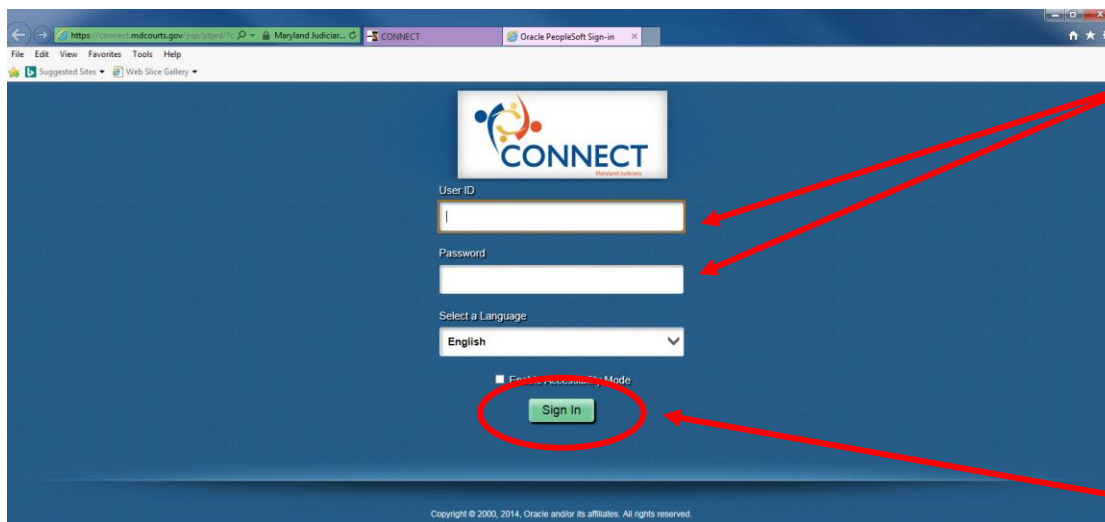
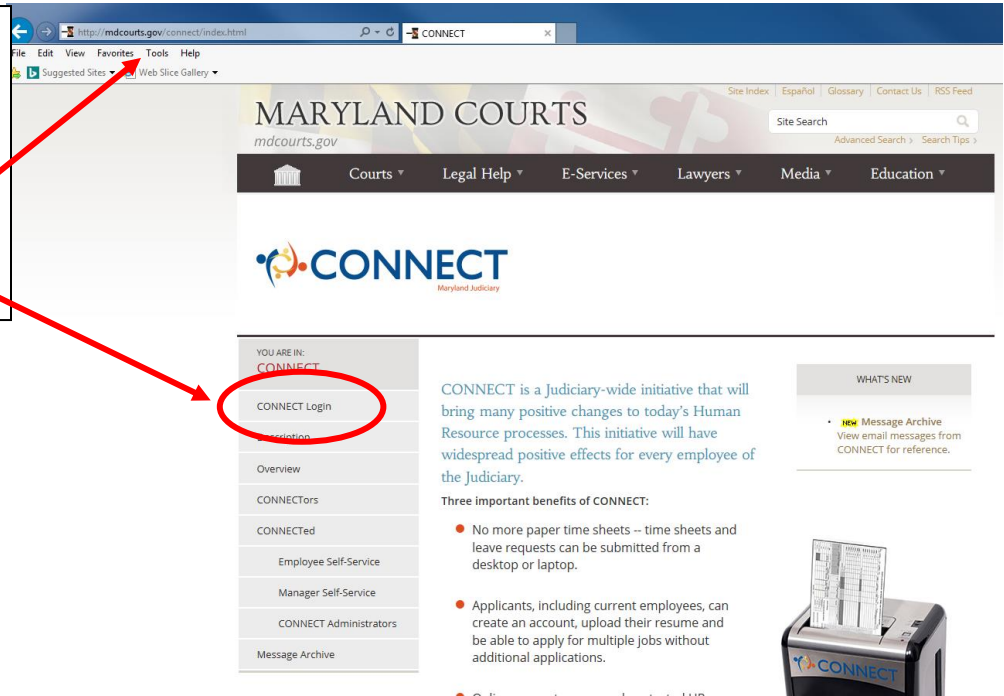


1. Go to the internet and type in <http://www.mdcourts.gov/connect> in the address box OR click the following hyperlink: <http://www.mdcourts.gov/connect>
2. Click “CONNECT Login”



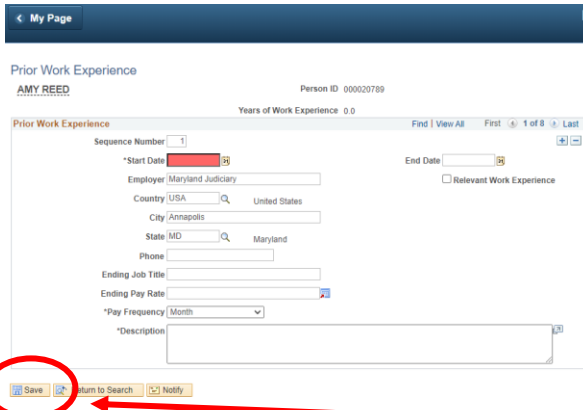
3. You've reached the Connect log in page. Here you are prompted to enter in your user ID (e.g. John.Smith) and system password (password used to access your computer).
4. Click “Sign In”.

If this IS your first time, it is recommended that you complete steps 5 through 11 to pre-load your most recent work experience. If this is NOT your first time or prefer to manually enter it in during your application, skip to step 12.

5. Click Nav Bar icon.
6. Click "Navigator".
7. Click "HCM Systems".
8. Click "Self-Service".
9. Click "Personal Information".
10. Click "Prior Work Experience".

The screenshots illustrate the following steps:

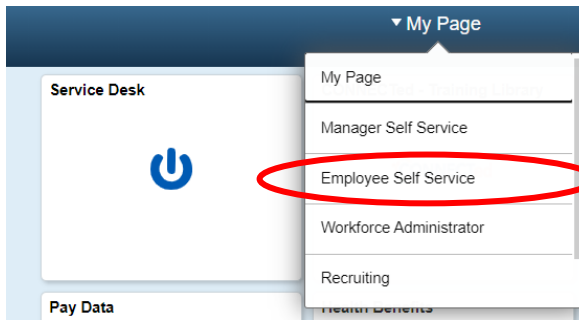
- Screenshot 1:** The top right corner of the application header is shown. A red circle highlights the "Navigator" icon (a document with a magnifying glass), and a red arrow points from it to the text box.
- Screenshot 2:** The "Navigator" menu is open on the right side of the screen. A red circle highlights the "Navigator" menu item, and a red arrow points from it to the text box.
- Screenshot 3:** The "Navigator" menu is expanded to show sub-items. A red circle highlights the "HCM Systems" item, and a red arrow points from it to the text box.
- Screenshot 4:** The "HCM Systems" menu is expanded to show sub-items. A red circle highlights the "Self Service" item, and a red arrow points from it to the text box.
- Screenshot 5:** The "Self Service" menu is expanded to show sub-items. A red circle highlights the "Personal Information" item, and a red arrow points from it to the text box.
- Screenshot 6:** The "Personal Information" menu is expanded to show sub-items. A red circle highlights the "Prior Work Experience" item, and a red arrow points from it to the text box.



