

**Applicant Tracking System
User Guide:
The New “Fluid” Platform**

December 2020

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Logging into ATS

Go to the **MCPS Careers / Applicant Tracking System** web page:
<https://www.montgomeryschoolsmd.org/departments/personnel/hiring/>

Click on the “**Log in to the Applicant Tracking System**” button:

MCPS CAREERS/APPLICANT TRACKING SYSTEM

LOG IN TO THE APPLICANT TRACKING SYSTEM

LOG IN TO INTERNAL A...

About ATS

The Applicant Tracking System (ATS) is the system Hiring Managers use to post job vacancies (requisitions), view candidates' profiles and manage the hiring and/or transfer processes for those posted requisitions.

About IAR

Internal Applicant Records to view Human Resources Giving hiring managers th Resources and Developm

Log in with your MCPS username and password:

MCPS Careers - Login

Please Enter MCPS User Name:
(@mcpsmd.org is not required)

User Name:

Password:

When the following screen shows up, click on the Recruiting menu item:

Recruiting

Centers
Recruiting

Quick Access
Legacy Recruiting
Requisitions
Submissions

Welcome to your Talent Management suite!

This is your Welcome Center. To navigate to an application, click the corresponding tab in the menu bar to related processes by clicking the Quick Access links on the left.

Additional resources are available in the top right corner of the screen.

As you navigate through the Talent Management suite, remember that you can always click "Home" at t

Managing Requisitions

Creating a Requisition – Supporting Services Staffing

Click on “Requisitions”:

ORACLE Hiringmanager4 Test Account

RECRUITING TASKS **REQUISITIONS** SUBMISSIONS CANDIDATE POOLS

Welcome Hiringmanager4 Test Account! Refresh All

Welcome to the Recruiting Center.

Job Requisitions

		Total
Draft	1	7
Open	0	1

Click on “Create a Requisition”:

You are here > Requisition List Create Requisition

Requisitions (8)

FILTERS Show requisitions: I own or collaborate on Status: Draft Open Hire Type All Clear All

More Actions List Format Default requisition list format

	Title	ID	Status Detail	Hiring Manager 1	Manager Assistant
0	Counselor, Elementary, TEST BCC	20000NA	-	Test Account Hiringmanager4	
0	School Secretary I	20000N4	-	Test Account Hiringmanager4	
0	School Secretary I, Bethesda-Chevy Chase HS, 10 mos/4 hrs (8:00 a.m. - 12:00 p.m)	20000ND	-	Test Account Hiringmanager4	Jones Maggie
11	Secretary, Bethesda-Chevy Chase HS, 12 mos/4 hrs (9:00 a.m. - 1:00 p.m.)	20000N7	Ready (11/2/20)	Test Account Hiringmanager4	Jones Maggie

The Requisition Template screen will appear; click on “Next”:

RECRUITING TASKS REQUISITIONS SUBMISSIONS CANDIDATE POOLS

You are here > Requisition List > Create Requisition

Back to Requisition List

Create New Requisition

Please select how to create your requisition

Use a template

Cancel Next

Type the job code or job title and a list of matching job templates will appear; select the appropriate one and then click “Next”:

Create New Requisition - Find a template

1 Find Template 2 Specify Attributes 3 Complete and Save

Select Template *

4120

4120-363-Secretary

Cancel Next

OR

Click on the **selector icon** to get a full list of requisition templates from which you can pick:

1 Find Template 2 Specify Attributes 3 Complete and Save

Select Template *

Type in the name of the position in the “**Keyword**” box and then click on “**Apply Filters**”. In the right pane of the window, find the correct position or click on the next page at the bottom to show more on the list if you do not see the correct position. Make sure it is the correct job code, and then click “**Select**”:

Find Template [Close]

Filters ✓

- Organization
- Location
- Job Field
- Keyword**
Secretary
- Name
- Job Code
- Recruiter

Apply Filters **Clear All**

17 Requisition templates are available. Select a template to proceed

FILTERS Keyword: Secretary **Clear All**

Language	Name	Job Code	Job Field	Actions
English	Administrative Legal Secretary to the Board	4180-368	Clerical/Secretarial	Select
English	Administrative Operations Secretary	4115-temp	Clerical/Secretarial	Select
English	Administrative Operations Secretary	4115-1011	Clerical/Secretarial	Select
English	Administrative Secretary Board Finance	4290-383	Clerical/Secretarial	Select
English	Administrative Secretary I	4130-364	Clerical/Secretarial	Select
English	Administrative Secretary II	4090-361	Clerical/Secretarial	Select
English	Administrative Secretary III	4200-371	Clerical/Secretarial	Select
English	Administrative Secretary III, Partnership Unit	4200-1267	Clerical/Secretarial	Select
English	Copy Editor Administrative Secretary	4040-356	Clerical/Secretarial	Select
English	Legal Secretary	4110-362	Clerical/Secretarial	Select

Page 1 of 2 (1-15 of 17 items)

Verify that it is the correct requisition template and then click “Next”:

The screenshot shows the first step of a three-step process: "Find Template". A progress bar at the top indicates steps 1, 2, and 3. Below the progress bar, there is a "Select Template" dropdown menu with the text "4130-364-Administrative Secretary I" selected. At the bottom right, there are "Cancel" and "Next" buttons, with "Next" highlighted in green.

In the **Organization** field, start typing the name of your organization and select it when you see it then click “Next”. For central office type the word “Offices” and select it:

The screenshot shows the second step of the process: "Specify Attributes". The progress bar now shows step 1 as completed with a green checkmark, and step 2 as the current active step. Below the progress bar, there is a validation instruction: "Please validate the information below according to the requisition you are creating. Once satisfied, click 'Next'". The "Requisition Structure" section contains several fields: "Hire Type" (Professional), "Requisition Style" (MCPS Hiring Manager Requisition File), "Template Used" (4130-364-Administrative Secretary I), and "Job Field" (Clerical/Secretarial). The "Hiring Manager" field is set to "Test Account, Hiringmanager4". The "Organization" field is highlighted in yellow and has a dropdown menu open, showing a list of organizations including "Bethesda", "Bethesda Elementary School", "Bethesda-Chevy Chase High School", and "North Bethesda Middle School". At the bottom, there are "Previous", "Cancel", and "Next" buttons, with "Next" highlighted in green.

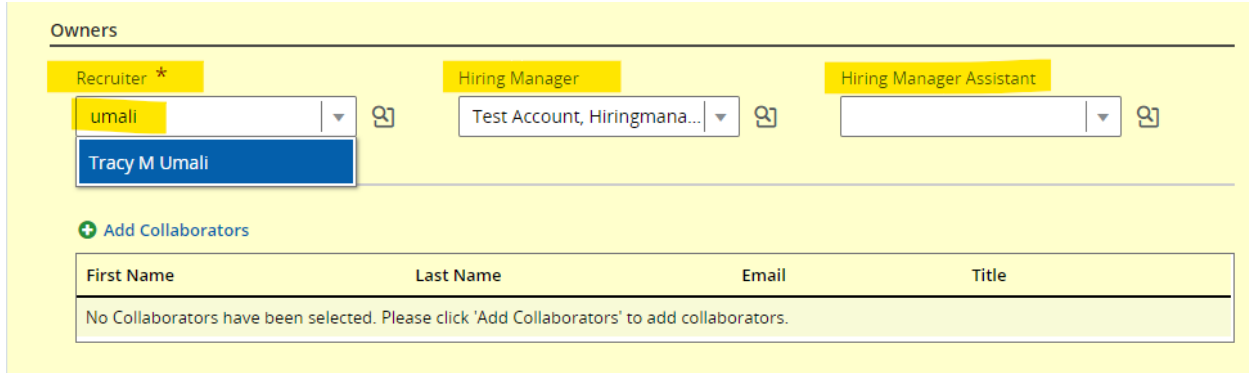
In the **Location** field, start typing the city of your school or office and select the correct choice. If the position is for multiple locations, start typing Multiple and select it. Verify that both the organization and the location have populated correctly and then click **“Next”**:

The screenshot shows the 'Specify Attributes' step of a three-step process. The progress bar at the top indicates Step 1 (Find Template) is complete, Step 2 (Specify Attributes) is current, and Step 3 (Complete and Save) is next. Below the progress bar, a message reads: 'Please validate the information below according to the requisition you are creating. Once satisfied, click "Next"'. The 'Requisition Structure' section contains several fields: 'Hire Type' is 'Professional'; 'Requisition Style' is 'MCPS Hiring Manager Requisition File'; 'Template Used' is '4130-364-Administrative Secretary I'; 'Job Field' is 'Clerical/Secretarial'; 'Hiring Manager' is 'Test Account, Hiringmanager4'; 'Organization' is 'High Schools > Bethesda-Chevy Chase High School'; and 'Location' is 'Bethesda'. The 'Location' dropdown menu is open, showing 'bethes' in the search bar and 'Bethesda' as the selected option. At the bottom, there are 'Previous', 'Cancel', and 'Next' buttons, with the 'Next' button highlighted in green.

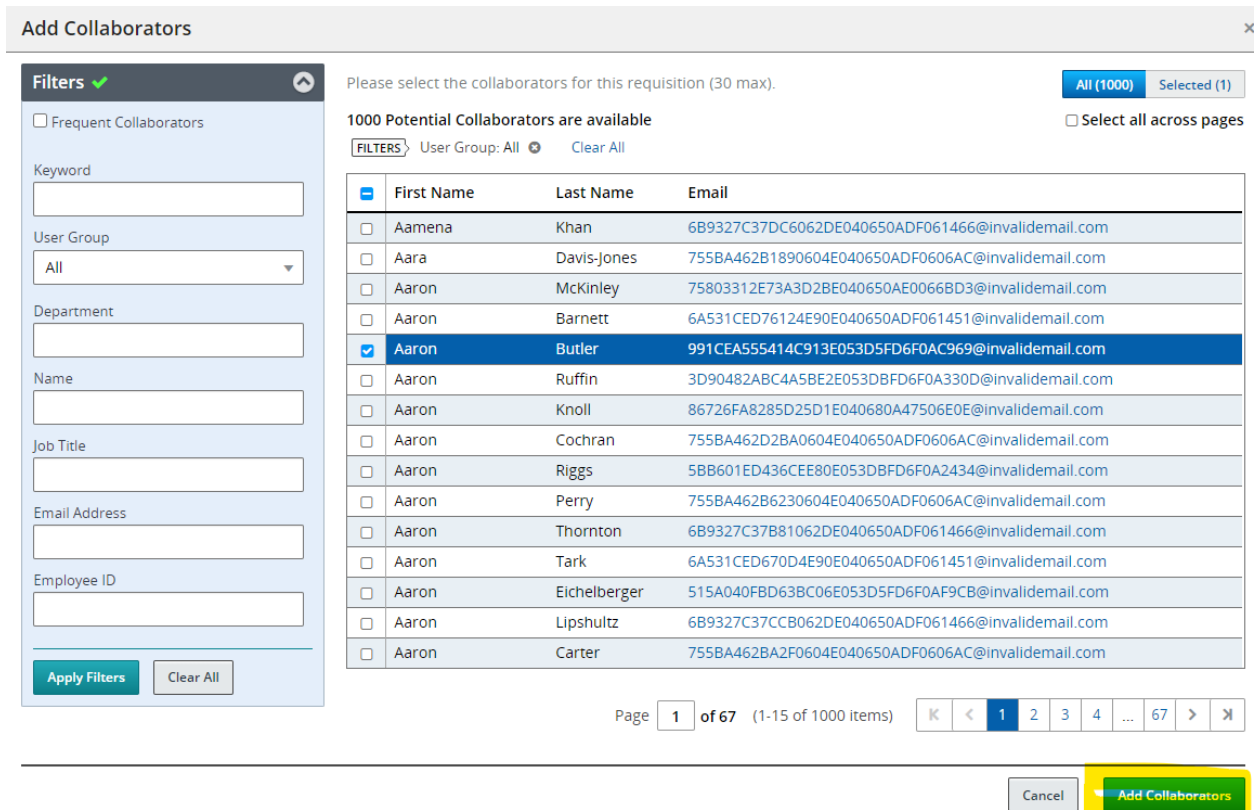
In the next screen, you will complete the applicable fields. For the **Requisition Title**, make sure to use the recommended format, not just the job title:

The screenshot shows the 'Complete and Save' step of the requisition creation process. The 'Requisition Info' tab is active. At the top right, there are 'Cancel' and 'Done' buttons. Below the tab, there are options for 'Show fields required to:' with radio buttons for 'Save' (selected), 'Request Approval', and 'Post'. There is also a 'Language:' dropdown set to 'English (Base)' and 'Collapse All' and 'Save' buttons. The 'Identification' section is expanded, showing the 'Requisition Title' field. Below the field, there is a note: 'Format the "Requisition Title" as follows (Job Title, <Grade/Subject/Program>, School, FTE) example: Teacher, Grade 4, Ashburton ES, 1.0 FTE'. The 'Requisition Title' field contains 'Administrative Secretary I'. Below this, the 'Number of Openings' is set to '1' with a radio button selected, and 'Unlimited' is also an option. The 'Minimum Salary' field contains 'max 15 chars'.

In the **Owners** section, start typing the last name of your OHRD recruiter and select their name when it appears. Check the **Hiring Manager** field to make sure it shows your name. You can put a staff member's name in the **Hiring Manager Assistant** field, if you want someone to help administer the requisition:



If you want to add staff as collaborators to be able to review applicants for the requisition, you can click on the **“Add Collaborators”** link in the above screenshot and it will open a window from which you can choose collaborators and then click the **Add Collaborators** button:



Filters Frequent Collaborators

Keyword

User Group

Department

Name

Job Title

Email Address

Employee ID

Please select the collaborators for this requisition (30 max). Selected (1)

1000 Potential Collaborators are available Select all across pages

User Group: All

<input type="checkbox"/>	First Name	Last Name	Email
<input type="checkbox"/>	Aamena	Khan	6B9327C37DC6062DE040650ADF061466@invalidemail.com
<input type="checkbox"/>	Aara	Davis-Jones	755BA462B1890604E040650ADF0606AC@invalidemail.com
<input type="checkbox"/>	Aaron	Mckinley	75803312E73A3D2BE040650AE0066BD3@invalidemail.com
<input type="checkbox"/>	Aaron	Barnett	6A531CED76124E90E040650ADF061451@invalidemail.com
<input checked="" type="checkbox"/>	Aaron	Butler	991CEA555414C913E053D5FD6F0AC969@invalidemail.com
<input type="checkbox"/>	Aaron	Ruffin	3D90482ABC4A5BE2E053DBFD6F0A330D@invalidemail.com
<input type="checkbox"/>	Aaron	Knoll	86726FA8285D25D1E040680A47506E0E@invalidemail.com
<input type="checkbox"/>	Aaron	Cochran	755BA462D2BA0604E040650ADF0606AC@invalidemail.com
<input type="checkbox"/>	Aaron	Riggs	5BB601ED436CEE80E053DBFD6F0A2434@invalidemail.com
<input type="checkbox"/>	Aaron	Perry	755BA462B6230604E040650ADF0606AC@invalidemail.com
<input type="checkbox"/>	Aaron	Thornton	6B9327C37B81062DE040650ADF061466@invalidemail.com
<input type="checkbox"/>	Aaron	Tark	6A531CED670D4E90E040650ADF061451@invalidemail.com
<input type="checkbox"/>	Aaron	Eichelberger	515A040FBD63BC06E053D5FD6F0AF9CB@invalidemail.com
<input type="checkbox"/>	Aaron	Lipshultz	6B9327C37CCB062DE040650ADF061466@invalidemail.com
<input type="checkbox"/>	Aaron	Carter	755BA462BA2F0604E040650ADF0606AC@invalidemail.com

Page of 67 (1-15 of 1000 items) ...

