

**Postal Hiring  
Made Easy  
Booklet**

**July 2024  
Edition**

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1 | Page

## Introduction

Thank you for our interest in a career with the United States Postal Service.

This FREE information booklet is designed to help educate you on the hiring process utilized by the USPS.

The USPS employs over half a million individuals and is an equal opportunity employer.

### **A career with the USPS offers:**

- High starting pay, on average \$21 an hour
- Full federal benefits for career employees
- Paid training and paid vacations

- Retirement
- Excellent job security, and
- Advancement potential, on average, postal workers make just over \$72,000 a year

### **The requirements to work for the USPS are minimal**

- Previous experience is not required
- You do NOT need a high school diploma, unless you are UNDER 18, and
- You must be a US citizen, or have a Green Card

### **The USPS is hiring about 40,000 new employees each year**

- Each year, the U.S. Postal Service hires about 40,000 new postal workers, all over the country.
- Recently, the USPS started to deliver for United Parcel Service (UPS) and Federal Express (FedEx). As a result, hiring activity has increased.
- In addition, the postal service has been offering early retirement to older, very highly paid workers and replacing them with new employees, in order to save money.

## **Postal Hiring Process Overview**

By taking advantage of assistance, now made available, anyone can position themselves to get hired.

All postal job candidates go through the same hiring process.

There are three basic steps.

- First, you search and apply online for job openings in your area,
- Second, you take an exam at a nearby testing facility, and
- Third, you have an interview.

1 Search & Apply Online 2 Take Exam 3 Have Interview

The candidates who perform the best in each step of the hiring process, are the ones who are hired.

Assistance is now available to help you perform better with each step. It is provided independently of the USPS.

Thousands of applicants take advantage of this assistance and it makes a huge difference.

For example, 80% of those who take the exam do not pass it, but 90% of those who we coach and assist do.

This assistance can work for anyone, regardless of age, education level, or work experience.

After you review this helpful information booklet, your next step is to [ENROLL](#) for the program.

You will be given access to the tools, resources, and live support you need to help ensure placement.

## Step #1 - Search and Apply for Jobs Online

Searching for job openings online at the USPS website can be very difficult, causing most job seekers to overlook the majority of jobs that actually are available.

- Two of the three ways it allows candidates to search for current job openings do not function properly, and give a “no results found” response, causing most candidates to be led to believe there are no positions in an area, when in fact there may be positions available.
- One method that does work is the search by Location option which allows you to search by State. However, it still only displays 15 jobs at a time, in a list format, causing a lot of candidates to be led to believe there are only 15 jobs available in the state.

US Job Services has created an effective tool to help you find jobs and to make sure you never miss any job openings in your area. This is the Job Alerts feature.

**Job Opening Alerts** are sent via email automatically each time a new job opening becomes available in your area. Job Opening Alerts ensure that you are advised about new job postings immediately, giving you a head start over many other applicants.

Now, searching for, or being alerted about, jobs in any area, is quick and easy, and eliminates the issues with the job search feature at the USPS site.

Once you have identified a job in which you would like to apply, you will complete an application online.

The online application and eCareer Profile sections are a bit tricky and will test your ability to read and follow directions. If you are

not careful, you can make a mistake and be eliminated in this step.

About 20% of all applicants are eliminated for not following directions properly or for not completing the application in full. The eCareer profile needs to be correct and complete.

Everything moving forward is based on this eCareer Profile and if mistakes are made you will be ineligible for the position you are applying for and not able to reapply for it.

These mistakes can easily be prevented with proper guidance. And proper guidance is available for any candidate.

We will guide you through each step of the application and eCareer profile process, and make available to you the information you need to successfully apply online.

This is done through our step by step instruction, resources and live support.

[ENROLL](#) now to help ensure you don't make a mistake and eliminate yourself from the postal hiring process.

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### **To get placed as QUICKLY as possible, here are a few VERY IMPORTANT TIPS:**

- Jobs come and go frequently all over the country, and are filled quickly.
- Your goal is to take the exam, as soon as possible, and pass, so that you are included in the pool of qualified candidates, and eligible to be invited to interview.
- Once you are in this pool, you are able to apply for as many open jobs as you like, anywhere in the country.
- The higher your score on the exam, the sooner and more likely you are to be hired.
- Apply for any of the entry-level jobs anywhere, regardless of whether or not you actually want that job, so that you are able to take the exam as soon as possible, and get into the pool of qualified candidates.
- This typically takes a couple of weeks to accomplish, and it positions you to move forward

with any positions that are available.

