



Human Resources

Carolyn Horwich, Esq.
Director of Human Resources
May 15, 2017

Objectives

- Orient new Human Resources staff
- Update current staff on JAC Human Resources transitions





What we do . . .



- Requests to Fill
- New Hires
- Position Descriptions
- Benefits (pre-tax insurance)
- Benefits (post-tax through CAS)
- Parking & Transit
- Retirement
- Personnel Action Requests

3



What we do . . .



- Set up Master Login for DFS Employee Information Center
- Employment Verifications
- Leave Payouts
- Rate Reports
- Monthly Reports
- Reemployment Assistance - CONNECT
- Issue Memoranda

4

What we do . . .

- Serve as E-Verify Administrator
- Act as information conduits
- Distribute links to employment posters
- Secure statewide training
- Submit Pay Plans to Leadership
- Collect and submit Lump Sum Bonus Plans
- Link Circuits with EAP (e4Health)



5

What we don't do . . .

- Provide legal advice
- Interpret statutes or rules
- Speak directly with your employees



6

Resources

- Pay Plans
- Statutes
- Administrative Rules
- General Appropriations Act
- Federal Law



7

Who we are . . .

- Carolyn Horwich – Director
- Andy Snuggs – Deputy Director
- Jamie Johnson, Kevin Garland, Loraine Cole, Kathy Prehoda -- Payroll and more
- Jennifer Henderson, Jessica Kranert – Retirement
- Amy Maros – Benefits, Requests to Fill
- Amber Moore – Benefits, Position Management, Parking, Reemployment Assistance
- Monica Thomas –New Hires, Reemployment Assistance



8

JUSTICE ADMINISTRATIVE COMMISSION

Recent and Upcoming Transitions

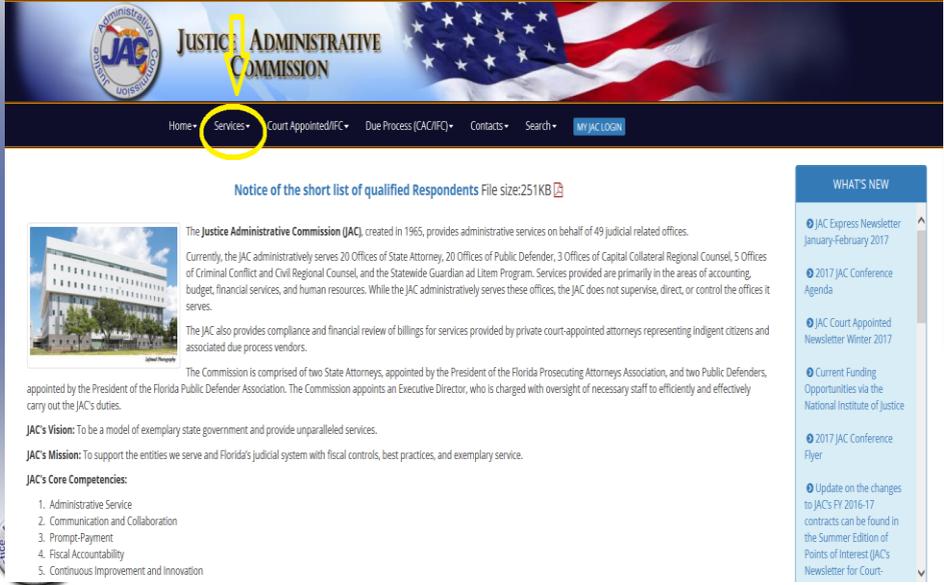
- Moving to Laserfiche
- E-Verify
- Website
- Always innovating




9

SESSION

Website: www.justiceadmin.org




JUSTICE ADMINISTRATIVE COMMISSION


[Home](#) • [Services](#) • [Court Appointed/IFC](#) • [Due Process \(CAC/IFC\)](#) • [Contacts](#) • [Search](#) • [MY LOGIN](#)

[Notice of the short list of qualified Respondents](#) File size:251KB 



The **Justice Administrative Commission (JAC)**, created in 1965, provides administrative services on behalf of 49 judicial related offices.

