

USPS® Online Job Application System - Overview and Navigation

CANDIDATE PROFILE

Do I need to create a Candidate Profile to search for a job?

No, the online application system allows you to search for jobs without creating a Candidate Profile.

Can I have multiple Candidate Profiles?

No, you can only have one Candidate Profile. However, you can edit your Candidate Profile to keep it current.

Can I edit my Candidate Profile or job application through the Data Overview on the "Review/Release" screen?

No, the Data Overview simply pulls information from preceding screens and compiles an overall view of your profile or application. If you need to make edits, you must locate the application screen on which the correction needs to be made (e.g., Work Experience) and make changes accordingly.

SAVING PARTIALLY COMPLETED APPLICATIONS

If I am in the application and need to leave the computer, is it possible to continue that application without starting from scratch?

You will be logged out after 30 minutes of inactivity. You will be able to pick up where you left off if you have a Username and password.

You can establish a Username and Password:

- By creating a candidate profile and choosing a Username and Password
- By searching for and applying for a job directly, a Username and Password will be created and emailed to you.

To retrieve an incomplete application, log into the online application system:

- Select the Job Opportunities Tab, and then select the [My Applications](#) link.
- Applications that are not complete are classified as "Draft".
- To apply for a job, or to delete/withdraw a partial application, select the box to the left of the application you want to work with, and select the appropriate button at the bottom of the screen.

FORGOT USERNAME AND PASSWORD

I have forgotten my Username. What should I do?

You can retrieve a forgotten Username by:

- Selecting the [User Name Forgotten](#) link that appears in the lower right of the Logon page.

- Enter the email address that you specified when you first applied or registered.
- Click "Request User Name" button.

Your username will be emailed to you. After you are logged in, you may change your Username if desired.

I have forgotten my password. What should I do?

You can retrieve a forgotten password by:

- Selecting the [Password Forgotten](#) link that appears in the lower right of the Logon page, or the [Request a forgotten password](#) link that appears on the USPS Careers home page.
- Enter the user name and email address that you specified when you first applied or registered.
- Click "Reset Password" button.

Instructions to reset your password will be emailed to you. Follow the instructions in the email to change your password. Please change your password to something you will remember and write it down for future use.

NAVIGATION QUESTIONS

I have clicked on a button to move forward to the next activity, but nothing appears to be happening. Why?

Some buttons within the online application system, require you to make a selection. For example, if you have applied for a job, but wish to withdraw your application, the Delete/Withdraw button will not work unless you select the job first. You can make a selection by selecting the box to the left of the line item (the line will turn orange). Once a selection is made and the line item highlights, the Delete/Withdraw button will work.

Where can I find the status of my application?

You can find the status of your applications by selecting the Job Opportunities Tab. Once on that tab, the [My Applications](#) link will appear in the navigation bar. This will provide a list of applications and their status.

What is "Favorites" used for?

"Favorites" is used when you are searching for jobs to bookmark those that you would like to review or apply for at a later time. Saving a job opportunity to "Favorites" will not extend the posting date. All applications must be received by the closing date and time.

How do I delete my registration?

You can delete your registration by selecting the [Delete Registration](#) link on the Candidate Profile Tab. If you delete your registration, all data in the system will be irreversibly deleted.

How many new entries can I place on a screen (such as Work Experience)?

The system does not limit the number of new entries you can place on this screen.

How do I edit information placed on a screen (such as Work Experience)?

To edit information, select the data you want to edit by selecting the box to the left of the data. Once you select the data, it will highlight (the line will turn orange), indicating a selection has been made. Then select the Edit button. After selecting the edit button, it will bring you to a screen that will allow you to edit your information. Once completed, click "Save" to save your updated information.

If I do not get an email acknowledging receipt of my application, how do I know that it has been received?

If the application was successfully submitted, you will receive an email acknowledgement at the email address you provided. If you have an email "spam" filter, the acknowledgement may be delivered to your email "spam" folder.

To be certain that the application was submitted, you can also track the status of your application. This can be done immediately after submitting or later. On the Job Opportunities Tab, click on the [My Applications](#) link. All your applications and their status will appear on this page.