

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

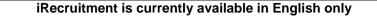
Table of Contents

You can search within the Guidelines by using CTRL + F

Gener	al Information for New Users	3
1. A	ccess to iRecruitment	4
2. R	egistration – Login	7
2.1 2.2 2.3	New External Applicants Registration Former FAO Employees Registration Registered Applicants Login	10
3. Y	our iRecruitment Home page	14
4. U	pdate your Online Profile	15
4.1 4.2 4.3 4.4	Personal Information Qualifications & Skills Additional Information Login Information	18 24
5. P	ersonal Profile Form (PPF) and Guidelines	25
5.1 5.2 5.3	Create/Update PPF View the PPF Guidelines	25
6. S	earch for Vacancies and Apply	28
6.1 6.2 6.3 6.4	Search for Vacancies Job Basket Apply to a Vacancy Withdraw an application/Request reconsideration	29 30

2

General Information for New Users



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 (<u>http://www.fao.org/employment/irecruitment-access/en/</u>), 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 <u>new External visitor</u>, or a <u>Former FAO Employee</u> 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. Home, Jobs or Personal Information) or available buttons such as **Back**.
- Avoid using the Internet toolbar, especially the SS 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 <u>iRecruitment@fao.org</u>

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**.

uick links)		FAO Departments and Off	Follow us on			
Contact us Terms and Conditions Scam Alert Report fraud	Employment Procurement Governing Bodies Office of the Inspector General Evaluation Legal and Ethics Office	Agriculture and Consumer Protection Economic and Social Development Fisheries and Aquaculture Forestry Natural Resources Management and Environment Tacheiral Consecution	Headquarters Regional Offices Subregional Offices Country Offices Liaison Offices	Image: Second secon		
		Technical Cooperation		© FAO, 2013		

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

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FAO is dedicated to	recruiting the best s	taff possible, hiring	internationally minde	d people to carry out	t its work toward	the	nent Access &
eradication of hunge	er. We invite you to	explore the opportun	ities and benefits of	working with us.		Registra	
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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.

About FAO	In Action	Countries	The	emes	Media		Publications	Statistics	Partnerships			
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		positions requiring sig obs can be found at					protessional	Browser Requirements				
All international professional staff job openings are listed below. FAO							 Privacy Policy - iRecruitment 					
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	F	prestry Officer	P4	IRC2334	Forestry	Rome,	20/06/2013	vacancies				
		(Forest Protection Italy and Health)						FAO Recruitment brochure				

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
 - 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

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About FAO	In Action	Countries	Themes	Media	Publications	Statistics	Partnerships		
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For the time being, iRecr	uitment is availa	able in English only]			
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If you are experiencing iRecruitment@fao.org.				ase contact our Hel	p Desk at:	FAO Emplo	plicants & Former yees Guidelines		
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Important Note -	Former FAO	Employees:				Browser Re	quirements		
a former FAO e	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 alread 	ady registered a	s a former FAO em	ployee, please login	to your account in t	he FAO				
Employees & Returning visitors section using your email and password. Important Note - Current FAO Employees:									
			rday from 03:00 to 0	8:00 hrs CET for rea	gular				
maintenance.	The FAO iRecruitment system is unavailable every Saturday from 03:00 to 08:00 hrs CET for regular maintenance.								
Quick links			FAO Departments	and Offices		Follow us on			
Contact us Terms and Conditior	Employma		Agriculture and Cons Protection		arters I Offices	f ⊻	You You		
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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.

Jobs	Accessibility Job Basket Diagnostics		
Welcome to the FAO iRecruit	Login First time visitors: Click below to register an account and create you		
rst time visitors:	online profile Register today		
 Click on Register Today and enter requested information. Then click on the Submit button to complete your registration and create your account. Complete your online profile information. Search for jobs and apply. 	FAO Employees & Returning visitors: Enter your information below to login to your account Email Password		
arrent FAO Employees and Returning visitors: Type in your email address and password in the FAO Employees & Returning visitors section, then click Login.	TIP Did you forget your password?		
rmer FAQ Employees:	A		
If you have not yet created an account, use the First time visitors registration section. If you have already registered as a Former FAO Employee, please login to the FAO Employees & Returning visitors section.	Quick Links Guidelines to External Applicants & FAO Forme Employees Guidelines to FAO Employees		
	 Guidelines to FAO Employees 		

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 <u>IS NOT REQUIRED for</u> 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.

FOOD AND AGRICULTURE ORGANIZATION OF THE UNITED NATIONS helping to build a world without hunger iRecruitment Accessibilit	ty Job Basket Diagnostics
Home Jobs	
Home >	
Registration	
If you are a FAO Employee or have previously registered with iRecruitment, please click <u>Here</u> 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: "0" +,, <>\~''. You will use this email address in the future to login to your FAO (Recruitment account. FAO notifications will be sent to your registered email address. Invalid email addresses will result in failure to receive iRecruitment n * 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 iRecruitment@fao.org.	otifications.
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 a characters (for example, pizza2lover is not ok, but piz2zalover is ok). It should not contain your user name. * Password Confirm Password	not contain consecutive repeating
	Cance] Submit
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About this Page Privacy Statement C	opyright (c) 2006, Oracle. All rights reserved.

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7

3.	The Create Account page will be display	ed. Click on the	<u>Create</u> My A	button.			
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General My	y Account						
Create Accourt	nt						
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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9

2.2 Former FAO Employees Registration

2.2.1 Already registered Former FAO Employees

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

2.2.2 Not registered Former FAO Employees

If you were previously employed by FAO <u>under any type of contract</u> (including as a Consultant or PSA), and <u>have never registered</u> 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

FOOD AND AGRICULTURE ORGANIZATION OF THE UNITED NATIONS helping to build a world without hunger	iRecruitment Accessibility Job Basket Diagnostics
Welcome to the FAO iRecruitment On Recruitment is available in English only for the Registrat	ees: new Click below to register an account and create your
First time visitors: Click on Register Today and enter requested information. Then click on the complete your registration and create your account. Complete your online profile information. Search for jobs and apply. Current FAO Employees and Returning visitors: Type in your email address and password in the FAO Employees & Returning visitor Login. Former FAO Employees:	account Email Password Login
If you have not yet created an account, use the First time visitors registration section, registered as a Former FAO Employee, please login to the FAO Employees & Return If you experience problems in registering or logging in to your account, please contact	ang visitors section. Guidelines to External Applicants & FAO Former Employees Guidelines to FAO Employees
Job Search To search for jobs, please click on the Jobs button. Please complete your profile bef	

