



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

IRECRUITMENT

# **iRecruitment User Guide**

for

# **FAO Employees**

Date: March 2011

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## Information for New Users

**At the moment only vacancies in the category “Professional Vacancies” are published in iRecruitment. The iRecruitment site is available in English only. In future it will be available in French and Spanish.**

### Internet Explorer settings

Before using the FAO iRecruitment site please ensure that your Internet Explorer settings are set appropriately. Please consult the section **Browser Requirements** for full information.

### System Unavailability

The FAO iRecruitment system is unavailable every Sunday from 16:00 to 18:00 CET for regular maintenance.

### Deadline for Applications

Applications must 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 at the Employment website and access iRecruitment by clicking on the link provided at the bottom of the vacancy announcement.

#### Step 1- Login to iRecruitment

Login to Oracle and select your iRecruitment Employee Candidate responsibility.

#### Step 2 - Complete your online profile

Complete all the required information under “My Account” (Personal Information, Qualifications and Skills and Additional Information). Please ensure that you have completed all the required information before applying to vacancies.

#### 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, select the vacancy and click on the “Apply Now” icon to start the application process.



### FAO Personal Profile Form (PPF)

After completing all required 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 applications.

### 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](mailto:iRecruitment@fao.org).

### Navigating iRecruitment

- To move from one page to another, please use the available links (e.g. [Home: My Account >](#) , [Jobs](#) or [Qualifications and Skills](#)) 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 **torch** 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 torch.

## **iRecruitment Guidelines for FAO Employees**

This reference guide provides FAO Employees with instructions on how to update their information in iRecruitment, search for vacancies and apply.

FAO Employees refer to all staff members and non-staff HR who are employed by the organization.

All employees who have been granted access to Oracle have been assigned the **iRecruitment Employee Candidate** responsibility which gives access to iRecruitment.

If this responsibility is not displayed in your ORACLE navigator, please contact Oracle-Support-Access.

**If you need help, or have queries, please contact: [IRECRUITMENT@FAO.ORG](mailto:IRECRUITMENT@FAO.ORG)**

# 1. Logon to iRecruitment

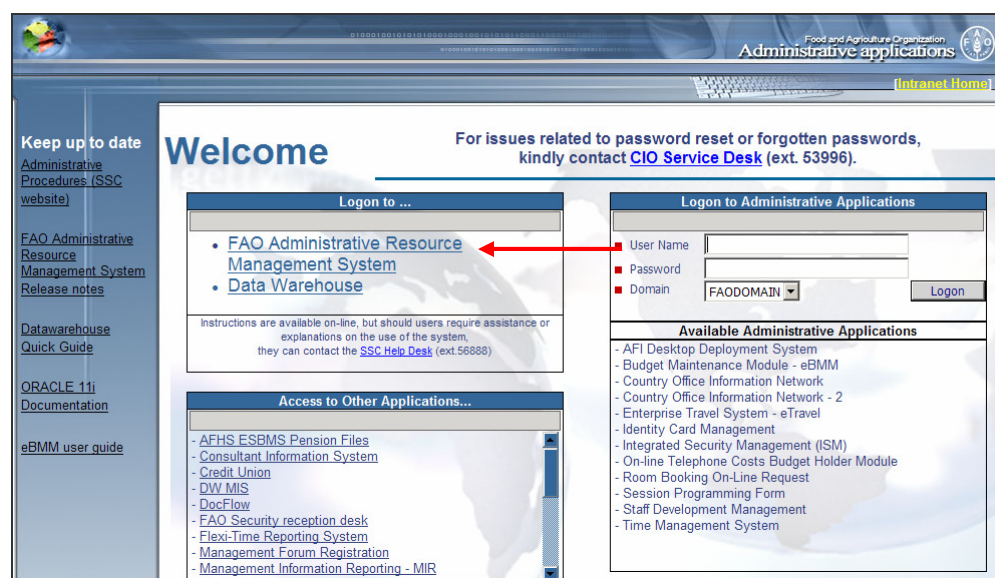
FAO Employees can access iRecruitment either via the FAO Intranet (HQ LAN) or externally from the FAO Employment website.

## 1.1 Intranet Access

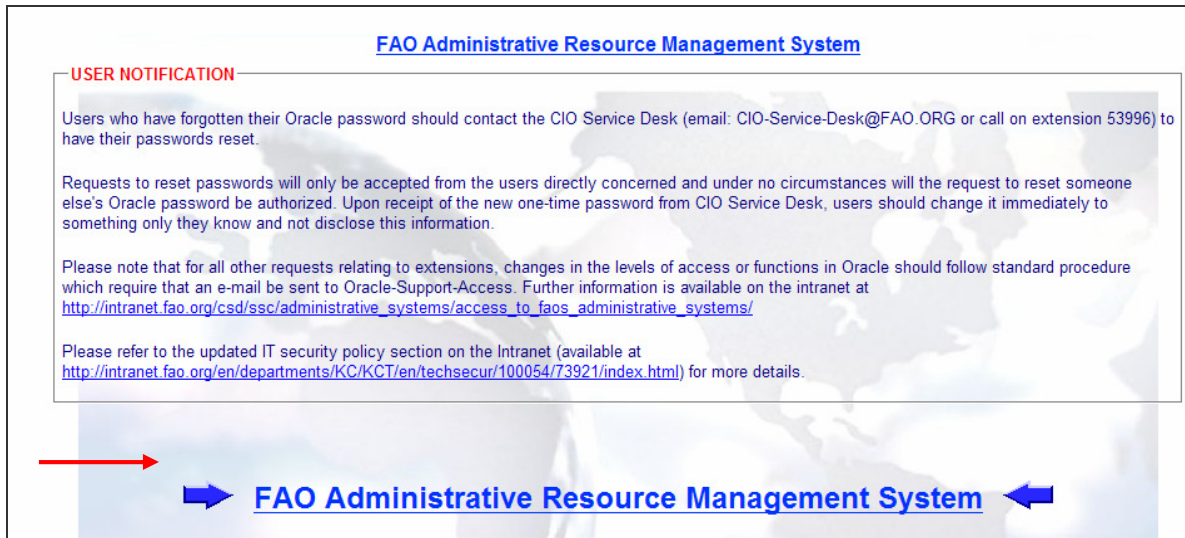
1. Go to the FAO intranet and click on **Logon to Oracle Financials/ Administrative Applications**.



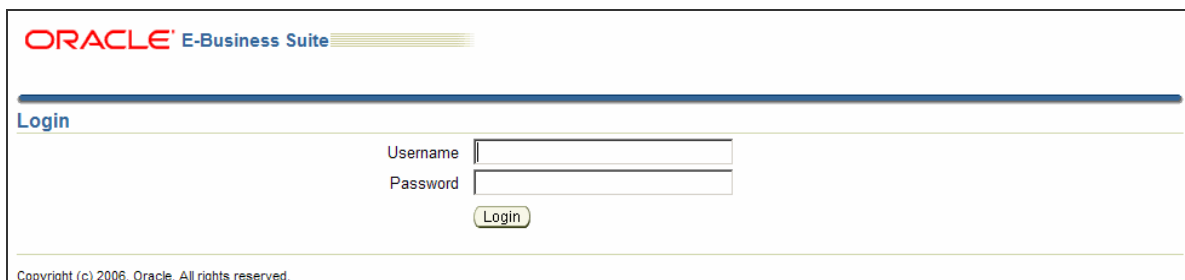
2. The **FAO Administrative Applications** welcome page will be displayed. Click on **FAO Administrative Resource Management System**.



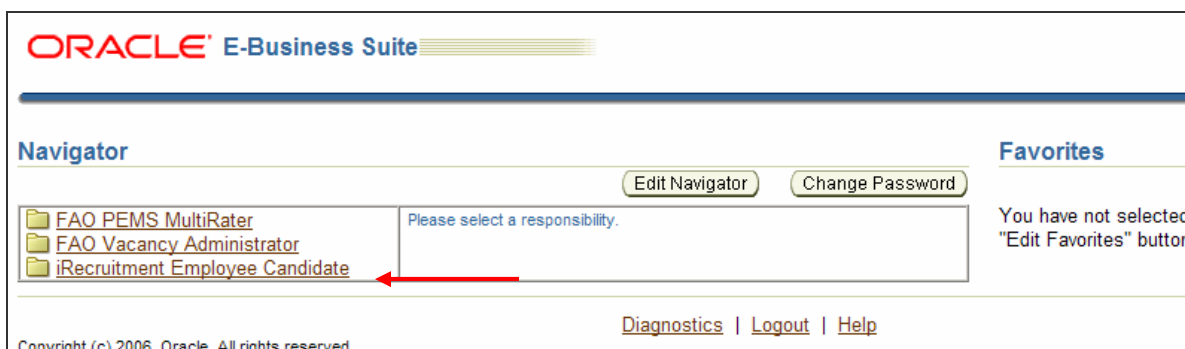
- You will be directed to the screen below which contains important information regarding passwords. Click on **FAO Administrative Resource Management System**.



