



TFLA APPLICATION INSTRUCTIONS

City of Tallahassee

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



Table of Contents

Careers	3
View All Jobs	3
Save Search	3
Applying for Jobs (External Applicants)	4
Step 1 of 7: Start	5
Step 2 of 7: Resume'	5
Step 3 of 7: Attachments	6
Step 4 of 7: Preferences	6
Step 5 of 7: Education and Work Experience	7
Step 6 of 7: Other Information – Accomplishn	nents
	9
Step 7 of 7: Review and Submit	12
My Job Applications	14
New User Registration	16



Apply Online

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

Careers	
Search Jobs	»
Welcome	Sign In New User
View All Jobs	>
My Job Notifications	>
Hy Job Applications	>
★ My Favorite Jobs	>
Q My Saved Searches	>
♣ My Account Information	>

- 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 It will include applications in Draft, Submitted or Withdrawn statuses.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'.

Search Jobs > Welcome First Name Sign Out	My Job Application	s Careers	
Image: View All Jobs > My Job Notifications > My Job Applications 1	Search Jobs		»
My Job Notifications > My Job Applications 1 >	Welcome Fi	rst Name	Sign Out
My Job Applications 1 >	View All	Jobs	>
	My Job	Notifications	>
★ My Favorite Jobs 1 >	💼 My Job	Applications	1 >
	🔶 My Favo	prite Jobs	1 >
Q My Saved Searches →	🔍 My Save	ed Searches	>
My Account Information >	🤳 Му Ассо	ount Information	>

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

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.

an Email when new jobs meet your search criteria.



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



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.





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

101 (1810-1815)		Careers		<u>ନ</u> ୍	1	Ø
	Search Jobs		»			
	L					
	Welcome Justin					
	View All Job	bs	>			
	My Job Not	ifications	>			
	My Job App	olications	16 >			
	🔶 My Favorite	e Jobs	>	/	-	
	Q My Saved S	Searches	2 >			
	Souther My Contact	Information	>			
	If the second se	Information	>			
	If My Contact	Information	>			
eers	🕹 My Contact	Information My Saved Searche		Â	Q	:
		My Saved Searche	8 \$	Â	Q	:
eers arch button perform			8 \$	Â	٩	:
		My Saved Searche	8 \$	Â	٩	:
arch button perforr		My Saved Searche	8 \$		٩	:
arch button perforr ved Searches	ms the search and sho Created On	My Saved Searche	BS X5 page.		Q	rch

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 then General City of Tallahassee Employees. Please ensure that you have attached all necessary documents to be considered for the job.







Step 1 of 7: Start

Check the "I agree to the Terms and Conditions" checkbox.

OPS - Database Analyst	
1 Start In Progress	Step 1 of 7: Start
2 Resume Not Started	We do business with the government, we must reach out to hire and provide equal opportunity to qualified people with disabilities and protected veterans. To help us measure how well we are doing, you may voluntarily self-identify as having a disability or a protected veteran by updating you information from Self Service, Personal Information, and access the self identification pages for disability and veteran.
3 Attachments Not Started	We believe in hiring the very best. Our workplace experience sets us apart and makes us a great place to work. Our goal is to create an environment of exceptional organizational values, customer service standards, and employee satisfaction.
4 Preferences Not Started	This job application allows you to attach a resume and has a number of sections, ranging from job preferences to work experience. The step-by-step process will guide you through the application. Please fill in all information carefully and completely before submitting
5 Education and Work Experience Not Started	Before you begin the job application process, please read the Terms and Conditions carefully. By selecting the "I agree to the Terms and Conditions" checkbox you indicate that you have read and understood these Terms and Conditions and acknowledge your agreement with them. If you do not agree, you will not be able to submit an application and should select the Exit button.
6 Other Information Not Started	View Terms and Conditions
7 Review and Submit	I agree to the Terms and Conditions

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.

