



June 12, 2009

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

SUBJECT: Fiscal Year 2009 Revamped Maintenance Selection System Open Season

This memo and exhibits provide the additional information and instructions needed to complete Phases 2, 3 and 4 processes for the 2009 Revamped Maintenance Selection System (RMSS) Open Season. Earlier instructions covered Phase 1 of the Open Season application processes: cleaning up errors, posting announcements, making Employee Maintenance Position Selection (EMPS) sheets available to employees, accepting the completed EMPS sheets, and verifying if applicants are eligible to participate in the RMSS Open Season.

The attached exhibits include the following documents:

- Time line for 2009 RMSS Open Season
- 2009 RMSS Open Season Instructions
- Applicant Data Collection sheet
- Online Assessment System (OASYS) Process
- Individual Preliminary Rating sheet
- Interview Panel Consensus Final Rating sheet
- Notice of Result (for Exam 955)
- Notice of Result (for MSS Structured Interview)
- Instruction Letter to Applicant

Please review the information and instructions thoroughly. After reading the instructions, you will notice that procedures for 2009 are very different from previous MSS Open Seasons. This Open Season is being conducted under the RMSS and some procedures previously performed are obsolete. Processes for the RMSS are contained in this package.

MeetingPlace teleconferences are being scheduled to address your questions and to provide any necessary clarification to the attached information and instructions.

A handwritten signature in black ink that reads "Mangala P. Gandhi".

Mangala P. Gandhi
Manager
Selection, Evaluation, and Recognition

cc: John Dockins
Alan Moore
Ed Gamache
Nancy Laich
Terry LeFevre
MSS Coordinators

EXHIBIT 1:

**Time Line
2009 RMSS Open Season**

Task Name	Start	Finish
Phase 1: Application Process	Sunday, March 1	Tuesday, March 31
1. Post Announcements of Maintenance Open Season	<i>Sunday, March 1</i>	<i>Tuesday, March 31</i>
2. Make Employee Position Selection (EMPS) Sheets available for applicants		
3. Accept EMPS Sheets from applicants		
Phase 2: Examination Process	Wednesday, April 1	Tuesday, June 2
4. Perform Records Review for those who have applied for Open Season to determine if they are eligible for Open Season. Employees who previously completed MSS for a particular group are ineligible to participate in Open Season for that group.	<i>Wednesday, April 1</i>	<i>Friday, June 5</i>
5. Have employees to complete and return Applicant Data Collection Sheets (Exhibit 3).	<i>Monday, June 15</i>	<i>Friday, June 19</i>
6. MSS Coordinator adds employee in Online Assessment System (OASYS) if employee is not already in the assessment system.	<i>Monday, June 15</i>	<i>Monday, June 22</i>
7. Employees self-schedule for and completes the unproctored portion of exam 955 OR MSS Coordinator/Proxy schedules employees for unproctored portion of exam 955. Employees complete the unproctored portion of the exam at a determined time and location. <i>NOTE: Employees must pass the unproctored portion of the exam in order to proceed to be scheduled for the proctored portion of the exam. Once the process is initiated, employees have 14 calendar days to complete the assessment process.</i>	<i>Monday, June 15</i>	<i>Tuesday, June 30</i>
8. Employees self-schedule for the proctored portion of exam 955 and take the exam at a determined time and testing center location. OR MSS Coordinator/Proxy schedules employees for proctored portion of exam 955. Employees complete the proctored portion of the exam at a determined time and testing center location.	<i>Tuesday, June 16</i>	<i>Tuesday, July 14</i>
Phase 3: Review Panel Process	Wednesday, July 15	Monday, July 27
9. MSS Coordinator pulls a Notice of Result to determine for which groups the employee is eligible or ineligible and compares to the EMPS.	<i>Wednesday, July 15</i>	<i>Monday, July 20</i>
10. MSS Coordinator identifies the members of the Review Panel in accordance with EL-304	<i>Wednesday, July 15</i>	<i>Monday, July 20</i>
11. MSS Coordinator schedules Structured Interviews for employees for the positions for which they received eligible ratings on exam 955.	<i>Monday, July 20</i>	<i>Friday, July 31</i>
12. Review Panels conduct MSS Structured Interviews	<i>Monday, July 20</i>	<i>Friday, August 14</i>
Phase 4: Post the Results	Saturday, August 15	Friday, August 28
13. Process all abandons	<i>Saturday, August 15</i>	<i>Friday, August 21</i>
14. Place the applicant on each Promotion Eligibility Register according to his/her rating for that register.	<i>Saturday, August 22</i>	<i>Thursday, August 27</i>
15. Place a copy of the results in applicant's OPF and Maintenance file.		
16. Mail applicant copy of results		
17. Print PERs and Post them on Bulletin Boards	<i>Friday, August 28</i>	<i>Friday, August 28</i>

