

## What Do I Need To Do? (4 Steps)

1. Access **eCareer** website - [www.usps.com/careers](http://www.usps.com/careers)  
Ensure you are in the correct site – Type address into the web browser address line. **If the website asks for a fee, you are not in the correct website.**
  2. **Register** – Under “USPS Account” select either **Create an account or Log in to Your Account** if you have registered or applied with USPS before. Sign in with your User Name and Password.
  3. **Create your Candidate Profile** – The system will walk you through your Profile Roadmap. Please enter/update your profile with the most information.
- NOTE: Your employment history must be complete with **no time gaps**. If you leave time gaps, you will not be able to save and/or submit.
4. **Search & Apply** - After you have registered and completed your Candidate Profile, you are ready to login and search and apply for job postings. After you login, click on **“Search Now”**. You can search by keyword, location, and/or functional area.

## How Do I Access & Register?(Steps 1&2)

- Access eCareer website  
[www.usps.com/careers](http://www.usps.com/careers)
  - Click on “Create an Account” located under USPS Account.
  - **Complete the Registration section** (Name, User Name/Login ID, Password, email address). To make the process easier for you in the future, most of the information you provide will be maintained in your candidate profile. The next time you apply for a job, this information will be filled in automatically for you on the application screens. You will be able to make changes as needed. Be sure to save your user name and password for quick access back to our site.
  - **Your Login ID must consist of at least six characters. Your Password must contain at least fifteen characters, one UPPER Case character, one lower case, one symbol and one number (1, 2, 3, etc.). The first three characters cannot be identical.**
  - Make sure that the specified email address is correct. Your email address will be used to contact you about US Postal Service employment.
- .Click on **“Register”**.

## How do I complete my eCareer Profile? (Step 3)

Your eCareer Profile consists of the below sections:

Click on **“SHOW ROADMAP”** located at the top of the page to display the complete list of sections.

Items marked with an asterisk (\*) are mandatory and must be completed to move on to the next page.

### PERSONAL DATA

- Please check the box if the mailing address is the same as residence.
- All communication related to your candidate profile will be sent to the email address listed. Please take care to ensure that the email address you are using is valid and remember to check it regularly for information regarding your registration.
- Primary phone number is a required field. Phone numbers must be entered using the following format 123-456-7890. Please enter “N/A” if Business and Mobile Phone numbers are not applicable.
- When complete, click **“Next Page”**

### WORK EXPERIENCE

- Answer yes or no if you are currently employed or have been employed within the last 5 years.
- If you answered yes, please provide your work history. Select the Add button for each period of work experience to provide a history of your employment starting with your present position and working back 5 years (even if this was before your 16<sup>th</sup> birthday). Make sure you cover 5 years of work history, without date gaps. For any period of unemployment, include an entry with “Unemployed” as the company name. Click **“Save”** after each entry.
- After entering your 5 year work history, answer questions 2 - 5.
- When complete, click **“Next Page”**.

### EDUCATION/TRAINING

- Click **“ADD”** to input Education/Training information.
- Please provide your educational history.
- List all degrees or courses of study you have completed.
- Click **“Save”** after each entry.
- When all history has been completed, click **“Next Page”**.

### GENERAL ELIGIBILITY

Please answer the questions to help determine your eligibility for employment with the US Postal Service. When all information is completed, click **“Next Page”**.

### VETERANS' PREFERENCE

- Please answer the questions regarding Veterans' Preference accordingly.
- When all information is completed click **“Next Page”**.

### ATTACHMENTS

- Attachments are not required unless specifically requested.
- If requested, upload the required attachment.
- When complete, click on **“Next Page”**.

### ASSESSMENTS

- This lists any assessments you have taken and date(s) taken.
- Click on **“Next Page”**.

### REVIEW AND RELEASE

- Click and check **“Release Profile”**.  
**Note: A locked profile will not be accepted for consideration. You must release your profile.**
- A copy of your application is available for printing.
- Click **“Complete”**.

## **YOUR CANDIDATE PROFILE IS COMPLETE** **Now you can apply for open positions.**

You have the option to apply for one or more positions. You will be asked to complete additional tabs when in the Application Wizard.

Refer to the **“How to Search and Apply” (Step 4)** in this brochure for specific information.

**If you need assistance send an email to**  
[greaterbostonhiring@usps.gov](mailto:greaterbostonhiring@usps.gov).

## **CONSUMER ALERT:**

**No fee is required to apply for a  
US Postal Service Exam.**

## How do I Search and Apply? (Step 4)

- Access eCareer website-[www.usps.com/careers](http://www.usps.com/careers).
- Click on **“Search Open Jobs”**
- Use Location (**State Name**) for searches.
- Click **“Start”**.
- To sort jobs by alpha, click on the grey bar (under the Search Results). You may need to use your scroll bars on the right to see all available openings.
- Click on the underlined position name to open the posting. All info regarding this position will be listed.
- At the top of the screen, click **“Apply”**.
- Enter your User Name and Password. **Note:** You cannot apply for positions unless you have created your Candidate Profile.
- Click **“Continue”** to proceed.
- Click on **“SHOW ROADMAP”**
- Previous information from your Candidate Profile will be pre-populated into the application wizard. You may make changes at this time.
- Additional sections to be completed will be displayed including cover letter (optional), Summary of Accomplishments/References, Driver History, Authorization & Release, and EEO & Disability.
- Verify in the **“Send Application”** section, that you have checked off the box next to – “I would like to release my profile so that my data can be considered for other job opportunities as well”.
- Click **“Send Application”**.
- You will be receiving a confirmation e-mail that you have successfully applied as well as instructions for completing an online assessment & exam. Any and all future correspondence will be through your email. If you did not receive the email notification, check your spam folder. Some email notifications have actions you must complete within a specific timeframe.

## Helpful Hints:

- Ensure you are accessing the correct website.
- Keep a record of your username and password.
- Ensure all required fields are completed.
- You must go back at least **5 years** in your work history without any date gaps. This includes periods of unemployment.
- You must unlock your profile before you can submit an application.
- **Candidate Profile is not the actual application.** You must search and apply for any and all job postings.
- Reasons for not receiving notification that your application was received.
  - ❖ You did not apply. You only created your Profile.
  - ❖ You did not completely finish your application. Verify you have completed all sections & required fields and ensure you unlocked your profile.
  - ❖ You did not provide the correct email address.
  - ❖ Your email provider treated the acknowledgement as “spam” delivery or placed the acknowledgment in the “spam” folder of your email.
- **After you apply for a position, if you receive an email notification inviting you take an assessment from <https://uspscandidate.psonline.com> you must first register for an online account. Enter your eCareer candidate ID number and Last Name. (Note: If you have not already created a password, enter the same password you used for your eCareer Candidate Profile). Follow the instructions and timeframes in which to complete the internet online assessment.**
- *If you pass the internet online assessment you will be invited to schedule an appointment at one of our test centers to take the second part of the assessment.*
- If you do not complete the assessment and exam in the required timeframe, your application will be withdrawn and you will need to reapply.



## **eCareer Pocket Guide Candidate Profile & Searching and Applying For Jobs**

### **Greater Boston District External Hiring**

January 2017



**NOTE:**

You **MUST** use  
Internet Explorer 8 or higher, Firefox,  
or Google Chrome, Adobe 7.0 or higher.

The USPS is an Equal Opportunity Employer.