**Step 1:** Login to my.mun.ca using your normal login credentials, click Employees tab at the top and to view Internal Job Opportunities, click on Open List found in the green box as indicated below:
**Step 2:** When you find an opportunity of interest to you, simply click on the title and the job advertisement will appear in a separate screen. If you wish to proceed with a formal application, simply click the green Apply Now button found at the bottom of your screen as indicated below.
**Step 3:** Once you click Apply Now, the below application will appear. The Employee Information (with the Exception of Phone Number) will populate based on BannerHR information. You will be expected to key the Phone Number you wish to be contacted at, but can also include an Alternate Phone Number. To make application, upload any documents you wish to include in your application (i.e. resume, cover letter etc.) Be sure to certify your information and review the Privacy Statement. Once completed click the blue Submit button seen at the bottom.
Step 4: Once your application is submitted, you will receive the following message on your screen:

![Application received. Thank you!](image)

Step 5: As a follow up, an email will be sent to @mun.ca email address indicating that your application has been received.

NOTE:

At any time you can login using your my.mun.ca credentials at: [https://careers.mun.ca/memorial/](https://careers.mun.ca/memorial/). Once logged in, you can review your applications or update your personal profile. This profile can be used or updated for future applications.