



## How to Apply for a Position

1. Go to <https://tinyurl.com/MCGJobsHomepage>.

2. Click **Login to AccessMCG Extranet**.

Tip: If you do not have an AccessMCG Extranet account, you will need to create one before applying for a position; click the "Register today" button.

### Current MCG Employees:

- Log in to the AccessMCG ePortal for employees:  
<https://eportal.montgomerycountymd.gov>
- Click Employee Self-Service.
- Click Go to Employee Self-Service.
- Click MCG HR iRecruitment Employee.
- Follow the steps in this document beginning with step 4.

The screenshot displays the Montgomery County Recruitment portal. At the top left is the county logo and the word "Recruitment". Below it are navigation links for "Home" and "Search Jobs". A blue banner reads "Welcome to our Job Site". The main content area is titled "Dear Potential Applicant:" and includes a thank-you message and a "Please note:" section with a list of instructions for applicants. On the right side, there is a "Login" section with two options: "Already registered on AccessMCG Extranet?" with a "Login to AccessMCG Extranet" button, and "Do not have AccessMCG Extranet account?" with "Register today" and "Help on Registration" buttons. Below that is an "Active County Employee?" section with an "Active Employee Login" button. A red arrow points from the "Login to AccessMCG Extranet" button in the screenshot to the corresponding step in the document's instructions.

This website is best used with Internet Explorer 10 or higher, Firefox, Chrome, and Safari.

3. Enter your email and password, then click Log In.



4. Click the Search Jobs tab.

**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                 |
|----------|--|----------------------|
| SYSADMIN | <a href="#">The status of your Job application for IRC27722 is changed</a> | 04-Apr-2018 09:53:56 |
| SYSADMIN | <a href="#">The status of your Job application for IRC30762 is changed</a> | 03-Apr-2018 13:10:36 |
| SYSADMIN | <a href="#">The status of your Job application for IRC30417 is changed</a> | 29-Mar-2018 17:39:08 |
| SYSADMIN | <a href="#">The status of your Job application for IRC28162 is changed</a> | 19-Mar-2018 13:28:24 |
| SYSADMIN | <a href="#">The status of your Job application for IRC30233 is changed</a> | 06-Mar-2018 13:45:56 |

**Jobs Applied For**

Below is a list of the jobs for which you have applied. Select Full List to see the complete list of Job Applications.

| Name                     | Job Title  | Organization                       | Location             | Status                          | Communication Details |
|--------------------------|--|------------------------------------|----------------------|---------------------------------|-----------------------|
| <a href="#">IRC27574</a> | Library Page, Grade S2   | LIB 71 Library Pages               | Rockville, MD, US    | Rater Review                    |                       |
| <a href="#">IRC29691</a> | Correctional Dietary Officer I; Grade 17                       | COR 42 DS Food Services            | Rockville, MD, US    | Withdrawn from Consideration    |                       |
| <a href="#">IRC29124</a> | Program Manager II (911 Coordinator), Grade 25                 | POL 47 MSB Communications Division | Gaithersburg, MD, US | Withdrawn from Consideration    |                       |
| <a href="#">IRC29671</a> | Public Safety Emergency Communications Specialist I - Grade 15 | POL 47 MSB Communications Division | Gaithersburg, MD, US | Did not meet screening criteria |                       |
| <a href="#">IRC29166</a> | Social Worker III (Child Welfare Services), Grade 24           | HHS 60 Child Welfare Services      | Rockville, MD, US    | Withdrawn from Consideration    |                       |

**My Appointments**

Appointments Scheduled

| Name              | Date | Start Time | End Time | Type | Category | Status | Contact Name | Contact Number | Appointment Details |
|-------------------|------|------------|----------|------|----------|--------|--------------|----------------|---------------------|
| No results found. |      |            |          |      |          |        |              |                |                     |

5. Click Go to see all the jobs currently available.

The screenshot shows the iRecruitment search page. At the top left is the Montgomery County logo and 'iRecruitment' text. Navigation links for 'Home' and 'Search Jobs' are present. Below are tabs for 'Available Jobs' and 'Jobs Applied For'. A search bar contains the text 'Jobs: Available Jobs' and a 'Save Search' button. A 'Search' section contains instructions and a 'View Saved Searches' button. The search criteria include:
 

- Keywords: (empty)
- Job Category: A dropdown menu with options like 'Clerical/Administrative', 'General Professional', 'Health and Social Services', 'Information Technology', 'Managerial Executive', 'Montgomery County Government Employees Only', 'Public Safety', and 'Temporary/Seasonal/Substitute'.
- Date Posted: A dropdown menu with 'All' selected.

 At the bottom of the search criteria are 'Go' and 'Clear' buttons. A red arrow points to the 'Go' button. Below the search criteria is a table header with columns: Select Name, Job Title, Organization Name, Job Category, Location, Date Posted, Closing Date, and Employment Status. The first row of the table contains the text 'No search conducted.'

6. Under the Name column, click the IRC number of the job for which you want to apply.

Tip: If you do not see a job in which you are interested, click the Next 10 link to show more jobs.

