

## USPS® Online Job Application System – Virtual Entry Assessment

### What is the Virtual Entry Assessment (VEA)?

The Virtual Entry Assessment, or VEA, is a group of assessments, each of which apply to a unique set of USPS jobs. These assessments include:

VIRTUAL ENTRY ASSESSMENT – MC (474) for Mail Carrier jobs  
VIRTUAL ENTRY ASSESSMENT – MH (475) for Mail Handler jobs  
VIRTUAL ENTRY ASSESSMENT – MP (476) for Mail Processing jobs  
VIRTUAL ENTRY ASSESSMENT – CS (477) for Customer Service Clerk jobs

Please refer to your assessment invitation email for further information on the VEA assessment you must complete.

### Assessment Process

#### How do I complete the assessment process?

You will receive an email from the USPS applicant tracking system (eCareer). The message will contain a link that will enable you to launch and complete the assessment.

The assessment can be completed by using a smartphone, tablet, or computer at a time and place of your choosing. To do your best work, you are encouraged to complete the assessment in an environment free of noise and distractions.

#### I submitted an application for a job that requires the VEA, but did not receive an assessment invitation email. Why wasn't I invited?

Not everyone who submits an application will be invited to take the VEA. Each job posting has a pre-determined number of applicants who are invited to complete the assessment. Invitations are issued on a "first-come, first-served" basis.

If you are not initially invited to complete the assessment, you may still have an opportunity to take it in the future. You are encouraged to watch your email for additional information.

#### How much time do I have to complete the VEA?

You have a total of 3 days (72 hours) to complete the VEA. Please be mindful to start the assessment as soon as possible once you have received your email invitation.

#### What happens if I am unable to complete the VEA within 72 hours?

If you are not able to complete the assessment within the time allowed, then you will not receive consideration for the job to which you applied. However, you will be able to apply to additional jobs in the future.

#### What should I do if I am experiencing problems or technical difficulties with completing the assessment?

A link to technical support resources is provided at the beginning of the assessment. Tips are provided to troubleshoot the most common causes and a technical support phone number is available if your issue is not resolved.

## **How do I get my results for the VEA?**

Once you have completed the VEA you may check your results by logging in to your eCareer Candidate Profile. Open the Roadmap and go to the Assessments page (7).

This score will be used if you apply to jobs that require the same VEA version.

## **I don't see a score on my Assessments page, it just says "ineligible." What does that mean?**

Candidates who do not receive a passing score are ineligible on this version of the VEA. If you don't successfully pass a version of the VEA on your first attempt, you will be able to try again after one year. You may still apply to other jobs that require a different version of the VEA.

Candidates who do not complete the assessment within 72 hours are also determined to be ineligible. In this case, you are ineligible for the specific job to which you applied. You may apply again to any jobs requiring this version of the VEA, as well as to other jobs that require a different version of the VEA.

## **Reasonable Accommodation in Testing**

### **I believe I have a disability and need an accommodation to take the assessment. How do I request an accommodation?**

At the beginning of the assessment, a link is provided for those with a qualified ADA disability to access an accommodation version of the assessment.

For questions related to reasonable accommodations in testing, please contact [Examadmin@usps.gov](mailto:Examadmin@usps.gov).