

# 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.

**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.
- [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 Department Reviewer” on the left under Navigator.  
Click on iRecruitment Home.

## Home

### Navigator

Personalize


- ▶ MCG Admin Inquiry
- ▶ MCG HR Employee Self-Service
- ▶ MCG HR Inquiry User for iRecruitment
- ▶ **MCG HR iRecruitment Department Reviewer**
  - iRecruitment Home**
- ▶ MCG HR iRecruitment Employee
- ▶ MCG HR iRecruitment Recruiter
- ▶ MCG HR Recruitment Admin
- ▶ MCG Payroll Self-Service



### Worklist

Full List

From	Type	Subject	Sent	Due
There are no notifications in this view.				
✔ <a href="#">TIP Vacation Rules</a> - Redirect or auto-respond to notifications.				

Click “2. Search for Vacancies” on the right.

**iRecruitment**

 Navigator ▼  Favorites ▼ Home Logout Preferences Help

Home Vacancies

Welcome  
to iRecruitment

**Click on Search for Vacancies**

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

**News**  
[Oracle](#)

**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

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 header includes "iRecruitment" and navigation links: "Home", "Vacancies", "Navigator", "Favorites", "Home", "Logout", "Preferences", and "Help". Below the header, the "Vacancies" tab is selected. A yellow callout box labeled "1" with the text "Type the IRC number" points to the "Vacancy Name" input field, which contains the text "IRC". A red arrow points from this callout to the "Go" button. Below the search fields 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 first row of the table contains the text "No search conducted." A yellow callout box labeled "2" with the text "Click 'Go'" points to the "Go" button. The bottom of the page features a "Privacy Statement" link and a footer with the same navigation links as the header.

Montgomery County, Maryland

iRecruitment

Home Vacancies

Vacancies

1 Type the IRC number

Search

Vacancy Name IRC

Job Title

Organization

Recruiter

Status

Location

Position

Creation Date

Manager

My Vacancies

Referral Vacancies

Job Category

Go Clear

Views


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

2 Click "Go"

Privacy Statement

Home Vacancies Home Logout Preferences 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](#)

[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

Click on the Active Applicants Number

**Select Vacancy:**


Select	Vacancy Name ▲	Job Title	Position Name	Status	Job Category	Number of Openings	Active Applicants	Fired	Location	Referral Vacancy
<input type="radio"/>	<a href="#">IRC</a>	Specialist	014742.Program Specialist I.000837.FT.P.	Approved	Montgomery County Government Employees Only	1	<u>40</u>	0	DOT-EOB 5th Flr	N

[Save Search](#)

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

[Privacy Statement](#)

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


**iRecruitment**

Navigator
 Favorites
 Home Logout Preferences Help

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

1

Select Eligible List

2


Click "Go"

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

[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"/>		<a href="mailto:noreply@mcgov.org">noreply@mcgov.org</a>	Eligible List	Frederick, MD, US		Closed	0	<input type="text"/>	100	Pass	
<input type="checkbox"/>		<a href="mailto:noreply@mcgov.org">noreply@mcgov.org</a>	Eligible List	Montgomery Village, MD, US		Closed	0	<input type="text"/>	100	Pass	Internet
<input type="checkbox"/>		<a href="mailto:noreply@mcgov.org">noreply@mcgov.org</a>	Eligible List	Sykesville, MD, US		Closed	0	<input type="text"/>	100	Pass	Other
<input type="checkbox"/>		<a href="mailto:noreply@mcgov.org">noreply@mcgov.org</a>	Eligible List	Gaithersburg, MD, US		Closed	0	<input type="text"/>	100	Pass	
<input type="checkbox"/>		<a href="mailto:noreply@mcgov.org">noreply@mcgov.org</a>	Eligible List	Silver Spring, MD, US		Closed	0	<input type="text"/>	100	Pass	Montgomery County Website
<input type="checkbox"/>		<a href="mailto:noreply@mcgov.org">noreply@mcgov.org</a>	Eligible List	Silver Spring, MD, US		Closed	0	<input type="text"/>	100	Pass	Montgomery County Website
<input type="checkbox"/>		<a href="mailto:noreply@mcgov.org">noreply@mcgov.org</a>	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”.

