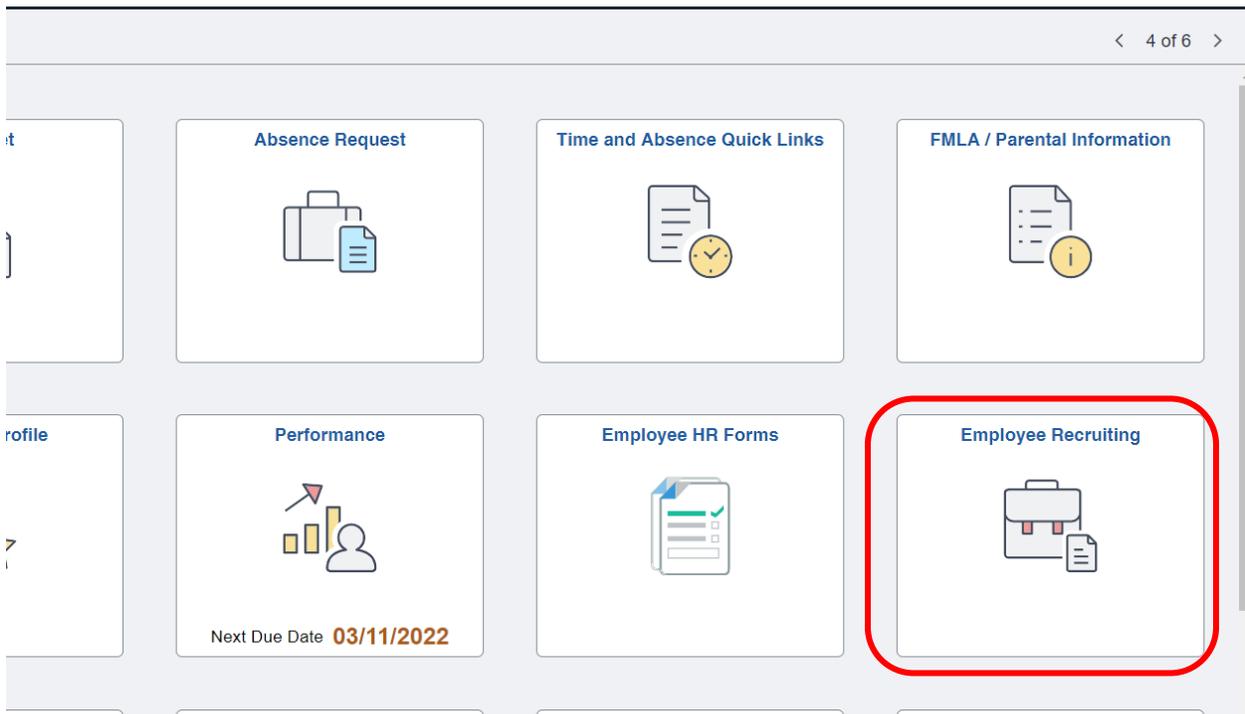


1 Completing a Job Application for Internal Employees

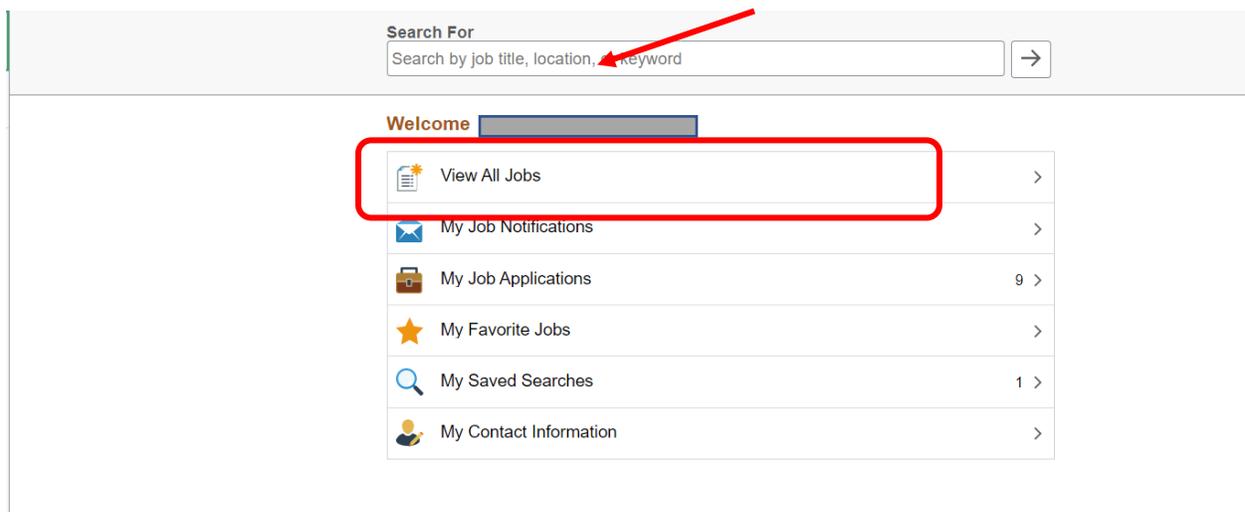
Internal Applicants:

Submitting a Job Application in the upgraded environment.

1. From My Page dropdown select **Employee Self Service**, Click the **Employee Recruiting** tile.



2. Select View All Jobs, or enter the job title in the search area



2 Completing a Job Application for Internal Employees

3. In the left margin, use some of the filters to narrow your job search, or scroll through the job postings and click the arrow to the right to view the full job description.

The screenshot shows the 'Search Jobs' interface. On the left, a sidebar contains filters for 'Job Function' (Technicians (8), Security (5), Management (4), No Value (4), Clerical (3), Specialists (2), Administrative Support (1), Analyst (1), Case Processing (1), Fiscal (1)), 'Job Posted In' (2023 (1), 2022 (9), 2021 (15), 2020 (1), 2019 (2), 2017 (2)), and 'Department' (No Value). The main area shows a search bar and a list of 30 jobs found. The first job is 'Budget Analyst' (Job ID 7845, Location Annapolis Area, Description Budget & Finance, Job Family, Posted Date 02/22/2022). A red arrow points to the right arrow icon next to this job listing.

4. To apply for a position, select apply in the top right corner of the Job Description

The screenshot shows the 'Budget Analyst' job description page. The 'Apply' button in the top right corner is highlighted with a red box. The page displays job details for Job ID 7845, Location Annapolis Area, Full/Part Time Full-Time, Regular/Temporary Regular. It also includes links for 'Add to Favorite Jobs', 'Email to a Friend', and 'Refer Friend'. The closing date is 'Open Until Filled'. The office is 'Department of Budget and Finance, Annapolis, MD 21401' with a salary of '\$68,700*'. A note for current state judiciary employees is provided at the bottom.

5. Review and agree to the terms by placing a check mark in the box. Click next to proceed with completing the application.

3 Completing a Job Application for Internal Employees

Budget Analyst

Save as Draft Next >

1 Start In Progress	Step 1 of 8: Start We do business with the government; we must reach out to hire and provide equal opportunity to qualified people with disabilities and protected veterans. To help us measure how well we are doing, you may voluntarily self-identify as having a disability or a protected veteran by updating your information from Self Service, Personal Information, and access the self identification pages for disability and veteran. This job application allows you to attach a resume and has a number of sections, ranging from job preferences to work experience. The step-by-step process will guide you through the application. Please fill in all information carefully and completely before submitting. Before you begin the job application process, please read the Terms and Conditions carefully. By selecting the "I agree to the Terms and Conditions" checkbox you indicate that you have read and understood these Terms and Conditions and acknowledge your agreement with them. If you do not agree, you will not be able to submit an application and should select the Exit button.
2 Resume Not Started	
3 Education Not Started	
4 Work Experience Not Started	
5 Questionnaire Not Started	
6 Referrals Not Started	
7 Preferences Not Started	
8 Review and Submit Not Started	

[Terms and Agreements](#)

I agree to the Terms and Conditions

- To view or complete job application that you previously started, click the arrow to the right of **My Job Applications**.

Welcome

 View All Jobs	>
 My Job Notifications	>
 My Job Applications	9 >
 My Favorite Jobs	>
 My Saved Searches	1 >
 My Contact Information	>

For additional questions, contact the Connect Service Desk at 410-260-6550