

# Application Tip Sheet

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| |  | | --- | | Username: | | |  | | --- | | Password: | |

Visit: [www.usps.com/careers](http://www.usps.com/careers)  Click: Ready to Apply? Create an account or log into an existing account.

**Computer requirements:**

* Compatible internet browsers: Internet Explorer IE 7-11, Mozilla Firefox, Chrome and Safari.
* Ensure Adobe Reader is installed and enabled in supported browsers.
* Make sure your pop up blocker is off or set to ***“Always Allow”*** for usps.com/careers
* NOTE: Our system is not compatible with mobile devices. **It is not possible to apply using your phone.**

**Application requirements:**

* Valid email address & phone number
* Five years of work history with dates and complete addresses and phone numbers of employers
* Education history with dates and complete addresses of schools

## Creating Your Profile

**Registration & Login** – Complete the following: First & Last Name, Username, Password, and Email. Repeat

Password and Email. *The password must be 15 characters long*. We suggest you write your username and password in the spaces provided above and retain this information for your records. Read the Privacy Act Statement and click ***“Next Page”.*** You will receive an email immediately from ecareerworkflow@usps.gov acknowledging your registration as a candidate.

**My Profile**

**Personal Data** *-* Enter all of the requested information and click ***"Next Page"***.

**Work Experience** - Question 1: click yes or no. If you answer yes, a blue box will pop up that says ***"Work Experience."*** Click the yellow box directly below that says ***"Add."***

Start with your most recent employer and enter the information requested. Ensure you have the complete address. Once you are done, click the yellow ***"Save"*** box. ***Check the box that says Current Employer.***

If you have had any other jobs in the past five years, you will need to click ***"Add"*** again and enter the information requested. Make sure to click ***"Save"*** each time. You cannot have any gaps in your employment. If you were unemployed, enter it as if it was a job --- stating “unemployed”. For the required supervisor field, enter someone that could verify you were unemployed during this time. You must account for all 12 months in each of the past five years.

After entering your work information, answer yes or no to questions 2, 3, and 4. If you answer yes to any of the questions, make sure you explain your answers. Click ***"Next Page"***.

**Education/Training** - Click the yellow box ***"Add"***. Enter your school information. Click ***"Save"***. Repeat this step if you have additional school/training information. Click ***"Next Page"***.

**General Eligibility** - Answer questions 1, 2, 3, 4a, 5 and 6. If you are a male and answer yes to question 4a, you must enter your Selective Service Number or explain why you are exempt (for example, “I came to the US when I was more than 26 years old.”). If you don’t know your Selective Service number, you may look it up by calling 1-847-688-6888 or at [www.sss.gov](http://www.sss.gov/) with your social security number and birthday. If you answer yes to question 5, you must provide details. If you answer yes to question 6, you must list any relatives who work for the Postal Service. Click ***"Next Page"***.

**Veterans' Preference** - Answer questions 1, 2, 3, 4 and 5. If you answer yes to any of the questions, you will need to provide all of the requested information. If you have a DD214 or SF15, click the yellow box that says ***"Attachments."*** Add attachment.Click ***"Next Page"***. If you are claiming 10-point preference, you will also need a letter from the VA stating your disability percentage. Please upload documents in PDF form.

**Assessments-** Write down the ***Candidate ID*** number provided in the blue box on this page and keep it with your Username and password. Click ***"Next Page"***.

**Review and Release** – Choose to release or lock your profile. ***We recommend you*** ***release so we can notify you of open positions.***  You may print your application at this time. Then click the yellow box that says ***"Save".***



# Application Tip Sheet

## APPLYING FOR JOBS

**Job Opportunities Tab**

Click on the ***Job Opportunities*** tab at the top of the page. Go to the box next to ***"Location***" and highlight ***“Minnesota” or “Wisconsin”***. Click the yellow box that says ***"Start"***.

You will see a list of job postings, starting with the most recent. Double click on the job you wish to apply for and read the “Duties and Responsibilities” to ensure you will be able to perform the job.

Click ***“Apply”.*** You can now review your profile and make changes if necessary. If you click on apply and nothing happens, change your settings to *“****Always Allow”*** pop-ups for this site before clicking ***“Apply”*** again.

Click on ***“Show Roadmap”.*** You can review each tab and make changes if necessary.

**Tabs you will have to click on and complete are:**

***“Questionnaire”*** Answer all questions honestly.

***“Driving History”*** Answer all questions if applicable.

***“Authorization & Release”*** Answer questions 1, 2, & 3 and explain if necessary.

***“EEO & Disability***” Answer questions 1, 2, & 3.

*“****Send Application*” Once** application is sent, your screen should show **“Completed”**.

You will receive another email from ecareerworkflow@usps.gov thanking you for your application. If you do not get an email acknowledging your application, then you did not apply correctly. You will need to go back in and enter your Username and password and re-apply.

We will correspond with you via email, so please ensure your email is valid. Check your email regularly. Be sure to check trash and junk folders for correspondence.

Please add the following email domain addresses to your contact list to ensure all correspondence is received:

### @usps.gov, @psionline.com, @geninfo.com, @uspsis.gov

You will receive an email within minutes from our testing vendor(@psionline.com) asking you to complete the online assessment. YOU ONLY HAVE THREE DAYS (72 hours) FROM THE DAY YOU APPLY to complete this assessment.

Failure to do so will result in you not moving forward in the hiring process.

**\*\*\*Other helpful hints\*\*\***

If you fail an exam, you will be locked out of that exam for ONE year.

You must have a valid state driver’s license continuously for the past two years to qualify for USPS positions requiring driving. Permits do not count. You must have five years of safe driving history (no driving offenses that involve the use of drugs or alcohol, and no more than three violations in three years, or five violations in five years). Your license cannot have been revoked/suspended for any reason during this time.

Your exam score will determine how quickly you will be called for the interview. Some postings will only hire one applicant; some will hire multiple applicants from one posting. If you have not received an invitation to an interview four months from the application date, please reapply, as that posting has expired.

We recommend you apply for any positions that are truly of interest, even if you have already applied in that location. **More applications = more chances to be hired.**

Good Luck! We look forward to meeting you in orientation!

If you still have questions, please email Arin.R.Erickson@usps.gov