

## Accessing Montgomery College's Internal Career Section

- 1) Visit the College's home page



The screenshot shows the Montgomery College website homepage in Microsoft Internet Explorer. The browser's address bar displays <http://cms.montgomerycollege.edu/EDU/>. The website header includes the Montgomery College logo, the text "Montgomery County, Maryland", and a search bar. Navigation links include "MyMC", "Maps & Directions", "Libraries", "Directories", "A-Z Index", "Emergency Site", "Alumni & Friends", "Workforce Dev & Continuing Ed", "Faculty & Staff", and "Unique Populations". A secondary navigation bar lists "Majors & Classes", "Admissions", "Cost & Financial Aid", "Student Life", "News & Events", "Counseling & Advising", and "About MC".

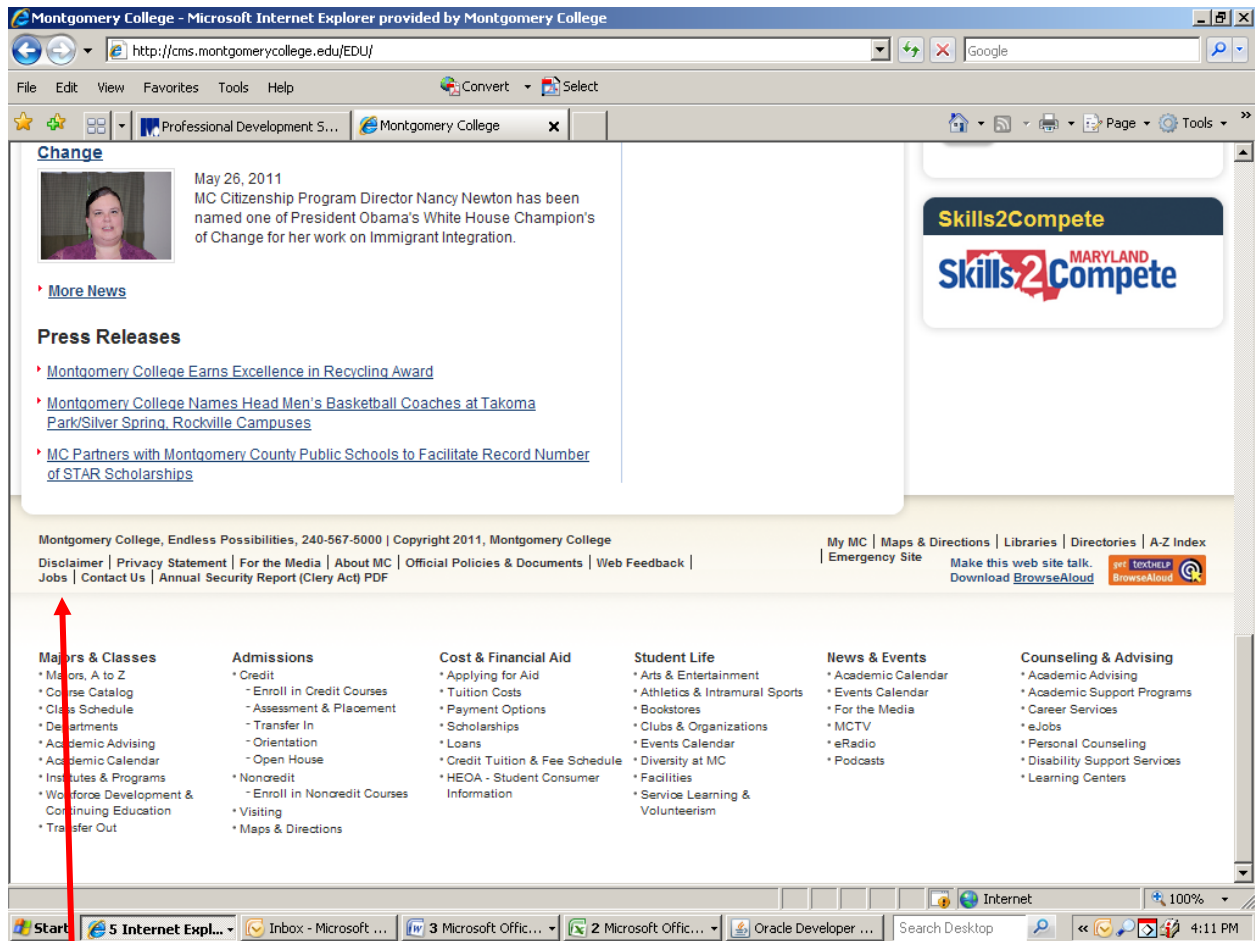
The main content area features a "Fast Facts" sidebar on the left with the following statistics:

- 3 Campuses and Other Locations
- 130 Majors & Programs
- 160+ Countries Represented
- 60,000 Students
- 100,000+ Alumni

Below the statistics is a "Read Student Blogs!" link with a small image of students. The central banner area has a large image of students with the text "Register today for New Student Orientation!" and a sub-link "Join other new students on your campus for orientation in August! More...". Below the banner is the slogan "endless possibilities" and a row of small images representing various campus activities.

At the bottom of the page, there are sections for "News Headlines", "Event Calendar", and "Giving". The browser's taskbar at the bottom shows several open applications, including Internet Explorer, Microsoft Office, and Oracle Developer, along with the system clock showing 4:10 PM.

2) Using the right hand side scroll bar, scroll to the bottom of the home page.



3) Click on the Jobs link.

- 4) You are now in the Career Section. Using the right hand scroll bar, scroll down until you see Open Opportunities.

The screenshot shows a Microsoft Internet Explorer browser window displaying the Montgomery College website. The address bar shows the URL: <http://cms.montgomerycollege.edu/edu/secondary3.aspx?urlid=12>. The page title is "Employment | Montgomery College - Microsoft Internet Explorer provided by Montgomery College".

The website header includes the Montgomery College logo and navigation links: "MyMC", "Maps & Directions", "Libraries", "Directories", "A-Z Index", "Emergency Site", "Alumni & Friends", "Workforce Dev & Continuing Ed", "Faculty & Staff", and "Unique Populations". A search bar is located in the top right corner.

The main navigation menu includes: "Majors & Classes", "Admissions", "Cost & Financial Aid", "Student Life", "News & Events", "Counseling & Advising", and "About MC".

The "About MC" sidebar menu lists the following categories:

- About MC
  - Mission, Vision, & Core Values
  - History
  - Leadership
  - Departments
  - Majors & Classes
  - News & Events
  - Contact Us
  - HEOA - Student Consumer Information
- Employment
  - Overview
  - Testimonials
  - Benefits
  - Job Postings
  - Student Employment
- Maps & Directions
  - Area Map
  - Transportation Options
  - Parking Operations

