(External Applicants Apply Online Fluid)

City of Tallahassee

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

CITY OF TALLAHASSEE
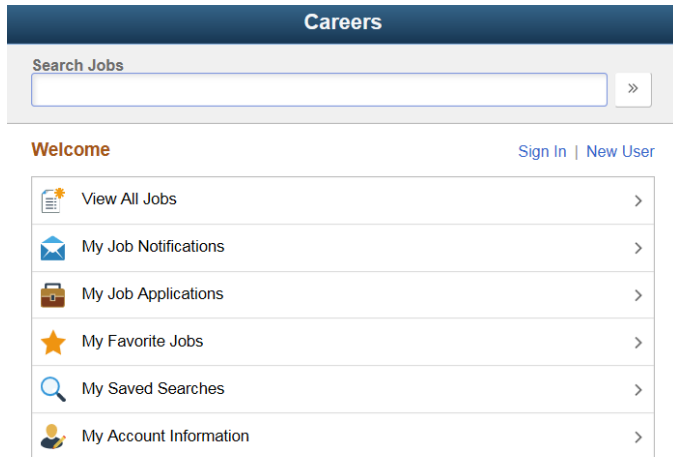
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CITY OF TALLAHASSEE

Apply Online

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

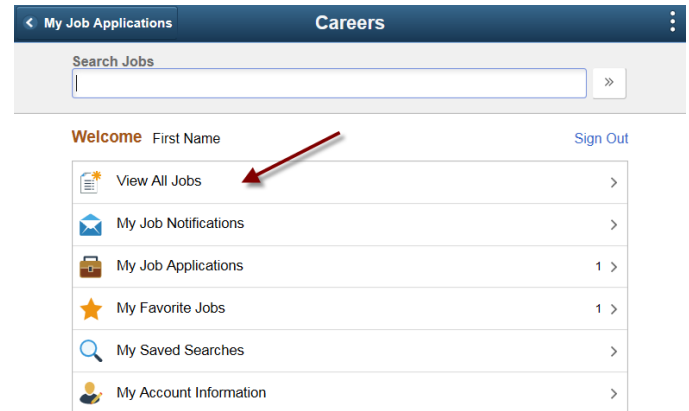Note: If error persists, please clear cache and cookies then try again.

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 It will include applications in Draft, Submitted or Withdrawn statuses.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

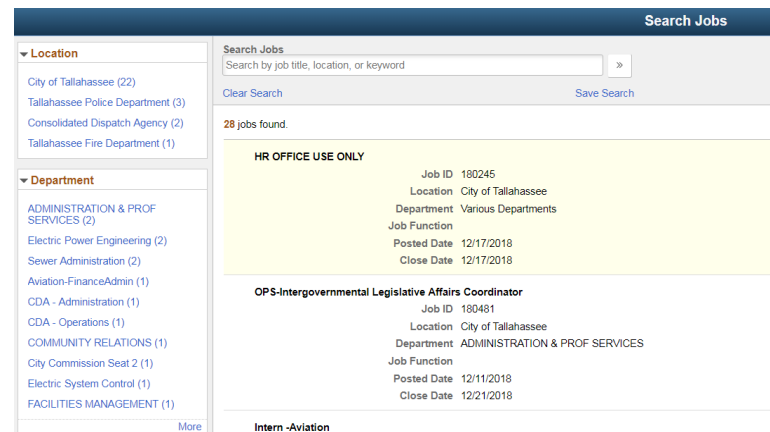To view all Job postings from the City of Tallahassee click on 'View All Jobs'.

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.

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

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.

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.