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 <u>iRecruitment@fao.org.</u>

Registration Page	
FOOD AND AGRICULTURE ORGANIZATION OF THE UNITED NATIONS helping to build a world without hunger	iRecruitment
	Accessibility Job Basket Diagnostics
Home Jobs	
Registration	
If you are a FAO Employee or have previously registered with iRecruitment,	please click <u>Here</u> to login to your account. Cancel Sub <u>m</u> it
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 local characters and the sent to your registered email address. Invalid email address. FAO notifications will be sent to your registered email address. Invalid email address is "Email " Email " Email " Email " Family Name " First Name " First Name " If you have previously worked for FAO (under any type of constructions)" If you do not remember your FAO index number, please constructions of the sent of the sen	resses will result in failure to receive iRecruitment notifications.
Your Password	
Your password must be at least 6 characters long and is case sensitive. It must con characters (for example, pizza2lover is not ok, but piz2zalover is ok). It should not of * Password * Confirm Password	tain at least one letter and one number and should not contain consecutive repeating contain your user name.
	Cance! Sub <u>m</u> it
	y Job Basket Diagnostics
About this Page Privacy Statement	Copyright (c) 2006, Oracle. All rights reserved.

4. 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.

FOOD AND AGRICULTURE ORGANIZATION OF THE UNITED NATIONS helping to build a world without hunger	iRecruitment							
	🔒 Navigator 🔻 🕞 Favorites 🔻	Job Personalize Basket Logout Page						
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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 Org clicking on "Create My Account" button, you agree to FAO processing your personal		ed to protecting your personal data. By						

- 5. 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**.
- 6. Click on the **Home** tab if you wish to go to your iRecruitment Home page.

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			Login Information		
✓TIP After you update	er any information or press t and save your information in	My Account, click Refresh M		O online resume.	all unsaved information will be lost. . Go to the Documents section (on the Save" the document to your computer
Basic Details					
Plance opter your para	anal information				
Please enter your pers					
			APPLICANT2		
		First Name	GEORGE		
		Middle Name			
		Maiden Name			
		Email Address	applicant2@yahoo.com		
					also change your iRecruitment login n
			address for notifications. Please wa		ensure the change is activated. haracters such as "()*+,;<>\~/" shou
		* Birth Date	Do not enter more than ONE valid (idiacters such as () ++,i <> (~) shou
		* Gender	•		
		Marital Status			
		Country of Birth		•	
		* Present Nationality#1		-	
		Present Nationality#2		-	
		Present Nationality#3		-	
If you have applied f	or a new nationality indicate r				
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				on you provide is	true and complete to the best of your
			accept that any false statements or or	mission to provide	e any information required by this onli ointment or other actions, including di
			appointment has been accepted.	any oner or app	ontenent of other actions, meading of
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TIP Please click "Add	Another Document" button to	upload supporting docume	nts (e.g., cover letter, personal CV, ac	ditional skills, list	t of publications, references). For pub
provide Title, Pub	lication Date, Journal/Publish	er, but DO NOT ATTACH the	individual publications.		ne" button. Click the filename to open
copy - from your resume	e please use the "Back" butto	n in your browser to return t	to iRecruitment once you have finishe	d printing.	
File Name No results found.	File Typ	e Upload	Date Descr	iption	
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		Home Jobs <u>Job</u> i	Basket Logout Diagnostics		
About this Page Priva	cy Statement				Copyright (c) 2006, 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 <u>Did you forget your password?</u>; a new temporary password will be sent to your registered email address. If you experience problems, please contact <u>iRecruitment@fao.org</u>

e Jobs	Accessibility Job Basket Diagnostics
Welcome to the FAO iRecruitment Online Jobsite	PLogin
Recruitment is available in English only for the time being	First time visitors: Click below to register an account and create your online profile Register today
I. Click on Regil complete you 2. Complete you 3. Search for jo arrent FAO Employees & Returning visitors section, then click	FAO Employees & Returning visitors: Enter your information below to login to your account Email Password Login
Login	TIP Did you forget your password?
ormer FAO Employees: If you have not yet created an account, use the First time visitors registration section. If you have already registered as a Former FAO Employee, please login to the FAO Employees & Returning visitors section.	Quick Links Guidelines to External Applicants & FAO Former Employees Guidelines to FAO Employees
you experience problems in registering or logging in to your account, please contact iRecruitment@fao.org	• EAOs
Job Search	

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.

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			f	Navigator 🔻 🗣	🖁 Favorites 🔽	Job Basket Logout Diagnostics
Home Job	s					
General	My Account					
Welcome	to our Job Site APPLICANT2, GEORGE					Quick Links
Notificatio	ns					Guidelines for Applicants
Your five mo notifications.	st recent notifications are listed below. Cli	ck the subject to resp	ond. Choose the Full	List button to see	all your Full List	• <u>FAQs</u>
From		Su	bject	S	ent	
No results fo	und.					
Jobs Appli	ied For					
Below is a lis	t of the jobs for which you have applied.	Select Full List to see t	he complete list of Jo	ob Applications.	Full List	
Name	Job Title	Organization Locat	ion Date Applied 🔻	Status	Application Details	
<u>IRC2194 -</u> <u>A</u>	Forestry Officer (Wood Products), P-4. (0123021)	FOEDD ROME	,IT 30-Oct-2012	Application Received		

3. Your iRecruitment Home page

	FOOD AND AGRICULTURE ORGANIZATION OF helping to build a wor			iRecruit	ment				
				A	Navigator 🔻	🕞 Favorites 🔻	Job Basket	Logout D	iagnostics
Home Job	s 🖣								
General	My Account								
Welcome	to our Job Site APPLICANT2, GEORGE						Quick L	Links	
Notificatio	ins						• Guid	delines for A	Applicants
	st recent notifications are listed below. Cl	ick the subject to	respond	. Choose the Full I	ist button to se	ee all your Full List	• <u>FAQ</u>) <u>s</u>	
notifications. From			Subje	act		Sent			
No results fo	und		Subje			Selic			
Jobs Appl					h an the stars				
Below is a lis	st of the jobs for which you have applied.	Select Full List to	see the	complete list of Jo	b Applications.	Full List			
Name	Job Title	Organization	Location	Date Applied 🔻	Status	Application Details			
<u>IRC2194 -</u> <u>A</u>	Forestry Officer (Wood Products), P-4. (0123021)	FOEDD	ROME,IT	30-Oct-2012	Application Received				

