

1 Scheduling Interviews Tip Sheet

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:

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

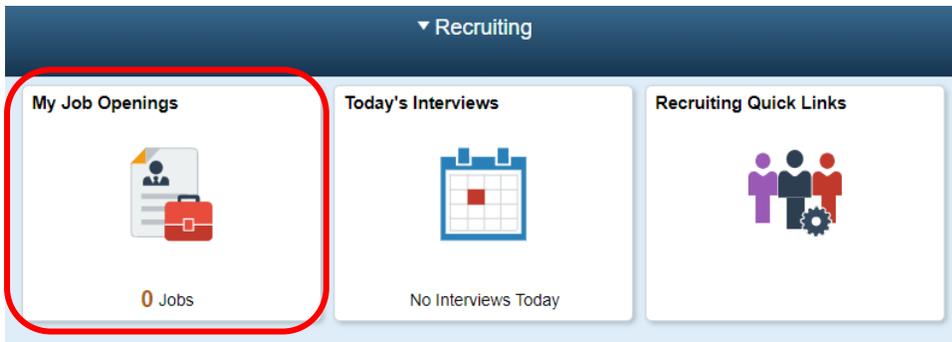
1. *Recruiting page > Recruiting Quick Links tile*
2. *Manager Self Service page > Manager Dashboard tile*

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...

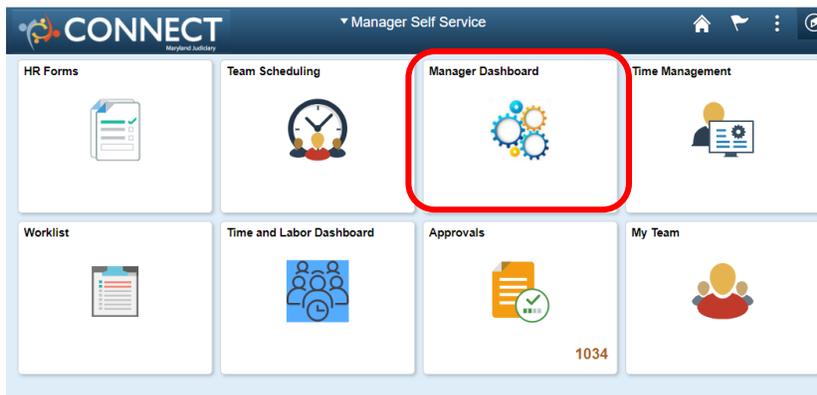
2 Scheduling Interviews Tip Sheet

- 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 Scheduling Interviews Tip Sheet

3. On the “Manage Job Opening” page, click the “Interview” icon next to the appropriate applicant’s name.

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 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 Screening Activity & Attachments Details

All (187) Screen (0) Route (156) Interview (4) Offer (0) Hire (0) Not Select (0) Reject (27)

Applicants Find View 100 First 1-25 of 156 Last

Select	Applicant Name	First Name	Applicant ID	Type	Disposition	Application	Resume	Interview	Print	Other Actions
<input type="checkbox"/>			4782	External	Route					Other Actions
<input type="checkbox"/>			11538	External	Route					Other Actions
<input type="checkbox"/>			9092	External	Route					Other Actions
<input type="checkbox"/>			15081	External	Route					Other Actions
<input type="checkbox"/>			18831	External	Route					Other Actions
<input type="checkbox"/>			6556	External	Route					Other Actions

4. Click on “Edit Interview Schedule”. Complete the following:
 - a. Enter the interview date, scheduled start time, and scheduled end time.
 - 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.

Interview Schedule

Submit Save as Draft Return Personalize

Job Opening ID 2322 Business Unit MDJUD (Maryland Judiciary)
Job Opening Status 010 Open Job Posting Title Courtroom Clerk
Submitted No Position Number 001087 (Courtroom Clerk)

DAVID AVALOS Preferred Contact Phone

Applicant ID 4782
Applicant Type External Applicant

Interview 1 - Date not entered

*Date Interview Status
*Start Time Interview Type
*End Time Applicant Response
*Time Zone

Initiator DIANA BROWN
 Notify Applicant
 Notify Interview Team

Interviewer ID	Interviewer Name	Date	Start Time	End Time	Time Zone	Response	Comments	Availability	Notify
000000862						None			<input type="checkbox"/>
000001099						None			<input type="checkbox"/>

Add Interviewer

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

Interview Schedule

Submit Save as Draft Return Personalize

Job Opening ID 2322	Business Unit MDJUD (Maryland Judiciary)
Job Opening Status 010 Open	Job Posting Title Courtroom Clerk
Submitted Yes	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.

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	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 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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