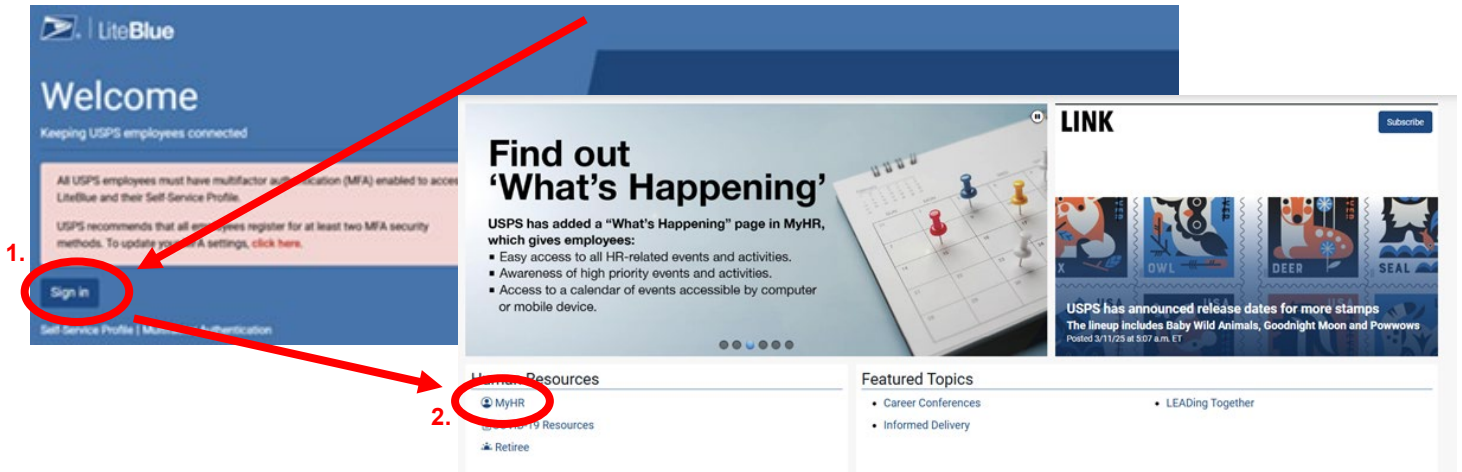# ECAREER ADVICE

HOW TO FIND ECAREER

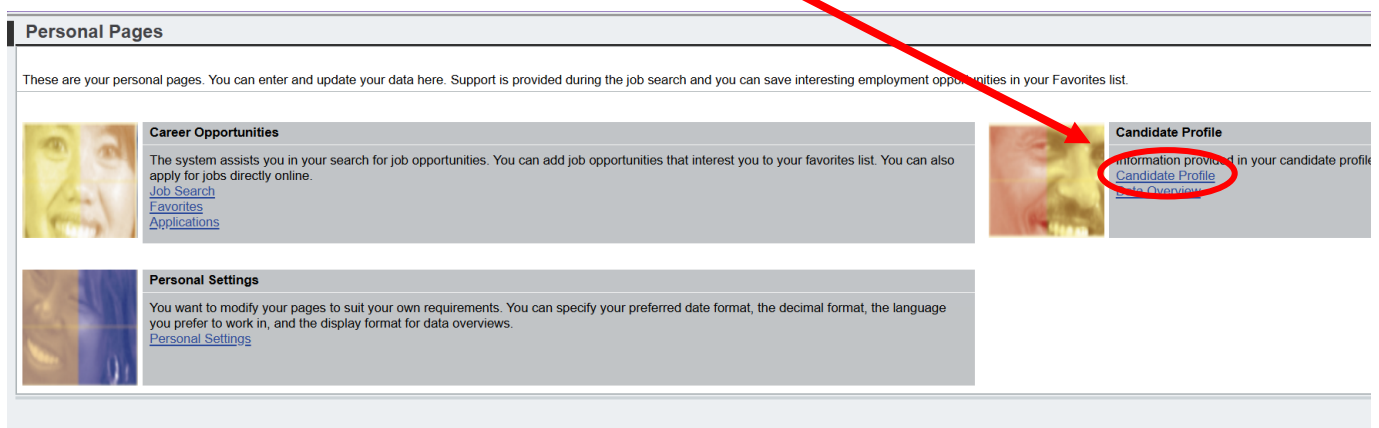- **TO LOG ONTO THE ECAREER PAGE, FOLLOW THIS PROCESS:**

  - Logon at www.liteblue.usps.gov
  - On the main page, click on "Sign In", then click on the "My HR" tab

  - Next, scroll down on the page, and choose "eCareer/LiteBlue"

  - Click on "Candidate Profile" to start creating your candidate profile

WHERE DO I START WITH MY ECAREER?

