



March 28, 2006

MANAGERS, HUMAN RESOURCES (AREA)
MANAGERS, HUMAN RESOURCES (DISTRICT)

SUBJECT: Vacancy Announcements and EAS Applicant Notification

In recent discussions regarding EAS vacancies, two items were raised. While most offices are probably already handling these appropriately, I would like to reiterate the actions that need to be taken for each of these. This discussion is in reference to announcing all EAS vacancies, which includes Associate Supervisor Program (ASP) vacancies.

First, all EAS and ASP vacancy announcements need to specify the duty station, the starting and ending times, and the non-scheduled days of the vacant position. This information is particularly important to employees with personal obligations, for example: educational, childcare, or elder care commitments.

I recognize that there will be vacancies which require flexibility, such as certain associate supervisor duty assignments. By their nature, these positions may require constant changes in any or all of the above cited elements. However, when such operational requirements exist, they must be clearly conveyed on the vacancy announcement (e.g., "rotating days off").

The second issue is in regard to our handling of unsuccessful applicants. It has been a long standing practice to notify non-selected EAS applicants via a courtesy letter which states the final status of their application. This letter should also express our appreciation for their interest and should positively encourage them to consider other career opportunities with the Postal Service. Notifying applicants of the final decision is not only critical in providing an applicant with closure, but also conveys a sense of the value we attach to each of our employees.

Please take this opportunity to review your processes, with an emphasis on enhancing the value and meaningfulness to EAS applicants.

A handwritten signature in cursive script that reads "Mangala P. Gandhi".

Mangala P. Gandhi
Manager
Selection, Evaluation, and Recognition

cc: Manager, Management Association Relations
Manager, Corporate Personnel Operations
Manager, Labor Relations Policy Administration