



FOOD AND AGRICULTURE ORGANIZATION OF THE UNITED NATIONS
helping to build a world without hunger

iRecruitment

iRecruitment User Guide

for

External Candidates and Former FAO Employees

Date: June 2013

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You can search within the Guidelines by using CTRL + F

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General Information for New Users

iRecruitment is currently available in English only

Internet Explorer settings

Before using the FAO iRecruitment website please ensure that your Internet Explorer settings are set appropriately. You will find this information at the iRecruitment webpage (<http://www.fao.org/employment/irecruitment-access/en/>), under the section “**Need Help?**”

System Unavailability

The FAO iRecruitment system is not available every Saturday from 03:00 to 08:00 CET due to regular maintenance activities.

Deadline for Applications

Applications can be submitted until 11:59 CET on the “Deadline for Applications” date; vacancies will be automatically removed thereafter.

How to Apply

Browse the available vacancies listed on the FAO Employment website. Only vacancies beginning with **IRC** are available in the iRecruitment system.

Step 1- Register/Login to iRecruitment

If you are a new External visitor, or a Former FAO Employee you need to register in iRecruitment and create an account. If you are a returning external visitor, or you have already registered in iRecruitment as Former FAO Employee, please login to your account. For instructions on how to register or login, please consult **Sections 1 and 2**.

Step 2 - Complete your online profile

Click on “My Account” to update your online account information and upload supporting documents. You have only one account to maintain and it can be updated as your skills and experience change. “My Account” consists of 3 pages: Personal Information, Qualifications and Skills and Additional Information. Before applying for vacancies, please ensure that you have completed all sections.






Step 3 – Search for vacancies and apply

Once you are ready to apply, click on the tab “Jobs” to search for the vacancy of your interest. Click on the “Search” button if you wish to browse all available vacancies. Then select the relevant vacancy and click on the “Apply Now” icon to start the application process. You may be requested to complete an online assessment as part of your application. Vacancies will be automatically removed before midnight (CET) on the deadline for applications date

FAO Personal Profile Form (PPF)

After completing all information under “My Account”, click on the button “Refresh my Resume” to create your system generated **FAO Personal Profile form (PPF)**. A copy of your PPF will be added to your **Documents** section. Please note that iRecruitment maintains only one online profile and relevant system generated PPF for each applicant. Every time you update and save information to your account, click on “Refresh My Resume” to also update your PPF. iRecruitment does not maintain multiple versions of your online profile.

Navigating iRecruitment

- To move from one page to another, please use the tabs (e.g. ,  or ) or available buttons such as **Back**.
- Avoid using the Internet toolbar, especially the  arrow, as this may sometimes cause error messages or the interruption of your session.
- The **search** icon next to a blank field  indicates that there is a list of values for your selection. To view the available values type the **%** symbol and then click on the search icon.

Help Desk

If you need assistance or receive error messages, please send a screenshot and the description of the problem to our Help Desk at iRecruitment@fao.org

1. Access to iRecruitment

1. Open Internet Explorer and go to the www.fao.org website. Scroll down to the section “Quick Links” and click on **Employment**.



1. The FAO Employment webpage will be displayed. Click on the link “Click here to access iRecruitment”.



Alternatively, you can click on **Current Vacancies** and follow the link “**Professional**”. Once in the Professional Vacancies page you may use the link “**iRecruitment Access**”, or click on the title of the vacancy to display the details and use the link located at the end of the vacancy announcement.

English Français Español

Google Custom Search

About FAO | In Action | Countries | Themes | Media | Publications | Statistics | Partnerships

Current vacancies | Opportunities for students and young graduates | Volunteering with FAO | Frequently Asked Questions

Home > Employment > Current vacancies > Professional

Print Send Facebook Twitter

Senior-level
Professional
Project
Consultants
General Service

Professional Vacancies

- Do you have solid professional experience and/ or technical knowledge gained from working in a national or international context?
- Would you like to work in a dynamic and culturally diverse environment?
- Professional staff are hired internationally and occupy leadership functions, or positions requiring significant technical expertise. Openings for professional jobs can be found at all duty stations where FAO is present.
- All international professional staff job openings are listed below. **FAO particularly welcomes applications from women and individuals from Non- and Under-Represented Member Countries.**

CURRENT CLOSED CANCELLED FILED HOW TO APPLY

Professional Vacancies: Current

Title	Grade	Number	Department	Duty Station	Expiry Date
Forestry Officer (Forest Protection and Health)	P4	IRC2334	Forestry	Rome, Italy	20/06/2013

iRecruitment

- iRecruitment Access**
- Guidelines: External Applicants and Former FAO Employees
- Guidelines: FAO Employees
- iRecruitment FAQs
- Browser Requirements
- Privacy Policy - iRecruitment

Application Toolkit


- Personal History Form
- List of Non and Under Represented Countries
- Application Process
- Guidelines to Applicants
- Creating your application - Other vacancies
- FAO Recruitment brochure

To apply: visit the iRecruitment website at

<http://www.fao.org/employment/irecruitment-access/en/>

and complete the on-line application

In order for your application to be properly evaluated, please ensure that all sections of the on-line application are completed.

 Please note that only vacancies beginning with **IRC** are in iRecruitment.

2. The iRecruitment Access webpage will be displayed.

- External applicants:** please read the instructions on this page and click on [Enter iRecruitment](#)
- Former FAO Employees:** If you are a Former FAO Employee and worked for FAO under any type of contract, please click on the link **Important Note – Former FAO Employees** for information on how to register/login. Then click on [Enter iRecruitment](#).

English

Food and Agriculture Organization of the United Nations

Google™ Custom Search

About FAO | In Action | Countries | Themes | Media | Publications | Statistics | Partnerships

Current vacancies | Opportunities for students and young graduates | Volunteering with FAO | Frequently Asked Questions

Home > Employment > iRecruitment Access

Print | Send | Facebook | Twitter | LinkedIn

Welcome to iRecruitment !

For the time being, iRecruitment is available in English only.

To create a profile and apply for jobs, please follow the below steps:

1. If you are registering for the first time, or are a former FAO employee who has never registered (as a former FAO employee), please click **Enter iRecruitment**, then register an account in the **First Time Visitors, Register Today** section.

If you are a returning visitor or a current FAO employee, click **Enter iRecruitment**, then login at the **FAO Employees & Returning visitors login** section.

2. Before applying for vacancies, complete or update your account in all sections (Personal Information, Qualifications & Skills and Additional Information).

If you are experiencing problems in registering or logging into your account, please contact our Help Desk at: iRecruitment@fao.org. NOTE: This email address does not accept applications.

[Enter iRecruitment](#)

Important Note - Former FAO Employees:

- If you were previously employed by FAO under any type of contract arrangement and have never registered as a former FAO employee, you will need to enter your FAO index number to register. If you do not remember it, or experience problems registering, please contact iRecruitment@fao.org
- If you have already registered as a former FAO employee, please login to your account in the **FAO Employees & Returning visitors** section using your email and password.

Important Note - Current FAO Employees:

The FAO iRecruitment system is unavailable every Saturday from 03:00 to 08:00 hrs CET for regular maintenance.

Related Information

- List of Non & Under-Represented Countries
- Privacy Policy- iRecruitment
- External Applicants & Former FAO Employees Guidelines
- FAO Employees Guidelines
- iRecruitment FAQs
- Browser Requirements

Quick links

Contact us	Employment	Agriculture and Consumer Protection	Headquarters
Terms and Conditions	Procurement	Economic and Social Development	Regional Offices
Scam Alert	Governing Bodies		Subregional Offices

Follow us on

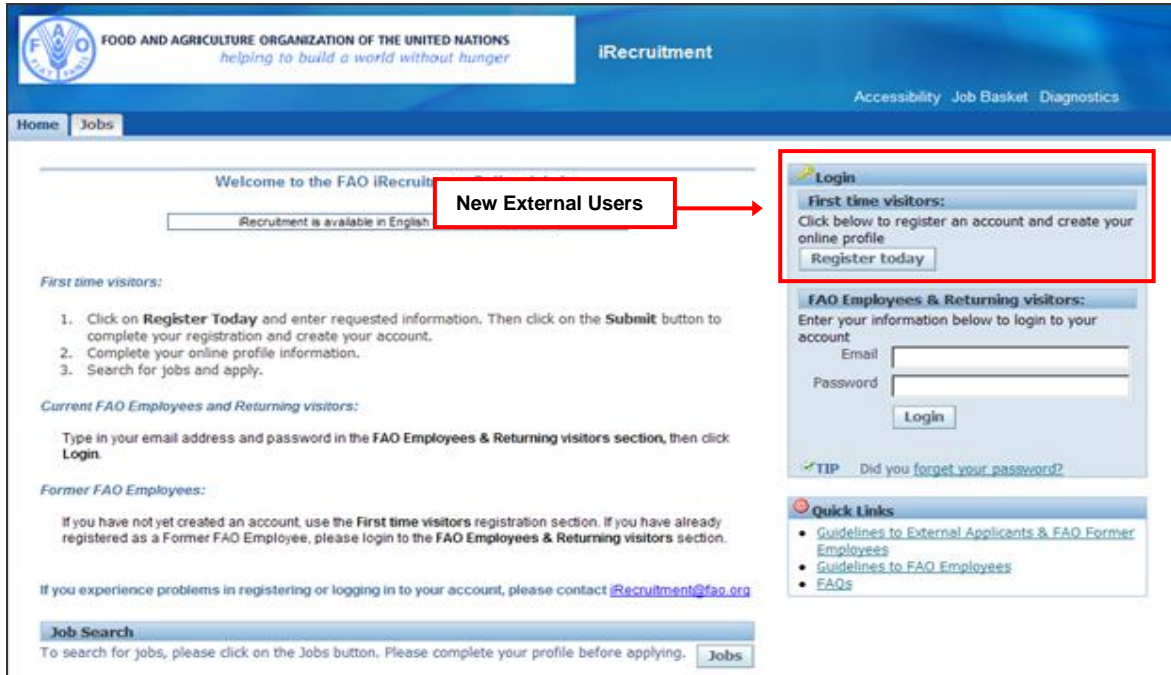
Facebook | Twitter | LinkedIn | YouTube | Google+ | RSS

