

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

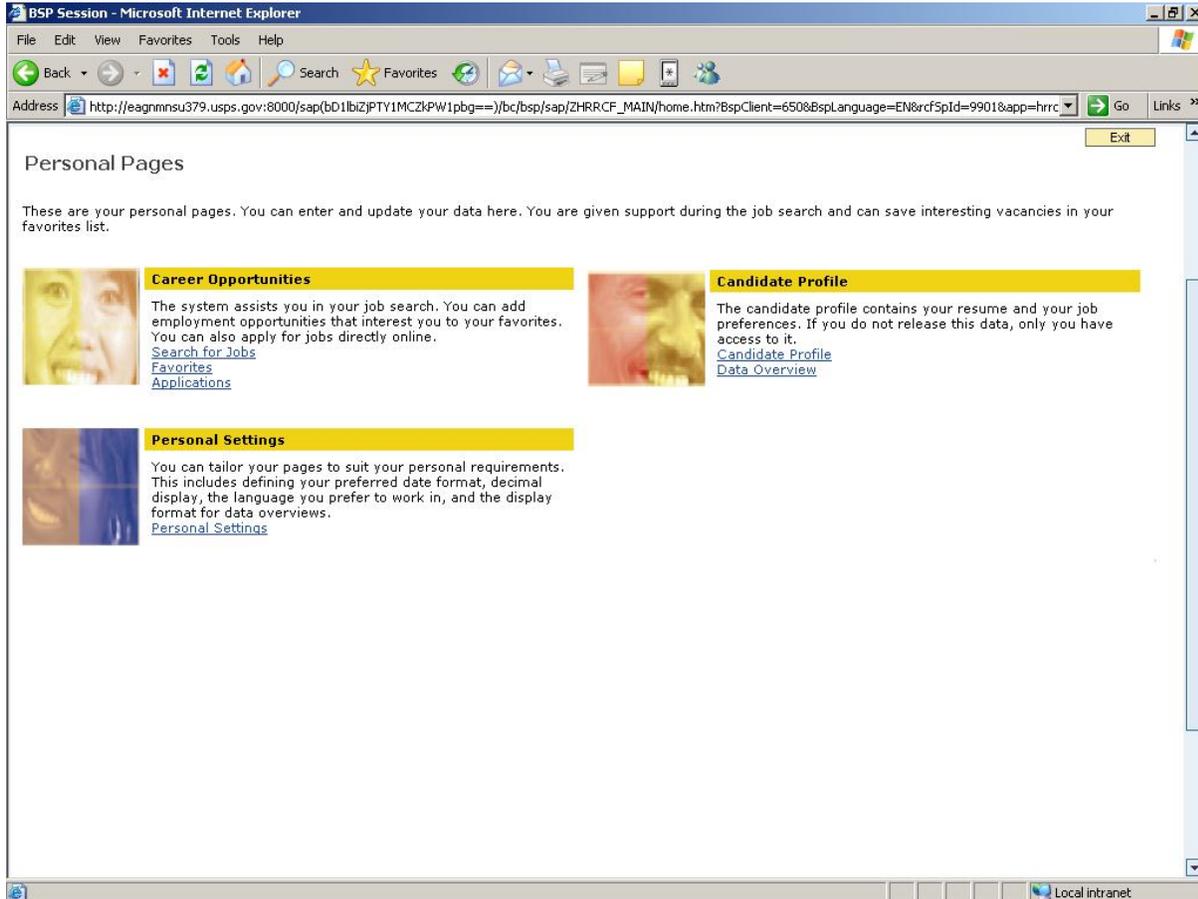
Helpful Hints

None

Procedure

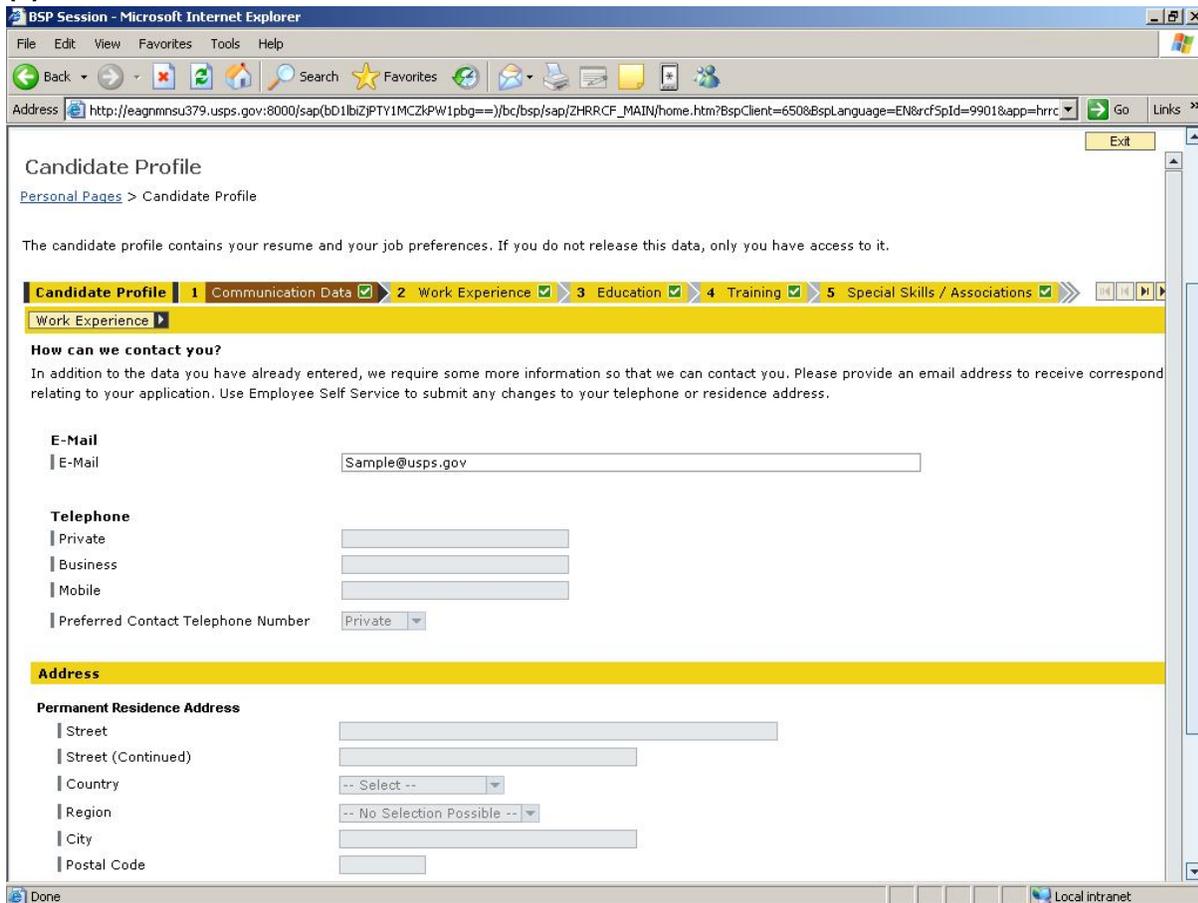
1. To begin this transaction, navigate to the *United States Postal Service – eCareer – Personal Pages* screen.

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)



The screenshot shows a Microsoft Internet Explorer browser window displaying the 'Candidate Profile' page. The browser's address bar shows the URL: [http://eagnmnsu379.usps.gov:8000/sap\(bd1lbizPTY1MCZlPW1pbg==\)/bc/bsp/sap/ZHRRCF_MAIN/home.htm?BspClient=650&BspLanguage=EN&cfSpId=9901&app=hrrc](http://eagnmnsu379.usps.gov:8000/sap(bd1lbizPTY1MCZlPW1pbg==)/bc/bsp/sap/ZHRRCF_MAIN/home.htm?BspClient=650&BspLanguage=EN&cfSpId=9901&app=hrrc). The page title is 'Candidate Profile'. Below the title, there is a navigation menu with tabs: 'Candidate Profile', '1 Communication Data', '2 Work Experience', '3 Education', '4 Training', and '5 Special Skills / Associations'. The 'Communication Data' tab is selected. The main content area is titled 'How can we contact you?' and contains the following fields:

- E-Mail:** A text input field containing 'Sample@usps.gov'.
- Telephone:** Four text input fields for 'Private', 'Business', 'Mobile', and 'Preferred Contact Telephone Number'. The 'Preferred Contact Telephone Number' field has a dropdown menu set to 'Private'.
- Address:** A section titled 'Permanent Residence Address' with the following fields:
 - Street
 - Street (Continued)
 - Country: A dropdown menu set to '-- Select --'.
 - Region: A dropdown menu set to '-- No Selection Possible --'.
 - City
 - Postal Code



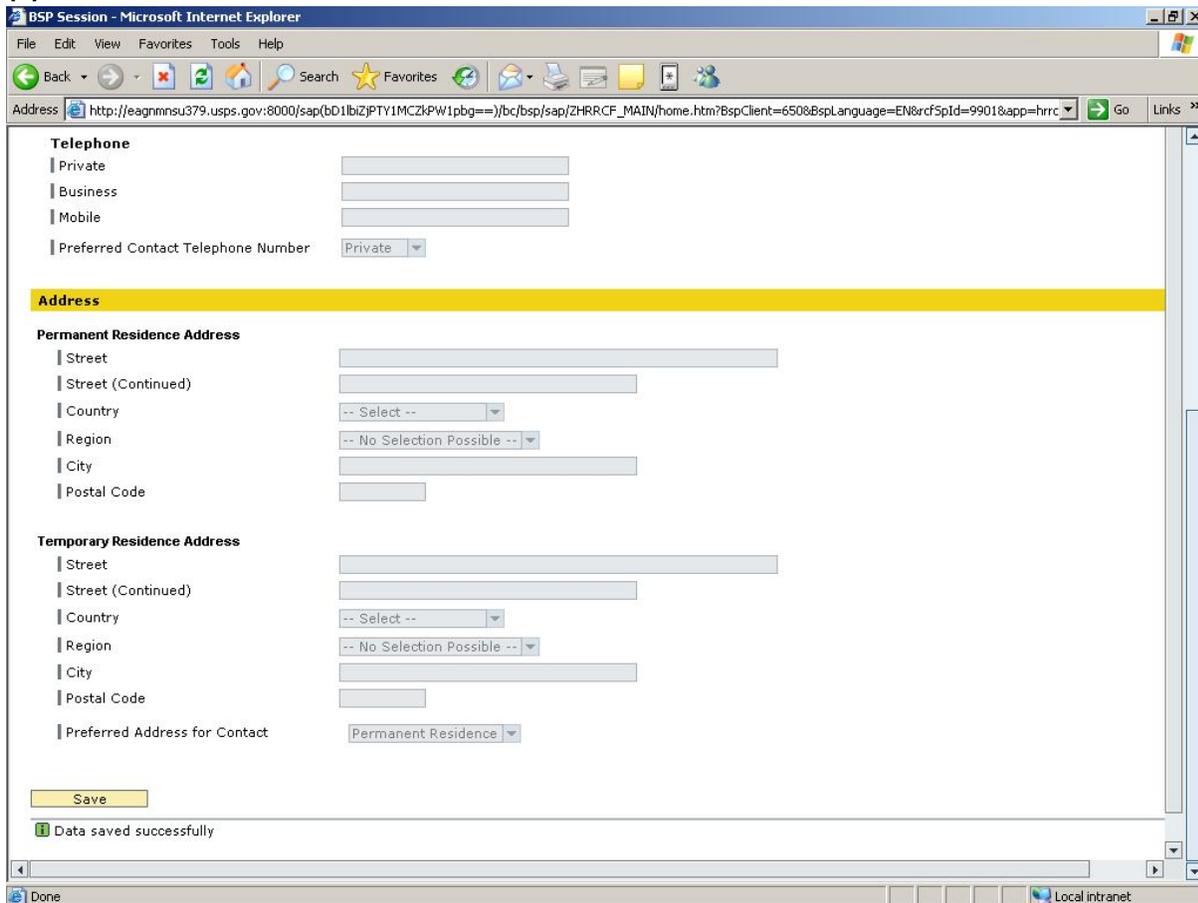
Caution: The *Communication Data* tab allows the candidate to view and edit their **E-Mail Address**. If other fields require updating, contact the HRSSC.

