

eCareer Opens the Digital Door to Postal Job Opportunities

The Profile of Success in Postal Job Opportunities

At the heart of the Postal Service's new *eCareer* system is the candidate profile. The profile is the fast, easy and very convenient way to apply for Postal opportunities. It gives selecting officials all the information they need to find the right candidate for the right job.

This new online candidate profile replaces the old Postal Service Form 991. Now employees can update their profiles whenever they want online at LiteBlue 24/7. *eCareer* also makes it easier to find position announcements. Employees can quickly find new vacancies at their convenience anywhere they have an internet connection.

The key elements of a successful profile are that it is complete, accurate and current. Employees should be certain that they have included relevant training, job skills, certifications and capabilities in their candidate profile. It is also important to make sure that information entered in the summary of accomplishments matches all the requirements of the position for which they are applying. Taking the time to read a job posting thoroughly and using that information to shape an application is one of the best ways to help ensure the success of a job application.

In the *eCareer* system, the employee candidate profile and all the confidential personal data in it are safe and secure. Employees need their Employee Identification Number and personal PIN to access the information.

All Postal employees are encouraged to build their profiles immediately, even if they are not considering applying for a new position at this time. That will save time and effort in the future when desired positions become available.

A step-by-step guide to *eCareer* is available online by logging onto the *LiteBlue* website at www.liteblue.usps.gov using your Employee Identification Number (EIN) and Postal PIN number. You can find the guide by clicking the *My Life* tab and then clicking on the *eCareer* link. Then scroll down to [eCareer Candidate Profile Guide](#) found under the *eCareer* Toolkit section.