3. The FAO iRecruitment Home page will be displayed.

2. Registration – Login

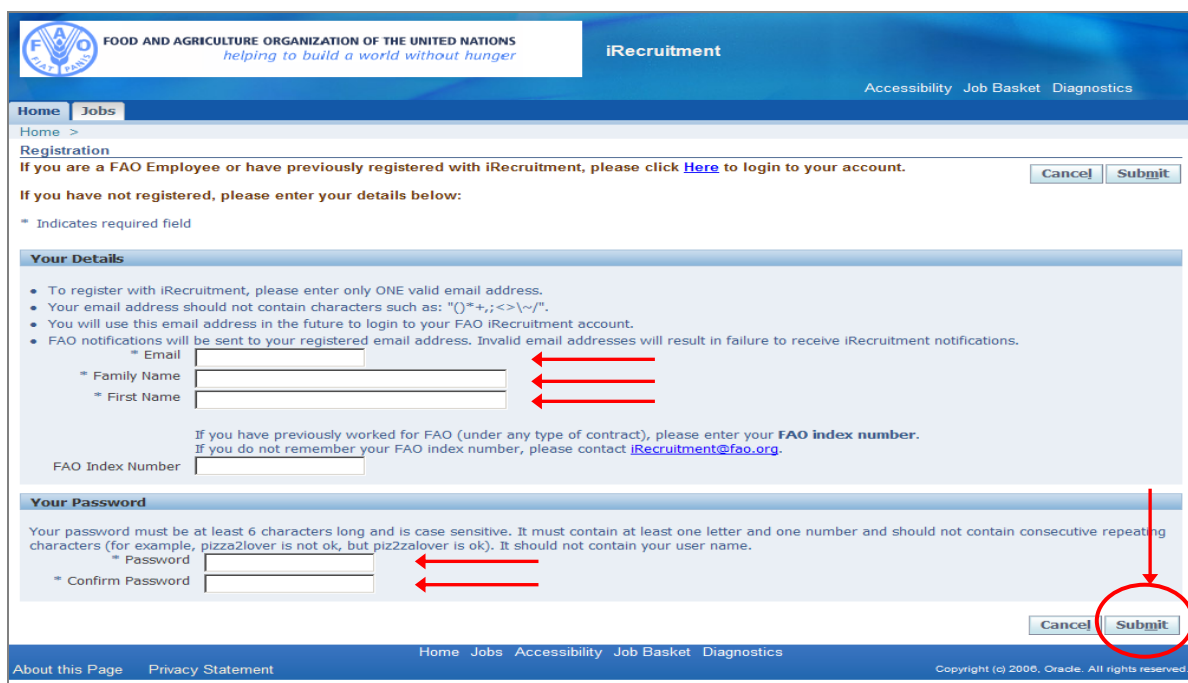
2.1 New External Applicants Registration

1. At the **Login** section of the iRecruitment Home page click the **Register today** button.

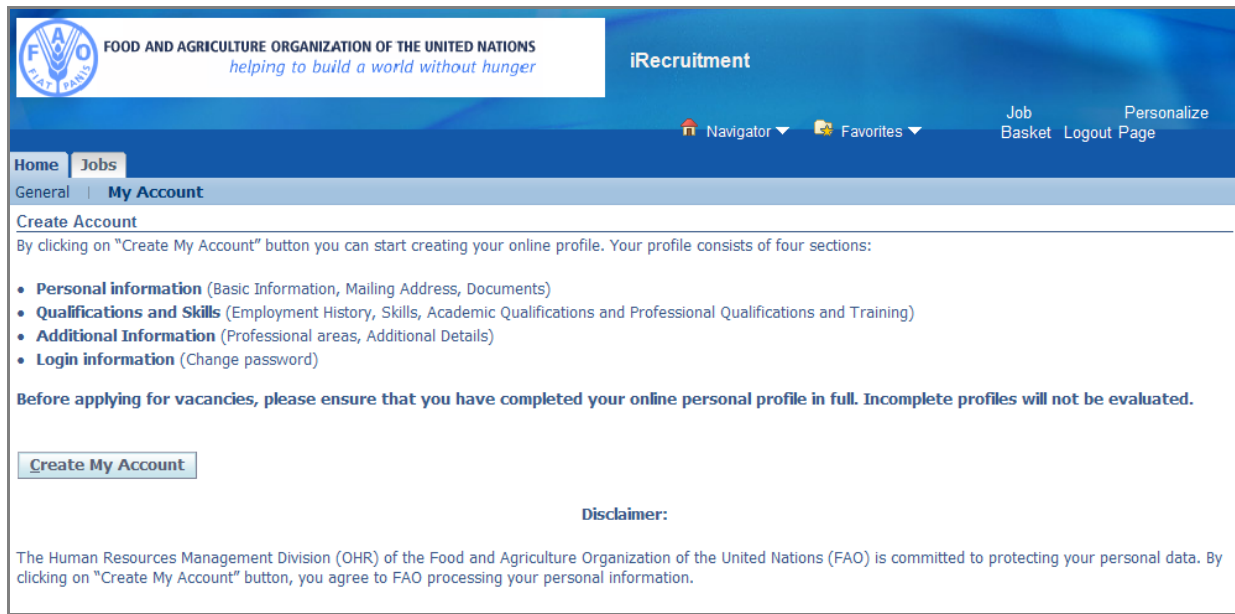


2. At the Registration screen enter a valid email address, Family Name, First Name and a password, and click the **Submit** button. **FAO INDEX NUMBER IS NOT REQUIRED for external candidates.**

Enter only one email address. If you enter more than one email address, either separated by **OR - AND** or any other symbol **/ - ;** you will not receive email notifications from iRecruitment, including your new password, should you need to reset it.



3. The Create Account page will be displayed. Click on the  button.



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iRecruitment

Navigator Favorites Job Basket Logout Page Personalize

Home Jobs

General | **My Account**

Create Account

By clicking on "Create My Account" button you can start creating your online profile. Your profile consists of four sections:

- **Personal information** (Basic Information, Mailing Address, Documents)
- **Qualifications and Skills** (Employment History, Skills, Academic Qualifications and Professional Qualifications and Training)
- **Additional Information** (Professional areas, Additional Details)
- **Login information** (Change password)


Before applying for vacancies, please ensure that you have completed your online personal profile in full. Incomplete profiles will not be evaluated.

[Create My Account](#)

Disclaimer:

The Human Resources Management Division (OHR) of the Food and Agriculture Organization of the United Nations (FAO) is committed to protecting your personal data. By clicking on "Create My Account" button, you agree to FAO processing your personal information.

4. The **Personal Information** page of your account will be displayed. For information on how to complete this page, please go to **Section 4.1**.



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[Job Basket](#) [Logout](#) [Diagnostics](#)

Home | **Jobs**
Navigator ▾ | Favorites ▾

General | **My Account**

My Account

[Guidelines for Applicants](#) | [Cancel](#) | [Save](#) | [Refresh My Resume](#)

Personal Information
Qualifications and Skills
Additional Information
Login Information

* Indicates required field
 ✓ **TIP** ! If you do not enter any information or press the Save button for 20 minutes or more you will be automatically disconnected and all unsaved information will be lost.
 ✓ **TIP** After you update and save your information in My Account, click Refresh My Resume button to generate your FAO online resume. Go to the Documents section (on the Information tab) of "My Account" to access and view your resume. Use your Internet browser functions if you wish to "Print" or "Save" the document to your computer.

Basic Details

Please enter your personal information.
✓ **TIP** Please indicate all valid nationalities.

* Family Name

First Name

Middle Name

Maiden Name

Email Address

- Changing your email address in the above field will also change your iRecruitment login address for notifications. Please wait 30 minutes to ensure the change is activated.
- Do not enter more than ONE valid email address. Characters such as "()*+;,<>\/~/" should not be used.

* Birth Date

* Gender

Marital Status

Country of Birth

* Present Nationality#1

Present Nationality#2

Present Nationality#3

If you have applied for a new nationality indicate nationality/date requested

Permanent Residence: Country

* I certify that all information provided by me is true and complete

* Certification Date

NOTE: By certifying that the information you provide is true and complete to the best of your knowledge, you accept that any false statements or omission to provide any information required by this only provide grounds for the withdrawal of any offer of appointment or other actions, including disqualification, if an appointment has been accepted.

Mailing Address

* Address Line 1

Address Line 2

City/State

Postal Code

* Country

Phone Numbers

	Phone Number	Times to Call
Home	<input type="text"/>	<input type="text"/>
Mobile	<input type="text"/>	<input type="text"/>
Work	<input type="text"/>	<input type="text"/>
Work Fax	<input type="text"/>	<input type="text"/>

Documents

✓ **TIP** Please click "Add Another Document" button to upload supporting documents (e.g., cover letter, personal CV, additional skills, list of publications, references). For publications provide Title, Publication Date, Journal/Publisher, but DO NOT ATTACH the individual publications. To CREATE or REFRESH your FAO system generated resume after you enter and save your information, please click "Refresh My Resume" button. Click the filename to open copy - from your resume please use the "Back" button in your browser to return to iRecruitment once you have finished printing.

File Name	File Type	Upload Date	Description
No results found.			

[Add Another Document](#) | [Print PDF](#) | [Refresh My Resume](#)

[Guidelines for Applicants](#) | [Cancel](#) | [Save](#) | [Refresh My Resume](#)

Home | Jobs | Job Basket | Logout | Diagnostics
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2.2 Former FAO Employees Registration

2.2.1 Already registered Former FAO Employees

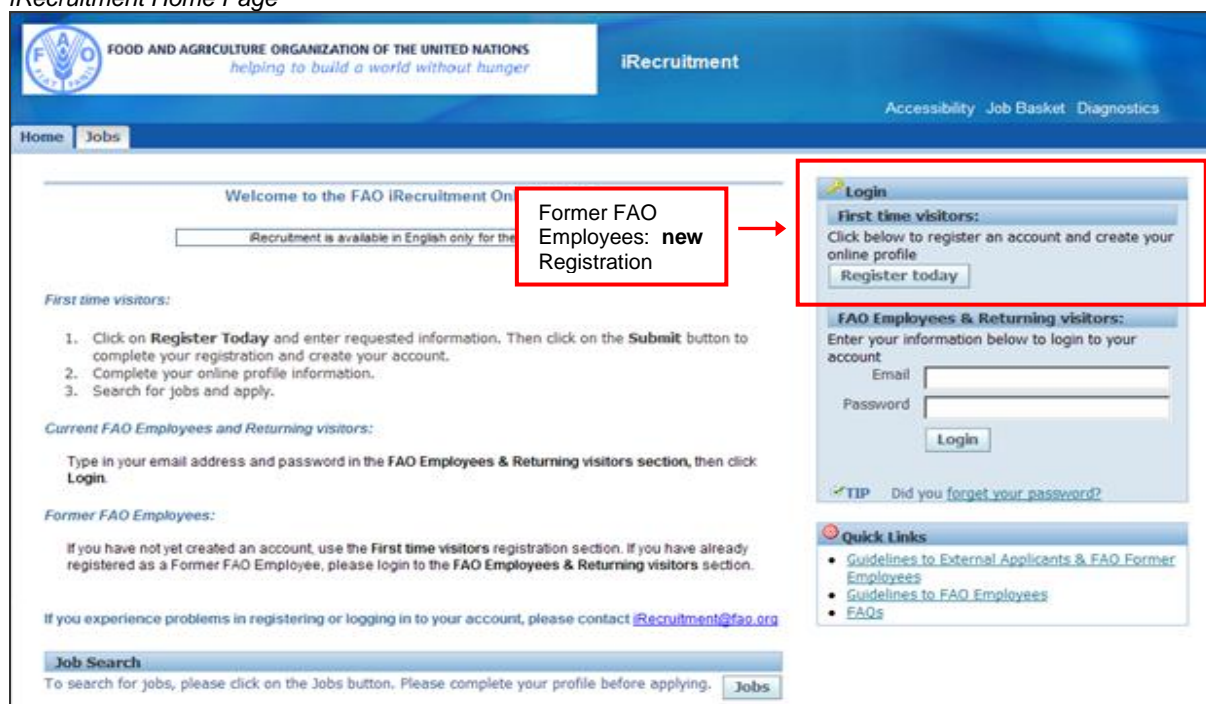
If you had already registered as a Former FAO Employee **before 6 November 2012**, please DO NOT create a new iRecruitment account. To login to your existing account please follow the instructions provided in **Section 2.3**. If you experience problems, please contact iRecruitment@fao.org.

