eCareer Candidate Profile Guide

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U.S. Postal Service

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• Overview

This document guides you through the EAS Internal Selection process through eCareer.

Applying for a job in eCareer is a 4-Step process:

STEP 1 — Build your Candidate Profile

Build your Candidate Profile *before* you apply for a job. The data you provide in the Candidate Profile will automatically populate into a job application if you build your Candidate Profile first. Once you have a profile created in eCareer there is no need to create one again. Instead, you may only need to edit your profile as you add to your experiences through training, detail assignments, promotions, volunteer work, etc.

STEP 2 — Search for a Job Posting

Search for a job posting that may be of interest to you before beginning the actual application process to Apply for a Job Posting.

STEP 3 — Apply for a Job Posting
Answer a series of questionnaires and enter a summary of accomplishments derived from your work experience, training, education, or volunteer work to address the requirements on a job posting.

STEP 4 — Submit your Application

Submit your application *after* reviewing it to ensure that it is current, complete, and accurate. Remember to submit your application before the closing date of a posting.

• Step 1 – Build your Candidate Profile

Access eCareer from LiteBlue. See “Appendix A—Access eCareer From LiteBlue.”

Click **Search and/or Apply for EAS jobs** from the eCareer Home Page. This opens a page with three distinct sections with yellow headers (Career Opportunities, Candidate Profile and Personal Settings).

See ‘Appendix B – Changing Personal Settings and Navigation Notes’ for helpful tips when using eCareer.

Click the Candidate Profile link under the yellow header of the same name on the right side of the page to build your profile.

> **Navigation Note**: You may have to use the scroll bars located on the right and bottom of the page to view the entire eCareer screen.

Information about building your profile is organized in nine (9) sections across a yellow header bar near the top of the page that corresponds to the following sections within eCareer. It is within these sections you enter data in the fields to complete your profile.

• Communication Data

E-Mail - Input an email address to receive eCareer correspondence. **If you are an EAS employee with an “usps.gov” email address, do not change the email address that is pre-populated in this field.**

HELPFUL HINT: If you enter a personal email address, ALL eCareer related notifications will be directed to that email address. This means that if you ever serve on a review committee or are named as a selecting official for any given position, all notifications about the vacancy package will be sent to your personal email address (not your ACE email address). If you have any “restriction” on incoming emails from unknown addresses on your personal email address or auto-delete set up, it is possible you could never see eCareer notifications.

Telephone – number is pre-populated in the **Primary Phone** field.

Address – information is pre-populated in the address fields.

The address and phone number cannot be edited in eCareer. If either is incorrect, change the data by using one of the following five (5) methods:

1. ACE users may log onto the Blue page in the upper left corner by choosing ‘Log On’, entering your Ace User ID and Password. Once logged in with an acknowledgement of your name in the upper left corner (‘Hello…your name), go to the “My Life” tab and under “My Profile” click the link to make changes.
2. From www.liteblue.usps.gov under Employee Apps – Quick Links
3. Make the changes using the Personnel Kiosks, if there is one in your work location.
4. Send PS Form 1216, Employees Current Mailing Address, to the HR Shared Service Center (HRSSC).
5. Call the HRSSC at 1-877-477-3273, Option 5.

Click **Save**. A **Data saved successfully** message appears at the bottom left of the screen.

• Work Experience

Select the button **New Entry** at the bottom of the page. When a Work History page opens, enter your current job information. All fields with a red asterisk * must be completed to proceed to the next screen / next job entry.

***Employer** - use the following format for a postal job: e.g., USPS - Richmond District.

Start and End Dates - enter dates directly into the field in the MM/DD/YYYY format shown, or click on the calendar icon and use the arrows to navigate to the correct month, day, and year. An end date is not required for a current position.

> **Navigation Note**: Although the fields are optional, placing a start / end date for current / past jobs keeps your job record in chronological order for ease of reference.

