

How to Apply to an Internal Position as a Magellan Employee

1. Go to MagNet, hover over the Employee Services menu link and then hover over the HR Services link. When the menu appears, click on the link to “MyMagellan,” the HR portal.



2. From the My Magellan site, hover over “My Career & Development” and click “My Career.”



3. From the “My Career” page, click on “View current job openings.”



4. In the field under “Requisition Number”, type one of these requisition numbers:
 - a. For an Embedded Counselor position: **15627**
 - b. For a Regional Supervisor position: **15631**

You already have a profile, so scroll down next to the search results list and click on the **"Access my profile"** link to the right side of the page.

Requisition Number

Keywords

Search Tips
You can search jobs by relevant criteria in the menus. You can also use a number or a keyword.

5. Press the **'Enter'** key.
6. To view the job description, click on the position title

Adult Military & Family Life Counselor Full-time

MO-WFHMO-WFHMO1

Job Posting: Dec 11, 2012 - Requisition ID 14520

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7. Click **"Apply Online"**.

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Job Description

Adult Military & Family Life Counselor(Job

8. Some additional tips:
 - Explanations of information requested are provided to the right of each section
 - When entering your prior work information, if you were self-employed you may simply enter "self" in the field requesting the name of your prior supervisor
 - The "Additional Attachments" section is a perfect location to import a copy of your professional license
9. Review any uploaded information for accuracy, and then complete all required fields (marked with an *****) and click **"Save and Continue"** until you get to the last 'Summary' page where you will click **"Submit."**
10. If you have questions or need assistance in accessing the website or creating a profile, please call the HR Service Center at 888-411-6343, option 2.