1. Go to the internet and type in http://www.mdcourts.gov/connect in the address box OR click the following hyperlink: http://www.mdcourts.gov/connect
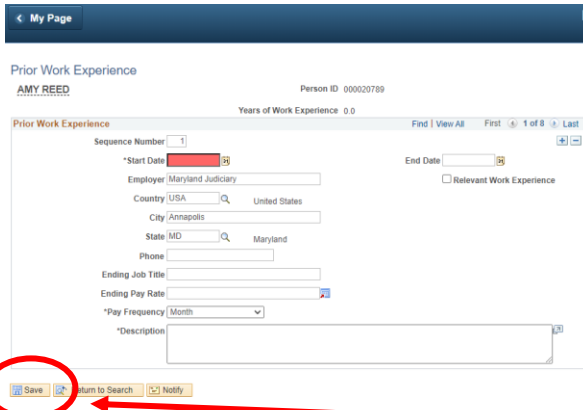
2. Click "CONNECT Login"
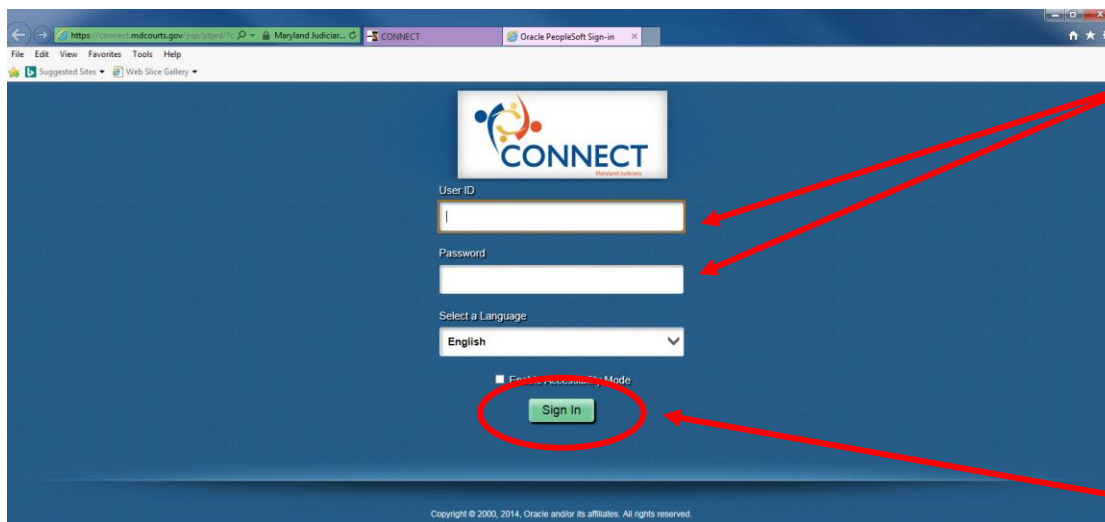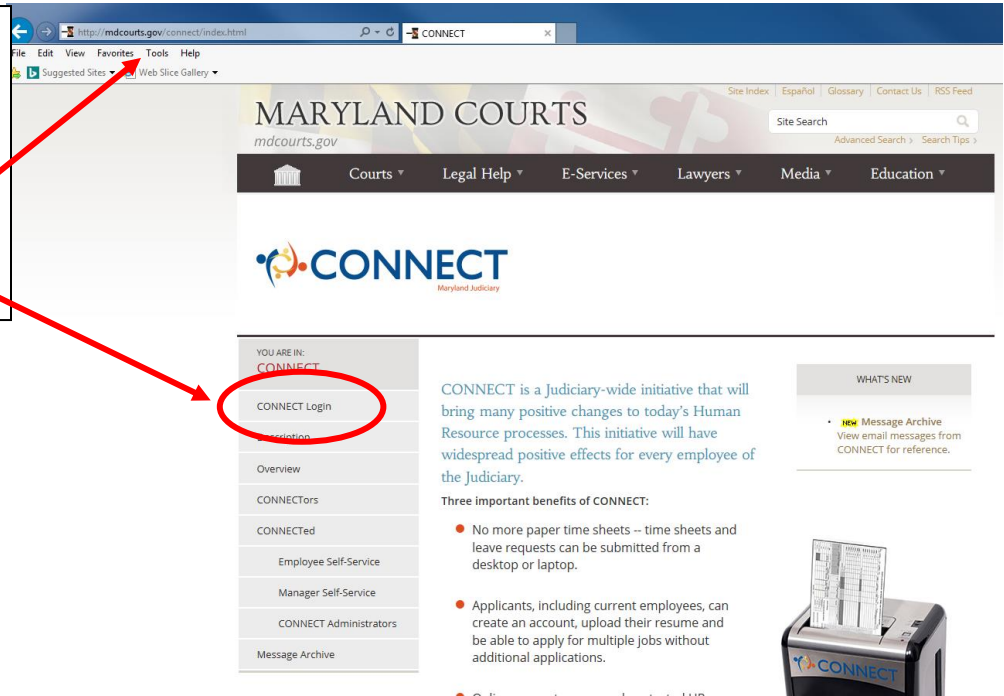
3. You've reached the Connect log in page. Here you are prompted to enter in your user ID (e.g. John.Smith) and system password (password used to access your computer).

4. Click "Sign In".

If this IS your first time, it is recommended that you complete steps 5 through 11 to pre-load your most recent work experience. If this is NOT your first time or prefer to manually enter it in during your application, skip to step 12.

5. Click Nav Bar icon.
6. Click "Navigator".
7. Click "HCM Systems".
8. Click "Self-Service".
9. Click "Personal Information".
10. Click "Prior Work Experience".

