

Candidate Application Creation and Maintenance



Learning Objectives

You will be able to:

- **Define new terms related to candidate application creation and maintenance**
- **Search for job postings in eCareer**
- **Submit an application**
- **View the status of an application**
- **Withdraw an application**
- **Manage your favorite job postings in eCareer**

Candidate Application Process

- **Candidates search for job posting vacancies in eCareer**
- **Candidates can apply to the vacancies**
 - Candidates can also use information in their candidate profile when applying for vacancies
- **Candidates can view the status of their applications**



Candidate



Application
Submitted

Candidate Application Process (continued)

- **Candidates can withdraw their applications**
- **Candidates can save job postings to their Favorites, and apply to those postings at a later time**



Candidate



Application
Submitted

Apply to Job

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](#)
[Favorites](#)
[Applications](#)

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](#)
[Data Overview](#)

Personal Settings

You can tailor your pages to suit your personal requirements. This includes defining your preferred date format, decimal display, the language you prefer to work in, and the display format for data overviews.

[Personal Settings](#)

Click "Search for Jobs"

****For step-by-step instruction, refer to the "Apply to Job" work instruction.****

Apply to Job (continued)

BSP Session - Microsoft Internet Explorer

File Edit View Favorites Tools Help

Back Forward Stop Home Search Favorites Refresh Print Mail News RSS Feeds

Address [http://eagmnmsu379.usps.gov:8000/sap\(bD1IbIZjPTY1MCZkPW1pbG==\)/bc/bsp/sap/ZHRRCF_MAIN/home.htm?BspClient=650&BspLanguage=EN&rcfSpId=9901&app=hrrc](http://eagmnmsu379.usps.gov:8000/sap(bD1IbIZjPTY1MCZkPW1pbG==)/bc/bsp/sap/ZHRRCF_MAIN/home.htm?BspClient=650&BspLanguage=EN&rcfSpId=9901&app=hrrc) Go Links

Exit

Search for Jobs

[Personal Pages](#) > Search for Jobs

Are you looking for a new challenge at our company?

You can find a large number of employment opportunities in our database, so go ahead and take a look at our vacancies.

Start Search **Reset** **Save Search** [Notes on Search](#)

Search Queries

Search Query -- No search query saved ...

Full Text Search

Search for

Search Method One word (OR)

Search Criteria for Employment Opportunities

Functional Area -- Select --
Administrative/Clerical
Customer Service
Delivery

Hierarchy Level -- Select --
Administrative/Clerical (Non-Supervisory EAS)
Entry Level Management (Up to EAS 18)
Management Intern/Management Trainee

Contra

Done

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2. Click Start Search

1. Enter search terms

****For step-by-step instruction, refer to the “Apply to Job” work instruction.****

Apply to Job (continued)

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File Edit View Favorites Tools Help

Back Forward Stop Home Search Favorites

Address [http://eagmnmsu379.usps.gov:8000/sap\(bD1IbIZPTY1MCZkPW1pbg==\)/bc/bsp/sap/ZHRRCF_MAIN/home.htm?BspClient=650&BspLanguage=EN&rcfSpId=9901&app=hrrc](http://eagmnmsu379.usps.gov:8000/sap(bD1IbIZPTY1MCZkPW1pbg==)/bc/bsp/sap/ZHRRCF_MAIN/home.htm?BspClient=650&BspLanguage=EN&rcfSpId=9901&app=hrrc) Go Links

Exit

Search for Jobs

Are you looking for a new challenge at our company?

You can find a large number of employment opportunities in our database, so go ahead and take a look at our vacancies.

Search Criteria

Search Result: 18 Hits

| N | Functional Area | Job Posting | Published | Country | Favorite | Application from |
|---|-------------------------|--|------------|---------|----------|------------------|
| | | | | | | |
| | Administrative/Clerical | Posting NC50049503 | 06/12/2007 | USA | No | |
| | Administrative/Clerical | NC50047309 SECRETARY (FLD) STATEN ISLAND NY EAS - 12 | 12/03/2007 | USA | No | |
| | Administrative/Clerical | SECRETARY (FLD) STATEN ISLAND NY EAS - 12 NC50047178 J | 11/28/2007 | USA | No | |
| | Administrative/Clerical | SECRETARY (FLD) STATEN ISLAND NY EAS - 12 NC50047174 I | 11/28/2007 | USA | No | |
| | Administrative/Clerical | SECRETARY (FLD) STATEN ISLAND NY EAS - 12 NC50047173 K | 11/28/2007 | USA | No | |
| | Administrative/Clerical | SECRETARY (FLD) STATEN ISLAND NY EAS - 12 NC50047168 G | 11/28/2007 | USA | No | |
| | Administrative/Clerical | SECRETARY (FLD) STATEN ISLAND NY EAS - 12 NC50047165 L | 11/28/2007 | USA | No | |
| | Administrative/Clerical | SECRETARY (FLD) STATEN ISLAND NY EAS - 12 NC50047155 C | 11/28/2007 | USA | No | |
| | Administrative/Clerical | SECRETARY (FLD) STATEN ISLAND NY EAS - 12 NC50047153 B | 11/28/2007 | USA | No | |
| | Administrative/Clerical | SECRETARY (FLD) STATEN ISLAND NY EAS - 12 NC50047149 A | 11/28/2007 | USA | No | |

Page 1 of 2

Add to Favorites / Delete from Favorites Apply / Display Application

Return to Search

Apply / Display Application

1. Click Box to select the desired job posting

2. Click Apply/Display Application

****For step-by-step instruction, refer to the “Apply to Job” work instruction.****

Done

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Parts of a Candidate Application

■ There are fourteen tabs that make up a candidate application:

- Notes
- Communication Data
- Work Experience
- Education
- Training
- Special Skills/Associations
- References
- Attachments
- Method of Access
- Job-Related Questionnaire (Ex: Secretary)
- Eligibility
- Summary of Accomplishments
- Data Overview
- Submit Applications

Notes Tab

Application Wizard

[Personal Pages](#) > [Search for Jobs](#) > Application Wizard

You are applying for the following vacancy:

Job Posting [NC50047309 SECRETARY \(FLD\) STATEN ISLAND NY EAS - 12](#)

You are applying for the following vacancy:

Application Wizard | 1 Notes | 2 Communication Data ☒ | 3 Work Experience ☒ | 4 Education ☒ | 5 Training ☒

Communication Data

Notes on the Application Wizard

On the following pages, you can apply for the vacancy you have selected. The application wizard guides you through all topics in this process step by step. In the Application Wizard's menu, the yellow arrow shows you where you currently are and the green checkmark where you have already stored data.

The resume you created with the 'Candidate Profile' will be part of your application. Therefore you should review it to be certain that it is complete and up-to-date, and communicates the information that you want the review committee to know about you.

We may require additional information from you. In this case, complete the questionnaires contained in the menu. You cannot submit your application without answering the mandatory questions.

