Work Instruction

Enter Candidate Profile

Purpose

Use this procedure to enter your personal information to build your candidate profile.

Trigger

Perform this procedure when you want to create a profile that will be used to apply for a position.

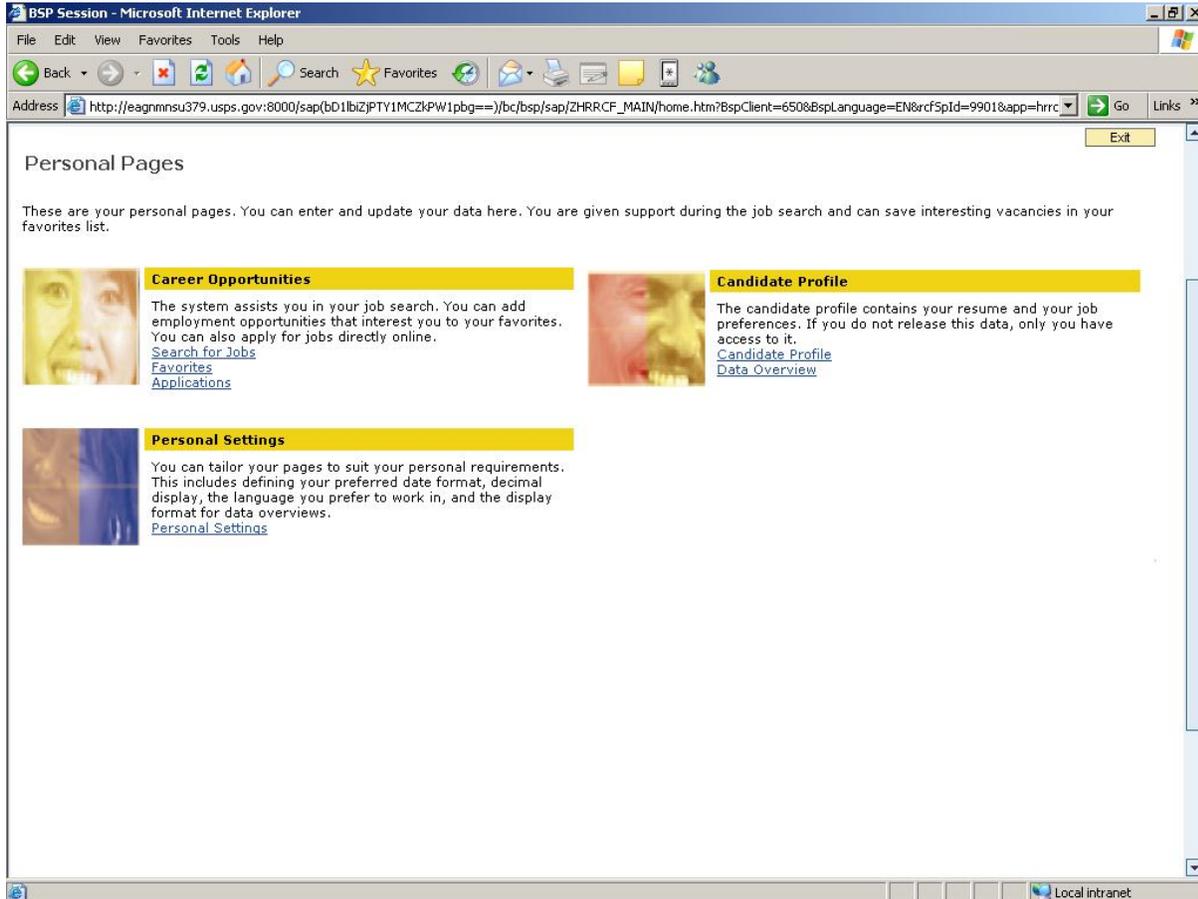### Prerequisites

None

Menu Path
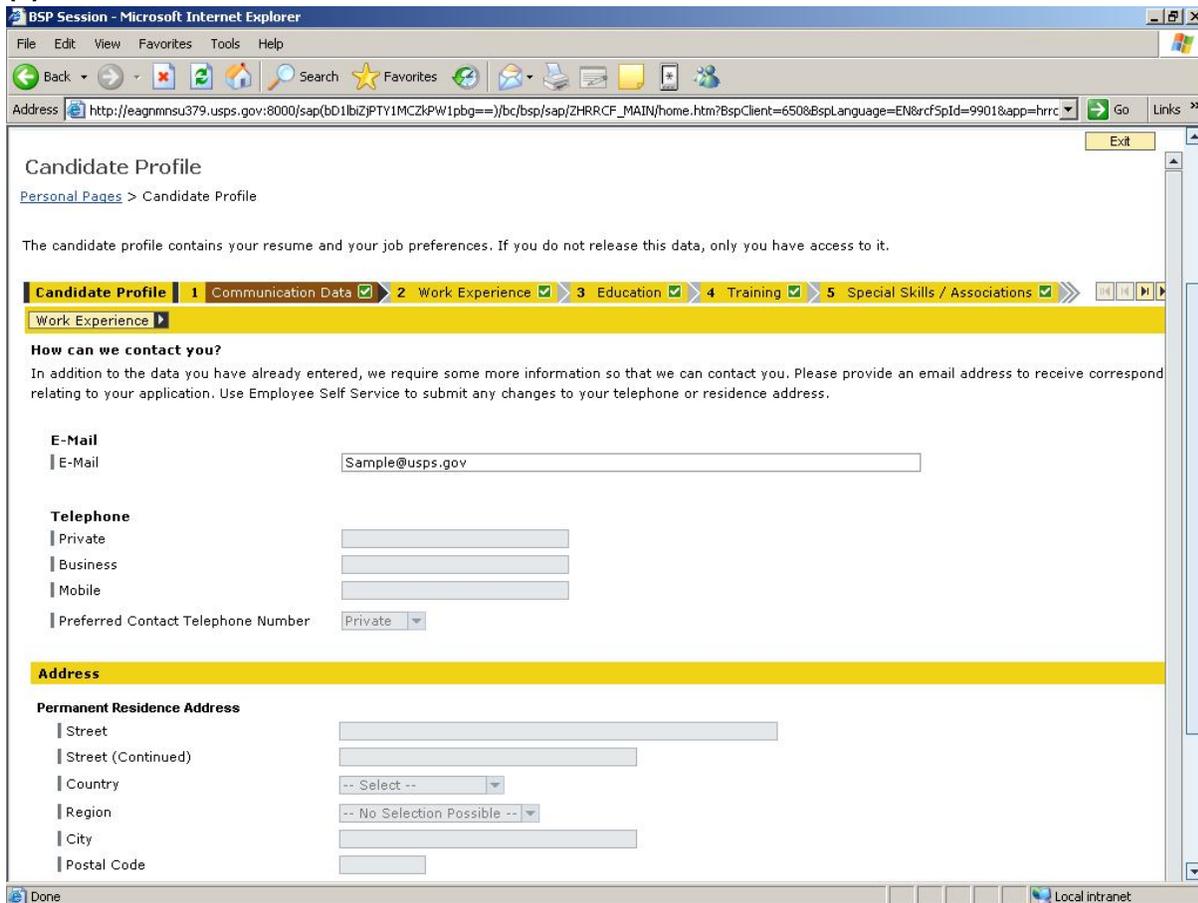
None

Helpful Hints

None

Procedure

1. To begin this transaction, navigate to the *United States Postal Service – eCareer – Personal Pages* screen.

United States Postal Service – eCareer – Personal Pages

2. Click **Candidate Profile** Candidate Profile to go to the *United States Postal Service – eCareer-Candidate Profile (Communication Data tab) (1)* screen.

United States Postal Service - eCareer - Candidate Profile (Communication Data tab) (1)


Caution: The *Communication Data* tab allows the candidate to view and edit their **E-Mail Address**. If other fields require updating, contact the HRSSC.

3. Click **Save** [Save] to save your entries and to go to the *United States Postal Service – eCareer – Candidate Profile (Communication Data tab) (2)* screen.

Note: You may need to scroll to find the **Save** [Save] button.

