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!

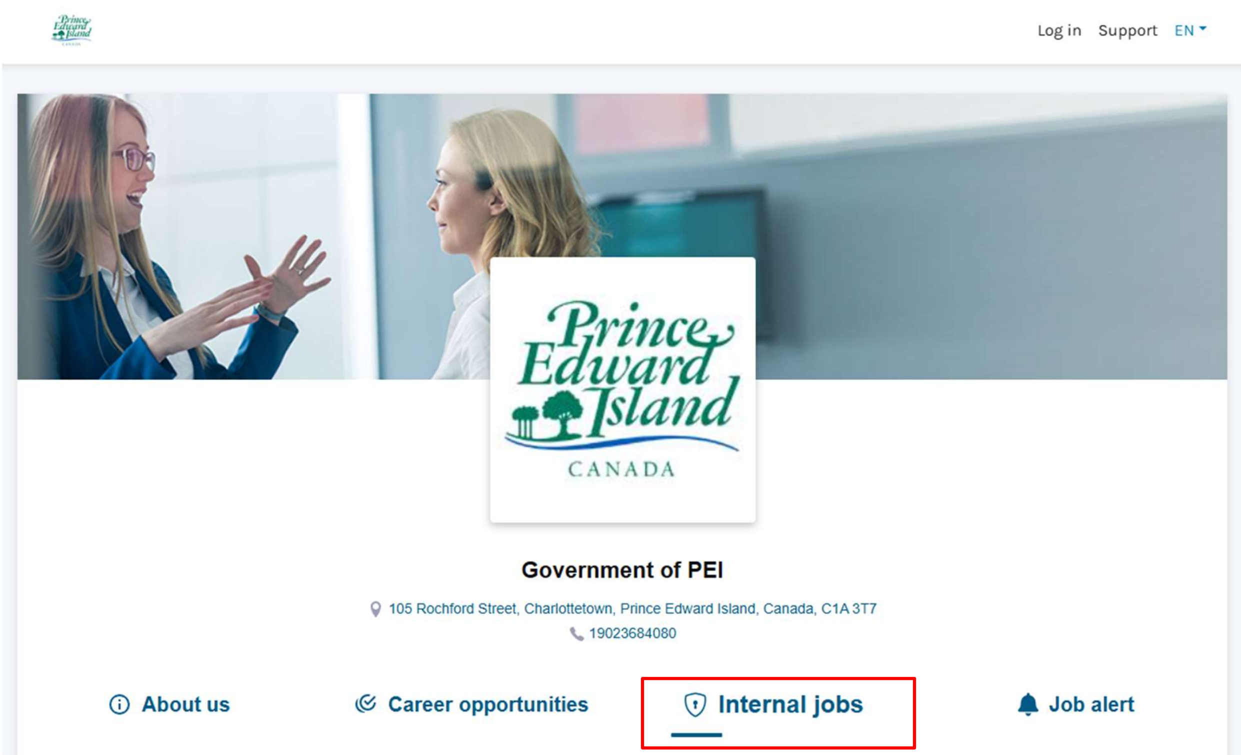
Note: This guide was developed for employees (internal candidates). As an internal candidate it is very important to apply using the internal links, as it will ensure that you are showing up in the competition as internal. If you have multiple employee IDs, please ensure to use the one for the business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

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

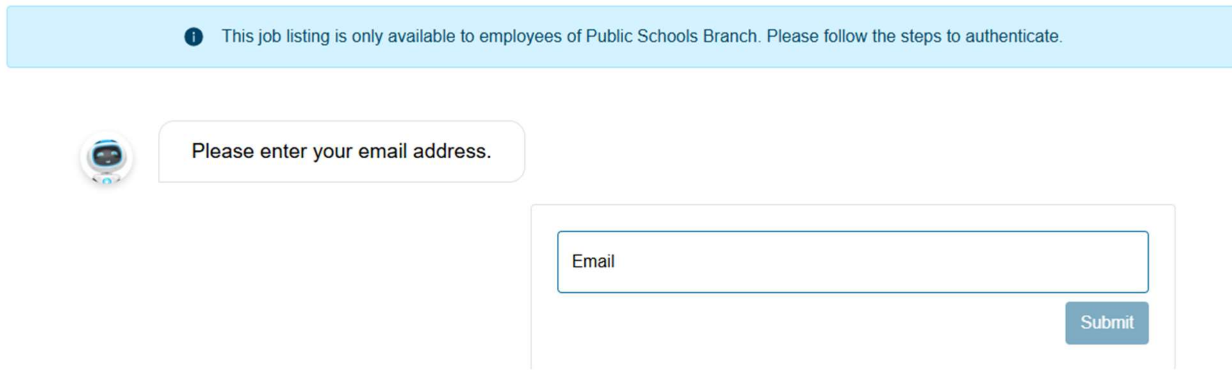
Applying for a Job as an Internal Applicant

- 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).

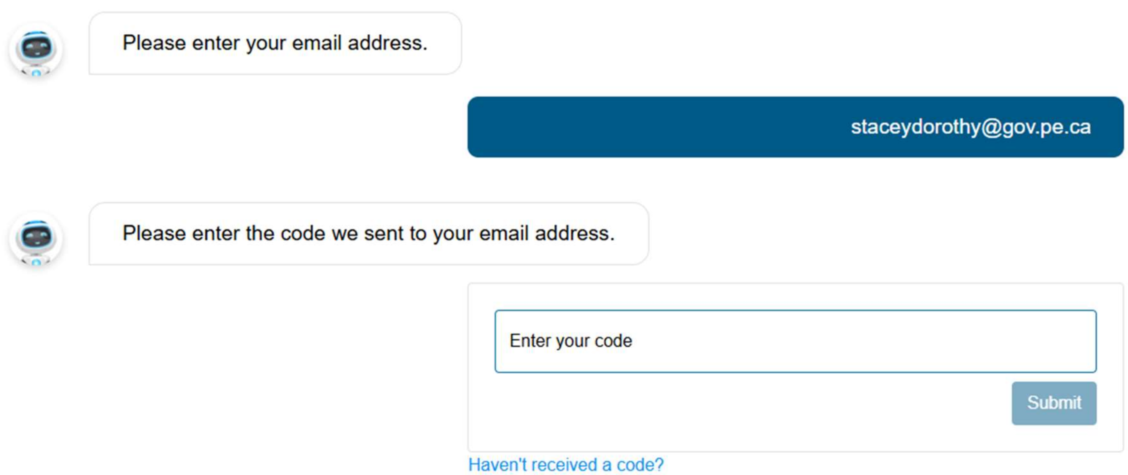
Note: This guide does not currently cover the application process for Health PEI.



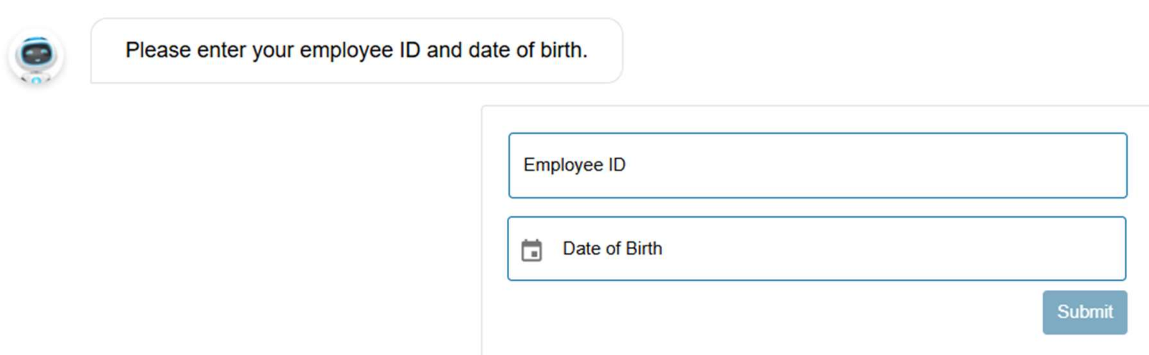
- From this page you'll be redirected to the Government of Prince Edward Island job board.
- Click on "Internal Jobs".
- You will then be prompted to enter in your government email address. If you do not have a government email address, please use your personal email address, then click "Submit".



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

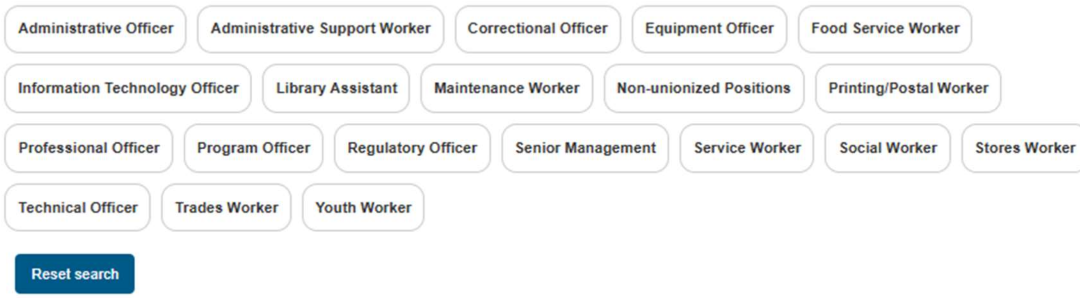


- Enter your verification code and select “Submit”.
- You will then be prompted to enter in your employee ID and date of birth.

