Office of Human Resources

NEOGOV

Hiring Manager & Interview Panel Lead User Guide

► Revised 8/9/2024

Contents

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Overview

As a Hiring Manager, you play a vital role in the recruiting process. Here is a look at the recruitment process from end to end:

Your role in the recruitment process consists of these steps:

- You review and approve the REQ and job ad that the HRL created. It includes the job's estimated salary range (added by OHR's Compensation Team).
- Your Recruiter reviews and prepares the REQ and job ad, then posts it.
- Applicants apply.
- Your Recruiter creates and sends you a Referred List (eligible list) of candidates.
- You review your referred candidates and take notes.
- You set up interview date/time slots.
- You select candidates you want to interview and move them to the interview stage.
- You conduct the interviews (you and/or the interview panel) and ask the Interview Panel Lead to enter ratings in the system.
- The Interview Panel Lead enters the consensus ratings in the system.
- You review the panelists' consensus ratings.
- You request that a conditional offer be made to your final candidate (or, if desired, set up second-round interviews) and move the candidate to the next approver in the pre-determined chain of approvers.

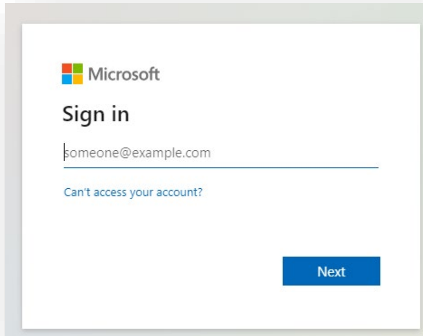
Acronyms Used in This Guide

- DOA Recruiter: Delegation of Authority Recruiter
- PD: Position Description
- PDM System: Position Description Management System
- PN: Position Number
- Referred List/Eligible List: List of eligible candidates created by the Recruiter
- REQ: Shorthand for job requisition

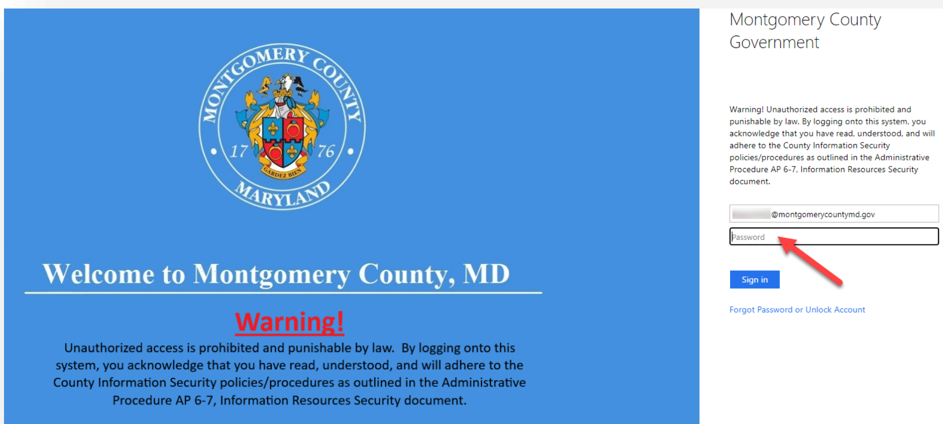
Access the System

- Go to https://login.neogov.com/authentication/saml/login/montgomerycountymd. This URL provides direct access to the system without having to use your VPN.

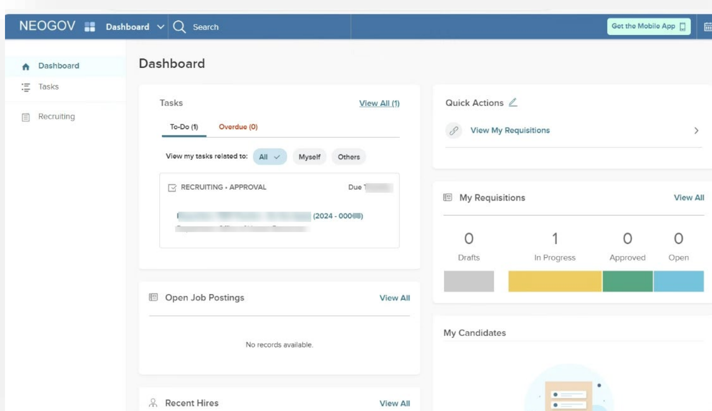
- If you are not already signed on to AccessMCG, you will need to enter your AccessMCG user name plus @montgomerycountymd.gov (username@montgomerycountymd.gov), then click Next.



- The following screen will appear; enter your AccessMCG password.



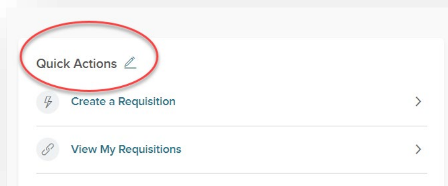
- Once logged in, you will see the NEOGOV Dashboard.



Important System Tips

- **Magnifying Glass:** Whenever you see a magnifying glass at the end of the field, this means you can click it and search for pre-populated data. Also, in most cases, you will then need to click the Done button (top right of the slide-in windows) before the system accepts your selection.

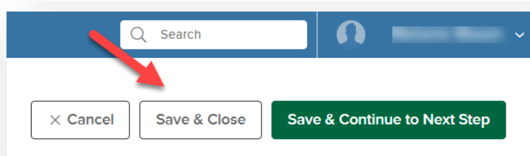
- **Quick Actions:** In addition to the Tasks area of your Dashboard (which will contain REQ-specific actions you need to take), you also have a Quick Actions area (right side of the Dashboard) to do some of the more common tasks in NEOGOV.



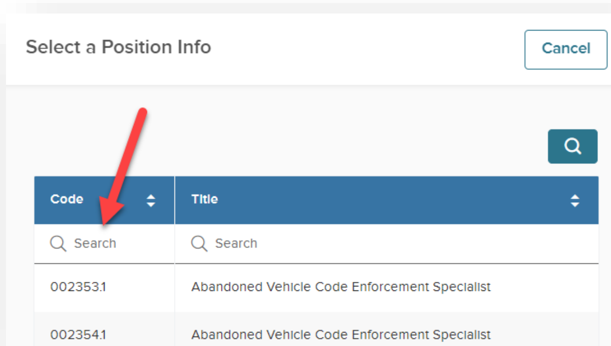
- **Required Fields:** These are marked with red asterisks***.**

- **Save and Next Buttons:** In NEOGOV, these buttons are generally found at the far top right of screens. This means you may need to scroll to the top of a screen to continue to the next step.

- **Saving and sign out (to come back at a later time)**: You can always save your work and return later by selecting the Save & Close button (top right of most NEOGOV screens.



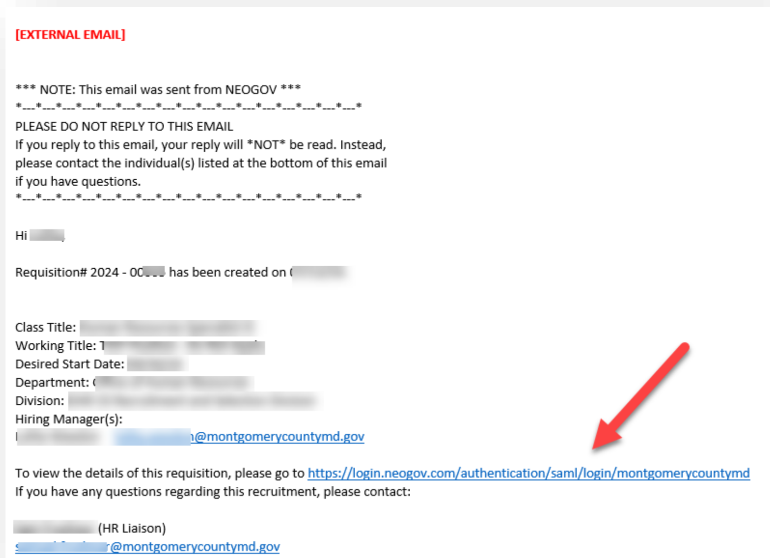
- **Search fields (in charts):** These are often found right under the top of a column in a chart:



Approve the REQ

At this point in the process, your department's HR Liaison has created a REQ and job ad and the OHR Compensation Team has added the estimated salary range. The next step is for you, the Hiring Manager, to approve the REQ and job ad.

- In your NEOGOV email notification, click on the system link. If you are already logged on to AccessMCG, you will be taken directly to the NEOGOV system. Otherwise, follow the steps in the Access the System section of this guide.



[EXTERNAL EMAIL]

*** NOTE: This email was sent from NEOGOV ***
------*---*---*---*---*---*---*---*---*---*---*---*---*---*
PLEASE DO NOT REPLY TO THIS EMAIL
If you reply to this email, your reply will *NOT* be read. Instead,
please contact the individual(s) listed at the bottom of this email
if you have questions.
------*---*---*---*---*---*---*---*---*---*---*---*---*---*

Hi

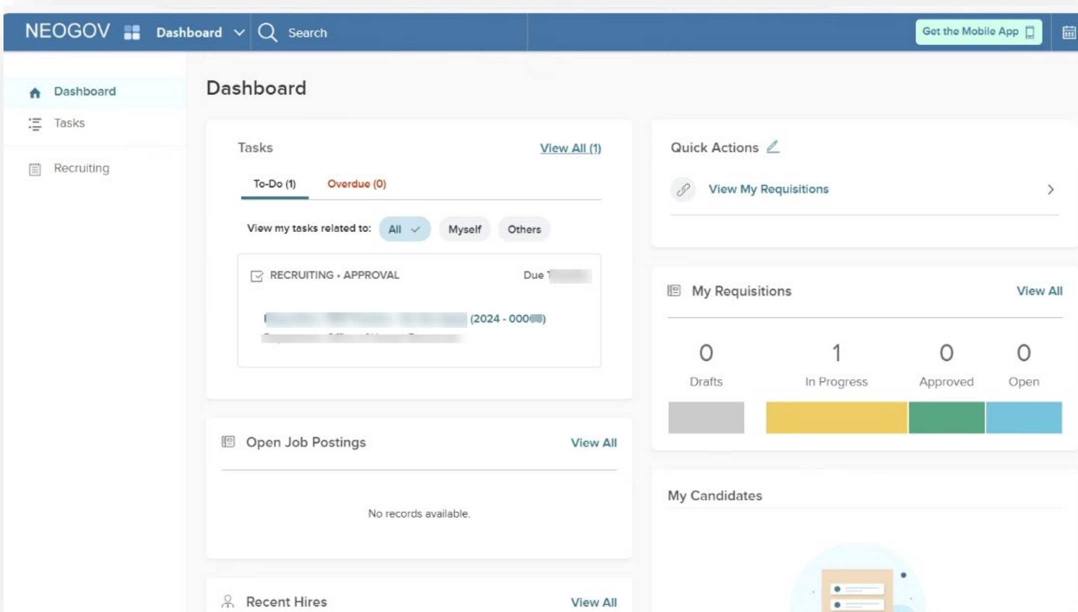
Requisition# 2024 - 00 has been created on

Class Title:
Working Title:
Desired Start Date:
Department:
Division:
Hiring Manager(s):
@montgomerycountymd.gov

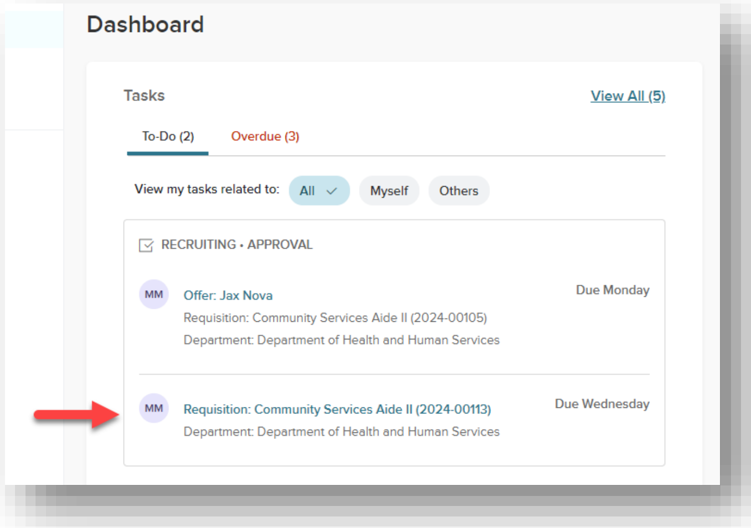
To view the details of this requisition, please go to https://login.neogov.com/authentication/saml/login/montgomerycountymd
If you have any questions regarding this recruitment, please contact:

(HR Liaison)
@montgomerycountymd.gov

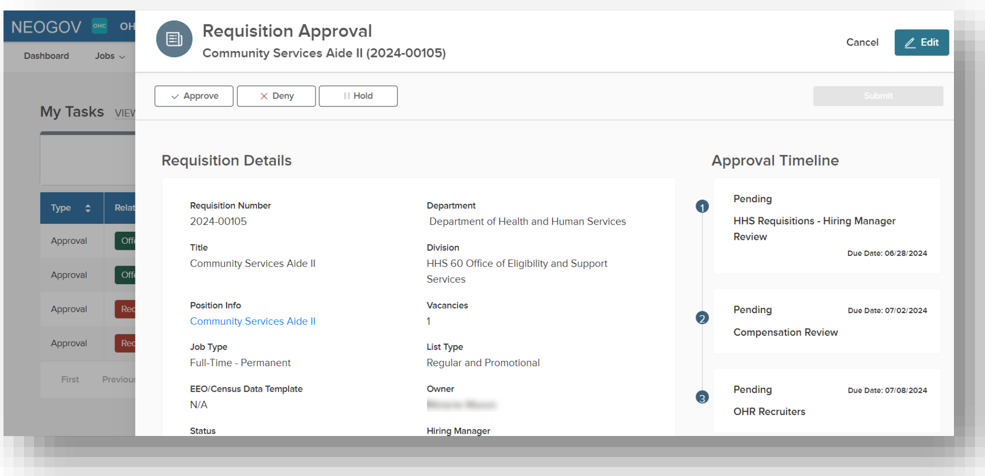
- You will see the NEOGOV Dashboard, which includes a status bar for any REQs that apply to you:



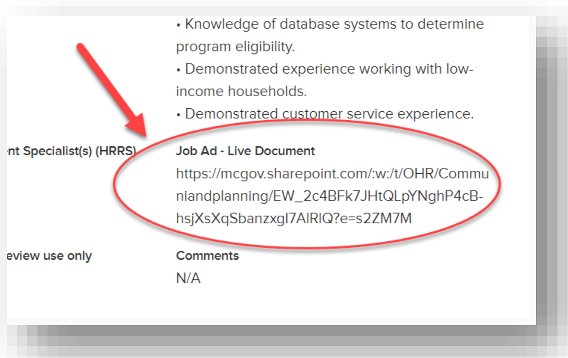
- On the Tasks list of your NEOGOV Dashboard, click the applicable REQ link that you need to review. In the example below, you have two REQs awaiting approval; in this case, the Community Services Aide II job ad and REQ will be reviewed/approved.



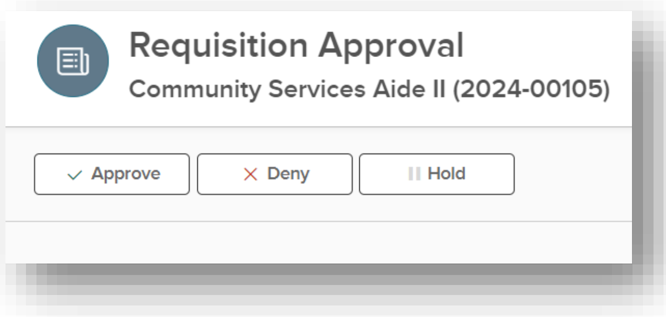
- The Requisition Approval slide-in window appears; review all the information on the screen to ensure accuracy for this recruitment. Also, under the Position Info field, click the position link (in this example, "Community Services Aide II") and review the Oracle information for this position for accuracy.



- If you have not already done so previously, review the job ad in the field, Job Ad – Live Document. The URL link is not live in the NEOGOV system; you will need to copy and paste the URL link into a new window so that you can review it and make any suggested edits.

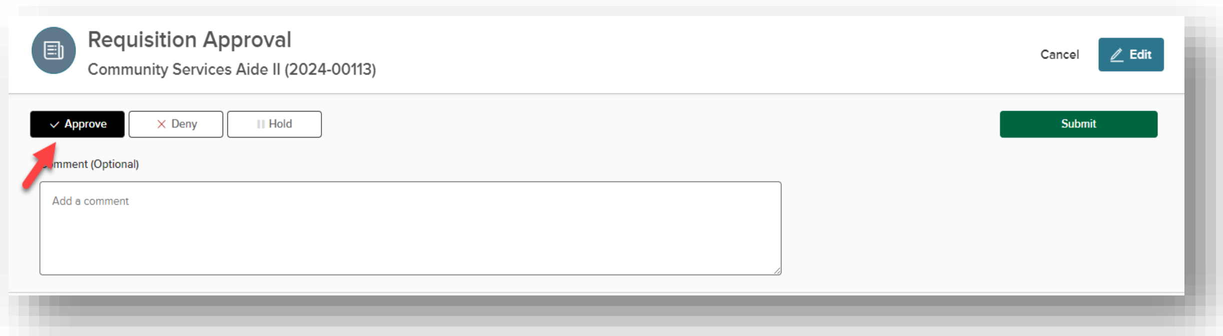


- After reviewing the REQ and job ad, you have three options:



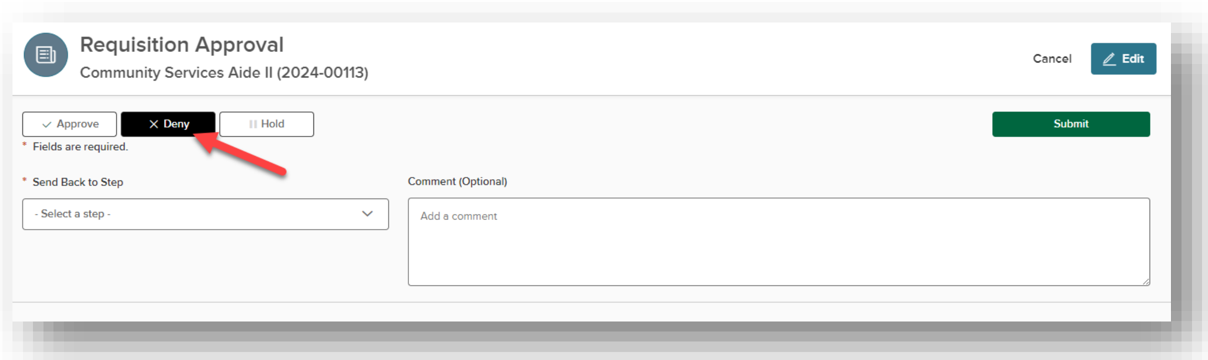
- **APPROVE:** If everything looks correct and no substantial edits were made in the job ad, click Approve. Then, click the green Submit button (right side of the screen). The task is then removed from your Dashboard's Tasks list.

  What's next? You will receive a system email titled *Message From NEOGOV Insight: Requisition Approval Status Update*. This confirms that your approval has been sent to the next approver, which is your Recruiter. The Recruiter will complete a final review, prepare the REQ, and post the job ad.



