



POSTALJOBSEXAM.COM
CAREER DEVELOPMENT

Hiring Guide

2015



There are several study guides available today for you to choose from to prepare for the Postal Exam 473E. Some are a bit out of date since the Post Office has revamped its testing procedures from written tests to online testing. So, why choose this one? It has the most up to date information available and will prepare you in ways the other guides won't.

TEST 473 IS NOW 473E (ELECTRONIC)

Some time ago, the Postal Service changed their testing method from pencil and paper to computer administered. Several exams, including 460, 473, and 473-C, were replaced by the new 473E. Now, the entire application process, from the point where you search out and apply for the position you want, to the exam itself, are computer-based.

The new Postal Exam 473E is nearly identical to the old exam. It differs in two important ways. First, the personality inventory, called the Personal Characteristics and Experience Inventory is given first, before you are ever invited to take the remainder of the Postal Exam 473E. You will take this portion of the test as a part of your overall application process. After it has been scored by the Postal Service, you may or may not be asked to take the second part of the 473E exam. This portion of the exam will be taken in a proctored (supervised) facility where computers are made available to each applicant. Those taking the test will use these computers to input their answers to the various questions that will appear on the screen. You will click on your answers, which will likely appear as buttons, or circles. If you want to change your answer, just click a different button. You will be able to move back and forth between screens, so you can return to answers you may have skipped over.

WHO MUST TAKE THE TEST

All applicants for city mail carrier, rural mail carrier associate mail handler, sales associate, processing clerk or distribution associate must take the test. In fact, 473E is required for approximately ninety percent of jobs offered by the Postal Service.

PASS/FAIL RATE AND WHAT YOU CAN DO ABOUT IT

The failure rate on the Postal Exam 473E is between eighty and ninety percent. If that scares you, it should. This test is not to be taken lightly. On the other hand, you can be among those who pass this test if you diligently prepare for it. The best way to do this is to familiarize yourself with what is on the test, how it is laid out and how it is timed. Each type of question has its own challenges, whether they are accuracy and speed, or memory, accuracy and speed. You will need to be prepared in every case. We will help you to become familiar with each type of question, as well as provide you with the resources to study the many Postal forms you will need to know. You *can* pass this exam. It is simply a matter of preparation and practice. At the end of this guide, you will be provided with two membership options.

OTHER EMPLOYMENT REQUIREMENTS

In addition to a passing grade (70%) on the 473E exam, sometimes called the 473E battery or battery 473E, there are a number of other pre-conditions to your employment with the Postal Service. Of course, as was stated earlier, you must first pass the Personal Characteristics and Experience Inventory before you can be scheduled for the exam. In addition, you must:

- Be at least 18 years old at the time you will get the job, or have a high school diploma and be at least 16 years old,
- Be an American Citizen, lawfully be in possession of a green card and be a permanent resident alien, be a citizen of any territories which owe their permanent allegiance to the United States, or be a citizen of American Samoa. (The applicant cannot be an individual only granted asylum or refugee status or someone who is only a conditional permanent resident).

- Be at least basically proficient in the English language.
- Be registered with the Selective Service if you are a man who is eligible to do so.
- Provide your complete employment history for the previous ten years, or, if sooner, to your 16th birthday. (Prior employment includes military service. Veterans must include their service time and are required to produce Copy 4 of DD form 214 showing that they have been discharged or released from active duty).
- Understand that two criminal histories are taken. A local one prior to you getting the job, and a more thorough check when you are hired.
- Submit to a urine test for drugs. All Postal Employees must be drug free.
- Submit to a medical assessment to gauge your ability to perform various functions of the job.
- Have a clean driving record to do any job that requires you to drive while in the employ of the Postal Service.

The only way you are going to beat this test is to be as familiar with it as you can be. You want to know not only the content, but the layout and the timing. There is going to be a section on filling out Postal forms on the exam. You will need to know what those are and how to fill them out. Then, you will need to PRACTICE filing them out over and over until you have it down cold.

There will also be a section on matching addresses. This one is a bit trickier and we're going to show you some of those tricks in the study guide. But for now, understand that you need to know what that section looks like and how the answers are structured. Once you are comfortable with that, you can PRACTICE, PRACTICE, PRACTICE those types of problems until your accuracy is at least ninety percent. The exam is graded on a 100 point scale and a 70 is a passing grade. There is a "veteran's preference" which can add points to this "basic rating" which will then be called a "final rating."

You will also be tested on your memory. After being shown a route schedule and asked to match the address with the route, you will then be asked to match addresses to the routes from memory. Here, again, you will need to know what the problems look like and then PRACTICE doing the problems with and without the route schedules. Our 473e Study Guide also has memory exercises to help you get a leg up on this part of the exam. MOST IMPORTANT...

While you can't exactly PRACTICE for the Personal Characteristics and Experience Inventory because the answers to those questions are neither right nor wrong, but are personal to you, it is possible to become familiar with the types of questions that will be asked during this initial part of the exam. Since this part is also timed, it can only help to be comfortable with the types of questions asked so that you can move through them quickly and efficiently.

