Applying for a Job with Montgomery County Government (MCG)

OHR Recruitment and Selection Division Staff

Office of Human Resources

Searching and Applying for Jobs

Preparing Your Resume

Tracking Your Application Status

Resources

In This Presentation

Office of *Human* **Resources**

Searching and Applying for a Job

www.WORK4MCG.com

Office of *Human* **Resources**

Searching for Jobs

There are two ways to search for jobs:

External Applicants: www.WORK4MCG.com

Current Contractors: Log on to iRecruitment through Employee Self-Service

We will talk about External Candidates first and then current employees and contractors.

You're going to love it here!

Search Jobs and Apply

WORK4MCG—Join the MCG Team

Passionate about making a difference in peoples' lives? Want to work in an organization committed to integrity, innovation, and inclusiveness? Montgomery County Government (MCG) employs over 10,000 people in more than 30 departments and agencies dedicated to public service excellence. Launch your career at MCG: a premier place to work.

Upcoming Career Fair and Hiring Expo
Join us Wednesday, May 3 from 3 – 7 pm at the Silver Spring Civic Building to learn about and apply for a variety of rewarding public service positions with Montgomery County. For details and to register for the event, visit www.montgomerycountymd.gov/JOBFAIR.

Job Openings
View and apply for the latest job openings.

News and Events
Check out the latest MCG career news and register for events.

Benefits and Pay
Earn a competitive salary, enjoy great benefits, and secure your future.

Office of *Human* **Resources**

Executive Positions

View current senior management openings.

Employment Initiatives

Explore opportunities for students, veterans, and people with disabilities.

Career Resources

Need help? Learn how to apply and get answers to your questions.

Quick Links: Contact Us | Hiring Preferences | Internships | More Links...

Follow Us: 🐦 Twitter | in LinkedIn

Office of *Human* **Resources**

Searching for Jobs (External)

- **Tip: Register first for an AccessMCG Extranet account** – If you choose this option, you will be prepared to apply as soon as you see an ad that interests you. Click on the Recruitment Home tab.

Office of *Human* Resources

Searching for Jobs (External)

- **After clicking the Recruitment Home tab** – click on the "Create Extranet Account" button and follow the online steps.

Login

Already registered on AccessMCG Extranet?

If you already have an account, you can log in to apply for jobs and check your job application status.

[Login to AccessMCG Extranet] [Job Application Help]

Create an AccessMCG Extranet Account

If you do not have an account, you can create one and then apply for jobs. Account activation takes up to 15 minutes.

[Create Extranet Account] [Extranet Account Creation Help]

Current MCG Employees

To apply for jobs, current employees must use the Employee Self-Service system.

[Active Employee Login] [Job Application Help]

Office of *Human* **Resources**

Searching for Jobs (Contractors)

- To access iRecruitment:
  - Log in to the AccessMCG ePortal for employees: https://eportal.montgomerycountymd.gov
  - Click Employee Self-Service.
  - Click Go to Employee Self-Service.
  - Click MCG HR iRecruitment Employee.
  - Click Search Jobs tab on top left

Office of *Human* **Resources**

Searching for Jobs

- Back on the Search Jobs tab, click Search to see all the jobs currently available.

Search

Begin your search by selecting one or more of the options below. Hold down the **Ctrl** key and
- All components of the Job Application Process and Qualification Assessment must be comp
- Incomplete applications will not be reviewed, evaluated or considered for employment.
- Your Job Application is only complete when you have successfully uploaded your resume a

Keywords [   ]
(example: Marketing Java DBA)

Job Category
Clerical/Administrative
General Professional
Health and Social Services
Information Technology
Managerial Executive
Montgomery County Government Employees Only
Public Safety
Temporary/Seasonal/Substitute

Date Posted All ▼

[Search] [Clear]

	Name	Job Title
	No search conducted.	

Office of *Human* **Resources**

Searching for Jobs (cont.)

- Read the advertisement, and then print it so that you can reference it later. Once the job's closing date has passed, the advertisement is no longer displayed.

- If you are logged in, you can click the Apply Now button if you are ready to apply.