After you have entered all the necessary data, you can submit your application. As long as you have not yet submitted your application, you can exit the application wizard at any time and continue with your application later. Your application is visible to us only after you have submitted it. [Submit Application](#)

1. Review the instructions displayed before proceeding with filling out the application

****For step-by-step instruction, refer to the “Apply to Job” work instruction.****

Done
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Communication Data Tab

- **This tab allows you to edit the e-mail address you want to receive communications**
 - Defaults to your USPS address, if you have one
 - You can use a personal e-mail address, if preferred
- **This tab includes other communication data, but it feeds from the Human Capital Enterprise System (HCES) and must be edited from within HCES**
 - Telephone
 - Permanent Address
 - Temporary Address

Communication Data Tab

BSP Session - Microsoft Internet Explorer

File Edit View Favorites Tools Help

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Address [http://eagmnsu379.usps.gov:8000/sap\(bD1biZjPTY1MCZkPW1pbG==\)/bc/bsp/sap/ZHRRCF_MAIN/home.htm?BspClient=650&BspLanguage=EN&rcfSpId=9901&app=hrrc](http://eagmnsu379.usps.gov:8000/sap(bD1biZjPTY1MCZkPW1pbG==)/bc/bsp/sap/ZHRRCF_MAIN/home.htm?BspClient=650&BspLanguage=EN&rcfSpId=9901&app=hrrc) Go Links

Exit

Application Wizard

[Personal Pages](#) > [Search for Jobs](#) > Application Wizard

You are applying for the following vacancy:

Job Posting [NC50047309 SECRETARY \(FLD\) STATEN ISLAND NY EAS - 12](#)

You are applying for the following vacancy:

Application Wizard 1 Notes 2 **Communication Data** 3 Work Experience 4 Education 5 Training

Notes Work Experience

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

Telephone

Private

Business

Mobile

Preferred Contact Telephone Number

Address

Permanent Residence Address

Street

Stre

Cou

Done

Information will default from HCES

****For step-by-step instruction, refer to the "Apply to Job" work instruction.****

Work Experience Tab

■ **This tab allows you to enter work experience related data including:**

- Start date of employment/job
- End date of employment/job
- Employer
- City/State where the job was located
- Country
- Job Title of the job held

Work Experience Tab

BSP Session - Microsoft Internet Explorer

File Edit View Favorites Tools Help

Back Forward Stop Home Search Favorites RSS Mail Print Address Book

Address [http://eagmnmsu379.usps.gov:8000/sap\(bD1biZjPTY1MCZkPW1pbG==\)/bc/bsp/sap/ZHRRCF_MAIN/home.htm?BspClient=650&BspLanguage=EN&rcfSpId=9901&app=hrrc](http://eagmnmsu379.usps.gov:8000/sap(bD1biZjPTY1MCZkPW1pbG==)/bc/bsp/sap/ZHRRCF_MAIN/home.htm?BspClient=650&BspLanguage=EN&rcfSpId=9901&app=hrrc) Go Links

Exit

Application Wizard

[Personal Pages](#) > [Search for Jobs](#) > Application Wizard

You are applying for the following vacancy:

Job Posting [NC50047311 SECRETARY \(FLD\) STATEN ISLAND NY EAS - 12](#)

You are applying for the following vacancy:

Application Wizard 1 Notes 2 Communication Data 3 Work Experience 4 Education 5 Training

Communication Data Education

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

| N | Start Date | End Date | Employer | City | Country | Job Title |
|--|------------|----------|----------|------|---------|-----------|
| No data on work experience currently available | | | | | | |
| Page 0 of 0 | | | | | | |
| New Entry | | | | | | |

For additional Work Experience, click New Entry

Information will default from your Candidate Profile

****For step-by-step instruction, refer to the "Apply to Job" work instruction.****

Done

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Work Experience Tab (continued)

BSP Session - Microsoft Internet Explorer

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Exit

Application Wizard

[Personal Pages](#) > [Search for Jobs](#) > Application Wizard

You are applying for the following vacancy:

Job Posting [NC50047311 SECRETARY \(FLD\) STATEN ISLAND NY EAS - 12](#)

You are applying for the following vacancy:

Application Wizard 1 Notes 2 Communication Data 3 Work Experience 4 Education 5 Training

Communication Data Education

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

| | |
|-----------------|---------------------------------|
| Data | |
| Employer * | <input type="text"/> |
| Start Date | MM/DD/YYYY <input type="text"/> |
| End Date | MM/DD/YYYY <input type="text"/> |
| Country * | -- Select -- |
| Region * | -- No Selection Possible -- |
| City * | <input type="text"/> |
| Functional Area | -- Select -- |
| Hierarchy Level | -- Select -- |
| Job Title * | <input type="text"/> |
| Description * | <input type="text"/> |
| Position Type | <input type="text"/> |

Save Save

Done

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Fill in information, then click Save

****For step-by-step instruction, refer to the "Apply to Job" work instruction.****

Education Tab

■ **This tab allows you to complete education data including:**

- Start date of when you started the education program
- End date of when the education program was completed
- Name of Institute
- City where you received the degree
- Country where you received the degree
- Education Level
- Highest Grade/Certificate

Education Tab (continued)

BSP Session - Microsoft Internet Explorer

File Edit View Favorites Tools Help

Back Forward Stop Home Search Favorites

Address [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) Go Links

Exit

Application Wizard

[Personal Pages](#) > [Search for Jobs](#) > Application Wizard

You are continuing your application for the following vacancy:

Job Posting [NC50047309 SECRETARY \(FLD\) STATEN ISLAND NY EAS - 12](#)

You are applying for the following vacancy:

Application Wizard 1 Notes 2 Communication Data 3 Work Experience 4 Education 5 Training

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 | | | | |

Done

**For additional Education History,
click New Entry**

New Entry

****For step-by-step instruction, refer to the "Apply to Job" work instruction.****

Education Tab (continued)

BSP Session - Microsoft Internet Explorer

File Edit View Favorites Tools Help

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Address [http://eagmnsu379.usps.gov:8000/sap\(bD1biZjPTY1MCZkPW1pbG==\)/bc/bsp/sap/ZHRRCF_MAIN/home.htm?BspClient=650&BspLanguage=EN&rcfSpId=9901&app=hrrc](http://eagmnsu379.usps.gov:8000/sap(bD1biZjPTY1MCZkPW1pbG==)/bc/bsp/sap/ZHRRCF_MAIN/home.htm?BspClient=650&BspLanguage=EN&rcfSpId=9901&app=hrrc) Go Links

Exit

Application Wizard

[Personal Pages](#) > [Search for Jobs](#) > Application Wizard

You are continuing your application for the following vacancy:

Job Posting [NC50047309 SECRETARY \(FLD\) STATEN ISLAND NY EAS - 12](#)