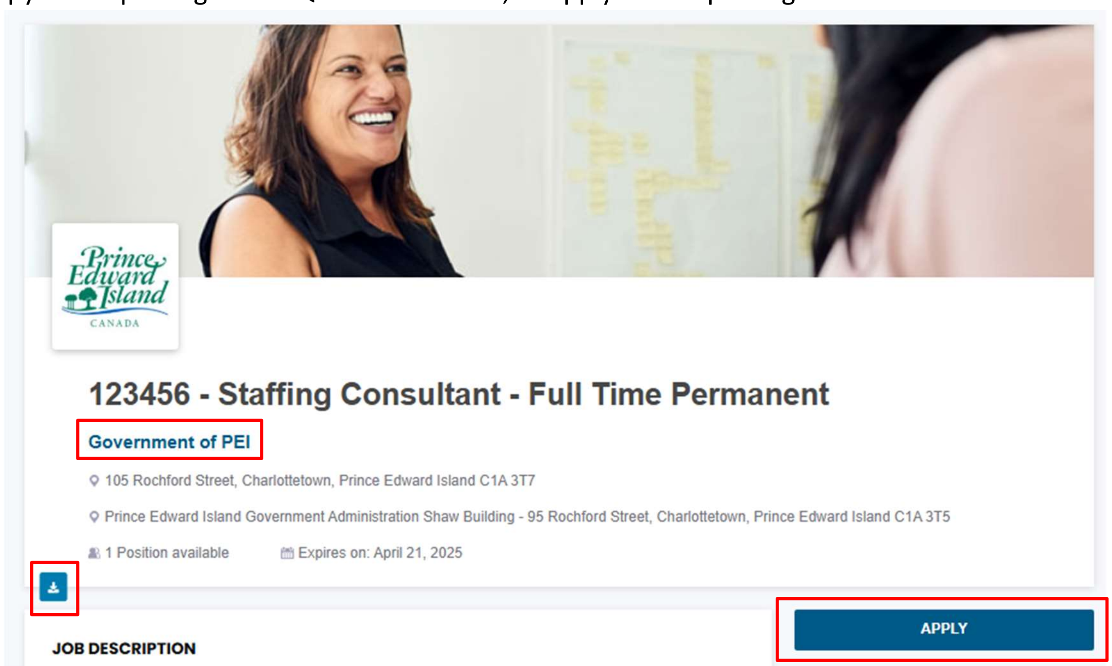


- Click “Submit”.

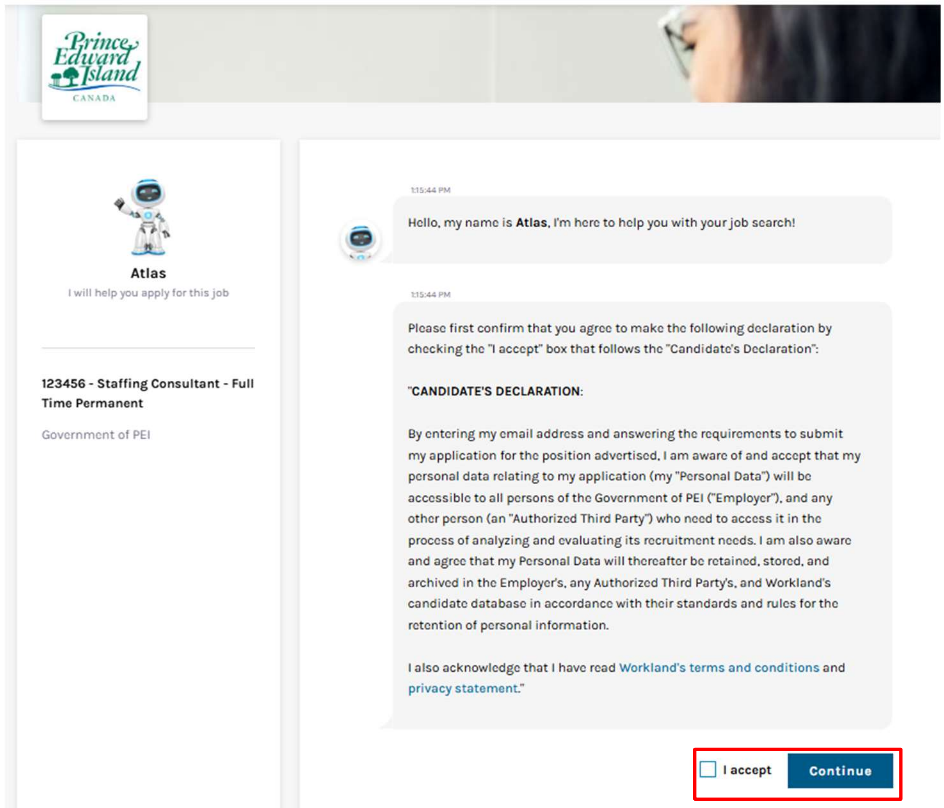
- From here, you'll be able to filter opportunities through different job categories



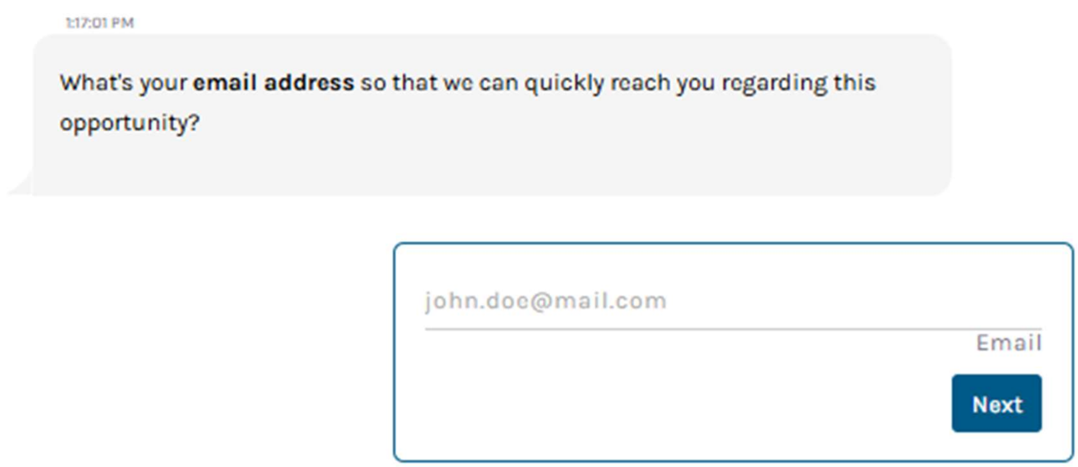
- Once you've clicked on the posting of your choosing, you can view the job posting, download a copy of the posting with a QR code included, or apply for the posting.



- 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.

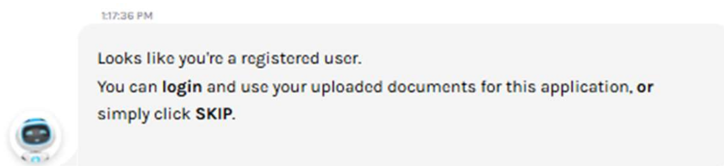


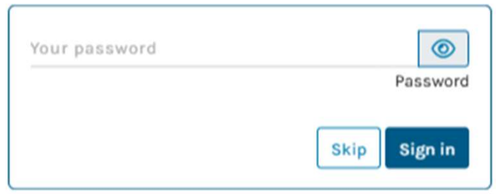
- Click “I accept” and “Continue”.
- Next you will be prompted to input your email address.



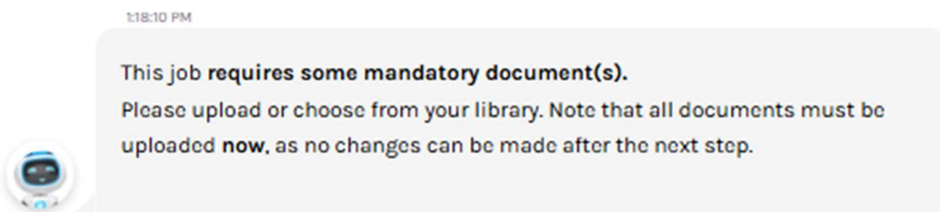
- From here, three scenarios can happen:
  - **New User: If** you’re a new user, you’ll be asked to enter the verification code it sent to your email, followed by your full name and phone number.
  - **Returning User, Without Account:** If you are already an ATS user but don’t have a candidate account, click “Create my candidate account”, and enter the verification code sent to you by email to proceed.