Currently, the JAC administratively serves 20 Offices of State Attorney, 20 Offices of Public Defender, 3 Offices of Capital Collateral Regional Counsel, 5 Offices of Criminal Conflict and Civil Regional Counsel, and the Statewide Guardian ad Litem Program. Services provided are primarily in the areas of accounting, budget, financial services, and human resources. While the JAC administratively serves these offices, the JAC does not supervise, direct, or control the offices it serves.

The JAC also provides compliance and financial review of billings for services provided by private court-appointed attorneys representing indigent citizens and associated due process vendors.

The Commission is comprised of two State Attorneys, appointed by the President of the Florida Prosecuting Attorneys Association, and two Public Defenders, appointed by the President of the Florida Public Defender Association. The Commission appoints an Executive Director, who is charged with oversight of necessary staff to efficiently and effectively carry out the JAC's duties.

JAC's Vision: To be a model of exemplary state government and provide unparalleled services.

JAC's Mission: To support the entities we serve and Florida's judicial system with fiscal controls, best practices, and exemplary service.

JAC's Core Competencies:

1. Administrative Service
2. Communication and Collaboration
3. Prompt-Payment
4. Fiscal Accountability
5. Continuous Improvement and Innovation

WHAT'S NEW

-  [JAC Express Newsletter January-February 2017](#)
-  [2017 JAC Conference Agenda](#)
-  [JAC Court Appointed Newsletter Winter 2017](#)
-  [Current Funding Opportunities via the National Institute of Justice](#)
-  [2017 JAC Conference Flyer](#)
-  [Update on the changes to JAC's FY 2016-17 contracts can be found in the Summer Edition of Points of Interest \(JAC's Newsletter for Court-](#)

SECTION

JAC Human Resources Website



JUSTICE ADMINISTRATIVE COMMISSION



Home
Services
Court Appointed/IEC
Due Process (CAC/IFC)
Contacts
Search
MYJAC LOGIN

- JAC Home
- Human Resources - Home
- Americans with Disabilities Act (ADA)
- Benefits
- Payroll
- Contacts
- Deferred Compensation
- Ethics & Financial Disclosure
- FAQs
- FLSA
- FMLA
- Forms
- Job Postings
- Memoranda
- Post-Tax Benefits

JAC Home / Human Resources

Human Resources

Welcome

The Human Resources Section is just that -- your *resource* for personnel matters. For those we administratively serve, we hope to be your bridge between you and state and federal offices. And for all employees, we strive to provide you with the most up to date and accurate information possible. In this way, state employees get the support that public servants deserve.

Sections of Interest

- Americans with Disabilities Act (ADA)
- Benefits
- Payroll
- Contacts
- Deferred Compensation
- Ethics and Financial Disclosure
- Frequently Asked Questions (FAQ)
- Fair Labor Standards Act (FLSA)
- Family Medical Leave Act (FMLA)
- Forms
- Job Postings
- Memoranda
- Quick Links - Human Resources
- Reemployment Assistance & CONNECT
- Retirement

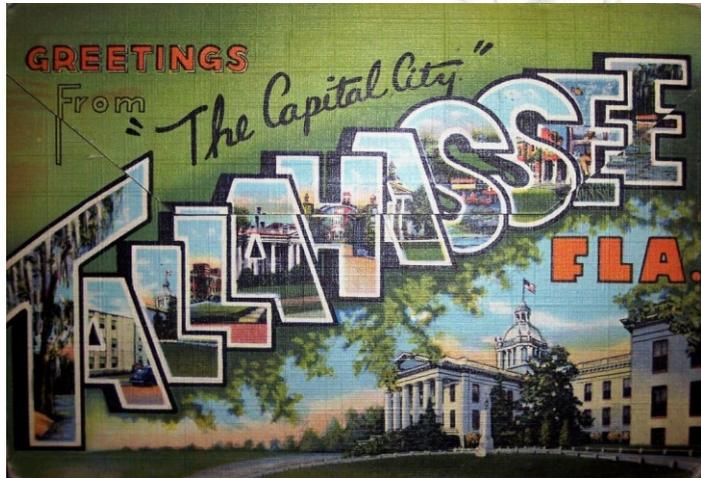
** PDF files may be viewed with the latest free Adobe Acrobat Reader® plug-in.
 ** ☞ denotes a link that opens in a new browser window.

