

# Recruiting Job Application Process Job Aid -Internal Candidate

## I. Getting Started

Miami Dade College only accepts employment applications –from both internal and external candidates- via its on-line process.

### General Timeline

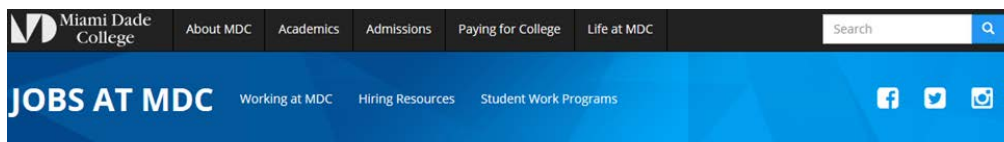
- For best consideration applications should be submitted by the first review date.
- For full-time positions, first review of applications will take place two (2) weeks from posting date; if necessary, a second review will take place two (2) weeks after the first review. Other reviews may take place as needed until the position is filled.
- For part-time positions, first review of applications will take place one (1) week after posting. Other reviews may take place as needed.
- Positions may be posted even though a recommendation for employment has been submitted. Only when the hiring process has been completed (the position has been filled) will the posting be removed.
- A second and third round of screenings may then be initiated, if necessary.
- The College reserves the right to consider or not consider applications after the initial screening date.

## II. How to Apply

### Online Navigation

An internal candidate can submit his/her application by navigating online by one of two paths:

1. Navigate to <http://mdc.edu/jobs> and click on “Current Employees.”



### Rich History. Bright Future.

Since we opened our doors in 1960, Miami Dade College has had one goal: To ensure the success of our students and increase the strength of our communities. Today, our mission remains the same, and MDC is now the largest, most diverse and highly regarded college in the nation. We are looking for both educators and support staff who are focused on providing a quality education to join our growing team.

Prospective Employees

Current Employees

## Recruiting Job Application Process Job Aid -Internal Candidate

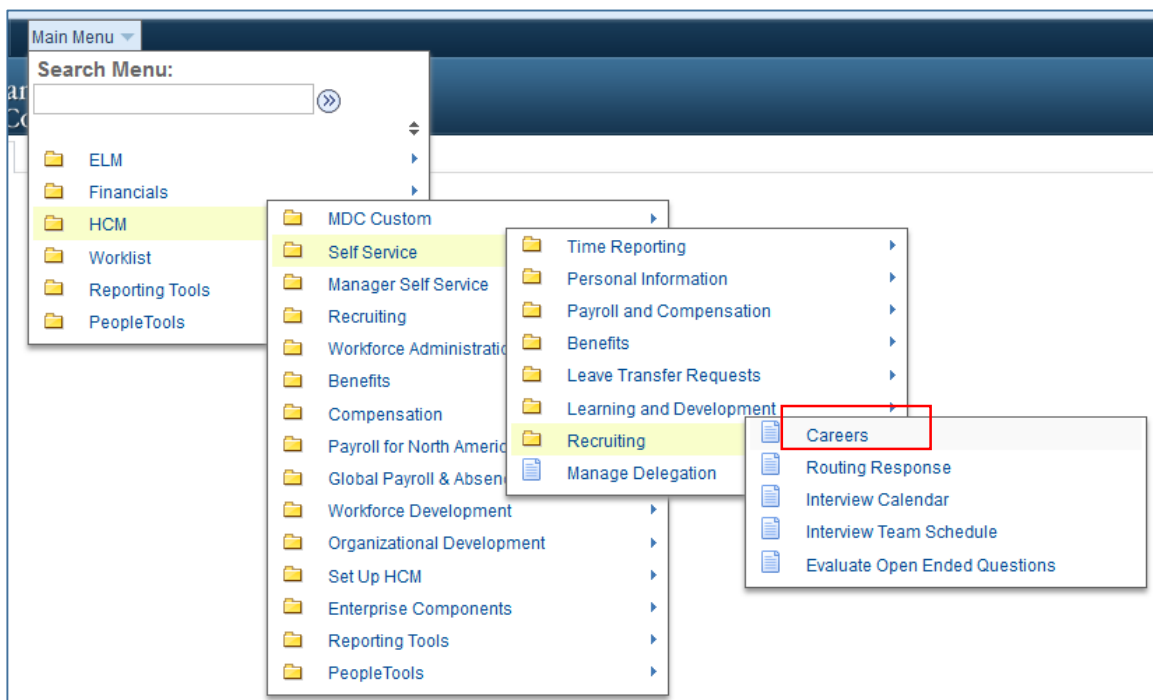
Log-in using your MDC username and password.