STUDY THE FORMS

We can't emphasize enough how important it is for you to be familiar with all of the different types of forms the Postal Service uses that relate to data conversion operators, city mail carriers, rural mail carrier associates, mail handlers and mail handler assistants, sales associates, mail processing clerks or distribution associates. These are some of the most popular positions for which Postal Exam 473E is required. **In fact, Postal Exam 473E, is required for ninety percent of all placements.**

The forms section is going to present you with a form similar to a USPS form in that it will have printed in each box what is supposed to go there. Then you will be asked questions relating to that form. Look at the following example form.

<http://www.postaljobsexam.com/our-programs-2/>

Mass Mailing Receipt	
1. Date	4. Name of Permit Holder
2. Post Office Zip Code	5. Address of Permit Holder
3. 5-Digit Permit Number	6. Telephone Number of Permit Holder
7. Processing Category (check one) 7a. <input type="checkbox"/> Letters 7b. <input type="checkbox"/> Flats 7c. <input type="checkbox"/> Automation Flats 7d. <input type="checkbox"/> Parcels	8. Total Number of Pieces
	9. Total Weight
	9a. _____pounds 9b. _____ounces
	10. 2-Digit Cost Code
	11. Total Paid. \$ _____

Notice how the boxes are filled in. Now consider the following question. “If you had the mass mailing permit, where would your name go?” In box 4, of course.

Where you could get tripped up here is in transposing addressors with addressees, or similar, simple mistakes while you are hurrying against the clock. **This is why you MUST study the forms and practice answering questions about them as much as you can.** While you do not lose extra points for wrong answers in this section, you still need as many right answers as possible. **Your biggest obstacle will and should be time, not unfamiliarity with the forms.**

Study the information boxes. Examples of possible questions and appropriate responses will be given in the sections on FORMS COMPLETION PRACTICE PART OF THE STUDY GUIDE. As for the rest of the forms, don’t ignore them. We include links to all of the Postal Services’ Online Forms. Use it. At a minimum, look them over to see what similarities and differences there may be with the list we suggested you concentrate on.

<http://www.postaljobsexam.com/our-programs-2/>

MEMORY EXERCISES

Exercising and training your memory will get your brain tuned in to the Coding and Memory section of the exam. There are a number of ways you can exercise your memory. One is to play a very simple memory game that you probably played as a child, or may have taught your own children.

Take a plain deck of playing cards and shuffle it well. Then lay all of the cards face down on the floor or a large table. Then start turning them over in pairs. After you've looked at one pair, turn it back over so you can't see it anymore. The object of this game is to remember where you found a card when its match turns up. As you make matches, you can remove them from the playing field. It's harder than you think.

However, a simple game like this trains your brain to remember. In the section on Memory Exercises IN OUR STUDY GUIDE, we will give you a few more exercises to do that will get your eye brain connection going. Also, there are dozens of free memory games on the internet that you can do over and over to increase your accuracy. The more you do this type of training, the more in tune your mind becomes to memory tests. Remember, you are going to be asked to make decisions based on a document that you only saw for a few minutes. Therefore, visual memory is going to be the key. Our exercises will help test your ability to see and remember what you saw.

TEST LAYOUT

This test is taken in four parts, split into two sections. The first section may be the most important of all.

PERSONAL CHARACTERISTICS AND EXPERIENCE INVENTORY

HOW IS IT ACCESSED

With the new electronic protocols, nearly the entire hiring process takes place online. The first thing you will do in search of a Postal position is go to the Careers Page of the USPS. Next, you will create an eCareer Profile. But, be sure

to use one of the browsers listed to avoid problems, the system is glitchy enough as it is.

The next thing you will do is to input key words, select your state and the “functional area” of the job or jobs you are looking for. You may have to play around with the search function a bit to get to where you want to be.

For key words, you could select the position you want, or even the city or town you would like to be in. The search function is not so functional, but keep trying. If you’re having a lot of trouble, try using a different browser. Also, you can try not restricting your search as much.

You’ll have to go through more results, but you’ll give yourself a better chance of finding the job you are looking for. Once you have located the posting you are interested in, open it up by click on it. They are several pages long. **Remember, these postings only hang out for about a week because of the large number of applicants. So, when you find what you want, act right away.**

HOW IS IT ADMINISTERED

When you have completed your application, you will register for the “online assessment.” This is the PERSONAL CHARACTERISTICS AND EXPERIENCE INVENTORY. There are a couple of log-in pages and then you will begin. The first few questions will be a “research questionnaire” and not part of the assessment.

As with the eCareer set-up, you’ll need to use Internet Explorer, unless you’re using a Mac, in which case it’s Firefox. You will have 90 minutes for the exam, but you can stop once so long as you return to it within 36 hours. There are 150 to 236 questions on this part of the exam. You can take it right from your home computer, or wherever you choose.

