

1 Attaching Interview Notes

In addition to interview evaluations, interview notes (questions/answers) must be attached for each applicant.
Note: If there are three members on the interview panel there should be three sets of questions scanned and entered.

There are two (2) ways to access a Job Opening:

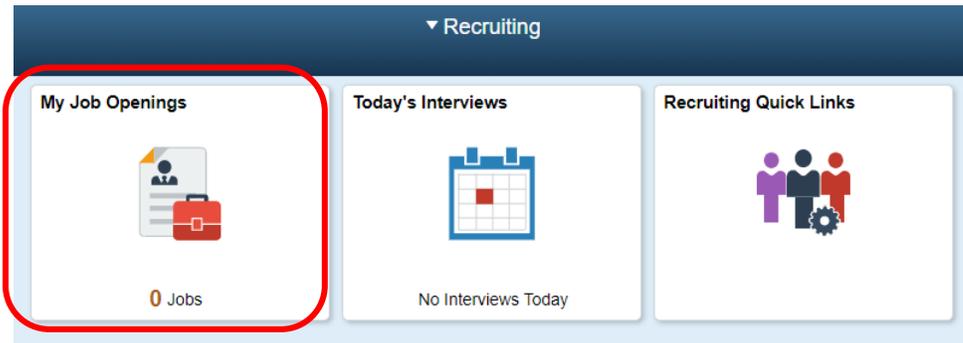
1. Recruiting page > Recruiting Quick Links tile
2. Manager Self Service page > Manager Dashboard tile

1. To access a Job Opening through the **Recruiting page**:

Once logged into CONNECT, click “Recruiting” from the page menu.



Click the “My Job Openings” tile.



Click “>” to the right of the job opening you wish to expand.

My Job Openings 1 result found for "Jobs Assigned to Me"

Job Title/Job ID	Recruiting Location	Category	Hiring Manager	Days Open	No Action Taken	Applicants	
<input type="checkbox"/> Judiciary Clerk 6094	Baltimore County	<input type="checkbox"/>	AMY REED	20	2	2	<input type="button" value=">"/>

Then Skip to #3. Or...

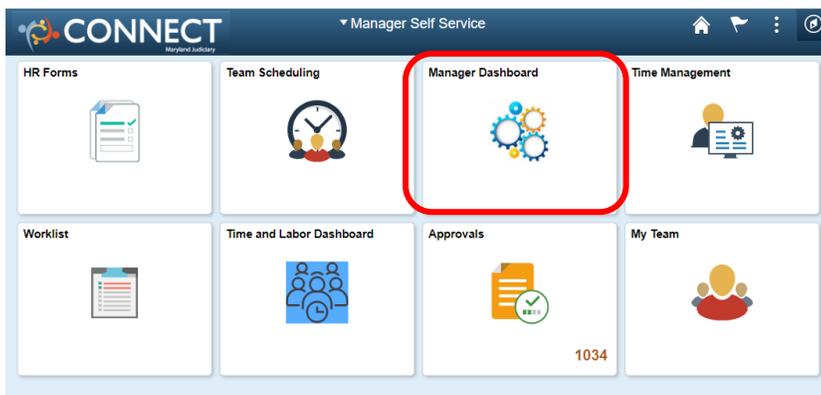
2 Attaching Interview Notes

2. To access a Job Opening through the *Manager Self Service* page:

Once logged into CONNECT, click “Manager Self Service” from the page menu.



Click the “Manager Dashboard” tile.



Click the Job ID hyperlink from the “My Open Jobs” pagelet.

 **My Open Jobs**

Personalize | View All |  1 of 1

Job	Job Title	Days Open	Routed Applicants
6094	Judiciary Clerk	20	

3 Attaching Interview Notes

3. On the “Manage Job Opening” page, click the “Interview” icon next to the appropriate applicants’ name to open the “Interview Schedule”.

Manage Job Opening

Return | Recruiting Home | Search Job Openings | Previous | Next | Create New | Clone | Refresh | Add Note | Interviews | No Category | >> Personalize

Job Opening ID 2322 Status 010 Open
Job Posting Title Courtroom Clerk Business Unit MDJUD (Maryland Judiciary)
Job Code 2429 (Courtroom Clerk) Department 0465110 (DC 65- Courtroom)
Position Number 001087 (Courtroom Clerk)

Applicants Applicant Search Applicant Screening Activity & Attachments Details

All (187)	Screen (0)	Route (153)	Interview (6)	Offer (0)	Hire (0)	Not Select (0)	Reject (28)
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Applicants ? Find | View All | First 1-6 of 6 Last

Select	Applicant Name	First Name	Applicant ID	Type	Disposition	Application	Resume	Interview	Print	Other Actions
<input type="checkbox"/>	[Redacted]	[Redacted]	18653	External	Interview					Other Actions

4. Click on the “Final Recommendation” drop down arrow to select the appropriate choice. For the applicant you want to Hire, select “Make Offer”. All others can be left in “Interview” status.

Manage Interviews

Save | Return Personalize

Applicant Name [Redacted] Job Opening ID 2322
Applicant ID 18653 Job Opening Status 010 Open
Job Posting Title Courtroom Clerk Business Unit MDJUD (Maryland Judiciary)
Job Code 2429 (Courtroom Clerk) Position Number 001087 (Courtroom Clerk)

Interview Summary ?

