

FAQs – How Do I Apply

How do I search for a job?

MMC is a global professional services firm providing advice and solutions in the areas of risk, strategy and human capital. It is the parent company of a number of the world's leading risk experts and specialty consultants, including Marsh, Mercer, Kroll, Guy Carpenter and Oliver Wyman. The MMC Careers section features one list of job openings at the MMC Corporate Center (the parent company) and another list for jobs at the parent company and all of MMC's operating companies. Click "Search Positions at MMC" to search for jobs at MMC (the parent company) or "Search Positions at MMC and Our Operating Companies" for a combined list of jobs at the parent company and all the MMC operating companies.

How do I apply for a job?

From the search results list, click on the Job Title link to read more about the job. If you are interested, click the "Apply Online" button. If you are a new user, you will be asked to enter your email address and create a password. Please record your user name and password for future visits to the site. You will then be asked to answer a series of questions, complete a skills assessment, and enter your resume/CV if you have not already.

If you do not want to apply for a specific job, you can still submit your resume/CV using the "Access Your Profile" option. It is highly recommended that, before beginning to apply for jobs, you complete the candidate profile, as this helps recruiters match your qualifications to any job opportunities we may have in the future.

You may leave your session at any point, even if you have not completed your application. You can use your user name and password to come back into the system to complete your profile or to finish applying for a particular job.

I have never applied for a job at MMC. Why does it say that my email account already exists in the database?

All the MMC operating companies use the same database. If you have applied to any MMC company, you will have to use the same username and password to log in again. Do not try to register as a new user, as you will continue to get the same error. If you do not remember your login details, please use the "Forgot Password" or "Forgot Username" option.

I forgot my password or want to change it. What should I do?

On the login page, click the "Forgot Your password?" link. After you verify your username and email address, you will receive an email with a security code.

I forgot my username. What should I do?

On the login page, click the "Forgot Your username?" link. You will be asked to verify your contact information – please ensure that you enter your information exactly as you did the first time you applied. If the details are not an exact match, we will be unable to determine if you are the same candidate and will be unable to send out your username.

If a match is successful, you will receive an email with instructions on how to access your username.

The security code I received is invalid. What should I do?

It may be that your security code has expired or has been invalidated by your email software settings. First, open the webpage attached to the message you received and try again by clicking on the link provided. If this fails, request a new security code by going to the application or profile login page, enter your email address or user name and click on "Forgot Password?" You will receive a new security code via email.

I did not receive the email to change my password or username. What should I do?

You may not have received the email to change your password or username for various reasons. Please ensure that:

- 1) Your email software is not filtering out emails from people outside of a certain contact list. If this is the case, modify your list of contacts to accept this email.
- 2) Your emails are not being filtered into other folders in place of your inbox. Please check all folders for the email.
- 3) Your email provider does not block emails with HTML attachments. If your provider does block HTML attachments, you will be unable to receive our emails unless you change your email provider.

I forgot my access code. What should I do?

You can request another password reset from the careers page by using either the "Forgot Password" or "Forgot Username" option.

The system says my account is locked. What should I do?

This usually happens when several unsuccessful attempts are made to login with your username and the wrong password. The account usually unlocks itself after 15 to 30 minutes. Please wait 30 minutes and try again. You may want to use the "Forgot Password" or "Forgot Username" option.

Why can't I create another account under my email address?

The email address is used as a unique identifier; therefore two people may not use the same email address to apply. If there is already someone registered under your email address, or if you have registered before and do not remember your log in information, please use the "Forgot Password" or "Forgot Username" option or use a different email address.