

The Employment Journey on PEI

Job News You Can Use

PRINCE EDWARD ISLAND • CANADA

Working to connect employers with job seekers

submitted by WorkPEI

Amber James is your link to the WorkPEI website, an initiative to help connect employers with job seekers.

“WorkPEI makes it easier for employers to source talent and for job seekers to be more aware of positions that are available on PEI,” says Amber.

On WorkPEI’s job board you will find postings from the Job Bank, the PEI Public Service Commission (PSC), and unique WorkPEI ads.

“In the last 18 months, over 900 jobs have been posted on our site,” says **Scot MacDonald**, WorkPEI Manager.

“This does not include the jobs reposted from the Job Bank and PSC. WorkPEI’s ads alone have received over 6,000 applications from our members.”

Benefits for employers

Registration: When employers register, they are screened to ensure they are a valid employer and that the representative registering the business works for the company.

Orientation: When an employer registers, Amber offers to visit their location and give them an orientation of the WorkPEI platform.

Posting a job: Employers can post a job which will appear on the WorkPEI Job Board and get published on the WorkPEI Facebook and Twitter pages, with over 12,000 followers.

Finding the right talent: Employers can search the job seeker database for various skill sets and contact candidates directly without ever posting a job.

Corporate profile: “We encourage employers to complete their corporate profile to help job seekers find out more about their organization. Employers can provide a summary, links to their social media pages, and even include a recruitment video.”



Amber James, Member and Community Engagement Officer for WorkPEI.

Benefits for job seekers

Online resumé: Job seekers can copy and paste from their existing resumé to create an online resumé. “Filling out your resumé to completeness is extremely important to ensure you show up in employers’ searches,” says Amber. “For example, if an employer is looking to hire a Cashier, they may search for Cash Handling skills. If you only put Cashier in your resumé and didn’t provide any detail, you wouldn’t show up in their search.”

Top skills employers look for: “We learned that employers and job seekers might call the same skill something different. As a result, our skills sections for Job Postings and Resumés will now be populated with a list of the top 250 skills most searched by employers to help ensure the two parties have the best possible chance of finding one another.”

Easy access and current information: Job seekers can log in and update their information at anytime. “We encourage job seekers to keep their online resumé current with information such as further training, volunteering, and additional work experiences.

“Not only does a job seeker’s online resumé put them into a database that can be accessed by nearly 700 employers, they can also use it to apply for jobs, which is very convenient.”

Job alerts: Job seekers can sign up for job alerts to receive an email when a job is posted that matches their specified criteria.

Bookmark jobs: If a job seeker sees a job that they don’t have time to apply for right away, they can save it and come back to it later.

My Applications: Have you been applying for a lot of jobs and can’t recall which ones you have applied for? My Applications keeps track for you.

Making it easier for employers to hire the right staff

When **Road Trax**, a Kensington company that provides maintenance for the trucking industry, needed to fill a long-standing vacancy, they turned to WorkPEI.

A mechanic’s position they were seeking to fill had been advertised for four months with no success. But shortly after Amber met with Road Trax, Office Manager Jane Boone found two qualified candidates. Both applicants were registered in WorkPEI’s online database, and now one of them is working at Road Trax.

“I’m not really a computer person, but Amber showed me how to use the system, and we were able to come up with some people right away,” Jane says. “I was able to reach one and arrange an interview; he’s been with us for a few months now and has just been a great person to have in our business.”

WorkPEI is an ideal tool for all sizes of businesses. It provides employers across all industries a means to advertise positions, manage applications, and source talent.

Coming soon

By mid-November, changes are coming to make the site more user-friendly. “We are working behind the scenes to improve the job seeker resumés and the site’s search functions.”

For more information about WorkPEI, visit www.workpei.ca or connect with Amber James at arjames@gov.pe.ca or 902-368-6734.

