How to Search for Jobs

1. Go to https://tinyurl.com/MCGJobsHomepage. Tip: If you do not have an AccessMCG Extranet account, go to http://tinyurl.com/MCGJobSearch and skip to step 5.

2. Click Login to AccessMCG Extranet.

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; to see only certain types of jobs, select one or more Job Categories and click Go.

Tip: If you do not see a job in which you are interested, click the Next 10 link to show more jobs.

6. Under the Name column, click the IRC number of the job in which you are interested.

Tip: If you are not logged in and are searching jobs outside of the iRecruitment system, you will need to click Search instead of Go.
7. **Read the Job IRC.**

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. While most MCG jobs have closing dates, some may be “open continuous” or “open until filled.”

If you are logged in, you can click Apply Now to apply for the job. Follow the steps in the document, How to Apply for a Position.