

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 \(ESS\)](#) Click Oracle (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.				
<input checked="" type="checkbox"/> TIP Vacation Rules - Redirect or auto-respond to notifications.				

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

Montgomery County Maryland iRecruitment

Home Vacancies

Home Logout Preferences Help

Navigator Favorites

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. [Full List](#)

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.			

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 displays 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, showing a search form. 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 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." A second yellow callout box labeled "2" with the text "Click 'Go'" points to the "Go" button.

At the bottom of the page, there is a "Privacy Statement" link and a footer with navigation links: "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

Navigator Favorites 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	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 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

Application Test Result

Qualified

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".

Montgomery County Maryland iRecruitment

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:
Application Test Result:

Current Applicants
 Hired Applicants
 Rejected Applicants

Go Clear

Click on the Applicant Name

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	Program Specialist I Resume File	Don Pablo's REVISED resume....pdf	
<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

Previous Next

Title Type Details Update Delete

Program Specialist I Resume File Don Pablo's REVISED resume....pdf

Previous Next

Application Notes Find Duplicates

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 (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](#)

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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

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