

US Postal Inspection Service

Inspector Recruitment Application System

Applicant Portal Instructions



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Inspector Recruitment Application System Applicant Portal Instructions

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IRAS Overview

The Inspector Recruitment Application System (**IRAS**) is a U. S. Postal Inspection Service web-based system that allows applicants the opportunity to apply to become U. S. Postal Inspectors. Additionally, **IRAS** allows applicants to update their profile information and to monitor their progress through the automated portions of the applicant process.

The automated portion of the applicant process consists of the online application, entrance exam part 1 (an online un-proctored examination) and entrance exam part 2 (an on-site proctored examination). The application and un-proctored portions of the process take place without any intervention from Inspection Service staff. Applicants are scheduled for the proctored examination by Inspection Service personnel.

The purpose of this guide is to provide the instructions necessary for Applicants to utilize **IRAS**.

Applications for Postal Inspector positions are only accepted during an open season. Only one application will be accepted per applicant during an open season. Be sure to review your responses before submitting your application.

Applicants who are rated as eligible will be instructed to complete the un-proctored exam within 2 weeks. If the applicant does not complete the exam within that time frame, their process will stop. If successful on the un-proctored exam, the applicant will be scheduled for the proctored exam, which takes place during the Information Exchange at a later date, at one of numerous testing facilities throughout the country.

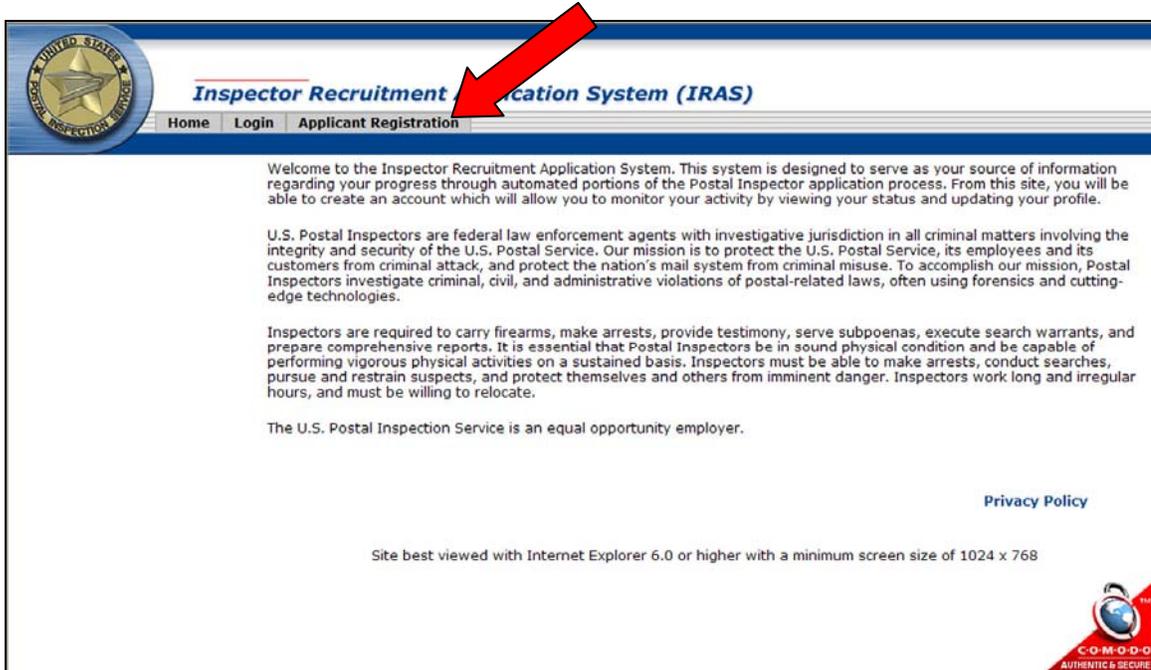
All exams are timed and consist of a battery of multiple choice questions utilizing a mouse point-and-click response system. Applicants must complete the examinations within the allotted time and then exit **IRAS** upon completion. Additional information about the examination can be obtained by reviewing the Postal Inspector Entrance Examination Preparation Guide at <http://postalinspectors.uspis.gov/pressroom/pubs.aspx>.

IRAS Registration

2.1 Steps for Registration

1. Every new applicant will be required to register and create a user ID and password. In order to register on **IRAS**, Applicants will navigate to the Postal Inspection Service homepage at <http://postalinspectors.uspis.gov>.
2. From the homepage, select the "Employment" link at the top of the page.
3. Once employment is selected, a drop-down menu will appear, select "Online Application".