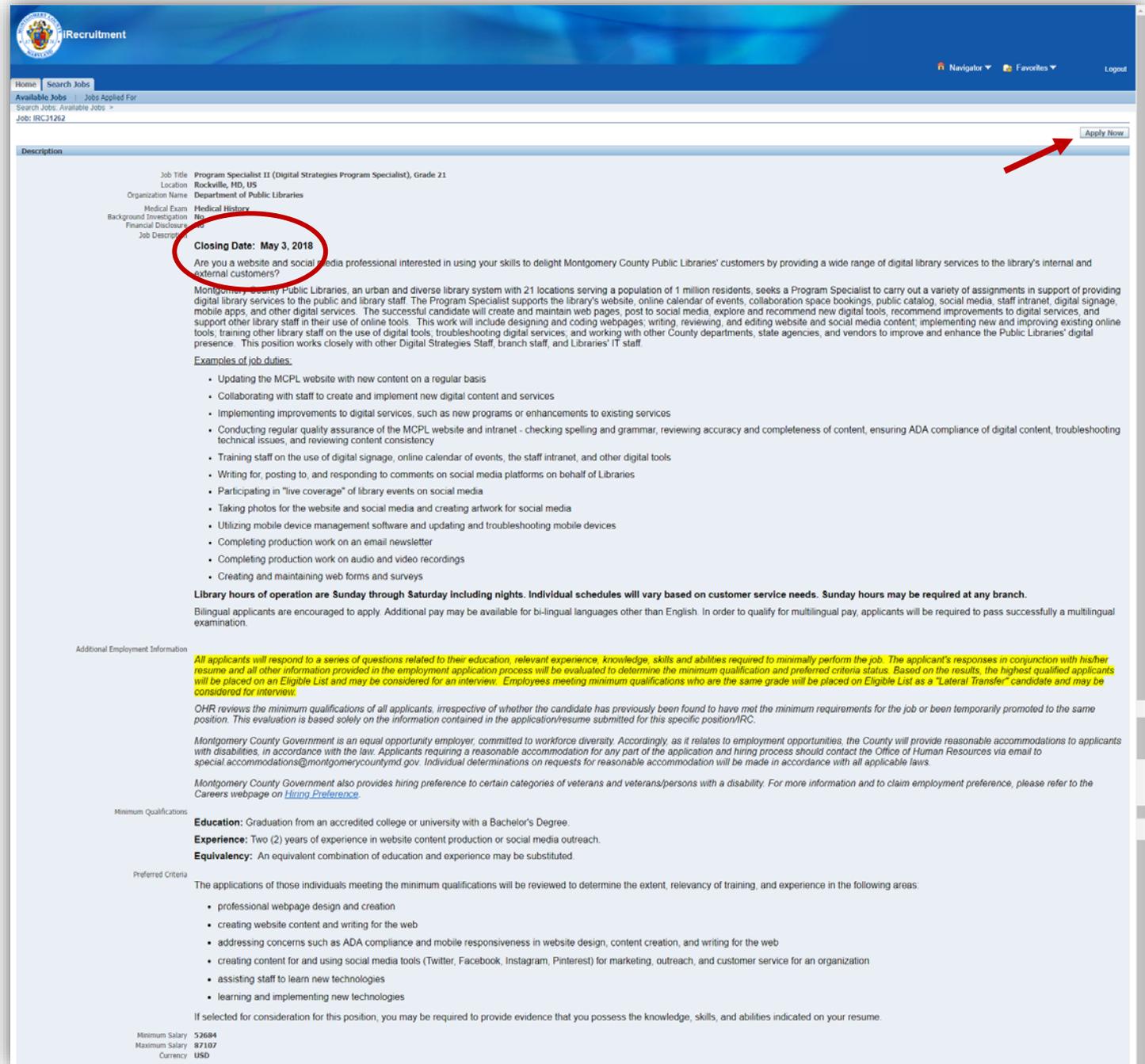
The screenshot shows a list of jobs with the following columns: Select Jobs, Select All, Select None, Select Name, Job Title, Organization Name, Job Category, Location, Date Posted, Closing Date, and Employment Status. The table contains 11 rows of job listings. A red arrow points to the 'Next 10' link at the bottom right of the table.

| Select Name                                       | Job Title   | Organization Name  | Job Category                                | Location             | Date Posted | Closing Date | Employment Status |
|---|---|--|---|----------------------|-------------|--------------|-------------------|
| <input type="checkbox"/> <a href="#">IRC29364</a> | Engineer III, Grade 25  | Department of Transportation, Division of Transportation Engineering, Transportation Planning and Design Section | General Professional                        | Gaithersburg, MD, US | 23-Apr-2018 | 14-May-2018  | Full Time         |
| <input type="checkbox"/> <a href="#">IRC31022</a> | Correctional Specialist IV - Pre-Trial Supervision; Grade 25                              | Department of Correction & Rehabilitation  | Montgomery County Government Employees Only | Rockville, MD, US    | 20-Apr-2018 | 05-May-2018  | Full Time         |
| <input type="checkbox"/> <a href="#">IRC31242</a> | Librarian I - Substitute, Grade 21  | Department of Public Libraries   | Temporary/Seasonal/Substitute               | Rockville, MD, US    | 19-Apr-2018 |              | Part Time         |
| <input type="checkbox"/> <a href="#">IRC31202</a> | Public Administration Associate, Grade 16   | Office of Procurement  | General Professional                        | Rockville, MD, US    | 19-Apr-2018 | 03-May-2018  | Full Time         |
| <input type="checkbox"/> <a href="#">IRC31083</a> | Office Services Coordinator (Operations Coordinator), Grade 16                            | Community Engagement Cluster, Gilchrist Immigrant Resource Center  | Montgomery County Government Employees Only | Wheaton, MD, US      | 19-Apr-2018 | 26-Apr-2018  | Full Time         |
| <input type="checkbox"/> <a href="#">IRC30922</a> | Permitting & Code Enforcement Inspector III, (Zoning and Site Plan Enforcement), Grade 23 | Department of Permitting Services  | General Professional                        | Rockville, MD, US    | 19-Apr-2018 | 10-May-2018  | Full Time         |
| <input type="checkbox"/> <a href="#">IRC31323</a> | Community Services Aide III, Grade 18   | Health and Human Services  | Health and Social Services                  | Rockville, MD, US    | 19-Apr-2018 | 03-May-2018  | Full Time         |
| <input type="checkbox"/> <a href="#">IRC31262</a> | Program Specialist II (Digital Strategies Program Specialist), Grade 21                   | Department of Public Libraries   | General Professional                        | Rockville, MD, US    | 18-Apr-2018 | 03-May-2018  | Full Time         |
| <input type="checkbox"/> <a href="#">IRC30640</a> | Contracts Administrator   | Department of Technology Services  | General Professional                        | Rockville, MD, US    | 18-Apr-2018 | 09-May-2018  | Full Time         |
| <input type="checkbox"/> <a href="#">IRC31182</a> | Manager II (Chief, Health and Human Services Division), Grade M2                          | Office of the County Attorney  | Managerial Executive                        | Rockville, MD, US    | 18-Apr-2018 | 02-May-2018  | Full Time         |

## 7. Click Apply Now.

Tip: Print the Job IRC so that you can reference it during the application process. Also note the job's closing date (the date after which applications are no longer accepted). Once the closing date has passed, the job's IRC is no longer available to view.

Note: Most MCG jobs have closing dates, but a few are "open continuous" or "open until filled."



