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. <u>Returning Users</u>: 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. <u>New Users</u>: Click on **New User** or click on **Register Now** in the second window mentioned above (3.a).

Careers		
Velcome	Sign In New Use	
View All Jobs		
My Job Notifications		
My Job Applications	>	
★ My Favorite Jobs	>	
Q My Saved Searches	>	
♣ My Account Information	>	

	Sign In	×
	* Indicates required field	^
*User Name		
*Password		
	Sign In	
	Forgot User Name Forgot Password	
Are you a new user	Register Now	~

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.

	Current Employee
	Employee Number (enter all 6 digits)
hday in the following format (MMDE	To validate your Employee Number, please provide the month and day of yo
	Validate Date (MMDD)

5. 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.

Careers	
Search Jobs	
Search by job title, location, or keyword	»
Welcome Internal Employee	Sign Ot
View All Jobs	× ×
My Job Notifications	1 >
My Job Applications	>
★ My Favorite Jobs	>
Q My Saved Searches	>
Second Information	>

UPDATE MY ACCOUNT INFORMATION

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

Careers	
Search Jobs	
Search by job title, location, or keyword	»
Welcome Internal Employee	Sign Out
View All Jobs	>
My Job Notifications	>
My Job Applications	2 >
★ My Favorite Jobs	1 >
O My Saved Searches	1 >
My Account Information	>

- 2. Select and update the appropriate field.
 - a. 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.

b. 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		Туре	Primary
nternal.employee@g	ov.pe.ca	Home	Yes
hand			
+ Phone Number	Extensi	on Type	Primary

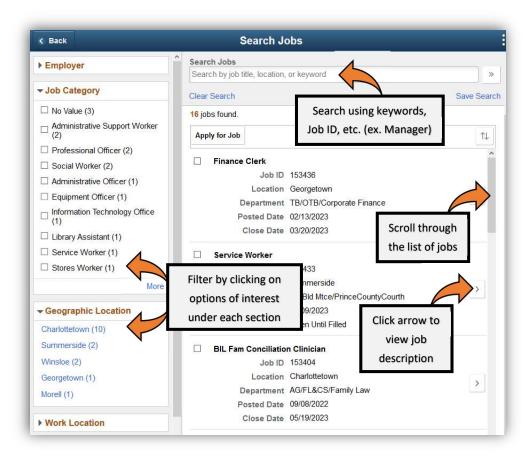
SEARCH FOR JOB

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	>
Q 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**.

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	1 >
Q My Saved Searches	
♣ My Account Information	>

- 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.

< Back		My Saved Searches		:
The Search button performs the My Saved Searches	e search and shows your result	s on the Search Jobs page.)
Search Name	Created On	Notifications Email	Phone	-
PROF OFFICER - CH'TN	03/02/2023	No notifications will be sent	Se Se	earch >

Save Job Openings

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

Previous Job	Soil Health Specialist		Next Job
Job ID 153402	Full/Part Time	Full Time	Apply for Job
Location Charlottetown	Regular/Temporary	Regula	
☆ Add to Favorite Jobs			
🖻 Email this Job			

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**.

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	
Q My Saved Searches	1 >
♣ My Account Information	>

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.

< В	ack		Му	ly Favorite Jobs					
-	Favorite Jo	Remove	Favorite						
	Job Title	Job ID	Location	Job Status	Job Family	Date Posted	Close Date	Date Saved	V
	Soil Health Specialist	153402	Charlottetown	Open		09/08/2022	6/6/2023	03/02/2023	

- 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**.

Back	My Favorite Jobs							
ly Favorite Jo	1		1					
Apply for Job	Remove	Favorite			Break	A 1	D	
Job Title	Job ID	Location	Job Status	Job Family	Date Posted	Close Date	Date Saved	
Soil Health Specialist	153402	Charlottetown	Open		09/08/2022	6/6/2023	03/02/2023	>

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**.

Previous Job	Soil Health Specialist	Next Job ▷
		Apply for Job
Job IE	153402	
Location	Charlottetown	
Full/Part Time	Full-Time	
	Regular	

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**.

^		
Employer	Search Jobs	
Public Service Commission (16)	Search by job title, location, or keyword	»
< >>	Clear Search	Save Search
Job Category	16 jobs found.	
No Value (3)	Apply for Job	τı
Administrative Support Worker	Finance Clerk	^
Professional Officer (2)	Job ID 153436	
	Location Georgetown	>
Social Worker (2)	Department TB/OTB/Corporate Finance	
Administrative Officer (1)	Posted Date 02/13/2023	
Equipment Officer (1)	Close Date 03/20/2023	

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

Search Jobs	Job Description		
Previous Job	Service Worker		Next Job
			Apply for Job
Job ID 153433	Full/Part Time	Full-Time	
Location Summerside	Regular/Tem	Temporary	
☆ Add to Favorite Jobs			
🖻 Email this Job			
ob Posting Details			

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**.

K Back My			/ Favorite Jobs					
Av Favorite Jo Apply for Job	M	Favorite	Job	Job	Date	Close	Date	
Job Title	Job ID	Location	Status	Family	Posted	Date	Saved	

- 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**.

reers	Careers				
Search Jobs					
Search by job title, location, or keywork	d »				
Welcome Internal Employee	Sign Ou				
View All Jobs	>				
My Job Notifications	5				
My Job Applications					
🔶 My Favorite Jobs	1 >				
Q My Saved Searches	>				
Secount Information	>				

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.