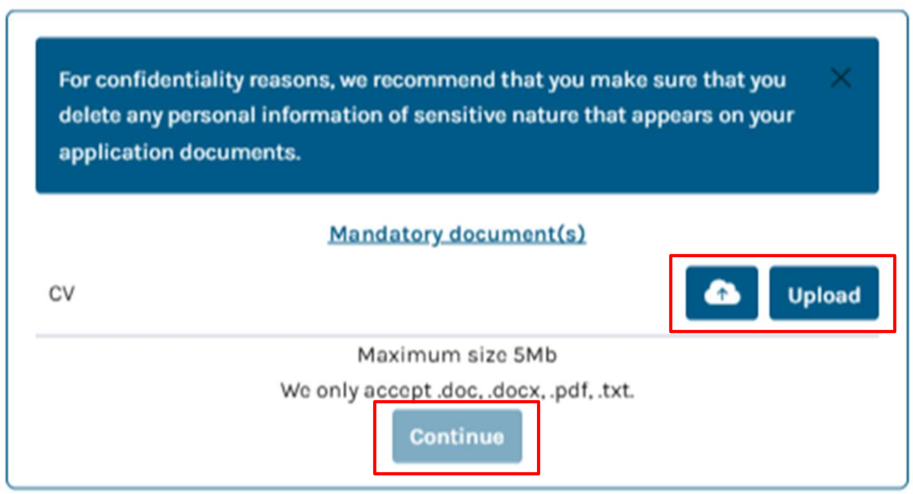
- **Returning Users, With Account:** If you are a returning user with a candidate account, you will simply be asked to sign in. You can also choose to select "Skip" which will send a verification code to your email for confirmation.



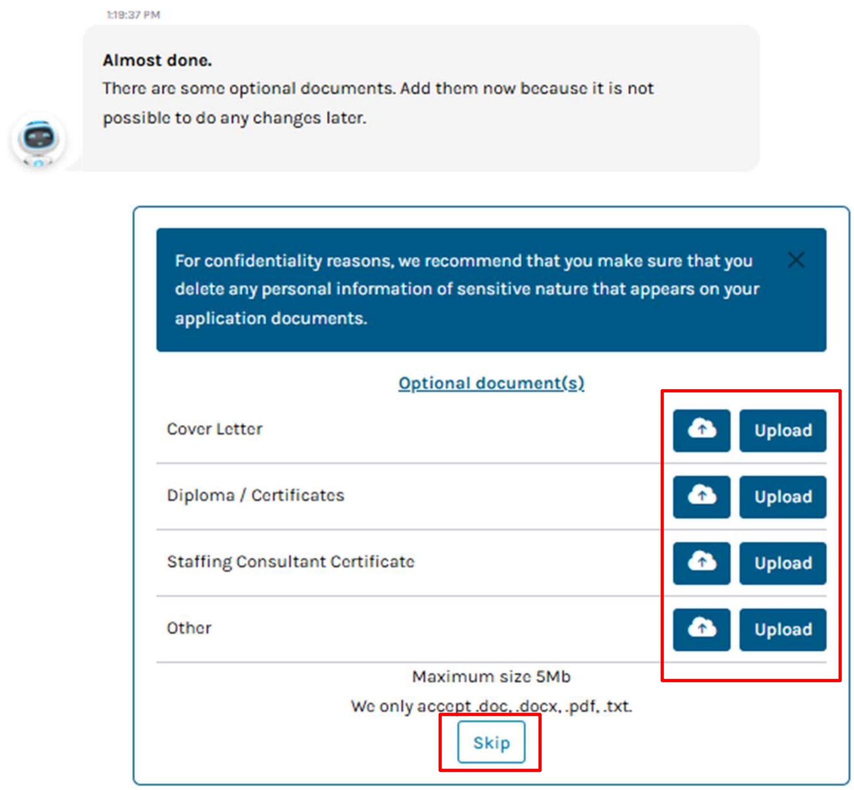


- Next you will be prompted to upload any mandatory documents, this might include a CV (resume), cover letter, or any other mandatory documents.

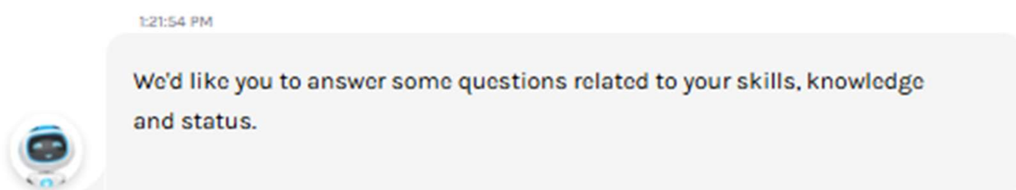




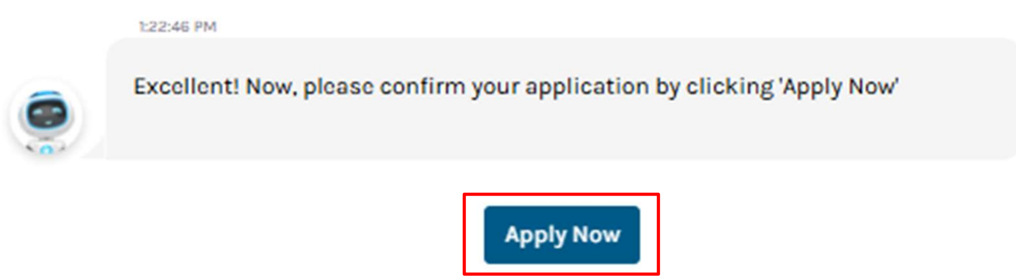
- Next you will be prompted to upload any non-mandatory documents, this might include a cover letter, or any other mandatory documents. You can then choose to upload the documents or select "Skip".



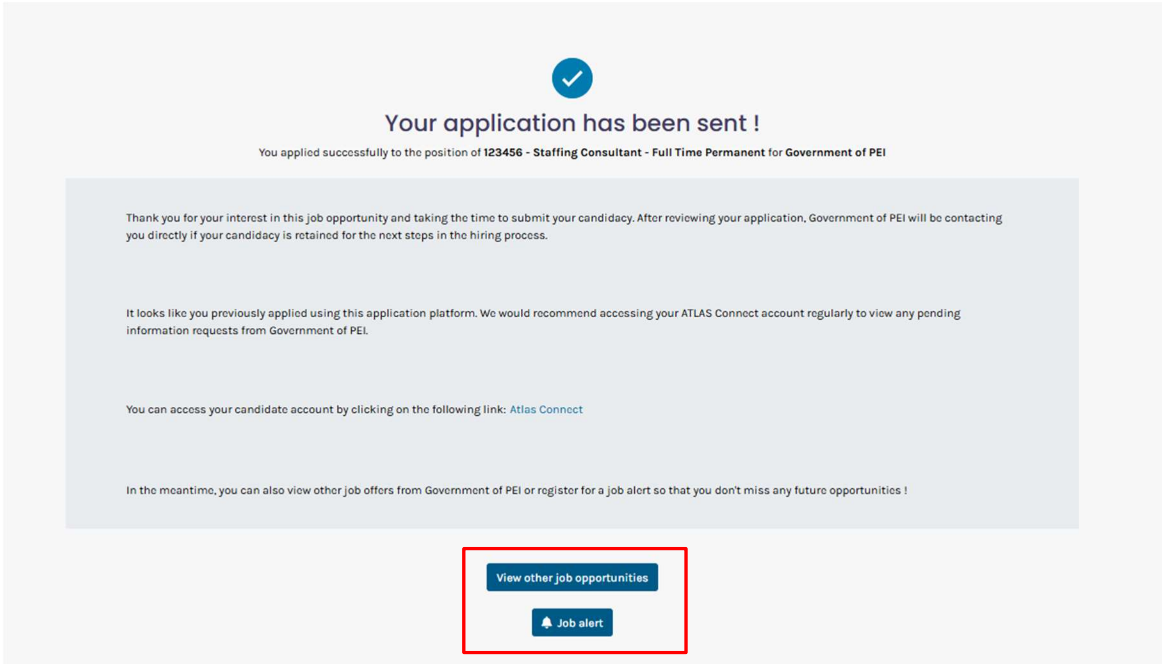
- Next you will be prompted to answer questions related to your skills, knowledge, or status.



- 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 that will contain an activation link, and temporary password that will help you set up your candidate account.

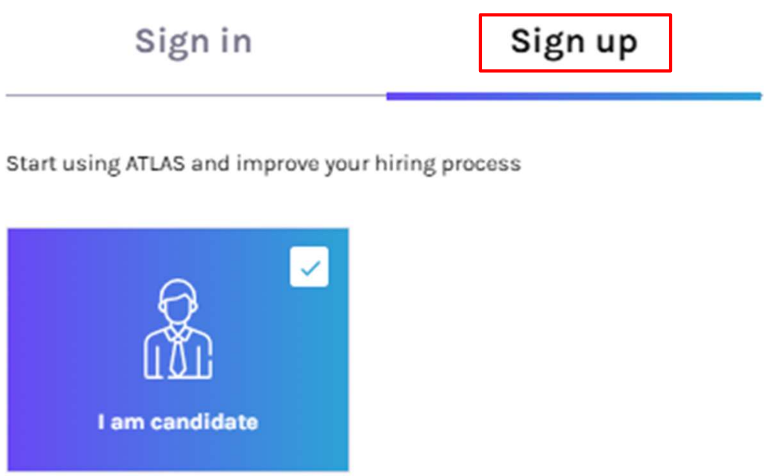
- Click on the link included in the email.
- Sign in using the email you provided in your application process.