- ## IT'S NEVER TOO EARLY TO START PREPARING FOR UPWARD MOBILITY IN THE UNITED STATES POSTAL SERVICE

  It's advisable to keep good notes as you learn about your job, your responsibilities and your benefits. One of the most important criteria for being a good Manager is being a good Employee. Take every opportunity to learn everything you can. **Expand your notebook to include the work experiences where you have solved a problem, offered assistance or received recognition.** These will be the scenarios that you use to show your Knowledge, Skills and Abilities, in the requirements section of your management application called an eCareer. When you're ready to start your eCareer, follow these simple steps:

  - ➢ Follow the eCareer Candidate Profile Guide to complete the Profile section of your eCareer. It includes your personal and professional information, USPS job descriptions, previous jobs, education, special skills, training, affiliations and references. Take your time to develop your profile, you will simply update it in future applications, so put the work in here to do a professional job. Once you are ready to search for and apply for positions, return to your eCareer Profile and in the Summary of Accomplishments you will be ready to address the "Requirements" that you will find at the end of the job announcement.

    - o *Be sure to check the Requirements for the specific job you are applying for because they ARE NOT the same for every job.*

  - ➢ **You are limited to 6,000 characters and spaces to give a scenario for each requirement that shows your KSA's.** While NOT REQUIRED, the easiest way to demonstrate your accomplishments are through a *Situation, Task, Action, Result (STAR) format.* You can eliminate the characters/spaces by not typing out the requirement and just numbering each STAR in order. Concisely give an example of the **Situation (a problem),** the **TASK (what needs to be accomplished),** the **Action (what you did to solve the problem)** and the **Results (how it turned out - results that are quantifiable are best - a increase in revenue or productivity, a decrease in accidents, OT, SL, etc).**

  - ➢ It's hard to come up with Labor Relations or EEO scenarios if you have not even had 204b experience. *You are not restricted to USPS examples for STARS.* This is also where you will find your notebook valuable, look back over your notes to find possible examples. You will also find opportunities like Safety Captain, On the Job Trainer, Business Connect, Shop Steward, 204b, HERO or organizational training, to provide good scenarios.

TIPS ON WRITING REQUIREMENTS FOR eCAREER

➢ Start early keeping a file on situations that you face, take action, and have a positive/ corrective outcome.

➢ Read the REQUIREMENTS for the Supervisor or Postmaster level position that you may be interest in, both now and in the next few years.

➢ When you have time, select from your file of situations and practice putting it into the SITUATION, TASK, ACTION, RESULTS Format.
   o Be Very specific, so it is EASY to pick out each STAR step.

➢ Examples that have a quantitative result are best. Increase in sales, productivity, employee retention, scanning, Customer Experience or decreased OT, accidents, unscheduled absences, carriers late returning, C360 cases, etc.

➢ Use USPS language, the programs used to identify the issue/result; those used to research a problem; the drill down process. I know that you may know what you use, but the Board does not know that you know, unless you tell them. So, you did not "find" the package, you used track and confirm, WIMP, DMS, Informed Visibility, etc.

➢ Make sure this is something *YOU DID* and use current situations. If you get to the interview portion, you may be questioned about any of these STAR's. Integrity is not something that is easily restored, so do not lose yours.

➢ If there are Requirements that you do not feel you have a strong STAR, then take advantage of opportunities that allow you to develop them. Safety Captain, OJT, Sales leads, 204b, Amazon Sunday Supervisor, look outside the box - identifying Blue boxes for paint/repair; landscaping at the office; pressure wash, vehicle washing, office cleaning, filing, updating, new ideas....

DO NOT GIVE UP, DO NOT GIVE IN, BELIEVE IN YOURSELF, PREPARE YOURSELF FOR YOUR OPPORTUNITY!

➢ MOVE PAST YOUR eCareer PREPARATION TO INTERVIEW PREPARATION, DEVELOP YOUR ELEVATOR SPEECH, BUILD A NETWORK, LEARN THE NEWEST PROGRAMS, BE AVAILABLE FOR DETAILS, DEMONSTRATE A GREAT WORK ETHIC, SHOW GREAT ATTENDANCE, BE SAFETY CONSCIOUS AND DEMONSTRATE A GREAT ATTITUDE.