2.2.2 Not registered Former FAO Employees

If you were previously employed by FAO under any type of contract (including as a Consultant or PSA), and **have never registered** an account in iRecruitment, please follow the steps below.

1. Logon to the iRecruitment website as indicated in **Section 1**.
2. Once in the iRecruitment home page, click on the **Register today** button located under the **Login** section

iRecruitment Home Page



3. The Registration page will be displayed. Enter a valid email address, your Family Name and First Name, your FAO Index number and a password. Then click the **Submit** button.

If you do not remember your FAO Index number, or receive an error message, please contact our Help Desk at iRecruitment@fao.org.

Registration Page

Registration

If you are a FAO Employee or have previously registered with iRecruitment, please click [Here](#) to login to your account. Cancel Submit

If you have not registered, please enter your details below:

* Indicates required field

Your Details

- To register with iRecruitment, please enter only ONE valid email address.
- Your email address should not contain characters such as: "()*+,:;<>\"/".
- You will use this email address in the future to login to your FAO iRecruitment account.
- FAO notifications will be sent to your registered email address. Invalid email addresses will result in failure to receive iRecruitment notifications.

* Email

* Family Name

* First Name

If you have previously worked for FAO (under any type of contract), please enter your **FAO index number**.
If you do not remember your FAO index number, please contact Recruitment@fao.org.

FAO Index Number

Your Password

Your password must be at least 6 characters long and is case sensitive. It must contain at least one letter and one number and should not contain consecutive repeating characters (for example, pizza2lover is not ok, but piz2zalover is ok). It should not contain your user name.

* Password

* Confirm Password

Cancel Submit

- The Create Account page will be displayed. Please read the information on this page. Click on the **Create My Account** button to finalize your registration.

Create Account

By clicking on "Create My Account" button you can start creating your online profile. Your profile consists of four sections:

- Personal information** (Basic Information, Mailing Address, Documents)
- Qualifications and Skills** (Employment History, Skills, Academic Qualifications and Professional Qualifications and Training)
- Additional Information** (Professional areas, Additional Details)
- Login information** (Change password)

Before applying for vacancies, please ensure that you have completed your online personal profile in full. Incomplete profiles will not be evaluated.

Create My Account

Disclaimer:

The Human Resources Management Division (OHR) of the Food and Agriculture Organization of the United Nations (FAO) is committed to protecting your personal data. By clicking on "Create My Account" button, you agree to FAO processing your personal information.

- The **Personal Information** page of your account will be displayed as shown below. Enter the required information and click on the **Save** button. For information on how to complete this page, please go to **Section 4.1**.
- Click on the **Home** tab if you wish to go to your iRecruitment Home page.

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iRecruitment

Home | Jobs | My Account

Guidelines for Applicants | Cancel | **Save** | Refresh My Resume

Personal Information | Qualifications and Skills | Additional Information | Login Information

* Indicates required field
 ✓ TIP ! If you do not enter any information or press the Save button for 20 minutes or more you will be automatically disconnected and all unsaved information will be lost.
 ✓ TIP After you update and save your information in My Account, click Refresh My Resume button to generate your FAO online resume. Go to the Documents section (on the Information tab) of "My Account" to access and view your resume. Use your Internet browser functions if you wish to "Print" or "Save" the document to your computer

Basic Details

Please enter your personal information.
 ✓ TIP Please indicate all valid nationalities.

* Family Name: APPLICANT2
 First Name: GEORGE
 Middle Name:
 Maiden Name:
 Email Address: applicant2@yahoo.com

- Changing your email address in the above field will also change your iRecruitment login name and address for notifications. Please wait 30 minutes to ensure the change is activated.
- Do not enter more than ONE valid email address. Characters such as "()*+,<>|-/" should not be used.

* Birth Date:
 * Gender:
 Marital Status:
 Country of Birth:
 * Present Nationality#1:
 Present Nationality#2:
 Present Nationality#3:
 If you have applied for a new nationality indicate nationality/date requested:
 Permanent Residence: Country:
 * I certify that all information provided by me is true and complete
 * Certification Date: 30-Oct-2012

NOTE: By certifying that the information you provide is true and complete to the best of your knowledge, you accept that any false statements or omission to provide any information required by this system will provide grounds for the withdrawal of any offer of appointment or other actions, including dismissal, if an appointment has been accepted.

Mailing Address

* Address Line 1:
 Address Line 2:
 City/State:
 Postal Code:
 * Country:

Phone Numbers

	Phone Number	Times to Call
Home	<input type="text"/>	<input type="text"/>
Mobile	<input type="text"/>	<input type="text"/>
Work	<input type="text"/>	<input type="text"/>
Work Fax	<input type="text"/>	<input type="text"/>

Documents

✓ TIP Please click "Add Another Document" button to upload supporting documents (e.g., cover letter, personal CV, additional skills, list of publications, references). For publications, please provide Title, Publication Date, Journal/Publisher, but DO NOT ATTACH the individual publications. To CREATE or REFRESH your FAO system generated resume after you enter and save your information, please click "Refresh My Resume" button. Click the filename to open a copy - from your resume please use the "Back" button in your browser to return to iRecruitment once you have finished printing.

File Name	File Type	Upload Date	Description
No results found.			

Add Another Document | Print PPF | Refresh My Resume

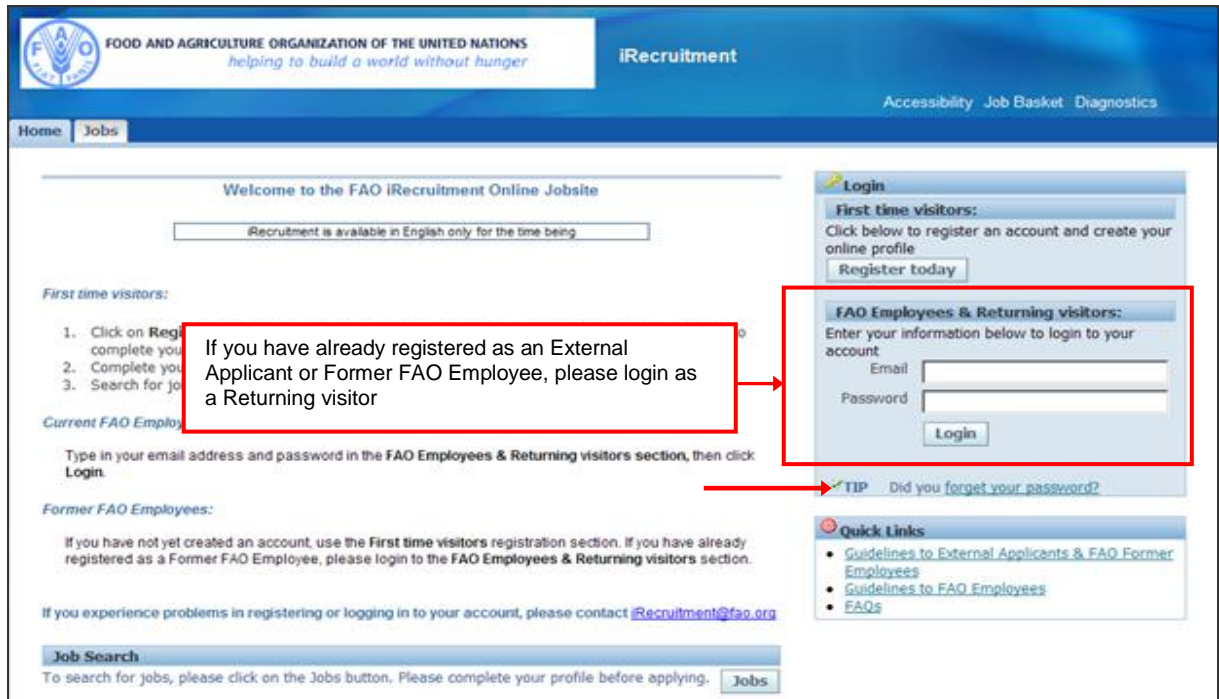
Guidelines for Applicants | Cancel | Save | Refresh My Resume

Home | Jobs | Job Basket | Logout | Diagnostics

About this Page | Privacy Statement | Copyright (c) 2008, Oracle. All rights reserved.

2.3 Registered Applicants Login

- Logon to the iRecruitment Home page. At the **FAO Employees & Returning visitors** section enter your registered email and password and click on **Login**. If you do not remember your password, click on the link **Did you forget your password?**; a new temporary password will be sent to your registered email address. If you experience problems, please contact iRecruitment@fao.org



2. Your iRecruitment Home page will be displayed. Click the **My Account** tab to update your online profile. Click the **Jobs** tab to search for vacancies.



3. Your iRecruitment Home page

The screenshot shows the iRecruitment interface. At the top, there is the FAO logo and the text 'FOOD AND AGRICULTURE ORGANIZATION OF THE UNITED NATIONS helping to build a world without hunger'. The 'iRecruitment' title is on the right. Below the header, there are navigation options: 'Home' and 'Jobs' (highlighted with a red arrow), and 'My Account' (also highlighted with a red arrow). The main content area is divided into sections: 'Welcome to our Job Site APPLICANT2, GEORGE', 'Notifications' (with a 'Full List' button), and 'Jobs Applied For' (with a 'Full List' button). A table lists the jobs applied for, with columns for Name, Job Title, Organization, Location, Date Applied, and Status. A red circle highlights the 'Application Details' icon in the table.

Name	Job Title	Organization	Location	Date Applied	Status	Application Details
JRC2194 - A...	Forestry Officer (Wood Products), P-4. (0123021)	FOEDD	ROME,IT	30-Oct-2012	Application Received	

Jobs

Click on the tab to search for available vacancies.

My Account

To display the four sections of your online profile (Personal Information, Qualifications and Skills and Additional Information), click on .

Notifications

This section displays your iRecruitment notifications only. To view a notification click on the Subject link; click on the button to close it. To view all your notifications click on the button.

Jobs Applied For

The section will display the list of vacancies you have applied for and the status of each application.




