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## Job Applicants

### Frequently Asked Questions

**1. Do I need to register to apply online?**

Yes, to apply online, you need to create an online profile and complete an electronic State of Florida employment application.

**2. How do I create an account so I can apply to vacancies?**

From the applicant log in page, select the “New Account” button under the Create an Account section.

**3. Do I need an e-mail address to apply for vacancies online?**

Yes, to apply online, you need an e-mail address that is used to log in.

**4. How do I reset my password?**

Enter your e-mail address in the “Forgot Your Password?” area of the applicant log in page. You will then receive an e-mail with a temporary password.

**5. How can I update my e-mail address in my existing applicant account?**

Log in to the job site and choose “Maintain Your Login Preferences” to enter your new e-mail address.

**6. How do I change my search options for vacancies?**

On the vacancy search page, choose the “Go to Advanced Search” option to see additional options for changing your search results.

**7. How do I establish or update my notifications for employment opportunities?**

Use “Maintain your applicant profile and notification preferences” once you log into the job site to establish or update your notification preferences. Once you choose to receive notifications, People First notifies you of vacancies that match your profile.

**8. Can I update my application without applying to a vacancy?**

Yes, log into the job site and select “Maintain your Master Online Job Application” to update your application. Once you complete your updates, select the “Submit” button at the bottom of the application form to save your changes.

**9. Do I need to submit an application each time I apply for a vacancy?**

Yes, you must submit your application for each individual vacancy.

**10. Can I electronically attach documents to my application when I apply online?**

Yes, you can attach and store additional documentation such as a resume, cover letter or DD214 documentation when you apply for a vacancy.

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## **11. How do I verify I successfully applied to a vacancy?**

You will see an on-screen message right after you complete the submittal process stating you successfully applied. You should also receive an e-mail confirmation of your application submission.

## **12. What do I do if I am receiving a pop-up box such as a security warning message or an error message stating “Nothing Done” when trying to apply to a vacancy?**

Open Adobe, on the Menu bar, click Edit > Preferences. On the left hand side under categories, click Internet. Under the Web Browser Options, make sure Display PDF in browser is checked. Then click JavaScript on the left hand side under categories and make sure the Enable Acrobat JavaScript is checked. If you are still unable to submit your application, please call the People First Service Center at 1-877-562-7287.

## **13. How do I know what version of Adobe Reader I am using?**

Click the Start button on the bottom left side of your computer and locate the Adobe Reader in your programs. Once you find it, right click on the application and choose properties to display the version you are using. You must have Adobe reader version 8.1 or higher to apply for a vacancy online.

## **14. Where can I download an updated free version of Adobe Reader?**

If you are in People First, click on the link below Begin Application Process or you can go to Adobe.com to download and install the most updated version.

## **15. How do I increase the size (magnification) of my application?**

Right click on the application and select Marquee Zoom. Once you have the desired size, right click and choose select tool to edit and submit your application. Performing this action will only increase the size on your computer screen and will not have any effect on the actual application.