You would then follow the directions in this job aid.

**OR**

2. Navigate via the MDConnect portal; follow this navigation to access the job board:  
Main Menu -> Self Service -> Recruiting -> Careers.

You would then follow the directions in this job aid.



## Recruiting Job Application Process Job Aid -Internal Candidate

You will be directed to the current job board listing all available positions.

You can Filter by Location, Department, Job Family, Job Function and Jobs Posted In.

You can Search by typing in applicable words in the Keywords field.

Job Search Sign In |

You can search and review jobs from this page without creating an account with us. When you are ready to apply, registering only takes a minute. Your online account allows you to upload your resume, apply for job access our online career tools.

Keywords  [Search Tips](#)

[More Options](#)

**Filter by**

**Location**

- Kendall Campus (18)
- North Campus (6)
- Homestead Campus (2)
- Medical Campus (2)
- Hialeah Campus (1)
- More...

**Department**

- COLLEGEWIDE - FINANCIAL A. (5)
- ADMIN & REGISTRATION KEC (3)
- RECREATION & LEISURE KEC (3)
- AVIATION HMC (2)
- ACADEMIC AFFAIRS KEC (1)
- More...

32 matches found Sort By

**Search Results** First 1-25 of 32

**Administrative Specialist - 994525**  
Department: RETENTION & TRANSITION KEC | Job Family: Staff | Location: Kendall Campus | Posted Date: 02/10/2016

**Faculty, Aviation - 994524**  
Department: AVIATION HMC | Job Family: Faculty | Location: Homestead Campus | Posted Date: 02/10/2016

**FT Staff Employee/Other Non-Exempt - 994523**  
Department: CEPD KEC | Job Family: Staff | Location: Kendall Campus | Posted Date: 02/04/2016

**Faculty, Nursing - 994522**  
Department: GENERIC NURSING MEC | Job Family: Faculty | Location: Medical Campus | Posted Date: 02/02/2016

**Part-Time Summer Camp Counselor - 994521**  
Department: RECREATION & LEISURE KEC | Job Family: Staff | Location: Kendall Campus | Posted Date: 02/01/2016

Click on a job listed in your Search Results to view the details of that job.

This will bring up the Job description for that job.

Click on the Apply button at the bottom of the Job Description page in order to start applying for that job.

If you prefer, you can click on Next Job in order to see the next job listed in your Search Results.

## Recruiting Job Application Process Job Aid -Internal Candidate

### Job Description

◀ Previous Job      Next Job ▶

#### Job Details

|                               |                          |
|-------------------------------|--------------------------|
| Job Title P/T Custodian       | Job ID 994509            |
| Location InterAmerican Campus | Full/Part Time Part-Time |
| Regular/Temporary Temporary   | Favorite Job ☆           |

#### Job Details

|                   |                            |
|-------------------|----------------------------|
| Job Family        | Part-Time Support Staff    |
| Grade             | CH                         |
| Salary            | \$8.51 - Flat Rate         |
| Department        | Campus Support Services    |
| Reports To        | Shift Supervisor           |
| Closing Date      | Posted on an Ongoing Basis |
| FLSA Status       | Non-Exempt                 |
| First Review Date | February 9, 2016           |

#### Duties & Responsibilities

- Performs daily cleaning procedures in accordance with assigned work areas ☒
- Records work completed on Area Assignment Checklist ☒
- Maintains Custodial Services warehouse in a clean and neat manner ☒
- Provides supplies to employees as needed ☒
- Maintains log sheet for supplies, and equipment sign-out log ☒
- Supplies Custodial Services janitor closets with supplies at designated par levels ☒
- Performs other duties as assigned

#### Minimum Requirements

- Must be able to lift up to 75 lbs
- Must have basic communication skills in English
- Must be a neat and organized individual, to maintain warehouse in same manner
- Capable of standing, walking, squatting, bending, kneeling, and reaching continuously throughout shift
- Capable of pushing/pulling a maid cart/trash cart up to 100 lbs. on concrete, tile and carpeted floors frequently
- Capable of pushing/pulling furniture 25 to 100 lbs occasionally
- Ability to communicate well with others required
- Must be able to work weekends, holidays, and evening hours as needed per area assignment
- This function/position has been designated as Essential. This means that when the College is faced with an institutional emergency, employees in such positions may be required to remain at their work location or to report to work to protect, recover and continue operations at the College.

