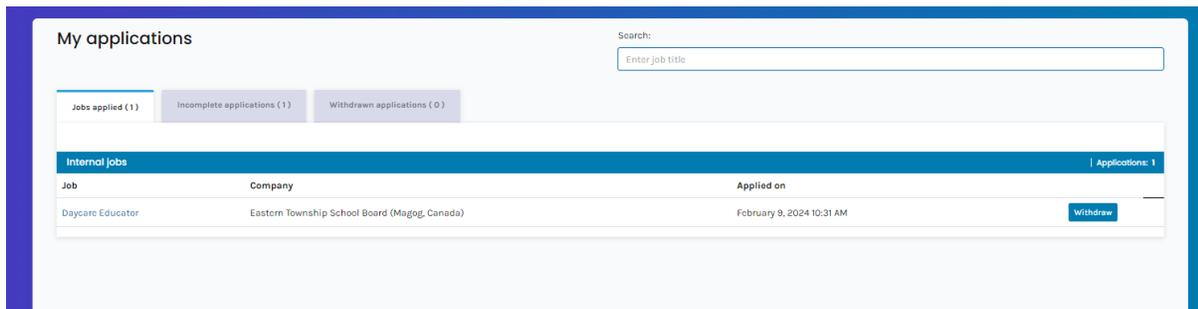


# WELCOME TO ATLAS BY WORKLAND!

## ATLAS, WHAT IS IT?

The ATLAS account is a universal portal that serves as a means of communication between an employer and a potential employee. It also allows you to store information such as your CV, so you're ready when you send in a new application. If you apply to more than one of our customers, you'll be able to track the history of your completed and incomplete applications. No information is revealed without your consent, so even if you apply to more than one location, employers can't see your history.



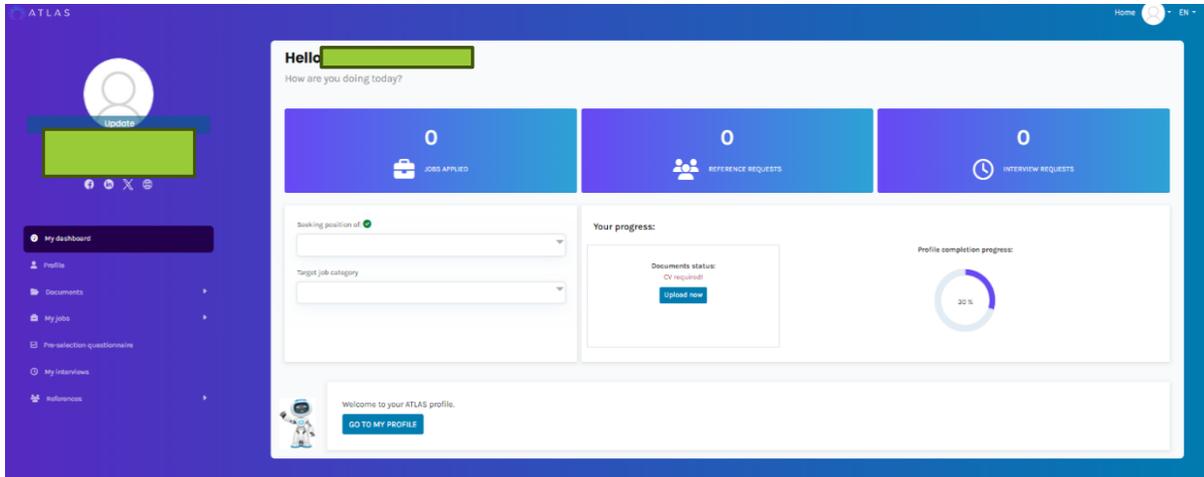
## CREATING AN ACCOUNT

To create an account, go to [atlas.workland.com](https://atlas.workland.com) and select "Sign Up".