United States Postal Service - eCareer - Candidate Profile (Communication Data tab) (2)
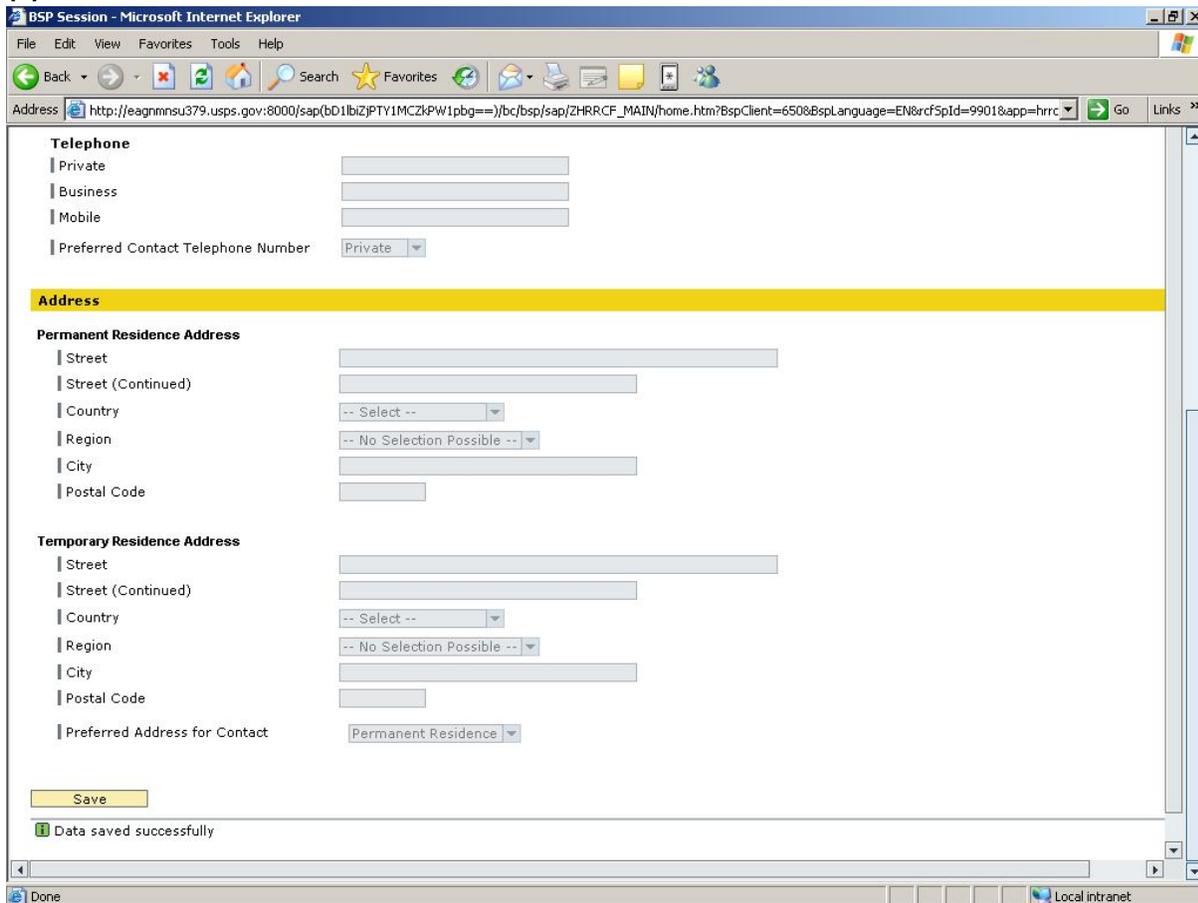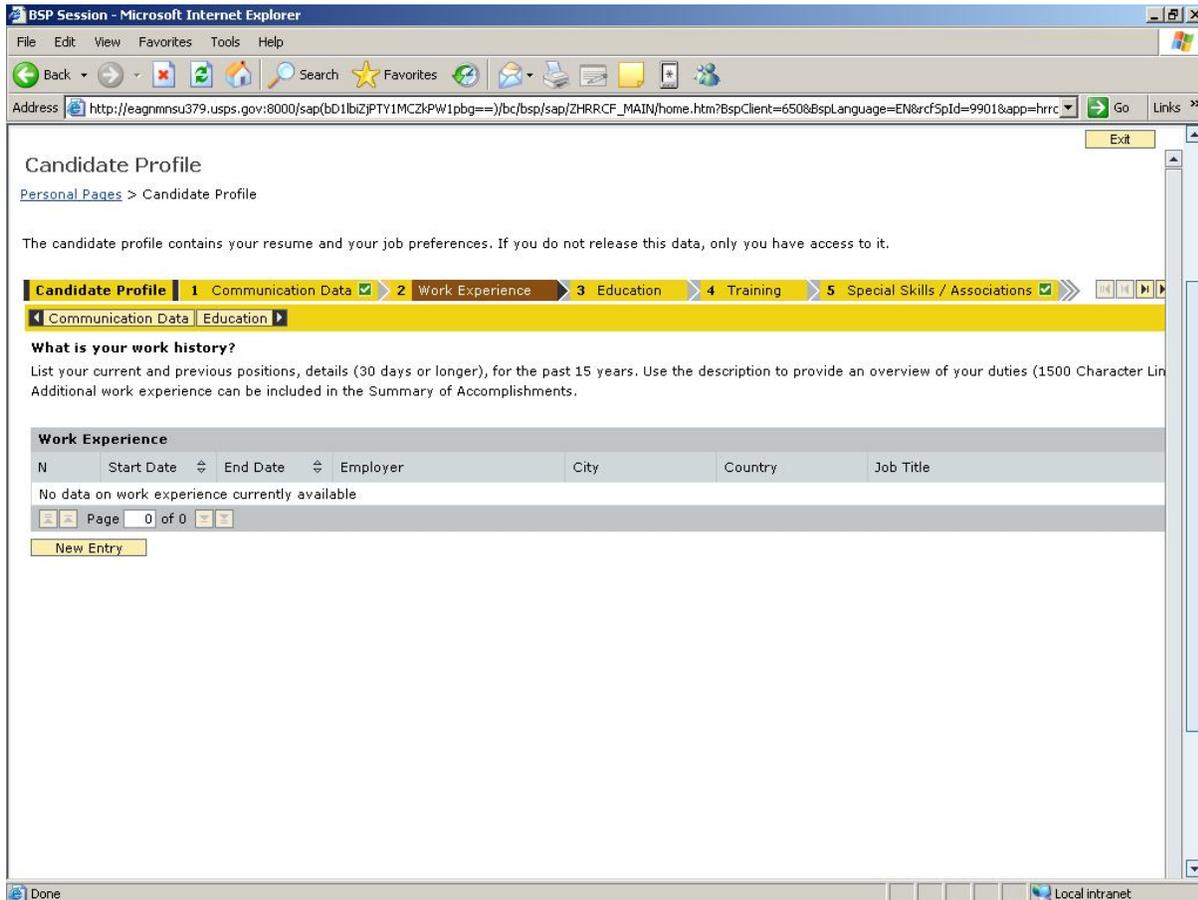

Note: The system displays the message "Data saved successfully."

4.   Click **Work Experience** [Work Experience] to go to the *United States Postal Service – eCareer – Candidate Profile (Work Experience tab) (1)* screen.

United States Postal Service - eCareer - Candidate Profile (Work Experience tab) (1)

5. Click **New Entry** [New Entry] to go the *United States Postal Service – eCareer – Candidate Profile (Work Experience tab) (2)* screen.

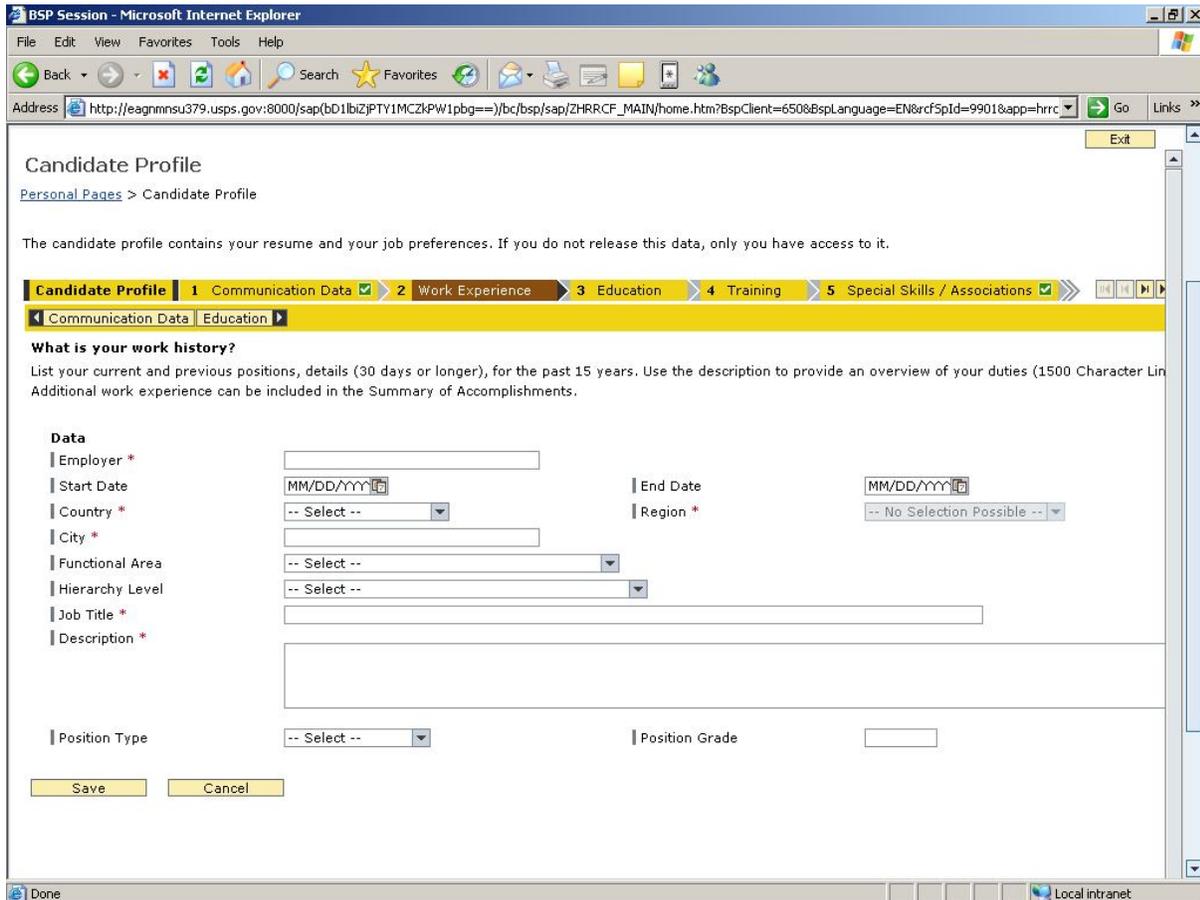**United States Postal Service - eCareer - Candidate Profile (Work Experience tab) (2)**

6. As required, complete/review the following fields:

Field Name	R/O/C	Description
Employer	R	Name of the non-USPS Employer or USPS Department. **Example:** United States Postal Service
Start Date	R	Date you began working in this role. **Example:** 01/11/1977
End Date	R	Date you completed working in this role. **Example:** 06/06/2007
Country	R	Country in which the job was located. **Example:** USA
Region	R	Select state job location from drop-down menu. **Example:** Maryland

Field Name	R/O/C	Description
City	R	City in which the job was located. **Example:**　Columbia
Functional Area	R	Industry or Department of the job experience. **Example:**　Administrative/Clerical
Hierarchy Level	R	Organizational level of the position. **Example:**　Administrative/Clerical (Non-Supervisory EAS)
Job Title	R	Specific name of the position/role. **Example:**　Secretary
Description	R	Free form text field to enter additional details about the job. Note: Details of work accomplishments should relate to the requirements of the job being applied for. FIELD MAX CHARACTERS OF 1500 **Example:**　Provided standard and advanced secretarial support for a manager and his staff. Process information in accordance with established organizational and functional area administrative practice and procedure.
Position Type	R	Designation of the type of position. **Example:**　Postal
Position Grade	R	USPS pay grade. **Example:**　12

7. Click **Save** [Save] to save your entries and return to the *United States Postal Service – eCareer - Candidate Profile (Work Experience tab) (3)* screen.