- The Oracle login screen will be displayed. Enter your username and password.



- At the Oracle Navigator, click the **iRecruitment Employee Candidate** link. Your iRecruitment Home page will be displayed.



Click on **My Account** tab to complete your online profile

Click on **Jobs** tab to search for available vacancies. Before applying please ensure that you have completed all information under "My Account".

**How to Update your Account and Apply for a Job**

To Complete or Update your Online Account Information

- Click **My Account** link on top of the screen to display the four tabs available: Personal Information, Qualifications & Skills, Add Login Information.
- Click on each tab and enter or select relevant information for each field on each screen.
- Click **Save** button at the bottom of each screen.
- Click **Refresh My Resume** to generate a FAO resume. Go to **Documents** section (on **Personal Information** tab) to review your FAO resume.
- Use **My Account** to update and save your account details as necessary.

To Search for Available Jobs and Apply to a Vacancy of Interest

- Click **Jobs** tab on the right side of the screen to display **Jobs search** screen and conduct the search.
- Select a vacancy and click **Apply Now** icon to link your online application to the vacancy. Or use **Apply Now** button in the vacancy announcement. **Please make sure your account is updated before applying to a vacancy. To update your account information, follow steps outlined above.**
- A review screen will be presented. Click **Finish** and confirmation of your application will be displayed.
- From the **Home** tab, Click **General** to view all jobs to which you have applied.

If you experience problems please contact our Helpdesk at [Recruitment@fao.org](mailto:Recruitment@fao.org)

Home | [Jobs](#) | [Job Basket](#) | Home | [Logout](#) | [Diagnostics](#)

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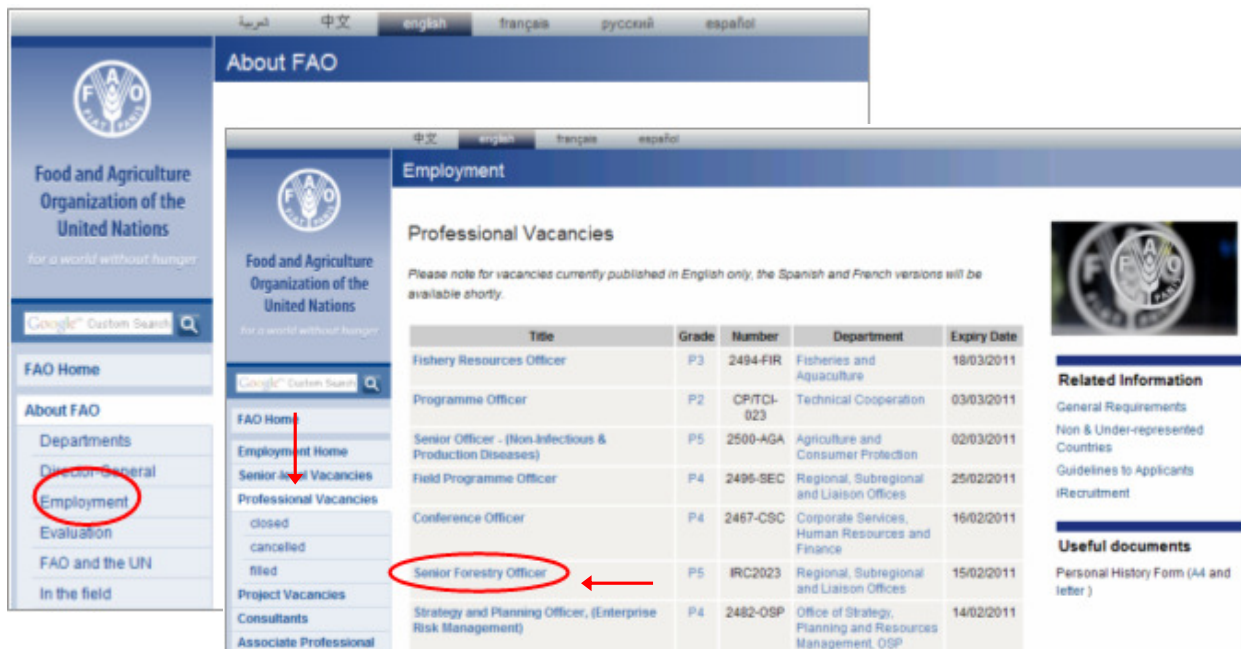
The **Notifications** section will display any notifications received by you.

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



## 1.2 Internet Access

1. Open Internet Explorer
2. Go to the [www.fao.org](http://www.fao.org) website. Click on **Employment** and then on **Professional Vacancies**.



3. Click on the title of the relevant iRecruitment vacancy to display the vacancy details and click on the link provided at the bottom section of the vacancy announcement to access iRecruitment.

→ **To apply:** visit the iRecruitment website:  
[HTTP://WWW.FAO.ORG/VA/IRECRUITMENT/INDEX\\_EN.HTML](http://www.fao.org/va/iRecruitment/index_en.html)  
 and complete the on-line application

In order for your candidature to be properly evaluated, please ensure to complete  
 the on-line application in all sections

Please note that FAO staff members are international civil servants subject to the authority of the Director-General and may be assigned to any activities or office of the organization.

FAO IS A NON-SMOKING ENVIRONMENT



In alternative, click on **iRecruitment** on the “Professional Vacancies” page and then on the link provided on the next screen.

Employment

### Professional Vacancies

Please note for vacancies currently published in English only, the Spanish and French versions will be available shortly.

Title	Grade	Number	Department	Expiry Date
Fishery Resources Officer	P3	2494-FIR	Fisheries and Aquaculture	18/03/2011
Programme Officer	P2	CP/TCI-023	Technical Cooperation	03/03/2011
Senior Officer - (Non-Infectious & Production Diseases)	P5	2500-AGA	Agriculture and Consumer Protection	02/03/2011
Field Programme Officer	P4	2496-SEC	Regional, Subregional and Liaison Offices	25/02/2011
Conference Officer	P4	2467-CSC	Corporate Services, Human Resources and Finance	16/02/2011
Senior Forestry Officer	P5	IRC2023	Regional, Subregional and Liaison Offices	15/02/2011
Strategy and Planning Officer, (Enterprise Risk Management)	P4	2482-OSP	Office of Strategy, Planning and Resources Management, OSP	14/02/2011

**Related Information**

- General Requirements
- Non & Under-represented Countries
- [Guidelines to Applicants iRecruitment](#)

**Useful documents**

- Personal History Form (A4 and letter)


Employment

### iRecruitment

Only vacancy numbers beginning with IRC are published in our new **iRecruitment system**. Click [HERE](#) to login to iRecruitment.

For all other vacancies, please follow the instructions provided in each vacancy announcement.


- The following page will be displayed. Go to the section **FAO Employees – Access via Internet** and click on the link **Enter iRecruitment here**.



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- Welcome to iRecruitment
- [Browser Requirements](#)
- [Navigating iRecruitment](#)
- [Registering with FAO iRecruitment](#)
- [Create your online application](#)
- [Print & View your online application](#)
- [Access and Update your Account](#)
- [Search for Jobs and Apply](#)
- [View your application status](#)
- [FAQs](#)
- [Questionnaire](#)



**WELCOME TO IRECRUITMENT**

System is unavailable every Sunday from 16:00 to 18:00 CET.

FAO is currently launching iRecruitment, the FAO on-line application system. During this phase iRecruitment will be available in English only. After the completion of the pilot, all FAO vacancies will be available in English, French and Spanish.