CITY OF TALLAHASSEE

Step 1 of 7: Start

Check the "I agree to the Terms and Conditions" checkbox.
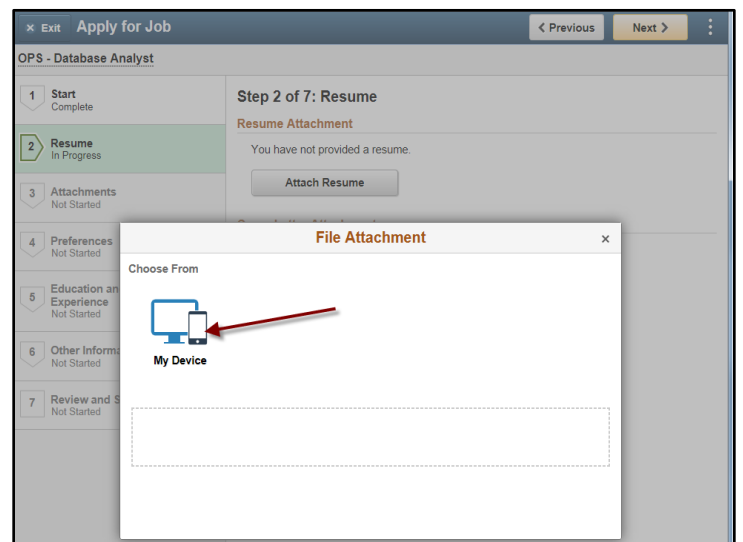
After agreeing to the "Terms and Conditions" click on "Next >" on the top right of the page to continue to the "Resume'" section of the application.
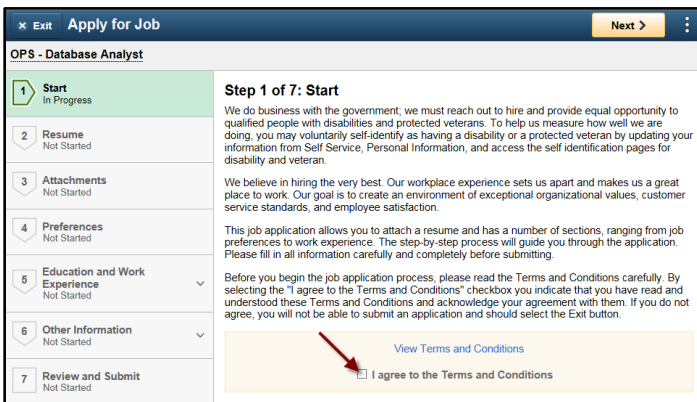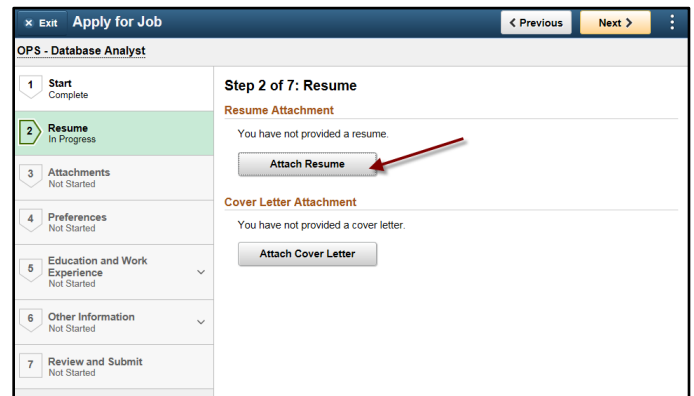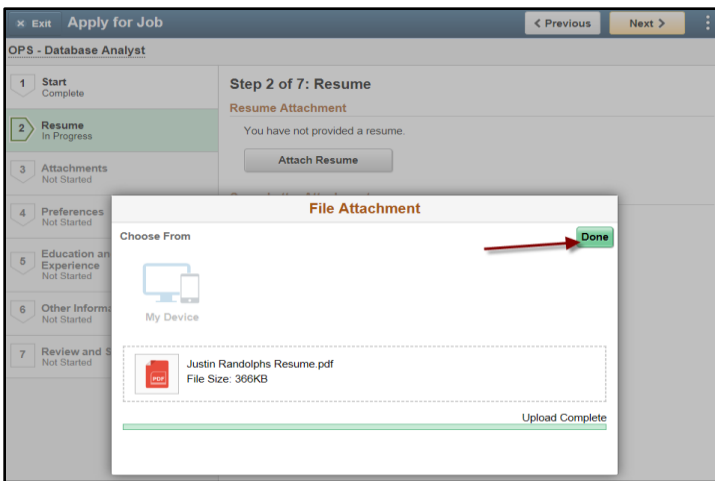

Step 2 of 7: Resume'

NOTE: An attached resume' is not accepted in lieu of work experience for 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.