By clicking on the icon the **Application Details** page will be displayed. This page provides a partial view of your online profile as well as the list of application statuses assigned by the vacancy Manager to your application. From this page you may withdraw your application by clicking on the

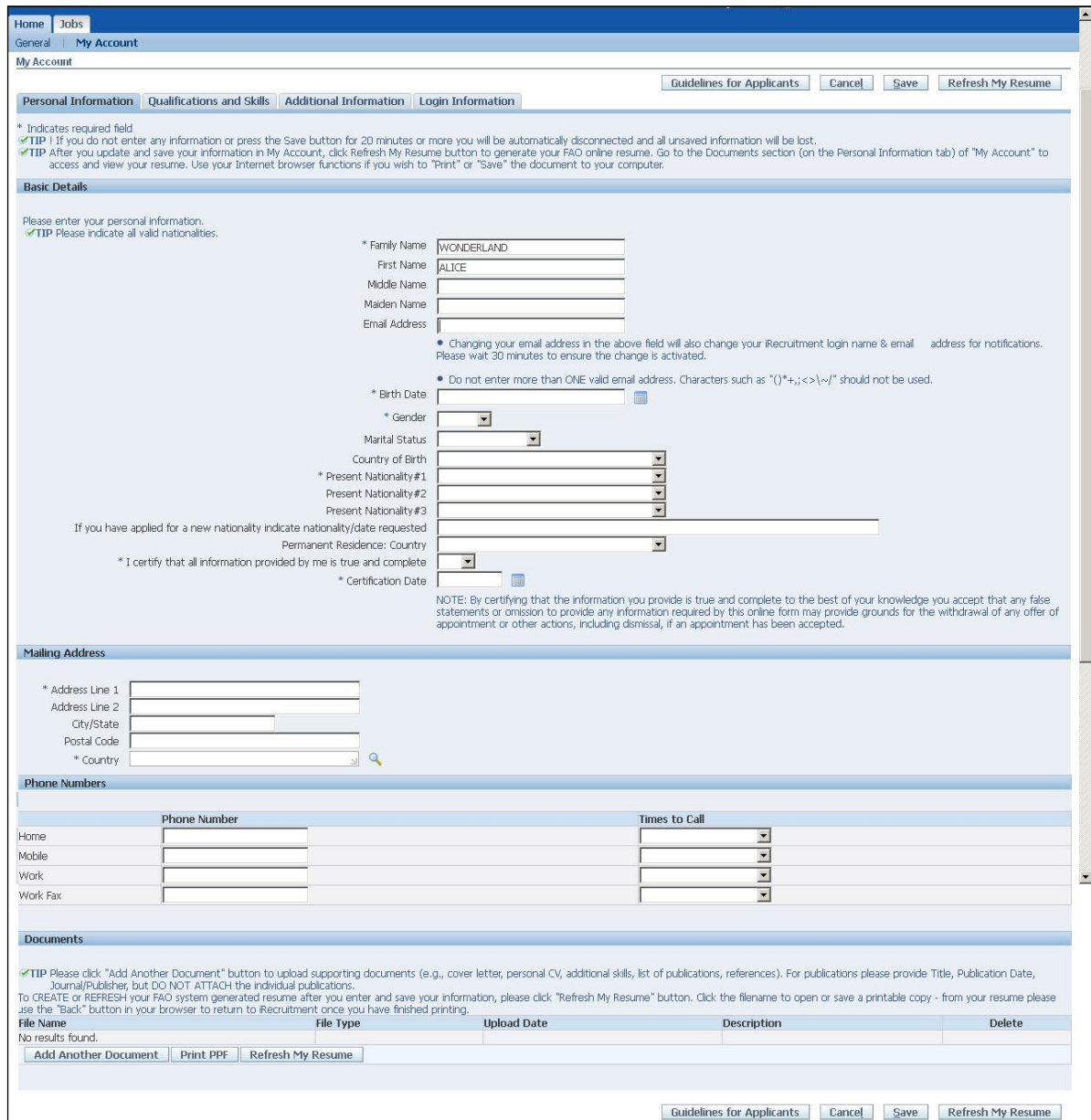
Withdraw Application button , or review the assessment you may have been requested to complete when applying for the vacancy. For more information on the **Application Details** page go to **Section 6.3.4**.

4. Update your Online Profile

4.1 Personal Information

Please complete all information on this page. Mandatory fields are marked with an asterisk *.


 **TIP** The  icon displayed next to a blank field indicates that there is a list of values for your selection. To view the available values type the % symbol; then click on the  icon.



The screenshot shows the 'My Account' page with the following sections:

- Basic Details:** Includes fields for Family Name (WONDERLAND), First Name (ALICE), Middle Name, Maiden Name, Email Address, Birth Date, Gender, Marital Status, Country of Birth, Present Nationality #1, #2, and #3. It also includes a 'Permanent Residence: Country' field and a 'Certification Date' field. A note states: "NOTE: By certifying that the information you provide is true and complete to the best of your knowledge you accept that any false statements or omission to provide any information required by this online form may provide grounds for the withdrawal of any offer of appointment or other actions, including dismissal, if an appointment has been accepted."
- Mailing Address:** Includes fields for Address Line 1, Address Line 2, City/State, Postal Code, and Country.
- Phone Numbers:** A table with columns for 'Phone Number' and 'Times to Call'. Rows include Home, Mobile, Work, and Work Fax.
- Documents:** A table with columns for 'File Name', 'File Type', 'Upload Date', 'Description', and 'Delete'. It shows 'No results found.' and includes buttons for 'Add Another Document', 'Print PPF', and 'Refresh My Resume'.

4.1.1 Basic Details, Mailing Address and Phone Numbers

Please enter all required information. Click frequently the  button as you enter your information; do not wait until you have completed the full page to save your information. If you hold more than one nationality, please indicate all your valid nationalities.

NOTE: If you are an ex-employee a number of fields will already display your existing details; please review your information and update as necessary.

Email Address: the email address displayed in this field is your iRecruitment username. If you change it in this screen you are also changing your username for future visits. After changing your email address you will need to wait 30 minutes before logging in again to ensure that the change is activated.

Certification: Please complete the two mandatory fields:

I certify that all information provided by me is true and complete	Yes
* Certification Date	28-Jul-2011
NOTE: By certifying that the information you provide is true and complete to the best of your knowledge you accept that any false statements or omission to provide any information required by this online form may provide grounds for the withdrawal of any offer of appointment or other actions, including dismissal, if an appointment has been accepted.	

4.1.2 Documents

Please note that uploading a CV does not substitute for completing your online profile in full. To upload supporting documents to your online profile, please follow the steps below.

- Files should not exceed **500 KB**. Maximum number of documents is 10.
- File types : .doc, .docx, .xls, .xlsx, .pdf.
- Do not upload image files (e.g. .jpg) or audio/video files
- Do not upload publications (you may upload a list of publications)

1. Click the **Add Another Document** button.

File Name	File Type	Upload Date	Description	Delete

Add Another Document | **Print PPF** | **Refresh My Resume**

2. Enter the relevant information in the fields **File Type**, **Description** and **File Path** (click on **Browse** to locate your file); then click the **Upload** button.

* File Type			
Description			
* File Path		Browse...	

Upload

3. A confirmation message will be displayed. Scroll down to your Documents section; you will now see the file added to the list of documents. Click on the file name link to view the attached document.

File Name	File Type	Upload Date	Description	Delete
cover letter.docx	Cover Letter	18-May-2012		

Click the button if you wish to generate your **FAO Personal Profile form (PPF)** with the information entered in your account. A copy of your PPF will be added to the list of documents. To view or print a PDF copy of your PPF click the button. For more information about the FAO Personal Profile form (PPF), please go to **Section 5**.

4. Click the button before moving to the “Qualifications and Skills” section.

4.2 Qualifications & Skills

Employment History, Skills, Education Qualifications and Professional Qualifications and Training are updated by clicking on the **Qualifications and Skills** tab.

The screenshot shows the 'My Account' page with the 'Qualifications and Skills' tab selected. The page contains several sections: 'Employment History', 'Skills', 'Education Qualifications', and 'Professional Qualifications and Training'. Red arrows and circles highlight the 'Save' and 'Refresh My Resume' buttons, and the 'Qualifications and Skills' tab. Red numbers 1, 2, 3, and 4 are placed next to arrows pointing to the Employment History, Skills, Education Qualifications, and Professional Qualifications and Training sections respectively.

1 → Employment History

2 → Skills

3 → Education Qualifications

4 → Professional Qualifications and Training

Buttons: Guidelines for Applicants, Cancel, Save, Refresh My Resume

Tab: Personal Information, **Qualifications and Skills**, Additional Information, Login Information

* Indicates required field
 ✓ TIP ! If you do not enter any information or press the Save button for 20 minutes or more you will be automatically disconnected and all unsaved information will be lost.
 ✓ TIP After you update and save your information in My Account, click Refresh My Resume button to generate your FAO online resume. Go to the Documents section (on the Personal Information tab) of "My Account" to access and view your resume. Use your Internet browser functions if you wish to "Print" or "Save" the document to your computer.

Employment History
 Please enter your employment history.

Details	Name of Employer	From	To	Job Title	City/Country	Delete
No results found.						

Add Another Employer

Please note that in evaluating your candidature, FAO reserves the right to approach your previous employer(s) for references. It is not our policy to approach your present employer at the evaluation stage unless you expressly authorize this. However, please be advised that before any offer of appointment is made, FAO will contact both your present and previous employers for work references.

Skills
 Please select the skills which best describe your professional expertise. We are also interested in the languages you speak, and at which level.

*Skill	*Proficiency Level / Experience	Other Information	Delete
No results found.			

Add Another Skill

Education Qualifications
 Please enter in reverse chronological order your education from age 14 (university, college, secondary school). Please indicate under Additional Qualification Details the exact title of your degree/diploma and main subject(s) of study. You may be requested to provide proof of the University Degree(s) obtained.
 ✓ TIP You will need to click the "Exact Title Qualification" button to complete two required fields before you can save each entry.

*Name of Establishment	*City/Country	*Academic Qualification	From	To	*Exact Title Qualification	Add Degree	Delete
No results found.							

Add Another Establishment

Professional Qualifications and Training
 Please indicate in this section additional courses attended in your professional (working) area, formal vocational training, apprenticeship, membership of professional associations, etc.
 ✓ TIP You will need to click the "Exact Title Qualification" button to complete two required fields before you can save each entry.

*Qualification Type	Name of Establishment	City/Country	From	To	Exact Title Qualification	Delete
No results found.						

Add Another Qualification

Buttons: Guidelines for Applicants, Cancel, Save, Refresh My Resume


4.2.1 Employment History

Please enter information regarding your current and previous employment. **You do not need to enter your records in chronological order as they will be ordered by the system in your Personal Profile form (PPF).**

1. Click the **Add Another Employer** button to display the fields to be completed for the employment record. To enter your current employer, leave the **To** field empty.

2. Enter the required information and click the **Save** button. Please note that the Description of Job Duties section is limited to 4000 characters; excess text will not be saved.
3. To add another employer click the **Add Another Employer** button. Complete all your employment records, saving after each record.

TIPS

- The **search** icon next to a blank field  indicates that there is a list of values for your selection. To view the available values type the % symbol, then click on the search icon.
- To have more space on the screen as you enter your records:
 - Hide the details of one employer by clicking the **Hide** link next to it. To unhide it click on **Show**
 - Hide details of your entire previous employment history by clicking on the link **Hide All Details**. To unhide records click on **Show All Details**

4.2.2 Skills

Skills are an important component of iRecruitment. They are used to define a vacancy’s minimum requirements and are important on the screening process which compares the minimum requirements of a vacancy against the skills (and relevant proficiency level/years of experience) entered by the candidate in this section.

Skills are grouped into Skill Types; each Skill Type includes a list of sub-skills. For example the Skill Type “Language – Official” includes all six FAO Official Languages, i.e. Arabic, Chinese, English, French, Russian and Spanish.

Each Skill Type is associated either with a rating scale measuring the level of knowledge/ability or with a range of years of experience.

Experience

From 1 to 2 years of experience
From 3 to 4 years of experience
From 5 to 6 years of experience
From 7 to 9 years of experience
From 10 to 11 years of experience
12 or more years of experience

Language

A - Basic
B - Intermediate/Limited
C - Excellent/Working knowledge
MT - Mother Tongue

IT Skills

Proficient
Working knowledge
Fair
Basic

Typing

35 words per minute
45 words per minute
50 words per minute

Shorthand

75 words per minute
90 words per minute

Other secretarial/office skills

Less than 1 year
From 1 to 3 years
More than 3 years

IT Skills

Proficient	Advanced user, able to perform complex tasks.
Working Knowledge	Regular user. Good knowledge of the software.
Fair	Limited experience.
Basic	Able to perform very simple tasks with guidance. Not a regular user.