The screenshot shows the iRecruitment website interface. At the top, there is a navigation bar with 'Home', 'Search Jobs', 'Available Jobs', and 'Jobs Applied For'. The current job is identified as 'Job: IRC21262'. A red arrow points to the 'Apply Now' button in the top right corner. The job description is for 'Program Specialist II (Digital Strategies Program Specialist), Grade Z1' at the 'Department of Public Libraries' in 'Rockville, MD, US'. The closing date, 'May 3, 2018', is circled in red. The job description includes a list of duties, such as updating the MCPL website, collaborating with staff, and conducting quality assurance. It also mentions that library hours of operation are Sunday through Saturday, including nights. The minimum qualifications are a Bachelor's Degree and two years of experience in website content production or social media outreach. The preferred criteria include professional webpage design, creating website content, addressing ADA compliance, and learning new technologies. The minimum salary is \$2684 and the maximum salary is \$7107.

**Closing Date: May 3, 2018**

Are you a website and social media professional interested in using your skills to delight Montgomery County Public Libraries' customers by providing a wide range of digital library services to the library's internal and external customers?

Montgomery County Public Libraries, an urban and diverse library system with 21 locations serving a population of 1 million residents, seeks a Program Specialist to carry out a variety of assignments in support of providing digital library services to the public and library staff. The Program Specialist supports the library's website, online calendar of events, collaboration space bookings, public catalog, social media, staff intranet, digital signage, mobile apps, and other digital services. The successful candidate will create and maintain web pages, post to social media, explore and recommend new digital tools, recommend improvements to digital services, and support other library staff in their use of online tools. This work will include designing and coding webpages; writing, reviewing, and editing website and social media content; implementing new and improving existing online tools; training other library staff on the use of digital tools; troubleshooting digital services; and working with other County departments, state agencies, and vendors to improve and enhance the Public Libraries' digital presence. This position works closely with other Digital Strategies Staff, branch staff, and Libraries' IT staff.

**Examples of job duties:**

- Updating the MCPL website with new content on a regular basis
- Collaborating with staff to create and implement new digital content and services
- Implementing improvements to digital services, such as new programs or enhancements to existing services
- Conducting regular quality assurance of the MCPL website and intranet - checking spelling and grammar, reviewing accuracy and completeness of content, ensuring ADA compliance of digital content, troubleshooting technical issues, and reviewing content consistency
- Training staff on the use of digital signage, online calendar of events, the staff intranet, and other digital tools
- Writing for, posting to, and responding to comments on social media platforms on behalf of Libraries
- Participating in "live coverage" of library events on social media
- Taking photos for the website and social media and creating artwork for social media
- Utilizing mobile device management software and updating and troubleshooting mobile devices
- Completing production work on an email newsletter
- Completing production work on audio and video recordings
- Creating and maintaining web forms and surveys

**Library hours of operation are Sunday through Saturday including nights. Individual schedules will vary based on customer service needs. Sunday hours may be required at any branch.**

Bilingual applicants are encouraged to apply. Additional pay may be available for bi-lingual languages other than English. In order to qualify for multilingual pay, applicants will be required to pass successfully a multilingual examination.

**Additional Employment Information**

All applicants will respond to a series of questions related to their education, relevant experience, knowledge, skills and abilities required to minimally perform the job. The applicant's responses in conjunction with his/her resume and all other information provided in the employment application process will be evaluated to determine the minimum qualification and preferred criteria status. Based on the results, the highest qualified applicants will be placed on an Eligible List and may be considered for an interview. Employees meeting minimum qualifications who are the same grade will be placed on Eligible List as a "Lateral Transfer" candidate and may be considered for interview.

OHR reviews the minimum qualifications of all applicants, irrespective of whether the candidate has previously been found to have met the minimum requirements for the job or been temporarily promoted to the same position. This evaluation is based solely on the information contained in the application/resume submitted for this specific position/IRC.

Montgomery County Government is an equal opportunity employer, committed to workforce diversity. Accordingly, as it relates to employment opportunities, the County will provide reasonable accommodations to applicants with disabilities, in accordance with the law. Applicants requiring a reasonable accommodation for any part of the application and hiring process should contact the Office of Human Resources via email to [specialaccommodations@montgomerycountymd.gov](mailto:specialaccommodations@montgomerycountymd.gov). Individual determinations on requests for reasonable accommodation will be made in accordance with all applicable laws.

Montgomery County Government also provides hiring preference to certain categories of veterans and veterans/persons with a disability. For more information and to claim employment preference, please refer to the Careers webpage on [Hiring Preference](#).

**Minimum Qualifications**

**Education:** Graduation from an accredited college or university with a Bachelor's Degree.  
**Experience:** Two (2) years of experience in website content production or social media outreach.  
**Equivalency:** An equivalent combination of education and experience may be substituted.

**Preferred Criteria**

The applications of those individuals meeting the minimum qualifications will be reviewed to determine the extent, relevancy of training, and experience in the following areas:

- professional webpage design and creation
- creating website content and writing for the web
- addressing concerns such as ADA compliance and mobile responsiveness in website design, content creation, and writing for the web
- creating content for and using social media tools (Twitter, Facebook, Instagram, Pinterest) for marketing, outreach, and customer service for an organization
- assisting staff to learn new technologies
- learning and implementing new technologies

If selected for consideration for this position, you may be required to provide evidence that you possess the knowledge, skills, and abilities indicated on your resume.

Minimum Salary **52684**  
Maximum Salary **87107**  
Currency **USD**

## 8. Click Next.

Montgomery County Government iRecruitment

Home Search Jobs

Application: Assessment

Cancel Next

### Let's Get Started

Welcome to the Montgomery County Government online employment application system. Please carefully read the job posting to ensure you understand the duties of the position and that you meet the minimum qualifications.

You must complete the following steps to be considered for an employment opportunity with the Montgomery County Government. The application process includes:

- Qualification Assessment
- Personal Information
- Resume Upload
- Job Application Details
- Review and Select Finish

[Show Employment Application Terms](#)

I have read, understand and agree to the Employment Application Process terms

## 9. Click Continue to take the Qualification Assessment.

Montgomery County Government

### Qualification Assessment

You must respond to a series of questions related to the education, relevant experience, knowledge, skills and abilities required for the job for which you are applying.

#### Important Reminders

1. Carefully read each question before responding.
2. You can go back to change a response to a question within the section by clicking the Previous button; however, you will not be able to go back to previously completed sections.
3. Please do not use the browser back arrow. Click the Previous button to return to the previous page in the section.
4. You will be asked to confirm your responses when you complete each section. Once you confirm, you will not be able to change your responses. Your responses are automatically **saved**.
5. You will receive a message when you have completed all required sections of the assessment.
6. Please allot sufficient time (at least 30 minutes) to read and respond accurately to the qualification assessment questions.