4. The online application will offer two options:
 - A "Click here to apply for the position of Postal Inspector".
 - B "Click here to access your account if you are a previously registered applicant".
5. Select option "A" to access the application. This action will take the user to **IRAS**.
6. Users will then select the "Applicant Registration" tab in the **IRAS** menu bar:



7. The **IRAS** Applicant Portal Welcome page will have the "Comodo" security symbol in the bottom right corner of the browser page:



8. The Registration page will open. Fields displaying an asterisk are required and must be completed and then users will click on the blue "Create User" button in the lower right of the window. Users will choose their own ID and password. The ID and password must include at least 6 characters.

The screenshot shows the 'Inspector Recruitment Application System (IRAS)' interface. At the top left is the logo of the United States Coast Guard Inspection Service. The navigation menu includes 'Home', 'Login', and 'Applicant Registration'. The main content area features a 'New Account' form with the following fields: 'User Name', 'Password', 'Confirm Password', 'E-mail', 'Security Question', and 'Security Answer'. Each field is preceded by a red asterisk. A 'Create User' button is located at the bottom right of the form. Below the form, there is a 'Privacy Policy' link and a note: 'Site best viewed with Internet Explorer 6.0 or higher with a minimum screen size of 1024 x 768'. In the bottom right corner, there is a red and white logo for 'COMGDO AUTHENTIC & SECURE'.

9. Once users have filled out the registration form, the browser window will refresh with the following information. Click the blue "Close" button to close the browser window:

The screenshot shows the 'Inspector Recruitment Application System (IRAS)' interface after registration. The navigation menu remains the same. The main content area displays a 'Complete' message box with the text: 'You will have to validate the account before logging in. Please follow the instructions in the forthcoming email in the email account that you specified in the Create User screen.' A blue 'Close' button is at the bottom right of the message box. Below the message, there is a 'Privacy Policy' link and the same note: 'Site best viewed with Internet Explorer 6.0 or higher with a minimum screen size of 1024 x 768'.

10. Users will also receive an email with a validation link at the email address provided during the registration process. The email will state:

Your new account "**USER'S NAME**" is created. To validate it copy and paste into your internet browser the following URL: **VALIDATION URL**

11. Clicking the validation link will open another security window. Users will click "Yes." The browser window will indicate "User has been validated." It will also include a blue "Click here to login" link users will click to log in. This will conclude

the **IRAS** Applicant Portal registration process. Users will now be able to begin the application process.

The registration process is self explanatory. However please remember:

Your username and your password
(You will need both every time you access IRAS.)



**At the bottom of the page where you see "Save" and "Cancel"; the save button acts the same as "Submit." Do not select it until you have verified your information and are actually ready to submit.*



2.2 Update User Profile

If at anytime while in the applicant process your personal information changes (name, address, phone number(s), email address, etc.) you are required to access **IRAS** to update your profile.

1. Login to **IRAS** from the home page using the "Login" tab.
2. Select the "My profile" tab at the top of the page.

- The "Applicant Profile" page will appear. Please note the fields will not be active. Select the blue "Edit" button at the bottom of the page to activate the fields.

Applicant Profile

Title:

Name: * First: Middle: * Last:

Suffix: * SSN:

* DOB: * Gender:

* Race: * Country Of Birth:

* Email:

* Street:

* State: * City:

* Zip Code: -

* Home Phone:

Work Phone:

Cell Phone:

* Required Fields

[Edit](#)

- Enter the applicable changes, and click the "Save". This will return the user to the homepage.
- Select the "Logout" tab to exit **IRAS**.

3. Submitting An Application

Once you have registered as an **IRAS** user, the system will take applicants to the "My Home" section of the **IRAS** applicant portal. Applicants will eventually complete the five online steps shown below, beginning with the "Create Profile" section. Successful applicants must complete steps 1 through 3 within a two week period. (For a summary of the entire applicant process, review the "Eligibility" section under the "Employment" link on the Inspection Service homepage.

3.1 Create Profile

- Users will click on the blue highlighted link "Create Profile" under the gray "My Profile" bar:

Inspector Recruitment Application System (IRAS)

[My Home](#) [My Profile](#) [Change Password](#) [Logout](#)

Welcome

1 **Create Profile** 2 Application 3 Complete Exits pt. 1 4 Confirm Appl. 5 Complete Exits pt. 2

My Profile [\(Hide Details...\)](#)

[Create Profile](#)

[Contact USPIS](#)

[Privacy Policy](#)

Site best viewed with Internet Explorer 6.0 or higher with a minimum screen size of 1024 x 768

- Clicking on the "Create Profile" link will open up the following window. Fields displaying an asterisk are required and must be completed. Applicants will click the blue "Save" button in the lower right of the window when they are ready to save. Clicking the "Cancel" button clears the previously provided information.

