

## FAQ's

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### Q. Does the County Government have a job hotline?

A. Yes, the number is 301-475-4200 x71109. We also have a website on which detailed vacancy announcements are posted. You can also download an application from:  
[www.stmarysmd.com](http://www.stmarysmd.com)

### 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, however, you **must** submit a completed county application.

### Q. What if I submit an application without specifying an open vacancy?

A. Your application will be placed in the general file. We do not match applications from the general file to open vacancies. All applications are kept for one year.

### Q. How do I find out about vacancies?

A. All vacancies are advertised in Wednesday's Southern MD Classifieds, as well as our website, job line, cable channel 95, and other publications as necessary. Vacancies will be posted in the Human Resources office.

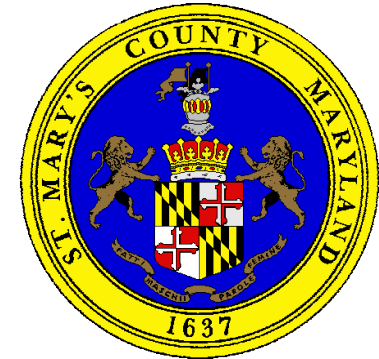


### Remember:

- ✓ 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



### Mailing Address:

P.O. Box 653  
Leonardtown, MD 20650

### Location:

23115 Leonard Hall Drive  
Potomac Building  
Third Floor  
Leonardtown, MD 20650

### Phone:

301-475-4200 x71100  
Job Line: 301-475-4200 x71109  
Fax: 301-475-4082

### Website:

[www.stmarysmd.com](http://www.stmarysmd.com)

### Email:

[smchr@stmarysmd.com](mailto:smchr@stmarysmd.com)

## OVERVIEW OF THE HIRING PROCESS

- ❖ Vacancies are advertised & applications are accepted for a minimum of two weeks. Applications can be faxed, emailed, mailed or delivered in person to the Department of Human Resources. Applications are not accepted after the closing date regardless of the post mark date.
  - ❖ Application information is compiled and applications are prepared for review panel.\*
  - ❖ Review panel scores applications & candidates are selected for interview. **At this point all applicants are notified**, by mail, of their standing in the process.
  - ❖ Interviews are scheduled & conducted.
  - ❖ A selection is made and sent for approval. Interviewees that are not selected are maintained on an eligible listing for up to one year.
  - ❖ Selected candidate is notified by phone and non-selection letters are sent to other interviewees.\*\*
- \* If five or fewer applications are received, they are sent directly to the department head. The department head interviews & makes a selection.
- \*\* 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.