SECTION

Legislative News

JUSTICE ADMINISTRATIVE COMMISSION





12



Contact Information

- **Payroll** email at payrollgroup@justiceadmin.org
- **Benefits** email at benefits@justiceadmin.org
- **Retirement** email at retirementcoordinator@justiceadmin.org
- **Post-Tax Benefits** at posttaxbenefits@justiceadmin.org
- **Requests to Fill** (job postings) at jobpostings@justiceadmin.org

13



Contact Information

Carolyn Horwich

Carolyn.Horwich@justiceadmin.org

(850)488-2415, ext. 290

14

Questions





Request to Fill Vacancy

Carolyn Horwich, Esq.
Director of Human Resources
May 15, 2017

What . . .

- A Request to Fill (RTF) is a job posting
- People First job site



JUSTICE ADMINISTRATIVE COMMISSION

Why . . .



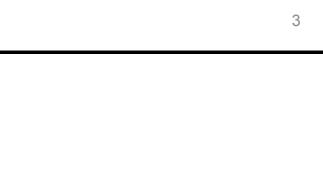
- Free
- On the Internet
- Apply online
- Storage
- Easy

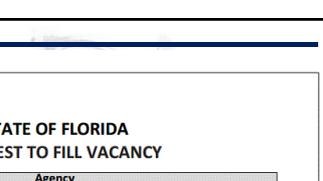


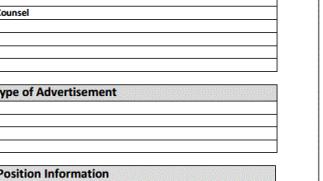


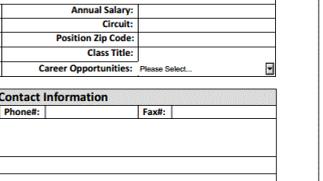


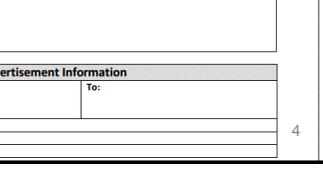
















Standard Language

The State of Florida is an Equal Opportunity Employer/Affirmative Action Employer and does not tolerate discrimination or violence in the workplace.

Applicants requiring a reasonable accommodation, as defined by the Americans with Disabilities Act, must notify the agency hiring authority. Notification to the hiring authority must be made in advance to allow sufficient time to provide the accommodation.

The State of Florida supports a Drug-Free workplace. All employees are subject to reasonable suspicion drug testing in accordance with s. 112.0455, Florida Statutes, Drug-Free Workplace Act.

5



Job Posting Tips

- Include how you want applicants to apply
- Include special instructions
- Consider using qualifying questions
- Review advertisement for accuracy
- Use correct terminology (e.g., The Florida Bar)
- Avoid outdated class specifications
- Submit a day or two before you want the advertisement posted
- Use the job posting email address:
jobpostings@justiceadmin.org

6



Get/Send the RTF Form

- Get the form from our website
 - <https://www.justiceadmin.org/>
 - Human Resources > HR Forms >
 - Download Request to Fill Vacancy Form, PDF or MS Word format
- Do a “save as” for your records
- Email form to jobpostings@justiceadmin.org



Get/Send the Form v.2



JAC Home / Human Resources / Job Postings

Job Postings

The **Request to Fill (Job Postings)** email, jobpostings@justiceadmin.org, is for your advertising needs. If you have a vacancy to fill and would like to take advantage of the free service through the People First job site, simply complete a **Request to Fill Vacancy Form** [PDF](#) NEW [MS Word](#) NEW and submit it to the Request to Fill (Job Postings) email, jobpostings@justiceadmin.org.

- The **Request to Fill (Job Postings)** email at jobpostings@justiceadmin.org
- GoToMeeting Video - "The People First Job Site & Job Postings" (MP4 38.6MB) (WEBM 47.4MB) (OGV 203MB) - 02/23/2017



FAQ's about the RTF Form

Q-Is it required we use People First for job postings?

A-Since we are not a State Personnel Agency, there is not a requirement that we use People First for job advertisements.

Q- Is there a set number of days a job posting must be up or can stay on the People First Job site?

A- People First does not have a minimum amount of time a position has to be posted. You should consult your agency's internal policies to make sure they don't have a minimum time. There is an initial six month limit. However, the time can be extended if needed.



FAQ's about the RTF Form

Q- Can non-FTE positions be advertised on People First?

