

Candidate Profile Quick Reference Guide

Following these steps will help you complete your Candidate Profile

Step 1

Click Candidate Profile

Step 4

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.

N	Start Date	End Date	Name of Institute	City	Country	Education Level	Grade	Highest Res./Certific
1	09/01/1991	05/01/1995	John Hopkins University	Baltimore	USA	Associate Degree		

Step 2

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

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.

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

Step 3

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.

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

Step 6

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

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.

Step 10

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

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.

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

Step 9

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.

Congratulations!

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