You are applying for the following vacancy:

Application Wizard 1 Notes 2 Communication Data 3 Work Experience 4 Education 5 Training

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 * | <input type="text"/> | End Date | <input type="text"/> |
| Start Date | <input type="text"/> | Region * | <input type="text"/> |
| Country * | <input type="text"/> | Education Level * | <input type="text"/> |
| City * | <input type="text"/> | | |
| Education Type * | <input type="text"/> | | |
| Field of Education * | <input type="text"/> | | |
| Subject | <input type="text"/> | | |
| Description | <input type="text"/> | | |

Fill in information, then click Save

Done

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****For step-by-step instruction, refer to the “Apply to Job” work instruction.****

Training Tab

■ **This tab allows you to enter any training that you've completed including:**

- Start date
- End date
- Name of Training Facility
- Course Name

Training Tab (continued)

BSP Session - Microsoft Internet Explorer

File Edit View Favorites Tools Help

Back Forward Stop Home Search Favorites RSS Mail Print Print Preview

Address http://eagmnsu379.usps.gov:8000/sap(bD1biZjPTY1MCZkPW1pbG==)/bc/bsp/sap/ZHRRCF_MAIN/home.htm?BspClient=650&BspLanguage=EN&rfSpId=9901&app=hrrc Go Links

Exit

Application Wizard

[Personal Pages](#) > [Search for Jobs](#) > Application Wizard

You are applying for the following vacancy:

Job Posting [NC50047311 SECRETARY \(FLD\) STATEN ISLAND NY EAS - 12](#)

You are applying for the following vacancy:

Application Wizard 1 Notes 2 Communication Data 3 Work Experience 4 Education 5 Training

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 | | | | |

For additional Training History, click New Entry

Information will default from your Candidate Profile

****For step-by-step instruction, refer to the "Apply to Job" work instruction.****

Done

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Training Tab (continued)

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File Edit View Favorites Tools Help

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Address [http://eagmnmsu379.usps.gov:8000/sap\(bD1biZjPTY1MCZkPW1pbG==\)/bc/bsp/sap/ZHRRCF_MAIN/home.htm?BspClient=650&BsplLanguage=EN&rfSpId=9901&app=hrrc](http://eagmnmsu379.usps.gov:8000/sap(bD1biZjPTY1MCZkPW1pbG==)/bc/bsp/sap/ZHRRCF_MAIN/home.htm?BspClient=650&BsplLanguage=EN&rfSpId=9901&app=hrrc) Go Links

Exit

Application Wizard

[Personal Pages](#) > [Search for Jobs](#) > Application Wizard

You are continuing your application for the following vacancy:

Job Posting [NC50047309 SECRETARY \(FLD\) STATEN ISLAND NY EAS - 12](#)

You are applying for the following vacancy:

Application Wizard 1 Notes 2 Communication Data 3 Work Experience 4 Education 5 Training

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.

Data

Start Date MM/DD/YYYY End Date MM/DD/YYYY

Training Facility

Course Name

Save Cancel

Fill in information, then click Save

Save

****For step-by-step instruction, refer to the "Apply to Job" work instruction.****

Done

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Special Skills/Associations Tab

- **This tab allows you to list any special skills or associations**
- **Example:**
 1. 20 Years of HR Experience
 2. Expert in Microsoft suite
 3. Strong Excel background
 4. Excellent typing skills

Special Skills/Associations Tab (continued)

BSP Session - Microsoft Internet Explorer

File Edit View Favorites Tools Help

Back Forward Stop Home Search Favorites

Address [http://eagmnmsu379.usps.gov:8000/sap\(bD1biZjPTY1MCZkPW1pbG==\)/bc/bsp/sap/ZHRRCF_MAIN/home.htm?BspClient=650&BspLanguage=EN&rcfSpId=9901&ap=hrrc](http://eagmnmsu379.usps.gov:8000/sap(bD1biZjPTY1MCZkPW1pbG==)/bc/bsp/sap/ZHRRCF_MAIN/home.htm?BspClient=650&BspLanguage=EN&rcfSpId=9901&ap=hrrc) Go Links

Application Wizard

[Personal Pages](#) > [Search for Jobs](#) > Application Wizard

You are continuing your application for the following vacancy:

Job Posting [SECRETARY \(FLD\) EAS - 12 STATEN ISLAND NY NC50047339](#)

You are applying for the following vacancy:

Application Wizard 6 Special Skills / Associations 7 References 8 Attachments 9 Method of Access 10 Sample Job-Related Questions

Training References

What are your Special Skills/Associations?

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

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

Click Save **Save** after entering any skills/associations

Save

Done

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Information will default from your Candidate Profile

****For step-by-step instruction, refer to the "Apply to Job" work instruction.****

References Tab

- **Candidates enter references on this tab**
- **Candidates can enter more than one reference**

References Tab (continued)

BSP Session - Microsoft Internet Explorer

File Edit View Favorites Tools Help

Back Forward Stop Home Search Favorites RSS Print Mail News Groups Feeds

Address http://eagmnmsu379.usps.gov:8000/sap(bD1biZjPTY1MCZkPW1pbG==)/bc/bsp/sap/ZHRRCF_MAIN/home.htm?BspClient=650&BspLanguage=EN&rcfSpId=9901&app=hrrc Go Links

Exit

Application Wizard

[Personal Pages](#) > [Search for Jobs](#) > Application Wizard

You are continuing your application for the following vacancy:

Job Posting [NC50047309 SECRETARY \(FLD\) STATEN ISLAND NY EAS - 12](#)

You are applying for the following vacancy:

Application Wizard | 6 Special Skills / Associations ☒ | 7 **References** | 8 Attachments | 9 Method of Access | 10 Sample Job-Related Questions

Special Skills / Associations Attachments

Who are your references?

List your references. Following each reference listed, provide name, title and telephone number.

| N | Name | Title | Pho |
|--------------------|------|-------|-----|
| No References Data | | | |
| Page 0 of 0 | | | |
| New Entry | | | |

**For additional References,
click New Entry**

New Entry

Done

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****For step-by-step instruction, refer to the "Apply to Job" work instruction.****

References Tab (continued)

BSP Session - Microsoft Internet Explorer

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Exit

Application Wizard

[Personal Pages](#) > [Search for Jobs](#) > Application Wizard

You are continuing your application for the following vacancy:

Job Posting [NC50047309 SECRETARY \(FLD\) STATEN ISLAND NY EAS - 12](#)

You are applying for the following vacancy:

Application Wizard | 6 Special Skills / Associations ☒ | 7 References | 8 Attachments | 9 Method of Access | 10 Sample Job-Related Questions

Special Skills / Associations Attachments

Who are your references?