- 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)



Telephone

Private
Business
Mobile
Preferred Contact Telephone Number Private

Address

Permanent Residence Address

Street
Street (Continued)
Country -- Select --
Region -- No Selection Possible --
City
Postal Code

Temporary Residence Address

Street
Street (Continued)
Country -- Select --
Region -- No Selection Possible --
City
Postal Code
Preferred Address for Contact Permanent Residence

Save

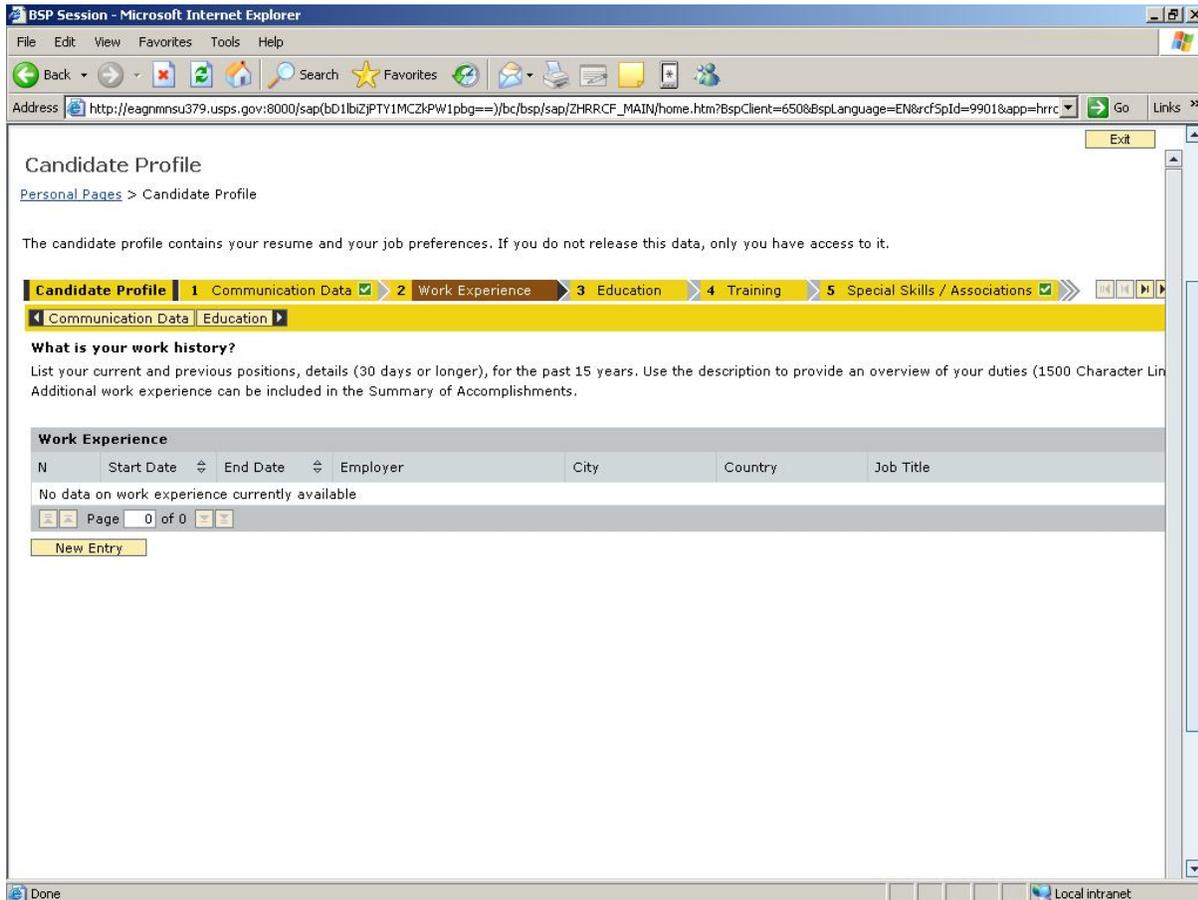
Data saved successfully



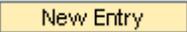
Note: The system displays the message "Data saved successfully."

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

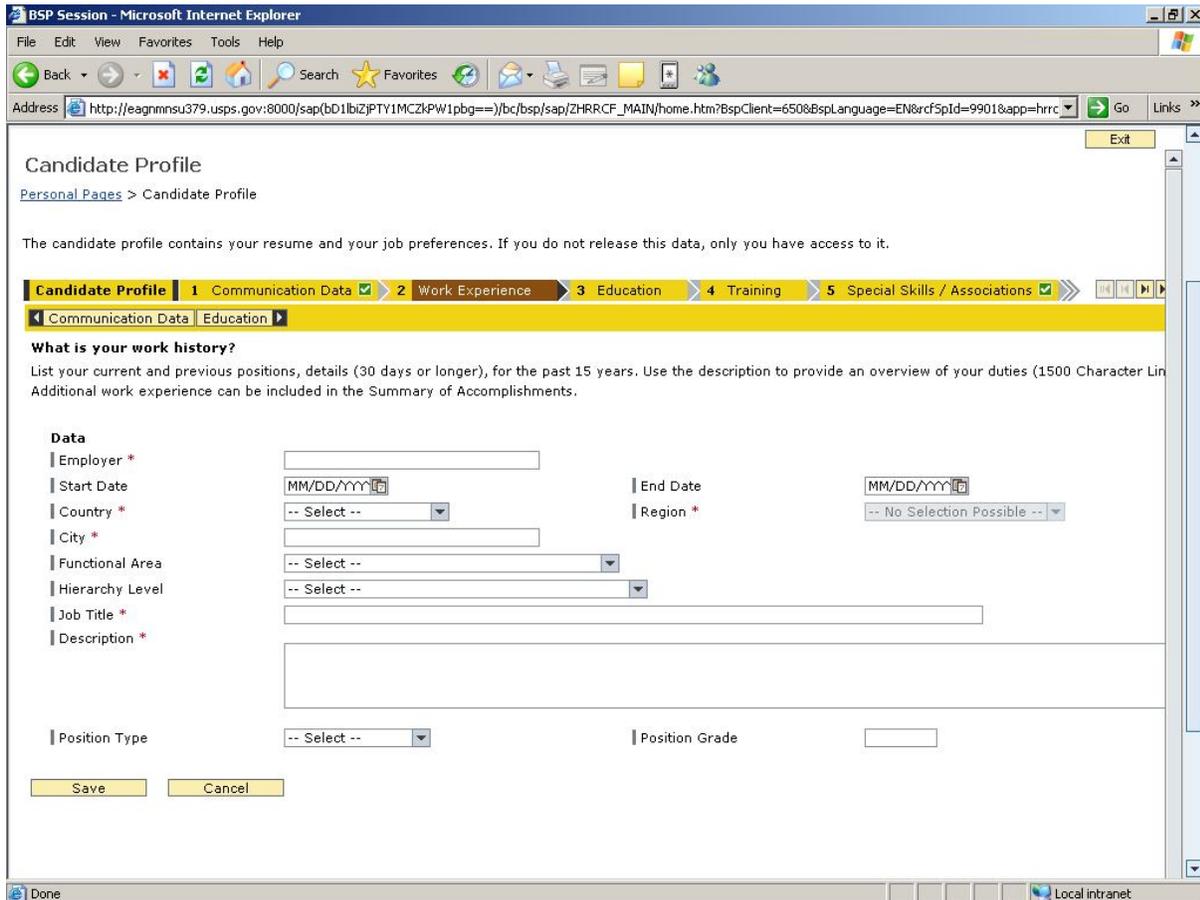
United States Postal Service - eCareer - Candidate Profile (Work Experience tab) (1)



The screenshot shows a Microsoft Internet Explorer browser window displaying the 'Candidate Profile' page. The browser's address bar shows the URL: [http://eagmnsu379.usps.gov:8000/sap\(bD1IbIZPTY1MCZKPW1pbg==\)/bc/bsp/sap/ZHRRCF_MAIN/home.htm?BspClient=650&BsplLanguage=EN&rfSpId=9901&app=hrrc](http://eagmnsu379.usps.gov:8000/sap(bD1IbIZPTY1MCZKPW1pbg==)/bc/bsp/sap/ZHRRCF_MAIN/home.htm?BspClient=650&BsplLanguage=EN&rfSpId=9901&app=hrrc). The page title is 'Candidate Profile'. Below the title, there is a navigation menu with five tabs: 'Candidate Profile', '1 Communication Data', '2 Work Experience', '3 Education', '4 Training', and '5 Special Skills / Associations'. The '2 Work Experience' tab is currently selected. Below the navigation menu, there is a section titled 'What is your work history?' with a description: 'List your current and previous positions, details (30 days or longer), for the past 15 years. Use the description to provide an overview of your duties (1500 Character Limit). Additional work experience can be included in the Summary of Accomplishments.' Below this description is a table with the following columns: 'N', 'Start Date', 'End Date', 'Employer', 'City', 'Country', and 'Job Title'. The table is currently empty, and a message below it states: 'No data on work experience currently available'. At the bottom of the table, there is a 'Page 0 of 0' indicator and a 'New Entry' button.

