

1 Application Review Tip Sheet

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

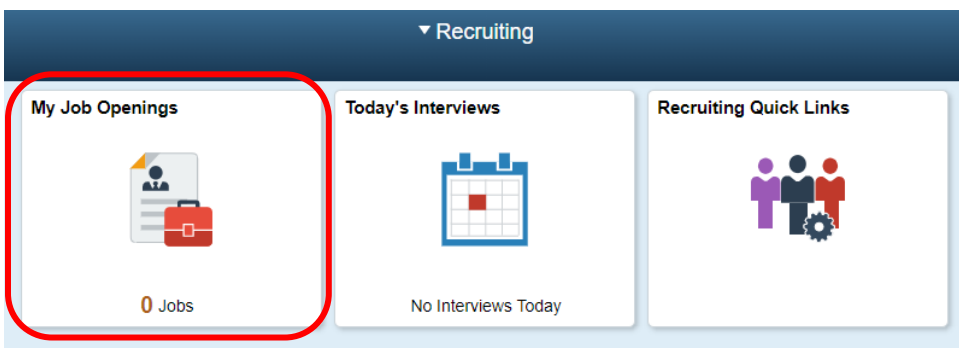
1. Recruiting page > Recruiting Quick Links tile
2. Manager Self Service page > Manager Dashboard tile

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.

My Job Openings 1 result found for "Jobs Assigned to Me"

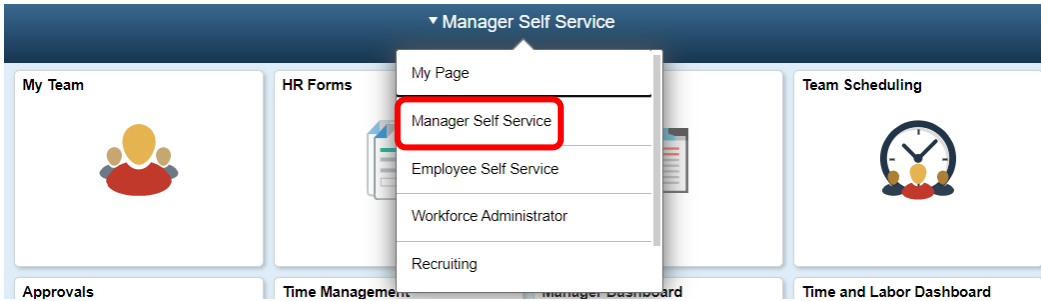
| Job Title/Job ID | Recruiting Location | Category | Hiring Manager | Days Open | No Action Taken | Applicants | |
|--|---------------------|--------------------------|----------------|-----------|-----------------|------------|-------------------------------------|
| <input type="checkbox"/> Judiciary Clerk 6094 | Baltimore County | <input type="checkbox"/> | AMY REED | 20 | 2 | 2 | <input type="button" value=">"/> |

Then Skip to #3. Or...

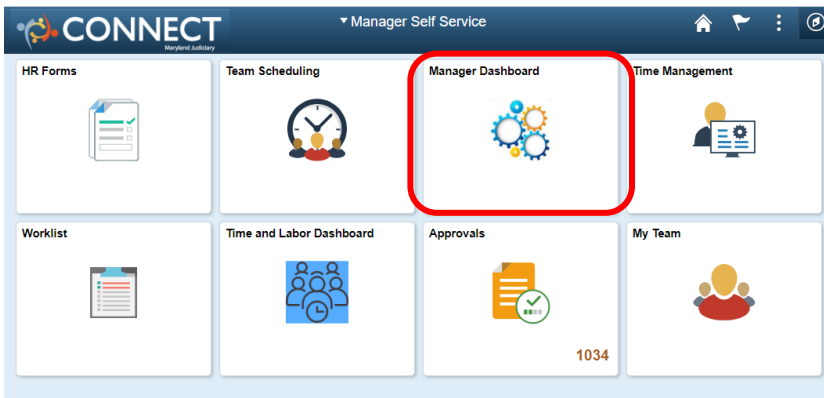
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2. To access a Job Opening through the *Manager Self Service* page:

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



Click the “Manager Dashboard” tile.



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

My Open Jobs

Personalize | View All | 1 of 1

| Job | Job Title | Days Open | Routed Applicants |
|------|-----------------|-----------|-------------------|
| 6094 | Judiciary Clerk | 20 | |

3 Application Review Tip Sheet

3. Reviewing applications within a Job Opening:

When you log in to manage your job opening, you'll be able to find applicants in three columns:

- “All”** In the “All” column you will find ALL applicants that applied
- “Routed”** In the “Routed” column you will find the applicants that met the minimum qualifications and are eligible to be interviewed
- “Rejected”** In the “Rejected” column you will find the applicants that did not meet the minimum qualifications and are not eligible to be interviewed OR the applications they withdrew themselves from consideration

Note: Applications are received and reviewed by the Talent Acquisition Partner to determine if they meet the minimum requirements (i.e. education and experience) as indicated on the job posting. If the applicant meets the minimum requirements based on their application, they are “Routed” through Connect to the Hiring Manager.

Manage Job Opening

Return | Recruiting Home | Search Job Openings | Previous | Next | Create New | Clone | Refresh | Add Note | No Category | >> Personalize

Job Opening ID 2272 Status 010 Open
Job Posting Title Judiciary Clerk- Cashier Business Unit MDJUD (Maryland Judiciary)
Job Code 2433 (Judiciary Clerk) Department 0465104 (DC 65- Cashier)
Position Number 080551 (Judiciary Clerk)

Applicants | Applicant Screening | Activity & Attachments | Details

All (91) Screen (0) **Route (84)** Interview (0) Offer (0) Hire (0) Not Select (0) **Reject (7)**

Applicants ? Find | View All | First 1-25 of 91 Last

| Select | Applicant Name | First Name | Applicant ID | Type | Disposition | Application | Resume | Interview | Print | Other Actions |
|--------------------------|----------------|------------|--------------|----------|--------------|-------------|--------|-----------|-------|---------------|
| <input type="checkbox"/> | | | 18333 | External | Withdraw App | | | | | Other Actions |
| <input type="checkbox"/> | | | 18283 | External | Reject | | | | | Other Actions |
| <input type="checkbox"/> | | | 18414 | External | Reject | | | | | Other Actions |
| <input type="checkbox"/> | | | 18186 | External | Reject | | | | | Other Actions |
| <input type="checkbox"/> | | | 12475 | External | Reject | | | | | Other Actions |
| <input type="checkbox"/> | | | 13953 | External | Reject | | | | | Other Actions |
| <input type="checkbox"/> | | | 17184 | External | Reject | | | | | Other Actions |
| <input type="checkbox"/> | | | 4782 | External | Route | | | | | Other Actions |

Once the Recruiter has routed applicants to the Hiring Manager, the Hiring Manager can review the “Routed” pool of applicants based on their “preferred” minimum qualifications.

For example, the Recruiter would review a Judiciary Clerk applicant to make sure they have at least a high school diploma or GED and at least one (1) year of work experience “preferably in court operations, or in the fields of criminal justice, parole and probation, legal or financial services”.

However, the Hiring Manager can then determine that their “preferred” minimum qualification is a Bachelor’s Degree and 5 years of work experience (or whatever best fits the needs of the court at that time) and then screen the applicants further using that criteria. It is imperative that you apply the same criteria to all applicants within a recruitment.

By using a “preferred” qualification to screen the applicants you can now narrow down your applicant pool to a manageable number. While you do not have to interview all eligible applicants, you do need to interview those you’ve narrowed down using your established, consistent, “preferred” screening criteria.