You should then see the **Owners** section look something like this:

Owners

Recruiter * Hiring Manager Hiring Manager Assistant

Tracy M Umali Test Account, Hiringmana... Gary S Levine

Collaborators

+ Add Collaborators

First Name	Last Name	Email	Title
Aaron	Butler	991CEA555414C913E053D5FD6F0AC969@invalidemail.com	MCPS Temps/Subs

In the “**Req Specific**” section, check to make sure the **Schedule** and **Shift** fields are correct. Enter the starting date of the position into the **Target Start Date** field. In the **Job Specific Information** field, enter any additional information you want candidates to see:

Req Specific

Schedule **Shift**

Full-time Day Job

Target Start Date

Dec 8, 2020

The Job Specific Information will be displayed on MCPS Careers. Please enter information not included in the job description such as "Start time for position is 7 am."

Job Specific Information

This job requires a thorough understanding of MS Word and Excel

For the **FTE/Hours Bi-weekly** field, use the drop-down arrow to pick the appropriate hours. For the **Requisition Justification** field, use the drop-down arrow to pick the appropriate reason for the opening. For the **Employee being Replaced** field, please put in the employee **number** rather than the name. For the **Position Number** field, put in the 11-character position number:

The screenshot shows a requisition form with several fields highlighted in yellow. The fields and their values are: 'FTE/Hours Bi-weekly' with a dropdown menu showing '1.000 (80 hours bi-weekly)'; 'Requisition Justification' with a dropdown menu showing 'Termination'; 'Employee being Replaced' with a text input field containing '47301'; 'Position Number' with a text input field containing '04777413000'; 'Working Months' with a text input field containing '12'; 'Job Grade' with a text input field containing '14'; and 'OQ / SQ' with a dropdown menu showing 'Optimal Qualified'. Below the 'Position Number' field, there is a note: 'digit number from SAE or employee's timesheet'.

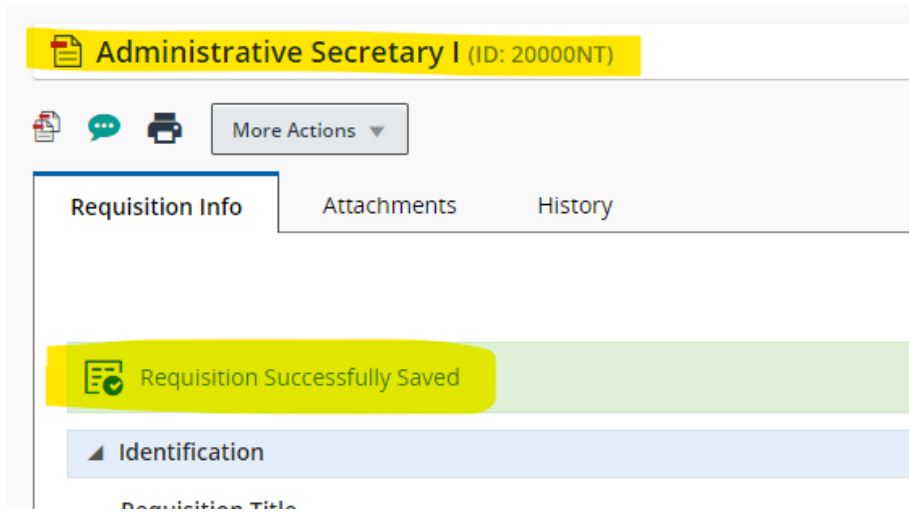
For the **Requisition Complete** field, click on the drop-down arrow and select “**Ready for Posting**”:

The screenshot shows a dropdown menu for the 'Requisition Complete' field. The menu is open, showing three options: 'Not Specified', 'Ready for Posting', and 'Not Ready for Posting'. The 'Ready for Posting' option is highlighted in blue. Below the dropdown menu, there is a note: 'The fields below must be entered for any position that is a Board appointment.'

Click on the “**Done**” button in the top right corner of your screen:

The screenshot shows the top right corner of the requisition form. The title is 'Create New Requisition - Find a template'. There are two buttons: 'Cancel' and 'Done'. The 'Done' button is highlighted in yellow. Below the buttons, there are radio buttons for 'Save', 'Request Approval', and 'Post'. The 'Save' radio button is selected. There is also a 'Language' dropdown menu set to 'English (Base)'. Below these, there are fields for 'Working Months' (12) and 'Job Grade' (14). The 'OQ / SQ' field is also visible. A green search icon is in the bottom right corner.

If you have successfully created your requisition, you will see a window appear that shows the title of your requisition and a message slightly below saying “**Requisition Successfully Saved**”:



Creating a Requisition – Teacher Staffing

Click on “Requisitions”:

ORACLE Hiringmanager4 Test Account ▾

RECRUITING | TASKS | **REQUISITIONS** | SUBMISSIONS | CANDIDATE POOLS

Welcome Hiringmanager4 Test Account! Refresh All

Welcome to the Recruiting Center.

Job Requisitions

	🚩	Total
Draft	1	7
Open	0	1

Click on “Create a Requisition”:

You are here > Requisition List Create Requisition

Requisitions (8)

FILTERS Show requisitions: I own or collaborate on Status: Draft Open Hire Type All Clear All

More Actions List Format Default requisition list format

		Title	2 ▲	ID	Status Detail	Hiring Manager 1 ▲	Manager Assistant
<input type="checkbox"/>	0	Counselor, Elementary, TEST BCC		20000NA	-	Test Account Hiringmanager4	
<input type="checkbox"/>	0	School Secretary I		20000N4	-	Test Account Hiringmanager4	
<input type="checkbox"/>	0	School Secretary I, Bethesda-Chevy Chase HS, 10 mos/4 hrs (8:00 a.m. - 12:00 p.m.)		20000ND	-	Test Account Hiringmanager4	Jones Maggie
<input type="checkbox"/>	11	Secretary, Bethesda-Chevy Chase HS, 12 mos/4 hrs (9:00 a.m. - 1:00 p.m.)		20000N7	Ready (11/2/20)	Test Account Hiringmanager4	Jones Maggie

The **Requisition Template** screen will appear; click on **“Next”**:

RECRUITING TASKS REQUISITIONS SUBMISSIONS CANDIDATE POOLS

You are here > Requisition List > Create Requisition Back to Requisition List

Create New Requisition

Please select how to create your requisition

Use a template

Cancel Next

In the **Select Template** field, begin typing either the teacher position or job code, then scroll to find the correct position. You can also click on the selector icon to the right of the **Select Template** field to find the specific job you need to post (teacher, counselor, etc.) Then click **“Next”** at the bottom:

Create New Requisition - Find a template

1 Find Template 2 Specify Attributes 3 Complete and Save

Select Template *

elemen

- SUMMER UP ES-Elementary Teacher, Summer UP <School>
- 0500-157-Principal, Elementary School
- 0511-939-Principal Intern, Elementary
- 0403-978-Supervisor, Elementary Integrated Curriculum Team
- 1001-290-Teacher, Elementary

Cancel Next

In the **Job Field**, if the specific teaching subject area is not displayed, use the selector icon to find the subject area. This is particularly true for secondary school teaching positions:

Requisition Structure

Hire Type
Professional

Hiring Manager
Test Account, Hiringmanager4

Requisition Style
MCPS Hiring Manager Requisition File

Organization

Template Used
1003-871-Teacher, High School

Location

Job Field
Teachers

0 Other Locations are selected

Previous Cancel Next

After clicking on the selector icon, this is the screen that will be displayed. Type in the subject area in the **Keyword** field, click on the **Apply Filters** button, and then click **Select** for the item that shows the appropriate subject area:

Job Field Selector

Filters ✓

Job Field

Job Category

Job Function

Keyword
Math

Apply Filters Clear All

1 Job Fields are available Select Job Field to proceed

FILTERS Keyword: Math Clear All

Job Category	Job Function	Actions
Teachers	Mathematics	Select

Page 1 of 1 (1 of 1 items)

Cancel

You should now see the subject area correctly populated in the **Job Field** of this screen:

Requisition Structure

Hire Type
Professional

Hiring Manager
Test Account, Hiringmanag

Requisition Style
MCPS Hiring Manager Requisition File

Organization

Template Used
1003-871-Teacher, High School

Location

Job Field
Teachers > Mathematics

0 Other Locations are select

In the **Organization** field, start typing the name of your organization and select it. For example, “Beth” brings up Bethesda ES, BCCHS, and NBMS:

Requisition Structure

Hire Type
Professional

Hiring Manager

Test Account, Hiringmanager4

Requisition Style
MCPS Hiring Manager Requisition File

Organization

bethe

Elementary Schools > Bethesda Elementary School

High Schools > Bethesda-Chevy Chase High School

Middle Schools > North Bethesda Middle School

Template Used
1001-290-Teacher, Elementary

Job Field

Teachers > Elementary

In the **Location** field, start typing the city, and then select the correct option. Click, “**Next**” at the bottom of the screen:

Requisition Structure

Hire Type
Professional

Hiring Manager

Test Account, Hiringmanager4

Requisition Style
MCPS Hiring Manager Requisition File

Organization

...> Bethesda-Chevy Chase High School

Template Used
1001-290-Teacher, Elementary

Job Field

Teachers > Elementary

Location

bethe

Bethesda

Previous

Cancel

Next

Edit the **Requisition Title** of the position to specifically show your content area or grade level, school name, and FTE allocation. There is an example provided just above the **Requisition Title** title. Then, start typing the name of your OHRD Teacher Staffing Coordinator and select their full name as the **Recruiter**. Ensure the **Hiring Manager** is you or change it to the appropriate Hiring Manager for the position. You can also add a **Hiring Manager Assistant** (an admin secretary, assistant principal, etc.) by typing and selecting their name in the third box:

Scroll down below the “**Owners**” section and add any additional collaborators by clicking **Add Collaborators** and identifying additional members of your hiring team. Under “**Req Specific**” ensure the **Schedule** accurately shows “Full-time” or “Part-time”, and use the calendar to identify the **Target Start Date**. Add any **Job Specific Information** to share with candidates regarding the school, position, etc.:

Scroll down to complete the remaining fields: **FTE/Hours Bi-weekly**, **Teaching Position**, **Requisition Justification**, **Employee being Replaced**, and **Position Number**. For the **Employee being Replaced**, please enter the employee number rather than the name. When complete, please change the **Requisition Complete** line to say “**Ready for Posting**”:

The screenshot shows a requisition form with several fields highlighted in yellow. The fields and their values are: FTE/Hours Bi-weekly (1.000 (80 hours bi-weekly)), Teaching Position (Grade 1), Requisition Justification (Resignation), Employee being Replaced (47301), Position Number (02401100100), Working Months (10), and Requisition Complete (Ready for Posting). The Position Number field includes a note: "digit number from SAE or employee's timesheet".

Click on the “**Done**” button in the top right corner of your screen:

The screenshot shows the "Create New Requisition - Find a template" window. The "Done" button in the top right corner is highlighted in yellow. The window includes a "Requisition Info" tab, a "Show fields required to:" section with radio buttons for "Save", "Request Approval", and "Post", and a "Language:" dropdown set to "English (Base)". The requisition details from the previous screenshot are visible in a yellow-highlighted area.

If you have successfully created your requisition, you will see a window showing the requisition title and a message indicating successful completion:

The screenshot shows a confirmation window titled "Teacher, Elementary (ID: 20000NU)". It features a "More Actions" dropdown menu and tabs for "Requisition Info", "Attachments", and "History". A green message bar at the bottom states "Requisition Successfully Saved".

Viewing and Editing Requisitions

In your Requisitions list you will see the number of candidates available for review, Requisition Title, Requisition ID, and Status of your requisitions:

Requisitions (6)

FILTERS Show requisitions: I own or collaborate on Status: Draft Open Hire Type All Clear All

More Actions List Format: Default requisition list format

□	🔍	Title	ID	Status Detail	Hiring Manager 1	Manager Assistant	Unposting Date
□	0	Counselor, Elementary, TEST BCC	20000NA	-	Test Account Hiringmanager4		
□	0	School Secretary I	20000N4	-	Test Account Hiringmanager4		
□	0	School Secretary I, Bethesda-Chevy Chase HS, 10 mos/4 hrs (8:00 a.m. - 12:00 p.m.)	20000ND	-	Test Account Hiringmanager4	Jones Maggie	
□	11	Secretary, Bethesda-Chevy Chase HS, 12 mos/4 hrs (9:00 a.m. - 1:00 p.m.)	20000N7	Ready (11/2/20)	Test Account Hiringmanager4	Jones Maggie	
□	0	Teacher, Elementary, TEST BCC	20000N9	-	Test Account Hiringmanager4		

To view the candidates, click on the number of candidates shown in the previous screen shot. When the window shown below shows up, click on the candidate name that you would like to review:

Submissions for: Secretary, Bethesda-Chevy Chase HS, 12 mos/4 hrs (9:00 a.m. - 1:00 p.m.) (Requisition ID: 20000N7)

FILTERS In selection process Clear All

More Actions List Format: Education

□	🚩	🔍	Candidate	🏠	📊	🔗	Last Activity 1	Selection Status	Emp Status	Sen
□			Adams, Desiree Cheryl (39973)	🏠		🔗	Nov 2, 2020	To be Reviewed	A1	Ju
□	🚩		Bestland, Grace Marie (33512)	🏠		🔗	Nov 2, 2020	To be Reviewed	A1	Fe
□			Bledsoe, Amy Rose (19251)	🏠			Nov 2, 2020	To be Reviewed	A1	De
□	🚩		Burgos, Daniel Andres (1296408)	🏠		🔗	Nov 2, 2020	To be Reviewed	A1	Se
□	🚩		Chesney, Elizabeth Grace (1295865)	🏠		🔗	Nov 2, 2020	To be Reviewed	A1	Au
□	🚩		Jones, Maggie Anne (30564)	🏠		🔗	Nov 2, 2020	To be Reviewed	A1	Se
□	🚩		Kopnitsky, Stacey Ann (29885)	🏠	📊	🔗	Nov 2, 2020	To be Reviewed	A1	Au
□	🚩		Lee, Kevin K. (1438121)	🏠		🔗	Nov 2, 2020	To be Reviewed	A1	Ja
□	🚩		Levine, Gary Stuart (1324981)	🏠			Nov 2, 2020	To be Reviewed	R1	Ju
□	🚩		Merson, Duane Alan (25403)	🏠		🔗	Nov 2, 2020	To be Reviewed	A1	Ju
□	⚠️		Norwood, Spike Skippy (66940)		📊		Nov 2, 2020	To be Reviewed		