11. Here are you prompted to enter in your most recent work experience information. (Note: The “Start Date”, “Pay Frequency” and “Description” fields are required.)

12. Click “Save”.

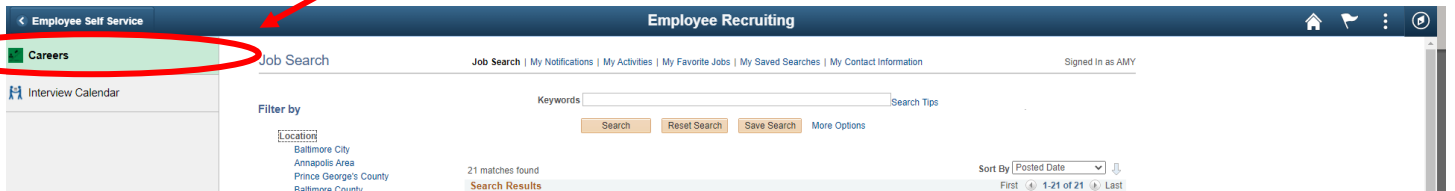
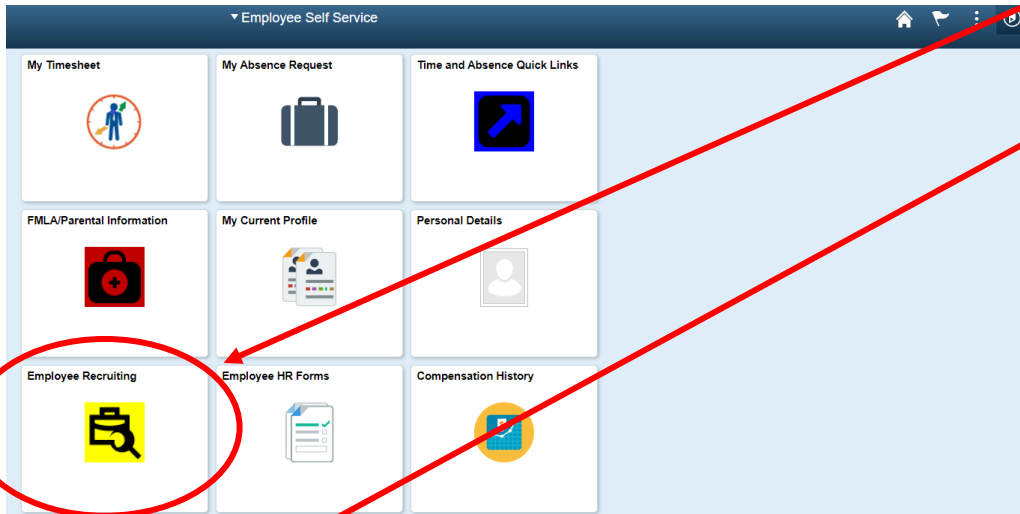
13. Click “Home”.



14. Click “Employee Self Service” from the homepage menu.

15. Click the “Employee Recruiting” tile.

16. The “Careers” page should automatically appear.



17. On the job search page you can:

(a) Click on a position title, to review a “Job Description” before applying

(b) Apply to one or more positions by clicking in the white box to the left of each position and selecting “Apply for Selected Jobs”.

The screenshot shows the 'CONNECT' job search interface. The browser address bar displays 'https://careers.mdcourts.gov/asp/templating/EMPLOYEE_HRM/Asic1'. The page title is 'CONNECT Maryland Judiciary'. The main heading is 'Job Search' with a 'Sign In | New User' link. A note states: 'NOTE: Due to the high volume of applications received by the Maryland Judiciary, you will only be contacted if you are selected for an interview.' Below this is a search filter section with 'Keywords' and buttons for 'Search', 'Reset Search', 'Save Search', and 'More Options'. A 'Filter by' sidebar on the left lists categories like Location, Job Family, Job Function, and Job Posted In. The main area shows a list of 40 job results, sorted by 'Posted Date'. The first job is 'Commissioner - 2243' with a white checkbox to its left. Other jobs include 'Department: DC 74 - Criminal/Traffic', 'Temporary Records Assistant (6 months) - 2216', 'Judiciary Clerk - 2185', 'Lead Storage Clerk - 2058', 'Aide to Clerk, Court of Special Appeals - 2215', 'Judiciary Clerk - MULTIPLE POSITIONS AVAILABLE - 2213', 'Bailiff - REVISED - 1412', 'Bailiff - REVISED - 1888', 'Bailiff - REVISED - 1964', 'Bailiff - REVISED - 2032', 'Bailiff - REVISED - 2173', 'Bailiff - REVISED - 2171', 'Magistrate, Asbestos - 2159', 'IT Security/Compliance Analyst I - 2081', 'Manager of Classification and Salary Administration - 2109', 'Staff Attorney (RE-POST) - 1983', 'Sr Technical Trainer Analyst - 2051', 'Regional Programs Director - ADR - 1898', 'Regional Programs Director - ADR - 1899', 'Bailiff - 1968', 'Project Manager II - 1920', and 'Support Services Analyst II - IT Court Systems Analyst - 1967'. The 'Apply for Selected Jobs' button at the bottom of the list is highlighted with a red circle. Red arrows from the text box on the left point to the job list, the 'Apply for Selected Jobs' button, and the checkbox for the 'Regional Programs Director - ADR - 1899' position.

The screenshot shows a web browser window displaying the 'CONNECT Maryland Judiciary' job description page. The page title is 'Job Description' and the job ID is 2243. The job title is 'Commissioner' in Baltimore County, Maryland. The closing date is February 16, 2017. The salary is \$51,027. The FLSA status is 'Exempt' and financial disclosure is required. The 'Apply' button is circled in red, and arrows point from the 'Previous Job' and 'Return to Previous Page' links to the 'Apply' button.

Closing Date	February 16, 2017
Office	Baltimore County District Court Towson, Maryland
Salary	\$51,027
FLSA Status	Exempt
Financial Disclosure	Yes

Essential Functions:
 District Court Commissioners are judicial officers involved in conducting initial appearances, issuing charging documents, summonses and warrants, setting and accepting bonds or determining conditions of pre-trial release for arrested persons. District Court Commissioners receive general supervision from a District Court Managing Commissioner or Administrative Commissioner and perform the full range of duties with complete independence after an initial period of training and orientation. District Court Commissioners are assigned to day, evening or night shifts, or serve in an "on-call" capacity, and are subject to call-in during emergencies and staffing shortages. Work is performed in a District Court building, police station or Central Booking facility. Employees may be exposed to individuals who are hostile, emotionally charged and/or unhealthy or wounded.

District Court Commissioners are appointed by the Administrative Judge of the assigned District with the approval of the Chief Judge. District Court Commissioners serve at the pleasure of the Chief Judge.

Education:
 B.S. or B.A. degree from an accredited college or university.

Knowledge, Skills & Abilities:
 Demonstrated experience using a personal computer and the ability to type efficiently. Excellent interpersonal skills as well as a professional demeanor. Candidate must have the ability to make decisions based on criteria set forth in the Law and Administrative regulations. In addition, candidate must have the ability to work day, evening, or night shifts including weekends. Must be able to travel to various court locations in District 3. Ability to perform all essential functions of the position.