SAMPLE QUESTIONS

The PERSONAL CHARACTERISTICS AND EXPERIENCE INVENTORY contains three basic types of questions. The first two apply to your personality and the last to your experiences. Remember, there are no correct or incorrect answers on this part of the exam, only what is right as it relates to you. Be honest on the assessment. The USPS will audit the responses for signs of untruthfulness.

The first type of question is where a statement is made, and you are asked whether you strongly agree, agree, disagree, or strongly disagree. An example of this type of question would be:

“I always like to work in teams.”

- A. Strongly Agree
- B. Agree
- C. Disagree
- D. Strongly Disagree

The second type of question applies to how often a specific description applies to you. For instance:

“I get upset when we have to work in teams.”

- A. Very Often
- B. Often
- C. Sometimes
- D. Rarely/Never

Finally, an experience question might look like this:

“What type of work environment do you like the most?”

- A. One where we work in teams.
- B. One where we work independently.
- C. One where my ideas are actively solicited.
- D. One where the supervisor works alongside me.
- E. One where the supervisor remains apart.
- F. One with a male supervisor

G. One with female supervisor.

Again, there are no winning answers, just what your experience and personality tells you. There won't be any practice questions on the sample exams for this part of the test because it isn't anything you can practice.

ONCE YOU HAVE COMPLETED The PERSONAL CHARACTERISTICS AND EXPERIENCE INVENTORY YOU WILL BE INVITED TO TAKE THE OTHER 3 TESTS. These will be taken at a time and location of the Postal Service's choosing. Remember, you have to get this done within two weeks of being invited to take it. There will be computers for everyone taking the test and one or more "proctors" or monitors keeping an eye on the applicants.

During the test you will click on the correct answer, which will probably take the form of a circle, or button. If you have ever filled out a form or shopped online, you should have encountered such buttons. Keep in mind that they may be another shape, but the mechanics will be the same.

WHAT DOES IT CONSIST OF?

This is the "meat" of the test. It consists of PART A: ADDRESS CHECKING; PART B: FORMS COMPLETION and PART C: CODING AND MEMORY. To be fair, CODING AND MEMORY is really two exercises. We're going to explain each one to you in detail, with examples, then get right to the practice sections. Each of these sections is timed. Here is a table that lays out the number of questions in each section along with the amount of time allotted to answer those questions. You will note that the time allowed is not generous. This is another reason why practicing is so very important. You need to be able to move through the problems quickly as well as accurately.

Part	No. of Questions	Time Allowed
A-Address Checking	60	11 Minutes
B-Forms Completion	30	15 Minutes
C-Coding	36	6 Minutes
C-Memory	36	7 Minutes



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Our 473e Postal eBook continues on from here informing you precisely of ALL the details needed to comprehensively prepare for the 473e Postal exam.

WE HAVE THE most up to date information available TODAY and IT will prepare you in ways the other guides won't.

SILVER MEMBERSHIP- Your study guide will be available to you for download to your device- computer, tablet or smart phone. The Study Guide is approximately 200 pages of updated information with practice test questions, form illustrations and explanations of each test and its content. There is also chapter on memory retention with several practice exercises. Very important as this part of the exam is the most challenging. And, you will be shown examples of questions and answers for each part of the test.

You will be able to work through two complete practice tests in our **473e Postal Study Guide**. We suggest you get yourself a good timer to use with these tests and take them as if they were the actual 473 exam. There is no better way to prepare than to practice what you will be facing. While you will ultimately be taking this test on a computer, pencil and paper is still a valuable tool to help you learn and hone your skills.

473e Postal Study Guide will take you through the application process as well. The application process is all done online now, and it is the first step you will take after using our COMPREHENSIVE MEMBERSHIPS.

GOLD MEMBERSHIP includes the Silver Membership - Postal Exam 473 Ebook Study Guide and...

Comprehensive Online Dashboard

4 Timed Practice Exams Included in your dashboard you have 4 practice exams that are timed as the USPS exams. These exams are for your use only and can be used over and over as you need. The exam questions change each time the exam is restarted. You will also receive a score for each exam to give you the confidence to move on to the next exam and on to the USPS exams. You will receive a Certificate of completion once you score 90% or better on each exam. Without a doubt this is the best program to ensure a passing score. **We back our Gold program with a 100% Money Back Guarantee.**

Postal Forms Resource Links easy access to the forms you need to review.

My Quizzes to keep track of your performances with each of the 4 Exams.

Memory Tips and Exercise Resources memory retention is one of the most challenging areas of the 473e exam, we added some tips and several exercises to help you boost your skills.

Job Locator Tool – A much easier way to find USPS jobs that are available now in your area.

Postal Job Alerts – Receive an email each time a new job opening at the USPS becomes available in your area.

TO REVIEW OR MEMBERSHIPS <http://www.postaljobsexam.com/our-programs-2/>

WE WOULD LIKE TO THANK YOU FOR REVIEWING OUR
HIRING GUIDE AND
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We wish you the best of luck pursuing your dream
career with the

United States Postal Service

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