

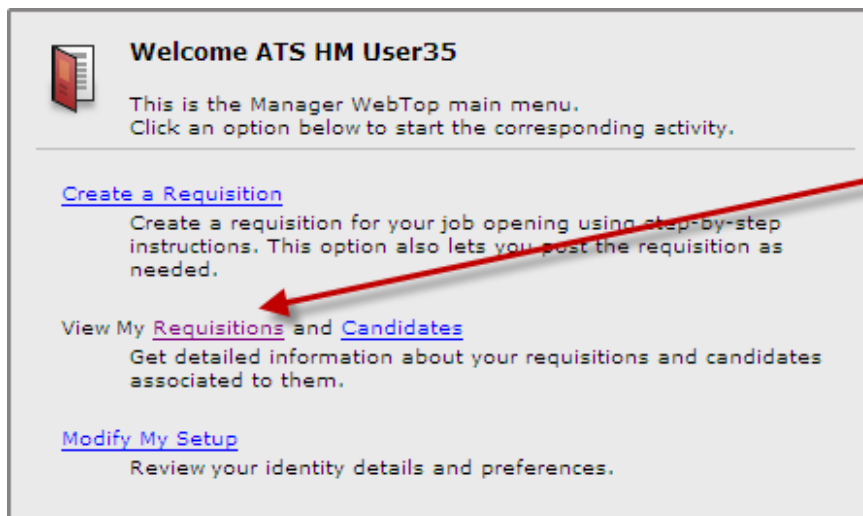
## Using MCPS Careers to Recommend Employees for Hire

The voluntary transfer season for teachers begins Tuesday, April 26, 2011 and continues until Tuesday, May 31, 2011 at 5:00pm. The voluntary transfer season reopens on June 20, 2011 for areas in which there are no remaining priority placements and closes again on July 20, 2011. Principals make staffing recommendations to the Department of Recruitment and Staffing via *MCPS Careers*. A vacancy must have been posted by creating a requisition with MCPS Careers in order to make a staffing recommendation. The Office of Human Resources and Development (OHRD) will process staffing recommendations only if a valid vacancy exists.

Staffing recommendations will be reviewed by OHRD staff to determine if the employee is eligible for hire. Employees who are returning from leave *may not* be recommended unless the vacancy certification requirements are the same as the employee's certification and sufficient vacancies exist for all involuntary transfers within that certification area. OHRD will work with schools on a case by case basis to determine eligibility of those employees due to return from leave. Should you have questions about an employee and their eligibility for a specific vacancy, please contact your staffing coordinator. (<http://www.montgomeryschoolsmd.org/departments/personnel/transfers/assignments.aspx>)

Below are specific directions for how to use *MCPS Careers* to make a recommendation for hire. Once you recommend a candidate, the OHRD staffing coordinator listed on your requisition will receive an email requesting that the hiring transaction be completed. You will receive an automatic email from the system when the staffer has validated the eligibility of the recommended employee. Employees will also receive an email when the transaction has been processed directing them to inform their principal of their new assignment.

1. Log in to MCPS Careers/Applicant Tracking System using the hiring manager login page (<http://www.montgomeryschoolsmd.org/departments/personnel/hiring/>)
- 2.



Click the *Requisitions* link.

3. Click on the link indicating the number of candidates who have applied to access the list of candidates.

Requisitions and Candidates Back to Menu

My Requisitions | My Candidates

Create Requisition...

Show Requisitions:   Show all Requisitions

Show:

Choose the requisition for which you would like to recommend an employee for hire by clicking on the link for candidates.

No.	Title	Recruiter	Status	Status Details	Actions
10000UZ	Teacher, Grade 5, Sample ES	T. Wiebe	Open	Approved (Ready)	2
10000IG	Job Fair, Teacher Interview Request, School Name	T. Wiebe	On Hold	-	8
100000V	Sample Principal Requisition for testing - NEW	G. Bestland	On Hold	-	2

[View or edit this requisition](#)

Back to Top

4. **10000UZ – Teacher, Grade 5, Sample**

Requisition | Candidate List

More Actions

More Actions

Change Status...

Revert...

Attach File...

Add Comments...

Validate Offer

1 Candidate

1	Candidate	St
<input type="checkbox"/>	Bestland, Grace M	Hir
<input type="checkbox"/>	Wiebe, Travis James	Ma
<input checked="" type="checkbox"/>	Wiebe, Travis James	Hir

Place a check mark next to the candidate you would like to recommend for hire. Click on the *More Actions* drop-down menu and select *Change Status*.

5.

Manager WebTop -- Webpage Dialog

Apply Done Cancel

### Action Dialog – Travis Wiebe James

Current Step: Hiring Manager Review Current Status: To be Reviewed

Action: Change Status

in step: Hiring Manager Review

to: Reviewed

- Reviewed
- Interview To Be Scheduled
- Interview Scheduled
- Under Consideration
- Move Forward - Recommend for Hire\***
- Not Under Consideration

Send

Reaching

Additional Comments

Apply Done Cancel

*Use the drop-down menu to select **Move Forward - Recommend for Hire\***. Click the **Done** button to make the recommendation.*

**Avoid using the **Apply** button**, as this will change the status to **Not Under Consideration** and OHR will not receive your staffing recommendation.

6.

Show In Selection Process is True

More Criteria

<input type="checkbox"/>	0	Candidate	Step	Sel. Status	Priority Place
<input type="checkbox"/>	<input checked="" type="checkbox"/>	<a href="#">Wiebe, Travis James</a>	Hiring Manager - Review	Move Forward Recommend for Hire	
<input type="checkbox"/>		<a href="#">Bestland, Grace M</a>	Hiring Manager Review	To be Reviewed	

Verify that the correct candidate has been selected.

7. If the incorrect candidate has been recommended to OHRD (either by mistake or due to the fact that the candidate has opted to accept an offer at another school), please revert the candidate and contact your staffer. Follow the directions above to select the correct candidate.

**10000UZ – Teacher, Grade 5, Sample ES**

Requisition Candidate List

More Actions  
More Actions  
Change Status...  
Revert...  
Attach File...  
Add Comments...

Validate Offer Get ID Hire

Show [ ] is True

	Candidate	Step	Sel. Status	Priority P
<input checked="" type="checkbox"/>	Wiebe, Travis James	Hiring Manager - Review	Move Forward - Recommend for Hire	
<input type="checkbox"/>	Bestland, Grace M	Hiring Manager Review	To be Reviewed	

Place a check mark next to the candidate you would like to revert. Click on the *More Actions* drop-down menu and select *Revert*.

- 8.

Manager WebTop -- Webpage Dialog

Apply Done Cancel

Action Dialog – Travis Wiebe James

Current Step: Hiring Manager Review Current Status: Move Forward - Recommend for Hire

Action: Revert

Additional Information

Comments\*

This candidate accepted an offer at another school.

Apply Done Cancel

The system will prompt you to enter a comment. Enter the reason you are reverting the candidate and click the *Done* button.