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

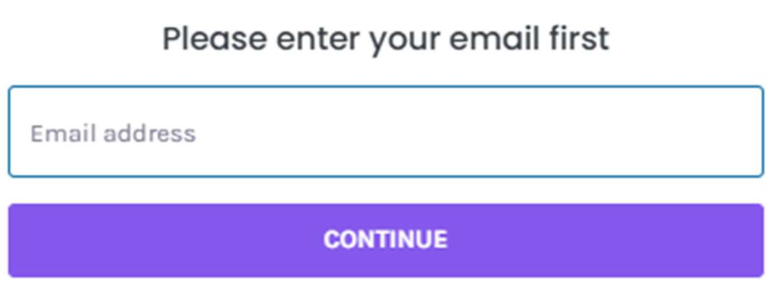
Candidates without a Submitted Application

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.

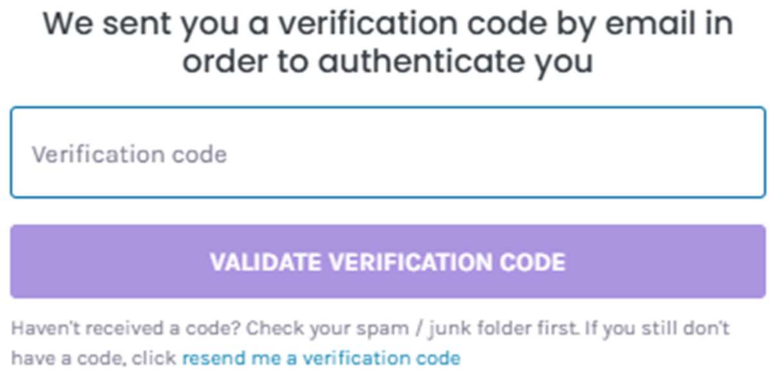
- Navigate to https://atlas.workland.com/
- Click "Sign Up".



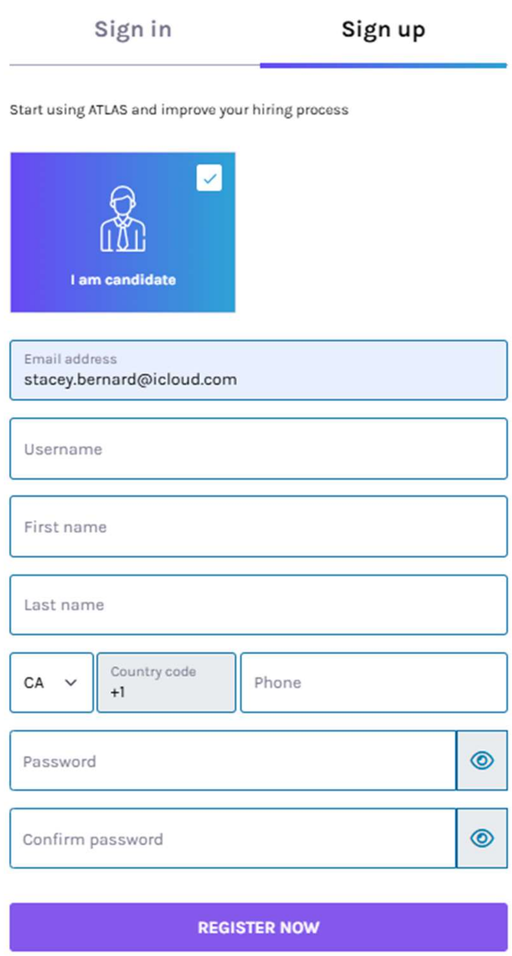
- Select "I am candidate" and read through the candidate's declaration before clicking "I accept".
- Enter in your email address and click "Continue".



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



- 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

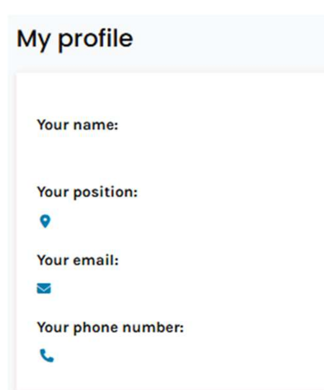
You can choose to include a profile picture, which will be viewable by employers within the ATS.

- 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.

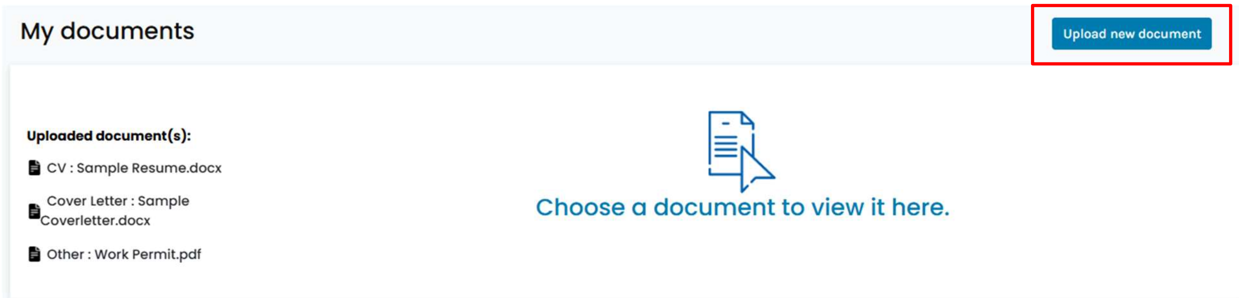
- You can also update your phone number, and position.



Note: If you need to update your name, or email address please reach out to support@workland.com

Managing Documents and DocuSecur Requests

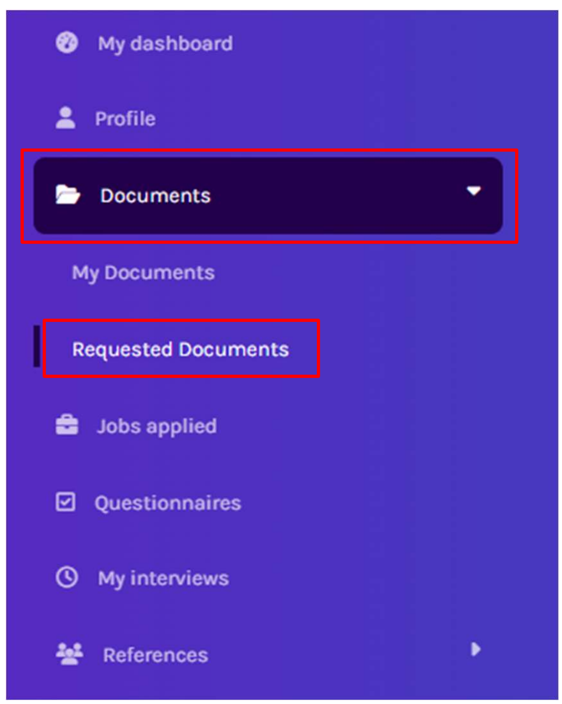
- On the left-hand side menu, select “Documents”.
- Select “Upload Documents”.



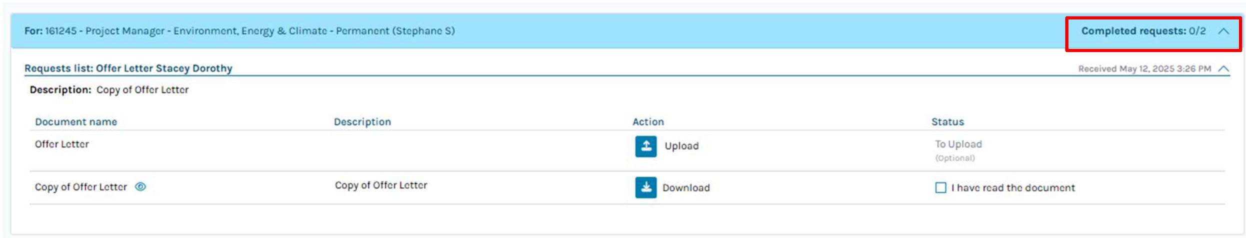
- Select any documents which you'd like to upload to your candidate profile for easy access when applying for positions. By uploading your documents, employers cannot see these documents, at less you've attached them within a job application.

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.

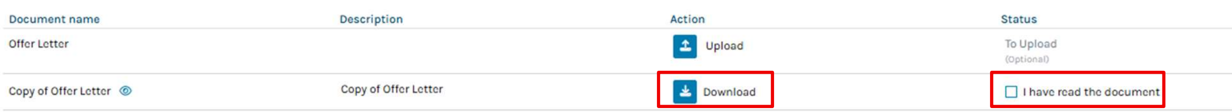
- After uploading documents, you can click the title to preview the document.
- Under "Requested Documents" you will see any documents requested by the employer. These may include work permits, certifications, or any other documents relevant to the position.



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

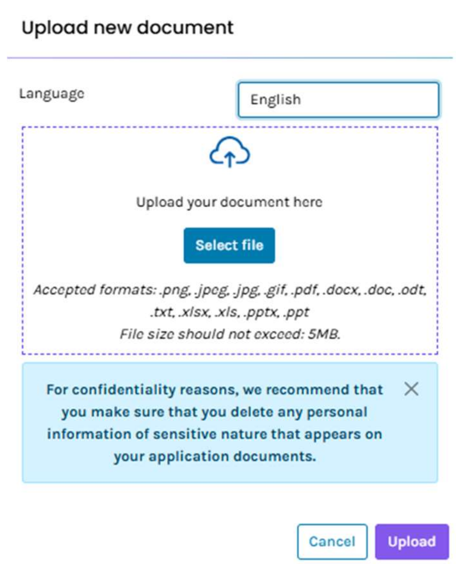


- For this example, we'll look at a request to read and re-upload a document.
- In the "Action" section I'll see the option to "Download". When clicking this document, it will allow me to download the document to my device, and review.
- Once the document has been reviewed, click "I have read the document".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

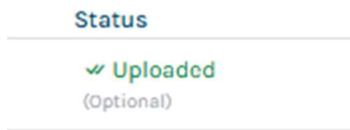


- To re-upload a document to be returned to the employer, select "Upload".