<u>Jobs</u>

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 My Account

Notifications

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

Jobs Applied For

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

Application Details

By clicking on 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 withdraw Application, 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 *.

eneral My Account ly Account			
			Guidelines for Applicants Cancel Save Refresh My Resume
Personal Information	Qualifications and Skills /	Additional Information Log	
Tealization area dated field			
TIP After you update and	d save your information in My A	Account, click Refresh My Resume	e you will be automatically disconnected and all unsaved information will be lost. button to generate your FAO online resume. Go to the Documents section (on the Personal Information tab) of "My Account" to m ¹ or "Save" the document to your computer.
Basic Details			
Please enter your personal	1 - former Marin		
TIP Please indicate all va	alid nationalities.		
			YONDERLAND
			LICE
		Middle Name	
		Maiden Name	
		Email Address	
		1	Changing your email address in the above field will also change your iRecruitment login name & email address for notifications, ease 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	x
		Present Nationality#2	
		Present Nationality#3	x
It you have app	blied for a new nationality indica		
* 1.000	۲ rtify that all information provide	ermanent Residence: Country	
I Cel	ury unactar information provide	* Certification Date	
			IIII
			OTE: By certifying that the information you provide is true and complete to the best of your knowledge you accept that any false atements or omission to provide any information required by this online form may provide grounds for the withdrawal of any offer c
			pointment or other actions, including dismissal, if an appointment has been accepted.
Mailing Address			
* Address Line 1			
Address Line 2			
City/State			
Postal Code			
* Country		<u> </u>	
Phone Numbers			
	Phone Number		Times to Call
1	_		
		_	
lome 1obile			
4obile Vork			×
Nobile Vork			
Nobile Vork)
Nobile Vork Vork Fax			, <u>n</u>
Aobile Nork Nork Fax Documents			
Ioble Vork Fax Documents *TIP Please click "Add Anc Journal/Publishe, but C GEATE or REFRESH you	t DO NOT ATTACH the individu Ir FAO system generated resum	ial publications. ne after you enter and save your	cover letter, personal CV, additional skils, list of publications, references). For publications please provide Title, Publication Date, nformation, please click "Refresh MY Resume" button. Click the filename to open or save a printable copy - from your resume please
oble York York Fax Documents Documal/Publisher, but Documal/Publisher, but Documal/Publishe	t DO NOT ATTACH the individu Ir FAO system generated resum	al publications. ne after you enter and save your itment once you have finished p	cover letter, personal CV, additional skills, list of publications, references). For publications please provide 'Title, Publication Date, nformation, please click 'Refresh My Resume'' button. Click the filename to open or save a printable copy - from your resume please ting.
kobie Vork Vork Fax Documents TTP Please click "Add Anc Documaj/Publisher, but O CREATE or RERESH you se the "Bad?" button in you ile Name	t DO NOT ATTACH the individu Ir FAO system generated resum	ial publications. ne after you enter and save your	cover letter, personal CV, additional skils, list of publications, references). For publications please provide Title, Publication Date, nformation, please click "Refresh MY Resume" button. Click the filename to open or save a printable copy - from your resume please
Nobile Vork Vork Fax Documents #TIP Please click "Add Anc Journal/Publisher, but o CREATE or NEFRESH yous se the "Back" button in you	t DO NOT ATTACH the individu Ir FAO system generated resum Jur browser to return to Recrui	al publications. ne after you enter and save your itment once you have finished p	cover letter, personal CV, additional skills, list of publications, references). For publications please provide 'Title, Publication Date, nformation, please click 'Refresh My Resume'' button. Click the filename to open or save a printable copy - from your resume please ting.
lobile /ork /ork Fax /TIP Please click "Add Anc Documents /Documal/Publicher, but or CREATE or RERESH you to the "Back" button in you Be Name or results found.	t DO NOT ATTACH the individu Ir FAO system generated resum Jur browser to return to Recrui	al publications. he after you enter and save your itment once you have finished p File Type	cover letter, personal CV, additional skills, list of publications, references). For publications please provide 'Title, Publication Date, nformation, please click 'Refresh My Resume'' button. Click the filename to open or save a printable copy - from your resume please ting.

4.1.1 Basic Details, Mailing Address and Phone Numbers

Please enter all required information. Click frequently the **Save** 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 V
* 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, .xslx, .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.

Documents	Documents									
✓TIP Please click	개 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, Publicat									
	Date, Journal/Publisher, but DO NOT ATTACH the individual publications.									
	SH your FAO system generated resume after you enter and save your inf		sume" button. Click the filename to open or save a printable	copy - from your						
resume please u <mark>s</mark> e	e "Back" button in your browser to return to iRecruitment once you have	finished printing.								
File Name 🛛 🔻	File Type	Upload Date	Description	Delete						
				Î						
Add Another I	cument Print PPF Refresh My Resume									

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.

Home Jobs									
General My A	Account								
Upload Documer	nt								
Please select the f * Indicates require	ile you wish to upload. Enter a des ed field	cription of the file and cho	ose a file type.					Cancel	Upload
* File Type									
Description									
	Cover Letter Emergency Response Approval	Browse							
0	Other Document Type								
	List of Publications References							Cancel	Upload
L	Legal convictions		Home Jobs J	ob Basket Hor	me Logout	Diagnostics			
About this Page	Privacy Statement				Ŭ	, in the second s	Copyright (c	2006, Oracle. All r	ights reserved.

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.

	Documents									
	TIP PI ase 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, Publica Date, Journal/Publisher, but DO NOT ATTACH the individual publications. To CREACE 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 or save a printable 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	Delete				
q	over letter.docx		Cover Letter	18-May-2012		Î				
	Add Another Document Print PPF Refresh My Resume									

Click the **Refresh My Resume** 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 **Print PPF** button. For more information about the FAO Personal Profile form (PPF), please go to **Section 5**.