Language Skills

A - Basic	You will be expected to understand the majority of written and spoken language and communicate this through another official language.
B - Intermediate/Limited	You will be expected to follow work-related discussions or meetings, even though you may wish to intervene in another official language. You will be expected to participate in simple conversations, to use the telephone, to read and understand work-related texts and to write simple communications, etc.
C - Excellent	You will be expected to work independently using the language required, to prepare a variety of written communications (reports, correspondence, working papers, etc.), to participate actively in meetings and in work-related discussions, etc.
MT - Mother Tongue	Your mother tongue

FAO requires candidates to indicate skills in the Skill Types listed below. In addition, you are required to indicate your professional experience in your area(s) of expertise by selecting skills in the relevant skill types (e.g. “Accounting” under the skill type **Budget and Finance**).

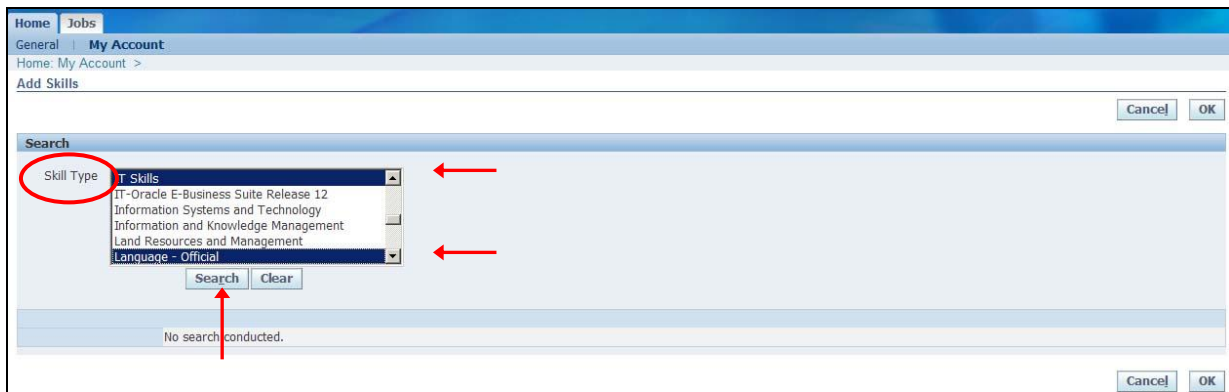
- IT Skills
- Language – Official
- Regional Experience (for Professional positions)
- Secretarial/Office Skills (for General Service positions)

To add a skill to your profile, please follow these steps:

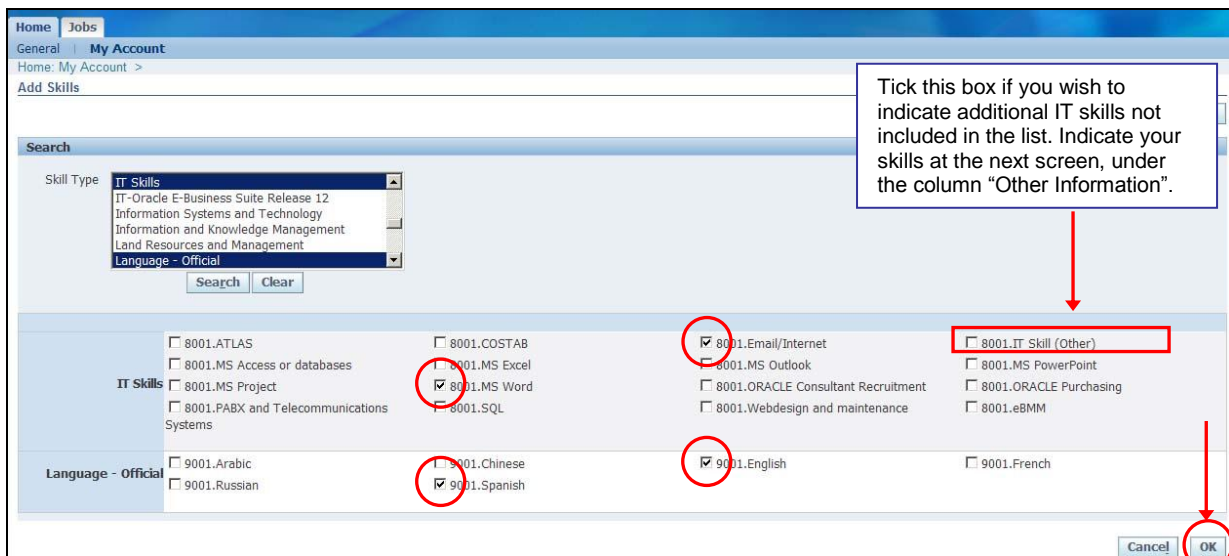
1. Click the **Add Another Skill** button.



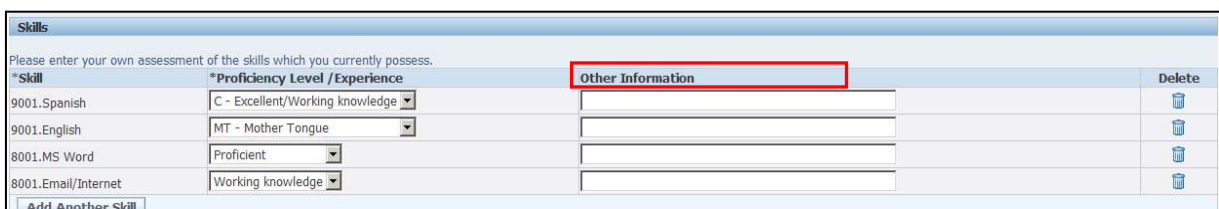
2. The **Add Skill** screen will be displayed. Holding down the CTRL key select the Skill Types **IT Skills** and **Language - Official** and click the **Search** button to display the list of available values. If you wish to indicate other languages that you know, please select the skill type **Language - Other**.



3. Tick the check box next to the skills you wish to select. Then click the **OK** button.



4. Scroll down to the Skills Section: the skills that you just selected will be displayed. For each skill select the appropriate value from the proficiency level/experience drop-down list. Then click the **Save** button.



- Click the **Add Another Skill** button to indicate your **Regional Experience** (if you are applying for a Professional position) or your **Secretarial/Office Skills** (if you are applying for a General Service position). Click the **Save** button once you have selected and evaluated your skills.

- Click the **Add Another Skill** button to indicate your areas of expertise. Save frequently as you enter your areas of expertise.


4.2.3 Education Qualifications


Enter information about your education in this section. **Your records will be ordered in chronological order by the system in your Personal Profile form (PPF).**

- Click the **Add Another Establishment** button to create a new editable field.

Name of Establishment	City/Country	Academic Qualification	From	To	*Exact Title Qualification	Add Degree	Delete

- Enter the required information in the fields: Name of Establishment, City/Country, Academic Qualification, From and To.


- Click the icon  under the ***Exact Title Qualification** column to add the exact title of the qualification obtained, main subjects and the status.

 The **Exact Title of Qualification Obtained** and the **Status** fields are mandatory, you will not be able to save your details unless you enter the required information.

4. Click the **OK** button after completing this qualification. Click the **Save** button.
5. To add additional qualifications, click the **Add Another Establishment** button and repeat the above steps until you have entered your full education record. **To add a qualification within an establishment already specified click the + icon.**
6. Click the **Save** button after completing each education record.

4.2.4 Professional Qualifications and Training

1. Click the **Add Another Qualification** button to create a new editable field. **Your records will be ordered in chronological order by the system in your Personal Profile form (PPF).**

2. Complete the required information in the fields: Qualification Type, Name of Establishment, City/Country, From and To.
3. Click the icon  under the ***Exact Title Qualification** column to add the exact title of the qualification obtained, main subjects and the status, as you did in **Section 4.2.3** above.
4. Click the **Save** button after completing each professional qualification.

4.3 Additional Information

By clicking the **Additional Information** tab you may indicate the Professional Areas for which you would like to be considered. You are requested to specify whether you are available for Emergency Response missions and set your account privacy.

TIP The  icon next to a blank field  indicates that there is a list of values for your selection. To view the available values type the % symbol; then click on the  icon.

1. **Professional Areas for which you wish to be considered.** Enter in this section keywords that indicate the professional areas you would like to work in, and select the professional area(s) you would like to be considered for. To select more than one value hold down the **CTRL** key while clicking, or the **SHIFT** key to select consecutive values.

Indicate your preference for the field **"Allow my online profile to be searched by FAO"**.

Note: If this box is ticked authorized FAO staff will be able to view your online profile when searching for candidates for vacancies or for rosters. If this box is not ticked, your online profile will be visible only to the hiring managers of the vacancies to which you apply.

2. Click the **Save** button.

4.4 Login Information

You may use this section if you wish to change your iRecruitment password. Click the **Save** button if you reset your password.

The screenshot shows the 'My Account' page with the 'Login Information' tab selected. The 'Save' button is highlighted with a red arrow. The form includes the following fields:

- User Name: APPLICANT2@YAHOO.COM
- * Current Password: [Text Input]
- * New Password: [Text Input]
- * Confirm New Password: [Text Input]

A tip states: "After you update and save your information in My Account, click Refresh My Resume button to generate your FAO online resume. Go to the Documents section (on the Personal Information tab) of 'My Account' to access and view your resume. Use your Internet browser functions if you wish to 'Print' or 'Save' the document to your computer."

5. Personal Profile Form (PPF) and Guidelines

5.1 Create/Update PPF

The Personal Profile form (PPF) is a system generated resume that is created when you click the **Refresh My Resume** button, available at the top and bottom sections of every page of your account.

A copy of your PPF will be added to your **Documents** section (see **Section 4.1.2**).

The iRecruitment PPF displays the information that you have entered and saved in any section of "My Account" (Personal Information, Qualifications and Skills or Additional Information).

Update your PPF by clicking the **Refresh My Resume** button after you have updated and saved new information in your account. The updated version of the PPF will replace the older version every time you click the **Refresh My Resume** button.

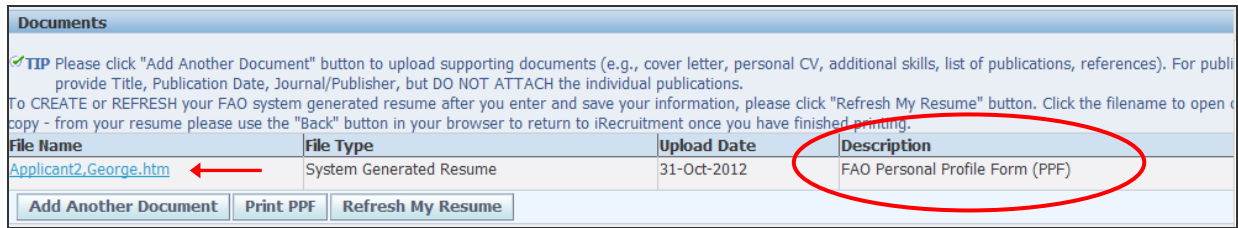
5.2 View the PPF

Upon clicking the **Refresh My Resume** button the following screen will be displayed. Click the **Back** button or the link [Return to Applicant Page](#) to return to your account.

