

Recruitment

Manager: Rebecca.West

Assistant Manager: Jeffery.Qualey

Recruiters: Susan.Hardisty, Gail.Coleman-Terry, Marcy.Goode

Recruitment Support: Kimberly.Michael, Kacey.Prochazka


First Steps to Recruit

- ▶ Ensure you are using the correct PIN.
- ▶ Verify that the PIN is in the proper department area.
- ▶ Ensure the PIN is classified correctly.
 - Review by Classification is required if duties have changed or the position has not been reviewed in the past 3 years.
 - **You must submit a PDQ, and get approval from Classification BEFORE you Create a Job Opening.**
 - **Please also attach the PDQ to the Job Opening. This is available after the Recruiter approves the Job Opening. You may instead email this document to your Recruiter.**
- ▶ Verify the supervisor of the PIN.

Create Job Opening - Enter PIN First

Main Menu>HCM Systems>Recruiting>Create Job Opening

Favorites ▾ Main Menu ▾ > HCM Systems ▾ > Recruiting ▾ > Create Job Opening



Primary Job Opening Information

[Recruiting Home](#)

Job Details [?]

Job Opening Type: Standard Requisition ▾

*Business Unit: MDJUD Maryland Judiciary

Department:

***Position Number** **Enter PIN**

*Job Code:

*Recruiting Location:

*Job Posting Title:

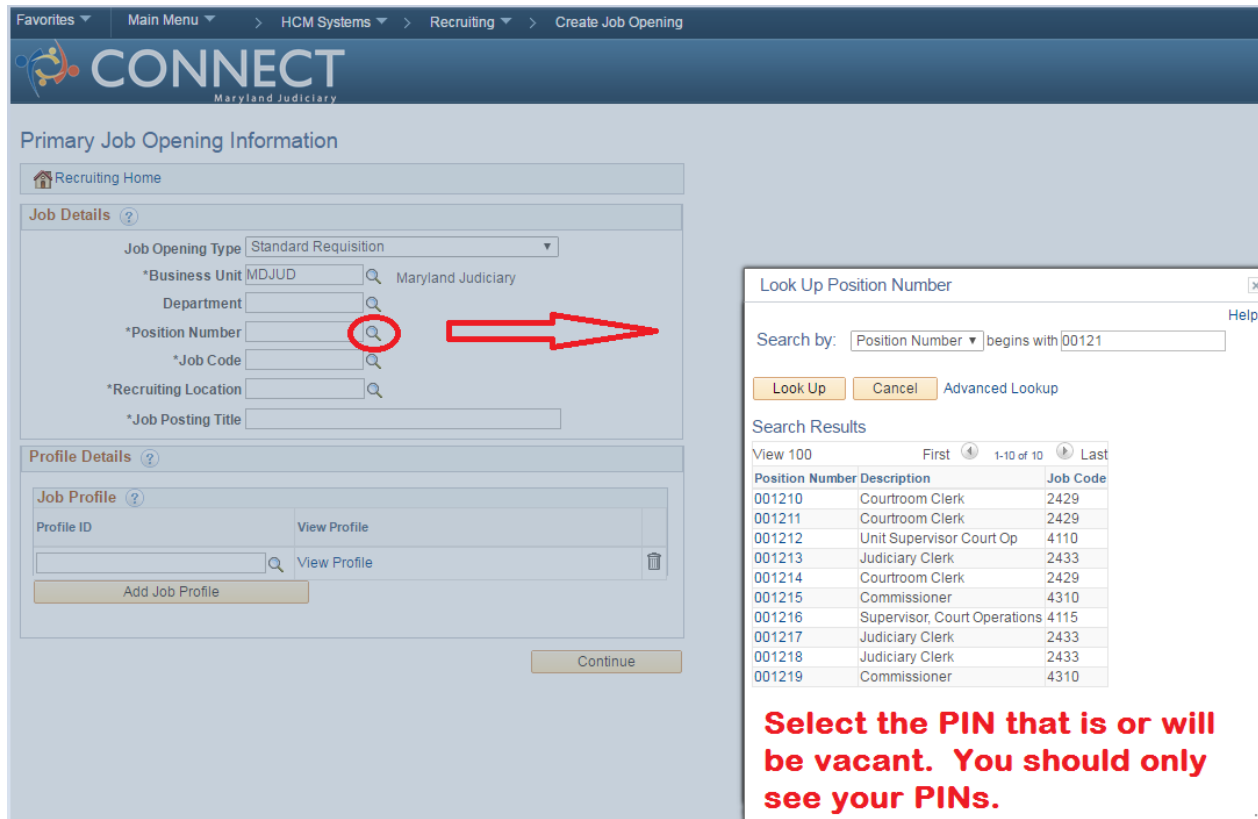
Profile Details [?]

