



# Applicant Tracking System

User Guide for **Internal** Candidates

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## Overview

Welcome to the Candidate User Guide for our new Applicant Tracking System, ATLAS launched in early 2025. This guide is designed to help you navigate our updated system with confidence and ease throughout your application journey.

Whether you're applying for the first time or managing multiple applications, this guide will walk you through every step of the process. You'll learn how to:

- ✓ Apply for jobs more easily with a streamlined interface
- ✓ Track the status of your applications in real time
- ✓ Upload and manage your documents securely
- ✓ Stay organized across multiple job submissions
- ✓ Respond quickly to interview requests and updates
- ✓ Submit references efficiently
- ✓ Sign up for job alerts and newsletters

We created this new system to improve your experience—from applying to onboarding—and this guide is here to ensure you get the most out of it. Let's get started!

**Note:** This guide was developed for employees (internal candidates). As an internal candidate it is very important to apply using the internal links, as it will ensure that you are showing up in the competition as internal. If you have multiple employee IDs, please ensure to use the one for the business unit in which you are applying.

For non-employees (external candidates), please ensure you are using the external candidate user guide.

## Applying for a Job as an Internal Applicant

- After navigating to <https://jobspei.ca/> select the sector you'd like to see job openings for.
- Select “Jobs Open to the Employees”.
- You will be then directed to our new Applicant Tracking System, we will be using the Government of PEI for this example, however these steps will also apply for Public School Branch (PSB), and La Commission scolaire de langue française (CSLF).

**Note:** This guide does not currently cover the application process for Health PEI.



- From this page you'll be redirected to the Government of Prince Edward Island job board.
- Click on “Internal Jobs”.
- You will then be prompted to enter in your government email address. If you do not have a government email address, please use your personal email address, then click “Submit”.

**i** This job listing is only available to employees of Public Schools Branch. Please follow the steps to authenticate.



Please enter your email address.



- You will then be sent a verification code to your email address. Please check both your inbox and your junk mail folder for your verification code.



Please enter your email address.

staceydorothy@gov.pe.ca



Please enter the code we sent to your email address.



[Haven't received a code?](#)

- Enter your verification code and select "Submit".
- You will then be prompted to enter in your employee ID and date of birth.

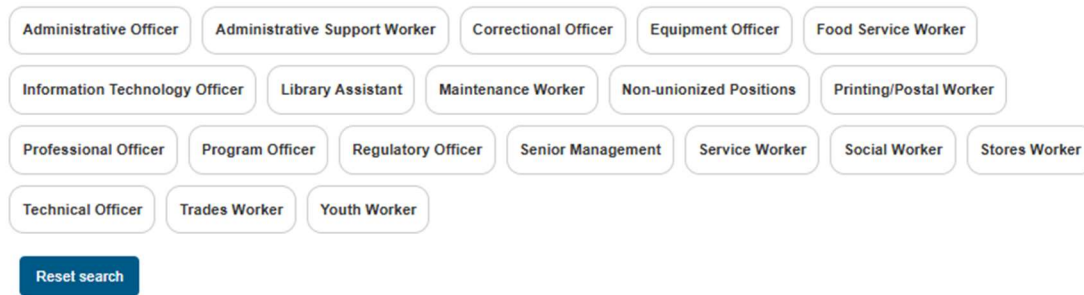


Please enter your employee ID and date of birth.

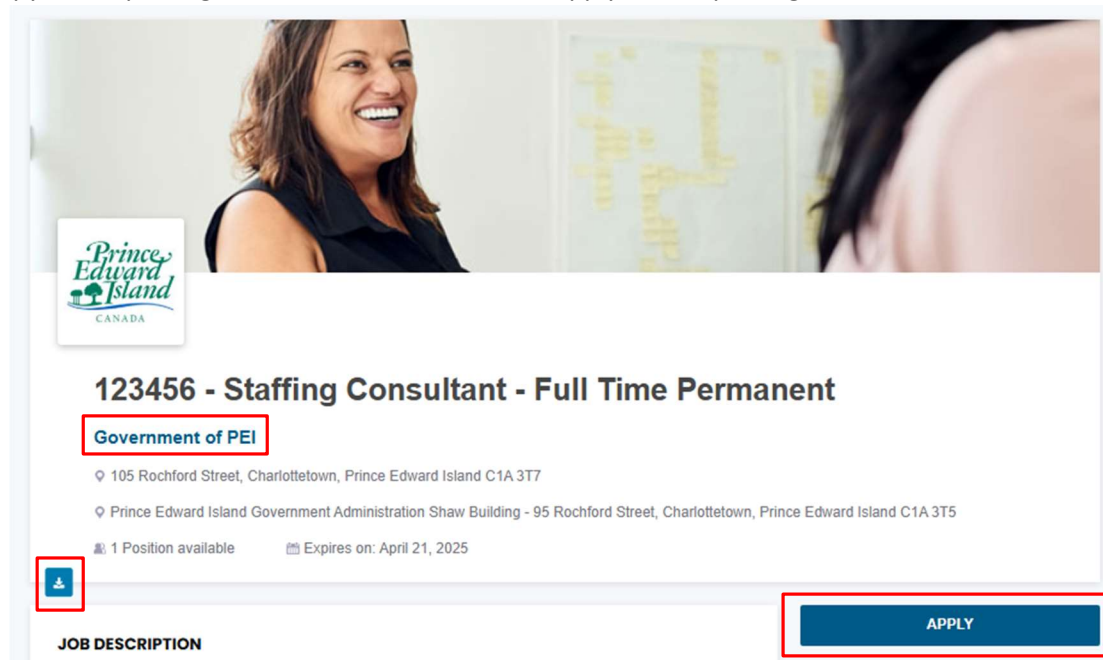



- Click "Submit".

- 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.

- 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

- 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.