4. Click the **Save** 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.

				Guidelines fo		Cancel Save	Refresh My F
Personal Information Qua	lifications and Skills	Additional Inf	ormation L	ogin Informat	ion		
* Indicates required field						T I	T
TIP ! If you do not enter any in							
TIP After you update and save the Personal Information 1							
your computer.	(ab) of My Account to ac	cess and view	your resume.	ose your interne	et browser fui	rections if you wish to Phil	nic or save nie ut
, ,							
Employment History							
Please enter your employment h	istory.						
Details Name of Employer		From	To J	ob Title	City	/Country	De
No results found.							
Add Another Employer							
Please note that in evaluating yo	ur candidature, FAO reser	ves the right to	approach you	r previous emp	lover(s) for re	eferences. It is not our pol	licy to approach yo
employer at the evaluation stage							
present and previous employers					,,		-,
Skills							
Please select the skills which bes	t describe your profession	al expertise M	Ve are also inte	prostor in the la		enable and studies level	
		iai experieser v					
*Skill	*Proficiency Level	/Experience				er Information	
No results found.	*Proficiency Level	/Experience					
No results found.	*Proficiency Level	/Experience					
	*Proficiency Level	/Experience					
No results found. Add Another Skill	*Proficiency Level	/Experience					
No results found.	*Proficiency Level	/Experience					
No results found. Add Another Skill Education Qualifications Please enter in reverse chronolo	gical order your education	from age 14 (university, coll	ege, secondary	Othe school). Pleas	er Information	
No results found. Add Another Skill Education Qualifications Please enter in reverse chronolo exact title of your degree/diplom	gical order your education a and main subject(s) of s	from age 14 (study. You may	university, coll-	ege, secondary to provide proo	othe school). Pleas	er Information	
No results found. Add Another Skill Education Qualifications Please enter in reverse chronolo exact title of your degree/diplom IIP You will need to click the	gical order your education a and main subject(s) of "Exact Title Qualification" I	from age 14 (study. You may button to comp	university, coll be requested lete two requir	ege, secondary to provide proo ed fields before	Othe school). Pleas of of the Univer e you can save	er Information se indicate under Addition rsity Degree(s) obtained. e each entry.	al Qualification Det
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No results found. Add Another Skill Education Qualifications Please enter in reverse chronolo exact title of your degree/diplom IIP You will need to click the ' *Name of Establishment No results found. Add Another Establishmer Professional Qualifications a	gical order your education a and main subject(s) of "Exact Title Qualification" *City/Country nt and Training ditional courses attended	I from age 14 (study. You may button to comp *Academic Q in your profess	university, coli be requested lete two requir ualification ional (working)	age, secondary to provide proo ed fields before From) area, formal v	school). Pleas of of the Univer e you can save To *Exa	er Information se indicate under Addition rsity Degree(s) obtained. e each entry. ct Title Qualification	al Qualification Det
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No results found. Add Another Skill Education Qualifications Please enter in reverse chronolo exact title of your degree/diplom "TIP You will need to click the " "Name of Establishment No results found. Add Another Establishmer Professional Qualifications a Please indicate in this section ad associations, etc. "TIP You will need to click the "	gical order your education a and main subject(s) of s "Exact Title Qualification" I "City/Country at and Training ditional courses attended "Exact Title Qualification" I	i from age 14 (study. You may button to comp *Academic Q in your profess button to comp	university, colli be requested lete two requir ualification ional (working; lete two requir	ege, secondary to provide proo ed fields before From) area, formal v ed fields before	othe school). Pleas if of the Univer e you can save To *Exa vocational train e you can save	er Information se indicate under Addition rsity Degree(s) obtained. e each entry. ct Title Qualification ning, apprenticeship, men e each entry.	al Qualification Det Add Degree nbership of profess
No results found. Add Another Skill Education Qualifications Please enter in reverse chronolo exact title of your degree/diplom TIP You will need to click the ' "Name of Establishment No results found. Add Another Establishmer Professional Qualifications a Please indicate in this section ad associations, etc. TIP You will need to click the ' "Qualification Type	gical order your education a and main subject(s) of s "Exact Title Qualification" I *City/Country nt and Training ditional courses attended "Exact Title Qualification" I Name of Establishme	i from age 14 (study. You may button to comp *Academic Q in your profess button to comp	university, colli be requested lete two requir ualification ional (working; lete two requir	ege, secondary to provide proo ed fields before From) area, formal v ed fields before	othe school). Pleas if of the Univer e you can save To *Exa vocational train e you can save	er Information se indicate under Addition rsity Degree(s) obtained. e each entry. ct Title Qualification ning, apprenticeship, men e each entry.	al Qualification Det Add Degree nbership of profess

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.

Employment History								
Please enter your employment								
Show All Details Hide All De								- • •
Details Name of Employer	From		0		Job Title	City/Country	у	Delet
FAO, ESS FAO, ESS	January	- 2012 -	<u> </u>		Senior Officer	Rome, Italy		Î
<u>Hide</u> FAO, AGN	May	▼ 2008 ▼	December	2011 🔻	Technical Officer			i iii
Description of Job Duties					A			
	Please be advised that Descrip	ation of Job Duties field	d is limited to 4000	characters.	¥			
	Number and kind of en							
		Type of	business			-		
	Salary per annum a	fter tax (indicate o	currency)					
		Name of S	upervisor					
			er E-mail					
		Employer Mailing						
	5-		· _					
	En	nployer Telephone						
		Employer Fax	x Number				_	
		Country of As	signment			N	Q	
Add Another Employer								

- 2. Enter the required information and click the <u>Save</u> 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 have more space on the screen as you enter your records:

 - Hide details of your entire previous employment history by clicking on the link
 <u>Hide All Details</u>. To unhide records click on <u>Show All Details</u>

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.



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.

Skills			
Please enter your own assessment (*Skill	of the skills which you currently possess. *Proficiency Level /Experience	Other Information	Delete
No results found.	Froncincy Levely Experience	other anomation	bucc
Add Another Skill			

 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.