Inspector Recruitment Application System (IRAS)

My Home My Profile Change Password Logout

Applicant Profile

Title:

Name: * First: Middle: * Last:

Suffix: * SSN:

* DOB: * Gender:

* Race: * Country Of Birth:

* Street: * City:

* State: * Zip Code: -

Work Phone: * Home Phone:

Cell Phone:

* Required Fields

Save Cancel

[Privacy Policy](#)

Site best viewed with Internet Explorer 6.0 or higher with a minimum screen size of 1024 x 768

- Once a Profile has been created, the Applicant will be navigated back to the "My Home" page, where the Online Application portion of the process will open. A blue "Start Application" link will open on the "My Home" page and clicking on it will begin the application.

Inspector Recruitment Application System (IRAS)

My Home My Profile Change Password Logout

Welcome **APPLICANT NAME**

STEP 1 Create Profile

STEP 2 Application

STEP 3 Complete Exam pt. 1

STEP 4 Confirm Appl.

STEP 5 Complete Exam pt. 2

My Profile (Show Details...)

My Application (Hide Details...)

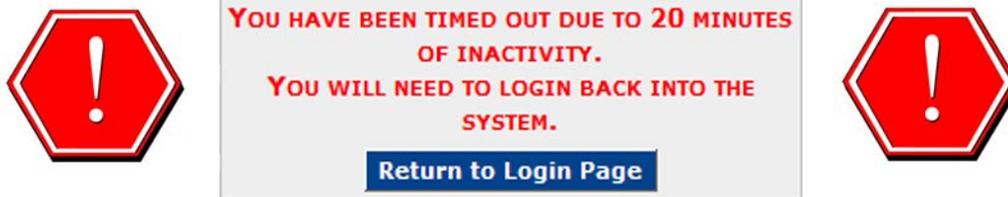
Start Application

Contact USPIS

[Privacy Policy](#)

- Only one application per user may be submitted during an open season. Be sure to review your answers prior to submitting your application.

Please note you are automatically logged out of **IRAS after 20 minutes of inactivity. The following pop-up window will indicate when users have been **Timed Out**:*



3.2 Complete Application

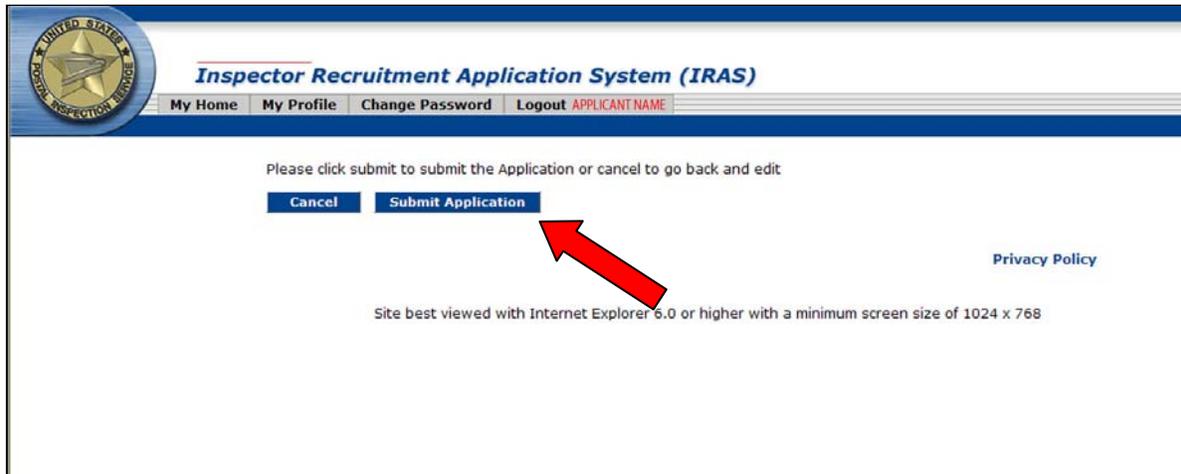
1. Once applicants have submitted their profiles and clicked the blue “Start Application” link, they will be navigated to the application. The following information is required for each application:
 - Citizenship
 - Driver’s License number and state of issuance
 - Personal Information (including contact information)
 - Second Language(s) Ability
 - Special Knowledge
 - Veteran Preference
 - Geographic Availability
 - Occupational/Assessment Questions

2. Once all information for each screen has been imputed, users will click the blue “Next Page” button at the bottom of the browser window. Clicking the “Cancel & Exit” button will cancel the application and return the user to the “My Home” portal. The “Save” button will save all the information to that point in the application. “Save & Exit” will save the current information and exit the user.

