

FAQ's

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Q. Do I need to submit an application for each position I want to apply for?

A. Yes, you need to submit an application for each position you want to apply for.

Q. Can I submit a resume?

A. You are welcome to submit a resume or any other material that you feel will increase your opportunity for employment.

Q. Can I track the progress of my application?

A. Yes, you can track the progress of each of your applications through your NeoGov account online.

Q. How do I find out about vacancies?

A. All vacancies are posted on our website:
<https://www.stmarysmd.com/hro/vacancies/> .

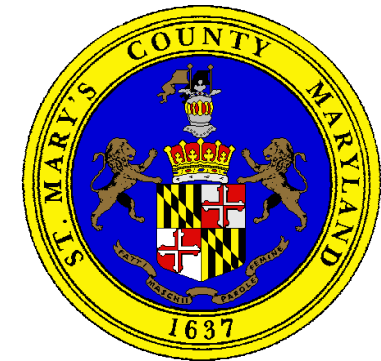


Remember:

- ✓ You must submit **one County Government application for each position** for which you wish to be considered. (copies are acceptable).
- ✓ Review the position description provided.
- ✓ Fill out your application clearly and completely.
- ✓ Indicate the vacancy for which you are applying.
- ✓ Read and sign the acknowledgements on the back of the application.
- ✓ You must submit the application by the closing date.

ST. MARY'S COUNTY GOVERNMENT

Department of Human Resources



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OVERVIEW OF THE HIRING PROCESS

- ❖ Vacancies are advertised & applications are accepted. Certain vacancies are posted until filled.
- ❖ Application information is compiled, and applications are prepared for review panel.
- ❖ Review panel scores applications & candidates are selected for interview.
- ❖ Interviews are scheduled & conducted.
- ❖ A selection is made and sent for approval. Interviewees that are not selected are maintained on an eligible listing.
- ❖ Selected candidate is notified by phone and non-selection notifications are sent to other interviewees. *

* If a selection is not made, the position is closed and may be readvertised at a later date. All applicants are notified that no selection was made.