A- Yes, non-FTE positions, such as OPS and contracted positions, can also be advertised on People First.

Q- If we advertise on People First, are we required to accept online applications?

A- No, the use of the online application process is not required. However, it is encouraged.



People First Job Site

- On January 1, 2017, People First launched a new public employment website along with an updated Performance & Talent Management module.

11



Changes

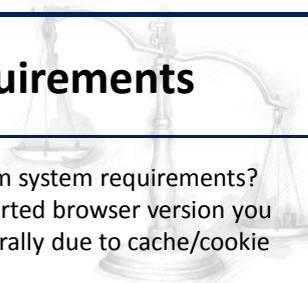
- The State of Florida application is no longer supported by DMS.
- Applicants who apply directly to your agency can no longer be added to your online applicant list if they are hired.
- The agencies JAC serves no longer are considered separate from JAC proper on the job site.

12

JUSTICE ADMINISTRATIVE COMMISSION

The Basics – System Requirements

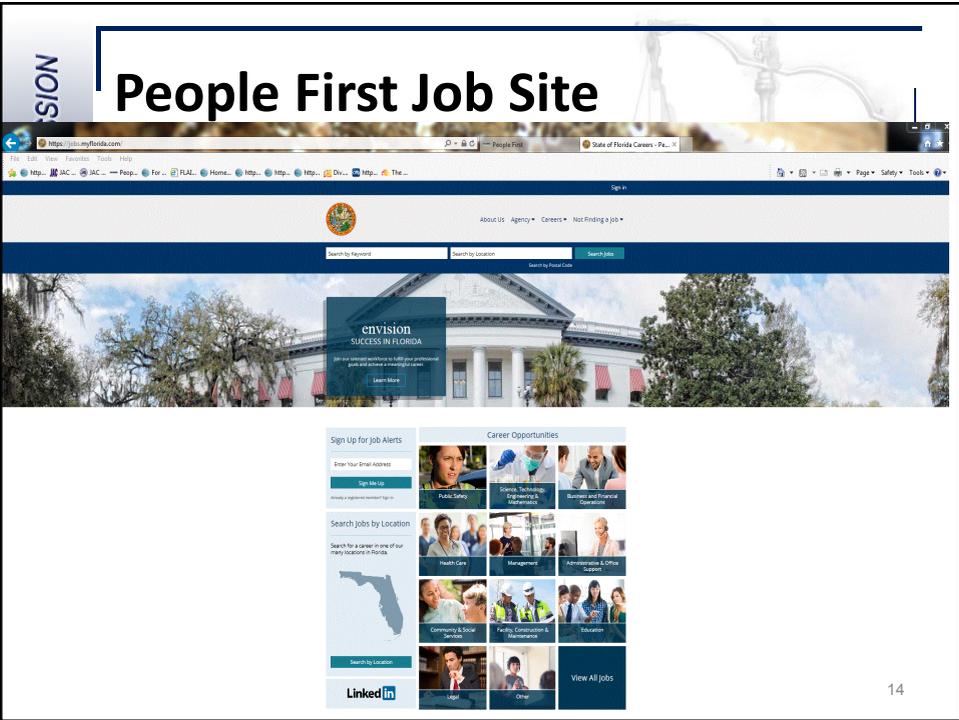
- Why should you worry about the minimum system requirements? **User Experience!!!** If you use a non-supported browser version you may experience technical difficulties generally due to cache/cookie issues
 - Browsers – Internet Explorer 11 (note IE 9 and 10 are not supported in the Performance & Talent Management System), Latest version of Firefox
 - Platforms – Windows Vista, Windows 7 or 8; Apple Mac OS X Lion (10.7) or higher
 - Refer to Memoranda 002-17HR-People First Job Site for additional information <https://www.justiceadmin.com/HR/HRMemos/002-17HR%20-%20People%20First%20Job%20Site.pdf>
 - Make sure your network team knows about these changes




13

COMMISSION

People First Job Site



The screenshot shows the homepage of the People First Job Site. At the top, there is a navigation bar with links for 'About Us', 'Agency', 'Careers', and 'Not Finding a Job?'. Below this is a search bar with three input fields: 'Search by Keyword', 'Search by Location', and 'Search jobs'. A large banner image features a classical building with columns and the text 'envision SUCCESS IN FLORIDA'. Below the banner, there are several sections: 'Sign Up for Job Alerts' with an email input field and a 'Sign Me Up' button; 'Search jobs by Location' with a map of Florida and a 'Search by Location' button; and 'Career Opportunities' with a grid of job categories including Public Safety, Science, Technology, Engineering & Mathematics, Business and Financial Operations, Health Care, Management, Information Systems & Office Support, Community & Social Services, Family, Consumer & Administrative, Education, Legal, and Other. A 'View All Jobs' button is also present. A LinkedIn logo is visible in the bottom left corner of the page.