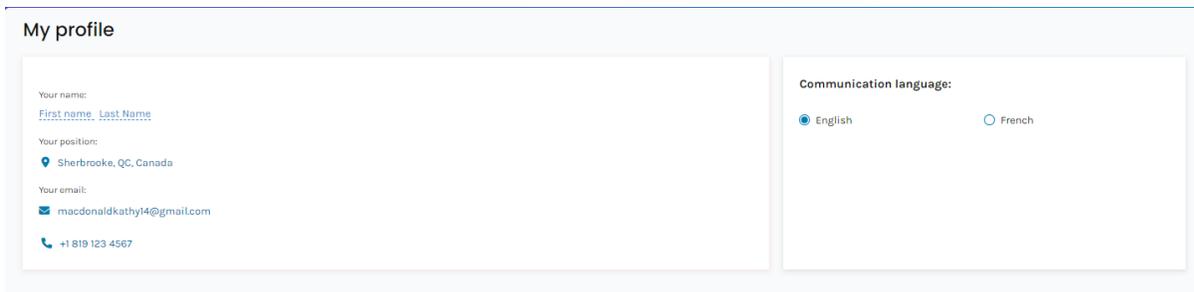
The screenshot shows the 'Sign up' page. At the top, there are two tabs: 'Sign in' and 'Sign up', with 'Sign up' being the active tab. Below the tabs, there is a heading 'Start using ATLAS and improve your hiring process'. Underneath, there is a blue button with a white icon of a person and a checkmark, labeled 'I am candidate'. Below this, there is a text input field labeled 'Please enter your email first' with the placeholder text 'Email address'. Below the input field is a purple button labeled 'CONTINUE'. At the bottom, there is a heading 'Or sign up with' followed by two icons: 'Microsoft' and 'SSO (Single sign-on)'.

## CONNECTING TO YOUR ACCOUNT

Once you've logged in to your ATLAS account, you'll be taken to the **dashboard**.



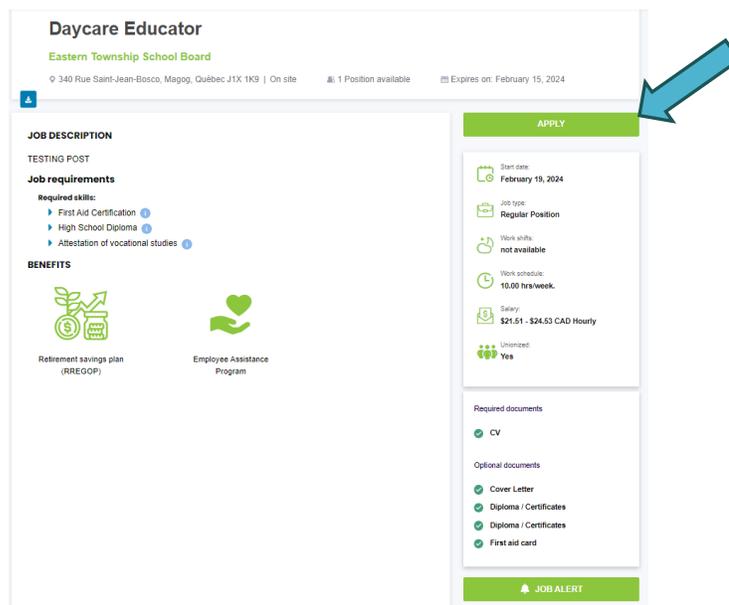
You can fill in the available fields to help your job search and add one or more documents to share for future opportunities. You'll also notice a progress indicator with a percentage. Please note that this percentage does not affect your applications; it simply represents missing fields in your profile. For example, to get 100%, you need to upload at least 1 document, complete your profile information (see screenshot below) and add a photo of yourself.



These fields are optional, and you are under no obligation to fill them in.