List your references. Following each reference listed, provide name, title and telephone number.

| Data | |
|--------------|----------------------|
| Name | <input type="text"/> |
| Title | <input type="text"/> |
| Phone Number | <input type="text"/> |

Save Cancel

Enter information, then click Save

Save

****For step-by-step instruction, refer to the "Apply to Job" work instruction.****

Attachments Tab

- **Candidates can also attach files as part of your candidate profile**
- **Example:**
 - Candidate Work Samples
 - Certificates

Attachments Tab (continued)

BSP Session - Microsoft Internet Explorer

File Edit View Favorites Tools Help

Back Forward Stop Home Search Favorites

Address [http://eagmnmsu379.usps.gov:8000/sap\(bD1lbiZjPTY1MCZkPW1pbG==\)/bc/bsp/sap/ZHRRCF_MAIN/home.htm?BspClient=650&BspLanguage=EN&rfSpId=9901&app=hrrc](http://eagmnmsu379.usps.gov:8000/sap(bD1lbiZjPTY1MCZkPW1pbG==)/bc/bsp/sap/ZHRRCF_MAIN/home.htm?BspClient=650&BspLanguage=EN&rfSpId=9901&app=hrrc) Go Links

Application Wizard

[Personal Pages](#) > [Search for Jobs](#) > Application Wizard

You are continuing your application for the following vacancy:

Job Posting [NC50047309 SECRETARY \(FLD\) STATEN ISLAND NY EAS - 12](#)

You are applying for the following vacancy:

Application Wizard | 6 Special Skills / Associations | 7 References | 8 Attachments | 9 Method of Access | 10 Sample Job-Related Questions

References Method of Access

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

Information will default from your Candidate Profile

For additional Attachments, click Add Attachment

****For step-by-step instruction, refer to the "Apply to Job" work instruction.****

Attachments (continued)

Application Wizard

[Personal Pages](#) > [Search for Jobs](#) > Application Wizard

You are continuing your application for the following vacancy:

Job Posting [NC50047309 SECRETARY \(FLD\) STATEN ISLAND NY EAS - 12](#)

You are applying for the following vacancy:

Application Wizard | 6 Special Skills / Associations | 7 References | 8 Attachments | 9 Method of Access | 10 Sample Job-Related Questions

References | Method of Access

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

Click Save after attaching a file

Save

****For step-by-step instruction, refer to the “Apply to Job”**

Click Save  **after attaching a file**

****For step-by-step instruction, refer to the “Apply to Job” work instruction.****

Method of Access Tab

- **Complete the Method of Access question on this tab on how you're currently accessing the internet**

Method of Access Tab (continued)

The screenshot shows a web browser window titled "BSP Session - Microsoft Internet Explorer". The address bar displays a URL from the USPS system. The page content includes a breadcrumb trail: "Personal Pages > Search for Jobs > Application Wizard". A message states: "You are continuing your application for the following vacancy: Job Posting SECRETARY (FLD) EAS - 12 STATEN ISLAND NY NC50047339". Below this, it says "You are applying for the following vacancy:". A progress bar at the top of the form shows steps 6 through 10, with "6 Special Skills / Associations", "7 References", "8 Attachments", "9 Method of Access", and "10 Sample Job-Related Questionnaire". The "Method of Access" tab is currently selected. The questionnaire section is titled "Questionnaire" and "Method of Access". It asks: "Please complete the following question. From where are you currently accessing the internet?". There are radio button options: "No entry", "Home", "Family/Friends", "Library" (which is selected), "School", "Work", "Other Public Access", and "Other". A "Save" button is at the bottom left of the form. To the right of the form, there are two red numbered instructions: "1. Complete the questionnaire" and "2. Click Save". A "Save" button is also shown next to instruction 2. At the bottom of the slide, there is a blue text note: "**For step-by-step instruction, refer to the 'Apply to Job' work instruction.**"

Application Wizard
Personal Pages > Search for Jobs > Application Wizard

You are continuing your application for the following vacancy:
Job Posting [SECRETARY \(FLD\) EAS - 12 STATEN ISLAND NY NC50047339](#)

You are applying for the following vacancy:

Application Wizard | 6 Special Skills / Associations | 7 References | 8 Attachments | 9 Method of Access | 10 Sample Job-Related Questionnaire

Attachments | Sample Job-Related Questionnaire - Admin

Questionnaire

Method of Access

Please complete the following question.

From where are you currently accessing the internet?

☐ No entry
☐ Home
☐ Family/Friends
☒ Library
☐ School
☐ Work
☐ Other Public Access
☐ Other

1. Complete the questionnaire

2. Click Save

****For step-by-step instruction, refer to the "Apply to Job" work instruction.****

Job Eligibility Tab

- **Complete the Job Eligibility questionnaire related to the vacancy on this tab**

Job Eligibility Tab (continued)

BSP Session - Microsoft Internet Explorer

File Edit View Favorites Tools Help

Back Forward Stop Home Search Favorites

Address [http://eagmnsu379.usps.gov:8000/sap\(bD1biZjPTY1MCZkPW1pbg==\)/bc/bsp/sap/ZHRRCF_MAIN/home.htm?BspClient=650&BspLanguage=EN&rcfSpId=9901&app=hrrc](http://eagmnsu379.usps.gov:8000/sap(bD1biZjPTY1MCZkPW1pbg==)/bc/bsp/sap/ZHRRCF_MAIN/home.htm?BspClient=650&BspLanguage=EN&rcfSpId=9901&app=hrrc) Go Links

Exit

Application Wizard

[Personal Pages](#) > [Search for Jobs](#) > Application Wizard

You are continuing your application for the following vacancy:

Job Posting [NC50047309 SECRETARY \(FLD\) STATEN ISLAND NY EAS - 12](#)

You are applying for the following vacancy:

Application Wizard | 6 Special Skills / Associations ☒ | 7 References | 8 Attachments | 9 Method of Access | 10 Sample Job-Related Questionnaire

Method of Access | **EAS ELIGIBILITY -2**

Questionnaire

Sample Job-Related Questionnaire – Admin

Think about your education, training and experience. Review the statements below. For each statement, indicate your highest level of attainment or select the option that best describes your education, training and/or experience in that area.

Do you have a current certificate of proficiency for typing a minimum of 35 words per minute? (To be current, the certificate must have been obtained within the last 2 years). *

☒ No entry

☐ Yes

☐ No

Knowledge of USPS Board of Governors presentation requirements. *

☒ No entry

☐ I have no training or education in this knowledge area.

☐ I have education and/or training in this knowledge area, but have not applied the knowledge in work or a task.

