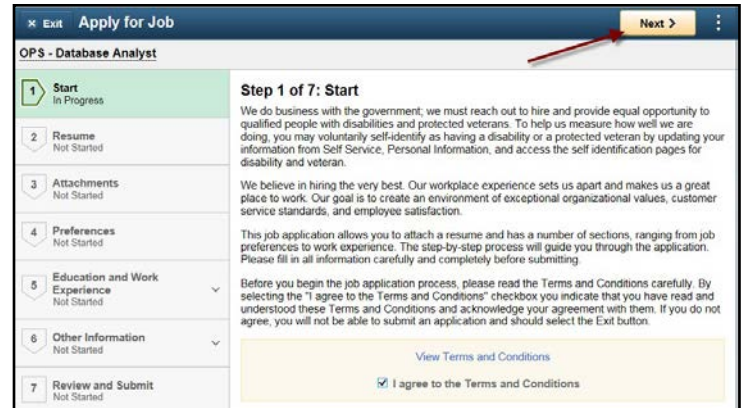


Step 1 of 7: Start

Check the “I agree to the Terms and Conditions” checkbox.

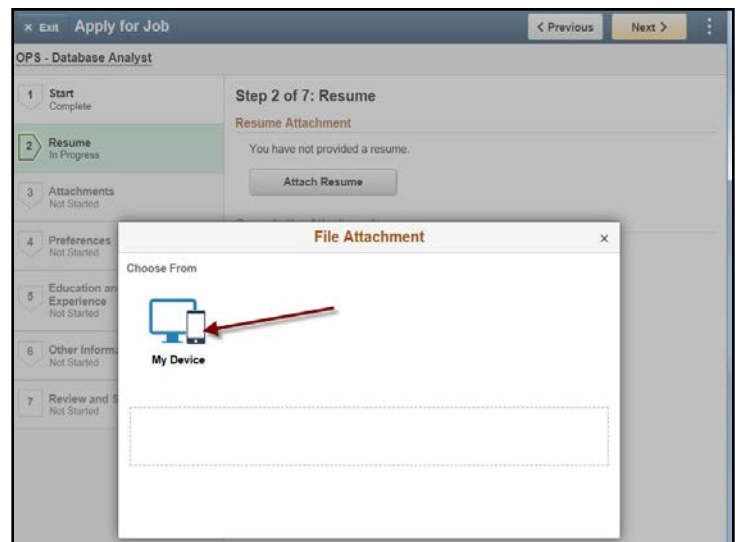
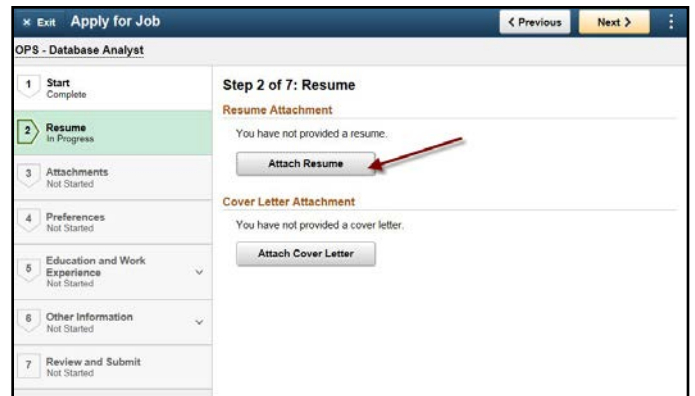


