

## 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/> .

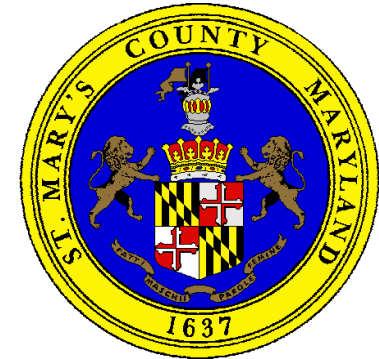


### Remember:

- ✓ 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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Leonardtown, MD 20650

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Leonardtown, MD 20650

**Phone:**  
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Fax: 301-475-4082

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

**Email:**  
[smchr@stmaryscountymd.gov](mailto:smchr@stmaryscountymd.gov)

## 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.