File name: CANDIDATE PROFILE
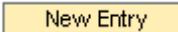STEP BY STEP
Reference Number:

Version: Not Started
Last Modified: 5/15/2008 1:34 PM
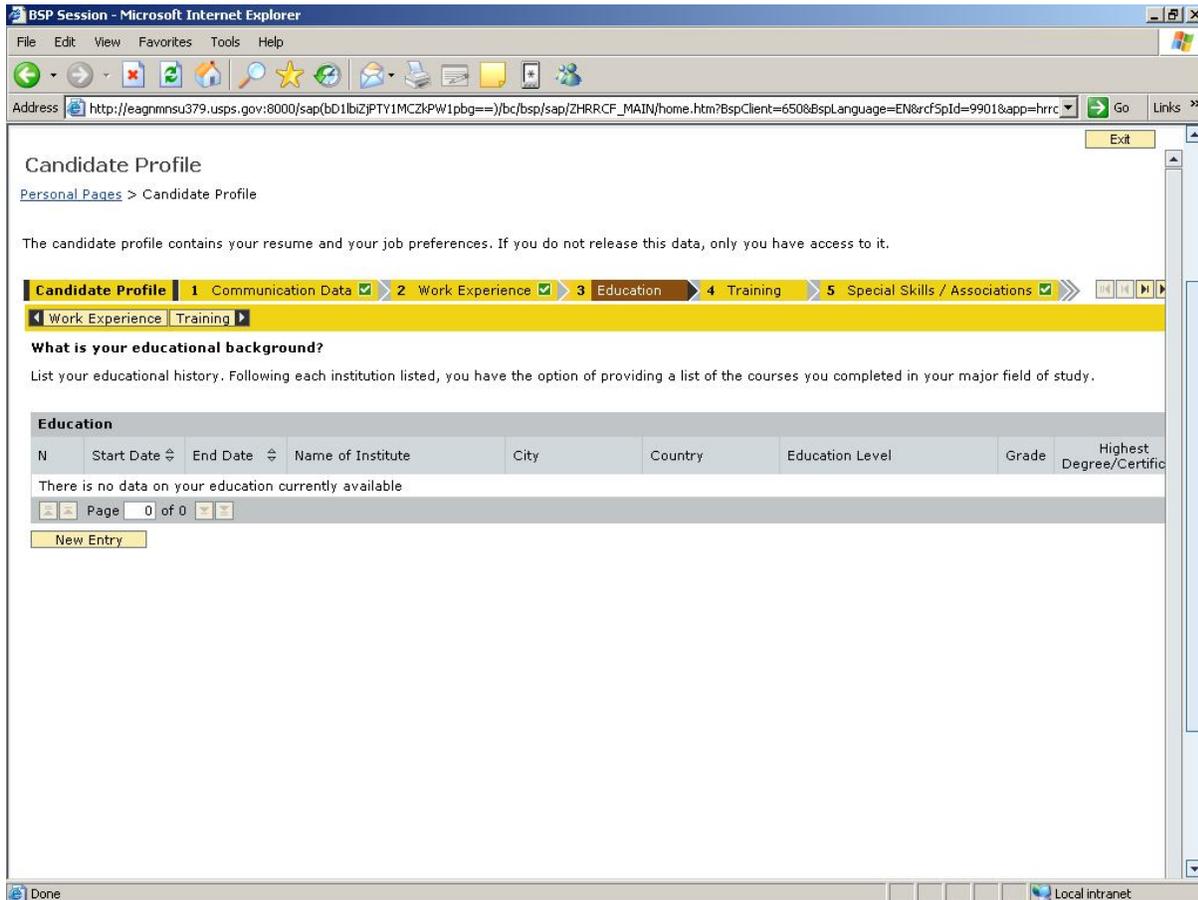
Work Instruction
Page 7 / 24

United States Postal Service - eCareer - Candidate Profile (Work Experience tab) (3)
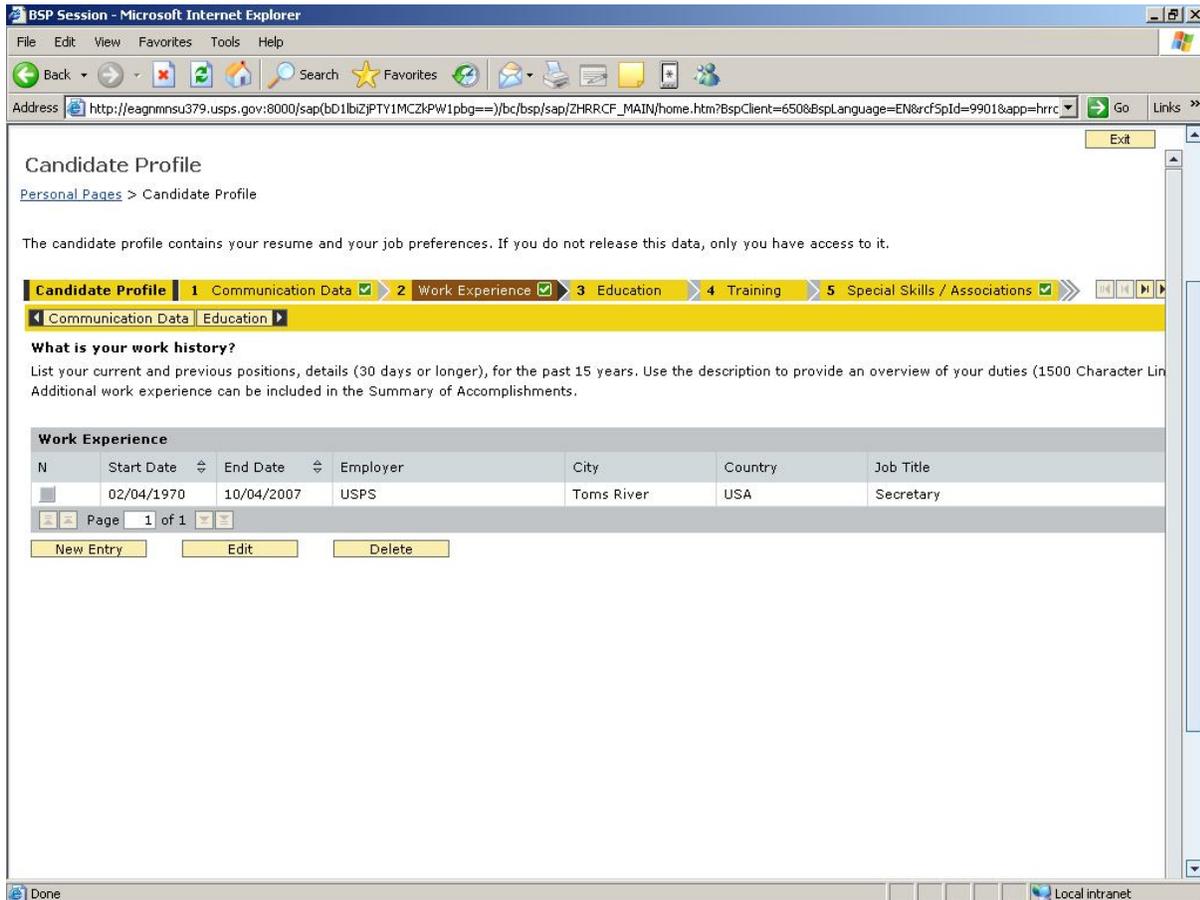
8. Perform one of the following:

If	Then	Go To
You need to enter another Work Experience entry	Click **New Entry** New Entry to return to the *United States Postal Service – eCareer – Candidate Profile (Work Experience tab)(1)* screen	Step **6**
You have entered all Work Experience entries	Click **Education** Education to go to the *United States Postal Service – eCareer - Candidate Profile (Education tab)(1)* screen	Step **9**

United States Postal Service - eCareer - Candidate Profile (Education tab)(1)

9. Click **New Entry** [New Entry] to go to the *United States Postal Service – eCareer – Candidate Profile (Education tab) (2)* screen.

United States Postal Service - eCareer - Candidate Profile (Education tab) (2)

10. As required, complete the following fields:

Field Name	R/O/C	Description
Name of Institute	R	Name of school/university. **Example:** Finger Lakes Community College
Start Date	R	Date that studies began. **Example:** 09/01/1998
End Date	R	Date of graduation or completion of enrollment. **Example:** 05/15/2000
Country	R	Country in which the institution was located. **Example:** USA
Region	R	State in which the institution was located. **Example:** New York

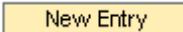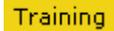| Field Name	R/O/C	Description
City	R	City/town in which the institution was located. **Example:** Canandaigua
Education Type	R	Level of the educational institution. **Example:** High School
Field of Education	R	Select the area of study. **Example:** Other studies
Education Level	R	Type of certificate or degree earned. **Example:** High School Graduate
Subject	R	Free form text field to enter more specific description of studies completed. **Example:** Liberal studies
Description	R	Free form text field for additional details about studies/institution. Note: Max 1500 characters in the field. **Example:** Attended various vocational classes directly pertaining to administrative work.

