Job Aid: Search and apply for a job (internal)

Description: As an employee using Fusion, use this job aid to search for and apply to the open competitions available in **Current Jobs > Opportunity Marketplace**, 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 an nbed.nb.ca or non-GNB email address. If you use your GNB email address, you may encounter issues when applying.

System steps:

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

Note: If this is the first time that you are accessing Opportunity Marketplace, you will be prompted to update your interests.

Step 4. Based on the interests selected, the landing page will be populated with current open postings related to your choices. Click the **Search** button (magnifying glass) to see all currently posted jobs or enter any specific **[Keyword]** in the 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 click on **Update Profile** in the **Keep your talent profile up to date** section, as this will take you to the **Skills and Qualifications** page. Go directly to the job application questions on the **Job Application** page.

Step 7. Complete your **Job Application** by going through all sections:
   a. Answer all job application questions (if applicable).
   b. **In the Attachments section** - Attach your resume and any additional supporting documents such as a cover letter or certificates to demonstrate your qualifications for the job.
   c. In the **Provide signature** section – Enter your full name.
Step 8. Click **Submit** button in the 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 **Home Icon** on the top right to return to the main page.
Step 2. On the **Me** landing page, click the **Current Jobs** tile.
Step 3. Click on **Submissions**, located at the bottom of the page.
Step 4. Under **Jobs**, you will find the list of jobs to which you have applied.