Home Jobs	
General My Account	
Home: My Account >	
Add Skills	
	Cancel OK
Search	
Skill Type T. Skills IT-Oracle E-Business Suite Release 12 Information Systems and Technology Information and Knowledge Management Land Resources and Management Language – Official Search Clear	
No search conducted.	
	Cancel OK

3. Tick the check box next to the skills you wish to select. Then click the utton.

Home Jobs	
General My Account	
Home: My Account >	
Add Skills	Tick this box if you wish to indicate additional IT skills not included in the list. Indicate your
Search	skills at the next screen, under
Skill Type IT Skills	the column "Other Information".
Land Resources and Management Language – Official v	
\frown	
🗆 8001.ATLAS 🗆 8001.COSTAB 🚺 🔽 8001.Email/Inte	rnet 🗌 8001.IT Skill (Other)
8001.MS Access or databases 10001.MS Excel 10001.MS Outloo	k 🔽 8001.MS PowerPoint
IT Skills 🗆 8001.MS Project 🛛 🔽 8001.MS Word 🗖 8001.ORACLE C	onsultant Recruitment 🛛 🗖 8001.0RACLE Purchasing
B001.PABX and Telecommunications Systems Systems	n and maintenance 🔽 8001.eBMM
Language - Official	D 9001.French
□ 9001.Russian	
	Cance! OK

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.

*Skill	*Proficiency Level / Experience	Other Information	Delete
9001.Spanish	C - Excellent/Working knowledge		
9001.English	MT - Mother Tongue		<u> </u>
8001.MS Word	Proficient		till and the second
8001.Email/Internet	Working knowledge 💌		

5. 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.

Home Jobs	
General My Account	
Home: My Account >	
Add Skills	
	Cancel OK
Search	
Skill Type Regional Experience Resource Mobilization/Partnership/Liaison Rural Development Rural Infrastructure Secretarial/Office Skills Search Clear	
No search conducted.	
	Cancel OK

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

Add Skills	
	Cance! OK valuating your professional experience in a specific field, we require your assessment of the following skills: Language - Official; Language - Other; IT Skills. rofessional positions, please specify your Regional Experience. Applicants to secretarial/clerical positions, assess Secretarial/clerical skills.
Search	
Skill Type	Fishery Industries Fishery Information Fishery Policy, Development and Planning Fishery Resources Food Safety, Quality and Consumer Protection Food Security

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).

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

Education Qualifications									
Please enter in reverse chronologica subject(s) of study. You may be req TIP You will need to click the "Ad	uested to provide proof of th	e University Degree(s) obtained.				alification De	tails the exact title of your degree	e/diploma and	main
*Name of Establishment	*City/Country	*Academic Qualification	From		То		*Exact Title Qualification	Add Degree	e Delete
			•	• •		-		•	Î
Add Another Establishment									1

2. 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.



3.

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.

Home Jobs				
General My Account				
Home: My Account >				
Additional Qualification Details				
2.				Cancel Ok
* Exact title of Qualification obtained				
Main Subject				
* Status				+
				Cancel

- 4. Click the <u>OK</u> button after completing this qualification. Click the <u>Save</u> 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 t icon**.
- 6. Click the <u>save</u> 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).

Professional Qualifications and Training							
Please indicate in this section additional courses TIP You will need to click the "Additional Qual					nembership of professional as	sociations, etc.	
*Qualification Type	Name of Establishment	City/Country	From		То	Exact Title Qualification	Delete
			-	_	v v		1
Add Another Qualification					10102 1022 2013		

- 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 <u>Save</u> button after completing each professional qualification.

4.3 Additional Information

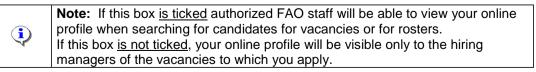
By clicking the Additional Information tab you may indicate the Professional Areas for which you would like to be considered. You are requested to specify whether you are available for Emergency Response missions and set your account privacy.

ର୍ଷ TIP	The sicon 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 sicon.
------------	---

ly Account				
		Guidelines for Applicants	Cancel	Save Refresh My Resume
Personal Informatio	n Qualifications and Skills Additional Information	Login Information		
60		Construction of the second		
Professional A	Areas for which you wish to be considered			
Select the Professiona	Area(s) which correspond to your professional (working) are	a of expertise. Selecting Professio	nal Area/s) w	ill enable EAO Managers to find your
application when search	ching for candidates who have work experience in a particular			
key to select consecuti	ive values.			
Keywords	· · · · · · · · · · · · · · · · · · ·			
Professional Area	AGRICULTURAL POLICY	■ ←		
	AGRICULTURAL RESEARCH AND EXTENSION AGRICULTURAL SUPPORT SYSTEMS			
	AGRICULTURAL TRADE			
	ANIMAL HEALTH			
	ANIMAL PRODUCTION AQUACULTURE			
	ARTISANS	-		
Additional Details				
If you are currently w	orking for a UN common system organization, please select			Q
	If so, please indicate current grade, title, type of contract	-		
If you have close rela	tives employed by FAO, indicate full name and relationship	[
0002025330250000000	y dependants, indicate name, date of birth and relationship	ι. Γ		
a foo nove on	Would you accept short-term employment?			
	If yes, please indicate the duration			
State any disability	/reservation restricting your travel/assignment to any area			
100000000000000000000000000000000000000	had any legal convictions, excluding minor traffic violations?			
0.0000000000000000000000000000000000000	ese provide full details (charge,date,where tried,conviction)			
The Arts Charles Internet and an	y obligation to return/stay in the service of your employer?			
	termination notice you are obliged to give your employer:			
Sector Constraints	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.			
Display Language	American English 💌			
	The FAO Recruitment Plot is currently in English only, Please			
	leave this field set to American English. In the future Recruitment will be available in French and Spanish as well, and			
	we will ask you to update this field at that time.			
		-		
		Guidelines for Applicants	Cance	Save Refresh My Resum

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".



2. Click the <u>Save</u> button.

4.4 Login Information

You may use this section if you wish to change your iRecruitment password. Click the <u>Save</u> button if you reset your password.

Home Jobs					
General My Account					
My Account					
	Guidelines for Applicants Cancel Save Refresh My Resume				
Personal Information Qualifications and Skills Additional Info	ormation Login Information				
	fresh My Resume button to generate your FAO online resume. Go to the Documents section (on your resume. Use your Internet browser functions if you wish to "Print" or "Save" the document to				
Login Information					
User Name * Current Password * New Password * Confirm New Password *					
	Guidelines for Applicants Cancel Save Refresh My Resume				

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 button **Refresh My Resume**, 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 button or the link Return to Applicant Page to return to your account.

