

1. Log In with Single Sign-On

Set your web address to <http://www.montgomerycountymd.gov/eportal>

Click on Oracle Employee Self Service (ESS) under MCG – Enterprise Resource Planning (ERP)

MONTGOMERY COUNTY MARYLAND Monday, Jan

Welcome [Redacted]

MCG - Enterprise Resource Planning (ERP)

- [Oracle eBusiness \(EBS\) V 12.1.3](#)
- Montgomery County Core Financials and HCM / Payroll**
Financials (Purchasing, Accounts Payable, Accounts Receivable, General Ledger, Fixed Assets and Projects and Grants)
HCM / Payroll (Core HR, Manager Self Service, Oracle Advanced Benefits, Labor Distribution and Payroll)
Available 6:00 AM to 7:00 PM Monday through Friday
- [Oracle Employee Self Service \(ESS\)](#)
Employee Self Service (ESS) - Personal Information, Pay Slip, Emergency Contact Info., Employment Verification, Tax Forms, Total Compensation.
Also available through the internet
- [PeopleSoft / Pension Administration](#)
- [Enterprise Business Intelligence \(BI\) and Reporting](#)
MCG Reporting Applications are complete Business Intelligence solutions that deliver intuitive role-based intelligence

2. Click on MCG HR iRecruitment Employee

ORACLE E-Business Suite Favorites Logout Preferences Hel

Logged In As P

Oracle Applications Home Page

Worklist Full List

From	Subject	Sent
There are no notifications in this view.		

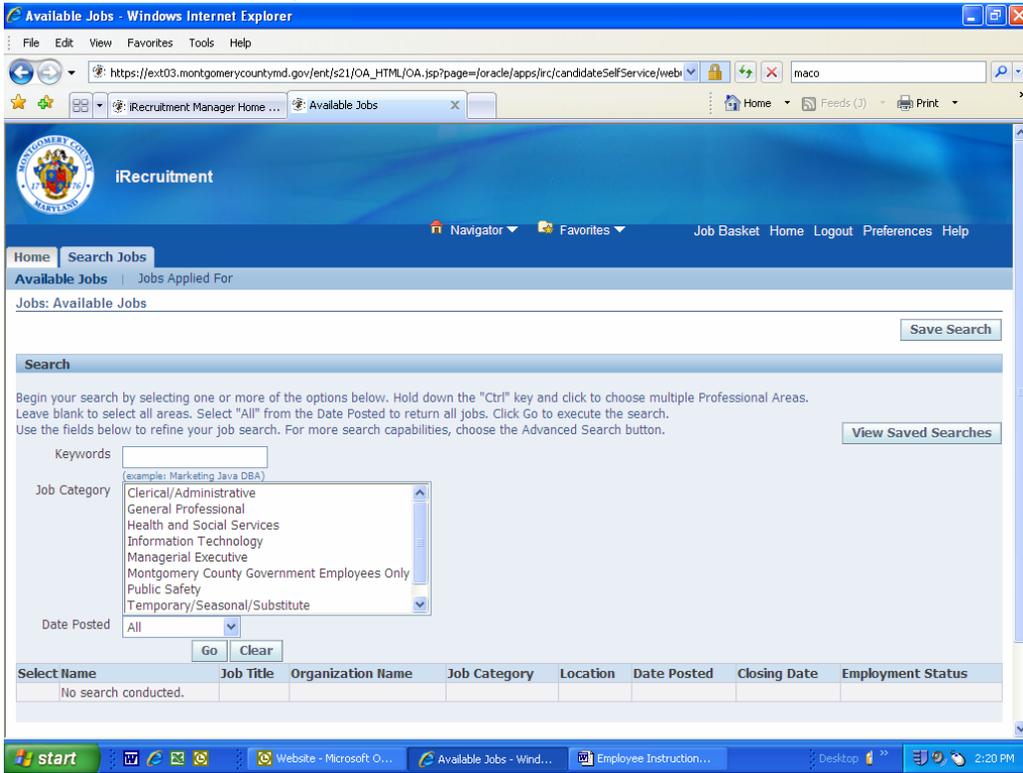
✓ TIP [Vacation Rules](#) - Redirect or auto-respond to notifications.
✓ TIP [Worklist Access](#) - Specify which users can view and act upon your notifications.