To apply for FAO vacancies, please follow these steps:

1. Register in iRecruitment if you are a new visitor and create your account
2. Complete the required information in all sections of "My Account" (Personal Information, Qualifications and Skills and Additional Information)
3. Search for vacancies
4. Select your vacancy of interest
5. Submit your application

Consult our Guidelines for Applicants, available on every screen of your account.

**If you need help, or have queries, please contact:**  
[iRecruitment@fao.org](mailto:iRecruitment@fao.org)

[ACCESS IRECRUITMENT](#)

- **External Applicants**  

[Enter iRecruitment here](#)

Access for new or returning external applicants who wish to register, search for vacancies and/or apply.
- **FAO ex-employees**  

[Enter iRecruitment here](#)

Access for former FAO employees who worked for FAO **in any capacity** and wish to register, search for vacancies and/or apply.

When registering please enter only your **Index number** or your **Last name in capital letters**. If this returns too many results enter other information such as First Name and Date of Birth to filter the results. If you receive an error message while trying to register such as "Our information shows that you are a current employee. Current employees should contact the system administrator for details of how to log in" or any other error messages please contact [iRecruitment@fao.org](mailto:iRecruitment@fao.org). **Please do not create a new account as an external applicant.**

**FAO EMPLOYEES**

As of January 2010, FAO employees currently working for FAO **in any capacity** have been assigned the ORACLE responsibility "iRecruitment Employee Candidate" which provides access to iRecruitment.

  - **FAO employees - Access via Intranet - [Click here](#)**

Login to ORACLE with your current username and password. At the ORACLE navigation menu click on **iRecruitment Employee Candidate** and **iRecruitment Home** to access your iRecruitment account.

- **FAO employees - Access via Internet - [Enter iRecruitment here](#)**

Login to ORACLE with your current username and password to access your iRecruitment account.

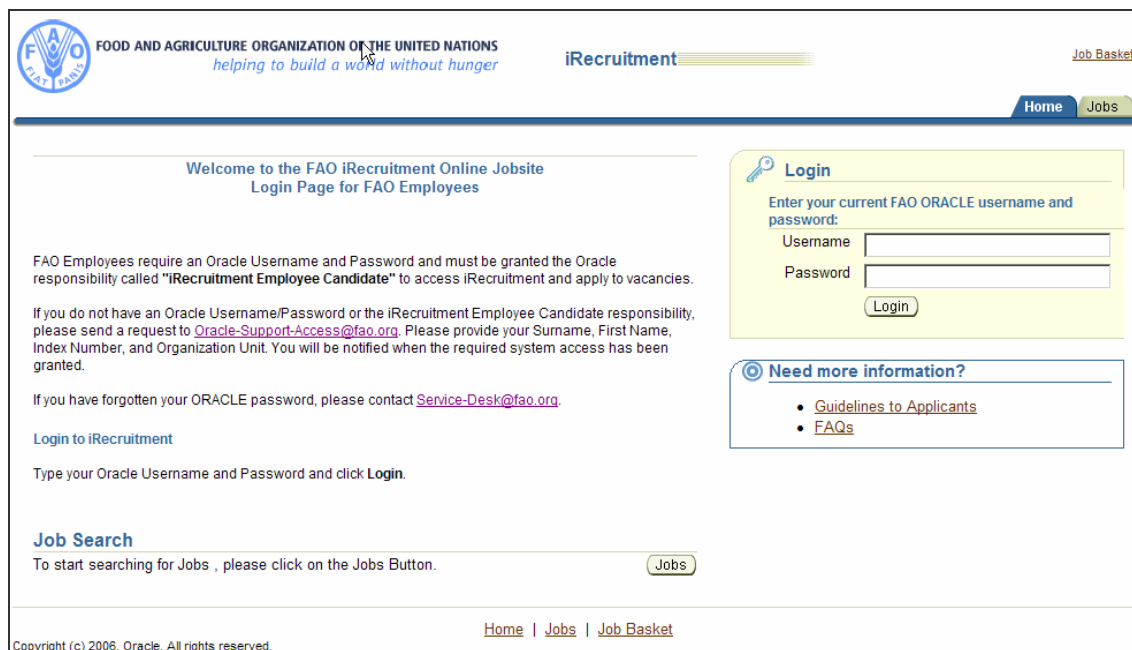
For ORACLE account access problems or ORACLE password resets please contact: [Service-Desk \(CIO\)](#) .

For further queries regarding the FAO iRecruitment please contact [iRecruitment@fao.org](mailto:iRecruitment@fao.org).

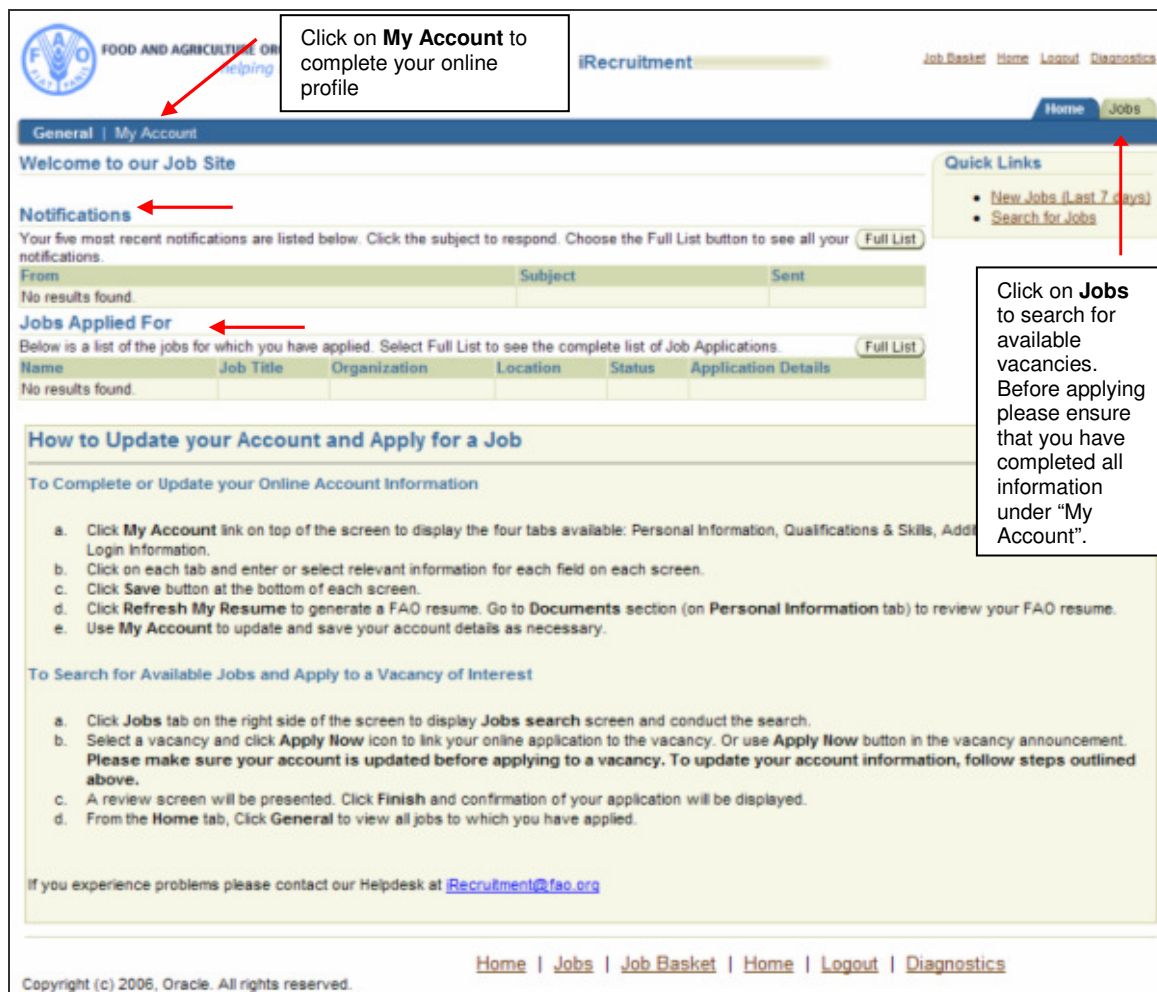
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For enquiries contact [iRecruitment@fao.org](mailto:iRecruitment@fao.org)  
 © FAO, 2010

The **Login Page** for FAO Employees will be displayed.