**iRecruitment**

Navigator Favorites Home Logout Preferences Help

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 Rater Review  
Resume Keyword Search  
Registration Test Result  
Qualified  
Go Clear

☒ 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	Applicant Name	Email	Status	Location	Rating	Communication Status	Attachments	Application Notes	Find Duplicates
<input type="checkbox"/>	<a href="#">Mouse, Mickey</a>	<a href="mailto:noreply@mcgov.org">noreply@mcgov.org</a>	Rater Review	Rockville, MD, US		Closed	<div><div>Title</div><div>Program Specialist I Resume</div><div>Type</div><div>File</div><div>Details</div><div><a href="#">Don Pablo's REVISED resume....pdf</a></div><div>Update Delete</div></div>	<div><div>+</div><div>+</div></div>	<div><div>+</div><div>+</div></div>
<input type="checkbox"/>	<a href="#">Meyer, Sir Lancelot</a>	<a href="mailto:noreply@mcgov.org">noreply@mcgov.org</a>	Rater Review	Temple Hills, MD, US		Closed		<div><div>+</div><div>+</div></div>	<div><div>+</div><div>+</div></div>
<input type="checkbox"/>	<a href="#">Paws, Don Pablo</a>	<a href="mailto:noreply@mcgov.org">noreply@mcgov.org</a>	Rater Review	Dickerson, MD, US		Closed	<div><div></div><div>99 Pass</div><div></div><div></div></div>	<div><div>+</div><div>+</div></div>	<div><div>+</div><div>+</div></div>
<input type="checkbox"/>	<a href="#">Flacco, Joe</a>	<a href="mailto:noreply@mcgov.org">noreply@mcgov.org</a>	Rater Review	Hyattsville, MD, US		Closed	<div><div></div><div>99 Pass</div><div></div><div></div></div>	<div><div>+</div><div>+</div></div>	<div><div>+</div><div>+</div></div>

Cancel Revert Apply

Home Vacancies Home Logout Preferences Help

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 (1)

Print

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

Previous

1-100

Next 100


Cancel

Revert

Apply

[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.

**iRecruitment**

Navigator Favorites Home Logout Preferences Help

Home Vacancies

Vacancies > View Applicants : IRC

Candidate Details: Oyarzo, Kevin

Click on the "Applications" tab to review the resume

Name

Email Address

Location

Current Employer

Organization

Vacancy

Job Title

noreply@mcgov.org

Montgomery County MD

DGS 36 Fleet Management Fleet Services

IRC

Specialist

Printable Page

Back

Candidate 3

Next

Current Offers

Home Phone Number

Last Degree Completed

Preferred Language

Current Applications

Application Date

0

American English

4

20-Jul-2011

Candidate Profile


Qualifications

Applications

IRC4732

Documents

Documents Available As Of Application Date

File Name	File Type	Upload Date	Description	Preview
<a href="#">Montgomery county 7.21.11 Program specialist resume.pdf</a>	Resume	21-Aug-2011	Program Specialist I Resume	

Click on the link to view resume

[Return To Search](#)

Printable Page


Back

Candidate 3

Next

Privacy Statement Home Vacancies Home Logout Preferences Help

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

**iRecruitment**

Navigator Favorites Home Logout Preferences Help

Home Vacancies

Vacancies > View Applicants : IRC

Education Additional Qualifications Skills

**Candidate Details:**

Review the information in the "Qualifications Tab"

Name

Email Address

Location

Current Employer

Organization

Vacancy

Job Title

noreply@mcgov.org

Montgomery County MD

DGS 36 Fleet Management Fleet Services

IRC

Specialist

Printable Page

Back

Candidate 3

Next

Current Offers

Home Phone Number

Last Degree Completed

Preferred Language

Current Applications

Application Date

0

American English

4

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

Privacy Statement Home Vacancies Home Logout Preferences Help