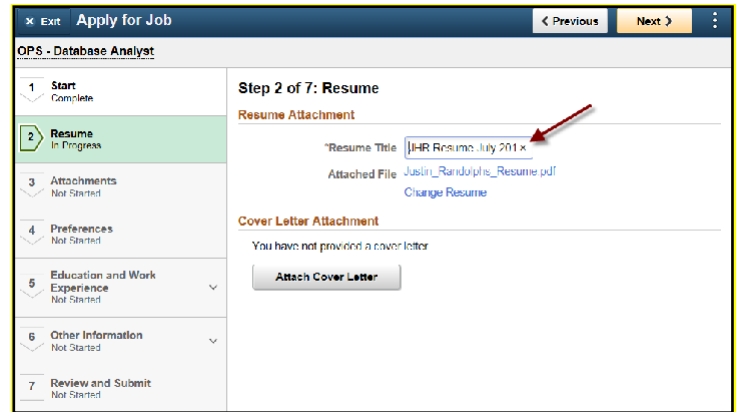
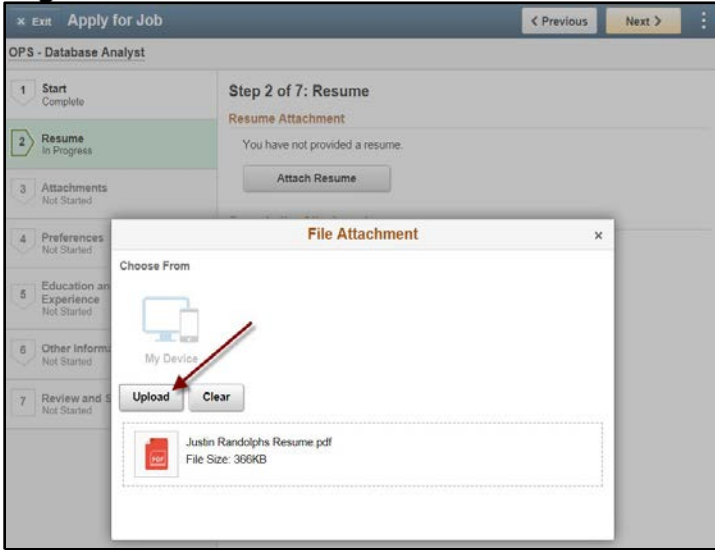
After agreeing to the “Terms and Conditions” click on “Next >” on the top right of the page to continue to the “Resume” section of the application.



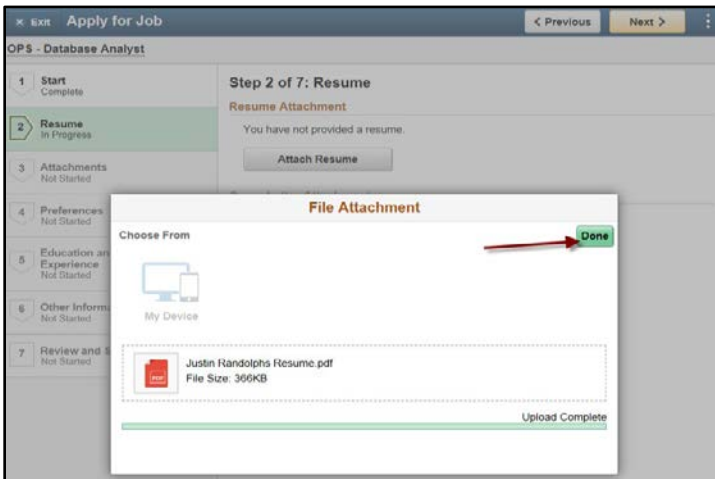
Step 2 of 7: Resume

This section is NOT required, however if you wish to upload a resume please do so here. NOTE: An attached resume is not accepted in lieu of work experience for the application.





Click “Next >” on the top right of the page to continue your application to the “Attachments” section of the application.

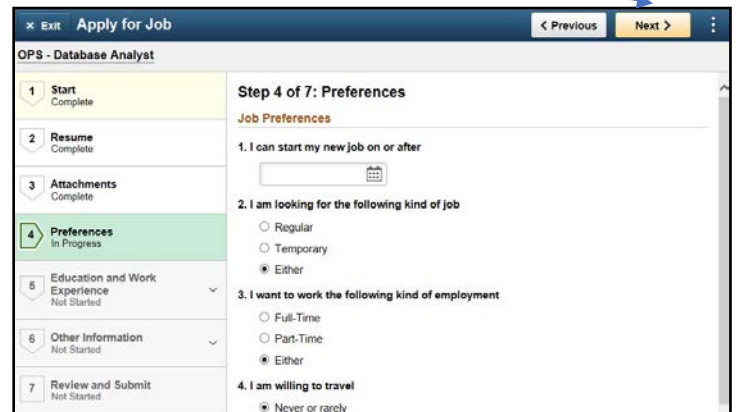


Step 3 of 7: Attachments

This section is NOT required for TFLA applications. Click NEXT.

