

eCareer

User Manual



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1.0 Preface

The eCareer system offers all USPS employees a state of the art application to handle all of their job-bidding needs. This web-based application can be accessed from anywhere in the world, and is accessible around the clock. It is hoped that this guide will make the transition from a paper PS Form 991 to the electronic eCareer application as smooth as possible. This manual is intended for use by all employees of the USPS. Since the paper 991 is now obsolete, all job applications for EAS positions must be submitted via eCareer.

2.0 Before you begin

In order to access the eCareer system, the user must have a valid employee identification number (EIN) and Postal Personal Identification Number (PIN). The EIN can be found at the top of any paystub, and the PIN is a 4-digit number that was set up during orientation. In case of a forgotten PIN, there are several ways to retrieve or reset it.

1. Call the PostalEASE hotline at 1-877-477-3273. Follow the prompts to have the PIN mailed to your address of record.
2. Go to www.liteblue.usps.gov and click on the **Forget Your PIN?** link. Follow the instructions to change your PIN instantly.
3. If you have access to a self-service kiosk, click on **Employee Self-Service**, and then click on **PostalEASE**. Follow the instructions to reset your PIN.

Once the EIN and PIN are ready, the eCareer application can be accessed. It is recommended that some basic information is also available, such as previous employment, education records, and details about past training. Alternatively, have a copy of your most recent PS Form 991 on hand as a reference.

This guide only shows references to the Internet Explorer browser, as it is the only supported browser for the USPS. However, the eCareer application will run with other browsers such as Mozilla Firefox and Opera, but the screenshots may not match what is shown in this guide.

3.0 Getting to eCareer

3.1 From the Postal network

1. Open a new Internet Explorer window. The default home page is shown in **Figure 1**.

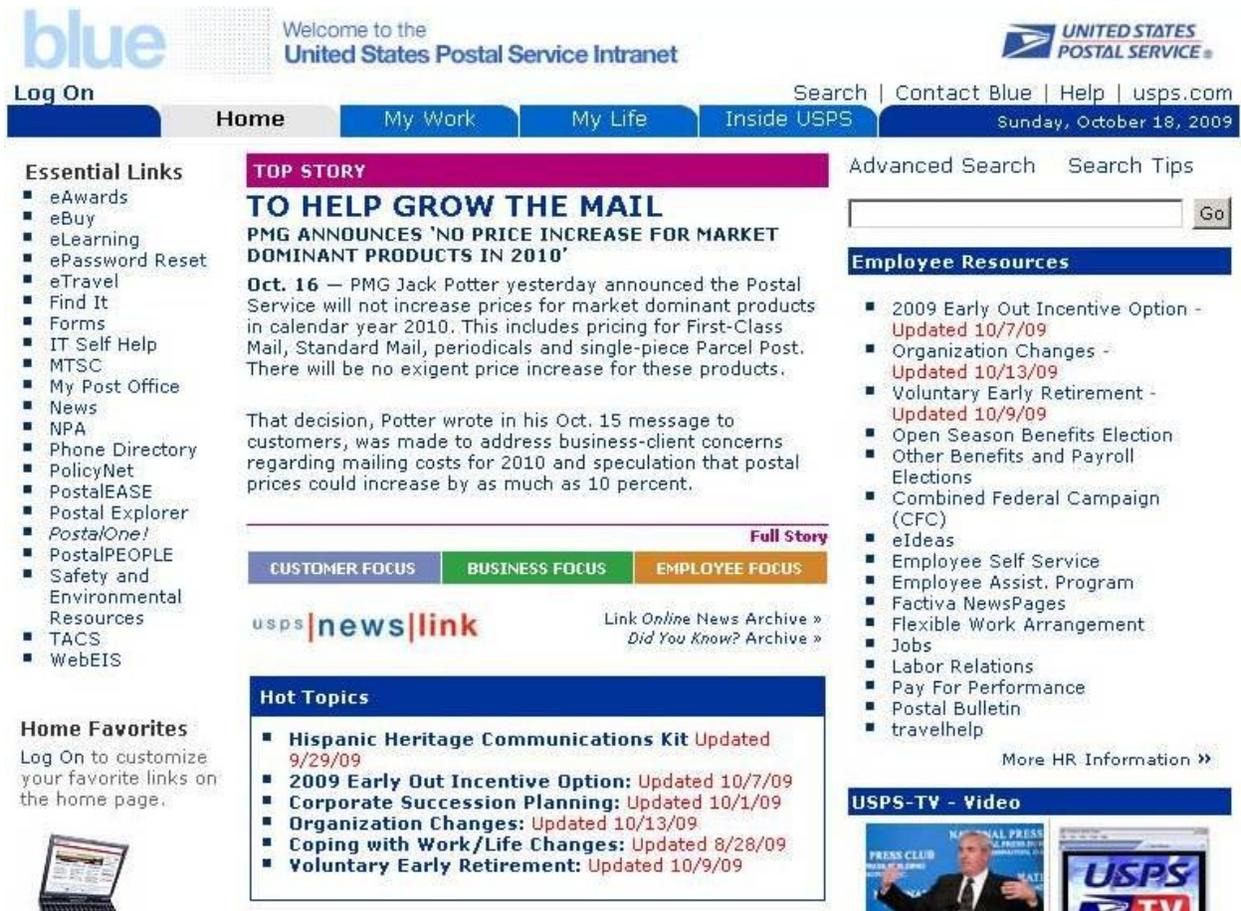


Figure 1 – The blue homepage

2. Click on the **My Life** tab.

blue Welcome to the United States Postal Service Intranet

Log On Home My Work **My Life** Inside USPS Search | Contact Blue | Help | usps.com Sunday, October 18, 2009

Essential Links

- eAwards
- eBuy
- eLearning
- ePassword Reset
- eTravel
- Find It
- Forms
- IT Self Help
- MTSC
- My Post Office
- News
- NPA
- Phone
- Directory
- PolicyNet
- PostalEASE
- Postal Explorer
- *PostalOne!*
- PostalPEOPLE
- Safety and Environmental Resources
- TACS
- WebEIS

Life Favorites

Log On to customize your favorite life-related links.

My Career Development

Career Development

- eLearning
- Corporate Succession Planning
- Pay for Performance Program

Training

- Instructor-Led Training Courses
- National Training Database
- NCED
- Self-Service Training History Report
- Training Automated Enrollment System (AES)
- RTR Processing Training
- Employee Self Service Help
- Learning Management System (LMS)

Jobs

- *PostalPEOPLE*
- eCareer

My Money

Money

My Benefits

Benefits Management

- Benefits Calculator
- Beneficiary Forms
- Dental and Vision
- Federal Employees Health Benefits (FEHB) Information
- FEHB PostalEASE
- Life Insurance
- Long Term Care
- Retirement Programs
- Severance Pay

Leave Programs Information

- Annual Leave
- Annual Leave Exchange Program
- Annual Leave Sharing Program
- Family and Medical Leave Act
- Holiday Leave
- Military Leave
- Sick Leave

Thrift Savings Plan (TSP)

Account information, fund investment elections, and publications.

- Account Access
- Check Rates of Return
- Calculators
- TSP Forms and Publications
- TSP Information

Contribution election via PostalEASE.

- Sign Up / Change TSP
- TSP Catch-Up Contributions.

eIdeas

Got a creative idea to improve the Postal Service? Submit it to eIdeas.

Workplace Info

Employee Assistance Program (EAP)

- Crisis/Military Deployment Information
- EAP Services

Workplace Environment Improvement (WEI)

- Building a Better Workplace
- Workplace Violence Prevention Program

Workplace Resources

- Employee Labor Relations Manual
- Postal Employee Relief Fund
- Safety Depends on Me
- Workplace Harassment Prevention.

Figure 2 - My Life tab

3. Enter a valid ACE username and password into the appropriate fields, as shown in **Figure 3**.

blue Welcome to the United States Postal Service Intranet UNITED STATES POSTAL SERVICE®

Log On Search | Contact Blue | Help | usps.com

Welcome, please enter your information.

Your User ID and Password are the same as your ACE User ID and Password.
Log on to Blue to create and view your favorite links and customized Tool settings.

User ID:
Password:

Log On Cancel

Forgot your ACE Password?

Figure 3 - Log On page

4. Click the **Search and/or Apply for EAS Jobs** link on the **eCareer Intermediate Page**.

blue Welcome to the United States Postal Service Intranet UNITED STATES POSTAL SERVICE®

Hello Michael Conrad Log Off Search | Contact Blue | Help | usps.com

Home My Work My Life Inside USPS Sunday, October 18, 2009

eCareer Intermediate Page
Welcome to eCareer!

eCareer is the new selection system that will ultimately be used for all hiring and promotional activities in the US Postal Service. Searching and applying for EAS positions is now easier with an online system you can use and application you can fill out anywhere you have internet access.

You can search for vacancies using 'key words' or by defining the criteria for the types of positions you're interested in. You can also save search queries to make it easier the next time you search for similar job opportunities.

To apply, simply complete a Candidate Profile, job-related questionnaires, a Summary of Accomplishments, and submit - it's just that easy! Check out the links below for more information.

Search and apply today!

- **Search and/or Apply for EAS Jobs** ←
 - Responding to an EAS Job Posting
 - Review Applications to an EAS Job Posting
 - How to Apply (includes how to build your profile)
 - Glossary of Terms
 - Postal District/Area Map
 - Privacy Act Statement
 - PostalPEOPLE - Service-Wide Vacancies
- **Review and/or Select**
 - Interviewer's Quick Guide
 - Manager's EAS and ASP toolkit
 - Handbook EL-312.74, EAS Positions
 - FAQ's for Local Services (External) Sept 2008
 - Personnel Selections Methods Course 21553-00
 - SWC/WSC Worksheet Calculators/Instructions