Job Profile [?]

Profile ID	View Profile
<input type="text"/> <input type="button" value="🔍"/>	<input type="button" value="View Profile"/>

Create Job Opening - Verify PIN

Main Menu>HCM Systems>Recruiting>Create Job Opening



Primary Job Opening Information

Recruiting Home

Job Details

Job Opening Type: Standard Requisition

*Business Unit: MDJUD Maryland Judiciary

Department:

*Position Number: [?] ➔

*Job Code:

*Recruiting Location:

*Job Posting Title:

Profile Details

Job Profile

Profile ID: [] View Profile

[] View Profile

Add Job Profile

Continue

Look Up Position Number

Search by: Position Number begins with 00121

Look Up Cancel Advanced Lookup

Search Results

Position Number	Description	Job Code
001210	Courtroom Clerk	2429
001211	Courtroom Clerk	2429
001212	Unit Supervisor Court Op	4110
001213	Judiciary Clerk	2433
001214	Courtroom Clerk	2429
001215	Commissioner	4310
001216	Supervisor, Court Operations	4115
001217	Judiciary Clerk	2433
001218	Judiciary Clerk	2433
001219	Commissioner	4310

Select the PIN that is or will be vacant. You should only see your PINs.

These are DC Baltimore City PINs.

Create Job Opening - Continue

Main Menu>HCM Systems>Recruiting>Create Job Opening

Favorites ▾ Main Menu ▾ > HCM Systems ▾ > Recruiting ▾ > Create Job Opening

CONNECT
Maryland Judiciary

Primary Job Opening Information

[Recruiting Home](#)

Job Details ?

Job Opening Type: Standard Requisition

*Business Unit: MDJUD Maryland Judiciary

Department: 0474108 DC 74- Criminal/Traffic

*Position Number: 001210 Courtroom Clerk

Job Code: 2429 Courtroom Clerk

*Recruiting Location: 1004 Baltimore City

*Job Posting Title: Courtroom Clerk

Profile Details ?

Everything else populates.

Job Profile ?

Profile ID	View Profile
<input type="text"/>	View Profile

[Add Job Profile](#)

[Continue](#)

Create Job Opening - Assign HM/Recruit

Main Menu>HCM Systems>Recruiting>Create Job Opening

Favorites ▾ Main Menu ▾ > HCM Systems ▾ > Recruiting ▾ > Create Job Opening

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Job Opening

[Save and Submit](#) | [Save as Draft](#) | [Recruiting Home](#) | [Notification](#) | [Start Over](#)

Job Opening ID NEW Status 005 Draft
Job Posting Title Courtroom Clerk Business Unit MDJUD (Maryland Judiciary)
Job Code 2429 (Courtroom Clerk) Department 0474108 (DC 74- Criminal/Traffic)
Position Number 001210 (Courtroom Clerk) Primary Recruiting Location 1004 (Baltimore City)

[Job Opening Details](#) | [Hiring Team Assignments](#) | [Job Posting Details](#) | **Assign HM and Recruiter**

Opening Information ?

