



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

iRecruitment

iRecruitment User Guide

for

FAO Employees

Date: June 2013

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You can search within the Guidelines by using CTRL + F

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General Information for New Users

iRecruitment is currently available in English only
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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. The term *FAO Employees* refers to all staff members and non-staff HR (Consultants, PSAs, etc.) who are employed by the Organization.

New access to iRecruitment

As of 6 November 2012, FAO Employees will no longer access their iRecruitment profile using the "iRecruitment Employee Candidate" link in Oracle (accessed by your standard Oracle username). Access will be made via the FAO Employment website and the iRecruitment webpage. For more details see **Section 1**.

All employees who were employed by the Organization before 6 November 2012 have been provided with a new iRecruitment username (...@fao.org email address) and temporary password. If you have not received your new iRecruitment username and password, please see instructions in **Section 2.1**.

To login to your iRecruitment account please see **Section 2.1**.

Internet Explorer settings

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

System Unavailability

The FAO iRecruitment system is not available every Saturday from 03:00 to 08:00 hrs 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- Login to iRecruitment

Go to the FAO Employment website, click on the Employment link and then on the relevant link under the section "*iRecruitment Access & Registration*". At the iRecruitment webpage <http://www.fao.org/employment/irecruitment-access/en/> click on the link "Enter iRecruitment" to go to the FAO iRecruitment home page. Then login with your username (email) and your password at the section **FAO Employees & Returning visitors**. DO NOT create an external account by clicking on "Register Today".

Step 2 - Complete your online profile

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






Step 3 – Search for vacancies and apply

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

FAO Personal Profile Form (PPF)

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

Navigating iRecruitment

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

Help Desk

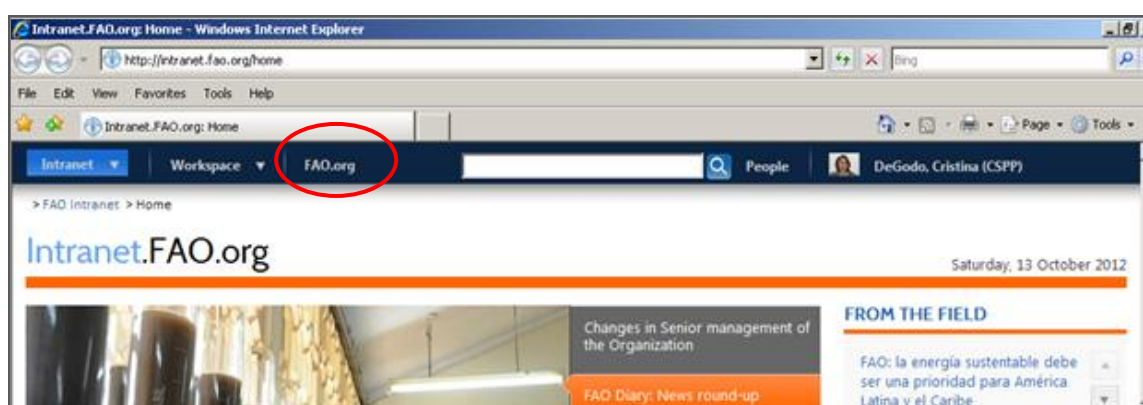
If you need assistance to login or receive error messages, please send a screenshot and the description of the problem to our Help Desk at iRecruitment@fao.org

1. New iRecruitment access for FAO Employees

As of 6 November 2012, FAO Employees can no longer access their iRecruitment profile using the "iRecruitment Employee Candidate" Oracle responsibility. Access will be made via the FAO Employment website and the iRecruitment webpage.

All employees have been provided with a new iRecruitment username, which is your current ...@fao.org email address, and a temporary password. Once you have accessed iRecruitment you may change the FAO email address with a private email address (Personal Information page of your account). Please note, however, that iRecruitment notifications will be sent to the iRecruitment username (email) you have defined. If you have not received your new iRecruitment username and password, please follow the instructions in **Section 2**.

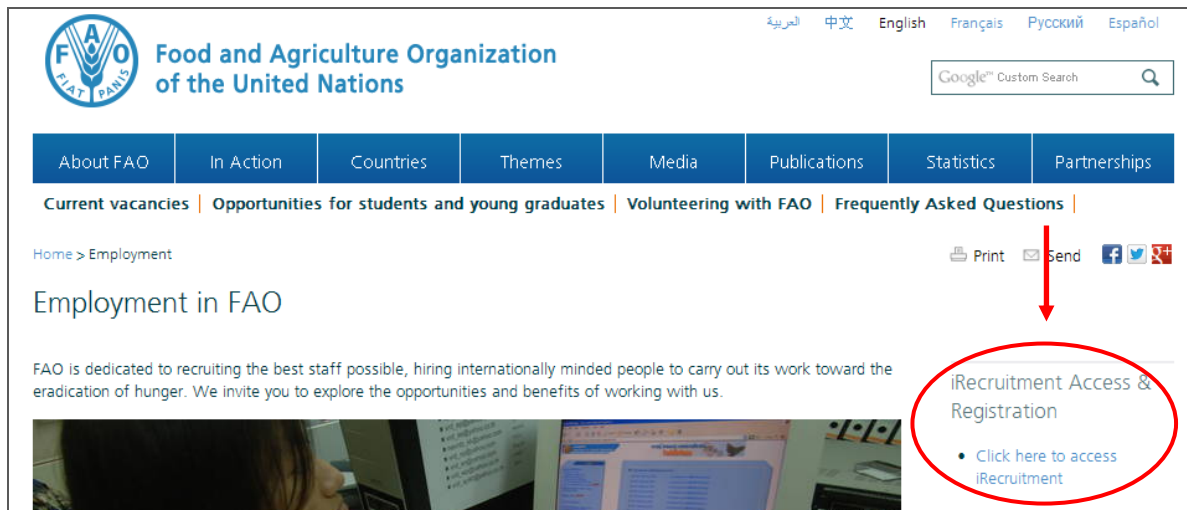
1. To access iRecruitment go to the FAO website, either by using the Intranet link **FAO.org** or opening Internet explorer and accessing the FAO website www.fao.org.