KEEP TRYING, THE JOB YOU WON'T GET IS THE ONE YOU DON'T APPLY FOR…
If you've been packing your "Career Bag", you will be ready for the one you do get!

WHAT IS <u>S.T.A.R.</u> AND HOW DO I USE IT

- **IN THE SUMMARY OF ACCOMPLISHMENTS TAB:**

While the STAR (Situation, Task, Action, Result) is NOT required; demonstrating your KSA's (Knowledge, Skill, Ability) to address the requirement is, so STAR format is an easy way to accomplish this.

• SITUATION

Describe a problem/issue which needed attention, identify your role.

   o "As 204b in Posttown, employee availability was an issue"

• TASK

Describe the goal, accomplishment you are trying to achieve.

   o "...impacting carriers making dispatch."

• ACTION

List the steps you took to solve this problem. This is where you are demonstrating your Knowledge, Skill and Ability to positively impact the situation.

   o "I surveyed area offices for available carriers. I used undertime to assign pieces of vacant routes. I used the OTDL to schedule/ call in NSD carriers. Checked WebCoins to identify vacant positions and put in a hiring request."

• RESULT

Describe the accomplishment in a quantitative result.

   o "...the ability to work with area offices to share employees, resulted in borrow carriers to cover vacant routes and carriers returning by dispatch."

Ask yourself about each requirement:
- **What problem or issue did I describe?**
- **What was my goal or proposed solution?**
- **What actions did I take that show Knowledge, Skill and Ability to positively impact the problem?**
- **How did it turn out - in quantitative description?**

WORKSHEET

DATE: _____ **LOCATION:** _____ **LEVEL:** _____

PM: _____ **MPOO:** _____

POTENTIAL QUALIFICATION: _____

SITUTATION

S
_____

_____

_____

_____

TASK

T
_____

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_____

ACTION

A
_____

_____
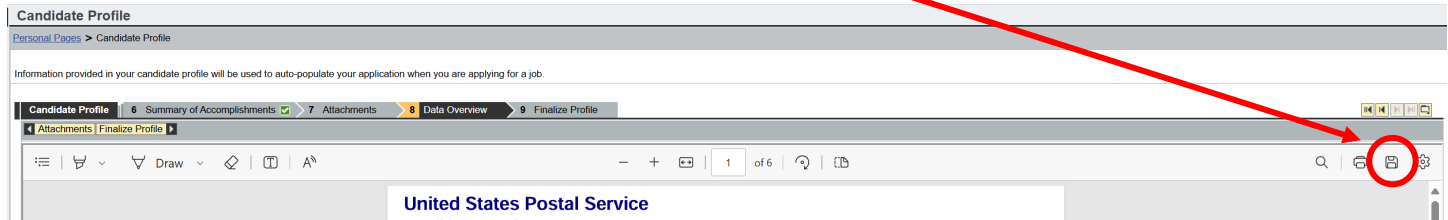
_____

_____

RESULT

R
_____

_____

_____

_____

HOW TO SAVE YOUR CANDIDATE PROFILE TO YOUR COMPUTER
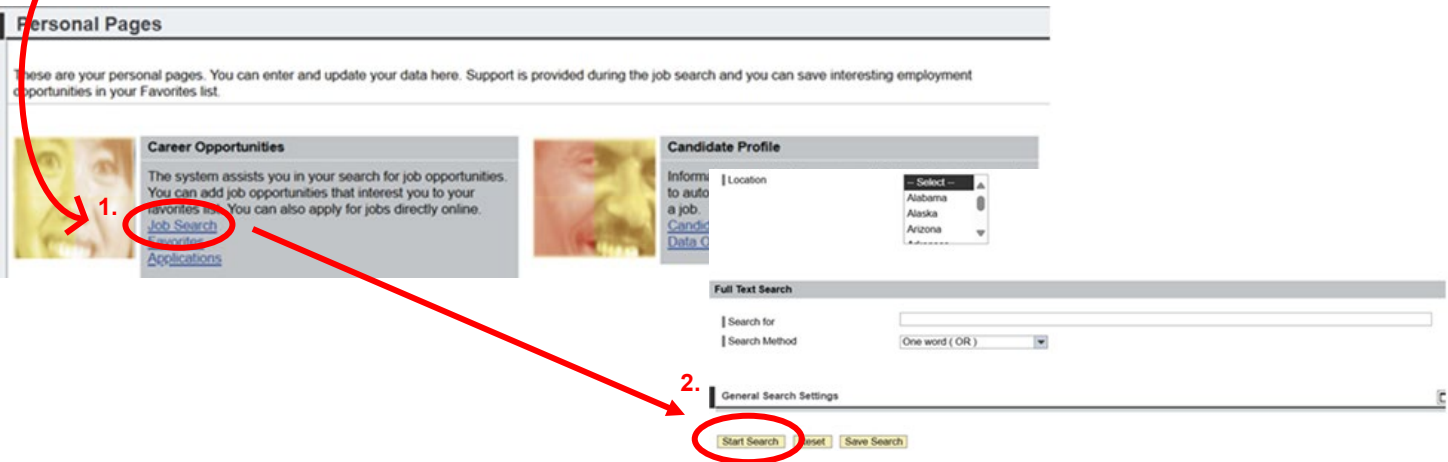
- ## UNDER DATA OVERVIEW:

  - When you want to save your entire profile, click on the Candidate Profile tab; sometimes this takes a minute to display.
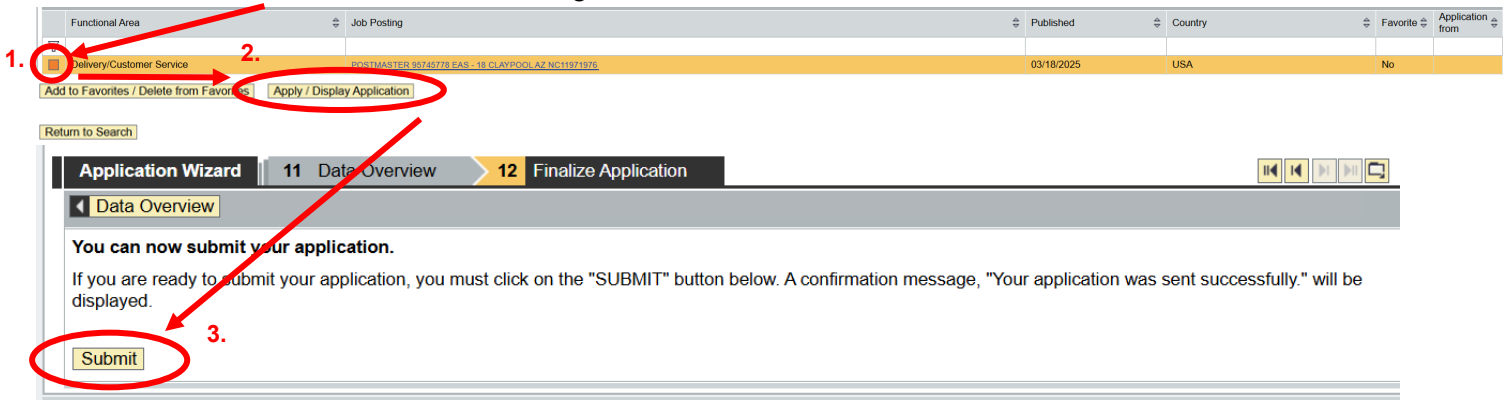 - Click on the save icon to save on your computer

HOW TO APPLY FOR A POSITION

- ## ON THE ECAREER HOME PAGE:

  - Click on Job Search
  - Set your parameter and click Start Search.

- Check the box on the job you would like to apply for and click on the Apply/Display Application button. When the screen changes, click on Submit

HOW TO VERIFY, DELETE OR WITHDRAW YOUR APPLICATION

- ## ON THE ECAREER HOME PAGE:

  - Click on Applications
  - Click on the box in front of the job you are looking for. Choose Continue/Display Application to to display the application or Delete/Withdraw the application.

Personal Pages

These are your personal pages. You can enter and update your data here. Support is provided during the job search and you can save interesting employment opportunities in your Favorites list.

Career Opportunities

The system assists you in your search for job opportunities. You can add job opportunities that interest you to your favorites list. You can also apply for jobs directly online.

Job Search

Favorites

1. Applications

Candidate Profile

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

Applications

Personal Pages > Applications

Job Posting	Date of Application	Status	Process Step	Additional Information
2. POSTMASTER 9587 EAS - NC10168	02/20/2018			

Page 1 of 2

OR

Continue/Display Application   Delete/Withdraw

3.