



April 3, 2006

MANAGERS, HUMAN RESOURCES (AREA)
MANAGERS, HUMAN RESOURCES (DISTRICT)

SUBJECT: Vacancy Announcements and EAS Applicant Notification

In recent discussions two issues were raised regarding EAS vacancies. While most offices are probably already handling these appropriately, I would like to reiterate the actions which need to be taken. This discussion is in reference to announcing all EAS vacancies, which includes initial level supervisor and Universal Associate Supervisor Program (ASP) vacancies.

First, all EAS, initial-level supervisor and Universal ASP vacancy announcements need to specify the duty station, the starting and ending times, and the non-scheduled days for the vacant position. This information is particularly important to employees with personal obligations such as childcare, eldercare, and educational commitments.

I recognize that there will be vacancies which require flexibility, including operational coverage factors and certain associate supervisor duty assignments. By their nature, these positions often require continuing changes in any or all of the above cited elements. However, when such operational requirements are necessary, they must be clearly conveyed on the vacancy announcement (e.g., specific rotating non-scheduled days) and discussed with applicants prior to their selection.

The second issue is in regard to our handling of unsuccessful applicants. It has been a long standing practice to notify non-selected EAS applicants via a courtesy letter which state the final status of their application. This letter should also express our appreciation for their interest and should positively encourage them to consider other career opportunities with the Postal Service. Notifying applicants of the final decision is not only critical in providing an applicant with closure, but also conveys a sense of the value we attach to each of our employees.

Please take this opportunity to review your processes, with an emphasis on enhancing the value and meaningfulness to EAS applicants.

Mangala P. Gandhi

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