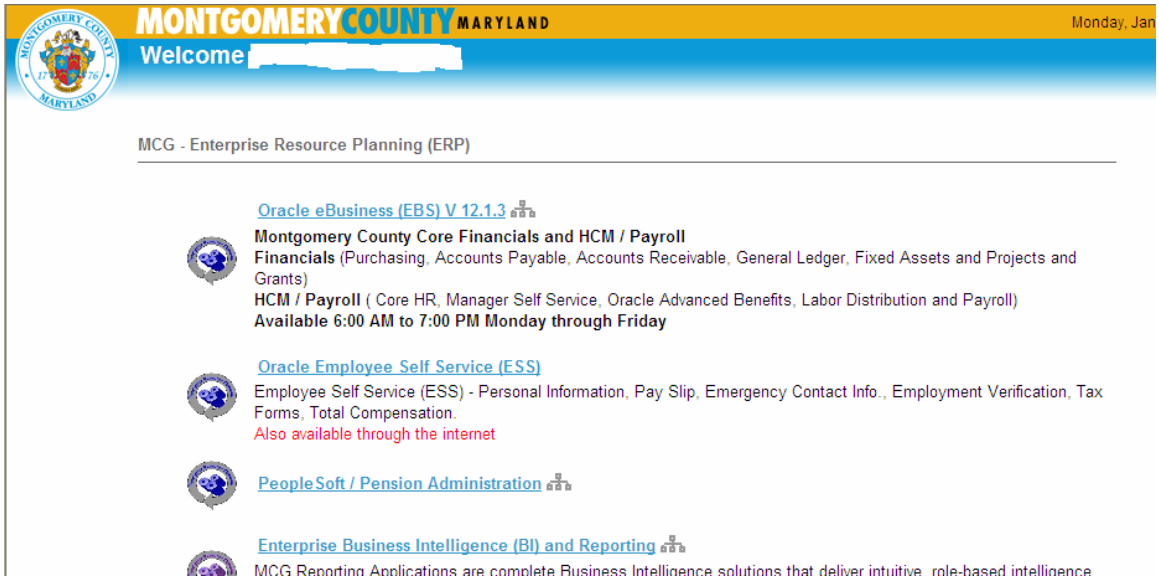
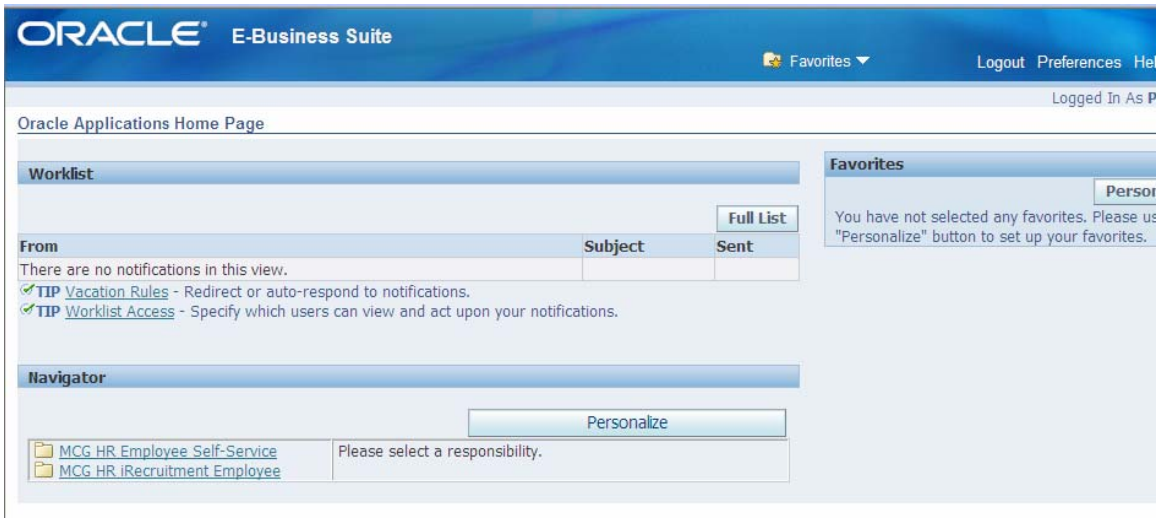
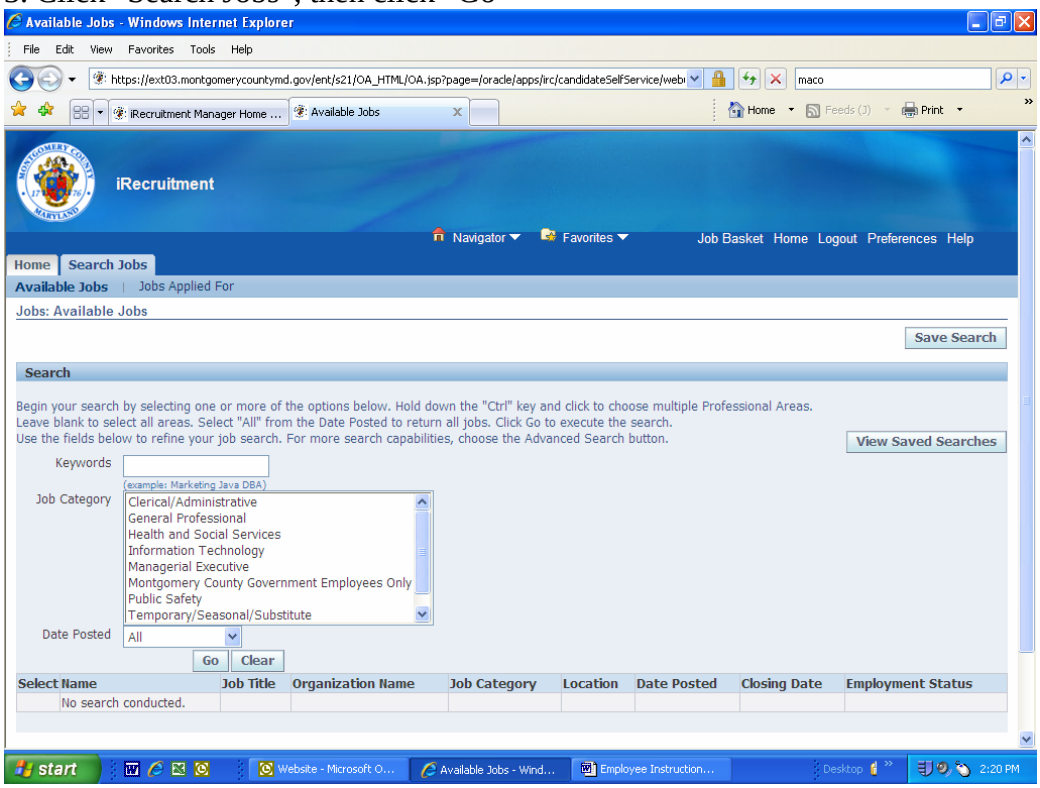
1. Log In with Single Sign-On
Set your web address to http://www.montgomerycountymd.gov/eportal
Click on Oracle Employee Self Service (ESS) under MCG – Enterprise Resource Planning (ERP)