11. Click **Save** [Save] to save entries and to go to the *United States Postal Service – eCareer – Candidate Profile (Education tab) (3)* screen.

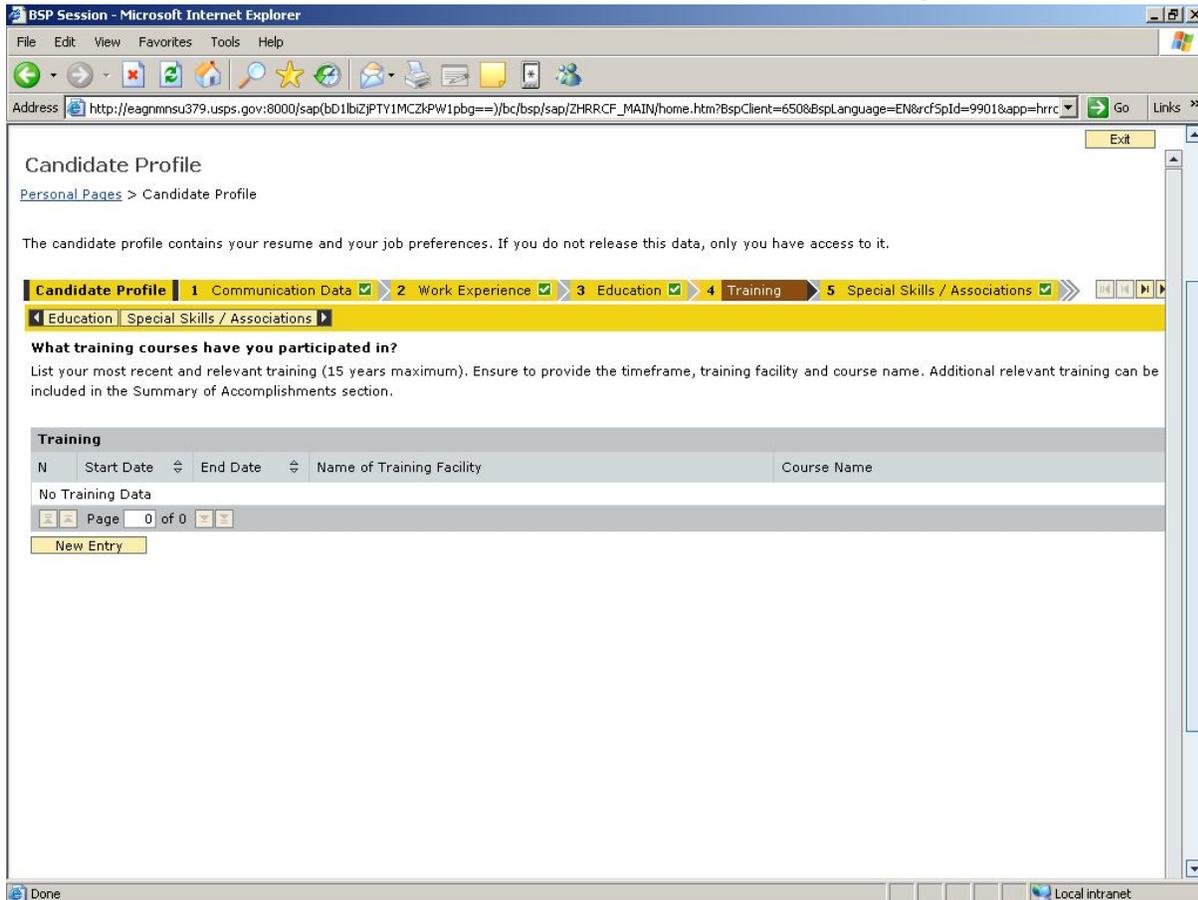**United States Postal Service - eCareer - Candidate Profile (Education tab) (3)**
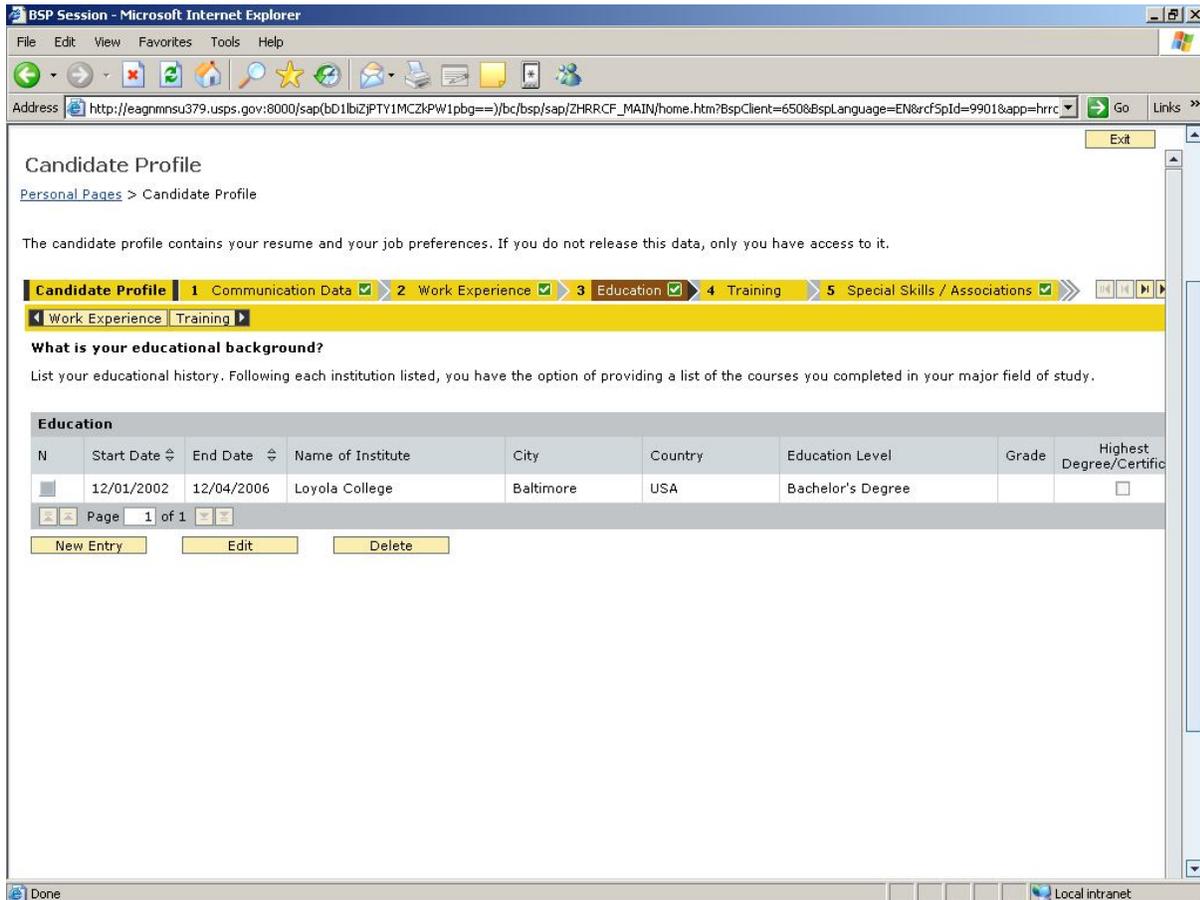
12. Perform one of the following:

If	Then	Go To
You need to enter additional educational background information	Click **New Entry** [New Entry] to return to the *United States Postal Service – eCareer – Candidate Profile (Education tab) (1)* screen.	Step **10**
You are finished entering educational information	Click **Training** [Training] to go to the *United States Postal Service – eCareer – Candidate Profile (Training tab) (1)* screen.	Step **13**

Note: After initial entry is saved, the only options to choose from are to create another entry, edit the existing entry or delete the existing entry.

File name: CANDIDATE PROFILE **Version:** Not Started
STEP BY STEP   **Last Modified:** 5/15/2008 1:34 PM
Reference Number:

Work Instruction
Page 12 / 24

United States Postal Service - eCareer - Candidate Profile (Training tab) (1)

13. Click **New Entry** [New Entry] to go to the *United States Postal Service – eCareer Candidate Profile (Training tab) (2)* screen.

