

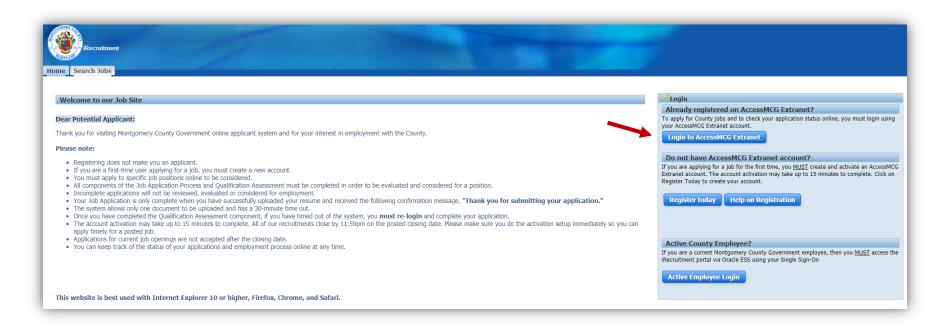
Office of Human Resources

How to Track the Status of Your Job Application

- Go to https://tinyurl.com/MCGJobsHomepage.
- 2. Click Login to AccessMCG Extranet.

Current MCG Employees:

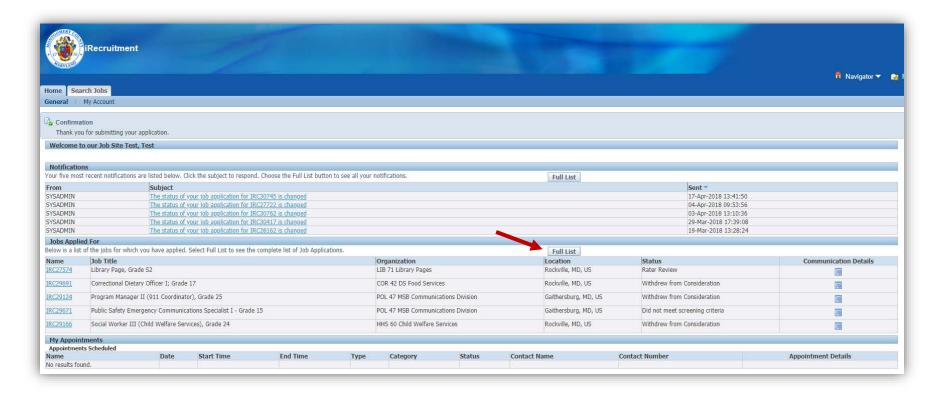
- Log in to the AccessMCG ePortal for employees: https://eportal.montgomerycountymd.gov
- Click Employee Self-Service.
- Click Go to Employee Self-Service.
- Click MCG HR iRecruitment Employee.
- Follow the steps in this document beginning with step 4.



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.



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- Superseded by another posting: This IRC will not be filled as advertised.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.