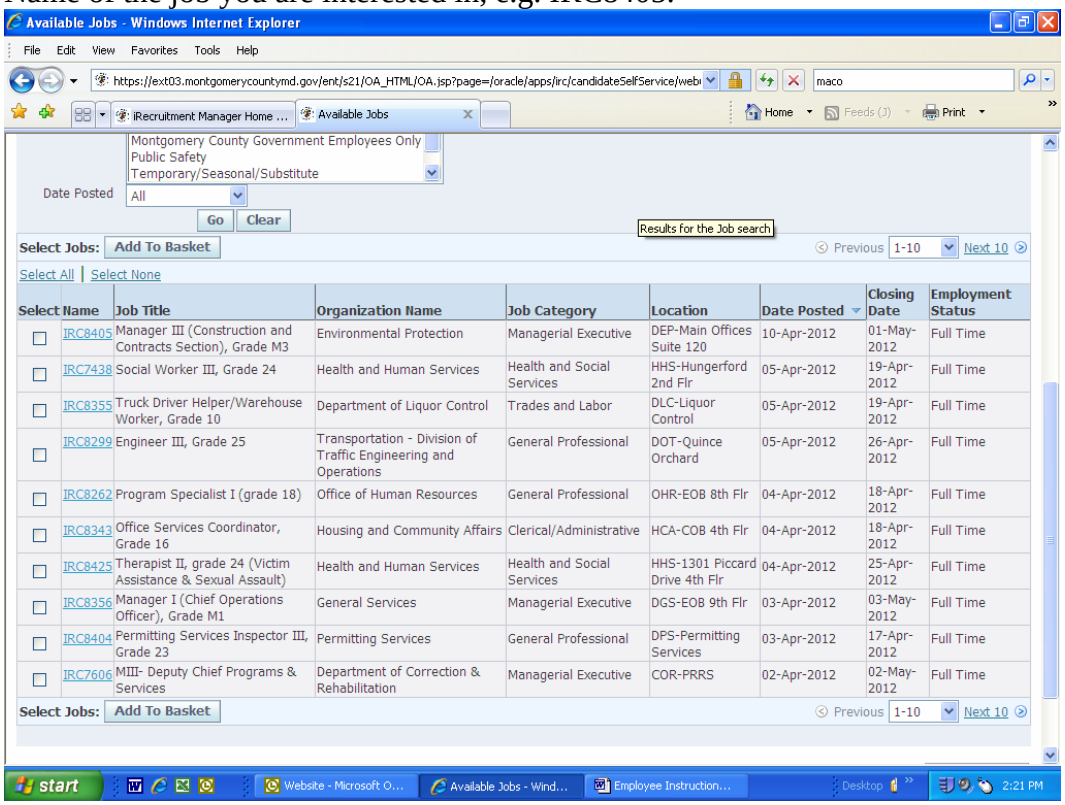
2. Click on MCG HR iRecruitment Employee