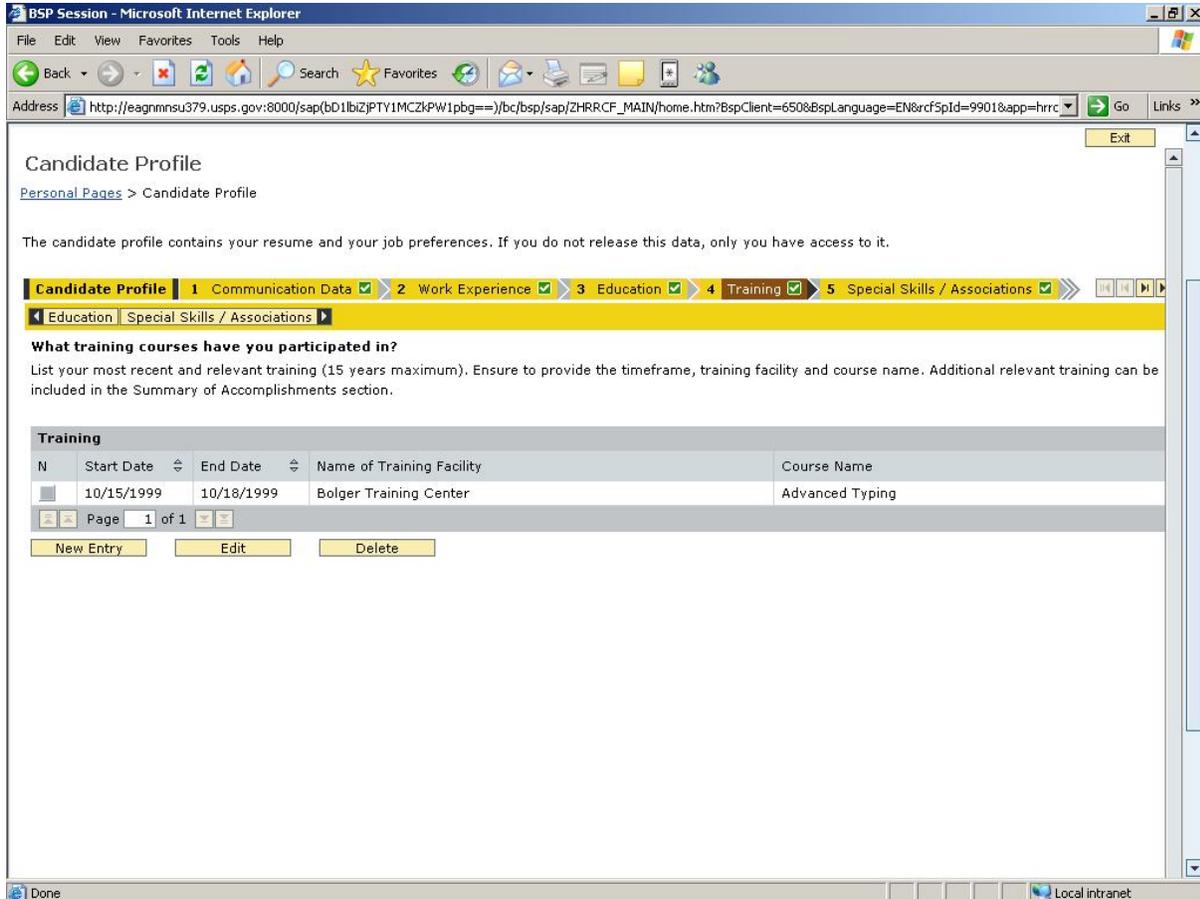**United States Postal Service - eCareer - Candidate Profile (Training tab) (2)**
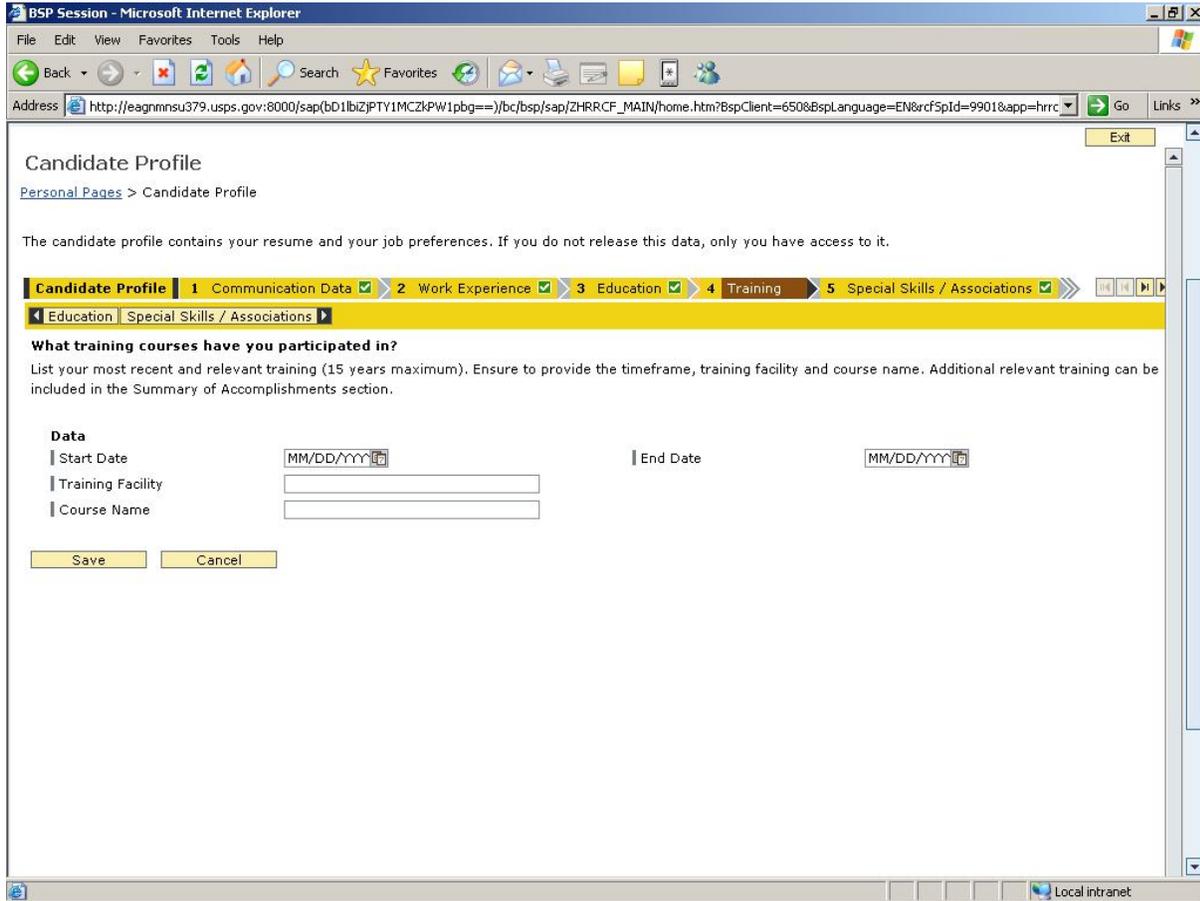
Note: You may enter training information that goes back up to 15 years in the past.

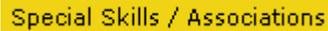**14.** As required, complete the following fields:

Field Name	R/O/C	Description
Start Date	R	Date the training began. **Example:** 02/03/1993
End Date	R	Date the training was completed. **Example:** 02/05/1993
Training Facility	R	Name of the location where training occurred. **Example:** Bolger Training Center
Course Name	R	Title of the class/course. **Example:** Advanced Typing

15. Click **Save** [Save] to save your entries and to go to the *United States Postal Service – eCareer - Candidate Profile (Training tab) (3)* screen:
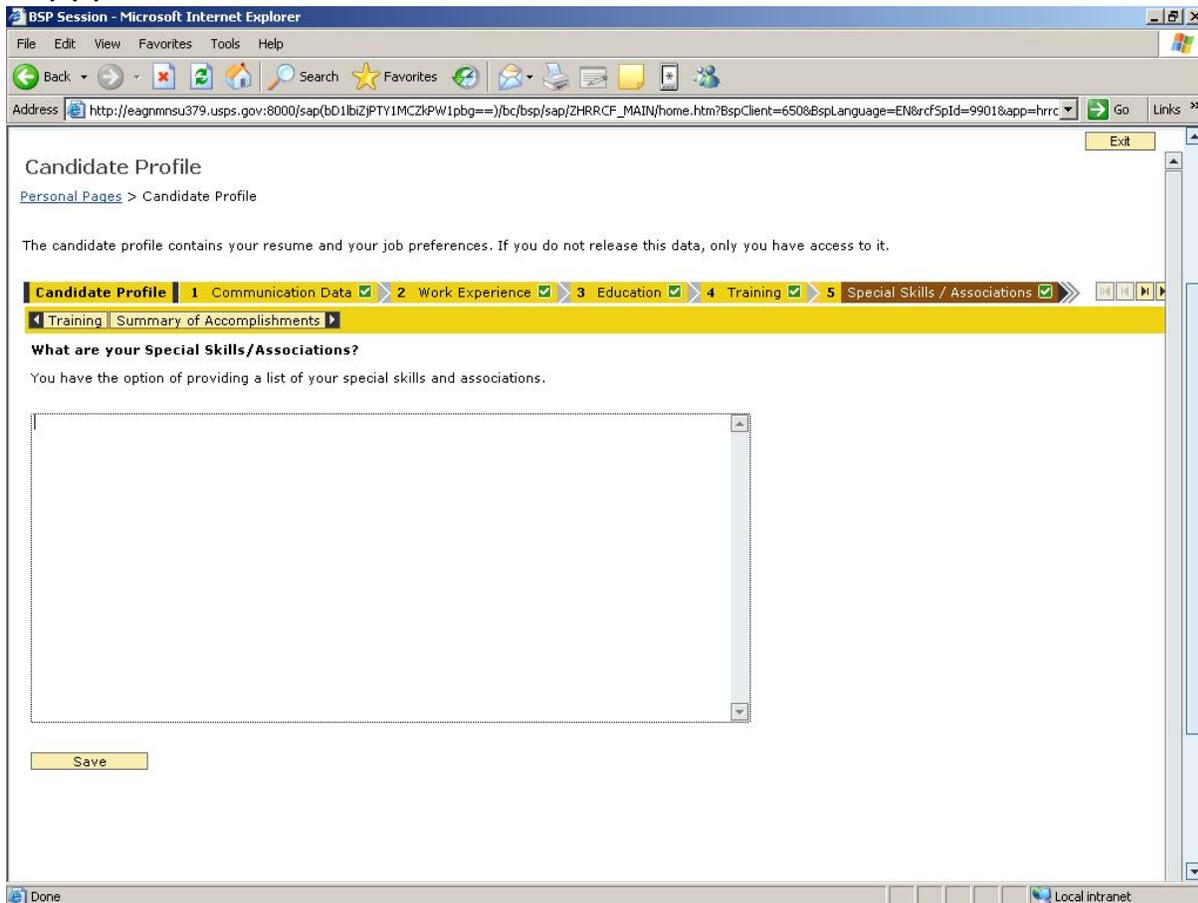
United States Postal Service - eCareer - Candidate Profile (Training tab) (3)