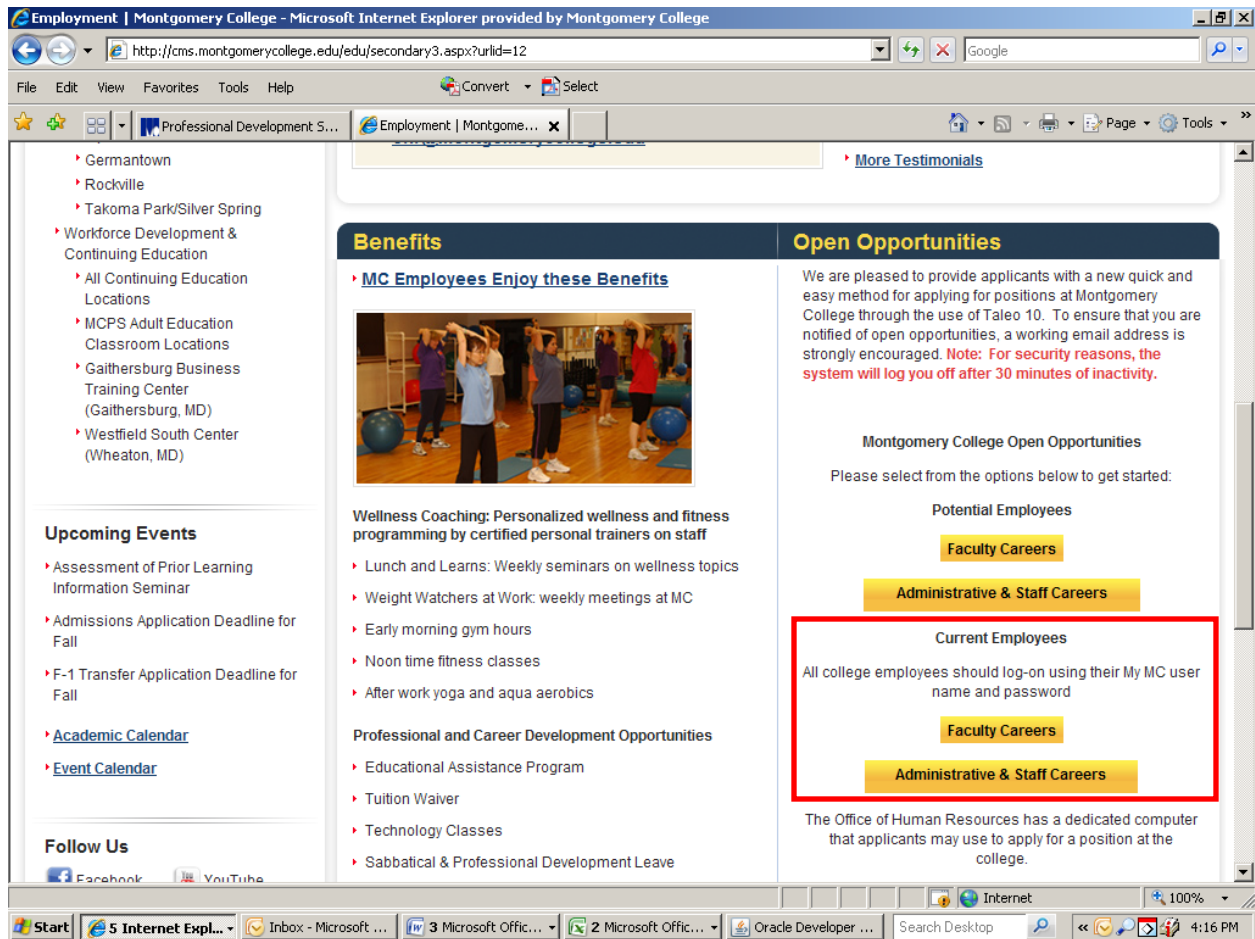
The main content area features a yellow banner with the text "Working at MC...Endless Possibilities". Below this banner is a photograph of a Montgomery College building. To the right of the photo is a section titled "Why is MC a Great Place to Work?" featuring three testimonials:

- Muhammad Kehnemouyi**, Professor: "I like working at MC because I love teaching and that is the focus at MC- enriching the [more...](#)"
- Bernice Grossman**, Alumni Assistant: "Working at Montgomery College has truly been one of the highlights of my life. [more...](#)"
- Margaret Latimer**, Associate Dean: "Students, faculty, staff, and administrators create a culture that is rich in diversity by any definition."

Below the testimonials is a section titled "Contact the HR Department" with the following information:

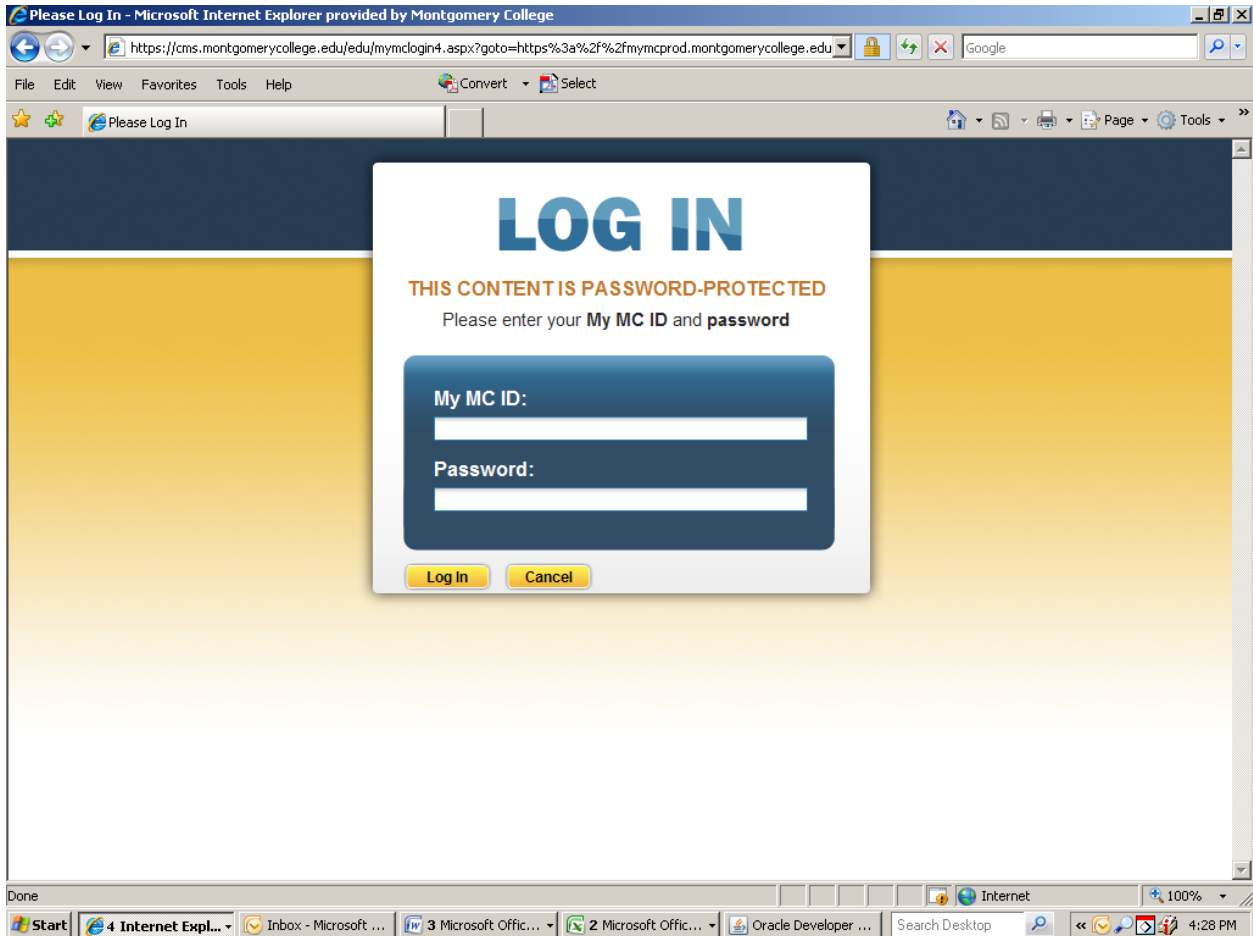
**Office of Human Resources**  
900 Hungerford Drive, Suite 130  
Rockville, MD 20850

The browser's taskbar at the bottom shows several open applications: "5 Internet Expl...", "Inbox - Microsoft...", "3 Microsoft Offic...", "2 Microsoft Offic...", and "Oracle Developer...". The system clock shows the time as 4:14 PM.



- 5) Under Current Employee, click on the Faculty Careers button to view open opportunities; or click on Administrative & Staff Careers button to view open opportunities.