Step 4 of 7: Preferences

This section is NOT REQUIRED. Click NEXT to continue.



NOTE: The resume’ title is required, and it cannot be the same as previous “Resume’ Titles” attached to submitted applications. Resume’s and cover letters are optional and are not accepted in lieu of providing “work experience” on the application.

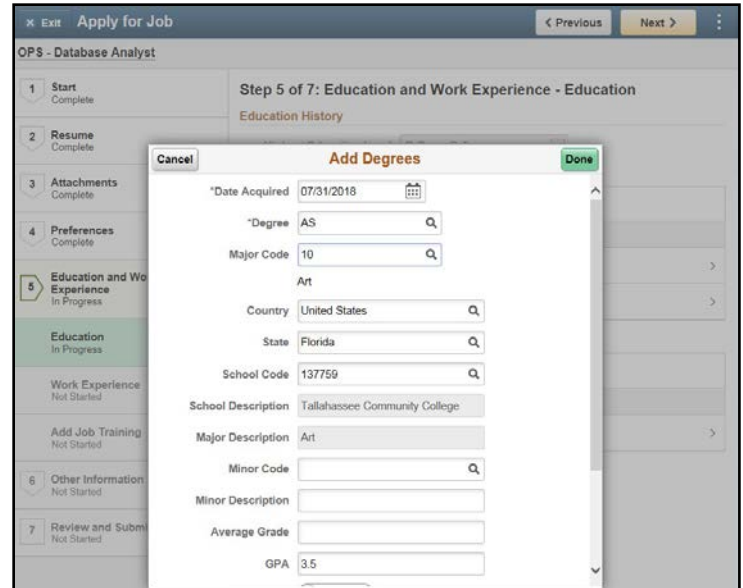
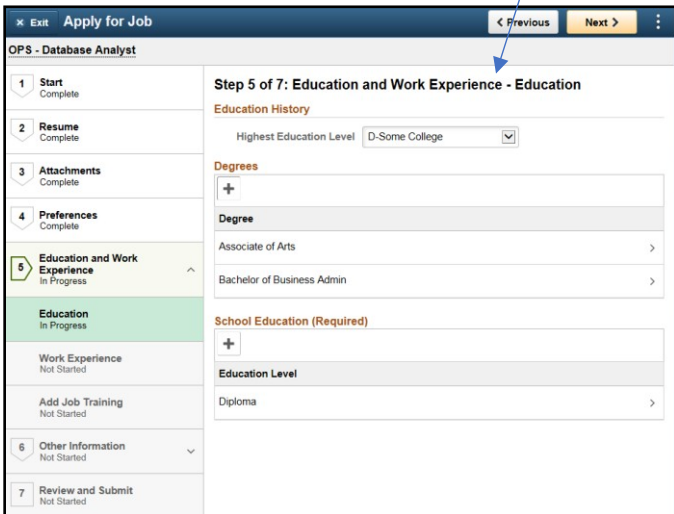
If you have uploaded the wrong resume’, then please click “change resume” and it will allow you to upload a different resume’. Deleting the previously uploaded version.

Step 5 of 7: Education and Work Experience

Click on the “+” to add any new/additional information to your application.

Click on drop down box “Highest Education Level” and select your **current** grade level.