11. Here are you prompted to enter in your most recent work experience information. (Note: The "Start Date", "Pay Frequency" and "Description" fields are required.)
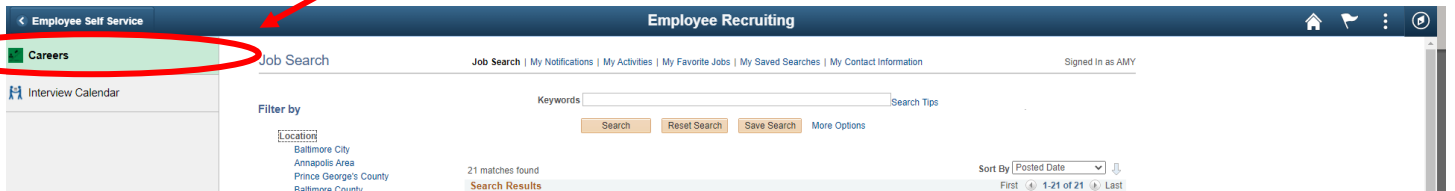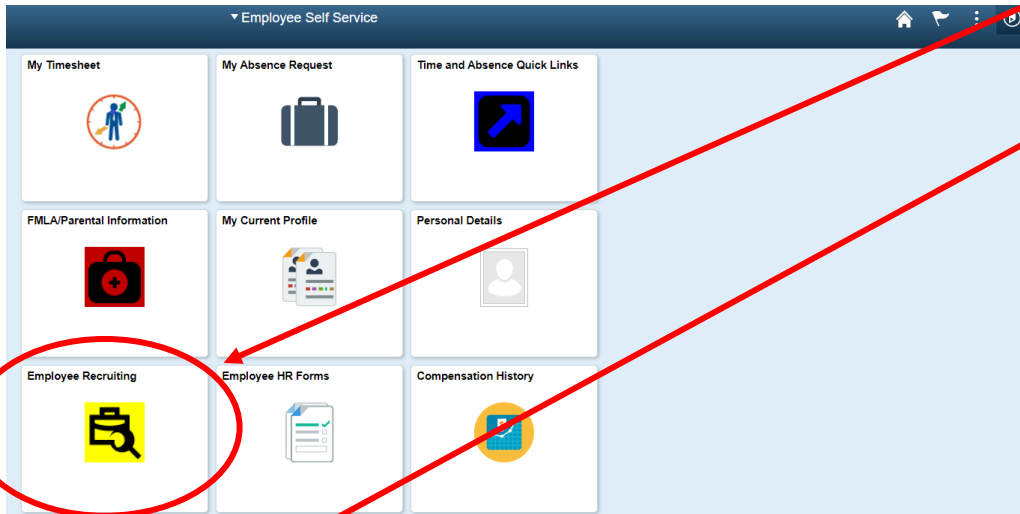
12. Click "Save".

13. Click "Home".

To view available openings:

14. Click "Employee Self Service" from the homepage menu.
15. Click the "Employee Recruiting" tile.
16. The "Careers" page should automatically appear.

17. On the job search page you can:

(a) Click on a position title, to review a "Job Description" before applying

(b) Apply to one or more positions by clicking in the white box to the left of each position and selecting "Apply for Selected Jobs".

15. If you chose to review a "Job Description", from this page you can:

(a) "Return to the "Job Search" page.

(b) Review more job descriptions by clicking "Previous Job" or "Next Job".

(c) Click Apply.

Once you've selected a position(s) to apply to, you'll be prompted to start the application process.

16. After reviewing the terms and agreements, click the white box next to the "I have read and agree to the above terms and agreements" statement.

17. Click "Next".
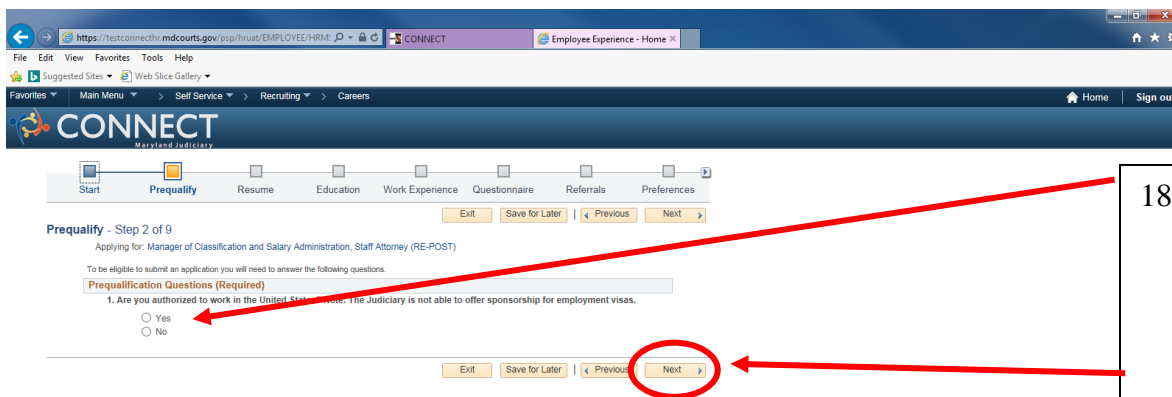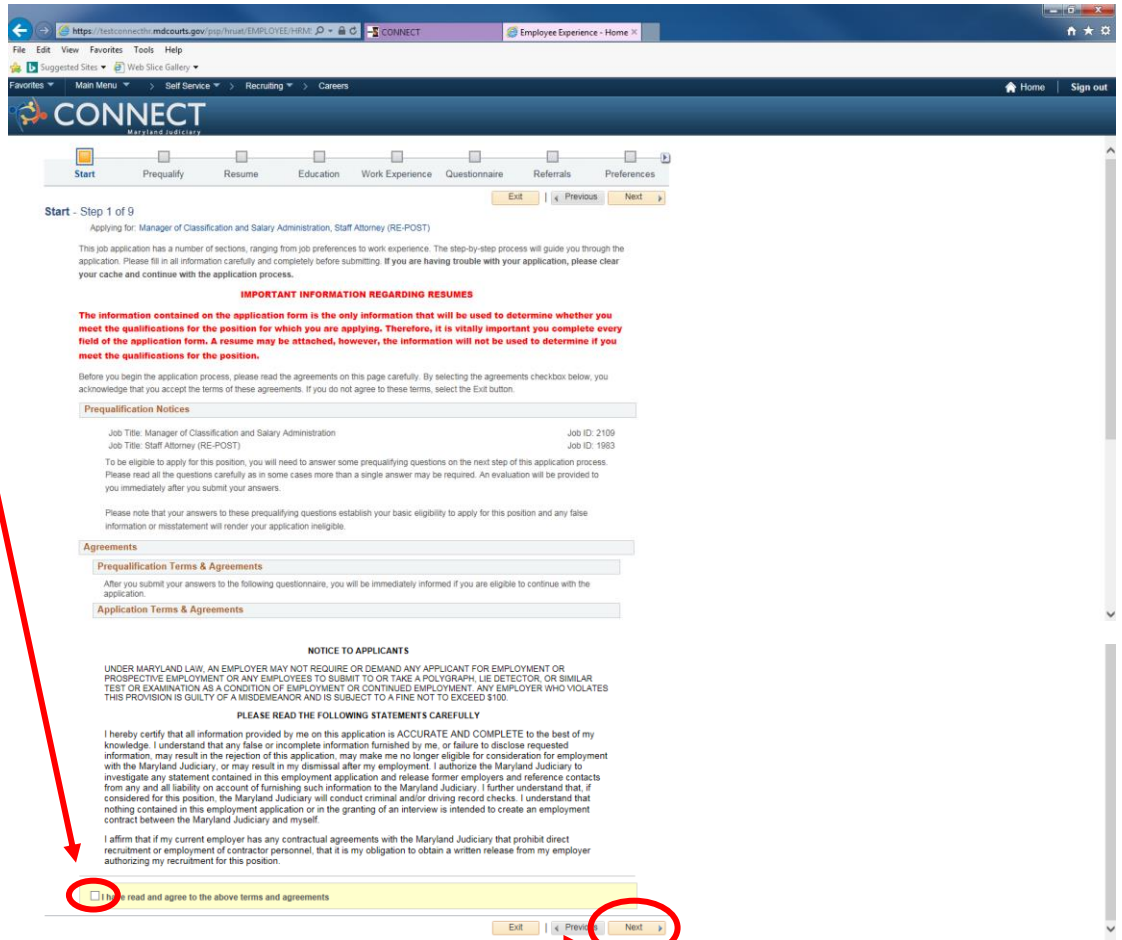
18. If applicable, answer the required prequalification question(s) by clicking next to "Yes" or "No".

