How to Apply for a Position

1. Go to https://tinyurl.com/MCGJobsHomepage.

2. Click Login to AccessMCG Extranet.
   Tip: If you do not have an AccessMCG Extranet account, you will need to create one before applying for a position; click the “Register today” button.

Current MCG Employees:
- 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.
- Follow the steps in this document beginning with step 4.
3. Enter your email and password, then click Log In.

4. Click the Search Jobs tab.
5. **Click Go to see all the jobs currently available.**

6. **Under the Name column, click the IRC number of the job for which you want to apply.**
   Tip: If you do not see a job in which you are interested, click the Next 10 link to show more jobs.
7. **Click Apply Now.**

Tip: Print the Job IRC so that you can reference it during the application process. Also note the job’s closing date (the date after which applications are no longer accepted). Once the closing date has passed, the job’s IRC is no longer available to view.

Note: Most MCG jobs have closing dates, but a few are “open continuous” or “open until filled.”
8. Click Next.

9. Click Continue to take the Qualification Assessment.
10. Click Continue to complete the Education and Relevant Experience section of the Qualification Assessment.

11. Enter all applicable information in the Education and Relevant Experience section, then click Next.
12. Confirm the information you entered in the Education and Relevant Experience section, then click Submit Section.
   Note: After submitting this section, you will not be able to change your responses.

13. Click Continue to complete the Knowledge, Skills and Abilities (KSAs) section of the Qualification Assessment.
   Note: Not all jobs require you to complete a KSA section. If required, it will appear as shown below.

Here is a sample question asked in the KSA section of the Qualification Assessment for a Virtual Services Program Specialist II:

14. Confirm the information you entered in the KSA section, then click Submit Section.
    Note: After submitting this section, you will not be able to change your responses.
15. **Click Continue to complete the Preferred Criteria, Competencies and Skills section of the Qualification Assessment.**
   Note: Not all jobs require you to complete this section. If required, it will appear as shown below.

Here is a sample question asked in the Preferred Criteria, Competencies and Skills section of the Qualification Assessment for a Virtual Services Program Specialist II:

16. **Confirm the information you entered in the Preferred Criteria, Competencies and Skills section of the Qualification Assessment, then click Submit Section.**
   Note: After submitting this section, you will not be able to change your responses.
17. To complete the job application process, click Continue.

18. You will see the following screen below; click Next.
19. Enter your personal information in the screen and upload your resume, then click Next.

Tip: To preview your resume, click the file link and download it to your desktop. To replace your resume, press the “Click here to upload your resume” button and upload a new resume. To delete the resume you uploaded, click the trash can icon. Once you have submitted your application (see step 22), you will not be able to change your resume.
20. Enter the additional information requested on the following screen, then click Next.
21. Review the information on the following screen and check the Agree (if you agree); click Finish.
22. You will be returned to the Home tab of the iRecruitment website, and the following confirmation will appear: “Thank you for submitting your application.”

Tip: If you do not see this confirmation message, it means your application has not been submitted.
23. Depending on how many jobs you have applied for, your latest application may or may not appear on the first page. If not, click Full List.
24. The status of your application will be shown in the Status column.

Tip: Generally, your application status will be updated after 10 business days after the job’s closing date (noted in the job’s IRC). The average time to fill most positions can range from three to eight weeks. You can check the status of your application at any time by logging in to your AccessMCG Extranet account and reviewing the Status column:

- **Active application**: Position is still unfilled and based on your education/skills/qualifications, you may or may not advance to the competitive rating process.
- **Did not meet screening criteria**: Applicant did not meet the screening criteria and is not qualified for the position.
- **Eligible list**: Applicant has been placed in the highest rating (“Well Qualified”) category of the eligible list and may be contacted for an interview.
- **Position has been filled**: Position has been filled and ad is closed.
- **Qualified**: Applicant has been rated “Qualified” but is not likely to receive further consideration because other candidates were rated “Well-Qualified”.
- **Rater review**: Your application is being reviewed by Subject Matter Experts.
- **Superseded by another posting**: This IRC will not be filled as advertised. New revised ad posted for this position.
- **Transfer/demotion**: For current Montgomery County employees applying for a voluntary demotion.

![Image of AccessMCG Extranet status column](image-url)