



HOW TO APPLY

Internal (Employee) Applicants

[Abstract](#)

This document takes you through the process of applying for job openings as an Internal (Employee) Applicant.

Public Service Commission

04/28/2023

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BEFORE YOU BEGIN

In order to apply, you will need the following information either in a resume or available to complete the application:

- Personal information including email address and contact phone number.
- Education history including attendance dates.
- Employment history including work dates, duties, and references.
- Professional references including contact information.
- Licensure and certification details (if applicable)
- Working Email
 - You must have a working e-mail address to apply for positions. You will be notified via email when your application is received.

HELPFUL TIPS

- First-time applicants will need to register with a username and password.
- Be sure your application is complete prior to submitting it to a job posting. Submitted applications cannot be edited.
- To view a list of Frequently Asked Questions, visit www.jobspei.ca.
- The term “sector” refers to the following areas of public service:
 - PEI Government / Civil
 - Health PEI
 - Public Schools Branch

APPLICATION PROCESS

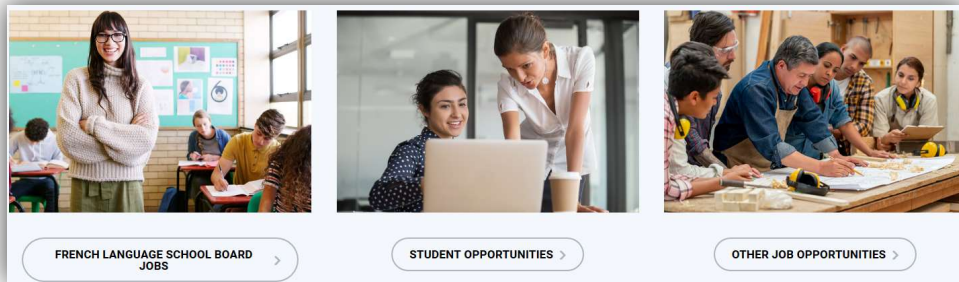


LOGIN OR CREATE AN ACCOUNT

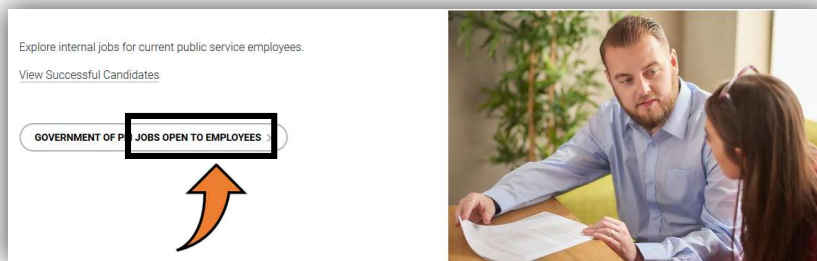
1. Visit www.jobspei.ca and scroll down to the section **Prince Edward Island Government Jobs**. Click on the sector in which you'd like to search for a job.
Note: Employees with multiple Employee IDs will need separate accounts under each sector.



- a. French Language School Board, Student Opportunities, and Other Job Opportunities will provide individualized instructions where necessary on how to apply for advertised positions and may not require an account to be set up.



- 2. Select the option for **Jobs Open to Employees**.



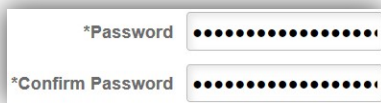
- 3. Select one of the following options to Sign In or to Register as a New User.
 - a. Returning Users: Click on **Sign In** or **View all Jobs** and then enter your **User Name** and **Password** in the next window. (Note: Login complete. Skip remaining steps.)
 - b. New Users: Click on **New User** or click on **Register Now** in the second window mentioned above (3.a).



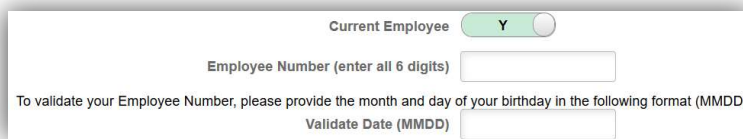
4. Complete the **Account Information**, **Address Information**, and **Secret Question for Forgot Password** sections.

