

iRecruitment Rater Instructions

Thank you for participating in the application review and hiring process for County positions. It is important for Montgomery County to select the most highly qualified individuals to serve the public. Your participation will keep our County in the forefront of public service.

As part of the Office of Human Resources' effort to make the process of selecting an individual faster and more effective, we have partnered with Oracle, a company that provides web-based application tracking software, to work with us on our staffing process.

As the Human Resources Specialist that serves your department, I am responsible for assigning permissions to requisitions for the purpose of reviewing and selecting applicants. You are receiving this because you have been identified by your department's management as such a person.


CONFIDENTIALITY CLAUSE


A statement about confidentiality and our review process: The rating of applications is a confidential process. Please limit any discussions regarding the rating of applications to discussions between other raters or the assigned Human Resources Specialist. You may not discuss your ratings, who applied for the position, or any other information pertinent to the candidates or the rating process with anyone who is not DIRECTLY involved in the rating process, including the hiring manager.

Hiring Managers are bound to the same degree of confidentiality. Application information remains confidential upon receipt of the certified Eligible List. Only individuals who are involved in the interview and selection process should have access to applicant information.

Should you need further explanation about confidentiality and the application review policy, please contact your Human Resources Specialist.

Login using Single Sign-On





accessMCG
application portal

UNAUTHORIZED ACCESS IS PROHIBITED AND PUNISHABLE BY LAW!

Welcome to Montgomery County, Maryland - Single Sign On

User Name:

Password:

[Log In](#)

[Forgot Password?](#) [My Account](#)

[Unlock My Account](#) [Change My Password](#)

Copyright © 2012-2013 Montgomery County, MD. This software is based on the OpenSSO/OpenAM. Unauthorized access is prohibited and punishable by law! This is a Montgomery County, MD information system. Providing false information, creating fake IDs, or failing to answer all questions truthfully and completely may be grounds for disqualification. Falsifying county information access, attempting to violate the privacy of others, or attempting to compromise the operation of this system may be punishable by law as appropriate.

Click on Employee Self Service (ESS)

ePortal
for County Systems and Applications

HOME » FEATURED INTERNET INTERNAL ACTIVITY CALENDAR LOGOUT search this site...

All Apps DTS Featured FIN HR Internal Internet MCG Public Safety Top-5 Apps

My Favorites Most Visited Activity Calendar

Your favorites will be here.
Next time you visit to your apps page, please click on [★ Add to favorites](#) to include the app to your favorites' list.

Click on Employee Self-Service (ESS)

Mtime
Available Since 5-31-14 100946

Employee Self-Service
Available Since 12-26-13 62064

Oracle eBusiness (EBS/ERP)
Available Since 5-31-14 48548

Information Security Awareness Training
Available Since 12-18-13 44378

Enterprise Business Intelligence and Reporting
Available Since 3-8-14 13006

All Apps Apps by Keywords!

Employee Self-Service
in All Apps, Featured, Internet, MCG, Top-5 Apps | 9 comments
Employee Self-Service Read More

Oracle eBusiness (EBS/ERP)
in All Apps, Featured, Internal, MCG, Top-5 Apps | 0 comments
Oracle eBusiness (EBS/ERP) Read More

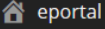
Mctime
in All Apps, Internet, MCG, Top-5 Apps | 0 comments
Mctime County Timesheet System Read More


AccessMCG Account admin Awareness
BI budget Business Intelligence capital
Class course crystal **EBS**
eBusiness Employee
ePortal ERP eviction Home HR
hyperion ijs information justice
management Mctime ohr
operating Oracle Password
Payroll Payslip pension plan
report Reports retirement Security
Self-Service sheriff system
time card timesheet
Training W2 Welcome

Enter Some Keywords!
Search

Categories

Go to Employee Self-Service

 eportal

HomeHello

HOME »FEATUREDINTERNETINTERNALACTIVITY CALENDARLOGOUT

search this site...

ePortal


for County Systems and Applications

All AppsDTSFeaturedFINHRInternalInternetMCGPublic SafetyTop-5 Apps

Home » All Apps » Employee Self-Service

Employee Self-Service

in All Apps, Featured, Internet, MCG, Top-5 Apps | 9 comments



★ [Add to favorites](#)

Welcome to Employee Self-Service!

Manage your personal information, view Payslips and W2s, apply for jobs, and more

What you can do with Employee Self-Service?

- Review and update your benefits options
- Review and update your official County Personal Information
- Review and update your performance evaluation
- Review and print your Payslips
- Review and download your W2 forms
- Search and apply for County jobs
- Sign-up for County training classes

[Go to Employee Self-Service](#)

Go to Employee Self-Service


Most Liked!