Continue

## 10. Click Continue to complete the Education and Relevant Experience section of the Qualification Assessment.

Montgomery County Government

### Education and Relevant Experience

- In this section you are required to provide your education, relevant years of experience, licenses and certifications (*if required*) as it relates to the job for which you are applying.
- You **must fully complete** the information requested even if the information is reflected in your attached resume.
- Please **do not** skip this step, failure to fully complete this section may deem you "**Not Qualified.**"

 [Continue](#)

## 11. Enter all applicable information in the Education and Relevant Experience section, then click Next.

Montgomery County Government

IRC31262 - LIB - Virtual Services - Program Specialist II

### Education

Please enter all academic achievements relevant to the job for which you are applying, including any degrees that are pending. Other degrees may be entered, however, only those degrees relevant to the job will be used to determine if an applicant has met the minimum education requirement.

I have **not** completed high school or any formal education program.

[+ ADD EDUCATION](#)

### Work Experience

Please enter the specific jobs from your resume and the duration of time you worked performing any of the indicated job responsibilities. Select the responsibilities or work areas in which you have experience and that are clearly indicated on your resume during the time period entered. The Start and End Date for your job experience must be completed. If you are currently working in the job and performing any of the indicated job responsibilities, please use today's date for the End Date. The system will not accept "Present" or any other text.

I do **not** have any work experience.

[+ ADD JOB](#)

### Certifications - Must complete if you have a certification

Please select any certifications you have obtained. If you have a certification that is not listed, please add it using the "Other" category.

I have **not** obtained any certifications.

[+ ADD CERTIFICATION](#)

### Licenses - Must complete if you have a license

Please select any licenses you have obtained. If you have a license that is not listed, please add it using the "Other" category.

I have **not** obtained any licenses.

[+ ADD LICENSE](#)

 [Next](#)

**12. Confirm the information you entered in the Education and Relevant Experience section, then click Submit Section.**

Note: After submitting this section, you will not be able to change your responses.

**13. Click Continue to complete the Knowledge, Skills and Abilities (KSAs) section of the Qualification Assessment.**

Note: Not all jobs require you to complete a KSA section. If required, it will appear as shown below.

Montgomery County Government

### Knowledge, Skills and Abilities

- In this section you are required to respond to a series of nine (9) questions, used to assess your *knowledge, skills and abilities* necessary to minimally perform the job for which you are applying.
- If the job minimally requires **supervisory skills**, you may be required to respond to up to three (3) **additional questions**.
- You **must respond** to all questions, even if the information is reflected in your attached resume.
- Failure to respond to all questions may deem you "Not Qualified."

[Continue](#)

Here is a sample question asked in the KSA section of the Qualification Assessment for a Virtual Services Program Specialist II:

Montgomery County Government

### IRC31262 - LIB - Virtual Services - Program Specialist II

Please select the one response that best represents your knowledge of the procedures, regulations and/or policies required for the job for which you are applying:

**Answer**

- I conduct independent research and prepare reports requiring the compilation, interpretation and analysis of data.
- I conduct studies and research assignments under supervision utilizing available data from files on a variety of subjects.
- I collect, organize and verify completeness of information submitted for services or programs.
- I review and analyze the impact of the state and/or federal legislation and policies on the delivery of programs and services.
- I have limited experience related to providing program analysis.
- I identify and resolve program related transaction processing problems.

[Next](#)

**14. Confirm the information you entered in the KSA section, then click Submit Section.**

Note: After submitting this section, you will not be able to change your responses.

**15. Click Continue to complete the Preferred Criteria, Competencies and Skills section of the Qualification Assessment.**

Note: Not all jobs require you to complete this section. If required, it will appear as shown below.

Montgomery County Government

### Preferred Criteria, Competencies and Skills

- In this section you are required to respond to three (3) to ten (10) questions depending on the job, to assess your experience as it relates to the *specific competencies, skills and/or preferred criteria* indicated in the job announcement for which you are applying.
- You **must respond** to all questions, even if the information is reflected in your attached resume.
- In addition, you are required to provide a brief explanation to include any job(s) that best demonstrates your experience in the "Remarks" section (not to exceed 1000 characters.)
- Failure to respond to all questions may impact your qualification status.

[Continue](#)

Here is a sample question asked in the Preferred Criteria, Competencies and Skills section of the Qualification Assessment for a Virtual Services Program Specialist II:

Montgomery County Government

### IRC31262 - LIB - Virtual Services - Program Specialist II

Question: Please select the one response that best describes your experience with professional web-page design and creation. In the Remarks Section below, please indicate the job(s) on your resume, including a brief description of the work you performed, that best demonstrates the response you selected.

Answer

- I edit professional websites, including making minor modifications to the existing HTML and CSS.
- I do not edit professional websites.
- I design professional websites, including changing and improving the existing HTML and CSS, and conduct usability testing to suggest additional improvements.
- I design professional websites, including changing and improving the existing HTML and CSS.
- I edit professional websites following provided instructions.

Remarks:

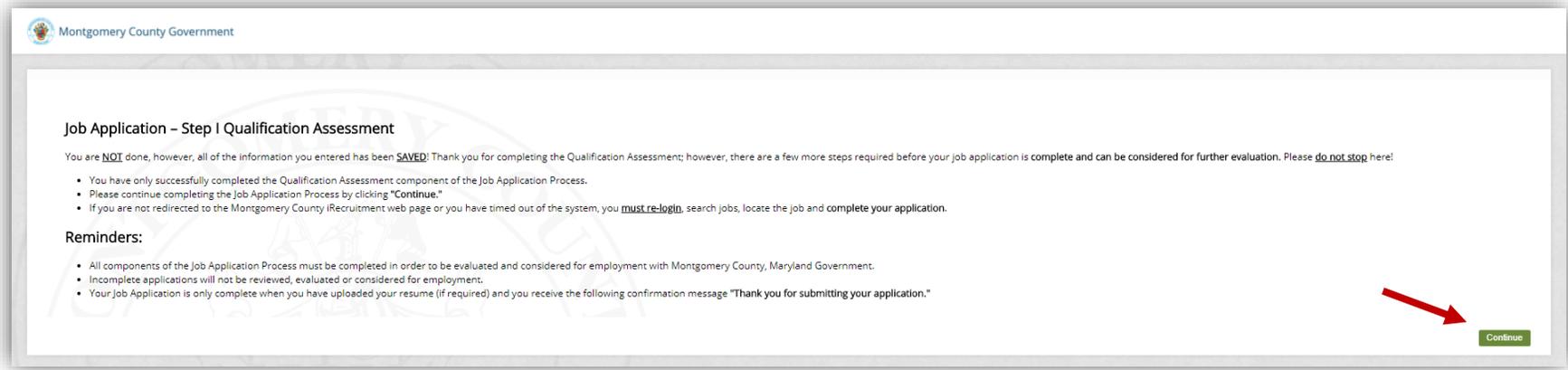
1000 characters remaining.