*Template ID AOC Recruitment Tmpl 01

Job Opening Type Standard Requisition

Created JEFFERY QUALEY
By
Created

*Openings to Fill

Target Openings
Available Openings

Establishment ID

Business Unit Maryland Judiciary
Company Maryland Judiciary

Department DC 74- Criminal/Traffic

Status Code 005 Draft
Status Reason

*Status Date

Create Job Opening - Assign and Save

Main Menu>HCM Systems>Recruiting>Create Job Opening

Favorites Main Menu > HCM Systems > Recruiting > Create Job Opening

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Job Opening

Save and Submit Save as Draft | Recruiting Home | Notification | Start Over

Job Opening ID NEW Status 005 Draft
Job Posting Title Courtroom Clerk Business Unit MDJUD (Maryland Judiciary)
Job Code 2429 (Courtroom Clerk) Department 0474108 (DC 74- Criminal/Traffic)
Position Number 001210 (Courtroom Clerk) Primary Recruiting Location 1004 (Baltimore City)

Job Opening Details Hiring Team Assignments Job Posting Details

Assignments ?

Recruiters ?

Name	Recruiter ID	Primary	
JEFFERY QUALEY	000001122	<input type="checkbox"/>	🗑️
KIMBERLY MICHAEL	000001751	<input type="checkbox"/>	🗑️
MARCY GOODE	000002247	<input type="checkbox"/>	🗑️
SUSAN HARDISTY	000002310	<input type="checkbox"/>	🗑️
KACEY PROCHAZKA	000004711	<input checked="" type="checkbox"/>	🗑️
GAIL COLEMAN-TERRY	000005910	<input type="checkbox"/>	🗑️
REBECCA WEST	000005971	<input type="checkbox"/>	🗑️

1 Add Recruiter Add Recruiter Team

Hiring Managers ?

Name	Manager ID	Primary	
	4 🔍	5 <input type="checkbox"/>	🗑️

3 Add Hiring Manager Add Hiring Manager Team

Interviewers ?

No Interviewers have been added to this Job Opening

Opt. Add Interviewer Add Interviewer Team

It is a best practice to include Interviewers.

Create Job Opening - Next Steps

- ▶ For prompt turnaround, please let your Recruiter know via email:
 - What employee is being replaced
 - External or Internal posting
 - How long to post
 - What job-related organizations you would like to post to
 - Any other supplemental online advertising (we discourage print newspapers)
 - You may also attach the PDQ, which can include any 'Preferred Qualifications' that you desire to be included in the Job Opening

Create Job Opening - Important Info

- ▶ Each Job Opening is linked to just 1 PIN, and you must Create Job Openings for each PIN.
- ▶ When there are multiple PINs of the same classification, only one Job Opening will have a Job Posting/Announcement.
- ▶ For example, If you have 3 vacancies for Judiciary Clerk - Civil, one Job Posting/Announcement will be used to receive all applications.
- ▶ The Recruiter can link your additional selected candidates directly to the other Job Openings.

Reviewing Applications - Search Jobs

Main Menu>HCM Systems>Recruiting>Search Job Openings

Favorites > Main Menu > HCM Systems > Recruiting > Search Job Openings

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Search Job Openings

[Recruiting Home](#) | [Browse Job Openings](#) | [Create Job Opening](#) | [Search Job Postings](#)

Search Criteria ?

Job Posting Title

Job Opening ID 🔍

Status ▼

Category ▼

Most Recent Activity ▼

Job Opening Type ▼

Hot Job ▼

My Association ▼

Hiring Manager 🔍

Recruiter 🔍

Created By 🔍

Business Unit 🔍

Department

Position Number 🔍

Recruitment Contact ▼

Reviewing Applications - Select Job

Main Menu>HCM Systems>Recruiting>Search Job Openings

Favorites ▾ Main Menu ▾ > HCM Systems ▾ > Recruiting ▾ > Search Job Openings

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Search Job Openings

[Recruiting Home](#) | [Browse Job Openings](#) | [Create Job Opening](#) | [Search Job Postings](#)

▶ Search Criteria ?