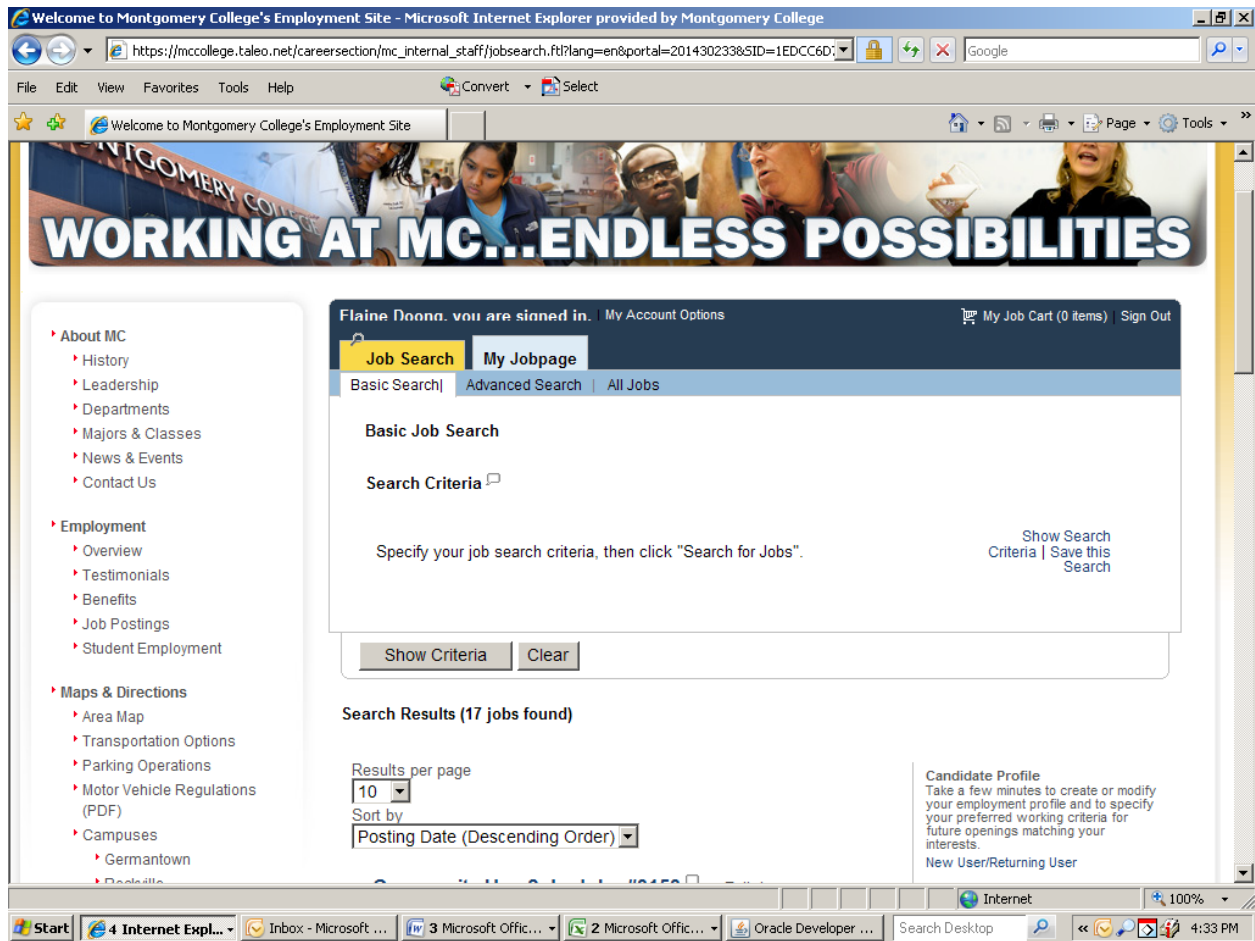
6) A LOG-IN screen comes up.



7) Type in My MC username and password.

8) Click on Log-in.

9) You have entered the page listing current open opportunities.



10) You can now view jobs.

Click on the Job Title to view the full description of the job announcement.