14



Career Opportunities Page

LEGAL

Results 1 - 25 of 29

Job Title	Location	Posting Date	Career Category
STATE ATTORNEY'S OFFICE 1ST CIRCUIT, ASSISTANT STATE ATTORNEY - 21000459	SHALIMAR, FL, US, 32579	Feb 21, 2017	Legal
ASSISTANT STATE ATTORNEY'S OFFICE 1ST CIRCUIT, ASSISTANT STATE ATTORNEY - 21004130	PENSACOLA, FL, US, 32591	Feb 21, 2017	Legal
STATE ATTORNEY'S OFFICE, FIRST CIRCUIT - DEFUNIAK SPRINGS			



Job Posting

Search by Keyword Search by Location Search Jobs Search by Postal Code

< Back to search results Share this job

STATE ATTORNEY'S OFFICE, FIRST CIRCUIT-ASSISTANT STATE ATTORNEY - 21015200 Apply Now

Date: Feb 21, 2017
 Location: DEFUNIAK SPRINGS, FL, US, 32435

The State Personnel System is an E-Verify employer. For more information click on our E-Verify website.

Requisition No: 4855
 Agency: Justice Administrative Commission
 Working Title: STATE ATTORNEY'S OFFICE, FIRST CIRCUIT-ASSISTANT STATE ATTORNEY - 21015200
 Position Number: 21015200
 Salary: \$40,000.00
 Posting Closing Date: 03/10/2017

Entry level attorney position responsible for prosecuting criminal cases for the State Attorney's Office, First Judicial Circuit of Florida.



After Posting

- Your Request to Fill has been posted. Now what?
 - If you are not accepting online applications
 - Once it is verified that you are finished with the RTF, JAC will have it closed
 - If you are accepting online applications
 - You review candidates who applied through People First
 - You complete your internal hiring process
 - You let JAC know whom you hired and when they started
 - Once that information is received JAC will close out the RTF

17



Who Can Review Candidates

- Anyone who was assigned as a team member to the RTF.
 - Team member must have an R or U security code in People First.
 - R code allows for the employee to see their individual information and the RTF they are assigned to only.
 - U code allows for the employee to see their individual information and the information of all the employees employed with your agency.
 - *U codes are usually restricted to HR personnel only.
- Hiring managers - by default (JAC staff).

18



The Basics – Accessing the New Performance & Talent Management System

- Navigation to the New Performance & Talent Management System is the same navigation as used to access the previous system
 - Log in to People First at www.PeopleFirst.myflorida.com
 - Select the Performance & Talent Management link in the menu navigation bar to launch the New Performance & Talent Management system