5. Click **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)



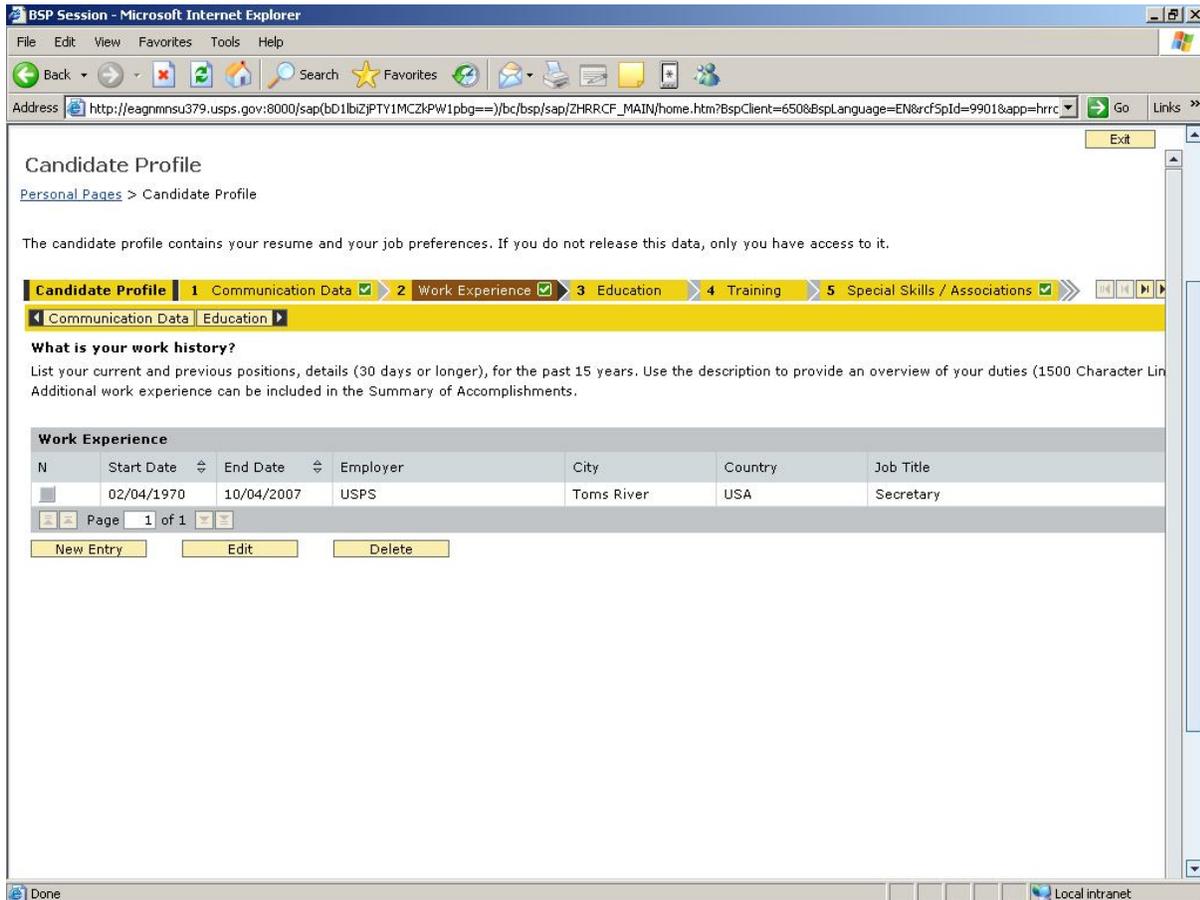
6. As required, complete/review the following fields:

| 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 |

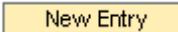
| Field Name | R/O/C | Description |
|-----------------|-------|--|
| City | R | City in which the job was located. Example: Columbia |
| Functional Area | R | Industry or Department of the job experience. Example: Administrative/Clerical |
| Hierarchy Level | R | Organizational level of the position. 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.  <p>Note: Details of work accomplishments should relate to the requirements of the job being applied for. FIELD MAX CHARACTERS OF 1500</p> 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**  to save your entries and return to the *United States Postal Service – eCareer - Candidate Profile (Work Experience tab) (3)* screen.

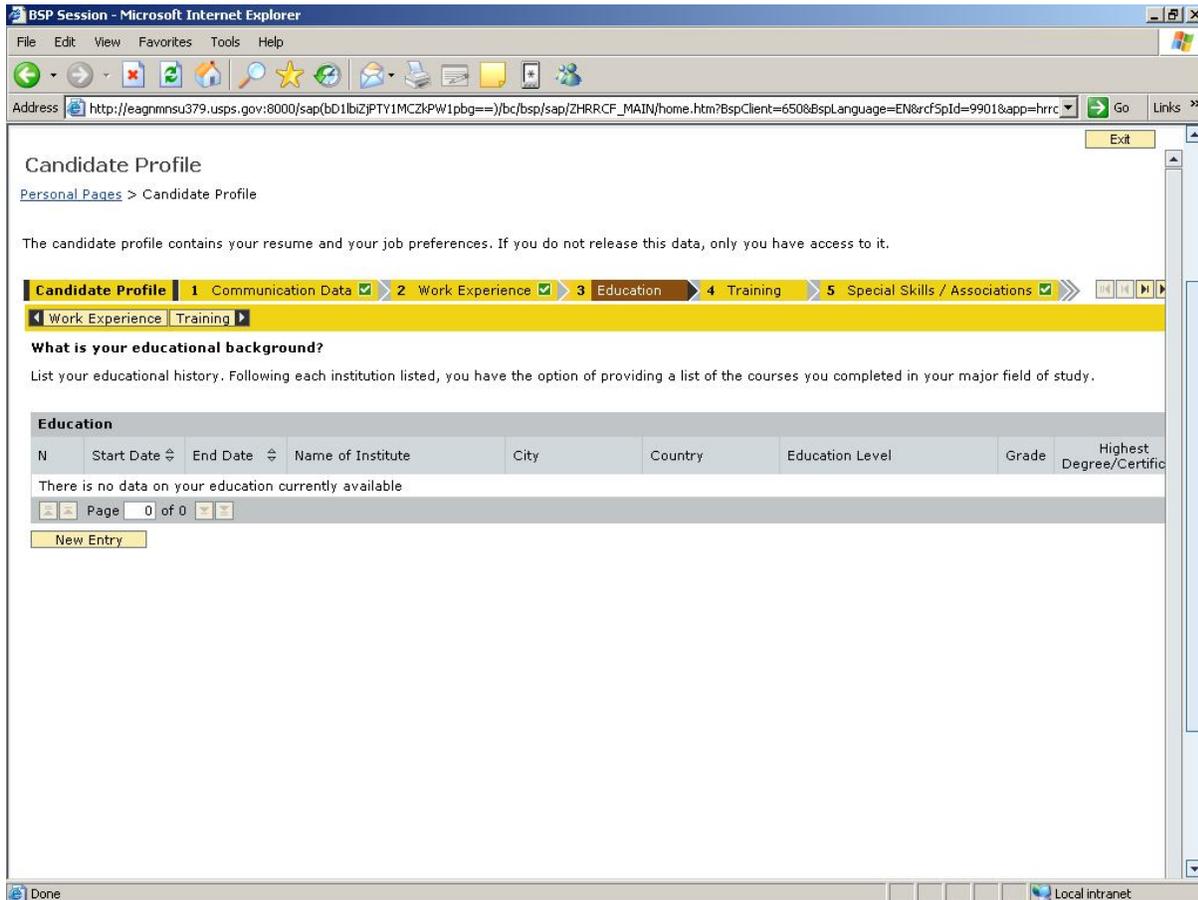
United States Postal Service - eCareer - Candidate Profile (Work Experience tab) (3)



8. Perform one of the following:

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

United States Postal Service - eCareer - Candidate Profile (Education 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 | 1 Communication Data | 2 Work Experience | 3 Education | 4 Training | 5 Special Skills / Associations

Work Experience | Training

What is your educational background?

List your educational history. Following each institution listed, you have the option of providing a list of the courses you completed in your major field of study.

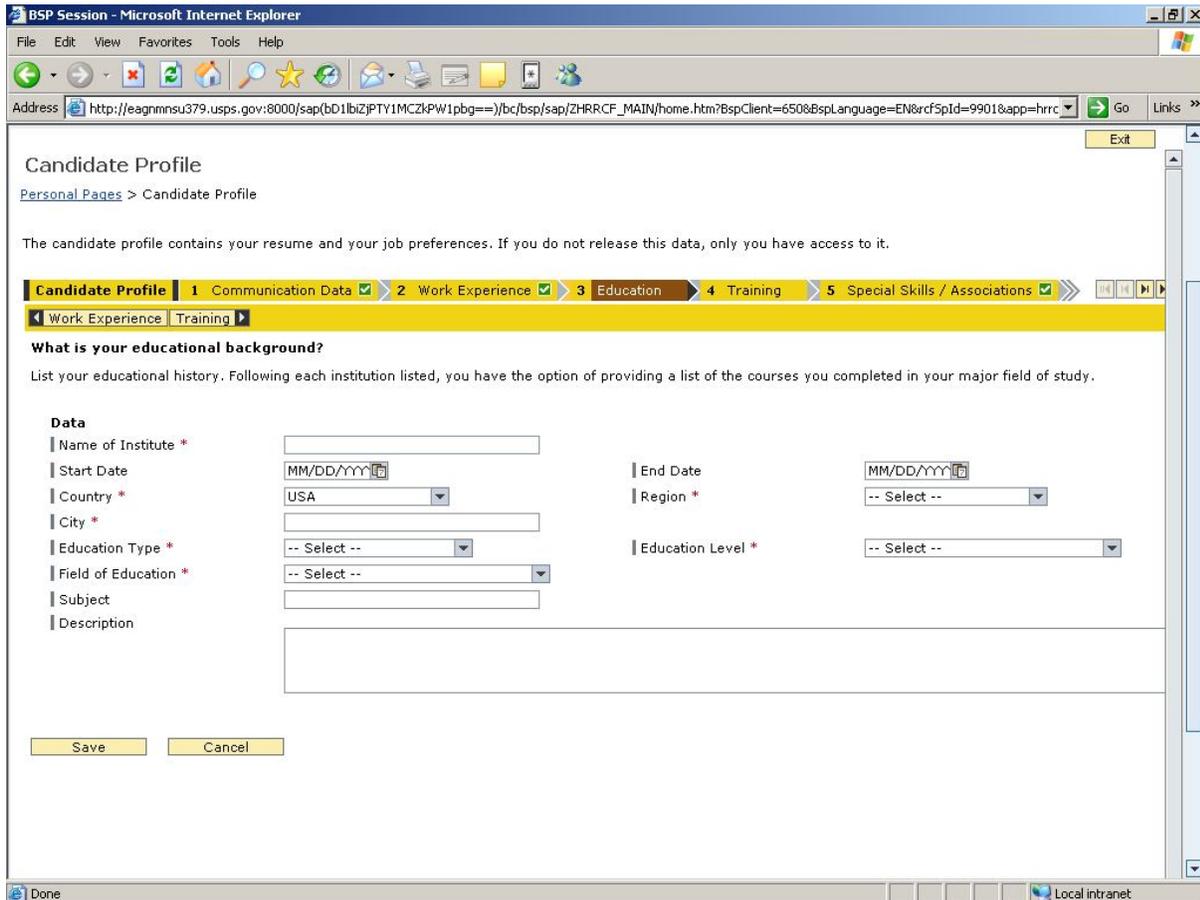
| N | Start Date | End Date | Name of Institute | City | Country | Education Level | Grade | Highest Degree/Certific |
|--|------------|----------|-------------------|------|---------|-----------------|-------|-------------------------|
| There is no data on your education currently available | | | | | | | | |

Page 0 of 0

New Entry

9. Click **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)



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

Work Experience | Training

What is your educational background?