***Country** - scroll to select **USA**

***Region** - enter the state in which you work in the job. (Note: This field is only accessible after a country designation has been entered.)

***City** - enter the city in which you work(ed) in the job

Functional Area - select the function that best represents the job listed (optional)

Hierarchy Level - select the field that best describes the job listed (optional)

***Job Title** - enter the title of the job held

***Description** - requires a description of your major duties for the job listed

HELPFUL HINT: eCareer does not contain a spell check, word count, or grammar function and the Description field is limited to 1500 characters. Before entering the duties of a job into the Description field, type the information into a Word document and use spell check and other formatting tools to ensure the description and word count are correct. When finished, copy and paste the text from Word into the Description field. Double check the pasted information for accuracy as some characters do not transport from Word into eCareer with the same appearance (i.e., (‘) (“) transpose as (#).)

Position Type - select from the drop down menu (optional)

Position Grade – enter the position grade (e.g., EAS 18) of the job listed (optional)

After completion of all required fields and a check of the data for accuracy, click the **Save** button. The page reverts to the **Work Experience** main page where a line entry is visible for the job entered.

> **Navigation Note**: To Edit or Delete a Work Experience entry, click the grey square to the left of the line to edit / delete; the line becomes orange; click the Edit or Delete button at the bottom of the page to make changes in the necessary field.

Click the **New Entry** button to enter another job. Continue the steps above until you list and **Save** all work experiences. If you click **New Entry** and do not need to input data, click **Cancel** to return to the section header bar. Each page within the sections holds 10 rows of data. Once 10 rows of information are met, use the up and down arrows in the grey bar at the bottom of the rows to move between pages.

Navigation Note: Three (3) choices exist to navigate forward and backward in the header bar. After completing fields within each section, click **Save**. (1) Candidate Profile page displays the yellow header bar. (2) Previous and next section - pale yellow second line just under the main header bar - available for navigation; i.e., Communication Data and Education, or (3) Arrows to the far right of the header bar - move from section to section (i.e., from Work Experience to Education, from Special Skills / Associations to Summary of Accomplishments, etc).

• Education

Select **New Entry** at the bottom of the page. All fields with a red asterisk * are self explanatory and must be completed to proceed to the next section.

***Name of Institute** – enter the name of the institution of learning

Start Date / End Date - (as applicable)

HELPFUL HINT: If a degree is not complete, leave **End Date** blank. The word **Open** for the end date will appear on the Candidate Profile.

***Country** - scroll to select **USA**

***Region** - enter the state in which the education took place

***City** - enter the city in which the training took place

***Education Type** – choose from the drop down menu

***Education Level** – choose from the drop down menu

***Field of Education** – choose from the drop down menu

Subject, Description and **Street/House** fields are optional.

Click **Save** after entry completion

Click **New Entry** to add data for another education type. Continue the steps above and **Save** after each entry. If you click **New Entry** and do not need to input data, click **Cancel** to return to the header bar.

• Training

See “Appendix C—Locating Your Training Record”.

Select **New Entry** at the bottom of the page.

Start Date / End Date - (as applicable)

Training Facility - enter the name of the location where training occurred; e.g., Richmond District.

Course Name - training courses can be entered for the past 15 years. It is recommended you not enter training courses older than five (5) years. If you are building your profile to apply for a specific job, enter only the course(s) most pertinent to that job.

Click **Save** after each training entry. Click **New Entry** to enter additional training information.

• Special Skills/Associations

Enter specialized skills, awards, honors, projects, memberships in civic organizations and professional associations in the narrative box.

HELPFUL HINT: see **HELPFUL HINT**: Work Experience. The Special Skills / Associations field is limited to 2000 characters. Double check the pasted information for accuracy as some characters do not transport from Word into eCareer with the same appearance (i.e., (‘) (“) transpose as (#).)

Click **Save** after completion

NOTE: This is *not* the place within the Candidate Profile to enter detail assignments or special projects.