2009 RMSS OPEN SEASON INSTRUCTIONS

After you have completed **Phase 1** (posted announcements for MSS positions, accepted the completed Employee Maintenance Position Selection (EMPS) sheets and verified eligibility), you should begin performing the processes in the following phases.

HR MSS Coordinators must obtain access to the Online Assessment System (OASYS) in order to set up examination 955 for employees. For instructions for gaining access to OASYS, see *User Registration* on page 1 of Exhibit 4 (*Online Assessment System Process*). **Note: OASYS** and **pan** refer to the same assessment system. HR MSS Coordinators that need to have the ability to add applicants in **OASYS** must have the Exam Admin role access authorized in **OASYS**.

Phase 2: Examination

1. The HR MSS Coordinator will provide an **Instruction Letter to Applicant** (Exhibit 9) and an **Applicant Data Collection** sheet (Exhibit 3) to each applicant to complete and return. Employees should be encouraged to include their personal email address on the sheet in order for them to participate in self-scheduling for examination 955 through OASYS.
Note: Employees that do not provide an email address cannot participate in self-scheduling (a proxy must schedule the employee for the unproctored and proctored portions of examination 955).
2. The HR MSS Coordinator will **Add Opening, Add Applicant, and Add Exam** in **OASYS** (See instructions on pages 1 and 2 of Exhibit 4, *Online Assessment System Process*).
3. Applicants complete the unproctored portion of examination 955 and, if rated eligible, proceed to take the proctored portion.

Employee Self-Schedules for Exam	Employee does not Self-Schedule for Exam
<ol style="list-style-type: none"> a. Employee accesses OASYS and completes the web-based unproctored portion of exam 955; to do so, they must have provided a personal email address. b. Employee completes the unproctored portion of the exam on a computer. Exam results will be available online for employee to view immediately. c. If the employee passes the unproctored portion, the employee self-schedules for the proctored portion of exam 955. d. Employee takes the proctored portion of the exam at the scheduled time and location. Exam results will be available online for employee to view immediately. 	<ol style="list-style-type: none"> a. Proxy accesses OASYS and utilizes his/her Postal email address to schedule the employee for the web-based unproctored portion of exam 955. (See Taking the Exam – For the Applicant on page 2 of Exhibit 4, Online Assessment System Process). b. Employee completes the unproctored portion of the exam at a scheduled time on a computer made available in the workplace by the MSS Coordinator. Proxy downloads Notice of Result and provides to employee (see instructions for downloading a Notice of Result on page 3 of Exhibit 4, Online Assessment System Process). c. If the employee passes the unproctored portion, the MSS Coordinator will access OASYS and schedule the employee for the proctored portion of exam 955. d. Employee takes the proctored portion of the exam at the scheduled time and location.

4. After the examinations are conducted, MSS Coordinators must view and download a **Notice of Result (NOR)** from **OASYS** (See instructions for *downloading a Notice of Result* on page 3 of Exhibit 4, *Online Assessment System Process*). The NOR contains ratings for all groups for all applicants even though employees may not be interested in all groups.
5. The HR MSS Coordinator reviews the results and compares it to the EMPS and takes the following action:

Notice of Result (NOR) Reveals	Employee checked positions on EMPS that belong to job group(s)?	Perform this Action
<i>Eligible</i> rating (numerical score) on Exam 955 for job group	Yes	Schedule for structured interview for job group with eligible rating
<i>Eligible</i> rating (numerical score) on Exam 955 for job group	No	Do nothing
<i>Ineligible</i> rating on Exam 955 for job group	Yes	Notify the employee of Ineligibility
<i>Ineligible</i> rating on Exam 955 for job group	No	Do nothing

6. Applicants who fail to meet the required standard on either section of Examination 955 (unproctored or proctored) are removed from the application process. These applicants are ineligible for any further consideration during Open Season 2009.
7. Applicants rated eligible on Examination 955 will receive a numeric score for at least one of the five job families.
8. Employees who are eligible for a job family and who selected a job on the EMPS sheet for the eligible family will proceed to the next phase.

