

PUBLIC SCHOOL BRANCH

INTERNAL CANDIDATES - HOW TO APPLY

- Type <https://jobspei.ca> into your web browser.
- From the JobsPEI website, click on “Public School Branch Jobs”.
- Select “Public School Branch Jobs Open to Employees”.
- You will be redirected to the new job board, then click on “Internal Jobs”.



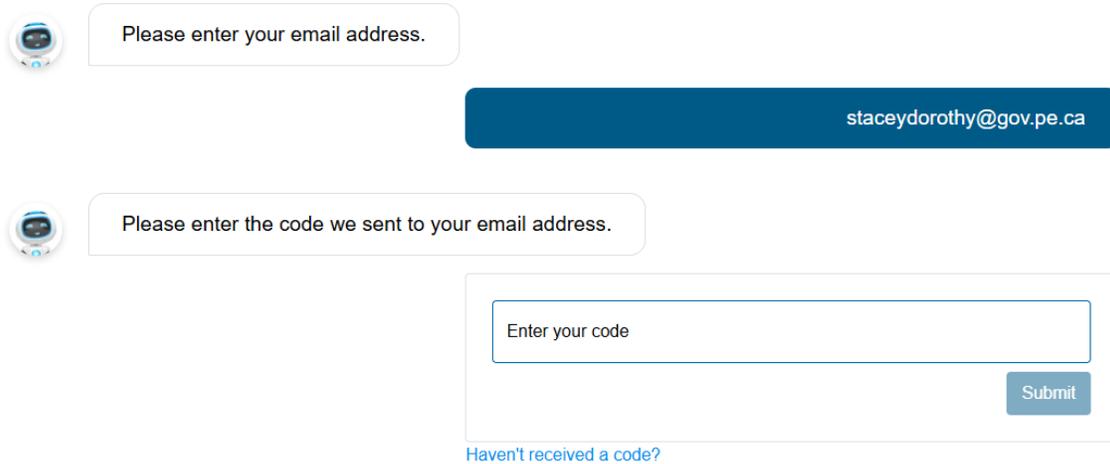
- You will then be prompted to enter in your email address (edu.pe.ca if available), and click “Submit”.

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



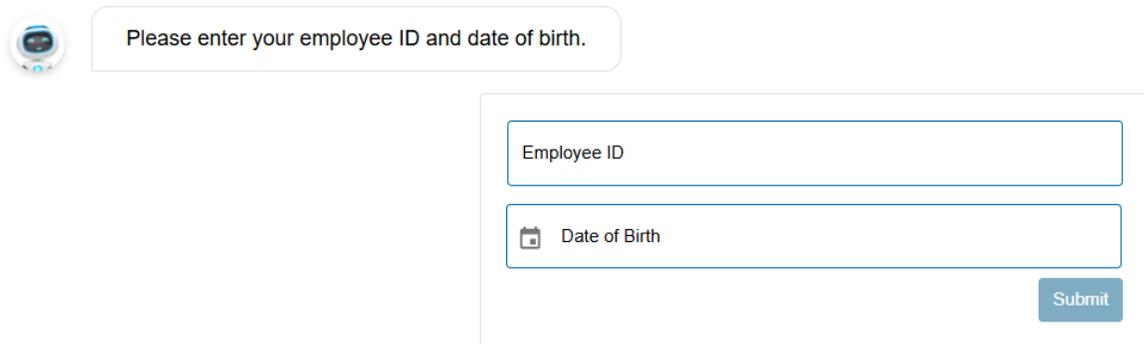
Please enter your email address.

- 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.



The screenshot shows a chatbot icon on the left. A text box contains the instruction: "Please enter your email address." Below this is a dark blue button with the email address "staceydorothy@gov.pe.ca" in white text. A second text box contains the instruction: "Please enter the code we sent to your email address." Below this is a larger form with a text input field labeled "Enter your code" and a "Submit" button. A link "Haven't received a code?" is located below the form.

