

## USPS LiteBlue eCareer Application - Compatibility View Settings

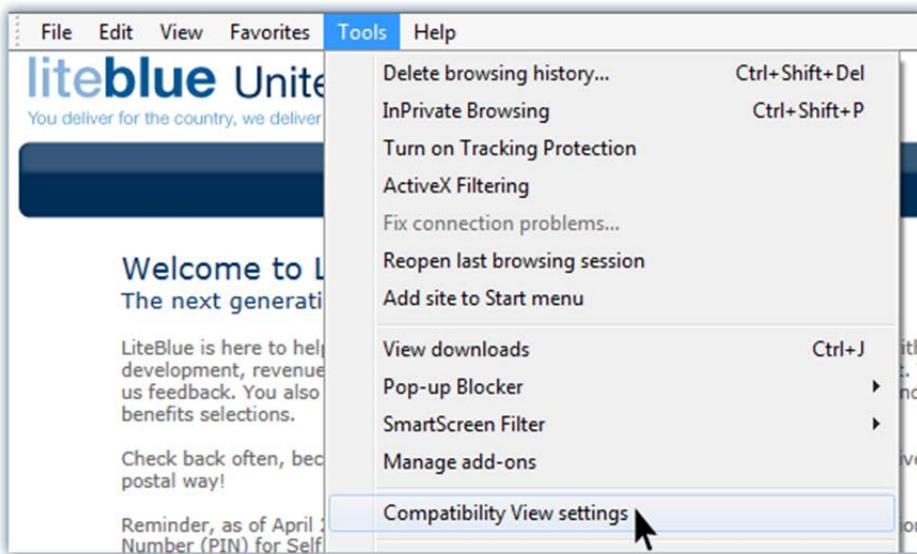
Some users have reported experiencing difficulty while accessing the eCareer application on the USPS LiteBlue website using Microsoft Internet Explorer. For example, pull-down menus might not populate or behave correctly while creating a new user profile. This is most likely caused by a compatibility problem between Internet Explorer and the USPS.GOV website.

Fortunately, this issue can usually be fixed by adding the USPS.GOV domain name to your **Compatibility View** list. Please follow the instructions below to change the **Compatibility View settings** in Internet Explorer:

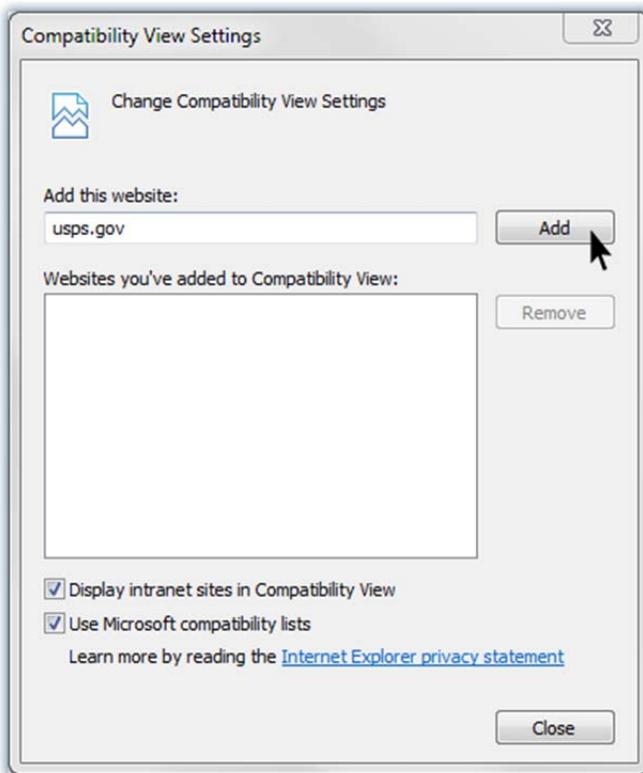
1. Launch Internet Explorer by tapping or clicking the desktop shortcut or icon on the taskbar.
2. Navigate to the USPS LiteBlue website by typing “liteblue.usps.gov” in the **address bar**:



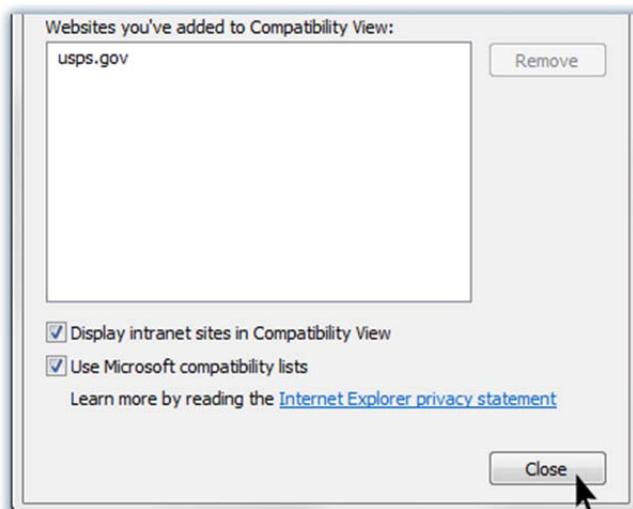
3. From the **Tools** menu, tap or click **Compatibility View settings**:



4. Type the web address “usps.gov” into the **Add this website** text box (it should already be there by default) and then tap or click the **Add** button:



5. The web address “usps.gov” should now appear in the **Websites you've added to Compatibility View** list box. Tap or click the **Close** button to finish:



Once you turn on **Compatibility View** for a specific website, Internet Explorer will automatically show that site in **Compatibility View** each time you visit.

Not all website display problems are caused by browser incompatibility. If you are still unable to utilize the eCareer application after following the steps above, you may consider using a different web browser to access the site. Download links for Mozilla Firefox and Google Chrome are provided below:

Mozilla Firefox:

<http://www.mozilla.org/download>

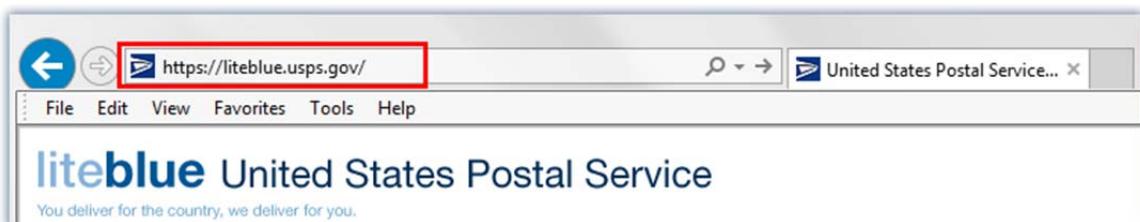
Google Chrome:

<https://www.google.com/chrome/browser>

## USPS LiteBlue eCareer Application - Basic Step by Step Guide

The following is a basic step by step guide to accessing the eCareer application to review/modify your candidate profile and to locate a listing of job postings for the new **District Ad Hoc Rural Carrier Training Instructor** positions. (**Note: Only for regular rural carriers**)

1. Launch Internet Explorer by tapping or clicking the desktop shortcut or icon on the taskbar.
2. Navigate to the USPS LiteBlue website by typing “**liteblue.usps.gov**” into the **address bar** and then press the **enter** key:



3. From the entry page of the LiteBlue website, type your **Employee ID** and **USPS Password** in the fields provided and then tap or click the **Log On** button:

Welcome to LiteBlue  
The next generation in employee communications

LiteBlue is here to help you to communicate faster and stay connected. It's packed with the information you want about career development, revenue and service performance, products, recognition — you name it. There's even a place where you can give us feedback. You also have secure access to PostalEASE through LiteBlue to check, and during open season, change your benefits selections.

Check back often, because LiteBlue will continue to evolve — to transform — and deliver results that serve you better. It's the postal way!

Reminder, as of April 28, 2014, use your SSP Password for Self Service Web applications; use your USPS Personal Identification Number (PIN) for Self Service IVRs (Interactive Voice Response Systems).

**Here's how you log on:**  
You'll need your Employee ID and USPS Self Service Password to log on to LiteBlue.

- Your Employee ID is easy to find — just look at the top of your earnings statement. It's the 8-digit number printed just above the words "Employee ID."
- Your USPS Self Service Password is the new security standard as of April 28, 2014 that is used to access a variety of USPS self-service applications including LiteBlue. If you have not set up your password in the Self Service Profile (SSP) application or you have forgotten your Self Service Password [click here](#).

Employee ID:   
 USPS Password:

[Forget Your Password?](#)  
[Frequently asked questions](#)

Is this Site Secure?