- Employee Self-Service (134)
- Information Security Awareness Training (79)
- Mctime (65)
- Enterprise Business Intelligence and Reporting (33)
- Oracle eBusiness (EBS/ERP) (33)

Most Visited

Mctime	100976
Available Since 5-31-14	
Employee Self-Service	62075
Available Since 12-26-13	
Oracle eBusiness (EBS/ERP)	48558
Available Since 5-31-14	
Information Security Awareness Training	44379
Available Since 12-18-13	
Enterprise Business Intelligence and Reporting	13006
Available Since 3-8-14	
AccessMCG Self-Service	2262

Click on MCG HR iRecruitment Rater

**E-Business Suite**

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](#)

 [MCG HR iRecruitment Rater](#)

Please select a responsibility.

[Privacy Statement](#)[Logout](#) [Preferences](#) [Help](#)

Click on Search for Vacancies

**iRecruitment**

Home | Vacancies

Home Logout Preferences Help

Click on Search for Vacancies

Welcome to iRecruitment

Notifications
Your five most recent notifications are listed below. Click the subject to respond. Choose the Full List button to see all your notifications.

From	Subject	Sent
No results found.		

Save For Later
This table contains your Saved for Later transactions and Pending for Approval vacancies. You can update and delete your saved for later transactions using this table. Also you can view and delete your pending for approval vacancies.

Created On	Description	Details	Delete
No results found.			

New to iRecruitment?
[2. Search for Vacancies](#)
News
[Oracle](#)

Home Vacancies Home Logout Preferences Help

Privacy Statement

Type the Vacancy Name, e.g. "IRC101" (no space between IRC and the numbers).

1 Type the IRC number

2 Click "Go"

Save Search

Views

Go Clear

Select Vacancy Name	Job Title	Position Name	Status	Job Category	Number of Openings	Active Applicants	Filled Location	Referral Vacancy
No search conducted.								

Save Search

Privacy Statement Home Vacancies Home Logout Preferences Help



Vacancies

Save Search

Search

Views

Vacancy Name

Job Title

Organization

Recruiter

Status

Location

Position

Creation Date

Manager

☐ My Vacancies

☐ Referral Vacancies

Job Category

Go Clear

Click on the Active Applicants Number

Select Vacancy:

Select	Vacancy Name	Job Title	Position Name	Status	Job Category	Number of Openings	Active Applicants Filed	Location	Referral Vacancy
<input type="radio"/>	IRC	Specialist	014742.Program Specialist I.000837.FT.P.	Approved	Montgomery County Government Employees Only	1	40	DOT-EOB 5th Flr	N

Save Search

[Home](#) [Vacancies](#)[Vacancies >](#)[View Applicants : IRC4732](#)[Cancel](#)[Revert](#)[Apply](#)

Vacancy Details

Vacancy Name **IRC4732**
Start Date **29-Sep-2011**
End Date **13-Oct-2011**

Search

Applicant Name Status Resume Keyword Search Registration Test Result Qualified

1

**Select Rater
Review**

- ☒ Current Applicants
☐ Hired Applicants
☐ Rejected Applicants

Application Test Result

2

Click "Go"[Go](#) [Clear](#)[Select All](#) | [Select None](#)

Select	Applicant Name ▲	Email	Status	Location	Rating	Communication Status	Completed Appointments	Qualified	Application Test Score	Application Test Result	Source Type	Source Name	Application Notes	Find Duplicates
<input type="checkbox"/>		noreply@mcgov.org	Rater Review	Rockville, MD, US	<input type="text"/>	Closed	0	<input type="text"/>	99	Pass			+ i	🔍
<input type="checkbox"/>		noreply@mcgov.org	Rater Review	Temple Hills, MD, US	<input type="text"/>	Closed	0	<input type="text"/>	0	Fail	Montgomery County Website		+ i	🔍
<input type="checkbox"/>		noreply@mcgov.org	Rater Review	Dickerson, MD, US	<input type="text"/>	Closed	0	<input type="text"/>	99	Pass			+ i	🔍
<input type="checkbox"/>		noreply@mcgov.org	Rater Review	Hyattsville, MD, US	<input type="text"/>	Closed	0	<input type="text"/>	99	Pass			+ i	🔍

[Cancel](#)[Revert](#)[Apply](#)



Cancel Revert Apply

Vacancy Details

Vacancy Name IRC4732
Start Date 29-Sep-2011
End Date 13-Oct-2011

Search

Applicant Name
Status Rater Review
Resume Keyword Search
Registration Test Result
Qualified