Select	Date	Start Time	End Time	Time Zone	Location	Submitted	Status	Final Recommendation
<input checked="" type="checkbox"/>	03/16/2017	8:15AM	9:00AM	EST	8652 Second Avenue Silver Spring, MD 20910		Scheduled	005 Interview

Interview Details ?

Date 03/16/2017 [Edit Interview Schedule](#)

Start Time 8:15AM EST
End Time 9:00AM EST
Location 8652 Second Avenue Silver Spring, MD 20910
Submitted Yes
Status Scheduled

Final Recommendation ?

Final Recommendation 005 Interview
Reason
Average Score 14

4 Attaching Interview Notes

To Attach Interview Notes:

4. Click on “[Edit Interview Schedule](#)”
5. Scroll down to the “Interview Materials” section and click “[Add Attachment](#)”

Manage Interviews

Save | Return Personalize

Applicant Name [REDACTED] Job Opening ID 2322
Applicant ID 18653 Job Opening Status 010 Open
Job Posting Title Courtroom Clerk Business Unit MDJUD (Maryland Judiciary)
Job Code 2429 (Courtroom Clerk) Position Number 001087 (Courtroom Clerk)

Interview Summary ?

Select	Date	Start Time	End Time	Time Zone	Location	Submitted	Status	Final Recommendation	
<input checked="" type="radio"/>	03/16/2017	8:15AM	9:00AM	EST	8552 Second Avenue Silver Spring, MD 20910	<input checked="" type="checkbox"/>	Scheduled	005 Interview	

Interview Details ?

Date 03/16/2017 Edit Interview Schedule

Start Time 8:15AM EST

End Time 9:00AM EST

Location 8552 Second Avenue Silver Spring, MD 20910

Submitted Yes

Status Scheduled

Final Recommendation ?

Final Recommendation 005 Interview ▼

Reason ▼

Average Score 14

Interview Materials

Notes ?

No notes have been added to this Interview.

Add Note Load Job Opening Notes

Attachment ?

No Attachments have been added to this Interview.

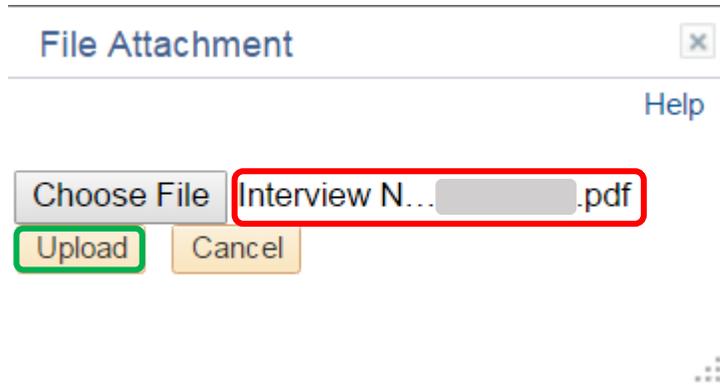
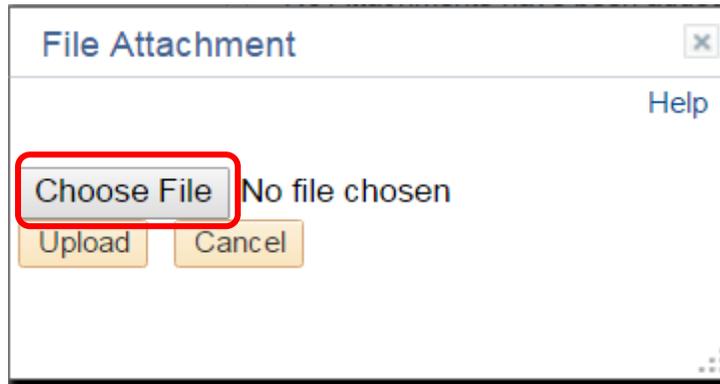
Add Attachment Load Job Opening Attachment

5 Attaching Interview Notes

- Click **“Choose File”** to search your computer for the saved interview notes. (Note: Save to your H Drive, under **“My Scans”** or save to a Flash Drive)

Search for the correct **applicant interview notes** saved on your computer or Flash Drive.

- Click **“Upload”** to attach the Interview Notes.



Manage Interviews

Save **Return** Personalize

Applicant Name		Job Opening ID	2322
Applicant ID	18653	Job Opening Status	010 Open
Job Posting Title	Courtroom Clerk	Business Unit	MDJUD (Maryland Judiciary)
Job Code	2429 (Courtroom Clerk)	Position Number	001087 (Courtroom Clerk)

Interview Summary ?

Select	Date	Start Time	End Time	Time Zone	Location	Submitted	Status	Final Recommendation	
<input checked="" type="radio"/>	03/16/2017	8:15AM	9:00AM	EST	8552 Second Avenue Silver Spring, MD 20910	<input checked="" type="checkbox"/>	Scheduled	005 Interview	

Interview Details ? Edit Interview Schedule

Date 03/16/2017

Start Time 8:15AM EST

End Time 9:00AM EST

Location 8552 Second Avenue Silver Spring, MD 20910

Submitted Yes

Status Scheduled

Final Recommendation ?

Final Recommendation 005 Interview

Reason

Average Score 14

- Click **“Save”** to save the entry.
- Click the **“Return”** arrow to navigate back to the **“Manage Interviews”** page with the list of applicants.