#### Essential Position

**This is an essential position.**

Apply

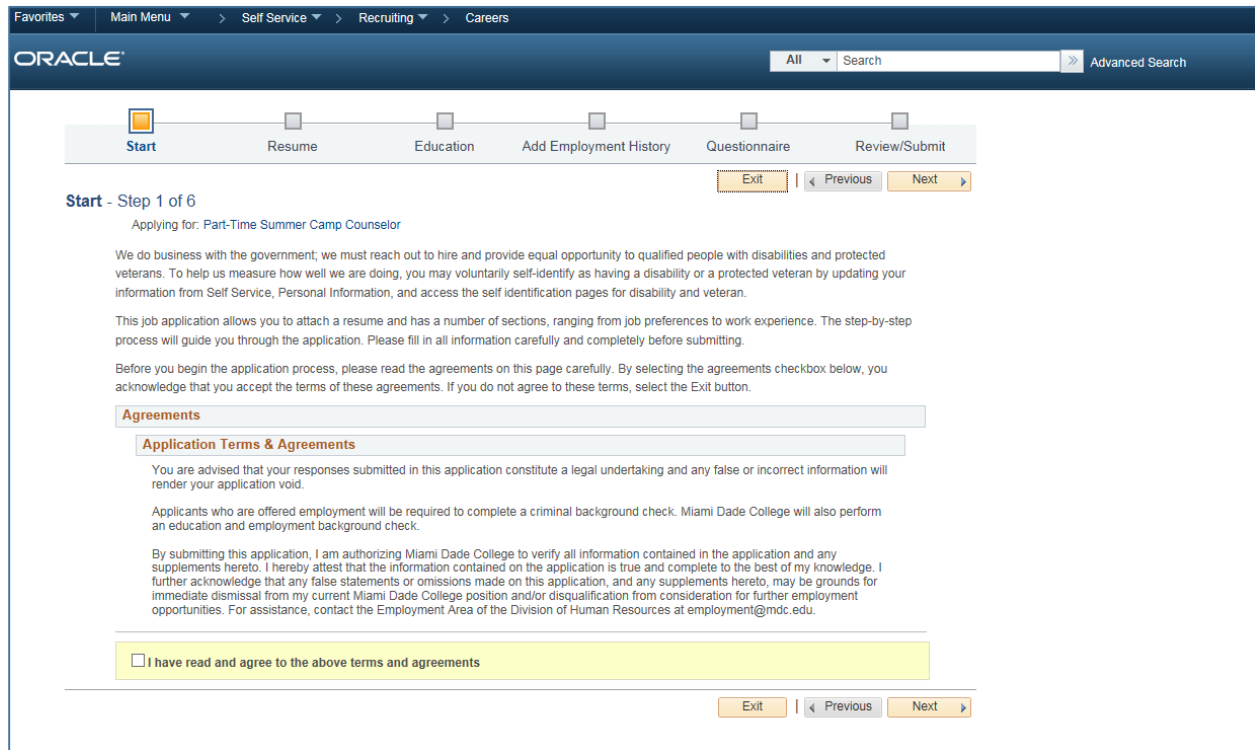
Email to Friend

## Recruiting Job Application Process Job Aid -Internal Candidate

You will be directed to Step 1 (Start) of the job application.

Read carefully and complete each step thoroughly.

### The Steps of the Job Application



The screenshot shows the Oracle MDCConnect interface for an internal candidate job application. At the top, there is a navigation menu with 'Favorites', 'Main Menu', 'Self Service', 'Recruiting', and 'Careers'. Below this is the Oracle logo and a search bar. A progress bar indicates the current step is 'Start' (Step 1 of 6), with other steps being 'Resume', 'Education', 'Add Employment History', 'Questionnaire', and 'Review/Submit'. The 'Start' step is highlighted with a yellow square. Below the progress bar, there are 'Exit', 'Previous', and 'Next' buttons. The main content area is titled 'Start - Step 1 of 6' and includes the following text:

Applying for: Part-Time Summer Camp Counselor

We do business with the government; we must reach out to hire and provide equal opportunity to qualified people with disabilities and protected veterans. To help us measure how well we are doing, you may voluntarily self-identify as having a disability or a protected veteran by updating your information from Self Service, Personal Information, and access the self identification pages for disability and veteran.

