

## HOW TO READ A BID POSTING

- 1. Posting No: 42280** The posting number is the job posting for that bid cycle. You need this number to identify the posting.
- 2. Opening Date : 11/04/2011 Closing Date : 11/14/2011** This information is provided in the posting to show the 10 days the current bids will be available for bidding.
- 3. Full Time JOB ID:70612168 2315-0063 MAIL PROCESSING CLERK KP0013 P7 06 TOUR III LDC:11 EG:2=Non-Trad** This information describes the JOB I.D. Number, which you need to bid the job, along with the type of position the bid job is for with the designated tour and type of job (NON TRADITIONAL FULL TIME OR TRADITIONAL FULL TIME.)
- 4. PROVIDENCE Newly Established 01011045 TOUR III A-M MAIL PROCESSING OPRNS** This information identifies what facility the bid job the bid job is located in and what section the job is located.
- 5. JOB SLOT COMMENTS: MAIL PROCESSING CLERK - TOUR 3  
WORK SCHEDULE=TU,WE,TH,FR-1930-0600(30L)N/S=SA,SU,MO  
REPLACES POSITION 70275603**

This part of the job posting is very important. This establishes the **Work Schedule** and **Days Off** and **Work Hours** of the bid job along with the area where you will be performing work on a daily basis.
- 6. WORK SCHEDULE: 1930-0600-30L-Sa-SuS** This information is for the daily hours that the bid job will be. DO NOT CONFUSE THIS SECTION WITH IDENTIFYING THE DAYS OFF OR THE NSDs FOR THE BID JOB THAT IS POSTED.

