



Hey there,

Let's get you ready to apply for a role at the Melbourne Cricket Club.

Thank you for your interest to apply for a role at the Melbourne Cricket Club. In this document, there are a few tips we've created to help you when applying for a position.

Please note that when you are using our Careers Portal including creating an account, you are using our Human Resource software, Dayforce. As such, the Melbourne Cricket Club can only provide steps and instructions. We are unable to reset or provide technical support to candidate accounts.

Our Careers Portal:

The MCC Careers Portal can be accessed here - <https://jobs.dayforcehcm.com/en-AU/mcc1838/CANDIDATEPORTAL>

Creating an account:

At the top of the navigation bar, press "*Sign in*"



Then press "*Create one now.*"

A screenshot of the 'Sign in' form. The form has a title 'Sign in' and two input fields: 'Email*' and 'Password*'. Below the password field is a blue link that says 'Forgot password?'. At the bottom left of the form is a blue button labeled 'Sign in'. At the bottom right, there is a text prompt: 'Don't have an account? [Create one now.](#)'

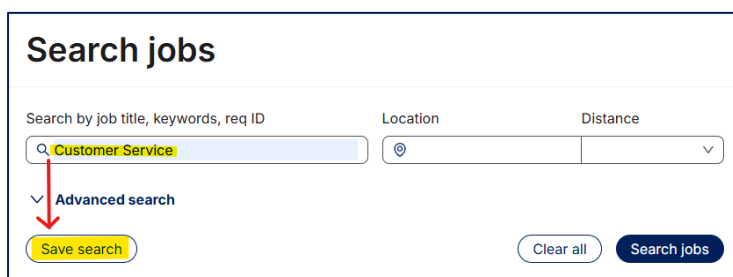
You must follow the prompts and questions that are asked when creating an account.

The following points below require you to be signed into your account.

Setting job alerts:

Search for the job title you are interested in under the “Search by job title, keywords, req ID”.

Once you have entered that in, press the “Save search” button once you have entered the job title.

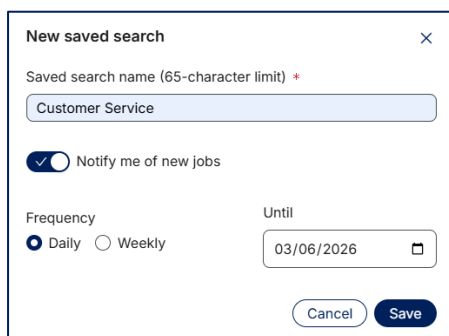


Search jobs

Search by job title, keywords, req ID Location Distance

▼ Advanced search

A popup will appear asking you to enter some details. Please note that save search notifications can be set to a maximum of 6 months. You must login to the Melbourne Cricket Club Careers Portal should you want to still be notified by setting up a new save search.



New saved search [X]

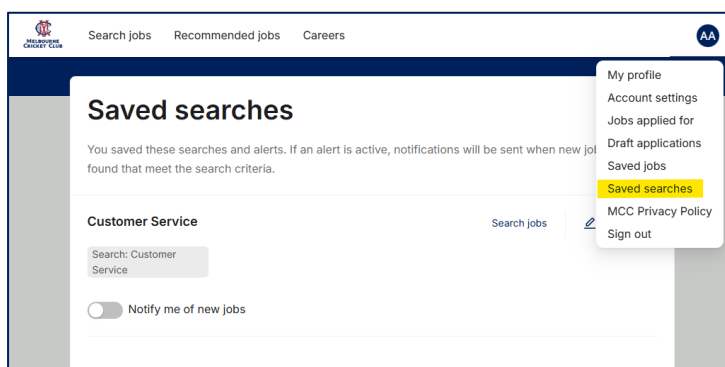
Saved search name (65-character limit) *

Notify me of new jobs

Frequency Until

Daily Weekly [Calendar icon]

You can confirm your saved searches by going to your profile icon and press “Saved searches”



Search jobs Recommended jobs Careers AA

Saved searches

You saved these searches and alerts. If an alert is active, notifications will be sent when new jobs found that meet the search criteria.

Customer Service Search jobs

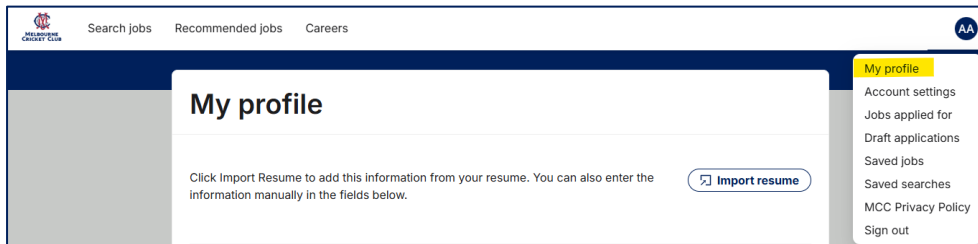
Search: Customer Service

Notify me of new jobs

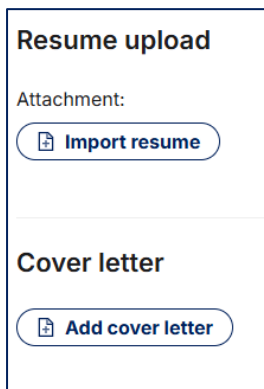
- My profile
- Account settings
- Jobs applied for
- Draft applications
- Saved jobs
- Saved searches**
- MCC Privacy Policy
- Sign out

