

The purpose of this message is to provide direction with regard to the use of MCPS Careers for posting vacancies. When using the requisition wizard to post vacancies, central service administrators must indicate *Offices* under the organization field and choose a city for the location field. The *Multiple Locations* field should not be chosen when posting vacancies, as this affects the candidate selection workflow in the system. This could prevent hiring managers from reviewing applicants. Please review the attached screenshot for an example. Should you have additional questions, please contact Travis Wiebe, coordinator, MCPS Careers via email.

The Job information has been populated based on the job template you selected. Select Organization and Primary Location for this position. Do not update the template used. Page 1 of 5

The screenshot shows a web form titled "Structure" with a yellow question mark icon in the top right corner. The form is divided into three sections: "Job", "Organization", and "Primary Location".

- Job Section:** Contains a dropdown menu with "Select..." and a search icon. Below it, "Job Category" is set to "Instructional Specialist" and "Job Function" is set to "Not Applicable".
- Organization Section:** Contains a dropdown menu with "Select..." and a search icon. Below it, "Location Type" is set to "Offices", "School" is set to "Not Applicable", and there is a blue link for "Organization Structure".
- Primary Location Section:** Contains a dropdown menu with "Select..." and a search icon. Below it, "City" is set to "Rockville".

Two red arrows point from a pink text box on the right to the "Offices" selection in the Organization section and the "Rockville" selection in the Primary Location section.

Hiring managers should ensure *Offices* in the **Organization** field and a city in the **Location** field are selected.

Multiple Locations should **not** be selected, as this will affect the candidate selection workflow.