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

If applying for a job with the CDA, Police or Fire Departments, please confirm and verify that you have uploaded all necessary attachments in your application. The application will not be considered if this requirement is not met! Please contact the Human Resources department if there are any questions at (850)891-8214

NOTE: Attachment Title and the Attachment Type is required and will require input.

After uploading the necessary attachments click "Next>" on the top right of the page to continue your application to the "Preferences" section of the application.

Step 4 of 7: Preferences

An applicant can add "Preferences" on the application for the hiring manager to review. This section is optional.
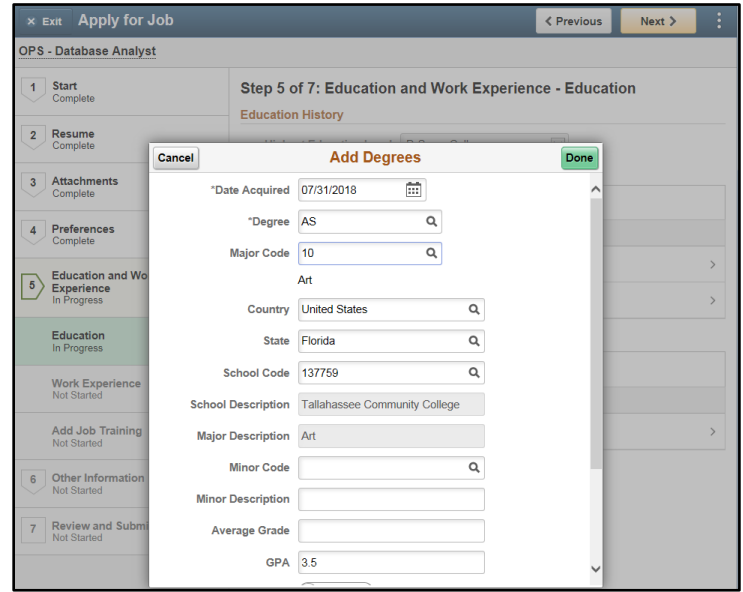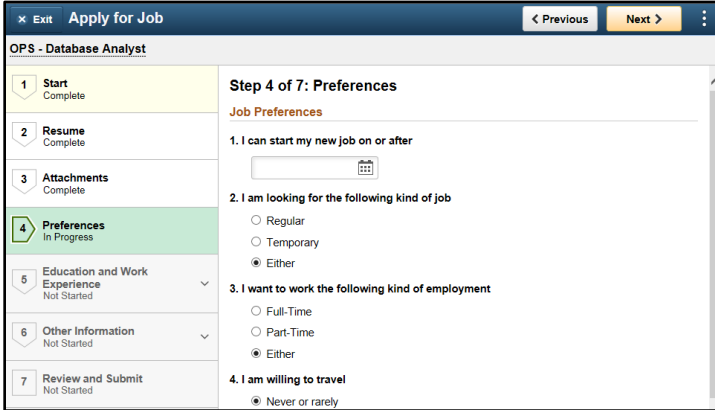
After optionally filling out the "Preferences" section. Please click "Next >" to continue to the "Education and Work Experience" section.
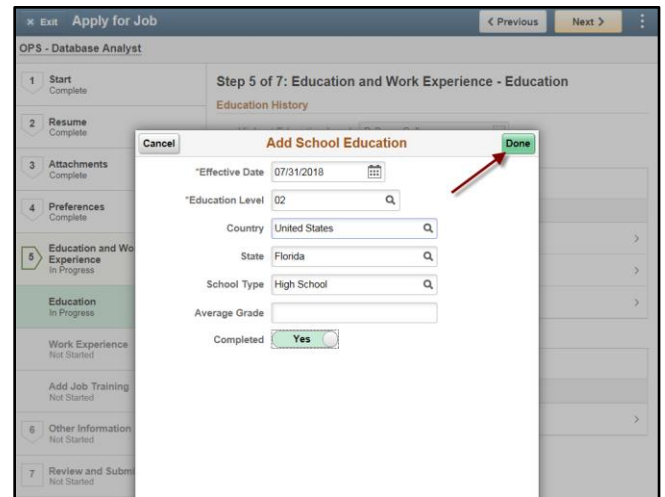
Step 5 of 7: Education and Work Experience

