HELPFUL HINTS IN APPLYING FOR MCG JOBS

1. Always print posted ad and review it in its entirety before beginning the application process.
2. After creating an account in iRecruitment, you must click "Apply Now" to apply for individual jobs. This action is required for each job vacancy.
3. Provide all relevant experience (job duties, knowledge, skills, and abilities). Do not provide a resume with ONLY job titles. Your resume should reflect the scope of work experience, education, training, certification, licensure that you possess. If you have supervisory experience, be sure to indicate specific detailed information such as length of time supervising, type of staff supervised (employees, interns, volunteers, professionals, managers, administrative staff, technical staff, etc.), and your specific supervisory duties (hiring, firing, promoting, rewarding, disciplining, directing staff, workload planning, performance planning, etc.).
4. Always include, in your resume, the dates (month/year) of current and previous employment; include dates and hours for part-time or volunteer work.
5. If a job posting includes Preferred Criteria, always modify your resume to include a section that specifically addresses the Preferred Criteria; this is EXTREMELY important when determining an applicant's overall rating.
6. Before applying for an individual job, create ONE document file containing ALL documentation you want to include with your resume for that job (e.g., cover letter, preferred criteria, etc.). There is a 30 minute timeframe for completing the application process. Only ONE document file can be uploaded during the application process.
7. The profile resume you may have developed when creating your account is NOT to be confused with the resume you are requested to upload when applying for an individual job. A separate document file which includes your resume must be uploaded for each position application.
8. Apply early to assure submission before the closing date.