Navigation Note: Three (3) choices exist to navigate forward and backward in the header bar. After completing fields within each section, click **Save**. (1) Candidate Profile page displays the yellow header bar. (2) Previous and next section - pale yellow second line just under the main header bar - available for navigation; i.e., Communication Data and Education, or (3) Arrows to the far right of the header bar - move from section to section (i.e., from Work Experience to Education, from Special Skills / Associations to Summary of Accomplishments, etc). (i.e., from **Special Skills / Associations to Summary of Accomplishments**, etc)

• Summary of Accomplishments

Creating your Candidate Profile for the first time - the Summary of Accomplishments field is blank. Use the **HELPFUL HINT**: Work Experience to create a summary of your accomplishments in a Word document and copy and paste into this field. The character limit is 6000.

Applied for a previous posting – the last summary of accomplishments entered for a specific posting appears in the field. You may edit previous submitted summary of accomplishments here or use the **HELPFUL HINT**: Work Experience method of creating a new summary of accomplishments in a Word document; copy and paste into this field.

The summary of accomplishments must address all the Qualifications / Requirements listed on the posting, if applying for a specific position.

HELPFUL HINT: To be successful in your job search, you must convince the reviewers through the information you enter in the various sections within the Candidate Profile that you have the qualifications and requirements necessary to perform the job.

Click **Save** after completion, and look for the message, **Data saved successfully** at the bottom left of the page.

Attachments

Only attach electronically-stored documents when “additional documentation” (i.e., test results, work samples, etc.) is requested in a job posting.

Click **Add Attachment**

Attachment Type – select from drop down menu

Language – default to English

File - click **Browse** to locate the file to attach. Highlight the file and choose **Open**. The file path to the attached document appears in the **File** field.

Document Title - enter the Name of the Document

Click **Save**

NOTE: This is *not* the place to attach additional information to your Summary of Accomplishments. The Summary of Accomplishments field is limited to 6000 characters.

- ## Data Overview

Once you click on the **Data Overview** section, please be patient while the page(s) load. There may be many pages to download, depending on the volume of data entered in the previous sections. The information you entered through the previous sections appears. Review all pages of the Data Overview for accuracy and completeness.

To make changes, click the corresponding section for the information you need to change (i.e., necessary changes in Education data – click Education in the header bar), make any necessary change(s) and click **SAVE**. Click **Data Overview** in the header bar to review the changes. Repeat as necessary until satisfied with your Candidate Profile.

Data Overview example:

United States Postal Service
Candidate Overview
First Name, Middle Initial and Last Name
Candidate Street Address
City, St, ZIP+4
USA

Telephone number
E-mail address

Position: (position number and title of your current *permanent* position)

Work Experience:
Education:
Special Skills / Associations
References: (blank field or populated if applied for a specific position in the past)
Attachments:
Training:
Summary of Accomplishments:

Applications: (blank field or populated if applied for specific positions in the past. This information does *not* appear on the application seen by a Review Committee Member / Chairperson and/or Selecting Official when applying for a specific position.)

- ## Finalize Profile

Finalize Profile - Click **Finalize Profile** in the header bar

Confirm Profile Complete – click the box next to the statement: "I have completed my profile and want my profile to be used for job considerations." (**Note**: if the box is *blank* a notice appears in bold red at the top of the Data Overview first page that reads "**The Candidate's profile is locked**." Once the box is checked the notice is removed from the first page of the Data Overview.)

Data Privacy Statement – click the link to the Data Privacy Statement to read the Privacy Statement.

Click the box next to the statement: "Yes, I have read the data privacy statement and I accept it."

Click **Save**

Congratulations! You have successfully completed your Candidate Profile in eCareer

Navigation Note: Click Personal Pages in the upper left-hand corner of the page to return to the Main page. This link serves as the "Back button" to return to the initial eCareer Main page. You can proceed in your job search by choosing Job Search under the Career Opportunities header to begin the application process.