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

a) Education – Degree
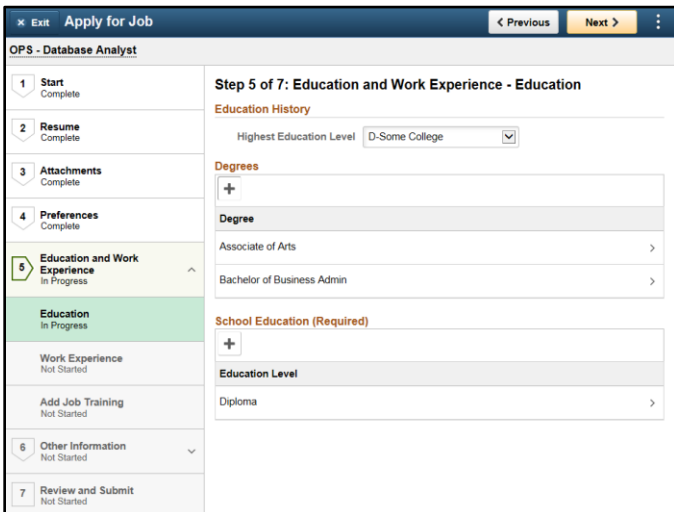
b) Education - School Education (*required)

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

c) Work Experience (*required)

Work experience is required and a "Resume'" will not be accepted in lieu of completing this work experience section.

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.

