

Job Aid: Apply for a Job

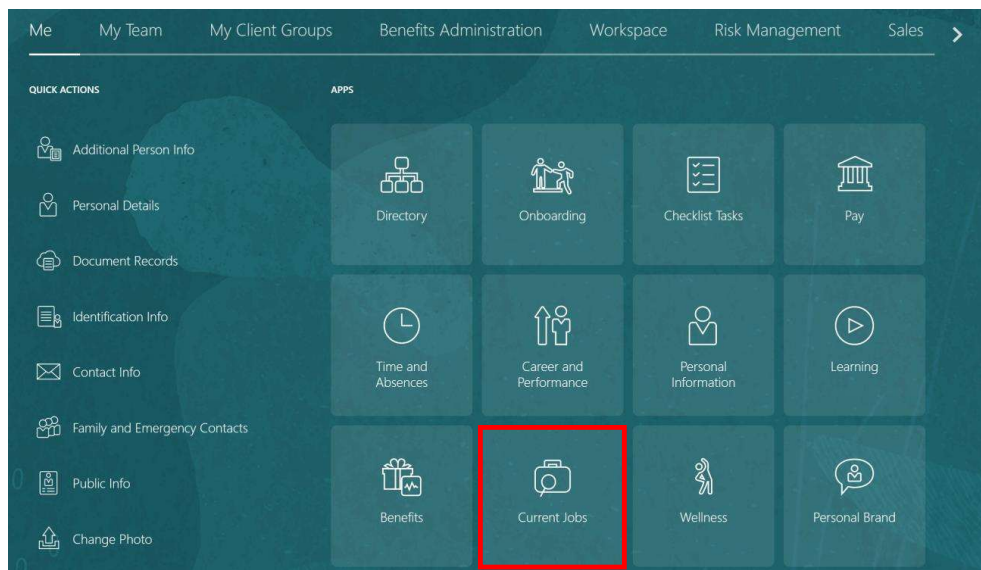
Description:

As an employee using Fusion, use this Job Aid to apply to the open competitions through your Fusion employee direct access, as well as access the status of your applications.

Note: If you are an employee that has transferred out of Fusion, please follow the **Apply for a Job (External)** job aid. When you get to step 4.2, use a non-GNB email address. If you use your GNB email address, you may encounter issues when applying.

Steps:

- Step 1. Login into **Fusion**.
- Step 2. Make sure you are on the **Me** landing page.
- Step 3. Click the **Current Jobs** tile.



- Step 4. Click the **Search** button (magnifying glass) to see all currently posted jobs or enter any specific **[Keyword]** in Search box to narrow your search.
- Step 5. Click on a **job name** to read the job ad.
- Step 6. To apply, click the **Apply** button.

Note: Do not complete the Skills and Qualifications section as a part of your application. Please proceed to the Job Application Questions section.

- Step 7. Complete your Job Application by going through all sections:

- Section 1: **Job Application Questions** - Answer all Job application questions (if applicable).
- Section 2: **Supporting documents** - **Attach your resume (mandatory document)** and any additional supporting documents such as a cover letter or certificates to demonstrate your qualifications for the job.
- Section 3: **E-Signature** – Enter your full name.

- Step 8. Click **Submit** button in upper right corner.

Follow the steps below to **confirm that your application was submitted** and note the **status of your application** for this Job:

- Step 1. Click on the **GNB logo to return** top left to return to main page.
- Step 2. On the **Me** landing page, click the **Current Jobs** tile.
- Step 3. Click on the **Submitted Applications** link.
- Step 4. Under **Jobs**, you will find the list of jobs to which you have applied.