Choosing the "Exit" button in the upper right corner removes you from LiteBlue.

• Step 2 - Search for a Job Posting

Access eCareer from LiteBlue. See “Appendix A—Access eCareer From LiteBlue.”

Click **Search and/or Apply for EAS jobs** from the eCareer Home Page. This opens a page with three distinct sections with yellow headers (Career Opportunities, Candidate Profile and Personal Settings).

Click the Job Search link under the Career Opportunities header on the left side of the page.

> **Navigation Note**: You may have to use the scroll bars located on the right and bottom of the page to view the entire eCareer screen.

Search Query - selected criteria from previous job posting searches is saved here if the **Save Search** button is selected after completing a search (use following steps to Search Criteria for Employment Opportunities to create a search that can be saved as a Search Query). Use the drop down menu to select a previous job posting search you created.

Search Criteria for Employment Opportunities -

> **Functional Area** - click on a choice from the drop down menu (the area in which the job will be performed)
>
> **Hierarchy Level** - click on a choice from the drop down menu (category of the position)
>
> **Contract Type** - select from the drop down menu (as applicable to the choices made above)
>
> **Location** - select the state in which to search (searches are limited to 10 pages)

Full Text Search – *not recommended*; the search criteria has to match a job posting character by character, including identical spacing, to tie the search to a job posting.

Start Search - click the box in the lower left of the screen. Depending on the number of job postings applicable to the search criteria, multiple pages of job postings can return.

HELPFUL HINT: If the search returns empty, redefine the search by using broader boundaries, or there may be no current job postings in the location or at the level for which you searched. Select the **Return to Search** box to search again.

> **Navigation Note**: Click the arrows in the “Functional Area” column to go from page to page, or use the up and down arrows in the grey bar at the bottom of the job posting results. Use the up and down arrows next to each column title to sort the job postings. You can only apply for one job posting from each search conducted. To apply for multiple job postings, another search must be conducted for each job posting.

Apply / Display Application button function:

Apply for an Application - Click the grey box to the left of the line item to select a specific job posting for your application. The job posting selected will highlight to orange. Click the Apply / Display Application button. The **Application Wizard** page is displayed with a series of section choices in the header bar (Communication Data, Work Experience, etc.) to populate for the application.

Display an Application, click on the blue underlined name, city and job posting number in the Job Posting column of the job search results page. The job posting will appear for review. Use the **Continue Application** or **Apply** button(s) – as applicable) from this view of the job posting to apply for the job posting selected. Click Job Search (top left of page) to return to the job postings page.

Add to Favorites / Delete from Favorites button function:

Add to Favorites – click the grey box to the left of the job posting to highlight the line to orange. Click the **Add to Favorites / Delete from Favorites** button. **Data saved successfully** is noted to the bottom left of the button. This action places the job posting in the Favorites link found under the Career Opportunities header on the eCareer Home Page.

Delete from Favorites – click on the **Add to Favorites / Delete from Favorites** button to remove a job posting placed in the Favorites link found under the Career Opportunities header on the eCareer Home Page.

To view the job postings placed in Favorites from the **Add/Delete from Favorites** function in the **Job Search** page, click the **Return to Search** button; click Personal Pages link in the upper left corner to return to the eCareer Main Page; click Favorites under the Career Opportunities header to view job postings placed as Favorites.

Apply / Display Application - from Favorites, follow the **Apply for an Application / Display an Application** steps above.

• Step 3 - Apply for a Job Posting

Step 2 - Search for a Job Posting must be completed before you can begin **Step 3 – Apply for a Job Posting**. Applying for a job is organized in sections within the header bar, as detailed below.

• Notes

Notes about Application Wizard – the information in **Notes** provides a guide concerning the requirements in an application and how to navigate through the system.