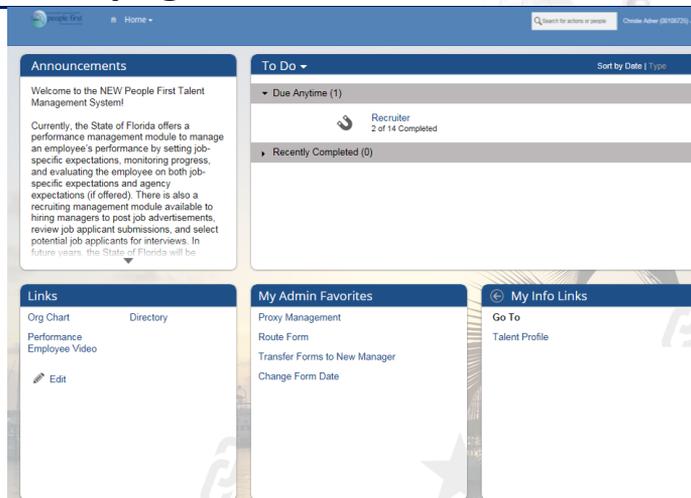
Retrieving Applicants

The screenshot shows the PeopleFirst HR system interface. At the top, there is a navigation bar with the following items: Home, Management, PAR, Employee Information, Health & Insurance, **Performance & Talent Management** (highlighted with a red box), Training, and Org Management. Below the navigation bar, the user is logged in as 'AMY MAROS - SENIOR HUMAN RESOURCES SPECIALIST'. The main content area is titled 'My Home Page' and contains several sections: 'My Quick Links' (listing various HR services), 'My Tasks Due' (showing a table for tasks needing action or approval), 'My Alerts (1)' (showing a notification about physical check information), 'Helpful Websites' (listing external links), and 'Announcements' (showing a recent announcement for November 03, 2016).

Performance & Talent Management login page



Performance & Talent Management home page



Recruiting

Search for actions or people AMY MAROS (0060187)

Job Requisitions Preferences Candidates

Job Requisitions

Reports

Items per page 50 Page 1 of 1

Filter Job Requisitions: All job requisitions Filter Options Display Options Highlight Job Title: Highlight Job Title

Job Title	Requisition ID	Staffing Specialist	Currently With	Candidates	Status	Job Progress
WORD PROCESSOR I - 2100730	1005	JaVonda Gaines		6 (3 New)	Open	E
SENIOR CHILD ADVOCATE MANAGER - 21014677	545	Mark Alers		-	Cancelled	Not Posted
SENIOR CHILD ADVOCATE MANAGER - 21014677	965	Lionel Leonard		-	Cancelled	Not Posted
SENIOR CHILD ADVOCATE MANAGER - 21014677	3617	Kathleen Nye		8 (3 New)	Open	Not Posted
SENIOR CHILD ADVOCATE MANAGER - 21013913	544	Mark Alers		8 (7 New)	Open	Not Posted
SENIOR CHILD ADVOCATE MANAGER - 21013142	964	JaVonda Gaines		6 (3 New)	Open	Not Posted
SECRETARY II - 21004238	3646	Mark Alers		49 (11 New)	Open	E
PROGRAM DIRECTOR - 21013160	593	Joseph Blue		16 (15 New)	Open	E
PROGRAM ATTORNEY - 21015158	562	Joseph Blue		7	Cancelled	Not Posted
PROGRAM ATTORNEY - 21015536	2450	JaVonda Gaines		5 (5 New)	Open	E
PROGRAM ATTORNEY - 21012827	1614	Mark Alers		8 (8 New)	Open	Not Posted
OPS JUSTICE ADMINISTRATION - 21892331	3614	Lionel Leonard		4 (4 New)	Open	E
OPS JUSTICE ADMINISTRATION - 21892331	3889	Kathleen Nye		1 (1 New)	Open	E
OPS JUSTICE ADMINISTRATION - 21892330	3613	Lionel Leonard		6 (6 New)	Open	E
OPS JUSTICE ADMINISTRATION - 21892228	3644	Mark Alers		-	Cancelled	Not Posted
OPS JUSTICE ADMINISTRATION - 21892225	3888	Kathleen Nye		1 (1 New)	Open	E
OPS JUSTICE ADMINISTRATION - 21891007	2350	JaVonda Gaines		69	Open	Not Posted
OPS JUSTICE ADMINISTRATION - 21820002	4042	Mark Alers		-	Open	E
OPS JUSTICE ADMINISTRATION - 21818003	3620	Lionel Leonard		5	Cancelled	Not Posted
OPS JUSTICE ADMINISTRATION - 21817010	3618	Lionel Leonard		39 (33 New)	Open	E
OPS JUSTICE ADMINISTRATION - 21897004	3615	Lionel Leonard		1 (1 New)	Open	E
OPS - 21892423	2338	Joseph Blue	Joseph Blue	-	Cancelled	Not Posted
OPS - 2131002	2097	Mark Alers		6 (6 New)	Open	Not Posted
LEGAL ASSISTANT/SECRETARY II - 21007705	3887	Kathleen Nye		8	Open	E
LEGAL ASSISTANT/SECRETARY I - 21010514	2077	Mark Alers		15	Cancelled	Not Posted
LEGAL ASSISTANT I - 21003294	2366	JaVonda Gaines		35 (1 New)	Open	Not Posted
INVESTIGATOR I - 21002022	2240	Joseph Blue		55	Open	Not Posted
CHILD ADVOCATE MANAGER - 21015847	599	Joseph Blue		34 (23 New)	Open	Not Posted
CHILD ADVOCATE MANAGER - 21015589	3619	Lionel Leonard		8 (8 New)	Open	E
CHILD ADVOCATE MANAGER - 21015550	3747	JaVonda Gaines		11 (11 New)	Open	E
CHILD ADVOCATE MANAGER - 21013972	543	Mark Alers		19 (15 New)	Open	Not Posted

