

# How to Apply

- **Applications**

Eligible employees search and apply for vacancies from a postal or a non-postal computer by accessing <http://ecareer.usps.gov> and then clicking on *eCareer* from the LiteBlue home page. You will need your 8 digit Employee Identification Number (EIN) and Personal Identification Number (PIN).

Click on the **'My Life'** tab and then under the heading **'Internal Jobs,'** click on **'eCareer.'**

Reviewing the instructional material on the *eCareer* site prior to submitting your application should be your first step in completing an *eCareer* application for an EAS job posting.

Click on **'Search and/or Apply for EAS Jobs.'**

Click on **'Candidate Profile'** and complete all tabs except the tab 'Summary of Accomplishments,' remembering to **'Save'** each page. See the [eCareer Candidate Profile Guide](#) for details.

Under **'Career Opportunities'** click on **'Search for Jobs.'** Choose your search criteria and click on **'Start Search'**. Click on the link to the job posting to review. When you locate a posting that you are interested in applying for, you can choose either **'Add to Favorites / Delete from Favorites'** to save and apply at a later time or **'Apply / Display Application'** to apply now.

When you are applying for a posting, you can edit and update your candidate profile, if necessary. But you must complete the tabs for References, all questionnaires such as Methods of Internet Access, Eligibility, etc, and Summary of Accomplishments addressing the requirements stated on the job posting.

To be successful, you must convince the reviewers that you have the **qualifications necessary to perform the job**. Therefore on the **'Summary of Accomplishments'** tab you should clearly address the Qualifications/Requirements listed on the posting. The **'Summary of Accomplishments'** can accommodate up to 6000 characters. You may want to draft and edit your work experiences and accomplishments as a word processing document then copy and paste into the application. Prior to applying for a posting, we encourage you to review the instructional tools ('Applicant Guide' and 'Applicant Quick Guide') available on the *eCareer* site.

You may keep your application as "Draft" while working on it. However once your application is completed, remember to click the 'Submit' button on the Submit Application' tab.

- **Deadline**

Applications must be submitted by 11:59 p.m., Central Time, of the posting's closing date.

- **Non-Competitive Reassignments**

EAS employees requesting non-competitive lateral or lower level reassignment may apply for non-competitive consideration on-line, via the *eCareer* system, or may submit their written request directly to the selecting official for non-competitive consideration.

**Note**

The US Postal Service is an equal employment opportunity employer and provides reasonable accommodation to qualified individuals with disabilities. If you need a reasonable accommodation for any part of the application, interview, and/or selection process, please make your request to the examiner, selecting official or local manager of Human Resources. This request can also be made by someone on your behalf. Explain the nature of your limitations and the accommodation needed. The decision on granting reasonable accommodation will be on a case-by-case basis.