List your educational history. Following each institution listed, you have the option of providing a list of the courses you completed in your major field of study.

Data

Name of Institute *

Start Date End Date

Country * Region *

City *

Education Type * Education Level *

Field of Education *

Subject

Description

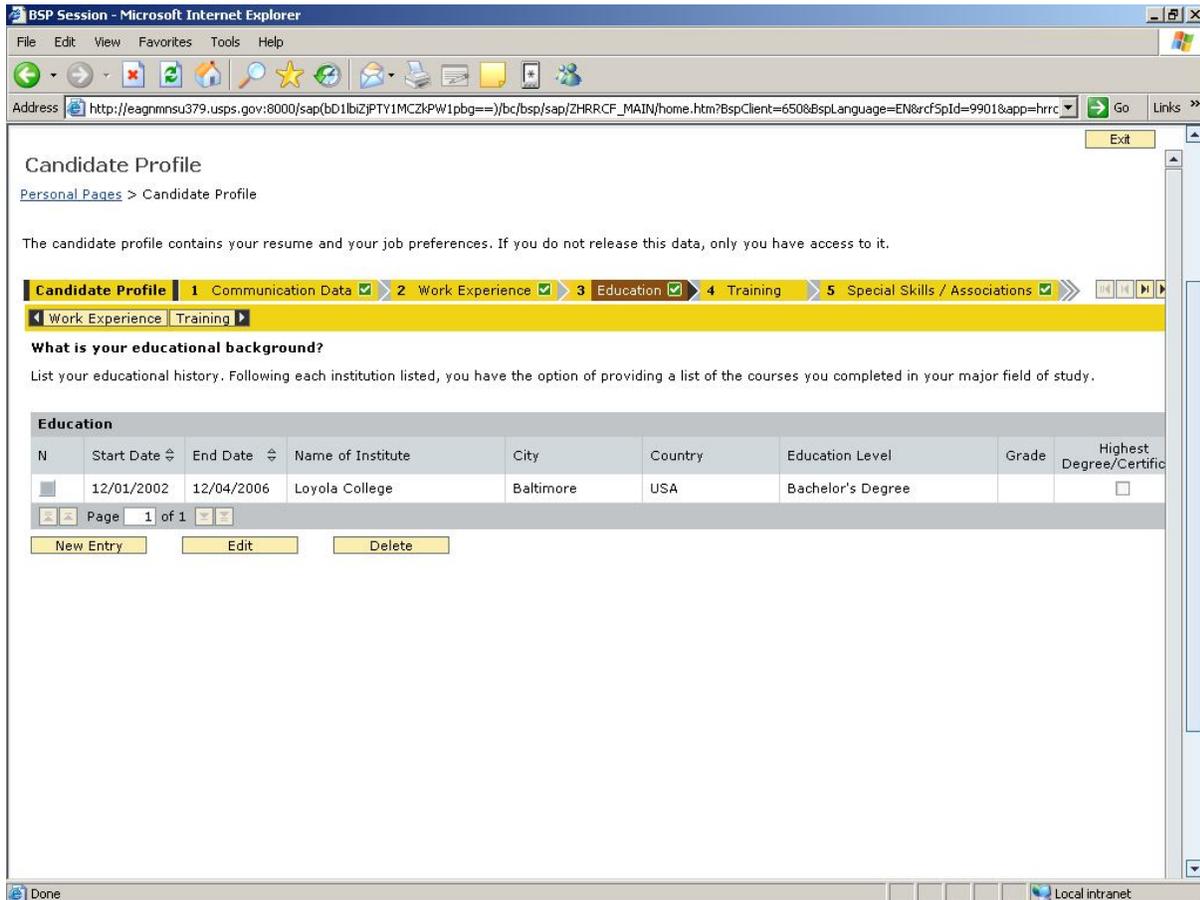
10. As required, complete the following fields:

| 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 |

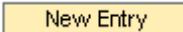
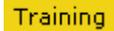
| Field Name | R/O/C | Description |
|--------------------|-------|--|
| City | R | City/town in which the institution was located. Example: Canandaigua |
| Education Type | R | Level of the educational institution. Example: High School |
| Field of Education | R | Select the area of study. Example: 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**  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)



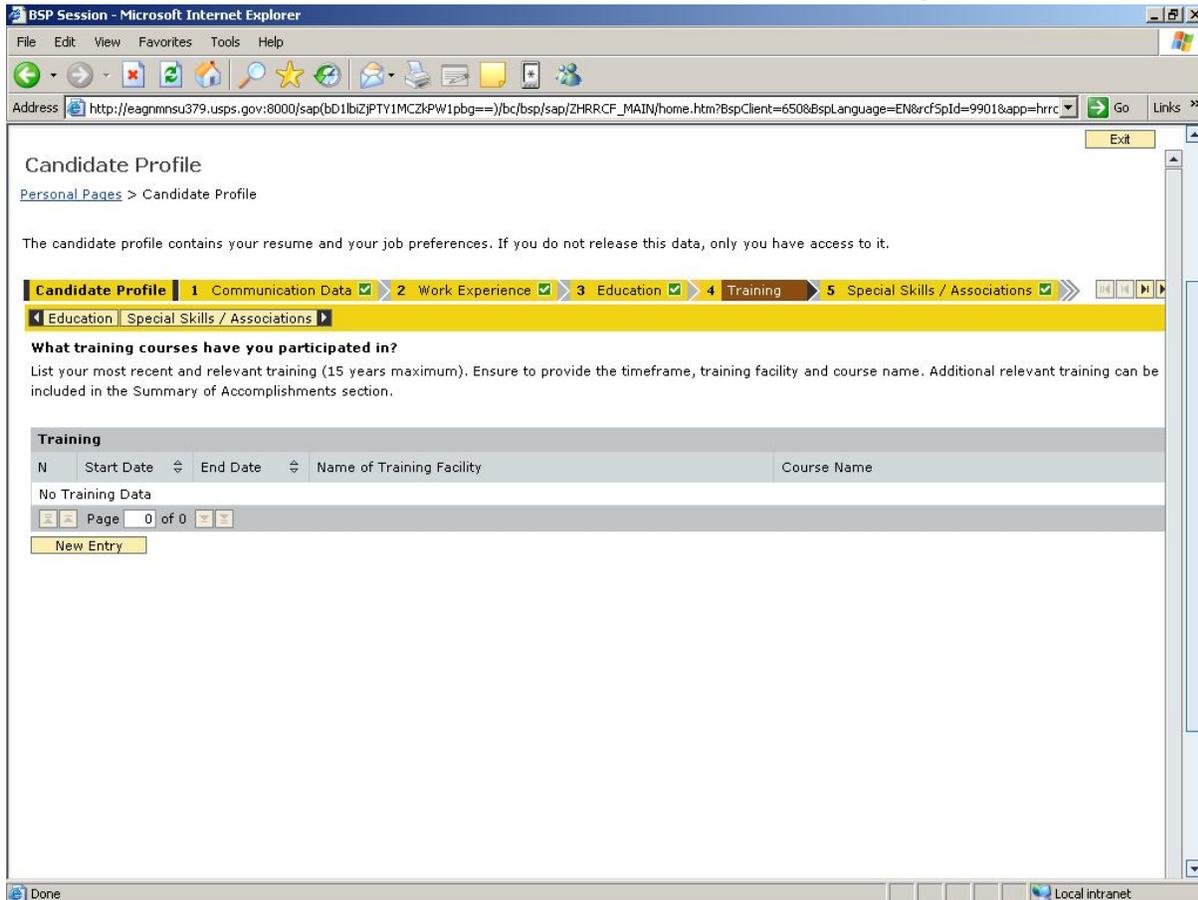
12. Perform one of the following:

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

United States Postal Service - eCareer - Candidate Profile (Training 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 | 1 Communication Data | 2 Work Experience | 3 Education | 4 Training | 5 Special Skills / Associations

Education | Special Skills / Associations

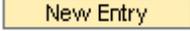
What training courses have you participated in?

List your most recent and relevant training (15 years maximum). Ensure to provide the timeframe, training facility and course name. Additional relevant training can be included in the Summary of Accomplishments section.