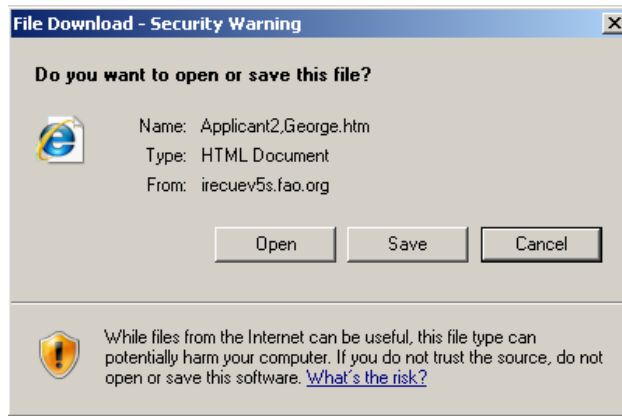
The screenshot shows a confirmation message: "Resume Refreshed" and "Your resume has been refreshed." The [Return to Applicant Page](#) link and the **Back** button are circled in red.

Go to the **Personal Information** page and scroll down to the **Documents** section. A copy of your updated PPF will be displayed.

1. To view your PPF, click on the link under File Name. A "File Download" window will ask if you would like to open or save the file.



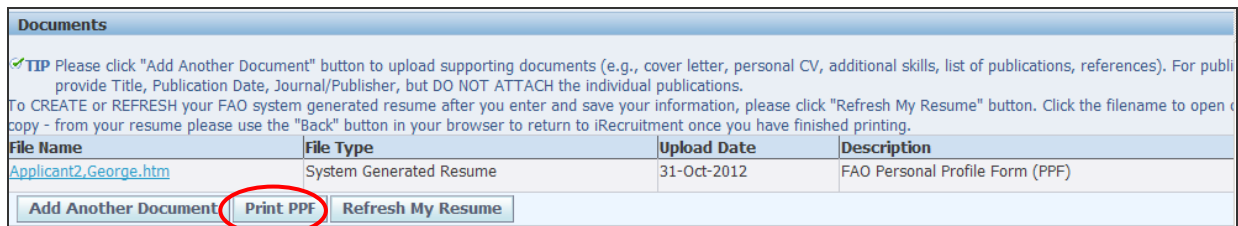
2. Choose Open to display your PPF. Choose Save to download a copy of your PPF.




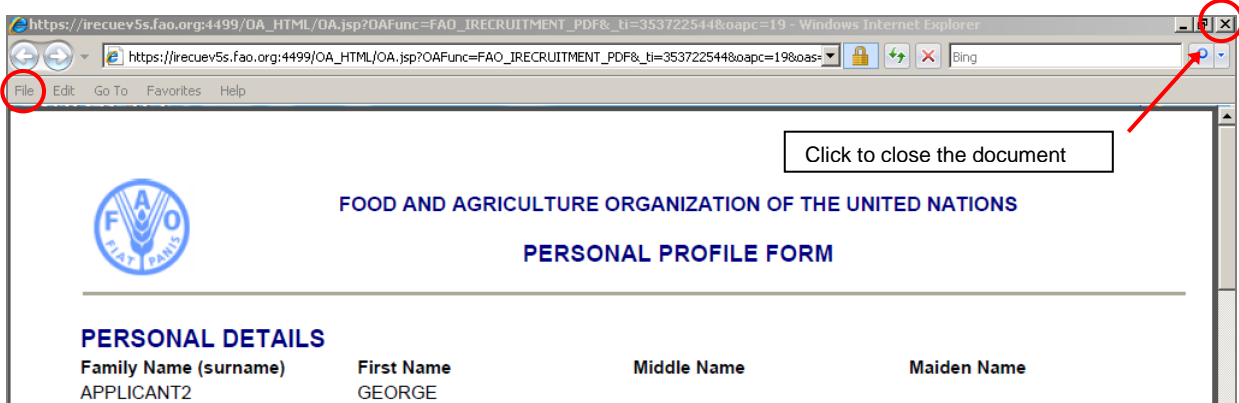
Online PPF (partial view)

PERSONAL PROFILE FORM			
PERSONAL DETAILS			
Family Name (surname)	First Name	Middle Name	Maiden Name
APPLICANT2	GEORGE		
Person Type APPLICANT			
FAO EMPLOYEES		FAO Nationality:	
Index Number:		Name of Supervisor:	
Title, Grade, Service (Contractors: Role on Assignment):		Type of Contract:	
Appointment NTE Date:		EOD Date:	
Gender: Male		Marital Status:	
Date of Birth: 20-JUN-1977		Country of Birth:	
1st Nationality: Barbados		2nd Nationality:	
		3rd Nationality:	
If you have applied for a new nationality indicate nationality/date requested:			


3. If you wish to generate a printable PDF form, click the **Print PPF** button.

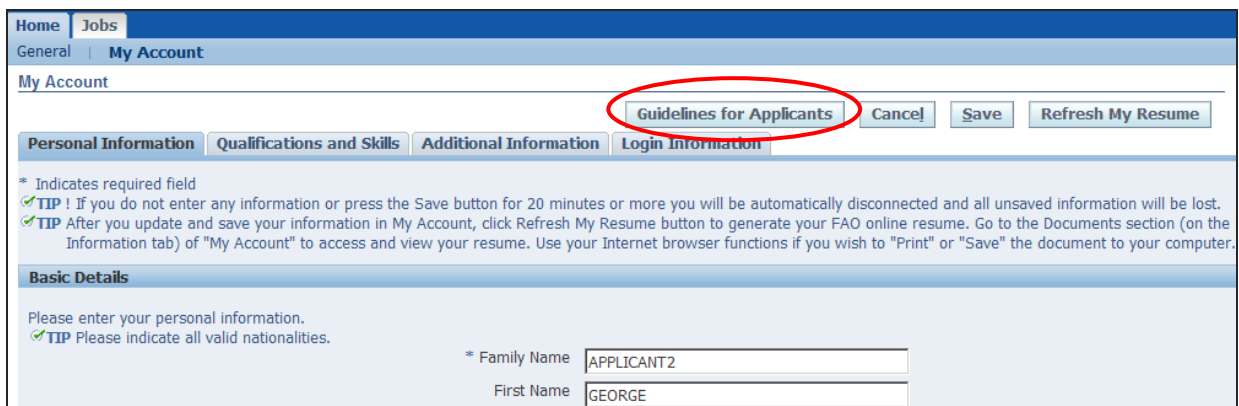


- The printable form will be displayed. Use your Internet browser functions to save or print it. To return to your account, close the document clicking on the **Close** button .



5.3 Guidelines

Click the  button to access an online version of these Guidelines.



6. Search for Vacancies and Apply

Before applying for vacancies, please ensure that you have completed your online profile information, including **Employment History, Academic Qualifications and Skills** (Language – Official; IT Skills; areas of expertise; Regional Experience (for Professional positions); Secretarial/Office skills (for General Service positions). Incomplete online profiles will not be evaluated.

6.1 Search for Vacancies

1. Click the **Jobs** tab on your iRecruitment Home page.

The screenshot shows the iRecruitment Home page. At the top, there is a navigation bar with 'Home' and 'Jobs' tabs. The 'Jobs' tab is circled in red. Below the navigation bar, there is a 'Welcome to our Job Site' message for 'APPLICANT2, GEORGE'. There are sections for 'Notifications' (showing 'No results found') and 'Jobs Applied For' (showing one job application). A 'Quick Links' section is also visible on the right.

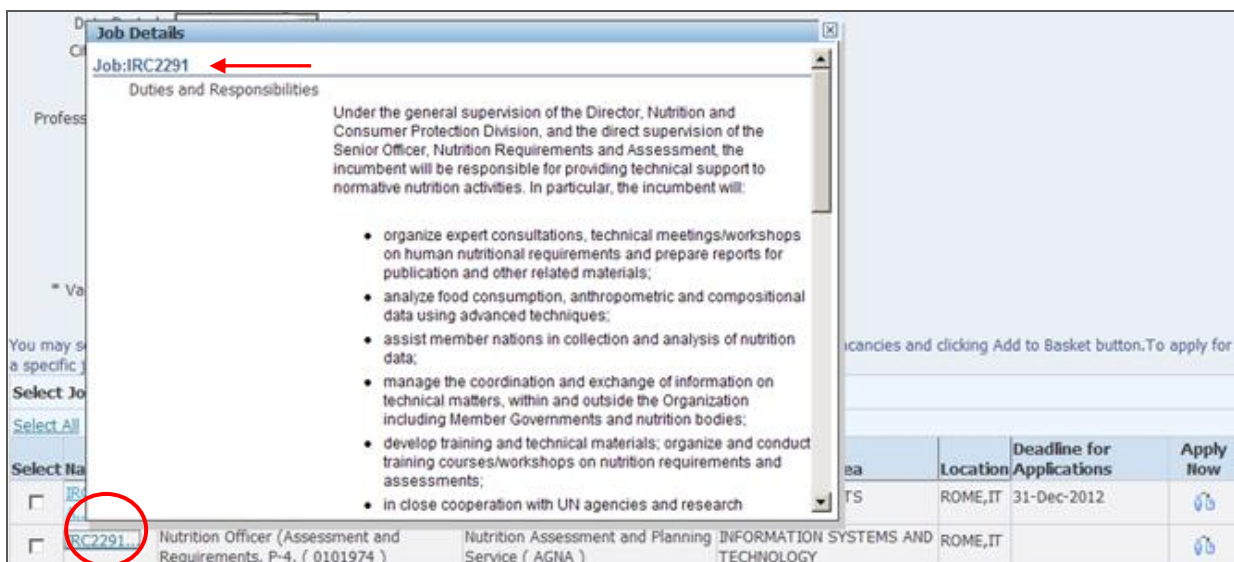
2. The **Available Jobs** screen will be displayed. To view all available vacancies click the **Search** button.

The screenshot shows the 'Available Jobs' screen. The 'Search' section is prominent, with various filters and a 'Search' button. Below the search section, there is a table of available jobs. Two red arrows point to the 'Add To Basket' button and the 'Apply Now' button.

Select Name	Job Title	Organization Name	Professional Area	Location	Deadline for Applications	Apply Now
<input type="checkbox"/> JRC2194 - A...	Forestry Officer (Wood Products), P-4. (0123021)	Forest Economics, Policy and Products Division (FOE)	FOREST PRODUCTS	ROME,IT	31-Dec-2012	

- If you wish to filter your search, choose other parameters such as Professional Area or Vacancy Type and click the **Search** button. A list of available vacancies matching your selection will be displayed.
- Before starting a new search, click the **Clear** button.
- If you wish to re-order records, click on the relevant header column.
- If you wish to display more vacancies, click the link **Previous 1-10 Next 10**

To display a partial view of the vacancy details place the cursor over the vacancy Name; a pop-up window will appear. If you wish to view the full vacancy click on the file Name (IRCxxxx).



At the bottom of the vacancy announcement you can view any Documents attached to the vacancy. Click on the **Title** link to view the document.