Home	Jobs			
General	My /	Account		
Resume	e Refresh	ed		(
			Your resume has been refreshed.	Back
<u>Return t</u>	o Applicar	n <u>t Page.</u>		Back

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.

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 publi 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 of 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				
Applicant2,George.htm	System Generated Resume	31-Oct-2012	FAO Personal Profile Form (PPF)				
Add Another Document Print P	Add Another Document Print PPF Refresh My Resume						

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

File Download -	- Security W	arning			×
Do you wan	t to open or	save this file	?		
<u>@</u>	Name: Applic Type: HTML From: irecue		n Save	Cancel	
🛛 🚺 poter	ntially harm you			type can he source, do not	

Online PPF (partial vie	ew)				
PERSONAL PROFILE FOR	M				
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	м	arital Status:			
Date of Birth: 20-JUN-1977	C	ountry of Birth:			
1st Nationality: Barbados	21	nd Nationality:		3rd Nationality:	
If you have applied for a new nation	onality indicate nationality/d	late requested:			

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

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 publi 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			
Applicant2,George.htm	System Generated Resume	31-Oct-2012	FAO Personal Profile Form (PPF)			
Add Another Document Print P	PF Refresh My Resume	1				

4. 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 **M**.

https://irecuev5s.fao.org:4499/0A_HTML/0/		4ENT_PDF&_ti=353722544&oapc=1 RUITMENT_PDF&_ti=353722544&oapc=1		
ile Edit Go To Favorites Help				
		LTURE ORGANIZATION O PERSONAL PROFILE F]
PERSONAL DETAILS Family Name (surname) APPLICANT2	First Name GEORGE	Middle Name	Maiden Name	

5.3 Guidelines

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

Home Jobs		
General My Account		
My Account		
	Guidelines for Applicants Cancel Save Refresh My Resume	
Personal Information	Qualifications and Skills Additional Information Login Information	
TIP After you update an Information tab) of	any information or press the Save button for 20 minutes or more you will be automatically disconnected and all unsaved information will be lo I save your information in My Account, click Refresh My Resume button to generate your FAO online resume. Go to the Documents section (or My Account" to access and view your resume. Use your Internet browser functions if you wish to "Print" or "Save" the document to your comp	n the
Basic Details		
Please enter your person TIP Please indicate all		
	* Family Name APPLICANT2	
	First Name GEORGE	

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.

	FOOD AND AGRICULTURE ORGANIZATION OF T helping to build a wor		iRecruitment		
Home Job	s		🔒 Navigator 🗸	🍛 Favorites 🔻	Job Basket Logout Diagnostics
General	My Account				
Welcome	to our Job Site APPLICANT2, GEORGE				Quick Links
Notificatio	ns				Guidelines for Applicants
Your five mo notifications.	st recent notifications are listed below. Cli	ick the subject to respond. C	Choose the Full List button to s	ee all your Full List	• <u>FAQs</u>
From		Subject	t	Sent	
No results fo	ound.				
Jobs Appli	ied For				
Below is a lis	st of the jobs for which you have applied. S	Select Full List to see the co	mplete list of Job Applications.	Full List	
Name	Job Title	Organization Location D	ate Applied 🔻 Status	Application Details	
<u>IRC2194 -</u> <u>A</u>	Forestry Officer (Wood Products), P-4. (0123021)	FOEDD ROME,IT 30	0-Oct-2012 Application Received		

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

Home	Jobs					
Availal	ble Jobs 👘	Jobs Applied For				
Jobs: A	Available Jo	bs				
					Guidelines to Ap	plicants
Sear	ch					
To view	v all vacancie	s, click on Search. Select other parameters	s to narrow down your search.			
		g a new search, please click on Clear.	s to narrow down your search.			
	Keyword					
		(example: Marketing Java DBA)				
	Date Poster					
	City Location					
		Rome,IT Various Locations				
Brok	fessional Area					
PTO	ressional Area	ACCOUNTING ADMINISTRATION	-			
		AGRICULTURAL AND DEVELOPMENT EC				
		AGRICULTURAL POLICY				
		AGBICULTURAL PESEARCH AND EVTER	ISTON			
		ANIMAL PRODUCTION				
		AQUACULTURE ARTISANS	-1			
-	Vacancy type					1
		Search Clear				
		available jobs and add those of interest to		-box next to the vacancies and	clicking Add to Basket button. To	apply for
		a vacancy and click on the icon "Apply No	w".			1
Select	t Jobs: Add	1 To Basket				· .
Select	All Select N	lone	-	-		<u>ext 10</u>
Select	Name	Job Title	Organization Name	Professional Area	Deadline for Location Applications	Apply Now
	<u>IRC2194 -</u> A	Forestry Officer (Wood Products), P-4. (0123021)	Forest Economics, Policy and Products Division (FOE)	FOREST PRODUCTS	ROME,IT 31-Dec-2012	66

- If you wish to filter your search, choose other parameters such as Professional Area or Vacancy Type and click the <u>Search</u> 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 O Previous 1-10 Next 10 O

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).

D	Job Details			
<u> </u>	Job:IRC2291			
	Duties and Responsibilities			
Profess	Under the general supervision of the Director, Nutrition and Consumer Protection Division, and the direct supervision of the Senior Officer, Nutrition Requirements and Assessment, the incumbent will be responsible for providing technical support to normative nutrition activities. In particular, the incumbent will:			
	 organize expert consultations, technical meetings/workshops on human nutritional requirements and prepare reports for publication and other related materials; 			
* Va	 analyze food consumption, anthropometric and compositional data using advanced techniques; 			
You may s a specific j	 assist member nations in collection and analysis of nutrition data; 	clicking Ad	ld to Basket button.	To apply for
Select Jo	manage the coordination and exchange of information on technical matters, within and outside the Organization including Member Governments and nutrition bodies;			
Select Na	develop training and technical materials; organize and conduct training courses/workshops on nutrition requirements and assessments:	Constant of Carbon St	Deadline for Applications	Apply Now
□ ₽	in close cooperation with UN agencies and research	ROME,IT	31-Dec-2012	66
Г 80	Nutrition Officer (Assessment and Requirements, P-4. (0101974) Nutrition Assessment and Planning Service (AGNA) INFORMATION SYSTEMS AND TECHNOLOGY	ROME,IT		60