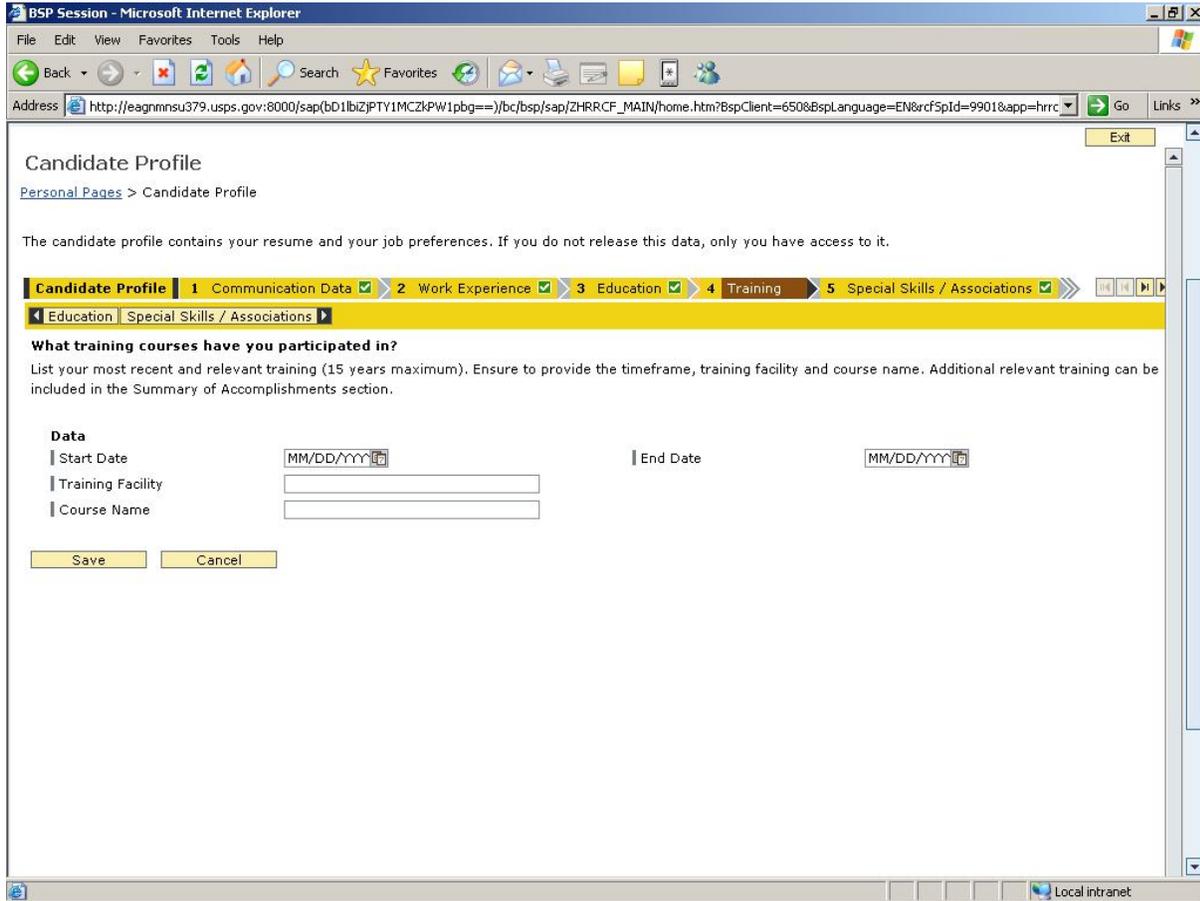
| N | Start Date | End Date | Name of Training Facility | Course Name |
|------------------|------------|----------|---------------------------|-------------|
| No Training Data | | | | |

Page 0 of 0

New Entry

- 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)



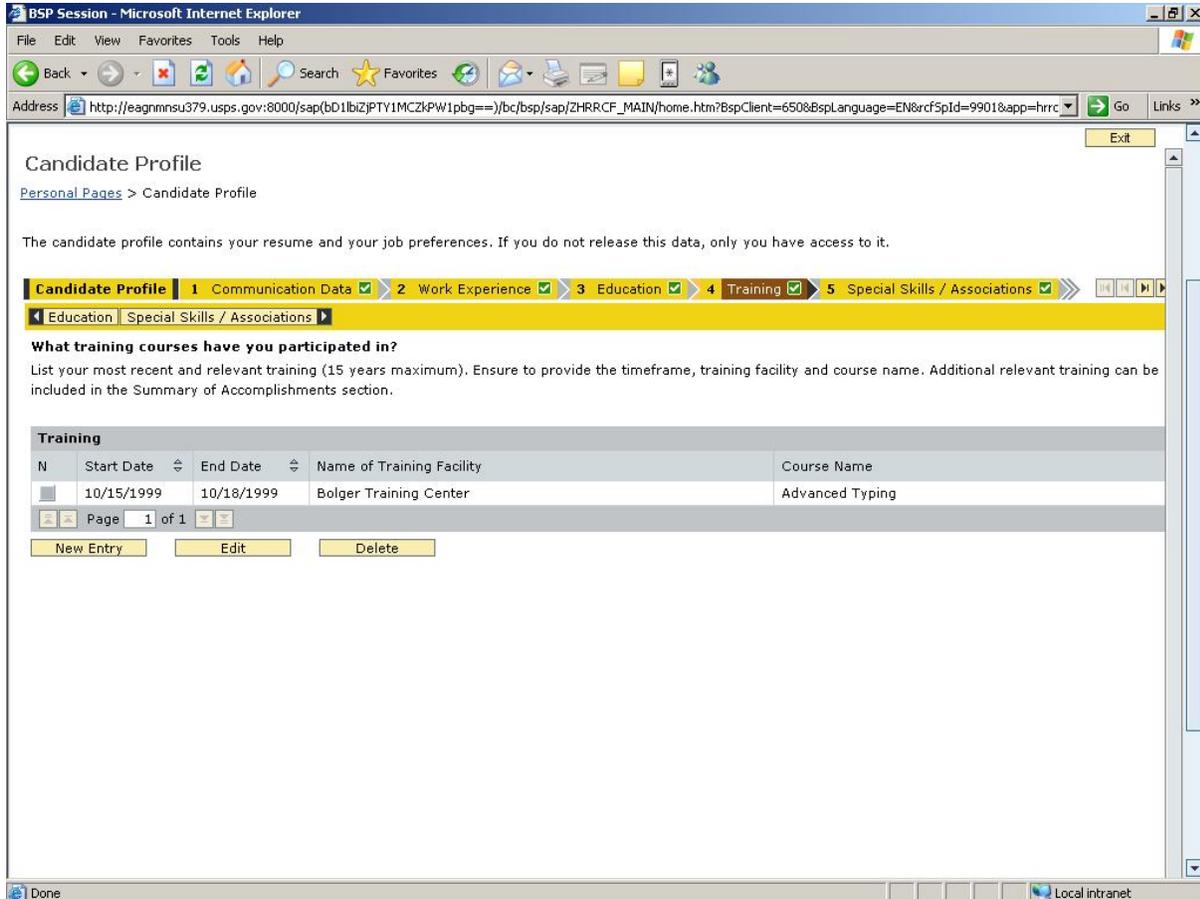

Note: You may enter training information that goes back up to 15 years in the past.

14. As required, complete the following fields:

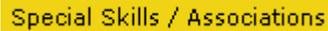
| Field Name | R/O/C | Description |
|-------------------|-------|---|
| Start Date | R | Date the training began. Example: 02/03/1993 |
| End Date | R | Date the training was completed. Example: 02/05/1993 |
| Training Facility | R | Name of the location where training occurred. Example: Bolger Training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

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

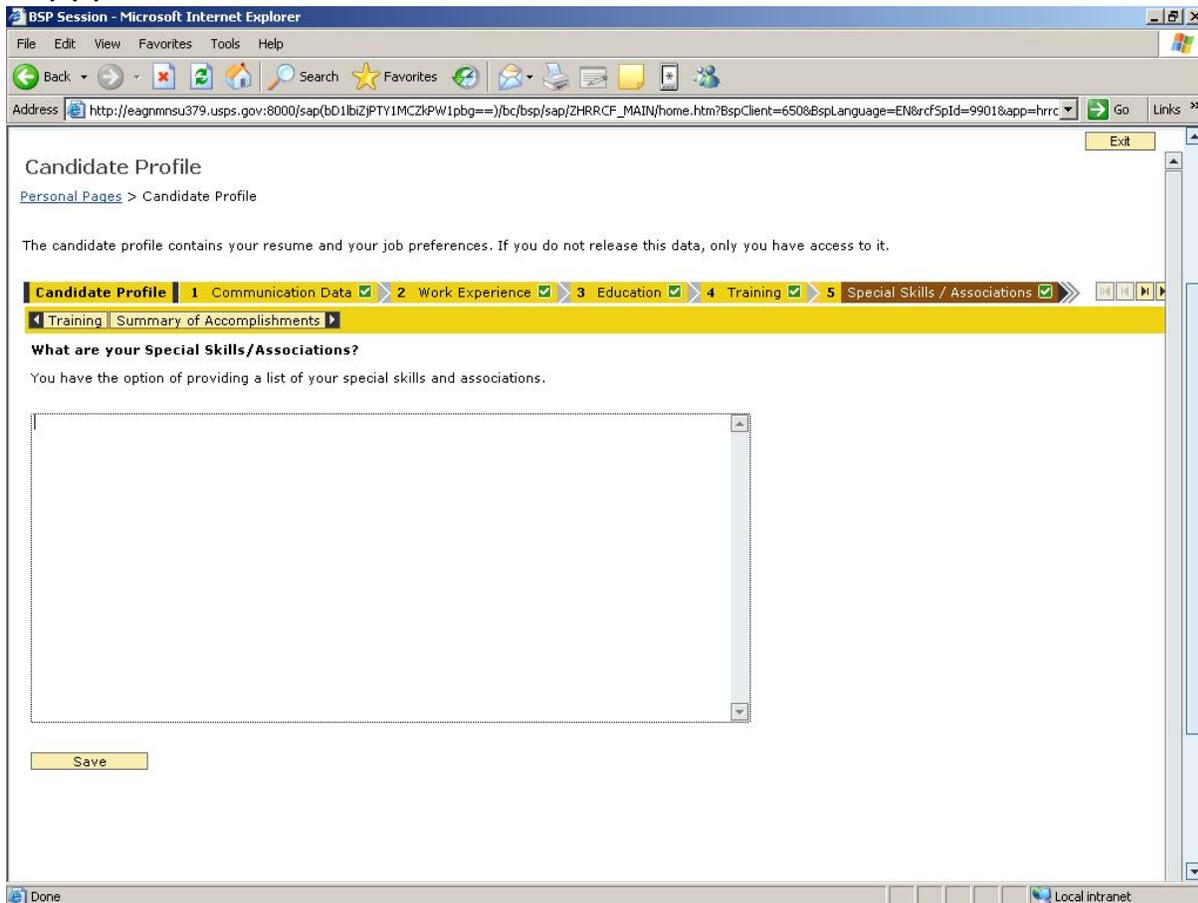
United States Postal Service - eCareer - Candidate Profile (Training tab) (3)



16. Perform one of the following:

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

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



The screenshot shows a Microsoft Internet Explorer browser window displaying the 'Candidate Profile' page. The address bar shows the URL: [http://eagmnsu379.usps.gov:8000/sap\(bd1lbiZjPTy1MCZkPW1pbg==\)/bc/bsp/sap/ZHRRCF_MAIN/home.htm?BspClient=650&BspLanguage=EN&rfSpId=9901&app=hrrc](http://eagmnsu379.usps.gov:8000/sap(bd1lbiZjPTy1MCZkPW1pbg==)/bc/bsp/sap/ZHRRCF_MAIN/home.htm?BspClient=650&BspLanguage=EN&rfSpId=9901&app=hrrc). The page title is 'Candidate Profile'. Below the title, there is a breadcrumb trail: [Personal Pages](#) > [Candidate Profile](#). A message states: 'The candidate profile contains your resume and your job preferences. If you do not release this data, only you have access to it.' A navigation bar contains five tabs: 'Candidate Profile', '1 Communication Data', '2 Work Experience', '3 Education', '4 Training', and '5 Special Skills / Associations'. The 'Special Skills / Associations' tab is selected and highlighted in yellow. Below the navigation bar, there is a sub-tab 'Summary of Accomplishments'. The main content area is titled 'What are your Special Skills/Associations?' and includes the text: 'You have the option of providing a list of your special skills and associations.' Below this text is a large, empty text input area with a vertical scrollbar on the right side. At the bottom left of the input area, there is a 'Save' button. The browser's status bar at the bottom shows 'Done' and 'Local intranet'.