- **DENY:** If edits are needed to the requisition form or substantial edits were made in the job ad upon your review, click Deny. In the Send Back to Step, select your HR Liaison's name, and add any helpful instructional comments on what needs changed/reviewed in the Comment field. Then, click the green Submit button (right side of the screen). The task is then removed from your Dashboard's Tasks list.

  What's next? At this point, the system sends the approved REQ back to your HR Liaison for further editing.



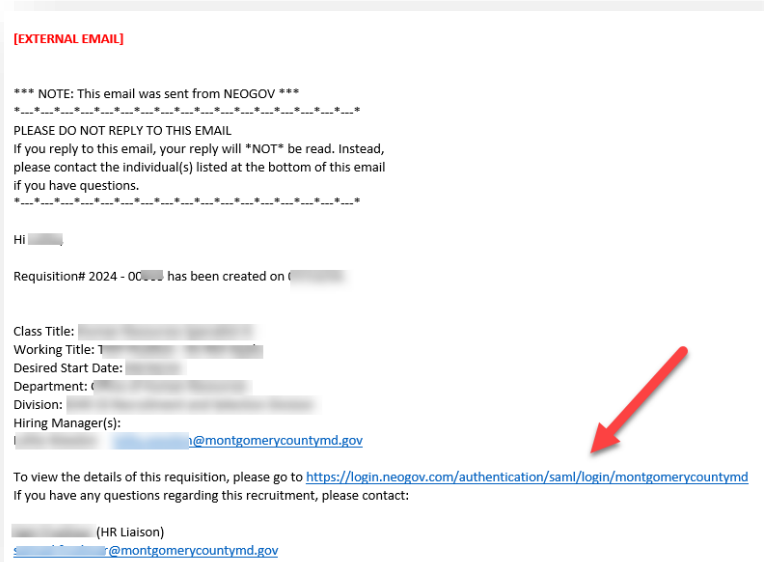
- **HOLD:** If you would like to place the recruitment on hold until you are ready to send it to the Recruiter (or send it back to the HR Liaison), click Hold. Then, click the green Submit button (right side of the screen).

- To sign out of the system, follow the steps in the Sign Out of the System section of this guide.

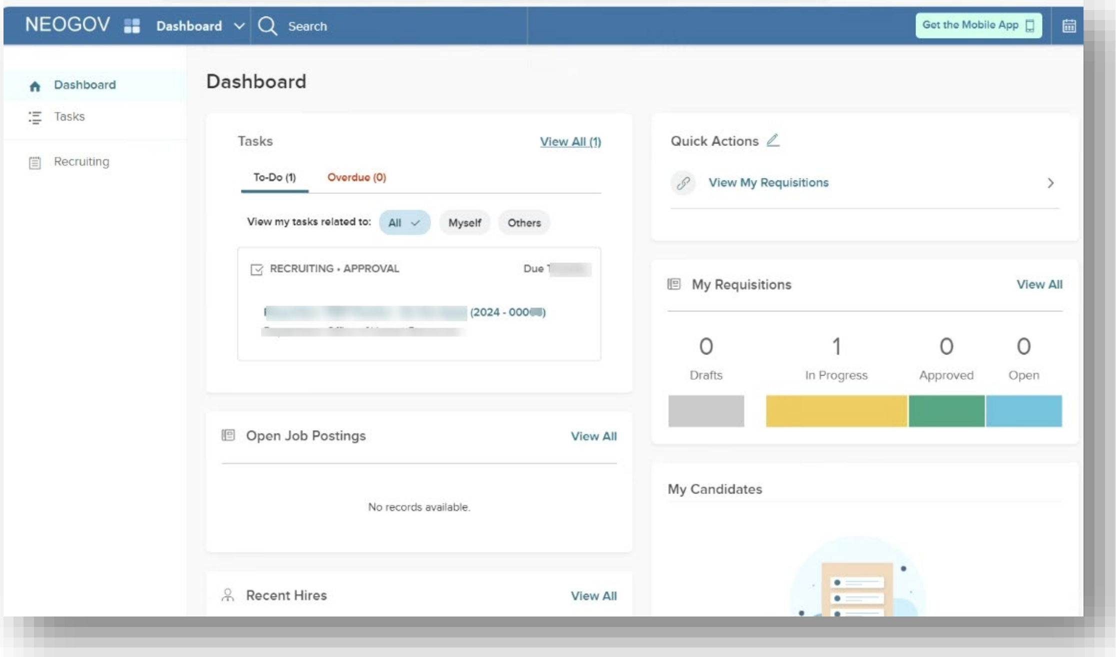
Review Referred Candidates and Record Notes

Once the job advertisement's closing date ends and your Recruiter sends you the referred list of candidates, you will review the list and take notes (in preparation for setting up interview time slots and selecting candidates to interview).

- In your NEOGOV email notification, click on the system link. If you are already logged on to AccessMCG, you will be taken directly to the NEOGOV system. Otherwise, follow the steps in the Access the System section of this guide.

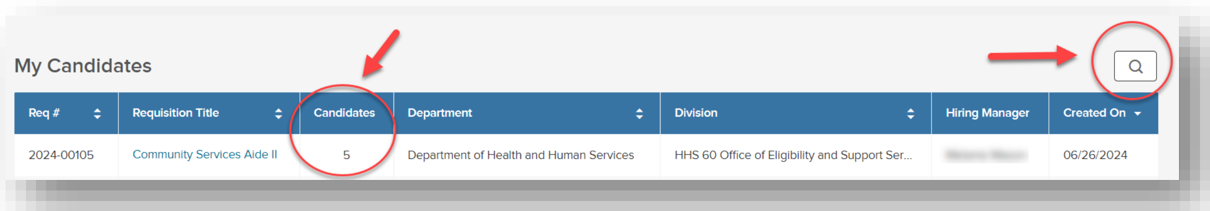


- You will see the NEOGOV Dashboard, which includes a status bar for any REQs that apply to you:

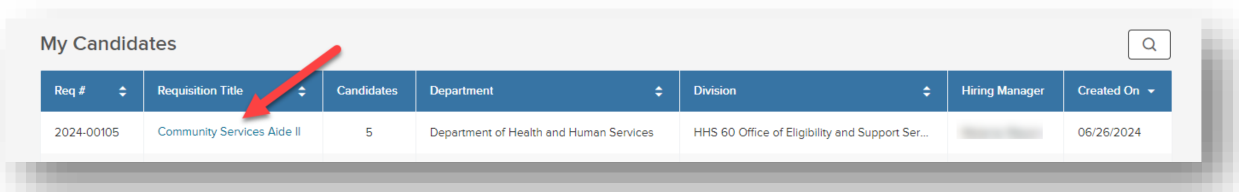


- On the Tasks list of your NEOGOV Dashboard, click the applicable REQ link that you need to review.

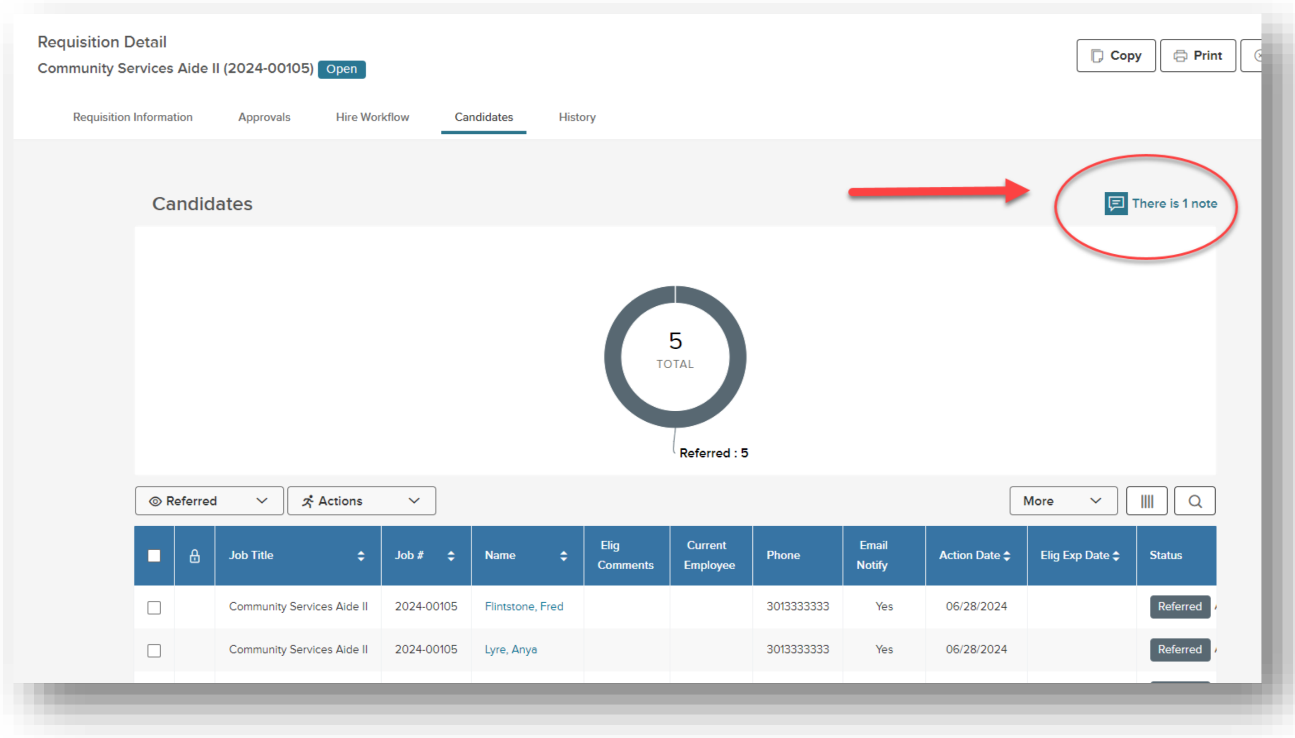
- In the My Candidates chart, you will see the requisition number, title, and how many candidates your Recruiter reviewed and deemed eligible for the position. (If you need to search for the position, use the magnifying glass at the top right as shown below.)



- In the column, Requisition Title, click the link of the requisition title you want to review.

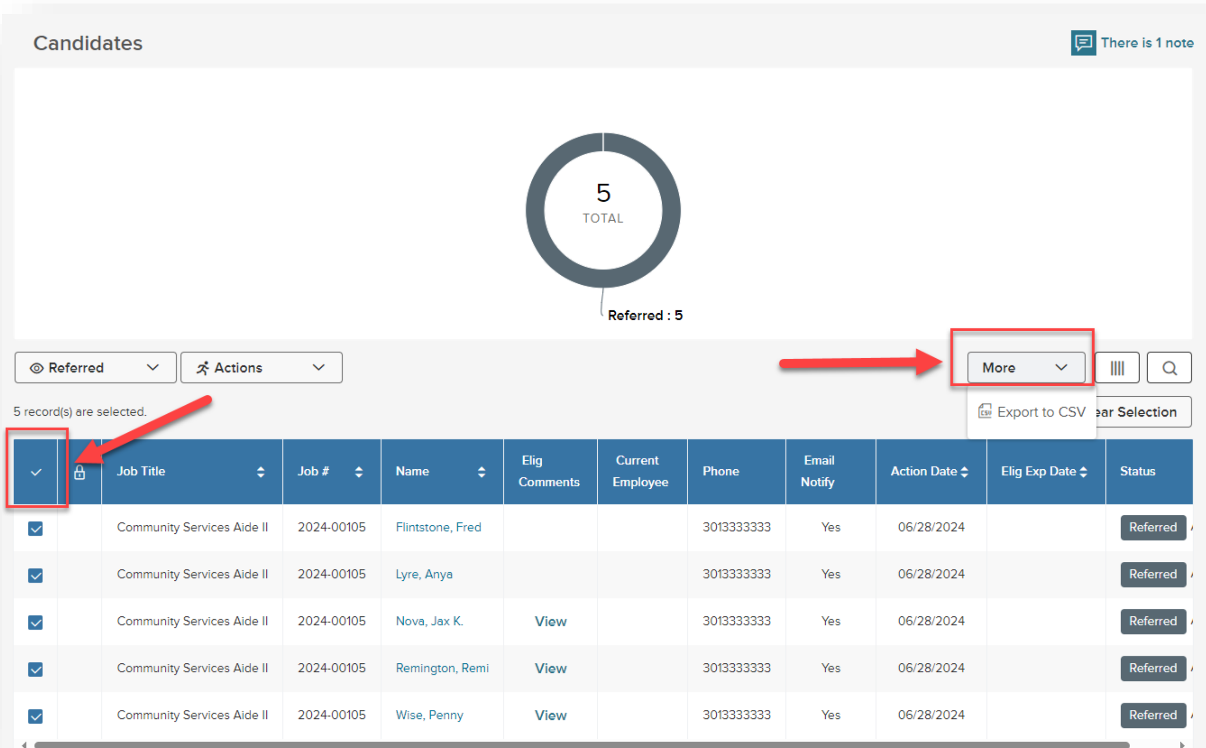


- The Requisition Detail screen displays the list of referred candidates (i.e., your eligible list). **Important:** First view any notes from your Recruiter; these may include hiring preferences and other important information and can be included in the two locations shown below:

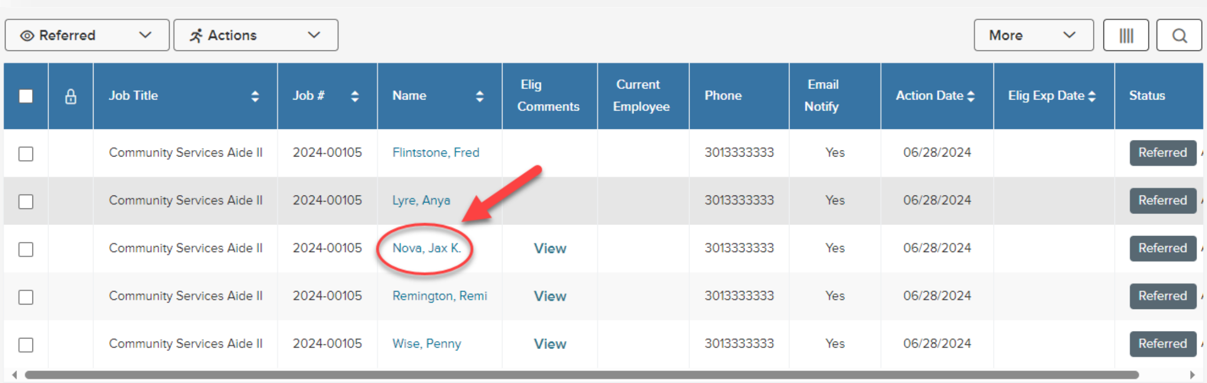


- ***Tip:*** If you have a high number of candidates on your Referred List, you may want to export a .csv file of all candidates' details so that you can take notes as you review each candidate's information (such as interview preference criteria like years of experience, degrees, certifications, etc.). This will aid you in deciding who you want to interview.

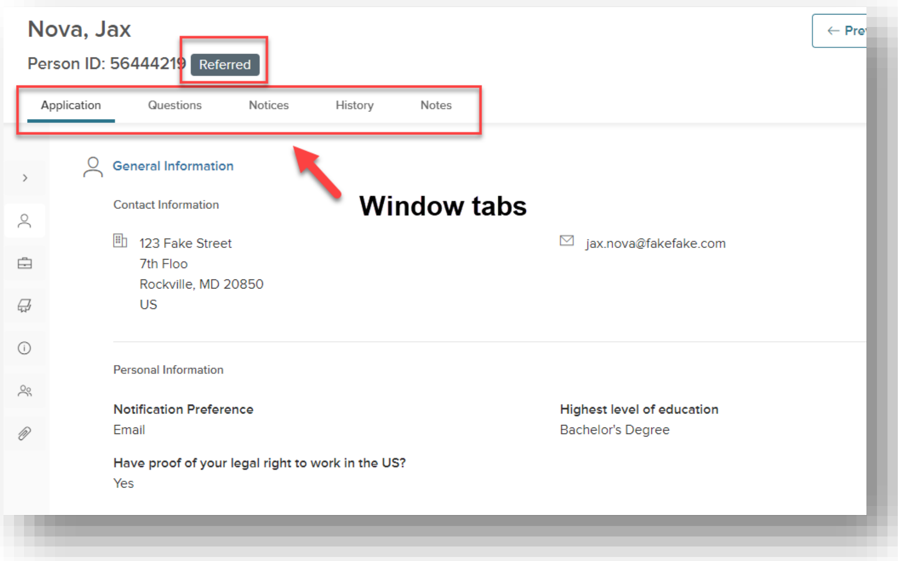
  To export the data, select all candidates by clicking the white box at the top of the Candidates chart. Then, select Export to CSV in the More drop-down menu above the Candidates chart.



- To begin reviewing each candidate's information, click the link in one of the candidate's Name fields.

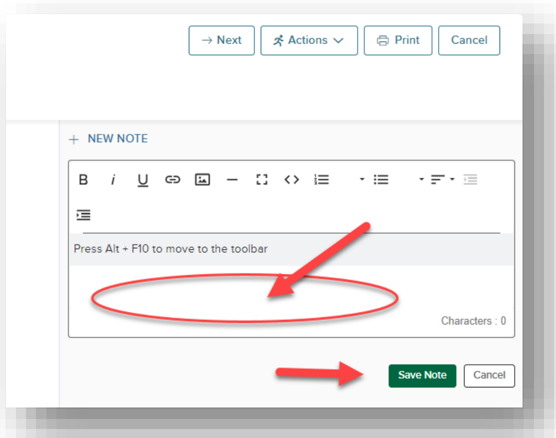


- A pop-up window displays the candidate's application with the word Referred next to the person's ID number (top left of the candidate's window).



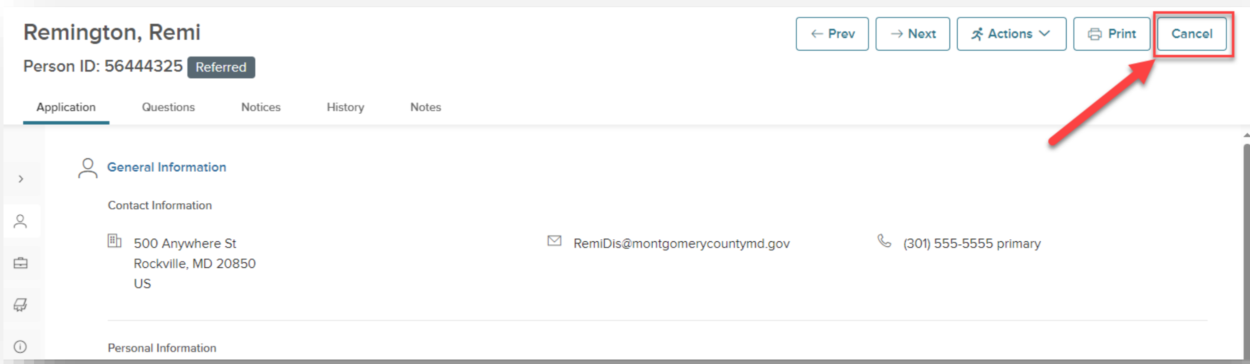
- Follow these steps for each tab in the window:

  - *Application tab*: Review this information, including the resume attached to the bottom of this tab. If you like, you can print the entire application, including answers to all questions, by selecting the Print button (top right of the screen).
  - *Questions tab*: Review this information, including any preferred criteria questions (if applicable to the position).
  - *Notices tab*: Disregard this tab.
  - *History tab*: Disregard this tab.
  - *Notes tab*: If you are not using the data export feature mentioned above and have only a few candidates to review, you can use this tab to take notes about your candidate. Click in the white space as shown below, enter your notes, then click Save Note.

