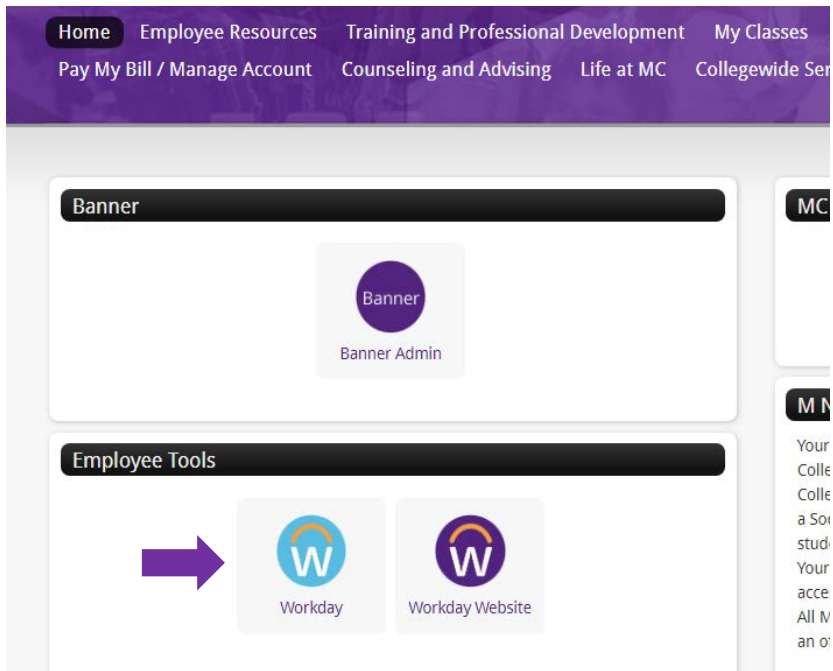


Overview

Use this job aid as a resource for MC employees to apply internally to posted positions.



Log into MYMC and click on the Workday application

Applying to Internal Positions in Workday

Workday Reference for Montgomery College Employees



The screenshot shows the 'Applications' menu in Workday. At the top left, there is a puzzle piece icon and the text 'Applications' with '9 items' below it. The menu contains several application tiles: 'Learning' (leaf icon), 'Benefits' (shield icon), 'Current Benefit Elections' (box with heart and shield icon), 'Personal Information' (ID card icon), 'Directory' (ID card icon), 'Career' (bar chart icon), 'Time Off' (calendar icon), 'Job Requisition Workspace' (folder icon), and 'Recruiting' (ID card icon). A purple arrow points from the 'Directory' tile to the 'Career' tile.

Click on the Career application

The screenshot shows the 'Actions' and 'View' panels in Workday. The 'Actions' panel contains two buttons: 'Find Jobs' and 'Withdraw Application'. A purple arrow points to the 'Find Jobs' button. The 'View' panel contains one button: 'MC My Applications'.

Click on Find Jobs

Current Search Save

Clear All

Distance

Within
select one

Of
postal code

Full/Part-time

Part time (8)

Full time (3)


Hiring Manager

11 Results

[Part-time Faculty Achieving the Promise Academy One-on-One Coach](#)
R2638 | Posting Date: 03/10/2021 | Maryland - Montgomery County

[Part-time Faculty WDCE Coding Instructor](#)
R2622 | Posting Date: 03/09/2021 | Maryland - Montgomery County

[Cybersecurity and Network Technology Full-time Faculty](#)
R2595 | Posting Date: 03/09/2021 | Maryland - Montgomery County

 [Computer Science Full-time Faculty \(2 positions\)](#)
R2596 | Posting Date: 03/09/2021 | Maryland - Montgomery County

[Cyber Risk & Compliance Analyst \(S03765\)](#)
R2592 | Posting Date: 03/08/2021 | Maryland - Montgomery County

[Part-time Faculty WD&CE Literacy-GED® Test Preparation Instructors](#)
R2603 | Posting Date: 02/26/2021 | Off Campus

Click on the Job Title

View Job Posting Details

[Computer Science Full-time Faculty \(2 positions\)](#) Actions

Job Description



Apply

Click on "Apply"

All current Montgomery College employees must upload a copy of resume/CV.

