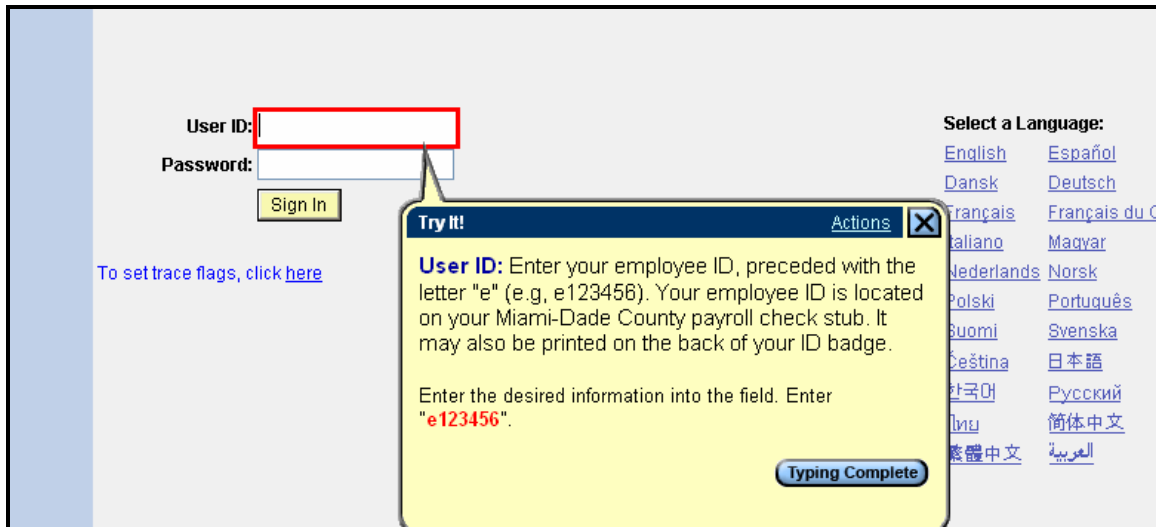


Instructions for the Internal User

Internal applicants or current Miami-Dade County employees can get access to employment opportunity notices and applications by navigating to www.miamidade.gov/jobs and clicking on the [Internal Applicants](#) link, on the upper left menu, as shown on the screen print below.