19. Click "Next".

Based on how you answer the prequalification question(s) you may or may not be eligible to apply.

20. If you are deemed eligible you'll click "Continue" on the "Prequalify Results" page.

Prequalify Results

You are eligible to apply for 1 job(s).

✔ **You are eligible to apply for this job.**

Job Title Manager of Classification and Salary Administration   Job ID 2109

Your submitted questionnaire has been evaluated. Your answers to the questionnaire indicate that you are eligible to apply for this Job Opening. Please continue to complete your application by entering your information on the following steps.

[Continue]

Prequalify Results

You are not eligible to apply for 1 job(s).

✖ **You are not eligible to apply for this job.**

Job Title Aide to Clerk, Court of Special Appeals   Job ID 2215

The questionnaire submitted by you has been evaluated. Your answers to the questions indicate that you do not meet the eligibility requirements to apply for this position. You will not be able to continue with this application.

[Close]

21. If you are deemed not eligible, you'll click "Close" on the "Prequalify Results" page, which will return you to the main "Job Search" page (step 14).

22. You are now on the "Resume" page where you can:

(a) Upload your resume from your computer by clicking "Attach Resume" to locate your document on your computer.

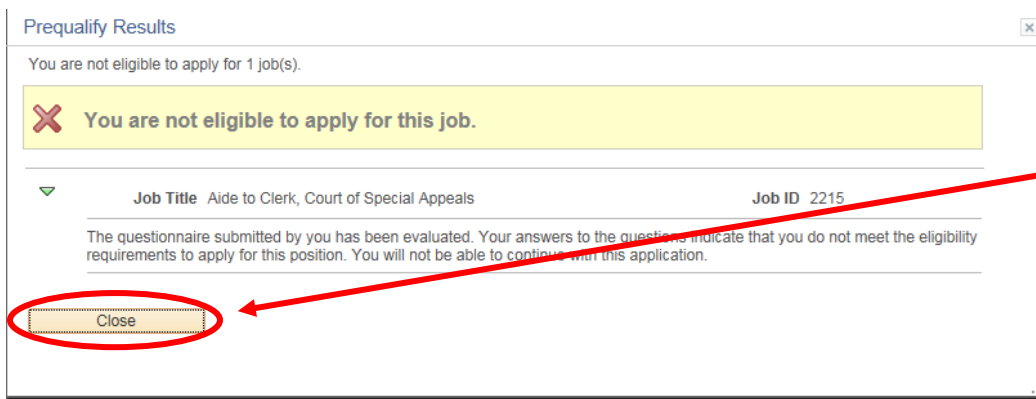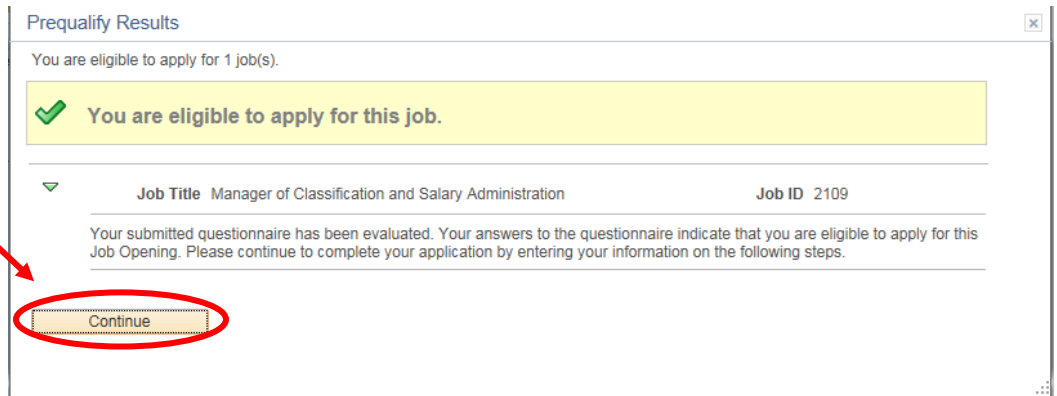(b) Click "Copy and Paste" your Resume.

(c) Click "Next".

Note: A resume is not required. To apply without a resume, simply click "Next".