Note:

- a. The system auto fills extra dots as a security measure in *Password and *Confirm Password fields. Ignore the dots and continue.



- b. Fields with an asterisk (*) are required.
- c. When you click Current Employee to "Y", two additional fields will appear. This information must be complete and accurate to access internal jobs.

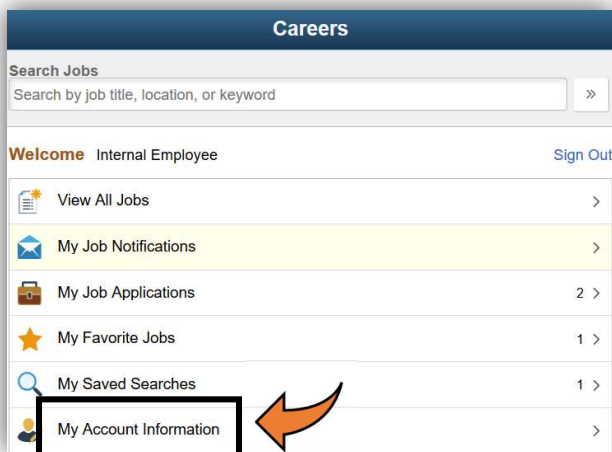


- Once you have successfully registered your account, you will be taken to the Careers **Welcome** page where your username will appear, and you will have the option to View All Jobs or Sign Out.



UPDATE MY ACCOUNT INFORMATION

- Once registered, if any of your account information must be updated, select My Account Information from the Welcome page.



- Select and update the appropriate field.
 - To update your email address, click on the arrow to the right and then enter the updated information.
Note: The system will only accept one email address at a time.
 - To update your phone number, click on the arrow to the right and then enter the updated information.

- c. To add another phone number, click on the plus sign on the left and then enter the new information.

Email (Required)