The screenshot shows a web browser window displaying the Montgomery College's Employment Site. The page features a navigation menu on the left with categories like Employment, Maps & Directions, and Workforce Development. The main content area is titled 'Search Results (17 jobs found)'. It includes a 'Search Criteria' section with a 'Show Criteria' button and a 'Clear' button. Below this, there are filters for 'Results per page' (set to 10) and 'Sort by' (set to 'Posting Date (Descending Order)'). A red arrow points to the first job listing: 'Community Use Scheduler #3153', which is a full-time position at US-MD-Takoma Park/Silver Spring. Other job listings include 'Building Service Worker, #3044 & #3387' and 'Grounds Maintenance Worker'. On the right side, there are sections for 'Candidate Profile', 'Refer a friend', and 'Icon legend'.

If you want to apply to a job, click on Apply Online.

Job Description - Community Use Scheduler #3153 (0017W) - Microsoft Internet Explorer provided by Montgomery College

https://mccollege.taleo.net/careersection/mc\_internal\_staff/jobdetail.ft;jsessionid=02522C93D561D3ACB96B54751A66

- Receipt of an official transcript of highest degree or high school diploma or G.E.D
- Participation in a retirement plan

Note: This recruitment effort can take 6-12 weeks (from the deadline date) to fill.

Montgomery College is a tobacco-free workplace.

For disability related accommodations please call 240-567-5353 or send an email to: [ohr@montgomerycollege.edu](mailto:ohr@montgomerycollege.edu) at least two weeks in advance.

Montgomery College is an academic institution that is committed to equal opportunity and fostering diversity among its student body, faculty, and staff.

**Job** Secretarial/ Clerical  
**Primary Location** US-MD-Takoma Park/Silver Spring  
**Organization** Facilities  
**Schedule** Full-time  
**Job Posting** Jul 22, 2011

[Apply Online](#) [Add to My Job Cart](#)

Job 1 out of 17 Previous | 1 2 3 4 5 | Next

Powered by **Taleo**

Done

Start 4 Internet Expl... Inbox - Microsoft O... 3 Microsoft Office... 2 Microsoft Office... Oracle Developer F... Search Desktop 4:40 PM



There are 10 steps to the application process. Please note:

- **No e-signature = automatic disqualification**
- **Not answering the pre-screening questions = automatic disqualification**

The screenshot shows a web browser window displaying the Montgomery College career portal. The page title is "Basic Profile Information - Microsoft Internet Explorer provided by Montgomery College". The URL is "https://mccollege.taleo.net/careersection/mc\_internal\_staff/jobdetail.ft!#dtLeftShifter". The page features a banner with the text "WORKING AT MC...ENDLESS POSSIBILITIES" and a navigation menu on the left. The main content area shows the user is signed in and is currently on the "Basic Profile Information" step of a 11-step application process. A warning box highlights mandatory fields: "Are you 18 or older?", "Are you a Former Montgomery College Employee?", and "Select the Highest Degree you have Earned.".

Montgomery County, Maryland  
**Montgomery College**

**WORKING AT MC...ENDLESS POSSIBILITIES**

you are signed in. My Account Options My Job Cart (0 items) Sign Out

Job Search My Jobpage

Applying for: Step 3 out of 11 Print/Email

Resume Upload Personal Information **Basic Profile Information** Job Specific Questions Basic Questions Resume Attachments Credentials

Save and Continue Save as Draft Quit

The field "Are you 18 or older?" is mandatory.  
The field "Are you a Former Montgomery College Employee?" is mandatory.  
The field "Select the Highest Degree you have Earned." is mandatory.