PLEASE NOTE:

- The "Go to Your Profile" button is not activated at this time.
- Workday does not allow for edits once an application is submitted. If you would like to revise your resume and the position is still open, you can withdraw and re-apply.
- To check for notifications on your submitted application(s), click on the bell located on the top right hand corner of your Workday home account.

Job Posting Title

Computer Science Full-time Faculty (2 positions)

Job Description Summary

Montgomery College, Takoma Silver Spring and Germantown campus is seeking two Computer Science faculty members to fill positions starting August 2021. Our computer science program is a fully transferrable program to 4-year universities with over a thousand majors.

We are looking for enthusiastic and dedicated teachers who exhibit a high degree of professionalism, a strong commitment to our students, and the ability to motivate and educate in an engaging manner. The successful candidates will be committed to teaching in a multi-cultural, two-year environment focused on students with diverse learning abilities. Important qualities expected in the candidate include strong verbal and written communication skills, experience working with students of different backgrounds, and commitment to the community college mission. These positions are part of a collective bargaining ...

[Internal: Computer Science Full-time Faculty \(2 positions\)](#)

Job Details

Job Requisition ID	R2596
Location	Maryland - Montgomery County
Posting Date	03/09/2021 - 1 day ago
Job Family	Full Time Faculty
Time Type	Full time
Job Type	Full-Time Faculty
Supervisory Organization	Engineering/Computer Science De

Similar Jobs

Job History

none entered

Education

none entered

Certifications

none entered

Languages

none entered

Skills

none entered

Resume / Cover Letter

Need to make changes?

