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# Montgomery County Public Schools

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## *Internal Applicant Records (IAR) User Guide*

### *Hiring Managers*

Version 1.0  
October 2009

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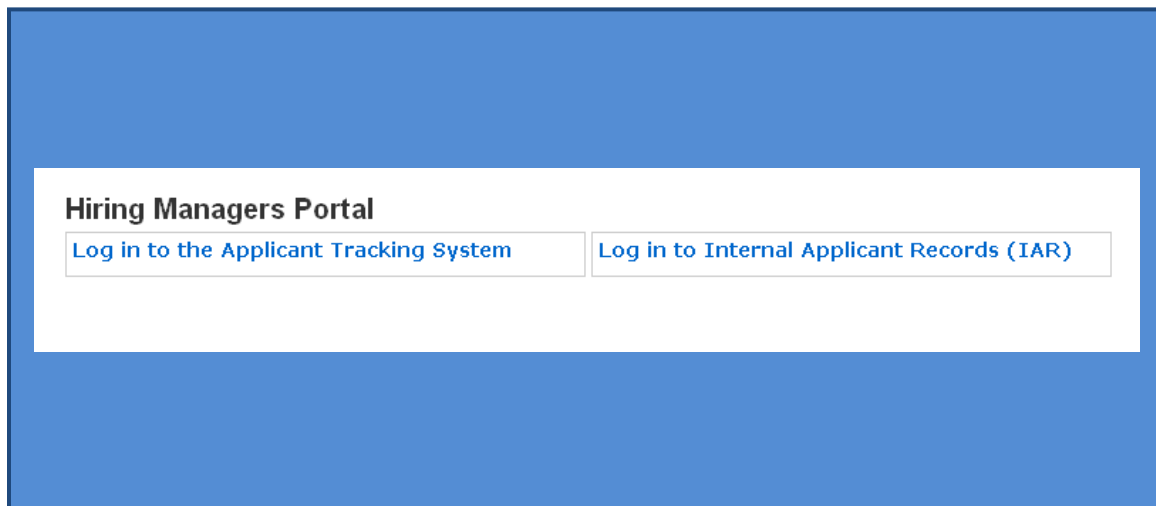
# MY CANDIDATES

## Viewing a Candidate

Documents related to internal candidates are accessible on a view-only basis using the custom-developed *Internal Applicants Records (IAR)* program. The IAR program has been tailored to present internal applicant records in a manner that meets the specific needs of hiring managers. Using the IAR program, a hiring manager is able to access any internal candidate's documents that have been electronically imaged into the OHR *Fortis* document management system.

### Accessing the IAR Program

The IAR program is accessible through the MCPS intranet. A link to the application is located on the MCPS Homepage > For Staff ...as shown in the following screen.



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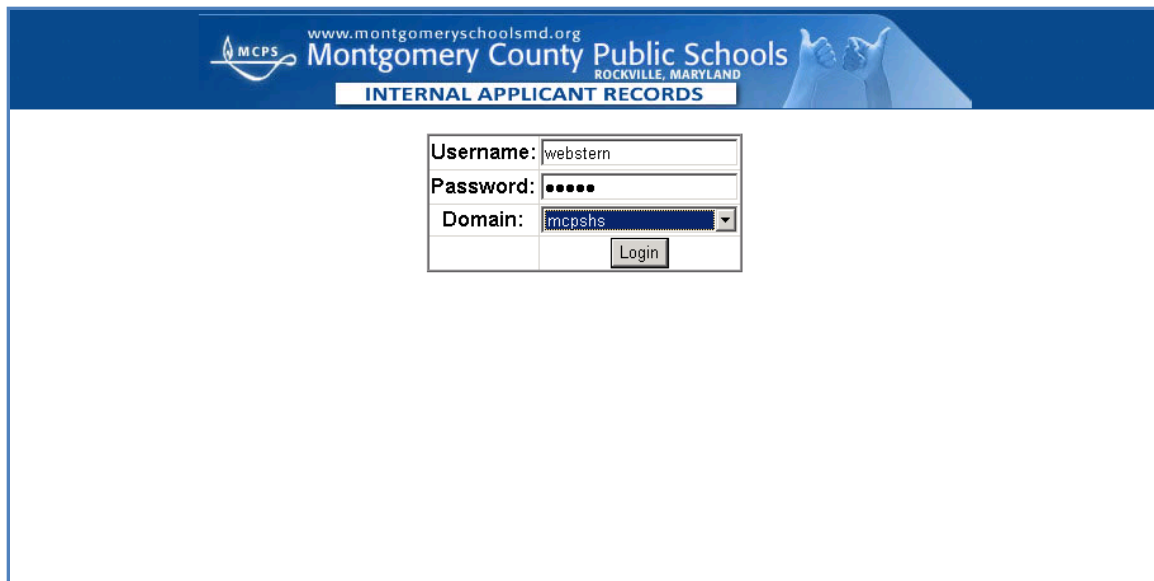
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## Viewing a Candidate - *Continued*