> **Navigation Note**: If you created a Candidate Profile before searching for and applying for a job, green checkmarks appear in the header bar sections indicating a page already has data stored. Sections 2 through 6 from the Candidate Profile will automatically populate an application. The ability to edit within these sections is available by clicking the applicable section in the header; use the **New Entry**, **Edit**, or **Delete** buttons as applicable; click **Save** when making any changes.

• Communication Data

See Communication Data, from Step 1 – Build your Candidate Profile.

• Work Experience

See Work Experience, from Step 1 – Build your Candidate Profile

• Education

See Education, from Step 1 - Build Your Candidate Profile.

• Training

See Training, from Step 1 - Build Your Candidate Profile.

> **Navigation Note**: Three (3) choices exist to navigate forward and backward along the header Tabs. (1) The Candidate Profile page displays with a yellow band of Tabs. (2) The previous and next Tabs relative to the current Tab - pale yellow on the second line just under the main header - is available for navigation; i.e., Special Skills/Associations and Attachments, or (3) Use the arrows to the far right of the header to move from page to page (i.e., from **Special Skills / Associations to References**, etc).

- ## Special Skills / Associations

If you previously created your Candidate Profile, you may not need to enter information in this field. This is a free text field where you have the option to list your special skills and associations that may not be noted elsewhere. Click **Save** after entering new information or editing existing information. Look for the message **Data saved successfully**.

NOTE: If you do not have a green check mark on this section in the header bar, proceed to **Step 1 - Build Your Candidate Profile**.

- ## References

Click **New Entry**, and enter the First and Last **Name**, job **Title**, and **Phone Number** of people who can speak about your work performance as it pertains to the job posting for which you are applying.

Click **Save** between entries.

To edit an existing entry, click the grey box to the left of the referenced individual to highlight the line to orange. Click **Edit**, (make changes) or click **Delete**. Click **Save** if you enter or edit data.

- ## Attachments

Use this field to attach electronically-stored documents to supplement your data when "additional documentation" (i.e., test results, work samples) is *requested* in the posting. *Do not attach documents that are not requested on the job posting*.

Click **Add Attachment**.

Select **Attachment Type** from drop down menu.

Next to **File**, click **Browse** to locate the file you want to attach.

Enter Name of Document in **Document Title**.

Click **Save.**

NOTE: This is *not* the place to attach your Summary of Accomplishments.

- ## Job Title Questionnaire (as applicable to specific jobs)

Click the box next to the answer that indicates your education, training, and/or experience in that task or subject.

Click the button next to the answer that indicates the correct yes or no response based on your education, training, and/or experience in that task or subject.

Click **Save**, and look for the **Data saved successfully** message at the bottom left of the page.

• Method of Internet Access

Click the button next to the answer that indicates the location from which you are accessing the Internet.

Click **Save**, and look for the **Data saved successfully** message at the bottom left of the page.

Navigation Note: To view additional Tabs within the header sections you may need to use the arrow icons located in the upper right-hand corner located at the right of the tabs. The fifth icon, which looks like a white box, displays all Tab names in a drop down menu. You can select the Tab name and go directly to that Tab.

• Summary of Accomplishments

To address each Qualification/Requirement from the job posting, click on the blue underlined job posting link found at the top of the page. You can print the job posting, if necessary, to reference the Qualifications/Requirements when you compose your narrative Summary of Accomplishments.

The Summary of Accomplishments must address all the Qualifications/Requirements listed on the job posting. You must convince the reviewers through the information you enter in the Summary of Accomplishments that you have the qualifications and requirements necessary to perform the job.

Describe your qualifications for the job posting by providing a brief description of your accomplishments in a narrative format (e.g., résumé). You must demonstrate that you are prepared by your past performance, education, and training to meet each of the requirements stated on the job posting. Unlike the PS Form 991, more than one requirement can be addressed in each situation you describe to demonstrate your ability. For example, you may have managed a situation in which you can demonstrate Leadership, Communication Skills, and Safety Awareness.