Click "Next >" when finished adding "Add Job Training" information to continue to the "Other Information" section of the application.
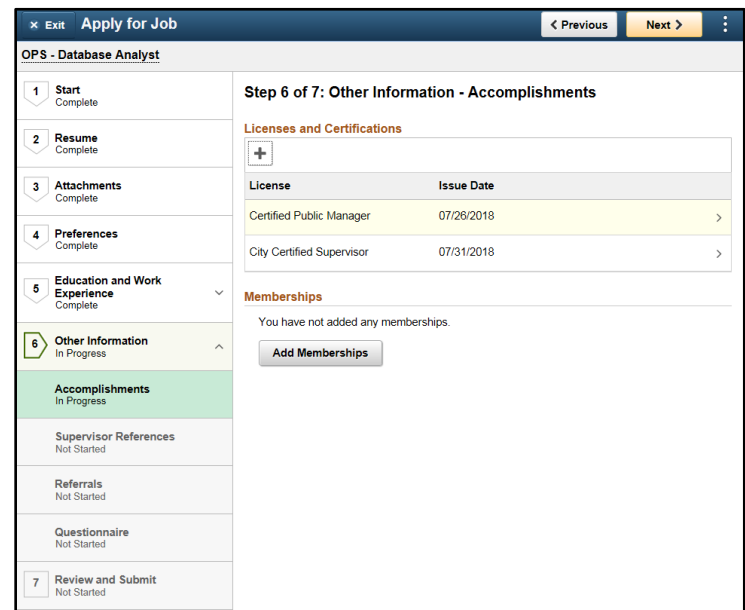
Step 6 of 7: Other Information – Accomplishments
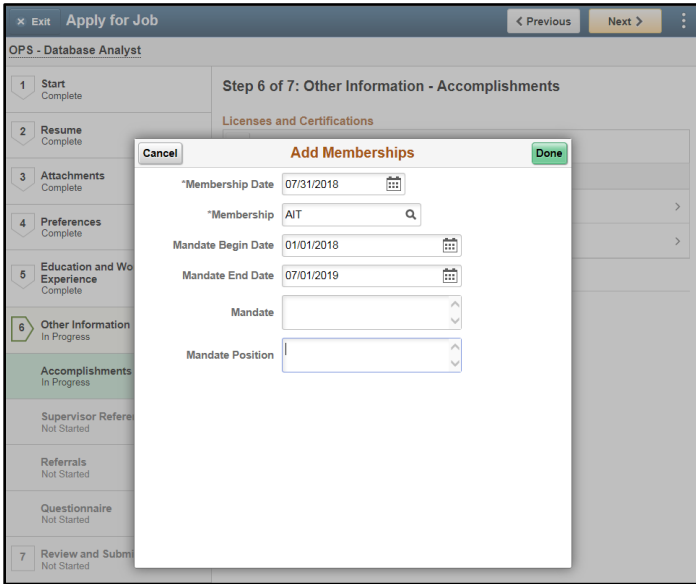
a) Licenses and Certifications
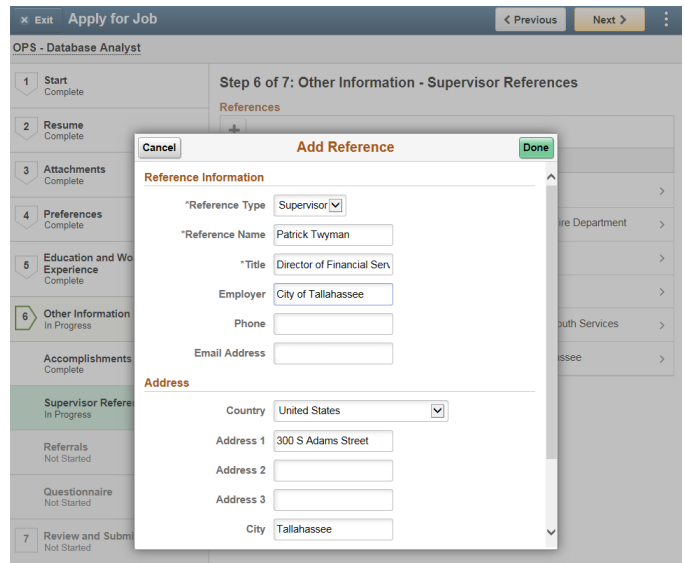
b) Memberships

If you hold a membership in an organization that is not listed on our application. Please contact Human Resources so we can add it to the system!

Click "Next >" when finished adding "Accomplishments" information to continue to the "Supervisor References" section of the application.
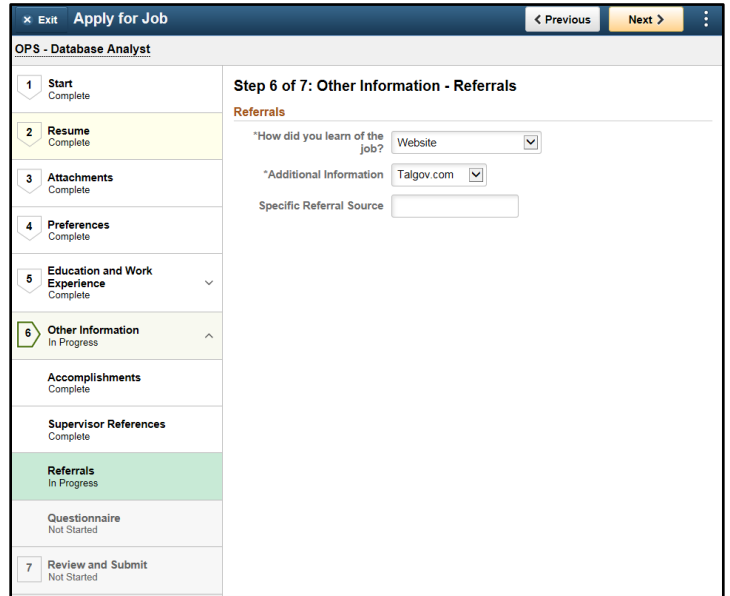
c) Supervisor References