16. Perform one of the following:

If	Then	Go To
You want to enter additional training information	Click **New Entry** [New Entry] .	Step **14**
You have completed entering training information	Click **Special Skills/Associations** [Special Skills / Associations] to go to the *United States Postal Service – eCareer – Candidate Profile (Special Skills/Associations tab) (1)* screen.	Step **17**

United States Postal Service - eCareer - Candidate Profile (Special Skills/Associations tab) (1)
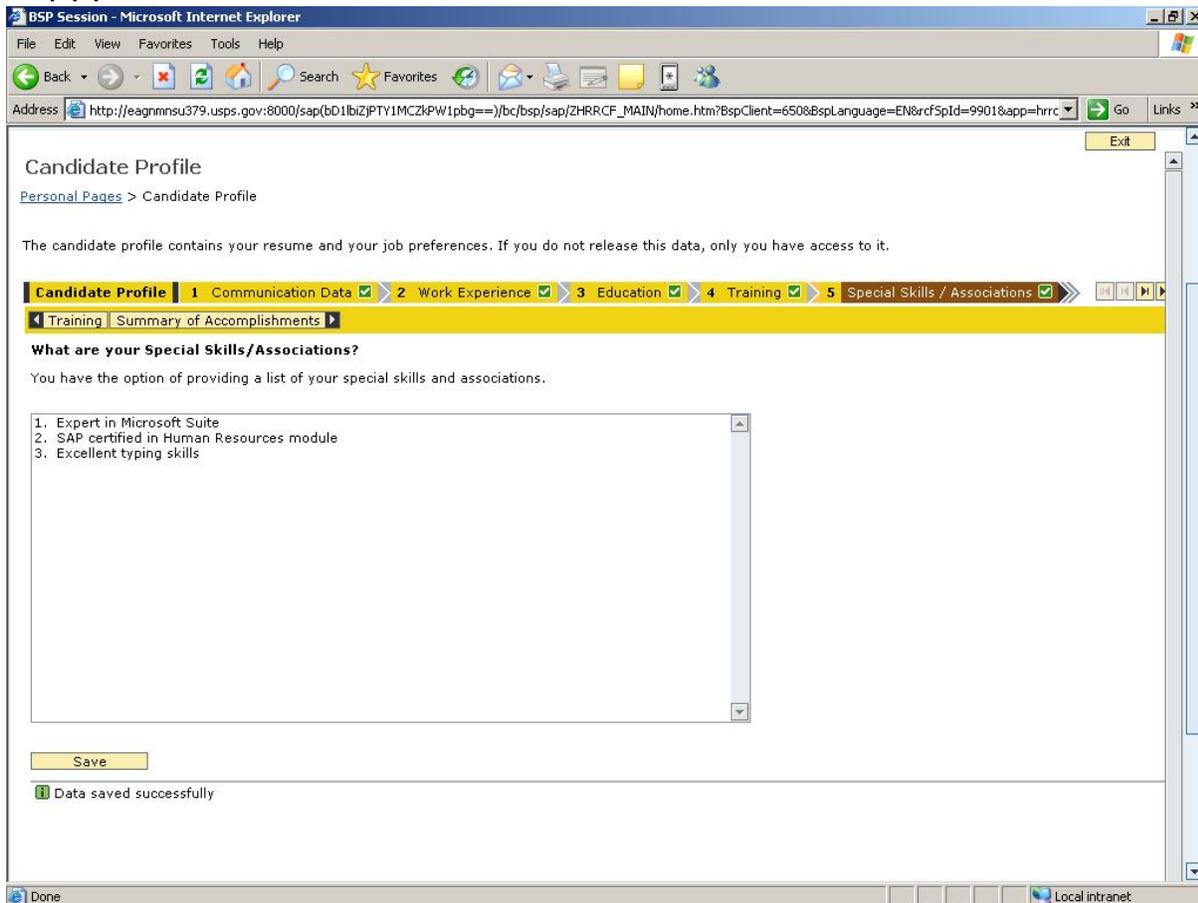

17. Enter specialized skills, memberships, and associations to include as part of your profile.

Note: If you copy and paste text in this area, you will need to review your comments to ensure that the correct format carried over correctly. The maximum number of typed characters is 1000.

18. Click **Save** [Save] to save your entries and to go to the *United States Postal Service – eCareer – Candidate Profile (Special Skills/Associations tab) (2)* screen.

United States Postal Service - eCareer - Candidate Profile (Special Skills/Associations tab) (2)

  Note: The system displays the message "Data saved successfully."

19. Click **Next Page** to view additional tabs.

20. Click **Summary of Accomplishments** to go to the *United States Postal Service – eCareer – Candidate Profile (Summary of Accomplishments tab) (1)* screen.

United States Postal Service - eCareer - Candidate Profile (Summary of Accomplishments) (1)
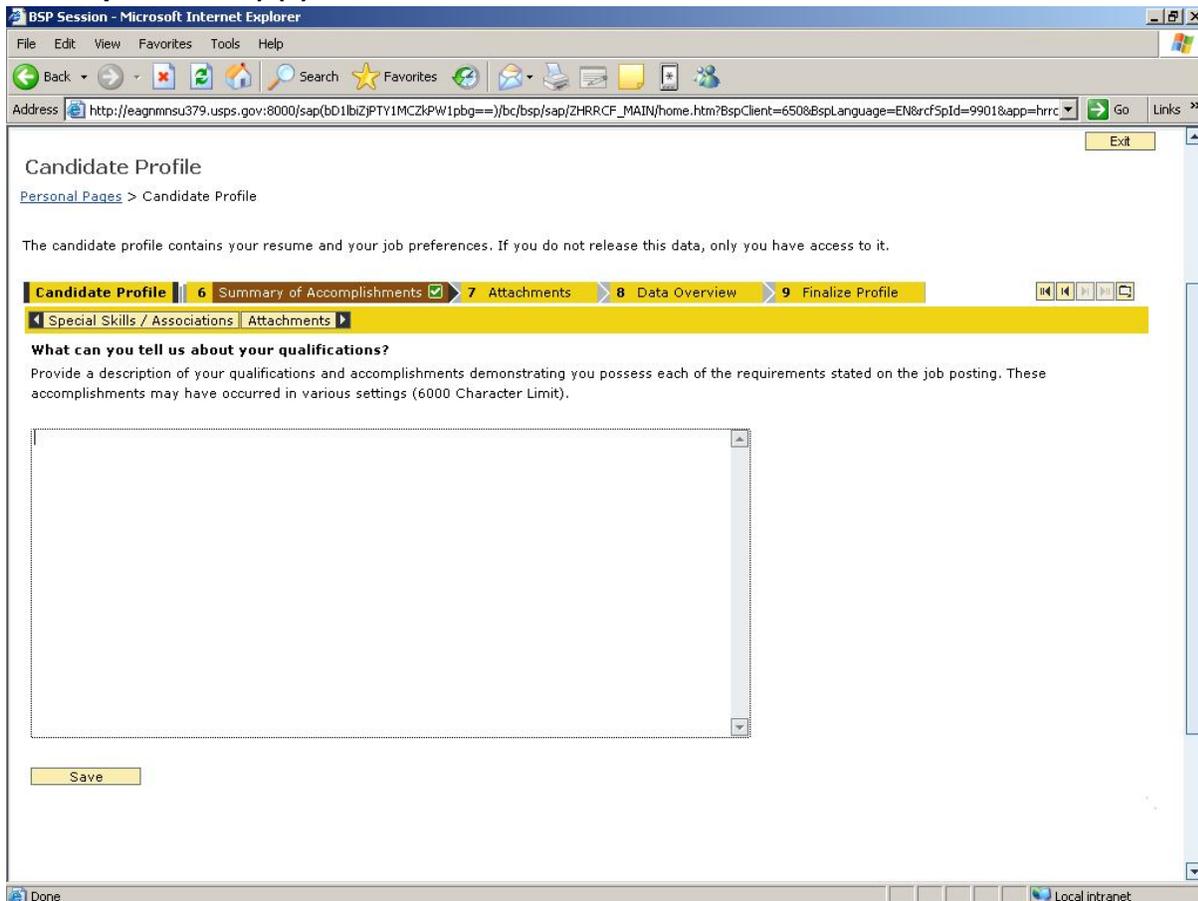
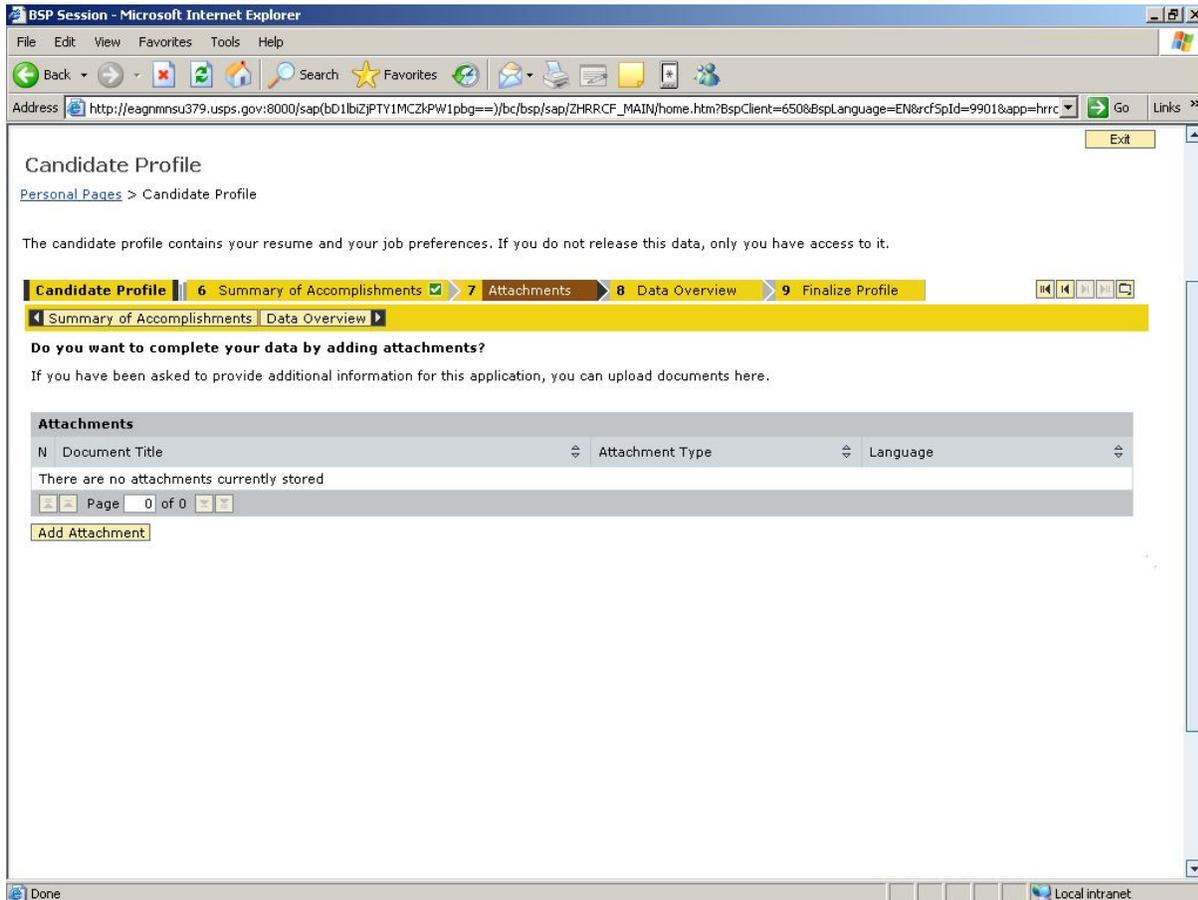**21.** Review your summary of accomplishments to include as part of your profile.