[Next](#)

**16. Confirm the information you entered in the Preferred Criteria, Competencies and Skills section of the Qualification Assessment, then click Submit Section.**

Note: After submitting this section, you will not be able to change your responses.

## 17. To complete the job application process, click Continue.



Montgomery County Government

### Job Application – Step 1 Qualification Assessment

You are **NOT** done, however, all of the information you entered has been **SAVED!** Thank you for completing the Qualification Assessment; however, there are a few more steps required before your job application is complete and can be considered for further evaluation. Please **do not stop** here!

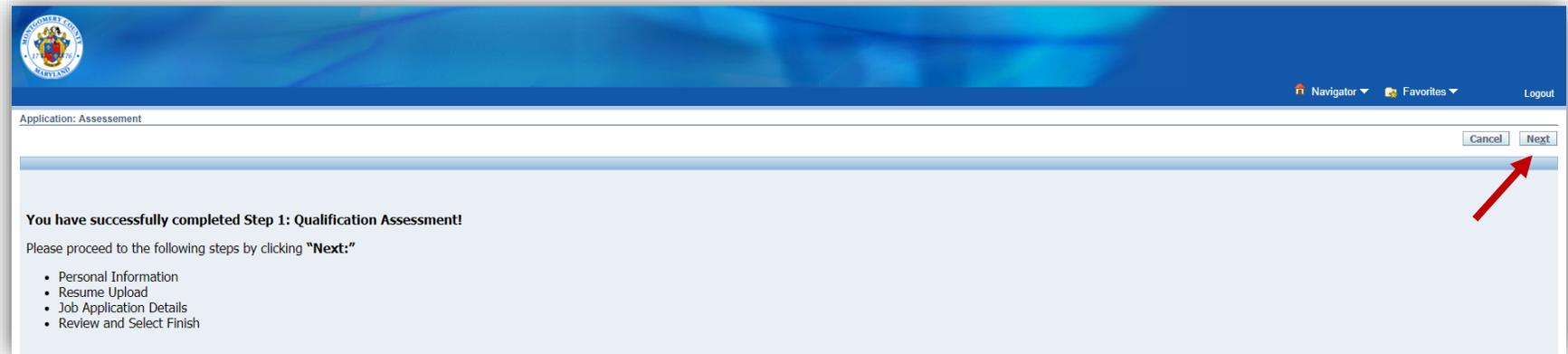
- You have only successfully completed the Qualification Assessment component of the Job Application Process.
- Please continue completing the Job Application Process by clicking "Continue."
- If you are not redirected to the Montgomery County IRecruitment web page or you have timed out of the system, you **must re-login**, search jobs, locate the job and complete your application.

**Reminders:**

- All components of the Job Application Process must be completed in order to be evaluated and considered for employment with Montgomery County, Maryland Government.
- Incomplete applications will not be reviewed, evaluated or considered for employment.
- Your Job Application is only complete when you have uploaded your resume (if required) and you receive the following confirmation message "Thank you for submitting your application."

[Continue](#)

## 18. You will see the following screen below; click Next.



Application: Assessment

[Cancel](#) [Next](#)

**You have successfully completed Step 1: Qualification Assessment!**

Please proceed to the following steps by clicking "Next:"

- Personal Information
- Resume Upload
- Job Application Details
- Review and Select Finish

## 19. Enter your personal information in the screen and upload your resume, then click Next.

Tip: To preview your resume, click the file link and download it to your desktop. To replace your resume, press the "Click here to upload your resume" button and upload a new resume. To delete the resume you uploaded, click the trash can icon. Once you have submitted your application (see step 22), you will not be able to change your resume.

Application: Review Account IRC31262

As part of your application, we will submit the following from your Account. You may use the fields below to make any corrections to your Account prior to completing this Application.  
\* Indicates required field

**Basic Details**

Please enter your personal information.

\* Last Name

\* First Name

Middle Name

Suffix

\* Email Address

**Address**

Country

\* Address Line 1

\* City

\* State

\* Zip Code

\* County

**Phone Numbers**

Please type your phone numbers in this format: XXX-XXX-XXXX.

| Phone Type | Phone Number         | Times to Call        |
|------------|----------------------|----------------------|
| Home       | <input type="text"/> | <input type="text"/> |
| Mobile     | <input type="text"/> | <input type="text"/> |
| Work       | <input type="text"/> | <input type="text"/> |

**Documents**

| File Name                    | File Type | Upload Date | Description | Delete |
|------------------------------|-----------|-------------|-------------|--------|
| <a href="#">Resume2.docx</a> | Resume    | 27-Feb-2018 |             |        |

**Resume**

To upload your resume to your account click Upload Resume. You MUST upload a resume for each position you are applying for, even if you have already uploaded a resume for a previous vacancy. You must ONLY upload a Microsoft Word document or a PDF file.

[Click here to upload your resume](#)

Cancel Step 1 of 3: Review Account **Next**

## 20. Enter the additional information requested on the following screen, then click Next.

Application: Other Info IRC31262

\* Indicates required field

Cancel Back Step 2 of 3: Enter Application Details Next

### Equal Employment Opportunity

As part of Montgomery County's EEO & Diversity Management Program and as required by the Department of Justice, we are required to maintain workforce statistics by race/ethnicity and gender. Furnishing this information is strictly voluntary and relies upon self-identification. It is confidential and will be used for data collection and reporting purposes. Further this information shall not be used in any selection process or promotional opportunity as a basis for that employment decision. Additionally, declining to provide this information will not preclude, enhance, or otherwise limit your opportunities for employment with Montgomery County.

Date of Birth

(example: 23-Apr-2018)

Sex

Race/Ethnicity

Select the ethnic group with which you identify most closely.

I do not want to disclose my EEO information.