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	Туре	Description	Category	Update	Delete
list of non and under represented countries(http://www.fao)	Web Page		Miscellaneous	0	Î

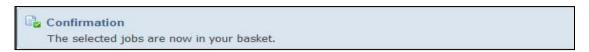
6.2 Job Basket

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 <u>Search</u> 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 Jobs: Ad	d To Basket						
Select All Select	None						
Select Name	Organization Name	Professional Area	Brief Description	Location	Date Posted 🔻	* Vacancy type	Apply Now
₩ IRC2112		HUMAN RESOURCES		DS,ITALY,ROME	07-May-2012	General Service Internal	őĞ
IRC2072	Social Security and Payroll Benefits Branch (CSHS)	HUMAN RESOURCES		DS,ITALY,ROME	01-Feb-2012	Professional	ស៊ីថ

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.

Home Jobs			🏦 Navigator 🔻 👒 Favorites 🔻	Job Basket Yome Logout Diagnostics
Job Basket				
		from your Job Basket, select it using the cher b Basket. To view your job applications, selec		outton.
Select Jobs: Remove From Basket				
Select All Select None				
Select Vacancy Name	Job Title	Professional Area	Location	Apply Now
□ <u>IRC2112</u>		HUMAN RESOURCES	DS,ITALY,ROME	<u>í b</u>

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 (<u>IRCxxxx</u>) to display the vacancy details. Then click the <u>Apply Now</u> as shown below.

Select Jobs: Add To Basket							
Select All Select None							
Select Name Organization Name		Professional Area	Brief Description	Location	Date Posted 🔻	* Vacancy type	Apply Now
		HUMAN RESOURCES		DS,ITALY,ROME	07-May-2012	General Service Internal	(jî)
□ IRC2072 Social Security and Payroll	Benefits Branch (CSHS)	HUMAN RESOURCES		DS,ITALY,ROME	01-Feb-2012	Professional	ýð
Home Jobs							
Available Jobs Jobs Applied For	r						
Jobs: Available Jobs >							\frown
Job: IRC2135						(
						Add To Basket A	oply Now
Description							
Organizational Unit Deadline for Applications	ROME,IT Statistics Division, ES	\$					
Duties and Responsibilities	Persons with disabilities Under the general super	s are equally encourage vision of the Director, E stics for agriculture, inc	ed to apply. All app SS, the incumbent v	lications will be t	reated with the st sked with planning	d countries are encourag rictest confidence, g and implementing a pro- ination and capacity devel	gramme

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

<u></u>	0	O	0
Review Account	Additional Information	Assessment	Submit Application

- 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	(oniy partial display)			
Home Jobs				
_	O			0
Review Account	Additional Inform	ation	Assessment	Submit Application
Mailing Numbers Numbers			 Education Qualifications 	 Professional Qualifications and Training
Application: Review Account IRC2	194 - A			\frown
As part of your application, we will submit the following from your Account. You may use the fields below to make any corrections to your Account prior to completing this Application. * Indicates required field				
Basic Details				
Please enter your personal informati				
	* Family Name	APPLICANT2		
	First Name	GEORGE		
	Middle Name			
	Maiden Name			
	Email Address	applicant2@yahoo.com		
	Birth Date	20-Jun-1977		

6.3.2 Additional Information

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

Additional Information scree	n		
Home Jobs			
0	0	0	0
Review Account	Additional Information	Assessment	Submit Application
Application: Other Info IRC2194 - A			
* Indicates required field		Cancel Back Step 2	of 4: Additional Information Next
References			
Do you consent to our making enquiri Please note, however, that before any off How Did You Hear About Us	es to your present employer?	t both your present and previous emp	loyers for work references.
Posting Source Source Name	¥		
Employment by the Organization may requ	ire assignment and travel to any area worldwide. F	Final appointment will be therefore sul	bject to a medical examination.
		Cancel Back Step 2	of 4: Additional Information 💌 Next

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.

	0	<u>`</u>	
Review Account	Enter Application Details	Assessment	Review

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

FOOD AND AGRICULTURE ORGANIZATION OF THE UNITED NATIONS helping to build a world without hunger	iRecruitment
Test Instructions: Forestry Officer - IRC2152	\frown
Answer the questions on this page . Click Summary to see which questions you n Click Finish Test if you are ready to submit your test.	eed to answer before submitting the test. Summary Page 1 of 1 Finish Test
Questionnaire - screening IRC2152	\uparrow
Assessment - Forestry Officer (Wood Products)	
(Answer all questions in this section)	Ī
 I understand that my online profile will not be considered if the follo Education Qualifications; Additional information, and Skills (Language expertise). 	
C True	
C False	

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

Answered	Unanswered		
Status	Question Text	Mandatory	
	Assessment - Forestry Officer (Wood Products)		
1	I understand that my online pr	Yes	
1	Eunderstand that the contents	Yes	
1	Do you have an Advanced Univer	Yes	
1	If you replied "Yes" to the ab	Yes	
1	Do you have at least seven yea	Yes	
1	Do you have a working knowledg	Yes	
1	If you answered yes to the abo	Yes	
1	Do you have a limited knowledg	Yes	
1	If you answered "Yes" to the a	Yes	

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 butto	on to submit your application.		↓
0	O	0	
Review Account	Additional Information	Assessment	Submit Application 🛛 🕇
Review Application: IRC2194 - A			\sim
		Cancel Back St	ep 4 of 4: Submit Application 💽 Finish
that any false statements or omissio	certify that the statements made by me are t n to provide any information required in this I, if an appointment has been accepted.		
		Cance! Back St	ep 4 of 4: Submit Application 💌 Finish

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.

Confirmation Thank you for submitting your application.

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.

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.

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.

