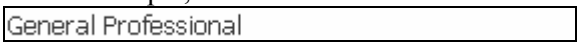
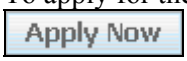
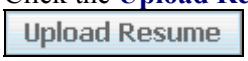
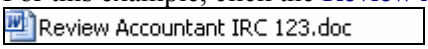
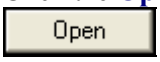
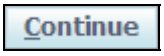
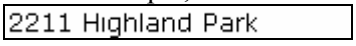
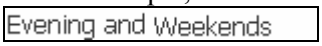
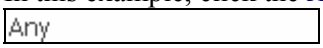
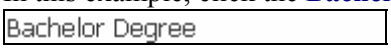
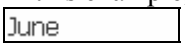
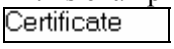
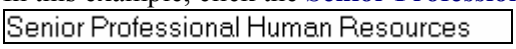
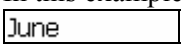
Applying as a current Montgomery County Government employee with Single Sign-On (SSO)

Step	Action
1.	You can easily access the **iRecruitment** module in **Oracle E-Business Suite (EBS)** from the ePortal at http://montgomerycountymd.gov/eportal (http://montgomerycountymd.gov/eportal).
2.	To enter **Oracle EBS** from the **TransformMCG** page: Double-click the **ePortal** link.
3.	The **Montgomery County, Maryland Single Sign On (SSO)** login screen displays.
4.	When entering **iRecruitment**, use the **Oracle Employee Self Service (ESS)** link.
5.	Click the **Oracle Employee Self Service (ESS)** link.
6.	Begin by navigating to the **HR Applicant** page. Click the **MCG HR iRecruitment Employee** link.
7.	Click the **Search for Jobs** link under the **Quick Links** section.
8.	The **Available Jobs** search window is displayed. There are limited search fields on this screen. For more advanced search, click the **Advanced Search** button.
9.	The **Advanced Search** window is displayed. This screen includes searchable **Job Category**. To view all categories, you can highlight all options using the **Shift** key.
10.	In this example, click the **General Professional** list item. 
11.	**Note:** The **General Professional** list item displays all open vacancies in the county.
12.	Click the **Go** button to execute the search.

Step	Action
13.	Search results are displayed. Select the desired **Name** link to review the details of the vacancy. In this example, click the **IRC123** link.
14.	Details of the vacancy are displayed. Click the **Vertical** scrollbar to review the details of the selected vacancy.
15.	To apply for the vacancy, click the **Apply Now** button to apply to the selected vacancy. 
16.	Click the **Upload Resume** button to attach a resume. 
17.	Click the **Browse...** button.
18.	For this example, click the **Review Accountant IRC 123.doc** list item. 
19.	Click the **Open** button. 
20.	Click in the **Description** field.
21.	When choosing a **Description**, it is important to include the name of the job and/or the job number.
22.	Enter the desired information into the **Description** field. Enter a valid value e.g. "**Review Accountant IRC123**".
23.	Click the **Continue** button. 
24.	Use the **Confirmation** to ensure that your **Resume** was successfully uploaded and attached to your application.
25.	Click the **Recruiting Address** drop-down menu.
26.	Select the desired **Recruiting Address**. In this example, click the **2211 Highland Park** list item. 
27.	Click the **Vertical** scrollbar to continue filling out the application.
28.	Click in the **Home Phone Number** field.

Step	Action
29.	Enter the desired information into the **Home Phone Number** field. In this example, enter a valid value e.g. "**410-555-2111**".
30.	Click the **Home Times to Call** drop-down menu.
31.	Select the desired **Times to Call** list item. In this example, click the **Evening and Weekends** list item. 
32.	Click in the **Mobile Phone Number** field to add an alternate number.
33.	Enter the desired information into the **Mobile Phone Number** field. In this example, enter a valid value e.g. "**410-555-3111**".
34.	Click the **Mobile Times to Call** drop-down menu.
35.	Select the desired **Times to Call** list item. In this example, click the **Any** list item. 
36.	The attached **Resume** is displayed in the **Documents** section.
37.	Click the **Vertical** scrollbar to navigate to the bottom of the application.
38.	**Employment History**, **Education Qualifications** and **Additional Qualifications** are not required if this information is included in your resume. You may add supplemental information in these categories if you choose.
39.	Click the **Add Another Establishment** button to add information pertaining to your **Education Qualifications**.
40.	Click in the **College or University** field.
41.	Enter the desired information into the **College or University** field. In this example, enter a valid value e.g. "**Maryland University**".
42.	Click in the **Location** field.
43.	Enter the desired information into the **Location** field. In this example, enter a valid value e.g. "**Baltimore Campus**".

Step	Action
44.	Click the **Degree** drop-down menu.
45.	Select the appropriate **Degree** list item. In this example, click the **Bachelor Degree** list item. 
46.	Click in the **Major Subject** field.
47.	Enter the desired information into the **Major Subject** field. In this example, enter a valid value e.g. "**Computer and Information Systems**".
48.	Click the **Date Received** drop-down menu.
49.	Select the desired **Date Received** list item. In this example, click the **June** list item. 
50.	Click the **Date Year** drop-down menu next to **Date Received** month.
51.	Select the desired **Year**. In this example, click the **1995** list item.
52.	Click the **Add Another Qualification** button.
53.	Click the **Category** drop-down menu.
54.	Select the desired **Category**. In this example, click the **Certificate** list item. 
55.	Click the **Qualification Type** drop-down menu.
56.	Select the desired **Qualification Type**. In this example, click the **Senior Professional Human Resources** list item. 
57.	Click the **Date Received** drop-down menu.

Step	Action
58.	Select the desired **Date Received** list item. In this example, click the **June** list item. 
59.	Click the **Date Year** drop-down menu next to **Date Received** month.
60.	Select the desired **Year**. In this example, click the **2000** list item.
61.	Click the **Vertical** scrollbar to navigate to the bottom of the page.
62.	Click the **Next** button to navigate to the next page.
63.	EEO is not required. Choose this option if you do not want to disclose your EEO information.
64.	EEO information is shown. Click the **Next** button at the top of the page.
65.	Complete any required **Montgomery County Government Assessment**.
66.	Select the appropriate answer to **Question 1**. In this example, click the **Yes** option.
67.	Select the appropriate answer to **Question 2**. In this example, click the **No** option.
68.	Click the **Finish Test** button at the bottom of the page.
69.	Click the **Submit Test** button at the top of the page.
70.	Click the **Vertical** scrollbar to review your information.
71.	Click the **Finish** button to submit your application.
72.	Use **Confirmation** page to confirm that you have successfully submitted your application.
73.	Click the **Jobs Applied For** link to display all of the jobs that you have applied for with Montgomery County.

Step	Action
74.	Click the **Home** tab to also return to the **iRecruitment Home** page.
75.	Click the **Home** link at the top of the page to return to your **EBS Home page**.
76.	You have successfully completed **Applying as an Employee**. **End of Procedure.**