5. Enter your FAO Oracle username and password and click on **Login**. Your iRecruitment Home page will be displayed.



## 2. Update your Online Profile

### 2.1 Personal Information

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

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

Home Jobs

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 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.

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

Family Name WONDERLAND  
 First Name ALICE  
 Middle Name  
 Maiden Name  
 Birth Date 08-Jun-1966  
 Gender Female  
 Email **Alice.Wonderland@fao.org**  
 Present Nationality#1 United Kingdom  
 \* 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 online form may provide grounds for the withdrawal of any offer of appointment or other actions, including dismissal, if an appointment has been accepted.

**Phone Numbers**  
 FAO employees are not requested to enter Home 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 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
No results found.				

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

[Personal Information](#) [Qualifications and Skills](#) [Additional Information](#) [Login Information](#)

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

[Home](#) | [Jobs](#) | [Job Basket](#) | [Home](#) | [Logout](#)

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#### 2.1.1 Basic Details, Phone Numbers

For FAO Employees the Basic Details section of this page has already been completed with information downloaded from HRMS, including your nationality. This information is read-only and cannot be updated.

Please complete the two mandatory fields:

\* 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 online form may provide grounds for the withdrawal of any offer of appointment or other actions, including dismissal, if an appointment has been accepted.

**Phone Numbers:** FAO Employees are not required to enter Home phone numbers. Enter your extension if desired.

### 2.1.2 Documents

To upload supporting documents to your online profile, please follow the steps below.

NOTE: files should not exceed **500 KB**.

1. Click the **Add Another Document** 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 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 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
No results found				

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

2. Enter the relevant information in the fields **File Type**, **Description** and **File Path** and click the **Upload** button.

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iRecruitment Job Basket Home Logout

General | My Account Home Jobs

Home | My Account >

**Upload Document**

Please select the file you wish to upload. Enter a description of the file and choose a file type. Cancel Upload

\* Indicates required field

\* File Type

Description

\* File Path

Cancel **Upload**

Copyright (c) 2006, OFA/CA. All rights reserved. Home | Jobs | Job Basket | Home | Logout

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 your document.

**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 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
<a href="#">Cover letter_IRC1221.doc</a>	Cover Letter	09-Feb-2011	Cover letter VA IRC1221	<input type="button" value="Delete"/>

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



4. Click the **Save** button before moving to the “Qualifications and Skills” section.
5. 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. The PPF replaces the previous FAO Personal History Form and ADM75 and will be evaluated by recruiting managers for the jobs applied to. To view or print your PPF click the **Print PPF** button. For more information about the FAO Personal Profile form, please go to **Section 3**.

## 2.2 Qualifications & Skills



Employment History, Skills, Education Qualifications and Professional Qualifications and Training are updated by clicking on the [Qualifications and Skills](#) link.

Qualifications and Skills screen

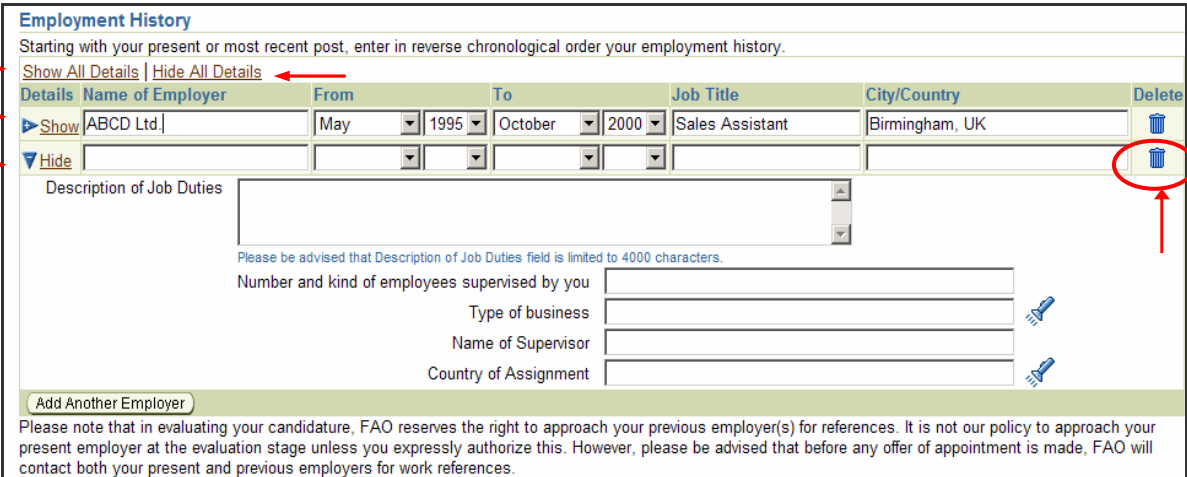
The screenshot displays the 'My Account' page for 'Qualifications and Skills'. At the top, there are navigation links: 'Home', 'Jobs', 'Job Basket', 'Home', and 'Logout'. Below this, the 'My Account' section is visible with tabs for 'Personal Information', 'Qualifications and Skills', 'Additional Information', and 'Login Information'. The 'Qualifications and Skills' tab is selected. On the right side of this section, there are buttons for 'Guidelines for Applicants', 'Cancel', 'Save', and 'Refresh My Resume'. The 'Save' and 'Refresh My Resume' buttons are circled in red. Below the tabs, there are instructions and tips. The 'Employment History' section includes a table with columns: 'Details', 'Name of Employer', 'From', 'To', 'Job Title', 'City/Country', and 'Delete'. The 'Skills' section includes a table with columns: 'Skill', 'Proficiency Level /Experience', 'Other Information', and 'Delete'. The 'Education Qualifications' section includes a table with columns: 'Name of Establishment', 'City/Country', 'Academic Qualification', 'From', 'To', 'Exact Title Qualification', 'Add Degree', and 'Delete'. The 'Professional Qualifications and Training' section includes a table with columns: 'Qualification Type', 'Name of Establishment', 'City/Country', 'From', 'To', 'Exact Title Qualification', and 'Delete'. Red arrows point to the 'Employment History', 'Skills', 'Education Qualifications', and 'Professional Qualifications and Training' sections. At the bottom of the page, there are buttons for 'Guidelines for Applicants', 'Cancel', 'Save', and 'Refresh My Resume'. The 'Save' and 'Refresh My Resume' buttons are circled in red.

## 2.2.1 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 once you log back in to your account. The Personal Profile form (PPF) will display your records in chronological order.**



 <b>TIP</b>	The <b>torch</b> icon next to a blank field <input type="text"/>  indicates that there is a list of values for your selection. To view the available values type the % symbol, then click on the torch.
--	--

1. Click the **Add Another Employer** button to display the fields to be completed for the employment record.



**Employment History**  
Starting with your present or most recent post, enter in reverse chronological order your employment history.


[Show All Details](#) | [Hide All Details](#)

Details	Name of Employer	From	To	Job Title	City/Country	Delete
<a href="#">▶ Show</a>	ABCD Ltd.	May 1995	October 2000	Sales Assistant	Birmingham, UK	
<a href="#">▼ Hide</a>						


Description of Job Duties

Please be advised that Description of Job Duties field is limited to 4000 characters.

Number and kind of employees supervised by you

Type of business  


Name of Supervisor

Country of Assignment  

**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.

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.

