



Interviewing and Selecting Employees FY26 Upcoming Classes

Course Description: Interviewing and Selecting Employees is designed to provide interview panel members and hiring managers with the tools necessary to navigate through the interviewing and selection process. All classes are held virtually in Microsoft Teams Meetings.

Audience: Members of interview panels and hiring managers

Time Frame: This course must be completed prior to participating in a rating or interview panel or acting as a hiring manager.

Enrollment Instructions:

- Online enrollment available via Oracle Employee Self-Service [AccessMCGePortal](#)
- Enrollment Instructions: [Enroll in a Class](#)
- Registration closes 48 hours in advance of the class. An Outlook email with an MS Teams Meeting link to join the class will be sent to participants 24 hours before the class.

Date	Time	Training Delivery Method
August 12, 2025	9 am – noon	MS Teams Virtual Meeting
September 9, 2025	9 am – noon	MS Teams Virtual Meeting
October 14, 2025	9 am – noon	MS Teams Virtual Meeting
December 9, 2025	9 am – noon	MS Teams Virtual Meeting
January 13, 2026	9 am – noon	MS Teams Virtual Meeting
February 10, 2026	9 am – noon	MS Teams Virtual Meeting
March 10, 2026	9 am – noon	MS Teams Virtual Meeting
April 14, 2026	9 am – noon	MS Teams Virtual Meeting
May 12, 2026	9 am – noon	MS Teams Virtual Meeting
June 9, 2026	9 am – noon	MS Teams Virtual Meeting

ADA Reasonable Accommodations

Please contact the OHR Training Line at OLM.Admin@montgomerycountymd.gov at least five (5) full business days prior to the event to request any reasonable accommodations to participate in the event. This includes, but is not limited to, requests for sign language interpreters and other auxiliary aids or services. In all situations, a good faith effort (up until the time of the event) will be made to provide accommodations.