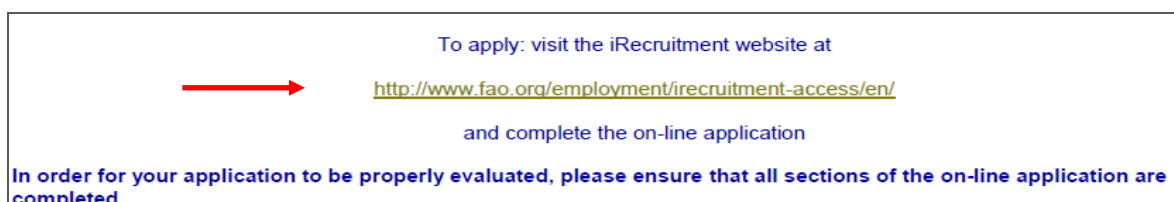
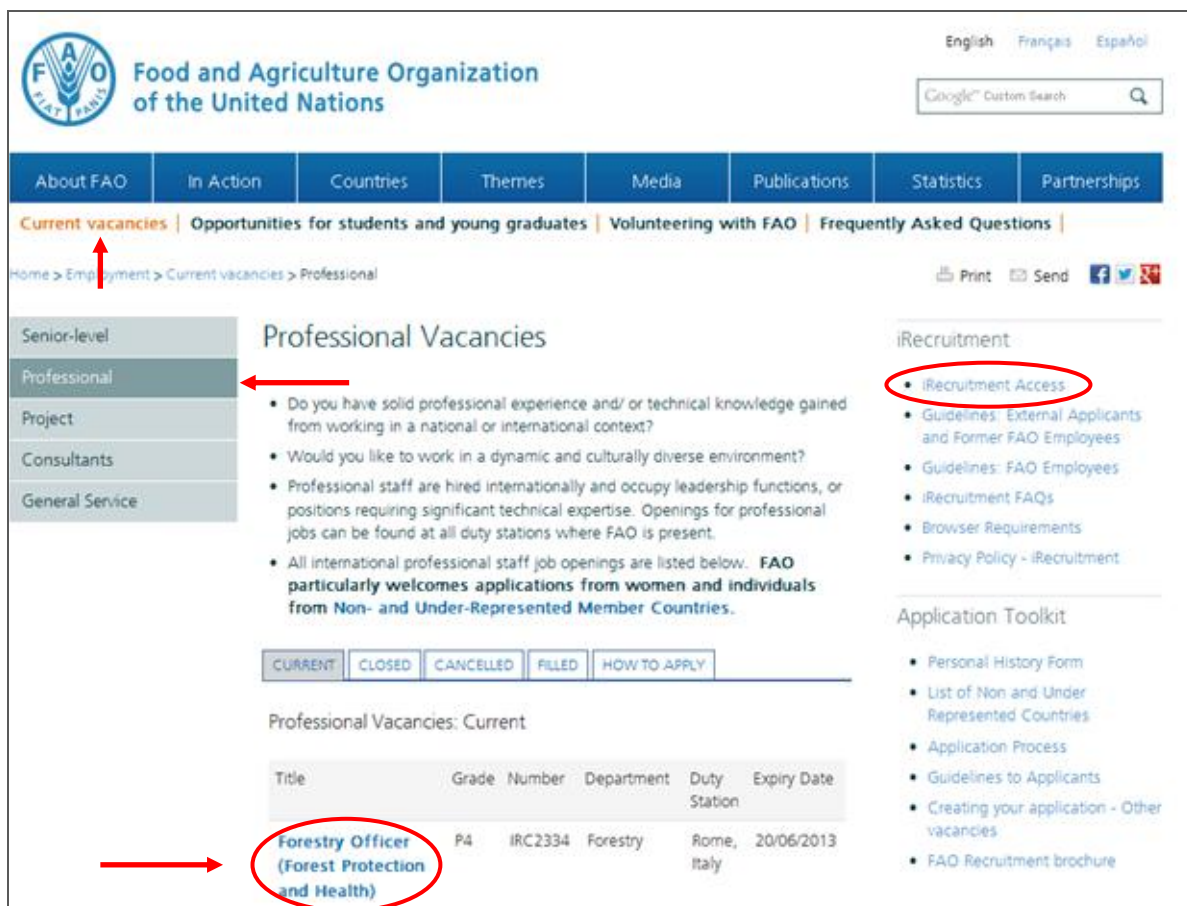
2. Once at the FAO website, scroll down to the section "Quick Links" and click on **Employment**.

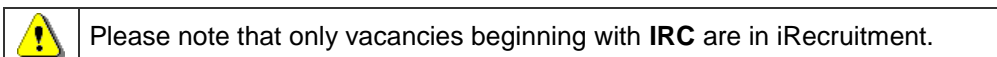


3. The FAO Employment webpage will be displayed. Click on the link “Click here to access iRecruitment”.



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





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

4. The iRecruitment webpage will be displayed. Click on [Enter iRecruitment](#) to go to the FAO iRecruitment Home page.

iRecruitment webpage

The screenshot shows the FAO iRecruitment Home page. At the top, there is a navigation bar with links: About FAO, In Action, Countries, Themes, Media, Publications, Statistics, and Partnerships. Below this is a secondary navigation bar with links: Current vacancies, Opportunities for students and young graduates, Volunteering with FAO, and Frequently Asked Questions. The main content area starts with a 'Welcome to iRecruitment!' message, followed by instructions for new and returning users. A red circle highlights the 'Enter iRecruitment' button. Below this, there are two important notes for former and current FAO employees. The right sidebar contains 'Related Information' and 'Need Help?' sections. The footer includes 'Quick links', 'FAO Departments and Offices', and 'Follow us on' social media links.