☒ Current Applicants
☐ Hired Applicants
☐ Rejected Applicants

Application Test Result

Note: Some applicants might have additional information under "Application Notes"

Click on the Applicant Name

Select All Select None

Select	Applicant Name	Email	Status	Location	Rating	Communication Status
<input type="checkbox"/>	Mouse, Mickey	noreply@mcgov.org	Rater Review	Rockville, MD, US		Closed
<input type="checkbox"/>	Meyer, Sir Lancelot	noreply@mcgov.org	Rater Review	Temple Hills, MD, US		Closed
<input type="checkbox"/>	Paws, Don Pablo	noreply@mcgov.org	Rater Review	Dickerson, MD, US		Closed
<input type="checkbox"/>	Flacco, Joe	noreply@mcgov.org	Rater Review	Hyattsville, MD, US		Closed

Attachments

Title	Type	Details	Update	Delete
Program Specialist I Resume	File	Don Pablo's REVISED resume....pdf	<input type="button" value="pencil"/>	<input type="button" value="trash"/>

Application Notes	Find Duplicates
<input type="button" value="plus"/> <input type="button" value="minus"/>	<input type="button" value="magnifying glass"/>
<input type="button" value="plus"/> <input type="button" value="minus"/>	<input type="button" value="magnifying glass"/>
<input type="button" value="plus"/> <input type="button" value="minus"/>	<input type="button" value="magnifying glass"/>
<input type="button" value="plus"/> <input type="button" value="minus"/>	<input type="button" value="magnifying glass"/>

Cancel Revert Apply

Note: You can only view 100 applicants on each page, if there are more than 100 applicants, please scroll all the way to the right and click “Next 100”

Applicant Name

Status

Resume Keyword Search

Agency Name

Registration Test Result

Qualified

Go

Clear

☐ Exclude Agency Applicants

☒ Current Applicants

☐ Hired Applicants

☐ Rejected Applicants

Applicants:

Update Status

Refer

Create Offer

Reconsider Application

Create Appointment

Manage Communication

Compare Applicants

Previous

1-100

Next 100

All

Select None

Applicant Name	Email	Status	Location	Rating	Communication Status	Completed Appointments	Qualified	Source Type	Source Name	Application Notes	Find Duplicates
		Not Qualified	Gaithersburg, MD, US		Closed	0		Washington Post.com			
		Rater Review	Silver Spring, MD, US		Closed	0		Montgomeryjobs.net			
		Rater Review	Silver Spring, MD, US		Closed	0		Montgomery County Website			
		Rater Review	Columbia, MD, US		Closed	0		Baltimore Sun			



Home Vacancies

Vacancies > View Applicants : IRC

Education Additional Qualifications Skills

Candidate Details:

Review the information in the "Qualifications Tab"

Name
Email Address noreply@mcgov.org
Location
Current Employer Montgomery County MD
Organization DGS 36 Fleet Management Fleet Services
Vacancy IRC
Job Title Specialist

Current Offers 0
Home Phone Number
Last Degree Completed
Preferred Language American English
Current Applications 4
Application Date 20-Jul-2011

Printable Page Back Candidate 3 Next

Candidate Profile Qualifications Applications

Employment History

Details	Employer	Start Date	End Date	Job Title	Location
	No results found.				

Education [Return to Top](#)

Establishment	Location	Start Date	End Date	Degree	Major Subject	Date Received
No results found.						

Additional Qualifications [Return to Top](#)

Category	Type	Qualification	Grade/Level	Date Received	How Received	Preferred Criteria
No results found.						

Skills [Return to Top](#)

Skill	Level
No results found.	

[Return To Search](#)

Printable Page Back Candidate 3 Next



Candidate Details: Oyarzo, Kevin

Click on the
"Applications" tab to
review the resume

Name
Email Address noreply@mcgov.org
Location
Current Employer Montgomery County MD
Organization DGS 36 Fleet Management Fleet Services
Vacancy IRC
Job Title Specialist

Printable Page

Back

Candidate 3

Next

Current Offers 0
Home Phone Number
Last Degree Completed
Preferred Language American English
Current Applications 4
Application Date 20-Jul-2011

Candidate Profile Qualifications Applications

IRC4732

Documents

Documents Available As Of Application Date

File Name	File Type	Upload Date	Description	Preview
Montgomery county 7.21.11 Program specialist resume.pdf	Resume	21-Aug-2011	Program Specialist I Resume	

Click on the link to
view resume

[Return To Search](#)

Printable Page

Back

Candidate 3

Next