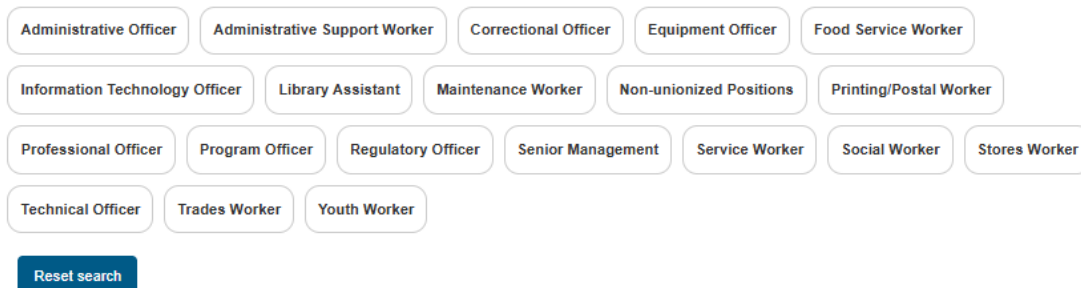


CANDIDATE APPLICATION PROCESS

- From the JobsPEI website, click on “PEI Government Jobs”, then select either “Jobs Open to the Public”, or “Jobs Open to Employees”.



- From this page you’ll be redirected to the new Government of Prince Edward Island job board.
- Click on “Career Opportunities”.
- From here, you’ll be able to filter opportunities through different job categories



- Once you’ve clicked on the posting of your choosing, you can view the job posting, download a copy of the posting with a QR code included, or apply for the posting.

123456 - Staffing Consultant - Full Time Permanent

Government of PEI

105 Rochford Street, Charlottetown, Prince Edward Island C1A.3T7

Prince Edward Island Government Administration Shaw Building - 95 Rochford Street, Charlottetown, Prince Edward Island C1A.3T5

1 Position available Expires on: April 21, 2025

APPLY

- If you wish to navigate back to the job board, you can simply click “Government of PEI”.
- Now you can begin the application process, using the ChatBot, where you will be first prompted to read the Candidate’s Declaration and acknowledge that you have read and agree to the terms and conditions.

Atlas
I will help you apply for this job

123456 - Staffing Consultant - Full Time Permanent
Government of PEI

1:15:44 PM
Hello, my name is **Atlas**, I'm here to help you with your job search!

1:15:44 PM
Please first confirm that you agree to make the following declaration by checking the "I accept" box that follows the "Candidate's Declaration":

"CANDIDATE'S DECLARATION:

By entering my email address and answering the requirements to submit my application for the position advertised, I am aware of and accept that my personal data relating to my application (my "Personal Data") will be accessible to all persons of the Government of PEI ("Employer"), and any other person (an "Authorized Third Party") who need to access it in the process of analyzing and evaluating its recruitment needs. I am also aware and agree that my Personal Data will thereafter be retained, stored, and archived in the Employer's, any Authorized Third Party's, and Workland's candidate database in accordance with their standards and rules for the retention of personal information.

I also acknowledge that I have read Workland's terms and conditions and privacy statement."

I accept **Continue**

- Click “I accept” and “Continue”.

- Next you will be prompted to input your email address.

1:17:01 PM

What's your **email address** so that we can quickly reach you regarding this opportunity?

john.doe@mail.com

Email

Next

- From here, three scenarios can happen:
 - **New User:** If you're a new user, you'll be asked to enter the verification code it sent to your email, followed by your full name and phone number.
 - **Returning User, Without Account:** If you are already an ATS user but don't have a candidate account, click "Create my candidate account", and enter the verification code sent to you by email to proceed.
 - **Returning Users, With Account:** If you are a returning user with a candidate account, you will simply be asked to sign in. You can also choose to select "Skip" which will send a verification code to your email for confirmation.

1:17:36 PM

Looks like you're a registered user.
You can **login** and use your uploaded documents for this application, or simply click **SKIP**.



Your password



Password

Skip

Sign in

- Next you will be prompted to upload any mandatory documents, this might include a CV (resume), cover letter, or any other mandatory documents.


1:18:10 PM

This job requires some mandatory document(s).
Please upload or choose from your library. Note that all documents must be uploaded **now**, as no changes can be made after the next step.



For confidentiality reasons, we recommend that you make sure that you delete any personal information of sensitive nature that appears on your application documents. ✕

Mandatory document(s)

CV  Upload

Maximum size 5Mb
We only accept .doc, .docx, .pdf, .txt.

Continue

- Next you will be prompted to upload any non-mandatory documents, this might include a cover letter, or any other mandatory documents. You can then choose to upload the documents or select “Skip”.





1:18:37 PM

Almost done.
There are some optional documents. Add them now because it is not possible to do any changes later.