Note: Your summary of accomplishments is limited to 6000 characters and will be entered when you apply for a job. If you have previously applied, your latest summary of accomplishments will be displayed on the screen. If you have not previously applied for a position, this tab will be blank.

22. Click **Attachments** Attachments to go to the *United States Postal Service – eCareer – Candidate Profile (Attachments tab) (1)* screen.

United States Postal Service - eCareer - Candidate Profile (Attachments tab) (1)

Candidate Profile

Personal Pages > Candidate Profile

The candidate profile contains your resume and your job preferences. If you do not release this data, only you have access to it.

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

◀ Summary of Accomplishments | Data Overview ▶

Do you want to complete your data by adding attachments?

If you have been asked to provide additional information for this application, you can upload documents here.

Attachments

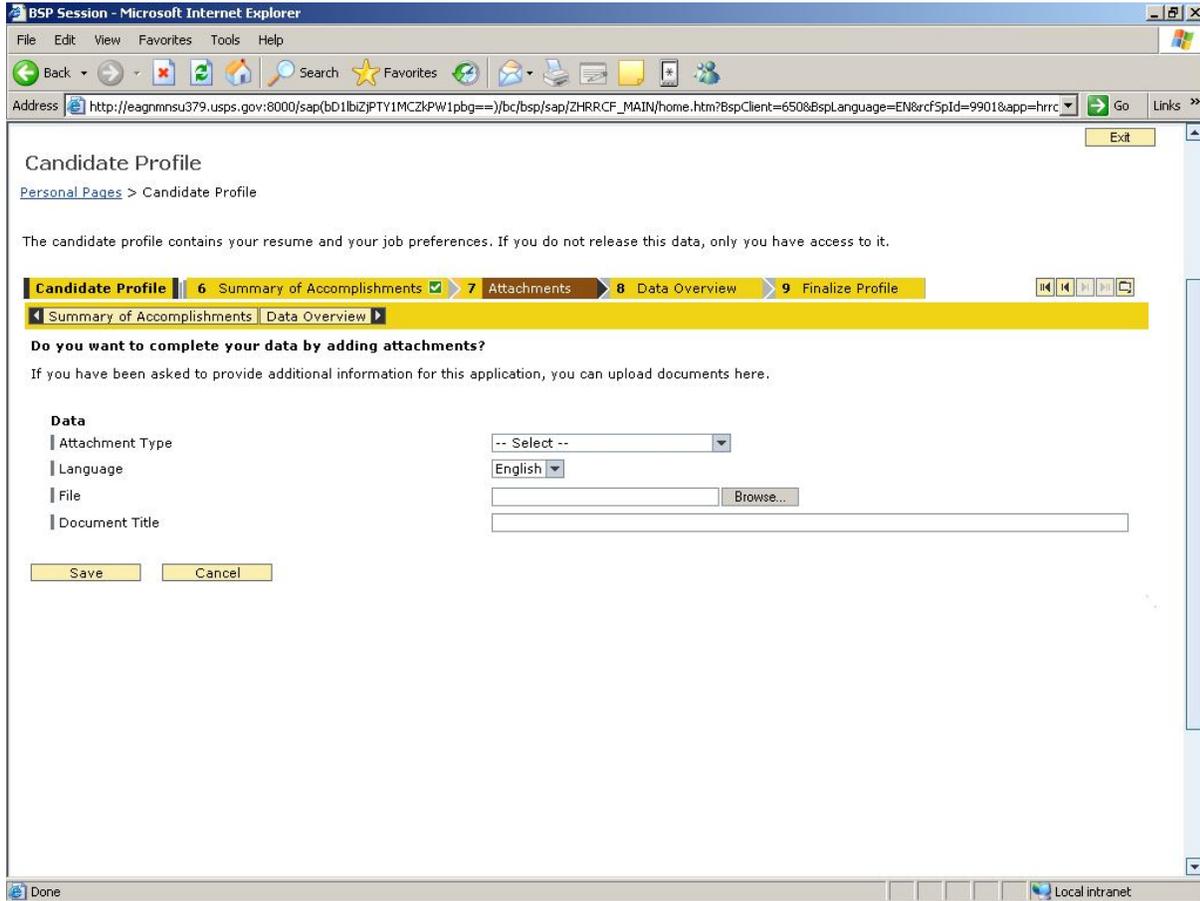| N	Document Title	Attachment Type	Language
There are no attachments currently stored			

Page 0 of 0

Add Attachment

Note: If you have been asked to provide additional information for this application, you may attach the electronically stored documents.

23. Click **Add Attachment** `Add Attachment` to go to the *United States Postal Service – eCareer - Candidate Profile (Attachments tab) (2)* screen.

United States Postal Service - eCareer - Candidate Profile (Attachments tab) (2)

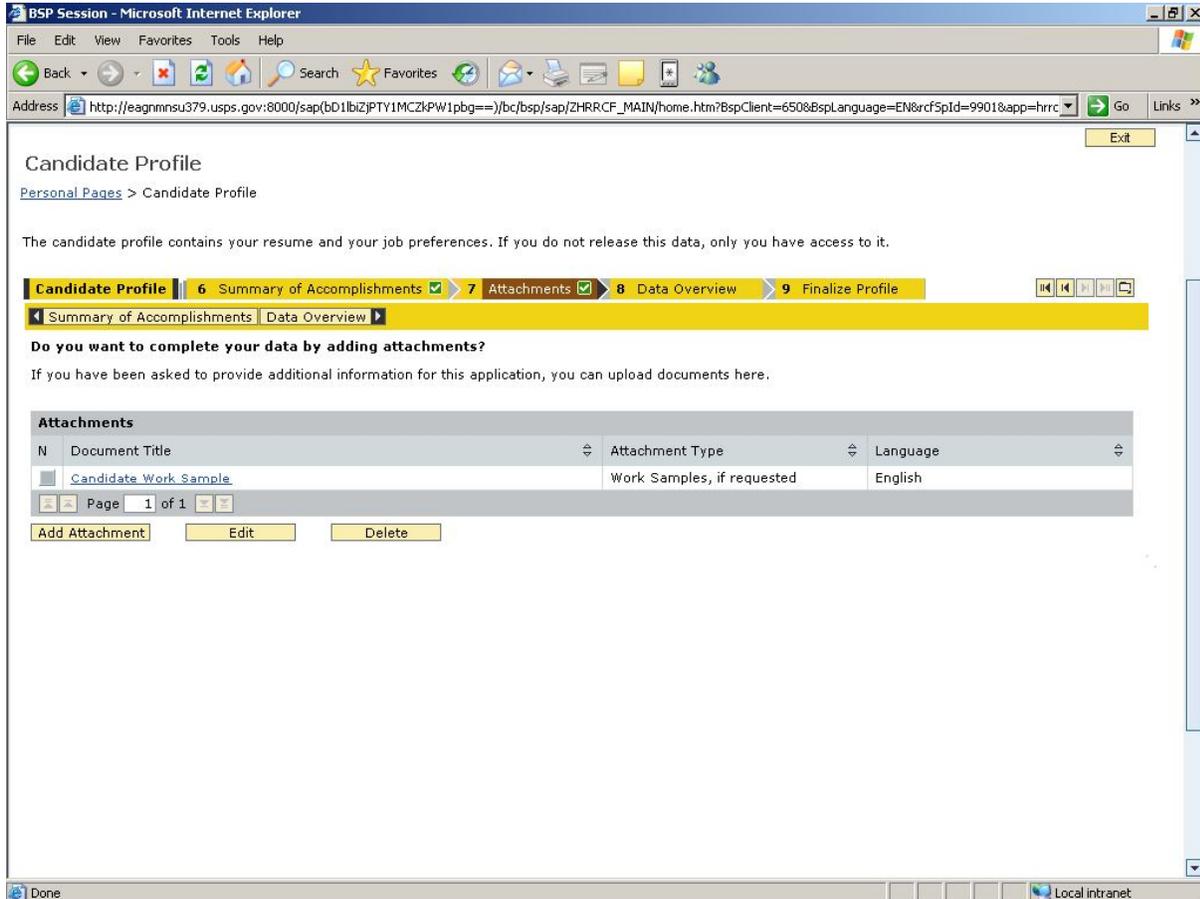**24.** As required, complete the following fields:

Field Name	R/O/C	Description
Attachment Type	R	Description of the attachment type. **Example:** Work Samples if Requested
Language	R	Defaults to English. **Example:** English
File	R	File name of the attachment. Note: Click **Browse** [Browse...] to search for the document to attach. **Example:** C:\Documents and Settings\My Documents\Sample
Document Title	R	Descriptive name for the file. **Example:** CAN003 Work Sample

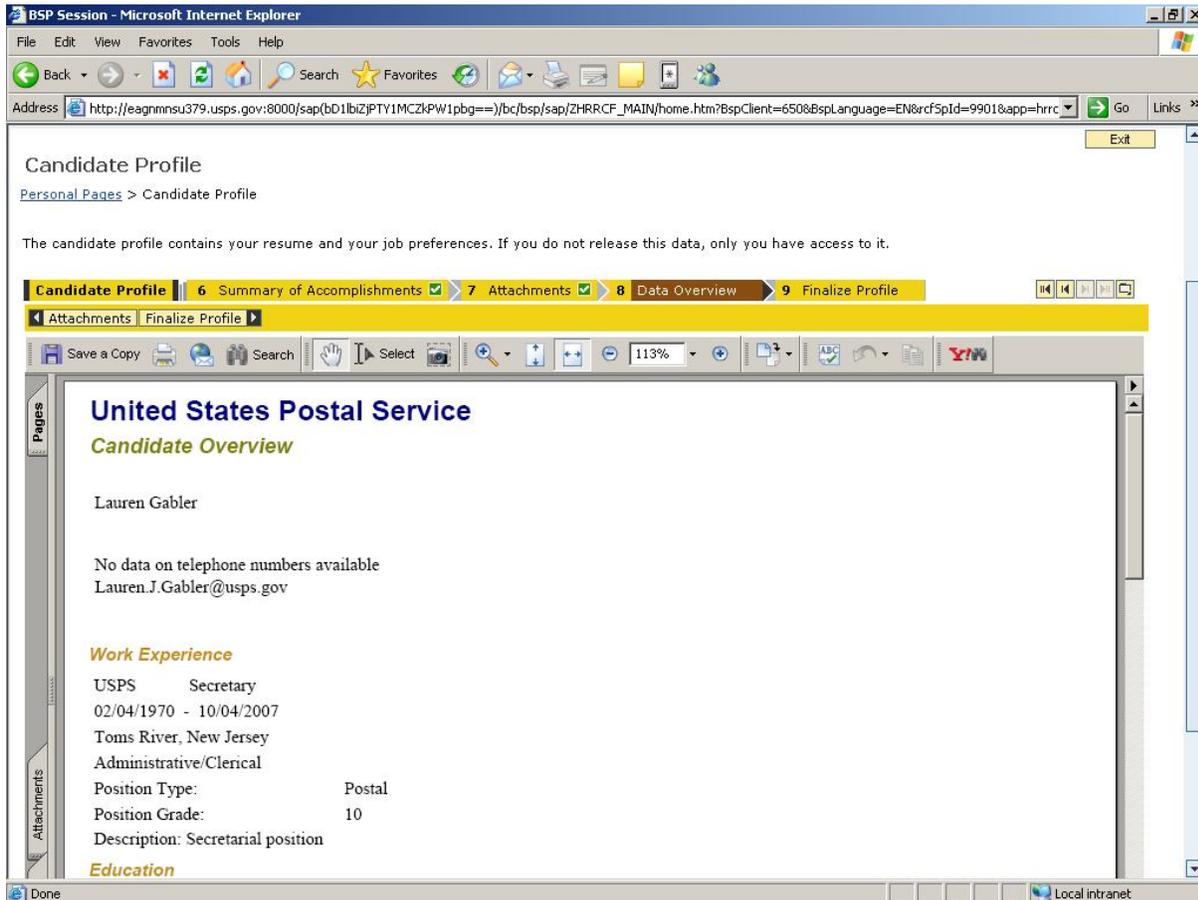**25.** Click **Save** [Save] to add the attachment.

United States Postal Service - eCareer - Candidate Profile (Attachments tab) (3)

26. Perform one of the following:

If	Then	Go To
You need to add another attachment	Click **Add Attachment** [Add Attachment] to go to the *United States Postal Service – eCareer - Candidate Profile (Attachments tab) (2)* screen.	Step **24**
You do not need to add another attachment	Click **Data Overview** [Data Overview] to go to the *United States Postal Service – eCareer – Candidate Profile (Data Overview tab)* screen.	Step **27**

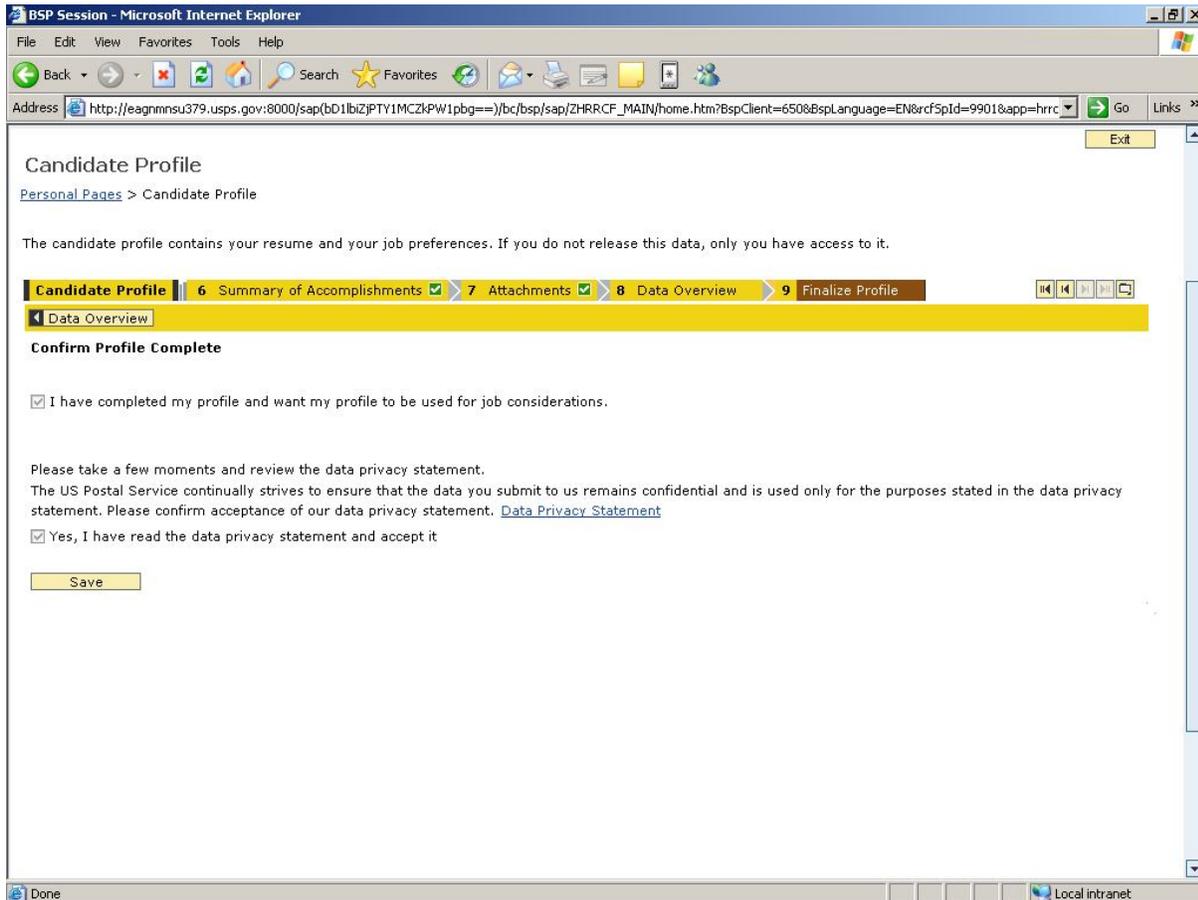**United States Postal Service - eCareer - Candidate Profile (Data Overview tab)**

![i] Note: Displayed on the screen is the profile you have created.

27. Review the information on the screen.

28. Click **Finalize Profile** Finalize Profile to go to the *United States Postal Service – eCareer – Candidate Profile (Finalize Profile tab) (1)* screen.

File name: CANDIDATE PROFILE   **Version:** Not Started   Work Instruction
STEP BY STEP   **Last Modified:** 5/15/2008 1:34 PM   Page 22 / 24
Reference Number:

United States Postal Service - eCareer - Candidate Profile (Finalize Profile tab) (1)

29. Click **Check Box** ☑ to indicate that you have completed the profile to be used for job consideration.

30. Click **Check Box** ☑ to indicate that you accept the data privacy statement.

31. Click **Save** [Save] to save your changes.

United States Postal Service - eCareer - Candidate Profile (Finalize Profile tab) (2)

 Note: The system displays the message "Data saved successfully."

32. You have completed this task.

Result

You have entered your candidate profile.

Comments

You should update your profile regularly to add additional information/experience as needed.