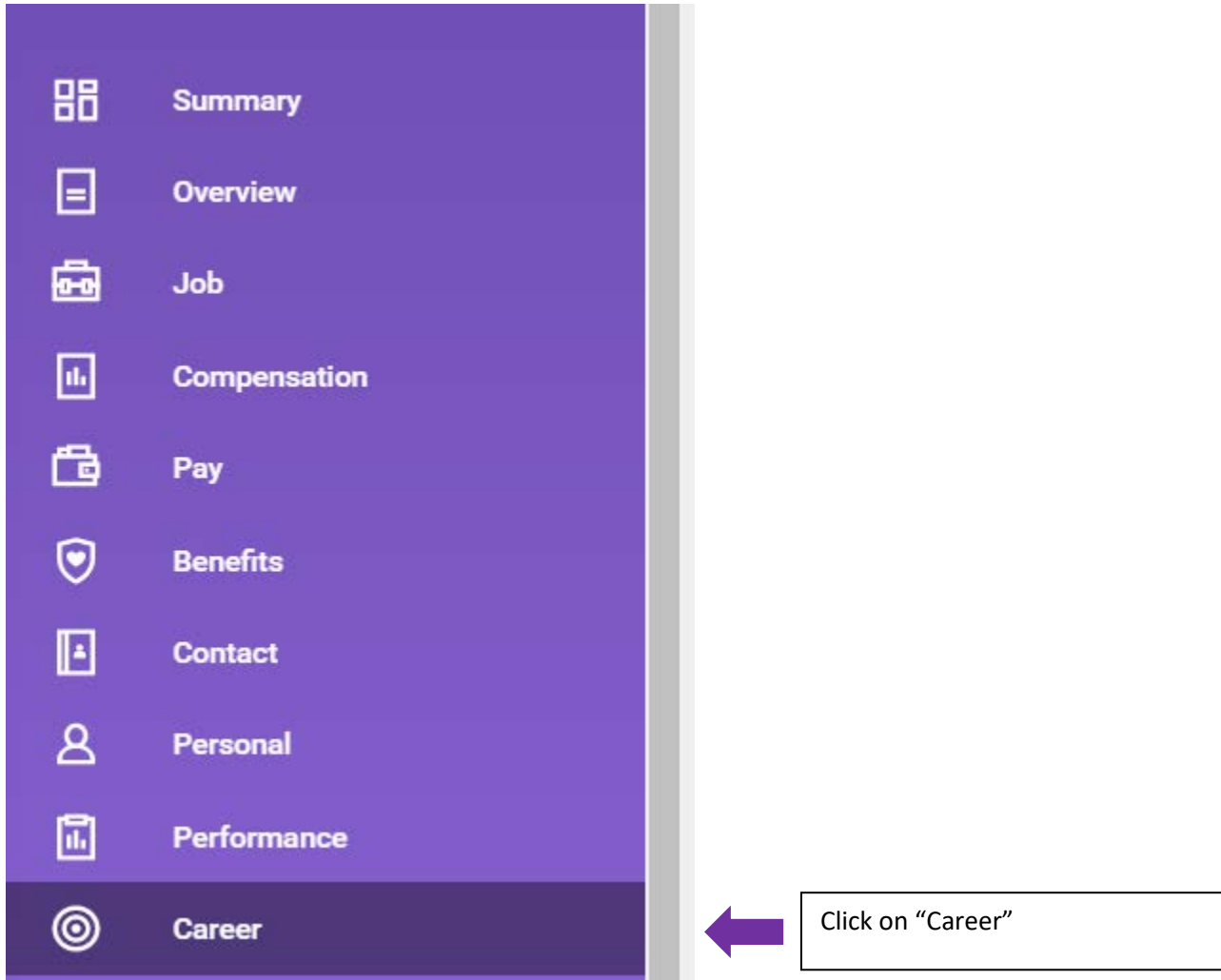


Go to your profile

Click on “Go to your profile” to create or update your talent profile.

Applying to Internal Positions in Workday

Workday Reference for Montgomery College Employees



The image shows a vertical navigation menu on a purple background. The menu items are: Summary, Overview, Job, Compensation, Pay, Benefits, Contact, Personal, Performance, and Career. The 'Career' item at the bottom is highlighted in a darker purple. A white callout box with a black border contains the text 'Click on "Career"' and a purple arrow pointing to the 'Career' menu item.

- Summary
- Overview
- Job
- Compensation
- Pay
- Benefits
- Contact
- Personal
- Performance
- Career**

Click on "Career"

