

MONTGOMERY COLLEGE  
Office of Human Resources, Development, and Engagement

July 27, 2013

MEMORANDUM

To: Montgomery College Staff and Administrators  
From: Jason Rivera, Talent Management Coordinator  
Subject: Classification Review & Talent Profile Information Sessions

Per procedure 33001CP, Staff Classification Systems and Position Descriptions, V. A., the classification review request window will open from September 1, 2013 – September 30, 2013. Classification review information sessions have been scheduled from July 31, 2013 through September 15, 2013 for any staff member or administrator interested in learning more about the classification review process and how to complete the [Talent Profile](#).

Please use the [PDS](#) to register for an information session.

If you are unable to attend an information session and would like to submit a classification review request, please submit the request to [classreview2014@montgomerycollege.edu](mailto:classreview2014@montgomerycollege.edu). In your email, please include the incumbent's M number and a brief statement (no longer than a paragraph) explaining how the position description has significantly changed from a prior classification review.

For more information on Montgomery College's classification system, which includes the maintenance review cycle, please visit the [Human Resources, Development, and Engagement web page](#) where you can view a copy of the Guide to the Classification System.

If you have questions about the classification review process, please send a message to [classreview2014@montgomerycollege.edu](mailto:classreview2014@montgomerycollege.edu).

As Montgomery College continues to develop its talent management system, the Taleo Talent Profile will become increasingly more important. Each employee's talent profile contains information about current and past jobs including experience, education, and certifications. The profile will serve an important role in employee matters within Taleo, including career development, succession planning, and equity reviews. **Administrators and associate and support staff must complete their Talent Profiles no later than September 30, 2013.** The Talent Profile Guidebook, which provides complete instructions and information on completing a profile, is located on the [Human Resources, Development, and Engagement web page](#).

Additional information regarding the Talent Profile will also be covered during the classification review information session.

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