Recruiting

Search for actions or people AMY M MAROS (00660187) on behalf of AMBER MOORE (00834071)

Job Requisitions Preferences Candidates

Job Requisitions

Reports

Items per page 25 Page 1 of 1

Filter Job Requisitions: All job requisitions Filter Options Display Options Highlight Job Title: Highlight Job Title

Job Title	Requisition ID	Hiring Manager	Staffing Specialist	Due	Candidates	Progress	Status	Updated	Age(Days)
SENIOR PROGRAM ATTORNEY - 21013021	2763	AMBER MOORE	Joseph Blue	02/23/2017	3 (3 New)	██████████	Open	02/07/2017	-
SENIOR PROGRAM ATTORNEY - 21013021	2669	AMBER MOORE	Joseph Blue	01/23/2017	-	██████████	Cancelled	02/02/2017	-
SENIOR CHILD ADVOCATE MANAGER - 21013142	964	AMY MAROS	JaVonda Gaines	01/10/2017	6 (3 New)	██████████	Open	01/24/2017	-
PROGRAM ATTORNEY - 21015536	3109	AMBER MOORE	Joseph Blue	01/27/2017	11 (11 New)	██████████	Open	02/07/2017	-
PROFESSIONAL ACCOUNTANT I - 21013458	2743	AMBER MOORE	Joseph Blue	01/24/2017	23	██████████	Open	02/09/2017	-
LEGAL ASSISTANT/SECRETARY I - 21010514	2077	AMY MAROS	Mark Alers	01/19/2017	15	██████████	Cancelled	02/01/2017	-
LEGAL ASSISTANT/SECRETARY I - 21010514	3073	AMBER MOORE	Joseph Blue	01/27/2017	15 (5 New)	██████████	Open	02/08/2017	-
LEGAL ASSISTANT/SECRETARY I - 21000197	2649	AMBER MOORE	Kathleen Nye	01/23/2017	8	██████████	Cancelled	01/27/2017	-
LEGAL ASSISTANT/SECRETARY I - 21008197	3071	AMBER MOORE	Joseph Blue	01/27/2017	11 (2 New)	██████████	Open	02/09/2017	-
ASSISTANT STATE ATTORNEY-UNDER MILLION - 21008324	2568	AMBER MOORE	Mark Alers	01/23/2017	6	██████████	Cancelled	02/01/2017	-
ASSISTANT STATE ATTORNEY-UNDER MILLION - 21008324	3072	AMBER MOORE	Joseph Blue	01/27/2017	-	██████████	Open	02/07/2017	-
ASSISTANT STATE ATTORNEY - 21001860	1007	AMY MAROS	JaVonda Gaines	01/10/2017	10 (9 New)	██████████	Open	01/20/2017	-
ASSISTANT PUBLIC DEFENDER - 21012630	1127	AMY MAROS	JaVonda Gaines	01/10/2017	7 (1 New)	██████████	Open	01/20/2017	-
ADMINISTRATIVE SPECIALIST II - 21012821	3016	AMBER MOORE	JaVonda Gaines	01/26/2017	39 (38 New)	██████████	Open	01/27/2017	-

people first Recruiting

Search for actors or people AMY M MAROS (0060187) on behalf of AMBER MOORE (0034071)