This is an example of the screen you'll see when you click on a candidate. If you want to get back to the list of candidates, click on the "Back to Submission List" button at the top right:

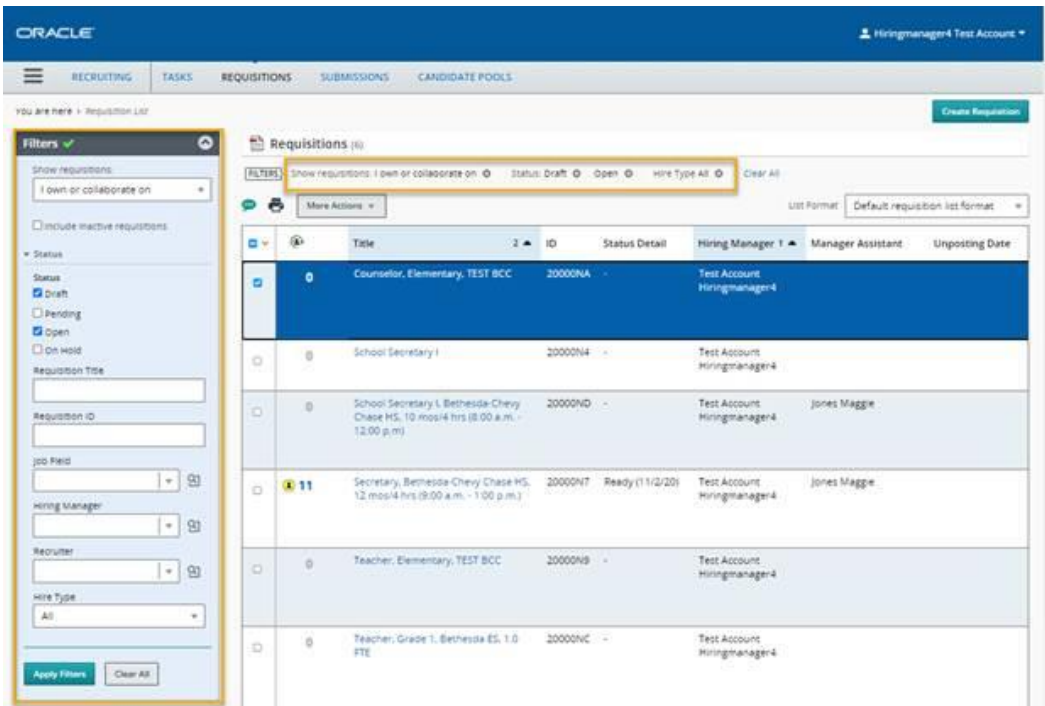
The screenshot shows a user interface for viewing a candidate submission. At the top, a breadcrumb trail reads "You are here > ... > Requisition View > Submission List > Submission View". A yellow button labeled "Back to Submission List" is highlighted in the top right corner. The main header displays the submission title: "Submission: Norwood, Spike Skippy for Secretary, Bethesda-Chevy Chase HS, 12 mos/4 hrs (9:00)". Below this, there are icons for various actions and a "More Actions" dropdown menu. The interface is divided into two main sections: a left sidebar and a main content area. The sidebar, titled "Summary", contains the candidate's name "Norwood, Spike Skippy" and location "United States > Maryland > Chevy Chase". It includes a "Resume" button, a status indicator "No other submissions", and a toggle for "Submission" set to "General Profile". A "HIGHLIGHTS (CURRENT SUBMISSION)" section shows "Required met 0/0" and "Assets met 0/0", with a "Step: Hiring Manager Review" and "Status: To be Reviewed". Below this is "MOST RELEVANT EDUCATION" (1996 - Bachelor's Degree) and "WORK EXPERIENCE" (This section contains no information). The main content area has tabs for "Job Submission", "Attachments", and "History". It features a "Resume" section with "Candidate Personal Information" including Last Name (Norwood), First Name (Spike), Middle Name (Skippy), Prefix (MR), Email Address (66940@invalidemail.com), Internal Candidate status (No), Last Name on Birth Certificate (Norwood), and Employee Number (00000). A note for internal candidates is also present: "If internal candidate: A1=permanent, A8,A9=temp/sub, L1,L2=permanent on leave".

If you wish to edit a requisition, click on the title of the requisition to view it. Click on "Edit All" and it will allow you to edit your posting. **Do not edit a requisition after it has been posted by your recruiter.**

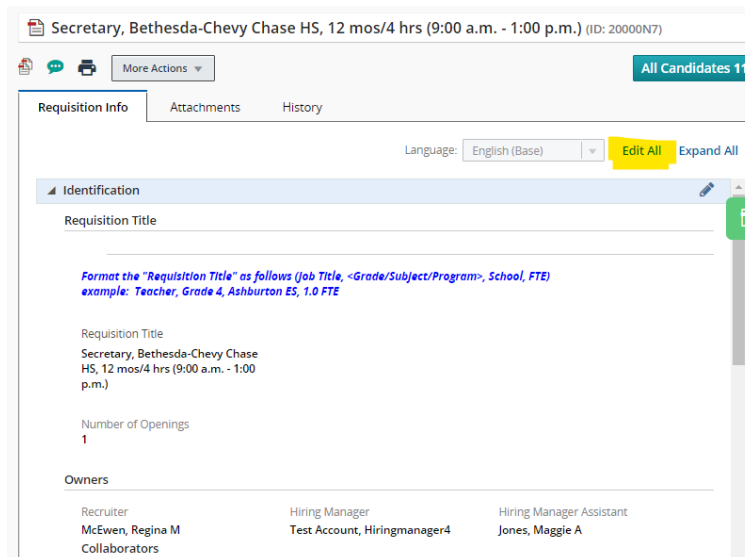
The screenshot shows a user interface for editing a requisition. The title bar reads "Secretary, Bethesda-Chevy Chase HS, 12 mos/4 hrs (9:00 a.m. - 1:00 p.m.) (ID: 20000N7)". There are icons for various actions and a "More Actions" dropdown menu. A blue button labeled "All Candidates 11" is visible in the top right. The interface has tabs for "Requisition Info", "Attachments", and "History". The "Requisition Info" tab is active, showing a "Language" dropdown set to "English (Base)" and buttons for "Edit All" and "Expand All". The "Identification" section includes a "Requisition Title" field with a placeholder text: "Format the 'Requisition Title' as follows (Job Title, <Grade/Subject/Program>, School, FTE) example: Teacher, Grade 4, Ashburton ES, 1.0 FTE". The current title is "Secretary, Bethesda-Chevy Chase HS, 12 mos/4 hrs (9:00 a.m. - 1:00 p.m.)" and the "Number of Openings" is "1". The "Owners" section lists three roles: Recruiter (McEwen, Regina M), Hiring Manager (Test Account, Hiringmanager4), and Hiring Manager Assistant (Jones, Maggie A).