For confidentiality reasons, we recommend that you make sure that you delete any personal information of sensitive nature that appears on your application documents. ✕

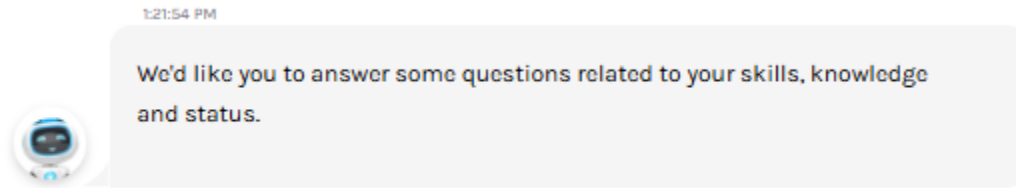
Optional document(s)

Cover Letter	 Upload
Diploma / Certificates	 Upload
Staffing Consultant Certificate	 Upload
Other	 Upload

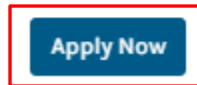
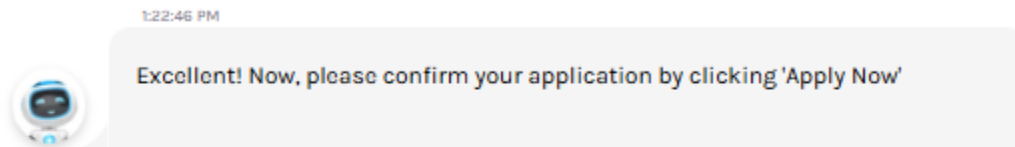
Maximum size 5Mb
We only accept .doc, .docx, .pdf, .txt.

Skip

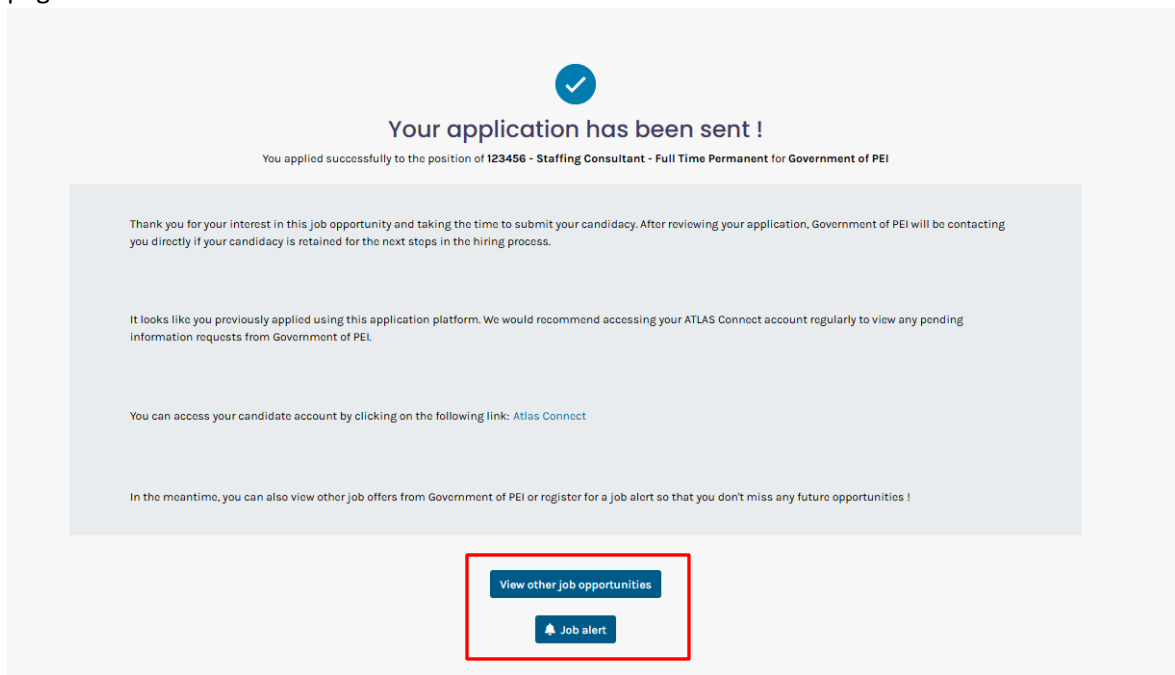
- Next you will be prompted to answer questions related to your skills, knowledge, or status.



- You will then be prompted to submit your application by selecting “Apply Now”.



- Once you select “Apply Now”, you will be redirected to the application submission confirmation page.



- Once complete, you will receive an email notification confirming your application was successfully submitted. You can also select “view other job opportunities” or sign up for “Job alerts”.