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

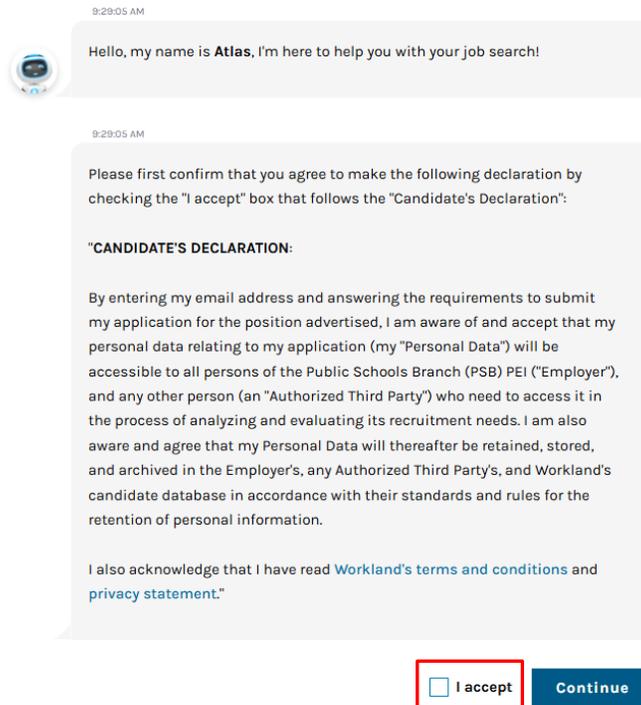


The screenshot shows a chatbot icon on the left. A text box contains the instruction: "Please enter your employee ID and date of birth." Below this is a form with two input fields: "Employee ID" and "Date of Birth" (with a calendar icon). A "Submit" button is located at the bottom right of the form.

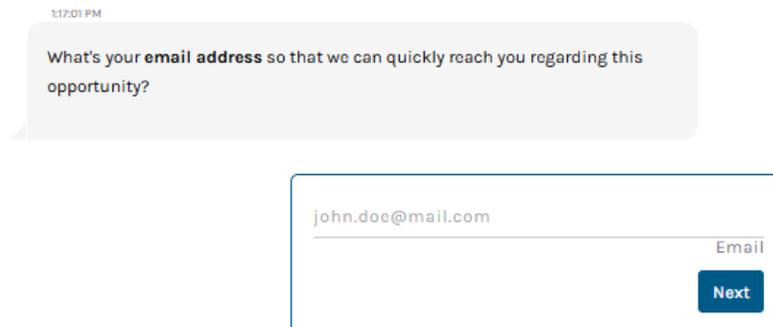
- Click "Submit".
- From here you will be able to filter by job category, or by scrolling through the list of available opportunities.
- Click on the posting you'd like to to apply for and select "Apply".



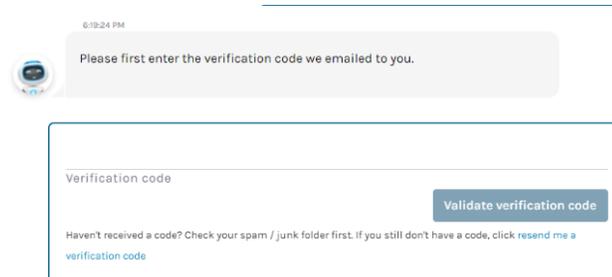
- You will be greeted by the ATLAS ChatBot and asked to read the Candidate's Declaration. In order to proceed, you must acknowledge that you have read and agree to the terms and conditions of applying by checking off "I accept" and clicking "Continue".