NOTE: EMPLOYEE MUST RESIDE IN BALTIMORE COUNTY UPON EMPLOYMENT.
 The Maryland Judiciary is a drug-free workplace and an equal opportunity employer, committed to diversity in the workplace. We do not discriminate on the basis of race, color, religion, age, sex, marital status, national origin, physical or mental disability, ~~sexual orientation~~, genetic information, gender identity or expression, sexual orientation, or any other characteristic protected by federal, state or local law. Applicants who need an ADA Accommodation for an interview should request the accommodation at the time of a request to be interviewed. Applicants must be United States citizens or eligible to work in the United States.

Buttons: Apply, Email to Friend

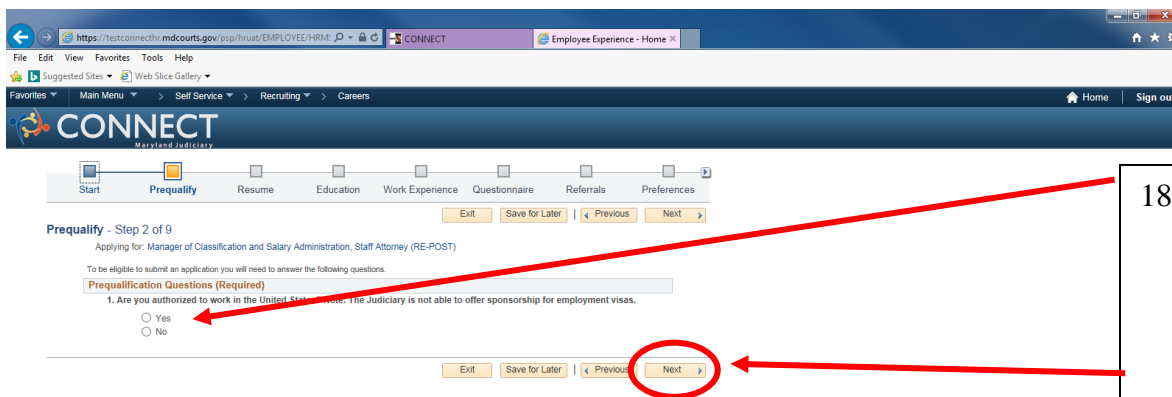
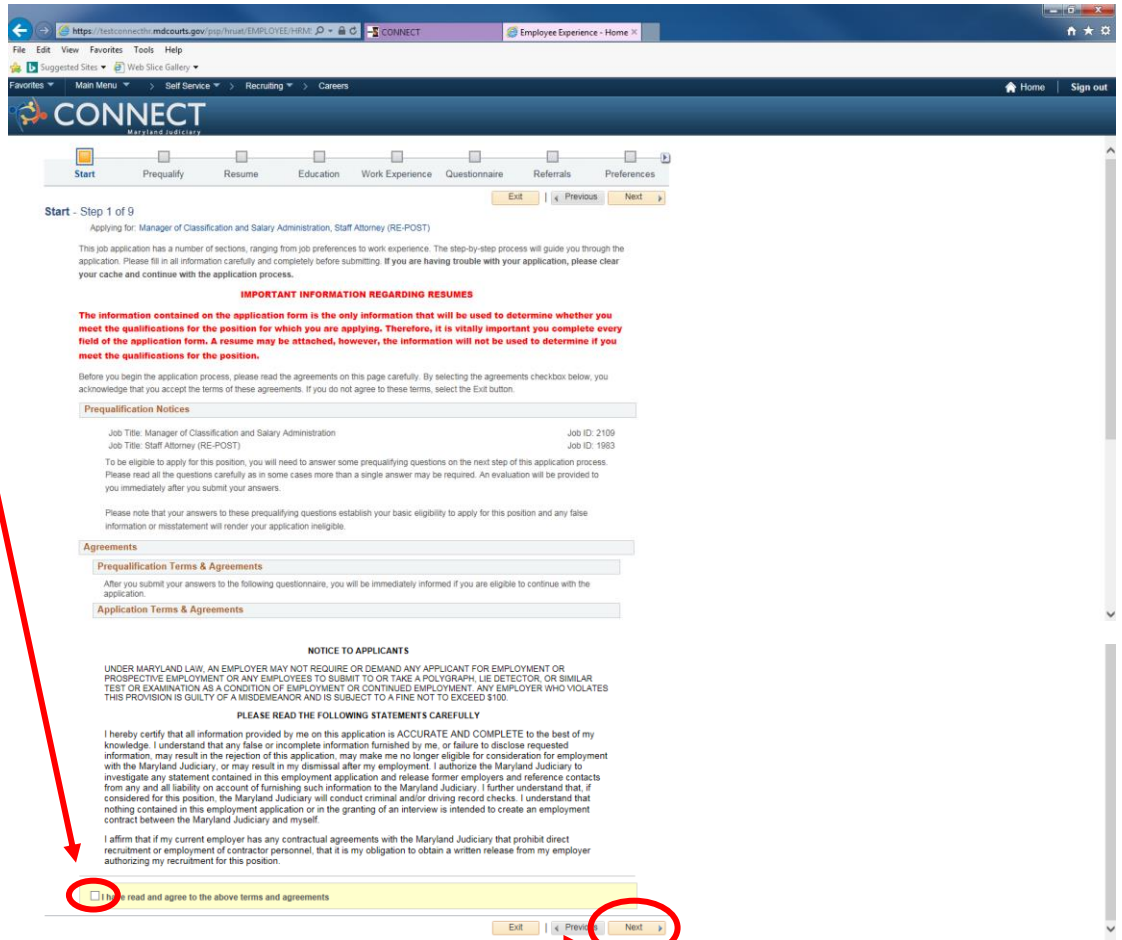
15. If you chose to review a "Job Description", from this page you can:

- (a) "Return to the "Job Search" page.
- (b) Review more job descriptions by clicking "Previous Job" or "Next Job".
- (c) Click Apply.

Once you've selected a position(s) to apply to, you'll be prompted to start the application process.

16. After reviewing the terms and agreements, click the white box next to the "I have read and agree to the above terms and agreements" statement.