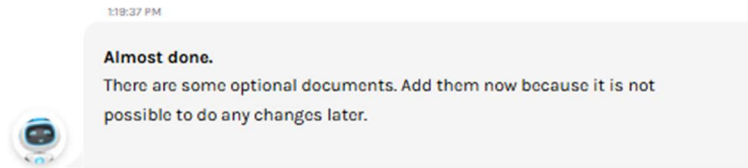
Mandatory document(s)

CV

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

- 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”.





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

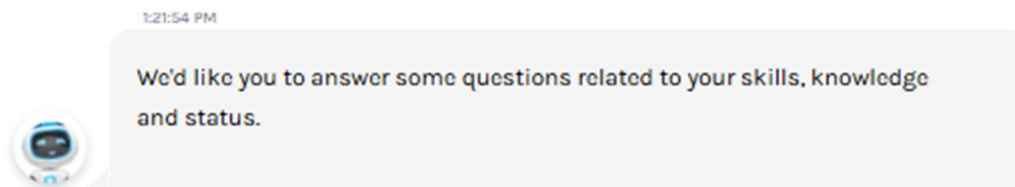
Optional document(s)

Cover Letter	<div style="display: inline-block; background-color: #0056b3; color: white; padding: 5px 10px; border-radius: 3px;"> </div> <div style="display: inline-block; background-color: #0056b3; color: white; padding: 5px 10px; border-radius: 3px; margin-left: 5px;">Upload</div>
Diploma / Certificates	<div style="display: inline-block; background-color: #0056b3; color: white; padding: 5px 10px; border-radius: 3px;"> </div> <div style="display: inline-block; background-color: #0056b3; color: white; padding: 5px 10px; border-radius: 3px; margin-left: 5px;">Upload</div>
Staffing Consultant Certificate	<div style="display: inline-block; background-color: #0056b3; color: white; padding: 5px 10px; border-radius: 3px;"> </div> <div style="display: inline-block; background-color: #0056b3; color: white; padding: 5px 10px; border-radius: 3px; margin-left: 5px;">Upload</div>
Other	<div style="display: inline-block; background-color: #0056b3; color: white; padding: 5px 10px; border-radius: 3px;"> </div> <div style="display: inline-block; background-color: #0056b3; color: white; padding: 5px 10px; border-radius: 3px; margin-left: 5px;">Upload</div>

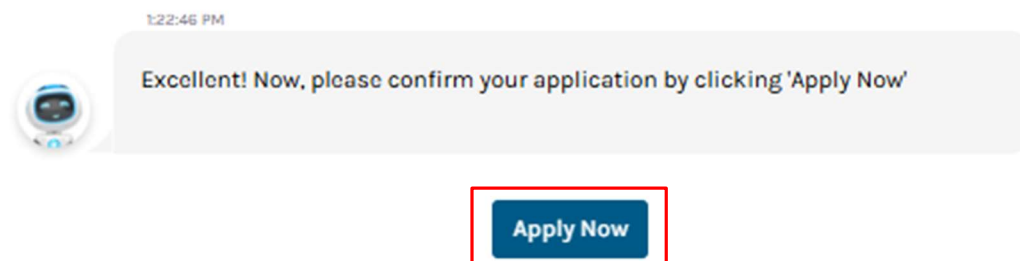
Maximum size 5Mb  
We only accept .doc, .docx, .pdf, .txt.

Skip

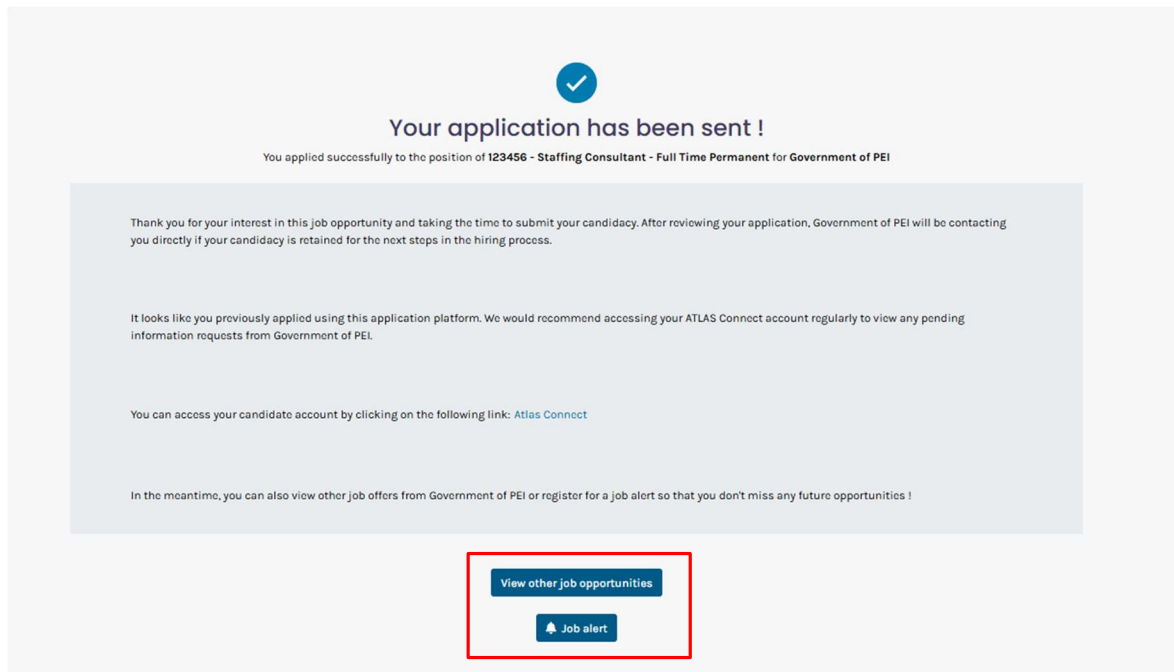
- Next you will be prompted to answer questions related to your skills, knowledge, or status.



- 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”.