3. Click “Search Jobs”, then click “Go”



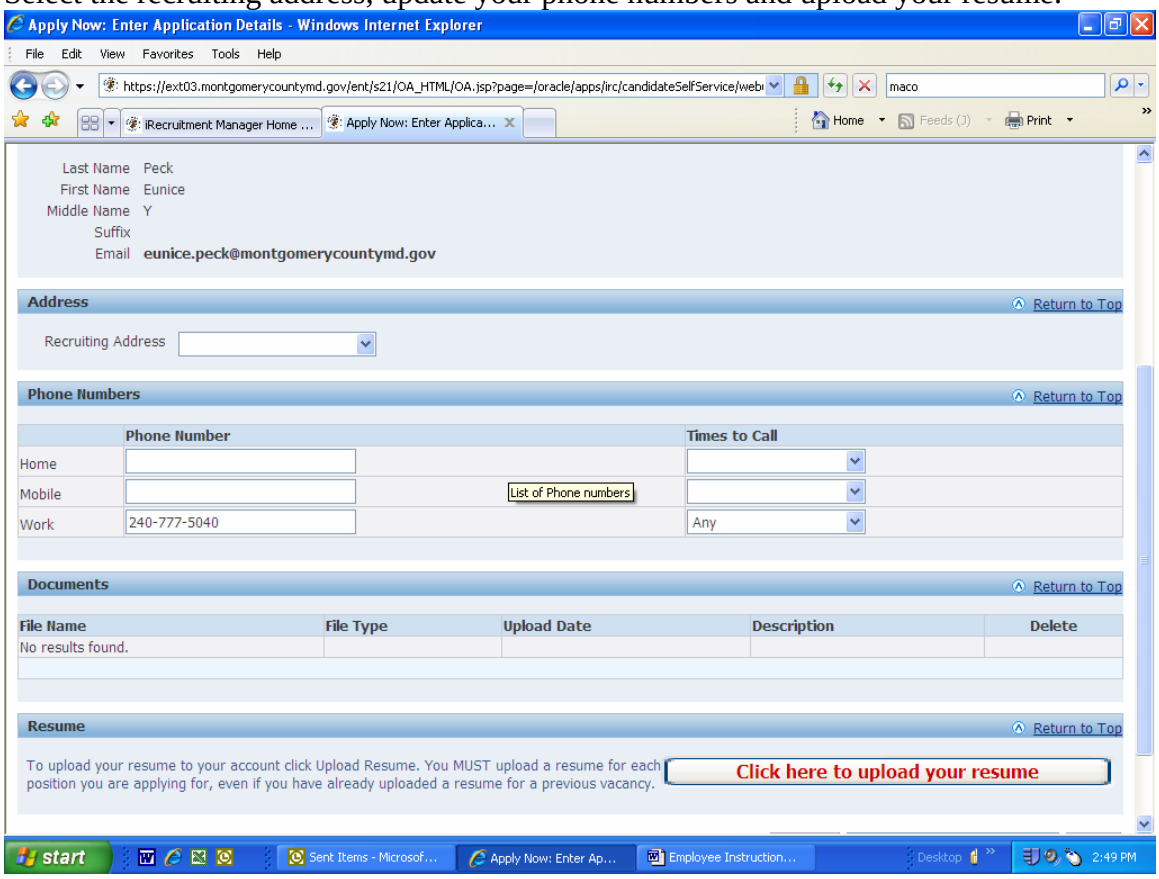
4. A list of jobs will be listed below. Review the jobs listed, and click on the link for the Name of the job you are interested in, e.g. IRC8405.



