

eCareer Pocket Guide Candidate Profile

Connecticut Valley District



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How do I start?

1. Access ECareer via <http://liteblue.usps.gov>
2. Log into 'LiteBlue' with your employee id and postal pin number. (If you have forgotten your pin number, follow prompts on log on screen.)
3. Click on the tab on the top of the LiteBlue page marked 'My Life'.
4. On the right hand side of the My Life page down about one-third, click on 'ECareer'.
5. Click on 'Search and/or Apply for EAS jobs'.

CANDIDATE PROFILE

1 Communication Data

1. Click on **Candidate Profile**, on the right hand side of the page.
2. Review data. (If any changes need to be made, contact Shared Services for corrections @ 1-877-477-3273.)
3. Click **Save**.
4. Click on **Work Experience**.

2 Work Experience:

1. Click on the 'New Entry' button. (All boxes with a red asterisk must be filled out in order to proceed to the next screen.)
2. 'Employer' box: Use the following: USPS-(Office/Plant where you work).
3. Enter **Dates** in the format shown or click on calendar for **Start** and **End** dates.
3. 'Country' box: Scroll down, select **USA**.
4. 'Region' box: Scroll down, select **Connecticut District**.
5. Enter the **City** in which you work.
6. **Functional Area** box: select the function that best represents the position selected or select 'other'. (Optional)
7. **Hierarchy Level** box: Select the level/position description which best matches the job you are referencing. (i.e. Level)
8. **Job Title**: Title of the position.
9. **Description**: This is a description of the responsibilities of the position which incorporate your knowledge, skills and abilities as a demonstration of your ability. (Maximum 1500 Characters.)
10. **Position Type**: Select one: Postal, Detail, and Non-Postal.
11. **Grade Level**: EAS or PS Level.
12. After completing all of the required fields, click **Save**. This will bring you back to the **Work Experience** page where you will see your entry.

(Now you may add another entry or move to the next field which is Education. NOTE: Work experience of the last 15 years is all that is required.)

*If a change is needed here or within your application, you can click on the box next to the entry, and edit or delete the line, or you can click **New Entry** to add additional information.*

3 Education:

1. Click on **3 Education**. Click on **New Entry**.
2. Click on the **Name of Institute** field. Fill in the name of the Educational institute. Tab to next field. (This, similar to your PS 991, is training outside of the Postal Service such as High School, College or certificate courses.)
3. Complete the **Start Date and End Date**. You can type it in or use the click on the calendar to complete. (If training/degree is incomplete at this time, leave end date open. The word 'open' will appear on Candidate Profile.) Tab.
4. Select **Country** with the pull-down tab. (USA - This field must be completed.) Tab
5. Select **Region** - select State with pull-down tab.
6. Fill in the **City** where the institute is located. Tab.
7. Click on down arrow on **Education Type** and select. (High School/College/etc.) Tab.
8. Click on Down Arrow for **Education Level**. Select field pertinent to institution/entry. (i.e. High School, Associates Degree, etc.) Tab.
9. In **Field of Education**, click area of courses from down arrow. Select one. Tab.
10. In **subject** area, if there is a particular course or area within the field above, this gives you the opportunity to be more specific. Tab.
11. In **Description**, you may give further clarification to your training and/or how it pertains to the Postal position for which you are applying. (Maximum 1500 characters.)
12. Click **Save**. From here you can click **New Entry** or **edit** to continue to add education.

4 Training:

Your training record is available from Blue Page, left hand column under LMS. Just go to your Training Activities Page, scroll down to 'Completed Courses, Right Click, select Print..

PEDC, Hartford, 1-860-524-6175
PEDC, New Haven, 1-203-782-7311
PEDC, Stamford, 1-203-326-2125
PEDC, Springfield 1-413-785-6328

(Training Continued)

1. Click on **New Entry** to enter your training.
2. Click on **Start Date** and complete data by following format or using pull down calendar. TAB. Enter **End Date** the same way.
3. For Training Facility, enter the name of the location where the training occurred. (*i.e. Connecticut District*) (*Include those courses most pertinent to the position for which you are applying. In general, do not go back more than 5 years, but you can go back 15 years.*) TAB
4. Enter the **Course Name**.
5. Then **Save** the entry. Continue to put in **New Entries** until you have met the training you have had relevant to the position.