English

Google™ Custom Search

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

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

Home > Employment > iRecruitment Access

Print | Send | Facebook | Twitter | LinkedIn | RSS

Welcome to iRecruitment !

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

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

1. If you are registering for the first time, or are a former FAO employee who has never registered (as a former FAO employee), please click **Enter iRecruitment**, then register an account in the **First Time Visitors, Register Today** section.
2. Before applying for vacancies, complete or update your account in all sections (Personal Information, Qualifications & Skills and Additional Information).
3. Search for vacancies and apply. Vacancies will be automatically removed from the site at 23:59 (CET) on the closing date for applications.

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

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

Enter iRecruitment

Important Note - Former FAO Employees:

Important Note - Current FAO Employees:

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

Related Information

- List of Non & Under-Represented Countries
- Privacy Policy- iRecruitment

Need Help?

- External Applicants & Former FAO Employees Guidelines
- FAO Employees Guidelines
- iRecruitment FAQs
- Browser Requirements

Quick links

- Contact us
- Terms and Conditions
- Scam Alert

Employment

- Employment
- Procurement
- Governing Bodies

FAO Departments and Offices

- Agriculture and Consumer Protection
- Economic and Social Development
- Headquarters
- Regional Offices
- Subregional Offices

Follow us on

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- Twitter
- Google+
- LinkedIn
- YouTube
- RSS

The FAO iRecruitment Home page will be displayed.

2. Login to your iRecruitment account

From the FAO iRecruitment Home page you can login to your iRecruitment account or search for available vacancies; to apply for vacancies, however, you will need to log into to your account. The Guidelines for FAO Employees and the iRecruitment FAQs are available on this page.

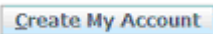
FAO iRecruitment Home page

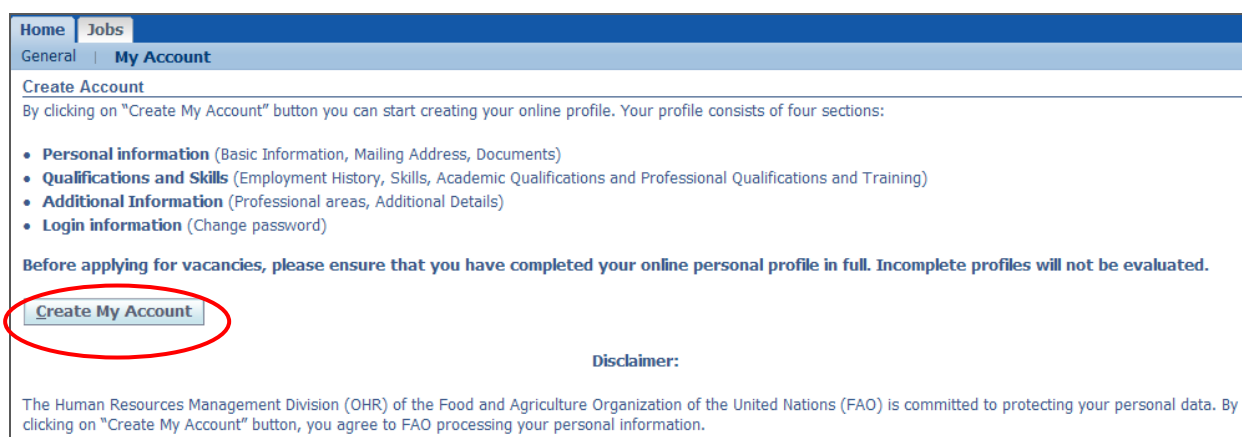
2.1 Login for FAO employees who were already employed before 6 November 2012

If you were already employed by FAO before 6 November 2012 (as staff member or NSHR) please follow the instructions below to login to your iRecruitment account.

1. At the **FAO Employees & Returning visitors** section enter the new iRecruitment username (FAO email address) and password which were sent to you on 6 November 2012. If you have not received them, please click on the link "[Did you forget your password?](#)". A temporary password will be sent to your email address. If you do not receive your password within 30 minutes, please contact Recruitment@fao.org.
2. If you are accessing your iRecruitment account **for the first time after 6 November 2012**, you will be requested to perform two actions, as shown in **a)** and **b)** below. For future visits, once you have entered your iRecruitment username and password your iRecruitment home page will be displayed.

a) Change the temporary password provided to you and click on [Save](#).

- b) Click on  to create your account with your new iRecruitment username.

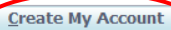


Create Account

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)

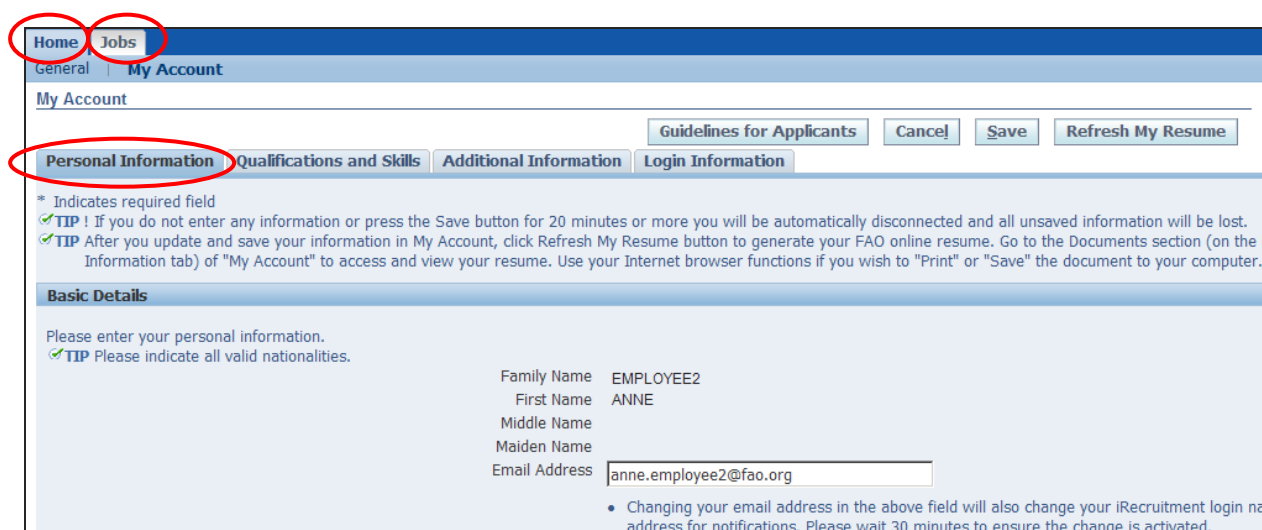
Before applying for vacancies, please ensure that you have completed your online personal profile in full. Incomplete profiles will not be evaluated.