# Setting Up Your Candidate Account

## Candidates with a Submitted Application

If you've applied for a job posting through the Applicant Tracking System, you will receive an email from PSC Talent Acquisition, [apply@gov.pe.ca](mailto:apply@gov.pe.ca) that will contain an activation link, and temporary password that will help you set up your candidate account.

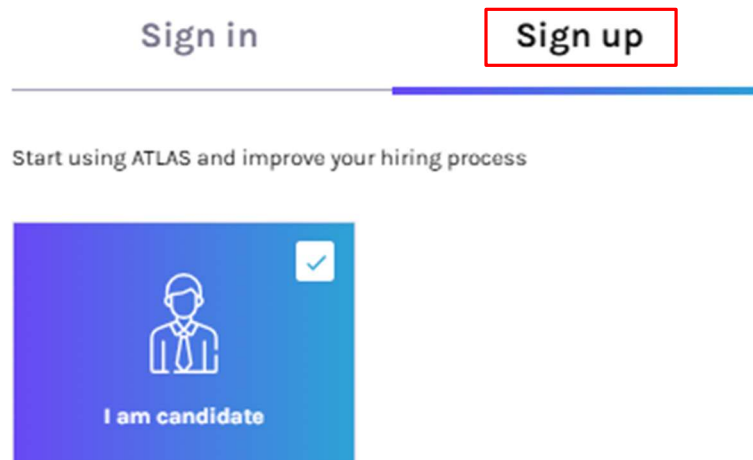
- Click on the link included in the email.
- Sign in using the email you provided in your application process.

You can also use the steps below if you have not received or have misplaced your initial activation email.

## Candidates without a Submitted Application

If you have not yet applied for a job posting through the Applicant Tracking System, you can still set up a candidate account to ease future application processes.


- Navigate to <https://atlas.workland.com/>
- Click "Sign Up".



Sign in      **Sign up**

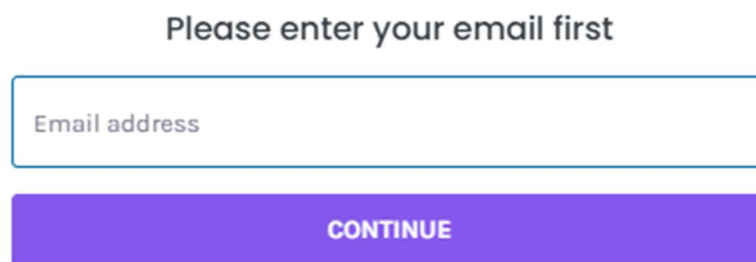
---

Start using ATLAS and improve your hiring process



**I am candidate**

- Select "I am candidate" and read through the candidate's declaration before clicking "I accept".
- Enter in your email address and click "Continue".



Please enter your email first

Email address

**CONTINUE**

- You will then be sent a verification code via email. Enter in your verification code and click "Validate Verification Code".

We sent you a verification code by email in order to authenticate you

VALIDATE VERIFICATION CODE

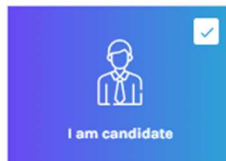
Haven't received a code? Check your spam / junk folder first. If you still don't have a code, click [resend me a verification code](#)

- If you have not received your verification code, please ensure to check your junk/spam folders. You can also click “resend me a verification code” if required.
- You will then be prompted to enter a username, first and last name, phone number, and password before selecting “Register Now”.

Sign in

Sign up

Start using ATLAS and improve your hiring process



Email address  
stacey.bernard@icloud.com

Username

First name

Last name

CA

Country code  
+1

Phone

Password



Confirm password



REGISTER NOW

- You can now log in using your username and password.

## Managing Your Candidate Account

After logging into your candidate account, you have the ability to manage your profile picture, communication preferences, manage documents, monitor job applications, answer questionnaires, respond to interview requests, and manage your references.

### Updating Your Profile Picture

You can choose to include a profile picture, which will be viewable by employers within the ATS.

- On the profile picture icon click “upload”.
- Browse your files to select your profile picture to upload, and click “Open”.
- Accepted image formats include: .jpg, .jpeg, .png, .gif.
- File size shouldn’t exceed 1MB.

### Managing Your Communication Preferences

- On the left-hand side menu, select “Profile”.
- From here you can update your communication language.

#### Communication language:

☒ English

☐ French

#### Communication means preference:

☒ Email

☐ Sms

*\*Note: Your preferences will be respected as long as an employer has activated the desired communication means.*

- You can also update your phone number, and position.

#### My profile

Your name:

Your position:



Your email:



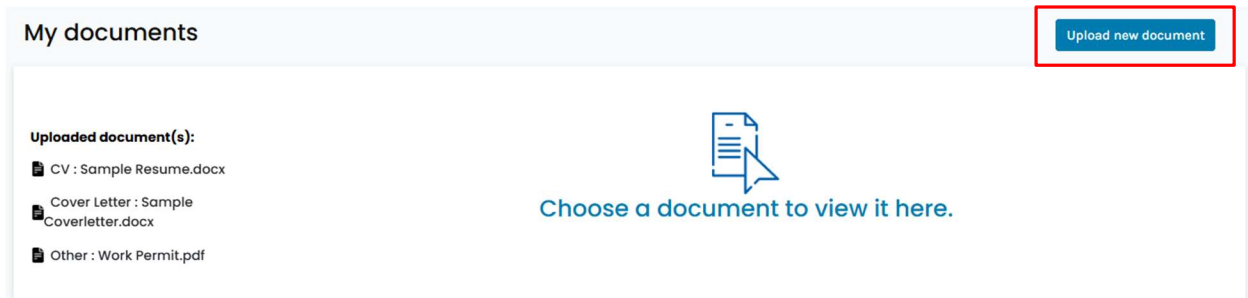
Your phone number:



**Note:** If you need to update your name, or email address please reach out to [support@workland.com](mailto:support@workland.com)

### Managing Documents and DocuSecur Requests

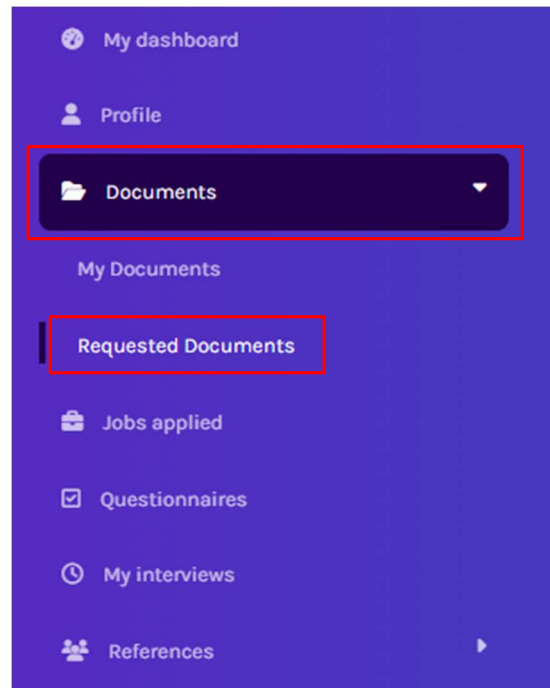
- On the left-hand side menu, select “Documents”.
- Select “Upload Documents”.



- Select any documents which you'd like to upload to your candidate profile for easy access when applying for positions. By uploading your documents, employers cannot see these documents, at less you've attached them within a job application.

**Note:** Your candidate profile will store up to 20 documents. Once you've reached the limit you will receive an error message when trying to upload additional documents. In the event you have reached the limit, please delete some of the documents within your profile by clicking the trash can to the right the document title. Deleting these documents will not remove them from any competitions you've applied to, they'll simply remove them from our account for future quick access use.

- After uploading documents, you can click the title to preview the document.
- Under "Requested Documents" you will see any documents requested by the employer. These may include work permits, certifications, or any other documents relevant to the position.



- To see the request, select the arrow down button on the specific job. Here you can see what this specific request is asking you to do, either read and re-upload a document, read a document, or simply upload a document.

For: 161245 - Project Manager - Environment, Energy & Climate - Permanent (Stephane S) Completed requests: 0/2

Requests list: Offer Letter Stacey Dorothy Received May 12, 2025 3:26 PM

Description: Copy of Offer Letter

Document name	Description	Action	Status
Offer Letter		Upload	To Upload (optional)
Copy of Offer Letter	Copy of Offer Letter	Download	<input type="checkbox"/> I have read the document

- For this example, we'll look at a request to read and re-upload a document.
- In the "Action" section I'll see the option to "Download". When clicking this document, it will allow me to download the document to my device, and review.
- Once the document has been reviewed, click "I have read the document". This will complete the action for the employer.

Document name	Description	Action	Status
Offer Letter		Upload	To Upload (optional)
Copy of Offer Letter	Copy of Offer Letter	Download	<input type="checkbox"/> I have read the document


- To re-upload a document to be returned to the employer, select "Upload".

Document name	Description	Action	Status
Offer Letter		Upload	To Upload (optional)
Copy of Offer Letter	Copy of Offer Letter	Download	<input type="checkbox"/> I have read the document

- From here you can select the appropriate document from your device.

Upload new document

Language English



Upload your document here

[Select file](#)

Accepted formats: .png, .jpeg, .jpg, .gif, .pdf, .docx, .doc, .odt, .txt, .xlsx, .xls, .pptx, .ppt

File size should not exceed: 5MB.

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

[Cancel](#) [Upload](#)

- Select the language of the document you are uploading, then "Select File", and "Upload".
- You will then receive a pop up message stating that the request was successful, and the status will change to "Uploaded".

#### Status

✓ Uploaded  
(Optional)

- For a final check, I can now that my request to (1) review a document (2) upload a document is showing as a completed request 2/2.


Completed requests: 2/2 ^

- To preview either file that was sent or submitted, you can click on the eye to the right of the document title to preview.

**For: 161245 - Project Manager - Environment, Energy & Climate - Permanent (Stephane S)**

**Requests list: Offer Letter Stacey Dorothy**

**Description:** Copy of Offer Letter

Document name	Description
Offer Letter	
Designated Holidays for 2025.pdf	
Copy of Offer Letter	Copy of Offer Letter

## Monitoring Job Applications

- On the left-hand side menu, select “Jobs Applied”.
- Here you will see all postings you’ve applied for. These will be separated under the following:
  - Jobs Applied
  - Incomplete Applications
  - Withdrawn Applications

## Jobs Applied

In this section, you will see both jobs published, or jobs no longer published. Within these two categories, you’ll see them with a status indicated after the job title. These could include:

- In Progress
- Filled
- Closed
- Cancelled



## Viewing Job Posting Details

- If you would like to review the details of a posting that you've applied for, regardless if the posting is closed, click on the title of the posting.

Jobs no longer published		Applications: 21
Job	Company	Applied on
166118 - Heritage Officer - Fisheries, Tourism, Sport and Culture (Hiring Manager Training) (closed)	Government of PEI (Charlottetown, Canada)	March 19, 2025 1:55 PM

- It will now redirect you to the ATLAS site. If the posting is closed, you will receive the following note.

### ! Job expired

This job has expired and is no longer available.  
Please visit the company's career page for more opportunities.



- To view the job posting, click "No".
- You can now view all the details of the post that you've applied for.
- To return to your candidate profile click the "Back" button on your internet browser.

## Withdrawing an Application

If at any time you need to withdraw your application from a competition you can do so. Withdrawing your application will remove your application from being considered for the posting, however this does not delete your information or documents, and does not hide your application from the employer.

- In the "Jobs Applied" section, click on the withdraw option to the right of the job title.