## APPLICATION

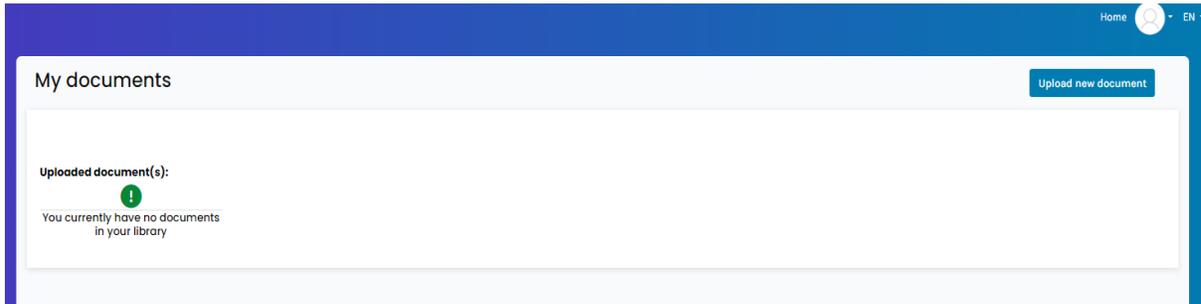
You can view available jobs at <https://atlas.workland.com/jobs#top>. To view the ETSB career page, visit [atlas.workland.com/careers/etsb](https://atlas.workland.com/careers/etsb). When you consult a job, this page will show you all the details of the job and will allow you to apply.



Let's take a closer look at the modules available to you!

## MODULE: MY DOCUMENTS

In this section, you can upload documents. They will not be transmitted automatically; this section serves as storage for your future applications.



If you are logged in to your ATLAS account and perform a job search on the <https://atlas.workland.com/jobs#top> page, and you have reached the "Upload CV" stage, you can retrieve it from your ATLAS library instead of your computer.

This job **requires some mandatory document(s)**.

Please upload or choose from your library. Please note that it is necessary to upload **all** the documents that you want to include with your application **now**, because it will not be possible to do any changes later.

For confidentiality reasons, we recommend that you make sure that you delete any personal information of sensitive nature that appears on your application documents. X

Mandatory document(s)

CV

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

## MODULE: DOCUMENT REQUESTS

An employer may send you an e-mail requesting certain documents. If this is the case, log in to your ATLAS portal: [atlas.workland.com](https://atlas.workland.com).

Once logged into your account, go to the **Document Requests** section. You'll see a list of documents to upload or download. Each document uploaded will be delivered to the employer automatically.

For: Daycare Educator Completed requests: 0/13

**Requests list: Employee File Documents** Received 9 février 2024 10:35

Description: Documents required to create the employee file.

Document name	Description	Action	Status
Diploma / Certificates		Upload	To Upload (Optional)
cheque specimen		Upload	To Upload * Required
First aid card		Upload	To Upload (Optional)
Submit completed new employee information document		Upload	To Upload * Required
Diploma / Certificates		Upload	To Upload (Optional)
Diploma / Certificates		Upload	To Upload (Optional)
Competency card		Upload	To Upload (Optional)
Professional order membership		Upload	To Upload (Optional)
Submit completed questionnaire Equal Access to Employment		Upload	To Upload (Optional)
New employee information form	New employee information form	Download	<input type="checkbox"/> I have read the document
Questionnaire - Equal access to employment	Questionnaire - Equal access to employment	Download	<input type="checkbox"/> I have read the document

## MODULE: PRE-SELECTION QUESTIONNAIRE

An employer may send you an e-mail requesting that you answer more questions in your ATLAS account. If this is the case, log in to your ATLAS portal: [atlas.workland.com](https://atlas.workland.com). Once logged into your account, go to the **Pre-Selection Questionnaire** section. At this point, you'll notice that a questionnaire can be completed by clicking on the **Answer** icon. Once completed, be sure to send it to share the information with the employer.

ATLAS Accueil Emplois FR

Mon tableau de bord  
Profil  
Documents  
Mes emplois  
**Questionnaire de pré-sélection**  
Mes entrevues  
Références

Réponse: Oui, je suis citoyen(ne) canadien(ne)

2. Êtes-vous présentement aux études ?  
Réponse: oui

3. Vos études sont-elles dans l'un des domaines suivants:  
Réponse: Administration des affaires

4. Êtes-vous bilingue (Français et Anglais) ?  
Réponse: oui

5. Seriez-vous disponible pour travailler 25h par semaine ou plus ?  
Réponse: oui

6. Combien d'années d'expérience avez-vous en recrutement ?  
Réponse: 6

7. Combien d'années d'expérience avez-vous en service à la clientèle ?  
Réponse: 6

8. Pourquoi le programme de relève en recrutement vous intéresse ?  
Réponse: J'adore le recrutement!

9. Veuillez écrire votre nom et prénom en guise de signature électronique.  
Réponse: Alexandra Desbians

J'ai lu et j'accepte  
Je certifie que les informations fournies ci-dessus sont, à ma connaissance, complètes, authentiques et exactes.