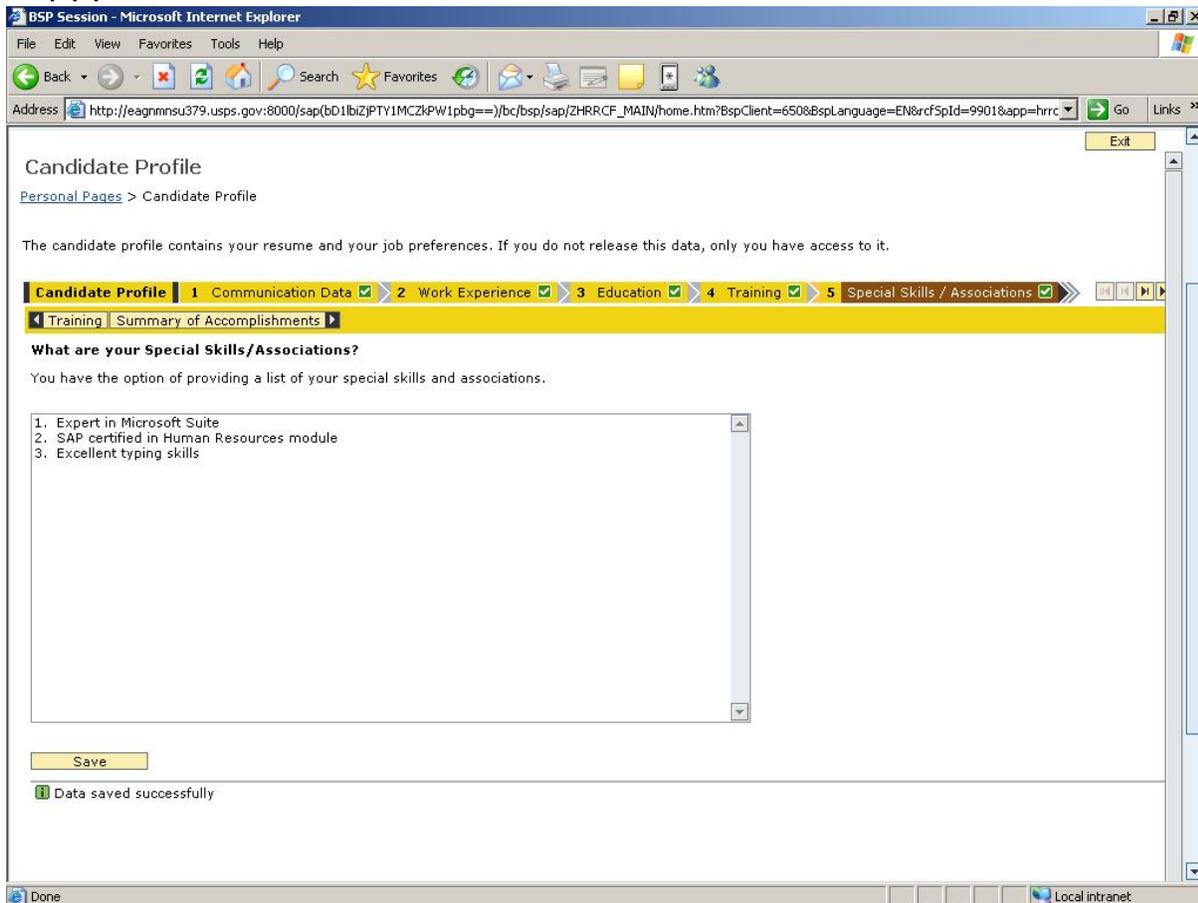
17. Enter specialized skills, memberships, and associations to include as part of your profile.



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)



The screenshot shows a Microsoft Internet Explorer browser window displaying the 'Candidate Profile' page. The browser's address bar shows the URL: [http://eagnmnsu379.usps.gov:8000/sap\(bd1lbizPTY1MCZkPW1pbg==\)/bc/bsp/sap/ZHRRCF_MAIN/home.htm?BspClient=650&BspLanguage=EN&rfSpId=9901&app=hrc](http://eagnmnsu379.usps.gov:8000/sap(bd1lbizPTY1MCZkPW1pbg==)/bc/bsp/sap/ZHRRCF_MAIN/home.htm?BspClient=650&BspLanguage=EN&rfSpId=9901&app=hrc). The page title is 'Candidate Profile'. Below the title, there is a navigation bar with tabs: 'Candidate Profile', '1 Communication Data', '2 Work Experience', '3 Education', '4 Training', and '5 Special Skills / Associations'. The 'Special Skills / Associations' tab is selected. Below the navigation bar, there is a section titled 'What are your Special Skills/Associations?' with a text area containing the following list:

1. Expert in Microsoft Suite
2. SAP certified in Human Resources module
3. Excellent typing skills

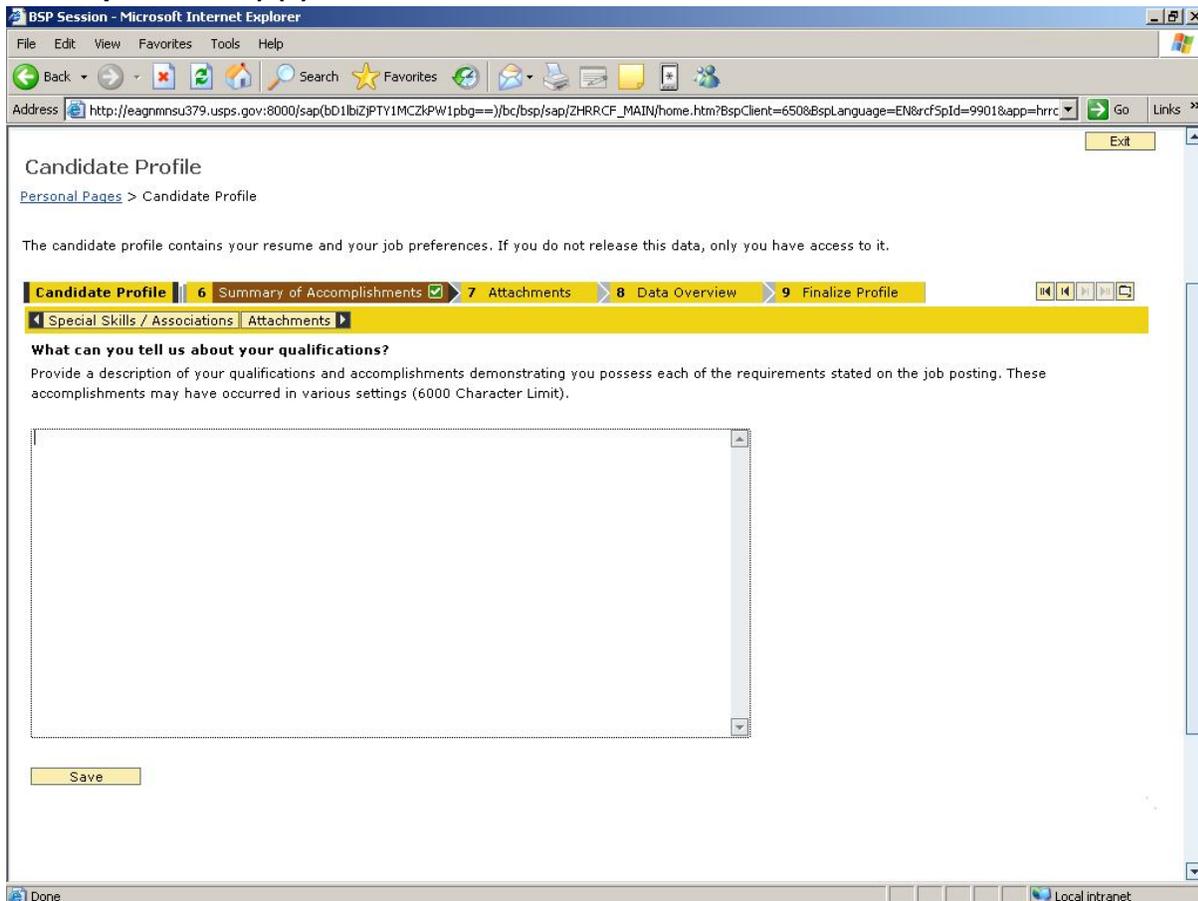
Below the text area, there is a 'Save' button. A message at the bottom of the page states: 'Data saved successfully'.