Click **Save** when completed and look for the **Data saved successfully** message at the bottom left of the page.

HELPFUL HINT: eCareer does not contain a spell check, word count, or grammar function and the Summary of Accomplishments field is limited to 6000 characters. Before entering the Summary of Accomplishments in eCareer, type the information into a Word document and use spell check and other formatting tools to ensure the information and word count are correct. When finished, copy and paste the text from Word into the Summary of Accomplishments field. Double check the pasted information for accuracy as some characters do not transport from Word into eCareer with the same appearance (i.e., (‘) (“) transpose as (#).)

Navigation Note: To view additional Tabs in the header bar you may need to use the arrow icons located in the right corner located at the right of the tabs. The fifth icon which looks like a white box, will display all Tab names in a drop down. You can then select the Tab name and go directly to that Tab.

- ## Data Overview

The Data Overview may take a minute to display depending on your Internet connection, the amount of data you entered and traffic on the network. Please be patient.

Verify all the information you entered for the job posting through Data Overview.

If you need to make a change, click the arrow icons located in the upper right corner at the right of the Tab header bar. The fifth icon displays all Tab names in a drop down menu. You can select the Tab name and go directly to that Tab. Select the line item you need to edit, make your change, save, and continue.

View your application again after editing by clicking **Data Overview**.

• Step 4 - Submit your Application

• Submit Application (Finalize Application)

When the page opens – and you have completed **Finalize Profile** found in the Candidate Profile guidelines – click **Submit**.

Look for **Data submitted successfully** message at the bottom left of the page to ensure you were successful in submitting your application.

If you do not click **Submit**, your application will remain in a 'Draft' status and will not be forwarded to the Selecting Official or Review Committee.

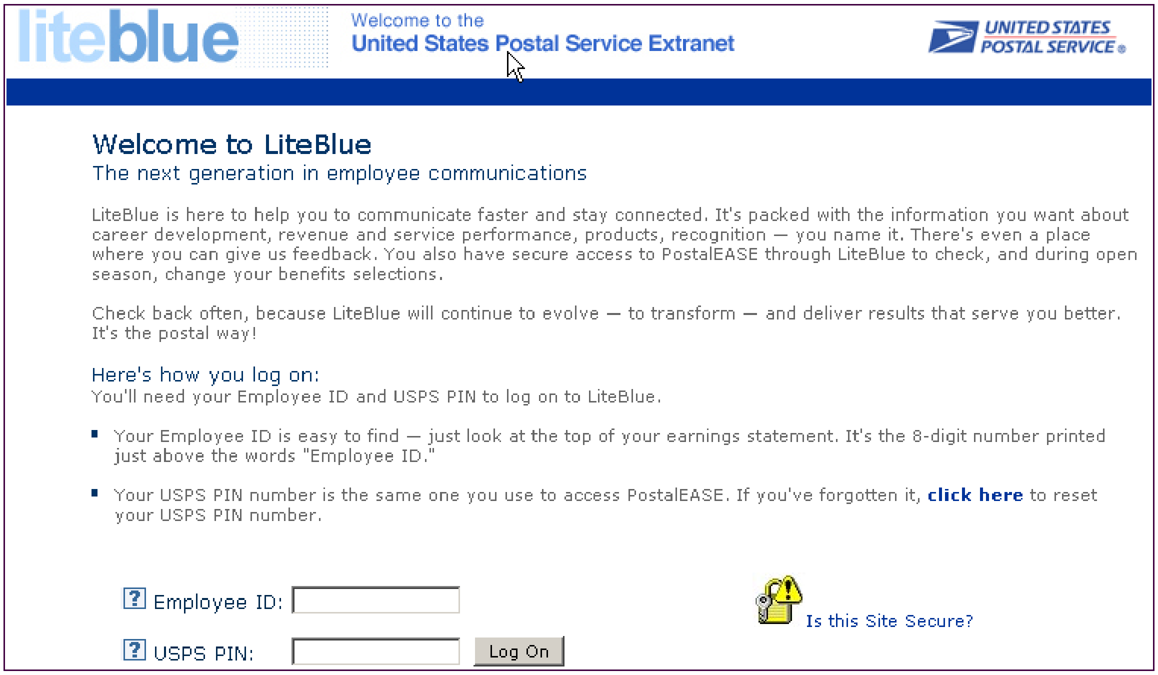
Remember to submit your application before the closing date on the posting.

