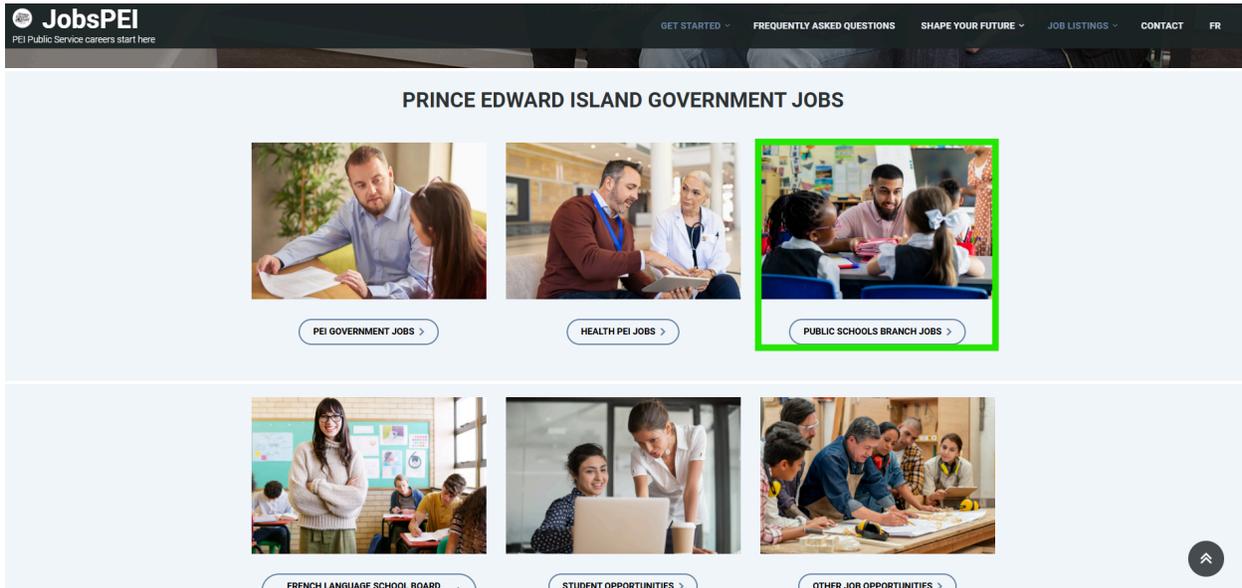


Hi, we've implemented a new application tracking system available to PSB. Here's how simple the process is for candidates!



From the JobsPEI website, click on the Public Schools Branch Jobs. At this point, you'll have the choice to apply internally or externally. For the purpose of this document, we will go through the external application route.

PUBLIC SCHOOLS BRANCH JOBS

///

The Public Schools Branch fosters inclusive, diverse, safe and caring learning environments that inspire a commitment to lifelong learning and community engagement.

Representing all 56 of the Island's English language public schools, the PSB's approximately 4,000 employees work together to serve more than 20,000 students from kindergarten through Grade 12.



Discover rewarding careers at the Public Schools Branch.

[PUBLIC SCHOOLS BRANCH JOBS OPEN TO THE PUBLIC >](#)

Explore internal jobs for current public service employees.

[View Successful Candidates](#)