### IAR System Logon


Security is a primary consideration when accessing candidate documents. Access is granted only after you have successfully supplied your *Username* and *Password*. Your MCPS network credentials will be validated against the logon information you supply in the screen shown below.

*Note: You must also supply your MCPS domain to be correctly validated!*



The screenshot shows the login interface for the Internal Applicant Records (IAR) system. At the top, there is a blue header with the MCPS logo, the website URL [www.montgomeryschoolsmd.org](http://www.montgomeryschoolsmd.org), and the text "Montgomery County Public Schools ROCKVILLE, MARYLAND". Below the header, a white box contains the text "INTERNAL APPLICANT RECORDS". The main content area features a login form with three input fields: "Username:" containing "webstern", "Password:" containing six dots, and "Domain:" with a dropdown menu showing "mcpshs". A "Login" button is positioned below the domain dropdown.

### IAR System Logon – *Step by Step*

1. Enter your Username.
2. Enter your Password.
3. Select your MCPS domain from the drop down list.
4. Click on 

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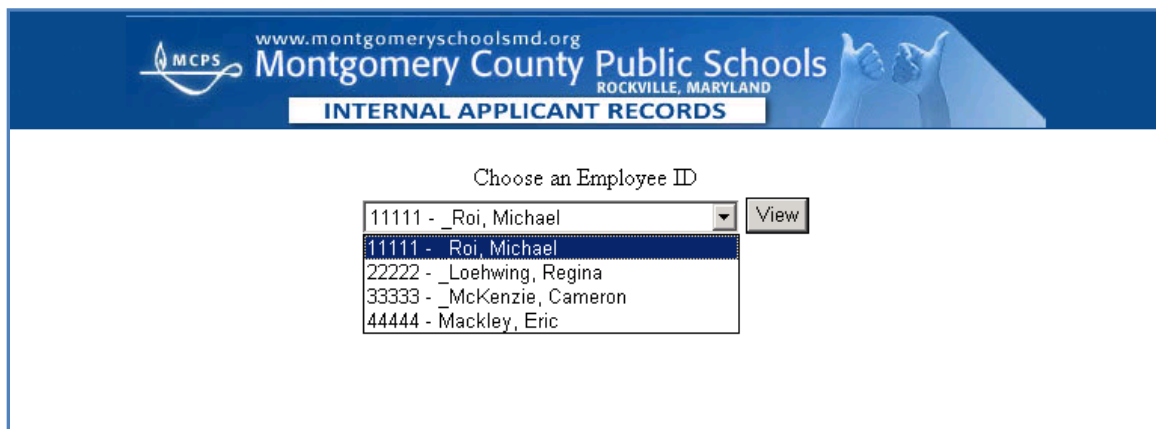
## Viewing a Candidate - *Continued*

### Selecting an Employee

Based on your Username, a customized list of candidates is presented as illustrated in the screen shot below. The listing is sorted by Employee ID.

Most candidates will appear on your listing as a result of a daily update from the Applicant Tracking System (ATS). Each daily update will completely rewrite the prior day's Hiring Manager/Employee assignments.

