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.

	▼ Recruiting	
My Job Openings	Today's Interviews	Recruiting Quick Links
		Ť
0 Jobs	No Interviews Today	

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

My Job Openings					1 re	sult found for "Jobs Ass	signed to M	e".
Actions 📀						[×	L Q A	r
Job Title/Job ID	Recruiting Location	Category	Hiring Manager	Days Open	No Action Taken	Applicants		
Dudiciary Clerk 6094	Baltimore County	0	AMY REED	20	2	2	>	

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.

		▼ Manager Self Service		
My Team	HR Forms	My Page		Team Scheduling
		Manager Self Service	-	
		Employee Self Service		
		Workforce Administrator		
		Recruiting		
Approvals	Time Managem	manager Dasnoc	ard	Time and Labor Dashboard

Click the "Manager Dashboard" tile.



Click the Job ID hyperlink from the "My Open Jobs" pagelet.

6	🖶 My Open Jobs									
		Personalize Vie	w All 🖟	1 of 1						
	Job	Job Title	Days Open	Routed Applicants						
	6094	Judiciary Clerk	20							

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 🛱 Se	earch Job Openir	ngs 📲 Previous 🚛 Nex	t 🗟 Create Nev	v 👰 Clone	🍫 Refresh 📮 Add No	ote 🚮 Interv	iews 🗍 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) Department 0465110 (DC 65- Courtroom)											
Applicants Applicant Search Applicant Screening Activity & Attachments Details												
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Applicants	?								Fi	nd View All 🗖	📕 First	🕚 1-6 of 6 🛞 Last
Select	Applicant Na	me	First Name	Applicant ID	Туре	Disposition	Applicat	ion	Resume	Interview	Print	
				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.

Save	👍 Return								Personaliz
	, Jo	pplicant Name Applicant ID b Posting Title Job Code	18653 Courtroom Cle 2429 (Courtro	rk om Clerk)		Job Job Ope Bi Posit	Opening ID 2322 ening Status 010 Open usiness Unit MDJUD (Mar ion Number 001087 (Cour	yland Judiciary) troom Clerk)	
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Fina	al Recommendati	on 005 Intervie	W	۲					
	Reas	on		٣					

Submitted Yes Status Scheduled

Final Recommendation 005 Interview

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Final Recommendation (?)

То	Attach	Intervi	iew No	otes:					
4.	Click of	on "Ed	it Inter	view S	Schedule"				
5.	Scroll	down t	to the '	"Interv	view Materials" section	on and cl	ick "Add Atta	achment"	
Manage	Interviews								
Save	🛵 Return							F	Personaliz
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Reason T											
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Notes (2)	Attachment (?)										
No notes have been added to this Interview. No Attachments have been added to this Interview.											
Add Note Load Job Opening Notes	Add Attachment	Load Job Opening Attachment									

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5 Attaching Interview Notes

6.	Click "Choose File" to search your computer for the	File Attachment	Help
	saved interview notes. (Note: Save to your H Drive, under "My Scans" or save to a Flash Drive)	Choose File No file chosen	Thep
	Search for the correct applicant interview notes saved on your computer or		
7.	Flash Drive. Click "Upload" to attach the	File Attachment	×
	Interview Notes.		Help
		Choose File Interview N Upload Cancel	.pdf

Manage	Interviews										
Save	Return									Personalize	
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