

1 “Save My Selections” Application Printing Tip Sheet

There are two (2) ways to access a Job Opening:

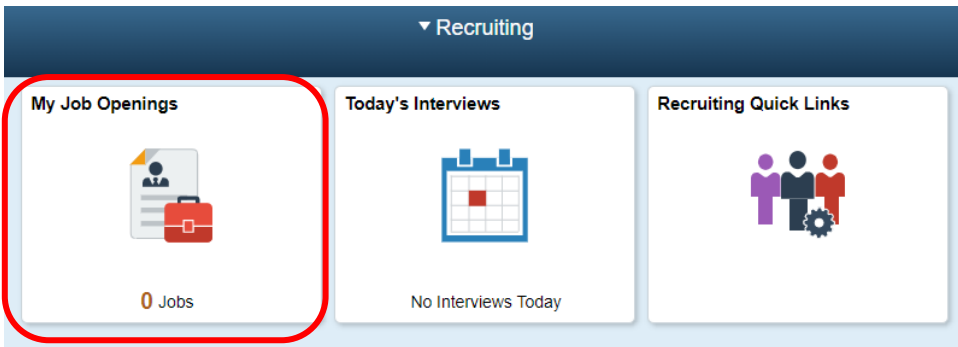
1. Recruiting page > Recruiting Quick Links tile
2. Manager Self Service page > Manager Dashboard tile

1. To access a Job Opening through the **Recruiting page**:

Once logged into CONNECT, click “Recruiting” from the page menu.



Click the “My Job Openings” tile.



Click “>” to the right of the job opening you wish to expand.

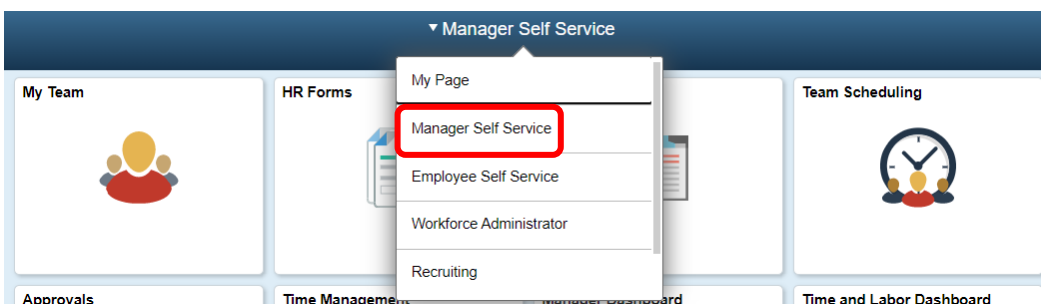
Job Title/Job ID	Recruiting Location	Category	Hiring Manager	Days Open	No Action Taken	Applicants
Judiciary Clerk 6094	Baltimore County		AMY REED	20	2	2

A red rectangular box highlights the right-pointing arrow (>) next to the 'Applicants' column for the 'Judiciary Clerk' job opening.

Then Skip to #3. Or...

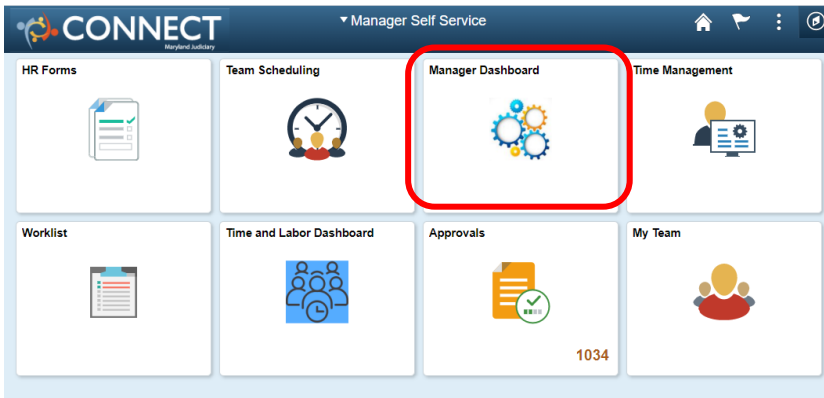
2. To access a Job Opening through the **Manager Self Service page**:

Once logged into CONNECT, click “Manager Self Service” from the page menu.



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Click the “Manager Dashboard” tile.



Click the Job ID hyperlink from the “My Open Jobs” pagelet.

