

iRecruitment Hiring Manager 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.

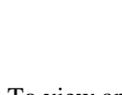
As the Human Resources Specialist that serves your department, I am responsible for assigning permissions to requisitions for the purpose of reviewing and selecting applicants. You are receiving this because you have been identified by your department's management as such a person.

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.



To view applications, follow these steps.

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)

Note: Raters can access iRecruitment Rater from any computer with internet access.

MONTGOMERY COUNTY MARYLAND Thursday, June 27, 2013
Welcome Log Off

MCG - Enterprise Resource Planning (ERP)

[Oracle eBusiness \(EBS\) V 12.1.3](#)
Montgomery County Core Financials and HCM/Payroll
Purchasing, Accounts Payable, Accounts Receivable, General Ledger, Fixed Assets and Projects and Grants, Core HR, Manager Self Service, Oracle Advanced Benefits, Labor Distribution and Payroll
Available 6:00 AM to 7:00 PM Monday through Friday
Available from the County network or VPN only.

Click Oracle (ESS)

[Oracle Employee Self Service \(ESS\)](#)
Employee Self Service (ESS) - Employee iRecruitment, Personal Information, Pay Slip, Emergency Contact Info., Employment Verification, Tax Forms, Total Compensation.
Available from the County network or the Internet.

[PeopleSoft / Pension Administration](#)
Peoplesoft
Available from the County network or VPN only.

[Hyperion Operating Budgeting](#)
Operating budget development by department administrators and OMB staff.
Available 6:00am to 7:00pm Monday through Thursday, 6:00am to 5:00 pm Friday.
Available from the County network or the Internet.

[Hyperion Capital Budgeting](#)
Capital budget development by department administrators and OMB staff.
Available 6:00am to 7:00pm Monday through Thursday, 6:00am to 5:00 pm Friday.
Available from the County network or the Internet.

[Enterprise Business Intelligence \(BI\) and Reporting](#)
MCG Reporting Applications are complete Business Intelligence solutions.
Available 6:00am to 7:00pm Monday through Friday.
Available from the County network or VPN only.

Click on "MCG HR iRecruitment Rater" on the left under Navigator.
Click on iRecruitment Home under MCG HR iRecruitment Home.

ORACLE E-Business Suite

Favorites ▼ Logout Preferences Help

Logged In As PECK

Oracle Applications Home Page

Worklist

From	Subject	Sent
There are no notifications in this view.		

[Full List](#)

✓ **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**
- MCG HR iRecruitment Recruiter

MCG HR iRecruitment Rater

- [iRecruitment Home](#)

Favorites

[Personalize](#)

You have not selected any favorites. Please use the "Personalize" button to set up your favorites.

Click "2. Search for Vacancies" on the right.

Montgomery County
iRecruitment

Home 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.		

Full List

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.			

Home Vacancies Home Logout Preferences Help

Privacy Statement

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

Click on Search for Vacancies

Insert the Vacancy Name, e.g. "IRC101" (no space in between IRC and the numbers). (This should start with IRC followed by a number. Your HR Specialist will provide you with this number or you can request it from him or her.)
Then Click the "Go" button.

The screenshot shows the iRecruitment website interface. At the top left is the Montgomery County Maryland logo. The page title is "iRecruitment". Navigation links include "Home", "Vacancies", "Navigator", "Favorites", "Home", "Logout", "Preferences", and "Help".

The "Vacancies" section is active. A search form is displayed with the following fields:

- Vacancy Name: IRC
- Job Title: [Empty]
- Organization: [Empty]
- Recruiter: [Empty]
- Status: [Dropdown]
- Location: [Empty]
- Position: [Empty]
- Creation Date: [Dropdown]
- Manager: [Empty]
- Job Category: [Dropdown]

There are "Go" and "Clear" buttons below the search fields. A "Save Search" button is located at the top right of the search area. A "Views" button is located at the top right of the results area.

Below the search form is a table with the following columns: Select Vacancy Name, Job Title, Position Name, Status, Job Category, Number of Openings, Active Applicants, Filled Location, and Referral Vacancy. The table currently displays "No search conducted." in the first cell.

Annotations on the page include:

- A yellow callout box labeled "1" with the text "Type the IRC number" and a red arrow pointing to the "Vacancy Name" input field.
- A yellow callout box labeled "2" with the text "Click 'Go'" and a red arrow pointing to the "Go" button.

At the bottom of the page, there is a "Privacy Statement" link and navigation links for "Home", "Vacancies", "Home", "Logout", "Preferences", and "Help".

Notice the Vacancy appears in the table below.
 Click on the number under Active Applicants, e.g. "40"



iRecruitment

Home Vacancies

Home Logout Preferences Help

Home Navigator Favorites

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	Filled	Location	Referral Vacancy
<input type="radio"/>	IRC	Specialist	014742.Program Specialist I.000837.FT.P.	Approved	Montgomery County Government Employees Only	1	40	0	DOT-EOB 5th Flr	N

Save Search

Home Vacancies Home Logout Preferences Help

Privacy Statement

Select "Eligible List" under Status.
Click on "Go".