14 Results Found **I am logged in as Doug Arnold**

Search Results ? Personalize | Find | View All | | First 4-14 of 14 Last

Select	Job Opening	Job ID	Status	Type	Category	Recruiting Location	Target Openings	Available Openings	Total Applicants	Hot Job	Created
<input type="checkbox"/>	Judiciary Clerk II	1428	Open	Standard Requisition	<input type="checkbox"/>	Anne Arundel County	1	1	40		05/04/2016
<input type="checkbox"/>	Judiciary Clerk III	1406	Open	Standard Requisition	<input type="checkbox"/>	Anne Arundel County	1	1	2		04/21/2016
<input type="checkbox"/>	Summer Intern	1405	Open	Standard Requisition	<input type="checkbox"/>	Anne Arundel County	1	1	0		04/21/2016
<input type="checkbox"/>	Summer Intern	1404	Open	Standard Requisition	<input type="checkbox"/>	Anne Arundel County	1	1	0		04/21/2016
<input type="checkbox"/>	Summer Intern	1403	Open	Standard Requisition	<input type="checkbox"/>	Anne Arundel County	1	1	0		04/21/2016
<input type="checkbox"/>	Summer Intern	1402	Open	Standard Requisition	<input type="checkbox"/>	Anne Arundel County	1	1	0		04/21/2016
<input type="checkbox"/>	Summer Intern	1401	Open	Standard Requisition	<input type="checkbox"/>	Anne Arundel County	1	1	0		04/21/2016
<input type="checkbox"/>	Summer Intern	1400	Open	Standard Requisition	<input type="checkbox"/>	Anne Arundel County	1	1	13		04/21/2016
<input type="checkbox"/>	Judiciary Clerk III	1196	Open	Standard Requisition	<input type="checkbox"/>	Anne Arundel County	1	1	42		03/04/2016
<input type="checkbox"/>	Judiciary Clerk III - Civil/Courtroom	1119	Open	Standard Requisition	<input type="checkbox"/>	Anne Arundel County	1	1	40		02/05/2016
<input type="checkbox"/>	Judiciary Clerk III - Civil/Courtroom	1111	Open	Standard Requisition	<input type="checkbox"/>	Anne Arundel County	1	1	2		02/03/2016

Reviewing Applications - Select Apps

Main Menu>HCM Systems>Recruiting>Search Job Openings

Navigation: Favorites | Main Menu | HCM Systems | Recruiting | Search Job Openings | Manage Job Opening

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Manage Job Opening


















































Return | Recruiting Home | Search Job Openings | Previous | Next | Create New | Clone | Refresh | Add Note | No Category | Personalize

Job Opening ID 1428 Status 010 Open
Job Posting Title Judiciary Clerk II Business Unit MDJUD (Maryland Judiciary)
Job Code 2433 (Judiciary Clerk) Department 1002108 (CC 02- Criminal)
Position Number 059050 (Judiciary Clerk)

Applicants | Applicant Screening | Activity & Attachments | Details

All (41)	Screen (0)	Route (40)	Interview (1)	Offer (0)	Hire (0)	Not Select (0)
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Applicants ? Personalize | Find | View All | First 1-25 of 41 Last

Select	Applicant Name	Applicant ID	Type	Disposition	Employee Referral	Application	Resume	Interview	Print	Other Actions
<input type="checkbox"/>			External	Interview						Other Actions
<input type="checkbox"/>			External	Route						Other Actions
<input type="checkbox"/>			External	Route						Other Actions
<input type="checkbox"/>			External	Route						Other Actions
<input type="checkbox"/>			External	Route						Other Actions
<input type="checkbox"/>			External	Route						Other Actions
<input type="checkbox"/>			External	Route						Other Actions
<input type="checkbox"/>			External	Route						Other Actions
<input type="checkbox"/>			External	Route						Other Actions
<input type="checkbox"/>			External	Route						Other Actions
<input type="checkbox"/>			External	Route						Other Actions
<input type="checkbox"/>			External	Route						Other Actions

Reviewing Applications - Important Info

- ▶ Reviewing the Application should be fairly straight forward.
I am not showing that screen for confidentiality reasons.
- ▶ You may print an application or a resume.
- ▶ You may no longer Reject a candidate, because, you would not see them.
You may 'Not Select' a candidate.
- ▶ You may move a candidate to interview status.