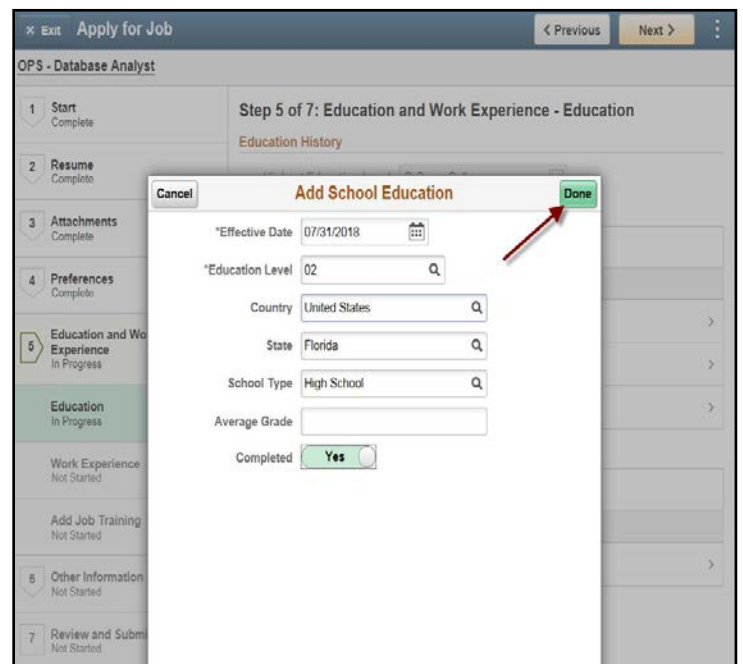
a) Education – Degree



b) Education - School Education (*required)

In box “School Education” please click on **+** symbol to add Education Level.

Under “Education Level” click on **🔍** symbol to select the following option: **Some School** (for those entering 10th, 11th, 12th grades or in process of completing GED). Then Click Done.





Click “Next >” when finished adding Education information to continue to the “Work Experience” section of the application.

c) Work Experience (*required)

To add work experience click on the **+**.

Click “Next >” when finished adding “Work Experience” information to continue to the “Add Job Training” section of the application.

d) Job Training

Include any pertinent job training here. **If you do not have any training to add please click Next.**

If you have prior work experience, fill in as many of the fields as you can but make sure all of the required fields are filled out (Start Date, Employer, Ending Job Title). Also, please give a description of what your job duties were by listing them in the Description box.

If you have no prior work experience, fill this section as follows:

Start Date: Current Date

Employer: No Work Experience

Ending Job Title: No Work Experience

Description: This will be my first job.

Apply for Job < Previous Next >

OPS - Database Analyst

Step 5 of 7: Education and Work Experience - Add Job Training

Job Training

Course Title	School Name	Start Date
Workcenters	Oracle	07/22/2018
Ethics		12/07/2017
Gideon Taylor Training	Gideon Taylor	10/09/2017
Ethics (Online Refresher)		10/01/2017
Oracle UPK (User Productivit		08/23/2017
Microsoft Office Suite	Technology & Innovations	05/08/2017
Query Manager/SQL		04/03/2017
Ethics		03/23/2017
Ethics		03/23/2017
SharePoint Administration		10/24/2016
CNC LVL 1 + 2	Tallahassee Community College	01/11/2016
New Employee Orientation	Gideon Taylor	01/01/1900
Fluid Application Process	Oracle Peoplesoft 9.2	07/01/2018

Cancel Add Job Training Done

*Course Title: Fluid Application Process
 School Name: Oracle Peoplesoft 9.2
 *Course Start Date: 07/01/2018

Step 6 of 7: Other Information – Accomplishments Licenses and Certifications

**Do you have a Florida Driver’s license?
 Please add the information in this section.
 If you have a Learner’s Permit or do not
 have any type of license please click NEXT.**

Apply for Job < Previous Next >

OPS - Database Analyst

Step 6 of 7: Other Information - Accomplishments

Licenses and Certifications

License	Issue Date
Certified Public Manager	07/26/2018

Memberships

You have not added any memberships.

Add Memberships

Accomplishments

Supervisor References Not Started

Referrals Not Started

Questionnaire Not Started

Review and Submit Not Started

Apply for Job < Previous Next >

OPS - Database Analyst

Step 5 of 7: Education and Work Experience - Add Job Training

Job Training

Course Title	School Name	Start Date
Workcenters	Oracle	07/22/2018
Ethics		12/07/2017
Gideon Taylor Training	Gideon Taylor	10/09/2017
Ethics (Online Refresher)		10/01/2017
Oracle UPK (User Productivit		08/23/2017
Microsoft Office Suite	Technology & Innovations	05/08/2017
Query Manager/SQL		04/03/2017
Ethics		03/23/2017
Ethics		03/23/2017
SharePoint Administration		10/24/2016
CNC LVL 1 + 2	Tallahassee Community College	01/11/2016
New Employee Orientation	Gideon Taylor	01/01/1900
Fluid Application Process	Oracle Peoplesoft 9.2	07/01/2018