Navigator Personalize

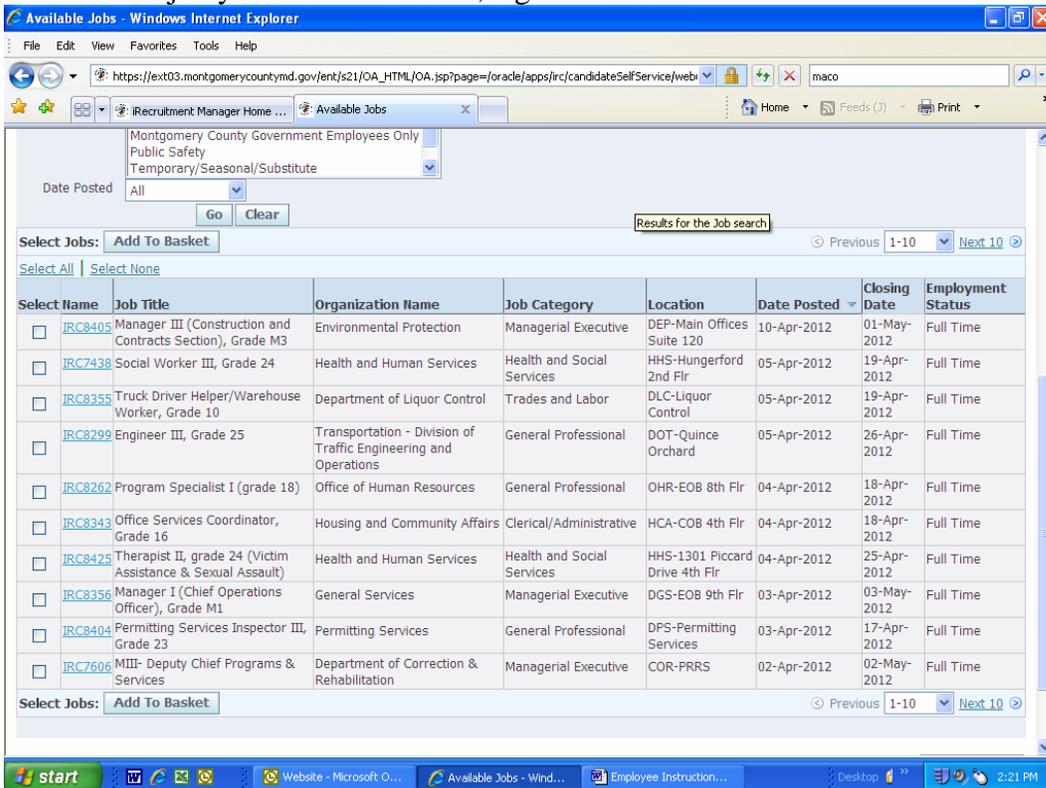
- MCG HR Employee Self-Service
- MCG HR iRecruitment Employee

Please select a responsibility.

3. Click “Search Jobs”, then click “Go”



4. A list of jobs will be listed below. Review the jobs listed, and click on the link for the Name of the job you are interested in, e.g. IRC8405.



5. Review the details of the job including the preferred criteria, and click on the “Apply Now” button to upload your resume and proceed with your application.

The screenshot shows a Windows Internet Explorer browser window displaying the 'iRecruitment' website. The address bar shows the URL: https://ext03.montgomerycountymd.gov/ent/s21/OA_HTML/OA.jsp?page=/oracle/apps/irc/candidateSelfService/webi. The browser tabs include 'iRecruitment Manager Home ...' and 'Job Details'. The website header features the Montgomery County, Maryland logo and the text 'iRecruitment'. A navigation bar contains links for 'Navigator', 'Favorites', 'Job Basket', 'Home', 'Logout', 'Preferences', and 'Help'. Below the navigation bar, there are tabs for 'Home' and 'Search Jobs'. The search results show 'Search Jobs: Available Jobs >' and 'Job: IRC8405'. On the right side of the job listing, there are three buttons: 'Add To Basket', 'Refer', and 'Apply Now'. The main content area is titled 'Description' and lists the following job details:

Job Title	Manager III (Construction and Contracts Section), Grade M3
Location	DEP-Main Offices Suite 120
Organization Name	Environmental Protection
Medical Exam	Medical History
Background Investigation	No
Financial Disclosure	Yes
Job Description	

Closing Date: May 1, 2012

The position manages the Construction and Contract Management Section in the Watershed Management Division, Department of Environmental Protection. The position serves as the Contract Administrator for construction contracts for the Division, works closely with permitting agencies, coordinates construction efforts with internal and external County agencies, Maryland Department of Environment, and multiple sections within the Watershed Management Division supporting the Municipal Separate Storm Sewer System (MS-4).

As a manager/supervisor of unionized employees, this position has a responsibility for fostering a positive labor relations environment based on mutual trust, respect, and cooperation.

The Windows taskbar at the bottom shows the 'start' button, several application icons, and the system tray with the time '2:22 PM'.

6. Step 1 of 4: Review Account

Select the recruiting address, update your phone numbers and upload your resume.

Apply Now: Enter Application Details - Windows Internet Explorer

File Edit View Favorites Tools Help

https://ext03.montgomerycountymd.gov/ent/s21/OA_HTML/OA.jsp?page=/oracle/apps/irc/candidateSelfService/webi... maco

Recruitment Manager Home ... Apply Now: Enter Applica... Home Feeds (1) Print

Last Name Peck
First Name Eunice
Middle Name Y
Suffix
Email eunice.peck@montgomerycountymd.gov

Address [Return to Top](#)

Recruiting Address

Phone Numbers [Return to Top](#)

	Phone Number	Times to Call
Home	<input type="text"/>	<input type="text"/>
Mobile	<input type="text"/>	<input type="text"/>
Work	240-777-5040	Any

Documents [Return to Top](#)

File Name	File Type	Upload Date	Description	Delete
No results found.				

Resume [Return to Top](#)

To upload your resume to your account click Upload Resume. You MUST upload a resume for each position you are applying for, even if you have already uploaded a resume for a previous vacancy. [Click here to upload your resume](#)

start | Sent Items - Microsof... | Apply Now: Enter Ap... | Employee Instruction... | Desktop | 2:49 PM

7. After you upload your resume you should see the document under the section “Documents”. Click on “Next”.

Apply Now: Enter Application Details - Windows Internet Explorer

File Edit View Favorites Tools Help

Address [Return to Top](#)

Recruiting Address

Phone Numbers [Return to Top](#)

	Phone Number	Times to Call
Home	<input type="text"/>	<input type="text"/>
Mobile	<input type="text"/>	<input type="text"/>
Work	240-777-5040	Any

Documents [Return to Top](#)

File Name	File Type	Upload Date	Description	Delete
Employee Instructions.doc	Resume	10-Apr-2012	Sample Test Resume	

[List of Documents](#)

Resume [Return to Top](#)

To upload your resume to your account click Upload Resume. You MUST upload a resume for each position you are applying for, even if you have already uploaded a resume for a previous vacancy. [Click here to upload your resume](#)

Home Search Jobs Job Basket Home Logout Preferences Help

Privacy Statement

start | Sent Items - Microsof... | Apply Now: Enter Ap... | Employee Instruction... | Desktop | 2:54 PM

8. Step 2 of 4: Enter Application Details

Enter EEO (optional) and other Application Details. Click on “Next”.

Application: Other Info IRC8355
* Indicates required field

Cancel Back Step 2 of 4: Enter Application Details Next

Equal Employment Opportunity

As part of Montgomery County's EEO & Diversity Management Program and as required by the Department of Justice, we are required to maintain workforce statistics by race/ethnicity and gender. Furnishing this information is strictly voluntary and relies upon self-identification. It is confidential and will be used for data collection and reporting purposes. Further this information shall not be used in any selection process or promotional opportunity as a basis for that employment decision. Additionally, declining to provide this information will not preclude, enhance, or otherwise limit your opportunities for employment with Montgomery County.

Date of Birth:
(example: 26-Mar-2012)

Sex:

Race/Ethnicity:
Select the ethnic group with which you identify most closely.
 I do not want to disclose my EEO information.

