

Candidate Profile Quick Reference Guide

Following these steps will help you complete your Candidate Profile

Step 1

Personal Pages

These are your personal pages. You can enter and update your data here. You are given support during the job search and can save interesting vacancies in your favorites list.

Career Opportunities

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

Search for Jobs

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.

Click Candidate Profile

Step 4

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

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
1	09/01/1991	05/01/1995	John Hopkins University	Baltimore	USA	Associate Degree		

When finished with your education, click the Training Tab.

These three buttons have the same functionality as in Slide 3. Refer to that slide on how to use these buttons for Education.

Step 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

How can we contact you?

In addition to the data you have already entered, we require some more information so that we can contact you. Please provide an email address to receive correspondence relating to your application. Use Employee Self Service to submit any changes to your telephone or residence address.

E-Mail

E-Mail: Edward.M.Milad@usps.gov

Telephone

Private: []
Business: []
Mobile: []
Preferred Contact Telephone Number: Private []

Address

Permanent Residence Address

Street: []
Street (Continued): []
Country: []
Region: []
City: []

1. Verify/Edit your email address. All eCareer communications will be sent to this address.

NOTE: If Telephone/Address information needs updating, contact the HRSSC.

2. When finished click the Work Experience Tab.

Step 5

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

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 will be included in the Summary of Accomplishments section.

N	Start Date	End Date	Name of Training Facility	Course Name
1	01/01/1997	01/01/1997	Triboro	HCES Training

When finished with your training, click the Special Skills/Associations Tab.

These three buttons have the same functionality as in Slide 3. Refer to that slide on how to use these buttons for Education.

Step 3

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

What is your work history?

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). Additional work experience can be included in the Summary of Accomplishments.

N	Start Date	End Date	Employer	City	Country
1	12/12/2005	Open	USPS-Training Manager	Washington	USA

When Finished, click the Education Tab.

Click the box to the left of a work experience and click Delete to delete the item.

Click the box to the left of a work experience and click Edit to edit that item.

Click New Entry to enter additional work experience.

Step 6

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

What are your Special Skills/Associations?

You have the option of providing a list of your special skills and associations.

I am a Project Manager.

When finished with your Special Skills/Associations, click the Right Arrow to see the Next set of Tabs, specifically the Summary of Accomplishments tab. When you see that Tab, click on it.

Enter your Special Skills/Associations in this area and click Save.

Step 7

Candidate Profile
Personal Pages > Candidate Profile

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Candidate Profile | **Summary of Accomplishments** | **Attachments** | **Data Overview** | **Finalize Profile**

What can you tell us about your qualifications?
Provide a description of your qualifications and accomplishments demonstrating you possess each of the requirements stated on the job posting. These accomplishments may have occurred in various settings (5000 Character Limit).

This area contains your Summary of Accomplishments.
If you have not previously applied for a position, this tab will be blank.
If you have previously applied, your latest Summary of Accomplishments will be displayed on this screen.

When finished click the Attachments Tab.
For additional information on filling out your Summary of Accomplishments, refer to the eCareer Candidate Profile Guide.

Save

Step 10

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 | **Summary of Accomplishments** | **Attachments** | **Data Overview** | **Finalize Profile**

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

Read and review the information displayed on the Finalize Profile Tab. Then click the boxes verifying you have read the statements. When finished, click Save.

Step 8

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 | **Summary of Accomplishments** | **Attachments** | **Data Overview** | **Finalize Profile**

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
1	Training Test Results	Add'l Documentation Requested	English

Page 1 of 1

Add Attachment | **Edit** | **Delete**

This tab allows you to add Attachments as part of your Candidate Profile. Any attachments added to your profile can be reviewed as a component of your profile. To Add an attachment, click the Add Attachment Tab.

When finished click the Data Overview Tab.

Step 9

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 | **Summary of Accomplishments** | **Attachments** | **Data Overview** | **Finalize Profile**

United States Postal Service
Candidate Overview

Edward Milad

No data on telephone numbers available
Edward.Milad@usps.gov

Work Experience
USPS-Training Manager
12/12/2005 - Open
Washington, District of Columbia

Position Type: -- Select --
Position Grade: -- Select --
Description: Description
Education: John Hopkins University

This tab allows you to preview your Candidate Profile and see all Candidate Profile Tab information on one screen.
****IMPORTANT** Be patient, as it takes the system a few moments to load your profile in this format.**
When you have finished reviewing your Candidate Profile, click the Finalize Profile tab.

Candidate Profile Quick Tips

- When entering text as part of your profile, there is a maximum character limitation on certain tabs
 - Work Experience is limited to 1,500 characters
 - Education is limited to 2,000 characters
 - Special Skills/Associations is limited to 1,000 characters
 - Summary of Accomplishments is limited to 6000 characters and should be entered when you are applying for a job
- When creating your training experience, remember to include relevant training within the past 15 years
- The email stored on your profile will be the email address that receives ALL eCareer correspondences, even if you are a Selecting Official or Review Committee Member.
- When entering your current work experience, leave the end date blank meaning that you are still in that position. When you leave that position, you can go back to that Work Experience tab and enter the end date.
- Refer to the eCareer Candidate Profile Guide for additional information on completing the application process

Congratulations!

You have successfully completed your Candidate Profile. Now when you apply for jobs within eCareer, your profile will load into the job application.