A second method by which a candidate may appear on your listing is through a supplemental security assignment made by an OHR administrative staff member. Names prefixed with the “\_” character are assigned in this manner.



www.montgomeryschoolsmd.org  
MCPS  
Montgomery County Public Schools  
ROCKVILLE, MARYLAND  
INTERNAL APPLICANT RECORDS

Choose an Employee ID

|                            |      |
|----------------------------|------|
| 11111 - _Roi, Michael      | View |
| 11111 - Roi, Michael       |      |
| 22222 - _Loehwing, Regina  |      |
| 33333 - _McKenzie, Cameron |      |
| 44444 - Mackley, Eric      |      |

### Selecting an Employee – *Step by Step*

1. Select the desired employee from the drop down list.
2. Click on


**Note:** From the *Choose an Employee ID* screen, click on  to return to the main IAR login screen.

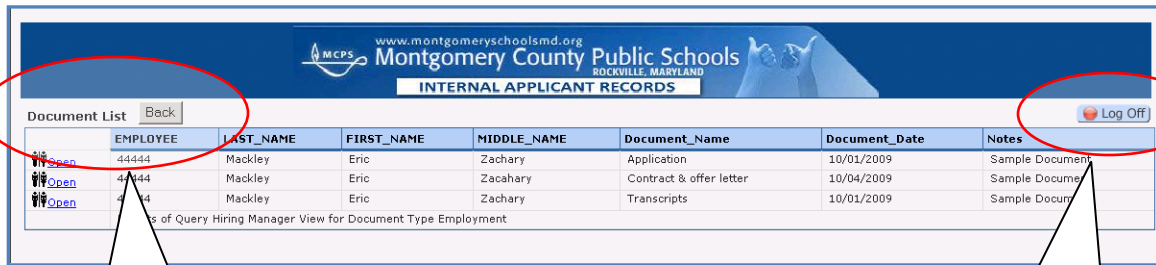
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## Viewing a Candidate - *Continued*

### Selecting Documents for Viewing

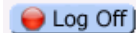
After you have selected an employee from the drop down list and clicked on  a results screen lists all available documents for the employee. Each document will appear as a single line on the results screen. The *Document\_Name* and *Document\_Date* columns may help you identify a particular document.



| EMPLOYEE | LAST_NAME | FIRST_NAME | MIDDLE_NAME | Document_Name           | Document_Date | Notes           |
|----------|-----------|------------|-------------|-------------------------|---------------|-----------------|
| 44444    | Mackley   | Eric       | Zachary     | Application             | 10/01/2009    | Sample Document |
| 44444    | Mackley   | Eric       | Zachary     | Contract & offer letter | 10/04/2009    | Sample Document |
| 44444    | Mackley   | Eric       | Zachary     | Transcripts             | 10/01/2009    | Sample Document |




The *Back* button returns you to the employee selection screen.

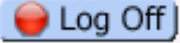


The *Log Off* button returns you to the IAR Login screen.

**Note:** Always “Log Off” rather than simply closing your web browser to ensure your viewing license is released for another user.

### Selecting Documents for Viewing – *Step by Step*

1. Review the results screen using the *Document\_Name* and *Document\_Date* columns to help identify a specific document.
2. Click on the  button next to the record you’d like to view.

**Note:** Remember to use the  button to release your viewing license.

## Viewing a Candidate - *Continued*

### Viewing Employee Documents

After you have selected a document for viewing from the results screen, the selected document will be presented as shown below. All output options (printing, faxing, etc.) as well as all editing functions have been disabled in this viewing screen.

The screenshot shows a web browser window displaying a document viewer. The document is titled "REGULAR CONTRACT (COMAR 13A.07.02.OIC of the State Board of Education)" from the "STATE OF MARYLAND, COUNTY OF MONTGOMERY". The document text is partially visible, starting with "IT IS certified Superior school by the Local Board of Education...".

Navigation and control buttons are highlighted with red circles and callouts:

- A callout points to the top navigation bar containing "Back To Employee List", "Back To Document List", and "Log Off" buttons.
- A callout points to a toolbar with various icons for document navigation, zoom, and rotation.
- A callout points to a sidebar on the right containing a table of document details and a "Notes" section.

|               |                         |
|---------------|-------------------------|
| EMPLOYEE      | 44444                   |
| LAST_NAME     | Mackley                 |
| FIRST_NAME    | Eric                    |
| MIDDLE_NAME   | Zacahary                |
| Document_Name | Contract & offer letter |
| Document_Date | 10/04/2009              |
| Notes         | Sample Document         |

Document navigation, zoom, and image rotation buttons are available.

The Back to Employee List, Back to Document List, and Log Off buttons are available for navigating out the document viewing screen.

### Selecting Documents for Viewing – *Screen Highlights*

1. The page navigation controls allow you to enter a specific page number or to use the blue directional arrows to move from page-to-page.
2. Document rotation buttons allow you to change the orientation of documents 90 or 180 degrees in either direction.
3. A standard set of document zoom options are available.