Processing Abandoned Examinations

If an applicant abandons the examination process (fails to attend a scheduled examination or asks not to be scheduled), notate the employee’s maintenance file. Before notating, verify that the circumstances justify such an action.

Applicants with the same or earlier register dates cannot receive their results until the abandoned examination has been updated in the records.

Phase 3: Review Panel and MSS Structured Interview

1. HR MSS Coordinator must **Add Structured Interview** to OASYS (see Add Structured Interview on page 4 of Exhibit 4, *Online Assessment System Process*).
2. Each MSS Review Panel must have three members, as follows:
 - a. The senior maintenance manager or designee, who serves as chairman.
 - b. A maintenance supervisor from the functional area; if one is not available, a maintenance supervisor who is knowledgeable about the duties and requirements of the position in the job family may be substituted.
 - c. One Human Resources representative.
3. MSS Review Panel members **must not** be:
 - a. The immediate supervisor of any applicant.
 - b. A 204B or craft employee.

ET-11 Review Panel

- Members of an ET-11 Review Panel: (1) must be EAS employees; and (2) **must not** be 204B or craft employees. *At least one member must be a representative from the Maintenance Technical Support Center (MTSC) or another employee designated in writing by the MTSC.*

Conduct Review Panel Evaluation

1. HR MSS Coordinator should provide the following to the Maintenance MSS Coordinator:
 - a. **MSS Structured Interview Guide.** The HR MSS Coordinator or Review Panel Chairperson must log onto OASYS and download copies of the appropriate MSS Structured Interview Guide(s).
 - o Go to online assessment system website. In the Internet browser, type the following address: <https://secure.vitapowered.com/usps/userlogin.screen>
 - o Click on *Examination Documents* (near the upper right corner of the screen) to view and download the applicable Structured Interview Guides.

Note: If you do not already have access to OASYS, you may request access. (See *User Registration* on page 1 of Exhibit 4, *Online Assessment System Process*.)
 - b. **Individual Preliminary Rating sheet** (Exhibit 5).
 - c. **Review Panel Consensus Final Rating sheet** (Exhibit 6).
 - o HR MSS Coordinator must enter each applicant's name and Employee Identification number (EIN) on the sheets before giving them to the Maintenance MSS Coordinator.
2. The Maintenance MSS Coordinator verifies that the candidate's name and Employee ID are inserted on the *Review Panel Consensus Final Rating sheet* and gives the sheets to the review panel.
 - a. During the MSS Structured Interview, the review panel members individually evaluate each candidate's qualifications based on the answers given and then record their ratings on an *Individual Preliminary Rating sheet*.
 - b. The review panel members hold a consensus building discussion regarding the candidates qualifications based on answers given during the structured interview and the chairperson enters the appropriate numerical ratings for each of the Competency Summaries listed on the *Interview Panel Consensus Final Rating sheet*.
 - c. The review panel chairperson returns the completed rating sheets to the HR MSS Coordinator who reviews the rating sheets to make certain all items have been marked.
3. The HR MSS Coordinator will enter the information from the *Review Panel Consensus Final Rating* form into the OASYS (see instructions for Inputting Ratings from MSS Structured Interview on page 3 of Exhibit 4, *Online Assessment System Process*).
NOTE: The Review Panel does **not** assign an eligible or ineligible rating to the employee. OASYS determines candidate eligibility by performing a calculation using the numerical ratings assigned for each competency by the review panel.

4. All completed Individual Preliminary Rating sheets and Review Panel Consensus Final Rating sheets must be placed in the employee's maintenance file.
5. If an applicant abandons the review panel process (fails to report for a scheduled review panel or asks not to be scheduled), notify the applicant that he or she is no longer considered an applicant for the position during Open Season 2009.

Important!

6. Process requests to abandon in a timely manner because applicants with the same or earlier register dates cannot receive their results until the abandon request has been processed.
7. After the examinations are conducted, MSS Coordinators must view and download a **Notice of Result** (NOR) from **OASYS** (See instructions for *downloading a Notice of Result* on page 3 of Exhibit 4, *Online Assessment System Process*).