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

Click "Next >" when finished adding "Supervisor References" information to continue to the "Referrals" section of the application.
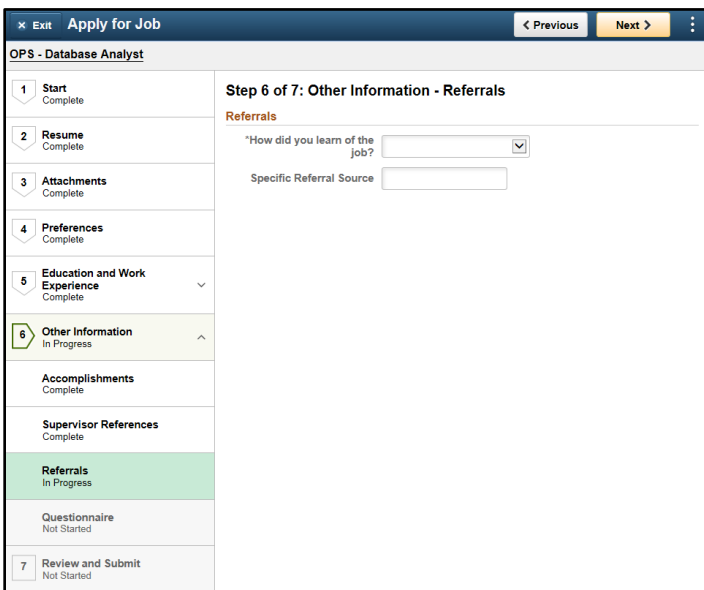
d) Referrals (*required)

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.

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

e) Questionnaire
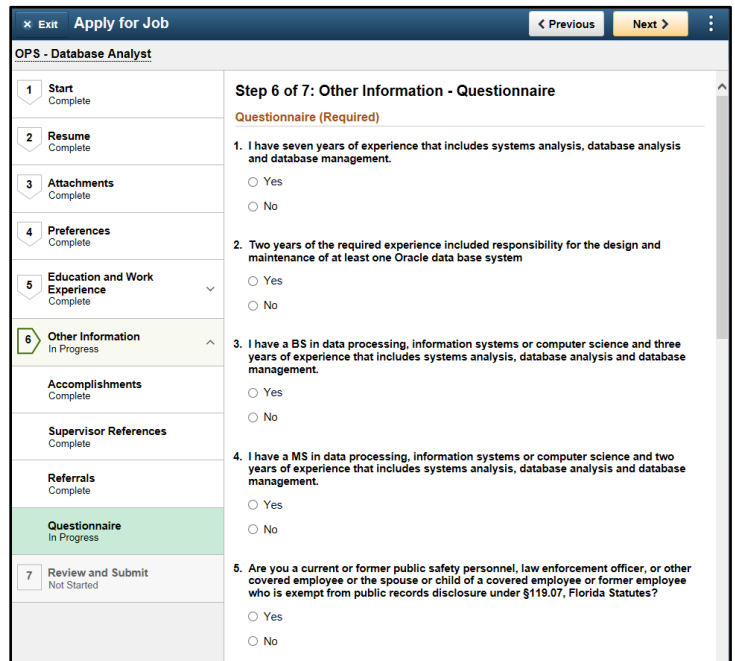
Please answer all questions in the questionnaire.