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)



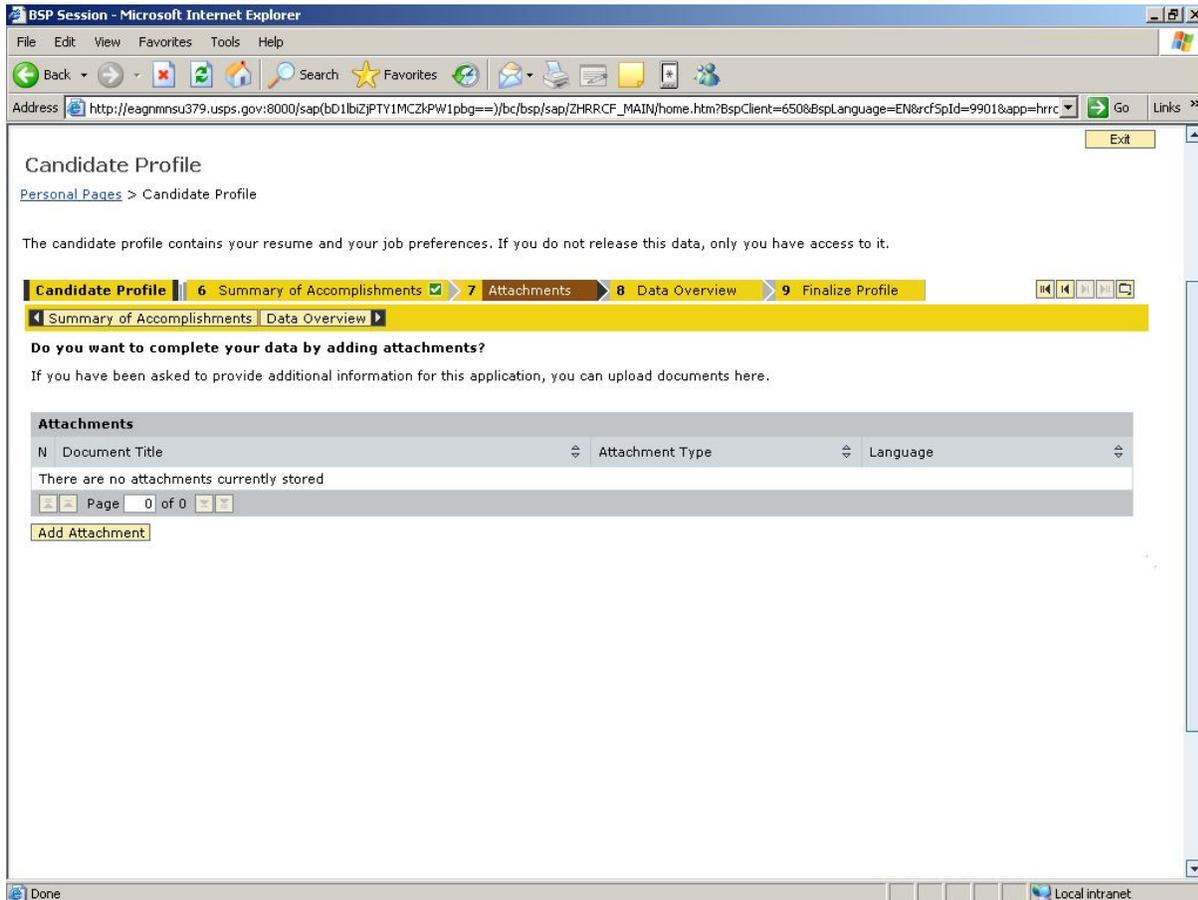
21. Review your summary of accomplishments to include as part of your profile.



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.

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

Page 0 of 0

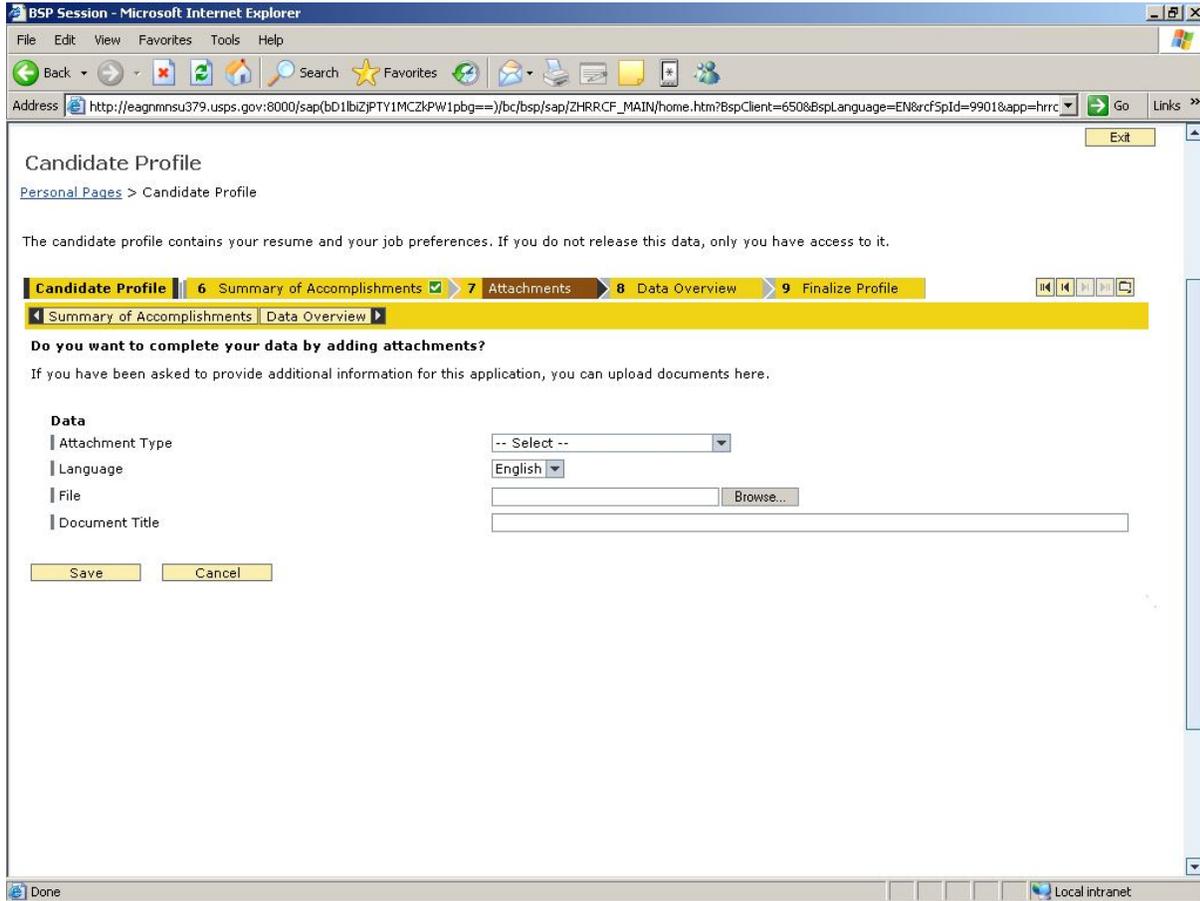
Add Attachment



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

23. Click **Add Attachment**  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)



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.

Data

Attachment Type: -- Select --

Language: English

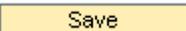
File: Browse...

Document Title:

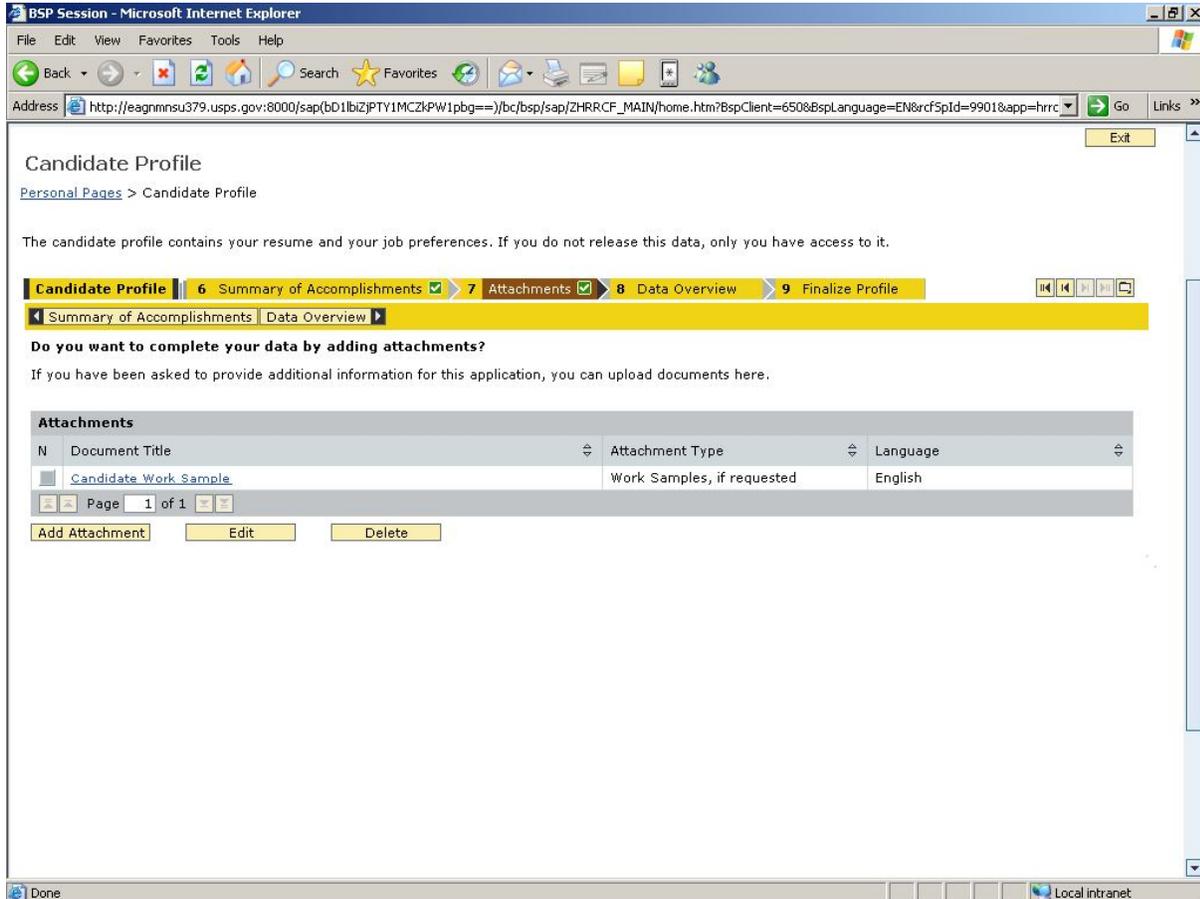
Save Cancel

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 <input type="button" value="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**  to add the attachment.