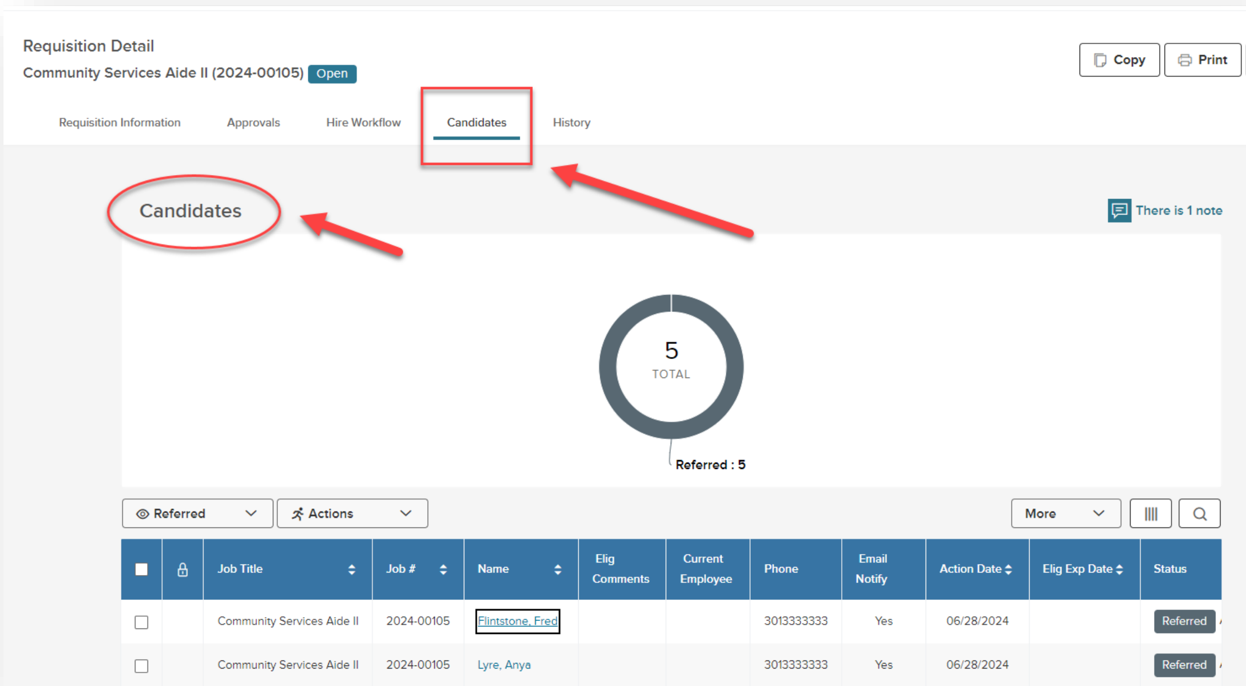


- After you review a candidate's information, you can click the Next button (top right of the screen) to review the next candidate's application. **Important:** Do not select the Actions button at this point.

- Once you are done reviewing all referred candidates, click Cancel (top right of the screen).



- You are now on the Candidates tab of the Requisition Details screen.



Set Up Interview Slots

Important: Before you set up your interview slots, be sure to reserve the interview location(s) using the appropriate Montgomery County Government reservation process.

- Above the Candidates chart, click the Hire Workflow tab on the menu, then click the Customize Workflow button.

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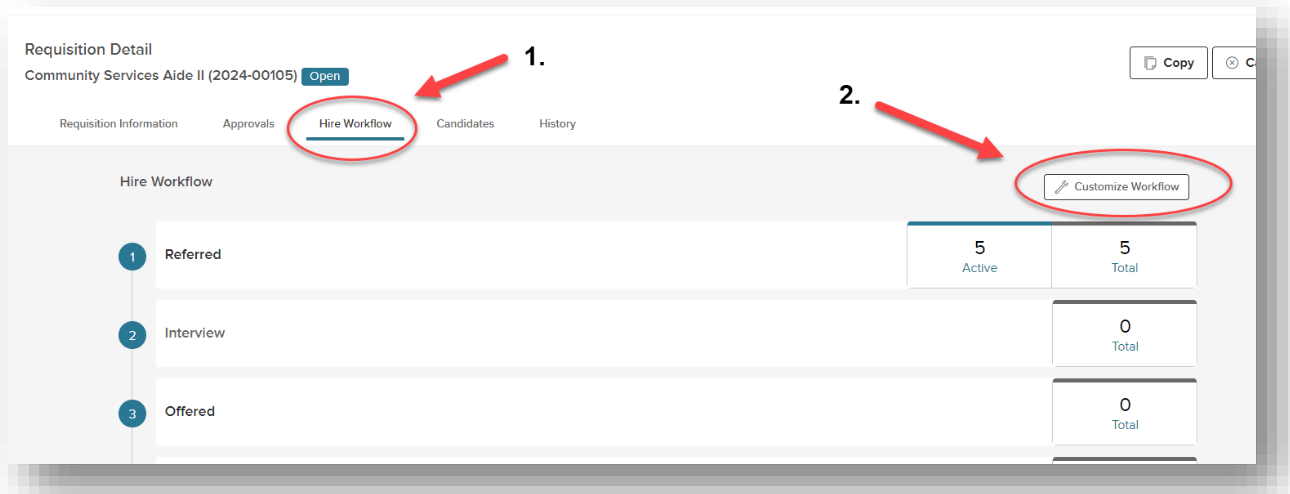
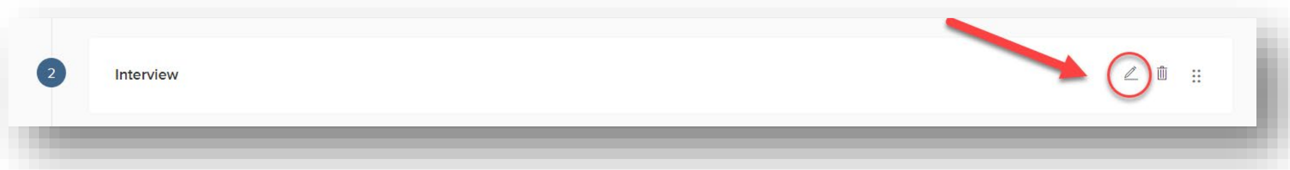
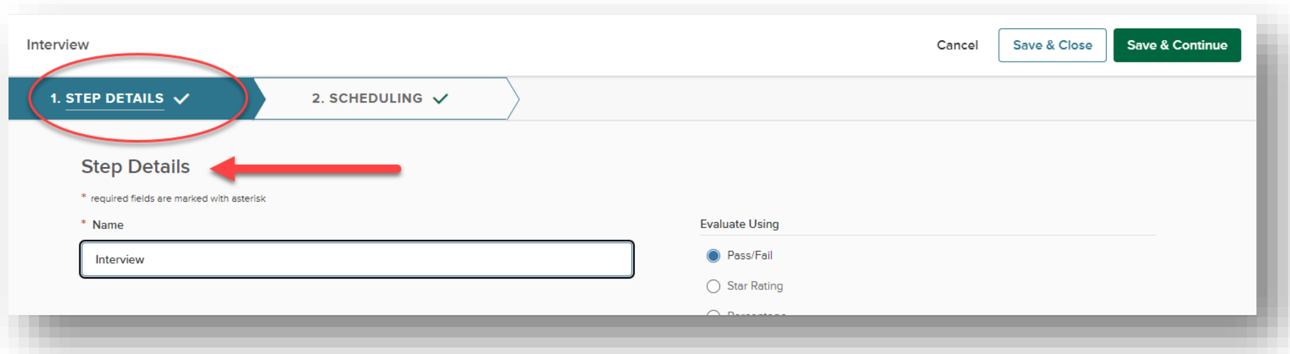


- **Hire Workflow Step 1 (Referred)**: You will see that the candidates have been referred and there is nothing you can edit for this step.

- **Hire Workflow Step 2 (Interview):** Click the edit pencil.

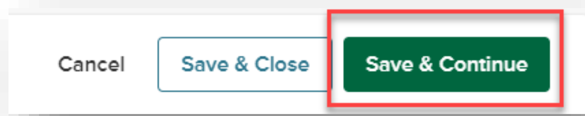


- The Step Details window appears.

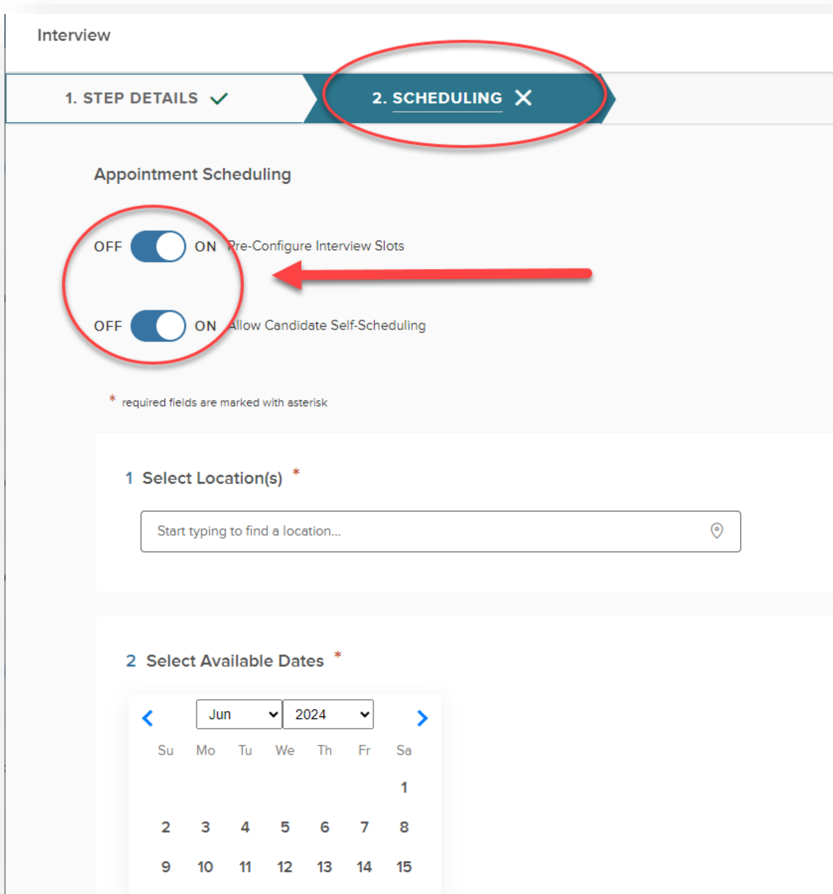


- Follow these steps for each field shown.
    - *Name*: You can change the generic Interview text to First Round Interview if there will be more than one round of interviews. (You can set up second-round interviews later.)
    - *Display Status to Candidate As*: This is what the candidate will see; generally, add the same text as what you added in the Name field above (such as First Round Interview).
    - *Raters:* Click the Populate Interview Panel link, which automatically adds the interview panelists. If the panel has changed since first being set up by the HR Liaison, you can add or delete panel members by using the magnifying glass.
    - *Comment:* Do not change this field.
    - *Rating Criteria:* Do not change this field; it should already be set to Off.
    - *Evaluate Using (second column)*: Do not change this field; it should already be set to Pass/Fail.

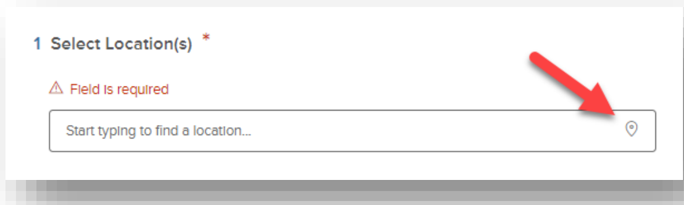
- Click the Save & Continue button (top right of screen).



- The Scheduling window appears. This is where you will set up interview time slots your candidates can select. First, turn on the button, Pre-Configure Interview Slots. Next, turn on the button that pops up called Allow Candidate Self-Scheduling.

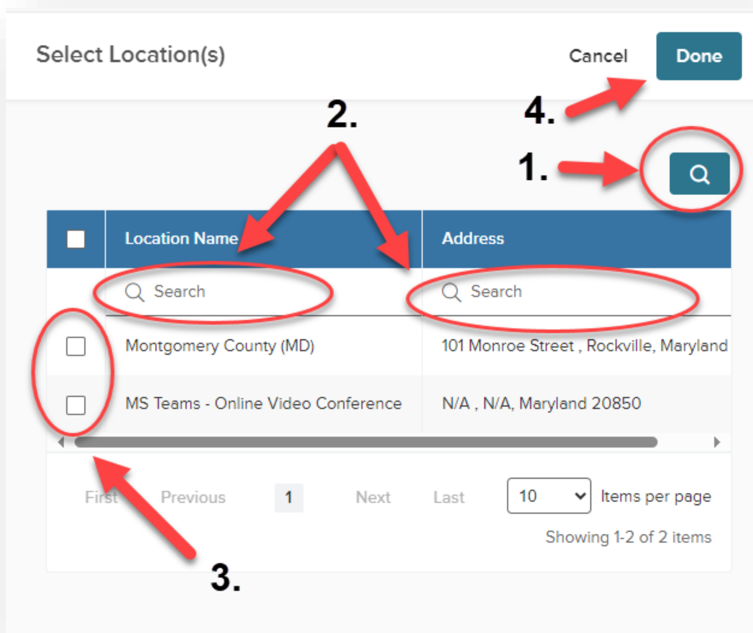


- **Scheduling Step 1 (Select Locations):** Click the location icon.



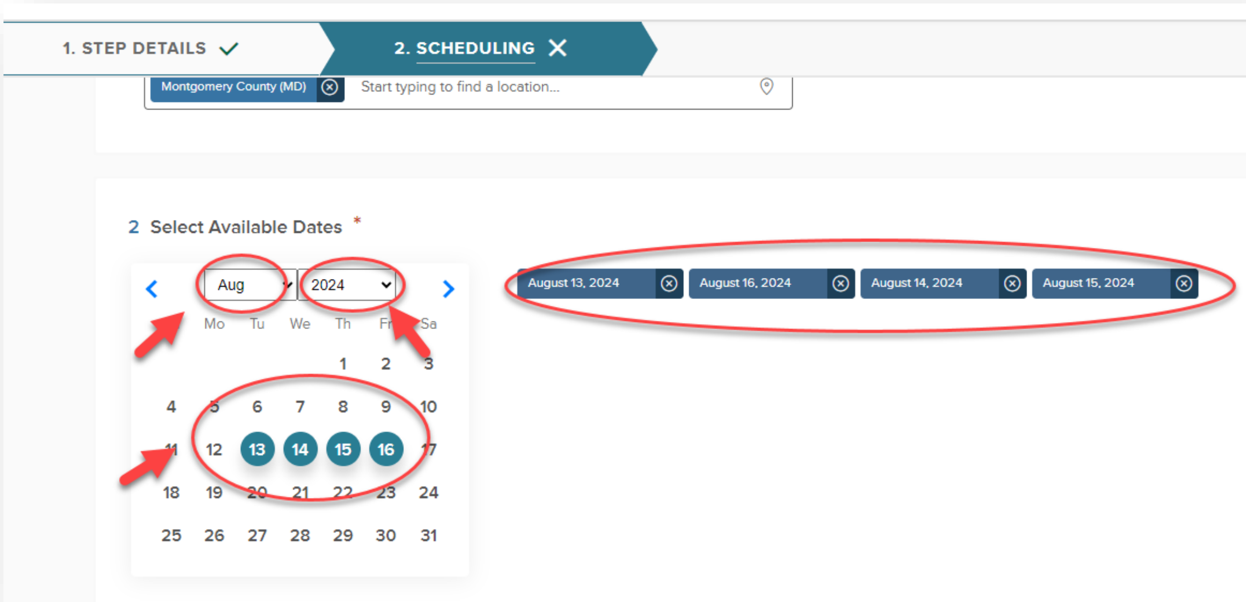
- In the Select Location(s) pop-up window, 1) click the magnifying glass to open the search areas under the Location Name and Address columns, 2) enter part or all of the location name/address in a search area, 3) select the box to the left of the interview's Location Name, and 4) click Done. You will then be returned to the Scheduling window.

  Tip: If the interview will be held virtually, enter "MS Teams" in the search field and then select "MS Teams – Online Video Conference."



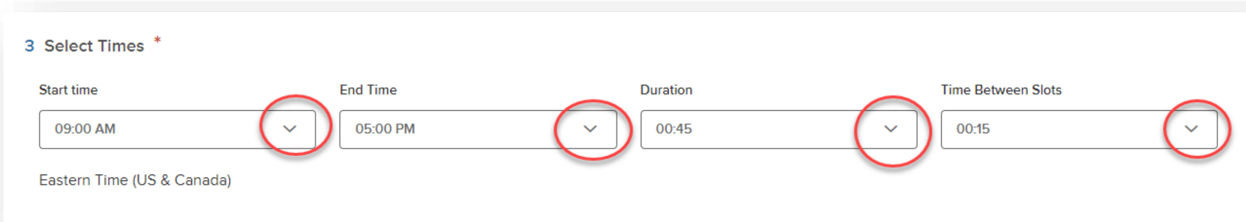
- **Scheduling Step 2 (Select Available Dates):** Choose the date(s) you want to hold your interviews.

  Tip: Only select multiple dates if you intend to hold interviews at the same times on each date you select. If you plan to hold interviews on different dates and at varying times, you will need to set up each interview date separately.