Quick Links to Find Requisitions

On the left pane of the Requisitions window, you can use filters to find a specific requisition. Once you have entered information into the filters and clicked the **“Apply Filters”** button, requisitions matching your filters will appear:



If you need to edit a requisition, click on the name of the requisition displayed in the previous screenshot that you will be editing and then click on the **“Edit All”** link:



After you have finished editing the requisition, click on the green “Done” button at the top right. **Do not edit your requisitions after they have been posted by your OHRD staffer.**

Secretary, Bethesda-Chevy Chase HS, 12 mos/4 hrs (9:00 a.m. - 1:00 p.m.) (ID: 20000N7)

More Actions

Requisition Info Cancel Done

Show fields required to: * Language: English (Base)

Save Request Approval Post Collapse All Save

Identification

Requisition Title

*Format the "Requisition Title" as follows (Job Title, <Grade/Subject/Program>, School, FTE)
example: Teacher, Grade 4, Ashburton ES, 1.0 FTE*

Requisition Title *
Secretary, Bethesda-Chevy Cr

Number of Openings
 1 Unlimited

Sorting Columns in the Requisition View

In your requisition list, if you hover your pointer over any of the column headings, you will see an arrow to the right of the column name. Click on this arrow to toggle between sorting in ascending or descending order:

Requisitions (8)

FILTERS Show requisitions: I own or collaborate on ✕ Status: Draft ✕ Open ✕ Hire Type All ✕ Clear All

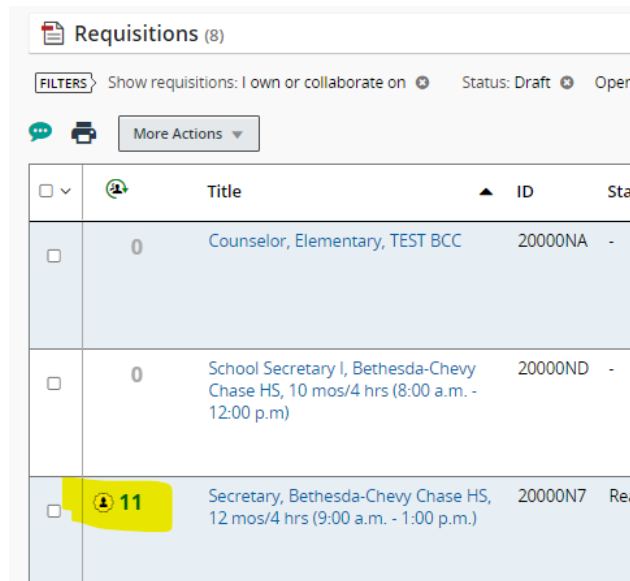
More Actions ▼
List Format: Default requisition list format ▼

<input type="checkbox"/>		Title ▲	ID	Status Detail	Hiring Manager	Manager As
<input type="checkbox"/>	0	Counselor, Elementary, TEST BCC	20000NA	-	Test Account Hiringmanager4	
<input type="checkbox"/>	0	School Secretary I, Bethesda-Chevy Chase HS, 10 mos/4 hrs (8:00 a.m. - 12:00 p.m)	20000ND	-	Test Account Hiringmanager4	Jones Maggi
<input type="checkbox"/>	11	Secretary, Bethesda-Chevy Chase HS, 12 mos/4 hrs (9:00 a.m. - 1:00 p.m.)	20000N7	Ready (11/2/20)	Test Account Hiringmanager4	Jones Maggi

Managing Candidates

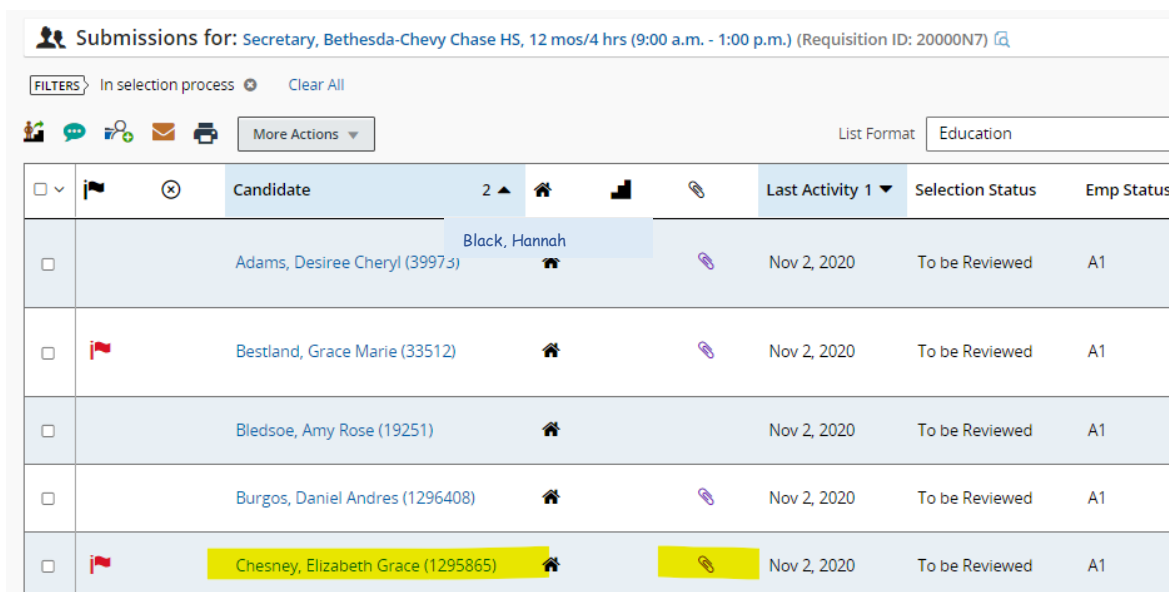
Viewing Candidates

To view candidates for a requisition from the requisition list, click on the number in the Candidate Count column:



<input type="checkbox"/>		Title	ID	Sta
<input type="checkbox"/>	0	Counselor, Elementary, TEST BCC	20000NA	-
<input type="checkbox"/>	0	School Secretary I, Bethesda-Chevy Chase HS, 10 mos/4 hrs (8:00 a.m. - 12:00 p.m.)	20000ND	-
<input type="checkbox"/>	11	Secretary, Bethesda-Chevy Chase HS, 12 mos/4 hrs (9:00 a.m. - 1:00 p.m.)	20000N7	Rea

The candidate list provides a summary list of candidates for that position. To view an individual candidate's profile, simply click on the candidate name. To view attachments, click on the paper clip icon:



<input type="checkbox"/>			Candidate	2				Last Activity 1	Selection Status	Emp Status
<input type="checkbox"/>			Adams, Desiree Cheryl (39973)					Nov 2, 2020	To be Reviewed	A1
<input type="checkbox"/>			Bestland, Grace Marie (33512)					Nov 2, 2020	To be Reviewed	A1
<input type="checkbox"/>			Bledsoe, Amy Rose (19251)					Nov 2, 2020	To be Reviewed	A1
<input type="checkbox"/>			Burgos, Daniel Andres (1296408)					Nov 2, 2020	To be Reviewed	A1
<input type="checkbox"/>			Chesney, Elizabeth Grace (1295865)					Nov 2, 2020	To be Reviewed	A1

To view a candidate's attachments from within an individual candidate's profile, click on the **Attachments** tab. If you want to preview an attachment, click on the magnifying glass icon next to the name of the attachment:

Submission: Chesney, Elizabeth Grace for Secretary, Bethesda-Chevy Chase HS, 12 mos/4 hrs (9:00 a.m. - 1:00 p.m.) (ID: 20000N)