Interviewing - Select Interview

Main Menu>HCM Systems>Recruiting>Search Job Openings

Navigation: Favorites | Main Menu | HCM Systems | Recruiting | Search Job Openings | Manage Job Opening

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Maryland Judiciary

Manage Job Opening

Return | Recruiting Home | Search Job Openings | Previous | Next | Create New | Clone | Refresh | Add Note | No Category | >> Personalize

Job Opening ID 1428 **Status** 010 Open
Job Posting Title Judiciary Clerk II **Business Unit** MDJUD (Maryland Judiciary)
Job Code 2433 (Judiciary Clerk) **Department** 1002108 (CC 02- Criminal)
Position Number 059050 (Judiciary Clerk)

Applicants | Applicant Screening | Activity & Attachments | Details

All (41)	Screen (0)	Route (40)	Interview (1)	Offer (0)	Hire (0)	Not Select (0)
----------	------------	------------	---------------	-----------	----------	----------------

Applicants ? Personalize | Find | View All | First 1-25 of 41 Last

Select	Applicant Name	Applicant ID	Type	Disposition	Employee Referral	Application	Resume	Interview	Print	Other Actions
<input type="checkbox"/>			External	Interview						Other Actions
<input type="checkbox"/>			External	Route						Other Actions
<input type="checkbox"/>			External	Route						Other Actions
<input type="checkbox"/>			External	Route						Other Actions
<input type="checkbox"/>			External	Route						Other Actions
<input type="checkbox"/>			External	Route						Other Actions
<input type="checkbox"/>			External	Route						Other Actions
<input type="checkbox"/>			External	Route						Other Actions
<input type="checkbox"/>			External	Route						Other Actions
<input type="checkbox"/>			External	Route						Other Actions
<input type="checkbox"/>			External	Route						Other Actions
<input type="checkbox"/>			External	Route						Other Actions

Interviewing - Enter Interview Data

Main Menu>HCM Systems>Recruiting>Search Job Openings

Interview Schedule

Submit Save as Draft Return Personalize

Job Opening ID 1428 Business Unit MDJUD (Maryland Judiciary)
Job Opening Status 010 Open Job Posting Title Judiciary Clerk II
Submitted No Position Number 059050 (Judiciary Clerk)

Applicant Type External Applicant Preferred Contact Email

Interview 1 - Date not entered

*Date [] by [] Interview Status Unconfirmed Initiator DOUGLAS ARNOLD
*Start Time [] Interview Type [] Notify Applicant
*End Time [] Applicant Response None Notify Interview Team
*Time Zone EST

Interviewer ID	Interviewer Name	Date	Start Time	End Time	Time Zone	Response	Comments	Availability	Notify
000000691	LAURA EDMONDS					None			<input type="checkbox"/>
000000969	DOUGLAS ARNOLD					None			<input type="checkbox"/>

Add Interviewer

Venue Information

Venue [] Location []
Response []

Add/Edit Venue

The default system Interview Letters can be modified for your use.

Interviewing - Evaluate Applicant

Main Menu>HCM Systems>Recruiting>Search Job Openings **or** Main Menu>HCM Systems>Self Service>Recruiting>Interview Evaluations

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Manage Interviews

Save | Return Personalize

Job Posting Title: Judiciary Clerk II
Job Code: 2433 (Judiciary Clerk)

Job Opening ID: 1428
Job Opening Status: 010 Open
Business Unit: MDJUD (Maryland Judiciary)
Position Number: 059050 (Judiciary Clerk)

Interview Summary

Select	Date	Start Time	End Time	Time Zone	Location	Submitted	Status	Final Recommendation
<input checked="" type="radio"/>	05/25/2016	8:00AM	9:00AM	EST		<input checked="" type="checkbox"/>	Completed	005 Interview

Interview Details

Date: 05/25/2016 [Edit Interview Schedule](#)

Start Time: 8:00AM EST
End Time: 9:00AM EST
Location:
Submitted: Yes
Status: Completed

