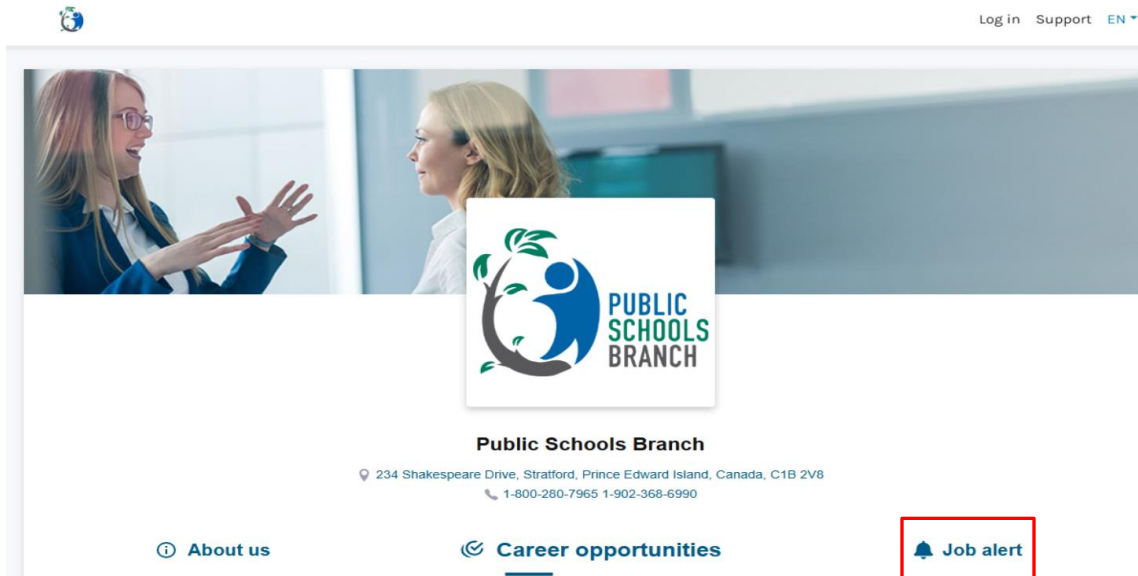


HOW TO SIGN UP FOR JOB ALERTS AND NEWSLETTERS AS AN EXTERNAL CANDIDATE

- After navigating to the Public Schools Branch (PSB) career page, select “Job Alert”.



- 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.

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.

Job categories Please select a category	Functions <i>Please select a category first</i> Please select a function
Job groups Please select a group	Location ⓘ Add location
Type of job offers Please select a type	Salary offered (minimum) CAD USD Hourly 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 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”.
- Click “Continue”

Receive your list of positions at your chosen frequency

daily weekly bimonthly monthly

Receive job alerts as soon as the position is published

Receive newsletters and/or job alerts for internal positions

**Note: Option available to Public Schools Branch (PSB) 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.

Note: For internal employees, please ensure you are using your edu.pe.ca to classify as an internal employee.

- 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

[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”.

External 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 Public Schools Branch 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.

To help accelerate your job search and save you hours of time, we created a candidate account for you. Please check your email for further instructions. If you do not see the email in your inbox, please check your spam / junk folder as it may have found its way there by mistake.

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

External Candidates with a Candidate Account

- After inputting your verification code, 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 Public Schools Branch job alerts has been updated successfully!

You will receive an email alert whenever a job offer matching your preferences is posted.



What would you like to do now?

[Consult my preferences](#)

[Consult jobs list](#)