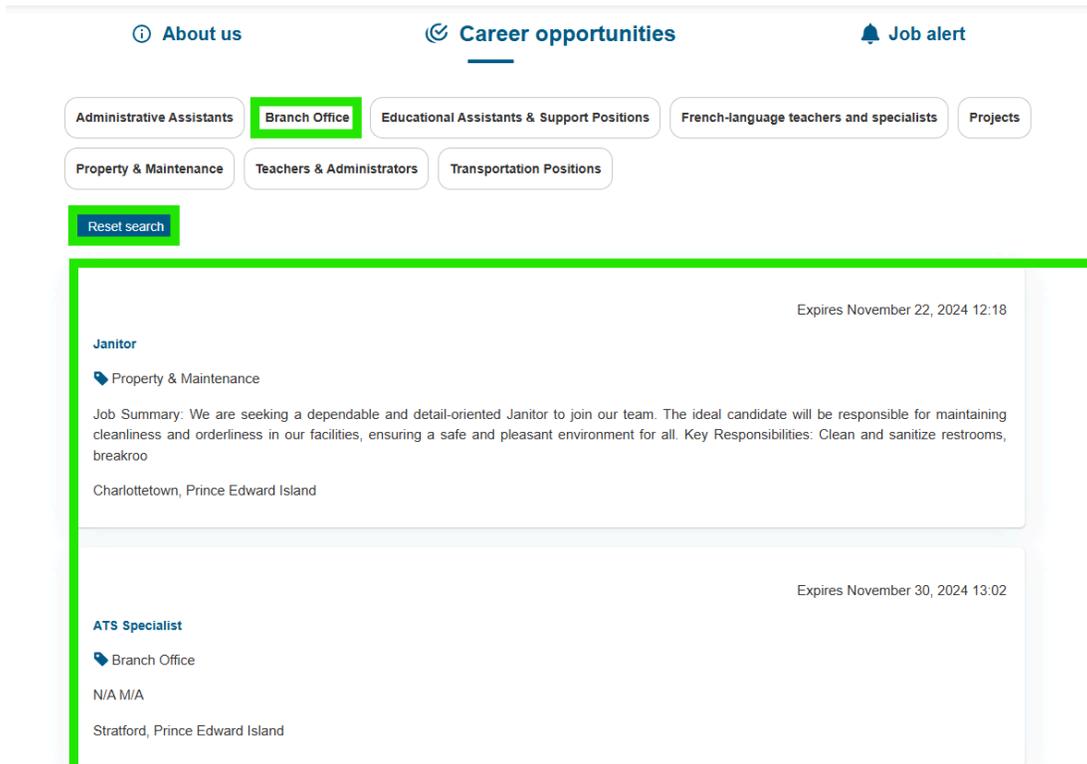
[PUBLIC SCHOOLS BRANCH JOBS OPEN TO EMPLOYEES >](#)



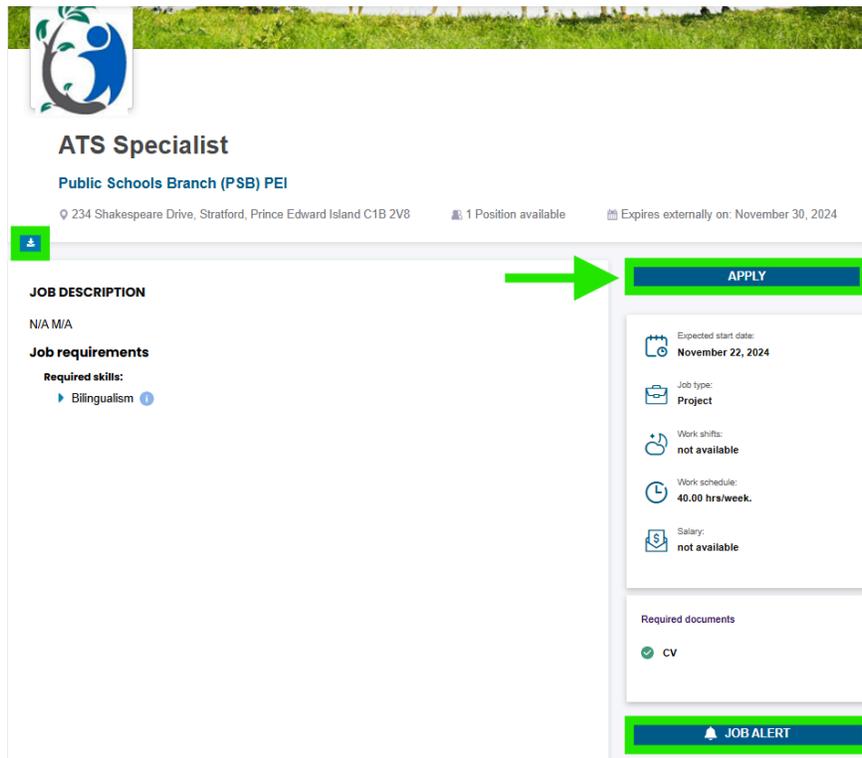
You'll be redirected to PSB's ATS Profile, where you can click on **Career opportunities**.