The screenshot shows the 'My Open Jobs' pagelet. It includes a 'Personalize | View All | 1 of 1' header and a table with the following data:

Job	Job Title	Days Open	Routed Applicants
6094	Judiciary Clerk	20	

3. To print a single application, click on the “Print” icon.

The screenshot shows the 'Manage Job Opening' page. It includes a navigation bar with links like 'Return', 'Recruiting Home', 'Search Job Openings', 'Previous', 'Create New', 'Clone', 'Refresh', 'Add Note', 'No Category', and 'Print Job Opening'. The page displays job opening details for Job Opening ID 3764, Job Posting Title Licensing Clerk, Job Code 2448 (Licensing Clerk), and Position Number 059173 (Licensing Clerk). The status is '010 Open', Business Unit is 'MDJUD (Maryland Judiciary)', and Department is '1003129 (CC 03- Licensing)'. Below the details is a table with columns for 'All (1)', 'Applied (1)', 'Reviewed (0)', 'Screen (0)', 'Route (0)', 'Interview (0)', 'Offer (0)', 'Hire (0)', 'Not Select (0)', and 'Reject (0)'. The 'Applicants' section shows a table with columns for 'Select', 'Applicant Name', 'Applicant ID', 'Type', 'Disposition', 'Application', 'Mark Reviewed', 'Route', 'Interview', 'Reject', 'Print', and 'Other Actions'. The 'Print' icon is highlighted with a red box.

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4. Under “Application Detail”, select the following:
 - a. “Preferences”
 - b. “Referral Sources”
 - c. “Work Experience”
 - d. “Education Level”
 - e. “Training”

Application Report Options

Applicant Name Test Test

Applicant ID 44151

Disposition 010 Applied

Job Posting Title Licensing Clerk

Job Opening ID 3764

Select	Application Detail	Content Available
<input checked="" type="checkbox"/>	Preferences	✔
<input checked="" type="checkbox"/>	Referral Sources	✔
<input checked="" type="checkbox"/>	Work Experience	✔
<input checked="" type="checkbox"/>	Education Level	✔
<input checked="" type="checkbox"/>	Training	
<input type="checkbox"/>	Acknowledgement	
<input type="checkbox"/>	Alternative Work Schedule	
<input type="checkbox"/>	AOC Parking Information	
<input type="checkbox"/>	AOC Unemployment Claims	
<input type="checkbox"/>	Competencies	
<input type="checkbox"/>	Degrees	
<input type="checkbox"/>	School Education	
<input type="checkbox"/>	Honors and Awards	
<input type="checkbox"/>	Licenses and Certifications	
<input type="checkbox"/>	Language Skills	
<input type="checkbox"/>	Memberships	
<input type="checkbox"/>	Tests or Examinations	
<input type="checkbox"/>	References	
<input type="checkbox"/>	Resume Text	

Select All

Deselect All

Select	Questionnaire Type	Content Available
<input type="checkbox"/>	Basic Screening	
<input type="checkbox"/>	Basic Eligibility	
<input type="checkbox"/>	Minimum Qualifications	
<input type="checkbox"/>	Quality Ranking	
<input type="checkbox"/>	Preliminary	
<input type="checkbox"/>	Final	
<input type="checkbox"/>	PreQualify Online	
<input type="checkbox"/>	Pre Screening	
<input type="checkbox"/>	Online Screening	
<input type="checkbox"/>	Additional Questions	✔

Select All

Deselect All

Select	Attachment Type	Content Available	Print Latest Document
<input type="checkbox"/>	Resume		<input checked="" type="checkbox"/>
<input type="checkbox"/>	References		<input type="checkbox"/>
<input type="checkbox"/>	Transcripts		<input type="checkbox"/>
<input type="checkbox"/>	Cover Letters		<input type="checkbox"/>
<input type="checkbox"/>	Personal References		<input type="checkbox"/>
<input type="checkbox"/>	Professional References		<input type="checkbox"/>
<input type="checkbox"/>	OIF		<input type="checkbox"/>

Select All

Deselect All

Exclude Separator Pages

Exclude sections with no content available

Save My Selections

Generate Report

5. Select “Save My Selections” and “Generate Report”.

Note:

- By clicking “Save My Selections”, you should be able to generate future reports (PDF versions of the applications) without manually selecting “Application Detail” options.
- If you select “Print Latest Document” next to “Resume” under “Attachment Type”, the resume will append to the application.
- If you “Select All” in each section and click “Exclude selections with no content available”, the application will print all items where the applicant has inputted data.