

## SEEKING POSTAL EMPLOYMENT?? SEARCH/APPLY FOR POSTAL JOBS ONLINE:

[www.usps.com/employment](http://www.usps.com/employment)

- Search Jobs & Apply online
- Location – highlight “New York” (do not use any other information)
- Start
- Posted positions will appear – when you see the position you are interested in – click to the left of that position and click apply.
- Complete the online application – you will hit the “submit” button two different times.
- When asked to release your profile – indicate “yes”  
Please add the following email addresses:  
[ecareerworkflow@usps.gov](mailto:ecareerworkflow@usps.gov)  
[usps\\_support@panpowered.com](mailto:usps_support@panpowered.com)  
[USPSeServices@geninfo.com](mailto:USPSeServices@geninfo.com)
- Watch for emails indicating that your application was received, and issuing you a User ID and Password. You will use this User ID and Password (already a user?) when applying for future positions.
- Some positions require an assessment (test) – emails will be sent to you to schedule an assessment if required.
- Emails will be sent to you scheduling you for a General Orientation to be held at the hiring office.
- Please monitor your spam and junk folders – occasionally emails will go to those folders and you could miss employment opportunities.
- Positions are posted continuously – please check the website weekly.

**All PSE positions – MHA – CCA – and RCA POSITIONS REQUIRE WRITTEN TESTS. Once you have successfully applied you will receive emails with instructions regarding the test.**