



THE STATE OF FLORIDA
JUSTICE ADMINISTRATIVE COMMISSION

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MEMORANDUM #02-17HR

TO: Agency Administrators

FROM: Carolyn Horwich, J.D., Director of Human Resources

THROUGH: Rip Colvin, Executive Director

SUBJECT: People First Job Site

DATE: January 18, 2017

As was stated in our January 10, 2017, email message to all agencies we administratively serve, People First recently established a new State of Florida job site, hiring center, and performance management system. That job site, which went live January 9, 2017, continues to evolve.

State of Florida Application Form: One of the most important developments of the job site is that the State of Florida Job Application is no longer available online to download. In fact, the Department of Management Services (DMS) has advised all state agencies that DMS is not responsible for that application. If your agency continues to use that form, you are responsible for updating it should that become necessary. For example, if it becomes law that state entities may not inquire of an applicant's criminal history until an offer of employment is made, the existing form would need to be amended.

Also, because DMS is no longer using a state application, any form submitted to People First will be rejected. This supports DMS's goal of having all applications made through an interactive process online at the job site.

JAC is aware that some agencies we serve have links on their websites to a state application form. Again, if you choose to continue to use that form, your agency will be exclusively responsible for its content.

Options: With that being the case, we urge your office to choose one of two options.

1) Prepare your own application form and website at which job seekers can download an application and submit it directly to your office.

2) Designate an employee to become a “team member” on the People First job site so that the employee can take advantage of the People First interactive website. “Team members” can retrieve the job applications and send bulk emails to applicants, among other things. This person will need to be listed on each Request to Fill form that is submitted. You may designate more than one person to be a team member. Please note that the chosen employee for that position will need to have a “U” security role code or an “R” security role code instead of an “E”. JAC has not used an “R” code up to this point, but please know that this code is more restrictive than a “U” code and allows the designated person People First access that is limited to the job postings for your agency org code and nothing more. If you choose the second option, please contact Amy Maros at Amy.Maros@justiceadmin.com with any questions you may have.

Technical Changes: There are some technical changes that your agency may require to make. Specifically, we are attaching a document from DMS that we ask you to share with your IT staff.

Request to Fill Form: We are amending the form on our website to conform to the requirements of the new job site. Specifically, the form will have a data field for the zip code, contact information for team members, and how you wish job-seekers to apply. Please note this new form will not be available until next week.

Job Site: We ask that you take a few minutes to tour the state’s new job site, found at this link: <https://jobs.myflorida.com/>. Please pose any questions you have and we will continue with People First to get answers for you.

Patience: Due to the job site being completely overhauled, the staff at the People First Service Center responsible for working with agencies (including JAC) wishing to post job ads are handling a backlog of more than 1,000 postings. We have been asked to be patient with the postings and we therefore pass on that request to you.

Thank you.

Type: General Correspondence	ID Number: GC 274
Date: Nov. 15, 2016	Subject: Agency Required Technical Updates for January 2017 Performance Management and Recruiting System Implementation

Suggested Audience:

Agency Chief Information Officers

Details:

On Jan. 7, 2017, the new People First Performance Management and Recruiting system will go live. As part of the implementation, new URLs and a new email domain will be used. In addition to the existing People First URLs and email domains, **agencies must make the following updates before Jan. 7, 2017.**

Email Domain - Add the following domain to the list of allowed domains to ensure employees can receive emails:

- successfactors.com

Trusted Sites - Add the following URLs to the list of trusted sites:

- performancemanager4.successfactors.com/login?company=stateoffloP
- career4.successfactors.com/career?company=stateoffloP
- *.myflorida.com

Browser Requirements -

- Internet Explorer 11
- Latest version of Firefox

Important Note: While Internet Explorer (IE) 9 and 10 are allowed to access the People First system, these IE versions will cause certain pages to not load correctly in the new Performance Management and Recruiting system.

Compatibility Mode - The URL “*.myflorida.com” must continue to be listed as a website in the Internet Explorer compatibility view settings to ensure users can log in to People First.

Platform Requirements - (no action needed by the agency):

- Windows – Vista, 7, 8+ or 10
- Apple – Mac OS X Lion (10.7) or higher

For additional information on the new system, refer to communication [SE 131 Implementation of New Performance Management & Recruiting System \(Jan 2017\)](#).