× Exit Apply for Job	Next >
OPS - Database Analyst	
1 Start	Step 1 of 7: Start
2 Resume Not Started	We do business with the government, we must reach out to hire and provide equal opportunity to qualified people with disabilities and protectory diversans. To help us measure how well we are doing, you may voluntarily self-identify as having a disability or a protected veteran by updating your information from Self Service, Personal Information, and access the self identification pages for disability and veteran.
3 Attachments Not Staried	We believe in hiring the very best. Our workplace experience sets us apart and makes us a great place to work. Our goal is to create an environment of exceptional organizational values, customer service standards, and employee satisfaction.
4 Preferences Not Started	This job application allows you to attach a resume and has a number of sections, ranging from job preferences to work experience. The step-by-step process will guide you through the application. Please fill in all information carefully and completely before submitting.
5 Education and Work Experience Not Started	Before you begin the job application process, please read the Terms and Conditions carefully. By selecting the "I agree to the Terms and Conditions" checkbox you indicate that you have read and understood these Terms and Conditions and acknowledge your agreement with them. If you do not agree, you will not be able to submit an application and should select the Exit button.
6 Other Information ~	
7 Review and Submit Not Started	☑ I agree to the Terms and Conditions

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.

* Exit Apply for Job		< Previous	Next >	
OPS - Database Analyst	-			
1 Start Complete	Step 2 of 7: Resume Resume Attachment			
2 Resume In Progress	You have not provided a resume.	•		
3 Attachments Not Started	Attach Resume			
4 Preferences Not Started	Cover Letter Attachment You have not provided a cover letter.			
5 Education and Work Experience Not Started	Attach Cover Letter			
Other Information Vite Started				
7 Review and Submit Not Started				

× Exit Apply for Job		< Previous	Next >	:
OPS - Database Analyst				
1 Start Complete	Step 2 of 7: Resume Resume Attachment			
2 Resume In Progress	You have not provided a resume.			
3 Attachments Not Started	Attach Resume			
4 Preferences Not Started Choose From	File Attachment	×		
6 Education an Experience Not Started				
6 Other Inform: Not Started My Device				
7 Review and 5 Not Started				



Exit Apply fo		< Previous	Next >	
S - Database Anal	st			
Start Complete	Step 2 of 7: Resume Resume Attachment			
Resume In Progress Attachments Not Started	You have not provided a resume. Attach Resume			
Preferences Not Started	File Attachment	×		
Education an Experience Not Started				
Other Informa Not Started	My Device			
7 Review and S Not Started	Upload Clear			



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



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 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.

× Exit Apply for Job		< Previous	Next >	:
OPS - Database Analyst				
1 Start Complete	Step 4 of 7: Preferences Job Preferences			^
2 Resume Complete	1. I can start my new job on or after			
3 Attachments Complete	2. I am looking for the following kind of job			
Preferences In Progress	 Regular Temporary 			
6 Experience Not Started	Either In want to work the following kind of employment Full-Time			
6 Other Information ~	O Part-Time ● Either			
7 Review and Submit Not Started	 4. I am willing to travel Never or rarely 			



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

× Exit Apply for Job		<pre>< Previous Next ></pre>
PS - Database Analyst		
1 Start Complete	Step 5 of 7: Education and Work Education History	Experience - Education
2 Resume Complete	Highest Education Level D-Some Col	llege 🔽
3 Attachments Complete	Degrees +	
4 Preferences Complete	Degree	
5 Education and Work Experience In Progress	Associate of Arts Bachelor of Business Admin	
Education In Progress	School Education (Required)	
Work Experience Not Started	+ Education Level	
Add Job Training Not Started	Diploma	
6 Other Information Not Started	~	
7 Review and Submit Not Started		

	xit Apply for	Job					< Previous	Next >	
PS	- Database Analys	t							
1	Start Complete			of 7: Education	on and	Work Exper	ience - Educati	on	
2	Resume Complete	Cancel		Add De	arees		Done		
3	Attachments Complete	"Date Ac	quired	07/31/2018			^		
4	Preferences Complete		Degree	AS	0	-	- 1		
5	Education and Wo Experience In Progress			10 Art	c	2			>
	Education In Progress	c	State	United States		٩			
	Work Experience Not Starled	Schoo School Desc	ol Code	137759 Tallahassee Cor	nmunity C	Q,			
	Add Job Training Not Started	Major Desc	ription	Art					3
6)	Other Information Not Started	Mino Minor Desc	or Code			٩	- 1		
,	Review and Submi Not Started	Average					- 1		
			GPA	3.5			~		

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.

