



Attention MMSD Staff:

Looking for the weekly posting of internal positions?
You're just a few clicks away!

How to View Internal Positions

1. From your Novell applications window on any MMSD computer, click on the "Internal Job Transfer" icon.*
2. Select, "Click here to view available jobs" link. (This will show you internal postings for *all* units.)

How to Apply for Internal Positions

1. From your Novell applications window on any MMSD computer, click on the "Internal Job Transfer" icon.*
2. Sign In:
 - If you have never created an account, select "Create New Account"
 - If you have used your internal application in the past, sign in with your Username & Password.

You will only see vacancies that you are eligible to apply for (i.e., vacancies within your particular bargaining unit).

Need Assistance? Contact Human Resources at 663-1693.

*From any non-MMSD computer, go to www.mmsd.org, click on "Staff Only" and log in to access the "Internal Job Transfer" icon.