FOR EMPLOYEE USE ONLY

4. This will open the LiteBlue portal homepage. In the center column of the page, locate the sliding banner titled "Employee Apps - Quick Links" and tap or click the slide titled "eCareer":



5. This will open the eCareer landing page. On the upper right-hand side of the page, tap or click the text link that reads "**Go to eCareer Now!**". This will load a new portal website containing your eCareer personal pages.

(Note: If you receive a message stating that you are not authorized or don't have permission to access this page, you may need to contact the LiteBlue IT Help Desk at 1-800-USPS-HELP and/or the HR Shared Service Center at 1-877-477-3273, option 5. **WEEKDAYS ONLY**)

A screenshot of the eCareer landing page. The top navigation bar includes links for Home, My HR, and Inside USPS, along with a search bar and a "Log Off | usps.com" link. The main content area features a large "eCareer" title and a prominent red "Go to eCareer Now!" button. To the left, a sidebar has sections for "System Alerts" (which says "There are no system alerts or planned maintenance at this time") and "Related Info" (with links to "Applicant Guide - Responding to an EAS Job Posting", "Create a Candidate Profile", "eCareer Glossary of Terms", and "How to Apply"). The central content area has two main sections: "What is eCareer?" which describes it as an application for creating a Candidate profile and applying for jobs online, and "Who Can Use eCareer?", which lists requirements for users. To the right, there's a graphic of a laptop displaying the eCareer interface.

6. The **Personal Pages** portal is presented in three sections: **Career Opportunities**, **Personal Settings**, and **Candidate Profile**:

**Personal Pages**

These are your personal pages. You can enter and update your data here. Support is provided during the job search and you can save interesting employment opportunities in your Favorites list.

**Candidate Profile**

Information provided in your candidate profile will be used to auto-populate your application when you are applying for a job.

**Candidate Profile**  
[Candidate Profile](#)  
[Data Overview](#)

**Career Opportunities**

The system assists you in your search for job opportunities. You can add job opportunities that interest you to your favorites list. You can also apply for jobs directly online.

[Job Search](#)  
[Favorites](#)  
[Applications](#)

**Personal Settings**

You want to modify your pages to suit your own requirements. You can specify your preferred date format, the decimal format, the language you prefer to work in, and the display format for data overviews.

[Personal Settings](#)

7. You may create or modify the information contained in your candidate profile by tapping or clicking the “**Candidate Profile**” text link in the **Candidate Profile** section:

**Candidate Profile**

Information provided in your candidate profile will be used to auto-populate your application when you are applying for a job.

**Candidate Profile**  
[Candidate Profile](#)  
[Data Overview](#)

8. This will open an editable version of your current **Candidate Profile**:

**Candidate Profile**

[Personal Pages](#) > Candidate Profile

Information provided in your candidate profile will be used to auto-populate your application when you are applying for a job.

**Candidate Profile** | 1 Communication Data  2 Work Experience 3 Education 4 Training 5 Special Skills / Associations

**Work Experience**

Please provide an email address to receive eCareer correspondence. If you are an EAS employee with a 'USPS.GOV' email address, do not use the address that is pre-populated on this tab. If your address or phone number is incorrect, you can change them by doing one of the following:

- ACE users may log onto the Blue page in the upper left corner, go to the 'My Life' tab and under 'My Profile' click the link;
- Make the changes using the Personnel kiosks, if there is one in your work location;
- Send PS Form 1216, Employees Current Mailing Address, to the HR Shared Service Center (HRSSC);
- Call the HRSSC at 1-877-477-3273, Option 5.

**E-Mail**  
E-Mail

**Telephone**  
Primary Phone

**Address**

Mailing Address  
Street   
Street (Continued)

9. The process of creating a **Candidate Profile** consists of eight (8) data entry forms and a final form to confirm that your profile is complete and ready to be used for job considerations. Initially, only tabs for the first five (5) forms are visible in the main tab menu across the top of the **Candidate Profile** page by default. This includes:

- 1 - Communication Data
- 2 - Work Experience
- 3 - Education
- 4 - Training
- 5 - Special Skills / Associations

You may advance through each form individually by tapping or clicking the corresponding tabs in the main tab menu or by following the arrow(s) on each item in the tab submenu. For example, tapping or clicking the arrow to the right of the **Work Experience** tab in the tab submenu below will advance you to the **Education** form and then one form at a time through to the final form. At any time, you may load the second set of tabs by tapping or clicking the **Last Entry** button  located to the right of the main tab menu.