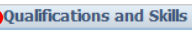
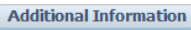

Disclaimer:





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

The Personal Information page of your account will be displayed. Click on . For information on how to update your account, please see **Section 4**.



My Account

* Indicates required field

✓ **TIP** ! If you do not enter any information or press the Save button for 20 minutes or more you will be automatically disconnected and all unsaved information will be lost.

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



Basic Details

Please enter your personal information.

✓ **TIP** Please indicate all valid nationalities.

Family Name EMPLOYEE2
First Name ANNE
Middle Name
Maiden Name
Email Address

- Changing your email address in the above field will also change your iRecruitment login name and address for notifications. Please wait 30 minutes to ensure the change is activated.

- If you wish to return to your iRecruitment Home page, click on 
- If you wish to search for vacancies click on . Before applying for vacancies, please ensure that you have completed all the information in all sections under "My Account".

2.2 Login for new employees hired on or after 6 November 2012

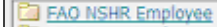

2.2.1 Login – Employees first hired on or after 6 November 2012 with no previous iRecruitment account

If you are a new FAO employee and have **never registered an account** in iRecruitment as external candidate, you need to create your iRecruitment account.

1. Login to Oracle with your Oracle username and password.

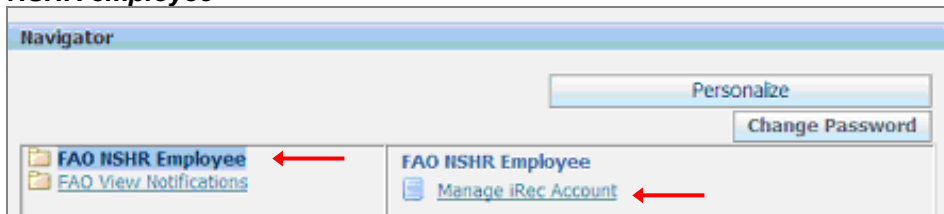


2. At the Oracle navigator

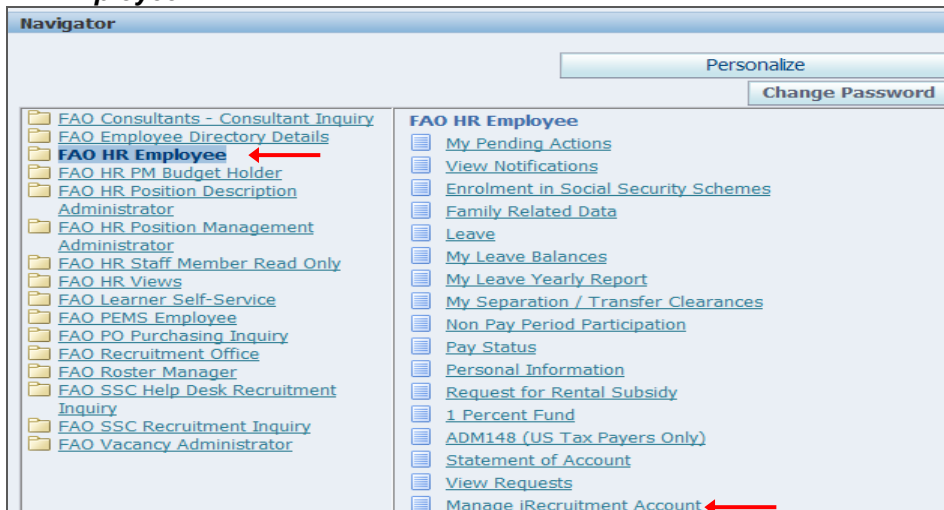
- click on the responsibility **FAO NSHR Employee**  if you have been hired under a NSHR contract (e.g. Consultant, PSA, etc)
- click on the responsibility **FAO HR Employee**  if you have been hired under a short-term or fixed-term contract.


Then click on **Manage iRec Account**.

NSHR employee



HR Employee



3. The "Schedule Request Name" will be displayed. Information message #2 will apply to you, i.e. "If you have not already created an account in FAO iRecruitment online application system, please click "Next" and enter the email address you will use to login to iRecruitment and to which iRecruitment notifications will be sent". Click on the  button.

ORACLE® FAO HR Employee

Navigator Favorites Home Logout Help

Name Parameters Layout Review

Schedule Request: Name

* Indicates required field

Program Name **FAO Employee Manage iRecruitment Account**

Request Name

1. If you have already created an account in FAO iRecruitment online application system, please click Next and enter the same Email Address so we can link your account to your FAO Employee details.

2. If you have not already created an account in FAO iRecruitment online application system, please click Next and enter the email address you will use to login to iRecruitment and to which iRecruitment notifications will be sent.

Cancel Submit Step 1 of 4 **Next**

Cancel Submit Step 1 of 4 Next

Home Logout Help

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4. At the parameters screen enter the email address that you wish to use as your iRecruitment username (your current FAO email or a private email address) and select the option **"Create a new iRecruitment Account"**. Click on **Next**.