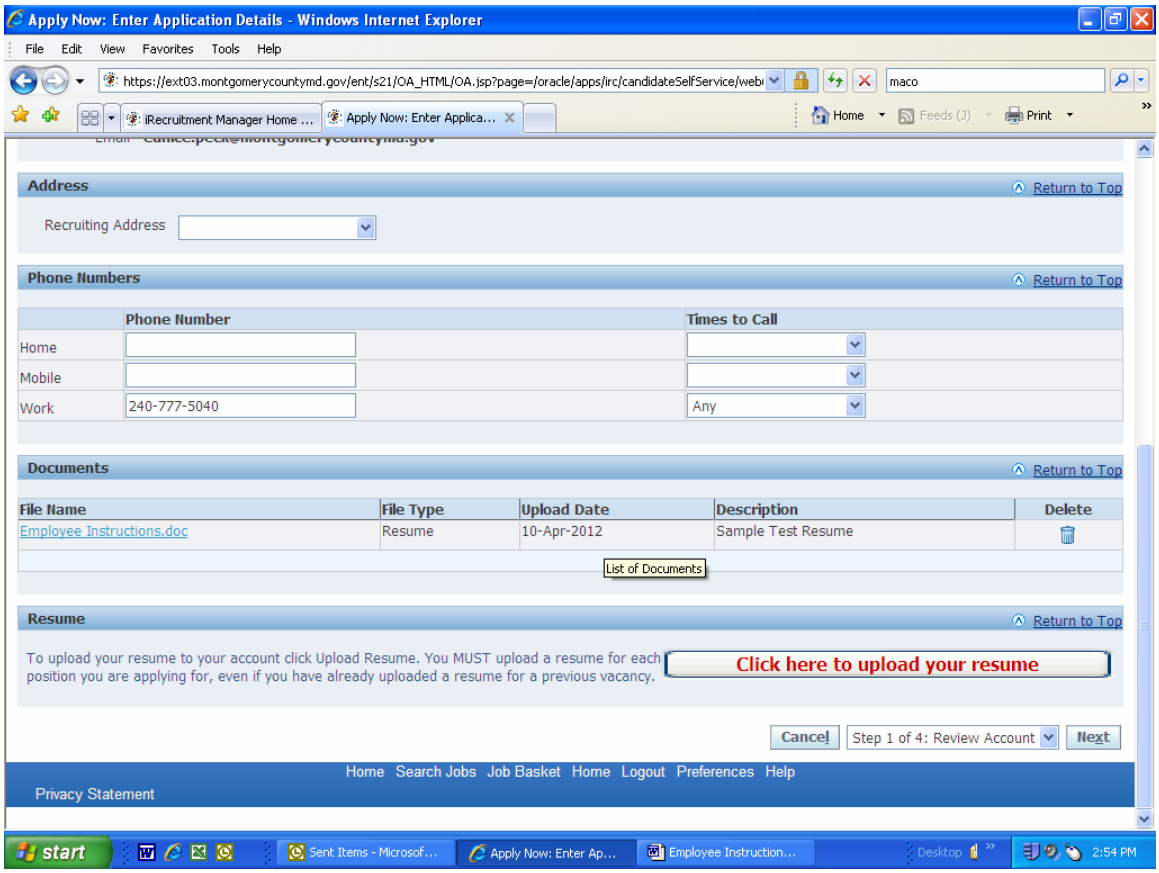
5. Review the details of the job including the preferred criteria, and click on the “Apply Now” button to upload your resume and proceed with your application.

