

MassCareers Employee Career Section

Executive Branch Departments use **MassCareers** to post job opportunities and as an employee, you have access to the internal **MassCareers** Employee Career Section. Access allows you to:

- Log in to the Employee Career Section using your Employee ID to view job postings and promotional opportunities internal to your Department, and for any other Department currently using **MassCareers**
- Update your User Profile with job preferences and alerts to receive email notifications about jobs you might be interested in by location, job type, Department and working hours/shift
- Apply for a position on-line and track the status of hiring for that position

Logging in using your Employee ID – whether through the internal Employee Career Section or the External Career Section – will ensure you are identified as an applicant from within the Commonwealth's Executive Branch.

For First Time Users, Here's How to Access the Employee Career Section:

- From the [Find Your Future Commonwealth Job](#) site, select the "Advance Your Career – Find Internal Opportunities (Internal Candidates)" link.
- After accepting the Privacy Agreement, enter your Employee ID for the User Name and select the "Forgot Your Password" option for creating your password.
- You will be prompted to enter your email address. Use your business email address from the Employee Self Service "My Systems Profile." If you do not have an email address set up in Employee Self Service "My Systems Profile," you will need to add one. Visit the [MassCareers Create a Profile Guide website](#) for more information or contact the ESC for assistance in updating or verifying your "My Systems Profile" email.
- You will receive an email from **MassCareers** with instructions on how to create a new password.
- Follow the instructions in the email to create a password. You will now be able to access the Employee Career Section.

Please note: While you can view and apply to all Departments' internal postings, if a posting is identified as "Internal only" your application will only be considered if you are an employee of that Department.

If you need assistance in using the **MassCareers application, please contact the Commonwealth Employee Service Center (ESC) for assistance at:**

Phone
Local: 617-979-8500
Toll Free: 1-855-447-7778
TTY: 617-248-0546

ESC Main Email
MassHREmployeeServiceCenter@mass.gov

We encourage you to log in today to start using **MassCareers!**

Questions and Answers:

Question: Why should I log in to the Employee Career Section instead of the External Career Section?

Answer: Although you can log in to either career section using your Employee ID, "Internal Only" postings for your Department can only be found in the Employee Career Section.

Question: Why should I use my Employee ID to log in and not create my own external profile?

Answer: Logging in using your Employee ID – whether through the internal Employee Career Section or the External Career Section – will ensure you are identified as an applicant from within the Commonwealth's Executive Branch. Also, the Employee Career Section can only be accessed using your internal profile associated with your Employee ID.

Question: What if I have been using a profile I created instead of using my internal profile associated with my Employee ID?

Answer: Contact the ESC. If possible, your profiles will be merged. In some instances it is not possible to merge your profiles and you should start only using your internal profile.