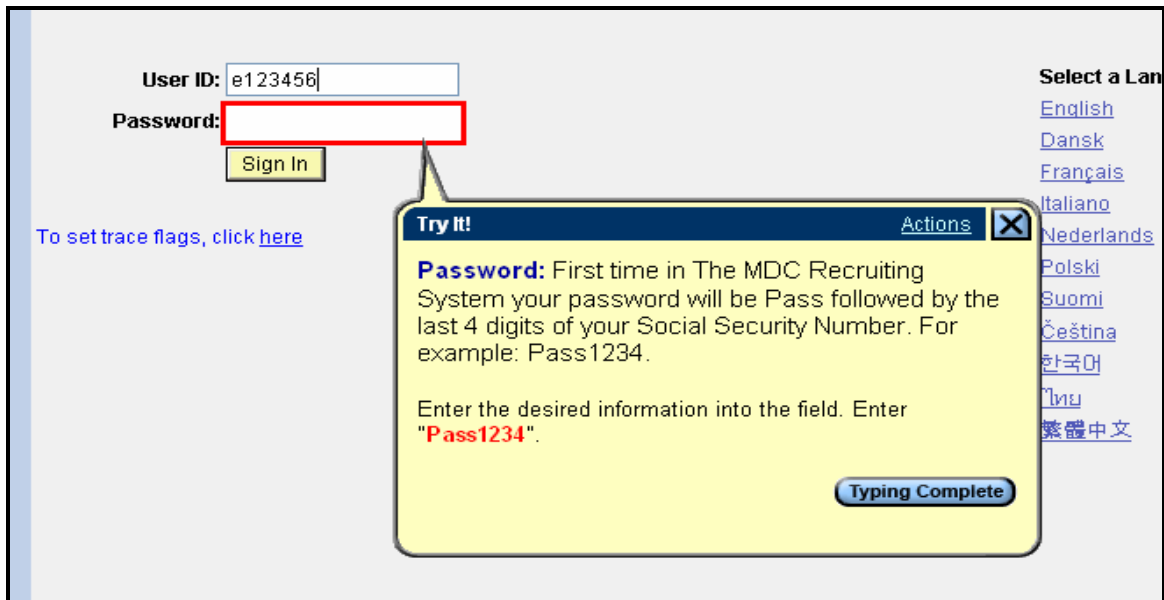


As a current Miami-Dade County employee, your *User ID*, or login is your employee ID number, preceded by the letter *e*, as shown on the screen print below. If your ID badge was issued on or after June 2004, your employee ID number is printed on the back of the badge. You can also find your employee ID number on the upper left corner of your pay check stub.

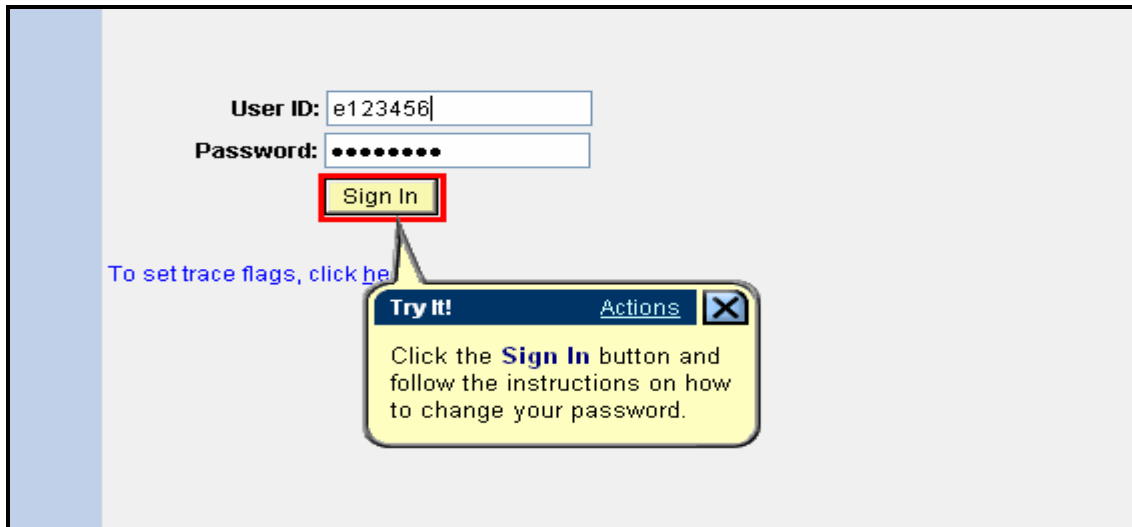


Keep in mind that the software application is case sensitive. So be careful with capitalization. Your initial password, as shown on the next screen print, is the word *Pass* with the last four (4) digits of your social security number. Capitalize the first letter of the word *Pass* and make sure there aren't any spaces between the letters and numbers.

Instructions for the Internal User



After entering your user ID and password, click on the *Sign In* button as shown below.