Documents					
Title	Type	Description	Category	Update	Delete
list of non and under represented countries(http://www.fao....)	Web Page		Miscellaneous		

6.2 Job Basket

The Job basket functionality allows you to select one or more vacancies and add them to your “Job Basket” to apply later. You will be able to apply to vacancies in your Job Basket before the deadline for applications (23:59 hrs CET on the deadline for applications date).

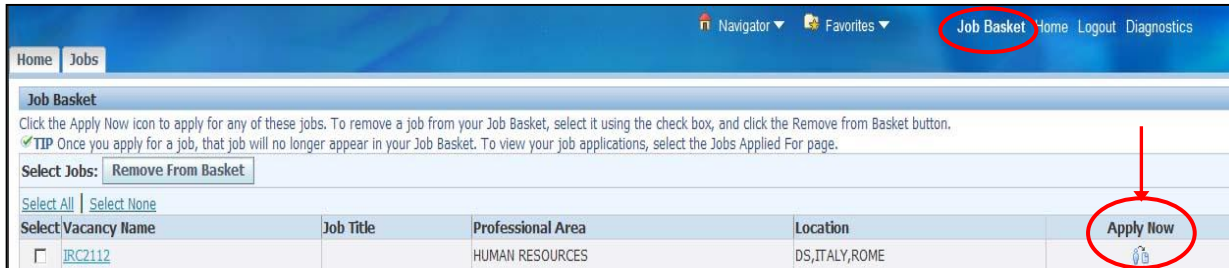
1. Click the **Jobs** tab on your iRecruitment Home page to search for vacancies (see **Section 6.1**).
2. Click on **Search** button to view the available vacancies.
3. Tick the checkbox next to the vacancies you are interested in and click the **Add To Basket** button

Select Name	Organization Name	Professional Area	Brief Description	Location	Date Posted	* Vacancy type	Apply Now
<input checked="" type="checkbox"/> IRC2112...		HUMAN RESOURCES		DS,ITALY,ROME	07-May-2012	General Service Internal	
<input type="checkbox"/> IRC2072...	Social Security and Payroll Benefits Branch (CSHS)	HUMAN RESOURCES		DS,ITALY,ROME	01-Feb-2012	Professional	

A message will confirm that the selected jobs have been added to your job basket.




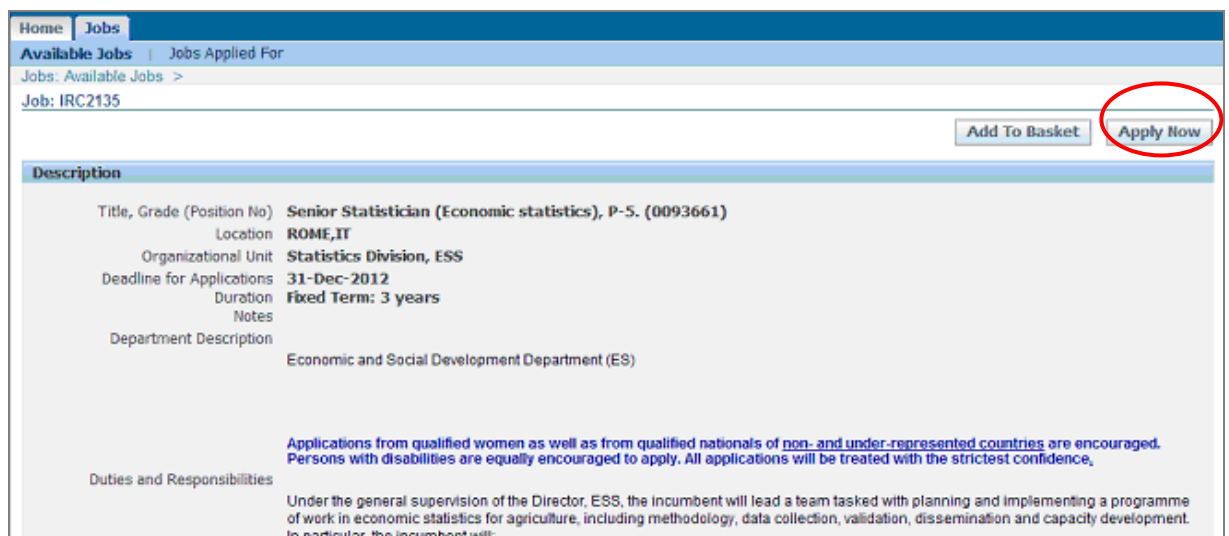
4. Click the “Job Basket” link at the top or bottom of the screen to view your Job Basket.



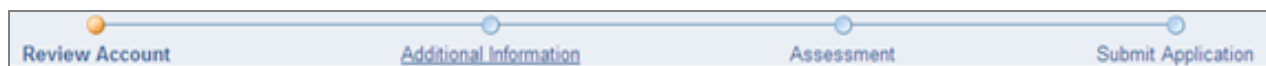
5. Select the vacancy for which you would like to apply and click the **Apply Now** icon .

6.3 Apply to a Vacancy

Login to your account and search for vacancies as explained in **Section 6.1**. To apply for a vacancy either select the vacancy and click the relevant icon , or click the file name ([IRCxxxx](#)) to display the vacancy details. Then click the **Apply Now** as shown below.




To apply for a vacancy there are four steps to follow:



1. Review Account
2. Additional Information
3. Assessment (when required)
4. Submit Application


6.3.1 Review Account

You may review your details on this screen. Use the links provided at the top of the screen to move quickly to the different sections of this page. Once you have reviewed your details, click the  button.

Changes can be made to your online profile at any time. However, when you make a change it will be visible to the hiring managers for all positions for which you have applied. iRecruitment maintains one online profile and the relevant system-generated PPF for each applicant.

Review Account screen (only partial display)

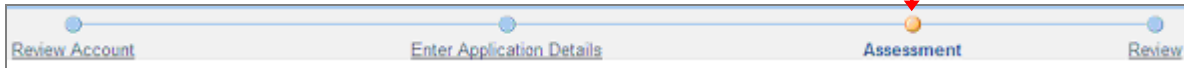
6.3.2 Additional Information

Please enter the required information on this screen and click on the  button

Additional Information screen

6.3.3 Assessment

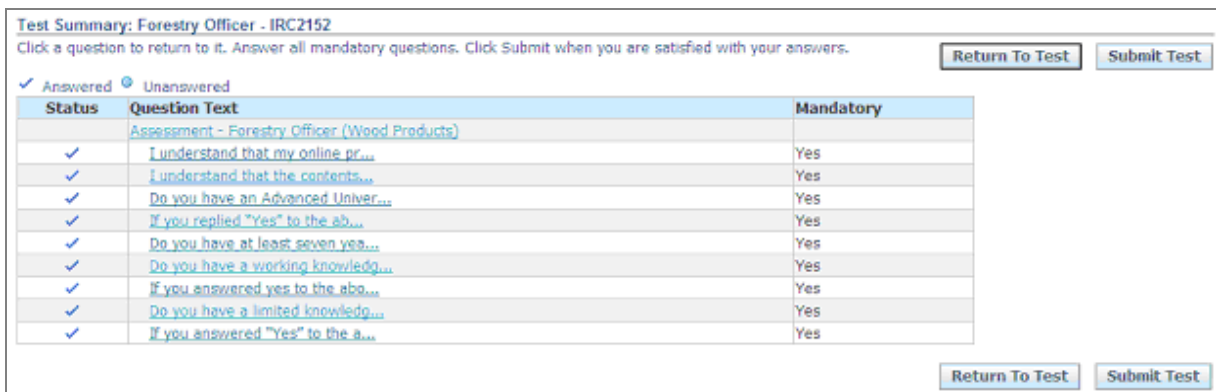
For some vacancy announcements you will be required to complete an assessment as part of your application. Assessments will be used to evaluate applicants' qualifications and skills and for screening purposes.



1. Please complete all questions. Click on **Summary** if you wish to review your answers.



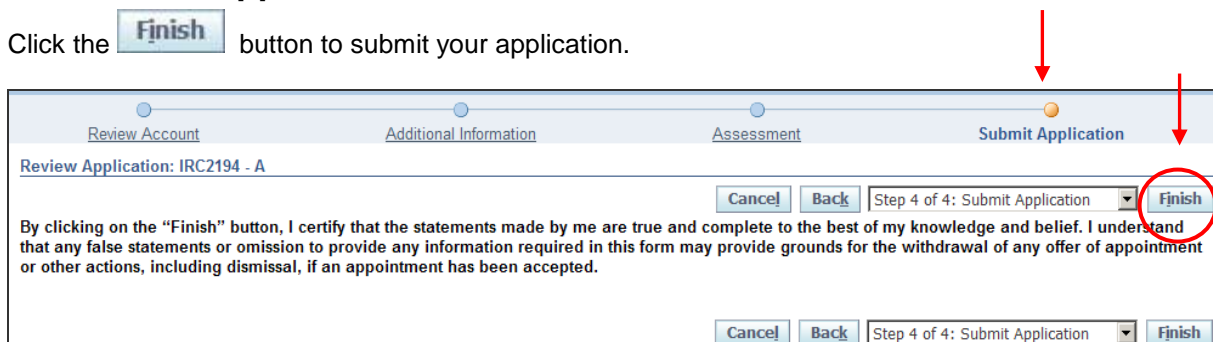
At the summary page below click on **Return To Test** if you wish to review your answers to the questions, or click on **Submit Test** if you wish to submit it.



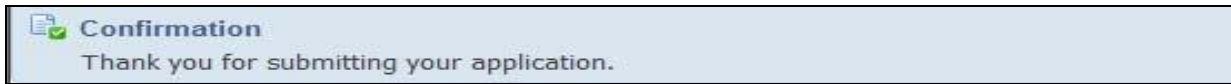
2. Once you are satisfied with your answers, click on **Finish Test** to proceed to the last step.

6.3.4 Submit Application

Click the **Finish** button to submit your application.



A confirmation that you have submitted your application will be displayed on the screen. Please note that you will not receive an email notification of your application.

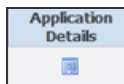


	<p>Changes can be made to your online profile at any time. However, when you make a change it will be visible to the hiring managers for all positions for which you have applied.</p> <p>If you apply for more than one position, you can upload specific cover letters in your Documents section, highlighting your specific skills, experience or motivation for the post. Please indicate on the title of the document the number of the vacancy announcement to which it refers.</p>
--	--

This completes your application. Click the **Home** tab to return to your iRecruitment Home page. The section **Jobs Applied For** will display your application as shown below.

The screenshot shows the iRecruitment interface for a user named APPLICANT2, GEORGE. The 'Jobs Applied For' section is highlighted with a red arrow. It contains a table with the following data:

Name	Job Title	Organization	Location	Date Applied	Status	Application Details
JRC2194 - A...	Forestry Officer (Wood Products), P-4. (0123021)	FOEDD	ROME,IT	30-Oct-2012	Application Received	



By clicking on the icon the **Application Details** page will be displayed.