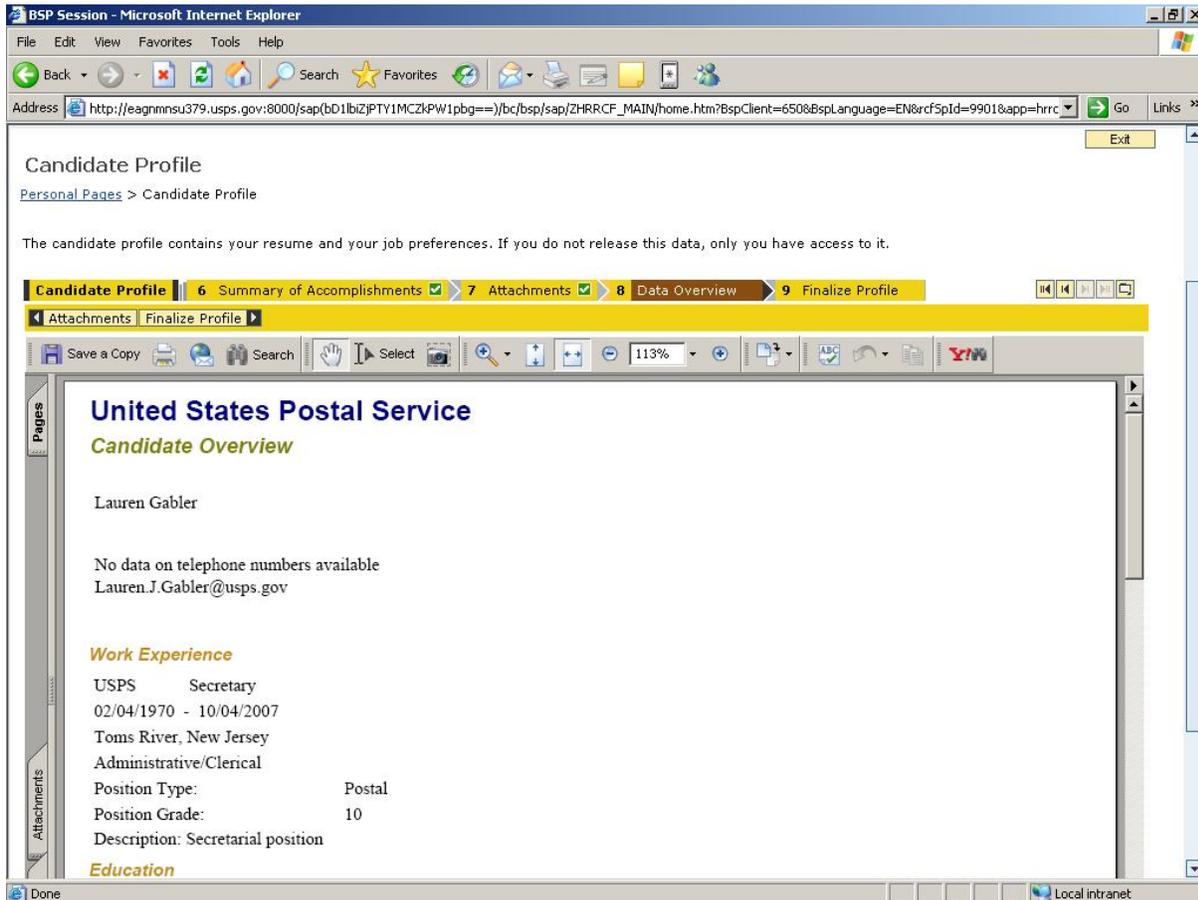
United States Postal Service - eCareer - Candidate Profile (Attachments tab) (3)



26. Perform one of the following:

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

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



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

Attachments | Finalize Profile

United States Postal Service

Candidate Overview

Lauren Gabler

No data on telephone numbers available
Lauren.J.Gabler@usps.gov

Work Experience

USPS Secretary
02/04/1970 - 10/04/2007
Toms River, New Jersey
Administrative/Clerical

Position Type: Postal
Position Grade: 10
Description: Secretarial position

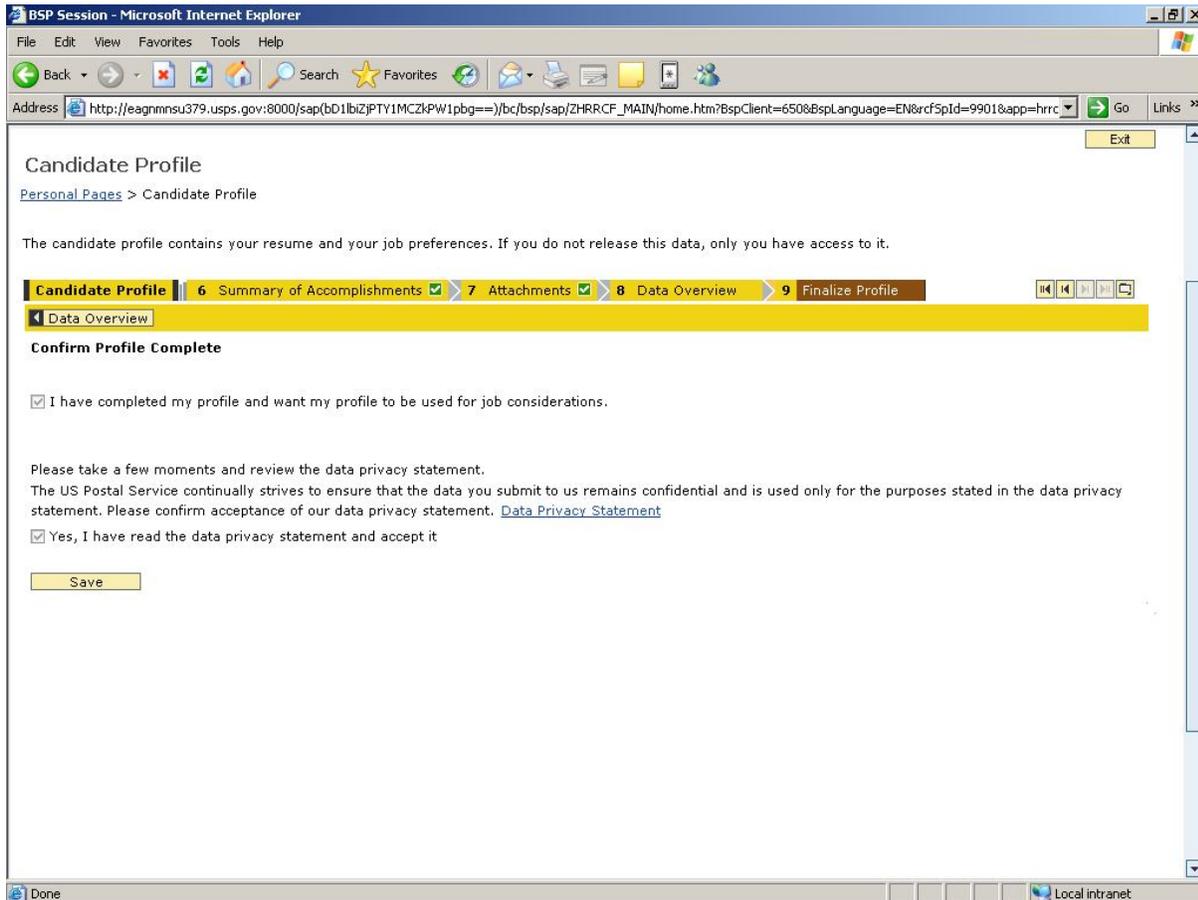
Education



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)



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

Data Overview

Confirm Profile Complete

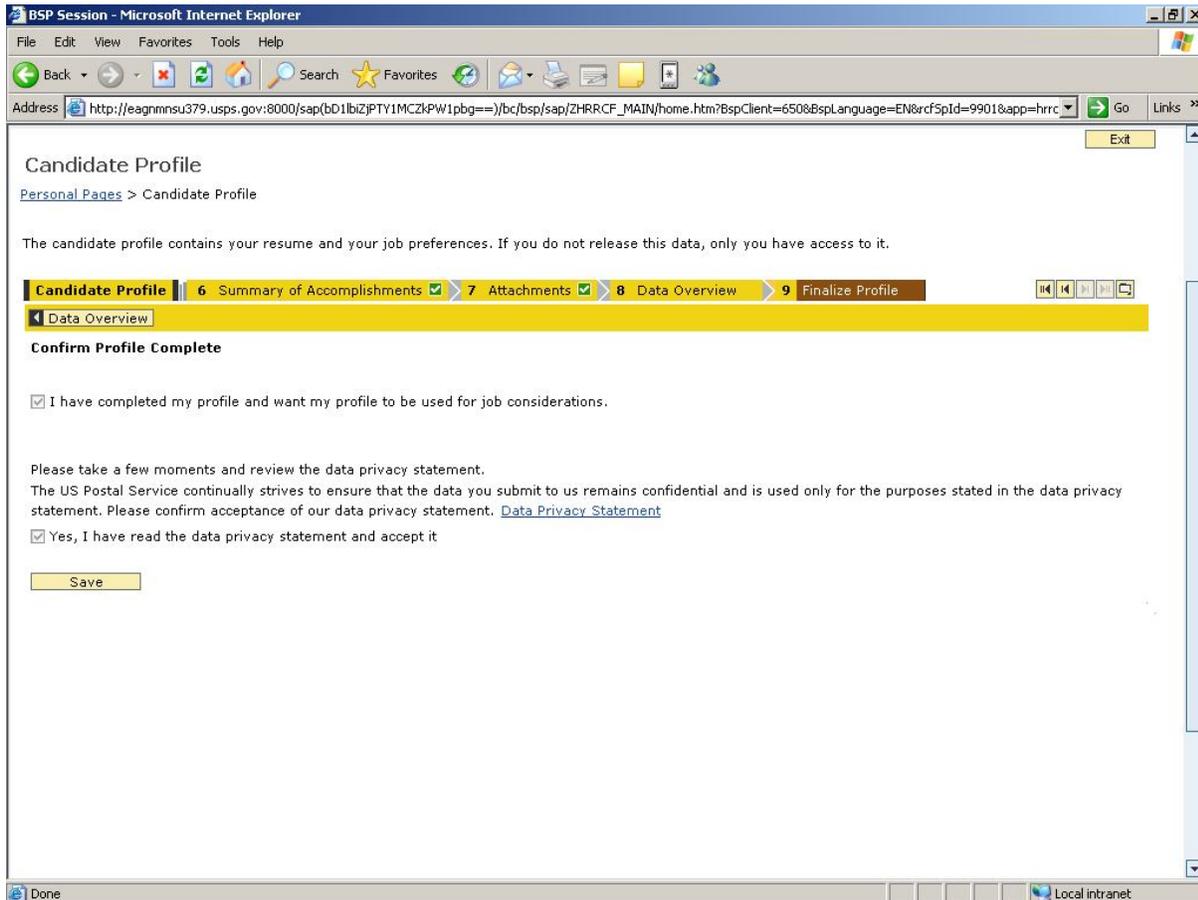
I have completed my profile and want my profile to be used for job considerations.

Please take a few moments and review the data privacy statement.
The US Postal Service continually strives to ensure that the data you submit to us remains confidential and is used only for the purposes stated in the data privacy statement. Please confirm acceptance of our data privacy statement. [Data Privacy Statement](#)

Yes, I have read the data privacy statement and accept it

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** to save your changes.

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



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

Data Overview

Confirm Profile Complete

I have completed my profile and want my profile to be used for job considerations.

Please take a few moments and review the data privacy statement.
The US Postal Service continually strives to ensure that the data you submit to us remains confidential and is used only for the purposes stated in the data privacy statement. Please confirm acceptance of our data privacy statement. [Data Privacy Statement](#)

Yes, I have read the data privacy statement and accept it

Save



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.