CONNECT

Resume - Step 3 of 9

Applying for Staff Attorney/Assistant Reporter

[Attach Resume]

[Copy & Paste Resume]

[Exit] [Save as Draft] [< Previous] [Next >]
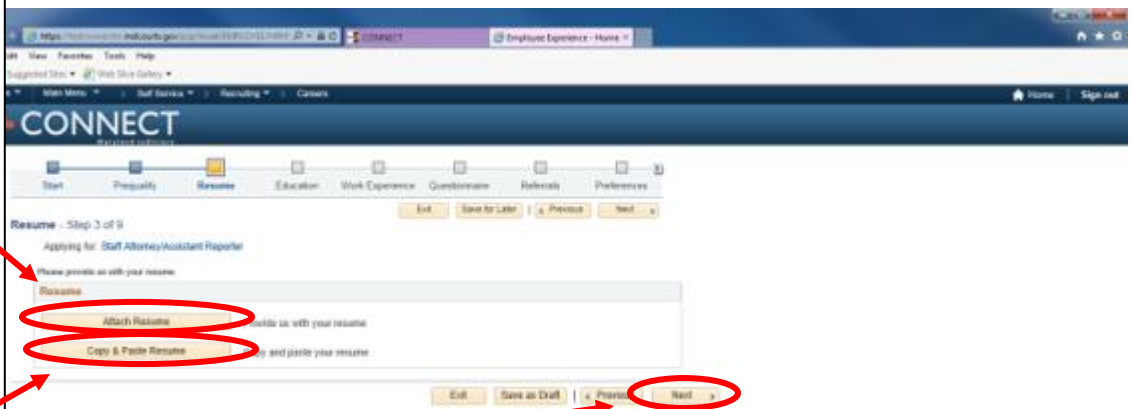
23. On the "Education" page you'll need to:

(a) Select your "Highest Education Level" from the dropdown. *Note: This is a required field.*

(b) Add any relevant job training (if applicable) by clicking "Add Job Training".

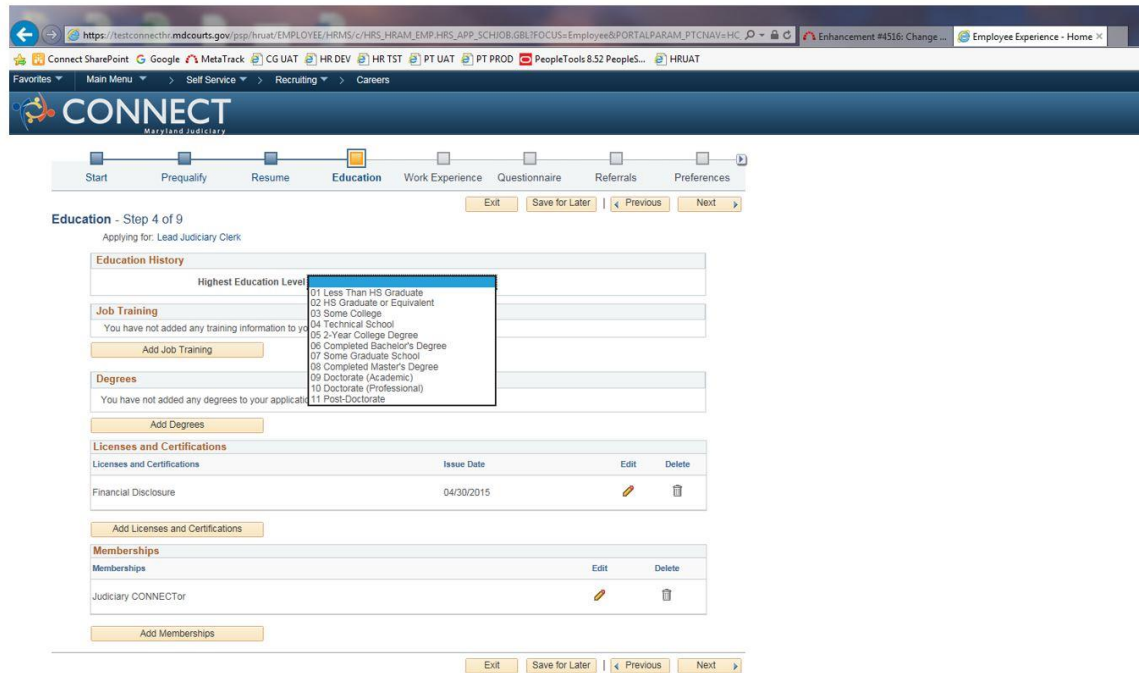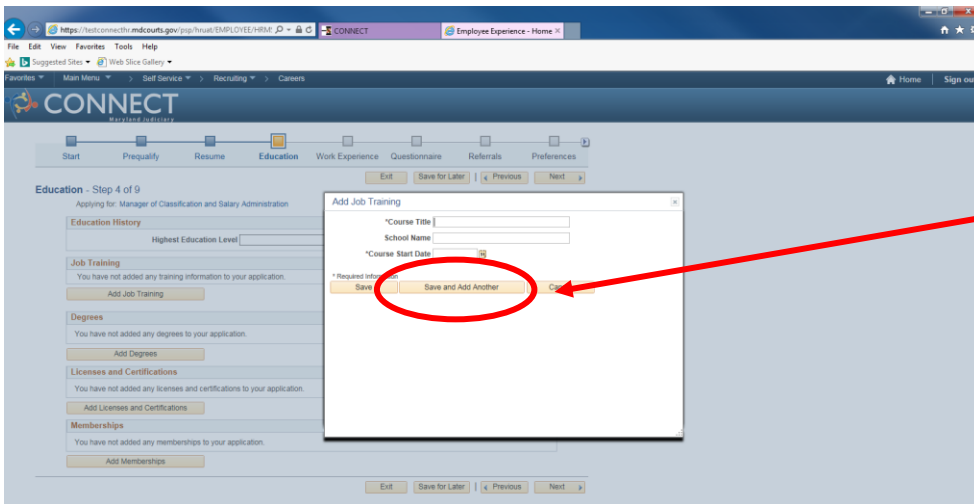(c) Add your specific degree information by clicking "Add Degrees".

(d) Add any license and certification information (if applicable) by clicking "Add Licenses and Certifications".

(e) Add any membership information (if applicable) by clicking "Add Memberships".

