To schedule an interview, HR recommends calling the applicant to confirm interest and finding a conducive time for both parties. HR also recommends sending a confirmation email via Outlook to confirm date, time, and location. You may even attach a job posting as a reminder.

Once interview(s) have been scheduled, you'll need to record the details within Connect:

<u>*There are two (2) ways to access a Job Opening:*</u>

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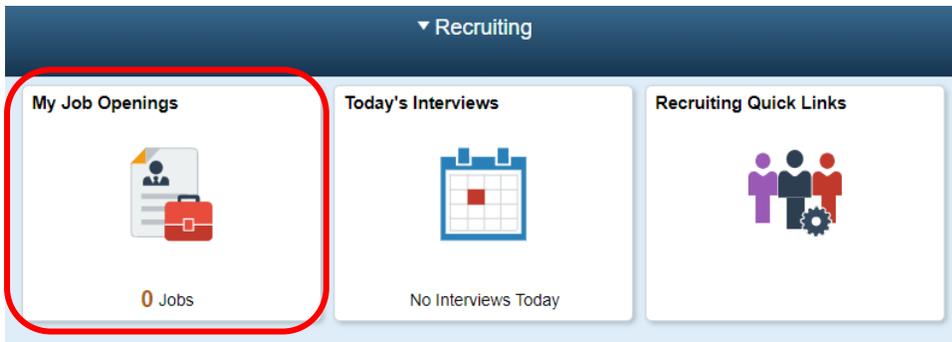
Click ">" to the right of the job opening you wish to expand.

<mark>Then Skip to #3. Or…</mark>

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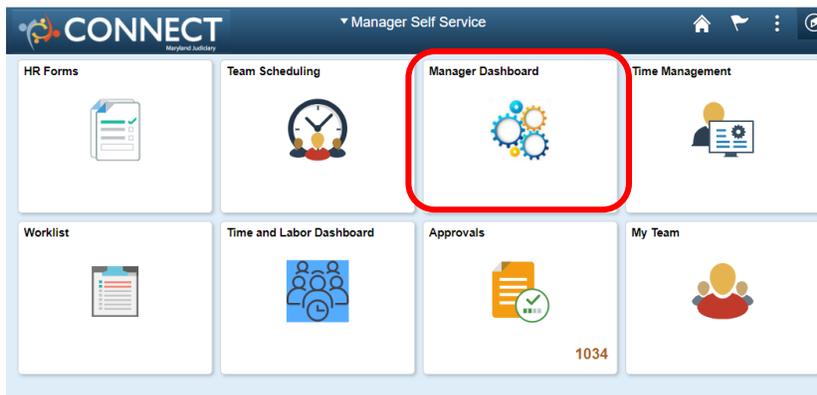
Click the Job ID hyperlink from the "My Open Jobs" pagelet.

3. On the "Manage Job Opening" page, click the "Interview" icon next to the appropriate applicant's name.

4. Click on "Edit Interview Schedule". Complete the following:
    a. Enter the <u>interview date, scheduled start time, and scheduled end time.</u>
    b. Change the "Interview Status" to "Confirmed."
    c. Click the "Interview Type" to "Panel Interview".
    d. If an interviewer is not listed, click "Add Interviewer" to add a person to your interview panel.

5. Click the "Submit" at the top or bottom of the page to submit the Interview.

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Interview Schedule

Submit	Save as Draft	⬅Return		Personalize

Job Opening ID 2322
Job Opening Status 010 Open
Submitted Yes

Business Unit MDJUD (Maryland Judiciary)
Job Posting Title Courtroom Clerk
Position Number 001087 (Courtroom Clerk)

6. Click "Return" to get back to the "Manage Job Opening" page.

7. The applicant should now show under the "Interview" column on the "Manage Job Opening" page.

| Help |

Manage Job Opening

| ⬅Return | 🏠Recruiting Home | 🔍Search Job Openings | 🔍Create New | 📋Clone | 🔄Refresh | 📝Add Note | 📅Interviews | 🔲No Category | 🖨Print Job Opening | Personalize |

Job Opening ID 2322
Job Posting Title Courtroom Clerk
Job Code 2429 (Courtroom Clerk)
Position Number 001087 (Courtroom Clerk)

Status 010 Open
Business Unit MDJUD (Maryland Judiciary)
Department 0465110 (DC 65- Courtroom)

Applicants	Applicant Screening	Activity & Attachments	Details

All (187)	Screen (0)	Route (155)	Interview (5)	Offer (0)	Hire (0)	Not Select (0)	Reject (27)

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