Figure 4 - eCareer Intermediate Page

3.2 From any computer not on the Postal network

1. Open a new Internet Explorer window, type www.literalblue.usps.gov into the address bar and press **Enter**.

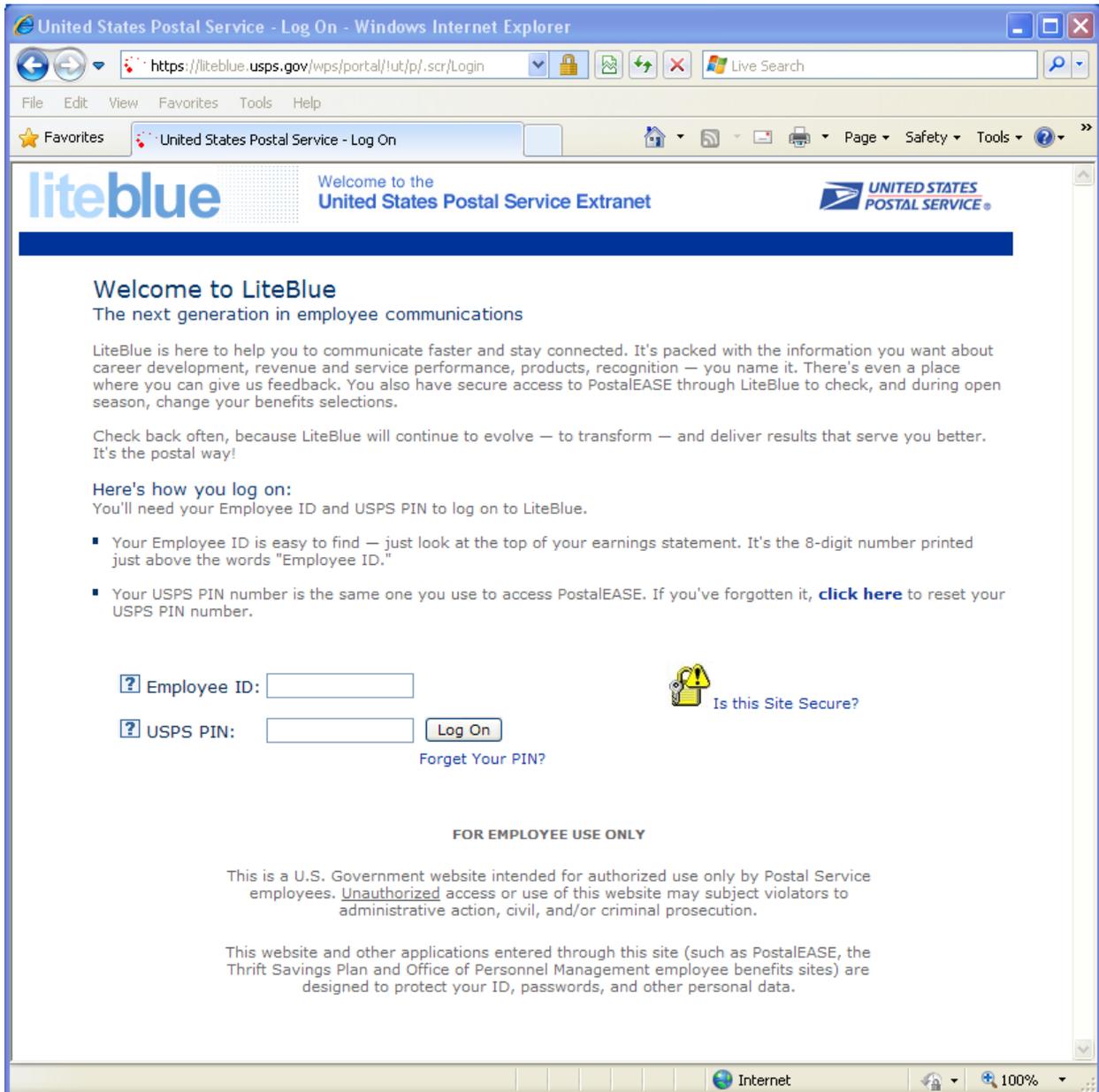


Figure 5 - The [liteblue](#) login screen

2. Enter a valid EIN and PIN combination, and click **Log On**. The **liteblue** homepage is now displayed.

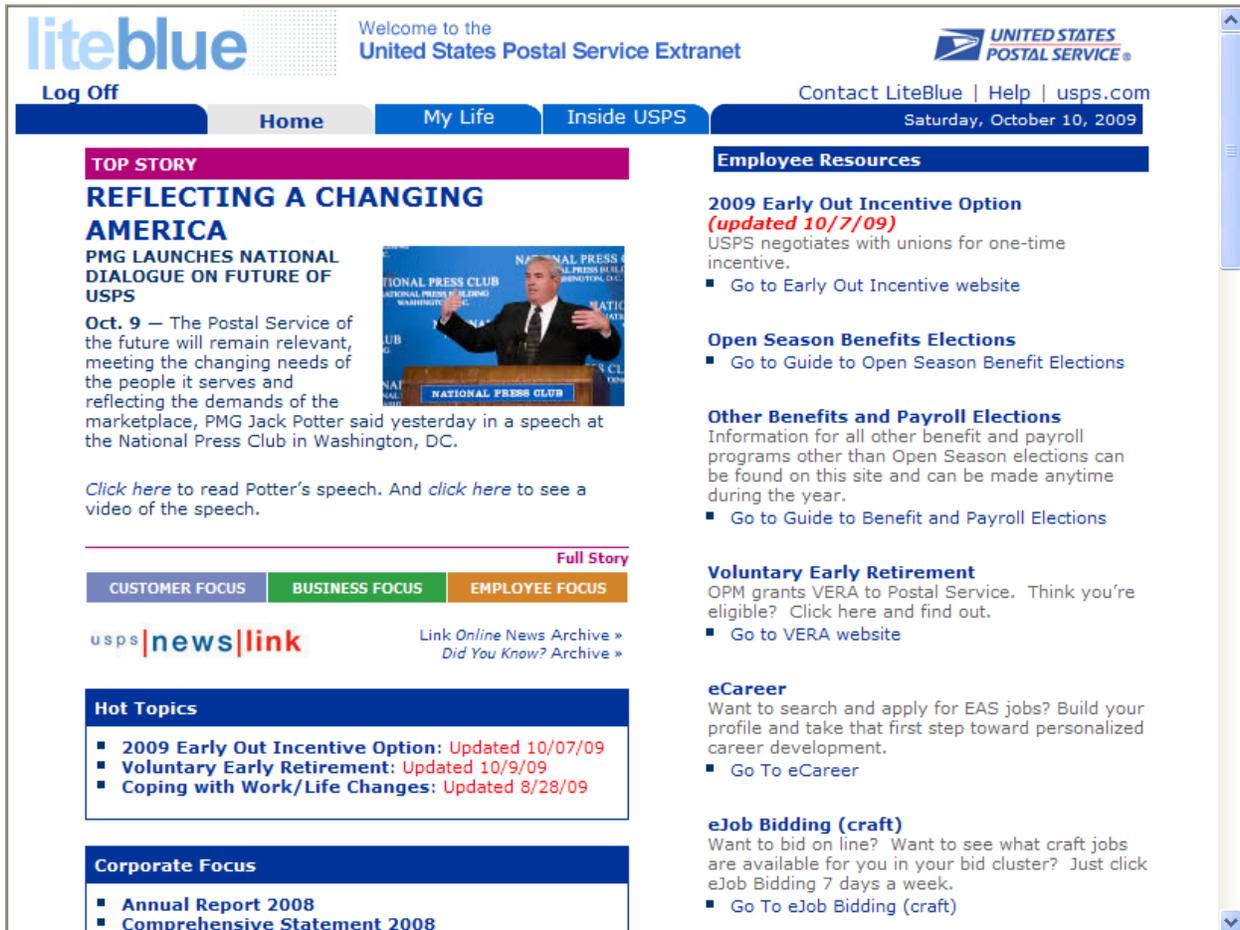


Figure 6 - The liteblue homepage

3. Enter the eCareer application from the **Home** tab by clicking either the **eCareer** or **Go To eCareer** links.

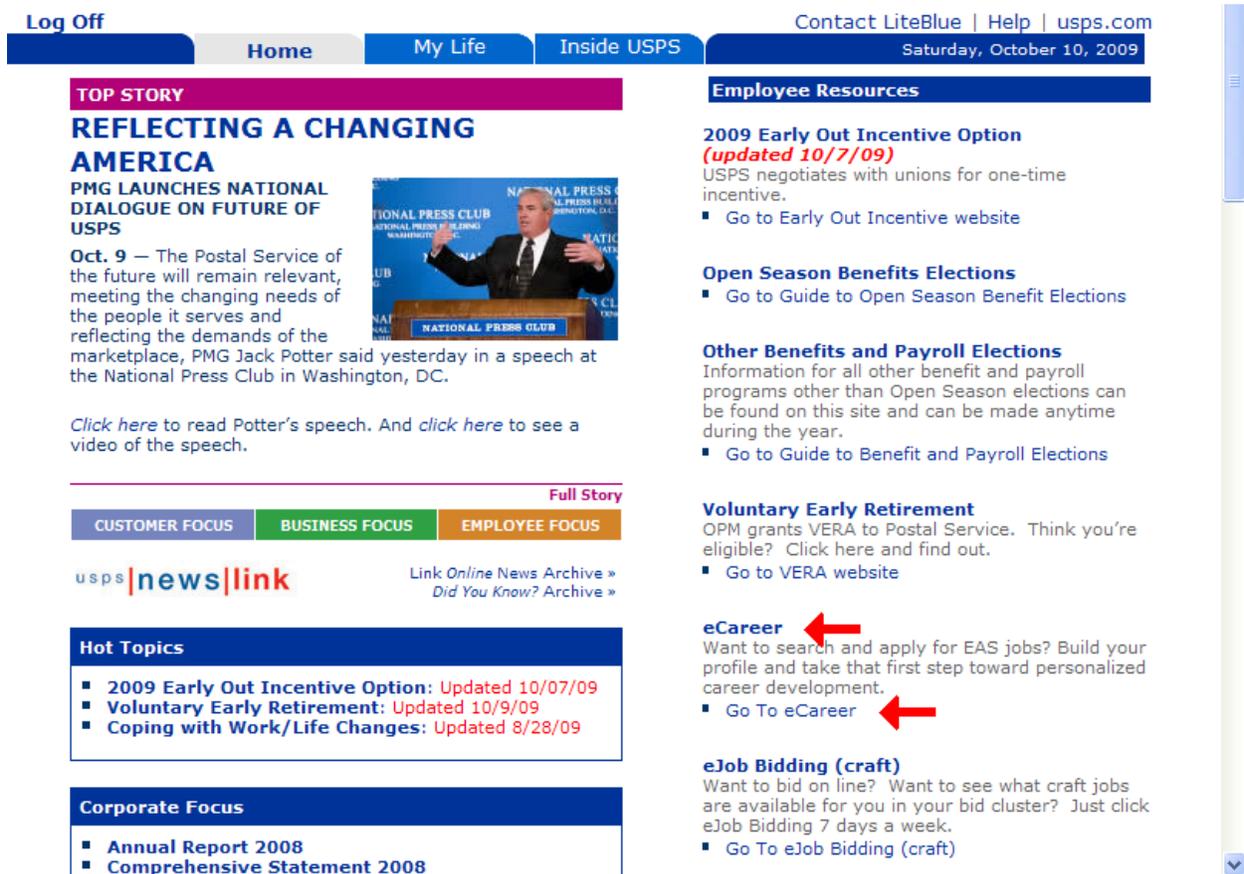


Figure 7 - Home tab - eCareer links



Note

eCareer can also be accessed from the **My Life** tab, as shown in **Figure 8**.

- Click on the **My Life** tab, and then click on **eCareer** located in the **Internal Jobs** section.

The screenshot shows the 'My Life' tab of the USPS Extranet. The navigation bar includes 'Home', 'My Life', and 'Inside USPS'. The 'My Life' tab is selected, and the page displays several sections:

- My Money:** Financial Education (Employee Benefits Research Institute, MyMoney.gov, OPM Employment and Benefits, OPM Health and Life Insurance, Social Security), Money Management (Commuter Program, Credit Union, Combined Federal Campaign, Direct Deposit, Flexible Spending Account (FSA), OPM Voluntary Contributions, Retirement Plan), Payroll (Allotments / Payroll NTB, Federal W4, eTravel Net to Bank, Savings Bonds).
- My Benefits:** Benefits Management (Beneficiary Forms, Dental and Vision, Employee Labor Relations Manual (ELM), Federal Employees Health Benefits (FEHB) Information, FEHB PostalEASE, Life Insurance - FEGLI, Long Term Care, OPM Retirement Guidelines, Retirement Seminar Online, Uniform Program), Thrift Savings Plan (TSP) (Account information, fund investment elections, and publications; Account Access; Check Rates of Return; Calculators; TSP Forms and Publications; TSP Information; Contribution election via PostalEASE; Sign Up / Change TSP; TSP Catch-Up Contributions).
- Calendars:** Monthly Planning Calendar (Contains pay periods, pay dates and holidays; FY 09 Monthly Planning Schedule - pdf | excel; FY 08 Monthly Planning Schedule - pdf | excel), Other Calendars (FY 09 Fiscal Year Pay Period - pdf | excel; FY 08 Fiscal Year Pay Period - pdf | excel; National Vacancy Announcement Schedule - excel).
- Internal Jobs:** Looking for Internal positions? Here's where you'll find the most recent Internal Job Announcements. **eCareer** (indicated by a red arrow).
- eJob Bidding (craft):** Want to bid on line? Want to see what craft jobs are available for you in your bid cluster? Just click eJob Bidding 7 days a week. **Go To eJob Bidding (craft)**.

Other sections include 'Postal People' (Visit our site for News and Vacancy Announcements) and 'Health Care Providers' (The Choice is Yours: Access your health plan provider and research other plans; Search and compare health care plans; Link to health care plans by state).

Figure 8 - My Life tab – eCareer link

5. Click the **Search and/or Apply for EAS Jobs** link.

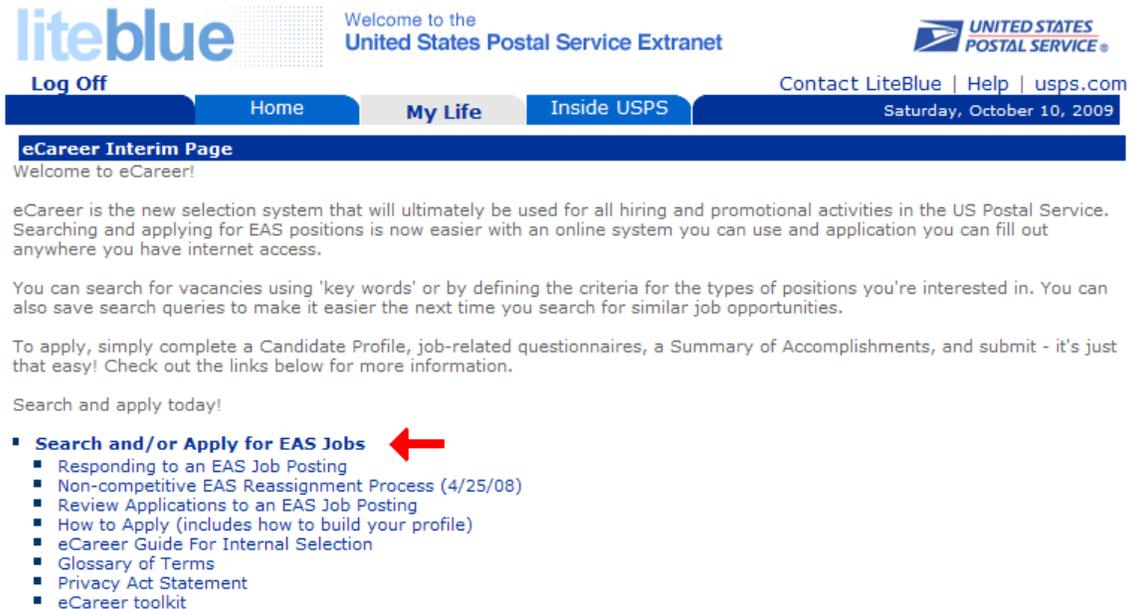


Figure 9 - eCareer Interim Page

After completing either method above, the **Personal Pages** page, shown in **Figure 10**, is displayed.