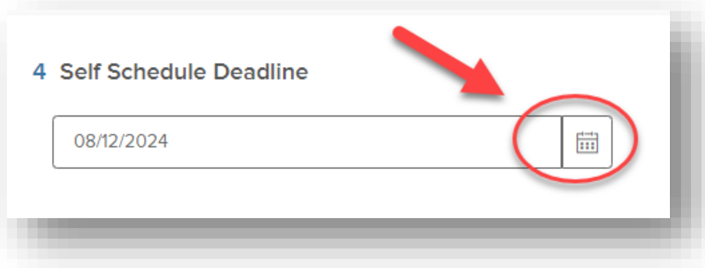


- **Scheduling Step 3 (Select Times)**: Enter the following by clicking the caret icon in each field:

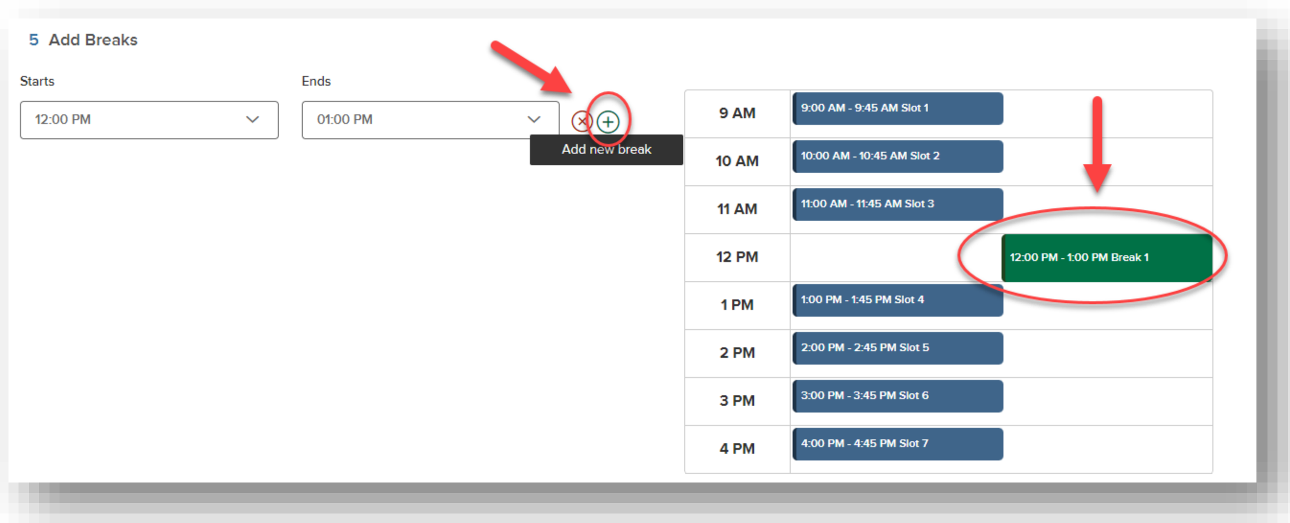
  - *Start Time:* The overall time you want to start interviewing candidates that day; be sure to select am or pm.
  - *End Time:* The overall time you want to end interviewing candidates that day.
  - *Duration:* How long each interview will last. (***Tip:*** The first box is hours, the second is minutes.)
  - *Time Between Slots:* This is the time between each candidate's interview, such as 15 minutes if you are running them back-to-back.



- **Scheduling Step 4 (Self-Schedule Deadline):** Enter the date by which you want candidates to select their interview date and time. **Important:** Make sure the date falls before the beginning of the interview process.



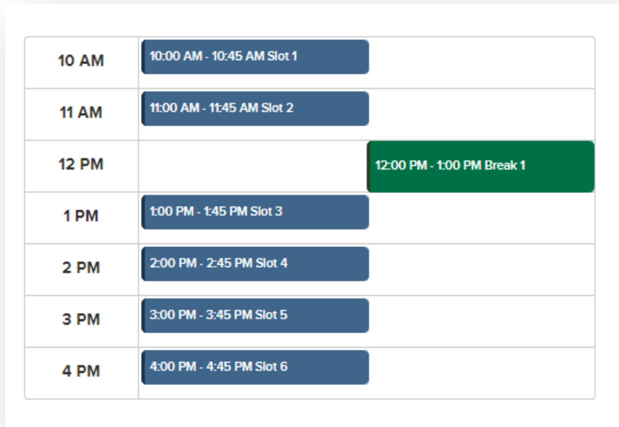
- **Scheduling Step 5 (Add Breaks):** You can enter a time for your interview panelists' lunch and other additional breaks; this will automatically change the interview slot to free time. You can use this feature to add multiple free time slots. Use the caret icons to add the Starts and Ends time; also, if you need to add additional breaks, click the plus sign as shown below.



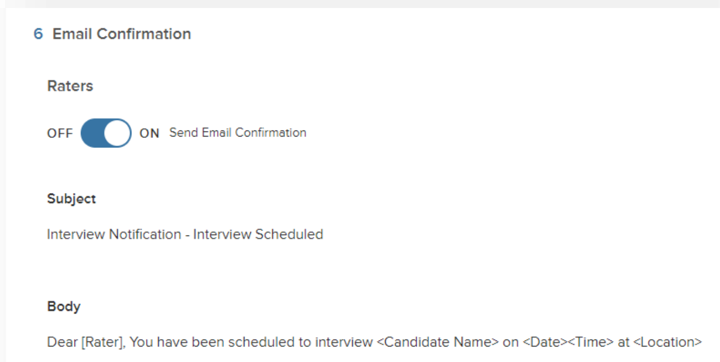
Here's an example of how to set up interviews and what it looks like once complete:

- On June 11, 12, and 13, you want to set up six 45-minute interview slots from which candidates can choose, starting at 10 am and ending at 5 pm. You also want to include a noontime one-hour lunch break for the interview panel. You want candidates to choose their interview slot no later than June 7. Here's what you would enter:
  - Select Location: Select your location for the interviews (ensure you have pre-booked the space).
  - Select Available Dates: 6/11, 6/12, 6/13
  - Select Times: *Start Time:* 10 AM; *End Time:* 5 PM; *Duration:* 0 hours; 45 minutes; *Time Between Slots:* 0 hours; 15 minutes
  - Self Schedule Deadline: 6/7
  - Add Breaks: 12 pm to 1 pm and 3 pm to 4 pm.

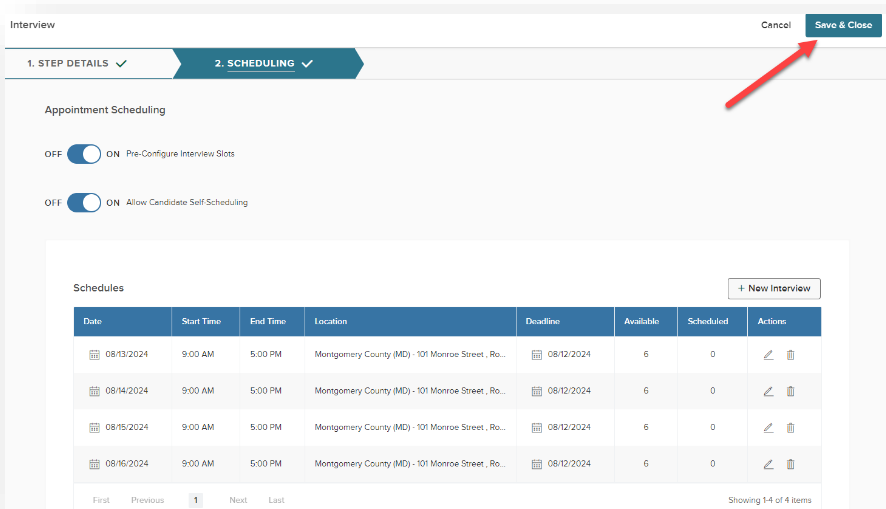
- A visual table of the schedule you set up appears in the bottom right of the screen:



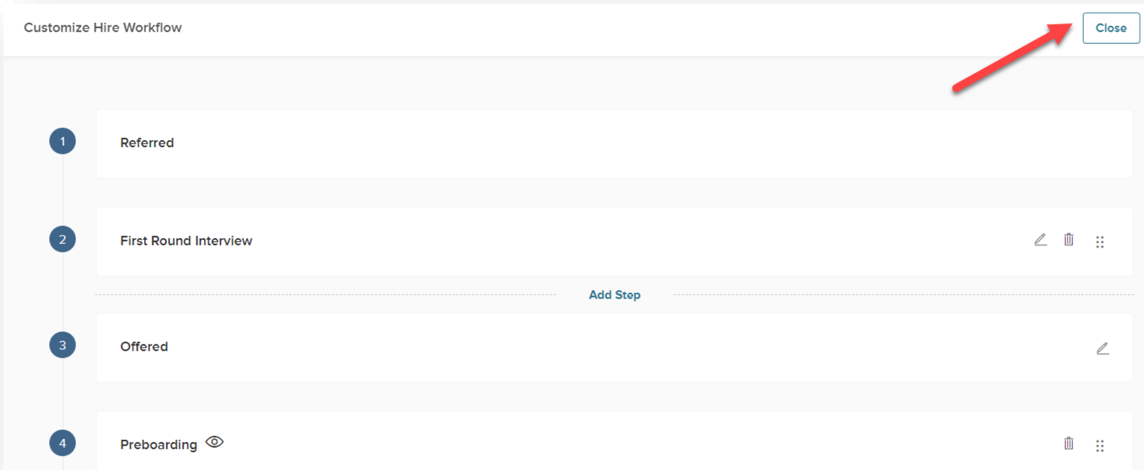
- **Scheduling Step 6 (Email Confirmation)**: Leave the Raters "Send an Email Confirmation" button as is; it should be on to notify your interview panelists of the upcoming interview schedule.



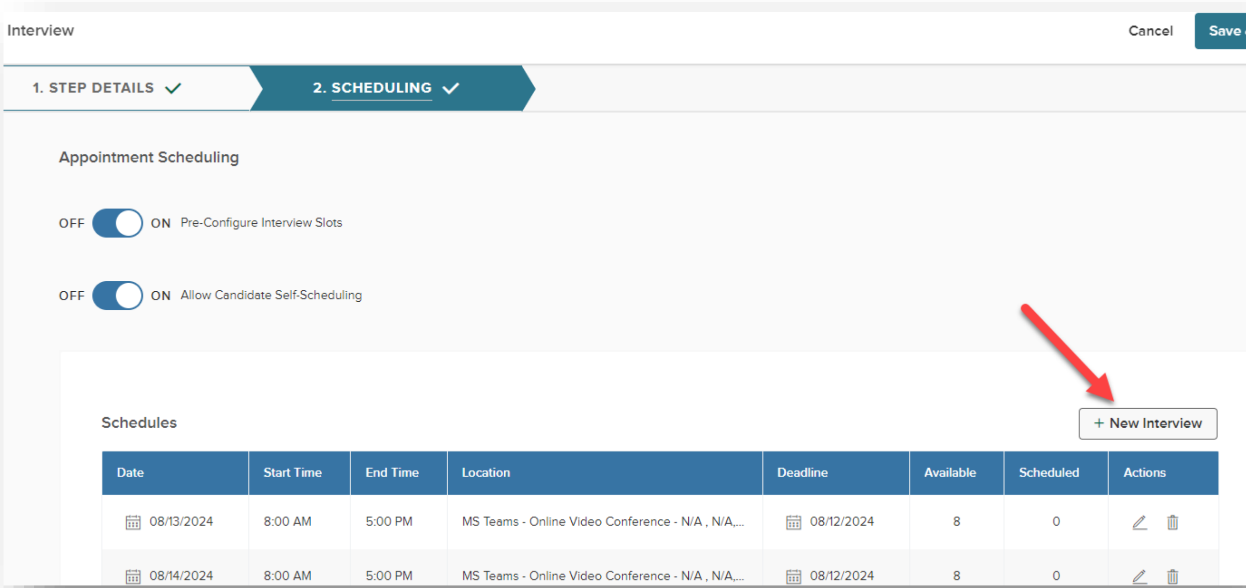
- Click the Save & Close button (top right of screen).



- You will return to the Customize Hire Workflow screen. If you have only one round of interviews and all of them have the same schedules, click the Close button (shown below) and go to the Select Candidates to Interview section of this guide. If you need to set up additional dates/times for the interviews or add second-round interviews, continue in this section of the guide.

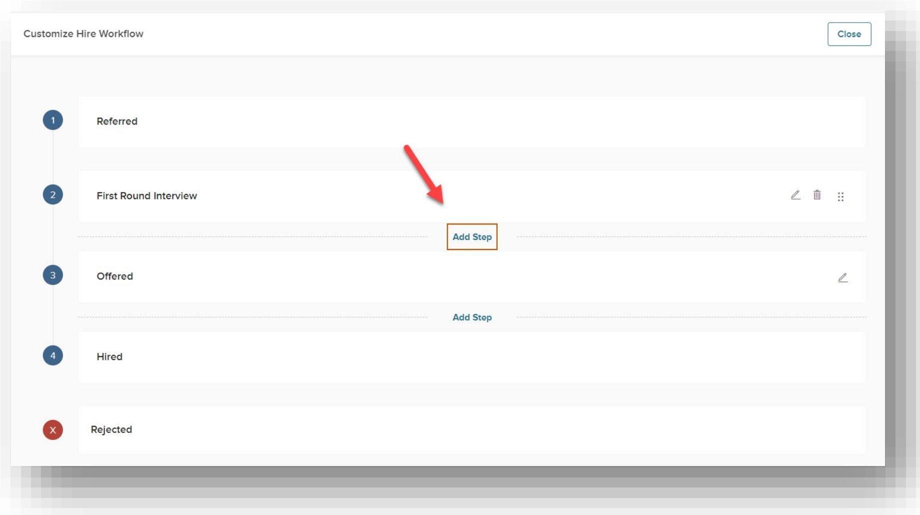


- **OPTIONAL: Set up additional first-round interview dates with different time slots.** Follow the same process outlined above. From the Customize Hire Workflow screen, click the edit pencil to the far right of the Interview step, then go to the Scheduling tab, then click New Interview above the Interview schedule you already set up (button shown below). Once done, check your schedule and click Save & Close (top right of window). To see the additional interview date(s) you added, you may need to refresh your browser.

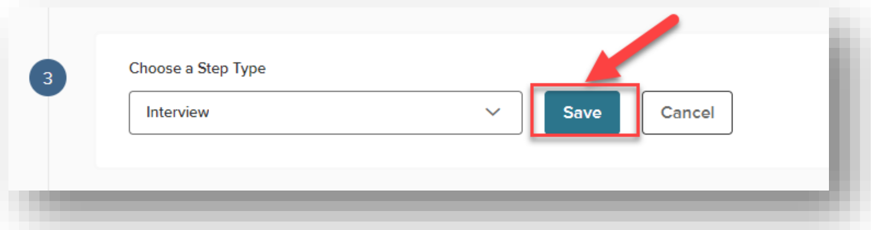


- You will now be back at the Requisition Detail screen and can see the upcoming recruiting stages (such as first and second-round interviews if you set up second-round interviews). At this point, you can choose to move on to the next section of this guide, Select Candidates to Interview or you can sign out and return at a later time to do so. To sign out of the system, follow the steps in the Sign Out of the System section of this guide.

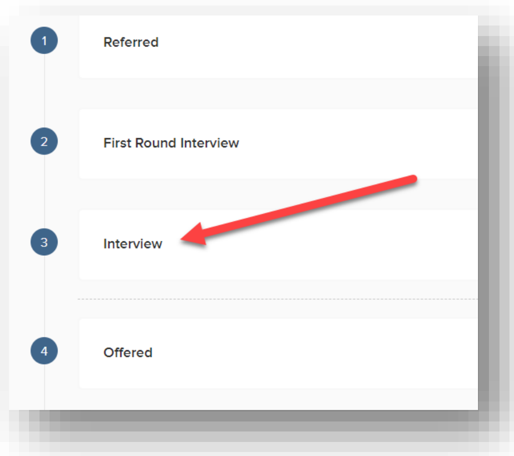
- **OPTIONAL: Add a second round of interviews.** From the Customize Hire Workflow screen, click the Add Step link as shown below.



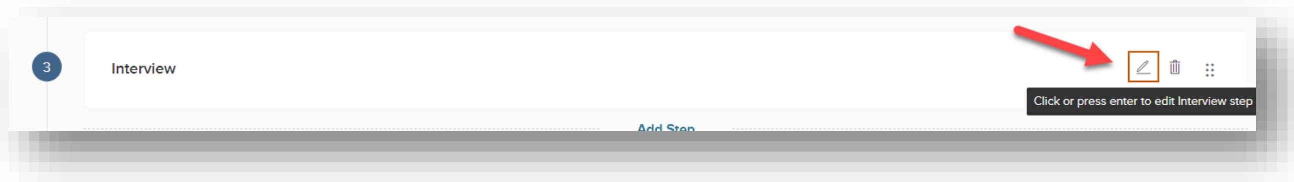
- Click the Save button.



- A third step, Interview, is added.



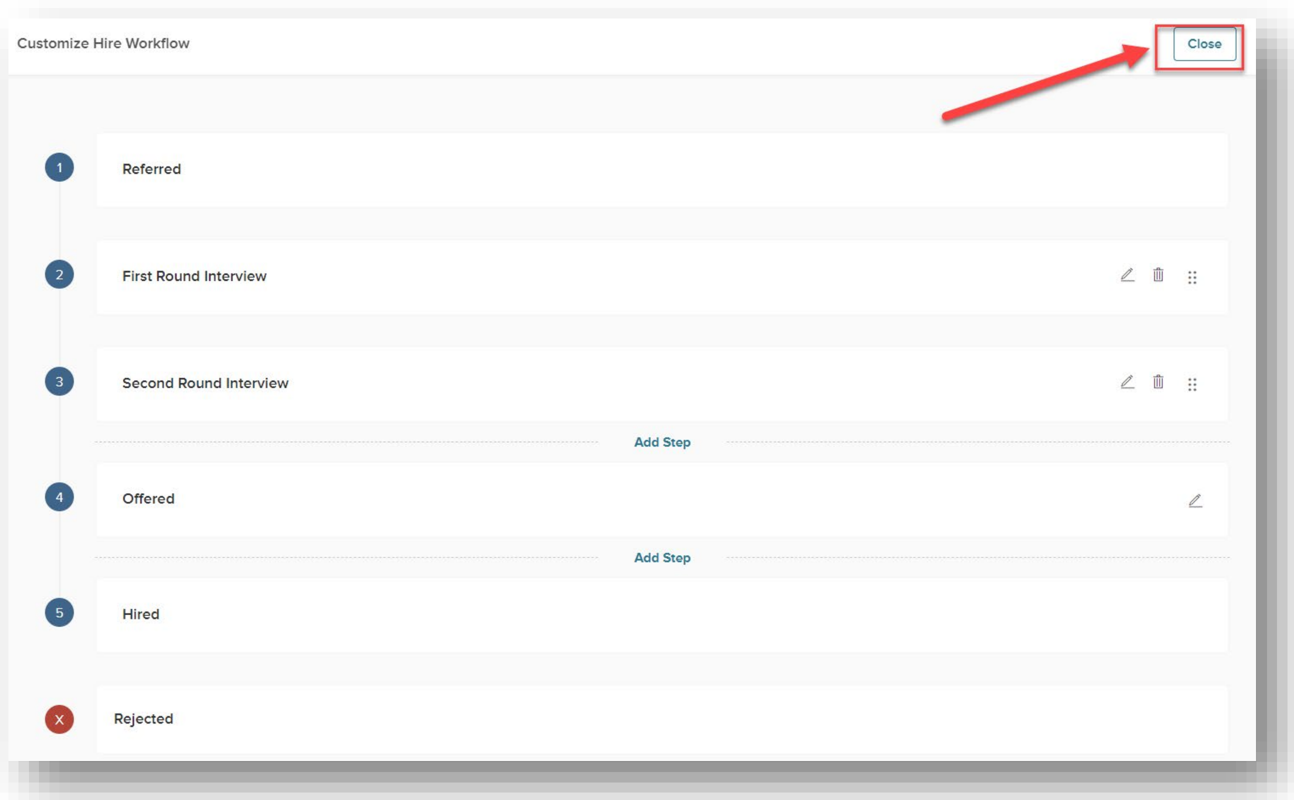
- Click the edit pencil as shown below.