3. Even if an applicant saves the application, it still must be submitted before the open season closes. The open season may close because the time period has expired or the maximum number of applications has been accepted.



4. Applicants may change any of their answers on the application prior to hitting the submit application button. Once an application is submitted, applicants may not change their answers. Applicants will receive an initial email as soon as they submit the application.



5. Once an application has been submitted applicants will receive an email informing them of their status. Eligible applicants will move along in the process. Ineligible applicants will be informed of their status and be asked to reapply in the future. The following information is included in the emails of eligible applicants:

Thank you for completing the online application for the Postal Inspector position with the United States Postal Inspection Service. Based on your responses, you were found ELIGIBLE to participate in the online assessment (Exam Pt. I). Please allow 90 minutes to complete this assessment.

The Exam Pt. I link has been activated. An exam preparation guide is available for review at http://postalinspectors.uspis.gov/radDocs/pubs/uspis_prep_guide.pdf. You must take this exam within 14 days of receipt of this e-mail. Failure to do so will result in your removal from the application process. You must login to your account to access Exam Pt. I.

Please note that accepting and/or sharing information in advance of or following your completion of the online assessment will result in your dismissal as a candidate for the Postal Inspector position. If you need to modify your application for any reason, please contact us at PIRecruitment@uspis.gov

Thank you for your interest in employment with the United States Postal Inspection Service!

6. A Postal Inspector Entrance Examination Preparation Guide has been developed as a reference guide for review prior to completing the exams. To review the prep guide visit <http://postalinspectors.uspis.gov/pressroom/pubs.aspx>.
7. Successful applicants will see the following screen in the **IRAS** Applicant Portal.



- Qualified applicants will move on to Exam part 1 (un-proctored exam).



From the time applicants receive the email confirming their eligibility, they have **14 days to complete the Un-Proctored Exam.*



4. The Un-Proctored Exam

The Un-Proctored exam is timed and made up of 3 sections, there are 22 minutes (10 items) allowed for the first section **Deductive Reasoning**, 5 minutes (2 items) allowed for the second section **Inductive Reasoning** and 30 minutes (60 items) for the last section, **Life Experience**, for a total time of 57 minutes.

1. In the **Applicant Portal**, click the blue “Start Exam Part 1” link to begin:



- Once applicants have read the instructions and read the examples, they will click the blue "Start Exam" button:

U.S. Postal Inspection Service Inspector Entry Level Screening Assessment:

Deductive Reasoning
 In questions 1 through 10, select the only answer that can be validly concluded from the paragraph. You must use only the information provided in the paragraph, without using any outside information whatsoever to answer the questions.

You will have 22 minutes to complete this section.

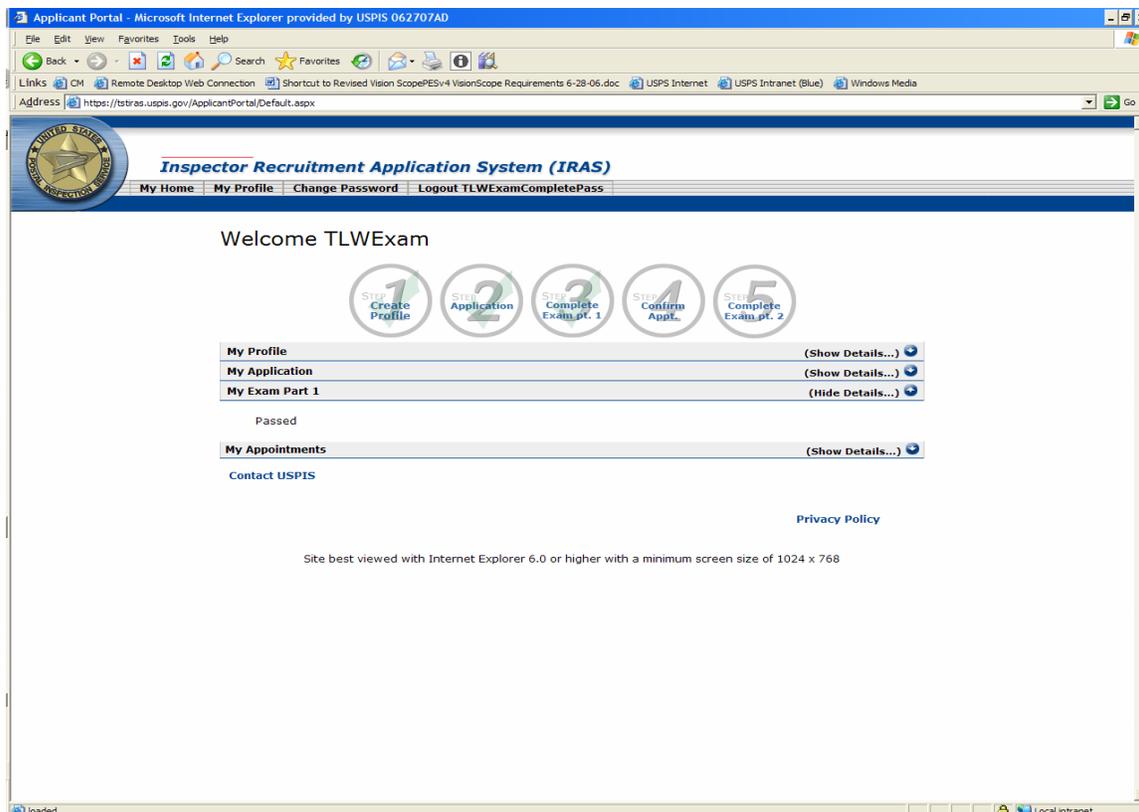
Note. Each item has a stem similar to:
 From the information given above, it can be validly concluded that