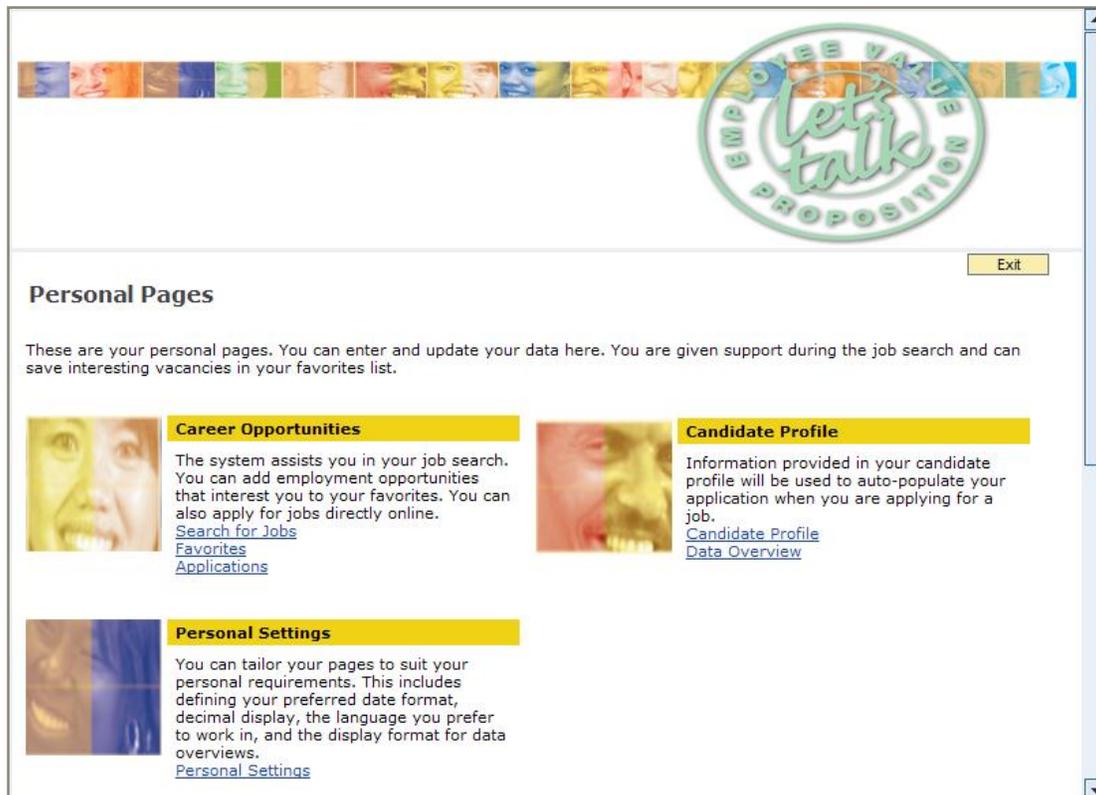


Figure 10 - Personal Pages

4.0 Personal Pages

The **Personal Pages** page is the main page of the eCareer system. From this page the user can change personal settings, access the profile, search for jobs, and maintain current job applications and favorites.

4.1 Career Opportunities Section



Figure 11 - Career Opportunities

4.1.1 Search for Jobs

This section allows users to search for any available EAS job that is currently posted. A detailed explanation of this section is located in the [Searching for Jobs](#) section. **Figure 12** shows the main search page.

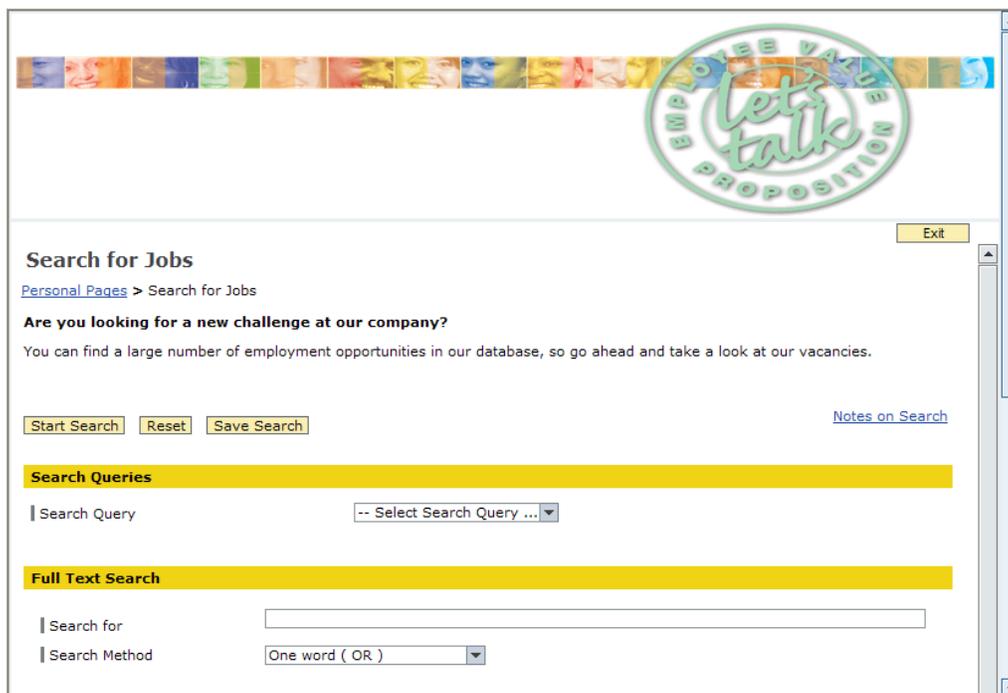


Figure 12 - Search for Jobs main page

4.1.2 Favorites

When you find a job that you want to be able to find again quickly, add it to the list of Favorites. Click on the **Favorites** link to see all of the current saved job listings. From this page you can view/edit any of your saved job listings, or remove them from the **Favorites** page.



[Exit](#)

Favorites

[Personal Pages](#) > Favorites

Do you want to apply for one of the bookmarked job postings?

On this page, you can see all the vacancies you bookmarked as interesting during the search.

Favorites					
N	Functional Area	Job Posting	Published	Country	Application from
	Maintenance	SUPV MAINTENANCE OPERATIONS EAS - 17 COLUMBUS OH NC55185119	09/29/2009	USA	
	Information Technology	PROG MGR BUS SYS DEVELOP CONTRCTS EAS - 25 WASHINGTON DC NC55285225	10/06/2009	USA	

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[Apply / Display Application](#) [Delete](#)

Figure 13 – Favorites page



Note

Never use the **Back** button on the browser to go back to a previous page in the eCareer application. Always utilize the navigation bar shown in **Figure 14**. Using the **Back** button will produce undesired results when using certain features in the eCareer system.

[Personal Pages](#) > [Search for Jobs](#) > [PROG MGR BUS SYS DEVELOP CONTRCTS EAS - 25 WASHINGTON DC NC55285225](#)

Figure 14 - Navigation bar

4.1.3 Applications

All of your current and previous applications are listed in this section. The date and status of each application can be seen here. There is also an option to review and delete/withdraw any application.



Exit

Applications

[Personal Pages](#) > Applications

Do you want to see an overview of your applications up to now?

These are your applications to date. You can check the status and withdraw or delete applications. You can resubmit a withdrawn application as long as the posting is still open. Questions about an 'Ineligible' or 'Not Minimally Qualified' status can be directed to the HR Shared Service Center. Questions about a 'Not Recommended' status can be directed to the Review Committee chairperson, or a 'Not Selected' status to the selecting official.

Number of Applications: 4

N	Job Posting	Date of Application	Status	Process Step	Additional Information
	INFORMATION SYSTEMS SPECIALIST EAS - 19 TOLEDO OH NC54391352	06/29/2009	In Process	Offer Phase	
	POSTMASTER EAS - 16 DESHLER OH NC54299952	06/30/2009	In Process	Selection	Vacancy Announcement Canceled
	POSTMASTER EAS - 13 OTTOVILLE OH NC54318388	06/26/2009	Not Selected		Not selected by Selecting Official
	POSTMASTER EAS - 20 DELPHOS OH NC54285625	06/29/2009	Not Selected		Not selected by Selecting Official

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[Continue / Display Application](#)

[Delete / Withdraw](#)

Figure 15 - Applications page

4.2 Candidate Profile Section

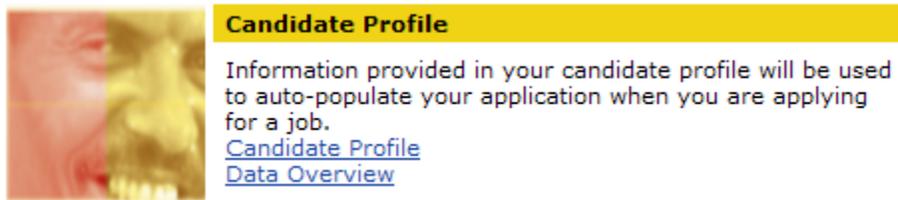


Figure 16 - Candidate Profile

4.2.1 Candidate Profile

This is arguably the most important section of the entire eCareer application. This section contains all of the personal, education, and work experience information about each candidate. It is critical that each section is filled out completely and accurately. The information contained in this section is attached to every application and is used to determine which applicants will receive an interview – make it count!

Exit

Candidate Profile

[Personal Pages](#) > Candidate Profile

Information provided in your candidate profile will be used to auto-populate your application when you are applying for a job.

Candidate Profile
1 Communication Data
2 Work Experience
3 Education
4 Training
5 Special Skills / Associations

Work Experience ▾

Please provide an email address to receive eCareer correspondence. If you are an EAS employee with a 'USPS.GOV' email address, do not change the email address that is pre-populated on this tab. If your address or phone number is incorrect, you can change them by doing one of the following:

- ACE users may log onto the Blue page in the upper left corner, go to the 'My Life' tab and under 'My Profile' click the link;
- Make the changes using the Personnel kiosks, if there is one in your work location;
- Send PS Form 1216, Employees Current Mailing Address, to the HR Shared Service Center (HRSSC);
- Call the HRSSC at 1-877-477-3273, Option 5.

E-Mail

E-Mail

Telephone

Primary Phone

Address

Mailing Address

Street

Street (Continued)

Country

Region

City

Postal Code

Save

Figure 17 - Candidate Profile

4.2.2 Data Overview

This feature compiles all of the information that has been entered in the **Candidate Profile** into a single, printable document. This will be the final document that the selecting official will use to determine the suitability of each candidate for the job. It is vital that the information contained in the **Data Overview** is reviewed thoroughly before any application is submitted.



After clicking the **Data Overview** link, be patient while the page loads – the system could take a few minutes to compile all of the data from the profile.

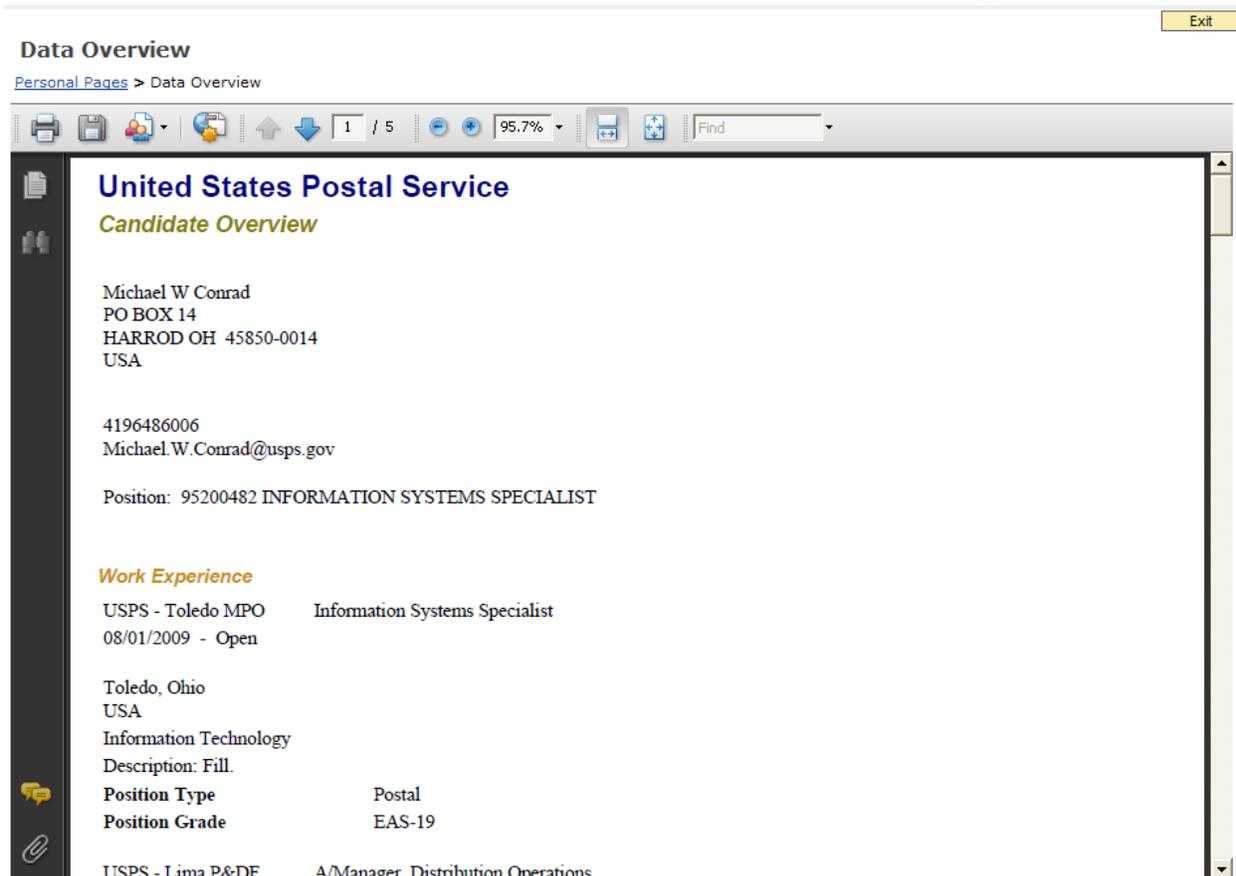


Figure 18 - Data Overview

5.0 Setting up an initial profile

In order to apply for any EAS job, you must first set up your candidate profile. From the **Personal Pages** page, click on **Candidate Profile**.

