RETURNING APPLICANT INSTRUCTIONS

For questions, please contact the
Human Resources Department.
(406) 728-2400 ext. 1035

Important Notes to Get Started

* If applicable for the position, <u>cover letter</u>, <u>resume</u>, <u>unofficial transcripts</u>, <u>3 reference letters</u>, <u>license/certification(s)</u>, <u>test scores</u>, etc. **must** be saved to the computer you are working from **or** to a flash drive so the items may be uploaded to your application. Each job posting lists the required application documents for that position.
* You **must** have each **category** of documents (i.e. transcripts, reference letters, license, etc.) saved **separately** as you will upload them from your computer to your application **separately**.
* **Internet Explorer is the most compatible browser**. Generally Mozilla, Firefox, Google Chrome, Safari, etc. are not compatible for completing the online application.
* Web site: **www.mcpsmt.org**
    * Click on "**Employment**" on the far right of the green bar
    * Click on the large green dot that says "**Click Here**"
    * Click on "**Employment Opportunities**" on the right

Login and Applying for Positions

* Click on "**Log in as returning applicant**" in the center toward the top of the page
* Fill in <u>First Name</u>, <u>Last Name</u>, <u>Zip Code</u>, <u>PIN number</u>
* Click on "**Create Account**"
* Click on "**Log In**" or "**Click here for PIN reminder**" if you have forgotten your PIN #.
* The "**Applicant Profile**" will come up.
* To **change** information in your <u>profile</u>, click on "**Change**" in the applicable section and click on "**Continue**" at the bottom to save and proceed. This will return you to the "**Applicant Profile**."
* To **add** or **update** information in your <u>application</u>, click on the applicable area with blue lettering under "General Information" toward the top of the page and follow as necessary.
* **To apply for positions**: Scroll down the page, find the applicable position, and click on the "**Apply**" at the right.
* "**Important Instructions**" are provided that **must** be reviewed prior to proceeding.
* Scroll down to the bottom of the page and click on "**Next Section**" to proceed.
* All information previously provided will transfer. Complete any additional information as required by the **red ***. Click on "**Next Section**" to proceed. **Repeat** with each section as applicable.
* **Pay close attention** to areas requiring dates (mm/dd/yyyy) and phone numbers (xxx-xxx-xxxx) as these sections **require** information in the specific format noted.
* Some Job Postings **require** the upload of attachments (cover letter, resume, transcripts, reference letters, license, etc).
    * *Click on the "**Browse**" button to find the applicable document
    * *Select the applicable document
    * *If additional documents need to be uploaded in an applicable area, select the "**Add Another**" link and proceed following the same instructions.
* In the last section of the application, select "**Review Application**"
* The initial instruction screen will appear. Scroll through the document to review all sections of the application. **Make changes as needed**.
* **FINAL STEP** = Click "**Submit Application**" for the application to be submitted and received.
* A confirmation will appear at the top of the screen. Once submitted, a confirmation email is also sent to the email provided when registering.