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 or an external candidate.

Note: It is not required to fill out the optional fields, nor is it recommended to do so.

System steps:

Step 1. Go to the **career portal**.

Step 2. Click on **All Jobs**

Step 3. Click on a **job tile**.

Step 4. Click **Apply Now** button and perform the following steps:

a. Review the **Terms and Conditions**

b. Enter **email address** (use an external email).

c. Click **Next** button.

d. 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**

a. Select cover letter from computer folder and click **Open**

Step 10. If desired or prompted in the job ad, click **Upload Attachment** to demonstrate proof of qualifications.

a. Select appropriate attachment from computer folder and click **Open**.

Step 11. Enter **First** and **Last Names** for **Full Name field** under E-Signature (must match what was previously entered).

Step 12. Click **Submit** button.