5.1 Communication Data

Exit

Candidate Profile

[Personal Pages](#) > Candidate Profile

Information provided in your candidate profile will be used to auto-populate your application when you are applying for a job.

Candidate Profile | 1 Communication Data | 2 Work Experience | 3 Education | 4 Training | 5 Special Skills / Associations

Work Experience

Please provide an email address to receive eCareer correspondence. If you are an EAS employee with a 'USPS.GOV' email address, do not change the email address that is pre-populated on this tab. If your address or phone number is incorrect, you can change them by doing one of the following:

- ACE users may log onto the Blue page in the upper left corner, go to the 'My Life' tab and under 'My Profile' click the link;
- Make the changes using the Personnel kiosks, if there is one in your work location;
- Send PS Form 1216, Employees Current Mailing Address, to the HR Shared Service Center (HRSSC);
- Call the HRSSC at 1-877-477-3273, Option 5.

E-Mail

E-Mail: Michael.W.Conrad@usps.gov

Telephone

Primary Phone: 419-6486006

Address

Mailing Address

Street: PO BOX 14

Street (Continued):

Country: USA

Region: Ohio

City: Harrod

Postal Code: 45850-0014

Save

Figure 19 - Candidate Profile

Review the pre-populated personal data on the **Communication Data** tab for accuracy. This data comes from each user’s personnel records – it can only be changed by following one of the listed bullet items on the page. If any changes are made, click the **Save** button.



The tab bar, shown in **Figure 20**, can be used to navigate to any section of the profile at any time. Make sure to save any changes before moving to a new tab!

Candidate Profile | 1 Communication Data | 2 Work Experience | 3 Education | 4 Training | 5 Special Skills / Associations

Work Experience

Figure 20 - Tab bar

5.2 Work Experience

Candidate Profile

Exit

[Personal Pages](#) > Candidate Profile

Information provided in your candidate profile will be used to auto-populate your application when you are applying for a job.

Candidate Profile |
 1 Communication Data |
 2 Work Experience |
 3 Education |
 4 Training |
 5 Special Skills / Associations

Communication Data |
 Education

What is your work history?

List your current and previous positions, details (30 days or longer), for the past 15 years. Use the description to provide an overview of your duties (1500 Character Limit). Additional work experience can be included in the Summary of Accomplishments.

Work Experience						
N	Start Date	End Date	Employer	City	Country	Job Title
<input type="checkbox"/>	08/01/2009	Open	USPS - Toledo MPO	Toledo	USA	Information Systems Specialist
<input type="checkbox"/>	09/01/2007	07/31/2009	USPS - Lima P&DF	Lima	USA	A/Manager, Distribution Operations
<input type="checkbox"/>	01/06/2007	07/31/2009	USPS - Lima P&DF	Lima	USA	Supervisor, Distribution Operations
<input type="checkbox"/>	05/15/2004	01/05/2007	USPS - Findlay Post Office	Findlay	USA	Supervisor, Customer Services
<input type="checkbox"/>	08/23/2003	05/14/2004	USPS - Findlay Post Office	Findlay	USA	FTR Letter Carrier Technician
<input type="checkbox"/>	08/09/2003	05/14/2004	USPS - Findlay Post Office	Findlay	USA	A/Supervisor, Customer Services
<input type="checkbox"/>	03/02/2002	04/12/2002	USPS - Findlay Post Office	Findlay	USA	A/Supervisor, Customer Services
<input type="checkbox"/>	09/08/2001	08/22/2003	USPS - Findlay Post Office	Findlay	USA	PTF Letter Carrier
<input type="checkbox"/>	08/28/1999	09/07/2001	USPS - Harrod Post Office	Harrod	USA	PTF Distribution Clerk

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Figure 21 - Work Experience tab

In the **Work Experience** tab, list all prior Postal positions, including any detail assignments over 30 days. Click **New Entry** to create a new entry.

Figure 22 shows the screen used to add a new entry. All of the fields with an asterisk (*) are required. The **Description** text box is very important – list all of the duties and accomplishments for the position. Use this area to sell yourself! Keep in mind that this box can only contain 1500 characters, so keep it to the point.

Candidate Profile Exit

[Personal Pages](#) > Candidate Profile

Information provided in your candidate profile will be used to auto-populate your application when you are applying for a job.

Candidate Profile | 1 Communication Data | 2 **Work Experience** | 3 Education | 4 Training | 5 Special Skills / Associations ⏪ ⏩ ⏴ ⏵

◀ Communication Data | Education ▶

What is your work history?
List your current and previous positions, details (30 days or longer), for the past 15 years. Use the description to provide an overview of your duties (1500 Character Limit). Additional work experience can be included in the Summary of Accomplishments.

Data

Employer *

Start Date End Date

Country * Region *

City *

Functional Area

Hierarchy Level

Job Title *

Description *

Position Type Position Grade

Figure 22 - Adding a new Work Experience entry

Profile information can be edited at any time, so don't worry about making it perfect during the initial setup. When there is sufficient information in all of the required fields, click **Save**.



To edit any entry in the **Candidate Profile**, select it from the list by clicking in the gray box in the leftmost column. This will highlight the entry in orange, as shown in **Figure 23**. Click the **Edit** button to make changes to the entry. Click the gray box again to deselect the entry.

Exit

Candidate Profile

[Personal Pages](#) > Candidate Profile

Information provided in your candidate profile will be used to auto-populate your application when you are applying for a job.

Candidate Profile
1 Communication Data
2 Work Experience
3 Education
4 Training
5 Special Skills / Associations

Communication Data
Education

What is your work history?

List your current and previous positions, details (30 days or longer), for the past 15 years. Use the description to provide an overview of your duties (1500 Character Limit). Additional work experience can be included in the Summary of Accomplishments.

Work Experience						
N	Start Date	End Date	Employer	City	Country	Job Title
<input type="checkbox"/>	08/01/2009	Open	USPS - Toledo MPO	Toledo	USA	Information Systems Specialist
<input type="checkbox"/>	09/01/2007	07/31/2009	USPS - Lima P&DF	Lima	USA	A/Manager, Distribution Operations
<input checked="" type="checkbox"/>	01/06/2007	07/31/2009	USPS - Lima P&DF	Lima	USA	Supervisor, Distribution Operations
<input type="checkbox"/>	05/15/2004	01/05/2007	USPS - Findlay Post Office	Findlay	USA	Supervisor, Customer Services
<input type="checkbox"/>	08/23/2003	05/14/2004	USPS - Findlay Post Office	Findlay	USA	FTR Letter Carrier Technician
<input type="checkbox"/>	08/09/2003	05/14/2004	USPS - Findlay Post Office	Findlay	USA	A/Supervisor, Customer Services
<input type="checkbox"/>	03/02/2002	04/12/2002	USPS - Findlay Post Office	Findlay	USA	A/Supervisor, Customer Services
<input type="checkbox"/>	09/08/2001	08/22/2003	USPS - Findlay Post Office	Findlay	USA	PTF Letter Carrier
<input type="checkbox"/>	08/28/1999	09/07/2001	USPS - Harrod Post Office	Harrod	USA	PTF Distribution Clerk

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New Entry
Edit
Delete

Figure 23 - Highlighting an entry

5.3 Education

Exit

Candidate Profile

[Personal Pages](#) > Candidate Profile

Information provided in your candidate profile will be used to auto-populate your application when you are applying for a job.

Candidate Profile
1 Communication Data
2 Work Experience
3 Education
4 Training
5 Special Skills / Associations

Work Experience Training

What is your educational background?

List your educational history. Following each institution listed, you have the option of providing a list of the courses you completed in your major field of study.

N	Start Date	End Date	Name of Institute	City	Country	Education Level	Grade	Highest Degree/Certificate
<input type="checkbox"/>	01/07/2008	Open	Franklin University	Columbus	USA	Undrgrad deg start/not compltd		<input type="checkbox"/>
<input type="checkbox"/>	09/21/1998	05/21/1999	Ohio Northern University	Ada	USA	Undrgrad deg start/not compltd		<input type="checkbox"/>
<input type="checkbox"/>	09/26/1995	05/25/1996	Ohio State University - Lima	Lima	USA	Undrgrad deg start/not compltd		<input type="checkbox"/>
<input type="checkbox"/>	08/26/1991	06/02/1995	Allen East High School	Lafayette	USA	High School Graduate		<input type="checkbox"/>

Page 1 of 1

New Entry
Edit
Delete

Figure 24 - Education tab

List all education from high school and college in the **Education** section. Click the **New Entry** button to add a new entry. Complete all of the required fields, shown in **Figure 25**, and click **Save**.

Exit

Candidate Profile

[Personal Pages](#) > Candidate Profile

Information provided in your candidate profile will be used to auto-populate your application when you are applying for a job.

Candidate Profile
1 Communication Data
2 Work Experience
3 Education
4 Training
5 Special Skills / Associations

Work Experience Training

What is your educational background?

List your educational history. Following each institution listed, you have the option of providing a list of the courses you completed in your major field of study.

Data

Name of Institute *

Start Date

Country *

City *

Education Type *

Field of Education *

Subject

Description

End Date

Region *

Education Level *

Street/House

Save
Cancel

Figure 25 - Adding a new Education entry

5.4 Training

Exit

Candidate Profile

[Personal Pages](#) > Candidate Profile

Information provided in your candidate profile will be used to auto-populate your application when you are applying for a job.

Candidate Profile
1 Communication Data
2 Work Experience
3 Education
4 Training
5 Special Skills / Associations

Education
Special Skills / Associations

What training courses have you participated in?

List your most recent and relevant training (15 years maximum). Ensure to provide the timeframe, training facility and course name. Additional relevant training can be included in the Summary of Accomplishments section.

Training				
N	Start Date	End Date	Name of Training Facility	Course Name
<input type="checkbox"/>	04/27/2009	05/07/2009	Self-study	Postmaster Training, Level A-16
<input type="checkbox"/>	05/14/2009	05/14/2009	Online course	IT Security in a Wired World
<input type="checkbox"/>	04/20/2009	05/01/2009	Online course	DOIS for End Users
<input type="checkbox"/>	10/30/2008	10/30/2008	Online course	Resolving Union Information, and Weingarten Req
<input type="checkbox"/>	08/20/2008	08/20/2008	Online course	Personnel Selection Methods
<input type="checkbox"/>	02/25/2008	02/29/2008	Lima P&DF	Interviewer Training
<input type="checkbox"/>	10/09/2006	10/09/2006	Online course	Rural Carrier Timekeeping
<input type="checkbox"/>	01/26/2004	05/14/2004	Toledo PEDC	Associate Supervisor Program
<input type="checkbox"/>	01/30/2007	05/01/2007	Keesler Air Force Base - Biloxi, MS	Communications, Computer Systems Operations
<input type="checkbox"/>	12/13/2006	01/29/2007	Lackland Air Force Base - San Antonio, TX	Basic Military Training

Page 1 of 2

New Entry Edit Delete

Figure 26 - Training tab

List all training that may benefit the application. Be sure to include both Postal and non-Postal education, such as workshops, seminars, and military training. Complete all of the required fields, shown in **Figure 27**, and click **Save**.

Exit

Candidate Profile

[Personal Pages](#) > Candidate Profile

Information provided in your candidate profile will be used to auto-populate your application when you are applying for a job.

Candidate Profile
1 Communication Data
2 Work Experience
3 Education
4 Training
5 Special Skills / Associations

Education
Special Skills / Associations

What training courses have you participated in?

List your most recent and relevant training (15 years maximum). Ensure to provide the timeframe, training facility and course name. Additional relevant training can be included in the Summary of Accomplishments section.

Data

Start Date End Date

Training Facility

Course Name

Save Cancel

Figure 27 - Adding a new Training entry

5.5 Special Skills/Associations

The screenshot shows the 'Candidate Profile' page with the 'Special Skills / Associations' tab selected. The page includes a navigation bar with tabs for 'Candidate Profile', '1 Communication Data', '2 Work Experience', '3 Education', '4 Training', and '5 Special Skills / Associations'. Below the navigation bar, the 'Special Skills / Associations' section is titled 'What are your Special Skills/Associations?' and includes a 2000-character text box containing the following text:

SPECIAL SKILLS
I am very proficient in several common Windows applications such as Microsoft Word, Visio, Excel, PowerPoint, and Outlook. Typing - 50+ words per minute.