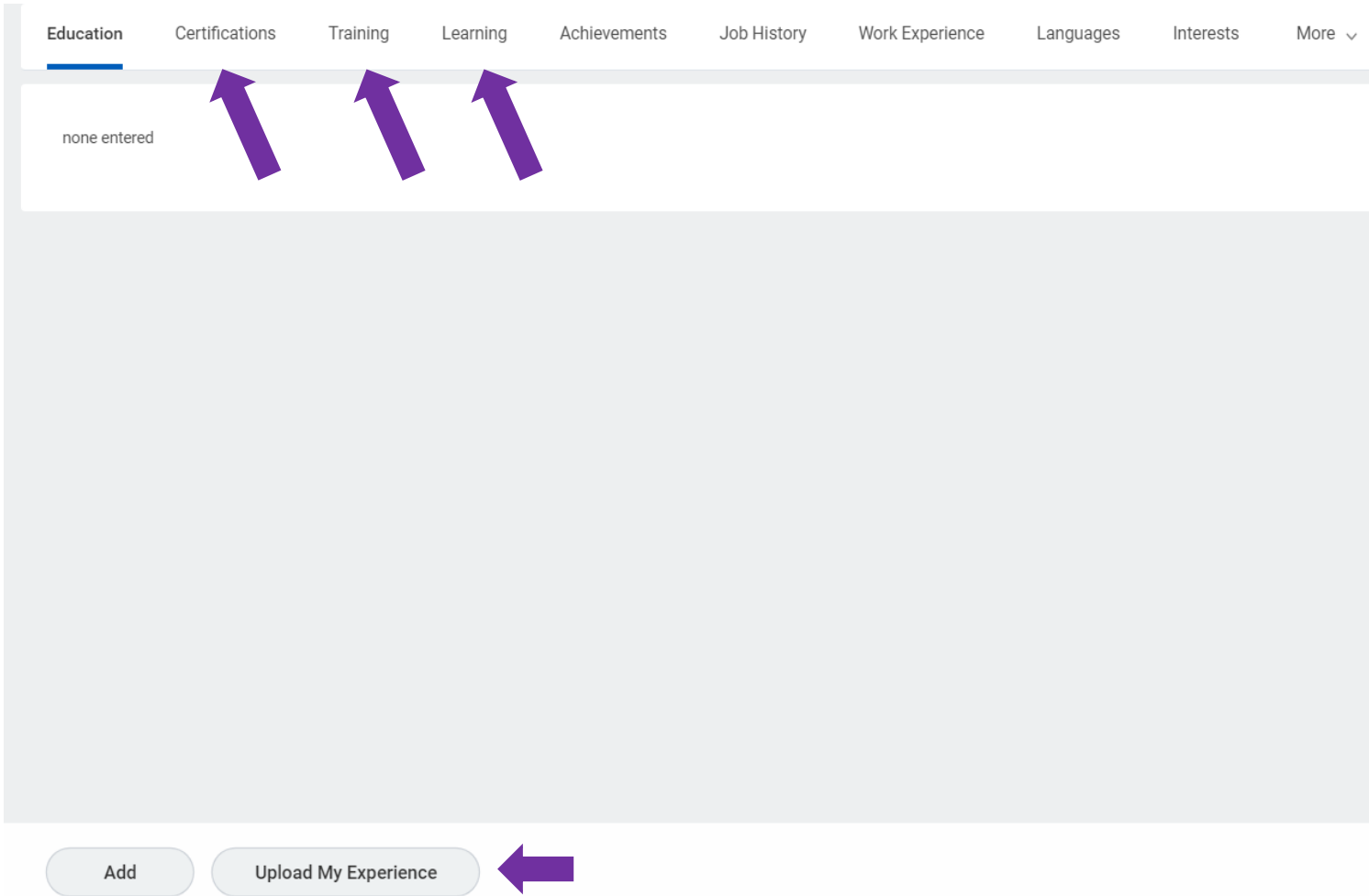
Applying to Internal Positions in Workday

Workday Reference for Montgomery College Employees

Education Certifications Training Learning Achievements Job History Work Experience Languages Interests More ▾

none entered

Add Upload My Experience

A screenshot of the Workday profile page for Montgomery College employees. The page features a horizontal navigation bar with tabs for Education, Certifications, Training, Learning, Achievements, Job History, Work Experience, Languages, Interests, and More. The Education tab is currently selected, indicated by a blue underline. Below the tabs, the text "none entered" is displayed. Three purple arrows point upwards from the Certifications, Training, and Learning tabs to the "none entered" text. At the bottom of the page, there are two buttons: "Add" and "Upload My Experience". A purple arrow points to the "Upload My Experience" button.

Click on each tab to add or click on "Upload My Experience" to upload and parse your resume/CV.

View Job Posting Details

[Computer Science Full-time Faculty \(2 positions\)](#) Actions

Job Description



Apply

All current Montgomery College employees must upload a copy of resume/CV.

PLEASE NOTE:

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[Internal: Computer Science Full-time Faculty \(2 positions\)](#)

Job Details

Job Requisition ID	R2596
Location	Maryland - Montgomery County
Posting Date	03/09/2021 - 1 day ago
Job Family	Full Time Faculty
Time Type	Full time
Job Type	Full-Time Faculty
Supervisory Organization	Engineering/Computer Science De

Similar Jobs

Once you have updated your talent profile, click on Careers, Find Jobs and click on "Apply"

Job History

Need to make changes?

Warehouse Associate Pennock Floral Warehouse July 2017 - Present | 3 years 11 months

Shipping, receiving, storing, and distributing materials and supplies

- Loading and unloading trucks for delivery
- Pulling orders for customers
- Doing daily inventory
- Rotating large drums and cylinders for warehouse use
- Experience with operating forklifts and pallet jacks

Go to your profile



You will see the information on your talent profile populated into your job application.

