



UPMA

United Postmasters and Managers of America

Career Development Benefit

- **Networking** – UPMA offers networking opportunities, from 3-digit meetings and Chapter Conventions to Area Conferences and National Conventions. This is a great avenue for contact with subject matter experts (SMEs) from all aspects of postal operations.
- **Training** - UPMA provides training in a variety of ways. Chapter and National Conventions offer workshops on current USPS programs, and USPS Leaders provide information and answer questions. A national website - unitedpma.org - provides online training videos and national ZOOM training on current interest topics.
- **eCareer Assistance** – UPMA has initiated a new national program to coach members on the development of an eCareer profile for beginners and will provide mentoring and critique members current eCareer profiles. The Career Development section on the National website provides the USPS guidelines and UPMA advice. Provide your name, contact information, and current job location to be connected with a personal assistant. Next answer the questions, “Have you created an eCareer profile?” and “Have you ever applied for an EAS position?” so the level of assistance you need can be determined. You will receive contact via phone or email to discuss the next steps.

Follow the Career Development path on the back of this card to the **eCareer/KSA Assistance Program**. Scan the QR code to go directly to the web page.



***“You don’t have to be great to start,
but you have to start to be great.” - Zig Ziglar***

To access the material or request assistance, go to [Unitedpma.org](https://www.unitedpma.org) and from the **Career Development** drop-down, select the **Guidelines** or **KSA assistance** links.

There are two choices under this tab. **Guidelines** will provide you with 3 USPS documents that contain instructions on creating an eCareer profile and submitting an application for promotion.

The **UPMA Advice** booklet is also located in this section. We suggest that you read it first as an overview of what the USPS specifically addresses. This information will allow you to set up your eCareer profile and prepare you to complete your profile when you are ready to apply for an EAS position. The requirements for Supervisor positions or Postmaster positions may be similar for practicing your KSAs, but you **MUST CHECK THE QUALIFICATIONS AND REQUIREMENTS FROM THE SPECIFIC JOB POSTING BEFORE APPLYING, AS SOME DO VARY.**

The **KSA Assistance** portal will connect you to a qualified assistant who will coach, guide and mentor you through the eCareer process. Integrity is a priority, so assistants do not create or write your KSAs. They educate, suggest, encourage, and support your work to help you develop a quality eCareer profile. Quality KSAs give you the best chance to reach the interview level.

When you are ready to take advantage of this benefit, enter your information in the portal (EIN, Name, Phone, Email, Current Job Position and State) and answer the questions. There is also a space available for comments. Here you may request a quick review, enter your work hours for contact availability, or add any other beneficial comments. An Assistant will contact you to coach you through this accomplishment.

It is recommended, though not required, that you use the (STAR) **Situation, Task, Action, and Result** format, to write your KSAs to address each qualification. It may require several edits to get the best results. Together, you and your UPMA assistant can make your STARs shine!