(f) Click Next.
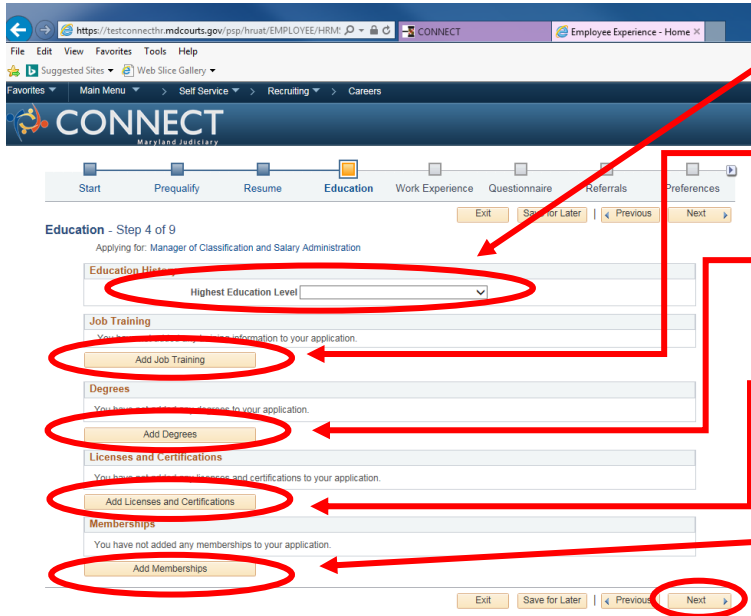
TIPS:

Be sure to choose the highest level of COMPLETED education from the dropdown
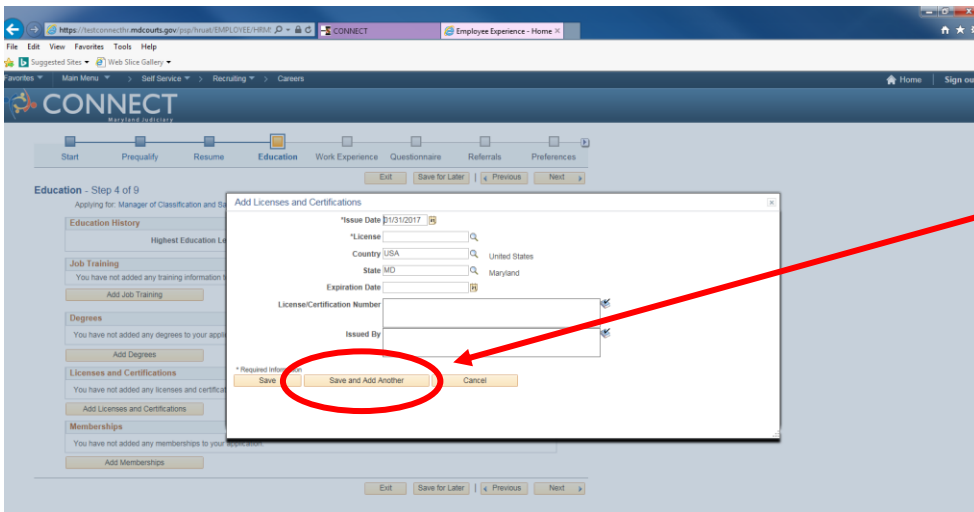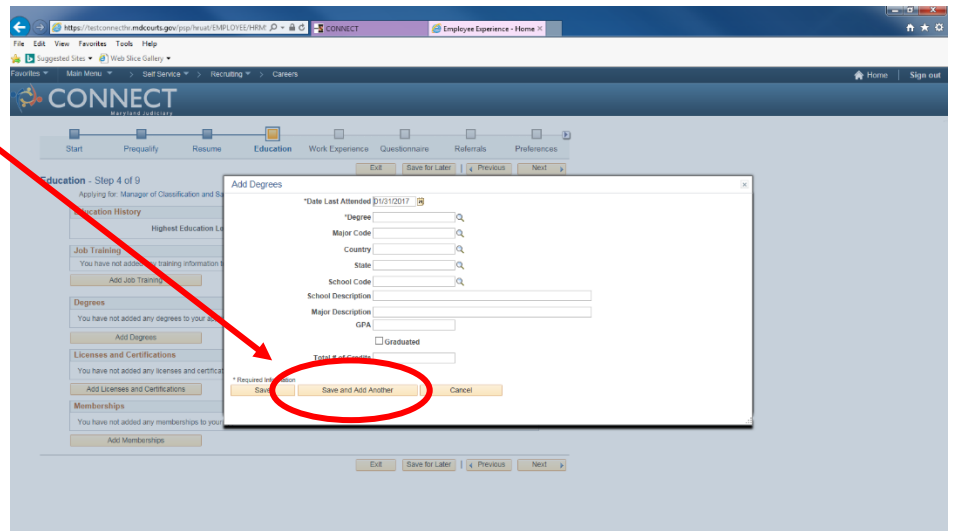
To add more than one job training, click "Save and Add Another".

Note: "Course Title" and "Start Date" are required fields.

To add more than one degree, click "Save and Add Another".

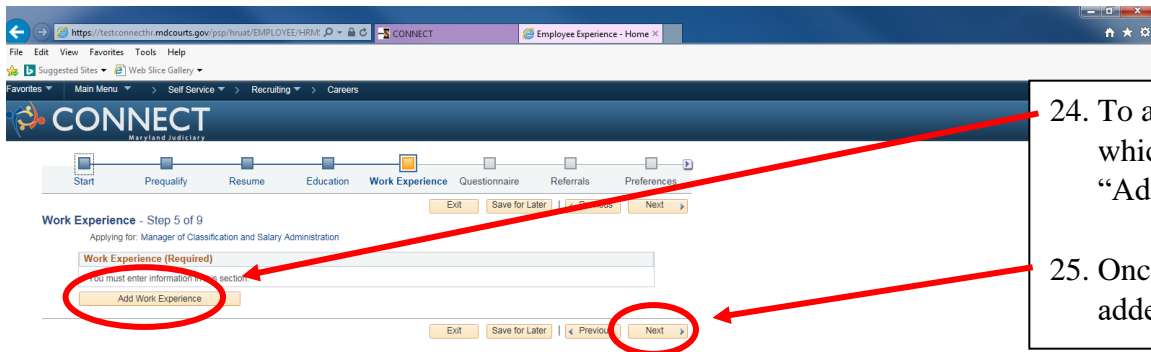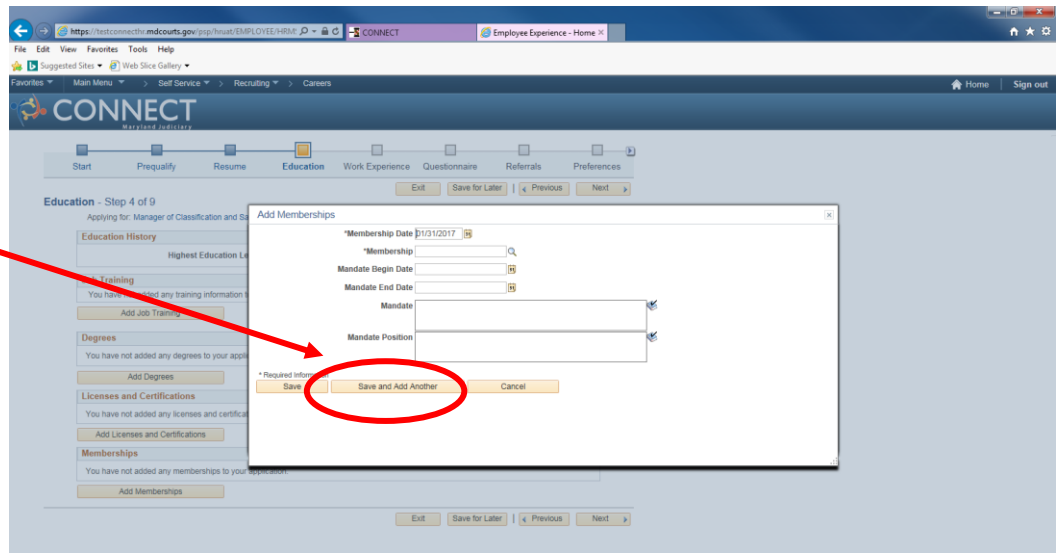*Note: "Date Last Attended" and "Degree" are required fields.*