Apply for Job < Previous Next >

OPS - Database Analyst

Step 6 of 7: Other Information - Accomplishments

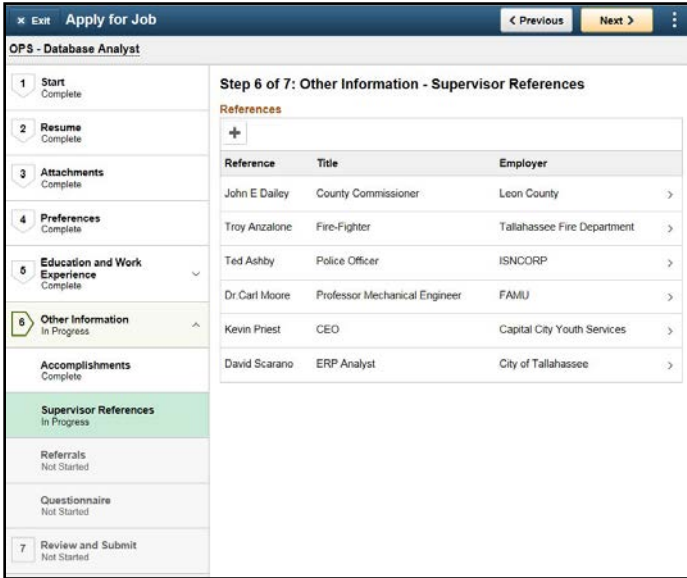
Licenses and Certifications

Cancel Add Licenses and Certifications Done

*Issue Date: 07/31/2018
 *License: CSCP
 Country: United States
 State: Florida
 Renewal Required: Yes
 License Verified: No
 Expiration Date: 07/31/2021
 License/Certification Number:
 Issued By:

Click “Next >” when finished adding “Add Job Training” information to continue to the “Other Information” section of the application.

Supervisor/Personal References



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Step 6 of 7: Other Information - Supervisor References

References

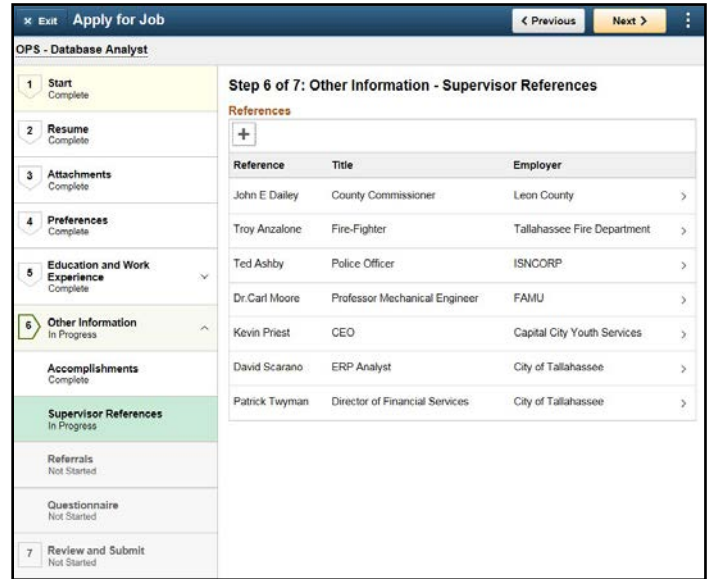
Reference	Title	Employer
John E Dailey	County Commissioner	Leon County
Troy Anzalone	Fire-Fighter	Tallahassee Fire Department
Ted Ashby	Police Officer	ISNCORP
Dr. Carl Moore	Professor Mechanical Engineer	FAMU
Kevin Priest	CEO	Capital City Youth Services
David Scarano	ERP Analyst	City of Tallahassee

Supervisor References In Progress

Referrals Not Started

Questionnaire Not Started

7 Review and Submit Not Started



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Step 6 of 7: Other Information - Supervisor References

References

Reference	Title	Employer
John E Dailey	County Commissioner	Leon County
Troy Anzalone	Fire-Fighter	Tallahassee Fire Department
Ted Ashby	Police Officer	ISNCORP
Dr. Carl Moore	Professor Mechanical Engineer	FAMU
Kevin Priest	CEO	Capital City Youth Services
David Scarano	ERP Analyst	City of Tallahassee
Patrick Twyman	Director of Financial Services	City of Tallahassee

