HOW TO SIGN UP FOR JOB ALERTS AND NEWSLETTERS AS AN **INTERNAL** 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.

- 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.

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

- 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".

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

Enter your code | Submit

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.

Employee ID

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".

Your subscription to Public Schools Branch (PSB) 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