×	Exit Apply for	Job					< Previous	Next >	:
OPS	- Database Analys	it							
1	Start Complete		Step 5 o		on and Wor	k Experie	ence - Educati	on	
2	Resume Complete	Cancel		Add School	Education	-	Done		
3	Attachments Complete	(Constants)	"Effective Date				June		
4	Preferences Complete	*E	ducation Level	02	٩	-			
5	Education and Wo Experience In Progress		Country State	United States		٩			ے د
	Education In Progress		School Type Average Grade	High School		Q			÷
	Work Experience Not Started		Completed	Yes			-		
	Add Job Training Not Started						- 1		
6	Other Information Not Started						-		>
7	Review and Submi Not Started						- 1		



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 +.

× Exit Apply for Job			< Previous	Next >	
DPS - Database Analyst	10				
1 Start Complete	Step 5 of 7: Education an	d Work Experience	e - Work Exp	erience	
2 Resume Complete	+				
3 Attachments	Employer	Job Title	Start Date	End Date	
Complete	Kentucky Fried Chicken	Cook/Cashier	10/15/2013	10/21/2014	
4 Preferences Complete	Amazon, PRIMETIMEBUYING	CEO	06/15/2014	08/11/2016	
5 Education and Work Experience	ISNCORP	Undercover Operative	09/15/2014	01/18/2015	
In Progress	UTi Transport	VP of Sales	01/15/2015	06/01/2015	
Education Complete	Bella Landscape and Design	Laborer	12/15/2015	08/11/2016	
Work Experience In Progress	Tallahassee Community College	Lab Assisstant	04/17/2016	08/11/2016	
Add Job Training	City of Tallahassee	TI Helpdesk Intern	08/14/2016	10/03/2016	
Not Started	City of Tallahassee	Technical Support Inter	n 10/03/2017	12/08/2017	
6 Other Information Not Started	~				
7 Review and Submit					

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.

×E	ant Apply for	Jop		< Previous		Next >	
OPS	- Database Analys	t					
1	Start Complete		of 7: Education and Work Ex verience (Required)	perience - Work	Expe	erience	
2	Resume Complete	+					
	Complete	Cancel	Add Work Experience	Done	Date	End Date	
3	Attachments Complete	*Start Date	07/01/2018	~	2013	10/21/2014	
4	Preferences	End Date	07/31/2018				
	Complete	'Employer	City of Tallahassee		2014	08/11/2016	3
5	Education and Wo Experience	*Ending Job Title	ERP Systems Analyst		2014	01/18/2015	3
	In Progress	Supervisor	Joe Scarano		2015	06/01/2015	,
	Education Complete	Supervisor Email	Joe.Scarano@talgov.cor		2015	08/11/2016	,
	Work Experience	Supervisor Phone	850/555-1212		2016	08/11/2016	>
	In Progress	OK to contact?	Yes		2016	10/03/2016	>
	Add Job Training Not Started		Analysis of ERP systems	~	2017	12/08/2017	
6	Other Information Not Started	Description		ų.			
7	Review and Submi						
	Not Started	Country	United States				
		Address 1	300 S Adams Street	~			

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.

× Exit Apply for Job		< Previous	Next >	
DPS - Database Analyst				
1 Start Complete	Step 5 of 7: Education	and Work Experience - Add Jo	ob Training	
2 Resume Complete	+			
3 Attachments	Course Title	School Name	Start Date	
Complete	Workcenters	Oracle	07/22/2018	ģ
4 Preferences Complete	Ethics		12/07/2017	
5 Education and Work Experience	Gideon Taylor Training	Gideon Taylor	10/09/2017	
In Progress	Ethics (Online Refresher)		10/01/2017	
Education Complete	Oracle UPK (User Productivit		08/23/2017	
Work Experience Complete	Microsoft Office Suite	Technology & Innovations	05/08/2017	
Add Job Training	Query Manager/SQL		04/03/2017	
In Progress	Ethics		03/23/2017	
6 Other Information Not Started	Ethics		03/23/2017	
7 Review and Submit Not Started	SharePoint Administration		10/24/2016	
	CNC LVL 1 + 2	Tallahassee Community College	01/11/2016	
	New Employee Orientation	Gideon Taylor	01/01/1900	