Phase 4: Post the Results

Recording Results

1. The final step is recording and filing the results of the process. The HR MSS Coordinator will:
 - a. Match the employee's NOR for the Review Panel Evaluation with the EMPS sheet the applicant filled out to initiate the process. (The results document may not cover each position selected by the applicant because each job family result is issued separately)
 - b. Place the applicant on each register selected on the form according to his or her rating for that register.
 - c. Place a copy of the applicant's results in his or her official personnel folder (OPF) and Maintenance File.

Once the Human Resources office has the examination and review panel evaluation on file, it will notify the employees (who did not self-schedule) of the assessment results. (See Exhibit 7, *NOR from Examination 955* and Exhibit 8, *NOR from Structured Interview*) Applicants may not receive their personal copies before the results are posted to the register.

Important!

2. Eligible Incraft ratings are based from 70 to 100. If an applicant has a numerical rating, the applicant is eligible.
3. Incraft scores are banded in accordance with Article 38 of the USPS/APWU National Agreement. In the previous version of MSS, incraft scores were reported already banded. For example, an employee who was rated as 72.0 was given a score of 74.9 because the 72.0 occurs within the band from 70.0 to 74.9 The RMSS reports the actual score so special care must be exercised in determining which band the score falls in order to position employees correctly on Promotion Eligibility Registers (PERs).
4. The updated PERs are posted.

Questions from Applicants regarding Examination and Review Panel Dates

5. If an applicant questions the date of the examination or the review panel evaluation used in calculating the rating, review the rules and the dates with the applicant.

Promotion Eligibility Register

6. Maintain *Ineligible applicants* separately from the PER, in an alphabetical listing.
7. *Higher level maintenance craft employees* have a right to apply for all PERs. However, they are not placed onto a PER unless it is for the same level or higher position.

EXHIBIT 3:

**APPLICANT
DATA COLLECTION SHEET**

Please print the information requested.
The data will be used to set you up in
the Online Assessment System
(OASYS).

Last Name

First Name

MI

eMail Address *(for employees who will self-schedule the exam)*

District

Facility

Employee Mailing Address

City

State

Zip Code /
Postal Code

Telephone #

Candidate ID #
EIN
<i>Enter your Employee Identification Number. (For example, EIN01122334)</i>

Online Assessment System (OASYS) Process**User Registration**

Instructions to Request Access to **OASYS**:

1. Navigate to <https://uat.vitapowered.com/USPS/userlogin.screen>. DO NOT LOG IN.
2. Click the "User Registration" link in the upper right-hand corner.
3. Enter your information.
 - a. Make note of the username and password you create. You are advised NOT to use your ACE ID.
 - b. In the "Comments" box, specify the type of access you are requesting, such as "Exam Administrator," "Exam Assistant," or "USPS – 970-974 Lead Interviewer".
4. Once you have entered your information, click "Continue."

The approval process is manual; it is not automatic. Once you are approved, you will receive an e-mail message confirming your access. You will not be able to log in until your access has been approved.

Add Opening

Instructions to Create a New Opening/Assessment Opportunity in the System:

NOTE: Set up Openings for exam groups not individual positions. Use one occupation code (most popular) from the exam group. OASYS assigns assessment requirements (exam 955 and structured interviews) to the Opening based on the occupation code.

1. Log in at <https://uat.vitapowered.com/USPS/userlogin.screen>.
2. Click the "Console" link in the upper right-hand corner.
3. Click the "Openings" link in the dark blue bar near the top of the screen.
4. Click the "Add Openings" link on the right side of the screen.
5. Enter the requested information.
 - a. The Opening (posting) Number must begin with 'SP' and be no more than 20 characters. It is suggested that you use your finance number and installation address numbers along with other numbers to make your opening number unique.
 - b. Include the correct occupation code from a position in one of the exam groups.
 - c. The Description should include a job title in one of the exam groups, location and Opening Number (for example: CARPENTER - PHOENIX, AZ SP3030901)
6. After entering all requested information, click "Submit."