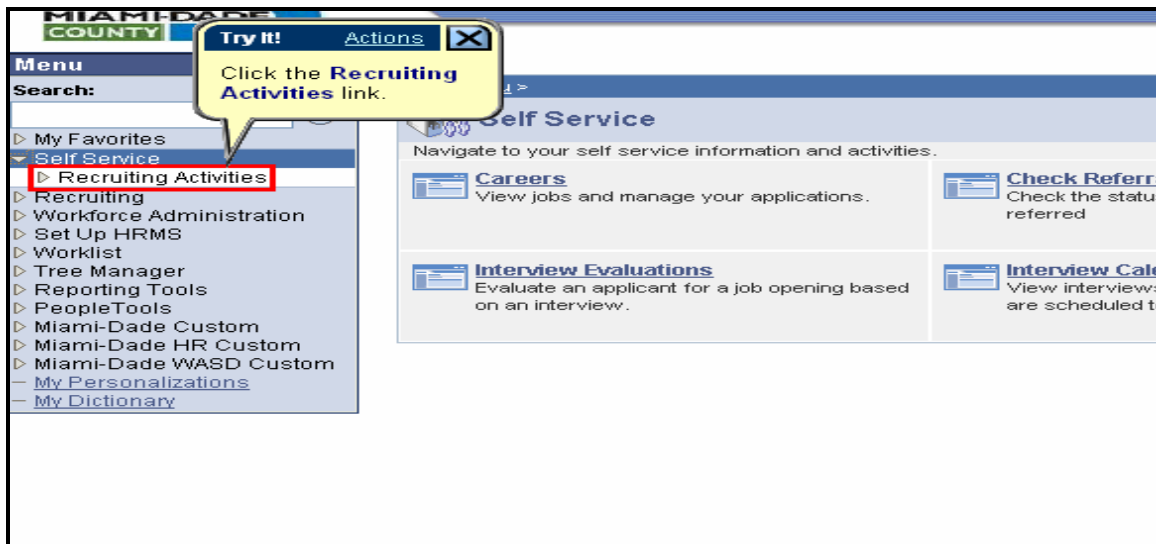
Immediately upon logging in, the system will prompt and force you to change your password. Please follow the instructions on the screen and select a password that you will remember easily. Remember that if you capitalize the password when you enter it, you will have to capitalize it when you use it again. Again, the system is case sensitive.

After changing your password, you will encounter a menu with several items from which to choose. What you see on the menu may vary depending upon security. As an applicant, you need to select the [Self Service](#) option as shown on the screen print below.

Instructions for the Internal User

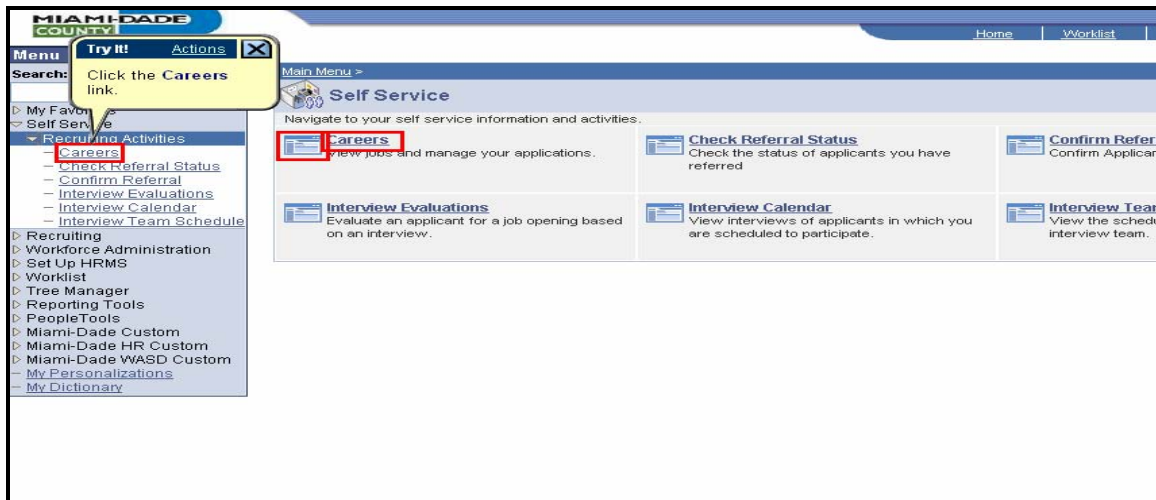


To view job openings or apply for a job, your next action should be to select the [Recruiting Activities](#) option that appears under [Self Service](#) as shown on the screen print below.

