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

Click "Search for Jobs"

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

Apply to Job (continued)

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)

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.

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

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.

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

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

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Address   http://eagnmnsu379.usps.gov:8000/sap(bD1lbiZjPTY1MCZkPW1pbg==)/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.

Work Experience

N	Start Date ⇕	End Date ⇕	Employer	City	Country	Job Title
No data on work experience currently available						

Page   0 of 0

New Entry

Information will default from your Candidate Profile

For additional Work Experience, click New Entry   New Entry

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

Done

Work Experience Tab (continued)

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

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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 | 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.

Training

N	Start Date ⇕	End Date ⇕	Name of Training Facility	Course Name
No Training Data				

Page   0   of 0

New Entry

For additional Education History, click New Entry   New Entry

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

Done

Education Tab (continued)

Fill in information, then click Save

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)

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File Edit View Favorites Tools Help

Back | Search | Favorites

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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

◄ 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.

Training

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 New Entry

Information will default from your Candidate Profile

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

Done

Training Tab (continued)

Fill in information, then click Save Save

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

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)

Information will default from your Candidate Profile

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

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)

For additional References, click New Entry New Entry

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

References Tab (continued)

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

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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 Questionn |

◀ 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

↑

For additional Attachments, click Add Attachment   Add Attachment

Information will default from your Candidate Profile

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

Done

Attachments (continued)

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)

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)

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 Question

◀ 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 t 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 ha
- ○ I ha

1. Check all answers that pertain to your skill set

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

Save

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

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**

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)

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)

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)

Click Submit [Submit] **to submit your application**

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

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)

Click "Applications"

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

Viewing Your Application Status (continued)

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.

Viewing Your Application Status (continued)

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

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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)

Click "Applications"

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

Withdrawing Your Application (continued)

1. Click Box ▢ **to select the desired job posting**

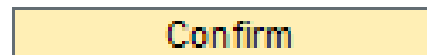**2. Note the status of your application**

3. Click Delete/Withdraw [Delete/Withdraw]

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

Withdrawing Your Application (continued)

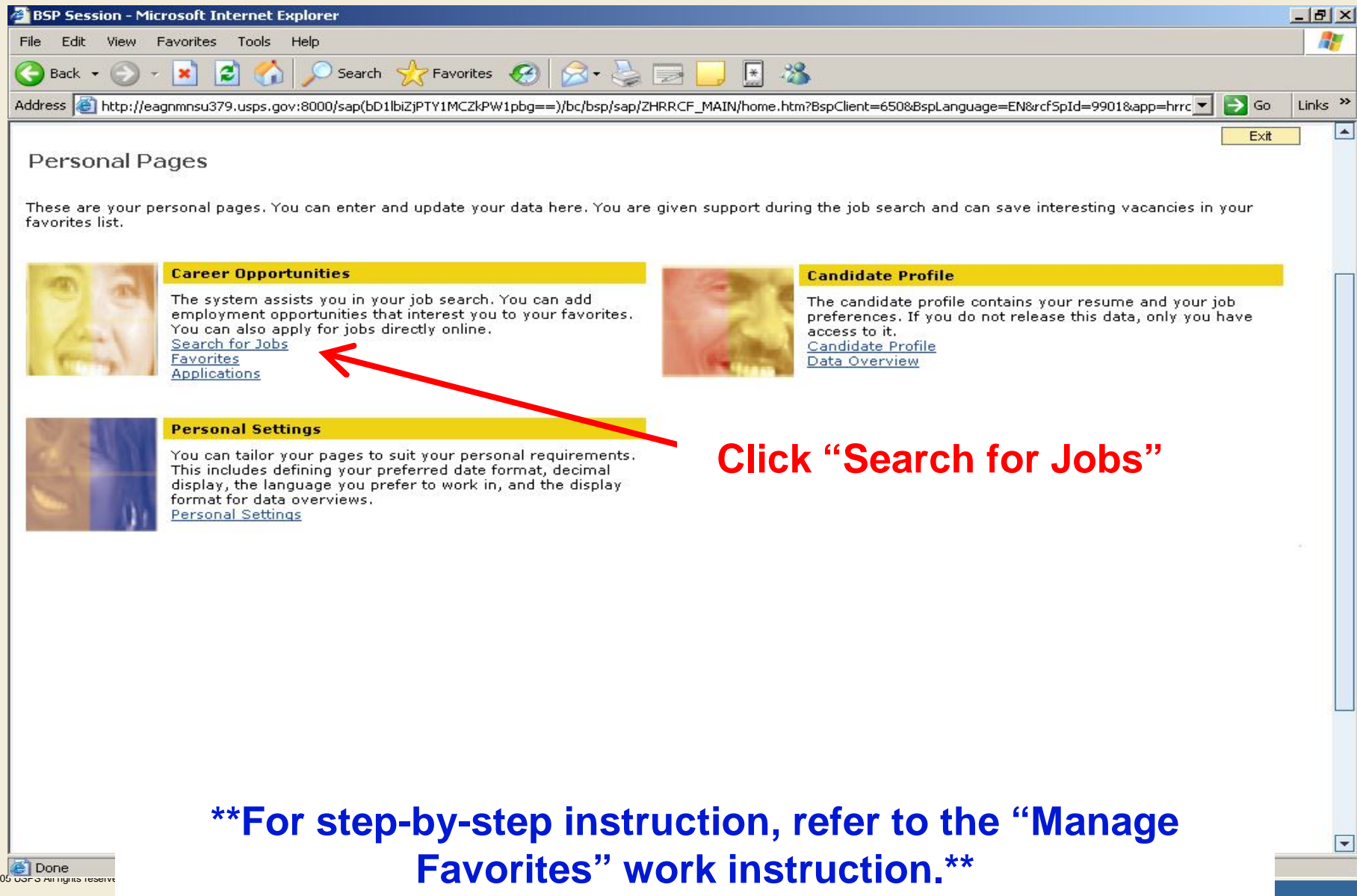**1. Click Confirm** [Confirm]

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)

Click "Search for Jobs"

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

Managing Your Favorites (continued)

2. Click Start Search

1. Enter search terms

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

Managing Your Favorites (continued)

1. Click Box [ ] **to select the desired job posting**

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Back   Search   Favorites

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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 NC50045503	06/12/2007	USA	No	
	Administrative/Clerical	NC50047311 SECRETARY (FLD) STATEN ISLAND NY EAS - 12	12/03/2007	USA	No	
	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	

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Add to Favorites / Delete from Favorites   Apply / Display Application

Return to Search

2. Click Add to Favorites/Delete from Favorites | Add to Favorites / Delete from Favorites |

Done

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)

Click "Favorites"

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

Managing Your Favorites (continued)

1. Click Box ⬜ **to select the desired job posting**

2. Click Apply/Display Application [Apply / Display Application]

3. Continue the application process

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

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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