



How to Track the Status of Your Job Application

1. Go to <https://tinyurl.com/MCGJobsHomepage>.
2. Click Login to AccessMCG Extranet.

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 shows the Montgomery County iRecruitment portal. At the top left is the county logo and the word "iRecruitment". Below it are navigation links for "Home" and "Search Jobs". The main content area is titled "Welcome to our Job Site" and includes a "Dear Potential Applicant:" section with a thank you message and a "Please note:" section with a list of instructions. On the right side, there is a "Login" section with three options: "Already registered on AccessMCG Extranet?" (with a "Login to AccessMCG Extranet" button), "Do not have AccessMCG Extranet account?" (with "Register today" and "Help on Registration" buttons), and "Active County Employee?" (with an "Active Employee Login" button). A red arrow points from the "Please note:" section to the "Login to AccessMCG Extranet" button.

Welcome to our Job Site

Dear Potential Applicant:

Thank you for visiting Montgomery County Government online applicant system and for your interest in employment with the County.

Please note:

- Registering does not make you an applicant.
- If you are a first-time user applying for a job, you must create a new account.
- You must apply to specific job positions online to be considered.
- All components of the Job Application Process and Qualification Assessment must be completed in order to be evaluated and considered for a position.
- Incomplete applications will not be reviewed, evaluated or considered for employment.
- Your Job Application is only complete when you have successfully uploaded your resume and received the following confirmation message, "Thank you for submitting your application."
- The system allows only one document to be uploaded and has a 30-minute time out.
- Once you have completed the Qualification Assessment component, if you have timed out of the system, you **must re-login** and complete your application.
- The account activation may take up to 15 minutes to complete. All of our recruitments close by 11:59pm on the posted closing date. Please make sure you do the activation setup immediately so you can apply timely for a posted job.
- Applications for current job openings are not accepted after the closing date.
- You can keep track of the status of your applications and employment process online at any time.

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

Login

Already registered on AccessMCG Extranet?
To apply for County jobs and to check your application status online, you must login using your AccessMCG Extranet account.
[Login to AccessMCG Extranet](#)

Do not have AccessMCG Extranet account?
If you are applying for a job for the first time, you **MUST** create and activate an AccessMCG Extranet account. The account activation may take up to 15 minutes to complete. Click on Register Today to create your account.
[Register today](#) [Help on Registration](#)

Active County Employee?
If you are a current Montgomery County Government employee, then you **MUST** access the iRecruitment portal via Oracle ESS using your Single Sign-On
[Active Employee Login](#)

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



4. You will be taken to the Home tab of the iRecruitment website. Depending on how many jobs you have applied for, your application may or may not show on the first page. If not, click Full List.

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	The status of your job application for IRC30745 is changed	17-Apr-2018 13:41:50
SYSADMIN	The status of your job application for IRC27722 is changed	04-Apr-2018 09:53:56
SYSADMIN	The status of your job application for IRC30762 is changed	03-Apr-2018 13:10:36
SYSADMIN	The status of your job application for IRC30417 is changed	29-Mar-2018 17:39:08
SYSADMIN	The status of your job application for IRC28162 is changed	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
IRC27574	Library Page, Grade S2	LIB 71 Library Pages	Rockville, MD, US	Rater Review	Details
IRC29691	Correctional Dietary Officer I; Grade 17	COR 42 DS Food Services	Rockville, MD, US	Withdrew from Consideration	Details
IRC29124	Program Manager II (911 Coordinator), Grade 25	POL 47 MSB Communications Division	Gaithersburg, MD, US	Withdrew from Consideration	Details
IRC29671	Public Safety Emergency Communications Specialist I - Grade 15	POL 47 MSB Communications Division	Gaithersburg, MD, US	Did not meet screening criteria	Details
IRC29166	Social Worker III (Child Welfare Services), Grade 24	HH5 60 Child Welfare Services	Rockville, MD, US	Withdrew from Consideration	Details

My Appointments

Appointments Scheduled

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

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

Tip: Generally, your application status will be updated after 10 business days from 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 'iRecruitment' portal interface. At the top, there is a navigation bar with 'Home', 'Search Jobs', 'Navigator', 'Favorites', and 'Logout'. Below this, there are tabs for 'Available Jobs' and 'Jobs Applied For'. The 'Jobs Applied For' section is active, showing a list of jobs with columns for Name, Job Title, Organization, Location, Status, and Communication Details. A red arrow points to the 'Status' column header.

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	[i]
<input type="checkbox"/>	JRC29591	Correctional Dietary Officer I; Grade 17	COR 42 DS Food Services	Rockville, MD, US	Withdrawn from Consideration	[i]
<input type="checkbox"/>	JRC29124	Program Manager II (911 Coordinator), Grade 25	POL 47 MSB Communications Division	Gaithersburg, MD, US	Withdrawn from Consideration	[i]
<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	[i]
<input type="checkbox"/>	JRC29166	Social Worker III (Child Welfare Services), Grade 24	HHS 60 Child Welfare Services	Rockville, MD, US	Withdrawn from Consideration	[i]
<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	[i]
<input type="checkbox"/>	JRC28882	Social Worker I/II (Child Welfare Services) Grade 21/23	HHS 60 Child Welfare Services		Withdrawn from Consideration	[i]
<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	[i]
<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	[i]
<input type="checkbox"/>	JRC30099	Senior Lifeguard (Grade S4)	REC 72 MLK Indoor Pool		Active Application	[i]
<input type="checkbox"/>	JRC30233	Program Specialist II (Bethesda Urban District), Grade 21	CEC 16 Bethesda Urban District	Bethesda, MD, US	Withdrawn from Consideration	[i]
<input type="checkbox"/>	JRC28162	Engineer Technician II/I, Grade 18/17	DOT 50 Transportation System Engineering	Gaithersburg, MD, US	Did not meet screening criteria	[i]
<input type="checkbox"/>	JRC30866	Recreation Assistant IV (Cashier), Grade S4	REC 72 MLK Indoor Pool		Active Application	[i]
<input type="checkbox"/>	JRC30864	Recreation Assistant III (Swim Instructor), Grade S3	REC 72 Germantown Indoor Pool		Active Application	[i]
<input type="checkbox"/>	JRC30865	Recreation Assistant IV (Senior Swim Coach/Instructor), Grade S4	REC 72 Olney Indoor Pool	Olney, MD, US	Active Application	[i]
<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	[i]
<input type="checkbox"/>	JRC30762	Accountant/Auditor III, Grade 23	REC 72 Management Services	Silver Spring, MD, US	Did not meet screening criteria	[i]
<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	[i]
<input type="checkbox"/>	JRC30983	School Health Room Technician I, Grade 15	HHS 60 School Health Services SUB HRT	Rockville, MD, US	Active Application	[i]
<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	[i]
<input type="checkbox"/>	JRC30273	Recreation Specialist, Grade 21	REC 72 Youth Development Youth Services	Wheaton, MD, US	Active Application	[i]
<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	[i]
<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	[i]
<input type="checkbox"/>	JRC31064	Recreation Coordinator (Part-Time), Grade 18	REC 72 Facilities Division	Silver Spring, MD, US	Did not meet screening criteria	[i]