I have had Top Secret/SCI security clearance since Mar 2007. My duties in the Air National Guard require me to work around classified documents regularly.

I am currently enrolled in A+ and Network+ certification courses through the Air Force. I have completed the course work and am preparing to take the exams.

ORGANIZATIONS
Member of National Association of Postal Supervisors (NAPS) since 2004.
Member of the Enlisted Association of the National Guard of the United States (EANGUS) since 2007.

A 'Save' button is located at the bottom of the page.

Figure 28 - Special Skills/Associations tab

The **Special Skills/Associations** tab consists of a single text box with a 2000 character limit. Include any software proficiencies, such as Microsoft Office, Oracle, or Remedy. Also include any professional organizations that you are a member of, and any other information that may be pertinent to the job application. Complete all of the required fields, shown in **Figure 28**, and click **Save**.

5.6 Summary of Accomplishments

Exit

Candidate Profile

[Personal Pages](#) > Candidate Profile

Information provided in your candidate profile will be used to auto-populate your application when you are applying for a job.

Candidate Profile |
 6 Summary of Accomplishments |
 7 Attachments |
 8 Data Overview |
 9 Finalize Profile
⏪ ⏩ ⏴ ⏵

Special Skills / Associations |
 Attachments

What can you tell us about your qualifications?

Provide a description of your qualifications and accomplishments demonstrating you possess each of the requirements stated on the job posting. These accomplishments may have occurred in various settings (6000 Character Limit).

My background of supervision, both in distribution operations and customer service, has given me a strong foundation with which to build on. In my current position as a distribution operations supervisor, I encounter situations that require an immediate decision to be made in order to meet processing and dispatch timelines. For example, when a machine breaks down, I must take action in order to complete the work on time. The mail must be processed either on a different machine, and/or in a different manner – either way, it must be processed. This usually involves moving personnel from one operation to another, and collaborating with the employees to figure out the best way to finish on time. Getting the mail processed and out the door on time is critical to successful operations on Tour 1 and at downstream facilities. However, nothing is more important than the safety of employees. I take safety very seriously by ensuring that all employees receive (at least) weekly safety talks and videos, and by monitoring performance on a daily basis. When I see a potential hazard, I always ensure that it is properly handled, and when it is an employee performing his or her job in an unsafe manner, I let them know what they are doing wrong, how the potential hazard could harm them or others, and how to correct the hazard.

Another important aspect of my current position is proper planning and scheduling of work. It is vital that work hours are in line with the workload, both at specific times during the tour, and in the longer term, such as weekly and yearly. During FY 2006 as a customer service supervisor in Findlay, OH, I was responsible for the management of the (function 4) clerks. Through the use of proper scheduling and matching work hours to workload, function 4 work hours came in at -0.2% below Plan, and

Save

Figure 29 - Summary of Accomplishments tab

The **Summary of Accomplishments** section is the most important part of the entire application. This section should contain responses to each of the KSA’s from each specific job posting. The responses should be in narrative form, and cannot exceed 6000 characters.

Strategies for completing this section are contained in the [Strategy for Summary of Accomplishments](#) section. Since this is only an initial profile, this section can be left blank for now.

5.7 Attachments

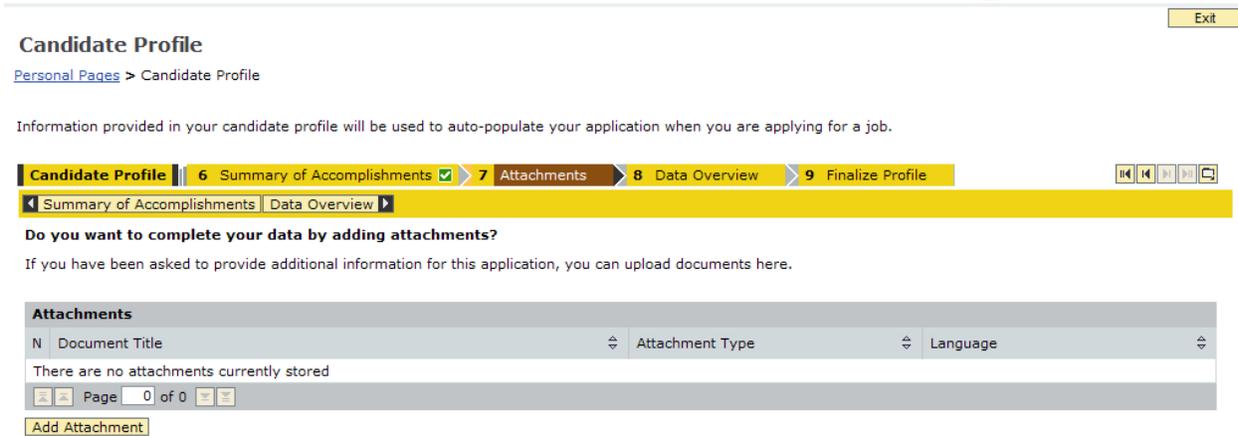


Figure 30 - Attachments tab

The **Attachments** section is rarely used in an application. Only include attachments to the profile if specifically requested to do so. Click the **Add Attachment** button to upload a file. Complete all of the required fields, shown in **Figure 31**, and click **Save**.

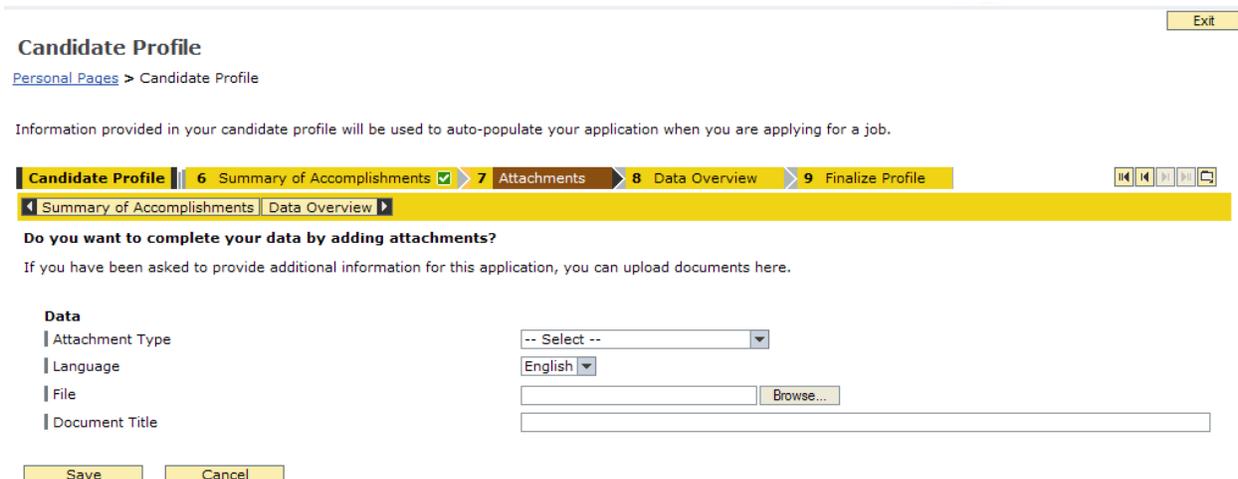


Figure 31 - Adding a new Attachment

5.8 Data Overview

Exit

Candidate Profile

[Personal Pages](#) > Candidate Profile

Information provided in your candidate profile will be used to auto-populate your application when you are applying for a job.

Candidate Profile | 6 Summary of Accomplishments | 7 Attachments | 8 **Data Overview** | 9 Finalize Profile

Attachments | Finalize Profile

1 / 5 102% Find

United States Postal Service
Candidate Overview

Michael W Conrad
 PO BOX 14
 HARROD OH 45850-0014
 USA

4196486006
 Michael.W.Conrad@usps.gov

Position: 95200482 INFORMATION SYSTEMS SPECIALIST

Work Experience

USPS - Toledo MPO Information Systems Specialist
 08/01/2009 - Open

Toledo, Ohio
 USA
 Information Technology
 Description: Fill.

Position Type	Postal
Position Grade	EAS-19

Figure 32 - Data Overview tab

After clicking the **Data Overview** tab, allow up to 2 minutes for the form to populate. All of the information from the profile will be compiled into a PDF file that can be printed or saved. This is the document that will be used by the selecting official to determine suitability for the job. Ensure that all of the information is accurate and complete.

5.9 Finalize Profile

The screenshot shows the 'Candidate Profile' page with the 'Finalize Profile' tab selected. The page includes a breadcrumb trail, a navigation bar with tabs for 'Candidate Profile', 'Summary of Accomplishments', 'Attachments', 'Data Overview', and 'Finalize Profile'. Below the navigation bar, there is a 'Confirm Profile Complete' section with two checkboxes: 'I have completed my profile and want my profile to be used for job considerations.' and 'Yes, I have read the data privacy statement and accept it'. A 'Save' button is located at the bottom left of the form.

Candidate Profile Exit

[Personal Pages](#) > Candidate Profile

Information provided in your candidate profile will be used to auto-populate your application when you are applying for a job.

Candidate Profile | 6 Summary of Accomplishments | 7 Attachments | 8 Data Overview | 9 Finalize Profile

Data Overview

Confirm Profile Complete

I have completed my profile and want my profile to be used for job considerations.

Please take a few moments and review the data privacy statement.
The US Postal Service continually strives to ensure that the data you submit to us remains confidential and is used only for the purposes stated in the data privacy statement. Please confirm acceptance of our data privacy statement. [Data Privacy Statement](#)

Yes, I have read the data privacy statement and accept it

Save

Figure 33 - Finalize Profile tab

The **Finalize Profile** tab contains 2 checkboxes that must be checked in order to make your profile available to selecting officials. Read the information on the page, check both boxes, and click **Save**.

Your initial profile is now complete! When you apply for a specific job, the information entered will be pre-populated in the appropriate fields, and it can be customized to better fit with any specific job application.

6.0 Searching for Jobs

Currently, EAS jobs are posted to the eCareer system every Tuesday. In order to check on vacancies, follow the steps to log into the eCareer system and navigate to the **Personal Pages** page.

Figure 34 shows the main search page. The following section explains how to use the page effectively.

[Notes on Search](#)

Search Queries

Search Query

Full Text Search

Search for

Search Method

Search Criteria for Employment Opportunities

Functional Area
 Administrative/Office Services
 Architecture
 Consumer Affairs

Hierarchy Level
 Administrative/Clerical (Non-Supervisory EAS)
 Carrier
 Clerk

Contract Type
 Career
 Intern
 Postmaster Relief/Leave Relief

Location
 Alabama
 Alaska
 Arizona

General Search Settings

Figure 34 - Main search page

6.1 Search Queries

Custom search queries can be set up to allow for quick searches for specific types of jobs, or jobs in certain locations. To do this, enter any amount of information into any of the search fields on the page, then click the **Save Search** button. **Figure 35** shows the **Save Your Search Query** page.

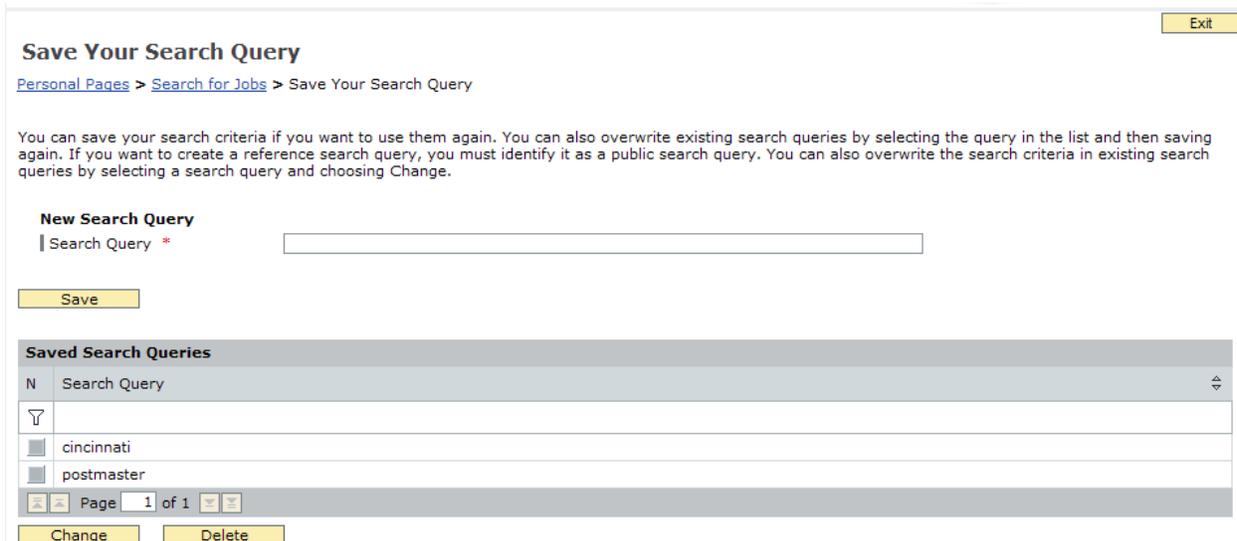


Figure 35 - Save Your Search Query page

Enter a descriptive name for the search query and click the **Save** button to save the query. To change or delete an existing query, highlight the desired query and click either **Change** or **Delete**.

