

## **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

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0	Career Opportunities	Candidate Profile	
	he system assists you in your job search. You can add mployment opportunities that interest you to your favorites. ou can also apply for jobs directly online. <u>earch for Jobs</u> <u>avorites</u> <u>upplications</u>	The candidate profile contains your resume and your job preferences. If you do not release this data, only you have access to it. <u>Candidate Profile</u> <u>Data Overview</u>	
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Y T f f c	ou can tailor your pages to suit your personal requirements. his includes defining your preferred date format, decimal lisplay, the language you prefer to work in, and the display ormat for data overviews. <u>tersonal Settings</u>		*
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2. Click Candidate Profile <u>Candidate Profile</u> 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)

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relating to your application. Use Employee S	ered, we require some more information so that we can contact you. Please provide an email address to receive correspond elf Service to submit any changes to your telephone or residence address.
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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** 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** button.



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

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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)

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List your current and previous positions, details (30 days or longer) Additional work experience can be included in the Summary of Acc	), for the past 15 years. Use to complishments.	the description to p	provide an overview of your duties (1500	Character Lin	
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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)

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City *				
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Hierarchy Level	Select	-		
Job Title *				
Description *				
Position Type	Select 💌	Position Grade		
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#### **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. <b>Example:</b> Administrative/Clerical			
Hierarchy Level	R	Organizational level of the position. <b>Example:</b> 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			
		<b>Example:</b> 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.



# United States Postal Service - eCareer - Candidate Profile (Work Experience tab) (3)

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8. Perform one of the following:

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



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

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What is your educational background?						
List your educational history. Following each institution listed, you	have the option o	f providing a list of the	courses you completed in your	major field of stud	y.	
Education						
N Start Date ≜ End Date ≜ Name of Institute	City	Country	Education Level	Grade	Highes	t
There is no data on your education currently available	U(c)	oodiid y	Eddoddon Eoror	De De	gree/Cer	tific
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**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)

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What is your educational back	ground?				
List your educational history. Follow	ving each institution listed, you ha	ave the option of providing a li	ist of the course	s you completed in your major field of stud	у.
Data					
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Country *	USA	Region	*	Select	
City *		1	· · · · · ·		
Education Type *	Select	Educat	ion Level *	Select	•
Field of Education *	Select				
Description					
Save Cancel					
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#### **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.
		<b>Example:</b> 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)

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List your educational history, rollowin	ng each institution listed, you have	e the option of provi	ding a list of the cour	ses you completed in your major	r field of	study.
Education						
N Start Date ⇔ End Date ⇔	Name of Institute	City	Country	Education Level	Grade	Highest Degree/Certific
12/01/2002 12/04/2006	Loyola College	Baltimore	USA	Bachelor's Degree		
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**12.** Perform one of the following:

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You need to enter additional educational background information	Click <b>New Entry</b> New Entry to return to the United States Postal Service – eCareer – Candidate Profile (Education tab) (1) screen.	Step <b>10</b>
You are finished entering educational information	Click <b>Training</b> Training to go to the United States Postal Service – eCareer – Candidate Profile (Training tab) (1) screen.	Step <b>13</b>



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.



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

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Education Special Skills / Associations 🕨		
What training courses have you participated in?		
List your most recent and relevant training (15 years maximum). Ensure to provide the timeframe, training facility and course r included in the Summary of Accomplishments section.	ame. Additional relevant traini	ing can be
Training		
N Start Date $\Leftrightarrow$ End Date $\Leftrightarrow$ Name of Training Facility Course Name		
No Training Data		
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**13.** Click **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)

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The candidate profile contains your resume and your job preferences. If yo	ou do not release this data, only you hav	e access to it.	
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Education Special Skills / Associations			
What training courses have you participated in?			
List your most recent and relevant training (15 years maximum). Ensure t	to provide the timeframe, training facility	r and course name. Additional relevant trai	ning can be
included in the Summary of Accomplishments section.			
Data			
Start Date MM/DD/7777	End Date	MM/DD/11	
Training Facility			
Course Name			
Cancel			
			-
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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 trainin	g began.	
		Example:	02/03/1993	
End Date	R	Date the trainin	g 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 clas	s/course.	
		Example:	Advanced Typing	



15. Click Save Click **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)

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it your most recent and relevant training (15 years maximum). Ensure to provide the timefram	ne, training facility and course name. Additional relevant training ca	an be
cluded in the Summary of Accomplishments section.		
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Start Date 🗢 End Date 🗢 Name of Training Facility	Course Name	
10/15/1999 10/18/1999 Bolger Training Center	Advanced Typing	-
Page 1 of 1 x x		
New Entry Edit Delete		

**16.** Perform one of the following:

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



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

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The candidate profile contains your resume and your job preferences. If you do not release this data, only you have access to it.	
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Training Summary of Accomplishments >	
What are your Special Skills/Associations?	
You have the option of providing a list of your special skills and associations.	
Save	ranet

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** 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)

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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 1 Communication Data 2 Work Experience 3 Education 4 Training 5 Special Skills / Associations 9 Training Summary of Accomplishments What are your Special Skills/Associations? You have the option of providing a list of your special skills and associations.  I. Expert in Microsoft Suite S. Excellent typing skills Excellent typing skills
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Note: The system displays the message "Data saved successfully."

- **19.** Click **Next Page** to view additional tabs.
- **20.** Click **Summary of Accomplishments** Summary of Accomplishments to go to the United States Postal Service eCareer Candidate Profile (Summary of Accomplishments tab) (1) screen.



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# United States Postal Service - eCareer - Candidate Profile (Summary of Accomplishments) (1)

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**21.** Review your summary of accomplishments to include as part of your profile.



**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)

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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.	
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There are no attachments currently stored	
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Add Attachment	
Done	T

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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)

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Candidate Profile 6 Summary of Accomplishments 7 A	ttachments 8 Data Overview 9 Finalize Profile					
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Do you want to complete your data by adding attachments?						
It you have been asked to provide additional information for this appl	lication, you can upload documents here.					
Data						
Attachment Type	Select					
Language	English V					
] File	Browse					
Save Cancel		×.				
Done	S Local intranet	Ţ				

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

Field Name	R/O/C	Description			
Attachment Type	R	Description of the attachment type. <b>Example:</b> Work Samples if Requested			
Language	R	Defaults to English. Example: English			
File	R	File name of the attachment. Note: Click <b>Browse</b> 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			



Save Click Save to add the attachment. 25.

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

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The candidate profile contains your resume and your job preferences. If you do not r	elease this data, only y	ou have access to	o it.							
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Summary of Accomplishments Data Overview										
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If you have been asked to provide additional information for this application, you ca	n upload documents he	re.								
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#### **26.** Perform one of the following:

lf	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 <b>24</b>
You do not need to add another attachment	Click <b>Data Overview</b> Data Overview to go to the United States Postal Service – eCareer – Candidate Profile (Data Overview tab) screen.	Step <b>27</b>



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



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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.



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



- **29.** Click **Check Box** I to indicate that you have completed the profile to be used for job consideration.
- **30.** Click **Check Box** I to indicate that you accept the data privacy statement.
- **31.** Click **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.