When you are ready to begin click the start button below.

[Start Exam](#)



- Once applicants complete the un-Proctored exam, they will receive confirmation and an indication of their status. Those who pass the exam will receive the following message in the Applicant Portal:



Applicant Portal - Microsoft Internet Explorer provided by USPS 062707AD

Inspector Recruitment Application System (IRAS)

My Home My Profile Change Password Logout TLWExamCompletePass

Welcome TLWExam

Step 1 Create Profile Step 2 Start Application Step 3 Complete Exam pt. 1 Step 4 Confirm Appl. Step 5 Complete Exam pt. 2

My Profile (Show Details...)

My Application (Show Details...)

My Exam Part 1 (Hide Details...)

Passed

My Appointments (Show Details...)

Contact USPS

Privacy Policy

Site best viewed with Internet Explorer 6.0 or higher with a minimum screen size of 1024 x 768

4. Applicants who did not pass the exam will see the following screen*:

Applicant Portal - Microsoft Internet Explorer provided by USPIS 062707AD

File Edit View Favorites Tools Help

Back Forward Stop Refresh Home Search Favorites

Links CM Remote Desktop Web Connection Shortcut to Revised Vision ScopePESv4 VisionScope Requirements 6-28-06.doc USPIS Internet USPIS Intranet (blue) Windows Media

Address https://tstras.uspis.gov/ApplicantPortal/Default.aspx

Inspector Recruitment Application System (IRAS)

My Home My Profile Change Password Logout TLWExamFailed

Welcome TLWExam

STEP 1 Create Profile STEP 2 Application STEP 3 Complete Exam pt. 1 STEP 4 Confirm Appl. STEP 5 Complete Exam pt. 2

My Profile	(Show Details...)
My Application	(Show Details...)
My Exam Part 1	(Hide Details...)

You were not successful in your attempt to pass Exam Part 1 and will not be able to retest during this open season. If you have previously failed the USPIS exam at any time and this is your 2nd time testing you have been eliminated from the process permanently. Individuals are only allowed to test the position of postal inspector twice in a lifetime. Thank you for your interest in employment with the US Postal Inspection Service.

[Contact USPIS](#)

[Privacy Policy](#)

Site best viewed with Internet Explorer 6.0 or higher with a minimum screen size of 1024 x 768

loaded Local intranet

*The process ends for those applicants who do not pass the Un-Proctored Exam

5. Proctored Exam

Based on the needs of the Inspection Service, applicants who pass the un-proctored exam will be scheduled for exam part 2 (proctored exam).

5.1 Exam Scheduling

1. Once an applicant passes the un-proctored exam, he or she must be invited, by an Inspection Service Recruiter to the Information Exchange, where the Proctored Exam takes place:

Applicant Portal - Microsoft Internet Explorer provided by USPIS 062707AD

File Edit View Favorites Tools Help

Back Forward Stop Refresh Home Search Favorites

Links CM Remote Desktop Web Connection Shortcut to Revised Vision ScopePESv4 VisionScope Requirements 6-28-06.doc USPS Internet USPS Intranet (Blue) Windows Media

Address https://hrtras.uspis.gov/ApplicantPortal/Default.aspx Go

Inspector Recruitment Application System (IRAS)

My Home My Profile Change Password Logout TLWExamCompletePass

Welcome TLWExam

1 STEP Create Profile 2 STEP Application 3 STEP Complete Exam pt. 1 4 STEP Confirm Appl. 5 STEP Complete Exam pt. 2

My Profile (Show Details...)

My Application (Show Details...)

My Exam Part 1 (Hide Details...)

Passed

My Appointments (Hide Details...)