Supervisor References In Progress

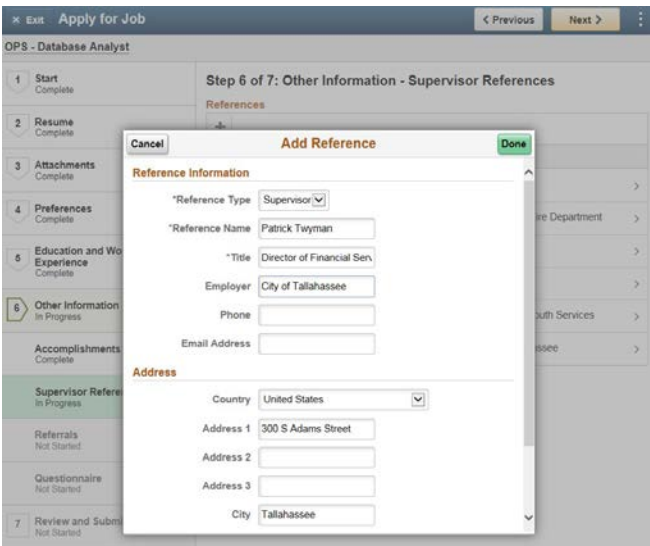
Referrals Not Started

Questionnaire Not Started

7 Review and Submit Not Started

Click “Next >” when finished adding “Supervisor/Personal References” information to continue to the “Referrals” section of the application.

Click the “+” to add references to your application.



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Step 6 of 7: Other Information - Supervisor References

References

Cancel Add Reference Done

Reference Information

*Reference Type: Supervisor

*Reference Name: Patrick Twyman

*Title: Director of Financial Ser,

Employer: City of Tallahassee

Phone:

Email Address:

Address

Country: United States

Address 1: 300 S Adams Street

Address 2:

Address 3:

City: Tallahassee



Referrals (*required)

Please provide how you learned about the job. If you were referred by an employee, website or recruiter please fill out this section of the application.

OPS - Database Analyst

1 Start Complete

2 Resume Complete

3 Attachments Complete

4 Preferences Complete

5 Education and Work Experience Complete

6 Other Information In Progress

7 Review and Submit Not Started

Step 6 of 7: Other Information - Referrals

Referrals

*How did you learn of the job?

Specific Referral Source

OPS - Database Analyst

1 Start Complete

2 Resume Complete

3 Attachments Complete

4 Preferences Complete

5 Education and Work Experience Complete

6 Other Information In Progress

7 Review and Submit Not Started

Step 6 of 7: Other Information - Referrals

Referrals

*How did you learn of the job? Website

*Additional Information Talgov.com

Specific Referral Source

Click "Next >" when finished adding "Referrals" to the application to continue to the "Questionnaire" section of the application.



Questionnaire

Please answer all questions in the questionnaire.

This is where you will identify what type of job you are interested in. If you are selected, we will use your answers to place you in a specific job. There will be no changes; therefore, please think about the types of jobs you are interested in.

**** IMPORTANT****

You **MUST** answer **EVERY** question on the questionnaire.

Step	Question
1	I have seven years of experience that includes systems analysis, database analysis and database management.
2	Two years of the required experience included responsibility for the design and maintenance of at least one Oracle data base system
3	I have a BS in data processing, information systems or computer science and three years of experience that includes systems analysis, database analysis and database management.
4	I have a MS in data processing, information systems or computer science and two years of experience that includes systems analysis, database analysis and database management.
5	Are you a current or former public safety personnel, law enforcement officer, or other covered employee or the spouse or child of a covered employee or former employee who is exempt from public records disclosure under §119.07, Florida Statutes?

NOTE: You MUST complete the Supplemental Questionnaire in order to be eligible for the Tallahassee Future Leaders Program. Please copy and paste this URL for the Supplemental Questionnaire:

https://gaz1.az1.qualtrics.com/jfe/form/SV_6DQHA4FTah34eLX



The Tallahassee Future Leaders Academy (TFLA) is a premier leadership program that provides teens with mentorship, job readiness training, financial literacy education and summer employment.