 <b>TIPS</b>	<ul style="list-style-type: none"> <li>• To enter your current employer, leave the fields <b>From</b> and <b>To</b> blank.</li> <li>• To have more space on the screen as you enter your records:                             <ul style="list-style-type: none"> <li>➢ hide the details of one employer by clicking the <a href="#">▼ Hide</a> link next to it. To unhide it click on <a href="#">▶ Show</a>.</li> <li>➢ hide details of your entire previous employment history by clicking on the link <a href="#">Hide All Details</a>. To unhide records click on <a href="#">Show All Details</a>.</li> </ul> </li> </ul>
---	--



## 2.2.2 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.


<i>Experience</i>	<i>Language</i>	<i>IT Skills</i>
<div style="border: 1px solid black; padding: 2px;"> <p style="background-color: #0056b3; color: white; margin: 0; padding: 2px;">From 1 to 2 years of experience</p> <p style="margin: 0; padding: 2px;">From 3 to 4 years of experience</p> <p style="margin: 0; padding: 2px;">From 5 to 6 years of experience</p> <p style="margin: 0; padding: 2px;">From 7 to 9 years of experience</p> <p style="margin: 0; padding: 2px;">From 10 to 11 years of experience</p> <p style="margin: 0; padding: 2px;">12 or more years of experience</p> </div>	<div style="border: 1px solid black; padding: 2px;"> <p style="background-color: #0056b3; color: white; margin: 0; padding: 2px;">A - Basic</p> <p style="margin: 0; padding: 2px;">B - Intermediate/Limited</p> <p style="margin: 0; padding: 2px;">C - Excellent/Working knowledge</p> <p style="margin: 0; padding: 2px;">MT - Mother Tongue</p> </div>	<div style="border: 1px solid black; padding: 2px;"> <p style="background-color: #0056b3; color: white; margin: 0; padding: 2px;">Proficient</p> <p style="margin: 0; padding: 2px;">Working knowledge</p> <p style="margin: 0; padding: 2px;">Fair</p> <p style="margin: 0; padding: 2px;">Basic</p> </div>

### IT Skills

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

### Language Skills

<b>A - Basic</b>	You will be expected to understand the majority of written and spoken language and communicate this through another official language.
<b>B - Intermediate/Limited</b>	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.
<b>C - Excellent</b>	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.
<b>MT - Mother Tongue</b>	Your mother tongue

	<p>The Skills section will display records of all FAO official tests you have passed (language or secretarial/clerical), as shown on the screenshot below.</p> <p>These records are downloaded from HRMS and are read-only.</p>
---	---

Skills			
Please enter your own assessment of the skills which you currently possess.			
*Skill	*Proficiency Level /Experience	Other Information	Delete
0801.Protocol Services	From 1 to 2 years of experience		
SECRETARIAL SKILLS.Shorthand English	75 words per minute		
SECRETARIAL SKILLS.Shorthand Spanish	90 words per minute		
LANGUAGE EXAMINATION.English	LPE - Language Proficiency Examination		
LANGUAGE EXAMINATION.French	LPE - Language Proficiency Examination		
LANGUAGE EXAMINATION.Spanish	LPE - Language Proficiency Examination		
LANGUAGE EXAMINATION.Italian	LPE - Language Proficiency Examination		
SECRETARIAL SKILLS Typing Examination-English	50 words per minute		
SECRETARIAL SKILLS Typing Examination-French	50 words per minute		
SECRETARIAL SKILLS Typing Examination-Spanish	50 words per minute		
SECRETARIAL SKILLS.Proof Reading Examination-Spanish	Pass		
SECRETARIAL SKILLS.AudioTyping Examination-Spanish	Pass		
8001.MS Access or databases	Working knowledge		
8001.MS Excel	Proficient		
8001.Email/Internet	Basic		
8001.ATLAS	Fair		

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 **Administration**).

- 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. The **Add Skill** screen will be displayed.

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.			
<b>Add Another Skill</b>			

2. 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.

**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
9001.Spanish	C - Excellent/Working knowledge		
9001.English	MT - Mother Tongue		
8001.MS Word	Proficient		
8001.MS Excel	Working knowledge		

**Add Another Skill**

- 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.

**Add Skills** Cancel OK

In addition to evaluating your professional experience in a specific field, we require your assessment of the following skills: Language - Official; Language - Other; IT Skills. Applicants to Professional positions, please specify your Regional Experience. Applicants to secretarial/clerical positions, assess Secretarial/clerical skills.

**Search**

Skill Type: Regional Experience  
 Resource Mobilization/Partnership/Liaison  
 Rural Development  
 Rural Finance  
 Rural Infrastructure  
Secretarial/Office Skills

Search Clear

- Click the **Add Another Skill** button to indicate your areas of expertise. Click the **Save** button once you have selected and evaluated your skills.

**Add Skills** Cancel OK

In addition to evaluating your professional experience in a specific field, we require your assessment of the following skills: Language - Official; Language - Other; IT Skills. Applicants to Professional positions, please specify your Regional Experience. Applicants to secretarial/clerical positions, assess Secretarial/clerical skills.

**Search**

Skill Type: Fishery Information  
 Environment, Climate Change and Bioenergy  
 Fishery Industries  
Fishery Policy, Development and Planning  
Fishery Resources  
 Food Safety, Quality and Consumer Protection

Search Clear

**TIP** Please click on the relevant value(s) corresponding to your area(s) of expertise or skills for which we require your assessment and click SEARCH to display all subcategories for you to select. To select more than one item press CONTROL key while clicking (or SHIFT key to select consecutive items).

<b>Fishery Information</b>	<input type="checkbox"/> 0501. Fishery Information System Management	<input type="checkbox"/> 0501. Fishery Research Information Management
<b>Fishery Resources</b>	<input type="checkbox"/> 0503. Aquaculture	<input type="checkbox"/> 0503. Aquatic Genetic Resources
	<input type="checkbox"/> 0503. Inland Ecosystem	<input type="checkbox"/> 0503. Inland Fishery
	<input type="checkbox"/> 0503. Marine Fishery Resources	<input type="checkbox"/> 0503. Coastal Aquaculture
		<input type="checkbox"/> 0503. Inland Aquaculture
		<input type="checkbox"/> 0503. Inland Water Resources
		<input type="checkbox"/> 0503. Marine Ecosystem/Fishery Management and Conservation

➤ to select **non-consecutive** skill types: hold down the **CTRL** key and then click on the required types

➤ to select **consecutive** skill types: hold down the **SHIFT** key and click on the first and last skill type that you wish to select

### 2.2.3 Education Qualifications

Enter information about your education in this section.


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

**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 "Additional Qualification Details" 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
<span style="border: 2px solid red; border-radius: 50%; padding: 2px;">Add Another Establishment</span>						<span style="border: 2px solid red; border-radius: 50%; padding: 2px;">+</span>	<span style="border: 2px solid red; border-radius: 50%; padding: 2px;">+</span>	<span style="border: 2px solid red; border-radius: 50%; padding: 2px;">-</span>

2. Complete the required information in the fields: Name of Establishment, City/Country, Academic Qualification, From and To.
3. Click the **Quick Select** icon  under the **\*Exact Title Qualification** column to add the exact title of the qualification obtained, main subjects and the status.

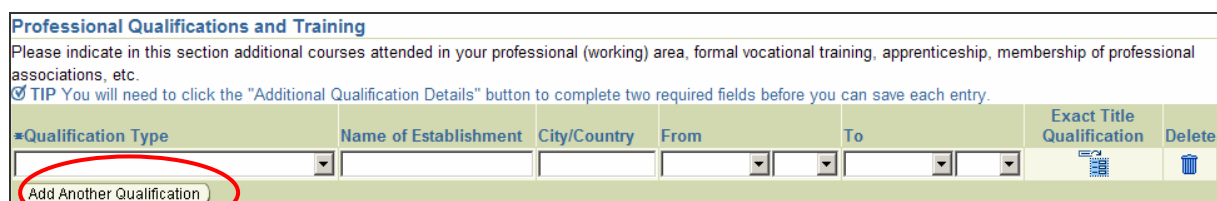



 The **Exact Title of Qualification Obtained** and the **Status** fields are mandatory, you will not be able to save your details unless you update them

4. Click the **Save** button after completing this qualification.
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.
7. Click the **Add Another Establishment** button and repeat the above steps until you have entered your full education record.

### 2.2.4 Professional Qualifications and Training

1. Click the **Add Another Qualification** button to create an editable line.



2. Complete the required information in the fields: Qualification Type, Name of Establishment, City/Country, From and To.
3. Click the **Quick Select** icon  under the **\*Exact Title Qualification** column to add the exact title of the qualification obtained, main subjects and the status.

