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:

   ![Image of the USPS LiteBlue website](image)

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:

![Compatibility View Settings](image)

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:

![Websites Added to Compatibility View](image)
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:
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":

![Employee Apps - Quick Links Banner](image)

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

![Personal Pages Section](image)

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 Link](image)

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

![Candidate Profile Page](image)
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.

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
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 form]

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]

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]
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](image)

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.)

![Job Posting Details](image)
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.

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