Montgomery College
Office of Human Resources
Your Resource to Excellence

Working at MC…Job Opportunities at MC

- Have you visited the College's career section to view current Faculty and Staff open opportunities?
- As an employee of Montgomery College, you access the internal career section by selecting the career section buttons under '**Current Employees'**.
- To access the internal career section follow these steps (see attachment for screen shot of the steps):

1) Go the main Montgomery College web-site, www.montgomerycollege.edu
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.
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 your **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.

Please note: If you have a hire date in 2011, please contact the Office of Human Resources, x75353, so we can move your external application to the internal career portal.

TIPS

Search Jobs	Apply to a Job

- You can search jobs **without** creating a profile or application.
- Click on the Job Title to view the full description of the job announcement.
- Remember to Sign-out.
	
	- If you want to apply to a job, click on Apply Online link.
	- There are **10 Steps** in the application process. All steps are important. Please make note of:
	   ◆ **E-signature step**. Automatic disqualification if there is not an e-signature.
	   ◆ Answer the **Job Specific Questions** (Pre-screening questions).
	- Application submission to a specific job is not complete until you have clicked on the **SUBMIT** button.

Don't see a job of interest to you?
- You can Sign-Out or,   - Create a Profile   4 Easy Steps   - Upload a resume   - Data from resume will populate into an application when you apply to a specific position such as education, work history, etc.   - You are responsible to verify the information in the application is accurate.

Please direct any questions about the online application or recruitment and selection process to an employment team member:

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