Protective Service Officer U.S. Social Security Administration

January 2013 - January 2014 | 1 year | Arlington VA

Provided protection to tenant employees, general public and government property

- Maintained order within crowded situations.
- Patrolled main waiting areas and back offices while doing daily reports.
- Escorted disruptive people from the building when necessary.
- Prepared accurate and timely written reports

+ More (1)

Education

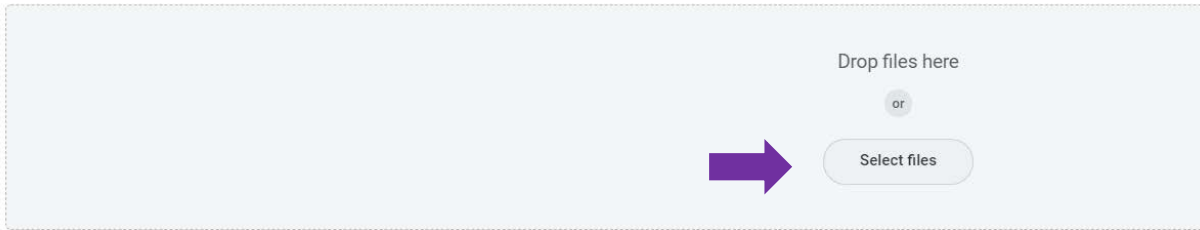
Montgomery College

Bachelor of Arts (B.A.)

Applying to Internal Positions in Workday

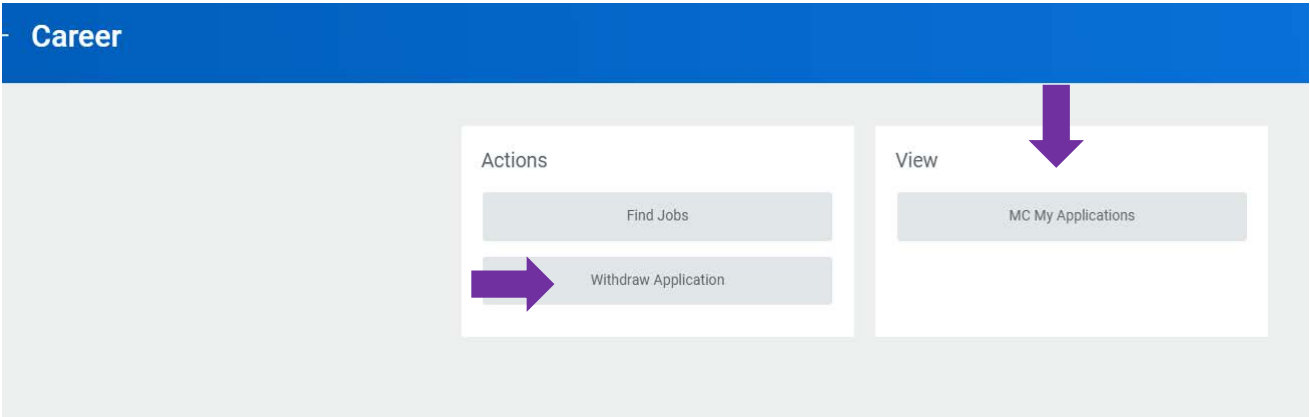
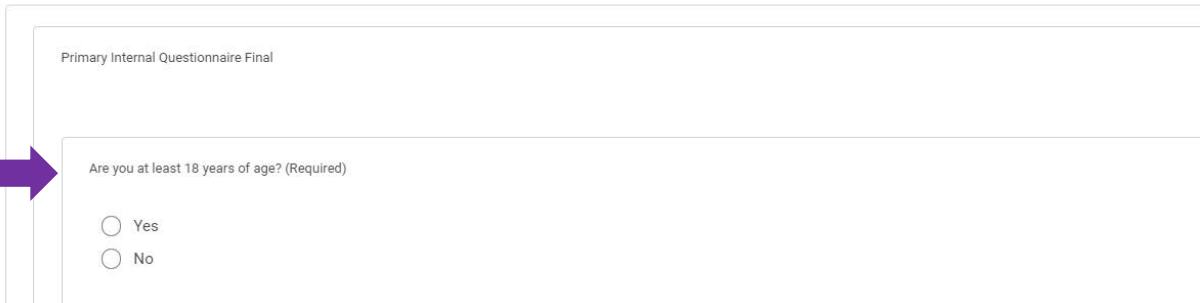
Workday Reference for Montgomery College Employees