Email	Type	Primary
internal.employee@gov.pe.ca	Home	Yes

Phone

Phone Number	Extension	Type	Primary
902/123-4567		Home	Yes

SEARCH FOR JOB

Filter

1. Click on **View All Jobs** to see all internal and external jobs open in the sector you have selected.

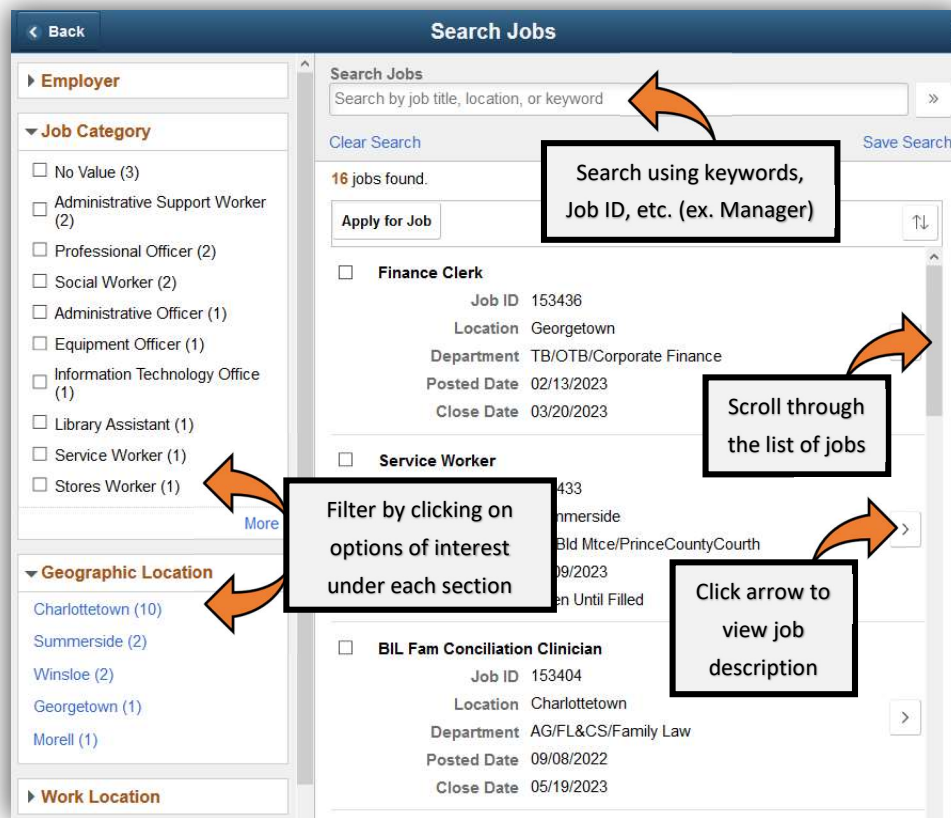
Careers

Search Jobs
Search by job title, location, or keyword

Welcome Internal Employee Sign Out

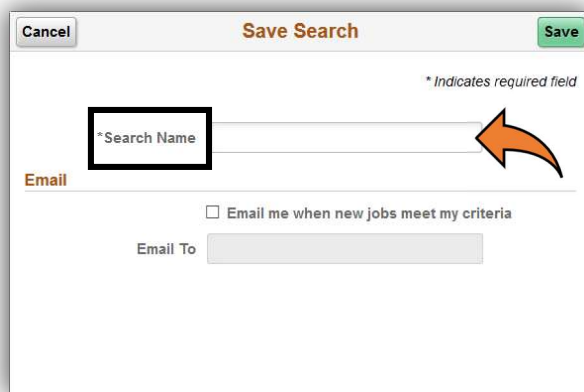
- View All Jobs
- My Job Notifications 1
- My Job Applications
- My Favorite Jobs
- My Saved Searches
- My Account Information

2. The following are ways in which you can use the **Search Jobs** page.
 - a. Scroll through the list of jobs.
 - b. **Filter** by clicking on links under headers such as location, department or job family.
 - c. Search for available positions by entering the job opening id, keywords (i.e. Manager)
 - d. Click on arrow to view the job description



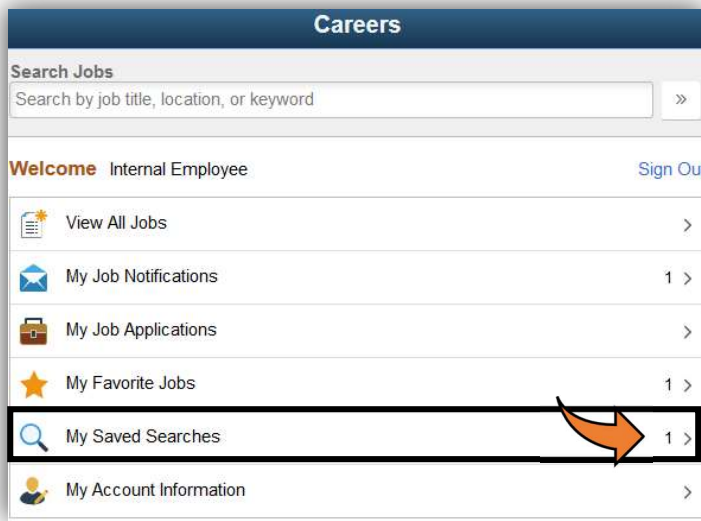
Save Search Criteria

1. Once you have selected your search criteria, click on Save Search.
2. Enter your **Search Name**.
 - a. If you would like to receive emails when jobs are posted that meet your search criteria, select “Email me when new jobs meet my criteria” and enter the email address where you’d like to receive notifications.