Final Recommendation

Final Recommendation: 005 Interview
Reason:
Average Score: 0

Interview Evaluations

Name	Interview Rating	Interview Type	Recommendation	Score	Action
LAURA EDMONDS				0.000	Evaluate Applicant
DOUGLAS ARNOLD				0.000	Evaluate Applicant

Create New Evaluation

Create New Interview Schedule

Save | Return Top of Page

Interviewing - Evaluating Details

Main Menu>HCM Systems>Recruiting>Search Job Openings **or** Main Menu>HCM Systems>Self Service>Recruiting>Interview Evaluations

Interview Evaluation

Submit Save as Draft Return Personalize

Job Posting Title Judiciary Clerk II
Job Opening ID 1428
Job Opening Status 010

Status 020 Hired

Interview Date 05/25/2016
Interview Type
Overall Rating Very Good
Recommendation 020 Make Offer
Comments **Provide overall comments and choose Make Offer, Not Select, Reject, or Withdrawn.**

Interview Ratings

Category	Interview Rating	Score
Communication Skills	Excellent	5
Education/Training	Very Good	4
Work Experience	Acceptable	3

Please include comments in all categories.

Plus Technical Skills (not shown)

Interviewing - Edit Interview Schedule

Main Menu>HCM Systems>Recruiting>Search Job Openings

CONNECT
Maryland Judiciary

Manage Interviews

Save | Return Personalize

Job Posting Title: [REDACTED] Job Code: 2433 (Judiciary Clerk)

Job Opening ID: 1428
Job Opening Status: 010 Open
Business Unit: MDJUD (Maryland Judiciary)
Position Number: 059050 (Judiciary Clerk)

Interview Summary

Select	Date	Start Time	End Time	Time Zone	Location	Submitted	Status	Final Recommendation
<input checked="" type="radio"/>	05/25/2016	8:00AM	9:00AM	EST		<input checked="" type="checkbox"/>	Completed	005 Interview

Interview Details

Date: 05/25/2016
Start Time: 8:00AM EST
End Time: 9:00AM EST
Location:
Submitted: Yes
Status: Completed

Final Recommendation

Final Recommendation: 005 Interview
Reason:
Average Score: 14

Interview Evaluations

Name	Interview Rating	Interview Type	Recommendation	Score	Action
LAURA EDMONDS				0.000	Evaluate Applicant
DOUGLAS ARNOLD	Very Good		020 Make Offer	14.000	View Evaluation

Create New Evaluation

Create New Interview Schedule

Save | Return Top of Page

To attach interview notes and scores after interview.

Interviewing - Add Attachments

Main Menu>HCM Systems>Recruiting>Search Job Openings

CONNECT
Maryland Judiciary

Interview Schedule

Submit Save as Draft Return Personalize

Job Opening ID 1428 Business Unit MDJUD (Maryland Judiciary)
Job Opening Status 010 Open Job Posting Title Judiciary Clerk II
Submitted Yes Position Number 059050 (Judiciary Clerk)

Preferred Contact Phone

Interview 1 - Date not entered

*Date [] [D] Interview Status Unconfirmed Initiator DOUGLAS ARNOLD
*Start Time [] Interview Type [] Notify Applicant
*End Time [] Applicant Response None Notify Interview Team
*Time Zone EST []

Interviewers

Interviewer ID	Interviewer Name	Date	Start Time	End Time	Time Zone	Response	Comments	Availability	Notify
000000969	DOUGLAS ARNOLD								

Add Interviewer

Venue Information

Venue [] [Q] Location []
Response []

Add/Edit Venue

Interview Materials

Notes No notes have been added to this Interview.
Add Note Load Job Opening Notes

Attachment No attachments have been added to this Interview.
Add Attachment Load Job Opening Attachment

Job Offer - Final Recommendation

Main Menu>HCM Systems>Recruiting>Search Job Openings **or** Main Menu>HCM Systems>Self Service>Recruiting>Interview Evaluations

Favorites Main Menu HCM Systems Recruiting Search Job Openings Manage Job Opening