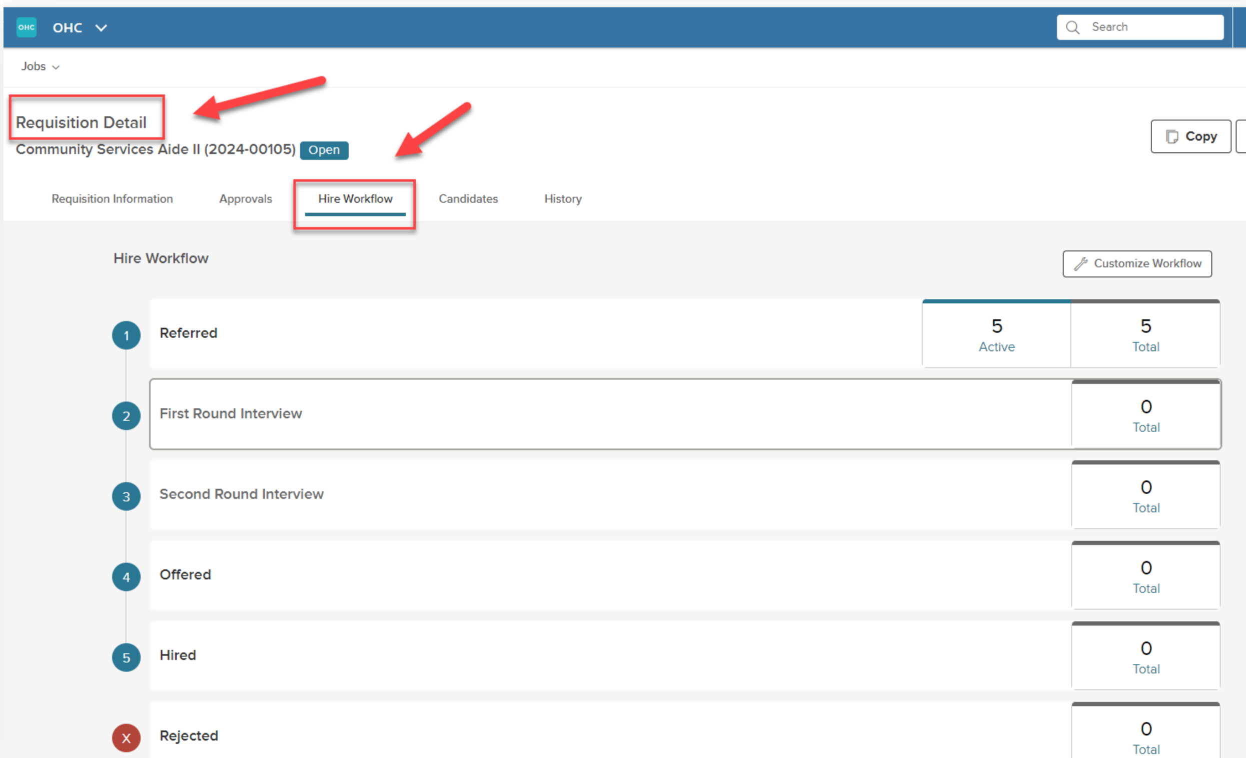
- Follow these steps for each field shown.
    - *Name*: Change the generic Interview text to Second Round Interview.
    - *Display Status to Candidate As*: This is what the candidate will see; generally, add Second Round Interview.
    - *Raters:* Click the Populate Interview Panel link, which automatically adds the interview panelists. If the panel has changed since first being set up by the HR Liaison, you can add or delete panel members by using the magnifying glass.
    - *Comment:* Do not change this field.
    - *Rating Criteria:* Do not change this field; it should already be set to Off.
    - *Evaluate Using (second column)*: **Important:** Change this field to Pass/Fail.

- Click Save & Close (not Save & Continue).

- You will see that the Second Round Interview workflow step has been added. Click the Close button on the Customize Hire Workflow.

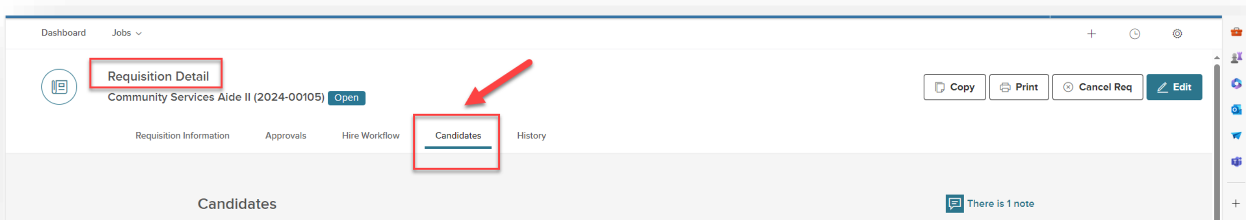


- You will now be back at the Requisition Detail screen and can see the upcoming recruiting stages in the Hire Workflow (such as first and second-round interviews if you set up second-round interviews). At this point, you can choose to set up your second-round interview dates/times (using the same steps as you did for the first-round interviews), move on to the next section of this guide, Select Candidates to Interview, or sign out and return at a later time. To sign out of the system, follow the steps in the Sign Out of the System section of this guide.

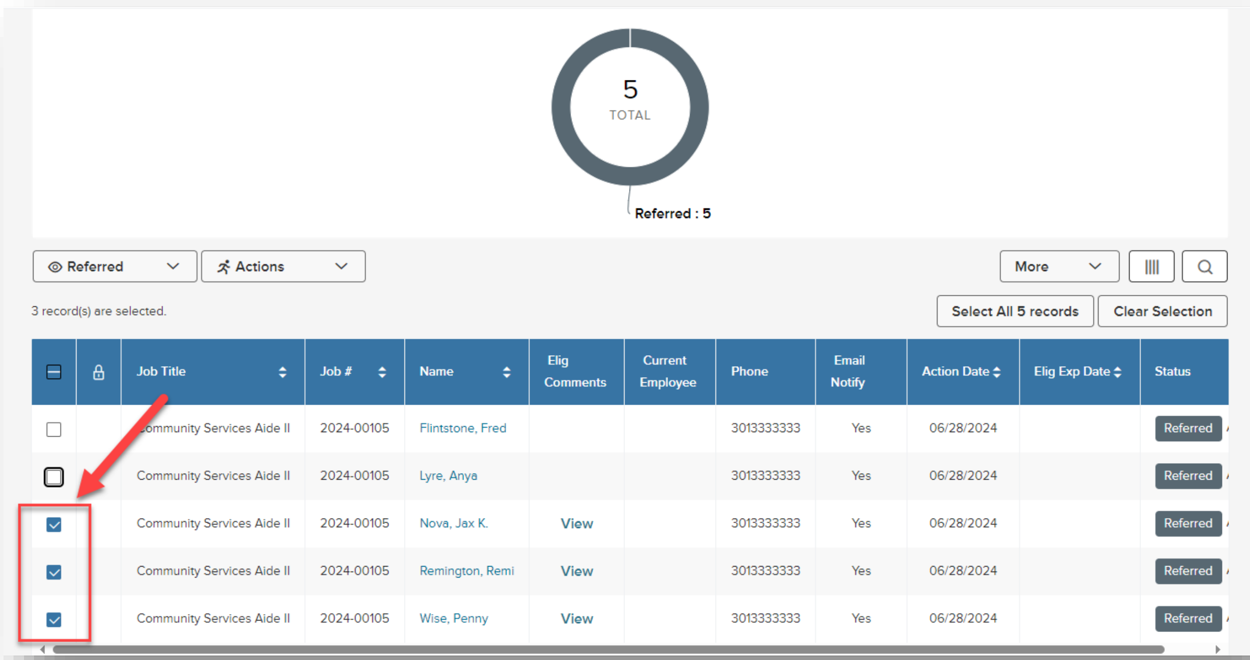


Select Candidates to Interview

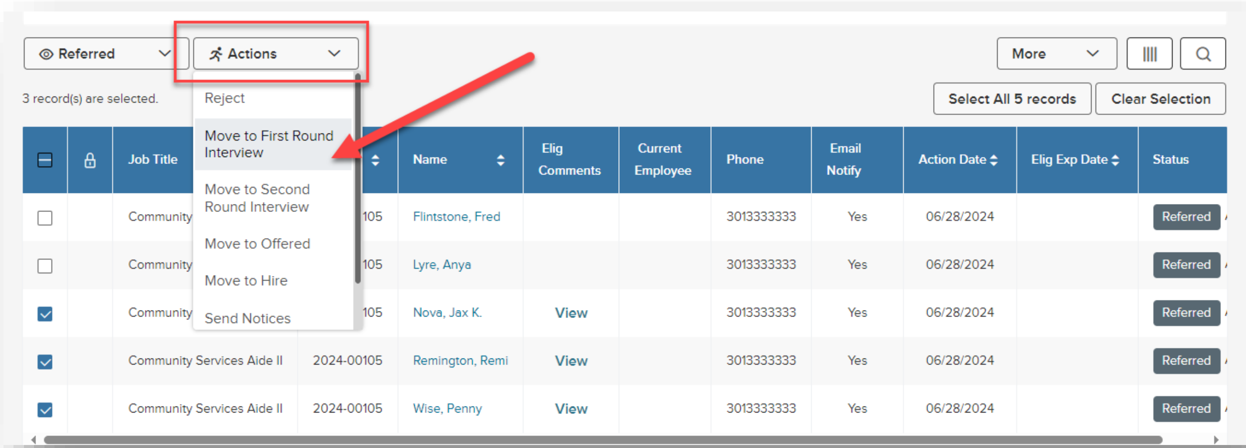
- On the Requisition Detail screen, select the Candidates tab.



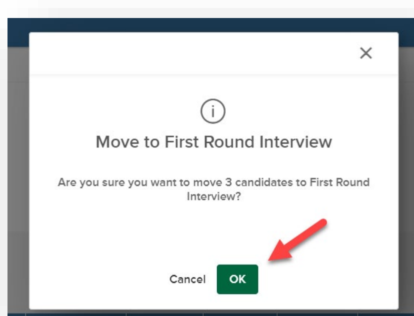
- To the left of each candidate's name is a checkbox; click the boxes of the candidates you want to interview.



- In the Candidates chart, select Move to Interview (or First Round Interview) from the Actions drop-down menu.

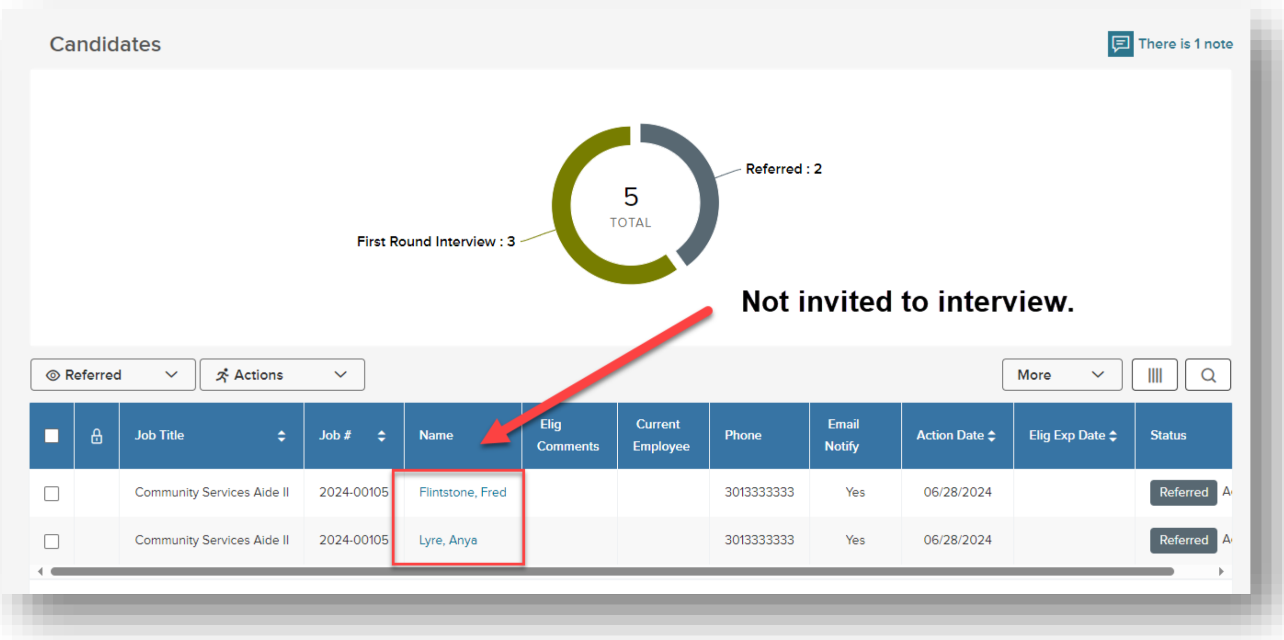


- A pop-up box appears to verify that you want to move the candidate(s) to the interview stage; click OK.



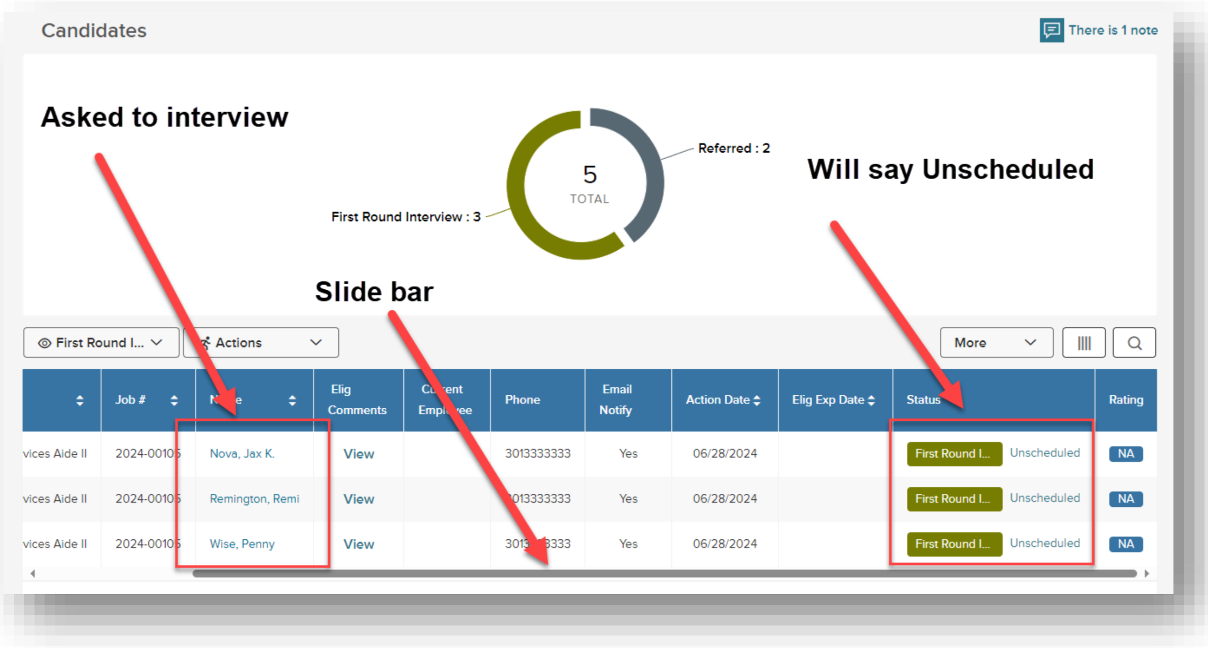
- The Candidates chart will appear and you should no longer see the candidates you selected to interview.

  Note: Do not reject any candidates as your Recruiter will do so at the appropriate point in the process.



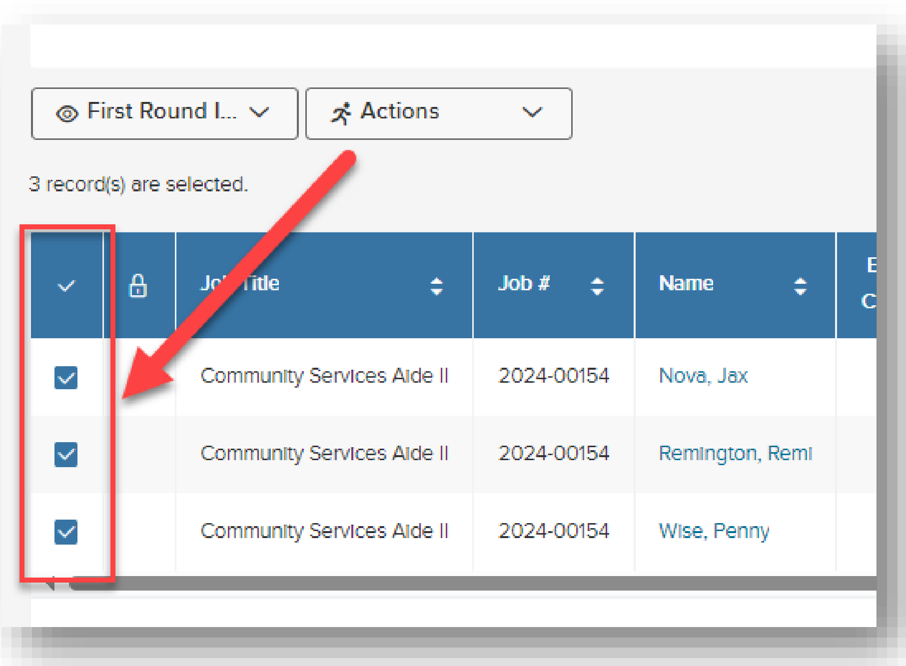
- Click the word, Interview (or First Round Interview), in the circle area above the Candidate chart:

- The screen will refresh and your selected list of candidates to interview will appear. To the right of each candidate, the words Interview (or First Round Interview) will display and show an Unscheduled status next to the First Round Interview step. (Sometimes this is hard to see and you need to use the slide bar shown below to view that information.)