Add Applicant

Instructions to Create a New Candidate (Applicant) in the System:

1. Fill in applicant information on "Add Applicant" Data Collection Sheet (*Exhibit 3*).
 2. Log in at <https://uat.vitapowered.com/USPS/userlogin.screen>.
 3. Click the "Console" link in the upper right-hand corner.
 4. Click the "Applicants" link in the dark blue bar near the top of the screen.
 5. Search to see if the applicant already exists in the system. If he/she does not yet exist, proceed to next step to add applicant.
 6. Click the "Add Applicants" link on the right side of the screen.
 7. Enter the requested information.
 - The candidate number must begin with EIN. Double check that this number is correct; it cannot be changed once entered.
 - Make sure all information is correct before submitting.
- NOTE:** Use your email address when the employee either does not supply an email address or opts not to participate in Self-Scheduling. The e-mail address must be correct in order for you or the candidate to receive the instructions to take the assessment.
8. After entering all requested information, click "Submit."

Add Exam

Instructions to Assign a Candidate to a Specific Opening/Assessment:

1. Log in at <https://uat.vitapowered.com/USPS/userlogin.screen>.
2. Click the "Console" link in the upper right-hand corner.
3. Click the "Applicants" link in the middle of the dark blue bar, near the top of the screen.
4. Search for the applicant.
 - a. Enter the least amount of information required to find your applicant. If you enter too much information and anything that you enter is incorrect, your applicant will not display. You may enter partial information, such as the first three letters of the applicant's last name.
 - b. You may need to change the account status to "Inactive," if you are searching for an applicant who has not yet taken an assessment in this system.
 - c. The default search will show only first and last names. It may be helpful to view other information, such as username or password, if you expect to see more than one applicant with that name. On the search screen, click the box to the left of e-mail address or other variables to see it in the display.
 - d. Consider if you wish to change the "Sort By" parameter. For example, if you have entered just the applicant's last name, it may be helpful to change the "Sort By" to sort by "First Name."
 - e. Once you enter your search parameter(s), click "Submit."
5. After you click "Submit," a search page will appear with the result of your search. The applicants' last names are hyperlinks. Click on the last name hyperlink of your applicant.
6. Click the "Add Exam" link on the right side of the screen.
7. Enter the requested information.
8. Select the specific Opening from in the drop down menu.
9. Select the examination 955 from the drop down menu.
10. After entering all requested information, click "Submit."

Take an Exam (For the Applicant)

Instructions to take an Assessment

1. To create your account, go to <https://uat.vitapowered.com/usps/VerifySubject.aspx> and follow the prompts.

Note: For employees that opt not to participate in self scheduling, a proxy must create the employees' accounts. The proxy will use their own email mail address. When you create employee passwords, use a standard format (for example, the last four digits of the EIN plus the last four numbers of the social security number). Maintain a record of the employees' usernames and passwords on a spreadsheet.
2. Once you have created your account or have had your account created by a proxy, you will be able to immediately log in. You may log into the page that appears after you create your account. If you exit, you may find that page again at <https://uat.vitapowered.com/USPS/login.screen>.
3. Click any hyperlinked activities that show as pending. The first one should be "About You."
4. If you begin the assessment and are interrupted, make sure to close out of the assessment completely. You will be able to log back in later. However, if you leave the assessment open, your time may run out and it may cause you to get an ineligible result.
5. If you are prompted to schedule yourself for a proctored session, you must:
 - a. Sign up at a test center
 - b. If you do not see that test center as an option, then scroll to the bottom of the screen and search for a center that is within 75 miles of ZIP code 46032.
 - c. Select an available date and time available.

View and Download the Notice of Rating

Log into the online assessment system at
<https://secure.vitapowered.com/usps/userlogin.screen>

1. Click on **Console** at the top right of the screen.
2. Click on **Applicants** in the dark blue upper screen area.
3. Insert the applicants first and last names then click on the **Submit** button.
4. Click on the applicant's last name.
5. Under **Proctored Assessment**, click on **Complete**.
6. Click on **View Score Report** at the right of the screen.