☐ I have

☐ I have

****For step-by-step instruction, refer to the “Apply to Job” work instruction.****

Done

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1. Check all answers that pertain to your skill set

2. Scroll to the bottom of the questionnaire and click Save

Save

Eligibility Tab

- **Complete the Eligibility questionnaire related to the vacancy on this tab**

Eligibility Tab (continued)

1. Complete all questions
2. Scroll to the bottom of the questionnaire and click Save

BSP Session - Microsoft Internet Explorer

File Edit View Favorites Tools Help

Back Forward Stop Home Search Favorites Reload Print Mail News RSS Feeds

Address [http://eagmnsu379.usps.gov:8000/sap\(bD1biZjPTY1MCZkPW1pbG==\)/bc/bsp/sap/ZHRRCF_MAIN/home.htm?BspClient=650&BspLanguage=EN&rcfSpId=9901&app=hrrc](http://eagmnsu379.usps.gov:8000/sap(bD1biZjPTY1MCZkPW1pbG==)/bc/bsp/sap/ZHRRCF_MAIN/home.htm?BspClient=650&BspLanguage=EN&rcfSpId=9901&app=hrrc) Go Links

Exit

Application Wizard

[Personal Pages](#) > [Search for Jobs](#) > Application Wizard

You are continuing your application for the following vacancy:

Job Posting [NC50047309 SECRETARY \(FLD\) STATEN ISLAND NY EAS - 12](#)

You are applying for the following vacancy:

Save

Application Wizard | 11 EAS ELIGIBILITY -2 | 12 Summary of Accomplishments | 13 Data Overview | 14 Submit Application

Sample Job-Related Questionnaire - Admin | Summary of Accomplishments

Questionnaire

EAS ELIGIBILITY -2

The area of consideration on the posting refers to an organizational structure that has a defined delivery service area, such as District-, Area- or Service-Wide.

If the position for which you are applying is posted Service-Wide, then all postal employees may apply to it.

If the position for which you are applying is posted either District-Wide OR Area-Wide, your current permanent work location where you physically report to work

Carefully read the statements below and check the one that best describes the posting for which you are applying, and your current permanent work location (where you physically report to work).

- ☒ No entry
- ☐ The position for which I am applying is posted District-Wide, AND my current permanent work location (where I physically work) is located within the delivery service area.
- ☐ The position for which I am applying is posted Area-Wide, AND my current permanent work location (where I physically work) is located within the delivery service area.
- ☐ The position for which I am applying is posted Service-Wide.
- ☐ I have not yet determined my current permanent work location.
- ☐ I am currently working in a position that is not covered by the delivery service area.
- ☐ The position for which I am applying is posted District-Wide, AND my current permanent work location (where I physically work) is located outside the delivery service area.

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Done

****For step-by-step instruction, refer to the "Apply to Job" work instruction.****

Summary of Accomplishments Tab

- **Enter accomplishments on this tab as required for the job posting**
- **Used to enter additional qualifications pertaining to the job posting (maximum of 6,000 characters)**

Summary of Accomplishments Tab (continued)

Application Wizard

[Personal Pages](#) > [Search for Jobs](#) > Application Wizard

You are continuing your application for the following vacancy:

Job Posting [NC50047309 SECRETARY \(FLD\) STATEN ISLAND NY EAS - 12](#)

You are applying for the following vacancy:

Application Wizard | 11 EAS ELIGIBILITY -2 | 12 Summary of Accomplishments ☒ | 13 Data Overview | 14 Submit Application

◀ EAS ELIGIBILITY -2 | Data Overview ▶

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 (6000 Character Limit).

1. Enter any additional accomplishments here as related to the posting

2. Click Save

****For step-by-step instruction, refer to the “Apply to Job” work instruction.****

Data Overview Tab

- **Allows users to see all the tab information on one screen**
- **Can be used as a last review before submitting your application**

Data Overview Tab (continued)

Application Wizard
[Personal Pages](#) > [Favorites](#) > Application Wizard

You are applying for the following vacancy:
Job Posting [SECRETARY \(FLD\) EAS - 12 STATEN ISLAND NY NC50048055 W33](#)

You are applying for the following vacancy:

Application Wizard | 11 EAS ELIGIBILITY -2 ☒ | 12 Summary of Accomplishments | **13 Data Overview** | 14 Submit Application

Summary of Accomplishments | Submit Application

Save a Copy | Print | Search | Select | 125%

United States Postal Service

Candidate Overview

CAN015 CAN015

No data on telephone numbers available
CAN015@usps.gov

Work Experience

USPS Headquart
04/14/2004 - 06
Washington, Dis
Administrative/C

Review the information displayed on the screen

****For step-by-step instruction, refer to the “Apply to Job” work instruction.****

Submit Application Tab

- **You can send your application for submission on this tab**
- **If you submit your application, you can not make additional changes without withdrawing the application**

Submit Application Tab (continued)

Application Wizard

[Personal Pages](#) > [Search for Jobs](#) > Application Wizard

You are continuing your application for the following vacancy:

Job Posting [NC50047309 SECRETARY \(FLD\) STATEN ISLAND NY EAS - 12](#)

You are applying for the following vacancy:

Application Wizard | 11 EAS ELIGIBILITY -2 ☒ | 12 Summary of Accomplishments ☒ | 13 Data Overview | 14 Submit Application

Data Overview

You can now submit your application.

Thank you for applying for one of our vacancies. We will check your application material carefully and then get in contact with you.

Click Submit to submit your application

****For step-by-step instruction, refer to the “Apply to Job” work instruction.****

Done
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Viewing Your Application Status

- **Candidates can view the status of their applications at any point during the eCareer process**
- **This will tell you at what stage your application currently is in**

Viewing Your Application Status (continued)

BSP Session - Microsoft Internet Explorer

File Edit View Favorites Tools Help


Back Forward Stop Home Search Favorites

Address [http://eagmnmsu379.usps.gov:8000/sap\(bD1biZjPTY1MCZkPW1pbG==\)/bc/bsp/sap/ZHRRCF_MAIN/home.htm?BspClient=650&BspLanguage=EN&rcfSpId=9901&app=hrrc](http://eagmnmsu379.usps.gov:8000/sap(bD1biZjPTY1MCZkPW1pbG==)/bc/bsp/sap/ZHRRCF_MAIN/home.htm?BspClient=650&BspLanguage=EN&rcfSpId=9901&app=hrrc) Go Links

Exit

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](#)
[Favorites](#)
[Applications](#)



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](#)
[Data Overview](#)



Personal Settings

You can tailor your pages to suit your personal requirements. This includes defining your preferred date format, decimal display, the language you prefer to work in, and the display format for data overviews.

[Personal Settings](#)

Click "Applications"

****For step-by-step instruction, refer to the "View Application Status" work instruction.****

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Viewing Your Application Status (continued)

BSP Session - Microsoft Internet Explorer

File Edit View Favorites Tools Help

Back Forward Stop Home Search Favorites

Address [http://eagmnmsu379.usps.gov:8000/sap\(bD1biZjPTY1MCZkPW1pbg==\)/bc/bsp/sap/ZHRRCF_MAIN/home.htm?BspClient=650&BspLanguage=EN&rcfSpId=9901&app=hrrc](http://eagmnmsu379.usps.gov:8000/sap(bD1biZjPTY1MCZkPW1pbg==)/bc/bsp/sap/ZHRRCF_MAIN/home.htm?BspClient=650&BspLanguage=EN&rcfSpId=9901&app=hrrc) Go Links

Exit

Applications

[Personal Pages](#) > Applications

Do you want to see an overview of your applications up to now?