Chesney, Elizabeth Grace
 United States > District of Columbia > Washington
 Staffing Coordinator at Montgomery County Public School System (Current)

Attachments(1)

Attached Resume(s) relevant to this Submission | Upload Resume Attachment

File Name	Attached by	Visible to candidate	Size	Date	Description
Resume New.doc	Hiringmanager4 Test Account(Hiring Manager)	No	120 KB	Nov 15, 2020	

Other Attachments relevant to this Submission | Upload Other Attachment
 There are no file attachments for this section

Related to C
 There are no file attachments for this section

Attachments relevant to Other Submissions or General Profile
 There are no file attachments for this section

At the bottom of the preview screen, you will see controls to permit zooming in/out:

Viewing Attached resume(s) relevant to this submission: Resume New.doc
 Description: -

EXPERIENCE

Data Integration Specialist
 Montgomery County Public Schools/Division of Financial Services/2004-2009

- Managed the MCPS dependent eligibility verification process for a population of over 12,000 employees and 28,000 dependents.
- Analyzed and recommended changes to policies and procedures and modification to the Lawson HRIS Benefit suite to assure compliance with state and federal laws.
- Administered the Lawson HRIS Benefit suite including the setup and maintenance of benefit plans and the updating of benefits rate tables for employees and retirees.
- Participated in the HRIS Implementation Team overseeing implementation changes to the Lawson HRIS.
- Observed and evaluated daily operations to identify and address training and process improvement opportunities.
- Assisted management with the writing of system and process documentation, requests for proposals, procurement of software, project planning, project management, administration, and staffing.
- Executed the transmission of monthly benefit and retirement interface files to healthcare vendors, federal and local agencies, and resolved any data problems that arise from the interfaces.
- Provided transaction/technical training, coaching and problem solving support to staff.
- Collaborated with stakeholders to define HRIS system requirements and develop test scripts.
- Planned and coordinated installations and upgrades of hardware, software, and systems design.
- Collaborated with the Position and Salary Administration team to verify the accuracy of the salary schedules and guaranteed summer employment.

Workforce Reporting Specialist
 Montgomery County Public Schools, Office of Human Resources, 2004







- Provided research, essential data and supporting documents to MCPS offices to assist with union negotiations and budget development.
- Participated in the HR Cross Functional team as the workforce data expert.
- Responded to ad hoc data requests from MCPS staff, local and federal agencies on staff and employment practices.
- Coordinated annual Board of Education function honoring MCPS retirees.
- Collaborated with executive staff to determine annual workforce data needs.
- Analyzed complex report data using Oracle Discoverer, Microsoft Access and Microsoft Excel
- Collaborated with HRIS and OHR staff to organize and implement end-of-fiscal-year processes including: publication of salary schedules, staff salary information notices and reasonable assurance reports.

Data Support Specialist I
 Montgomery County Public Schools, Division of Payroll, 2002

- Automated Worker's Compensation and Leave Payroll calculation by applying technology solutions.
- Provided technical training and ongoing support to payroll staff.

Page 1 of 2 Zoom - + Fit Page

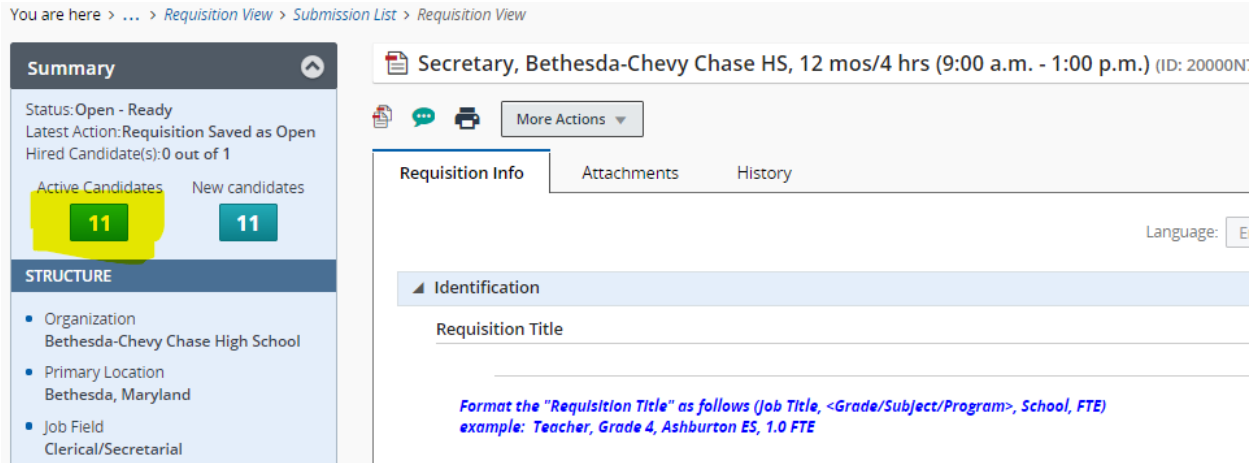
In the list of candidates for a requisition, you can determine the meaning of the various icons in a candidate's row by hovering over the icon and waiting for the tool tip to display:

<input type="checkbox"/>	Chesney, Elizabeth Grace (1295865)			Nc
<input type="checkbox"/>	 Jones, Maggie Anne (30564)			Nc
<input type="checkbox"/>	 Kopnitsky, Stacey Ann (29885)			 Nc
<input type="checkbox"/>	 Lee, Kevin K. (1438121)			Nc

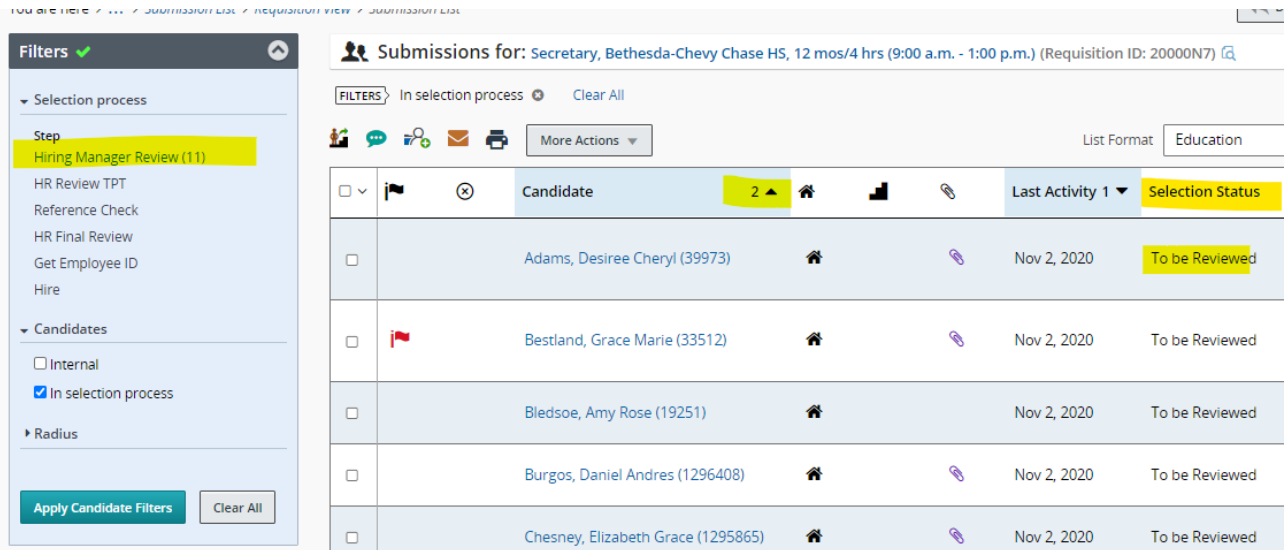
Candidate submission requiring attention