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

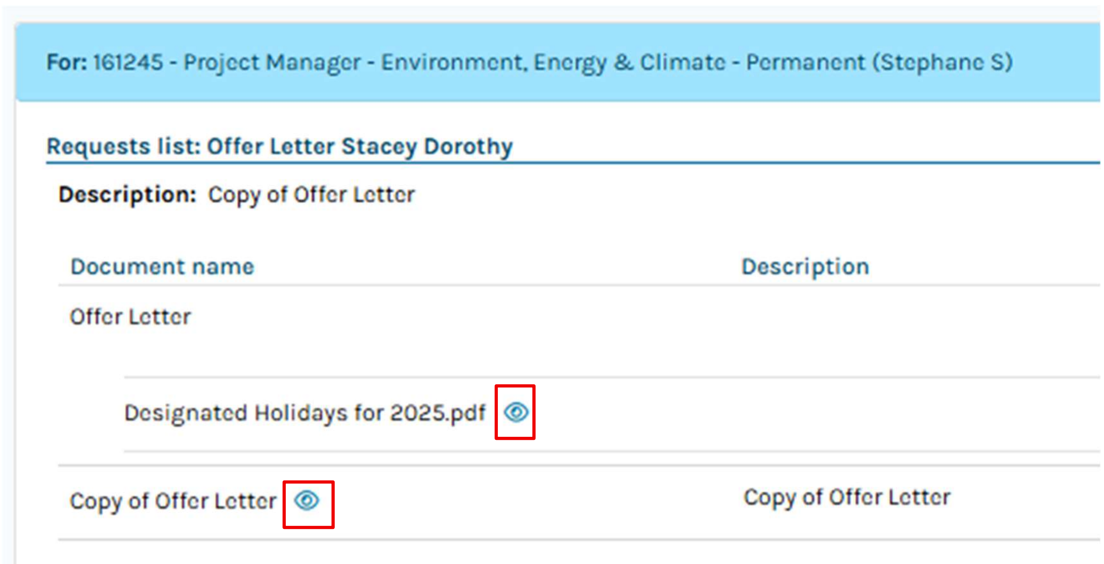


- Select the language of the document you are uploading, then "Select File", and "Upload".
- You will then receive a pop up message stating that the request was successful, and the status will change to "Uploaded".



- 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.

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



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

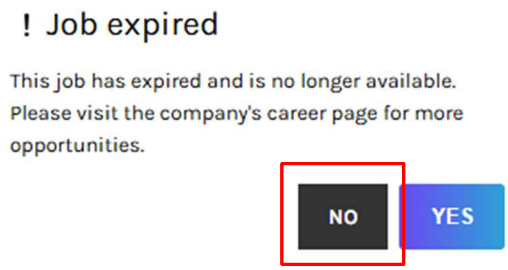
In this section, you will see both jobs published, or jobs no longer published. Within these two categories, you’ll see them with a status indicated after the job title. These could include:

- 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.

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



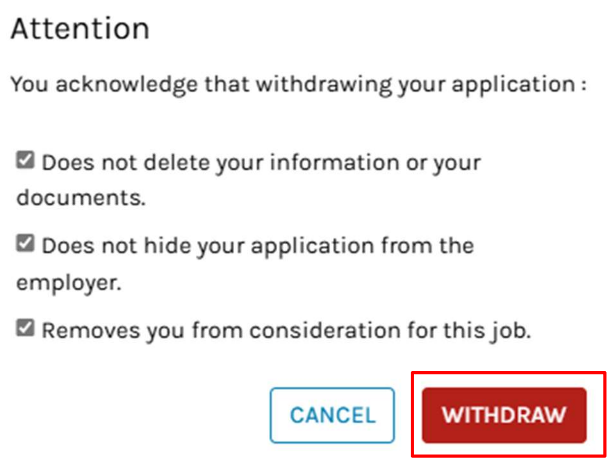
- To view the job posting, click "No".
- You can now view all the details of the post that you've applied for.
- To return to your candidate profile click the "Back" button on your internet browser.

Withdrawing an Application

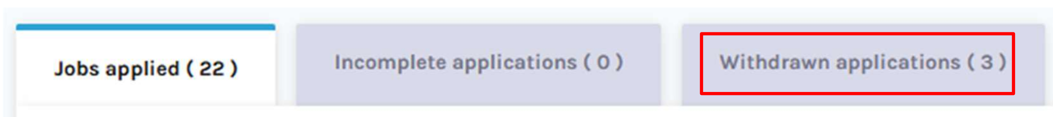
If at any time you need to withdraw your application from a competition you can do so. Withdrawing your application will remove your application from being considered for the posting, however this does not delete your information or documents, and does not hide your application from the employer.

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

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



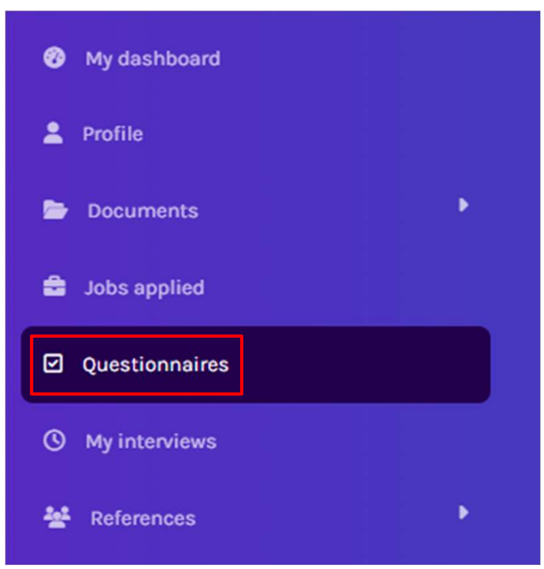
- Once you have withdrawn from the competition, your job will be moved from the “Jobs Applied” tab to the “Withdrawn Applications” tab.



Questionnaires

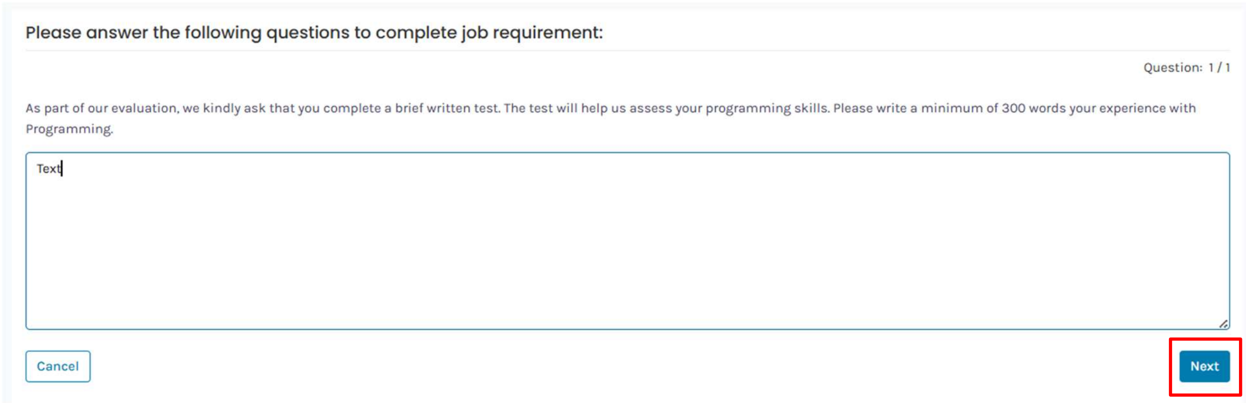
At times you may need to submit additional questionnaires or testing as requested by the employer. These requests will come to you via email, with a link to your candidate account.

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

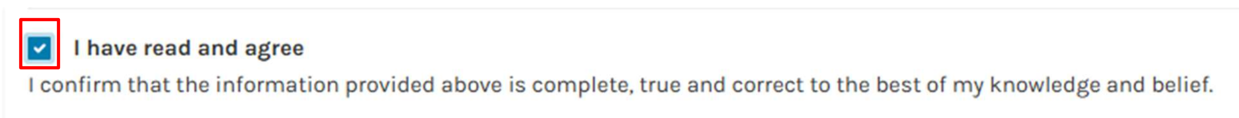


- The questionnaire will be displayed with the title of the job it is for, the expiry date, title of the questionnaire, and the option to “Start Now”.
- After clicking “Start Now” you will be prompted with questions.

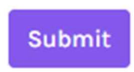
- Click “Next” to continue.



- 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.