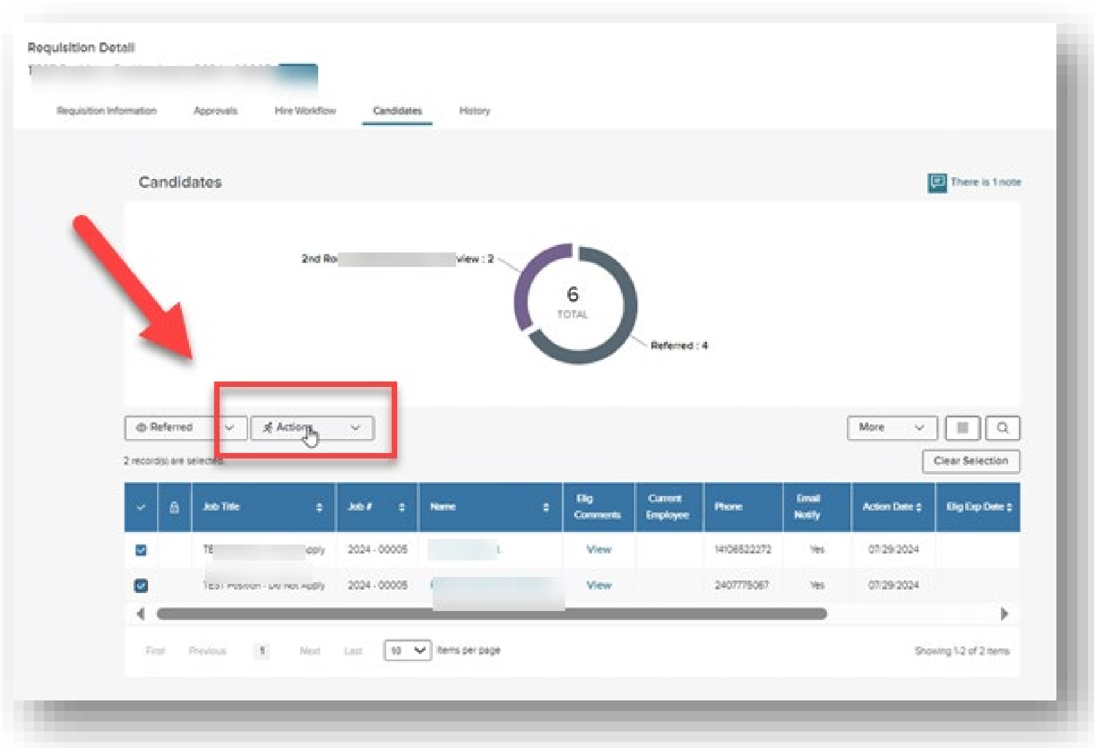


Send Candidates Email Notifications to Select Their interview Slot

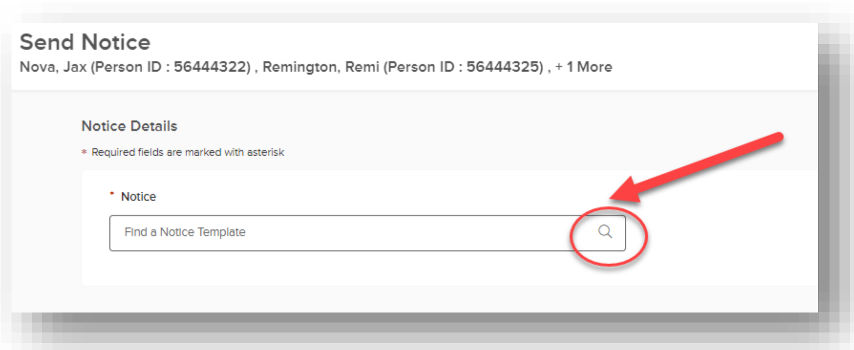
- Next, you will need to send an email notification to each candidate inviting them to select their interview date and time. On the Candidates screen, select all the candidates to interview.



- Select Send Notices from the Actions drop-down menu.

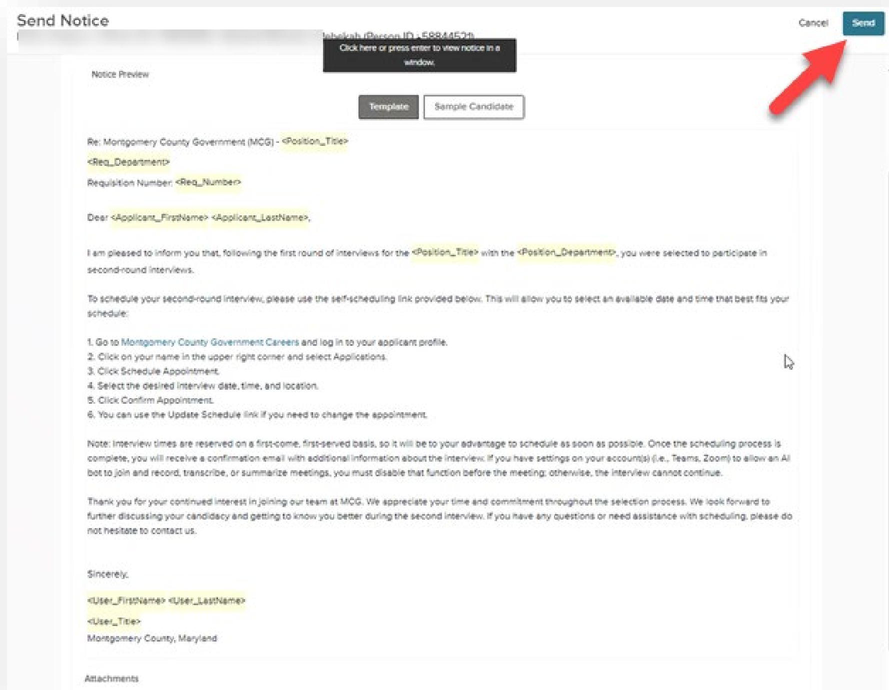


- In the Send Notice window, click the magnifying glass icon in the Notice field.



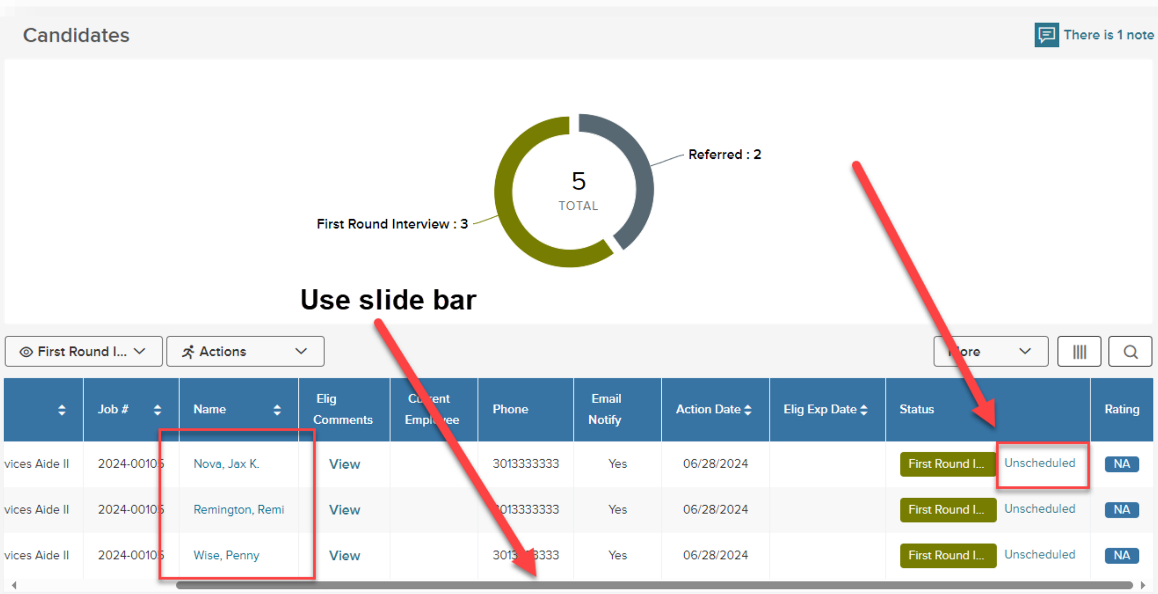
- Select the template, **Invite to Self-Schedule for First (or if applicable, Second) Round Interview**. You will see that it contains instructions for the candidates on how to select an interview slot. You will also notice several fields marked with < > symbols, such as <Position Type>. These symbols indicate that the information will be automatically populated. At the top of the window, it will list the candidates who will receive the notification.

- To send the notices to all candidates you selected to interview, click the Send button.

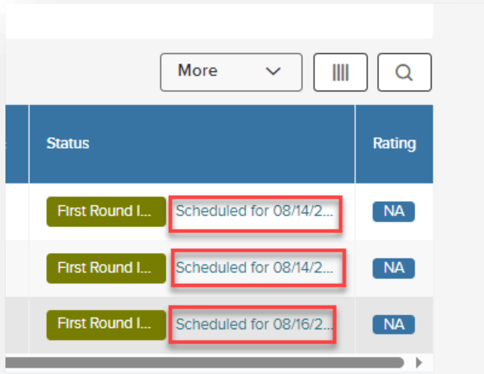


Tips:

- ○ If any of the individuals you select to interview have issues scheduling their interview, you may do so on their behalf by signing on and returning to the Candidates tab of the Requisition Detail screen and clicking the **Unscheduled link** (to the right of the Interview button next to the candidate's name; use the slider bar to find it). You can then select their desired interview time and date for them.



- To check the status of your interview lineup, you can sign on at any time and return to the Candidates tab of the Requisition Detail screen to see if your candidates have selected a date and time.



- To sign out of the system, follow the steps in the Sign Out of the System section of this guide.

Conduct Interviews

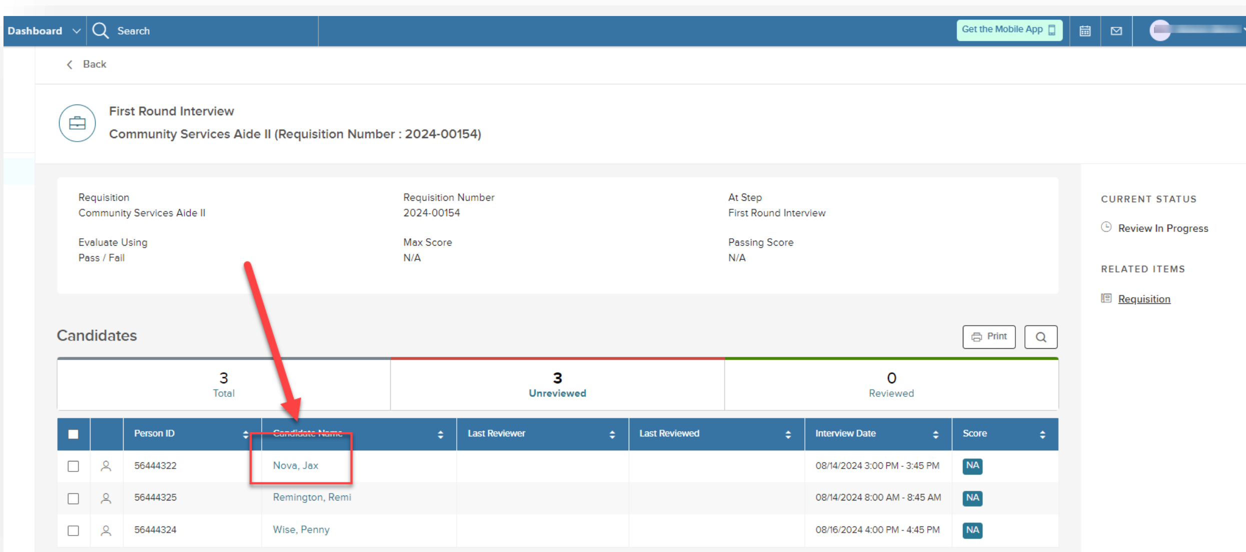
- Hold the interviews, following all applicable County guidelines for interviewing and selecting candidates.
- Share the next section of this user guide, Rate Candidates Who Have Been Interviewed, with your Interview Panel Lead. As the Hiring Manager, you might also be serving as the Interview Panel Lead.

Rate Candidates (Interview Panel Lead)

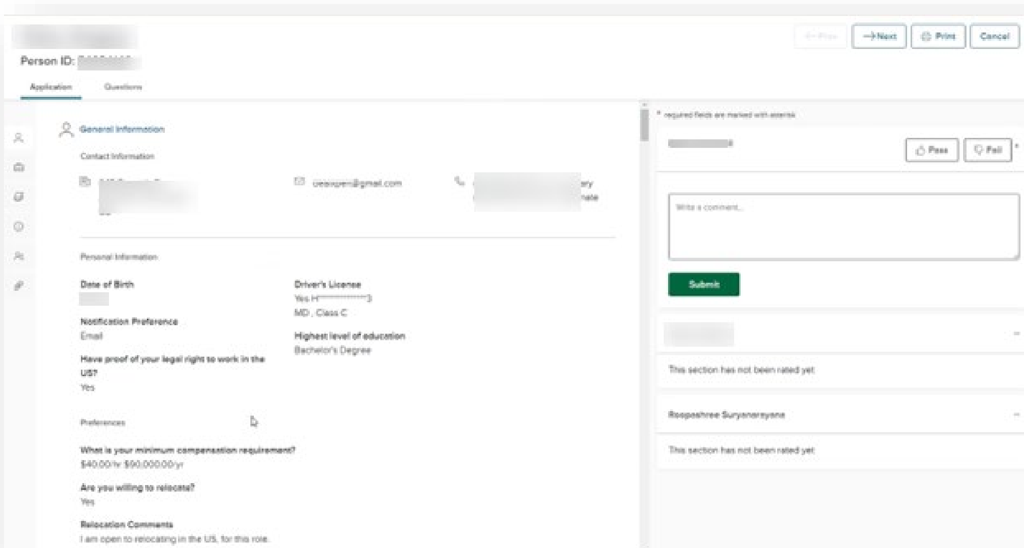
As the Interview Panel Lead, you should collect individual panel ratings sheets and finalize the *consensus rating* for each candidate. Once done, the Panel Lead should then enter those consensus ratings in the system by following the steps below.

Important: Because the *consensus rating* for each interviewed candidate must be entered in the system (not each Panelist's separate rating), only the Interview Panel Lead should access the system to enter ratings. Disregard the names of any other panelists who appear in various sections of the rating process.

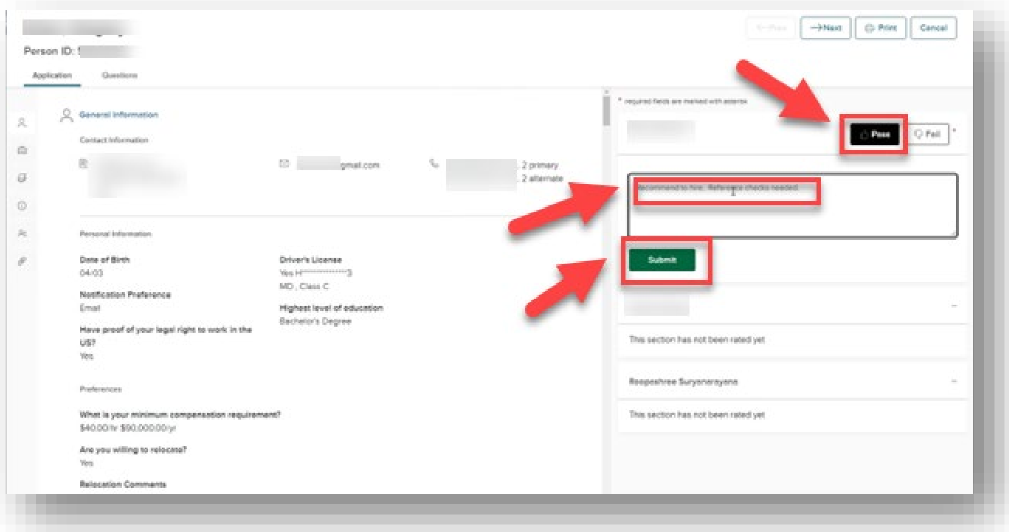
- Log in to the system (see the Access the System section of this guide).
- The interview screen appears. In the Candidates chart, click on the name of a candidate.



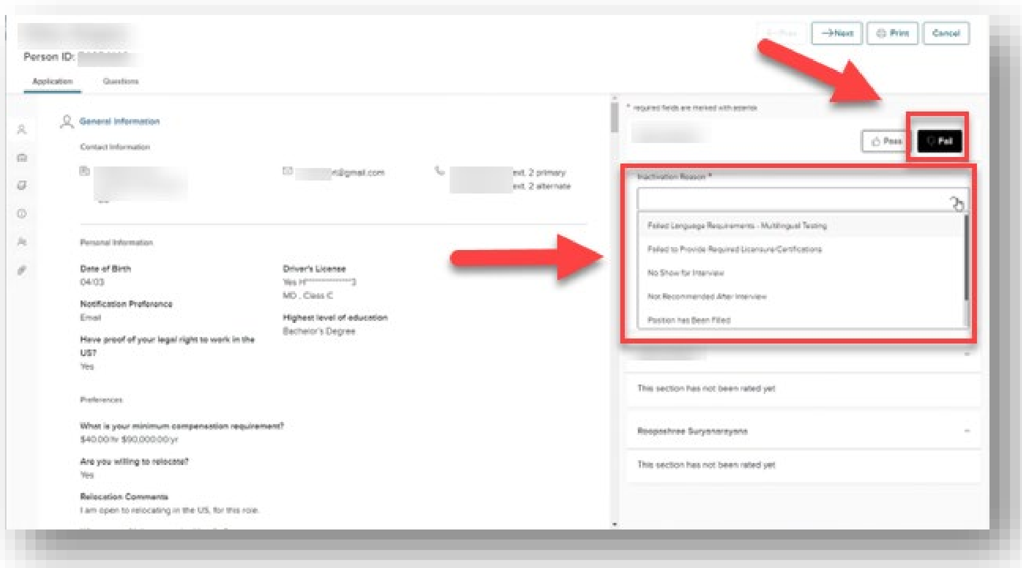
- A slide-in window appears with the candidate's name and ID number at the top left of the window.



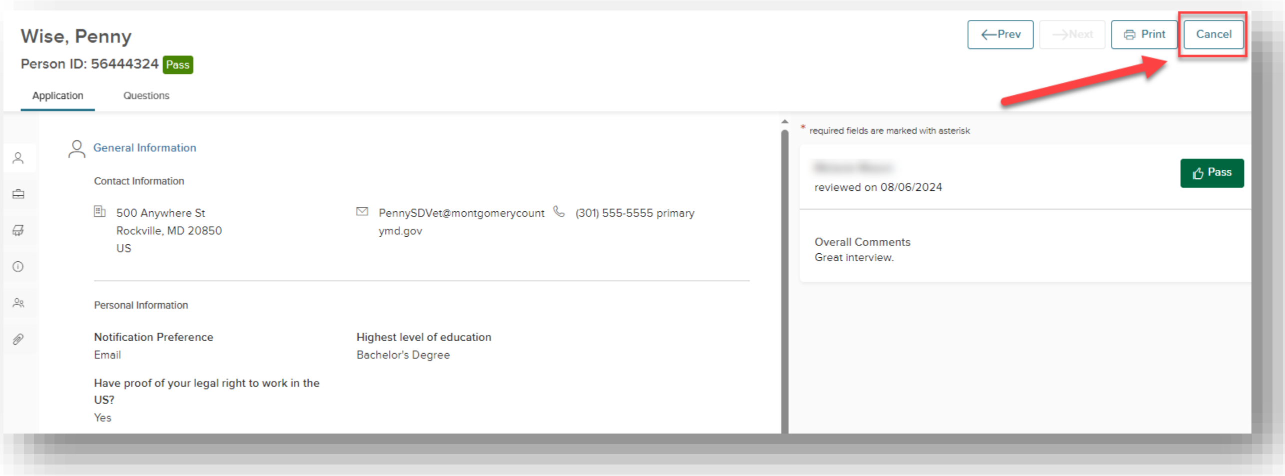
- **If you select the consensus rating, Pass**: This will signal to the Hiring Manager that the panel recommends moving the candidate forward to the next stage of the recruiting process (in which the Hiring Manager sets up a second round interview or selects a candidate for the Recruiter to make a conditional e-Offer). Click Pass and enter any comments in the blank area. Then click the Submit button.