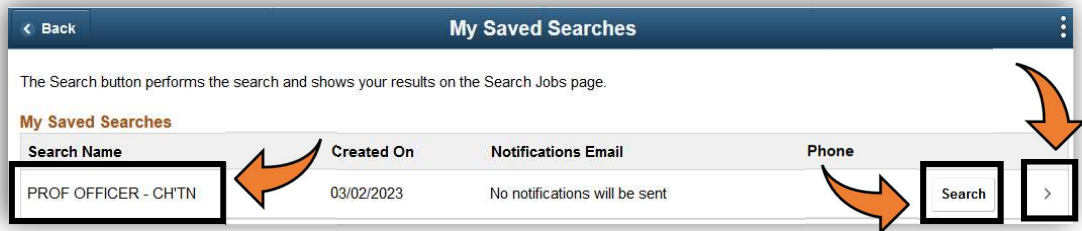


3. Click **Save**.

4. Saved searches will appear on the Careers Welcome page under **My Saved Searches**. Select this option to be taken to the **My Saved Searches Page**.



5. Identify the Search Name you would like to run and select **Search** to run your saved criteria.
 - a. To edit or delete your Saved Search, select the arrow to the far right.



Save Job Openings

1. While viewing a job description, select **Add to Favorite Jobs** to save for later.



2. Saved jobs will appear on the Careers Welcome page under **My Favorite Jobs**. Select this option to be taken to the **My Saved Searches Page**.



3. Identify the job you would like to view and click on the arrow to the far right to be taken to the **Job Description** page.



4. Jobs can be deleted from your favourites in one of two ways:
 - a. Click the check box to the left of the Job Title and select **Remove Favorite**.



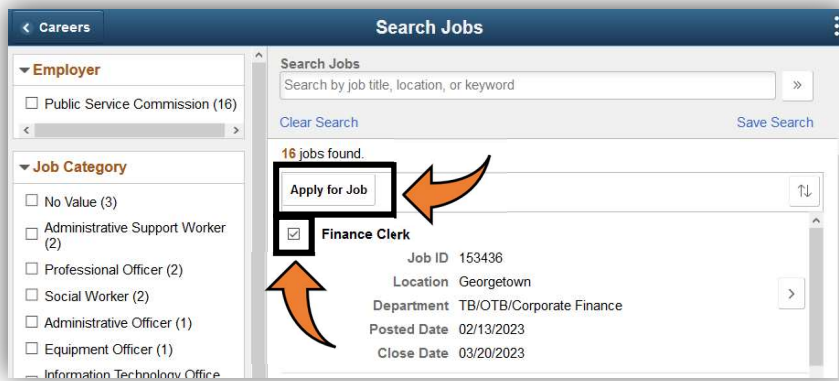
- b. Or click on the arrow to the far right to be taken to the **Job Description** page and click on **Remove from Favorite Jobs**.



APPLY FOR JOB

How to Apply for a Job

1. There are 3 ways in which you can start the application process for a job.
 - a. On the **Search Jobs** page, click the check box to the left of the job for which you are applying, then select **Apply for Job**.



- b. On the **Job Description** page, click on **Apply for Job** at the top right.



- c. On the **My Favorite Jobs** page, click the check box to the left of the job for which you are applying, then select **Apply for Job**.



2. If at any point you need to exit while working through the application process, your progress will save automatically.
 - b. To pick up from where you left off, sign into the appropriate sector. Saved applications will appear on the Careers Welcome page under **My Job Applications**. Select this option to be taken to the **My Job Applications Page**.



- c. Identify the application you would like to continue working on and click on the arrow to the far right to be taken back to where you left off.



Application Step 1 – START

Upon reading the **Instructions for Guided Process** and the **Terms and Conditions**, click the check box at the bottom of the page, to the left of “I agree to the Terms and Conditions,” and select **Next**.

Soil Health Specialist

Save as Draft Next >

1 Start
Complete

2 Resume
In Progress

3 Education and Work Experience
Not Started

4 Referrals
Not Started

5 Review and Submit
Not Started

Step 1 of 5: Start

Instructions for Guided Process

- The job application uses a multiple step guided process to apply for jobs.
- Use the navigation buttons "Next" and "Previous" to move through the steps.
- You have the option to save your application by selecting "Save As Draft" button.
- Selecting the "Exit" button will automatically save your application without submitting it.
- You can also revisit a step directly by selecting it from the "List".
- You should review your application and make changes before final submission.