Resume / Cover Letter



Upload your Resume/Cover Letter or other documents and answer the primary questionnaire and click submit.

You have now applied to the position.

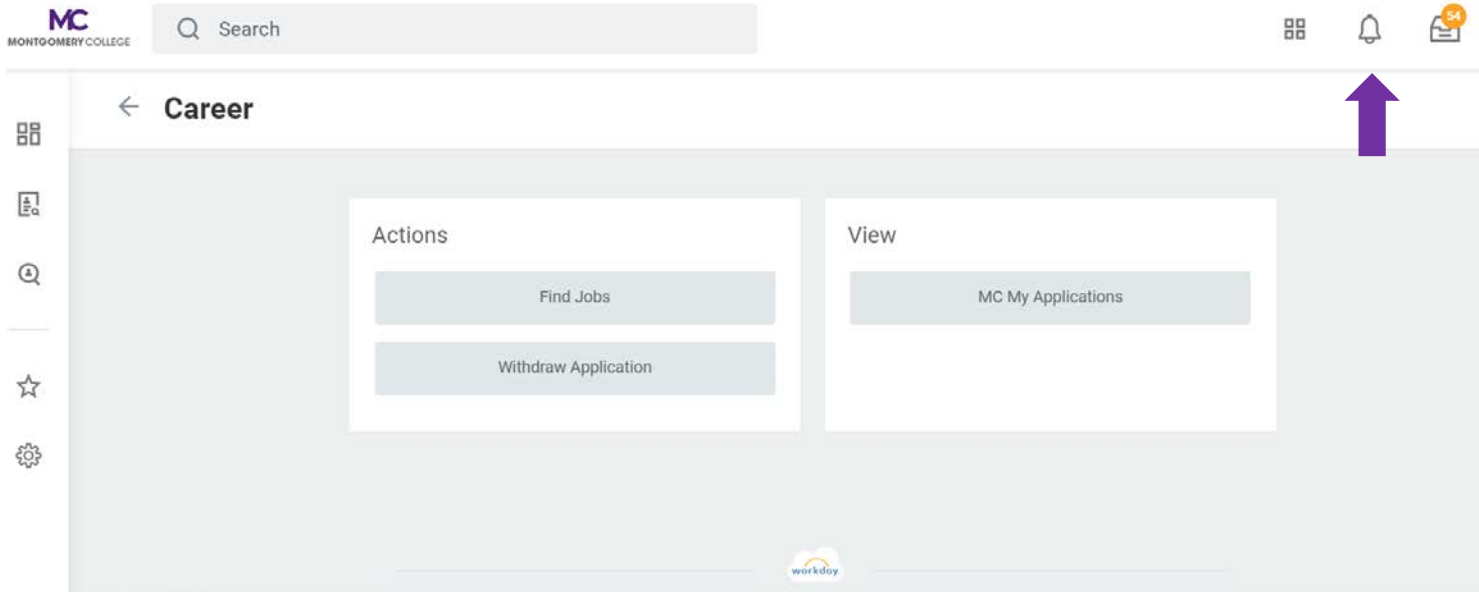


You may check the status of your application or withdraw your application on the Career application.

You can't edit your application once it's submitted. You may withdraw your application and apply again if the position is still posted.

Applying to Internal Positions in Workday

Workday Reference for Montgomery College Employees



To check for notifications on your submitted application(s), click on the bell located on the top right-hand corner of your Workday home account.