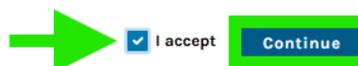
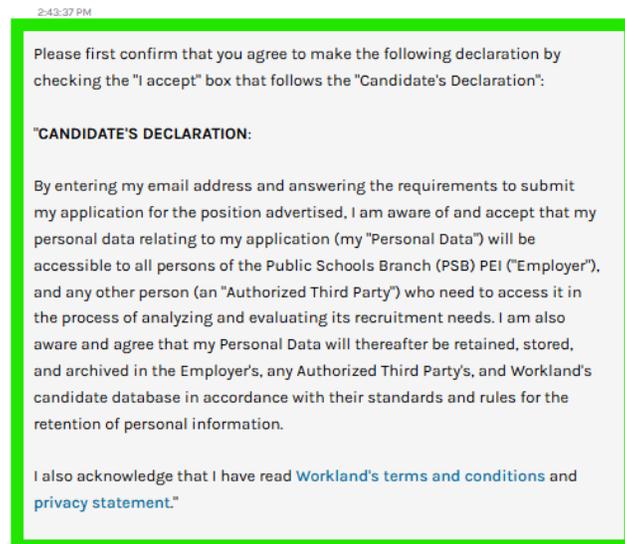
From here, you'll be able to filter opportunities through different job categories and **Reset** your search here.



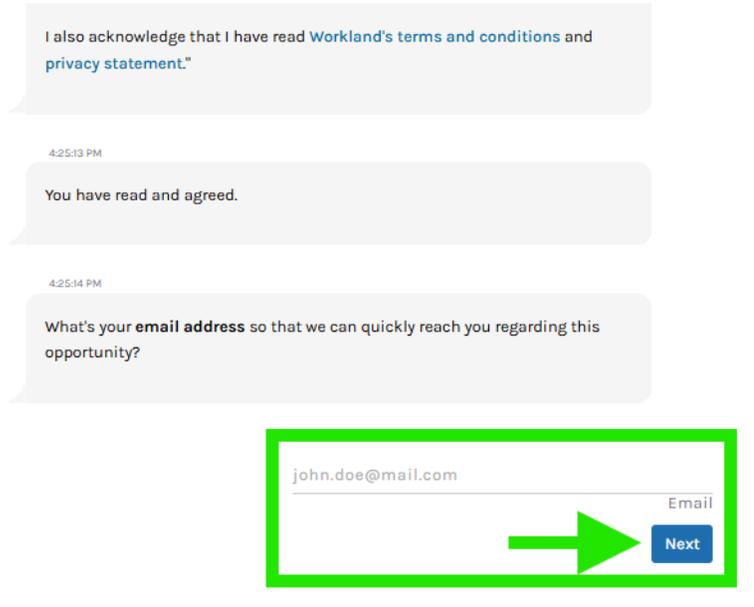
Once you've clicked on the posting of your choosing, you can consult the opportunity, download it to have access to the QR code if need be, register to Job Alerts, or click Apply to begin the quick process.



You will now begin the Quick Apply process with the ChatBot, where you will first be prompted to read the Candidate's Declaration and acknowledge that you have read the terms and conditions. Once completed, **check the I accept box and click on Continue.**



The ChatBot will next prompt you to register or sign-in with your email address. **Enter your email address and click on Next after.**



I also acknowledge that I have read [Workland's terms and conditions](#) and [privacy statement](#)."

4:25:13 PM

You have read and agreed.