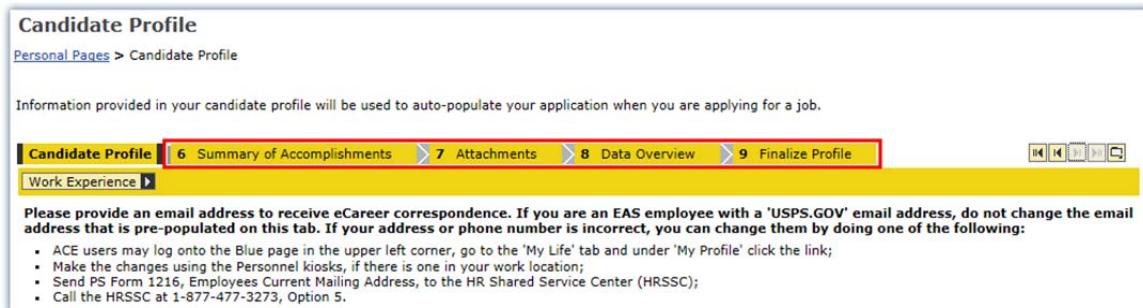
Don't forget to tap or click the **Save** button  at the bottom of each data entry form to save your information prior to advancing to the next form.



The screenshot shows the 'Candidate Profile' page. At the top, there's a breadcrumb trail: 'Personal Pages > Candidate Profile'. Below it, a message says: 'Information provided in your candidate profile will be used to auto-populate your application when you are applying for a job.' A horizontal tab bar at the top has five tabs labeled 'Candidate Profile', '1 Communication Data', '2 Work Experience', '3 Education', '4 Training', and '5 Special Skills / Associations'. The 'Work Experience' tab is highlighted with a red border. To the right of the tabs are four small icons: a left arrow, a right arrow, a double left arrow, and a double right arrow. Below the tabs, a note reads: 'Please provide an email address to receive eCareer correspondence. If you are an EAS employee with a 'USPS.GOV' email address, do not change the email address that is pre-populated on this tab. If your address or phone number is incorrect, you can change them by doing one of the following:' followed by a bulleted list of four items.

10. The second set of tabs provides access to the following three (3) data entry forms and the final confirmation form:

- 6 - Summary of Accomplishments
- 7 - Attachments
- 8 - Data Overview
- 9 - Finalize Profile



The screenshot shows the 'Candidate Profile' page. The layout is identical to the previous one, with a breadcrumb trail 'Personal Pages > Candidate Profile' and a message about auto-population. The horizontal tab bar now has five tabs labeled 'Candidate Profile', '6 Summary of Accomplishments', '7 Attachments', '8 Data Overview', and '9 Finalize Profile'. The 'Work Experience' tab is highlighted with a red border. To the right of the tabs are four small icons: a left arrow, a right arrow, a double left arrow, and a double right arrow. Below the tabs, a note and a bulleted list are present, identical to the ones in the first screenshot.

11. When you have completed and reviewed your information, advance to the **Finalize Profile** form to confirm that your profile is complete. Check the box next to "**I have completed...**" then tap or click the **Save** button on the bottom of the page to save your changes. To return to the **Personal Pages** portal, tap or click the "**Personal Pages**" text link at the top of the page under the "Candidate Profile" header.

**Candidate Profile**

[Personal Pages](#) > Candidate Profile

Information provided in your candidate profile will be used to auto-populate your application when you are applying for a job.

**Candidate Profile** || 6 Summary of Accomplishments > 7 Attachments > 8 Data Overview > 9 Finalize Profile  
1 Data Overview

Confirm Profile Complete

I have completed my profile and want my profile to be used for job considerations.

**Save**

12. To find and view all currently available job listings for the position of **District Ad Hoc Rural Carrier Training Instructor**, click the "**Job Search**" text link in the **Career Opportunities** section.



**Career Opportunities**

The system assists you in your search for job opportunities. You can add job opportunities that interest you to your favorites list. You can also apply for jobs directly online.

[Job Search](#) [Favorites](#) [Applications](#)

13. This will load the **Job Search** form. In the **Full Text Search** section at the bottom of the search form, type in the words "**ADHOC RURAL TRAINING INSTRUCTOR**" in the **Search for** text box then tap or click the **Start Search** button.