Congratulations on passing the online assessment (Exam Pt. 1). The next phase of the process is the Information Exchange. Your appointment has not been scheduled at this time. Once you are scheduled you will receive an email notification at the email address on record in this system.

Contact USPIS

Privacy Policy

Site best viewed with Internet Explorer 6.0 or higher with a minimum screen size of 1024 x 768

2. Inspection Service Recruiters will schedule applicants for the Proctor Exam at a testing facility as close to the applicant as possible. Invitations for the proctored exam are extended to applicants to meet the needs of the Inspection Service. Therefore, there is not a specific time frame for receiving the invitation. Applicants who are not invited to the Information Exchange within a year of passing the unproctored exam will be purged from the process and will have to reapply. Applicants will be able to view their Exam Appointment information through the IRAS Applicant Portal:

My Profile				(Show Details...)
My Application				(Show Details...)
My Exam Part 1				(Show Details...)
My Appointments				(Hide Details...)
	Facility	City	Last Updated	Status
Select	U.S. Postal Service		8/23/2007 4:07:28 PM	Scheduled
Appointment Details				
Appointment Date: 9/3/2007		Appointment Time: 09:00 AM		
Appointment Duration: 4		Proctor First Name:		
Proctor Middle Name: PROCTOR INFORMATION		Proctor Last Name:		
Proctor Email:		Proctor Phone Office:		
Proctor Phone Cell:		Facility Name:		
Facility Phone Number: EXAM FACILITY INFORMATION		Facility Street 1:		
Facility Street 2:		FacilityCity:		
Facility Zip:				

3. Upon receipt of the invitation to the proctored exam, applicants will choose to either accept the Exam Appointment time, request to be rescheduled or withdraw their application. After making the appropriate selection, applicants will click on the blue "Submit" button in the lower right of the window:

My Profile				(Show Details...)
My Application				(Show Details...)
My Exam Part 1				(Show Details...)
My Appointments				(Hide Details...)
	Facility	City	Last Updated	Status
Select	U.S. Postal Service		8/23/2007 4:07:28 PM	Scheduled
Appointment Details				
Appointment Date: 9/3/2007		Appointment Time: 09:00 AM		
Appointment Duration: 4		Proctor First Name:		
Proctor Middle Name: PROCTOR INFORMATION		Proctor Last Name:		
Proctor Email:		Proctor Phone Office:		
Proctor Phone Cell:		Facility Name:		
Facility Phone Number: EXAM FACILITY INFORMATION		Facility Street 1:		
Facility Street 2:		FacilityCity:		
Facility Zip:				
		<input type="radio"/> Scheduled <input checked="" type="radio"/> Accept <input type="radio"/> Request for reschedule at a different date and/or time <input type="radio"/> Withdraw my application		
Appointment Status:				
Please provide explanation if necessary:		<input type="text"/> <input type="text"/>		<input type="button" value="Submit"/>

4. Applicants who accept the scheduled time will receive confirmation through IRAS:

Welcome **APPLICANT NAME**

STEP 1 Create Profile STEP 2 Application STEP 2 Complete Exam pt. 1 STEP 4 Confirm Appl. STEP 5 Complete Exam pt. 2

My Profile (Show Details...)

My Application (Show Details...)

My Exam Part 1 (Show Details...)

My Appointments (Hide Details...)

Select	Facility	City	Last Updated	Status
	U.S. Postal Service	Anchorage	8/23/2007 4:34:58 PM	Accepted

Appointment Details

Appointment Date: 9/3/2007 Appointment Time: 09:00 AM
 Appointment Duration: 4 Proctor First Name:
 Proctor Middle Name: Proctor Last Name:
 Proctor Email: Proctor Phone Office:
 Proctor Phone Cell: Facility Name:
 Facility Phone Number: Facility Street 1:
 Facility Street 2: FacilityCity:
 Facility Zip: **Appointment Status: Accepted**

My Exam Part 2 (Hide Details...)

Pending activation by Proctor

[Contact USPIS](#)

5. If changes need to be made to an Exam Appointment, applicants will contact the Inspection Service by clicking the blue "Contact USPIS" link in the bottom left corner of the "My Home" page. Clicking the blue link will open up the user's default email. Applicants will email their questions to the corresponding email address:

Welcome **APPLICANT NAME**

STEP 1 Create Profile STEP 2 Application STEP 2 Complete Exam pt. 1 STEP 4 Confirm Appl. STEP 5 Complete Exam pt. 2

My Profile

My Application

My Exam Part 1

My Appointments

Select	Facility	City	Last Updated
	U.S. Postal Service	Anchorage	8/23/2007 4:34:58 PM

Appointment Details

Appointment Date: 9/3/2007 Appointment Time: 09:00 AM
 Appointment Duration: 4 Proctor First Name:
 Proctor Middle Name: Proctor Last Name:
 Proctor Email: Proctor Phone Office:
 Proctor Phone Cell: Facility Name:
 Facility Phone Number: Facility Street 1:
 Facility Street 2: FacilityCity:
 Facility Zip: **Appointment Status: Accepted**

My Exam Part 2

Pending activation by Proctor

CLICK → [Contact USPIS](#)

6. Once the applicant accepts the invitation and contacts the Inspection Service, if necessary, no other action needs to take place until they arrive at the Information Exchange.