Careers			ly Job A	pplication	5		
/ly Job Ap Job Title	Job ID	s Location	Status	Date Created	Date Submitted	Withdraw Application	J
Soil Health Specialist	153402	Charlottetown	Not Submitted	03/06/2023 2 [·] 24PM		Withdraw	>

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**.

oil Health Specialist	
	Save as Draft Next >
1 Start Complete	Step 1 of 5: Start Instructions for Guided Process
2 Resume In Progress	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.
3 Education and Work Experience Not Started	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.
4 Referrals Not Started	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.
5 Review and Submit Not Started	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 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

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.

Save as Draft Previous Ne	ct >
Step 2 of 7: Prequalify To be eligible to submit an application you will need to answer the following question Prequalify	ıs.
1. Are you legally entitled to work in Canada?	
⊖ Yes	
	Step 2 of 7: Prequalify To be eligible to submit an application you will need to answer the following question Prequalify 1. Are you legally entitled to work in Canada?

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.

Child and Youth Care Worker		Save as Draft < Previous	Next)
1 Start Complete	Step 3 of 7: Resume	0	\wedge
2 Prequalify Complete	You have not provided a resume	a	
3 Resume Complete	Attach Resume	Use Existing Resume	
4 Online Questionnaire Complete	You have not provided a cover I Attach Cover Letter	etter.	
5 Education and Work Experience Complete			
6 Referrals In Progress			
7 Review and Submit Not Started			

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

		File Attachment	×
hoose From		1	

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

Choose F	File Attachment	×
unoose r	rom	
1		
	• •	
Ay E	Device	
Upload	d Clear	
- -	Job Testing Resume.docx File Size: 18KB	
	FILE SIZE. TOND	
		/

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

File Attachmen	Done
Choose From)
Job Testing Resume.docx File Size: 18KB	>
	Upload Complete

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

× Exit Apply for Job Soil Health Specialist	
	Save as Draft
1 Start Complete	Step 2 of 6: Resume Resume Attachment
2 Resume In Progress	*Resume Title Job_Testing_Resume.doc
3 Education and Work Experience Not Started	Attached File Job_Testing_Resume.docx Change Resume
4 Qualifications Not Started	Cover Letter Attachment You have not provided a cover letter.
5 Referrals Not Started	Attach Cover Letter
6 Review and Submit Not Started	

- 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.

Child and Youth Care Worker		
	Save as Draft	
1 Start Complete	Step 4 of 7: Online Questionnaire	
2 Prequalify Complete	Questionnaire 1. Do you have access to a reliable vehicle?	
3 Resume Complete	□ Yes □ No	
4 Online Questionnaire	2. Do you currently have a valid driver's license?	

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.

Employer	Job Title	Start Date	End Date
We Do Testing	Soil Health Tester	03/07/2020	03/01/2021
Testing Specialists	Soil Specialist	03/04/2021	

- 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.

Do	Add Degrees	cel	ancel
	03/23/2023	*Date Acquired	
	م	*Degree	
	٩	Major Code	
Q		Country	
Q		State	
Q		School Code	
-		School Description	Sc
		Major Description	N
٩		Minor Code	<u> </u>
		Minor Description	N
	<u>No</u> 7 7	Graduated	
	No V	In Progress	

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)

Referrals	
How did you learn of the job?	~
Specific Referral Source	$\overline{1}$

Application Step 7 - REVIEW AND SUBMIT

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

1. Option 1: Click on View Application.

	Save as Draft	< Previous	Submit
Rev	iew your application and ma		1040 02-7
Step 5 of 5: Review and Submit		View A	pplicatio
✓ My Contact Information			

- 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.

	il internal.employee@gov.pe.ca	Address	1 Test Lane, Charlottetown, PE C10 1C1
Phone	e 902/123-4567	Contact	Not Specified
		Method	
			Modify
Resume A	ttachment		

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

1	Start Complete
2	Resume Complete
3	Education and Work Experience Complete
4	Referrals Complete
5	Review and Submit

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.

× Exit	Apply for Job
Soil Health Specialist	Save as Draft CPrevious Submit
1 Start Complete	Review your application and make any changes before submitting. View Application
2 Resume Complete	Step 5 of 5: Review and Submit
3 Education and Work Experience Complete	My Contact Information Resume Attachment
4 Referrals Complete	Cover Letter Attachment Work Experience
5 Review and Submit	► Job Training
In Progress	▶ Degrees

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.

		ation Confirmation	
	You have success	sfully submitted your job a	plication
obs Applied Fo	or		
Job Title	Soil Health Specialist	Posting Date	09/08/2022
Job ID	153402	Application Date	03/24/2023
Location	Charlottetown		
Caroore			
Careers	-		

5. 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**.

< Careers My Job Applications My Job Applications						
Soil Health Specialist	153402	Charlottetowr	Submitted	03/06/2023 2:24PM	03/24/2023 9:14AM	Withdraw >
My Resumes				K		
Attached File Job II		Resume Title		Date Created		
Job_Testing_Resume	.docx	153	2 Job_	Testing_Resume.doc>	03/07/2023 9:54AM	1
My Cover Letters an	nd Attac	hments				
+						
Attached File John		Attac	hment Title	Attachment Ty	pe Date Uploaded	
Job Testing Cover L	etter doci	1534	2 Job	Testing Cover Letter.	03/07/2023 9:51AM	

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