An e-mail message will be sent to the email address listed in the **Communication Data** field to confirm your application was submitted successfully.

If you have not clicked **Submit** in the Submit Application Tab, you can exit the Application Wizard and continue later. However, your application will remain in a 'Draft' status and the Selecting Official or Review Committee cannot see your application until you have clicked **Submit** prior to the closing date of the posting.

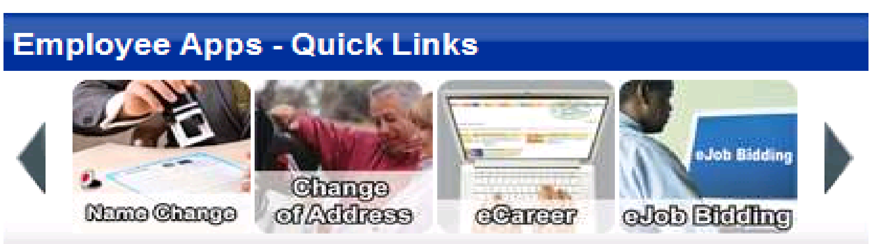
Appendix A—Access eCareer From LiteBlue

Log onto your Internet browser. Type the URL to LiteBlue into the address bar: www.liteblue.usps.gov.



Type your Employee ID (8-digits) and USPS PIN; click **Log on**. LiteBlue home page displays.

Click on '**eCareer**' from the Employee Apps – Quick Links carousel.



Appendix B—Changing Personal Settings and Navigation Notes

Changing Personal Settings from the Personal Pages at the eCareer Home Page - yellow header:

Click **Personal Settings** from the eCareer Home Page under the yellow header of the same name.

Basic Settings – are automatically set to default to the correct settings. They do not need to be changed.

Date Format - recommended to be set at MM/DD/YYYY. Use the drop down menu to make your selection.

Decimal Notation - recommended to be set at two places with commas (i.e., 1,234,567.89). Use the drop down menu to make your selection.

General Settings - are automatically set to default to the correct settings. They do not need to be changed.

Display Format for Data Overviews - can be set to HTML or PDF. PDF is recommended. Use the drop down menu to make your selection.

HELPFUL HINT: Users find that changing the Display Format for Data Overviews to PDF is required for successful printing of their Data Overview.

Preferred Language - default language set to English - only language available.

Printer Settings - can be tailored to the **Output Device** for your computer. Use the binocular icon to the right of the **Output Device** field to **Search for Printers**. Click the **Start Search** bar to display a list of printers connected to your computer. Click on the grey button to the left of the printer of your choice (or choose Local Printer – most preferred choice). The line becomes orange. Click the **Choose** button to make the printer choice. The page reverts to the Personal Settings page and the printer device is displayed in the **Output Device** field.

Click the **Save** button to save the settings on the **Personal Settings** page. Click the underlined – highlighted Personal Pages breadcrumb under the Personal Settings header on the page to return to the eCareer Personal Pages.

Navigation Note: Navigate through the Candidate Profile and Job Application Tabs:

1- Select the Tab names along the top of the page (i.e., 1-Communication Data Tab, 2-Work Experience Tab, etc). The Tab color changes to brown on the Tab being used.
2- Use the two Tab boxes under the Tab header - previous and next Tabs in relation to the Tab currently being used. Clicking the previous Tab moves back one Tab; clicking the next Tab moves forward one Tab.
3- View additional Tabs - use the arrow icons located to the far right of the Tabs. The fifth icon (white box) displays all Tabs in a drop down format. Select a Tab name from the drop down list to go directly to that Tab.