6. Step 1 of 4: Review Account

Select the recruiting address, update your phone numbers and upload your resume.



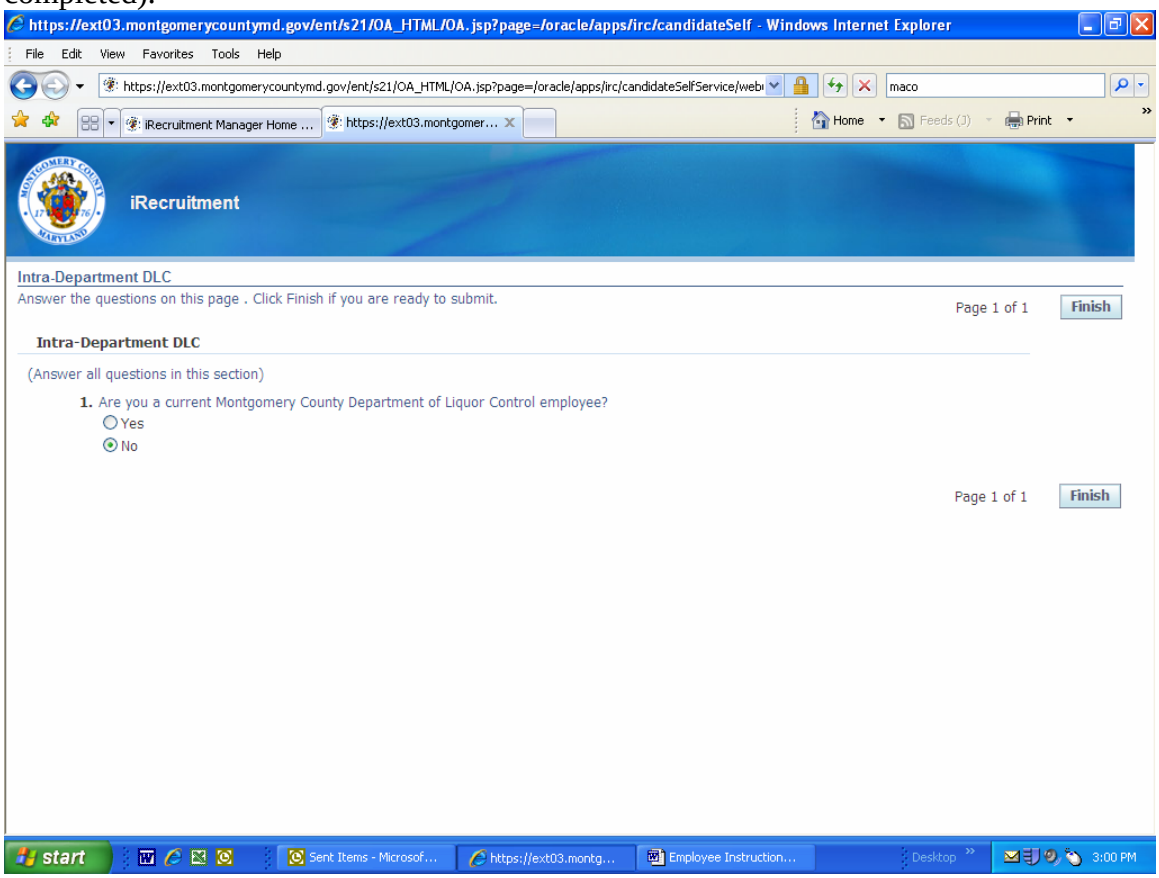
7. After you upload your resume you should see the document under the section “Documents”. Click on “Next”.