We believe in hiring the very best. Our workplace experience sets us apart and makes us a great place to work. Our goal is to create an environment of exceptional organizational values, customer service standards, and employee satisfaction.

This job application allows you to attach a resume and has a number of sections, ranging from job preferences to work experience. The step-by-step process will guide you through the application but some sections are optional to complete.

Before you begin the job application process, please read the Terms and Conditions carefully. By selecting the "I agree to the Terms and Conditions" checkbox you indicate that you have read and understood these Terms and Conditions and acknowledge your agreement with them. If you do not agree, you will not be able to submit an application and should select the Exit button.

[View Terms and Conditions](#)

I agree to the Terms and Conditions

Application Step 2 – PREQUALIFYING SCREENING QUESTIONS

This section only becomes visible if **Prequalifying Screening Questions** have been set up on the job for which you are applying. If this section does not appear, you will be presented with **Resume** as Step 2.

Child and Youth Care Worker

Save as Draft < Previous Next >

1 Start
Complete

2 Prequalify
In Progress

3 Resume
Not Started

4 Online Questionnaire
Not Started

Step 2 of 7: Prequalify

To be eligible to submit an application you will need to answer the following questions.

Prequalify

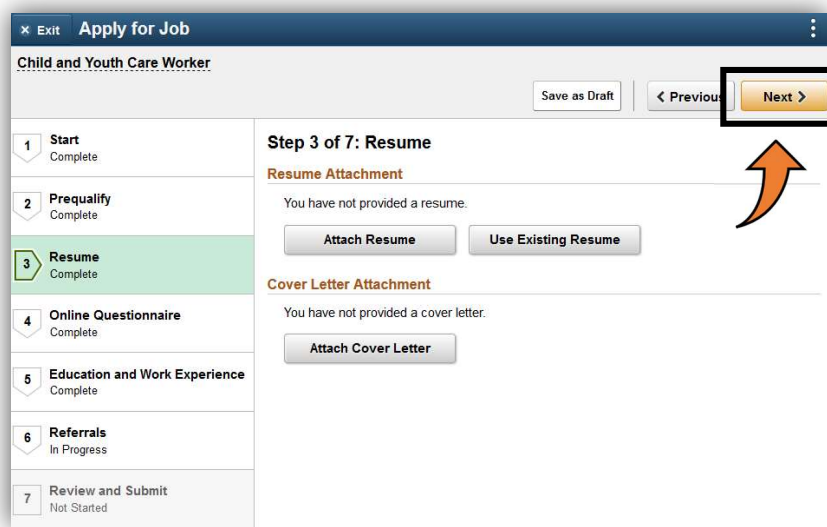
1. Are you legally entitled to work in Canada?