Add Structured Interview

Instructions to Assign a Candidate to a specific structured Interview:

11. Log in at <https://uat.vitapowered.com/USPS/userlogin.screen>.
12. Click the "Console" link in the upper right-hand corner.
13. Click the "Applicants" link in the middle of the dark blue bar, near the top of the screen.
14. Search for the applicant.
 - a. Enter the least amount of information required to find your applicant. If you enter too much information and anything that you enter is incorrect, your applicant will not display. You may enter partial information, such as the first three letters of the applicant's last name.
 - b. The default search will show only first and last names. It may be helpful to view other information, such as username or password, if you expect to see more than one applicant with that name. On the search screen, click the box to the left of e-mail address or other variables to see it in the display.
 - c. Consider if you wish to change the "Sort By" parameter. For example, if you have entered just the applicant's last name, it may be helpful to change the "Sort By" to sort by "First Name."
 - d. Once you enter your search parameter(s), click "Submit."
15. After you click "Submit," a search page will appear with the result of your search. The applicants' last names are hyperlinks. Click on the last name hyperlink of your applicant.
16. Click the "Add Exam" link on the right side of the screen.
17. Select the specific Opening from in the drop down menu.
18. Select the specific interview from the drop down menu.
19. After entering all requested information, click "Submit."

Note: OASYS is now ready for the review panel numeric ratings to be input following the MSS Structured Interview (see *Input Review Panel Ratings from MSS Structured Interview* on page 3 of Exhibit 4, *Online Assessment Process*).

Input Review Panel Ratings from MSS Structured Interview

Log into the online assessment system at
<https://secure.vitapowered.com/usps/userlogin.screen>

1. Click on **Console** at the top right of the screen
2. Click on **Applicants** in the dark blue upper screen area
 - Input employee's name, etc.
3. Click the **Submit** button
4. Click on the applicant's last name in the **Filtered Applicant** screen
5. Under **Structured Interview**, Click on **Pending**
6. Click on **Edit Step Data**
7. Enter the ratings from the **Interview Panel Consensus Final Rating Sheet**
8. Enter comments and Click the **Submit** button.

View Final Rating

Log into the online assessment system at
<https://secure.vitapowered.com/usps/userlogin.screen>

1. Click on **Console** at the top right of the screen
2. Click on **Applicants** in the dark blue upper screen area
3. Input employee's name, etc.
4. Click the **Submit** button
5. Click on the applicant's last name in the **Filtered Applicant** screen
6. Under **Structured Interview**, Click on **Complete**
7. Click on **View Score Report** at the right of the screen.

EXHIBIT 5:

EIN: _____

Individual Preliminary Rating

Job Title: _____

Candidate Name: _____

Interview Date: _____

Interviewer Name: _____

Competency Summary	Information Usage	1	2	3	4	5
	Safe Work Habits	1	2	3	4	5
	Analytical Problem Solving	1	2	3	4	5
	Organizational Citizenship	1	2	3	4	5
	Electronics Knowledge	1	2	3	4	5

Overall Score: _____

Rating Scale Key 1 - Ineffective 2 - Below Average 3 - Average 4 - Above Average 5 - Extremely Effective

Comments and Other Important Information

EXHIBIT 6:

EIN: _____

Interview Panel Consensus Final Rating

Job Title: _____

Candidate Name: _____

Interview Date: _____

Interviewer Name: _____ Signature: _____

Interviewer Name: _____ Signature: _____

Interviewer Name: _____ Signature: _____

Competency Summary	Information Usage	1	2	3	4	5
	Safe Work Habits	1	2	3	4	5
	Analytical Problem Solving	1	2	3	4	5
	Organizational Citizenship	1	2	3	4	5
	Skilled Trades	1	2	3	4	5
	Electronics Knowledge	1	2	3	4	5

Overall Score: _____

Rating Scale Key 1 - Ineffective 2 - Below Average 3 - Average 4 - Above Average 5 - Extremely Effective

Comments and Other Important Information _____

Provide written justification here for scores of 1 or 5:

EXHIBIT 7: Sample Notice of Result for Exam 955 - Incraft / Inservice



DATE ISSUED: 09/12/2008

Notice of Result (Incraft / In-Service)

«LNAME», «FNAME»
 «ADDRESS1»
 «ADDRESS2»
 «CITY», «STATE» «ZIP»-«ZIP4»

This is a record of your participation in **Exam 955** Maintenance Assessment System - In Service

Candidate ID: EIN12345678
Examination Date: 09/12/2008
Job Posting Number: SPQA955
Job Posting Title: SPQA955
Type of Application: Incraft

