

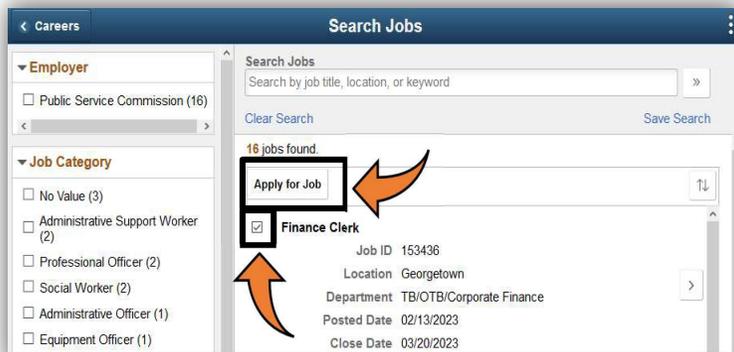


HOW TO APPLY FOR A POSITION ON JOBS PEI
INTERNAL (EMPLOYEE) APPLICANTS

Health PEI

1. Start the application process

When you find a job you are interested in on JobsPEI.ca, there are **three ways to start the application process**.



On the Search Jobs page, click the check box to the left of the job you are applying for, then select Apply for Job.



On the Job Description page, click on Apply for Job at the top right.



On the My Favorite Jobs page, click the check box to the left of the job for which you are applying, then select Apply for Job.

2. Answer the prequalifying screening questions

Apply for Job

Child and Youth Care Worker

Save as Draft < Previous Next >

1 **Start**
Complete

2 **Prequalify**
In Progress

3 **Resume**
Not Started

4 **Online Questionnaire**
Not Started

Step 2 of 7: Prequalify

To be eligible to submit an application you will need to answer the following questions.

Prequalify

1. Are you legally entitled to work in Canada?

Yes

No

This Section only appears if there are prequalifying screening questions for the job you are applying for. If this section does not appear, you will be taken to the Resume step.

3. Upload your resume and cover letter

Child and Youth Care Worker

Save as Draft < Previous Next >

1 Start Complete

2 Prequalify Complete

3 Resume Complete

4 Online Questionnaire Complete

5 Education and Work Experience Complete

6 Referrals In Progress

7 Review and Submit Not Started

Step 3 of 7: Resume

Resume Attachment

You have not provided a resume.

Attach Resume Use Existing Resume

Cover Letter Attachment

You have not provided a cover letter.

Attach Cover Letter

If you don't have a resume and cover letter you can skip this step by selecting **Next** and entering your qualifications in the **Education and Work Experience** section.

Select **Attach Resume** and upload your resume from your device or use a resume you uploaded to Job PEI previously.

Select **Attach Cover Letter** and upload your cover letter.

Click **Next**.

4. Answer the online questionnaire

Apply for Job

Child and Youth Care Worker

Save as Draft | < Previous | Next >

1 Start Complete

2 Prequalify Complete

3 Resume Complete

4 Online Questionnaire In Progress

5 Education and Work Experience Not Started

Step 4 of 7: Online Questionnaire

Questionnaire

1. Do you have access to a reliable vehicle?

Yes

No

2. Do you currently have a valid driver's license?

Yes

No

This section only appears if there are screening questions for the job you are applying for. If this section does not appear, you will be taken to the Education and Work experience step.

5. Enter your education and work experience

If you have attached a resume and cover letter, you do not need to complete this step. Select Next to bypass it.

Complete as many areas or as few as you deem necessary.

Employer	Job Title	Start Date	End Date
We Do Testing	Soil Health Tester	03/07/2020	03/01/2021
Testing Specialists	Soil Specialist	03/04/2021	

Click the + sign to enter additional jobs, or the arrow to the right to edit your details.

Cancel Add Degrees Done

*Date Acquired 03/23/2023

*Degree

Major Code

Country

State

School Code

School Description

Major Description

Minor Code

Minor Description

Graduated No

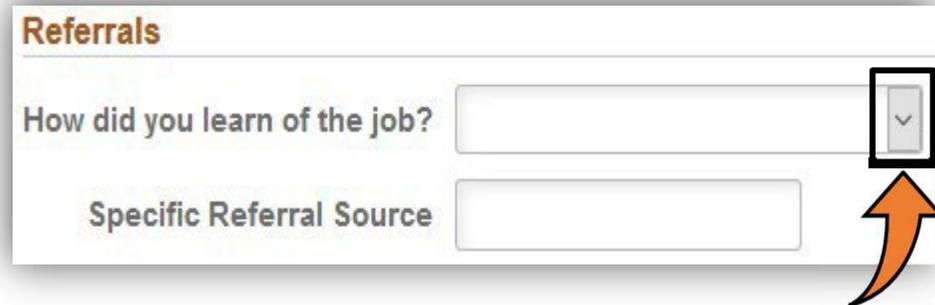
In Progress No

Put your most recent education first.

If you don't find your school, major, or minor code in the lookup lists, leave it BLANK. You can enter the information in the associated description box.

Do not select Other or you won't be able to overwrite the description.

6. Enter your referral



Referrals

How did you learn of the job?

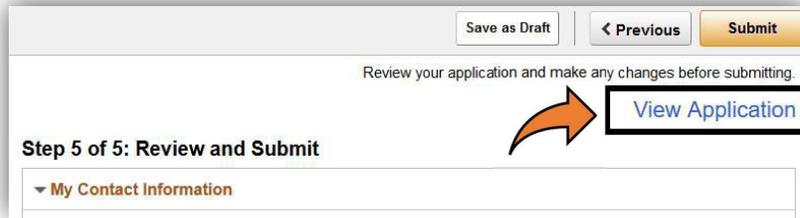
Specific Referral Source

The form contains two input fields. The first field is labeled 'How did you learn of the job?' and has a small square button with a downward-pointing chevron icon to its right. This button is enclosed in a black rectangular box, and a large orange arrow points from below towards it. The second field is labeled 'Specific Referral Source' and is an empty text box.

Click on the drop-down arrow and select the best option.

Enter a specific referral source if relevant (e.g., a person's name or a website address).

7. Review and submit



Click on **View Application**. The application Report will open in a new window. Review your details. You can also print from this window.



To edit your details, return to the main window, open the section, find the information entered and click **Modify**.

Make your edits. Click **Review and Submit** to return to the final step.



Click **Submit** to complete the application process.

A message will appear on the screen letting you know that your application was submitted successfully, and you will receive a confirmation email.



Questions?

For more information see the resources on the Health PEI Staff Resource Centre
<https://src.healthpei.ca/jobs>

OR

Contact the PEI Public Service Commission
by phone at 902-368-4080.