ORACLE® FAO HR Employee

Navigator Favorites Home Logout Help

Name Review

Schedule Request: Parameters

* Indicates required field

Program Name **FAO Employee Manage iRecruitment Account**

Request Name

* Email Address anne.employee2@fao.org

* Action

Link HR record to an existing iRecruitment Account

Create a new iRecruitment Account

Update iRecruitment Account email address

Cancel Submit Back Step 2 of 3 **Next**

Cancel Submit Back Step 2 of 3 Next

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5. The **Schedule Request: Review** screen will be displayed. Please check your email address and click on **Submit**.

ORACLE® FAO HR Employee

Navigator Favorites Home Logout Help

Name Parameters Review

Schedule Request: Review

Cancel Back Step 3 of 3 **Submit**

Name

Concurrent Program Name **FAO Employee Manage iRecruitment Account**

Request Name

Operating Unit

Parameters

Email Address **anne.employee2@fao.org**

Action **Create a new iRecruitment Account**

Cancel Back Step 3 of 3 Submit

6. At the next screen click **OK**.

Information

Your request for FAO Employee Manage iRec Account has been scheduled. The Request ID is 20111647

OK

- Click on the **Refresh** button until the **Output** icon appears.

Name	Phase	Scheduled Date	Details	Output	Request ID	Republish	Status
FAO Employee Manage iRecruitment Account	Completed	25-Sep-2012			20138499		Normal

- An email message including a temporary password will be sent to the email address you defined.
- Logout from Oracle GRMS before you login to iRecruitment as this may cause errors.**
- To login to iRecruitment go to the FAO Employment webpage following the instructions provided in **Section 1**. Then login to your new iRecruitment account at the section **FAO Employees & Returning visitors**. You will be prompted to change your temporary password.

If you experience any difficulties in logging in, please contact iRecruitment@fao.org.

2.2.2 Login – Employees first hired on or after 6 November 2012 with existing iRecruitment account

If you are a new FAO employee and had **already registered an account in iRecruitment as an external applicant**, please proceed as follows to link your external account to your FAO HR record.

- Login to Oracle with your Oracle username and password.

- At the Oracle navigator
 - click on the responsibility **FAO NSHR Employee** if you have been hired under a NSHR contract (e.g. Consultant, PSA, etc)
 - click on the responsibility **FAO HR Employee** if you have been hired under a short-term or fixed-term contract.

Then click on **Manage iRec Account**.

NSHR employee

HR Employee

3. The “Schedule Request Name” will be displayed. Information message #1 will apply to you, i.e. “If you have already created an account in FAO iRecruitment online application system, please click Next and enter the same Email Address so we can link your account to your FAO Employee details”. Click on the **Next** button.

4. At the parameters screen enter the **same email address you used in your registration as external applicant** so that we can link your FAO HR record to your external iRecruitment account. Click on **Next**.

5. The **Schedule Request: Review** screen will be displayed. Please check your email address and click on **Submit**.

ORACLE® FAO HR Employee

Navigator Favorites Home Logout Help

Name Parameters Review

Schedule Request: Review

Cancel Back Step 3 of 3 **Submit**

Name

Concurrent Program Name **FAO Employee Manage iRecruitment Account**

Request Name

Operating Unit

Parameters

Email Address **Rose.Pink@yahoo.com** ←

Action **Link HR record to an existing iRecruitment Account**

Cancel Back Step 3 of 3 **Submit**

6. At the next screen click **OK**.

Information

Your request for FAO Employee Manage iRec Account has been scheduled. The Request ID is 20111647

OK

7. Click on the **Refresh** button until the **Output** icon appears.

Requests

View Last 24 hours Go Search Submit Request

Requests Summary Table

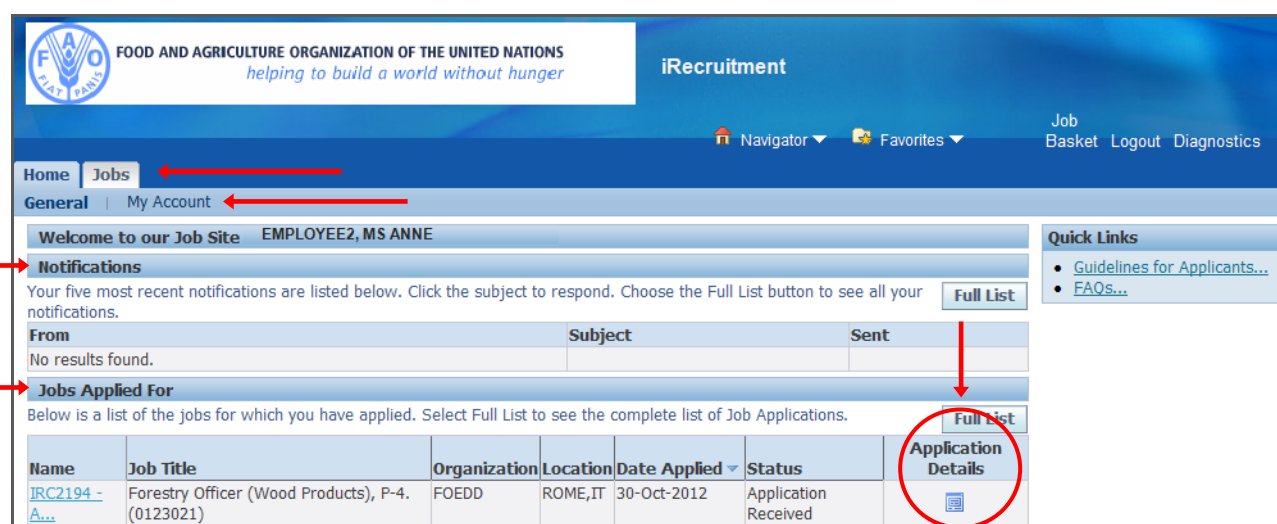
Refresh ←

Name	Phase	Scheduled Date	Details	Output	Request ID	Republish	Status
FAO Employee Manage iRecruitment Account	Completed	25-Sep-2012			20138499		Normal

8. An email message including a temporary password will be sent to the email address you defined.
9. **Logout from Oracle GRMS before you login to iRecruitment as this may cause errors.**
10. To login to iRecruitment go to the FAO Employment webpage following the instructions provided in **Section 1**. Then login to your iRecruitment account at the section **FAO Employees & Returning visitors**, with your username (e.g. Rose.Pink@yahoo.com) and your current password.