	xit Apply for	Job				< Previous	Next >	
DPS	- Database Analys	t						
1	Start Complete		Step 5 o		d Work Experienc	e - Add Jol	b Training	
2	Resume Complete		+					
3	Attachments		Course Tr	tle	School Name		Start Date	
	Complete		Workcente	rs	Oracle		07/22/2018	>
4	Preferences Complete	Cancel		Add Job Traini	ng	Done	12/07/2017	3
5	Education and Wo Experience		"Course Title	Fluid Application Proce	56		10/09/2017	3
	In Progress		School Name	Oracle Peoplesoft 9.2		- 1	10/01/2017	2
	Education Complete	°C	ourse Start Date	07/01/2018	1		08/23/2017	3
	Work Experience Complete						05/08/2017	
	Add Job Training						04/03/2017	3
	In Progress					_	03/23/2017	>
6	Other Information Not Started						03/23/2017	- >
7	Review and Submit Not Started		SharePoin	t Administration			10/24/2016	
			CNC LVL	1+2	Tallahassee Communit	y College	01/11/2016	>
			New Emple	oyee Orientation	Gideon Taylor		01/01/1900	3

× Exit App	bly for Job		< Previous	Next >	
OPS - Databas	e Analyst				
1 Start Complete		Step 5 of 7: Education	and Work Experience - Add	Job Training	
2 Resume Complete		+			
3 Attachme	nts	Course Title	School Name	Start Date	
Complete		Workcenters	Oracle	07/22/2018)
4 Preference Complete	es	Ethics		12/07/2017	>
5) Experience	and Work	Gideon Taylor Training	Gideon Taylor	10/09/2017	>
In Progress		Ethics (Online Refresher)		10/01/2017	.)
Education Complete	0	Oracle UPK (User Productivit		08/23/2017	>
Work Exp Complete	erience	Microsoft Office Suite	Technology & Innovations	05/08/2017	>
Add Job 1	Training	Query Manager/SQL		04/03/2017	0
In Progress		Ethics		03/23/2017	>
6 Other Info Not Started		~ Ethics		03/23/2017	>
7 Review an Not Started		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	>

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

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.

*	Exit Apply for Job			< Previous	Next >	1
OPS	- Database Analyst					
•	Start Complete	Step 6 of 7: Other Info	mation - Accompl	ishments		
2	Resume Complete	Licenses and Certifications				
3	Attachments Complete	License	Issue Date			
4	Preferences Complete	Certified Public Manager	07/26/2018			>
5	Education and Work Experience Complete	Vou have not added any men Add Memberships	nberships.			
6	Other Information In Progress	^				
	Accomplishments In Progress					
	Supervisor References Not Started					
	Referrals Not Started					
	Questionnaire Not Started					
7	Review and Submit Not Started					

OPS	- Database Analys	t						
1	Start Complete		Step 6 o	f 7: Other Inf	ormation	- Accomp	lishments	
2	Resume		Licenses a	and Certification	18			
	Complete	Cancel	Add I	Licenses and	Certificat	tions	Done	
3	Attachments Complete		"Issue Date	07/31/2018				
4	Preferences Complete		*License	CSCP	Q,			े
			Country	United States		Q		
5	Education and Wo Experience Complete		State	Florida		۹	- 1	
			ewal Required					
6	Other Information In Progress	Renev	val In Progress	() No)				
	Accomplishments	L	icense Verified	No No				
	In Progress	E	Expiration Date	07/31/2021		ÎÌÌ		
	Supervisor Referen	Licens	se/Certification Number			0	- 1	
	Referrals Not Started		Issued By			~	- 1	
	Questionnaire Not Started						- 1	
7	Review and Submi							