These are your applications to date. You can check the status and withdraw or delete applications. You can resubmit a withdrawn application as long as the posting is still open. Questions about an 'Ineligible' or 'Not Minimally Qualified' status can be directed to the HR Shared Service Center. Questions about a 'Not Recommended' status can be directed to the Review Committee chairperson, or a 'Not Selected' status to the selecting official.

Number of Applications: 6

| N | Job Posting | Date of Application | Status | Process Step | Additional Information |
|-------------------------------------|---|---------------------|--------------|-------------------|------------------------|
| <input type="checkbox"/> | NC50047005 SECRETARY (FLD) STATEN ISLAND NY EAS - 12 | | Draft | Application Entry | |
| <input type="checkbox"/> | Posting NC50045503 | | Draft | Application Entry | |
| <input type="checkbox"/> | (Posting NC50045527) SECRETARY (FLD) | 06/07/2007 | In Process | Prescreening | |
| <input checked="" type="checkbox"/> | NC50047309 SECRETARY (FLD) STATEN ISLAND NY EAS - 12 | 12/04/2007 | In Process | Prescreening | |
| <input type="checkbox"/> | NC 50046910 SECRETARY (FLD) STATEN ISLAND NY EAS - 12 | 10/02/2007 | Withdrawn | Application Entry | |
| <input type="checkbox"/> | NC50046934 SECRETARY (FLD) STATEN ISLAND NY EAS - 12 | 10/02/2007 | Not Selected | | |

Page 1 of 1

[Continue / Display Application](#) [Delete / Withdraw](#)

1. Click Box ☐ to select the desired job posting

2. Note the status of your application

3. Click Apply/Display Application [Apply / Display Application](#)

****For step-by-step instruction, refer to the "View Application Status" work instruction.****

Done

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Viewing Your Application Status (continued)

BSP Session - Microsoft Internet Explorer

File Edit View Favorites Tools Help

Back Forward Stop Home Search Favorites RSS Print Mail News Groups Feeds

Address [http://eagmnmsu379.usps.gov:8000/sap\(bD1biZjPTY1MCZkPW1pbG==\)/bc/bsp/sap/ZHRRCF_MAIN/home.htm?BspClient=650&BspLanguage=EN&rcfSpId=9901&app=hrrc](http://eagmnmsu379.usps.gov:8000/sap(bD1biZjPTY1MCZkPW1pbG==)/bc/bsp/sap/ZHRRCF_MAIN/home.htm?BspClient=650&BspLanguage=EN&rcfSpId=9901&app=hrrc) Go Links

Exit

Application

[Personal Pages](#) > [Applications](#) > Application

Job Posting [NC50047309 SECRETARY \(FLD\) STATEN ISLAND NY EAS - 12](#)

Application from 12/04/2007

Status In Process

Keys and Tabs must be identified (Example: write "Press Enter key" instead of "Press Enter" and "Click My Life tab" instead of "Click My Life", respectively)
A user action, such as typing in a field, should be identified as a "field"
Provide examples similar to a work instruction. If a transaction requires an entry, state what entry should be placed and provide an example. See below.

| Questionnaire | Completed On |
|--|--------------|
| Method of Access | 12/04/2007 |
| Sample Job-Related Questionnaire - Admin | 12/04/2007 |
| EAS ELIGIBILITY -2 | 12/04/2007 |

Page 1 of 1

1. You can click a link to review how you answered the questionnaire

****For step-by-step instruction, refer to the "View Application Status" work instruction.****

Withdrawing Your Application

- **Candidates can withdraw their application if they no longer want to be considered for a vacancy**

Withdrawing Your Application (continued)

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](#)
[Favorites](#)
[Applications](#)

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](#)
[Data Overview](#)

Personal Settings

You can tailor your pages to suit your personal requirements. This includes defining your preferred date format, decimal display, the language you prefer to work in, and the display format for data overviews.
[Personal Settings](#)

Click "Applications"

****For step-by-step instruction, refer to the "Withdraw Application" work instruction.****

Withdrawing Your Application (continued)

Applications
[Personal Pages](#) > Applications

Do you want to see an overview of your applications up to now?
These are your applications to date. You can check the status and withdraw or delete applications. You can resubmit a withdrawn application as long as the posting is still open. Questions about an 'Ineligible' or 'Not Minimally Qualified' status can be directed to the HR Shared Service Center. Questions about a 'Not Recommended' status can be directed to the Review Committee chairperson, or a 'Not Selected' status to the selecting official.

Number of Applications: 6

| N | Job Posting | Date of Application | Status | Process Step | Additional Information |
|-------------------------------------|---|---------------------|--------------|-------------------|------------------------|
| <input type="checkbox"/> | NC50047005 SECRETARY (FLD) STATEN ISLAND NY EAS - 12 | | Draft | Application Entry | |
| <input type="checkbox"/> | Posting NC50045503 | | Draft | Application Entry | |
| <input type="checkbox"/> | Posting NC50045527 SECRETARY (FLD) | 06/07/2007 | In Process | Prescreening | |
| <input checked="" type="checkbox"/> | NC50047309 SECRETARY (FLD) STATEN ISLAND NY EAS - 12 | 12/04/2007 | In Process | Prescreening | |
| <input type="checkbox"/> | NC 50046910 SECRETARY (FLD) STATEN ISLAND NY EAS - 12 | 10/02/2007 | Withdrawn | Application Entry | |
| <input type="checkbox"/> | NC50046934 SECRETARY (FLD) STATEN ISLAND NY EAS - 12 | 10/02/2007 | Not Selected | | |

Page 1 of 1

[Continue / Display Application](#) [Delete / Withdraw](#)

1. Click Box ☐ to select the desired job posting

2. Note the status of your application

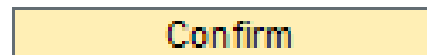
3. Click Delete/Withdraw [Delete/Withdraw](#)

****For step-by-step instruction, refer to the "Withdraw Application" work instruction.****

Withdrawing Your Application (continued)



