

Tips for Applying for a UNITED STATES POSTAL SERVICE Position

Job requirements and information that you will need before creating your profile:

- You must be 18 years at the time of appointment or 16 years with a high school diploma.
- You must be a United States citizen, a lawful permanent resident alien (i.e., possession of a "green card"), a citizen of American Samoa or any other territory owing permanent allegiance to the United States. Individuals solely granted asylum status, refugee status or conditional permanent resident status is not eligible for Postal Service employment.
- Males born after 12/31/59 must be registered with the Selective Service System. (visit www.sss.gov to obtain it)
- Basic competency in English
- Must complete a background check & drug screen prior to employment. (A more extensive criminal history check is completed at employment)
- A safe driving record is required for employees who drive at work (i. e., carriers, motor vehicle operators, etc.).
- A medical assessment is conducted to determine medical suitability for a specific position. It provides the selecting official with information about an applicant's ability to perform the functions of a particular job.
- The complete addresses that you have lived in for the past 5 years.
- The employment information for the last 7 years or to their 16th birthday, whichever is most recent; (no gaps of employment more than 30 days) including complete names, addresses and phone numbers of previous employers, description of job duties and <u>reason</u> for separation; <u>voluntarily resigned</u> is not acceptable, instead write; resigned because ... fill in the blank. If unemployed, must use home address in the address section. If you have been fired from a job, please include a reason as well.
- Education Information; including high school.
- If you were <u>ever</u> convicted of a crime that has not been sealed or dismissed etc, you must provide the conviction information and or if you are currently under changes; the charge information. <u>You will need to bring the court documents for ALL convictions and current charges to the interview; if you are selected for an interview.</u>
- If you are a veteran, have a scanned copy of your DD214/Disability Rating (if applicable) to upload to your profile. We require Member 4 copy for all years of Active Duty. Do not include the disability rating letter that identifies the disability.
- You must have an email address to apply for a job or to create a Candidate Profile.

Visit www.usps.com/employment to create your profile and apply for USPS jobs 24/7

- You may review job opportunities and apply for jobs whether or not you have your own computer. Public libraries, schools and state unemployment offices all have computers which applicants can use for free. Many other facilities offer computers for use for a fee (cyber cafés, coffeehouses etc). Because you have your own User Name and password, you do not need to use the same computer.
- Keep a record of the email address you provided. You will be contacted at that email address with information about your application status throughout the entire selection process. You cannot create another Candidate Profile with the same email address.
- <u>Keep a record of your User Name and Password.</u> This will allow you to reuse much of the information that you have entered to monitor the status of your application or apply for additional positions.
- To conduct a search for jobs; Use Location (State Name) for searches. Do not use the City, ZIP Code™ fields or Functional Area Fields.
- Read the job posting information before you start completing your application. Important instructions, contacts and required information are on the job posting itself. It is a good idea to <u>print</u> the job posting before you start your application to give you a reference.
- We do not charge a fee to take an exam or apply for a position with the United States Postal Service. If you have concerns about a company's advertisement for employment services, contact: Federal Trade Commission: 1-877-FTC-HELP (382-4357) or on the Internet at http://www.ftc.gov and select consumer complaint.
- Not all browsers support the application. For Linux and Mac OS X operating systems, only the Mozilla 1.7.5 and Firefox 1.0 browsers are supported. For Apple's Leopard OS, you will have to set your browser to enable java scripting.

Submitting your Application

- Q. Where can I find the status of my application?
- A. You can find the status of your applications by selecting the <u>Job Opportunities Tab</u>. Once on that tab, the <u>My Applications</u> link will appear in the navigation bar. This will provide a list of applications and their status.
- Q. Why is my application still in draft status?
- A. The application was not fully complete or was not successfully sent. In order to submit an application, all the required boxes must be checked, and the applicant must go to the <u>Send Application Tab</u> and confirm that the application should be sent. If any



required information is not completed in the application, a warning message will appear. The applicant must check each tab, provide the required information and resubmit the application. If your Candidate Profile is LOCKED it was not submitted and cannot be reviewed by postal personnel who may be seeking applicants to fill specific positions. You unlock your profile as part of submitting an application or when you complete your Candidate Profile. Your Candidate Profile remains "Locked" until you:

	Check	the box,	labeled	"Release	my Prof	file" on	the Send	Applicat	ion Ta	ab or	
П	Check	the box	"Release	Profile"	on the R	Review	and Relea	se Tab o	n the C	Candidate	Profile

Checking this box will release your data. Remember to click on Send Application to apply for a specific position.

If the application was successfully submitted, you will receive an email (within minutes); at the email address you provided. If you have an email "spam" filter, the acknowledgement may land in your email "spam" folder. To be certain that the application was submitted, click On the Job Opportunities Tab, Click on My Applications and all of your applications and their status will appear on this page.

Forgotten Password

- Q. I have forgotten my User Name and password. What should I do?
- A. You can retrieve a forgotten User Name or password by:
 - 1. Selecting <u>User Name forgotten or Password Forgotten link</u> that appears in the lower right of the Logon Page
 - 2. Enter the email address that you specified in your when you first applied or registered.
 - 3. Follow the instructions on the screen.

Instructions to reset your password will be emailed to you. Follow the instructions in the email to change your password. Please change your password to something you will remember and write it down for future use.

Assessments and Examinations

- Q. I am applying for a job that requires Exam 473. What are the steps in this process that must be completed in 7 days?
- A: <u>An email invitation will be sent to the email address you provided within a day of your application submission.</u> The assessment process for Exam 473 includes three specific steps.
 - 1. Step 1 Establish your assessment account and provide some basic, voluntary information about you.
 - 2. Step 2 Complete an online assessment (you are allowed a maximum of 90 minutes to complete the assessment).
 - 3. Applicants who successfully complete the online assessment are invited to schedule themselves to complete the last step in the process, a proctored assessment. The proctored assessment will take approximately 90 minutes and must be completed at an approved location by trained personnel; you will get an email with the results immediately after the exam.
- Q. I took a Postal Examination a while ago and passed. Do I need to take the examination again?
- A. If your score is still in an active eCareer candidate profile, then you do not need to take the examination again. Log into that profile to search and apply for additional jobs.

If you do not have an active eCareer candidate profile, then you will need to create a new profile and take the exam again. For example, when you are hired into a USPS job, your candidate profile is converted to an employee profile. The system will not allow you to apply for externally posted jobs using your employee profile. Therefore, you will need to create a new candidate profile and take the exam again. Your new profile cannot have the same email address as your previous profile.

- Q. I applied for a job requiring an assessment, and was told that I must finish the assessment process within 7 days of submitting my application. What if for some reason I am unable to complete the assessment process within the specified time frame?
- A. If at any time you need assistance or special consideration with scheduling your assessment, <u>submit your request to the technical support e-mail address provided in the messages you received related to the assessment process</u>. If you are not able to complete the assessment process within the time allowed for this specific vacancy, then you will be removed from consideration for that particular job application. However, you will not be prevented from applying for another job opportunity to restart the process. You may apply for other job opportunities and complete the required assessment for the next job for which you apply.
- Q. What do I do if I forgot my Login ID/password for my assessment account?
- A: Return to the assessment vendor website to retrieve your assessment account information. Go to https://uspscandidate.psionline.com. For Password: Click Forgot Password and enter Login ID, Last name and click continue.