To add more than one license and/or certification, click "Save and Add Another".

Note: "Start Date" and "License" are required fields.

To add more than one membership, click "Save and Add Another".

*Note: "Membership Date" and "Membership" are required fields.*

24. To add work experience, which is required, click "Add Work Experience".

25. Once work experience is added, click "Next".

The information contained on the application form (not your resume) is the only information that will be used to determine whether you meet the minimum job qualifications for the position for which you are applying.

To add more than one work experience, click "Save and Add Another".

Note: "Start Date", "End Date" or "Current Job box", "Employer", "Ending Job Title", "Description", are required fields.
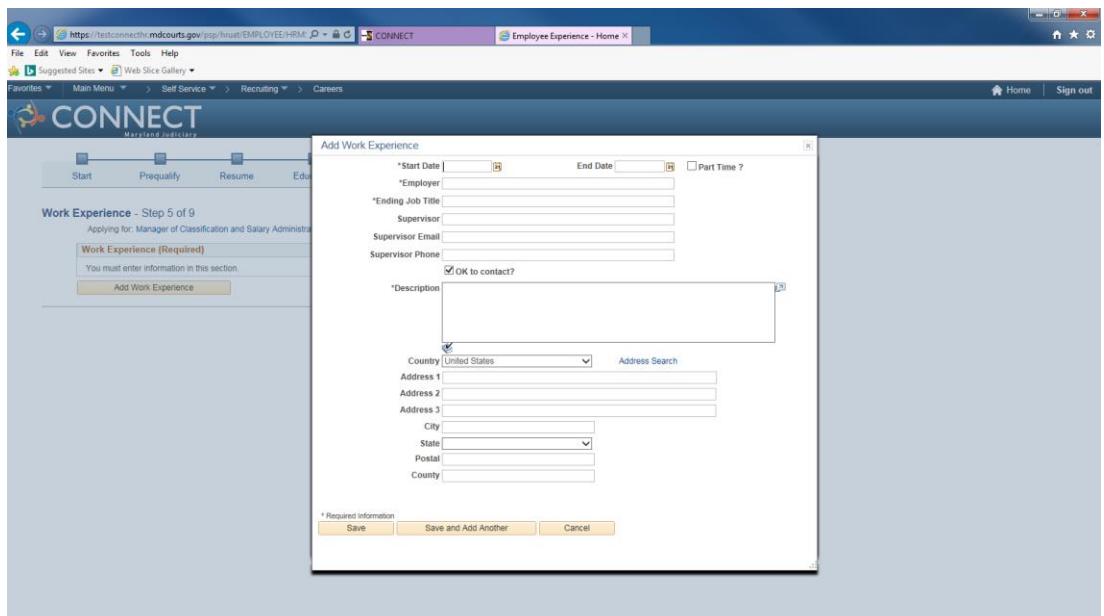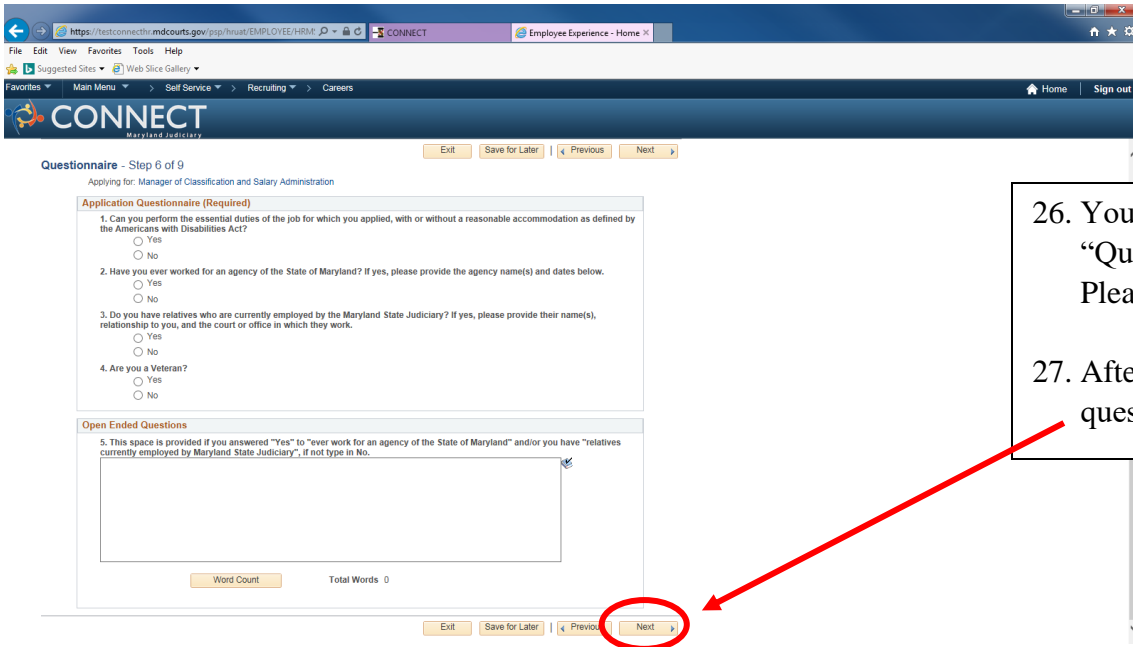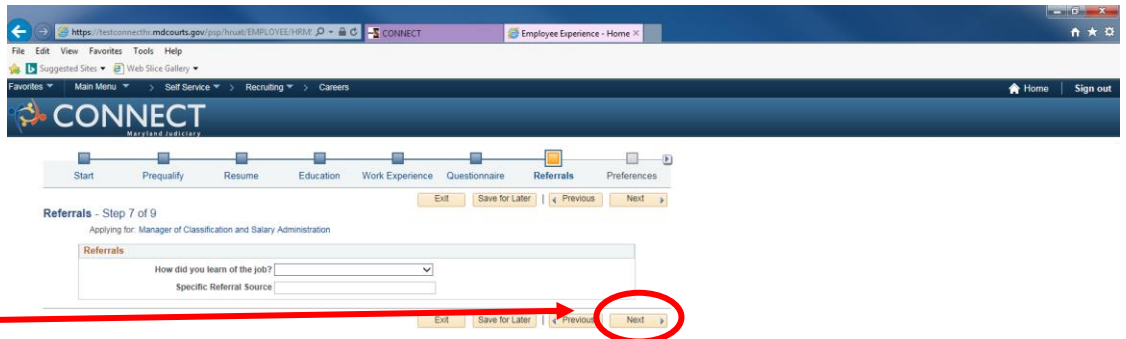
26. You've reached the "Questionnaire" page. Please answer all questions.