If you experience any difficulties in logging in, please contact iRecruitment@fao.org.

3. Your iRecruitment Home page



Jobs

Click on the tab **Jobs** to search for available vacancies.

My Account

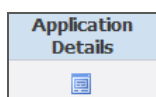
To display the four sections of your online profile (Personal Information, Qualifications and Skills and Additional Information), click on **My Account**.

Notifications

This section displays your iRecruitment notifications only. Oracle notifications are not displayed here. To view a notification click on the Subject link; click on the **OK** 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.



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

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

4. Update your Online Profile

4.1 Personal Information

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

FOOD AND AGRICULTURE ORGANIZATION OF THE UNITED NATIONS
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iRecruitment

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 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: EMPLOYEE2
 First Name: ANNE
 Middle Name:
 Maiden Name:
 Email Address:

Birth Date: 01-Jun-1956
 Gender: Female
 Country of Birth:

* Present Nationality#1:
 Present Nationality#2:
 Present Nationality#3:

If you have applied for a new nationality indicate nationality/date requested:
 Permanent Residence: Country:

* I certify that all information provided by me is true and complete: Yes ☒
 * Certification Date: 31-Jan-2011

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

Index Number:

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
Cover letter_IRC1221.doc	Cover Letter	02-Aug-2012	Cover letter VA IRC1221	

Add Another Document | Print PPF | Refresh My Resume

Guidelines for Applicants | Cancel | Save | Refresh My Resume

Home | Jobs | Job Basket | Logout | Diagnostics

About this Page | Privacy Statement

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4.1.1 Basic Details, Phone Numbers

For FAO Employees the Personal Information page displays information downloaded from HRMS, including your FAO official nationality.

Nationality: The country displayed in the field “Present Nationality#1” (and in the field “FAO Nationality” in your PPF) is downloaded from your HR record and cannot be changed from iRecruitment. Any changes that you make will be overwritten by the HR information. For queries regarding your FAO nationality/Present Nationality#1, please contact HR-Services@fao.org. Please use the fields “Present Nationality#2” and “Present Nationality#3” to indicate any other nationalities you possess.

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 <input type="checkbox"/>
* Certification Date	28-Jul-2011 <input type="text"/>
<small>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.</small>	

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

4.1.2 Documents

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

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

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

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

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.

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

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 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**.

4.2 Qualifications & Skills

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

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.

Employment History

Please enter your employment history.

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

Add Another Employer

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

Skills

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

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

Add Another Skill

Education Qualifications

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

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

Add Another Establishment

Professional Qualifications and Training

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

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

Add Another Qualification

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

4.2.1 Employment History

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



FAO employees are not required to enter the following details for the employment with FAO: Salary per annum after tax, employer email, employer mailing address, telephone number and fax number.

- 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 history.

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

Details	Name of Employer	From	To	Job Title	City/Country
+ Show	FAO AGA	February 2010		Senior Animal Health Off	Rome
- Hide	FAO AGA	May 2005	January 2010	Animal Health Officer	Rome

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

- 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.
- To add another employer click the **Add Another Employer** button. Complete all your employment records, saving after each record.

TIPS

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

4.2.2 Skills

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

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

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

Experience

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

Language

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

IT Skills

Proficient
Working knowledge
Fair
Basic

Typing

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

Shorthand

75 words per minute
90 words per minute

Other secretarial/office skills

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

IT Skills

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

Language Skills

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



The Skills section will display all FAO official tests you have passed (language or secretarial/clerical) as shown on the screenshot below. These records are read-only.

*Skill	*Proficiency Level / Experience	Other Information
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 Excel	Working knowledge	

FAO requires FAO employees 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.

*Skill	*Proficiency Level / Experience	Other Information	Delete
No results found.			
<div> <div>Add Another Skill</div> </div>			

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

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

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

Home | Jobs
General | **My Account**
Home: My Account >
Add Skills

Search

Skill Type: **IT Skills**
 IT-Oracle E-Business Suite Release 12
 Information Systems and Technology
 Information and Knowledge Management
 Land Resources and Management
 Language - Official

Search Clear

IT Skills

☐ 8001.ATLAS ☐ 8001.COSTAB ☒ 8001.Email/Internet ☒ 8001.IT Skill (Other)
☐ 8001.MS Access or databases ☐ 8001.MS Excel ☐ 8001.MS Outlook ☐ 8001.MS PowerPoint
☐ 8001.MS Project ☒ 8001.MS Word ☐ 8001.ORACLE Consultant Recruitment ☐ 8001.ORACLE Purchasing
☐ 8001.PABX and Telecommunications Systems ☐ 8001.SQL ☐ 8001.Webdesign and maintenance ☐ 8001.eBMM

Language - Official

☐ 9001.Arabic ☐ 9001.Chinese ☒ 9001.English ☐ 9001.French
☐ 9001.Russian ☒ 9001.Spanish

Cancel OK

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 enter your own assessment of the skills which you currently possess.

*Skill	*Proficiency Level / Experience	Other Information	Delete
9001.Spanish	C - Excellent/Working knowledge		
9001.English	MT - Mother Tongue		
8001.MS Word	Proficient		
8001.Email/Internet	Working knowledge		

Add Another Skill

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

Search

Skill Type: **Regional Experience**
 Resource Mobilization/Partnership/Liaison
 Rural Development
 Rural Finance
 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

Search

Skill Type: **Fishery Information**
 Fishery Policy, Development and Planning
 Fishery Resource
 Food Safety, Quality and Consumer Protection
 Food Security
 Forest Economics

Search Clear

Cancel OK

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 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
Add Another Establishment							

2. Enter the required information in the fields: Name of Establishment, City/Country, Academic Qualification, 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.