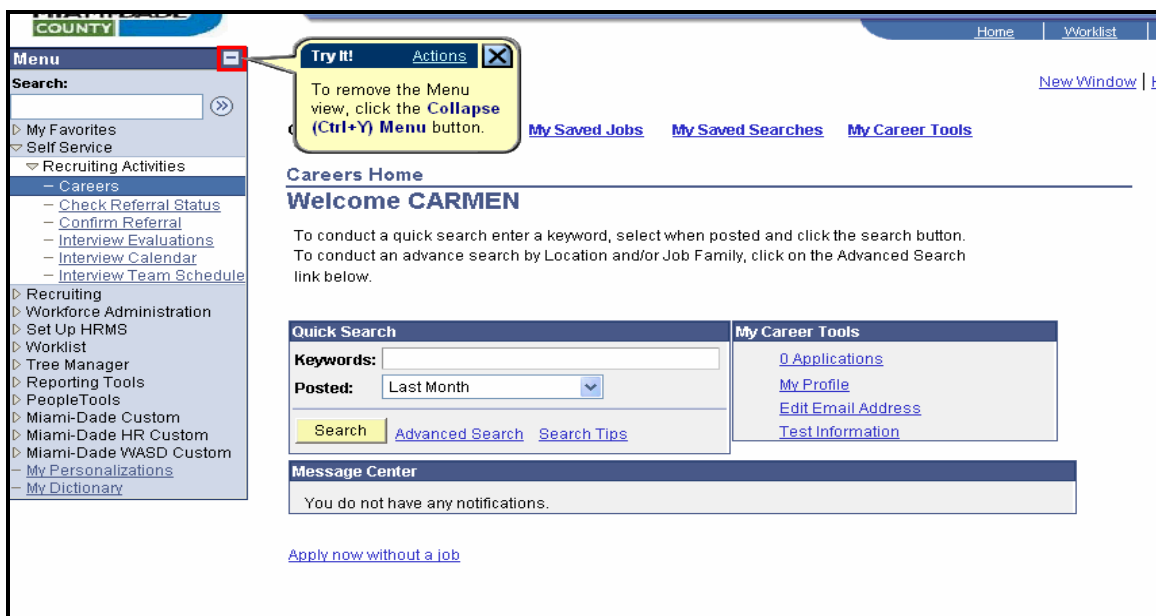


By selecting the [Recruiting Activities](#) option, you will expose a number of other menu options. To continue toward viewing job openings or applying for jobs, select the [Careers](#) link as shown on the screen print below.

Instructions for the Internal User



Upon selecting the [Careers](#) link, you should see your personal [Careers](#) home page. If the menu options bother you, you can collapse or close the menu by clicking on the *minus (-) sign* as shown on the screen print below.



For instructions on how to complete the new application for employment please see our guide to completing an application for employment at www.miamidade.gov/jobs.

To View Your Personal Profile

Since you are a Miami-Dade County employee, your profile was exported from the personnel master file into the online recruitment management system. Employees may view their profiles by clicking on the [My Profile](#) link as shown on the screen print below.

Instructions for the Internal User

[Careers Home](#) [Job Search](#) [My Saved Jobs](#) [My Saved Searches](#) [My Career Tools](#)

Careers Home
Welcome CARMEN

To conduct a quick search enter a keyword, select when posted and click the search button.
To conduct an advance search by Location and/or Job Family, click on the Advanced Search link below.

Quick Search
Keywords:
Posted: Last Month
 [Advanced Search](#) [Search Tips](#)

My Career Tools
[0 Applications](#)
My Profile
[Edit Email Address](#)
[Test Information](#)

Try It! Actions X
Click the **My Profile** link.

Message Center
You do not have any notifications.

[Apply now without a job](#)

See screen below for details. If you need to make changes, please see your departmental personnel representative (DPR). Employees cannot change their profiles in the recruitment system. Once you've viewed your profile, you can return to where you were previously by clicking on the [Return to Previous Page](#) link.

[Careers Home](#) [Job Search](#) [My Saved Jobs](#) [My Saved Searches](#) [My Career Tools](#)

My Profile

You can update your name, address, phone number and email here. Changes made to your contact details on this page will be updated on all of the jobs you have applied to.

[Return to Previous Page](#)

Name
Name Format: English
Name Prefix:
First Name: CARMEN
Middle Name:
Last Name: BETANCOURT
Name Suffix:

Address
Country: United States
Address 1: 111 NW 1 Street
Address 2:
Address 3:
City: Miami State: Florida
Postal: 33128
County: Miami-Dade

Try It! Actions X
The information you see in this page will only be displayed. This information is coming from the MDC Time and Leave system.
If you need to make any changes, please contact your Departmental Personnel Representative (DPR).
Press [Enter] to [continue](#).