Job Group	Rating	EI	PCI-SM	PCI-MOT	PCI-CON	MC-H&P	MC-W&R	MC-Power Tools	MC-PPC	MC-Circuit	MC-Digital Elect	MC-AC/DC	SR-Matching	SR-Visual
Electronics Technician	Ineligible	L	M	L	H	L	M	L	L	M	L	L	M	L
Maintenance Mechanic-MPE	72	L	M	H	H	H	M	L	L	M	L	L	M	H
Maintenance Mechanic	85	H	M	L	H	H	M	L	L	M	H	L	M	M
Building/ All Other	Ineligible	L	M	L	L	L	M	L	L	M	M	L	H	L

Test Sections

EI:	Experience Inventory	PCI-SM:	Personal Characteristics Inventory – Self Management
PCI-MOT:	Personal Characteristics Inventory – Work Motivation	PCI-CON:	Personal Characteristics Inventory – Conscientiousness
MC-H&P:	Multi Craft – Hydraulics & Pneumatics	MC-W&R:	Multi Craft – Welding & Rigging
MC-Power Tools:	Multi Craft – Power Transmission, Lubrication, Mechanical Maintenance, & Shop Machines, Tools and Equipment	MC-PPC:	Multi Craft – Pumps, Piping and Combustion
MC-Circuit:	Multi Craft – Motors, Control Circuits, Schematics, & Print Reading	MC-Digital Elect:	Multi Craft – Digital Electronics, Power Supplies, Computers, and Test Instruments
MC-AC/DC:	Multi Craft – AC/DC Theory, Power Distribution, & Electrical Maintenance	SR-Matching:	Spatial Relations – Matching Figures
SR-Visual:	Spatial Relations -Visualization		

Comparison information on Test Section Performance: L = Low, M = Medium, H = High

Exhibit 8: Sample Notice of Result for Structured Interview



DATE ISSUED: 05/15/2009

Notice of Result (Sample for Structured Interview)

John Doe
234 Central Park Drive
Stoney Rock, New York 10934

This is a record of your participation in the Electronic Technician *Interview* - In Service

Candidate ID: EIN04012009001
Examination Date: 05/15/2009
Job Posting Number: SP95503312009001
Job Posting Title: Electronic technician test inservice
Type of Application: Special Posting

Job Title	Basic Rating
ELECTRONIC TECHNICIAN (0856-0021)	ELIGIBLE
ELECTRONIC TECHNICIAN (0856-0020)	ELIGIBLE

Exhibit: 9

Instruction letter to Applicant (SAMPLE)

Dear RMSS Open Season Applicant,

You were confirmed as being eligible to participate in the 2009 RMSS Open Season. To set up our Online Assessment System (OASYS) for examination 955 and the MSS Structured Interview, please complete the enclosed *Applicant Data Collection* sheet and return it to your supervisor. The following information must be completed on the Data Collection sheet:

- Full name (as shown on pay stub)
- Valid email address (please be careful when typing - this line will be copied and pasted)
- District name and finance number
- Home address (to determine the testing location)
- Telephone number
- 8-digit Employee Identification Number (EIN)

Your information will be entered into the OASYS. After your information is added, you will receive an email notification from OASYS that will ask you to log onto a computer and create your account. If you do not provide an email address on your *Applicant Data Collection* sheet, an exam proxy will assist you in creating your account at a determined time and location. To create your account, go to <https://uat.vitapowered.com/usps/VerifySubject.aspx> and follow the prompts.

Once you have created your account, you will be able to immediately log into OASYS at <https://uat.vitapowered.com/USPS/login.screen>. Click on a hyperlinked activity that is displayed as pending (start with the first one, "About You"). Once your account is created, you will have 14-days to complete both the unproctored and proctored portions of the examination 955. If you provided an email address, you will be able to take the unproctored portion of the exam on any computer that has internet access. An eligible result on the unproctored portion will prompt you to schedule yourself for the proctored portion at a specific time and location. Notice is sent to you by email when your exam scores are available for viewing in OASYS. For employees that do not have an email address, the exam proxy must assist you with account creation and other assessment set up processes.

If you begin the assessment and are interrupted, make sure to close out of the assessment completely. You will be able to log back in later. However, if you leave the assessment open, your time may run out and it may cause you to get an ineligible result. If you are prompted to schedule yourself for a proctored session, you must sign up at a test center online. Select an available date and time.