1. Click Confirm

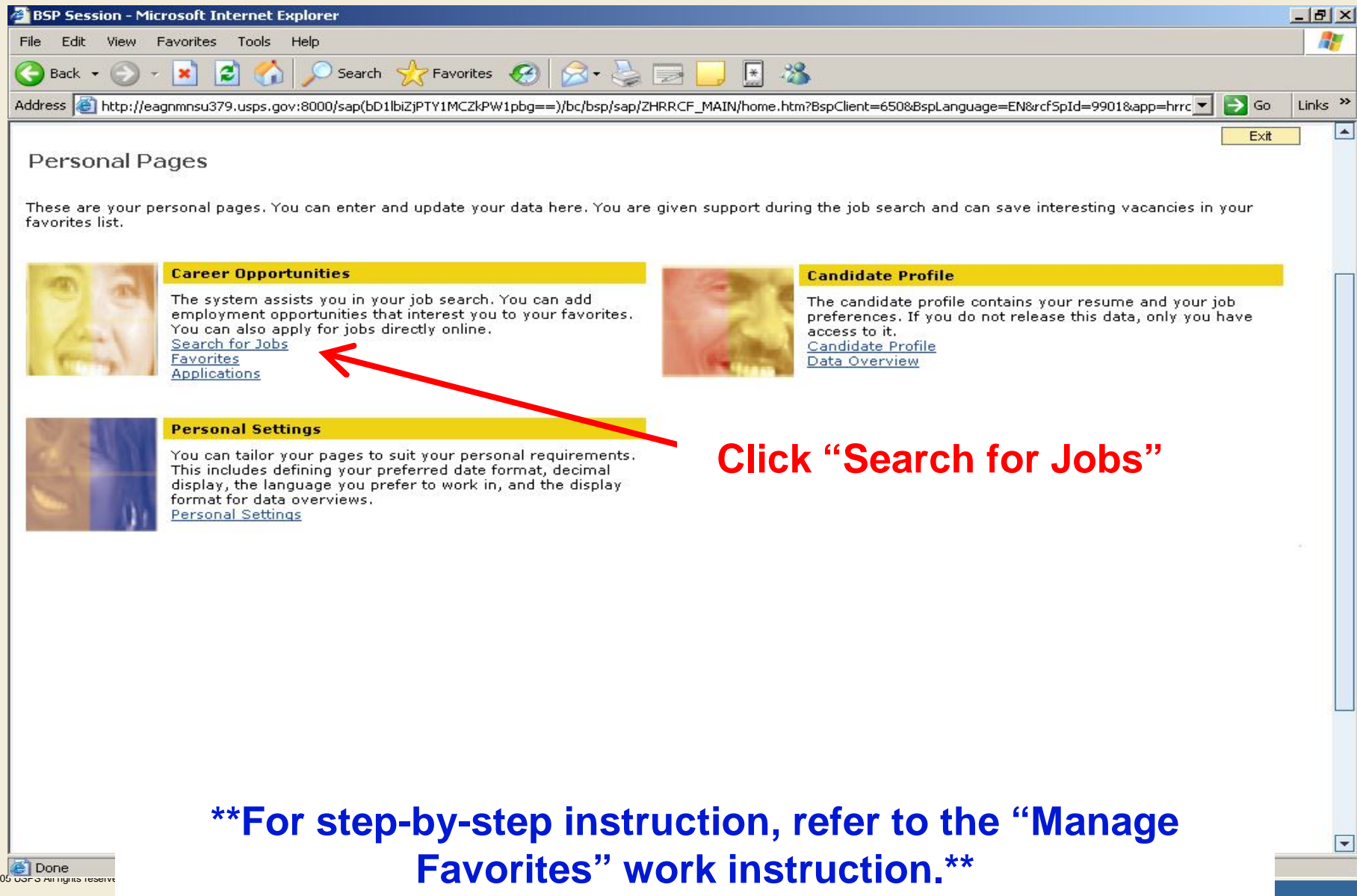


****For step-by-step instruction, refer to the “Withdraw Application” work instruction.****

Managing Your Favorites

- **Candidates can save job postings to their favorites if they like the job posting they see, but are not ready to apply**
- **Saving a job posting to your favorites saves you time in that you don't have to search for it again**

Managing Your Favorites (continued)



BSP Session - Microsoft Internet Explorer

File Edit View Favorites Tools Help


Back Forward Stop Home Search Favorites

Address [http://eagmnsu379.usps.gov:8000/sap\(bD1lbiZjPTY1MCZkPW1pbg==\)/bc/bsp/sap/ZHRRCF_MAIN/home.htm?BspClient=6508&BspLanguage=EN&rcfSpId=9901&app=hrrc](http://eagmnsu379.usps.gov:8000/sap(bD1lbiZjPTY1MCZkPW1pbg==)/bc/bsp/sap/ZHRRCF_MAIN/home.htm?BspClient=6508&BspLanguage=EN&rcfSpId=9901&app=hrrc) Go Links

Exit

Personal Pages


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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](#)
[Favorites](#)
[Applications](#)



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](#)
[Data Overview](#)



Personal Settings

You can tailor your pages to suit your personal requirements. This includes defining your preferred date format, decimal display, the language you prefer to work in, and the display format for data overviews.

[Personal Settings](#)

Click "Search for Jobs"

****For step-by-step instruction, refer to the "Manage Favorites" work instruction.****

Done
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Managing Your Favorites (continued)

The screenshot shows a Microsoft Internet Explorer window titled "BSP Session - Microsoft Internet Explorer". The address bar displays a URL from the USPS system. The main content area is titled "Search for Jobs" and includes a navigation breadcrumb "Personal Pages > Search for Jobs". A red arrow points to the "Start Search" button in the search section. Another red arrow points to the "Search Query" dropdown menu in the "Search Queries" section. The interface includes sections for "Search Queries", "Full Text Search", and "Search Criteria for Employment Opportunities".

2. Click Start Search

1. Enter search terms

****For step-by-step instruction, refer to the “Manage Favorites” work instruction.****

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Managing Your Favorites (continued)

BSP Session - Microsoft Internet Explorer

File Edit View Favorites Tools Help

Back Forward Stop Home Search Favorites

Address [http://eagnmnsu379.usps.gov:8000/sap\(bD1biZjPTY1MCZkPW1pbG==\)/bc/bsp/sap/ZHRRCF_MAIN/home.htm?BspClient=650&BspLanguage=EN&rfSpId=9901&app=hrrc](http://eagnmnsu379.usps.gov:8000/sap(bD1biZjPTY1MCZkPW1pbG==)/bc/bsp/sap/ZHRRCF_MAIN/home.htm?BspClient=650&BspLanguage=EN&rfSpId=9901&app=hrrc) Go Links

Exit

Search for Jobs **1. Click Box ☐ to select the desired job posting**

Are you looking for a new challenge at our company?

You can find a large number of employment opportunities in our database, so go ahead and take a look at our vacancies.