17. Click "Next".

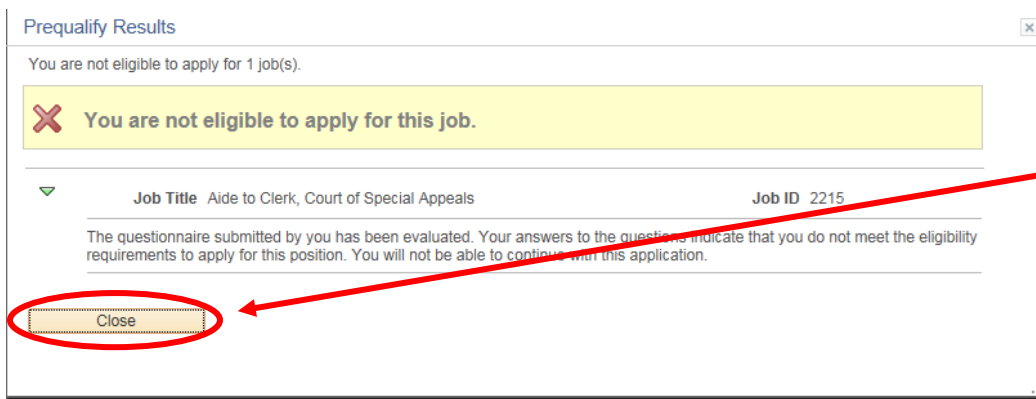
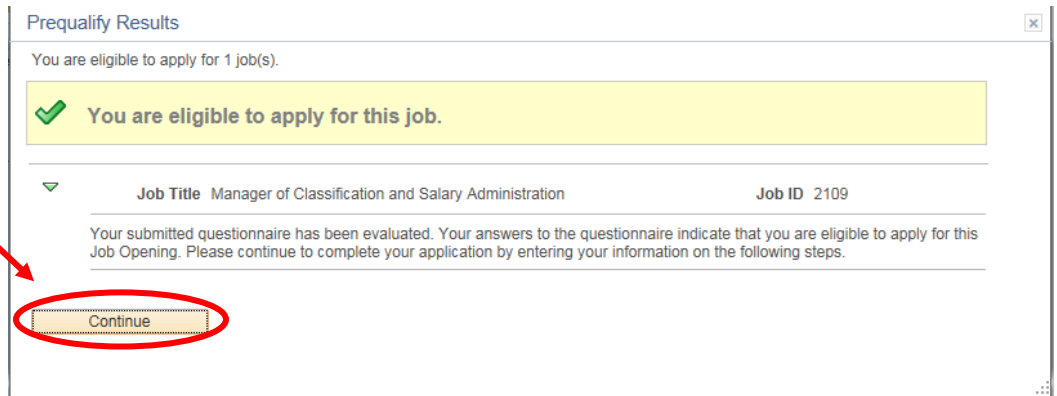


18. If applicable, answer the required prequalification question(s) by clicking next to "Yes" or "No".

19. Click "Next".

Based on how you answer the prequalification question(s) you may or may not be eligible to apply.

20. If you are deemed eligible you'll click "Continue" on the "Prequalify Results" page.



21. If you are deemed not eligible, you'll click "Close" on the "Prequalify Results" page, which will return you to the main "Job Search" page (step 14).

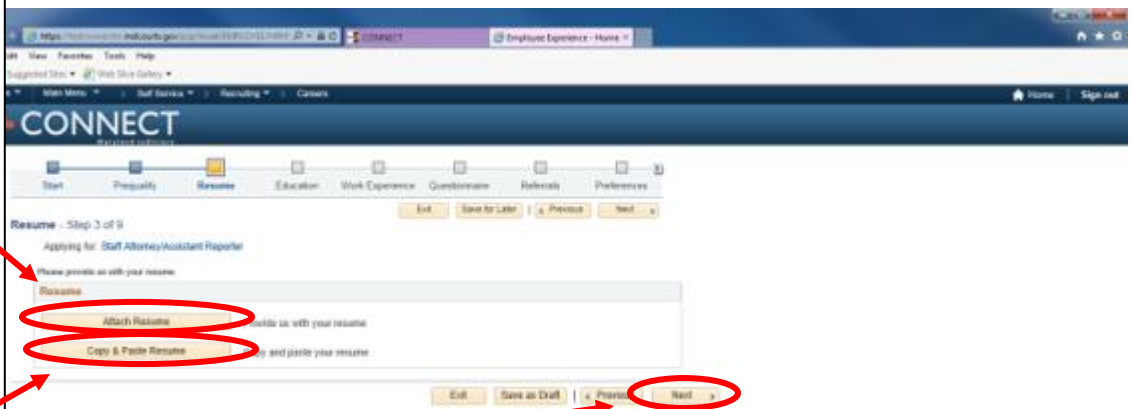
22. You are now on the "Resume" page where you can:

(a) Upload your resume from your computer by clicking "Attach Resume" to locate your document on your computer.

(b) Click "Copy and Paste" your Resume.

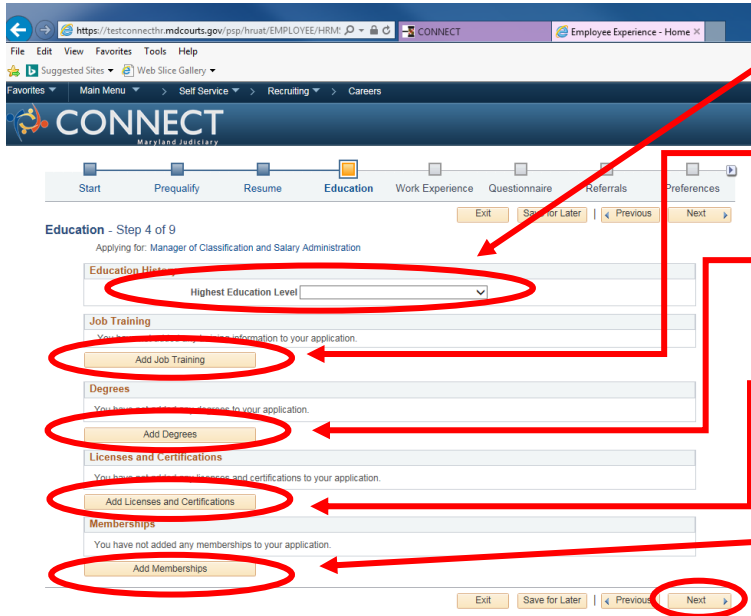
(c) Click "Next".

Note: A resume is not required. To apply without a resume, simply click "Next".



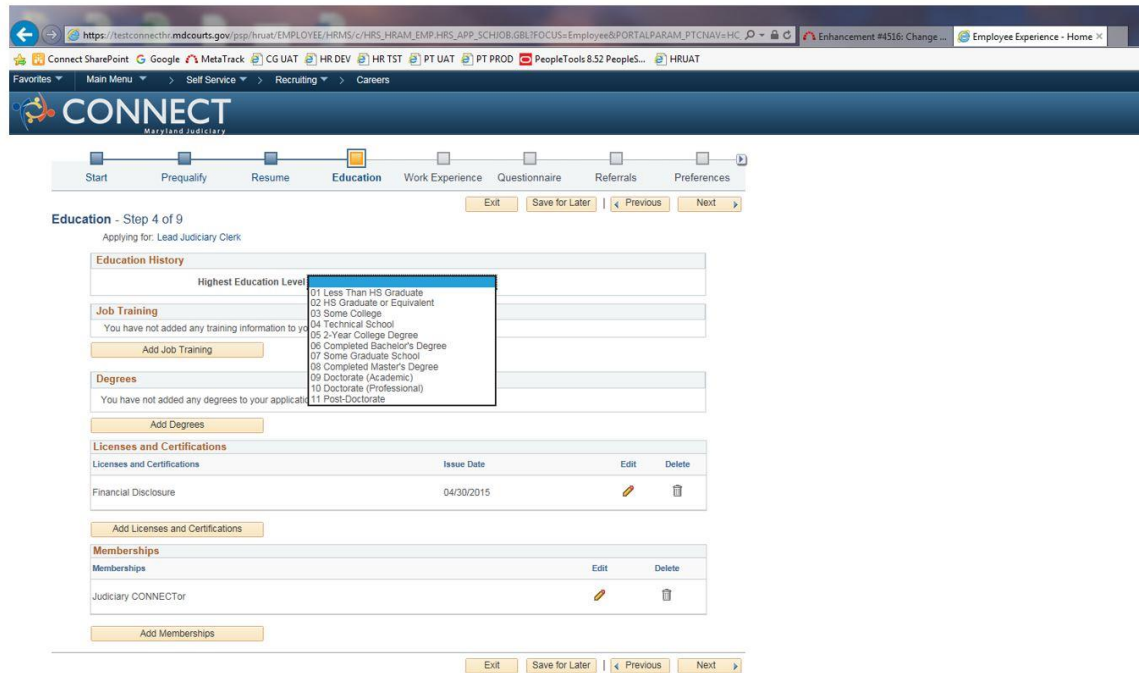
23. On the “Education” page you’ll need to:

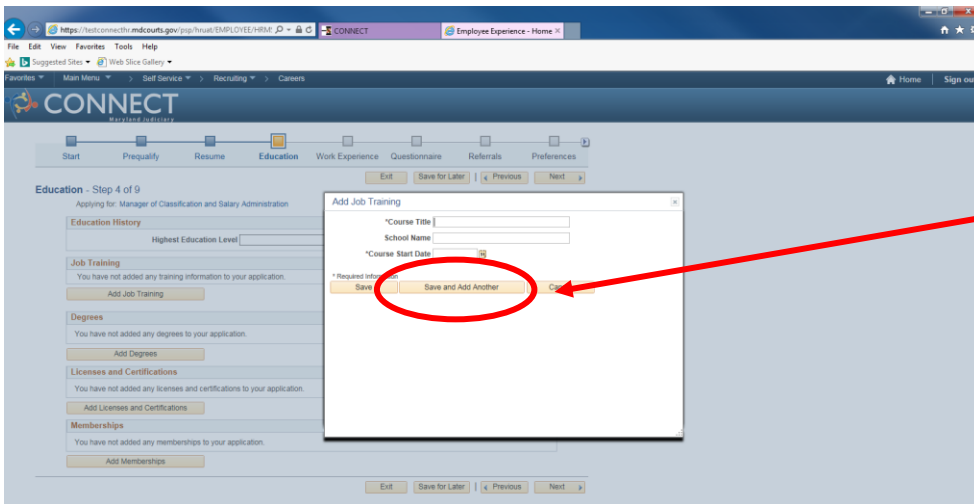
- (a) Select your “Highest Education Level” from the dropdown. *Note: This is a required field.*
- (b) Add any relevant job training (if applicable) by clicking “Add Job Training”.
- (c) Add your specific degree information by clicking “Add Degrees”.
- (d) Add any license and certification information (if applicable) by clicking “Add Licenses and Certifications”.
- (e) Add any membership information (if applicable) by clicking “Add Memberships”.
- (f) Click Next.



TIPS:

Be sure to choose the highest level of COMPLETED education from the dropdown



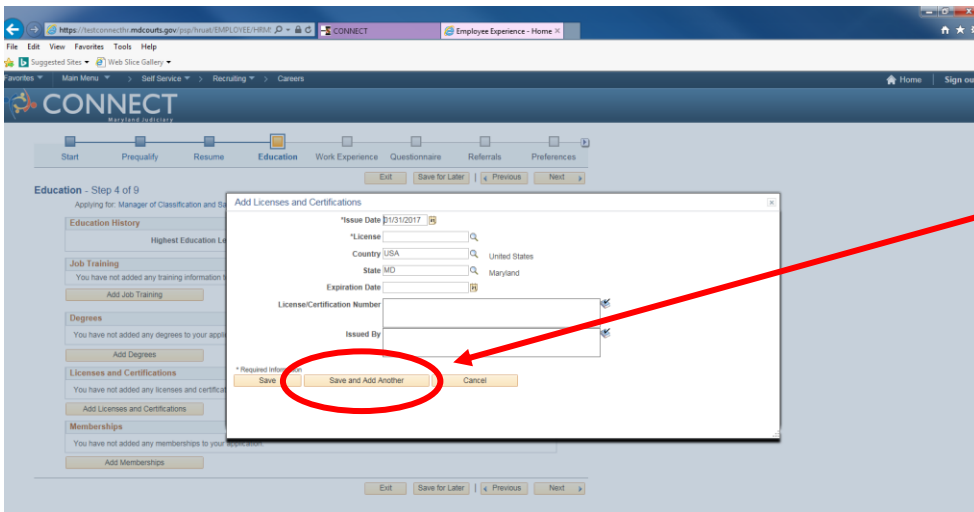
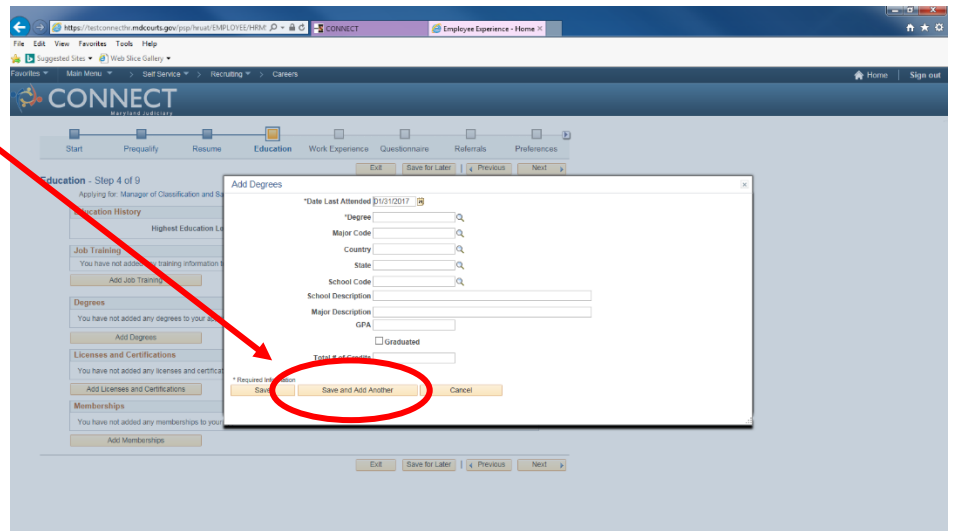


To add more than one job training, click "Save and Add Another".

Note: "Course Title" and "Start Date" are required fields.

To add more than one degree, click "Save and Add Another".

Note: "Date Last Attended" and "Degree" are required fields.