Once a custom query has been created, it can be selected from the **Select Search Query** drop-down box, as shown in **Figure 36**.

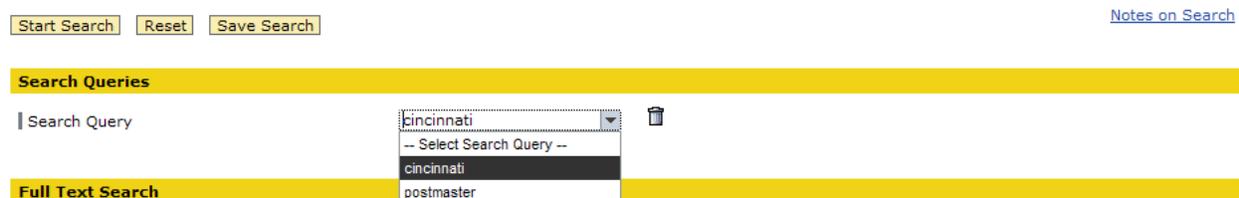


Figure 36 - Selecting a custom search query

After selecting a query from the drop-down box, click **Start Search** to search for jobs based on the custom selections.

6.2 Full Text Search

This section of the search page allows you to search for jobs with specific text in the posting. It is especially useful to enter a district name, such as “Cincinnati”, to narrow the results down to jobs posted only in the Cincinnati District.

The screenshot shows a yellow header bar with the text "Full Text Search". Below it, there are two labels: "Search for" and "Search Method". The "Search for" label is next to a text input field containing the word "cincinnati". The "Search Method" label is next to a dropdown menu that currently displays "One word (OR)".

Figure 37 - Full Text Search section

6.3 Search Criteria for Employment Opportunities

This section allow for customization of the search results based on **Functional Area**, **Hierarchy Level**, **Contract Type**, and **Location**. If there are hundreds of job postings, you may want to limit the results based on one or more of these criteria.

The screenshot shows a yellow header bar with the text "Search Criteria for Employment Opportunities". Below it, there are four labels: "Functional Area", "Hierarchy Level", "Contract Type", and "Location". Each label is next to a dropdown menu. The "Functional Area" dropdown shows options: "-- Select --", "Administrative/Office Services", "Architecture", and "Consumer Affairs". The "Hierarchy Level" dropdown shows options: "-- Select --", "Administrative/Clerical (Non-Supervisory EAS)", "Carrier", and "Clerk". The "Contract Type" dropdown shows options: "-- Select --", "Career", "Intern", and "Postmaster Relief/Leave Relief". The "Location" dropdown shows options: "-- Select --", "Alabama", "Alaska", and "Arizona".

Figure 38 - Search Criteria for Employment Opportunities section

6.4 General Search Settings

This section allows you to change the general settings of the search page. There really isn't much to change in this section, but the **Maximum Number of Hits** can be quite useful. If a job query produces more than 100 results, only the first 100 will be displayed. Changing this setting to a larger number may be necessary. The only option for **Language** is English. **Figure 40** shows the search settings that can be changed.



Figure 39 - General Search Settings - condensed



Figure 40 - General Search Settings - expanded



Note

Being too specific with the search criteria can actually be a bad thing. If too many restricting search parameters are used, many available jobs may not be displayed. It is best to limit the number of criteria used for best results.

Clicking the **Reset** button will erase all of the entries and restore each section to the default values.

6.5 Making Sense of Your Search Results

After the search parameters have been set, it’s time to actually search for jobs. Click the **Start Search** button and wait for the results. **Figure 41** shows a typical search result page with no parameters set (this will show every posting for the entire company, provided there are fewer than 100 results).

Exit

Search for Jobs

[Personal Pages](#) > Search for Jobs

Are you looking for a new challenge at our company?

You can find a large number of employment opportunities in our database, so go ahead and take a look at our vacancies.

Search Criteria □

Search Result: 57 Hits

N	Functional Area	Job Posting	Published	Country	Favorite	Application from
	Transportation/Network Operations	NETWORK OPERATIONS ANALYST EAS - 21 SAN DIEGO CA NC55198613	09/29/2009	USA	No	
	Processing and Distribution	MGR DISTRIBUTION OPERATIONS EAS - 19 BELLMAWR NJ NC55202118	09/29/2009	USA	No	
	Customer Service/Delivery	POSTMASTER EAS - 21 BURLINGTON NJ NC55204803	09/29/2009	USA	No	
	Shipping/Mailing Services	MGR BUSINESS MAIL ENTRY EAS - 20 BIRMINGHAM MI NC55207326	09/29/2009	USA	No	
	Customer Service/Delivery	POSTMASTER EAS - 21 BLUE ISLAND IL NC55207348	09/29/2009	USA	No	
	Human Resources	HR GENERALIST (PRINCIPAL) EAS - 21 KANSAS CITY MO NC55208412	10/06/2009	USA	No	
	Human Resources	MGR LABOR RELATIONS EAS - 22 MINNEAPOLIS MN NC55211848	10/06/2009	USA	No	
	Human Resources	MGR HRSS PROCESS & HR LINE OF BUS - 02 WASHINGTON DC NC55214185	09/29/2009	USA	No	
	Customer Relations	PRICING ANALYST EAS - 23 WASHINGTON DC NC55226427	09/29/2009	USA	No	
	Customer Relations	RETAIL SPECIALIST EAS - 16 WEST COLUMBIA SC NC55228552	09/29/2009	USA	No	

Page 1 of 6

Add to Favorites / Delete from Favorites
Apply / Display Application

[Return to Search](#)

Figure 41 - Search for Jobs results page

The results can be sorted in ascending/descending order using the arrows in each column. Any job posting can also be added to or removed from the favorites by highlighting it and clicking **Add to Favorites/Delete from Favorites**.

Clicking on the **Apply/Display Application** button starts the **Application Wizard** for that job. This is covered in the [Applying for a Specific Vacancy](#) section.

To view the details about a specific job, click the link in the **Job Posting** column. A sample job posting is shown in **Figure 42**.

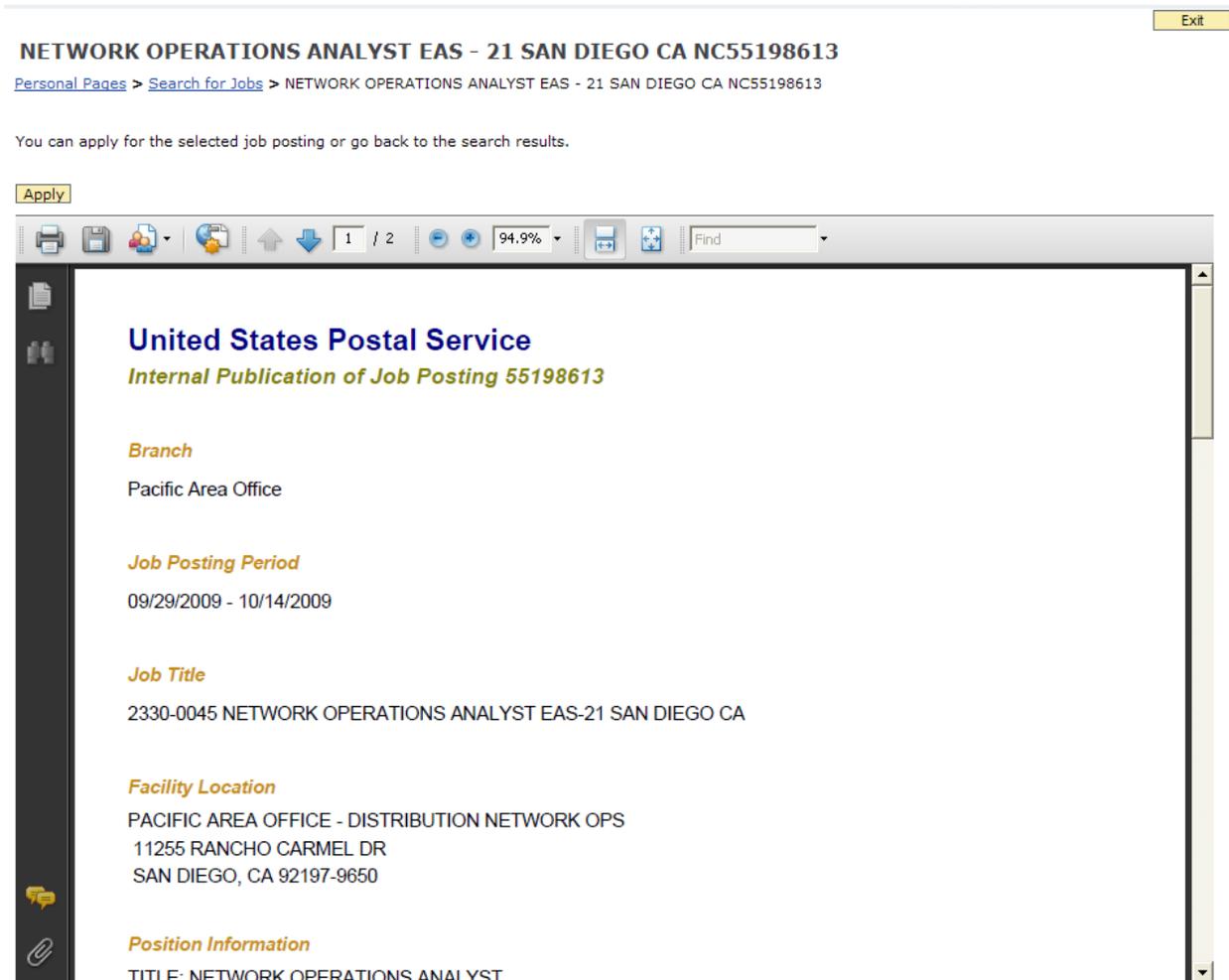


Figure 42 - Job Posting

To get back to the search results, **do not hit the back button**. Instead, click the **Search for Jobs** link in the navigation bar.



Figure 43 - Navigation bar

After clicking the **Search for Jobs** link on the navigation bar, the search results are again displayed. Notice that the selected job is still highlighted. In order to look at a different job posting, the current job must be deselected by clicking in the gray box in the left column.

Exit

Search for Jobs

[Personal Pages](#) > Search for Jobs

Are you looking for a new challenge at our company?

You can find a large number of employment opportunities in our database, so go ahead and take a look at our vacancies.

Search Criteria □

Search Result: 57 Hits

N	Functional Area	Job Posting	Published	Country	Favorite	Application from
	Transportation/Network Operations	NETWORK OPERATIONS ANALYST EAS - 21 SAN DIEGO CA NC55198613	09/29/2009	USA	No	
	Processing and Distribution	MGR DISTRIBUTION OPERATIONS EAS - 19 BELLMAWR NJ NC55202118	09/29/2009	USA	No	
	Customer Service/Delivery	POSTMASTER EAS - 21 BURLINGTON NJ NC55204803	09/29/2009	USA	No	
	Shipping/Mailing Services	MGR BUSINESS MAIL ENTRY EAS - 20 BIRMINGHAM MI NC55207326	09/29/2009	USA	No	
	Customer Service/Delivery	POSTMASTER EAS - 21 BLUE ISLAND IL NC55207348	09/29/2009	USA	No	
	Human Resources	HR GENERALIST (PRINCIPAL) EAS - 21 KANSAS CITY MO NC55208412	10/06/2009	USA	No	
	Human Resources	MGR LABOR RELATIONS EAS - 22 MINNEAPOLIS MN NC55211848	10/06/2009	USA	No	
	Human Resources	MGR HRSS PROCESS & HR LINE OF BUS - 02 WASHINGTON DC NC55214185	09/29/2009	USA	No	
	Customer Relations	PRICING ANALYST EAS - 23 WASHINGTON DC NC55226427	09/29/2009	USA	No	
	Customer Relations	RETAIL SPECIALIST EAS - 16 WEST COLUMBIA SC NC55228552	09/29/2009	USA	No	

Page 1 of 6

[Add to Favorites / Delete from Favorites](#)
 [Apply / Display Application](#)

[Return to Search](#)

Figure 44 - Highlighted job in search results

Scroll through the different pages by clicking the up or down arrows, or return to the main search page by clicking the **Return to Search** button located in the bottom navigation section (**Figure 45**).

Page 1 of 6

[Add to Favorites / Delete from Favorites](#)
 [Apply / Display Application](#)

[Return to Search](#)

Figure 45 - Bottom navigation section

7.0 Strategy for Summary of Accomplishments

The summary of accomplishments is the chance to tell the selecting official why you are the best candidate for the job. It is recommended that you prepare the narrative in a word processing application such as Microsoft Word prior to inputting the data into the **Summary of Accomplishments** section of your **Candidate Profile**.

Candidate Profile Exit

[Personal Pages](#) > Candidate Profile

Information provided in your candidate profile will be used to auto-populate your application when you are applying for a job.

Candidate Profile | **6 Summary of Accomplishments** | 7 Attachments | 8 Data Overview | 9 Finalize Profile

Special Skills / Associations | Attachments

What can you tell us about your qualifications?

Provide a description of your qualifications and accomplishments demonstrating you possess each of the requirements stated on the job posting. These accomplishments may have occurred in various settings (6000 Character Limit).

