Frequently Asked Questions (FAQs)
Applying for a Position with Montgomery County Government (MCG)

FAQ	Answer
1. Is there a deadline by which I must apply for an open position?	Most positions have a closing date listed in the job posting. Applications are not accepted after the closing date, so apply early to allow yourself enough time to complete the process.
2. How do I search for and review job postings?	Follow the steps in the Search Jobs tab on the MCG Careers website.
3. How do I apply for a job?	Follow the steps in the How to Apply tab on the MCG Careers website.
4. How long does it take to apply online?	Allow at least one hour to complete the online application process (and more if you need to update your resume). If you time out and have not finished the application process, you will need to re-login to the system and complete the process. **Important:** Your application is only complete when you have successfully uploaded your resume and received the following confirmation message, "Thank you for submitting your application."
5. What is the Qualification Assessment?	This is part of the online application process. The assessment is a series of questions designed to determine your suitability for the position based on required minimum qualifications and preferred criteria (education, experience, knowledge, skills, abilities, essential functions, and any other special requirements). Your assessment responses must be verifiable in your resume submission. In some cases, candidates will need to successfully pass a written and/or oral examination in addition to the online Qualification Assessment.
6. How can I submit my resume?	All resumes must be uploaded online as part of the application process. Hard copy paper resumes or resumes submitted via email or fax will not be accepted. For additional information, see Resume Preparation Tips.
7. How does the job application process work for people with disabilities?	MCG is an equal opportunity employer, and strongly committed to workforce diversity. Accordingly, as it relates to employment opportunities, the County will provide reasonable accommodations to applicants with disabilities, in accordance with all applicable laws. Applicants requiring a reasonable accommodation for any part of the application and hiring process should contact the Office of Human Resources at SpecialAccommodations@montgomerycountymd.gov for assistance and guidance.
8. Are there priority considerations and hiring preferences?	Yes; MCG provides priority consideration for initial appointment to a County Merit System position for veterans with a disability, veterans without a disability and persons with a disability. For more information and to claim a hiring preference, refer to the Resources tab of the MCG Careers. If you have questions, email the Office of Human Resources at Hiring.Preference@montgomerycountymd.gov.

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