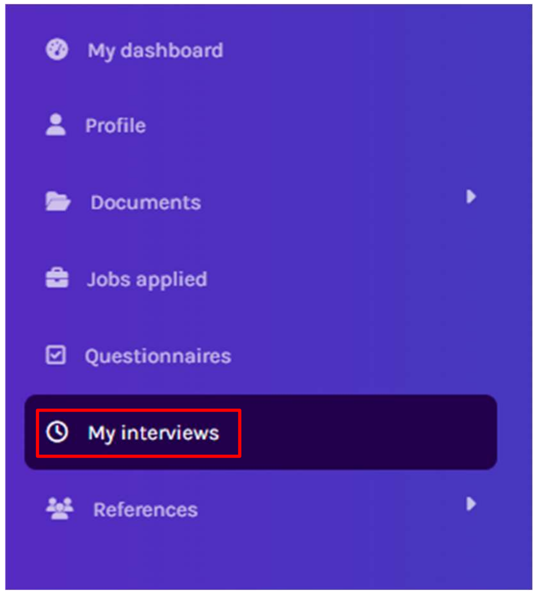
- Click “Submit”.



Interview Requests

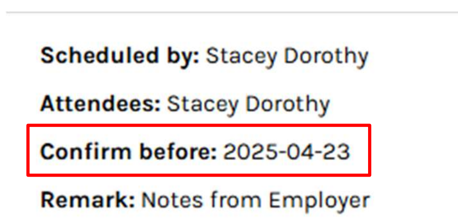
If an employer has requested an interview with you, you’ll receive the request via email. The request will contain a link that will redirect you to log into your candidate account.

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



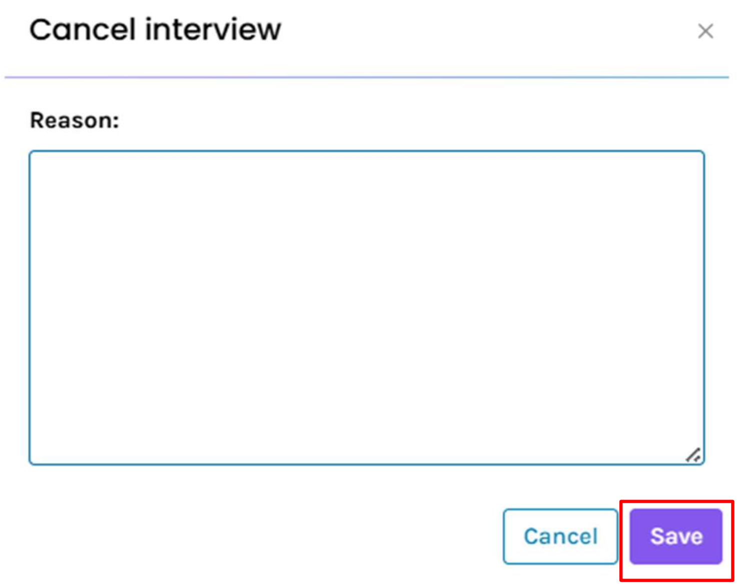
- Here you will see your interviews grouped by all interviews, pending, cancelled or confirmed.
- For new requests, they will show as “Pending”. Click the arrow button to expand the interview request.

- 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.



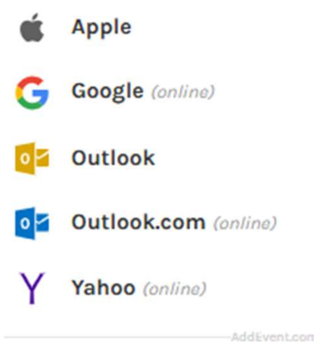
- You will be prompted to select from a single, or multiple time offers from the employer. Click the circle to select the time that works best for you, then click “Accept”.

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

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



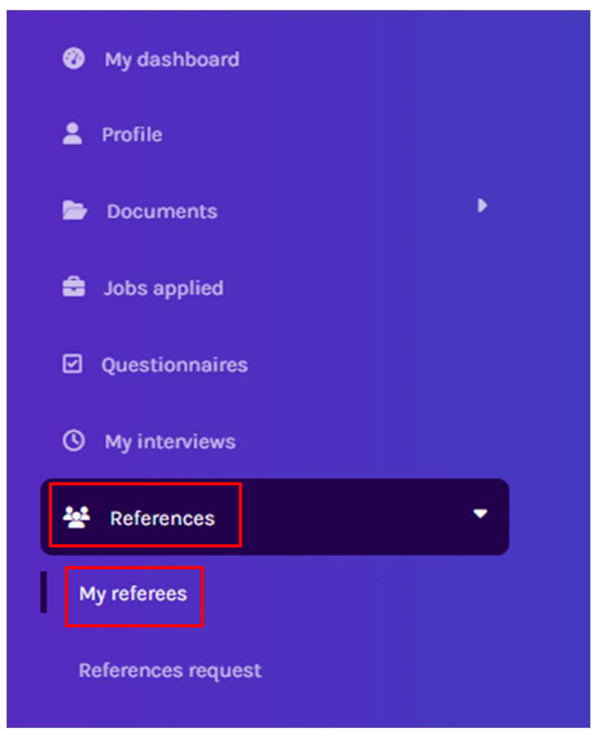
Note: Please ensure your calendar is set to your local time zone, as time zones may default to Universal Coordinated Time (UTC). If so, please ensure you are using the times indicated in your candidate profile as the correct interview time.

Reference Checks

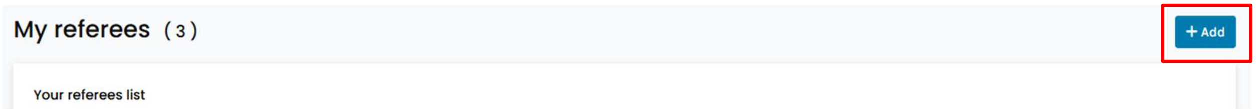
If an employer would like you to submit references, you'll receive a notification via email containing a link to log into your candidate account. There are two steps to submit references, (1) creating your referees, and (2) submitting your references.

Creating your Referees

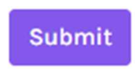
- Click on the "Reference" from the left-hand side menu.
- Click on "My Referees".



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

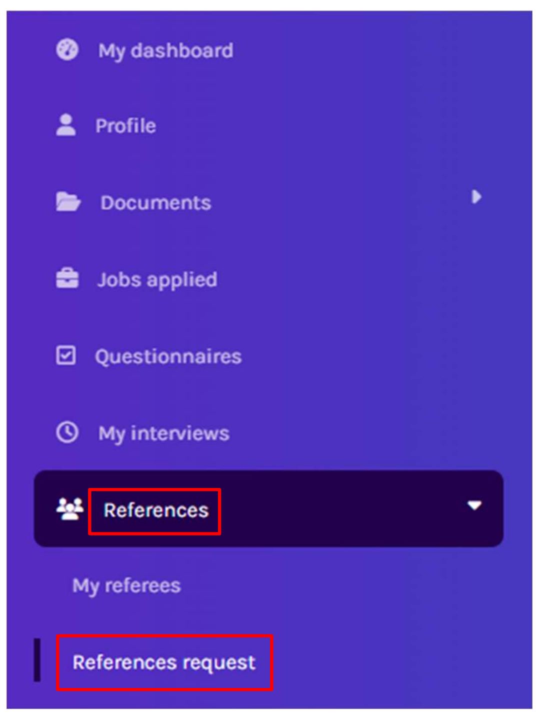


- You will be asked to provide the following information (mandatory):
  - First Name
  - Last Name
  - Preferred Language
  - Email
  - Phone
  - Company Name
  - Title
  - Relation to Candidate
  - Start Date
  - End Date: If you do not have an end date, please select today's date.
- Click "Submit"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



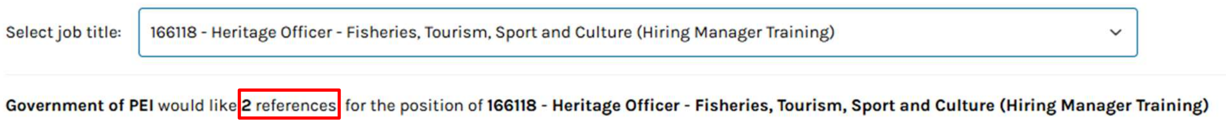
Submitting your References

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

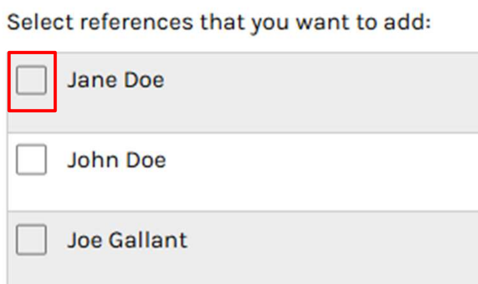


- From the drop-down menu, select the job that you'd like to submit references for.

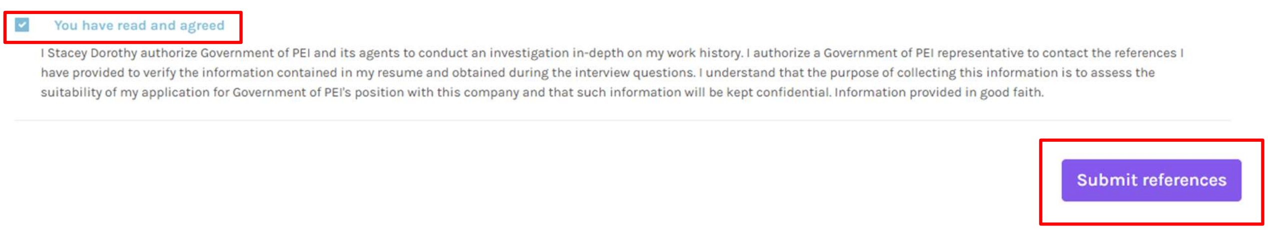
- After selecting the job, it will give you a summary of how many references are being requested.