The Application Details page

The screenshot shows the 'Application Details' page for application IRC2194 - A. At the top, there are 'Home' and 'Jobs' tabs. Below the application title, there are 'OK' and 'Withdraw Application' buttons. A red arrow points to the 'Withdraw Application' button. Below the buttons are two tabs: 'Job Details' and 'Application Assessment', with a red arrow pointing to the 'Application Assessment' tab. The main content area is titled 'Description' and contains the following information:

Job Title: IRC2194
 Location: ROME,IT
 Department Description: FOEDD
 Country of Birth: Barbados
 Present Nationality#1: Barbados
 Present Nationality#2: Barbados
 Present Nationality#3: Barbados

Below this information are several questions and instructions for the applicant, such as 'If you have applied for a new nationality indicate nationality/date requested', 'If you are currently working for a UN common system organization, please select', 'If you have close relatives employed by FAO, indicate full name and relationship', 'If you have any dependants, indicate name, date of birth and relationship', 'Would you accept short-term employment?', 'If yes, please indicate the duration', 'State any disability/reservation restricting your travel/assignment to any area', 'Have you had any legal convictions, excluding minor traffic violations?', 'Permanent Residence: Country', 'Town or City', 'If yes, please provide full details (charge, date, where tried, conviction)', 'Do you consent to our making enquiries to your present employer?', 'Are you under any obligation to return/stay in the service of your employer?', 'State (in weeks) any termination notice you are obliged to give your employer?', 'Are you available for Emergency Response (ER) Missions?', and 'I certify that all information provided by me is true and complete'. The certification date is listed as 30-Oct-2012 and the index number is --.

At the bottom of the page is the 'Application Status History' section, which contains a table with the following data:


Status	Status Change Date
Application Received	30-Oct-2012 16:53:05

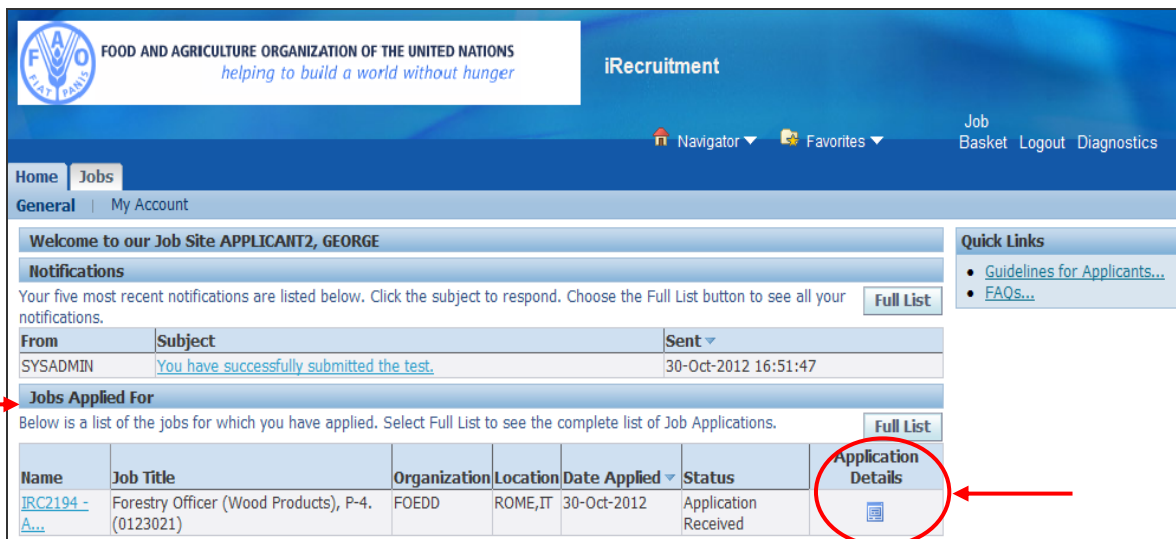
- This page provides a partial view of your online profile
- The **Application Status History** section displays the list of application statuses assigned to your application
- Click on the **Withdraw Application** button if you wish to withdraw your application. For more information on how to withdraw your application go to **Section 6.4**
- Click on the **Application Assessment** tab to review the assessment you may have completed when applying for the vacancy.

6.4 Withdraw an application/Request reconsideration


6.4.1 Withdraw an Application

If you are no longer interested in the position, you have the possibility to withdraw your application. Please note that you will only be able to withdraw applications which are in status “Application Received” or “Selection Ongoing”. **DO NOT** withdraw your application if you realized that you forgot to include some information or attach a document. Just click on **Home** and then on **My Account** and complete the necessary information. iRecruitment maintains only one online profile and system-generated PPF for each applicant.

1. At the iRecruitment Home page click on the Application Details icon  corresponding to the vacancy for which you wish to withdraw your application.



The screenshot shows the iRecruitment Home page for user APPLICANT2, GEORGE. The 'Jobs Applied For' section contains a table with the following data:

Name	Job Title	Organization	Location	Date Applied	Status	Application Details
IRC2194 - A...	Forestry Officer (Wood Products), P-4. (0123021)	FOEDD	ROME,IT	30-Oct-2012	Application Received	

2. At the **Application Details** screen click on the **Withdraw Application** button.



The screenshot shows the Application Details screen for 'IRC1221 - TEST'. The 'Job Details' section is visible with the following information:

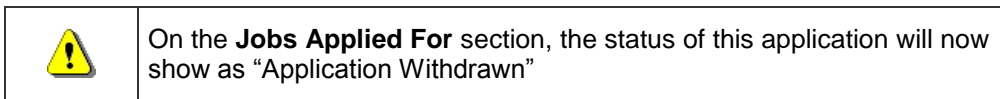
Job Title	IRC1221
Location	ROME,IT
Department Description	AGNCX
Country of Birth	Spain

The 'Withdraw Application' button is circled in red.

The following screen will be displayed. You may insert a message to the vacancy Manager. Then click on the **Submit** button.




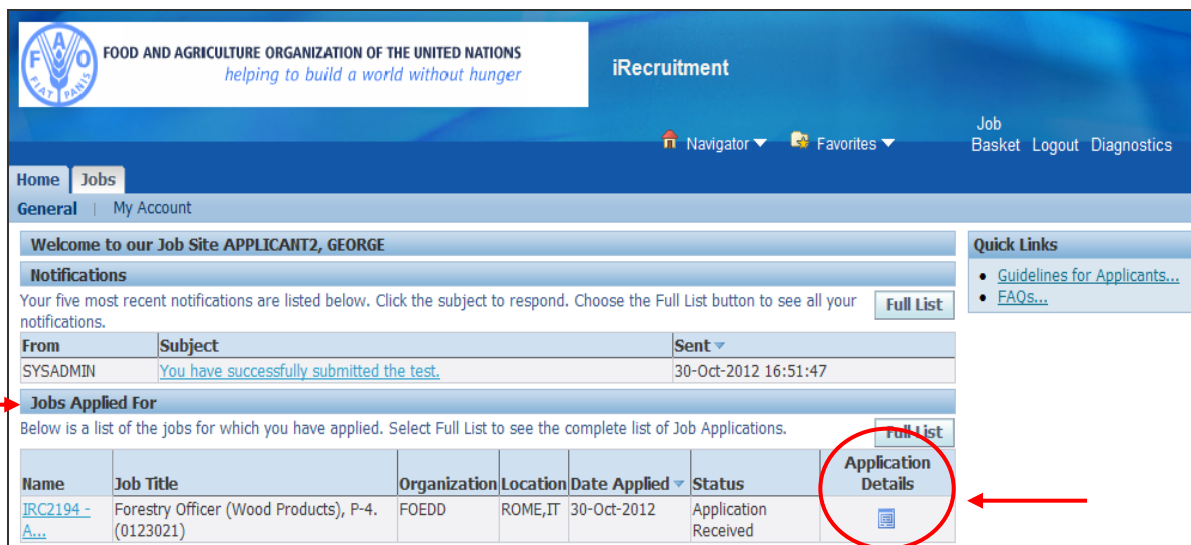
A confirmation message will be displayed.



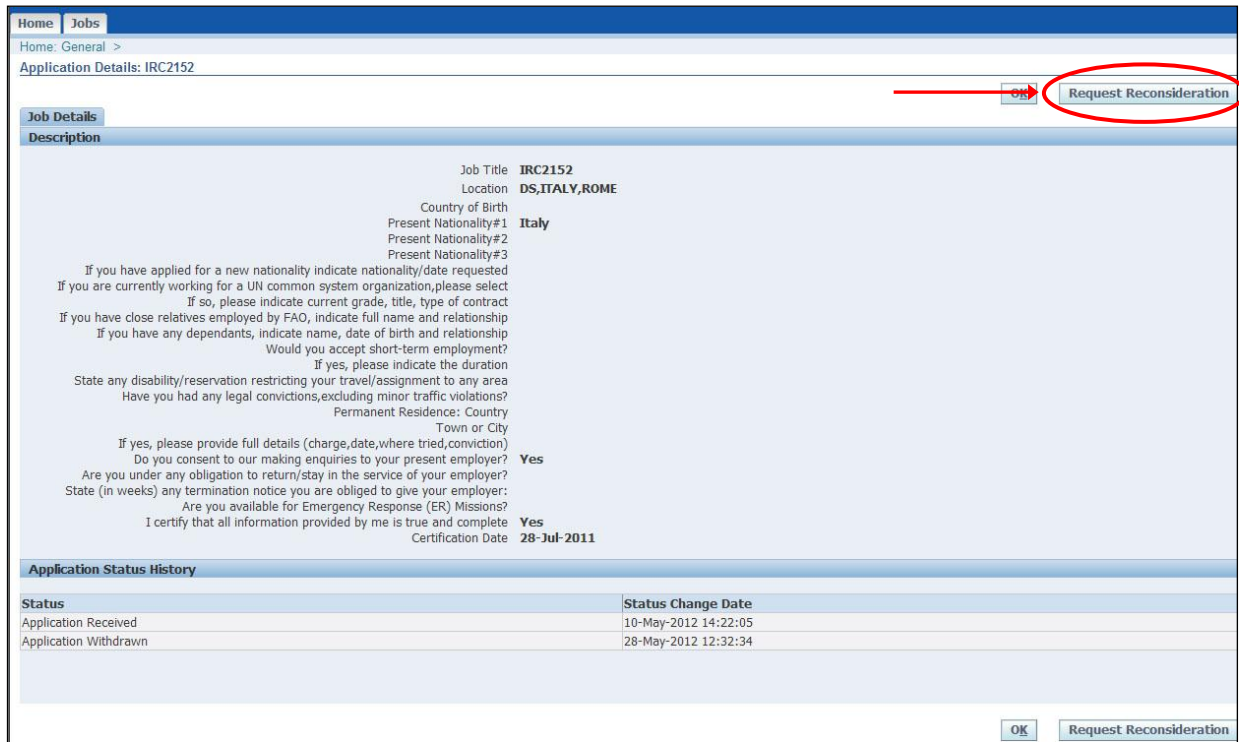
6.4.2 Request Reconsideration

Applicants have the possibility to request vacancy Managers to reconsider applications that they have mistakenly or voluntarily withdrawn.

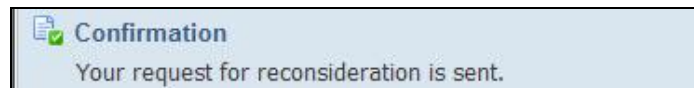
1. At the iRecruitment Home page click on the Application Details icon  corresponding to the vacancy for which you wish to request reconsideration.



- At the **Application Details** page click on the **Request Reconsideration** button.



- A confirmation message will be displayed.



- If your request for reconsideration is accepted by the vacancy Manager the status of the application will display again the original status, i.e. "Application Received" or "Selection Ongoing".

If you need help, or have queries, please contact: iRecruitment@fao.org