This innovative eight-week program, two weeks of job readiness training provided prior to the six weeks of employment, provides eligible youth with the opportunity to work a minimum of 20 hours per week in a paid position. This position is enhanced with mentorship and guidance by their managers or supervisors.

You may be asked to provide proof of address provided in TFLA Application (i.e. utility bill)

Enter youth's name

First Name	
Last Name	

Enter youth's date of birth

Enter youth's date of birth

Month

Day

Year

Youth identifies as

- Male
- Female

Other

Select youth's race/ethnicity

- White
- Black or African American
- American Indian or Alaska Native
- Asian or Pacific Islander
- Hispanic or Latino Origin
- Two or more races
- Other

Has youth participated in TFLA before?

- Yes
- No

Youth's email

Youth's phone number (ex. (555) 555 - 5555)

Is youth currently enrolled in school?

- Yes
- No



Step 7 of 7: Review and Submit

Before submitting your application verify and confirm that all necessary documents are uploaded, and that the application is filled out in its entirety. Once an applicant clicks submit you can no longer edit the application information. *Note: If you need to modify information in any section before submitting the application you can either click directly on one of the numbered steps in the left-most column or click on a section from the Review and Submit page.*



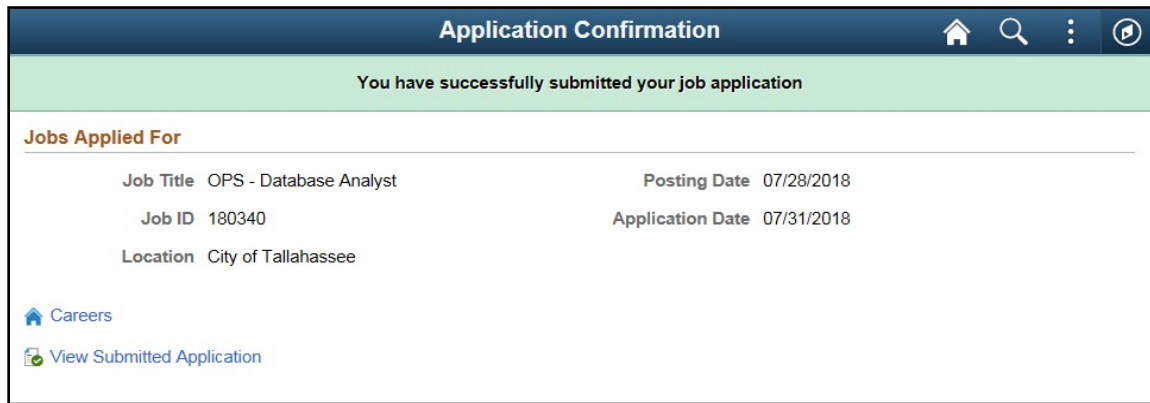
[Exit](#) **Apply for Job** [Previous](#) [Submit](#)

OPS - Database Analyst

1 Start Complete	Review your application and make any changes before submitting. Step 7 of 7: Review and Submit My Contact Information Email Your.Email@Talgov.com Address 300 S Adams St, Tallahassee, FL 32301 Phone (850)891-5555 Contact Method Email Modify
2 Resume Complete	
3 Attachments Complete	
4 Preferences Complete	
5 Education and Work Experience Complete	
6 Other Information Complete	
7 Review and Submit In Progress	

- ▶ **Resume Attachment**
- ▶ **Cover Letter Attachment**
- ▶ **Attachments**
- ▶ **Preferences**
- ▶ **Education History**
- ▶ **Work Experience**
- ▶ **Job Training**
- ▶ **Degrees**
- ▶ **School Education**
- ▶ **Licenses and Certifications**
- ▶ **Memberships**
- ▶ **References**
- ▶ **Referrals**

After submitting the application, you will be redirected to the application confirmation page below



Please contact Dr. Willie Williams in Human Resources for any questions regarding the Tallahassee Future Leaders Academy.