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**Additional Qualification Details**

\* Exact title of Qualification obtained

Main Subject

\* Status

Cancel Ok


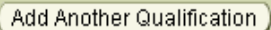


Cancel Ok

Home | Jobs | Job Basket | Logout | Diagnostics

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

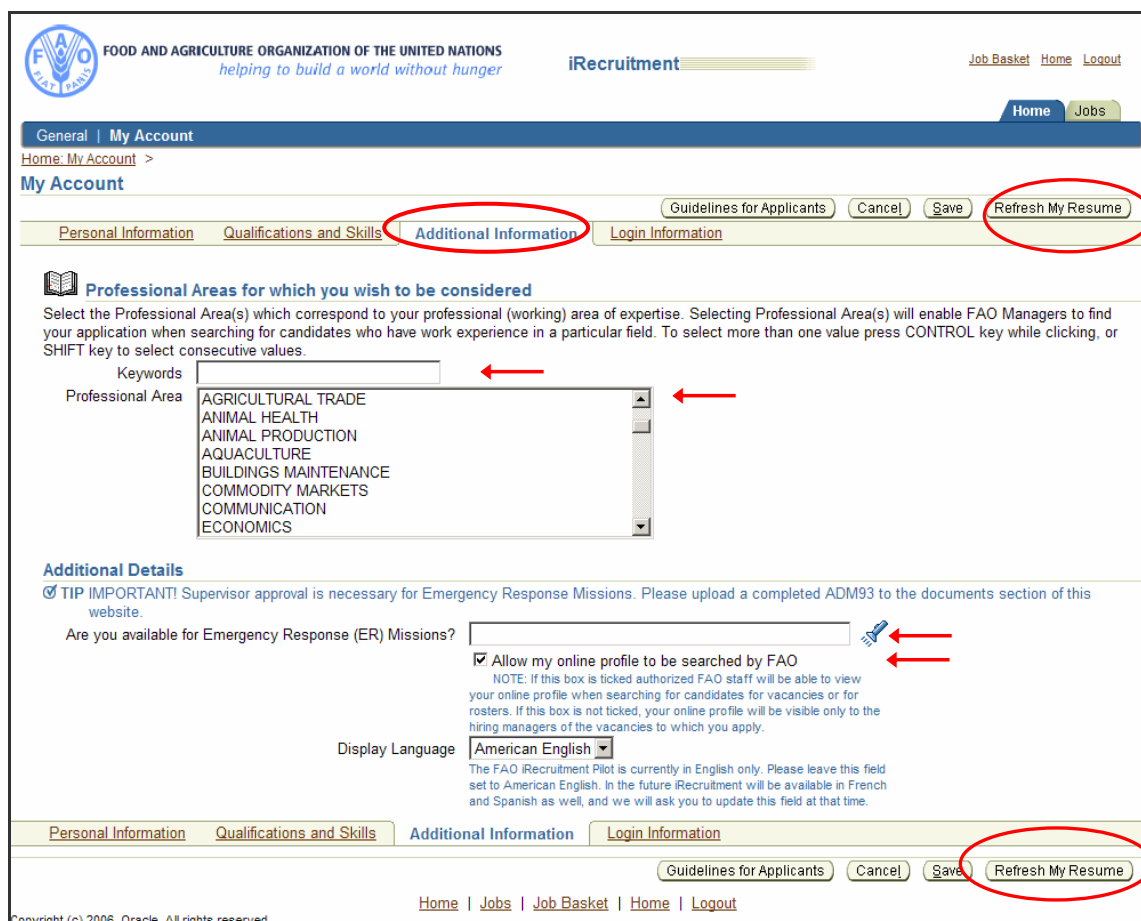
4. Click the  button after completing this qualification.
5. To add additional qualifications click the  button and repeat the above steps until you have a full record of your Professional Qualifications and Training. **To add a qualification within an establishment already specified click on the icon .**
6. Click on the  button after completing each qualification.

## 2.3 Additional Information


By clicking the [Additional Information](#) link 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.




The **torch** 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 torch.




1. **Professional Areas for which you wish to be considered.** Enter 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.
2. **Additional Details:** Please indicate your availability for Emergency Response Missions.

	<p><b>Note:</b> Staff should obtain supervisor approval before indicating availability to work on Emergency Response Missions. Download the TC Emergency Response Roster release form (ADM93), have it completed and signed by your supervisor and upload it to the <b>Documents</b> section of iRecruitment (see section 3.1 of this document for more information on uploading documents).</p>
---	--

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

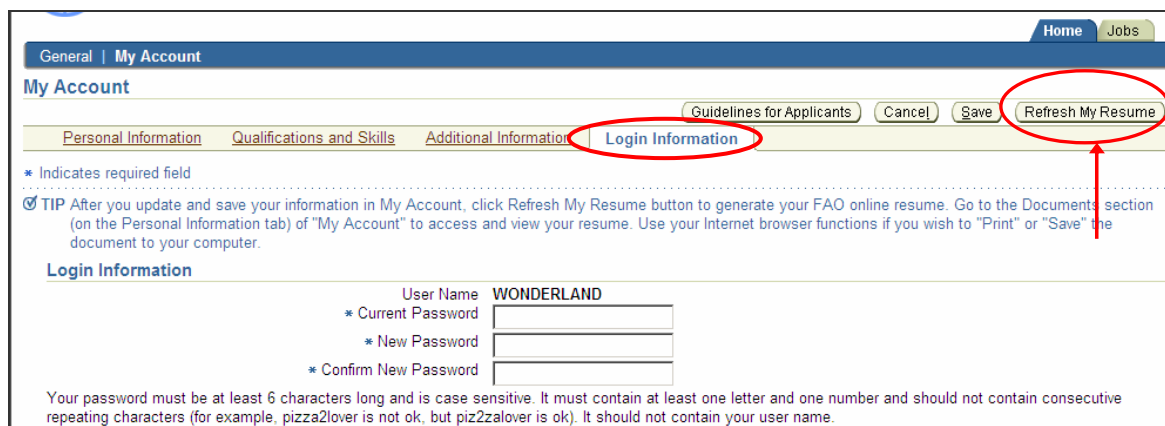
	<p><b>Note:</b> If this box is ticked authorized FAO staff will be able to view your online profile when searching for candidates for vacancies or for rosters. If this box is not ticked, your online profile will be visible only to the hiring managers of the vacancies to which you apply.</p>
---	---

3. Click the  button and proceed to the Login Information tab.



## 2.4 Login Information

This tab allows you to reset your password. Update the relevant fields and click the  button.



General | My Account

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 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.

**Login Information**


User Name WONDERLAND

\* Current Password

\* New Password

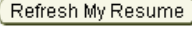
\* Confirm New Password

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 piz2zlover is ok). It should not contain your user name.

	If you change your password in this section you are changing your ORACLE password.
---	--


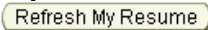
## 3.0 Personal Profile Form (PPF) and Guidelines

### 3.1 Create/Update PPF

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

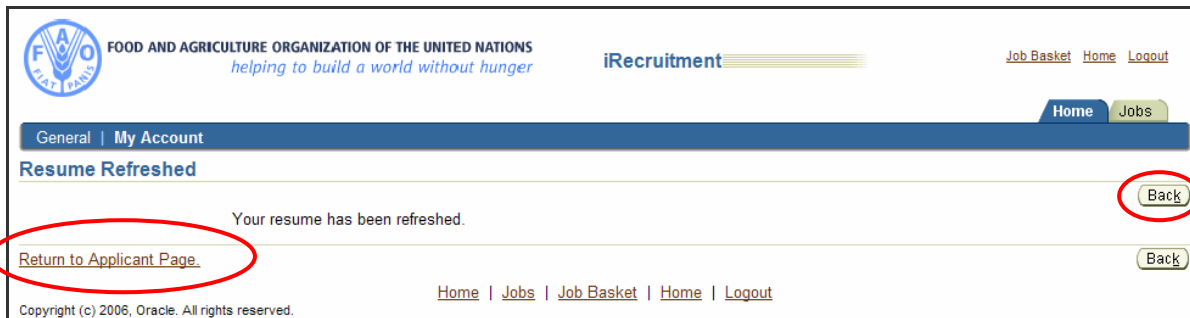
A copy of your PPF will be added to your Documents section.

The iRecruitment PPF replaces both the current Personal History Form and the ADM75 and displays the information that you have entered and saved in any section of "My Account" (Personal Information, Qualifications and Skills and Additional Information).

It is important, therefore, that you remember to **update your PPF** by clicking the  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  button.