This job application allows you to attach a resume and has a number of sections, ranging from job preferences to work experience. The step-by-step process will guide you through the application. Please fill in all information carefully and completely before submitting.

Before you begin the application process, please read the agreements on this page carefully. By selecting the agreements checkbox below, you acknowledge that you accept the terms of these agreements. If you do not agree to these terms, select the Exit button.

**Agreements**

**Application Terms & Agreements**

You are advised that your responses submitted in this application constitute a legal undertaking and any false or incorrect information will render your application void.

Applicants who are offered employment will be required to complete a criminal background check. Miami Dade College will also perform an education and employment background check.

By submitting this application, I am authorizing Miami Dade College to verify all information contained in the application and any supplements hereto. I hereby attest that the information contained on the application is true and complete to the best of my knowledge. I further acknowledge that any false statements or omissions made on this application, and any supplements hereto, may be grounds for immediate dismissal from my current Miami Dade College position and/or disqualification from consideration for further employment opportunities. For assistance, contact the Employment Area of the Division of Human Resources at [employment@mdc.edu](mailto:employment@mdc.edu).

I have read and agree to the above terms and agreements

At the bottom of the page, there are 'Exit', 'Previous', and 'Next' buttons.

As you complete each step, click on the Next button at the bottom of the page. This allows you to go to the next Step in the process.

If you have previously applied to a job in MDCConnect using your MDC username and password then part of your application will be already filled out for you with the information from your previous application.

After you have completed your application and are ready to submit it, click on the Submit Application button in the last Step.

Applicants who require reasonable accommodations may request it by contacting Human Resources at 305-237-2577 or through the Florida Relay Service at 1-800-955-8771.

Submission of all requested materials is the responsibility of the applicant.

It is the applicant's responsibility to submit a separate application for EACH position, even if the same position is in multiple campuses.

## Recruiting Job Application Process Job Aid -Internal Candidate

### III. Candidate Gateway

When you are logged into the MDC Job Search page you have additional available functionalities listed at the top of the page:

- My Notifications;
- My Activities;
- My Favorite Jobs;
- My Saved Searches; and
- My Contact Information

[Job Search](#) | 
 [My Notifications](#) | 
 [My Activities](#) | 
 [My Favorite Jobs](#) | 
 [My Saved Searches](#) | 
 [My Contact Information](#)

Keywords  [Search Tips](#)

Search
Reset Search
Save Search
[More Options](#)

- **My Notifications: This is where you will receive notifications if you have been selected for an interview, have a pending job offer, or received a message or correspondence.**

#### My Notifications

[Job Search](#) | 
 [My Notifications 2](#) | 
 [My Activities](#) | 
 [My Favorite Jobs](#) | 
 [My Saved Searches](#) | 
 [My Contact Information](#)

| Job Offers |                                 |        |        |               |            |                 |
|------------|---------------------------------|--------|--------|---------------|------------|-----------------|
| View Offer | Job Title                       | Job ID | Status | Location      | Offer Date | Expiration Date |
| View Offer | Documentation Manager (Hot Job) | 10278  | New    | San Francisco | 07/25/2014 | 08/04/2014      |

| Notifications   |        |                    |        |
|---|--------|--------------------|--------|
| Subject   | Status | Received           | Delete |
| You have a job offer: Documentation Manager (Hot Job) (Job ID 10278)                  | New    | 07/25/2014 12:24AM |        |
| Please add your references  | New    | 07/25/2014 12:22AM |        |
| Your automated job search DOCUMENTATION JOBS has returned results                     | Viewed | 07/25/2014 12:21AM |        |
| You are scheduled for a job interview: Documentation Manager (Hot Job) (Job ID 10278) | Viewed | 07/25/2014 12:20AM |        |
| You are invited to apply for a job: Sales Product Consultant (Job ID 504007)          | Viewed | 07/25/2014 12:19AM |        |

[Return to Previous Page](#)

[Job Search](#) | 
 [My Notifications 2](#) | 
 [My Activities](#) | 
 [My Favorite Jobs](#) | 
 [My Saved Searches](#) | 
 [My Account Information](#)

## Recruiting Job Application Process Job Aid -Internal Candidate

- **My Activities:** You can click on this tab to see your Applications as well as see and/or add Resumes, Cover Letters and other Attachments