Do you have a disability as defined by the Americans with Disabilities Act Amendment Act of 2008?  
Disability Act Disability?

### Current Montgomery County Government Employees Only

Current employment status?  
Employee Status?

Original Hire Date?

I am applying for:

### Former Montgomery County Government Employees Only

\* Are you a former Montgomery County Government Employee?  No  Yes

These are mandatory questions for applicants who responded Yes indicating that they are a former Montgomery County Government Employee

Have you had a break in service of 5 or more years since your prior County employment?  
Break in service?

Were you dismissed as a result of a disciplinary action?  
Dismissed?

Were you terminated from County employment?  
Terminated?

Did you retire from County employment?  
Retired?

Did you resign in light of an investigation of possible misconduct, or after being issued a Statement of Charges for disciplinary action, or after being issued a Notice of Intent to Terminate?  
Resigned due to above reasons?

### Veteran's Preference

\* Are you claiming Veteran's Preference?  No  Yes

These are mandatory questions for applicants who responded Yes indicating that they are claiming veteran's preference.

Were you honorably discharged from a branch of the United States Armed Services?  
Honorably discharged?

Have you already used veteran's credit to receive priority consideration for appointment to a Montgomery County position?  
Used Veteran's Credit?

Have you been rated by the Department of Veterans Affairs with a compensable service-connected disability of 30 percent or more?  
Compensable Disability?

### Person with a Disability

Are you applying for initial appointment to a County merit system position as a person with a documented disability under the criteria used by the Federal Office of Personnel Management for noncompetitive appointment to Federal Merit system positions under its special hiring authority and consistent with the provisions set forth in the Montgomery County Personnel Regulations, Section 6-11?  
Documented Disability?

If yes, are you certified by the Maryland Department of Education Division of Rehabilitation Services or equivalent out-of-state vocational rehabilitation agency as meeting the standard of disability consistent with the provisions set forth in the Montgomery County Personnel Regulations, Section 6-11?  
Certified Disability?

Any information requested in this application is strictly voluntary and not a requirement for the applicant for employment nor shall it impair or affect your ability to participate in competitive employment with Montgomery County. However, such information must be provided in order to claim employment preference consistent with the provisions set forth in the Montgomery County Personnel Regulations, Section 6-11. This information will be kept confidential and will only be used during the hiring process to apply employment preference consistent with the provisions set forth in the Montgomery County Personnel Regulations, Section 6-11 or any other confidential or mandatory EEO-related data collection/analysis purposes. It will not be used in evaluating your application for employment.  
[Click Here for Employment Preference Additional Information](#)

### All Applicants

This is a mandatory question that ALL applicants must answer

\* Have you ever been dismissed or asked to resign from any position?  No  Yes

\* If Yes, please enter a short explanation here (Maximum 150 characters)

### How Did You Hear About Us

\* Posting Source

Source Name

(example: if you saw our ad in a Newspaper, which Newspaper?)

Cancel Back Step 2 of 3: Enter Application Details Next



## 21. Review the information on the following screen and check the Agree (if you agree); click Finish.

**Overview**

Last Name **Test**  
First Name **Test**  
Middle Name  
Suffix  
Email Address **testingirec@gmail.com**  
Display Language **American English**

Address Line 1 **777**  
City **Germantown**  
State **MD**  
County **Montgomery**  
Zip Code **20874**  
Country **United States**

**Phone Numbers**

|        | Phone Number | Times to Call |
|--------|--------------|---------------|
| Home   |              |               |
| Mobile |              |               |
| Work   |              |               |

**Documents**

| File Name   | File Type | Upload Date | Description |
|-------------|-----------|-------------|-------------|
| Resume.docx | Resume    | 23-Apr-2018 |             |

**Job Posting Details** [Return to Top](#)

**Job Posting Information**

Source Type **Craigslist.org**  
Source Name

**Work Preferences** [Return to Top](#)

Keywords  
Distance From Location (Miles)  
Amount of Travel  
Minimum Salary  
Currency  
Match Competencies **No**  
Match Qualifications **No**

Professional Area  
Location  
Employment Category **Either**  
Work From Home **Possible**

By submission of this online application, I hereby certify that all statements contained in connection with my application for employment are true and complete to the best of my knowledge. I understand that omissions or misrepresentations will be cause for rejection of this application, for removal of my name from the eligible list, or forfeiture of all rights to Montgomery County Government employment. I understand and agree that all information submitted in conjunction with my application for employment is subject to verification prior to or after employment with Montgomery County Government.

**It is the responsibility of the applicant to read the instructions before applying for a position. The online system does not allow an applicant to apply more than once to any vacancy announcement. Once the submission has been made, an applicant cannot change, amend, add or delete to the existing submission regardless of whether or not the announcement is still open. Please ensure that all information and documentation are included in your submission (i.e., cover letter, resume, preferred criteria, etc.) before you click "Finish." If you are unsure of what document you attached, you need to click "Cancel" and start over again.**

**Please be advised that should you ACCEPT a position that has been offered to you with Montgomery County Government, you will no longer be considered for any remaining positions that you may have applied for and your applications for those positions will be terminated.**

\* Do you agree?  YES

Montgomery County Government is an equal opportunity employer, committed to workforce diversity. Accordingly, as it relates to employment opportunities, the County will provide reasonable accommodations to applicants with disabilities, in accordance with the law. Applicants requiring a reasonable accommodation for any part of the application and hiring process should contact the Office of Human Resources via email to [Special.Accommodations@montgomerycountymd.gov](mailto:Special.Accommodations@montgomerycountymd.gov). Individual determinations on requests for reasonable accommodation will be made in accordance with all applicable laws.

Step 3 of 3: Review

**22. You will be returned to the Home tab of the iRecruitment website, and the following confirmation will appear: “Thank you for submitting your application.”**

Tip: If you do not see this confirmation message, it means your application has not been submitted.

The screenshot shows the iRecruitment website interface. At the top left is the logo for the Department of Corrections, Maryland. The main navigation bar includes 'Home' and 'Search Jobs'. Below this, there are tabs for 'General' and 'My Account'. A 'Confirmation' message is displayed, stating 'Thank you for submitting your application.', which is circled in red. Below the confirmation, there is a 'Welcome to our Job Site Test, Test' message. The 'Notifications' section lists five recent notifications from 'SYSADMIN' regarding job application status changes for various IDs. The 'Jobs Applied For' section lists five jobs with columns for Name, Job Title, Organization, Location, Status, and Communication Details. The 'My Appointments' section shows 'Appointments Scheduled' with a table that currently has 'No results found.'