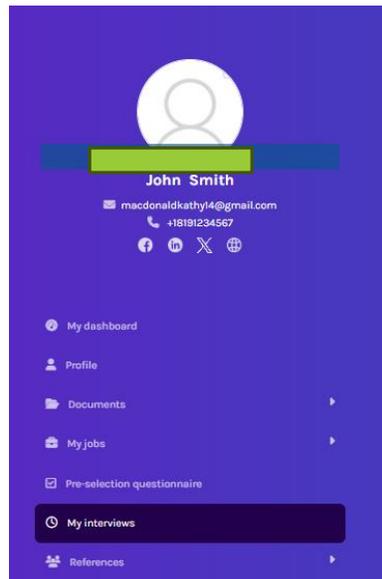
Merci d'avoir pris le temps de remplir le questionnaire. Veuillez cliquer sur Envoyer

Envoyer

## MODULE: INTERVIEW

If you have received an e-mail invitation to confirm your interview time slot, log in to your ATLAS portal. [atlas.workland.com](https://atlas.workland.com)

Once you are logged in, go to the **My Interviews** section.



You can select the pending interview. It is possible to have one or more time slots, so select the one that suits you best and select **Accept**. Once accepted, you can click again on your confirmed interview to view interview details or add the event to your calendar.

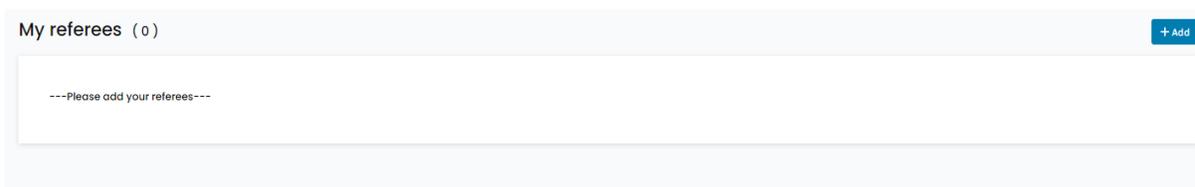
Make sure your calendar is in the right time zone. For example, if my interview is confirmed for 1 p.m. and the event I add to my calendar gives me a different time, this means that your calendar is in the wrong time zone.

If the employer uses Microsoft to send you a Teams invitation, you'll see a Microsoft Teams icon in the interview details. You can use it whenever you want to connect to the interview.

## MODULE REFERENCES

If you have received an e-mail invitation to send your references to the employer, log in to your ATLAS portal. [atlas.workland.com](https://atlas.workland.com)

Then go to **My references**. You'll notice that you can add your references by filling in a form for each one.



**Personal info**

First name

Last name

Preferred language  English  French

**Contact info**

Email

Phone

**More info**

+ Company

+ Title

Relation to candidate: Manager

Start date

End date

Clear Submit

Once your list is complete, you need to send your references to the employer so that he can consult them. Below **My references**, we have **Reference request**.

Start by selecting the job title for which the references are requested. Then tick the names of the references you wish to share with the employer. Once the request is complete, you can select **Submit References** to send the information to the employer.

**References request ( 1 )**

How are you doing today?

Select job title: Daycare Educator

You provided 1 reference for the position of Daycare Educator requested by Eastern Township School Board

Select references that you want to add:

Jane Smith

You have read and agreed

I John Smith authorize Eastern Township School Board and its agents to conduct an investigation in-depth on my work history. I authorize a Eastern Township School Board representative to contact the references I have provided to verify the information contained in my resume and obtained during the interview questions. I understand that the purpose of collecting this information is to assess the suitability of my application for Eastern Township School Board's position with this company and that such information will be kept confidential, information provided in good faith.

Submit references

**Name:** Jane Smith  
**Email:** jane\_smith@example.com  
**Job title:** team Lead  
**Company:** Testing

**Relation:** Manager  
**Phone:** 8199876543  
**Period:** 2023-09-04 - 2024-02-16

If you are having trouble logging into your ATLAS account, please contact: [support.workland.com](https://support.workland.com).