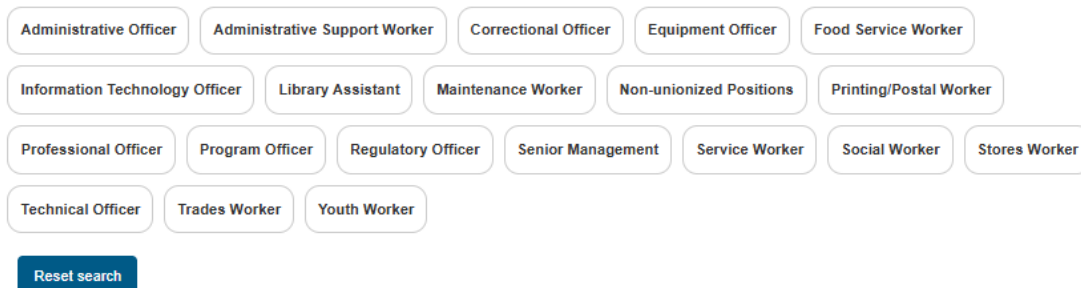# CANDIDATE APPLICATION PROCESS

- 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.

- 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.

- 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.

- 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".

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

1:21:54 PM

We'd like you to answer some questions related to your skills, knowledge and status.
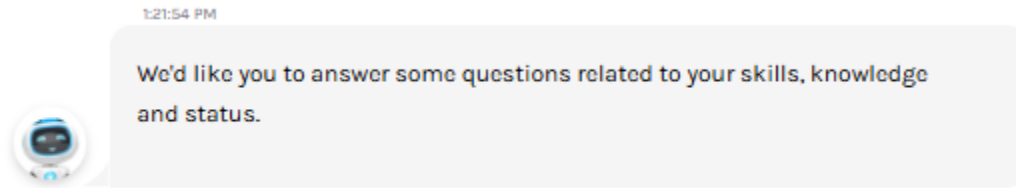
- You will then be prompted to submit your application by selecting "Apply Now".

1:22:46 PM

Excellent! Now, please confirm your application by clicking 'Apply Now'
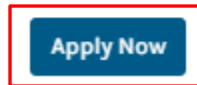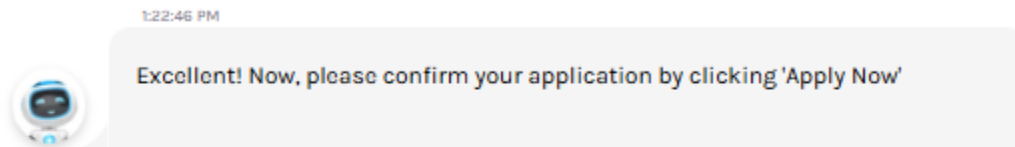
Apply Now

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

✓

Your application has been sent !

You applied successfully to the position of **123456 - Staffing Consultant - Full Time Permanent** for **Government of PEI**

Thank you for your interest in this job opportunity and taking the time to submit your candidacy. After reviewing your application, Government of PEI will be contacting you directly if your candidacy is retained for the next steps in the hiring process.
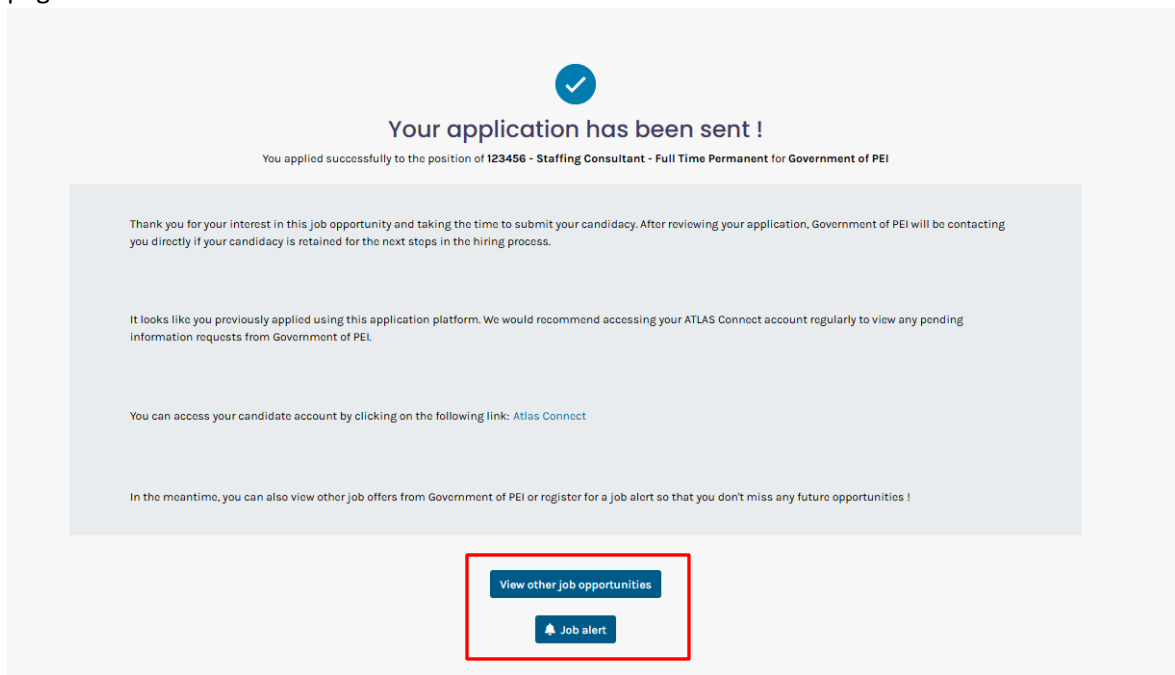
It looks like you previously applied using this application platform. We would recommend accessing your ATLAS Connect account regularly to view any pending information requests from Government of PEI.

You can access your candidate account by clicking on the following link: Atlas Connect

In the meantime, you can also view other job offers from Government of PEI or register for a job alert so that you don't miss any future opportunities !

View other job opportunities

🔔 **Job alert**

- 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".