Adding a resume and cover letter ahead of time:

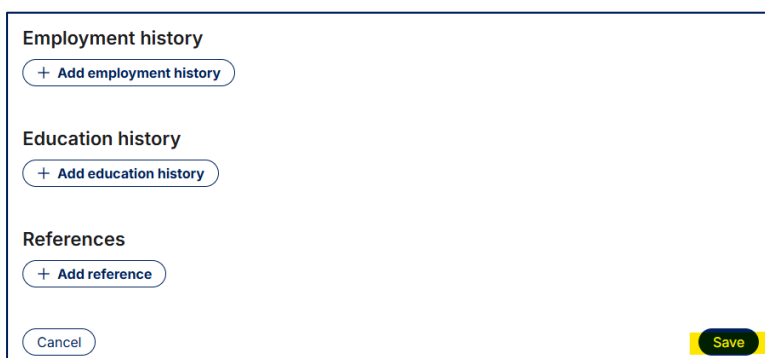
You can add a resume and cover letter ahead of time in “*My profile*” without applying for an actual position. This can be done by going to your profile icon and press “*My profile*”



You can also add a cover letter under the “*Cover letter*” section when scrolling down. Note – there is no need to add your resume again when scrolling down as it may replace inputs you have put in manually.

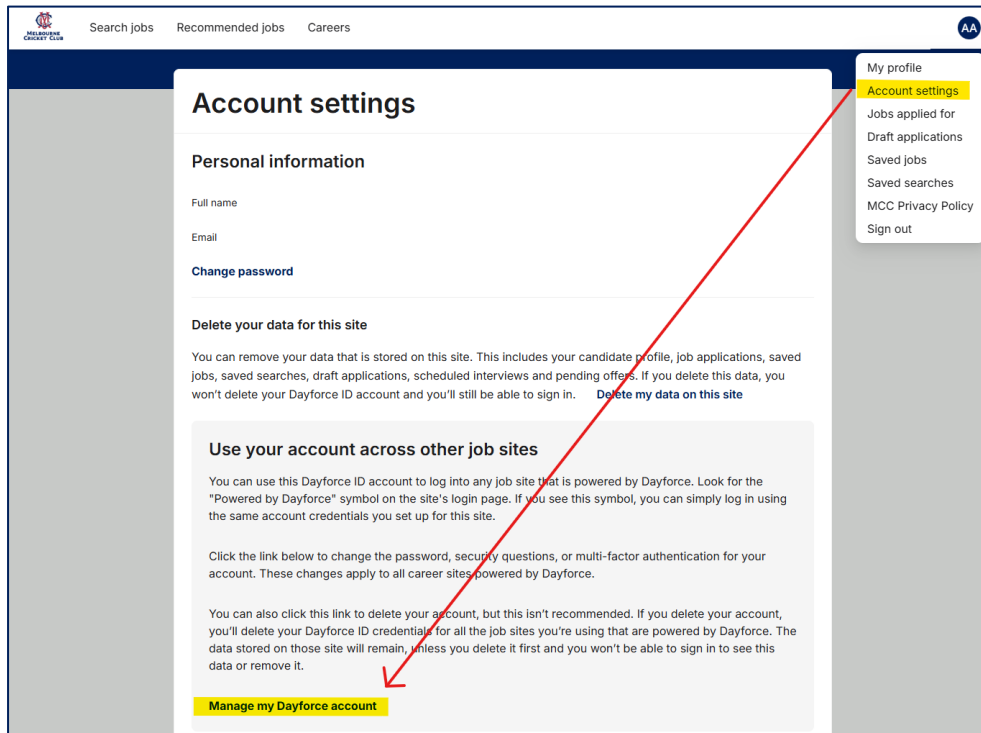
A screenshot of the 'Resume upload' and 'Cover letter' sections. The 'Resume upload' section has an 'Attachment:' label and an 'Import resume' button. The 'Cover letter' section has an 'Add cover letter' button.

Ensure you scroll down and press “*Save*” to save your progress!

A screenshot of the 'Employment history', 'Education history', and 'References' sections. Each section has a '+ Add [section name] history' button. At the bottom, there are 'Cancel' and 'Save' buttons.

How can I manage my password, security questions and multifactor authentication:

Changing these details can be done by going to your profile icon and press “Account settings”. When on the page, press “Manage my Dayforce account”



You will then be able to follow the links to be able to change any of those details should you need to.

Manage your Dayforce ID account

Name

Email Address (Required)

[Change password](#)

[Change security questions](#)

[Change multifactor authentication preference](#)

[Delete My Dayforce ID account](#)

If you have any questions, please don't hesitate to contact us – recruitment@mcc.org.au