Supervisor/Personal References

* 6	exit Apply for Job			<pre></pre>	
OPS	- Database Analyst				
1	Start Complete	Step 6 of 7: 0	Other Information - Superv	isor References	
2	Resume Complete	+			
3	Attachments	Reference	Title	Employer	
~	Complete	John E Dailey	County Commissioner	Leon County	5
4	Preferences Complete	Troy Anzalone	Fire-Fighter	Tallahassee Fire Department	>
5	Education and Work Experience	U Ted Ashby	Police Officer	ISNCORP	,
	Complete	Dr.Carl Moore	Professor Mechanical Engineer	FAMU	ು
6	Other Information In Progress	^ Kevin Priest	CEO	Capital City Youth Services	>
	Accomplishments Complete	David Scarano	ERP Analyst	City of Tallahassee)
	Supervisor References In Progress				
	Referrals Not Started				
	Questionnaire Not Started				
7	Review and Submit Not Started				

×	Exit Apply for Job			< Previous Next >	
OPS	- Database Analyst				
1	Start Complete	Step 6 of 7: C	ther Information - Supervi	sor References	
2	Resume Complete	+			
3	Attachments	Reference	Title	Employer	
	Complete	John E Dailey	County Commissioner	Leon County	>
4	Preferences Complete	Troy Anzalone	Fire-Fighter	Tallahassee Fire Department	,
5		√ Ted Ashby	Police Officer	ISNCORP)
	Complete	Dr.Carl Moore	Professor Mechanical Engineer	FAMU	3
6	Other Information In Progress	Kevin Priest	CEO	Capital City Youth Services	,
	Accomplishments Complete	David Scarano	ERP Analyst	City of Tallahassee	>
	Supervisor References In Progress	Patrick Twyman	Director of Financial Services	City of Tallahassee	,
	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.

× Exit Apply for Job < Previous Next > OPS - Database Analyst 1 Start Complete Step 6 of 7: Other Information - Supervisor References 2 Resume Complete Add Reference Cancel Done 3 Attachments Reference Information *Reference Type Supervisor 4 Preferences "Reference Name Patrick Twyman 6 Education Experience *Title Director of Financial Serv Employer City of Tallahassee 6 Other Inform Phone Email Address Accomplish Complete Address Supervisor Refe Country United States ~ Address 1 300 S Adams Street Referrals Not Started Address 2 Questionnaire Not Started Address 3 City Tallahassee Review and Sub

Click the "+" to add references to your application.



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.

	at Apply for Job				
	- Database Analyst				
	Complete	Step 6 of 7: Other Information	on - Referrals		
	Resume Complete	"How did you learn of the job?	V		
	Attachments Complete	Specific Referral Source			
	Preferences Complete				
	Education and Work Experience ~				
>	Other Information				
	Accomplishments Complete				
	Supervisor References Complete				
	Referrals In Progress				
	Questionnaire Not Started				
	Review and Submit				
	Not Started Exit Apply for Job - Database Analyst			< Pre	vious
s	Exit Apply for Job	Step 6 of 7: Other Info	rmation - Refe		vious
s	Exit Apply for Job - Database Analyst Start	Referrals	rmation - Refer		vious
S	Apply for Job Joatabase Analyst Start Complete Complete Attachments	Referrals		rrals	vious
s	Exit Apply for Job Database Analyst Star Complete Resume Complete Attachments Complete Preferences	Referrals "How did you learn of the job?	Website	rrals	vious
	Apply for Job Database Analyst Start Complete Complete Attachments Complete	Referrals "How did you learn of the job? "Additional Information	Website	rrals	vious
S	Exit Apply for Job Database Analyst Start Complete Resume Complete Preferences Complete Education and Work Experience Complete	Referrals "How did you learn of the job? "Additional Information	Website	rrals	vious
2	Apply for Job Database Analyst Start Complete Complete Attachments Complete Education and Work Experience Complete Other Information	Referrals "How did you learn of the job? "Additional Information	Website	rrals	vious
2		Referrals "How did you learn of the job? "Additional Information	Website	rrals	vious
	Ext Apply for Job Database Analyst Star Complete Resume Complete Attachments Complete Education and Work Experience Complete Other Information In Progress Attachments Complete Supervisor References	Referrals "How did you learn of the job? "Additional Information	Website	rrals	vious
S	Exit Apply for Job - Database Analyst Start Complete Resume Complete Attachments Complete Preferences Complete Education and Work Experience Complete Other Information In Progress Supervisor References Complete Referrals	Referrals "How did you learn of the job? "Additional Information	Website	rrals	vious

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 <u>MUST</u> answer <u>EVERY</u> question on the questionnaire.