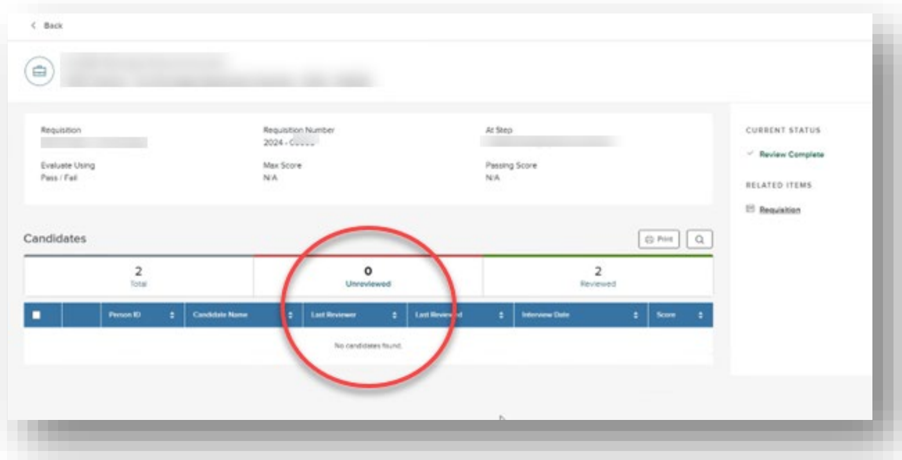
- **If you select the consensus rating, Fail:** This will signal to the Hiring Manager that the panel recommends not moving the candidate forward to the next stage. Click Fail and select an Inactivation Reason. If you may wish to consider the candidate at a later date, select Consider at a Later Date Otherwise, select Not Recommended After Interview or another applicable reason such as No Show for Interview. Then click the Submit button.



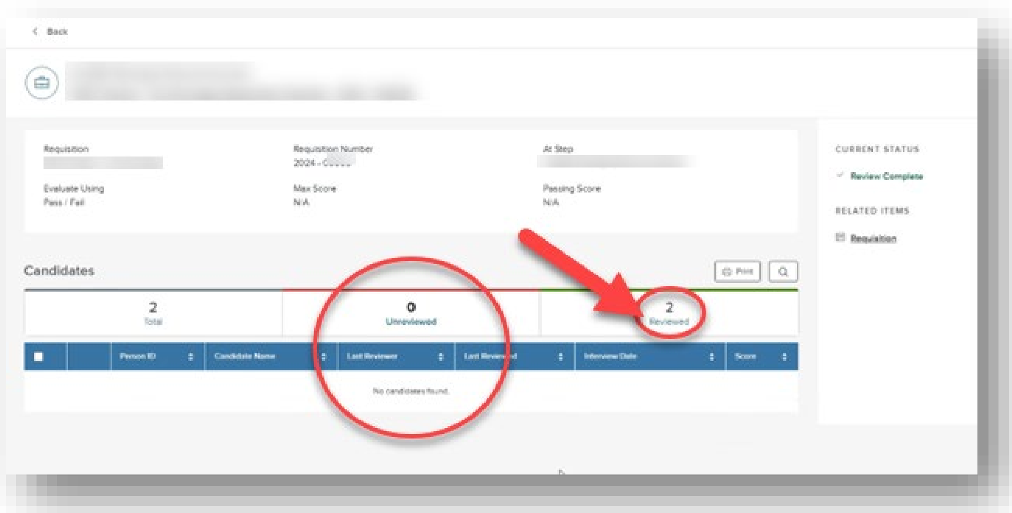
- Each time you submit a rating, the system automatically takes you to the next candidate to rate until there are no more candidates to rate. At that point, you will be on the screen of the last candidate you rated. Click the Cancel button.



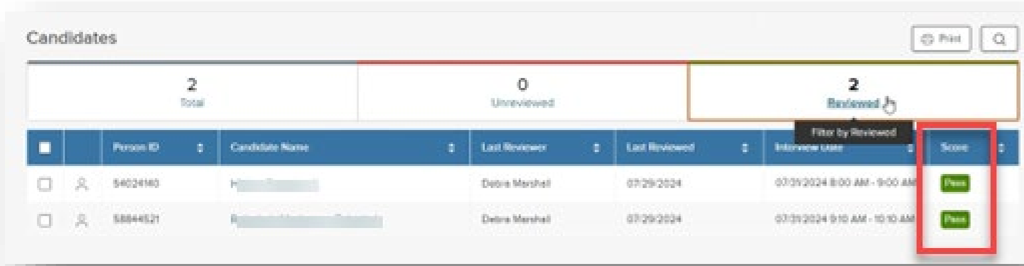
- Back on the main interview screen and will see that no candidates appear in the Candidates chart:



- In the Reviewed column, click the link titled Reviewed.



- You will now see the candidates you reviewed and their consensus ratings in the Score column.



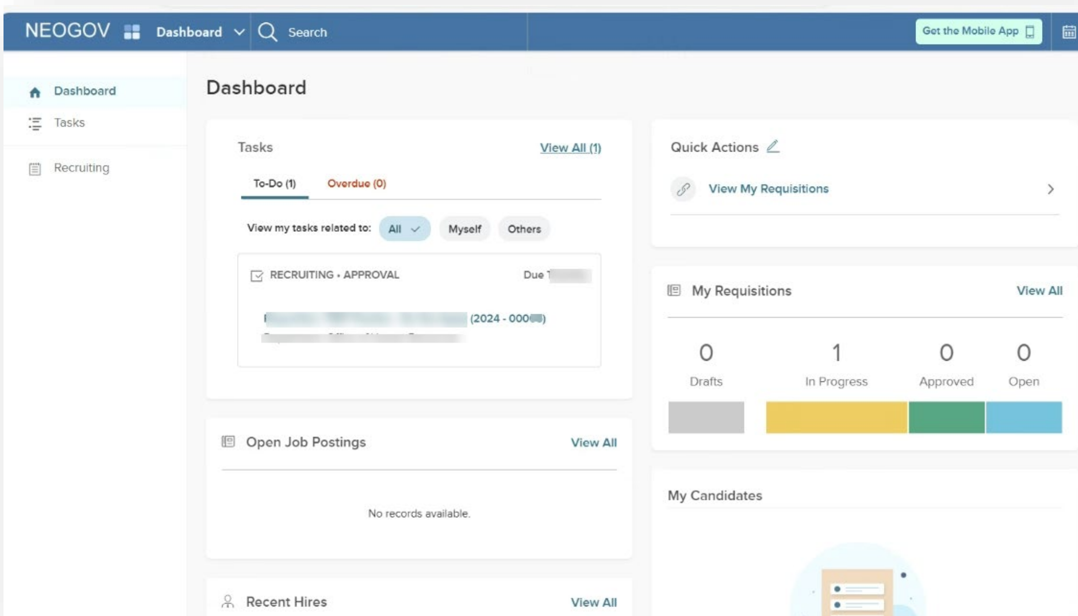
- You have now completed the Interview Panel Lead system steps and can sign out of the system by following the steps in the Sign Out of the System section of this guide.

Important: At this time, you (the Interview Panel Lead) should forward all documents for each candidate to the Hiring Manager outside of the system (such as via email scans or on paper) and notify the Hiring Manager that they have completed the consensus ratings in the system.

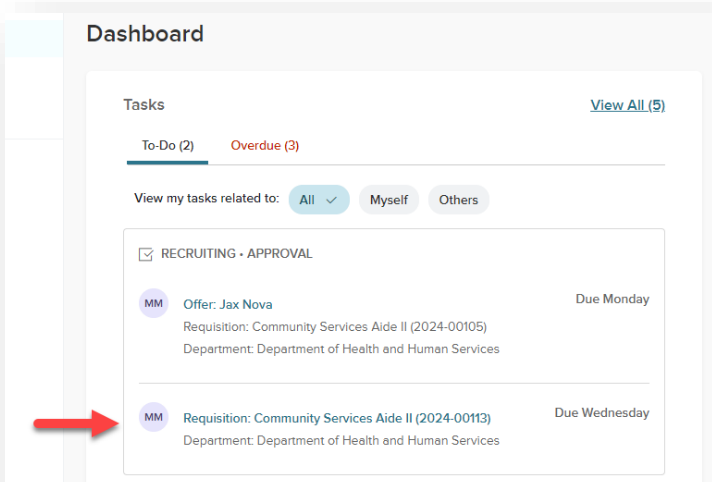
Review Ratings, Select a Candidate, and Set Up Offer Approvals

At this point in the process, the interviews have been conducted and the Interview Panel Lead has entered each candidate's consensus rating in the system. Now, you (the Hiring Manager) need to review the ratings, select a candidate (or set up second-round interviews), and set up the offer approval workflow.

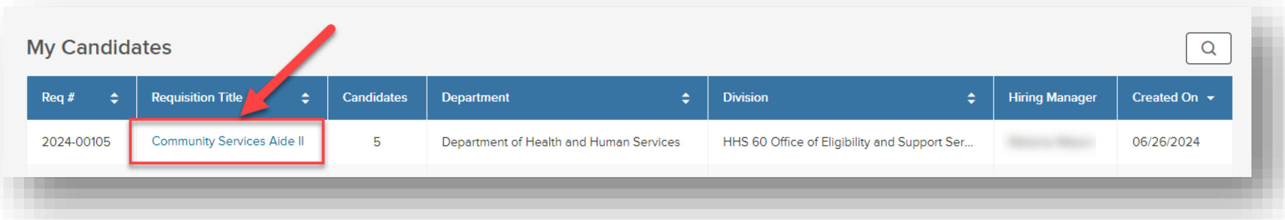
- Log in to the system (see the Access the System section of this guide).
- You will see the NEOGOV Dashboard, which includes a status bar for any REQs that apply to you:



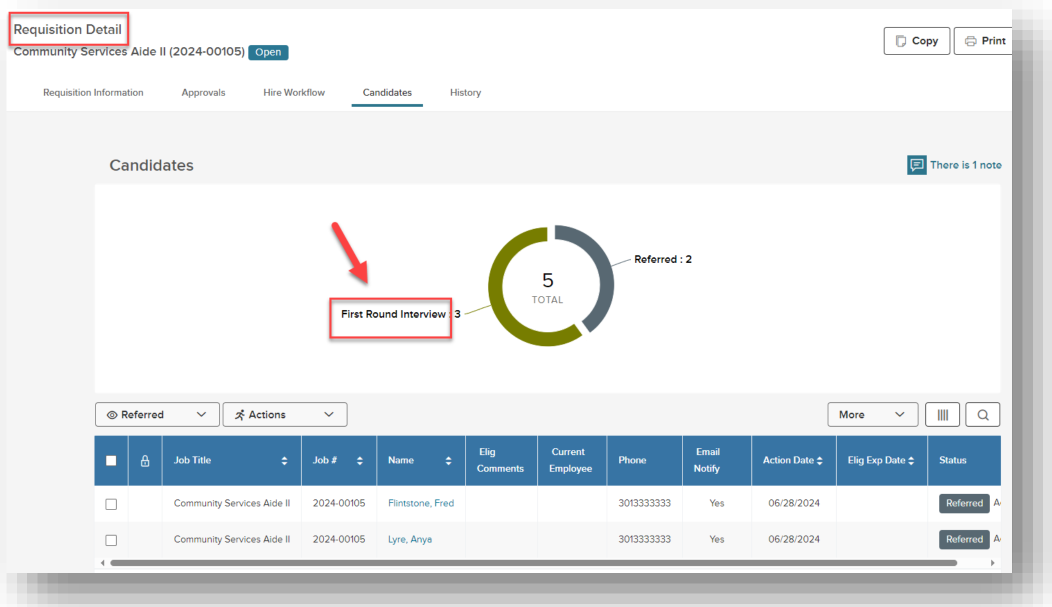
- On the Tasks list of your NEOGOV Dashboard, click the applicable REQ link that you need to review. In the example below, you have two REQs awaiting approval; in this case, the Community Services Aide II job ad and REQ will be reviewed/approved.



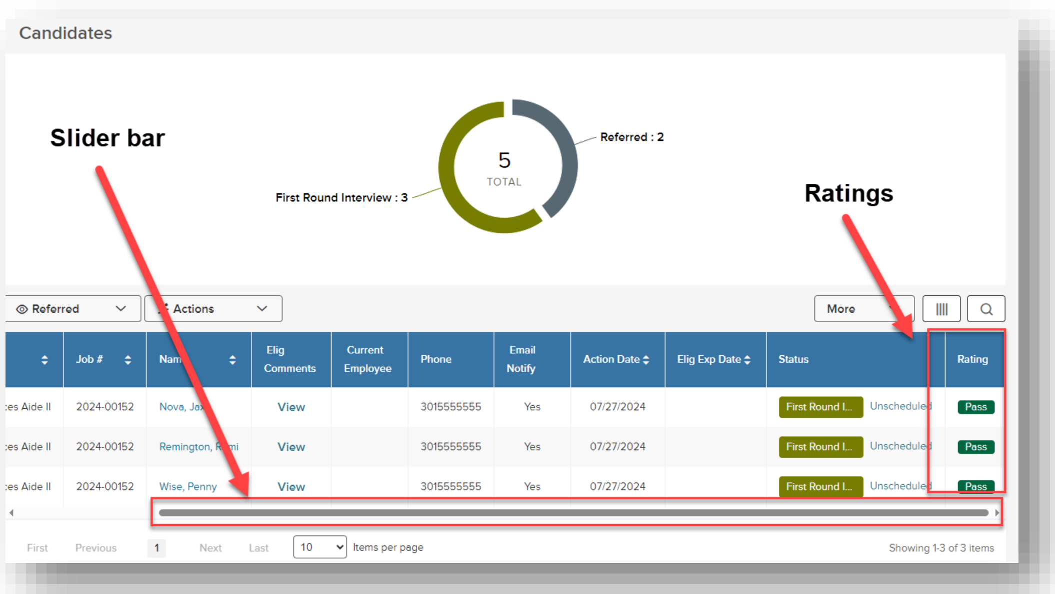
- In the My Candidates chart column, Requisition Title, click the link of the requisition title that applies to your interview panel.



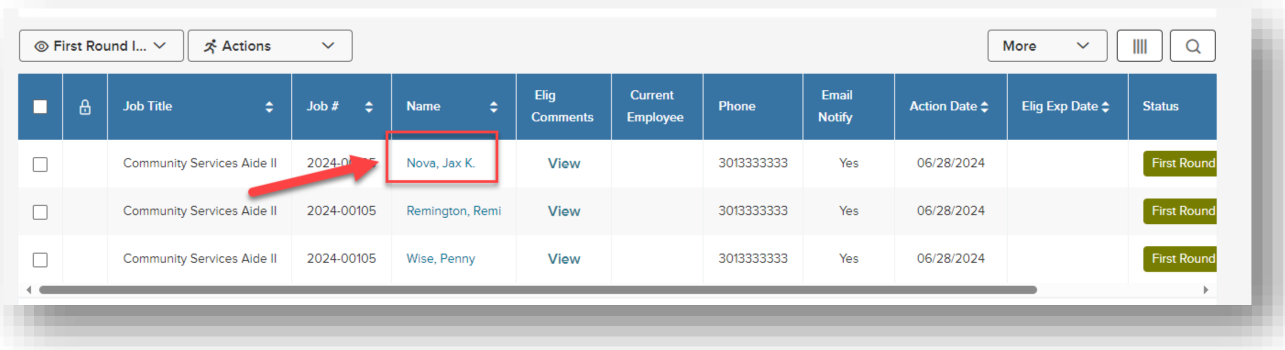
- The Requisition Detail screen appears. Click Interview (or First Round Interview) in the circle to display the interviewed candidates.



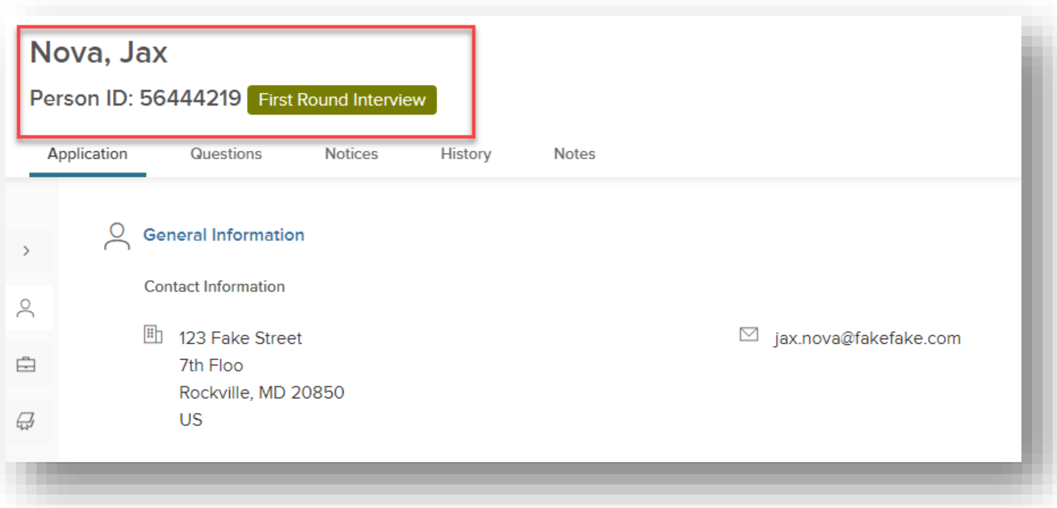
- The chart of interviewed candidates appears. Use the slider bar as shown below to get an overview of who passed or failed.



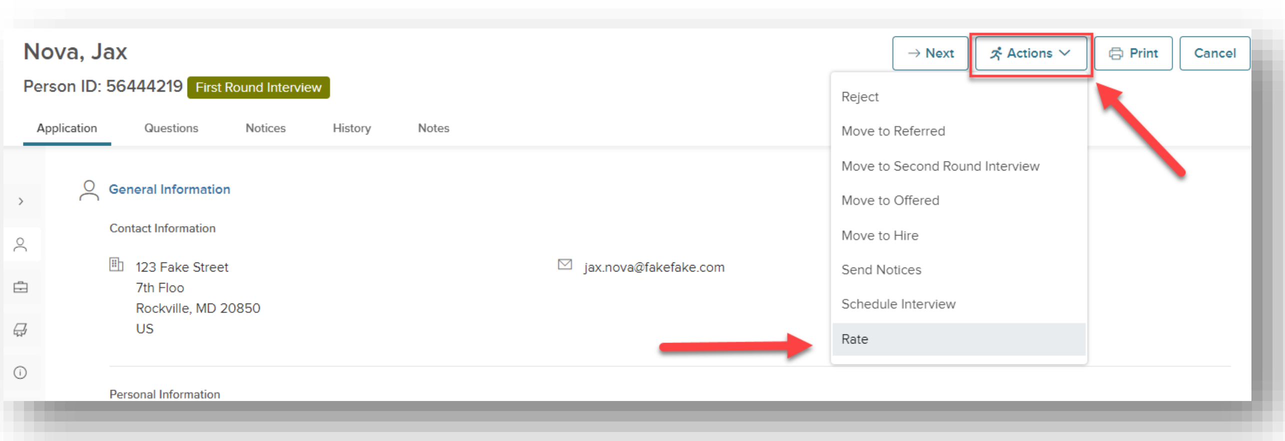
- To see each candidate's Pass/Fail rating and any comments from the Interview Panel Lead, click the name of the interviewed candidate. **Pass** means the panel recommends moving the candidate forward to the next stage in which you either set up a second-round interview or select a candidate for the Recruiter to make a conditional e-Offer. **Fail** means they do not recommend moving the candidate forward to the next stage.