27. After answering all questions, click "Next".

28. You've reached the "Referrals" page. Please answer how you heard about the job you are applying for by clicking the dropdown.

29. Click "Next".

30. You've reached the "Preferences" page. Please answer all questions.

31. After answering all questions, click "Next".
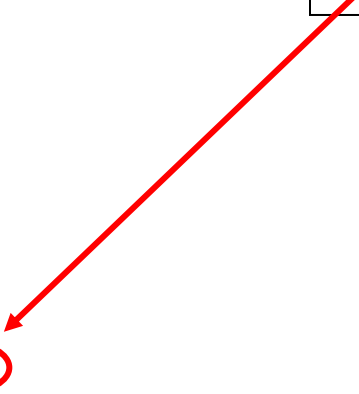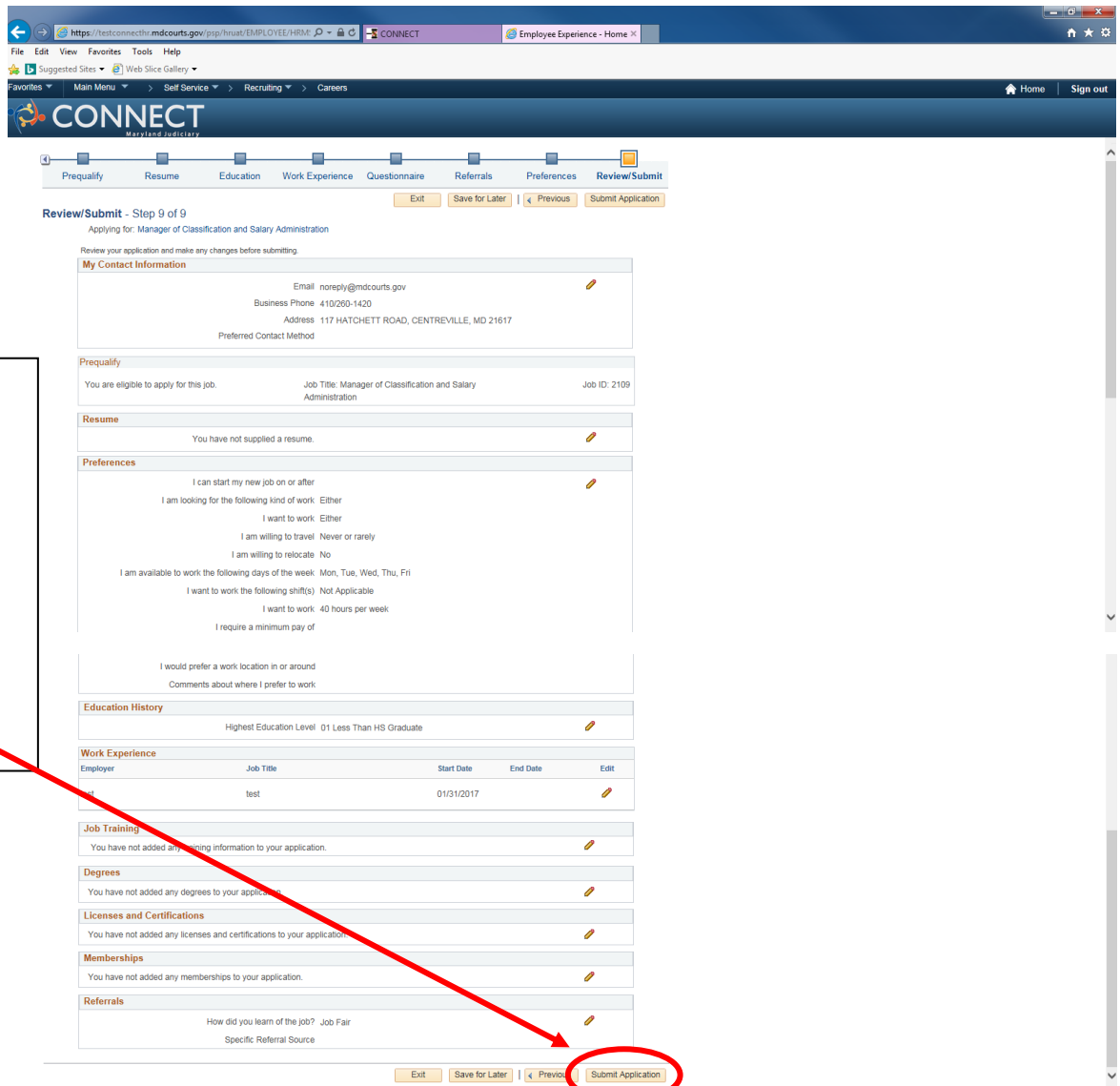
32. You've reached the "Review/Submit" page. Please review ALL of your information and verify accuracy.

33. After reviewing, click "Submit Application".

You may get the following message.

