

**Suggested Audience:**

Recruiters, hiring managers and human resource staff

**Details:**

The following questions and answers are intended to assist recruiters, hiring managers and human resource staff with the process of creating a requisition and reviewing candidates in the People First system.

**1. Are requisitions opened directly in the Performance & Talent Management system?**

No. In order to populate key position data, requisitions must be opened from the My Direct Reports > Positions > Open/Close Vacancy screen in People First.

**2. Is the user who opens the requisition assigned as the hiring manager?**

Yes. The hiring manager assigned on the requisition is the user who opens the vacancy in People First, someone who may be different from the supervisor of the position.

**3. Will a Service Center staffing specialist be assigned to assist the hiring manager in preparing the requisition for posting?**

Yes. A staffing specialist is assigned to assist the hiring manager with completing the requisition process. The staffing specialist will contact the hiring manager within four business hours of the opening of the requisition.

**4. Must all required fields be completed prior to saving a requisition?**

Yes. All required fields must be completed prior to saving the requisition.

**5. Can a requisition be used to hire more than one candidate?**

Yes. If the requisition is going to be used to hire more than one candidate, the Number of Openings must be updated to include the intended number of hires.

**6. Can a rolling requisition be posted?**

Yes. If posting a rolling requisition, update the Number of Openings field to 999 (9999 if hiring for more than 999 employees).

**7. If a candidate is marked as hired on a requisition, will the requisition automatically be closed?**

Yes. If a candidate is marked as hired and the Number of Openings field for the requisition is one, the requisition will be closed and all non-selected candidates will be dispositioned.

**8. If a candidate is marked as hired on a requisition that is still posted on the job site, will the requisition automatically be closed from the job site?**

Yes. If a candidate is marked as hired and the Number of Openings field for the requisition is one, the requisition will be closed from the job site and all non-selected candidates will be dispositioned.

**9. Can a hiring manager create a requisition that is internal to his or her agency and allow submissions only from candidates employed at that agency?**

No. The hiring manager may indicate a requisition as internal in the announcement type or posting description or when asking qualifying questions, but the requisition cannot be limited to internal candidates only.

**10. Can a hiring manager create a controlled posting that is available only through a direct URL link (not posted on the applicant site)?**

Yes. To create a controlled posting (known as a private posting), the hiring manager should mark the announcement type as internal, and, when working with the Service Center to post the requisition, advise the Service Center to post as an external private posting. The Service Center specialist will then provide the hiring manager the direct URL for controlled distribution.

**11. Can a requisition be created for and posted to multiple locations (city, state or ZIP code) or as a statewide job vacancy?**

No. Each job vacancy must be designated to only one location (city, state and ZIP code) in order to provide applicants with dynamic searching features (search by city and ZIP code radius). It is recommended that agencies include bolded text at the top of any requisition that is being advertised as statewide or multi-location that clearly explains where the vacancy will be filled.

**12. Can the hiring manager save qualifying questions to be used when creating future requisitions?**

Yes. Qualifying questions can be saved as personal qualifying questions by each hiring manager. Once a user creates personal qualifying questions, he or she can apply the questions to future requisitions.

*NOTE: Refer to the [Hiring Center User Guide](#) for additional information.*

**13. Can qualifying questions that the candidate must answer correctly to be considered for the job (disqualifier questions) be included on requisitions?**

Yes. A qualifying question can be designated as Disqualifier, which automatically places candidates into the Automatic Disqualified status if the answer provided does not match the desired answer.

*Note: This option does not apply to questions that allow free-form entry.*

**14. If a qualifying question is marked as a disqualifier question and the candidate incorrectly answers the question, will the candidate receive a disposition email?**

Yes. If a candidate incorrectly answers a disqualifier question, the candidate will receive a disposition email 24 hours after applying to the vacancy.

**15. Can qualifying questions be designated as required?**

Yes. All qualifying questions that the applicant must answer should be designated as required.

**16. Can qualifying questions be scored?**

Yes. All qualifying questions should be designated as scored.

**17. Can qualifying questions be assigned a weight?**

Yes. The hiring manager can assign a weight to each qualifying question. However, it is recommended that the hiring manager obtain approval from his or her human resource office prior to doing so.

**18. Can standard approvers be added to requisitions?**

Yes. Approvers must be added to each individual requisition. There is no process for automatically adding approvers by agency, organization, etc.

*Note: Each requisition must be approved by at least one user other than the hiring manager.*

**19. Can the hiring manager add users who require access to the requisition who are not approvers?**

Yes. The hiring manager should add any needed team members when the requisition is in draft status. Otherwise, he or she will need to work with the assigned Service Center staffing specialist to add additional team members after the requisition has been approved or posted.

*Note: The hiring manager may also create a recruiting team that he or she can apply to each requisition. Refer to the [Hiring Center User Guide](#) for additional information.*

**20. Can the hiring manager add the requisition posting dates when creating a requisition?**

Yes. Hiring managers will add requested posting and closing dates to each requisition. Once all approvals have been completed, the Service Center staffing specialist will contact the hiring manager if the dates need adjusting (i.e., either the requested posting date or closing date has passed).

**21. Will the Service Center staffing specialist still perform quality checks prior to the job vacancy being posted?**

Yes. The Service Center staffing specialist will perform the quality checks after all requisition approvals have taken place. If additional information is needed, the staffing specialist will contact the hiring manager for clarification.

**22. Once the requisition has posted, can updates be made?**

Yes. After the requisition has posted, the hiring manager must contact the assigned Service Center specialist if updates are required. However, updates are limited to grammatical updates or the extension of a closing date. All other changes require the requisition to be closed and a new job vacancy to be posted.

**23. Can the hiring manager make notes on individual candidate submissions?**

Yes. The hiring manager can add notes and comments that will be included on the candidate's record.

*Note: All notes entered are subject to public records requests.*

**24. Can the hiring manager move candidates between categories in the talent pipeline?**

Yes. The hiring manager has the option to move candidates into predefined categories during the review process. This will help the hiring manager during the candidate assessment process.

**25. Can the hiring manager and/or appropriate HR user notate applicable Veterans' Preference (VP)?**

Yes. Updates can be applied, viewed and reported for each applicable applicant's VP status. These VP updates include the agency eligibility and category of preference. The applicant's selection and Service Center notation of VP eligibility and category are also available for viewing and reporting.

**26. Can the hiring manager email candidates directly, including sending disposition letters?**

Yes. The hiring manager has access to email candidates.

**27. Can the hiring manager notate candidates as hired without assistance from the People First Service Center?**

Yes. The hiring manager will have the ability to notate hired candidates by selecting the candidate and moving them to the Hired category.

**28. Will the People First Service Center be available to assist with dispositioning and notating hired candidates?**

Yes. The People First Service Center will provide assistance upon the hiring manager's request.

**29. Will candidates automatically be sent disposition emails?**

Yes. If a candidate is moved to a disposition category or another candidate is marked as Hired, the disposition emails will be sent out.

*Note: Candidates in the Reject – No Email category are not sent a disposition email.*

**30. Is bulk printing of applicant details available?**

Yes. Bulk printing of the applicant's profile (including answers to qualifying questions), application, resume and cover letter is available. However, any additional attachments will not bulk print.

For People First **system-related recruiting process questions**, contact one of the following Department of Management Service's People First team members:

- Trae Leonard – [Trae.Leonard@DMS.MyFlorida.com](mailto:Trae.Leonard@DMS.MyFlorida.com) or 850-487-1620
- Steve Eaton – [Stephen.Eaton@DMS.MyFlorida.com](mailto:Stephen.Eaton@DMS.MyFlorida.com) or 850-487-4484