

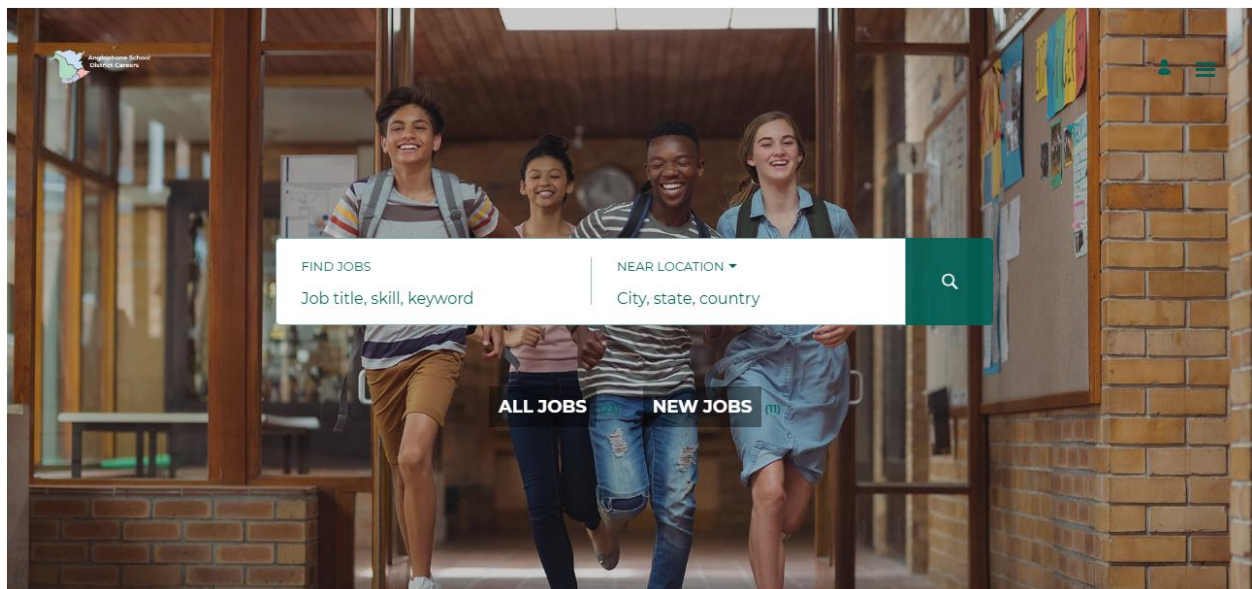
Job Aid: Apply for a Job

Description: Use this Job Aid when you need to apply for a job through the Career Portal as a non-Fusion Employee.

Note: Optional fields mean this information is not required, nor advised to be entered information.

System Steps:

- Step 1. Go to the **career portal**.
- Step 2. Click on **All Jobs**
- Step 3. Click on an **open Job tile**.



- Step 4. Click **Apply Now** button and perform the following steps:
 1. Review the **Terms and Conditions**
 2. Enter **email address** (use external email).
 3. Click **Next** button.
 4. Enter **code** received in email.
- Step 5. Click **Verify** button
- Step 6. Enter your information in all the prompted sections
- Step 7. Click **Upload Resume**.
- Step 8. Select resume from computer folder and click **Open**.
- Step 9. If desired, Click Add Cover Letter
- Step 10. Select cover letter from computer folder and click **Open**
- Step 11. If desired or prompted in the job ad, click **Upload Attachment** to demonstrate proof of qualifications.
- Step 12. Select appropriate attachment from computer folder and click **Open**.
- Step 13. Enter **First** and **Last Names** for **Full Name field** under E-Signature (must match what was previously entered).
- Step 14. Click **Submit** button.