- Select the references you'd like to include.

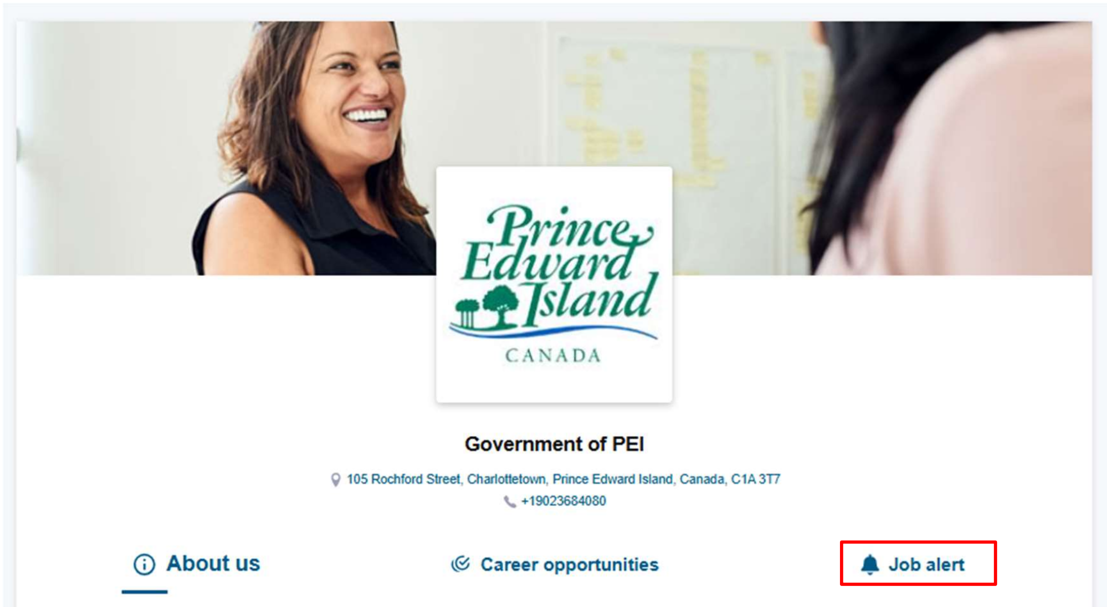


- Select "You have read and agreed".
- Click "Submit References".

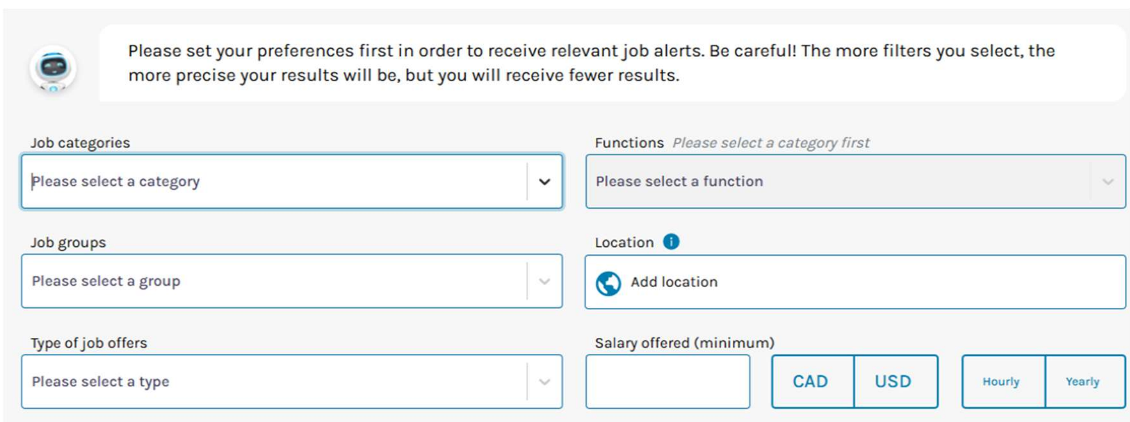


Signing Up for Job Alerts and Newsletters

- 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).



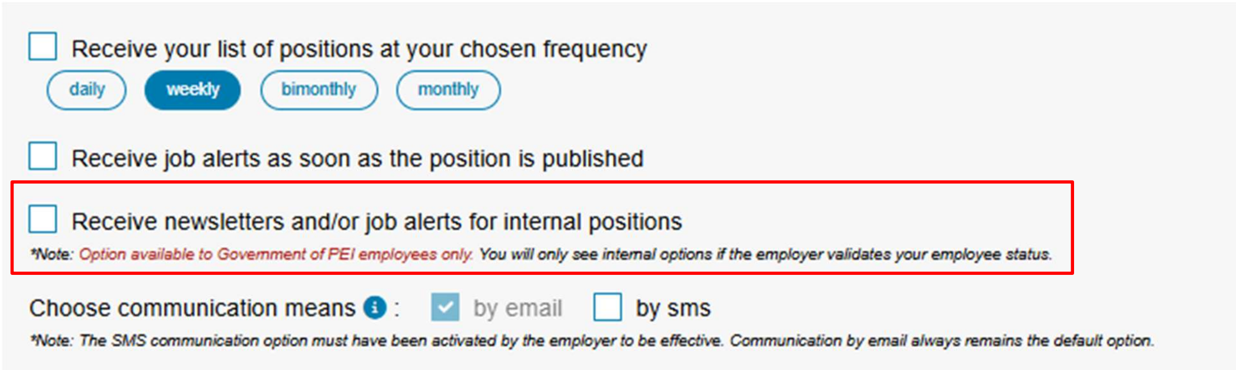
- From this page you'll be redirected to the job alert and newsletter set up page.
- Select any relevant information in the Job Categories, Functions, Job Groups, Locations, Job Offers, or Salary requirements from the drop-down menu.



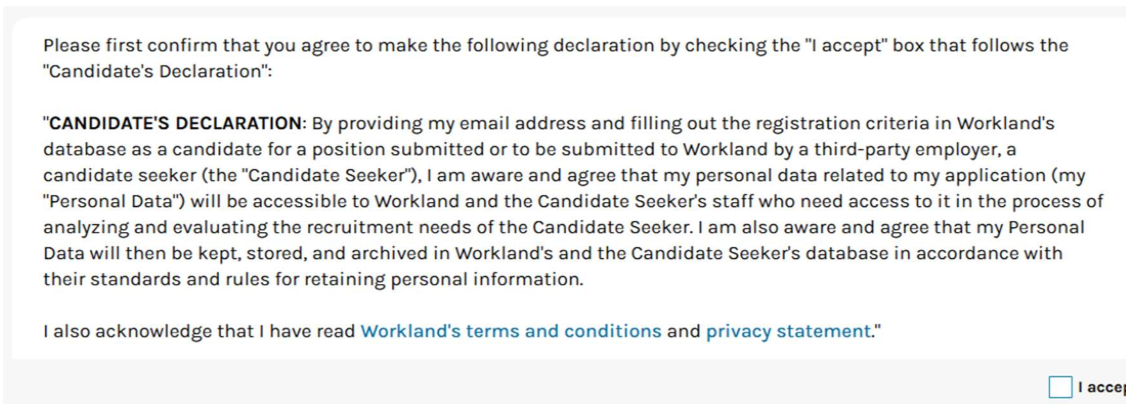
- Next, select between newsletters, individual job alerts, or both. When selecting newsletters, you can specify the frequency from daily, weekly, bimonthly, or monthly.

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 1st, and if bimonthly is selected, they will be delivered on the 1st and the 16th.

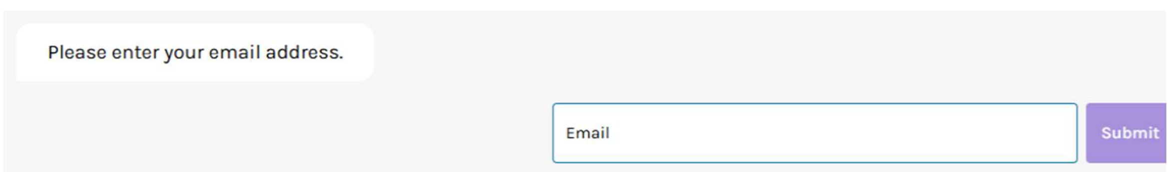
- By default, the communication method will be set to "by email".
- For internal candidates, please select "receive newsletter and/or job alerts for internal postings".
- Click "Continue"



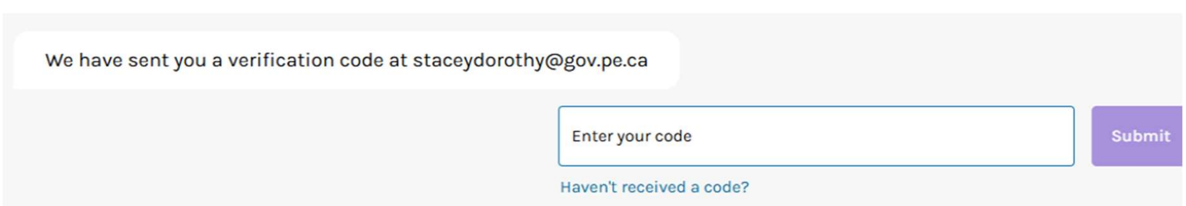
- You will then be prompted to read and accept the "Candidate's Declaration".