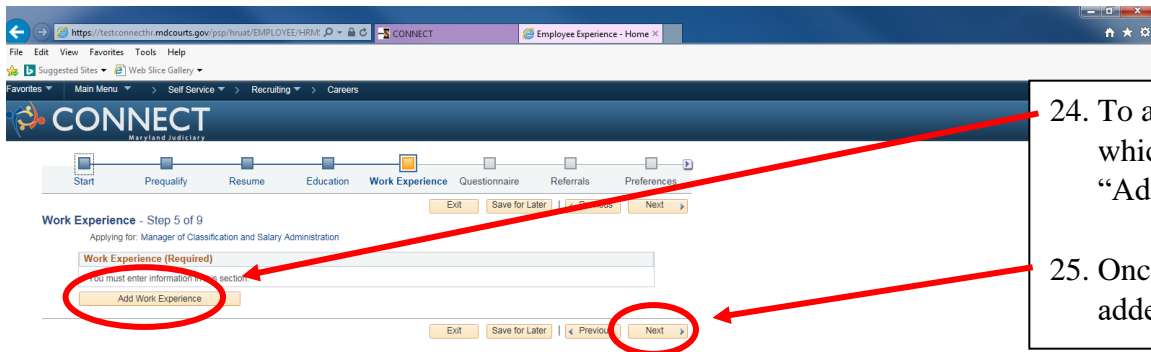
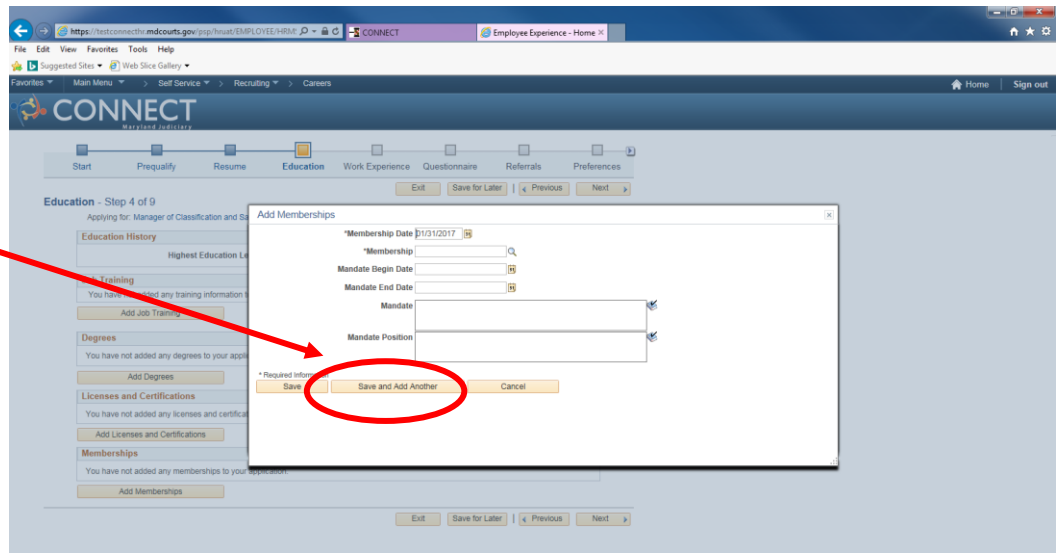


To add more than one license and/or certification, click "Save and Add Another".

Note: "Start Date" and "License" are required fields.

To add more than one membership, click “Save and Add Another”.

Note: “Membership Date” and “Membership” are required fields.



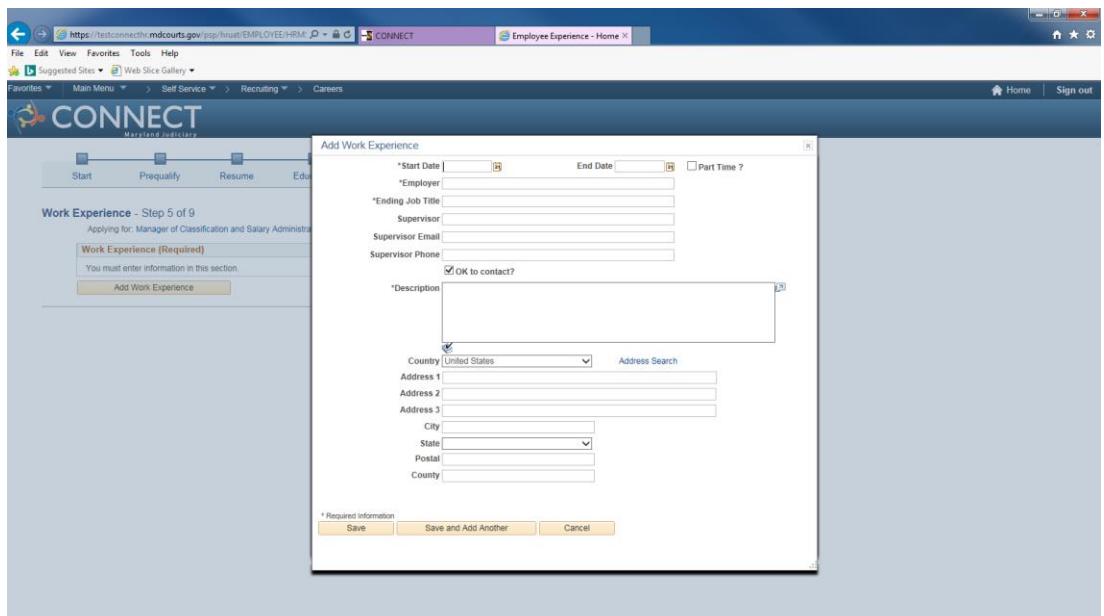
24. To add work experience, which is required, click “Add Work Experience”.

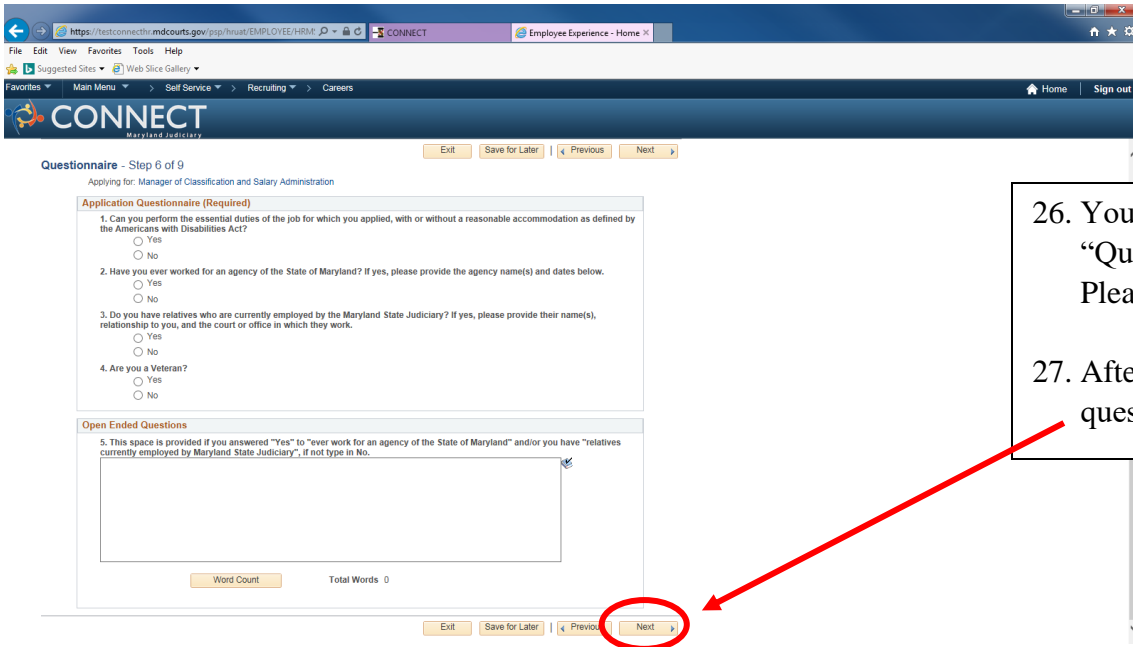
25. Once work experience is added, click “Next”.