**Notifications**

| From     | Subject  | Sent                 |
|----------|--|----------------------|
| SYSADMIN | <a href="#">The status of your job application for IRC30745 is changed</a> | 17-Apr-2018 13:41:50 |
| SYSADMIN | <a href="#">The status of your job application for IRC27722 is changed</a> | 04-Apr-2018 09:53:56 |
| SYSADMIN | <a href="#">The status of your job application for IRC30762 is changed</a> | 03-Apr-2018 13:10:36 |
| SYSADMIN | <a href="#">The status of your job application for IRC30417 is changed</a> | 29-Mar-2018 17:39:08 |
| SYSADMIN | <a href="#">The status of your job application for IRC28162 is changed</a> | 19-Mar-2018 13:28:24 |

**Jobs Applied For**

| Name                     | Job Title  | Organization                       | Location             | Status                          | Communication Details |
|--------------------------|--|------------------------------------|----------------------|---------------------------------|-----------------------|
| <a href="#">IRC27574</a> | Library Page, Grade 52   | LIB 71 Library Pages               | Rockville, MD, US    | Rater Review                    |                       |
| <a href="#">IRC29691</a> | Correctional Dietary Officer I; Grade 17                       | COR 42 DS Food Services            | Rockville, MD, US    | Withdrew from Consideration     |                       |
| <a href="#">IRC29124</a> | Program Manager II (911 Coordinator), Grade 25                 | POL 47 MSB Communications Division | Gaithersburg, MD, US | Withdrew from Consideration     |                       |
| <a href="#">IRC29671</a> | Public Safety Emergency Communications Specialist I - Grade 15 | POL 47 MSB Communications Division | Gaithersburg, MD, US | Did not meet screening criteria |                       |
| <a href="#">IRC29166</a> | Social Worker III (Child Welfare Services), Grade 24           | HHS 60 Child Welfare Services      | Rockville, MD, US    | Withdrew from Consideration     |                       |

**My Appointments**

| Appointments Scheduled |      |            |          |      |          |        |              |                |                     |
|------------------------|------|------------|----------|------|----------|--------|--------------|----------------|---------------------|
| Name                   | Date | Start Time | End Time | Type | Category | Status | Contact Name | Contact Number | Appointment Details |
| No results found.      |      |            |          |      |          |        |              |                |                     |

23. Depending on how many jobs you have applied for, your latest application may or may not appear on the first page. If not, click Full List.

The screenshot shows the Maryland Recruitment portal interface. At the top left is the Maryland State Seal and the text 'Recruitment'. The navigation bar includes 'Home' and 'Search Jobs'. Below this, there are links for 'General' and 'My Account'. A confirmation message states: 'Confirmation Thank you for submitting your application. Welcome to our Job Site Test, Test'. The 'Notifications' section lists five recent notifications from 'SYSADMIN' regarding application status changes for various job IDs (IRC30745, IRC27722, IRC30762, IRC30417, IRC28162). A 'Full List' button is present. The 'Jobs Applied For' section lists five jobs with columns for Name, Job Title, Organization, Location, Status, and Communication Details. A red arrow points to the 'Full List' button in this section. The 'My Appointments' section shows 'Appointments Scheduled' with a table that currently has 'No results found.'

**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                 |
|----------|--|----------------------|
| SYSADMIN | <a href="#">The status of your job application for IRC30745 is changed</a> | 17-Apr-2018 13:41:50 |
| SYSADMIN | <a href="#">The status of your job application for IRC27722 is changed</a> | 04-Apr-2018 09:53:56 |
| SYSADMIN | <a href="#">The status of your job application for IRC30762 is changed</a> | 03-Apr-2018 13:10:36 |
| SYSADMIN | <a href="#">The status of your job application for IRC30417 is changed</a> | 29-Mar-2018 17:39:08 |
| SYSADMIN | <a href="#">The status of your job application for IRC28162 is changed</a> | 19-Mar-2018 13:28:24 |

**Jobs Applied For**

Below is a list of the jobs for which you have applied. Select Full List to see the complete list of Job Applications.

| Name                     | Job Title  | Organization                       | Location             | Status                          | Communication Details |
|--------------------------|--|------------------------------------|----------------------|---------------------------------|-----------------------|
| <a href="#">IRC27574</a> | Library Page, Grade S2   | LIB 71 Library Pages               | Rockville, MD, US    | Rater Review                    |                       |
| <a href="#">IRC29691</a> | Correctional Dietary Officer I; Grade 17                       | COR 42 DS Food Services            | Rockville, MD, US    | Withdrew from Consideration     |                       |
| <a href="#">IRC29124</a> | Program Manager II (911 Coordinator), Grade 25                 | POL 47 MSB Communications Division | Gaithersburg, MD, US | Withdrew from Consideration     |                       |
| <a href="#">IRC29671</a> | Public Safety Emergency Communications Specialist I - Grade 15 | POL 47 MSB Communications Division | Gaithersburg, MD, US | Did not meet screening criteria |                       |
| <a href="#">IRC29166</a> | Social Worker III (Child Welfare Services), Grade 24           | HHS 60 Child Welfare Services      | Rockville, MD, US    | Withdrew from Consideration     |                       |

**My Appointments**

Appointments Scheduled

| Name              | Date | Start Time | End Time | Type | Category | Status | Contact Name | Contact Number | Appointment Details |
|-------------------|------|------------|----------|------|----------|--------|--------------|----------------|---------------------|
| No results found. |      |            |          |      |          |        |              |                |                     |

## 24. The status of your application will be shown in the Status column.

Tip: Generally, your application status will be updated after 10 business days after the job's closing date (noted in the job's IRC). The average time to fill most positions can range from three to eight weeks. You can check the status of your application at any time by logging in to your AccessMCG Extranet account and reviewing the Status column:

- *Active application:* Position is still unfilled and based on your education/skills/qualifications, you may or may not advance to the competitive rating process.
- *Did not meet screening criteria:* Applicant did not meet the screening criteria and is not qualified for the position.
- *Eligible list:* Applicant has been placed in the highest rating ("Well Qualified") category of the eligible list and may be contacted for an interview.
- *Position has been filled:* Position has been filled and ad is closed.
- *Qualified:* Applicant has been rated "Qualified" but is not likely to receive further consideration because other candidates were rated "Well-Qualified".
- *Rater review:* Your application is being reviewed by Subject Matter Experts.
- *Superseded by another posting:* This IRC will not be filled as advertised. New revised ad posted for this position.
- *Transfer/demotion:* For current Montgomery County employees applying for a voluntary demotion.

