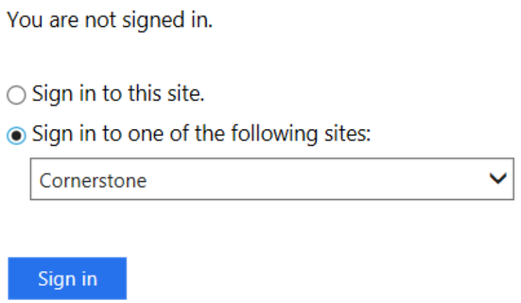
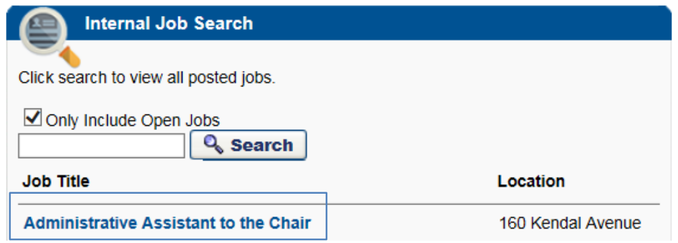
Internal Candidates – How to Apply

1. All GBC candidates employed or previously employed, need to apply with their employee-id@georgebrown.ca and in-site password. Click on the link to access GBC's application tracking system.

2. On the upcoming page, click "Sign in to one of the following sites". Once clicked, please select "Cornerstone" from the drop-down menu. Press "Sign in".



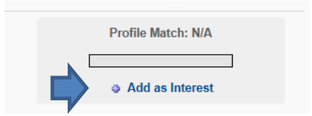
3. Now, you are in GBC's job application tracking system. To your right, under internal job search, you may browse the open roles listed on the right hand-side or make a job search. If you are interested in an open role, click on the job title.



If you would like to see all postings, click on "Search" at the right hand side of the page. This will take you to the Employee Career Centre, then click on "Explore Open Jobs" and then "Search". All open jobs will be listed.

4. On the upcoming page, click on the magnifying glass under "Job Ad" to learn about the job duties and qualifications. Click "Apply Now" if you would like to apply.

Note: If you would like to mark a role for future consideration, you may add it as interest on the home page. To do so, click on the role you are interested in and click on "add as interest" on the right.



5. When you click on "Apply Now", a new window will open. Read the instructions and click next to move to the "applicant acknowledgment" step. Answer the application questions and click "Submit Final Answers" button.

6. Read and agree the disclaimer.

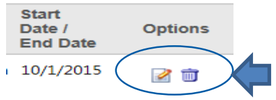
7. Answer the questions on "Tell Us About You" page and click submit.

8. Create/upload your resume, cover letter, and other documents as instructed on the page. Cover letter and other documents are optional. For issues, refer to the contacts on the second page.

* Your files must be in type .doc, .docx, .pdf or .txt. Max file size is 5MB.

9. On the next page, edit your resume, cover letter, and other documents as needed. To edit the sections, click on edit button on the right. You may also delete and/or create new sections as desired.

* Note that your original attached files are reviewed by the recruiters.



10. Click the "I understand that selecting next will save my Resume/CV and any previous Resume/CV data will be updated". Then click next.

11. Click "Submit Application". You will receive an email confirming that your application was received.

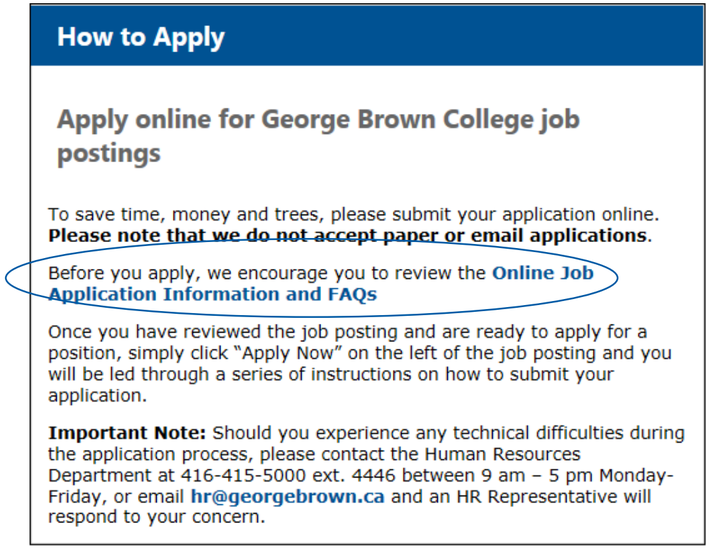
Internal Candidates – Additional Support

For technical difficulties, please contact HR at hr@georgebrown.ca

For job related questions, please contact your Senior HR Consultant.

If you do not know your Senior HR Consultant, please contact the HR at hr@georgebrown.ca to find out who your Senior HR Consultant is.

To learn more about our recruitment process, you may refer to the FAQs on the Employment Opportunities page.



How to Apply

Apply online for George Brown College job postings

To save time, money and trees, please submit your application online. **Please note that we do not accept paper or email applications**.

Before you apply, we encourage you to review the **Online Job Application Information and FAQs**

Once you have reviewed the job posting and are ready to apply for a position, simply click "Apply Now" on the left of the job posting and you will be led through a series of instructions on how to submit your application.

Important Note: Should you experience any technical difficulties during the application process, please contact the Human Resources Department at 416-415-5000 ext. 4446 between 9 am – 5 pm Monday-Friday, or email **hr@georgebrown.ca** and an HR Representative will respond to your concern.