

1 Reviewing Applicant Notes Tip Sheet

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

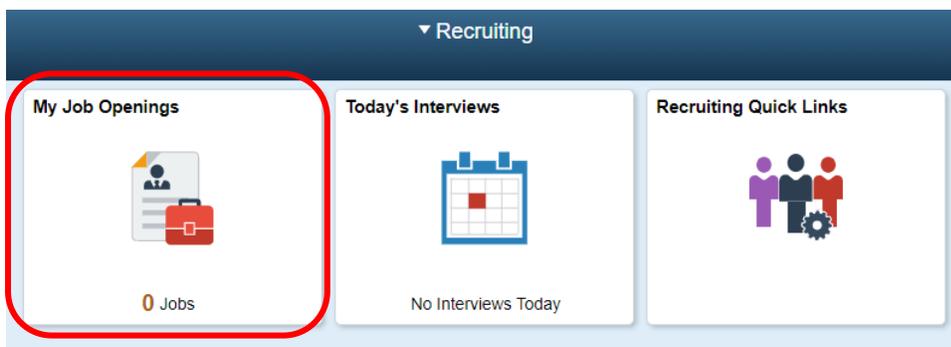
1. Recruiting page > Recruiting Quick Links tile
2. Manager Self Service page > Manager Dashboard tile

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"

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

Then Skip to #3. Or...

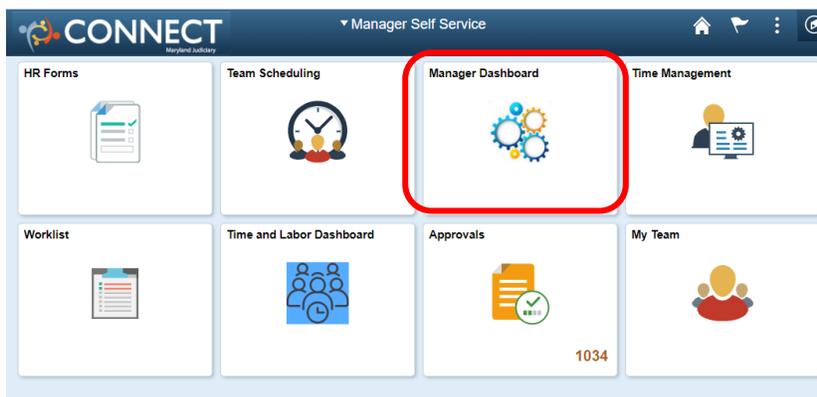
2 Reviewing Applicant Notes Tip Sheet

- 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 Reviewing Applicant Notes Tip Sheet

3. On the “Manage Job Opening” page, click the “Application” icon next to the appropriate applicants’ 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)
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Applicants ? Find | View 100 | | First 1-25 of 156 Last

Select	Applicant Name	First Name	Applicant ID	Type	Disposition	Application	Resume	Interview	Print	
<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"/>			15091	External	Route					▼ Other Actions
<input type="checkbox"/>			18831	External	Route					▼ Other Actions
<input type="checkbox"/>			6556	External	Route					▼ Other Actions

4. This will open the “Manage Application” for this applicant. Click the “Notes” tab*.

**The “Notes” tab will only appear if there has been a note added for the applicant.*

Manage Application

[Return](#) | [Recruiting Home](#) | [Search Applications](#) | [Previous](#)

Applicant

Name		Preferred Contact	
Applicant ID	4782	Phone	
Applicant Type	External Applicant	Email	
Status	010 Active	Address	
Jobs Applied	42		

Process Application ?

Disposition 050 Route

Reason

Date 03/01/2017

Application and Resume | Questionnaire | **Notes** | Route

4 Reviewing Applicant Notes Tip Sheet

- By clicking the “Notes tab”, the “Notes Summary” will open for this applicant. Click on “Select” to open the designated note.

Notes Summary Personalize | |

Select	Subject and Details		Date Added	Added By	
<input checked="" type="radio"/>	Interview Prescreen Notes/Letter of Good Standing <small>See attached</small>		11/02/2017 9:20AM	KACEY PROCHAZKA	
<input type="radio"/>	You have been linked to a job Dear [redacted] Your application is being considered for an additional Maryland Judiciary opportunity. 2008 - No further action is needed. Thank you This messa...		10/31/2017 12:42PM	AMY REED	
<input type="radio"/>	Phone Interview & Letter of Good Standing <small>See attached.</small>		10/31/2017 12:40PM	AMY REED	

Note Details View All

Subject Interview Prescreen Notes/Letter of Good Standing **Contact Date** 11/02/2017

Details See attached

Author KACEY PROCHAZKA **Note Audience** Public

Contact Method Outbound Email

Attachments

File Name	Description	Date Added	Name
	Letter of Good Standing	11/02/2017 9:20AM	KACEY PROCHAZKA
	Interview Prescreen Notes	11/02/2017 9:20AM	KACEY PROCHAZKA

- To open an attachment, click on the blue hyperlink.