Jobs no longer published		Applications: 21
Job	Company	Applied on
166118 - Heritage Officer - Fisheries, Tourism, Sport and Culture (Hiring Manager Training) (closed)	Government of PEI (Charlottetown, Canada)	March 19, 2025 1:55 PM

- You will then be prompted to agree to the following three statements, prior to having the "Withdraw" button enabled.

## Attention

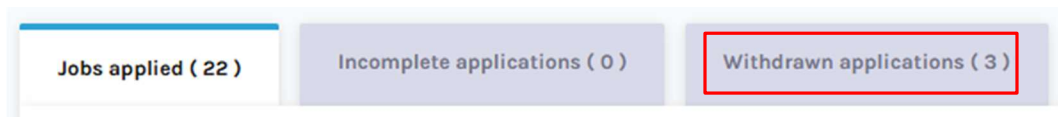
You acknowledge that withdrawing your application :

- ☒ Does not delete your information or your documents.
- ☒ Does not hide your application from the employer.
- ☒ Removes you from consideration for this job.

CANCEL

WITHDRAW

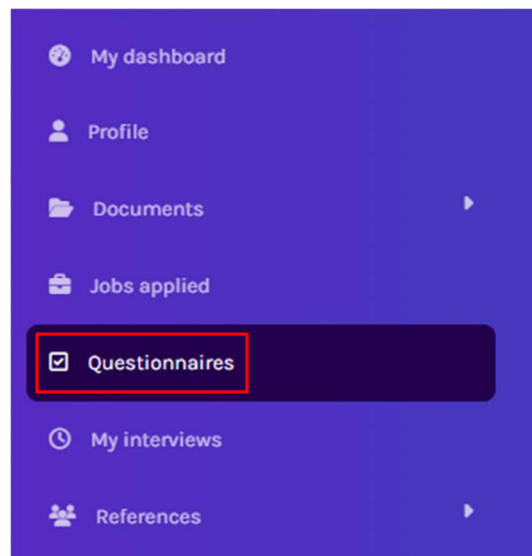
- Once you have withdrawn from the competition, your job will be moved from the “Jobs Applied” tab to the “Withdrawn Applications” tab.



## Questionnaires

At times you may need to submit additional questionnaires or testing as requested by the employer. These requests will come to you via email, with a link to your candidate account.

- Select “Questionnaires” from the left-hand side menu.



- The questionnaire will be displayed with the title of the job it is for, the expiry date, title of the questionnaire, and the option to “Start Now”.
- After clicking “Start Now” you will be prompted with questions.

- Click “Next” to continue.

Please answer the following questions to complete job requirement:

Question: 1 / 1

As part of our evaluation, we kindly ask that you complete a brief written test. The test will help us assess your programming skills. Please write a minimum of 300 words your experience with Programming.

Text

Cancel Next

- On the final page, you will see a summary of the responses you’ve answered. You will need to click “I have read and agree” to confirm that the information you’ve provided is complete, true, and correct to the best of your knowledge and belief.

☒ I have read and agree

I confirm that the information provided above is complete, true and correct to the best of my knowledge and belief.

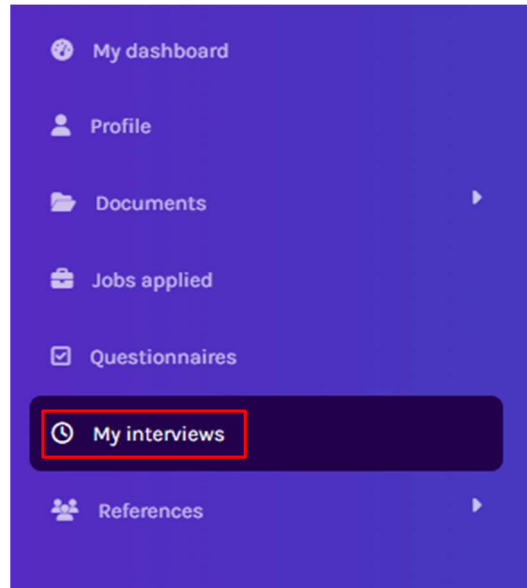
- Click “Submit”.

Submit

## Interview Requests

If an employer has requested an interview with you, you’ll receive the request via email. The request will contain a link that will redirect you to log into your candidate account.

- From the left-hand side menu, select “My Interviews”.



- Here you will see your interviews grouped by all interviews, pending, cancelled or confirmed.
- For new requests, they will show as “Pending”. Click the arrow button to expand the interview request.



- From here you will see the following information:
  - Scheduled By: Who is requesting the interview.
  - Attendees: Who will be in attendance for the interview.
  - Confirm Before: The expiry date for this interview request.
  - Remarks: Notes directly from the employer.

**Scheduled by:** Stacey Dorothy

**Attendees:** Stacey Dorothy

**Confirm before:** 2025-04-23

**Remark:** Notes from Employer

- You will be prompted to select from a single, or multiple time offers from the employer. Click the circle to select the time that works best for you, then click “Accept”.

Kindly select one interview timeslot from available timeslots below

Select	Date	Starts at	Ends at
<input checked="" type="radio"/>	2025-04-26	11:00:00	11:30:00
<input type="radio"/>	2025-04-26	13:00:00	13:30:00

- If you need to cancel this request, click “Cancel Request”. You will then be prompted to add a reason, prior to selecting “Save”.

**Cancel interview**
×

---

**Reason:**

Cancel
Save

- After you’ve submitted your preferred interview time, your interview status will change to confirmed.
- You can now see the meeting details within your candidate account and have the option to “Add to Calendar”.
- If the interview type was set to Teams, a Teams link will now be displayed. This will be used for the interview at the date and time.