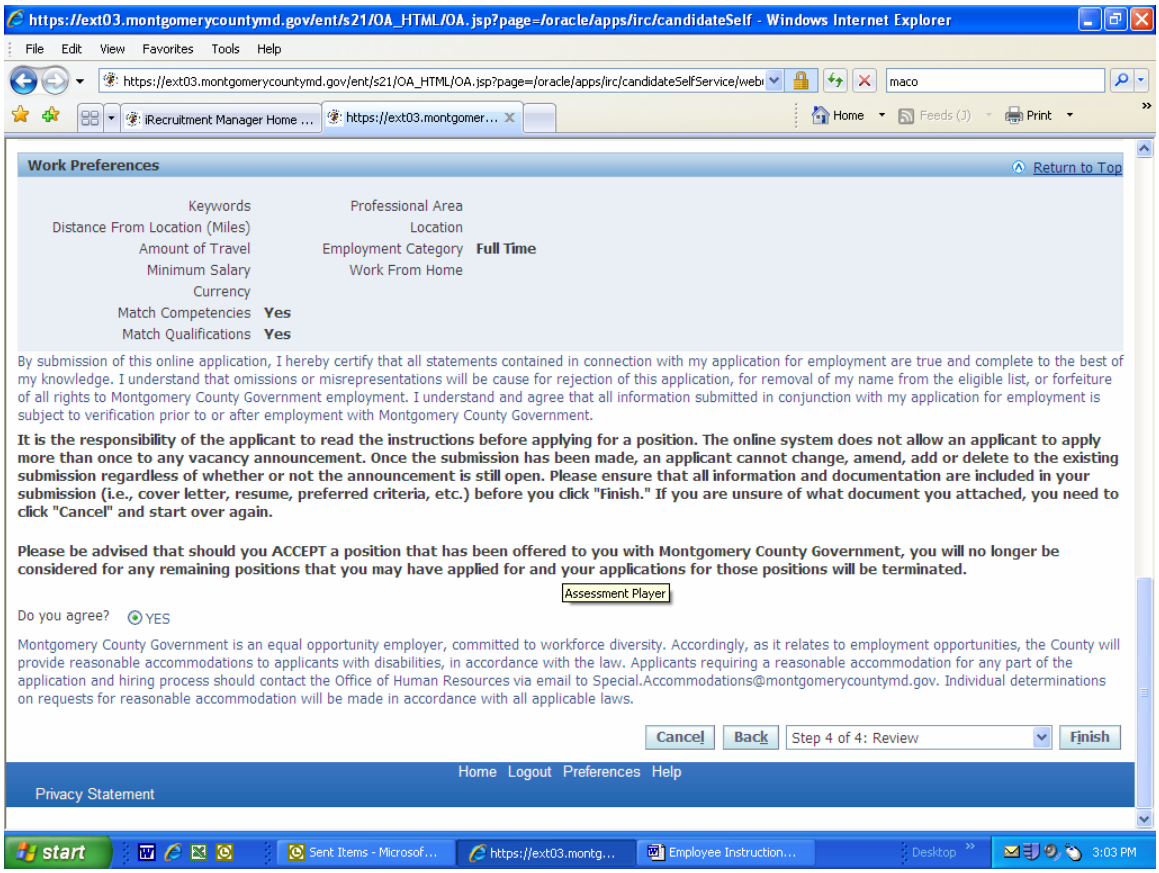


8. Step 2 of 4: Enter Application Details

Enter EEO (optional) and other Application Details. Click on “Next”.

9. Step 3 of 4: Answer the questionnaire (some ads may not have a questionnaire to be completed).



10. Step 4 of 4: Review

Review your application details, click the radio button for “Yes” for the disclaimer, and click “Finish”.