My background of supervision, both in distribution operations and customer service, has given me a strong foundation with which to build on. In my current position as a distribution operations supervisor, I encounter situations that require an immediate decision to be made in order to meet processing and dispatch timelines. For example, when a machine breaks down, I must take action in order to complete the work on time. The mail must be processed either on a different machine, and/or in a different manner – either way, it must be processed. This usually involves moving personnel from one operation to another, and collaborating with the employees to figure out the best way to finish on time. Getting the mail processed and out the door on time is critical to successful operations on Tour 1 and at downstream facilities. However, nothing is more important than the safety of employees. I take safety very seriously by ensuring that all employees receive (at least) weekly safety talks and videos, and by monitoring performance on a daily basis. When I see a potential hazard, I always ensure that it is properly handled, and when it is an employee performing his or her job in an unsafe manner, I let them know what they are doing wrong, how the potential hazard could harm them or others, and how to correct the hazard.

Another important aspect of my current position is proper planning and scheduling of work. It is vital that work hours are in line with the workload, both at specific times during the tour, and in the longer term, such as weekly and yearly. During FY 2006 as a customer service supervisor in Findlay, OH, I was responsible for the management of the (function 4) clerks. Through the use of proper scheduling and matching work hours to workload, function 4 work hours came in at -0.2% below Plan, and

Save

Figure 46 - Summary of Accomplishments

Each job posting has a list of qualifications/requirements that must be addressed in order to be considered for the job. Be sure to state how you satisfy each requirement in the narrative so that the application is considered valid.

For each requirement, use the **STAR** technique to show what you have accomplished:

- S/T (Situation or Task) – what situation or task did you encounter that required action?
- A (Action) – what specific action did you take to resolve the issue?
- R (Result) – what was the result?

The **STAR** technique should be used in narrative form, not necessarily listed with S/T, A, and R bullets.

Keep in mind that the situations or tasks could have been encountered an almost any point in your life. Don't limit yourself to strictly Postal examples. For instance, "Ability to prepare and manage a budget, including controlling costs within budget allocations" may be met by controlling your household budget, giving specific examples of how you were in charge of the budget and what the results were. Be creative, but stay on task!

Remember to also use an active tone in the narrative statements. For example, don't say that your "duties included adhering to safety regulations", but rather, "I maintained a safe work environment by conducting weekly safety talks and taking a proactive approach to accident prevention, reducing the number of accidents last year by 33%." Make each accomplishment show that you are the person responsible for the result.

It is recommended that you keep a separate document for each job title that you may bid on in the future. For instance, keep a summary of accomplishments that is valid for any Postmaster job, and also keep a separate summary for any Supervisor, Customer Services job. The KSA's are different for a Postmaster and Supervisor, but the same summary can be used for every Postmaster job that is applied for. Saved summaries should also be updated occasionally to ensure that they contain the most up-to-date information.

Before submitting any application, ensure that spelling and grammar are proper. Having a clean, crisp application goes a long way to impress the review committee and/or selecting official.

8.0 Applying for a Specific Vacancy

After you have [set up your initial profile](#) and [searched for job postings](#), you are ready to apply for a job.

8.1 How to Read the Job Posting

Each job posting contains the same series of information specific to that job. It is important to understand exactly what you are bidding on, where the job is located, and if you are even eligible to bid.

8.1.1 Branch

This field indicates which branch of the USPS the job is tied to, i.e. Information Technology or Western New York District.

8.1.2 Job Posting Period

This section lists the dates that the posting is open – usually 2 weeks, starting on a Tuesday.

8.1.3 Job title

This section lists the occupation code and official job title.

8.1.4 Facility Location

This section lists the physical location where the job is located. Some jobs are domiciled in a separate location from this physical address. If that is the case, the domicile location will be listed here as well.

8.1.5 Position Information

This section lists several important pieces of information about the job – title, grade, FLSA designation, occupation code, non-scheduled days, hours, salary range, and finance number.

8.1.6 Persons Eligible to Apply

Each job posting will have a specific group of employees that are eligible to apply. The job can be open to employees District-wide, Area-wide, Service-wide, only to impacted employees employed in a certain finance number, or any other specification. Be sure to check this section carefully. If you apply and are not eligible, the application will be discarded.

8.1.7 Functional Purpose

This section states the basic functions of the position.

8.1.8 Qualifications/Requirements

This section lists all of the knowledge, skills, and abilities that are associated with this job. Your summary of accomplishments should address each of these items in order to be considered for the job. Some jobs also list special conditions, such as sensitive clearance requirement, or a desired education level of baccalaureate or post-graduate degrees in a certain field of study.

8.1.9 How to Apply

This section is typically the same for every job posting. Read it carefully so that you understand how to apply for the job. If you are requesting a non-competitive lateral or lower-level assignment, the process is slightly different. Make sure you apply properly!

8.2 How to Apply for a Job

From the search results page, there are 2 ways to apply for a job.

1. Highlight the desired job by clicking the gray box in the leftmost column. Click the **Apply/Display Application** button, as shown in **Figure 47**.

Search for Jobs Exit

Are you looking for a new challenge at our company?
 You can find a large number of employment opportunities in our database, so go ahead and take a look at our vacancies.

Search Criteria □

Search Result: 58 Hits

N	Functional Area	Job Posting	Published	Country	Favorite	Application from
	Operations	INDUSTRIAL ENGINEER (HDQS) EAS - 23 WASHINGTON DC NC55299029	10/06/2009	USA	No	
	Operations	OPERATIONS SPECIALIST EAS - 23 WASHINGTON DC NC55285233	10/06/2009	USA	No	
	Labor Relations	LABOR RELATIONS SPECIALIST EAS - 25 WASHINGTON DC NC55286972	10/06/2009	USA	No	
	Labor Relations	LABOR RELATIONS SPECIALIST EAS - 23 WASHINGTON DC NC55286966	10/06/2009	USA	No	
	Human Resources	HR GENERALIST HQ EAS - 21 WASHINGTON DC NC55284520	10/06/2009	USA	No	
	Human Resources	MGR SAFETY (AO) EAS - 25 GAITHERSBURG MD NC55031241	10/06/2009	USA	No	
	Information Technology	PRG MGR BUS SYS DEVELOP CONTRCTS EAS - 25 WASHINGTON DC NC55285225	10/06/2009	USA	No	
	Labor Relations	LABOR RELATIONS SPECIALIST EAS - 19 CHARLOTTE NC NC55286952	10/06/2009	USA	No	
	Supply Management/Purchasing	CONTRACT TRANSPORTATION SPECIALIST EAS - 21 UPPER MARLBORO MD NC55284957	10/06/2009	USA	No	
	Customer Service/Delivery	POSTMASTER EAS - 22 DENTON TX NC55269002	10/06/2009	USA	No	

Page 1 of 6

Add to Favorites / Delete from Favorites Apply / Display Application

Return to Search

Figure 47 - Applying for a job from the results page

- Alternatively, click on the link in the **Job Posting** column to display the information about the job. Click the **Apply** button.

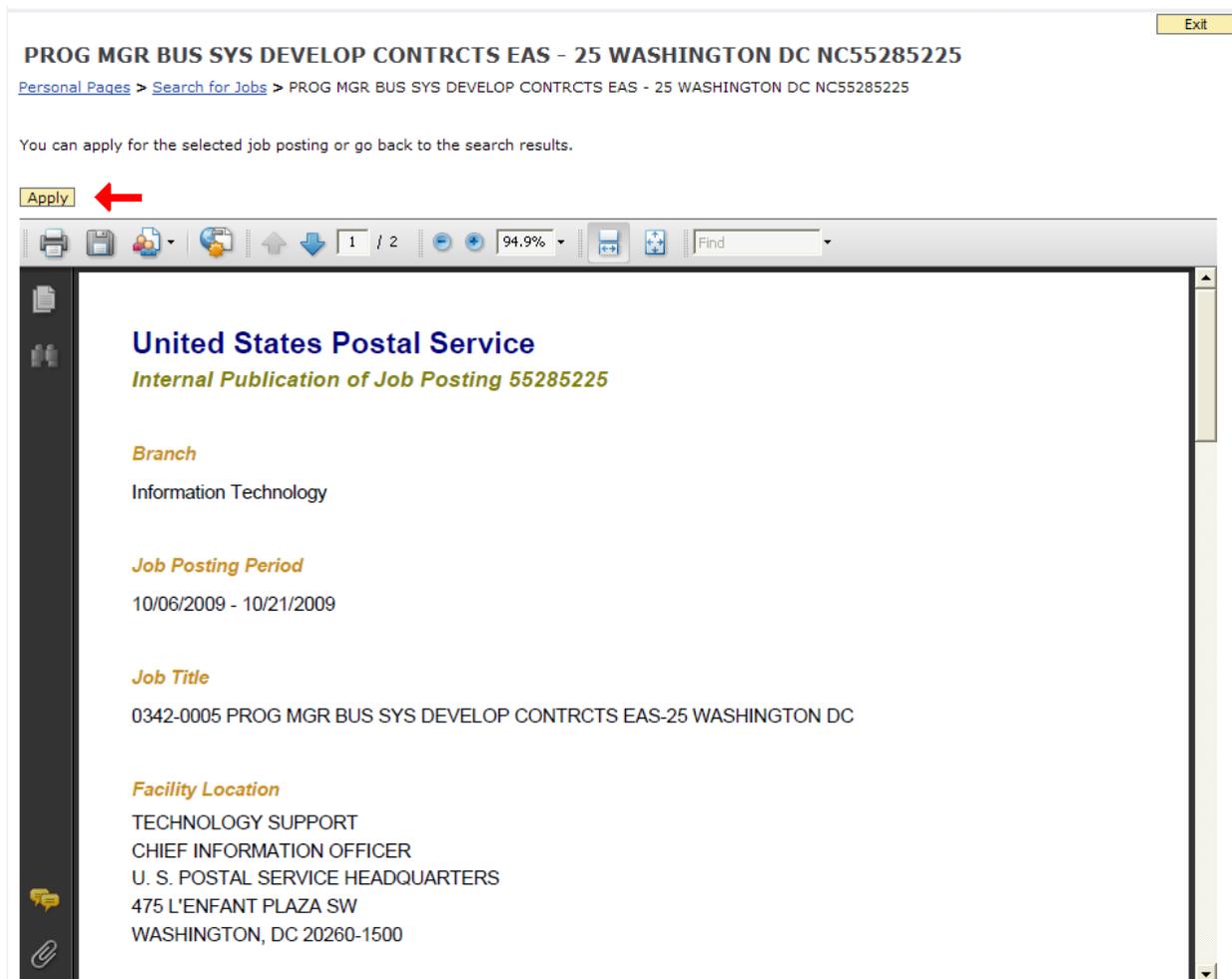


Figure 48 – Applying for a job from the job posting

Note

This is the recommended method of applying, since it is easy to see which job is being applied for.

- After completing **Step 1** or **Step 2** above, the **Application Wizard** will start.

8.2.1 Application Wizard

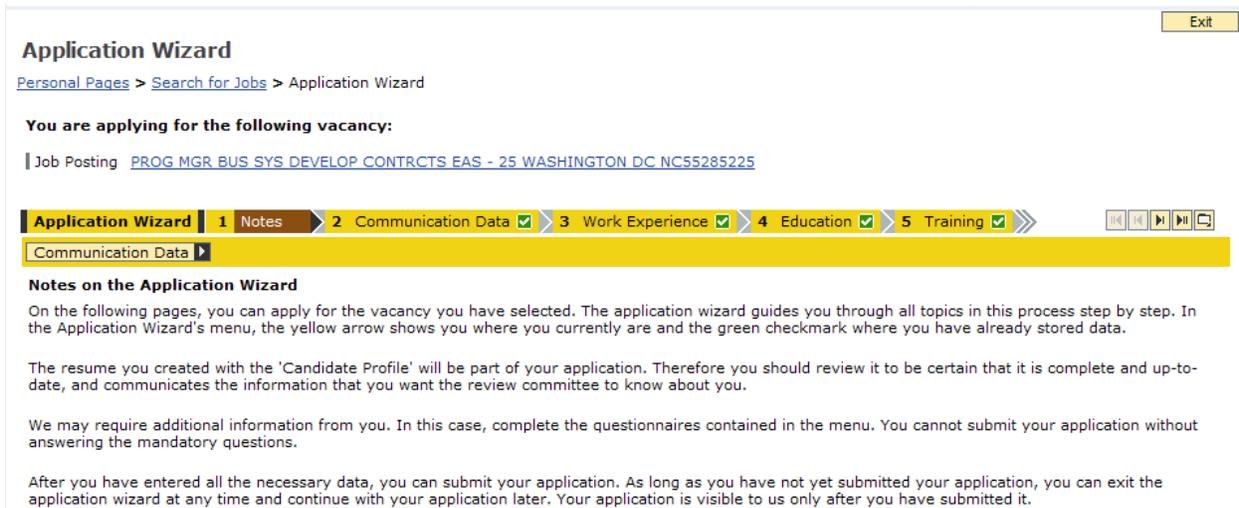


Figure 49 - Application Wizard

Follow the same steps in the [Setting up an initial profile](#) section, verifying that the information is correct on each tab. Notice that the tabs are slightly different in the application wizard.

