

## People First Candidate Process Frequently Asked Questions

### Details:

The following questions and answers are intended to assist candidates with the process of applying for State of Florida vacancies in the People First system.

**1. Does the People First Service Center have any involvement in hiring decisions?**

No. The state agency you are applying to is responsible for all hiring decisions. The People First system and Service Center are available to collect the required documentation for the agency. Once the documentation is collected, the hiring agency is responsible for screening candidates, scheduling interviews and ultimately making the hiring decision.

**2. Do I have to create a candidate profile prior to applying online?**

Yes. The first time you apply for a vacancy, you will create your entire profile, which includes employment history, education, and job-related skills and training that will help your submission stand out. There is a process that allows you to upload your resume and incorporate it into some of the profile fields. Before applying, be certain to review all of your information.

**3. When I add an entry into my periods of employment or knowledge, skills and abilities screens, some fields allow more information than what is visible to me. Can I view all the information that was entered at one time?**

No. The fields only show 25 characters at a time. To get a complete view of the field, select Print Preview from the top right header of the profile.

Note: The hiring manager will be able to view all information entered.

**4. Does the keyword search look for the word in the vacancy description?**

Yes. Along with searching the vacancy title, keyword search will also search vacancy descriptions.

Note: If you are searching for a phrase, use quotation marks (“”) prior to the first and following the last word in your search.

**5. Are there other search options available besides keyword or location?**

Yes, there are additional search options that allow you to narrow your results by choosing the “Show More Options” feature. When selected, additional search fields are available including Position Type, Announcement Type, or Employee Sub Group.

**6. Can I view job vacancies by location?**

Yes, job vacancies search options include options for city or zip code search. You may also use the map at the bottom of the Home page to locate vacancies by region.

Note: Statewide job vacancies may not be found when using a location search. If you do not find a job vacancy when using the location search features, it is recommended to use the keyword search or the View All Jobs feature.

**7. Can I search for vacancies that offer telework (remote) opportunities?**

Yes. When searching using the keyword search, be sure to include the word telework or remote in your search criteria. Search by each word (telework or remote) separately to find all open jobs that allow teleworking on at least a part-time basis.

**8. Can I view jobs by specific agency or by job vacancy category?**

Yes. To search job vacancies by agency, select the Agency feature at the top of the Home page. To search job vacancies by category (career opportunity), select Careers at the top of the Home page.

**9. Can I create search criteria and be alerted when vacancies are opened that match the criteria?**

Yes. The Job Alerts feature allows you to create email notifications based on a keyword in the requisition title or the requisition description and choose how often you like to be alerted when a requisition matching your saved search is posted.

**10. Can I notate job vacancies that I may decide to apply to later?**

Yes. If you are viewing an advertisement you would like to save for later, select the Apply Now icon and log in. From the candidate profile, scroll to the bottom and select Save. This will allow you to easily return to the job later and **apply prior to the closing date**. You can view your saved job vacancies from the Saved Applications section of the candidate profile.

**11. Do I have to include a resume prior to applying online?**

No. However, it is recommended that you upload your resume. Uploading a resume in a Word format (or a similar format) will allow you to create your candidate profile more easily. Creating a candidate profile is required to apply for a job vacancy.

**12. Do I have to include a cover letter prior to applying online?**

No. A cover letter is not required, but there is an option to include one if you wish.

**13. Can I include attachments in my candidate profile?**

Yes. Included in your candidate profile is a My Documents section for attachments. Attachments included in this section will be included each time you apply for a vacancy and should include documents such as Veterans' Preference or State of Florida layoff letter information (if applicable). Attachments on your profile can be removed or added as needed.

**14. Should I attach all related work experience documents to my candidate profile?**

No. Attachments should include critical documents as applicable, such as Veterans' Preference eligibility documentation (e.g., DD214), Career Service Layoff Letter and related documents.

However, if other job-specific documents are required, the hiring agency will request them during the prescreening or interview process.

Note: Attachments included in your profile prior to applying will automatically be included with each vacancy submission.

**15. Can I attach large files (excess of five megabytes to my candidate profile)?**

No. Attachments are restricted to no more than five megabytes per attachment. Candidates may include multiple attachments up to a total of 10 megabytes.

**16. Can I fax my resume or other documentation to People First?**

No. Candidates must apply for job vacancies at <https://jobs.myflorida.com>

**17. Will I be able to save a draft submission prior to applying?**

Yes. Once you begin the process of applying, you may save your submission in a draft status by selecting Save at the bottom of the profile. You will be able to edit your entire submission, including answers to qualifying questions or your attachments or resume, but you must complete the submission **prior to the closing date of the job vacancy**.

**18. Is there a time limit when applying for a job vacancy?**

Yes. The timeout is an idle timeout. If you are continuously working on your submission in the site you will not time out. To be continuously working you must select the Save button at least once every 30 minutes.

**19. Will I be able to edit my application submission (e.g., update my resume, qualifying questions, attachments) after applying?**

No. Once you have applied to a job vacancy, you will not be able to edit any of your submission details.

**20. Will I be notified when I have successfully applied to a job vacancy?**

Yes. As soon as you successfully apply, a confirmation message will appear. You will also receive an email confirmation shortly after successfully applying.

**21. Can I view job vacancies that I have previously applied to?**

Yes. Once you have applied to a vacancy, you can view your previous submission information from the Jobs Applied section of your candidate profile

**22. Should I call the People First Service Center if I need assistance applying to a job vacancy on <https://jobs.myflorida.com>?**

Yes. If you have any questions related to the process of applying to a job vacancy using the <https://jobs.myflorida.com> site, contact the People First Service Center at 877-562-7287, Monday-Friday, 8:00 a.m. to 6:00 p.m., Eastern time.