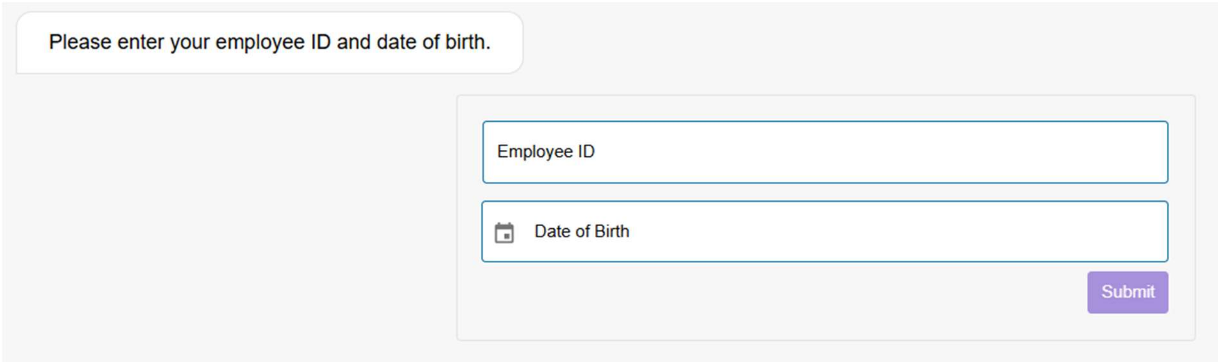
- Click "I Accept".
- Please enter your email address and select "Submit".



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



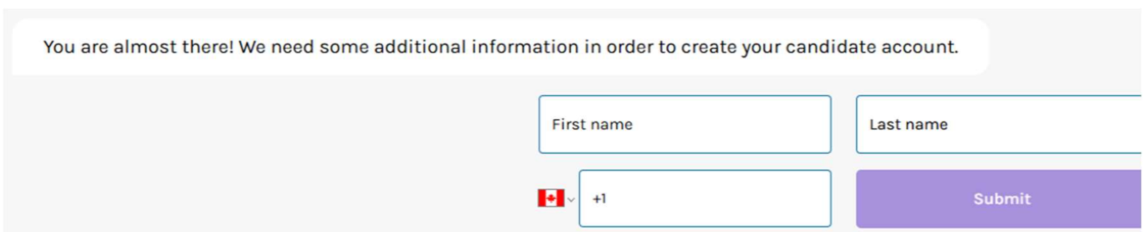
- After entering in the code, click "Submit".
- If you have not received a code, check your spam/junk folder first, if not there is an option to select "Haven't received a code?" then "resend me a verification code".
- Enter in your Employee ID and Date of Birth.



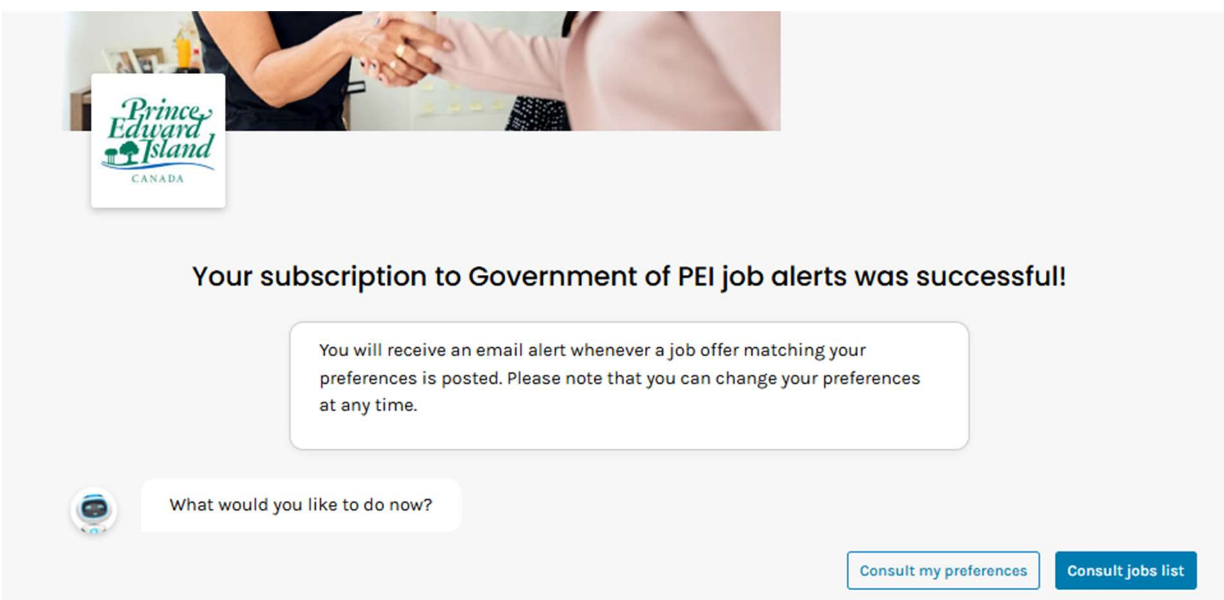
- After your information has been validated by the system, you will receive a notice that you can now submit your preferences.
- Select “Submit”.

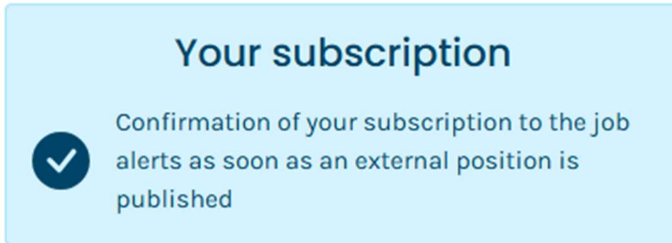
Candidates without a Candidate Account

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



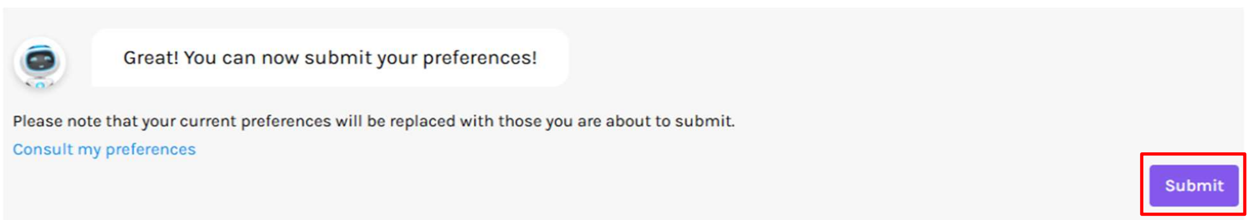
- Select “Submit” to submit your preferences.

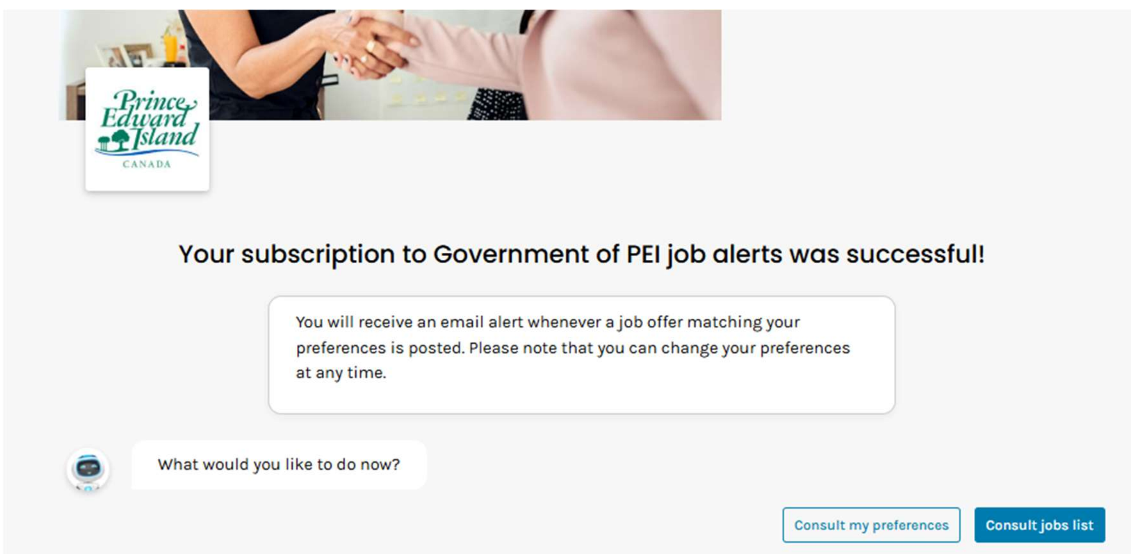




Candidates with a Candidate Account

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





Technical Support

Candidate Support

For technical issues – Candidates may contact Workland Support directly at 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 pr (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.