Search Criteria

Search Result: 18 Hits

| N | Functional Area | Job Posting | Published | Country | Favorite | Application from |
|-------------------------------------|-------------------------|--|------------|---------|----------|------------------|
| <input type="checkbox"/> | Administrative/Clerical | Posting NC50045503 | 06/12/2007 | USA | No | |
| <input checked="" type="checkbox"/> | Administrative/Clerical | NC50047311 SECRETARY (FLD) STATEN ISLAND NY EAS - 12 | 12/03/2007 | USA | No | |
| <input type="checkbox"/> | Administrative/Clerical | NC50047309 SECRETARY (FLD) STATEN ISLAND NY EAS - 12 | 12/03/2007 | USA | No | 12/04/2007 |
| <input type="checkbox"/> | Administrative/Clerical | NC50047307 SECRETARY (FLD) STATEN ISLAND NY EAS - 12 | 11/27/2007 | USA | No | |
| <input type="checkbox"/> | Administrative/Clerical | SECRETARY (FLD) STATEN ISLAND NY EAS - 12 NC50047176 J | 11/28/2007 | USA | No | |
| <input type="checkbox"/> | Administrative/Clerical | SECRETARY (FLD) STATEN ISLAND NY EAS - 12 NC50047174 I | 11/28/2007 | USA | No | |
| <input type="checkbox"/> | Administrative/Clerical | SECRETARY (FLD) STATEN ISLAND NY EAS - 12 NC50047173 K | 11/28/2007 | USA | No | |
| <input type="checkbox"/> | Administrative/Clerical | SECRETARY (FLD) STATEN ISLAND NY EAS - 12 NC50047170 H | 11/28/2007 | USA | No | |
| <input type="checkbox"/> | Administrative/Clerical | SECRETARY (FLD) STATEN ISLAND NY EAS - 12 NC50047168 G | 11/28/2007 | USA | No | |
| <input type="checkbox"/> | Administrative/Clerical | SECRETARY (FLD) STATEN ISLAND NY EAS - 12 NC50047166 F | 11/28/2007 | USA | No | |

Page 1 of 2

2. Click Add to Favorites/Delete from Favorites

Add to Favorites / Delete from Favorites Apply / Display Application

Return to Search Add to Favorites / Delete from Favorites

****For step-by-step instruction, refer to the “Manage Favorites” work instruction.****

Done
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Managing Your Favorites (continued)

BSP Session - Microsoft Internet Explorer

File Edit View Favorites Tools Help

Back Forward Stop Home Search Favorites

Address [http://eagnmnsu379.usps.gov:8000/sap\(bD1biZjPTY1MCZkPW1pbG==\)/bc/bsp/sap/ZHRRCF_MAIN/home.htm?BspClient=6508&BspLanguage=EN&rcfSpId=9901&app=hrrc](http://eagnmnsu379.usps.gov:8000/sap(bD1biZjPTY1MCZkPW1pbG==)/bc/bsp/sap/ZHRRCF_MAIN/home.htm?BspClient=6508&BspLanguage=EN&rcfSpId=9901&app=hrrc) Go Links

Exit

Search for Jobs

Are you looking for a new challenge at our company?

You can find a large number of employment opportunities in our database, so go ahead and take a look at our vacancies.

Search Criteria

Search Result: 18 Hits

| N | Functional Area | Job Posting | Published | Country | Favorite | Application from |
|---|-------------------------|--|------------|---------|----------|------------------|
| | Administrative/Clerical | Posting NC50045003 | 06/12/2007 | USA | No | |
| | Administrative/Clerical | NC50047311 SECRETARY (FLD) STATEN ISLAND NY EAS - 12 | 12/03/2007 | USA | Yes | |
| | Administrative/Clerical | NC50047309 SECRETARY (FLD) STATEN ISLAND NY EAS - 12 | 12/03/2007 | USA | No | 12/04/2007 |
| | Administrative/Clerical | NC50047307 SECRETARY (FLD) STATEN ISLAND NY EAS - 12 | 11/27/2007 | USA | No | |
| | Administrative/Clerical | SECRETARY (FLD) STATEN ISLAND NY EAS - 12 NC50047176 J | 11/28/2007 | USA | No | |
| | Administrative/Clerical | SECRETARY (FLD) STATEN ISLAND NY EAS - 12 NC50047174 I | 11/28/2007 | USA | No | |
| | Administrative/Clerical | SECRETARY (FLD) STATEN ISLAND NY EAS - 12 NC50047173 K | 11/28/2007 | USA | No | |
| | Administrative/Clerical | SECRETARY (FLD) STATEN ISLAND NY EAS - 12 NC50047170 H | 11/28/2007 | USA | No | |
| | Administrative/Clerical | SECRETARY (FLD) STATEN ISLAND NY EAS - 12 NC50047168 G | 11/28/2007 | USA | No | |
| | Administrative/Clerical | SECRETARY (FLD) STATEN ISLAND NY EAS - 12 NC50047166 F | 11/28/2007 | USA | No | |

Page 1 of 2

Add to Favorites / Delete from Favorites Apply / Display Application

Data saved successfully

Return to Search

The system displays the message, "Data saved successfully."

****For step-by-step instruction, refer to the "Manage Favorites" work instruction.****

Managing Your Favorites (continued)

- **Candidates can choose to apply at a later date up to the posting close date if the job posting was saved as a favorite**

Managing Your Favorites (continued)

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.

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[Favorites](#)
[Applications](#)

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](#)
[Data Overview](#)

Personal Settings

You can tailor your pages to suit your personal requirements. This includes defining your preferred date format, decimal display, the language you prefer to work in, and the display format for data overviews.

[Personal Settings](#)

Click "Favorites"

****For step-by-step instruction, refer to the "Manage Favorites" work instruction.****

Done
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Managing Your Favorites (continued)

1. Click Box ☐ to select the desired job posting

2. Click Apply/Display Application

3. Continue the application process

****For step-by-step instruction, refer to the “Manage Favorites” work instruction.****

The screenshot shows a Microsoft Internet Explorer window titled 'BSP Session - Microsoft Internet Explorer'. The address bar displays a URL from 'http://eagmnsu379.usps.gov'. The page content includes a 'Favorites' section with a table of job postings. The table has columns: N, Functional Area, Job Posting, Published, Country, and Application from. Two rows are visible, both for 'Administrative/Clerical' positions. The second row is highlighted in orange. Below the table, there are buttons for 'Apply / Display Application' and 'Delete'. A red arrow points from the text '1. Click Box' to the selection box in the first row of the table. Another red arrow points from the text '2. Click Apply/Display Application' to the 'Apply / Display Application' button.

| N | Functional Area | Job Posting | Published | Country | Application from |
|---|-------------------------|--|------------|---------|------------------|
| | Administrative/Clerical | NC50047005 SECRETARY (FLD) STATEN ISLAND NY EAS - 12 | 11/07/2007 | USA | |
| | Administrative/Clerical | NC50047311 SECRETARY (FLD) STATEN ISLAND NY EAS - 12 | 12/03/2007 | USA | |

Learning Objectives Review

You should now be able to:

- **Define new terms related to candidate application creation and maintenance**
- **Search for job postings in eCareer**
- **Submit an application**
- **View the status of an application**
- **Withdraw an application**
- **Manage your favorite job postings in eCareer**

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