Appendix C—Locating your Training Record

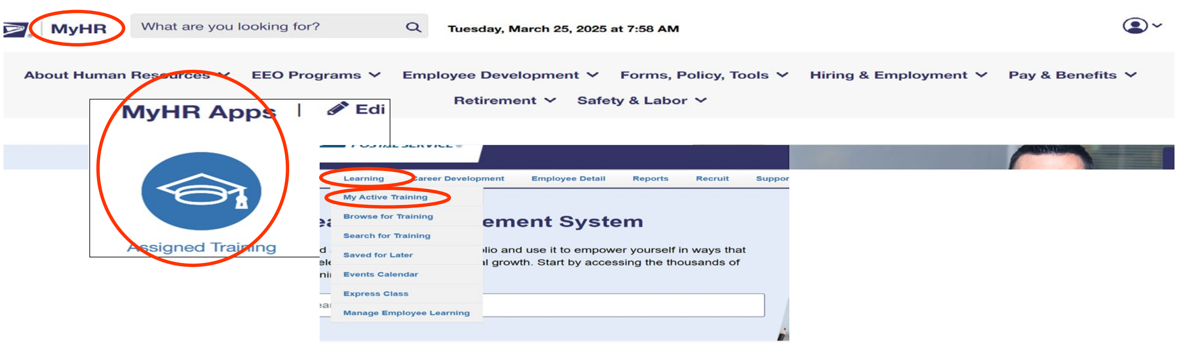
NOTE: Your **training record** is *only* available from the **Blue Page** (USPS Intranet) on a postal computer at work or at the Postal Employee Development Center (PEDC).

Log on to your postal computer (in the PEDC, generic logon IDs are available for employees who do not currently have log-on access).

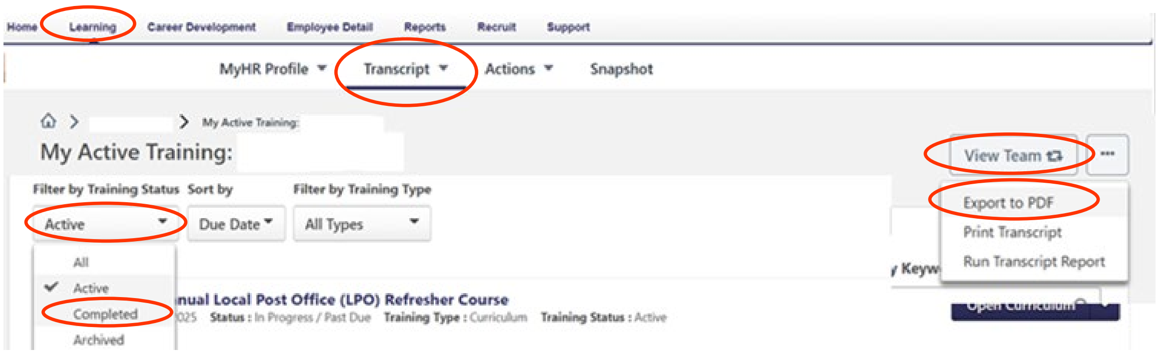
Open the USPS Intranet and go directly to the **Blue Page**.

On the blue ribbon at the top of the page, click on **MyHR.**

On the **MyHR** page, click on the icon **MyHR Apps**. Under the drop-down **Learning,** choose **My Active Training**.



Under the header **Learning** click **Transcript**. A screen will open showing your Active Training. Under the header **Filter by Training Status Sort By**, click on the drop-down **Active** and choose **Completed.** Then, to the right of the page click on the box **View Team,** and choose **Export to PDF**.



Print the PDF. Input relevant training activities in your Candidate Profile based on the type job posting to which you apply.