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Maryland Judiciary

Manage Interviews

[Save](#) | [Return](#) [Personalize](#)

Job Posting Title: [REDACTED]
Job Code: 2433 (Judiciary Clerk)

Job Opening ID: 1428
Job Opening Status: 010 Open
Business Unit: MDJUD (Maryland Judiciary)
Position Number: 059050 (Judiciary Clerk)

Interview Summary

Select	Date	Start Time	End Time	Time Zone	Location	Submitted	Status	Final Recommendation	
<input checked="" type="radio"/>	05/25/2016	8:00AM	9:00AM	EST		<input checked="" type="checkbox"/>	Completed	020 Make Offer	Edit

Interview Details

[Edit Interview Schedule](#)

Date: 05/25/2016
Start Time: 8:00AM EST
End Time: 9:00AM EST
Location:
Submitted: Yes
Status: Completed

Final Recommendation

Final Recommendation: **020 Make Offer** (circled in red)
Reason:
Average Score: 14

The Recruiters do not know about your selection until you make the Final Recommendation.

Interview Evaluations

Name	Interview Rating	Interview Type	Recommendation	Score	Action
LAURA EDMONDS				0.000	Evaluate Applicant
DOUGLAS ARNOLD	Very Good		020 Make Offer	14.000	View Evaluation

[Create New Evaluation](#)

[Create New Interview Schedule](#)

[Save](#) | [Return](#) [Top of Page](#)


Job Offer - Next Steps

- ▶ The Hiring Manager (HM)/Administrative Official (AO) forwards the Background Form to the Recruiter via email or FAX only. Do NOT attach in CONNECT.
- ▶ After the background comes back (assuming no problems), the Recruiter calculates an appropriate Salary and Start Date, and submits the Job Offer.
- ▶ **At this time (assuming the offer is acceptable), the AO should extend the offer to the candidate.**
- ▶ The Administrative Official (AO) approves the Job Offer.
- ▶ The Recruiter completes the Confirmation Letter and sends it to the candidate and the HM/AO.
- ▶ The Recruiter prepares the candidate for hire, by forwarding the information on to the Office of Employment Services.

A Note On Separation Requests

Main Menu>HCM Systems>Manager Self Service>Job and Personal Information>Separation Request>Select 'Add a New Value' Tab

Favorites ▾ Main Menu ▾ > HCM Systems ▾ > Manager Self Service ▾ > Job and Personal Information ▾ > Separation Request




Form | Instructions | Attachments


Separation Request

*Subject

Status Initial

*Employee ID 

*Employee Name

*Effective Date of 

Separation

*Action

*Reason

More Information

**Please use this form for all separations, including retirements.
Note: This previously was called 'Termination Request'.**

Save

A Note On Terminated (Bypassed) Approval

Main Menu>HCM Systems>Recruiting>Search Job Openings

- ▶ If, within an Approval tab, there is an indication of **TERMINATED**, but the Status of the Job Opening is Open, this means that the Approval Process has been bypassed.
- ▶ Your Recruitment will continue as scheduled.
- ▶ This happens when the CONNECT system routes the approval incorrectly, or a HM/AO is not available to approve and the Recruiter took care of it.

Any Questions?

You may practice with the UPKs at

<http://mdcourts.gov/connect/connected/curriculum.html>

Applied (0)	Reviewed (0)	Screen (0)	Route (0)	Interview (0)	Offer (0)	Hire (1)	Not Select (20)
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Please contact us for questions, concerns, or onsite training:

- ☎ Main line: 410-260-1280 FAX: 410-974-2849
- ☎ All phone numbers are 410-260-xxxx, and all emails end with @mdcourts.gov.
- ☎ Manager: Rebecca.West (1276)
- ☎ Assistant Manager: Jeffery.Qualey (1420)
- ☎ Recruiters: Susan.Hardisty (1204), Gail.Coleman-Terry (1279), Marcy.Goode (1208)
- ☎ Recruitment Support: Kimberly.Michael (1200), Kacey.Prochazka (1277)