 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.


Additional Qualification Details

* Exact title of Qualification obtained:

Main Subject:

* Status:

Cancel Ok

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

4.2.4 Professional Qualifications and Training


1. Click the **Add Another Qualification** button to create a new 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 attended in your professional (working) area, formal vocational training, apprenticeship, membership of professional associations, etc.


TIP You will need to click the "Additional Qualification Details" button to complete two required fields before you can save each entry.

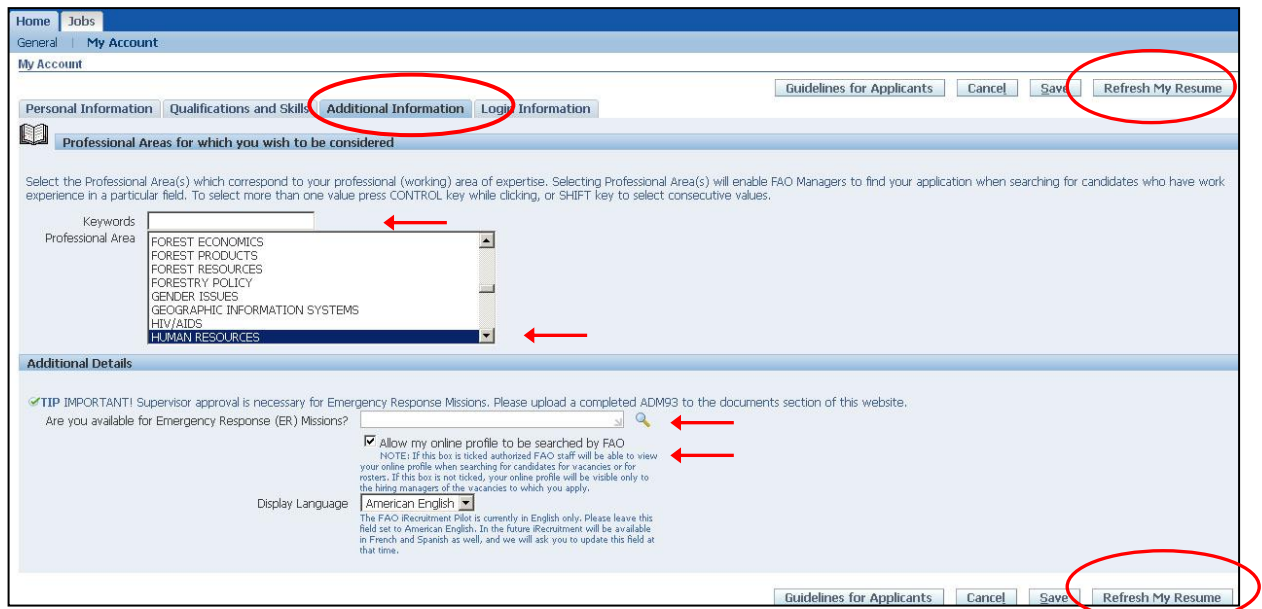
*Qualification Type	Name of Establishment	City/Country	From	To	Exact Title Qualification	Delete
Add Another Qualification						

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

4.3 Additional Information

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

TIP The **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.



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.
2. **Additional Details:** Please indicate your availability for Emergency Response Missions.



Staff should obtain supervisor approval before indicating availability to work on Emergency Response Missions. Download the TC Emergency Response Roster release form (ADM93) from Word > Add-Ins and have it completed and signed by your supervisor; then upload it to the **Documents** section of your account (see **Section 4.1.2** information on how to upload documents).

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



Note: If this box is 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 is not ticked, your online profile will be visible only to the hiring managers of the vacancies to which you apply.

3. Click the **Save** button.

4.4 Login Information

You may use this section if you wish to change your iRecruitment password. Click the [Save](#) button if you reset your password.

The screenshot shows the 'My Account' page with the 'Login Information' tab selected. The page includes a navigation bar with 'Home' and 'Jobs' tabs, and a sub-navigation bar with 'General' and 'My Account'. The 'My Account' section has tabs for 'Personal Information', 'Qualifications and Skills', 'Additional Information', and 'Login Information'. The 'Login Information' tab contains fields for 'User Name' (ANNE.EMPLOYEE2@FAO.ORG), 'Current Password', 'New Password', and 'Confirm New Password'. A tip at the top states: '* 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.' At the bottom, there are buttons for 'Guidelines for Applicants', 'Cancel', 'Save', and 'Refresh My Resume'. A red arrow points to the 'Refresh My Resume' button.

5. Personal Profile Form (PPF) and Guidelines

5.1 Create/Update PPF

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

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

The iRecruitment PPF 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 or Additional Information).

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

5.2 View the PPF

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

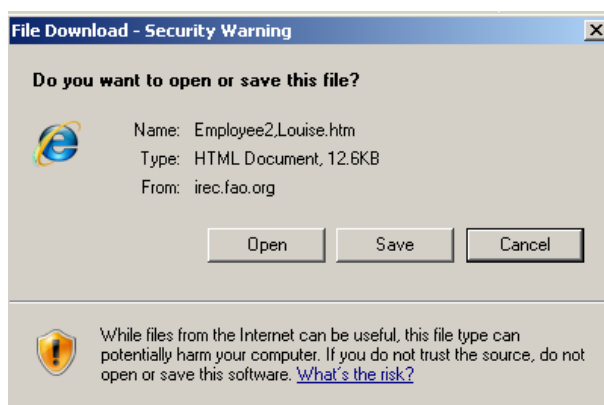
The screenshot shows the 'Resume Refreshed' page. It has a navigation bar with 'Home' and 'Jobs' tabs, and a sub-navigation bar with 'General' and 'My Account'. The main content area says 'Resume Refreshed' and 'Your resume has been refreshed.' At the bottom, there is a link 'Return to Applicant Page' and a 'Back' button, both highlighted with red circles.