Montgomery County Maryland iRecruitment

Home Vacancies

Vacancies >

View Applicants : IRC1203

Cancel Revert App

Vacancy Details

Vacancy Name **IRC1203**
 Start Date **08-Mar-2011**
 End Date **22-Mar-2011**

Search

Applicant Name
 Status **Eligible List** 1 **Select Eligible List**
 Resume Keyword Search
 Registration Test Result
 Qualified
 Application Test Result
 Current Applicants
 Hired Applicants
 Rejected Applicants

2 **Click "Go"**

Select All | Select None

Select	Applicant Name	Email	Status	Location	Rating	Communication Status	Completed Appointments	Qualified	Application Test Score	Application Test Result	Source Type
<input type="checkbox"/>		noreply@mcgov.org	Eligible List	Frederick, MD, US		Closed	0	<input type="text"/>	100	Pass	
<input type="checkbox"/>		noreply@mcgov.org	Eligible List	Montgomery Village, MD, US		Closed	0	<input type="text"/>	100	Pass	Internet
<input type="checkbox"/>		noreply@mcgov.org	Eligible List	Sykesville, MD, US		Closed	0	<input type="text"/>	100	Pass	Other
<input type="checkbox"/>		noreply@mcgov.org	Eligible List	Gaithersburg, MD, US		Closed	0	<input type="text"/>	100	Pass	
<input type="checkbox"/>		noreply@mcgov.org	Eligible List	Silver Spring, MD, US		Closed	0	<input type="text"/>	100	Pass	Montgomery County Website
<input type="checkbox"/>		noreply@mcgov.org	Eligible List	Silver Spring, MD, US		Closed	0	<input type="text"/>	100	Pass	Montgomery County Website
<input type="checkbox"/>		noreply@mcgov.org	Eligible List	Germantown, MD, US		Closed	0	<input type="text"/>	100	Pass	Montgomery County Website

Click on the applicant name under "Applicant Name". Some applicants may have additional information under "Application Notes".

The screenshot displays the iRecruitment web application interface. At the top left is the Montgomery County, Maryland logo. The main navigation bar includes "Home", "Vacancies", "Navigator", "Favorites", "Home", "Logout", "Preferences", and "Help". Below the navigation bar, there are buttons for "Cancel", "Revert", and "Apply".

The "Vacancy Details" section shows:
Vacancy Name: IRC4732
Start Date: 29-Sep-2011
End Date: 13-Oct-2011

The "Search" section contains several filters:
Applicant Name: [text input]
Status: Rater Review [dropdown]
Resume Keyword Search: [text input]
Registration Test Result: [dropdown]
Qualified: [dropdown]
Application Test Result: [dropdown]
Filters: Current Applicants, Hired Applicants, Rejected Applicants

A yellow callout box with a red arrow points to the "Applicant Name" column header in the table, with the text: "Click on the Applicant Name".

The table lists four applicants:

Select	Applicant Name	Email	Status	Location	Rating	Communication Status	Attachments	Application Notes	Find Duplicates
<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			

An "Attachments" window is open, showing a list of files. A yellow callout box with a red arrow points to the "Don Pablo's REVISED resume....pdf" file, with the text: "Note: Some applicants might have additional information under 'Application Notes'".

At the bottom of the interface, there are buttons for "Cancel", "Revert", and "Apply", and a footer with "Home Vacancies Home Logout Preferences Help" and "Privacy Statement".

Note: You can see 100 applicants on each page, so if there are more than 100 applicants, you would have to scroll all the way to the right and click “Next 100”.

View Applicants										Home	Feeds (J)	Print
Not Qualified	Fairfax, VA, US	<input type="text"/>	Closed	<u>0</u>	<input type="text"/>	Montgomery County Website						
Qualified After Review	Olney, MD, US	<input type="text"/>	Closed	<u>0</u>	<input type="text"/>							
Not Qualified	Newport News, VA, US	<input type="text"/>	Closed	<u>0</u>	<input type="text"/>	Internet	AAFS.org					
Qualified After Review	Columbia, MD, US	<input type="text"/>	Closed	<u>0</u>	<input type="text"/>	Other	www.indeed.com					
Not Qualified	Kensington, MD, US	<input type="text"/>	Closed	<u>0</u>	<input type="text"/>	Montgomeryjobs.net	wesite					
Qualified After Review	Huntington, WV, US	<input type="text"/>	Closed	<u>0</u>	<input type="text"/>	Internet	IAI					
Not Qualified	Silver Spring, MD, US	<input type="text"/>	Closed	<u>0</u>	<input type="text"/>	Montgomery County Website						
Qualified After Review	Fairless Hills, PA, US	<input type="text"/>	Closed	<u>0</u>	<input type="text"/>	Internet	american academy of forensic scientists website					
Not Qualified	Windsor Mill, MD, US	<input type="text"/>	Closed	<u>0</u>	<input type="text"/>	Montgomery County Website						
Not Qualified	Brooklyn, NY, US	<input type="text"/>	Closed	<u>0</u>	<input type="text"/>	Other	AAFS					

Previous
1-100
Next 100

[Home](#)
[Vacancies](#)
[Home](#)
[Logout](#)
[Preferences](#)
[Help](#)

Click on the "Applications" tab to review the resume. The resume should appear under Documents.
Click on the link to review the resume.

Montgomery County Maryland iRecruitment

Home Vacancies

Vacancies > View Applicants : IRC

Candidate Details: Oyarzo, Kevin

[Printable Page](#) [Back](#) Candidate 3 [Next](#)

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**

[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	

[Return To Search](#) [Printable Page](#) [Back](#) Candidate 3 [Next](#)

Home Vacancies Home Logout Preferences Help

Privacy Statement

Click on the tab "Qualifications".
Review the information there, if any.

Montgomery County Maryland iRecruitment

Home | Vacancies

Vacancies > View Applicants : IRC

Education | Additional Qualifications | Skills

Candidate Details:

Review the information in the "Qualifications Tab"

Name: [Redacted]
 Email Address: noreply@mcgov.org
 Location: [Redacted]
 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: [Redacted]
 Last Degree Completed: [Redacted]
 Preferred Language: American English
 Current Applications: 4
 Application Date: 20-Jul-2011

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

Home | Vacancies | Home | Logout | Preferences | Help

Privacy Statement