Job Requisitions Preferences Candidates

Job Requisition for PROFESSIONAL ACCOUNTANT I - 21013458

Job Requisition Detail Candidates (23) Job Postings (0) Candidate Search

Job Requisition Detail

Announcement Type: Open Competitive
 Requisition ID: 2743
 Status: Open

Job Information

Requisition Job Title: PROFESSIONAL ACCOUNTANT I - 21013458
 Position Number: 21013458
 Position Title: PROFESSIONAL ACCOUNTANT I
 Position Type: Full Time
 Employee Group: Excluded
 Employee Sub-Group: Justice Admin Comm.
 Number of Openings: 1
 Country: United States (US)
 Facility: F430751
 Address: 227 N BRONOUGH
 City: TALLAHASSEE
 State: Florida (US-FL)
 ZIP Code: 32301
 Country: Leon
 Organization Code: 213008000000000000000000
 FLAIR Org Code: 21300800000
 Background Screening: No Selection
 Driver's License: N - No Drivers License Required
 Job Code: 841444
 Job Family:
 Job Grade: 021
 FEN Job Category: Professionals

25

people first Recruiting

Search for actors or people AMY M MAROS (0060187) on behalf of AMBER MOORE (0034071)

Job Requisitions Preferences Candidates

PROFESSIONAL ACCOUNTANT I - 21013458 (2743) View Details

Job Postings (0) Candidate Search

Status: Open Hiring Manager: AMBER MOORE Age: 06

Talent Pipeline

Forwarded	Invited To Apply	New	Review	1st Interview	2nd Interview	Offer	Ready to Hire	Hired	Reject - No Email	Reject - email	Requisition Cancelled	Automatic Disqualified	Requisition Closed	Hired On Other Requisition
0	0	16	7	0	0	0	0	0	0	0	0	0	0	0

Candidates - View all candidates (23)

Action: 0 selected Display Options Highlight Candidate: Enter Applicant Name

Name	New	Status	Rating	Source	Candidate Source	Phone Number	Last Updated	Daytime Phone	Email Address
	New	N/A		Recruiting Marketing: CareerSite	Recruiting Marketing: CareerSite		02/05/2017		
	New	N/A		Recruiting Marketing: Direct	Recruiting Marketing: Direct		01/29/2017		
	New	N/A		Recruiting Marketing: CareerSite	Recruiting Marketing: CareerSite		02/01/2017		
	New	N/A		Recruiting Marketing: CareerSite	Recruiting Marketing: CareerSite		01/25/2017		
	New	N/A		Recruiting Marketing: Direct	Recruiting Marketing: Direct		01/26/2017		
	Review	N/A		Recruiting Marketing: Direct	Recruiting Marketing: Direct		02/09/2017		
	Review	N/A		Recruiting Marketing: CareerSite	Recruiting Marketing: CareerSite		02/01/2017		
	Review	N/A		Recruiting Marketing: CareerSite	Recruiting Marketing: CareerSite		02/01/2017		
	Review	N/A		Recruiting Marketing: Direct	Recruiting Marketing: Direct		02/01/2017		
	New	N/A		Recruiting Marketing: CareerSite	Recruiting Marketing: CareerSite		02/02/2017		
	Review	N/A		Recruiting Marketing: Other	Recruiting Marketing: Other		02/01/2017		
	New	N/A		Recruiting Marketing: CareerSite	Recruiting Marketing: CareerSite		02/01/2017		
	New	N/A		Recruiting Marketing: Direct	Recruiting Marketing: Direct		02/07/2017		
	Review	N/A		Recruiting Marketing: CareerSite	Recruiting Marketing: CareerSite		02/01/2017		
	New	N/A		Recruiting Marketing: CareerSite	Recruiting Marketing: CareerSite		01/20/2017		
	New	N/A		Recruiting Marketing: CareerSite	Recruiting Marketing: CareerSite		01/27/2017		
	New	N/A		Recruiting Marketing: CareerSite	Recruiting Marketing: CareerSite		02/01/2017		
	New	N/A		Recruiting Marketing: CareerSite	Recruiting Marketing: CareerSite		01/27/2017		
	New	N/A		Recruiting Marketing: CareerSite	Recruiting Marketing: CareerSite		02/01/2017		
	New	N/A		Recruiting Marketing: Google	Recruiting Marketing: Google		02/03/2017		
	New	N/A		Recruiting Marketing: CareerSite	Recruiting Marketing: CareerSite		01/30/2017		
	Review	N/A		Recruiting Marketing: CareerSite	Recruiting Marketing: CareerSite		02/01/2017		
	New	N/A		Recruiting Marketing: Direct	Recruiting Marketing: Direct		02/05/2017		

Questions