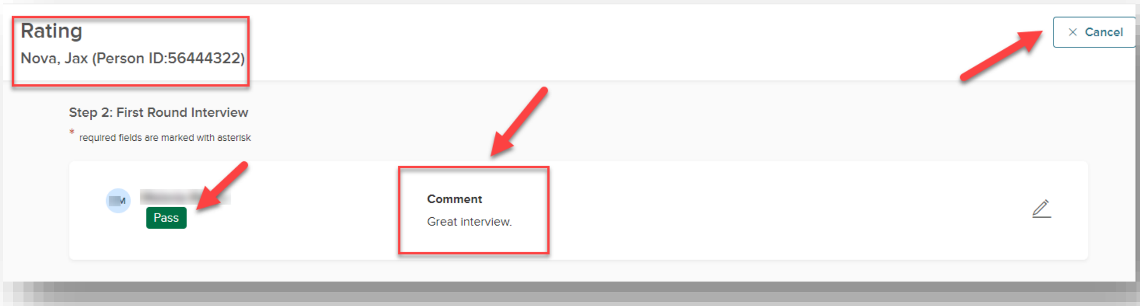
- A slide-in window appears and the candidate's name and ID number appear on the Application tab.



- From the Actions drop-down menu (at the top right), select Rate to view the consensus rating.



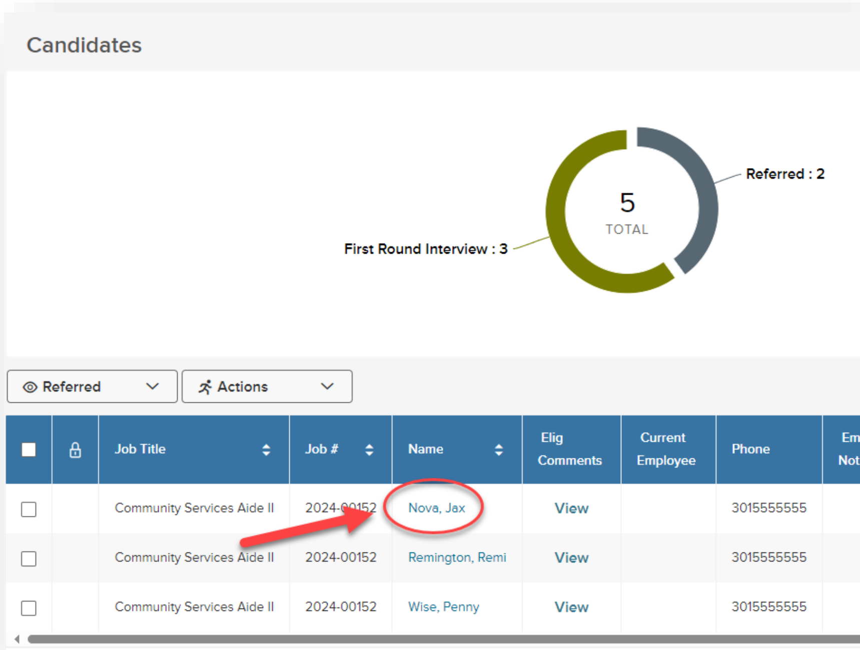
- The candidate's rating and any comments from the Interview Panel Lead appear. After you are done viewing the consensus rating for the candidate, click the Cancel button (top right) and you will be back on the Candidates screen. Follow this process to view all ratings.



- **Important:** At this point in the process, you can do one of the following:
  - Set up second-round interview dates/times by following the optional steps near the end of the Set Up Interview Slots section of this guide.
  - Move candidates to the second-round interview stage (if you already set up the second-round interview dates/times) by following the steps in the Select Candidates to Interview section of this guide.
  - Select a candidate and request that a conditional e-Offer be made by the Recruiter by following the steps in the Request Conditional e-Offer section of this guide.

Request Conditional e-Offer

- Return to the selected candidate's application by clicking the link in their name in the Candidates chart as shown below. In this example, you have selected Jax Nova for the position.

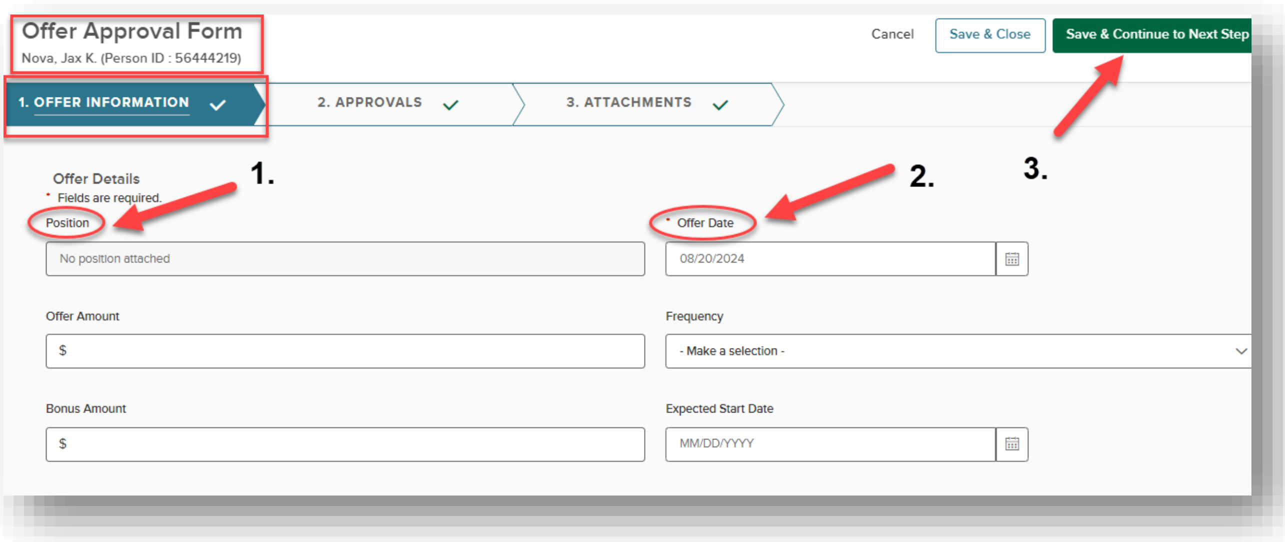


- From the Actions drop-down menu, select Move to Offered.

- The Offer Approval Form will appear with the Offer Information tab highlighted. There are only two fields to complete; **do not complete any others** (such as Offer Amount):

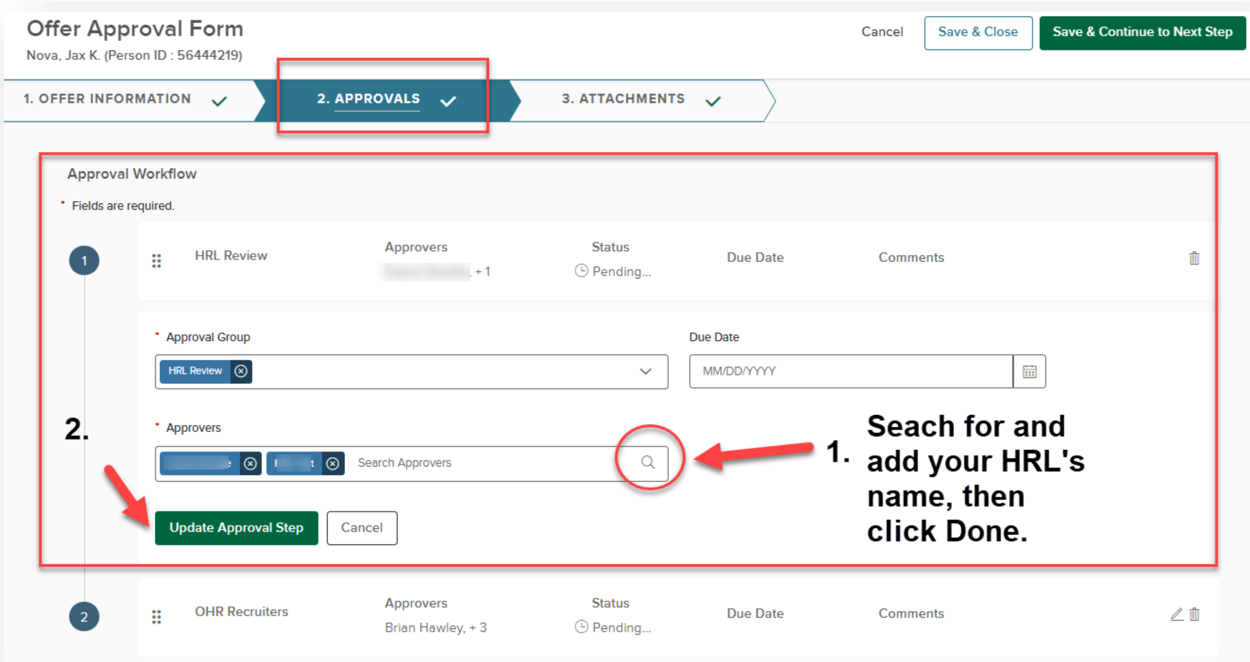
  - *Position*: Click in the field and select the position that appears.
  - *Offer Date*: Click the calendar and select the date you want the Recruiter to extend a conditional offer to the selected candidate.

  Click the Save & Continue to Next Step button (top right of screen).



- You are now in the Approvals tab of the Offer Approval Form where you will set up your Offer Approvals Workflow.

- **For the HRL Review:** Click the Approvals pencil for HRL Review and the pre-populated Approval Workflow will open.
    - *Approval Group*: Do not change this field.
    - *Due Date*: Leave empty.
    - *Approvers*: Select your HR Liaison. 1) Click the magnifying glass to the far right inside that field and, on the Select Approvers screen, search for/add your HR Liaison. Then, click the Done button (top right of the Select Approvers screen). 2) Back on the Approval Workflow screen, click the Update Approval Step button as shown below. (If your department requires additional approvers, keep adding approvers as needed.)

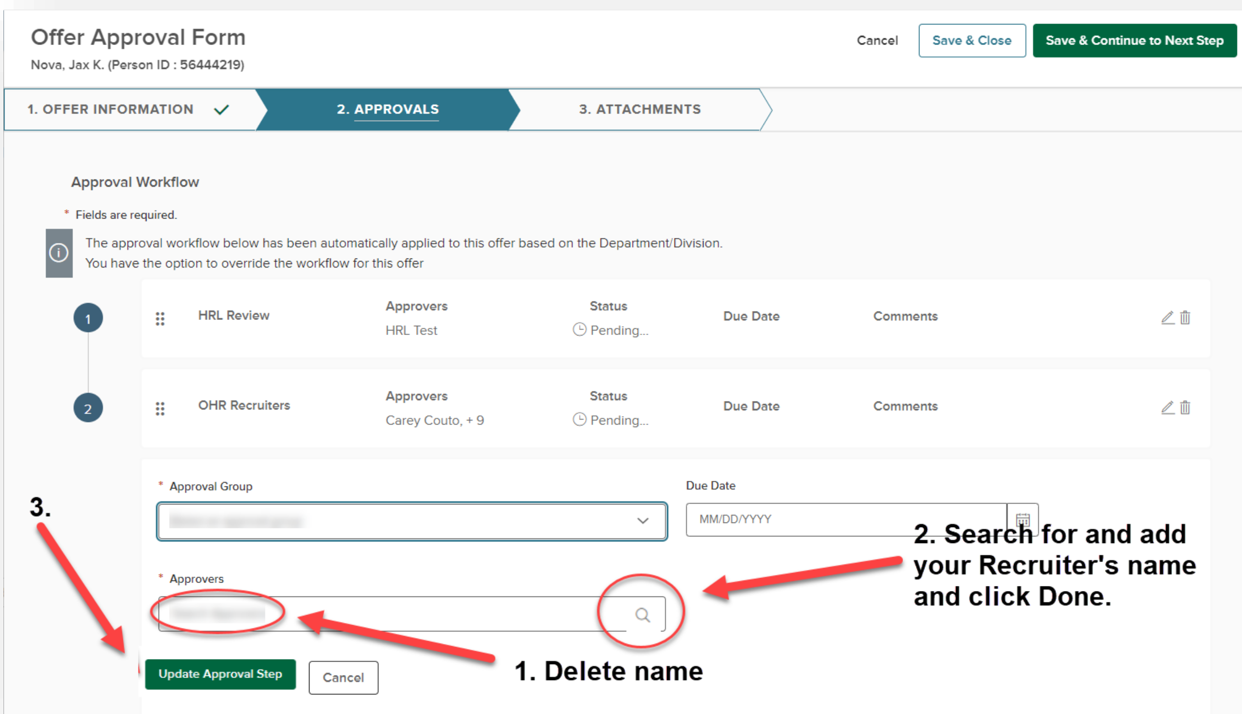


- **For OHR Recruiters Review:** Click the Approvals pencil for OHR Recruiters Review and the pre-populated Approval Workflow will open.

  - *Approval Group*: Do not change this field.

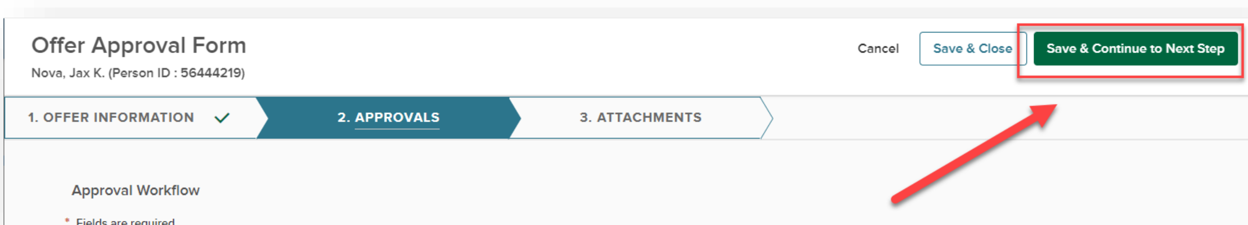
  - *Due Date*: Leave empty.

  - *Approvers*: To select your Recruiter, follow these steps. 1) Delete the name of the default person listed (OHR Recruitment & Selection Manager). 2) Click the magnifying glass to the far right inside the field and, on the Select Approvers screen, search for/add your Recruiter's name. Then, click the Done button (top right of the Select Approvers screen). The name will appear in the Approvers field. 3) Back on the Approval Workflow screen, click the Update Approval Step button.



- **Important:** You will need to do the same steps for the fourth approval step, OHR Recruiters.

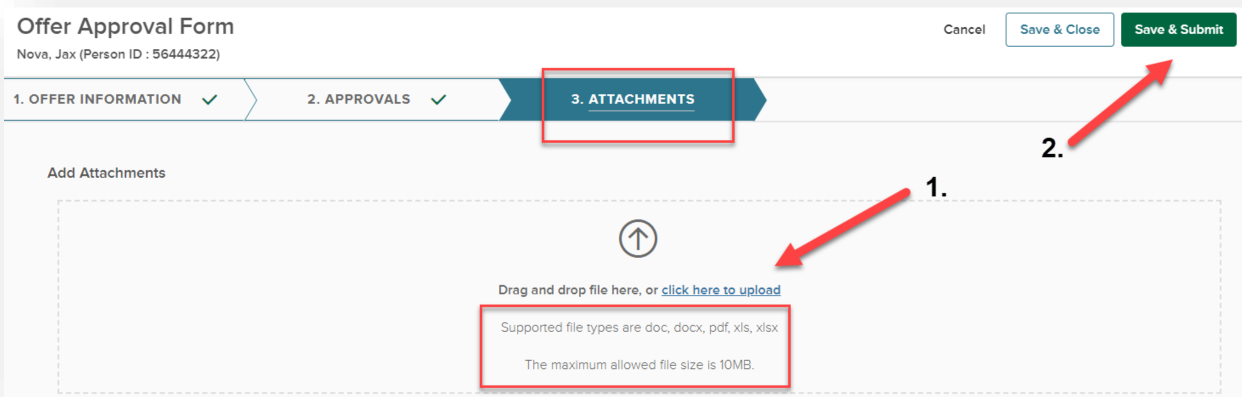
- Once all approvers have been added and selected, click the Save & Continue to Next Step button (top right of Offer Approval Form screen).



- The Attachments tab of the Offer Approval Form opens. Upload the candidate's interview packet using the instructions shown on the screen. The packet should contain items such as all interview notes from panelists, individual rating forms, and a consensus rating form.

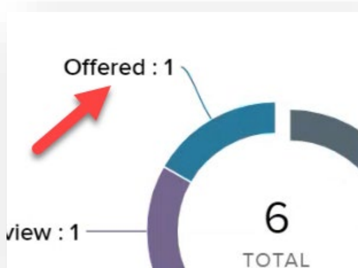
- Click the Save & Submit button (top right of screen), which will send a request that a conditional offer be made to your selected candidate, and the next person in the workflow (your department's HR Liaison) will receive your request and follow the appropriate workflow steps.

  Important: If anything is missing from your submission, or if the next person (i.e., your HR Liaison) in the workflow has questions, the request may be returned to you to enter additional information. The system will alert you in this case; be sure to promptly address the notification.

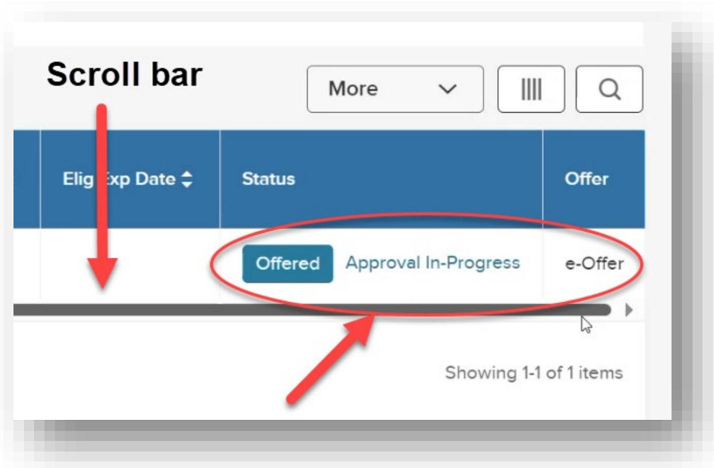


- At this point, you should be back on the Candidates screen (chart) page. If you land on a particular candidate's profile page instead, simply click outside of the slide-in window to get back to the Candidates screen.

- On the Candidates screen, click on the Offered link in the circle graphic.



- Use the slider bar to slide right and you will see that the e-Offer is in progress and has been sent to your HR Liaison.

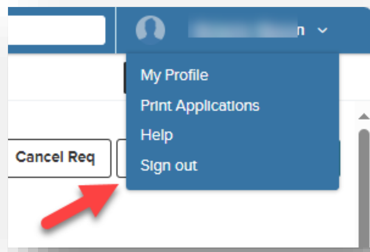


Note: Once the position is filled, your Recruiter will handle sending rejection notices to any runner-up candidates. You should not take any action as the Hiring Manager.

- To sign out of the system, follow the steps in the Sign Out of the System section of this guide.

Sign Out of the System

- To log out of the system, hover over your name (top right of screen).
- Select Sign Out from the drop-down menu.



Resources

System Issues
- If you need help accessing the system or experience a technical issue, submit a helpdesk ticket to HelpIT@montgomerycountymd.gov.

Recruiting Process Questions
- Contact your department's HR Liaison.

This document provides general information about Montgomery County Government's recruiting process. If there is an inconsistency between the content of this document and any other documents, the applicable document will prevail (e.g., the law, regulation, procedure, or collective bargaining agreement). Please consult appropriate references, such as the Montgomery County Personnel Regulations and collective bargaining agreements for additional information.