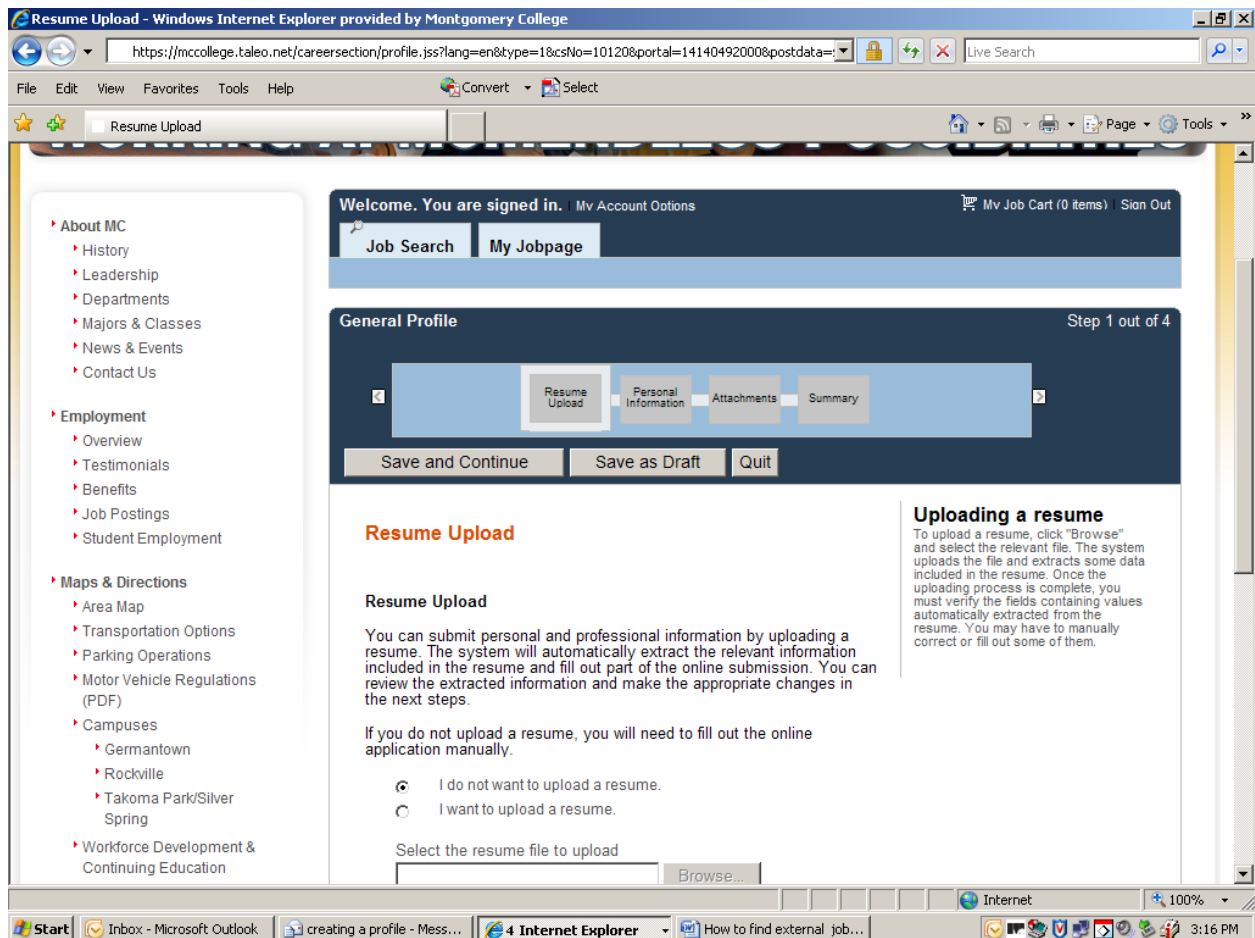
http://www.montgomerycollege.edu/ohr/benefits.html

Start 4 Internet Expl... Inbox - Microsoft O... 3 Microsoft Office... 2 Microsoft Office... Oracle Developer F... Search Desktop 4:44 PM

## Don't see a job of interest to you? Create a profile. Only 4 steps:

- Resume Upload (extracts data from resume and populate fields in the application such as work history, education, etc.)
- Personal Information
- Attachments
- Summary

**Advantage:** When you are ready to apply to a specific position, you have completed 4 of the 10 steps in the application process! You will still want to review the information for accuracy and currency.



## Questions?

Please call the employment team:

**Cheryl Arnold – x75372**  
**Maria Bedenbaugh – x77138**  
**Elaine Doong – x75364**  
**Patricia Holland – x75373**  
**Joan Howard – x77243**  
**Lawrence Watson – x75353**