Filtering Candidates





You can filter on how you would like to view candidates by first clicking on the requisition title in your list of requisitions, then click on the number of **Active Candidates** in the left pane:

















The screenshot below shows in the left pane that you are viewing candidates in Step “**Hiring Manager Review**”. In the list of candidates, the column “**Selection Status**” indicates the status of a candidate within that step. You can use the filters in the left pane to see candidates in different steps, different statuses within steps, which candidates are “internal” (MCPS employees), etc.:



Sorting Columns in the Candidate List View


To sort any column in the candidate list view, click on the up or down arrows   to the right of the column name. The candidate list will be sorted in ascending order if the up arrow  is clicked. If you click again, the list will then be sorted in descending order and display the down arrow  :

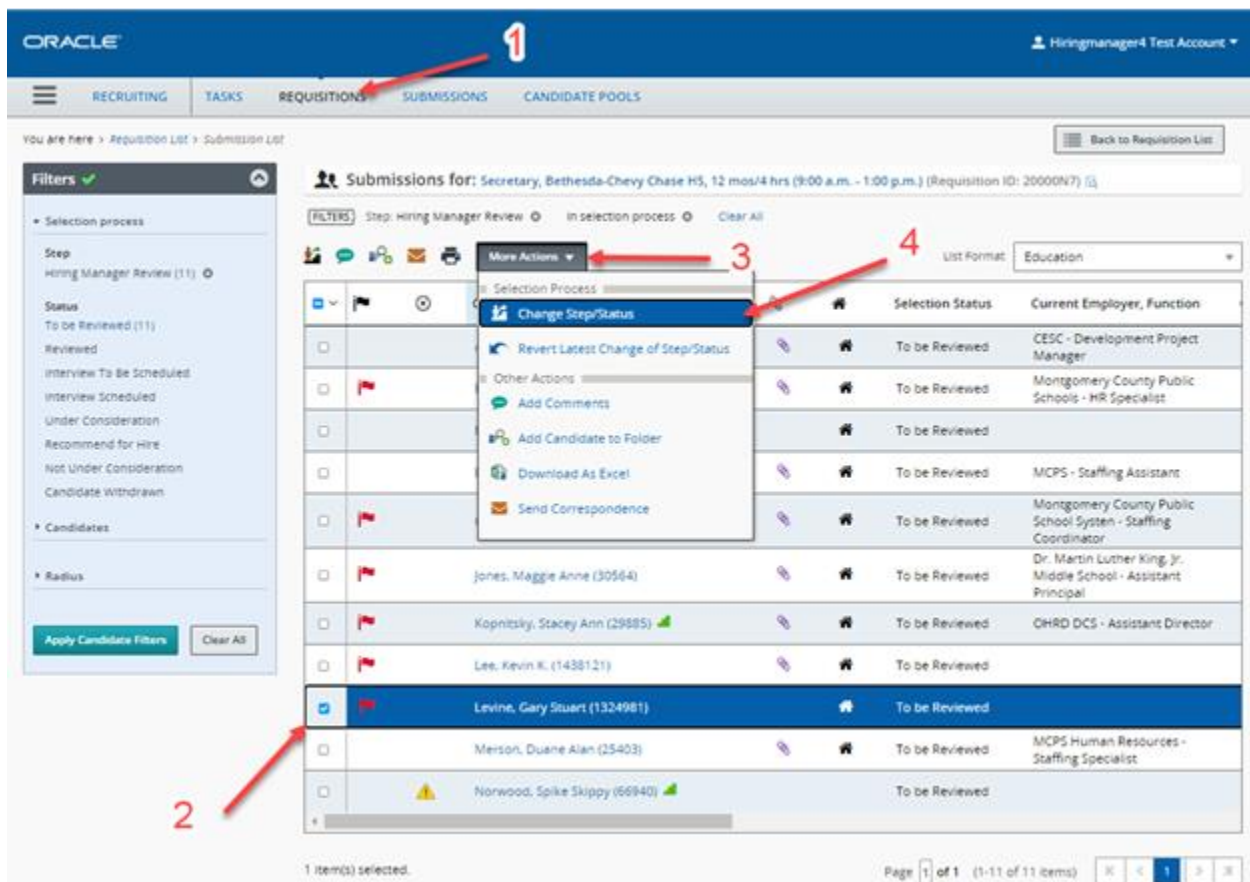
<input type="checkbox"/>			Candidate 				Selection Status
<input type="checkbox"/>			Adams, Desiree Cheryl (39973)				To be Reviewed
<input type="checkbox"/>			Bestland, Grace Marie (33512)				To be Reviewed
<input type="checkbox"/>			Bledsoe, Amy Rose (19251)				To be Reviewed
<input type="checkbox"/>			Burgos, Daniel Andres (1296408)				To be Reviewed

Changing Candidate Status

A candidate's status can be changed from the candidate list view or from within the candidate profile. By using the candidate list view, you are able to change the status of multiple candidates at one time.

To change the status of multiple candidates at one time, use the candidate view list to select the check box next to the name of each candidate for whom you would like to change the status.

To change the status, click on the **Change Status** icon  above the **Candidate List** view or go to **More Actions > Change Step/Status**:



The screenshot displays the Oracle HR system interface. At the top, the navigation bar includes 'RECRUITING', 'TASKS', 'REQUISITIONS', 'SUBMISSIONS', and 'CANDIDATE POOLS'. The 'REQUISITIONS' tab is active, indicated by a red arrow labeled '1'. Below the navigation bar, the breadcrumb trail shows 'You are here > Requisition List > Submission List'. A 'Back to Requisition List' button is visible in the top right corner. The main content area is titled 'Submissions for: Secretary, Bethesda-Chevy Chase HS, 12 mos/4 hrs (9:00 a.m. - 1:00 p.m.) (Requisition ID: 20000N7)'. Below this title, there are filter options for 'Step: Hiring Manager Review' and 'In selection process'. A 'More Actions' dropdown menu is open, showing options like 'Change Step/Status', 'Revert Latest Change of Step/Status', 'Add Comments', 'Add Candidate to Folder', 'Download As Excel', and 'Send Correspondence'. A red arrow labeled '3' points to the 'More Actions' dropdown, and another red arrow labeled '4' points to the 'Change Step/Status' option. The table below shows a list of candidates with columns for 'Selection Status' and 'Current Employer, Function'. The candidate 'Levine, Gary Stuart (1324981)' is selected, indicated by a red arrow labeled '2' pointing to the selection checkbox. The table also shows other candidates like 'Jones, Maggie Anne (30564)', 'Kopnitsky, Stacey Ann (29885)', 'Lee, Kevin K. (1438121)', 'Merson, Duane Alan (25403)', and 'Norwood, Spike Skippy (66940)'. At the bottom of the page, it shows '1 item(s) selected.' and 'Page 1 of 1 (1-11 of 11 items)'.

Select the new status then click **Apply and Closed**:

Change Step and Status ✕

Candidate Name
Levine, Gary Stuart(1324981)

Requisition Title
Secretary, Bethesda-Chevy Chase HS, 12 mos/4 hrs (9:00 a.m. - 1:00 p.m.) (20000N7)

Currently in		→	Change to	
Step Hiring Manager Review	Status To be Reviewed		Step Hiring Manager Review	Status [Dropdown]

Comments
Please enter comments here

Select Other Action

Send Correspondence