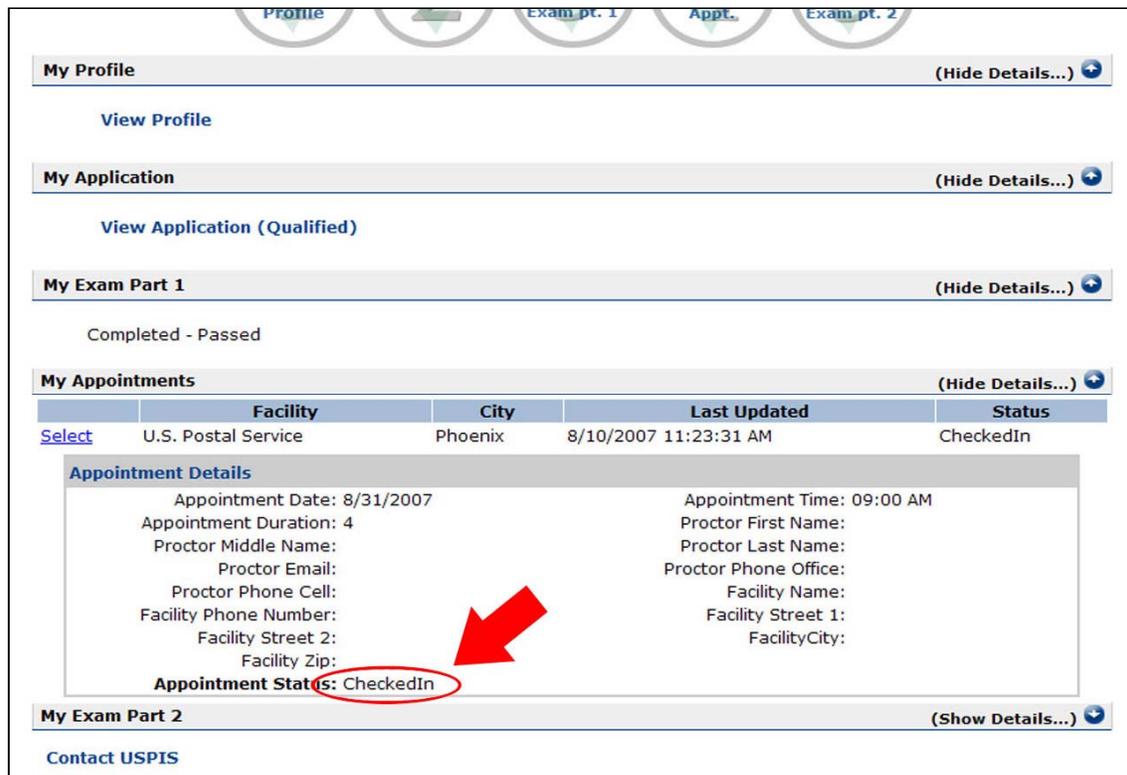
5.2 Applicant Check-In (at the Information Exchange)

In order to be admitted to the Information Exchange, the applicant must present a State/Federal Government issued ID containing both a **PHOTO** and a **SIGNATURE**. Acceptable forms of ID include:

- Drivers License
- State Issued ID card
- U.S. Passport
- Military ID (must include picture and signature)
-

IDs must be current and valid through the date of the Information Exchange. Only originals are acceptable. Photocopies or faxes will not be permitted. The applicant's name on the ID must match exactly the name appearing in the Inspection Service Exam Appointment.

