



1

Select **External Jobs** or **Internal Jobs** from our **Careers** page

2

Select the job number of a posting that you are interested in to learn more. If you would like to apply, scroll to the bottom of the job and select **I am Interested**.

3

If you already have an account, enter your email address and password under Returning User. If you need to create an account, enter your email address under New Applicant and refer to our *How to Create a Profile* guide.

4

Review job details and requirements. If you still wish to proceed, click **Apply for this job**.

5

Answer job specific questions and select or upload the relevant documentation for the job (resume, cover letter, and/or certificates) and select a *File type*.

**NOTE:** Document title cannot contain special characters (/ - \_ ,) as it will not open. Only documents in the following format will be accepted: .doc, .pdf, .txt, .wpd, .docx, .rtf. The system does not permit picture files such as .jpg, .png, .etc.

6

Select the **Save & Continue** button at the bottom of the page.

▶ An email confirmation will be sent to you indicating that your application was received.

If you encounter any issues when applying to a job, contact Njoyn Support at 1-877-427-7717, Monday to Friday, 8:00am - 8:00pm EST, or email [webhelp.njoyn@cgi.com](mailto:webhelp.njoyn@cgi.com).