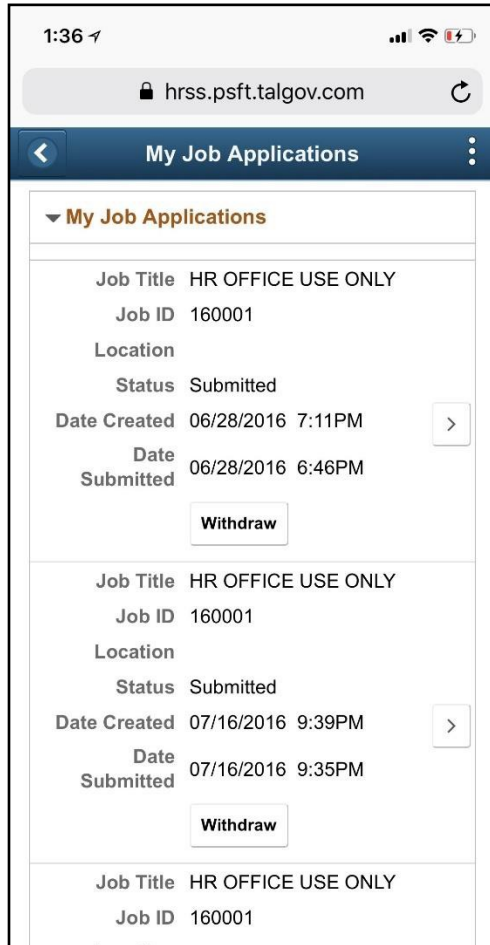
Contact Information for Dr. Willie Williams:

Email Address: Willie.Williams@talgov.com

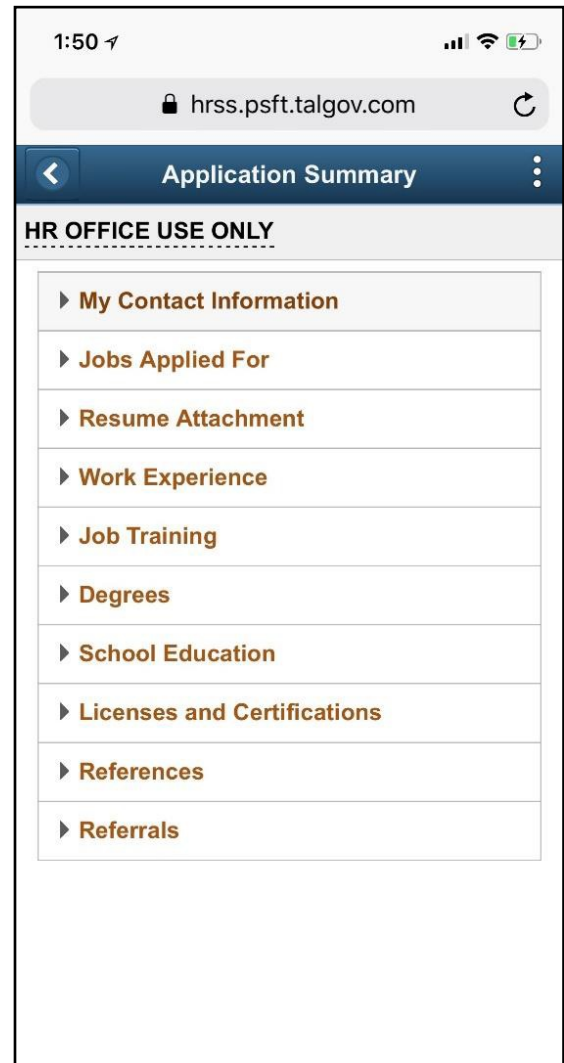
Phone: 891-8134

Previously Submitted Job Applications

“My Job Applications” provides a historic view of all jobs that the applicant applied. Additionally, if you have saved an application in “Draft” status to complete later, you can come here to pick up where you left off, so long as the job opening is still “active”. Applicants can withdraw their application at any time.



To review a previously submitted applications details, click on the “[>]” on the “My Job Applications” page.



Click on the any of the dropdown menus to view data that was contained within a previously submitted application.



New User Registration

Already Registered? [Sign In Now](#)

[Register](#)

Account Information

*User Name

*Password

*Confirm Password

*First Name

*Last Name

*Email Address

*Phone

Address Information

*Country

*Address 1

Address 2

Address 3

*City

*State

*Postal

County

[View Terms and Conditions](#)

I agree to the Terms and Conditions