The screenshot shows the 'Jobs Applied For' section of the Montgomery County Recruitment portal. A table lists various job openings with columns for Name, Job Title, Organization, Location, Status, and Communication Details. A red arrow points to the 'Status' column, highlighting the importance of this information.

| Select                   | Name     | Job Title   | Organization                                 | Location              | Status                          | Communication Details |
|--------------------------|----------|---|--|-----------------------|---------------------------------|-----------------------|
| <input type="checkbox"/> | JRC27574 | Library Page, Grade S2  | LIB 71 Library Pages                         | Rockville, MD, US     | Rater Review                    | <a href="#">[i]</a>   |
| <input type="checkbox"/> | JRC29591 | Correctional Dietary Officer I; Grade 17  | COR 42 DS Food Services                      | Rockville, MD, US     | Withdrawn from Consideration    | <a href="#">[i]</a>   |
| <input type="checkbox"/> | JRC29124 | Program Manager II (911 Coordinator), Grade 25                                    | POL 47 MSB Communications Division           | Gaithersburg, MD, US  | Withdrawn from Consideration    | <a href="#">[i]</a>   |
| <input type="checkbox"/> | JRC29571 | Public Safety Emergency Communications Specialist I - Grade 15                    | POL 47 MSB Communications Division           | Gaithersburg, MD, US  | Did not meet screening criteria | <a href="#">[i]</a>   |
| <input type="checkbox"/> | JRC29166 | Social Worker III (Child Welfare Services), Grade 24                              | HHS 60 Child Welfare Services                | Rockville, MD, US     | Withdrawn from Consideration    | <a href="#">[i]</a>   |
| <input type="checkbox"/> | JRC29510 | Gilchrist Center Office Assistant (Gilchrist Information Referral Aide), Grade S7 | CEC 16 Community Partnerships                | Wheaton, MD, US       | Did not meet screening criteria | <a href="#">[i]</a>   |
| <input type="checkbox"/> | JRC28882 | Social Worker I/II (Child Welfare Services) Grade 21/23                           | HHS 60 Child Welfare Services                |                       | Withdrawn from Consideration    | <a href="#">[i]</a>   |
| <input type="checkbox"/> | JRC29792 | Transit Bus Operator, Grade 15  | DOT 50 Transit Silver Spring Ride On         | Silver Spring, MD, US | Did not meet screening criteria | <a href="#">[i]</a>   |
| <input type="checkbox"/> | JRC28123 | Manager II (Chief - Enterprise Systems and Operations Division)                   | DTS 34 Enterprise Services and Operations    | Rockville, MD, US     | Did not meet screening criteria | <a href="#">[i]</a>   |
| <input type="checkbox"/> | JRC30099 | Senior Lifeguard (Grade S4)   | REC 72 MLK Indoor Pool                       |                       | Active Application              | <a href="#">[i]</a>   |
| <input type="checkbox"/> | JRC20233 | Program Specialist II (Bethesda Urban District), Grade 21                         | CEC 16 Bethesda Urban District               | Bethesda, MD, US      | Withdrawn from Consideration    | <a href="#">[i]</a>   |
| <input type="checkbox"/> | JRC28162 | Engineer Technician II/I, Grade 18/17   | DOT 50 Transportation System Engineering     | Gaithersburg, MD, US  | Did not meet screening criteria | <a href="#">[i]</a>   |
| <input type="checkbox"/> | JRC30866 | Recreation Assistant IV (Cashier), Grade S4                                       | REC 72 MLK Indoor Pool                       |                       | Active Application              | <a href="#">[i]</a>   |
| <input type="checkbox"/> | JRC30864 | Recreation Assistant III (Swim Instructor), Grade S3                              | REC 72 Germantown Indoor Pool                |                       | Active Application              | <a href="#">[i]</a>   |
| <input type="checkbox"/> | JRC30865 | Recreation Assistant IV (Senior Swim Coach/Instructor), Grade S4                  | REC 72 Olney Indoor Pool                     | Olney, MD, US         | Active Application              | <a href="#">[i]</a>   |
| <input type="checkbox"/> | JRC30417 | Human Resources Specialist (Labor & Employee Relations)                           | OHR 33 Labor and Employee Relations Team     | Rockville, MD, US     | Did not meet screening criteria | <a href="#">[i]</a>   |
| <input type="checkbox"/> | JRC30762 | Accountant/Auditor III, Grade 23  | REC 72 Management Services                   | Silver Spring, MD, US | Did not meet screening criteria | <a href="#">[i]</a>   |
| <input type="checkbox"/> | JRC27722 | Manager II (Division Chief Labor and Employee Relations), Grade M2                | OHR 33 Labor and Employee Relations Division | Rockville, MD, US     | Did not meet screening criteria | <a href="#">[i]</a>   |
| <input type="checkbox"/> | JRC30983 | School Health Room Technician I, Grade 15   | HHS 60 School Health Services SUB HRT        | Rockville, MD, US     | Active Application              | <a href="#">[i]</a>   |
| <input type="checkbox"/> | JRC30745 | Human Resources Specialist III (Health and Employee Welfare Division), Grade 25   | OHR 33 Health Insurance Team                 | Rockville, MD, US     | Did not meet screening criteria | <a href="#">[i]</a>   |
| <input type="checkbox"/> | JRC30273 | Recreation Specialist, Grade 21   | REC 72 Youth Development Youth Services      | Wheaton, MD, US       | Active Application              | <a href="#">[i]</a>   |
| <input type="checkbox"/> | JRC31224 | Transit Bus Operator, Grade 15  | DOT 50 Transit Silver Spring Ride On         | Silver Spring, MD, US | Did not meet screening criteria | <a href="#">[i]</a>   |
| <input type="checkbox"/> | JRC31262 | Program Specialist II (Digital Strategies Program Specialist), Grade 21           | LIB 71 Virtual Services                      | Rockville, MD, US     | Did not meet screening criteria | <a href="#">[i]</a>   |
| <input type="checkbox"/> | JRC31064 | Recreation Coordinator (Part-Time), Grade 18                                      | REC 72 Facilities Division                   | Silver Spring, MD, US | Did not meet screening criteria | <a href="#">[i]</a>   |