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.
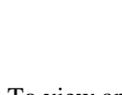
To view applications, follow these steps.

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: Raters can access iRecruitment Rater from any computer with internet access.

Click on "MCG HR iRecruitment Rater" on the left under Navigator.
Click on iRecruitment Home under MCG HR iRecruitment Home.

ORACLE E-Business Suite

Favorites ▼   Logout Preferences Help

Logged In As **PECK**

Oracle Applications Home Page

Worklist		
		Full List
From	**Subject**	**Sent**
There are no notifications in this view.		

☑**TIP** Vacation Rules - Redirect or auto-respond to notifications.
☑**TIP** Worklist Access - Specify which users can view and act upon your notifications.

Favorites

Personaliz

You have not selected any favorites. Please use th
"Personalize" button to set up your favorites.

Navigator

Personalize

📁 MCG HR Employee Self-Service	**MCG HR iRecruitment Rater**
📁 MCG HR iRecruitment Employee	📄 iRecruitment Home
📁 **MCG HR iRecruitment Rater**	
📁 MCG HR iRecruitment Recruiter	

Click "2. Search for Vacancies" on the right.

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.

iRecruitment

Navigator ▼   Favorites ▼   Home Logout Preferences Help

Home | Vacancies

Vacancies

1 Type the IRC number

Save Search

Search

Views

Vacancy Name	IRC	Position	🔍
Job Title	🔍	Creation Date	▼
Organization	🔍	Manager	🔍
Recruiter	🔍	☐ My Vacancies	
Status	▼	☐ Referral Vacancies	
Location	🔍	Job Category	▼

Go   Clear

Select	Vacancy Name	Job Title	Position Name	Status	Job Category	Number of Openings	Active Applicants	Filled	Location	Referral Vacancy
	No search conducted.									

2 Click "Go"

Save Search

Home Vacancies Home Logout Preferences Help

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Notice the Vacancy appears in the table below.
Click on the number under Active Applicants, e.g. "40"

Select "Eligible List" under Status.
Click on "Go".

Click on the applicant name under "Applicant Name". Some applicants may have additional information under "Application Notes".

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".

Not Qualified	Fairfax, VA, US		Closed	0	▼	Montgomery County Website		➕	🔍
Qualified After Review	Olney, MD, US		Closed	0	▼			➕	🔍
Not Qualified	Newport News, VA, US		Closed	0	▼	Internet	AAFS.org	➕	🔍
Qualified After Review	Columbia, MD, US		Closed	0	▼	Other	www.indeed.com	➕	🔍
Not Qualified	Kensington, MD, US		Closed	0	▼	Montgomeryjobs.net wesite		➕	🔍
Qualified After Review	Huntington, WV, US		Closed	0	▼	Internet	IAI	➕	🔍
Not Qualified	Silver Spring, MD, US		Closed	0	▼	Montgomery County Website		➕	🔍
Qualified After Review	Fairless Hills, PA, US		Closed	0	▼	Internet	american academy of forensic scientists website	➕	🔍
Not Qualified	Windsor Mill, MD, US		Closed	0	▼	Montgomery County Website		➕	🔍
Not Qualified	Brooklyn, NY, US		Closed	0	▼	Other	AAFS	➕	🔍

     ◁ Previous | 1-100 ▼ | Next 100 ▷

Cancel   Revert   Apply

Revised 12/2011

Click on the "Applications" tab to review the resume. The resume should appear under Documents.
Click on the link to review the resume.

Click on the tab "Qualifications".
Review the information there, if any.

iRecruitment

Navigator ▼   Favorites ▼   Home Logout Preferences Help

| Home | Vacancies |

Vacancies >   View Applicants : IRC

✅ Education   ✅ Additional Qualifications   ✅ Skills
Candidate Details:

Printable Page   Back   Candidate 3   Next

Review the information in the "Qualifications Tab"

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 |

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

Home Vacancies Home Logout Preferences Help

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Revised 12/2011