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.*

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

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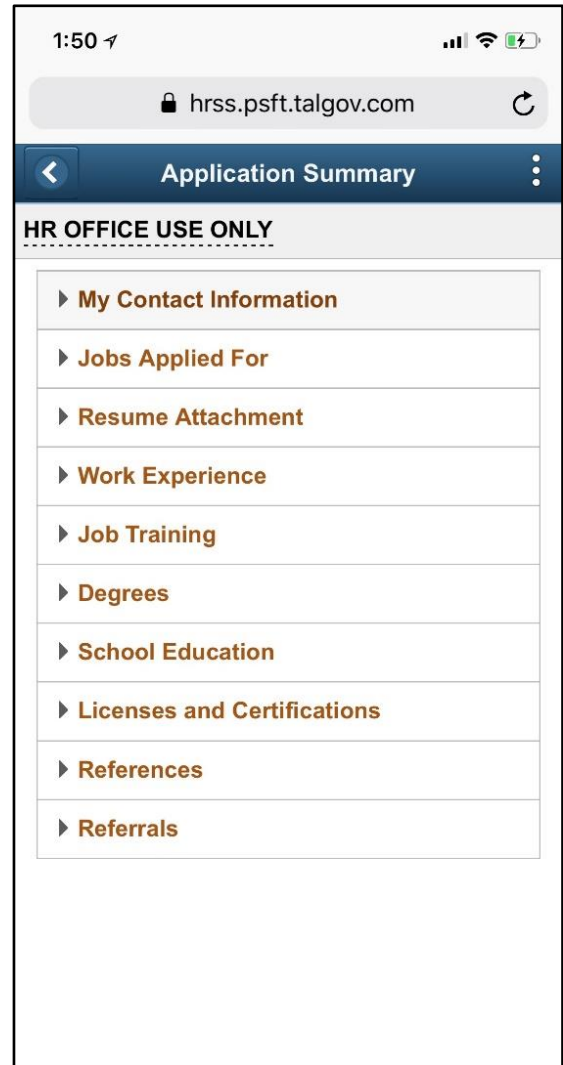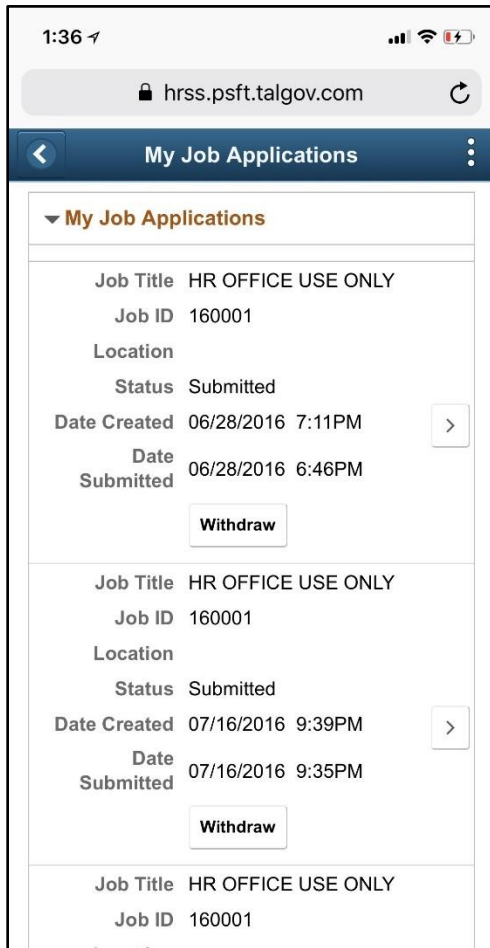
Click on the any of the dropdown menus to view data that was contained within a previously submitted application.

CITY OF TALLAHASSEE

New User Registration

New User Registration

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
*Postal	32301

*State	Florida
County	Leon

View Terms and Conditions

☑ I agree to the Terms and Conditions