

## STEP

## HOW TO APPLY FOR U.S. POSTAL SERVICE JOBS

1	Go to our careers website: <b>WWW.USPS.COM/Careers</b>
2	Select the <b>HOW TO APPLY</b> link
3	Select the <b>CREATE PROFILE &amp; APPLY</b> link
4	Select <b>CREATE MY PROFILE</b>
	<b>Create your Profile Account and User Name and Password</b> <b>USERNAME:</b> Must consist of at least six characters <b>PASSWORD:</b> Must contain at least 15 characters, 1 UPPERCASE, 1 NUMBER, the first 3 characters cannot be identical
5	Save your Username & Password  <b>USERNAME:</b> _____ <b>PASSWORD:</b> _____

**QUESTIONS WITH A RED ASTERISK ARE REQUIRED. ALL OTHERS CAN BE BYPASSED.**

6	<b>Personal Data:</b> Provide your contact information.
	<b>Work Experience:</b> Questions 2, 3, 4, 6, 7 require answers. Questions 1 & 5 do not.
7	You do not need to provide your 5-year work history at this time. We will ask you for this information when we conduct the background investigation.
8	<b>Education Training:</b> We do not need your education history at this time. We will ask you for this information when we conduct the background investigation.
9	<b>General Eligibility:</b> Review these questions carefully before answering.
	<b>Veterans' Preference:</b> To claim your veterans' preference you need to provide your service dates and upload a copy of your DD214. If you don't already have an electronic copy of your DD214, you can use your phone to take a photo of it, email the photo to yourself, and upload to your computer or flash drive.
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11	<b>Assessments:</b> You may want to save your Candidate ID with your Username & Password.
12	<b>Overview and Release:</b> You must release your profile to submit your application.

**YOU HAVE JUST CREATED YOUR PROFILE.**

**NOW YOU ARE READY TO APPLY TO A SPECIFIC JOB AND SUBMIT YOUR APPLICATION.**

13	Click on the <b>JOB OPPORTUNITIES</b> tab.
14	<b>JOB SEARCH:</b> Use the Keywords to search by city name. Click the <b>Start</b> button.
15	<b>JOB SEARCH RESULTS:</b> Click on the job title to review the job posting and learn more about each job. To apply, click on the <b>continue</b> button on the job posting.
	<b>COVER LETTER:</b> This is NOT required. You can skip this. Our system has a tendency to time out while you are writing your response. If this happens, you will then need to start the job search again.
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17	<b>ATTACHMENTS:</b> (Such as a resume) You may provide attachments but this is not required. Our jobs are entry-level positions and we provide all training. Previous experience is not necessary.
	<b>SUMMARY OF ACCOMPLISHMENTS:</b> This is NOT required. You can skip this. Our system has a tendency to time out while you are writing your response. If this happens, you will then need to start the job search again.
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<b>REFERENCES:</b> You do not need to provide your references at this time. We will ask you for this information when we conduct the background investigation; at which time we will contact you by email to provide the necessary information.
<b>AUTHORIZATION &amp; RELEASE (Other Names &amp; Previous Addresses):</b> This can be skipped. We do not need this information until we conduct the background investigation.
<b>EEO &amp; DISABILITY:</b> This information is for statistical purposes and is confidential.
<b>SEND APPLICATION:</b> Make sure the there is a checkmark in the "I would like to release my profile" question. If not checked, your application will not be submitted.
If you have successfully submitted your application you will see an immediate notification that this job requires an assessment. If you do not get this message, let us know and we can review your application to determine if a correctable error was made.

**NEXT STEPS:** You have completed the first step of our hiring process. You will receive several emails throughout the next couple of weeks requiring additional action for you to complete. You must complete these steps timely to prevent your application from being rejected. Please be vigilant in watching for these emails in your inbox and spam.

<b>ASSESSMENT:</b> After submitting your application, you will receive an email with a link to take the virtual assessment within a few minutes, and it must be completed within 72 hours. To be eligible for this position you must pass the assessment with a score of 70% or higher. If you do not receive a qualifying score your application will be rejected. Please take the assessment in a quiet place where you can focus your complete attention on the assessment and not be disturbed or tempted to multi-task. If you do not pass the assessment, you will not be able to reapply and retake the assessment for 1 year.
<b>MOTOR VEHICLE RECORDS (MVR):</b> If you applied for a position that requires driving, you will be asked to consent to the MVR check. The email request you will receive contains a link that expires within 3 days. If you do not respond your application will be rejected and you will have to reapply.
<b>CONDITIONAL JOB OFFER:</b> You will receive a conditional job offer by email with a link that expires within 3 days. You must respond within 3 days or the link will expire and your application will be rejected. This is a <b>CONDITIONAL</b> offer to confirm your commitment to moving forward with your application; this is not an actual job offer. Do not quit your current job when you receive this email. (You will be contacted by phone if and when you have cleared for hire.)
<b>SF85 / NACI:</b> You will be asked to consent to the criminal background investigation. The link in the email expires after 3 days. If you do not respond within 3 days, your application will be rejected and will affect your eligibility for other applications. You may be prohibited from reapplying for 30 days.
<b>FINAL PROCESSING:</b> If you are not able to complete your final processing at today's job fair, we will invite you to attend final processing at a nearby post office for you to complete your pre-employment forms, validate your identity and employment authorization, and submit your LiveScan fingerprints for additional background investigation.