**Video link:**


MICROSOFT TEAMS

**Scheduled by:** Stacey Dorothy

**Attendees:** Stacey Dorothy

**Remark:** Notes from Employer

**Interview date:** 2025-04-26

**Starts at:** 11:00:00

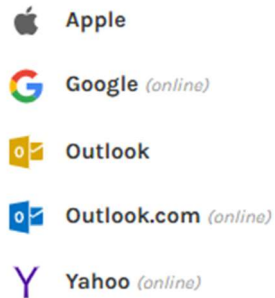
**Ends at:** 11:30:00

Cancel request


Add to calendar

📘 Please make sure you have the correct time zone set in your calendar

- You will then be prompted to select which calendar type you’d like to add the invite to.



—AddEvent.com

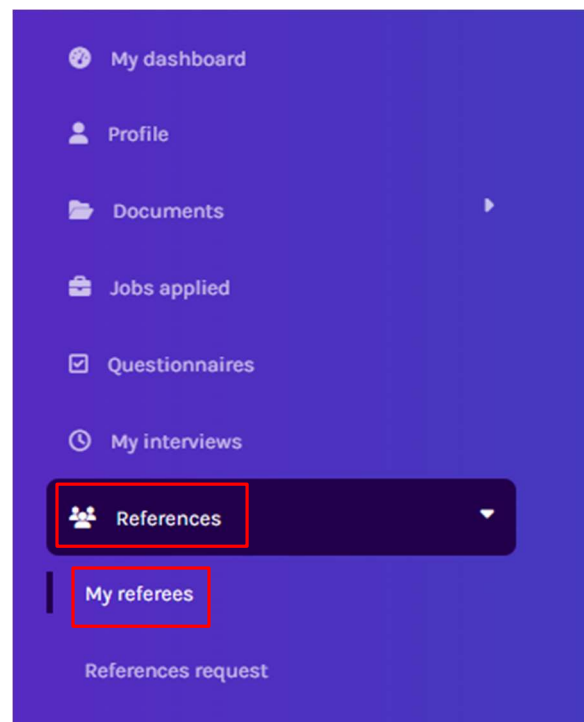
**Note:** Please ensure your calendar is set to your local time zone, as time zones may default to Universal Coordinated Time (UTC). If so, please ensure you are using the times indicated in your candidate profile as the correct interview time.

## Reference Checks

If an employer would like you to submit references, you'll receive a notification via email containing a link to log into your candidate account. There are two steps to submit references, (1) creating your referees, and (2) submitting your references.

### Creating your Referees

- Click on the "Reference" from the left-hand side menu.
- Click on "My Referees".



- Click the "+Add" button to create a new reference.

## My referees (3)

[+ Add](#)

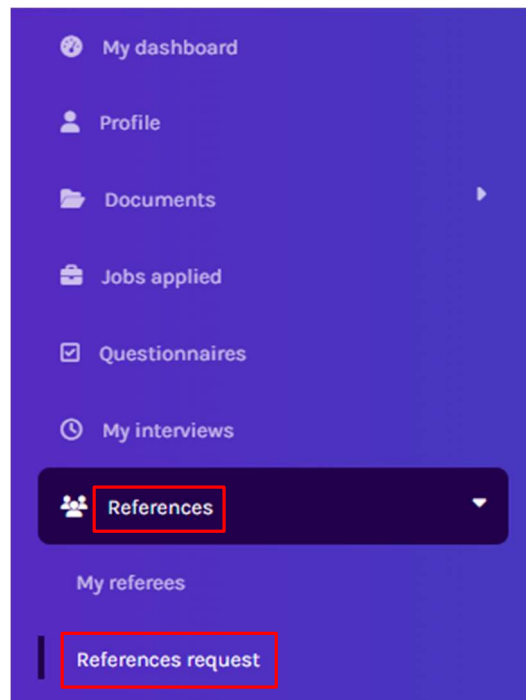
Your referees list

- You will be asked to provide the following information (mandatory):
  - First Name
  - Last Name
  - Preferred Language
  - Email
  - Phone
  - Company Name
  - Title
  - Relation to Candidate
  - Start Date
  - End Date: If you do not have an end date, please select today's date.
- Click "Submit" to save the reference to your profile. This will not submit them to the employer yet.

Submit

## Submitting your References

- Click on the "Reference" from the left-hand side menu.
- Click on "Reference Request".



- From the drop-down menu, select the job that you'd like to submit references for.

## References request ( Pending: 4 / Total: 8 )

How are you doing today?

Select job title: -- Select --

- After selecting the job, it will give you a summary of how many references are being requested.

Select job title: 166118 - Heritage Officer - Fisheries, Tourism, Sport and Culture (Hiring Manager Training)

Government of PEI would like **2 references** for the position of 166118 - Heritage Officer - Fisheries, Tourism, Sport and Culture (Hiring Manager Training)

- Select the references you'd like to include.

Select references that you want to add:

<input checked="" type="checkbox"/>	Jane Doe
<input type="checkbox"/>	John Doe
<input type="checkbox"/>	Joe Gallant

- Select "You have read and agreed".
- Click "Submit References".