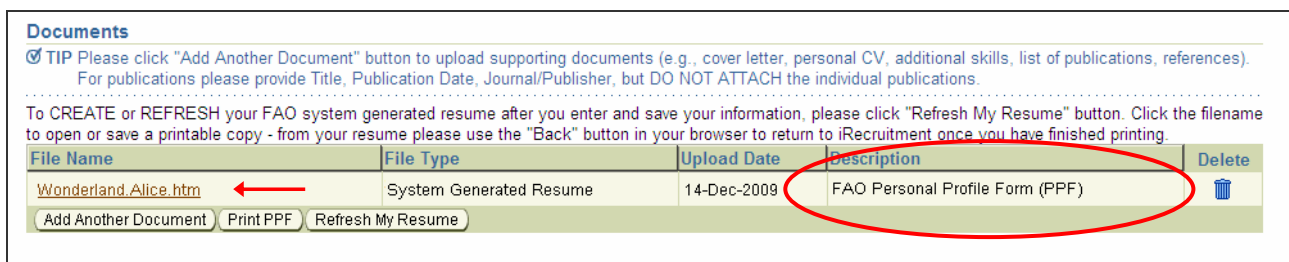
### 3.2 View the PPF

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.

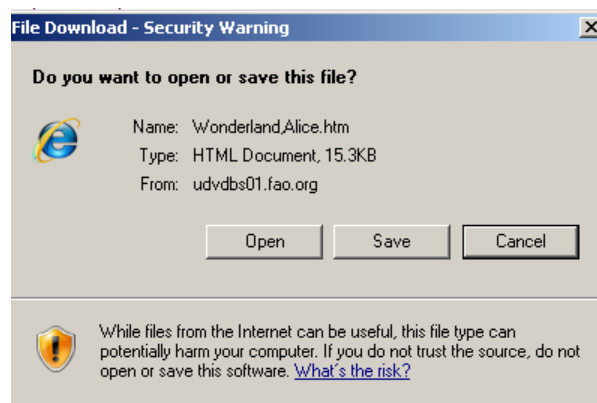


Go to the **Personal Information** page and scroll down to the **Documents** section. A copy of your updated PPF will be displayed.

1. To view the PPF, click on the File Name link. A message prompt for File Download will ask if you would like to open or save the file.



2. Choose Open to display your PPF.



PPF (partial view)

PERSONAL PROFILE FORM			
<b>PERSONAL DETAILS</b>			
Family Name (surname) WONDERLAND	First Name ALICE	Middle Name	Maiden Name
<b>FAO EMPLOYEES</b>		<b>FAO Nationality:</b>	
Index Number:		Name of Supervisor:	
Title, Grade, Service:		Type of Contract:	
Appointment NTE Date:		EOD Date:	
Gender: Female		Marital Status:	
Date of Birth: 01-OCT-1970		Country of Birth:	
1st Nationality:		2nd Nationality:	
3rd Nationality:		3rd Nationality:	
If you have applied for a new nationality indicate nationality/date requested:			
<b>PERMANENT RESIDENCE</b>			
Country:			
<b>MAILING ADDRESS</b>			
City:			
Country:		Postal Code:	
Address:		Telephone: Mobile : 320123 456	
E-mail:			
<b>RELATIONS</b>			
If you have any dependants, indicate name, date of birth and relationship:			
If you have close relatives employed by FAO, indicate full name and relationship:			
<b>SKILLS</b>			
<b>LANGUAGE SKILLS</b>			

- If you wish to generate a printable 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 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 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
<a href="#">Wonderland.Alice.htm</a>	System Generated Resume	14-Dec-2009	FAO Personal Profile Form (PPF)	

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

The screenshot shows a Windows Internet Explorer browser window. The address bar contains the URL: https://udvdb01.fao.org:4515/OA\_HTML/OA.jsp?OAFunc=FAO\_IRecruitment\_PDF&\_ti=1247972953&oapc=23. The browser displays the FAO logo and the title "FOOD AND AGRICULTURE ORGANIZATION OF THE UNITED NATIONS PERSONAL PROFILE FORM". Below the title, the "PERSONAL DETAILS" section is visible, showing the Family Name (surname) as APPLICANT3 and the First Name as MARY. A red circle highlights the 'X' button in the browser's window title bar, with a callout box saying "Click to close the document."

### 3.3 Guidelines

There are guidelines available for applicants on the iRecruitment site. You can access these from any section of your iRecruitment account by clicking the **Guidelines for Applicants** button .

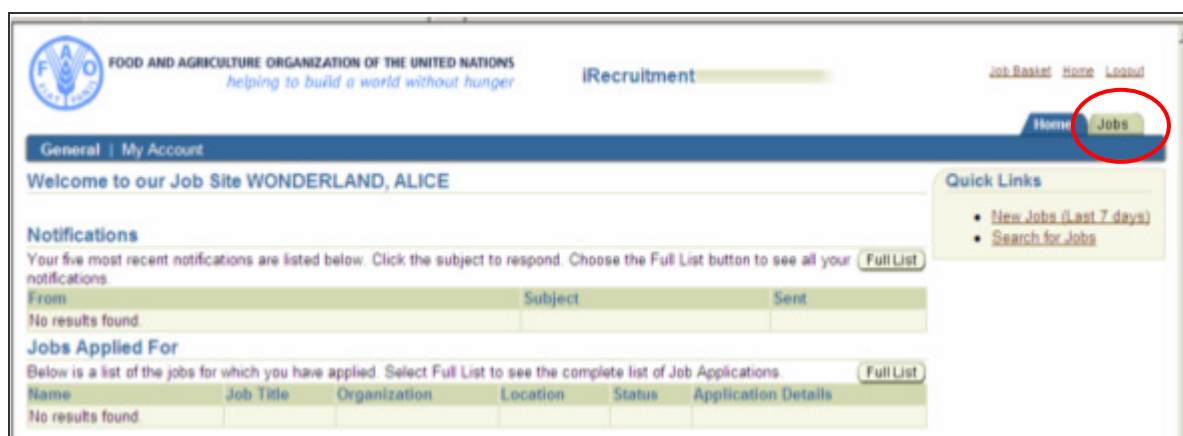
The screenshot shows the 'My Account' page of the iRecruitment system. At the top, there is a navigation bar with 'Home' and 'Jobs' buttons. Below this, a sub-navigation bar contains 'General | My Account'. The main content area is titled 'My Account' and features several tabs: 'Personal Information', 'Qualifications and Skills', 'Additional Information', and 'Login Information'. A red circle highlights the 'Guidelines for Applicants' button, which is located next to 'Cancel', 'Save', and 'Refresh My Resume' buttons. Below the tabs, there are instructions and tips, followed by a 'Basic Details' section with fields for Family Name (WONDERLAND), First Name (ALICE), Middle Name, Maiden Name, Birth Date (01-Oct-1970), Gender (Female), Email, and Present Nationality#1. A 'Phone Numbers' section follows, with a note that FAO employees are not requested to enter Home phone numbers. A table with columns 'Phone Number' and 'Times to Call' is partially visible.

## 4.0 Search for vacancies and Apply

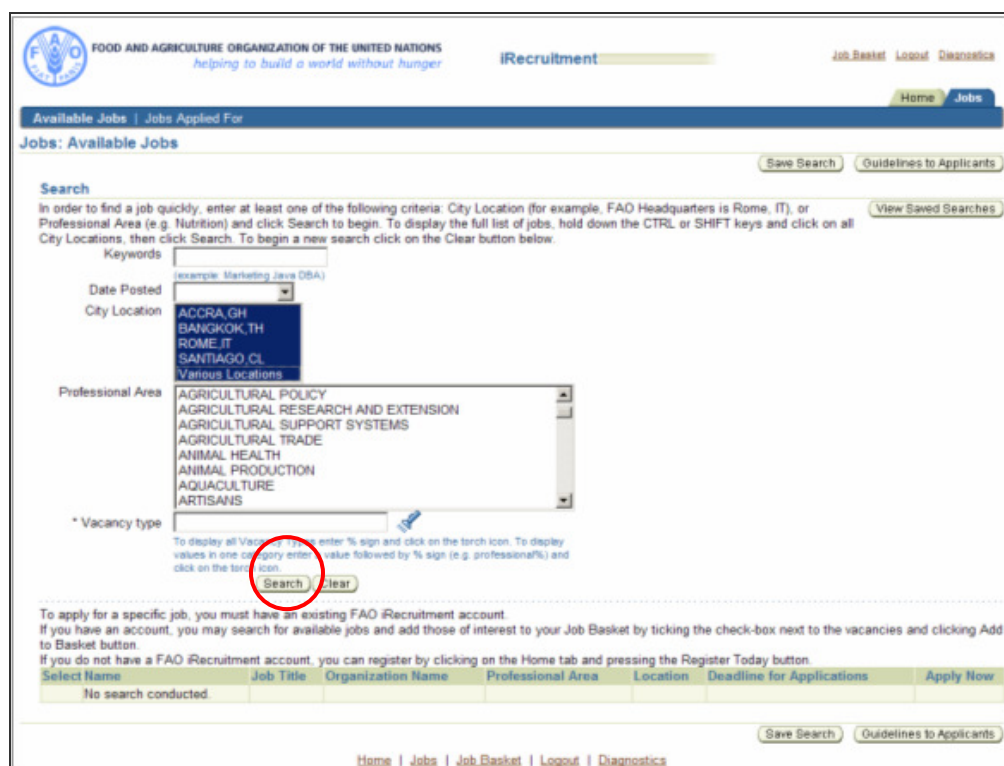
### 4.1 Search for vacancies

Once you have completed all required information under “My Account” you can search for a vacancy and apply.