Yes

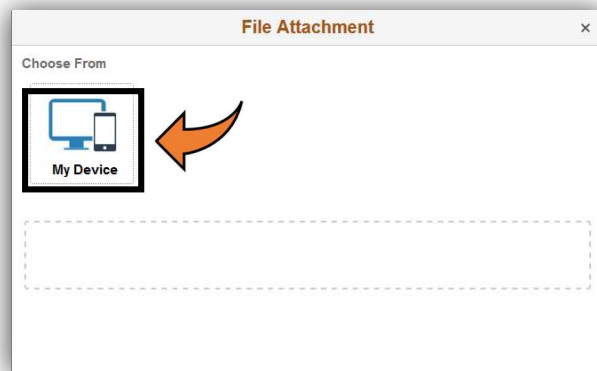
No

Application Step 3 – RESUME

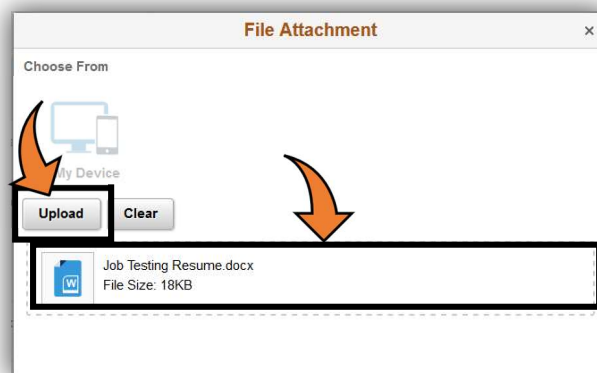
1. If you do not have a **Resume** and **Cover Letter** to attach, you may click **Next** to move on to the next Step in the process.



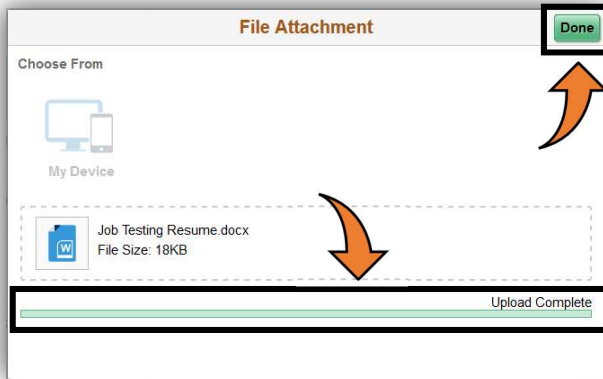
2. If you are attaching a Resume and Cover Letter, click on **My Device**, select the file you want to upload, and click **Open**.



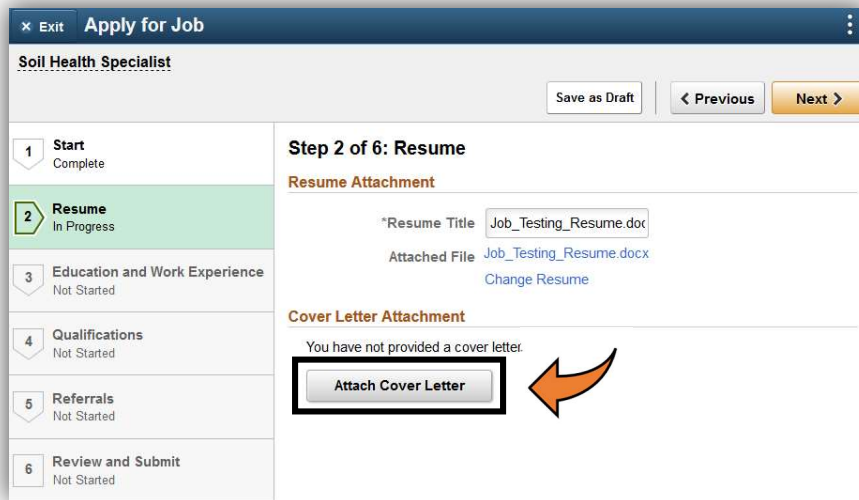
3. When the file shows in the **File Attachment** window, click **Upload**.



4. When the upload is complete, click **Done**.



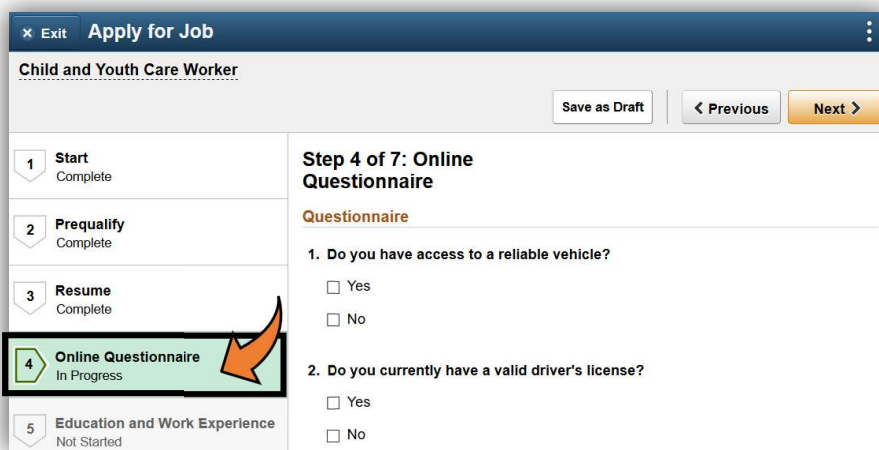
5. Perform steps 3 through 5 again to **Attach Cover Letter**.