Office of *Human* **Resources**
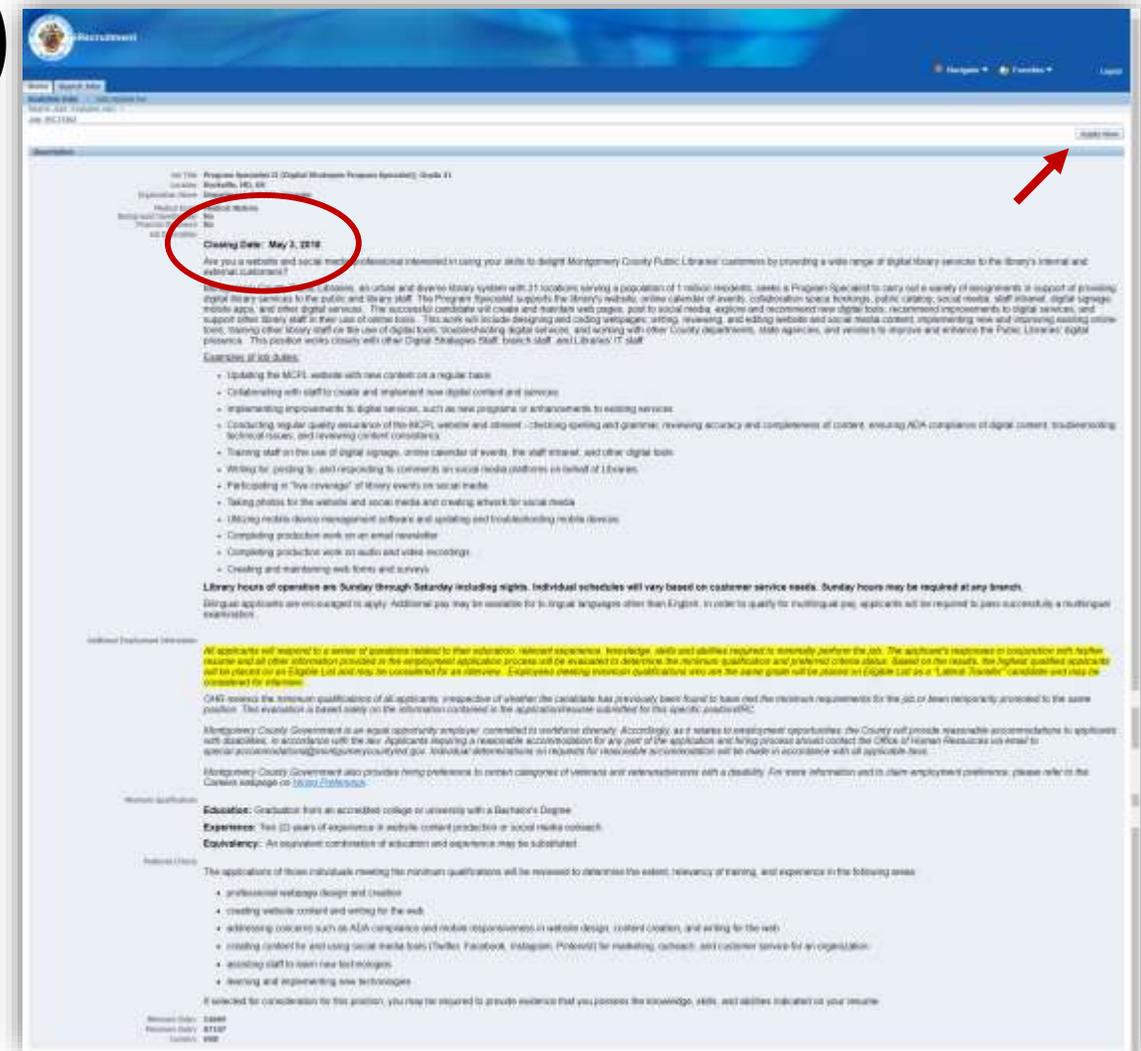
Important Tips

- You cannot remain on a particular page for more than 30 minutes without activity or you will time out. If you time out, log in again and complete the application process.

- The system allows only one document to be uploaded. If you would like to upload a cover letter with your resume, you need to combine them into one PDF and upload them as one document.

- Once you upload your document and click next, you cannot delete it.