- Sometimes the most desirable jobs are never posted to the public, and are only offered via private email to those who have already passed the exam, or to those who have interviewed well for other jobs in that area.
- Sometimes, the best jobs are never offered to the public at all, and are filled with current employees who transfer internally.
- So, pursue the best job possible, not the perfect job, because when you interview, you may find out about other jobs that aren't even posted, or you may want to accept a position so that you are then able to transfer into the job you may really want.

## Step #2 – Take Exam

This is the most important part of the postal hiring process.

In most cases, the three highest scorers on the exam are invited to the interview, and one is hired.

In order to get hired, you must pass with a score of 70 or higher. The higher you score on the exam,



the quicker and more likely you are to be hired.

Keep in mind, you are allowed to take the exam only once every 3 months.

It is possible to prepare in advance and learn how to score really high on the exam.

Most candidates are not aware of this, and therefore do not prepare for the exam at all.

The great news is anyone can learn how to achieve a really high score on the exam, regardless of education level or past performance on tests.

This is possible because of advanced preparation, which includes practice exams. These practice exams are timed and graded and available to take prior to the official exam.

The practice exams are part of a system that allows you to practice taking exams ahead of time which are similar to the official exam you will take. This ultimately ensures that you have been properly prepared to score high on the official exam.

You can access and utilize the practice exams from any desktop computer or laptop.

You will take the official exam at an independent testing facility.

Most candidates show up for the exam totally unprepared, and never having had any exposure to the postal exam whatsoever.

Because it's possible to practice ahead of time and learn how to improve your performance on this type of exam, the practice exams are a powerful tool to help you make sure you are one of the top three scorers on the exam.

Over 90% of those who take these practice exams admit that after taking the first practice exam they realize they need help to do well enough on the official exam.

The majority of candidates who take the postal exam are, unfortunately, never made aware that practicing ahead of time is so helpful or even possible.

You will see for yourself how practice ahead of time pays off, as you see your own scores continue

to improve as you take the practice exams.

## Step #3 - Interview

The interview process is the final step in the postal hiring process.

Typically, the three highest scorers on the exam are invited to the interview, and ONE is hired.

Any applicant invited to the interview should be prepared to offer examples displaying their organizational skills, attention to detail, and ability to work well with little or no supervision.

It's important that you prepare for the interview as you would for any other. Remember you are there to convince the USPS Postmaster or hiring manager that you are the best candidate for the job.

We will provide you with interview tips and techniques that will help you with:

- Questions that are typically asked, with recommended responses,
- What the responsibilities are for the position(s) available and
- Suggestions that will make you seem more qualified and sell yourself better

[ENROLL](#) now to help ensure that you become placed with the US Postal Service into one of these high paying and rewarding careers.

## Summary

Candidates for the entry level jobs with the US Postal Service may obtain a free pamphlet entitled [Publication 60-A](#) that was created back in 2004.

It is designed to give job seekers a general overview of the postal hiring process, but does not provide step by step instructions, nor does it serve as a study guide for the exam, or as a coach for the interview.

This USPS document includes sample questions for each section of the exam, which tends to give candidates a false impression that the exam is very easy. The questions themselves are not all that difficult. The issue is time.

In order to score well enough on the exam to get invited to the interview, you must be able to not only answer the questions correctly, you must also be able to do so at a pace that enables you to complete the entire exam. For this reason, simply having the sample questions does not adequately prepare a candidate to score well on the exam.

In addition, the other two steps in the process are important, and often taken for granted.

- The Search and Application process can be difficult because two of the three ways you can search for jobs at the USPS site do not work properly and indicate a “no results found” message causing most candidates to overlook the majority of jobs that actually are available. Also, the online application is tricky and it’s easy to make careless mistakes. Proper guidance can prevent candidates from getting eliminated.
- During the interview, certain question will be asked. Coaching ahead of time can dramatically improve your performance and outcome.

Because candidates are hired based on their performance throughout the entire postal hiring process, it’s very important that candidates do well in each step.

**Assistance is now available for postal job candidates that provides all the tools, resources and live support needed to perform well enough in each step of the hiring process to keep moving forward.**

In short, by registering for this program, you will have access to the following items that are not provided by the USPS:

- **Job Opening Alerts** – Receive an email each time a new job opening becomes available in your area

- **Tips for Each Step** – Easy to follow, detailed step by step directions for the entire hiring process
- **Practice Exams** – Allows you to practice taking full length exams ahead of time so that you have a chance to learn how to score in the 80's and 90's consistently before taking the official exam
- **Live Support** – Informed and helpful agents available to provide individual assistance and guidance over the phone and via live chat.

**Make a move toward a career with the United States Postal Service, and [ENROLL](#) for the program.**

Take full advantage of the assistance made available to you.

We look forward to helping you get placed with the US Postal Service, as soon as possible.