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: Hiring Managers can access iRecruitment Department Reviewer from any computer with internet access.
Click on “MCG HR iRecruitment Department Reviewer” on the left under Navigator.
Click on iRecruitment Home.
Click “2. Search for Vacancies” on the right.
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.
Notice the Vacancy appears in the table below.
Click on the number under Active Applicants, e.g. “40”
Select “Eligible List” under Status.
Click on “Go”.
Click on the applicant name under “Applicant Name”. Some applicants may have additional information under “Application Notes”.

Note: Some applicants might have additional information under “Application Notes”.
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”.

<table>
<thead>
<tr>
<th>Not Qualified</th>
<th>Qualified</th>
<th>Not Qualified</th>
<th>Qualified</th>
</tr>
</thead>
<tbody>
<tr>
<td>Fairfax, VA, US</td>
<td>Closed</td>
<td>0</td>
<td>Montgomery County Website</td>
</tr>
<tr>
<td>Olney, MD, US</td>
<td>Closed</td>
<td>0</td>
<td>Internet</td>
</tr>
<tr>
<td>Newport News, VA, US</td>
<td>Closed</td>
<td>0</td>
<td>Other</td>
</tr>
<tr>
<td>Columbia, MD, US</td>
<td>Closed</td>
<td>0</td>
<td>Montgomeryjobs.net website</td>
</tr>
<tr>
<td>Kensington, MD, US</td>
<td>Closed</td>
<td>0</td>
<td>Internet</td>
</tr>
<tr>
<td>Huntington, WV, US</td>
<td>Closed</td>
<td>0</td>
<td>Montgomery County Website</td>
</tr>
<tr>
<td>Silver Spring, MD, US</td>
<td>Closed</td>
<td>0</td>
<td>Internet</td>
</tr>
<tr>
<td>Fairless Hills, PA, US</td>
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<td>0</td>
<td>Montgomery County Website</td>
</tr>
<tr>
<td>Windsor Mill, MD, US</td>
<td>Closed</td>
<td>0</td>
<td>Other</td>
</tr>
<tr>
<td>Brooklyn, NY, US</td>
<td>Closed</td>
<td>0</td>
<td></td>
</tr>
</tbody>
</table>

Previous 1-100 Next 100
Click on the “Applications” tab to review the resume. The resume should appear under Documents.
Click on the link to review the resume.
Click on the tab “Qualifications”. Review the information there, if any.