Office of *Human* **Resources**

Priority Consideration for <u>Initial</u> Appointment to a County Merit System Position

If you wish to claim any of the hiring preferences for an MCG **merit** system position, you must answer the Hiring Preference online questions as part of your application. If you are placed in the **highest rating category** on the Eligible List for positions that you apply for, you will be contacted to obtain the required confirmation documents (see Resources at end of presentation). You must provide those documents **within 14 calendar days** of notification.

Priority consideration is given to the following persons in the following order:

- a veteran with a disability

- an equal preference for a veteran without a disability and for a person with a disability

Hiring Preference Details and Required Documentation –
 www.montgomerycountymd.gov/HR
 > MCG Careers > Employment Initiatives > Hiring Preferences and More

Preparing Your Resume

Preparing Your Resume

- **Tip 1:** Review the job's minimum qualifications and, if applicable, the interview criteria, in the job announcement so that you can address them in your resume.

- **Tip 2:** Ensure your resume thoroughly and accurately reflects your experience, training, skills and education.

- **Tip 3:** Ensure your resume contains the following information:
  - Your name, phone number and email address (home address is optional)
  - Your education level:
    - Name of the institute and degree earned (e.g., High School, GED, Bachelor's Degree, Masters' Degree, PHD, JD, etc.)
    - Degree from outside the United States will be accepted at face value at time of application but must be validated by a credential evaluation organization if you are selected. (examples: World Education Services, National Association of Credential Evaluation Services)
    - Number of credit hours earned if no degree was obtained; refer to Equivalencies for Education and Experience.

Continued…

Office of *Human* **Resources**

Preparing Your Resume

- **Tip 3 (continued):** Ensure your resume contains the following:
  - Your work history in reverse chronological order (e.g., 2016, 2015, 2014, etc.)
    - Title of position held and month/year the position started/ended (e.g., 12/00 - 12/02; if you worked part-time, list it as 12/00 – 12/02 20 hours/week)
    - Whether you were working in a full-time or part-time capacity
    - List of duties and responsibilities associated with each position
  - Trainings, licensures, certifications (include credit hours)
  - Multilingual skills
    - List of languages you speak fluently (other than English)
  - Volunteer hours (agency, location, hours, dates, type of work)

Office of *Human* **Resources**

Tracking Your Application Status

Office of *Human* Resources

Check In Online

After you apply, go to the **Jobs Applied For** section to track the status changes of your various applications.

Summary Highlights of This Presentation

- Review the Minimum Qualifications and Interview Criteria and ensure that your resume reflects all relevant work experience to support your knowledge, skills, and abilities related to these qualifications.
- Apply for a position as early as possible to avoid missing the deadline and allow proper time for resume preparation and submission.
- Incomplete applications will not be reviewed, evaluated or considered for employment.
- Applications for current job openings are not accepted after the closing date.

Office of *Human* **Resources**

Resources

Resources

How to Apply for a Position with MCG

www.WORK4MCG.com

- Videos on How to Apply and more
- Quick Links to:
  - Classification Specifications:
  - Equivalencies
  - How to Contact Us

Office of *Human* **Resources**

Even More Resources…

Check out these step-by-step guides at www.WORK4MCG.com (select Career Resources):

- Search Jobs Guide

- How to Apply Guide

- How to Track Application Status Guide

Office of *Human* Resources

And Even *More* Resources!
(through Montgomery County Public Libraries)

- **LinkedIn Learning** – A leading online learning platform that helps anyone learn business, software, technology and creative skills to achieve personal and professional goals.

- **Northstar** – Improve your basic digital literacy skills in 3 areas: essential computer skills, essential software skills, and using technology in daily life.

- **Udemy** – Top-rated courses from Udemy that offer upskilling in the areas of business, tech, and personal development across 75+ different categories.

And Yet Even _More_ Resources!
(through Montgomery County Public Libraries)

- **Brainfuse – JobNow** – Live online coaching and resources for resume, interview prep and career planning.

- **Brainfuse – VetNow** – Benefits, career, and academic assistance support for Veterans

- **LearningExpress Library** – Offers job search and workplace skills improvement; skill building in reading, writing, math, and basic science; career certification and licensure exam prep; college and grad school entrance test prep; GED® test prep; and more.

Questions/Answers

Office of *Human* **Resources**

Mike Sirbaugh
Human Resources Specialist

michael.sirbaugh@montgomerycountymd.gov
240-777-5021