6. Once both the Resume and Cover Letter are attached, click **Next**.
 - a. If you have attached a Resume and Cover Letter, you do not need to complete the Step for **Education and Work Experience** and can click Next to bypass it.

Application Step 4 – QUESTIONNAIRE SCREENING QUESTIONS

This section only becomes visible if **Questionnaire Screening Questions** have been set up on the job for which you are applying. If this section does not appear, you will be presented with **Education and Work Experience** as the next Step in the process.



Application Step 5 – EDUCATION AND WORK EXPERIENCE

This step contains the following sections. Please complete as many or as few as you deem necessary.

- Work Experience
- Job Training
- Degrees
- School Education
- Areas of Study
- Language Skills
- Licenses and Certifications
- Memberships

1. Click on **Add Work Experience**.
 - a. Scroll down to view all fields.
 - b. Click Done when you have finished entering your information.
 - c. Click the + sign to enter additional jobs, or the arrow to the right to edit your details.



2. Click on **Add Job Training** and follow steps **1b** and **1c** above.
3. Click on **Add Degrees**.
 - a. Click on the magnifying-glass to view the available options.
 - i. If you don't find your School, Major, or Minor code in the lookup lists, leave it **BLANK**. You can then enter the correct details in the associated description box. **Do Not select "Other"** or you won't be able to overwrite the description.

4. The remaining **Education and Work Experience** sections may be completed in the same manner as outlined above.

Application Step 6 – REFERRALS

1. Click on the drop-down arrow and select the best option.
 - a. Enter a Specific Referral Source if relevant (e.g. person’s name, website address)

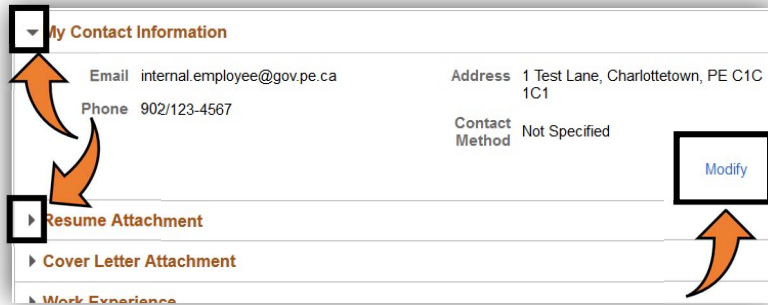
Application Step 7 – REVIEW AND SUBMIT

There are 2 ways to review the information you’ve entered.

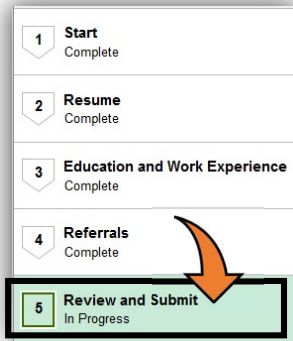
1. *Option 1:* Click on View Application.

- a. The **Application Report** will open in a new window. Review your details.
 - i. You have the option to print from this window as well.
- b. Close the **Application Report** window and return to the **Job Application** page.