5 Special Skills/Associations:

This area is the same as Page Two of your PS 991 where you would enter specialized skills, projects, memberships, and professional associations in the narrative box. A simple list format will do. *When complete, click Save.*

6 Summary of Accomplishments

View the posting by clicking on the job name itself (wherever it is displayed), which is the link. You will need to access the posting when you compose your narrative Summary of Accomplishments.

1. Describe your accomplishments for this vacancy by providing a brief description of your accomplishments in narrative (e.g. resume) format. You must demonstrate you are prepared by your past performance to meet each of the requirements stated on the posting. You can address multiple KSA's in each situation you utilize to demonstrate your ability. (*i.e. You may have managed one situation which demonstrated Leadership, Communication Skills and Safety Awareness; unlike a 991 which would require a STAR for each KSA.*) (Maximum 6000 characters.)
2. Click Save when you have finished and look for the "Data saved successfully message" at the bottom left of the page.

7 Attachments:

1. Click on **Add Attachment**.
2. Select Attachment Type from drop down box.
3. **Language** will remain English.
4. Click on **Browse** to locate your document.

5. Once document is found, click on it, and then click on open. Document will be added to page.
6. Enter **Name of Document** in **Document Title**.
7. Click **Save**. Document will be listed. Now you may add additional documents or move on to Data Overview.

8 Data Overview:

When complete, go to the tab Data Overview to review your profile. (*This is **not** the place to attach your Summary of Accomplishments.*)

Here you will see the information you entered. Review it for accuracy and completeness. Be aware this page takes a few moments to appear. (Be patient.) If you need to make a change, you can click back using the "CD buttons" in the upper right or the small white folder at the end.

- a. Select the page you wish to edit, make your change, save and continue.
- b. View your application again after editing by clicking Data Overview.

9 Finalize Profile:

1. Click **Finalize Profile Tab**.
2. When you have double-checked your profile for accuracy and completeness, click the box next to the following message to free your profile for viewing by others: **"I have completed my profile and want my profile to be used for job considerations."** However, if this is just a work in progress, just save as you go along so you can continue to work on it until the job you want comes up.
3. Click the box that indicates you have read and accepted the **Data Privacy Statement**.
4. The statement "Data saved successfully" indicates you have completed the profile portion of the eCareer application process.

NOTE: Click **Personal Pages** in the upper left-hand corner to return to Personal Pages (main page) where you can proceed with the job search or application process. This serves as your "Back Button" to bring you back to all the options of the eCareer application process. The "exit" button will take you all the way out of LiteBlue.

Submit Application:

1. When the page opens and you are sure you're ready, and you have opened the **Finalize Profile** tab on your Career Profile to indicate you are authorizing release of your application, Click **Submit**.

2. In your review, you will see new tabs on the top of your application

2. Look for "**Data submitted successfully**" message to be sure you have been successful. An e-mail message will also be sent to confirm your submission.

Helpful Hints:

*Have your old PS 991 available as a reference. This will make the completion of your application within eCareer much easier.

*You can create some of the fields, such as *Summary of Accomplishments*, in Word. This will allow you to spell check your work, and cut and paste the item into the appropriate area in eCareer.

*Some areas are limited to a certain amount of characters. Summary of accomplishment is limited to 6000 characters. You can count your characters in Word. Simply create your document, click on *Tools*, and then click on *Word Count*. Select *characters*.

* **Job Requirements:** To find go to: <http://hrishq.usps.gov/jdonline/welcome.cfm?page=positions>. Select Non-Bargaining Tab, Enter Job title or Occupation Code, and click on Search or Select 'List Jobs', scroll through jobs to find the position. When you find your job, select Job Qualifications to see the requirements for the position.

* **eOPF** is available via liteblue.com only from your home computer. Use this to complete dates on positions, search for awards/recognition, and critical information needed in completing your eCareer application.

* **References:** This area will only appear when you

Have a question or need a little help?

Contact your local PEDC, Learning Development and Diversity Specialist:

Helen Collen, Stamford 1-203-326-2125
Donna Geraci, New Haven 1-203-782-7313
Keith Henderson, Hartford 1-860-524-6175
John Leary, Hartford 1-860-524-6066
Sarah Murray, Springfield 1-413-785-6328