☒ You have read and agreed

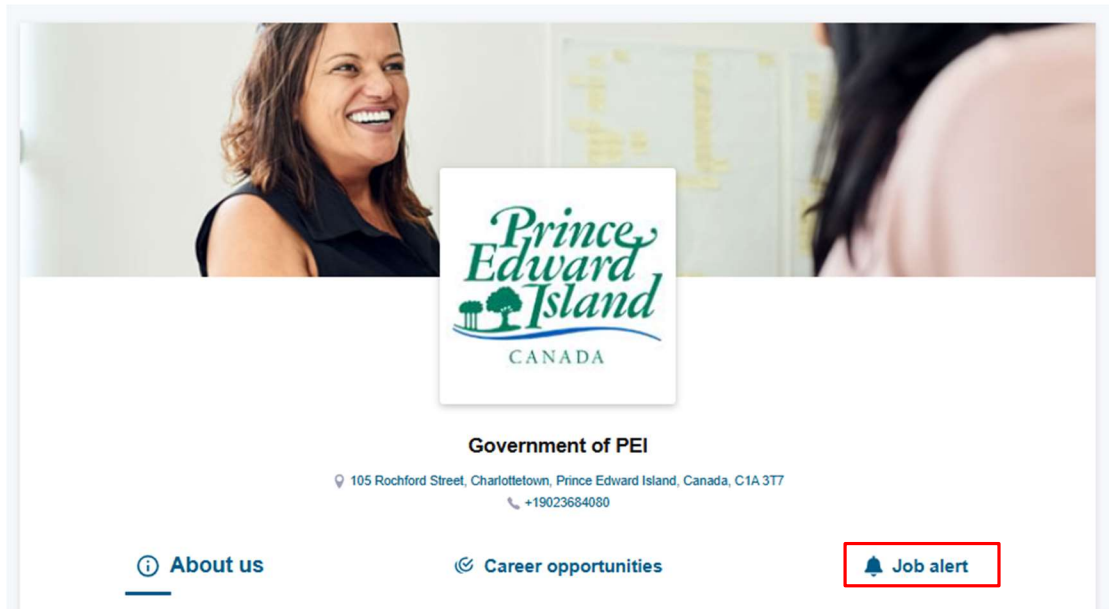
I Stacey Dorothy authorize Government of PEI and its agents to conduct an investigation in-depth on my work history. I authorize a Government of PEI representative to contact the references I have provided to verify the information contained in my resume and obtained during the interview questions. I understand that the purpose of collecting this information is to assess the suitability of my application for Government of PEI's position with this company and that such information will be kept confidential. Information provided in good faith.

Submit references

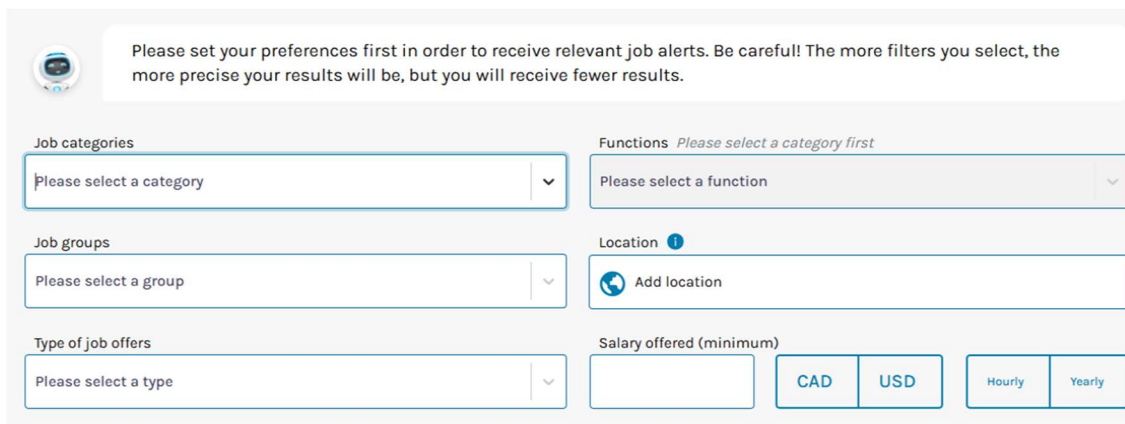
## Signing Up for Job Alerts and Newsletters

- After navigating to the sector's career page, select "Job Alert". If you are interested in signing up multiple sector's alerts, you'll need to complete these steps for each. For this example, we will be using the Government of PEI (Civil).





- From this page you'll be redirected to the job alert and newsletter set up page.
- Select any relevant information in the Job Categories, Functions, Job Groups, Locations, Job Offers, or Salary requirements from the drop-down menu.



The screenshot shows the job alert and newsletter setup page. At the top, there is a message: 'Please set your preferences first in order to receive relevant job alerts. Be careful! The more filters you select, the more precise your results will be, but you will receive fewer results.' Below this message are several selection options:

- Job categories:** A dropdown menu with the text 'Please select a category'.
- Functions:** A dropdown menu with the text 'Please select a function' and a note 'Please select a category first'.
- Job groups:** A dropdown menu with the text 'Please select a group'.
- Location:** A button with a globe icon and the text 'Add location'.
- Type of job offers:** A dropdown menu with the text 'Please select a type'.
- Salary offered (minimum):** A text input field followed by buttons for 'CAD', 'USD', 'Hourly', and 'Yearly'.

- Next, select between newsletters, individual job alerts, or both. When selecting newsletters, you can specify the frequency from daily, weekly, bimonthly, or monthly.

**Note:** Daily notifications are sent at 8am EST. If weekly is selected, they will be delivered on Monday, if monthly is selected, they will be delivered on the 1<sup>st</sup>, and if bimonthly is selected, they will be delivered on the 1<sup>st</sup> and the 16<sup>th</sup>.

- By default, the communication method will be set to "by email".
- For internal candidates, please select "receive newsletter and/or job alerts for internal postings".
- Click "Continue"

☐ Receive your list of positions at your chosen frequency

☐ Receive job alerts as soon as the position is published

☐ Receive newsletters and/or job alerts for internal positions

\*Note: Option available to Government of PEI employees only. You will only see internal options if the employer validates your employee status.

Choose communication means ⓘ : ☒ by email ☐ by sms

\*Note: The SMS communication option must have been activated by the employer to be effective. Communication by email always remains the default option.

- You will then be prompted to read and accept the “Candidate’s Declaration”.

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 providing my email address and filling out the registration criteria in Workland's database as a candidate for a position submitted or to be submitted to Workland by a third-party employer, a candidate seeker (the "Candidate Seeker"), I am aware and agree that my personal data related to my application (my "Personal Data") will be accessible to Workland and the Candidate Seeker's staff who need access to it in the process of analyzing and evaluating the recruitment needs of the Candidate Seeker. I am also aware and agree that my Personal Data will then be kept, stored, and archived in Workland's and the Candidate Seeker's database in accordance with their standards and rules for retaining personal information.