The information contained on the application form (not your resume) is the only information that will be used to determine whether you meet the minimum job qualifications for the position for which you are applying.

To add more than one work experience, click “Save and Add Another”.

Note: “Start Date”, “End Date” or “Current Job box”, “Employer”, “Ending Job Title”, “Description”, are required fields.



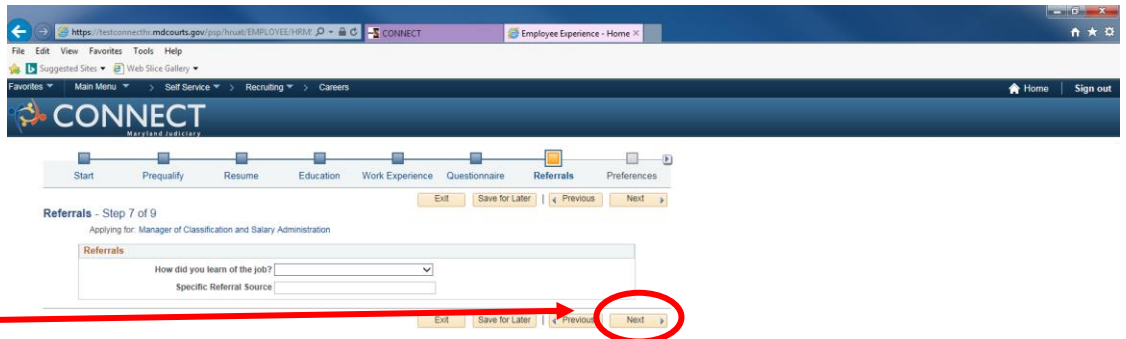


26. You've reached the "Questionnaire" page. Please answer all questions.

27. After answering all questions, click "Next".

28. You've reached the "Referrals" page. Please answer how you heard about the job you are applying for by clicking the dropdown.

29. Click "Next".



CONNECT
Maryland Judiciary

Prequalify Resume Education Work Experience Questionnaire Referrals Preferences Review/Submit

Exit Save for Later Previous Next

Preferences - Step 8 of 9
Applying for: Manager of Classification and Salary Administration

Employment Preferences

1. I can start my new job on or after

2. I am looking for the following kind of work
 Regular
 Temporary
 Either

3. I want to work
 Full-Time
 Part-Time
 Either

4. I am willing to travel
 Never or rarely
 Up to 25% of the time
 Up to 50% of the time
 Up to 75% of the time
 Up to 100% of the time

5. I am willing to relocate
 No
 Yes

6. I am available to work the following days of the week
 Monday Tuesday Wednesday Thursday Friday Saturday Sunday

7. I want to work the following shift(s)
 Not Applicable
 Day
 Evening
 Night
 Compressed
 Rotating
 Any

8. I want to work
40 hours per week

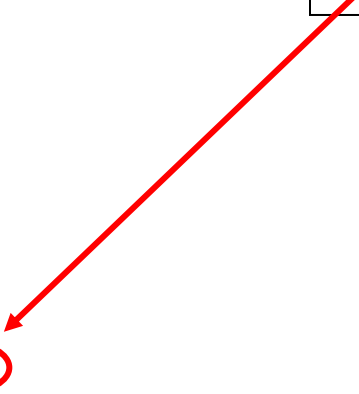
9. I require a minimum pay of
Amount: Currency: USD - US Dollar Frequency:

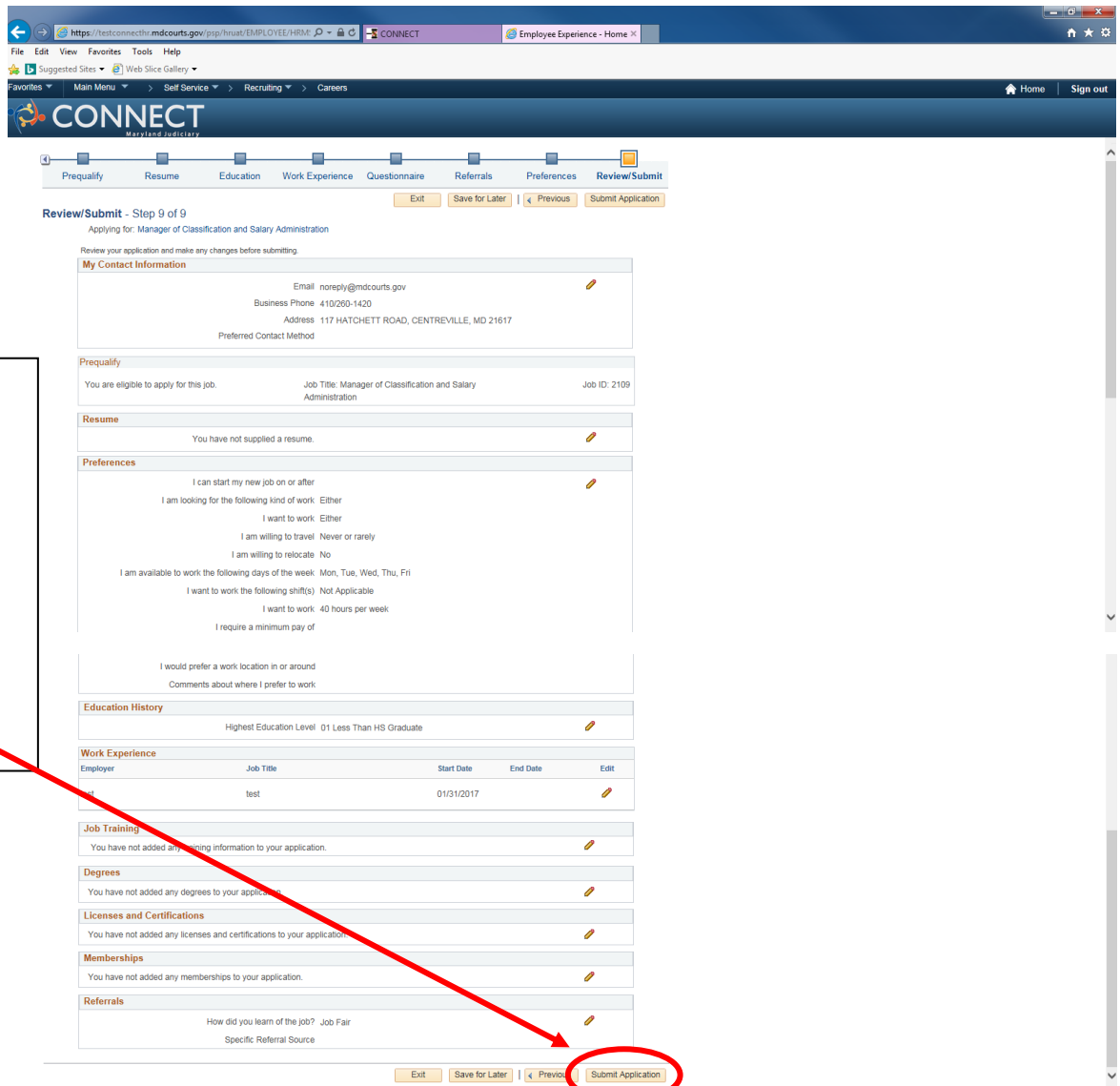
10. I would prefer a work location in or around
 my first choice
 my second choice
Comments about where I prefer to work:

Exit Save for Later Previous **Next**

30. You've reached the "Preferences" page. Please answer all questions.

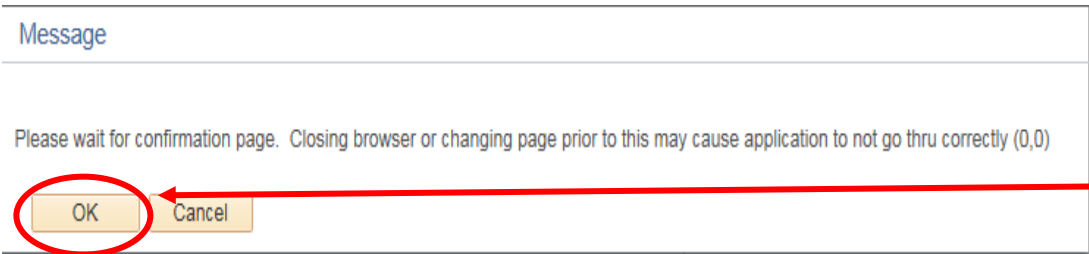
31. After answering all questions, click "Next".





32. You've reached the "Review/Submit" page. Please review ALL of your information and verify accuracy.

33. After reviewing, click "Submit Application".



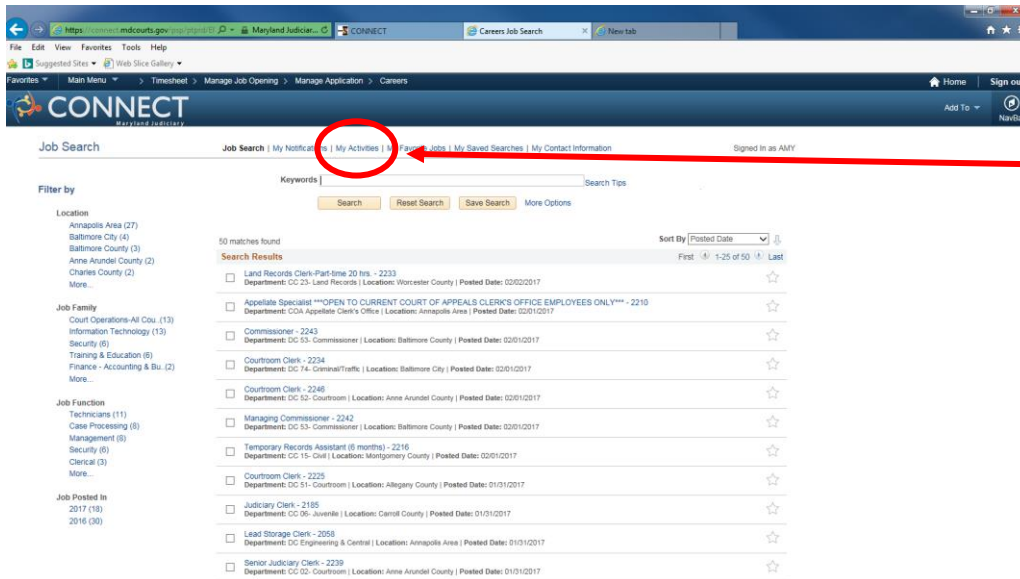
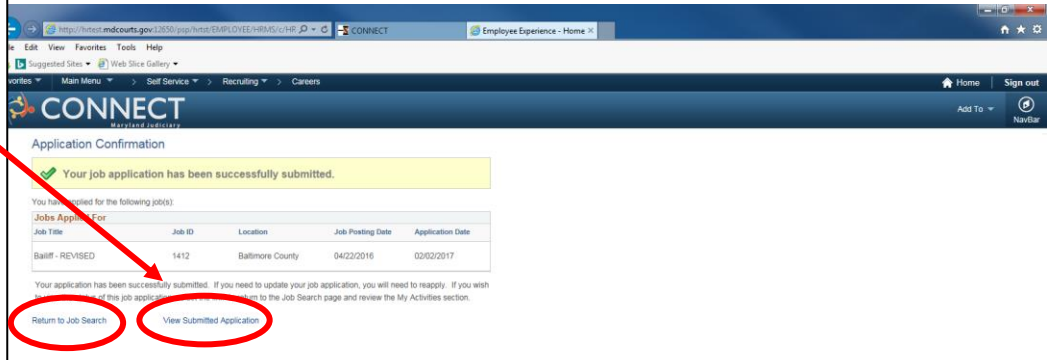
You may get the following message.

34. After reviewing, click "OK".

35. Once you've received your "Application Confirmation", you can:

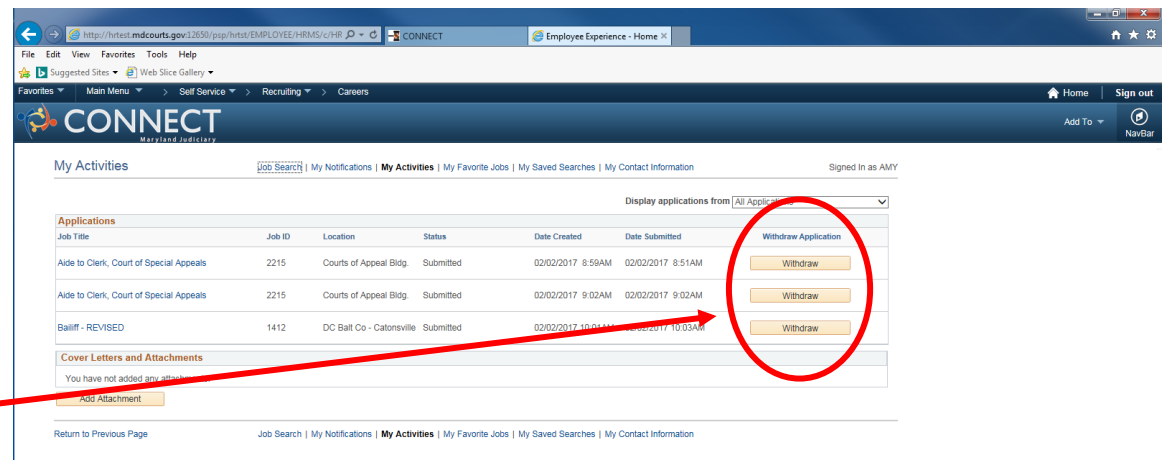
(a) Click "View Submitted Application" to review the application just submitted

(b) "Return to Job Search" where you can review your job application history and/or review the status of your application(s).



37. Upon return to the "Job Search" page, click "My Activities" to review your job application history and/or review the status of your application(s).

36. From the "My Activities" page, you can review the date of application submission, the status, and/or you could withdraw your application by clicking "Withdraw".



For questions regarding the hiring process, please contact Talent Acquisition at (410) 260-6551.

For assistance applying, please contact the CONNECT Help Desk at (410) 260-6550.

For assistance with logging into Connect, please contact the Help Desk at (410) 260-1114.