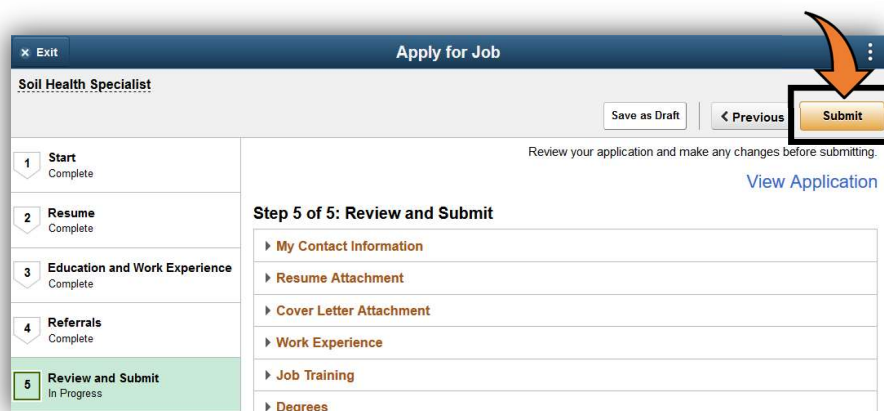
- i. If changes to your information are needed, follow the steps in Option 2.
- 2. *Option 2:* Click on the arrow to expand each section and review the details within.
 - a. To make changes to the details shown, click on Modify.



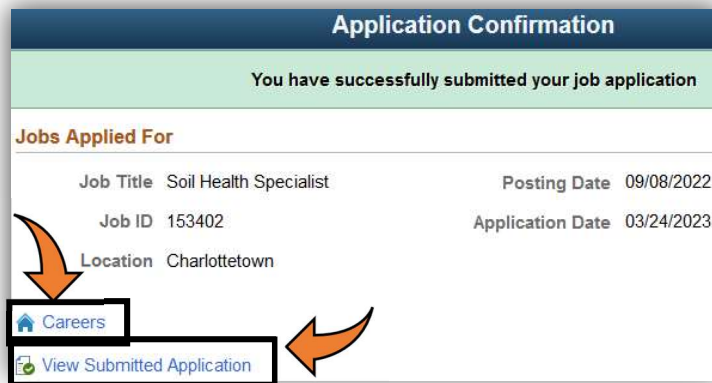
- b. Once your edits are complete, click on Review and Submit to return to the final step.



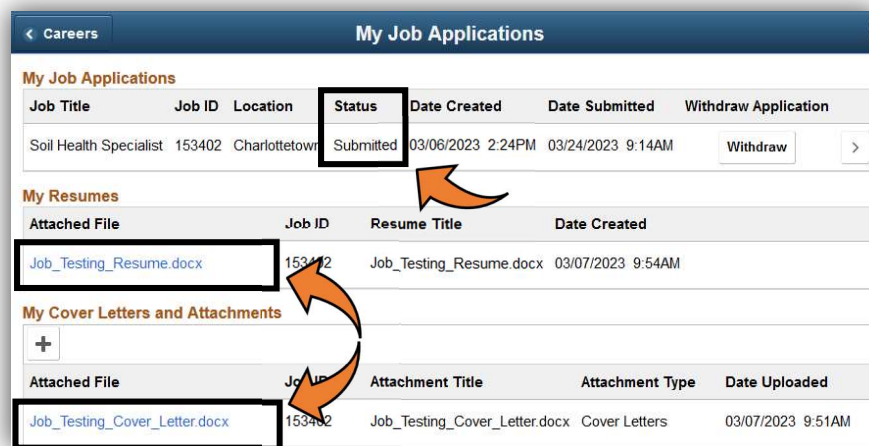
- 3. Click **Submit** to complete the application process. A message will appear on the screen letting you know that your application was submitted successfully, and you will receive a confirmation email.



- 4. The final screen in the process is the **Application Confirmation**. From here, you can view the application you just submitted or return to the Careers Welcome page.



- Now, when viewing **My Job Applications**, you will note that your Resume and Cover Letter appear and the Status of the job you've just applied for shows **Submitted**.



For questions or assistance with regards to the above instruction, please contact the **PEI Public Service Commission**.

Phone: 902-368-4080
Fax: 902-368-4383