



Thank you for  
considering  
USPS® as an  
Employer of Choice,  
we hope to hear  
from you soon!

STEP 1:  
CREATE AN  
ACCOUNT

STEP 2:  
SEARCH  
OPEN JOBS

STEP 3:  
APPLY ONLINE

# Applying for a Job at the U.S. Postal Service®

## BEFORE YOU START

- ♦♦ Make sure you have time to complete the entire process; it may take up to ninety minutes.
- ♦♦ Use a supported browser. Supported browsers include; Internet Explorer IE 7-11, Mozilla Firefox, Chrome, and Safari.
- ♦♦ Ensure Adobe PDF Reader is installed and enabled in supported browsers.

**NOTE:** Our system is not compatible with mobile devices.

---

## INSTRUCTIONS FOR APPLYING

1. Go to [usps.com/careers](https://usps.com/careers)
2. Under "USPS Account" select either **Create an account** or **Log in to your account** if you have registered or applied with USPS before. Sign in with your User Name and Password.
3. The system will walk you through your Profile Roadmap. Please enter/update your profile with the most recent information.
4. Apply for open positions by clicking on **Search Now**. You can search by keyword, location, and/or functional area.

---

## HELPFUL APPLICATION TIPS

- ♦♦ Items marked with an asterisk (\*) are mandatory and must be completed to move on to the next page.
- ♦♦ Review the requirements listed on the job posting. To ensure that your application is complete, address how your skill set, education and training matches each of the requirements.
- ♦♦ When completing the **Summary of Accomplishments** section, we suggest that you write about how your skill set, education and training matches the posting in a supplemental document and attach it to your application.
- ♦♦ We suggest that you upload a current resume, if you have one.

It is the policy of the United States Postal Service (USPS) to provide equal employment opportunities and prevent employment discrimination. The USPS seeks to attract and retain a diverse workforce in which employees respect and value each other's differences and work to promote collaboration, flexibility and fairness so that all employees are able to participate and contribute to their full potential.

The USPS provides reasonable accommodation for any part of the application, interview, and/or selection process. If you desire an accommodation, please make your request to the examiner, selecting official, or local manager of Human Resources. Your request can also be made by someone on your behalf. Explain how the process presents difficulty and the accommodation you desire. Decisions to grant accommodations are made on a case-by-case basis.

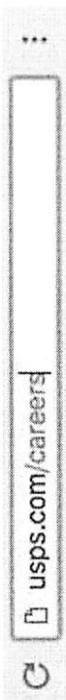


Thank you for your interest in applying for a job with the United States Postal Service.

## To Apply, Please Follow the Following Steps

1.

Type [usps.com/careers](https://usps.com/careers) in the search bar.



2.

Click the **Search Jobs** button.



3.

There are **three ways to search**

1. Enter a keyword, such as a city or position
2. Select the state in which you are looking for work
3. Selection a functional area, such as "Delivery / Customer Service"

Full Text Search  
Keywords:

Search Criteria for Employment Opportunities  
Location:

Functional Area:

Alabama
Alaska
Arizona
Arkansas

Administrative Support
Communications
Consumer Affairs
Corporate/Government Affairs

4.

Once you have filled out the information, click **Start**

## 5.

Review the “**Job Search Results**”, and click on the title of a job you are interested in to see the full job posting.

- If you are familiar with the position you are applying for, you can click the gray box to the left of the Job Posting, and then click the Apply button at the bottom of the screen

Search Criteria for Employment Opportunities  
Location: Virginia

Search Result: 19 Hits
Job Posting
ASSISTANT RURAL CARRIER (ARCO) - STERLING VA NC10437075
CITY CARRIER ASSISTANT - FALLS GURCH VA NC10452213
CITY CARRIER ASSISTANT - ROANOKE VA NC10435357
ASSISTANT RURAL CARRIER (ARCO) - GLOUCESTER VA NC10436443
ASSISTANT RURAL CARRIER (ARCO) - MINERAL VA NC10435449
ASSISTANT RURAL CARRIER (ARCO) - WARRENTON VA NC10434449
CITY CARRIER ASSISTANT - FREDERICKSBURG VA NC10435350
ASSISTANT RURAL CARRIER (ARCO) - GLEN ALLEN VA NC10435552
ASSISTANT RURAL CARRIER (ARCO) - CHARLOTTESVILLE VA NC10436032
CITY CARRIER ASSISTANT - CHARLOTTESVILLE VA NC10436034

Apply

## 6.

The job posting will include **responsibilities, benefits, location, and contact information** for the hiring manager (write down this contact information in case you have questions in the future).

United States Postal Service  
Federal Position for Job Posting: 0433167  
If this job requires qualifications or an experience, the number of applications will be limited to take on future the nomination may be made.

Branch: [Redacted]  
Career Details: [Redacted]  
Job Posting Priority: [Redacted]

## 7.

You can click **Apply** in the upper, right-hand corner of the job posting, or at the bottom of the screen on the search results page. This will lead you to the application. If you do not already have a **USPS.com® careers account**, you will be prompted to create one.

## 8.

To create your account, here are some things to remember: Your **username** must be at least **6 characters** long: each username is unique so a mix of numbers and letters may be useful

- Your **password** must be at least **15 characters** long, include **1 uppercase** letter, and **one number**
- All sections with an \* must be completed
- Your phone number must show up in an **XXX-XXX-XXXX** format
- When entering “**Work Experience**” you must click the “**Transfer**” button after filling out the information for each position

## 9.

Once your application has been accepted, the next steps will be emailed to you. Monitor your email for **time-sensitive** next steps which may include:

- Virtual Entry Assessment
- MVR screening
- Job Offer
- Drug and Background Screen
- Fingerprinting and NACI screening

For more information on our application process visit: [about.usps.com/careers/job-application/](https://about.usps.com/careers/job-application/)

## 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).

# Non-Career Hiring