**Full Text Search**

Search for: **ADHOC RURAL TRAINING INSTRUCTOR**

Search Method: One word ( OR )

General Search Settings

**Start Search** **Reset** **Save Search**

14. This will return a list of job postings for available positions. Tap or click the arrows on the upper-right corner of the **Job Posting** column to sort the results ascending or descending order. Find the link for your district then tap or click it to load the details of the job posting.

Search Criteria		
Search Result: 64 Hits		
	Functional Area	Job Posting
<input type="checkbox"/>	Delivery/Customer Service	<a href="#">ADHOC RURAL CARRIER TRAINING INSTRUCTOR MID-CAROLINAS DISTRICT NC10029587</a>
<input type="checkbox"/>	Delivery/Customer Service	<a href="#">ADHOC RURAL CARRIER TRAINING INSTRUCTOR ALABAMA DISTRICT NC10029712</a>
<input type="checkbox"/>	Delivery/Customer Service	<a href="#">ADHOC RURAL CARRIER TRAINING INSTRUCTOR ALASKA DISTRICT NC10029834</a>
<input type="checkbox"/>	Delivery/Customer Service	<a href="#">ADHOC RURAL CARRIER TRAINING INSTRUCTOR ALBANY DISTRICT NC10028848</a>

15. The job posting page provides the necessary details of the available position. Tap or click the **Apply** button at the upper left of the page to apply for the job. Tap or click the “**Job Search**” text link to return to the previous page of search result job postings.

**(IMPORTANT NOTE:** You must upload references and work history related documents during the application process **BEFORE** submitting the application. You will **NOT** be able to upload additional documentation once the application has been submitted.)

**ADHOC RURAL CARRIER TRAINING INSTRUCTOR MID-CAROLINAS DISTRICT NC10029587**

[Personal Pages](#) > [Job Search](#) > ADHOC RURAL CARRIER TRAINING INSTRUCTOR MID-CAROLINAS DISTRICT NC10029587

You can apply for the selected job posting or go back to the search results.

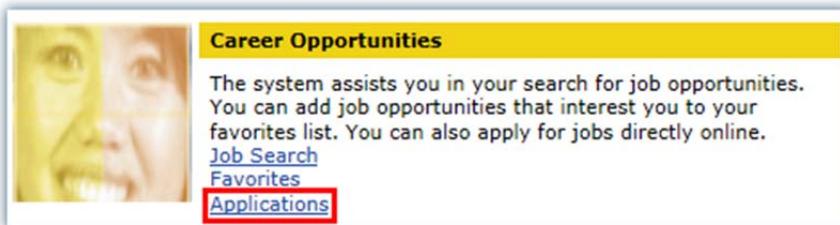
[Apply](#)

**United States Postal Service**  
*Internal Publication of Job Posting 10029587*

**Branch**  
Mid-Carolinas District

**Job Posting Period**  
06/20/2016 - 06/27/2016

16. To check the status of an application, tap or click the “**Applications**” text link in the **Career Opportunities** section of the **Personal Pages** portal.



17. The **Applications** page provides an overview of the applications that you have submitted to date. You may review the status of each application by **Job Posting** or **Date of Application**.

A screenshot of a web page titled "Applications". At the top, it says "Personal Pages &gt; Applications". Below that, there is a message: "Do you want to see an overview of your applications up to now? These are your applications to date. You can check the status and withdraw or delete applications. You can resubmit a withdrawn application as long as the posting is still open. Questions about an 'Ineligible' or 'Not Minimally Qualified' status can be directed to the HF Recommended' status can be directed to the Review Committee chairperson, or a 'Not Selected' status to the selecting official." A table follows, showing one application row. The first column has a checkbox and a link to "ADHOC RURAL CARRIER TRAINING INSTRUCTOR LOUISIANA DISTRICT NC10020718". The second column shows the "Date of Application" as "06/21/2016". The third column shows the "Status" as "In Process". The fourth column shows the "Process Step" as "Application Entry". The fifth column shows the "Additional Information" as "Application Received". The entire application row is highlighted with a red box. At the bottom of the table, it says "Page 1 of 1 .." and has links for "Continue/Display Application" and "Delete/Withdraw".

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If you are unable to utilize the eCareer application in Internet Explorer, you may consider using a different web browser to access the site. Download links for Mozilla Firefox and Google Chrome are provided below:

Mozilla Firefox:

<http://www.mozilla.org/download>

Google Chrome:

<https://www.google.com/chrome/browser>