Do you have a disability as defined by the Americans with Disabilities Act Amendment Act of 2008?
Disability Act Disability?

Current Montgomery County Government Employees Only

Current employment status?
Employee Status?

Original Hire Date?

I am applying for:

Former Montgomery County Government Employees Only

* Are you a former Montgomery County Government Employee?
 No
 Yes

These are mandatory questions for applicants who responded Yes indicating that they are a former Montgomery County Government Employee
Have you had a break in service of 5 or more years since your prior County employment?
Break in service?

9. Step 3 of 4: Answer the questionnaire (some ads may not have a questionnaire to be completed).

The screenshot shows a Windows Internet Explorer browser window displaying a questionnaire page. The address bar shows the URL: https://ext03.montgomerycountymd.gov/ent/s21/OA_HTML/OA.jsp?page=/oracle/apps/irc/candidateSelfService/webi. The page header features the Montgomery County logo and the text "iRecruitment". Below the header, the section is titled "Intra-Department DLC" with the instruction "Answer the questions on this page . Click Finish if you are ready to submit." and "Page 1 of 1" with a "Finish" button. The main content area is titled "Intra-Department DLC" and includes the instruction "(Answer all questions in this section)". The first question is: "1. Are you a current Montgomery County Department of Liquor Control employee?" with two radio button options: "Yes" and "No". The "No" option is selected. At the bottom right of the question area, it says "Page 1 of 1" and "Finish". The Windows taskbar at the bottom shows the Start button, several application icons, and the system tray with the time "3:00 PM".

10. Step 4 of 4: Review

Review your application details, click the radio button for “Yes” for the disclaimer, and click “Finish”.

The screenshot shows a Windows Internet Explorer browser window displaying the 'Step 4 of 4: Review' page of an online application process. The browser's address bar shows the URL: https://ext03.montgomerycountymd.gov/ent/s21/OA_HTML/OA.jsp?page=/oracle/apps/irc/candidateSelfService/web/. The page title is 'Step 4 of 4: Review'.

The main content area is titled 'Work Preferences' and includes a 'Return to Top' link. The preferences are as follows:

Keywords	Professional Area
Distance From Location (Miles)	Location
Amount of Travel	Employment Category Full Time
Minimum Salary	Work From Home
Currency	
Match Competencies	Yes
Match Qualifications	Yes

Below the preferences, there is a disclaimer text:

By submission of this online application, I hereby certify that all statements contained in connection with my application for employment are true and complete to the best of my knowledge. I understand that omissions or misrepresentations will be cause for rejection of this application, for removal of my name from the eligible list, or forfeiture of all rights to Montgomery County Government employment. I understand and agree that all information submitted in conjunction with my application for employment is subject to verification prior to or after employment with Montgomery County Government.

It is the responsibility of the applicant to read the instructions before applying for a position. The online system does not allow an applicant to apply more than once to any vacancy announcement. Once the submission has been made, an applicant cannot change, amend, add or delete to the existing submission regardless of whether or not the announcement is still open. Please ensure that all information and documentation are included in your submission (i.e., cover letter, resume, preferred criteria, etc.) before you click "Finish." If you are unsure of what document you attached, you need to click "Cancel" and start over again.

Please be advised that should you ACCEPT a position that has been offered to you with Montgomery County Government, you will no longer be considered for any remaining positions that you may have applied for and your applications for those positions will be terminated.

Do you agree? YES

Montgomery County Government is an equal opportunity employer, committed to workforce diversity. Accordingly, as it relates to employment opportunities, the County will provide reasonable accommodations to applicants with disabilities, in accordance with the law. Applicants requiring a reasonable accommodation for any part of the application and hiring process should contact the Office of Human Resources via email to Special.Accommodations@montgomerycountymd.gov. Individual determinations on requests for reasonable accommodation will be made in accordance with all applicable laws.

At the bottom of the page, there are navigation buttons: 'Cancel', 'Back', 'Step 4 of 4: Review' (selected), and 'Finish'. A 'Privacy Statement' link is also visible.

The Windows taskbar at the bottom shows the Start button, several application icons, and the system clock displaying 3:03 PM.