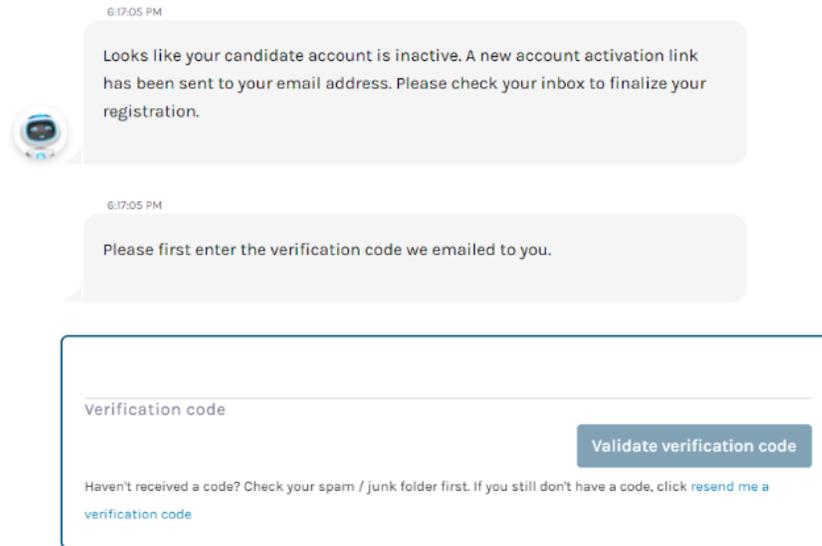
- Please enter your email address and select “Next”.



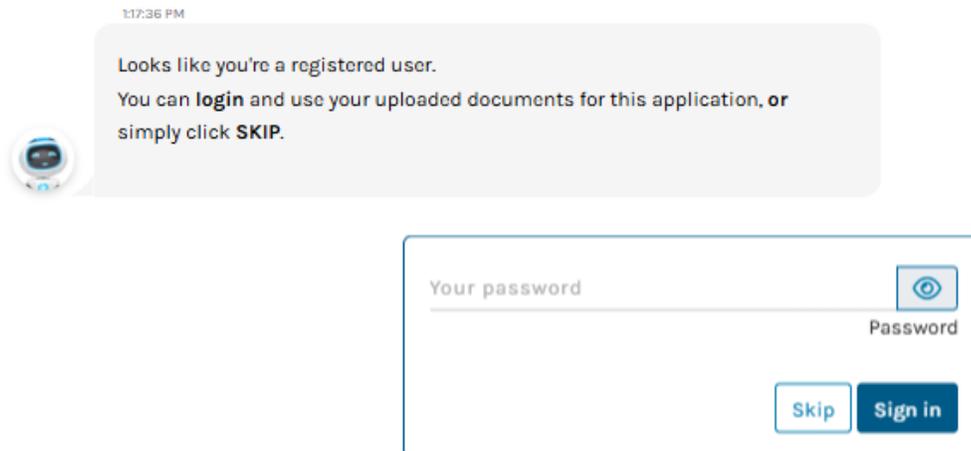
- From here, you will experience one of the following three (3) scenarios:
 1. **New User:** If you are a new user, you'll be asked to enter the verification code sent to your email, followed by your full name and phone number.



- Returning User, Without Account:** If you have previously applied using the new Job Board but have not activated or logged into your candidate account, click “Create my Candidate Account”, and enter the verification code sent to your email address.



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



- Next, you will be asked to upload mandatory documents. This might include a resume (CV), cover letter, work permit, or other document(s) as listed.
- After uploading your documents click “Continue”.

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)

Resume Upload

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

Continue

- Next, you will be asked to upload any optional documents. You can select “Upload”, or “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 Upload

Work permit Upload

Other Upload

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. Please answer the questions to the best of your abilities.

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 clicking “Apply Now”.

9:59:47 AM



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

[Apply Now](#)

- You will then be redirected to the application submission confirmation page confirming your application was successfully submitted.
- You will also receive an email notification for your submitted application.



Your application has been sent !

You applied successfully to the position of **LMS Specialist (Test) for Public Schools Branch (PSB) PEI**

Thank you for your interest in this job opportunity and taking the time to submit your candidacy. After reviewing your application, Public Schools Branch (PSB) 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 Public Schools Branch (PSB) PEI.

You can login to your candidate account by clicking on the following link: [Atlas Connect](#)

In the meantime, you can also view other job offers from Public Schools Branch (PSB) PEI or register for a job alert so that you don't miss any future opportunities !

Thank you for applying online using our new and improved job board!