On the **References** tab, enter any references that you wish to be included with the application.

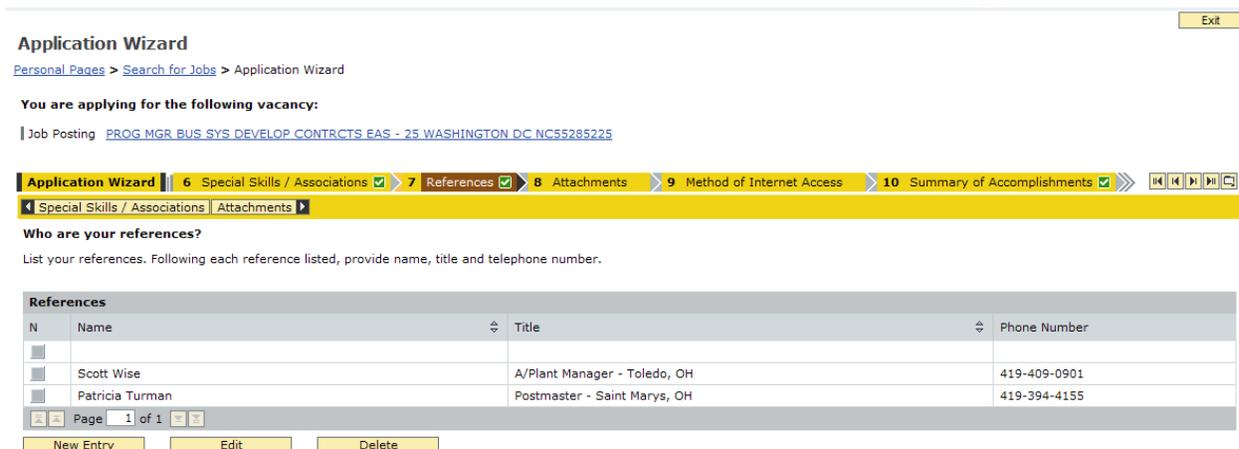


Figure 50 - References tab

On the **Method of Internet Access** tab, make the appropriate selection and click the **Save** button.

Application Wizard Exit

[Personal Pages](#) > [Search for Jobs](#) > Application Wizard

You are applying for the following vacancy:
 Job Posting [PROG MGR BUS SYS DEVELOP CONTRACTS EAS - 25 WASHINGTON DC NC55285225](#)

Application Wizard | 6 Special Skills / Associations | 7 References | 8 Attachments | 9 Method of Internet Access | 10 Summary of Accomplishments >>>

Method of Internet Access

Questionnaire

Method of Internet Access

Please complete the following question.

From where are you currently accessing the internet?

- No entry
- Home
- Family/Friends
- Library
- School
- Work
- Other Public Access
- Other

Save Reset

Figure 51 - Method of Internet Access tab

On the **Summary of Accomplishments** tab, enter the narrative that addresses the KSA’s for the job posting.

Application Wizard Exit

[Personal Pages](#) > [Search for Jobs](#) > Application Wizard

You are applying for the following vacancy:
 Job Posting [PROG MGR BUS SYS DEVELOP CONTRACTS EAS - 25 WASHINGTON DC NC55285225](#)

Application Wizard | 6 Special Skills / Associations | 7 References | 8 Attachments | 9 Method of Internet Access | 10 Summary of Accomplishments >>>

Method of Internet Access | Data Overview

What can you tell us about your qualifications?

Provide a description of your qualifications and accomplishments demonstrating you possess each of the requirements stated on the job posting. These accomplishments may have occurred in various settings (6000 Character Limit).

My background of supervision, both in distribution operations and customer service, has given me a strong foundation with which to build on. In my current position as a distribution operations supervisor, I encounter situations that require an immediate decision to be made in order to meet processing and dispatch timelines. For example, when a machine breaks down, I must take action in order to complete the work on time. The mail must be processed either on a different machine, and/or in a different manner – either way, it must be processed. This usually involves moving personnel from one operation to another, and collaborating with the employees to figure out the best way to finish on time. Getting the mail processed and out the door on time is critical to successful operations on Tour 1 and at downstream facilities. However, nothing is more important than the safety of employees. I take safety very seriously by ensuring that all employees receive (at least) weekly safety talks and videos, and by monitoring performance on a daily basis. When I see a potential hazard, I always ensure that it is properly handled, and when it is an employee performing his or her job in an unsafe manner, I let them know what they are doing wrong, how the potential hazard could harm them or others, and how to correct the hazard.

Another important aspect of my current position is proper planning and scheduling of work. It is vital that work hours are in line with the workload, both at specific times during the tour, and in the longer term, such as weekly and yearly. During FY 2006 as a customer service supervisor in Findlay, OH, I was responsible for the management of the (function 4) clerks. Through the use of proper scheduling and matching work hours to workload, function 4 work hours came in at -0.2% below Plan, and

Save

Figure 52 - Summary of Accomplishments tab

On the **Data Overview** tab, ensure that all of the information is correct. If something is not correct, go back to the appropriate tab and update the information. When you are satisfied with the application, click the **Finalize Application** tab.

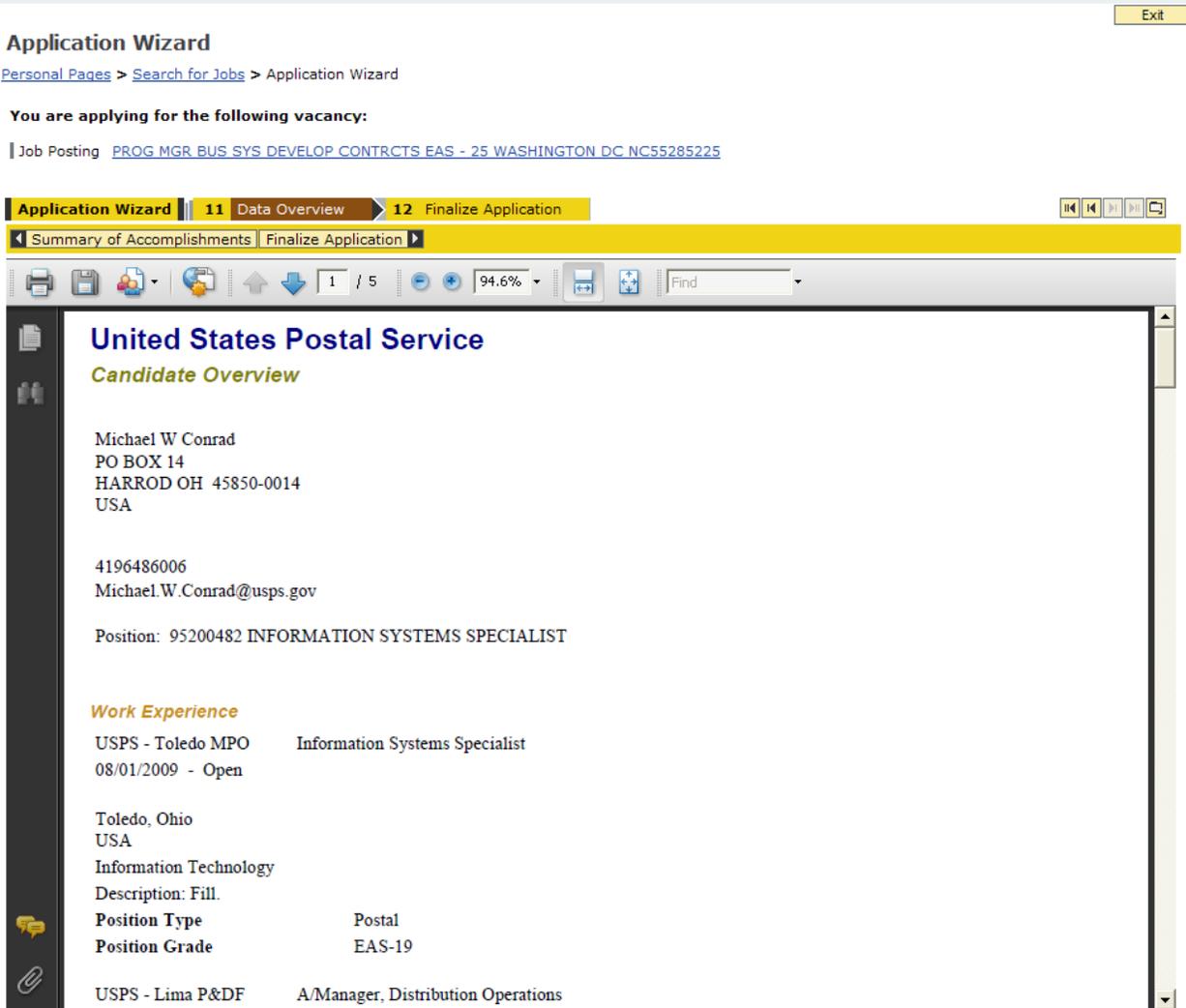


Figure 53 - Data Overview tab

When everything is complete, click **Submit**.

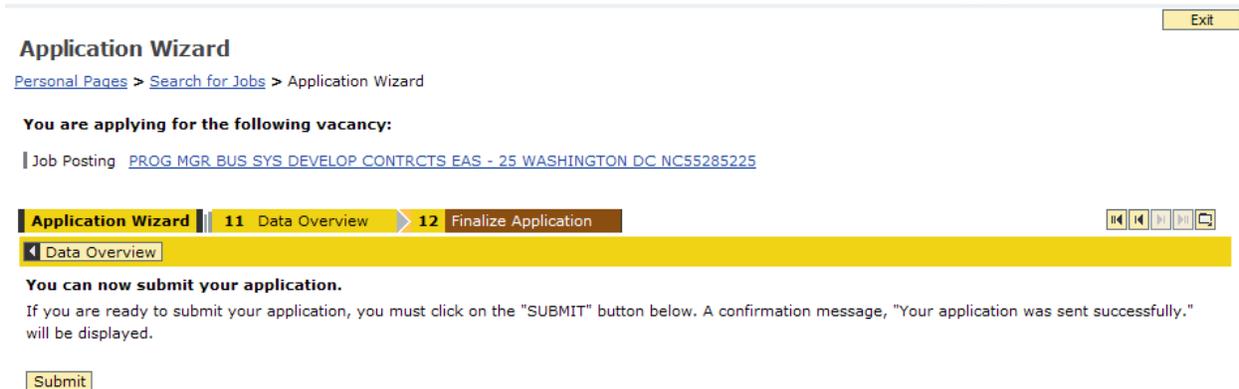


Figure 54 - Finalize Application tab

Verify that the application was submitted by clicking **Personal Pages** in the navigation bar. Click **Applications** to view all previous and current applications.

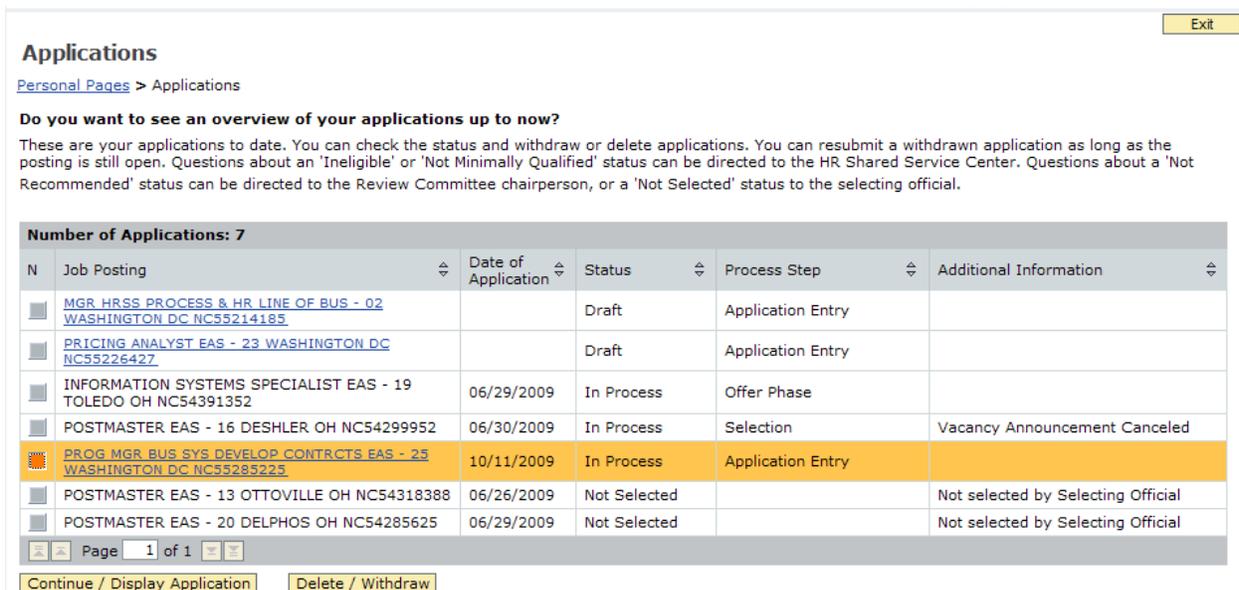


Figure 55 - Verifying the application

Congratulations! The job application process for the USPS is now complete. Hopefully this guide has proven helpful – contact your local District Human Resources Specialist for additional help using eCareer.

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