My Activities Signed In as Valerie

Display applications from: All Applications

| Applications | Job Title                                 | Job ID | Location             | Status        | Date Created       | Date Submitted     | Withdraw Application     |
|--------------|---|--------|----------------------|---------------|--------------------|--------------------|--------------------------|
|              | FT Staff Employee/Other Non-Exempt        | 994512 | Kendall Campus       | Submitted     | 01/28/2016 11:21AM | 01/28/2016 11:24AM | <a href="#">Withdraw</a> |
|              | Student Svcs Asst I Adm Reg               | 994519 | Kendall Campus       | Submitted     | 02/04/2016 1:17PM  | 02/04/2016 1:22PM  | <a href="#">Withdraw</a> |
|              | Academic Lab Manager                      | 994489 | Kendall Campus       | Not Submitted | 02/04/2016 3:39PM  |                    | <a href="#">Withdraw</a> |
|              | Academic Lab Manager                      | 994489 | Kendall Campus       | Not Submitted | 02/04/2016 6:43PM  |                    | <a href="#">Withdraw</a> |
|              | Student Svcs Asst I Adm Reg               | 994519 | Kendall Campus       | Not Submitted | 02/05/2016 5:32AM  |                    | <a href="#">Withdraw</a> |
|              | Clerk Senior                              | 994490 | Kendall Campus       | Not Submitted | 02/05/2016 6:58AM  |                    | <a href="#">Withdraw</a> |
|              | Clerk Senior                              | 994490 | Kendall Campus       | Submitted     | 02/05/2016 7:26AM  | 02/05/2016 7:32AM  | <a href="#">Withdraw</a> |
|              | Adjunct Faculty, Music, Theater and Dance | 994495 | Kendall Campus       | Submitted     | 02/05/2016 12:06PM | 02/05/2016 12:07PM | <a href="#">Withdraw</a> |
|              | P/T Camp Counselor I and II               | 994493 | Kendall Campus       | Submitted     | 02/05/2016 12:14PM | 02/05/2016 12:15PM | <a href="#">Withdraw</a> |
|              | Academic Chairperson, Arts and Letters    | 994503 | West Campus          | Submitted     | 02/08/2016 11:59AM | 02/08/2016 12:00PM | <a href="#">Withdraw</a> |
|              | P/T Custodian                             | 994509 | InterAmerican Campus | Submitted     | 03/11/2016 9:17AM  | 03/11/2016 9:18AM  | <a href="#">Withdraw</a> |
|              | FT Staff Employee/Other Non-Exempt        | 994523 | Kendall Campus       | Submitted     | 01/28/2016 11:21AM | 01/28/2016 11:24AM | <a href="#">Withdraw</a> |

| Resumes | Resume Title | Attached File | Date Created       |
|---------|--------------|---------------|--------------------|
|         | Test         |               | 01/28/2016 11:21AM |

**Cover Letters and Attachments**  
You have not added any attachments.

[Add Attachment](#)

Return to Previous Page Job Search | My Notifications | My Activities | My Favorite Jobs | My Saved Searches | My Contact Information

- **The Applications box displays links and details for all applications you have drafted and saved or submitted. You have the option of withdrawing an application by clicking the “Withdraw” button.**

| Applications | Job Title                     | Job ID | Location       | Status        | Date Created      | Date Submitted    | Withdraw Application     |
|--------------|-------------------------------|--------|----------------|---------------|-------------------|-------------------|--------------------------|
|              | Dir Intercollegiate Athletics | 994496 | Kendall Campus | Submitted     | 01/26/2016 4:27PM | 01/26/2016 4:35PM | <a href="#">Withdraw</a> |
|              | Administrative Specialist     | 994525 | Kendall Campus | Not Submitted | 02/22/2016 8:50AM |                   | <a href="#">Withdraw</a> |

- **The Resume box displays links and details for all resumes you have uploaded or copy/pasted into an application.**

## Recruiting Job Application Process Job Aid -Internal Candidate

| Resumes      |               |                   |
|--------------|---------------|-------------------|
| Resume Title | Attached File | Date Created      |
| Test         |               | 01/26/2016 4:27PM |

- **The Cover Letters and Attachments box is where you can attach generic Cover Letters (not tied to a specific job application), Personal and Professional References, and Transcripts. Please note, for faculty/adjunct faculty/instructional positions you must upload your transcripts to this page. It is highly recommended to upload transcripts for any positions requiring a degree or college coursework.**

**Add Attachment** Job Search | My Notifications | **My Activities** | My Favorite Jobs | My Saved Searches |

Select attachment type and enter an attachment purpose, then select the Upload Attachment button to upload a file.

