

PUBLIC SCHOOL BRANCH INTERNAL CANDIDATES - HOW TO APPLY

- Type <u>https://jobspei.ca</u> 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".

	This job listing is only available to employ	oyees of Public Schools Branch. Please follow the steps to authenticate.
۲	Please enter your email address.	
		Email
		Submit

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• 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.

٢	Please enter your email address.	
		staceydorothy@gov.pe.ca
	Please enter the code we sent to yo	our email address.
		Enter your code
		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.

٢	Please enter your employee ID and da	ate of birth.
		Employee ID
		Date of Birth
		Submit

- Click "Submit".
- From here you will be able able to filter by job category, or by scrolling through the list of available opportnities.
- 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".



	9:29:05 AM
	Hello, my name is Atlas , I'm here to help you with your job search!
	9-29-05 AM
	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 entering my email address and answering the requirements to submit my application for the position advertised, I am aware of and accept that my personal data relating to my application (my "Personal Data") will be accessible to all persons of the Public Schools Branch (PSB) PEI ("Employer"), and any other person (an "Authorized Third Party") who need to access it in the process of analyzing and evaluating its recruitment needs. I am also aware and agree that my Personal Data will thereafter be retained, stored, and archived in the Employer's, any Authorized Third Party's, and Workland's candidate database in accordance with their standards and rules for the retention of personal information.
	I accept Continue
Please enter your email a	ddress and select "Next".
1:17:01 PM	
What's you	r email address so that we can quickly reach you regarding this

What's your email address so to opportunity?	that we can quickly reach you regarding this	
	john.doc@mail.com	Email Next

• From here, you will experience one of the following three (3) scenarios:

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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.

	6:19:24 PM
	Please first enter the verification code we emailed to you.
	Verification code
1	Verification code
	Verification code Validate verification cod Haven't received a code? Check your spam / junk folder first. If you still don't have a code, click resend me a



2. **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.

6:17:05 PM
Looks like your candidate account is inactive. A new account activation link has been sent to your email address. Please check your inbox to finalize your registration.
6:17:05 PM
Please first enter the verification code we emailed to you.
Verification code
validate vertication 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

3. **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.

1:17:36 PM			
Looks like you're a registered u You can login and use your up simply click SKIP .	iser. loaded documents for this application, or		
	Your password	Ρ	assword
		Skip	Sign in

- 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".



delete any pers application doo	onal information of sensitive nature that appears on your suments.	
	<u>Mandatory document(s)</u>	
Resume	Up	oloa
	Maximum size 5Mb	
	We only accept .doc, .docx, .pdf, .txt.	
	We only accept .doc, .docx, .pdf, .txt.	

• Next, you will be asked to upload any optional documents. You can select "Upload", or "Skip".

delete any person application docu	nal information of sensitive nature that ments.	appears on your
	<u>Optional document(s)</u>	
Cover Letter		Upload
Work permit		Upload
Other		Upload
	Maximum size 5Mb	
	We only accept .doc, .docx, .pdf, .txt.	

• 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, and status.	knowledge

• You will then be prompted to submit your application by clicking "Apply Now".

	9:59:47 AM
٢	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!