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

☐ I accept

- Click “I Accept”.
- Please enter your email address and select “Submit”.

Please enter your email address.

Email

- You will then be prompted to enter a verification code, sent to the email address submitted above.

We have sent you a verification code at staceydorothy@gov.pe.ca

Enter your code

[Haven't received a code?](#)

- After entering in the code, click “Submit”.
- If you have not received a code, check your spam/junk folder first, if not there is an option to select “Haven’t received a code?” then “resend me a verification code”.
- Enter in your Employee ID and Date of Birth.

Please enter your employee ID and date of birth.

Submit

- After your information has been validated by the system, you will receive a notice that you can now submit your preferences.
- Select “Submit”.


## Candidates without a Candidate Account

- You will be prompted to enter your first name, last name, and phone number to create a candidate account.

You are almost there! We need some additional information in order to create your candidate account.


First name

Last name

 +1

Submit

- Select “Submit” to submit your preferences.



**Your subscription to Government of PEI job alerts was successful!**

You will receive an email alert whenever a job offer matching your preferences is posted. Please note that you can change your preferences at any time.

What would you like to do now?

Consult my preferences

Consult jobs list

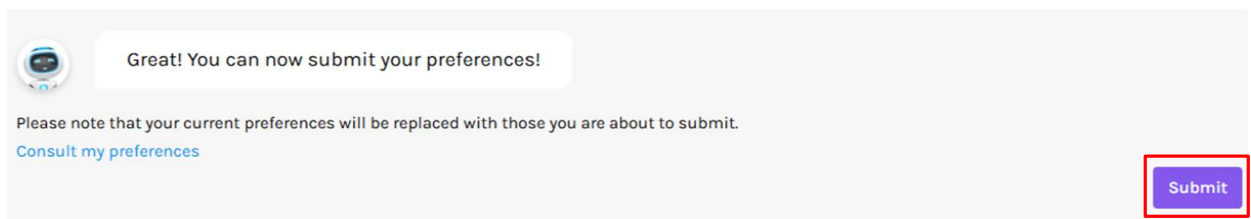
## Your subscription



Confirmation of your subscription to the job alerts as soon as an external position is published

## Candidates with a Candidate Account

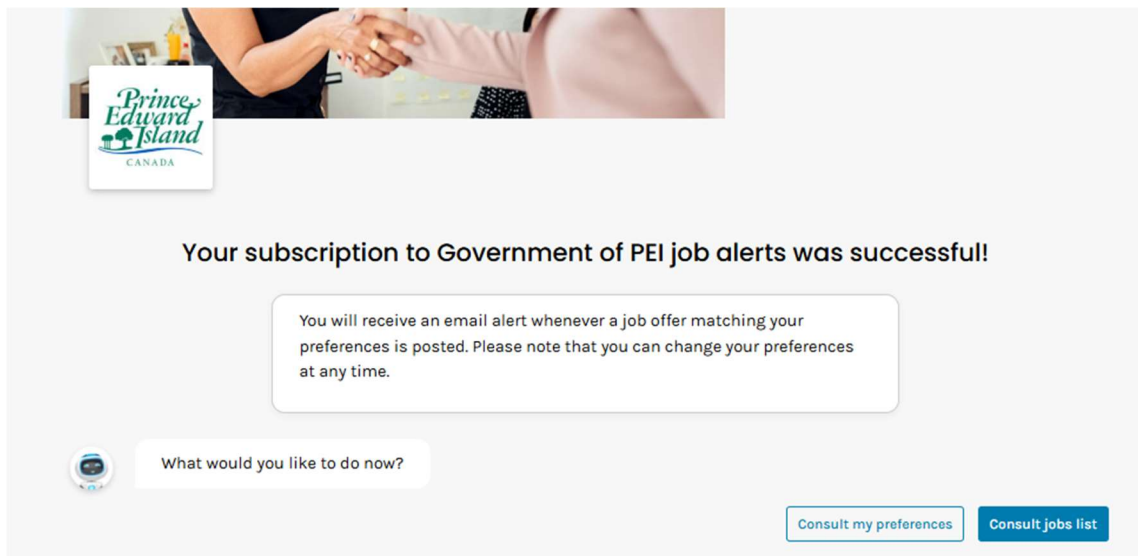
- After inputting your Employee ID and Date of Birth, you will be prompted to select “Submit”.




Great! You can now submit your preferences!

Please note that your current preferences will be replaced with those you are about to submit.  
[Consult my preferences](#)

**Submit**





**Your subscription to Government of PEI job alerts was successful!**

You will receive an email alert whenever a job offer matching your preferences is posted. Please note that you can change your preferences at any time.

What would you like to do now?

[Consult my preferences](#) [Consult jobs list](#)

## Technical Support

### Candidate Support

**For technical issues** – Candidates may contact Workland Support directly at [support@workland.com](mailto:support@workland.com) or (514) 707-0320 ext. 105.

**For application or employer-specific inquiries** – Candidates may contact the Public Service Commission at (90) 368-4080.

**For all other inquiries** – Please contact the ATS Help Desk at [ATSHelpDesk@gov.pe.ca](mailto:ATSHelpDesk@gov.pe.ca) or (902) 288-1903.

Our Winter business hours are Monday through Friday, from 8:00am to 5:00pm.

Our Summer business hours are Monday through Friday, from 8:00am to 4:00pm.

To ensure support teams have a full understanding of the issue, please include the following information in your email. A member of the team will review and respond to your request promptly.

- **Subject Line:** A brief, clear description of the issue in the subject line.
- **Description:** A concise but thorough explanation of the issue. Please include error messages or screenshots when possible.
- **Troubleshooting Steps Already Taken:** List any actions already taken to try to resolve the issue.