F	OOD AND AGRICULTURE ORGANIZATION OF 1 helping to build a wor			iRecruit	tment		
Home Jobs				A	Navigator 🔻	🗟 Favorites 🔻	Job Basket Logout Diagnostics
	My Account						
Welcome t	to our Job Site APPLICANT2, GEORGE						Quick Links
Notificatio	ns						Guidelines for Applicants
Your five mos notifications.	st recent notifications are listed below. Cli	ck the subject t	o respond	. Choose the Full	List button to s	see all your Full List	• <u>FAQs</u>
From	Subject			5	Sent 🔻		
SYSADMIN	You have successfully submitted the	he test.		3	0-Oct-2012 16	:51:47	
Jobs Appli	ed For						
Below is a lis	t of the jobs for which you have applied.	Select Full List t	see the	complete list of J	ob Applications	. Full List	
Name	Job Title	Organization	Location	Date Applied	Status	Application Details	
<u>IRC2194 -</u> <u>A</u>	Forestry Officer (Wood Products), P-4. (0123021)	FOEDD	ROME,IT	30-Oct-2012	Application Received		

11

Application Details By clicking on the

icon the Application Details page will be displayed.

The Application Details page

Home Jobs	
Home: General >	
Application Details: IRC2194 - A	
Job Details Application Assessment	OK Withdraw Application
Description	
Location Department Description Country of Bir Present Nationality4 Present Nationality4 Present Nationality4 If you have applied for a new nationality indicate nationality/date requested If you are currently working for a UN common system organization,please sele	r FOEDD th 1 Barbados 2 3 3 d t
If so, please indicate current grade, title, type of contra If you have close relatives employed by FAO, indicate full name and relationsh If you have any dependants, indicate name, date of birth and relationsh Would you accept short-term employmen If yes, please indicate the durati State any disability/reservation restricting your travel/assignment to any are Have you had any legal convictions, excluding minor traffic violation Permanent Residence: Count Town or CI If yes, please provide full details (charge,date,where tried,convictio	ip ip t2 in ia 52 fy ty
Do you consent to our making enquiries to your present employe Are you under any obligation to return/stay in the service of your employe State (in weeks) any termination notice you are obliged to give your employe Are you available for Emergency Response (ER) Mission I certify that all information provided by me is true and comple Certification Da	-? ? :: :?
Index Numb	er
Application Status History	
Status	itus Change Date
	Od-2012 16:53:05
Abbication Received 30-	00-2012 10:03:03

- 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
- Withdraw Application button if you wish to withdraw your application. For more Click on the . information on how to withdraw your application go to Section 6.4
- Application Assessment tab to review the assessment you may have completed Click on the 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.

	F C C C C C C C C C C C C C C C C C C C	OOD AND AGRICULTURE ORGANIZATION OF 1 helping to build a wor		iRecruitment		
				🔒 Navigator 🗸	🕒 Favorites 🔻	Job Basket Logout Diagnostics
	Home Job	s				
	General	My Account				
	Welcome	to our Job Site APPLICANT2, GEORGE				Quick Links
	Notificatio	ns				Guidelines for Applicants
	Your five mo: notifications.	st recent notifications are listed below. Cli	ick the subject to respond	d. Choose the Full List button to	see all your Full List	• <u>FAQs</u>
	From	Subject		Sent 🔻		
	SYSADMIN	You have successfully submitted t	<u>he test.</u>	30-Oct-2012 16	5:51:47	
	Jobs Appli	ed For				
Ĩ	Below is a lis	t of the jobs for which you have applied.	Select Full List to see the	complete list of Job Application	s. Full List	
	Name	Job Title	Organization Location	Date Applied 🗸 Status	Application Details	
	<u>IRC2194 -</u> <u>A</u>	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.

FOOD AND AGRICULTURE ORGANIZATION OF THE UNITED NATIONS helping to build a world without hunger	iRecruitment 🙃 Navigator 🔻 🗟 Favorites 🔻 Job Basket Logout
Home Jobs	
Home: General >	
Application Details: IRC1221 - TEST	
	O <u>K</u> Withdraw Application
Job Details	
Description	
Job Title	IRC1221
	ROME,IT
Department Description	
Country of Birth	Spain

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

Home Jobs	
Home: General > Application Details: IRC2152 >	
Withdraw Application	
	Cance <u> </u> Sub <u>m</u> it
Withdrawal Comments	
	<u>v</u>
The comment cannot be longer than 500 chara	cters.
	Cance <u>l</u> Sub <u>m</u> it

A confirmation message will be displayed.



On the **Jobs Applied For** section, the status of this application will now show as "Application Withdrawn"

6.4.2 Request Reconsideration

<u>i</u>/

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.

	FOOD AND AGRICULTURE ORGANIZATION OF 1 helping to build a wor		iRecruitment		
			🔒 Navigator 🗸	🕞 Favorites 🔽	Job Basket Logout Diagnostics
Home Job	s				
General	My Account				
Welcome	to our Job Site APPLICANT2, GEORGE				Quick Links
Notificatio	ins				Guidelines for Applicants
Your five mo notifications.	st recent notifications are listed below. Cli	ck the subject to respond. C	Choose the Full List button to a	see all your Full List	• <u>FAQs</u>
From	Subject		Sent 🔻		
SYSADMIN	You have successfully submitted t	he test.	30-Oct-2012 16	:51:47	
Jobs Appl	ied For				
Below is a lis	st of the jobs for which you have applied.	Select Full List to see the co	mplete list of Job Applications	s. Tull List	
Name	Job Title	Organization Location D	ate Applied 🔻 Status	Application Details	
<u>IRC2194 -</u> <u>A</u>	Forestry Officer (Wood Products), P-4. (0123021)	FOEDD ROME,IT 3	0-Oct-2012 Application Received		

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

Home Jobs				
Home: General >				
Application Details: IRC2152				
			OK	Request Reconsideration
Job Details				
Description				
	IRC2152			
	DS,ITALY,ROME			
Country of Birth Present Nationality#1	That			
Present Nationality#1 Present Nationality#2	ILdly			
Present Nationality#3				
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 so, please indicate current grade, title, type of contract 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?	Yes			
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?				
I certify that all information provided by me is true and complete	Yes			
Certification Date				
Application Status History				
Application status ristory				
Status		Status Change Date		
Application Received		10-May-2012 14:22:05		
Application Withdrawn		28-May-2012 12:32:34		
			0 <u>K</u>	Request Reconsideration

4. A confirmation message will be displayed.

Confirmation	
Your request for reconsideration is sent.	

5. 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: <u>iRecruitment@fao.org</u>