Exit Apply for Job	< Previous Next >
PS - Database Analyst	
1 Start Complete	Step 6 of 7: Other Information - Questionnaire
2 Resume Complete	 I have seven years of experience that includes systems analysis, database analysis and database management.
3 Attachments Complete	 ○ Yes ○ No
4 Preferences Complete	Two years of the required experience included responsibility for the design and maintenance of at least one Oracle data base system
5 Education and Work Experience Complete	✓ Yes ○ No
6 Other Information In Progress	 A. 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
Accomplishments Complete	management. O Yes
Supervisor References Complete	○ No
Referrals Complete	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.
Questionnaire In Progress	 Yes No
7 Review and Submit Not Started	 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?
	⊖ Yes
	○ No

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://qaz1.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

□ ^C Other

Select youth's race/ethnicity

 \square ^(C) White

□ ^C Black or African American

American Indian or Alaska Native

 \Box Asian or Pacific Islander

□ ^C Hispanic or Latino Origin

 \Box ^C Two or more races

 \Box ^C Other

Has youth participated in TFLA before?

 $\Box \ ^{\bigcirc} \ _{\text{Yes}}$ $\Box \ ^{\bigcirc} \ _{\text{No}}$

Youth's email

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

Is youth currently enrolled in school?

 $\Box \ ^{\bigcirc} \ _{\text{Yes}}$ $\Box \ ^{\bigcirc} \ _{\text{No}}$



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.*

X Exit Apply for Job		<	Previous	Submit
OPS - Database Analyst				
1 Start Complete	Review your application and make any change Step 7 of 7: Review and Submit	s before submittir	ng.	
2 Resume Complete	✓ My Contact Information			
3 Attachments Complete	Email Your.Email@Talgov.com Phone (850)891-5555		FL 32301 t Email	ns St, Tallahasse
4 Preferences Complete				Modify
5 Education and Work Experience Complete	Resume Attachment Cover Letter Attachment			
6 Other Information Complete				
7 Review and Submit In Progress	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

Application Confirmation				Â	Q	:	٢	
	You have successfully submitted your job application							
Jobs Applied For								
Job Title	OPS - Database Analyst	Posting Date	07/28/2018					
Job ID	180340	Application Date	07/31/2018					
Location	City of Tallahassee							
A Careers								
Submitted App	plication							

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.

1:36 🗸	al S	•
🔒 hi	rss.psft.talgov.com	C
K My	Job Applications	:
✓ My Job App	lications	
Job Title	HR OFFICE USE ONLY	
Job ID	160001	
Location		
Status	Submitted	
Date Created	06/28/2016 7:11PM	>
Date Submitted	06/28/2016 6:46PM	
	Withdraw	
Job Title	HR OFFICE USE ONLY	
Job ID	160001	
Location		
Status	Submitted	
Date Created	07/16/2016 9:39PM	>
Date Submitted	07/16/2016 9:35PM	
	Withdraw	
Job Title	HR OFFICE USE ONLY	
Job ID	160001	

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

1:50 7	ul 🗢 🗗
hrss.psft.talgov.com	Ċ
Application Summary	
IR OFFICE USE ONLY	
My Contact Information	
Jobs Applied For	
Resume Attachment	
Work Experience	
Job Training	
Degrees	
School Education	
Licenses and Certifications	
References	
Referrals	

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



New User Registration

< Search Jobs			New User Registratio	n		
				Already	Registered? Sign In Now	Register
Account Information						
	*User Name	CoTSeminoles				
	*Password	•••••				
	*Confirm Password	••••••				
	*First Name	First Name				
	*Last Name	Last Name				
	*Email Address	Your.Email@Talgov.com				
	*Phone	850/891-5555				
Address Information						
*Country	United States					
*Address 1	300 S Adams Street]			
Address 2]			
Address 3]			
*City	Tallahassee		*State	Florida 💌		
*Postal	32301		County	Leon		
		View Terms and	Conditions			
		☑ I agree to the Terms	and Conditions			