**My Cover Letters and Attachments**

\*Attachment Type

\*Attachment Purpose

\* Required Information

- **My Favorite Jobs: Any job you selected as a Favorite Job by clicking on the star will be saved on this page. You can apply for or remove selected jobs.**

| Favorite Jobs  |        |                |        |            |             |            |  |
|--|--------|----------------|--------|------------|-------------|------------|--|
| Job Title  | Job ID | Location       | Status | Job Family | Posted Date | Saved Date |  |
| <input type="checkbox"/> Part-Time Summer Camp Counselor | 994521 | Kendall Campus | Open   | Staff      | 02/01/2016  | 02/26/2016 |  |

- **My Saved Searches: Any searches you saved will be listed on this page for quicker search options when you return to the page. When you type in any keyword search and click “Save Search” you will have the option to click to receive notifications when new jobs are posted that meet your search criteria.**

**My Saved Search**

\*Name My Search

Notify me when new jobs meet my criteria

Send email notification to



## Recruiting Job Application Process Job Aid -Internal Candidate

**My Saved Searches** | [Job Search](#) | [My Notifications](#) | [My Activities](#) | [My Favorite Jobs](#) | **My Saved Searches** |

The Search button performs the search and shows your results on the Job Search page.

**Saved Searches**

| Search Name         | Created On | Notifications Email           | Notification Expires On | Edit | Delete |
|---------------------|------------|-------------------------------|-------------------------|------|--------|
| KENDALL CAMPUS JOBS | 02/26/2016 | No notifications will be sent |                         |      |        |

- My Contact Information:** This page displays your name, address, phone number and email. If you would like to make changes to this information you can update it via the Employee Self Service menu options.

**My Contact Information** | [Job Search](#) | [My Notifications](#) | [My Activities](#) | [My Favorite Jobs](#) | [My Saved Searches](#) | **My Contact Information** | Signed In as Betty

As an employee, you cannot change your name or contact information here, you must submit a request to HR.

**Preferred Contact Method**

Preferred Contact Method Not Specified

**Name**

|                     |                 |
|---------------------|-----------------|
| Name Format English | Name Prefix Mrs |
| First Name Betty    | Middle Name     |
| Last Name Locherty  | Name Suffix     |

**Address**

|                           |                |
|---------------------------|----------------|
| Country United States     |                |
| Address 1 643 Robinson St |                |
| Address 2                 |                |
| Address 3                 |                |
| City Buffalo              | State New York |
| Postal 74940              | County         |

**Email Address**

| Email Address                        | Primary                             | Email Type |
|--------------------------------------|-------------------------------------|------------|
| betty@xyzcompany.com                 | <input type="checkbox"/>            | Business   |
| HCMGENUser1@ap6023fems.us.oracle.com | <input checked="" type="checkbox"/> | Home       |

**Phone**

| Phone Number | Extension | Primary                  | Phone Type |
|--------------|-----------|--------------------------|------------|
| 925.694.0025 |           | <input type="checkbox"/> | Business   |

\* Required Information

Save

### IV. Additional Information on Attachments

#### Cover letter and resume/curricula vitae

If appropriate, a cover letter and resume must be attached where indicated.

## Recruiting Job Application Process Job Aid -Internal Candidate

### Transcripts

- Copies/unofficial transcripts for all college/university academic preparation, showing degree awarded, must be uploaded to your applicant profile and presented at interview date for all faculty/adjunct faculty/instructional positions for which you are applying. All degrees must be awarded by an accredited educational institution. The College is the final authority in determining appropriateness and/or applicability of all credentials.
- If selected for employment, official transcripts for all college/university work, and three (3) original work related references are required as a condition of employment. Official transcripts should be sent directly from the College/University to Human Resources in a sealed envelope.
- Applicants, who have earned a degree from a foreign institution MUST upload to their applicant profile copies of the certified translation and evaluation from a NACES (National Association of Credential Evaluation Services, <http://www.naces.org/>) organization. The evaluation must be a course-by-course evaluation in the English language. The candidates are required to pay for the evaluation/translation services.

### V. Additional Training Resources

Navigate to the Training folder at <http://mdconnect.mdc.edu/> to view UPKs (User Productivity Kits) for a online demonstrations on:

- Searching for and Managing Jobs;
- Managing the Job Application Process; and,
- Connecting Friends to Jobs

**(END)**