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



2. The **Available Jobs** screen will be displayed. To view all available vacancies hold down the **CTRL** key and click on all values for City Location. Then click the **Search** button.




3. If you wish to restrict your search, choose other parameters such as Professional Area or Date Posted and click the **Search** button. A list of available vacancies matching your selection will be displayed.

4. Before starting a new search, click the **Clear** button.
5. If you wish to re-order records within a column, click on the green column title.
6. If you wish to display more vacancies, click the link [Next 10](#).

The screenshot shows the FAO iRecruitment search results page. The search filters are set to 'Professional' and 'ROME.IT'. The results table shows two job listings: IRC2095 and IRC2093. Red circles highlight the 'Clear' button, the 'Next 10' link, and the 'Apply Now' icons for each job listing.

Select	Name	Job Title	Organization Name	Professional Area	Location	Deadline for Applications	Apply Now
<input type="checkbox"/>	IRC2095	Economist (Commodities), P-3 (0089761)	Trade and Markets Division, EST	ECONOMICS	ROME.IT	31-Dec-2011	
<input type="checkbox"/>	IRC2093	Economist (Global Perspectives), P-3 (0725552)	Agricultural Development Economics Division, ESA	ECONOMICS	ROME.IT	31-Dec-2011	

## 4.2 Apply to a Vacancy

To apply for a vacancy (see previous screenshot) either select the vacancy and click the relevant icon  , or click the file name ([IRCxxxx](#)) to display the vacancy details and then the **Apply Now** button, as shown below.

The screenshot shows the FAO iRecruitment job details page for IRC2095. The 'Apply Now' button is highlighted with a red circle.

**Job: IRC2095**

**Description**

Title, Grade (Position No)	Economist (Commodities), P-3 (0089761)
Location	ROME.IT
Organizational Unit	Trade and Markets Division, EST
Deadline for Applications	31-Dec-2011
Duration	Fixed-term: 3 years
Notes	
Department Description	Economic and Social Development Department, ES

There are three steps to follow: Review Account, Additional Information and Submit Application.

**Review Account**

You may review your account details and also update any required information. Use the brown 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 **Next** button.

*Review Account screen (only partial display)*

**Additional Information**

Please enter the required information for **References**.

*Additional Information screen*



## Submit Application

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

### Submit Application screen

A confirmation that you have submitted your application will be displayed on top of 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 <b>Documents</b> 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.

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iRecruitment [Job Basket](#) [Home](#) [Logout](#)

[Home](#) [Jobs](#)

[General](#) | [My Account](#)

Welcome to our Job Site **WONDERLAND, ALICE**

**Quick Links**

- [New Jobs \(Last 7 days\)](#)
- [Search for Jobs](#)

**Notifications**  
Your five most recent notifications are listed below. Click the subject to respond. Choose the Full List button to see all your notifications. [Full List](#)

From	Subject	Sent
No results found.		

**Jobs Applied For**  
Below is a list of the jobs for which you have applied. Select Full List to see the complete list of Job Applications. [Full List](#)

Name	Job Title	Organization	Location	Status	Application Details
IRC1461	PEMS Officer	FODAD	DS, ITALY, ROME	Application Received	

**How to Update your Account and Apply for a Job**

To Complete or Update your Online Account Information

- Click **My Account** link on top of the screen to display the four tabs available: Personal Information, Qualifications & Skills, Additional Information, and Login Information.
- Click on each tab and enter or select relevant information for each field on each screen.
- Click **Save** button at the bottom of each screen.
- Click **Refresh My Resume** to generate a FAO resume. Go to **Documents** section (on **Personal Information** tab) to review your FAO resume.
- Use **My Account** to update and save your account details as necessary.

To Search for Available Jobs and Apply to a Vacancy of Interest

### 4.3 Job Basket

There is a functionality in iRecruitment which allows you to select one or a number of vacancies and apply later called “Job Basket”.

- Click the **Jobs** tab on your iRecruitment Home page to search for vacancies (see **Section 4.1**).
- Enter your selection parameters and click the **Search** button. The list of available vacancies matching your selection will be displayed.
- Tick the checkbox next to the jobs you are interested in and click the **Add To Basket** button

Select Jobs: [Add To Basket](#)

[Select All](#) | [Select None](#)

Select	Name	Job Title	Organization Name	Professional Area	Location	Deadline for Applications	Apply Now
<input type="checkbox"/>	IRC2095	Economist (Commodities), P-3 (0089761)	Trade and Markets Division, EST	ECONOMICS	ROME,IT	31-Dec-2011	
<input type="checkbox"/>	IRC2093	Economist (Global Perspectives), P-3 (0725552)	Agricultural Development Economics Division, ESA	ECONOMICS	ROME,IT	31-Dec-2011	
<input checked="" type="checkbox"/>	IRC2005	Human Resources Officer (Organizational Design), P-4. ( 0037338 )	Organizational Design ( CSHE )	HUMAN RESOURCES	ROME,IT	23-Mar-2010	
<input type="checkbox"/>	IRC2086	HR Officer, P-2, (Unidentified)	Recruitment and Staffing Branch - CSHR	HUMAN RESOURCES	ROME,IT		
<input type="checkbox"/>	IRC2092	Human Resources Officer (Organizational Design), P-4. ( 0037338 )	Organizational Design ( CSHE )	HUMAN RESOURCES	ROME,IT	31-Dec-2011	
<input checked="" type="checkbox"/>	IRC2026	Nutrition Officer (Assessment and Requirements, P-4. ( 0101974 )	Nutrition Assessment and Planning Service ( AGNA )	NUTRITION AND CONSUMER PROTECTION	ROME,IT	31-Dec-2009	
<input type="checkbox"/>	IRC2089	Senior Statistician (Food security and social statistics), P-5 (0094242)	Statistics Division, ESS	STATISTICS	ROME,IT	31-Dec-2011	

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

**Confirmation**  
The selected jobs are now in your basket.

4. Click the [Job Basket](#) link at the top or bottom of the screen to view your Job Basket.

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Home Jobs

### Job Basket

Click the Apply Now icon to apply for any of these jobs. To remove a job from your Job Basket, select it using the check box, and click the Remove from Basket button.  
✔ TIP Once you apply for a job, that job will no longer appear in your Job Basket. To view your job applications, select the Jobs Applied For page.

Select Jobs: Remove From Basket


Select All | Select None

Select	Name	Job Title	Professional Area	Location	Apply Now
<input type="checkbox"/>	IRC2005	Human Resources Officer (Organizational Design), P-4. ( 0037338 )	HUMAN RESOURCES	ROME,IT	
<input checked="" type="checkbox"/>	IRC2026	Nutrition Officer (Assessment and Requirements, P-4. ( 0101974 )	NUTRITION AND CONSUMER PROTECTION	ROME,IT	
<input type="checkbox"/>	IRC2093	Economist (Global Perspectives), P-3 (0725552)	ECONOMICS	ROME,IT	

Home | Jobs | Job Basket | Logout | Diagnostics

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5. Select the job you would like to apply to and click the **Apply Now** icon .

 FAO Employees can also apply from the FAO website; however, they will have access only to vacancies that have been published as External. There is no access to Internal Vacancies from the FAO Employment website.

If you need help, or have queries, please contact: [IRECRUITMENT@FAO.ORG](mailto:IRECRUITMENT@FAO.ORG)