4:25:14 PM

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

john.doe@mail.com

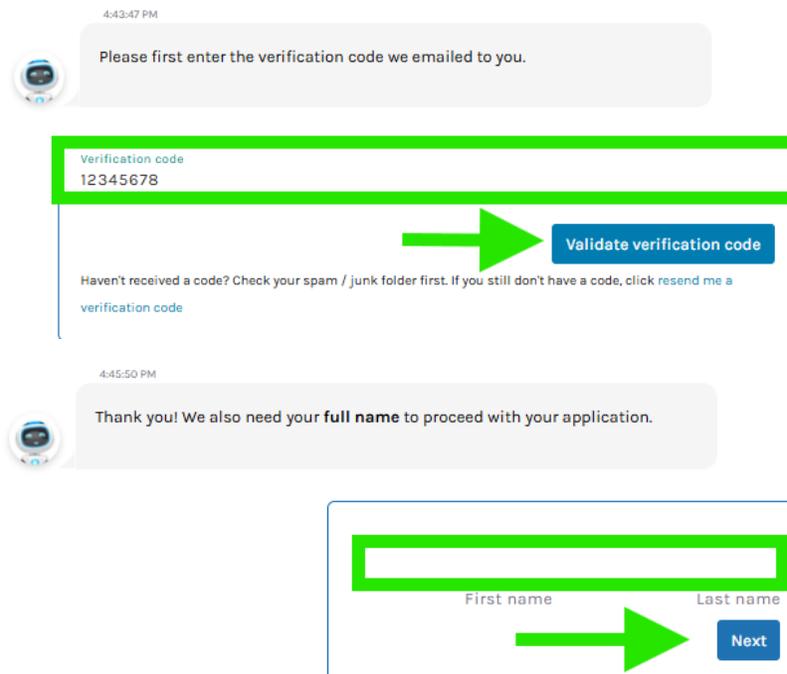
Email

Next

A green arrow points from the email input field to the 'Next' button.

From here, 3 scenarios can happen:

Scenario 1: If you're a new user, you'll be asked to enter the verification code sent to your email, followed by your full name and lastly your phone number.



4:43:47 PM

Please first enter the verification code we emailed to you.

Verification code

12345678

Validate verification code

Haven't received a code? Check your spam / junk folder first. If you still don't have a code, click [resend me a verification code](#)

4:45:50 PM

Thank you! We also need your **full name** to proceed with your application.

First name

Last name

Next

A green arrow points from the 'Validate verification code' button to the 'Next' button.

4:48:21 PM
Hello Rami,
Please provide a **phone number** where we can reach you.

CA ▾ Country code +1

Phone number

Next

Scenario 2: If you are already an ATS user but don't have a candidate account, **click on Create a candidate account and enter verification code sent to you by email to proceed.**

Would you like me to create your candidate account or would you like to proceed with another email address?

Create my candidate account
or
I would like to enter another email id.

4:43:47 PM
Please first enter the verification code we emailed to you.

Verification code
12345678

Validate verification code

Haven't received a code? Check your spam / junk folder first. If you still don't have a code, click resend me a verification code

Scenario 3: If you are all set, you will simply be asked to sign in using the method of your choosing as seen in the second picture below.

Would you like me to create your candidate account or would you like to proceed with another email address?

Create my candidate account
or
I would like to enter another email id.

4:33:20 PM

Looks like you're a registered user.
If you wish you can **login** and use your uploaded documents for this application.

Login with ATLAS | Login with SAML | Login with Microsoft | Skip login

Once you've entered your password, you'll be prompted to Upload your mandatory documents by following the instructions in the image below. You can upload them through your library if you are a recurring candidate or directly from your device. **Upload your documents to be redirected to the next step.**

4:35:20 PM

This job requires some mandatory document(s).
Please upload or choose from your library. Please note that it is necessary to upload **all** the documents that you want to include with your application **now**, because it will not be 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.

Mandatory document(s)

CV

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

You will then have the choice to upload optional documents if there is any or to skip this step.

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)

Work permit

Teaching permit or licenses

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

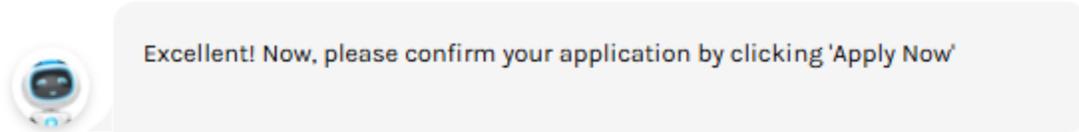
The ChatBot will then prompt you to answer the pre-selection questionnaire. Simply answer and press next after each question.

Question (1/6):
Are you legally authorized to work in Canada?

- Yes, I am a candidan citizen
- Yes, I have a valid work permit
- No, I'm in the process of getting one.
- No

 [Next](#)

Once you've answered all the questions, click in **Apply Now**.



You will be redirected to the last page, where you can access your candidate account, view other opportunities or register to the job alerts through the final route.



Your application has been sent !

You applied successfully to the position of **French Teacher** for ****D mo** Workland**

Thank you for your interest in this job opportunity and taking the time to submit your candidacy. After reviewing your application, ****D mo** Workland** 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 ****D mo** Workland**.



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 ****D mo** Workland** or register for a job alert so that you don't miss any future opportunities !

[View other job opportunities](#)
[Job alert](#)