34. After reviewing, click "OK".

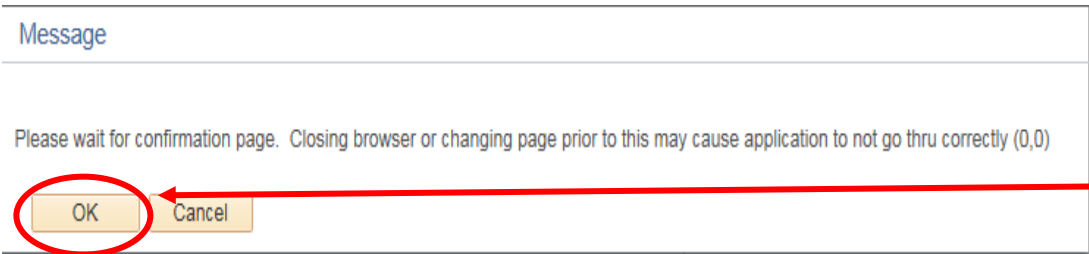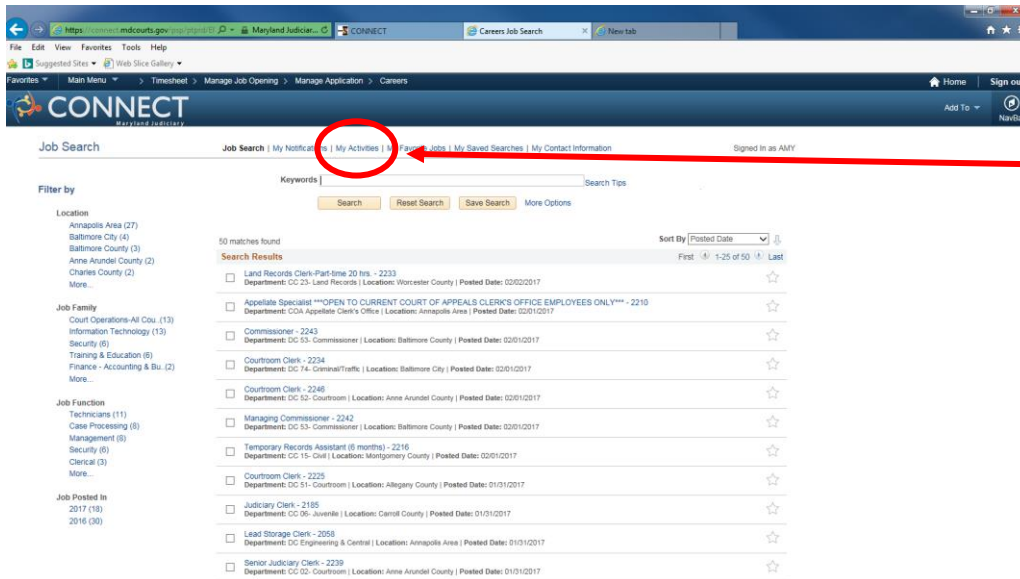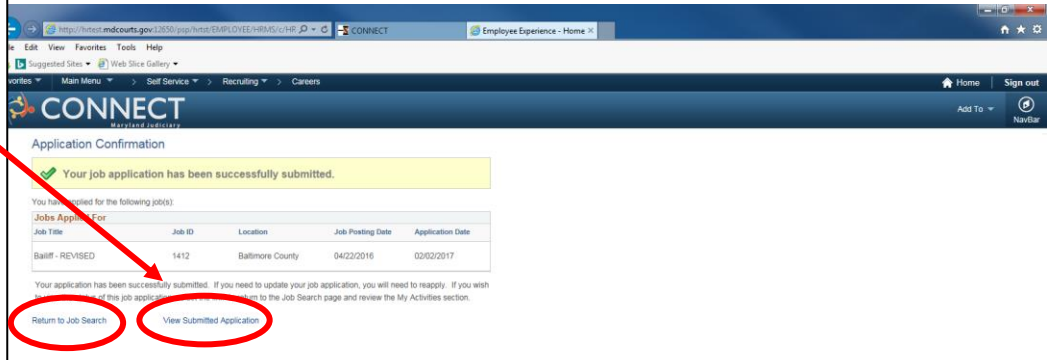35. Once you've received your "Application Confirmation", you can:

(a) Click "View Submitted Application" to review the application just submitted

(b) "Return to Job Search" where you can review your job application history and/or review the status of your application(s).

37. Upon return to the "Job Search" page, click "My Activities" to review your job application history and/or review the status of your application(s).

36. From the "My Activities" page, you can review the date of application submission, the status, and/or you could withdraw your application by clicking "Withdraw".
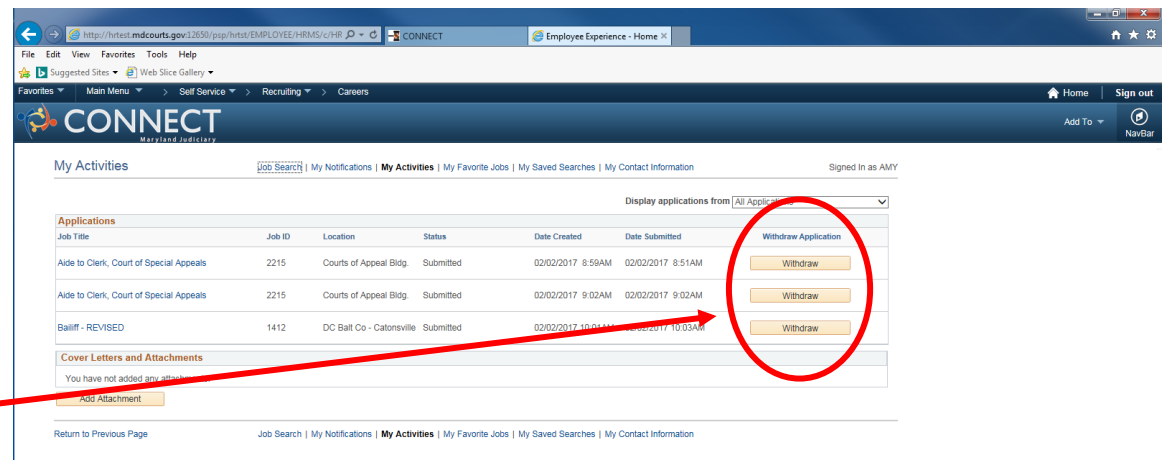
For questions regarding the hiring process, please contact Talent Acquisition at (410) 260-6551.

For assistance applying, please contact the CONNECT Help Desk at (410) 260-6550.

For assistance with logging into Connect, please contact the Help Desk at (410) 260-1114.