Applicants can check-in as early as one hour prior to the beginning of the Information Exchange. Once the exam proctors complete the Check-In process, the applicant's status will then show in the IRAS Applicant Portal:



The screenshot displays the IRAS Applicant Portal interface. At the top, there are navigation tabs for 'Profile', 'Exam pt. 1', 'Appt.', and 'Exam pt. 2'. The main content area is divided into several sections:

- My Profile**: Includes a 'View Profile' link and a '(Hide Details...)' button.
- My Application**: Includes a 'View Application (Qualified)' link and a '(Hide Details...)' button.
- My Exam Part 1**: Shows 'Completed - Passed' and a '(Hide Details...)' button.
- My Appointments**: Contains a table with columns for 'Select', 'Facility', 'City', 'Last Updated', and 'Status'. The table has one row with the following data:

Select	Facility	City	Last Updated	Status
Select	U.S. Postal Service	Phoenix	8/10/2007 11:23:31 AM	CheckedIn

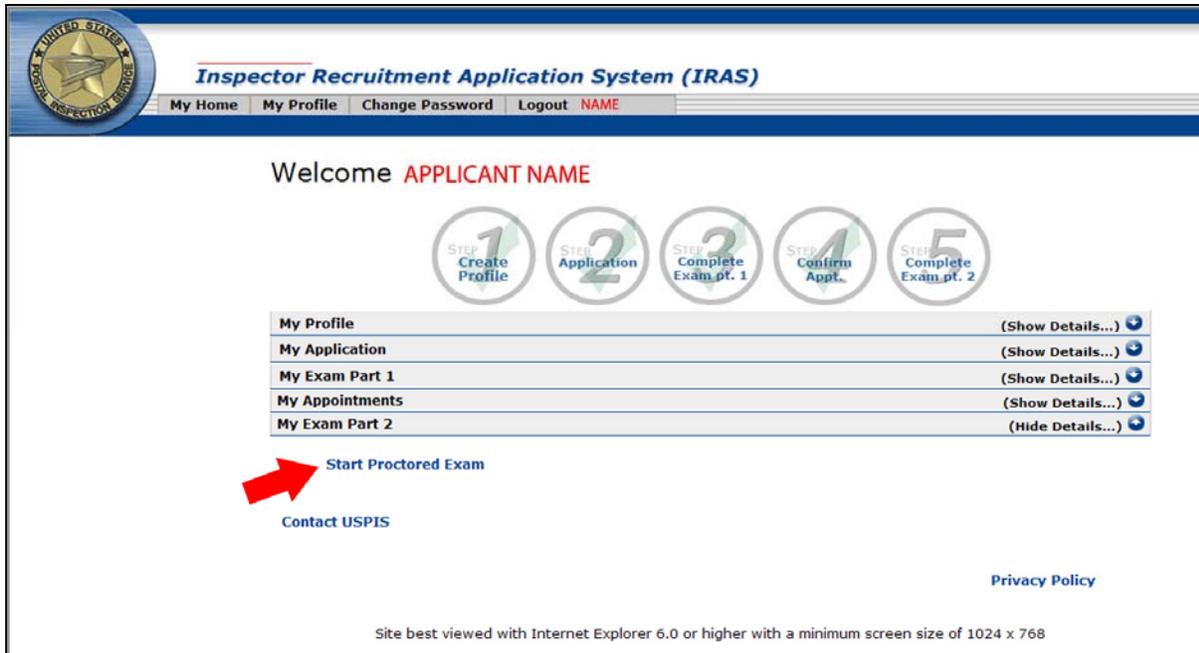
Below the table is an 'Appointment Details' section with the following information:

- Appointment Date: 8/31/2007
- Appointment Duration: 4
- Proctor Middle Name:
- Proctor Email:
- Proctor Phone Cell:
- Facility Phone Number:
- Facility Street 2:
- Facility Zip:
- Appointment Status: **CheckedIn** (circled in red with a red arrow pointing to it)

At the bottom, there is a 'My Exam Part 2' section with a '(Show Details...)' button and a 'Contact USPIS' link.

5.3 Starting the Test

1. Once applicants are logged in, they will wait until they are checked in by the Proctor. Once they are checked in, a link "Start Proctored Exam" will open up in their Applicant Portal under the gray "My Exam Part 2" bar:



2. Applicants will click the link which will open up the Exam Portal browser window. Applicants will complete the Pre-test Verification Statement and begin the Exam.
3. Applicant will complete and submit the exam.
4. Applicants will see their test results via their IRAS Applicant Portal homepage at a later time.

5.4 Test Completion/Exam Scoring

Applicant results will be available in **IRAS** within 24 hours of the completion of their proctored exam. Applicants will receive either a "Pass" or "Review" rating. Those with a "Pass" will move forward in the process. Applicants placed in a "Review" status did not receive the expected score on the proctored exam. Expected proctored exam scores are based on the actual score an applicant received on the un-proctored exam. If the minimum expected score is not achieved on the proctored exam, the applicant will need to submit a detailed letter explaining why they did not attain the expected score.

Applicants in the review status will be notified, via a letter, delivered through the U.S. Mail, from the proctor instructing them on the procedures to request a change to their status. At the present time, **IRAS** does not permit an electronic notification to the applicants.