Go to the **Personal Information** page and scroll down to the **Documents** section. A copy of your updated PPF will be displayed. For more information go to **Section 4.1.2**.

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				
<p>✓ 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.</p> <p>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.</p>				
File Name	File Type	Upload Date	Description	Delete
Wonderland_Ms.Alice	System Generated Resume	28-Jul-2011	FAO Personal Profile Form (PPF)	
Add Another Document Print PPF Refresh My Resume				

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



Online PPF (partial view)


PERSONAL PROFILE FORM			
PERSONAL DETAILS			
Family Name (surname)	First Name	Middle Name	Maiden Name
EMPLOYEE2	LOUISE		
FAO EMPLOYEES		FAO Nationality: United Kingdom	
Index Number: 0250647		Name of Supervisor: SMITH, MR P.	
Title, Grade, Service (Contractors: Role on Assignment): 0123456 PROGRAMME OFFICER ABCD P-3.02		Type of Contract: Staff member - fixed-term	
Appointment NTE Date: 20-SEP-2012		EOD Date: 21-SEP-2009	
Gender: Female		Marital Status:	
Date of Birth: 11-MAY-1960		Country of Birth:	
1st Nationality: United Kingdom		2nd Nationality:	
		3rd Nationality:	
If you have applied for a new nationality indicate nationality date requested:			

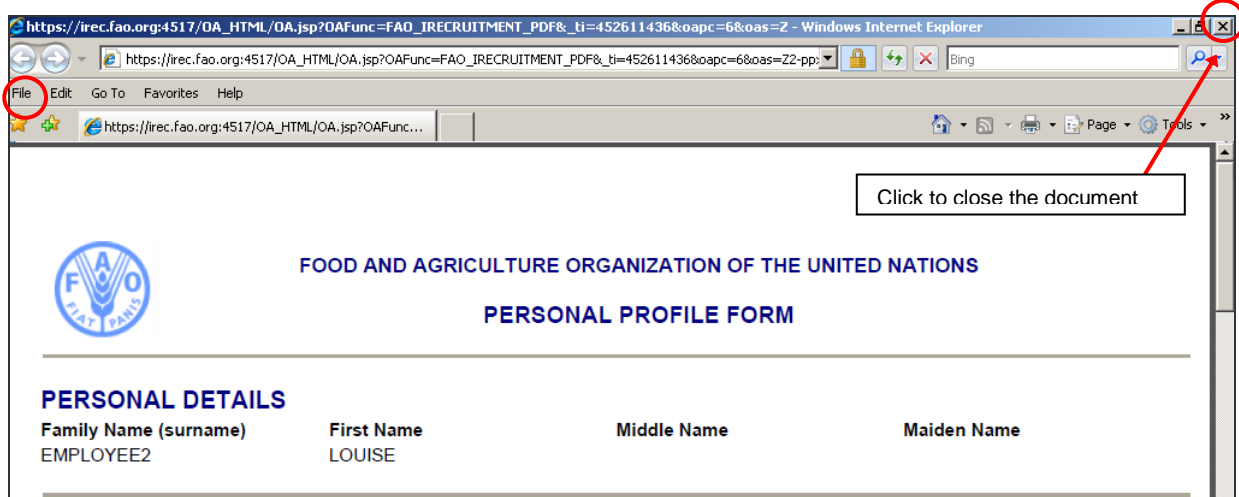


To return to your account, click the **Back** button

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

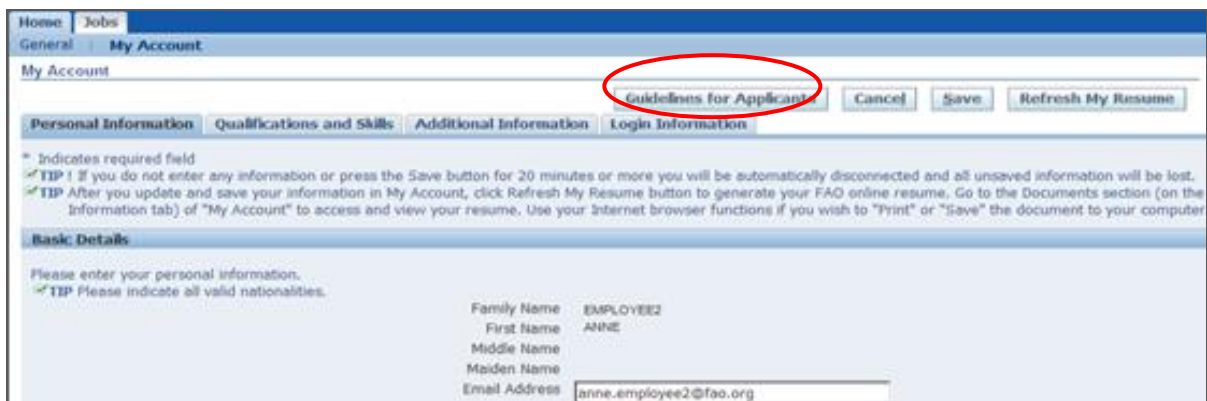
Documents				
<p>✓ TIP Please click "Add Another Document" button to upload supporting documents (e.g., cover letter, personal CV, additional skills, list of publications, references). For publications please provide Title, Publication Date, Journal/Publisher, but DO NOT ATTACH the individual publications.</p> <p>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.</p>				
File Name	File Type	Upload Date	Description	Delete
Wonderland_Ms.Alice	System Generated Resume	28-Jul-2011	FAO Personal Profile Form (PPF)	
Add Another Document Print PPF Refresh My Resume				

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 .



5.3 Guidelines

Click the [Guidelines for Applicants](#) button to access an online version of these Guidelines.



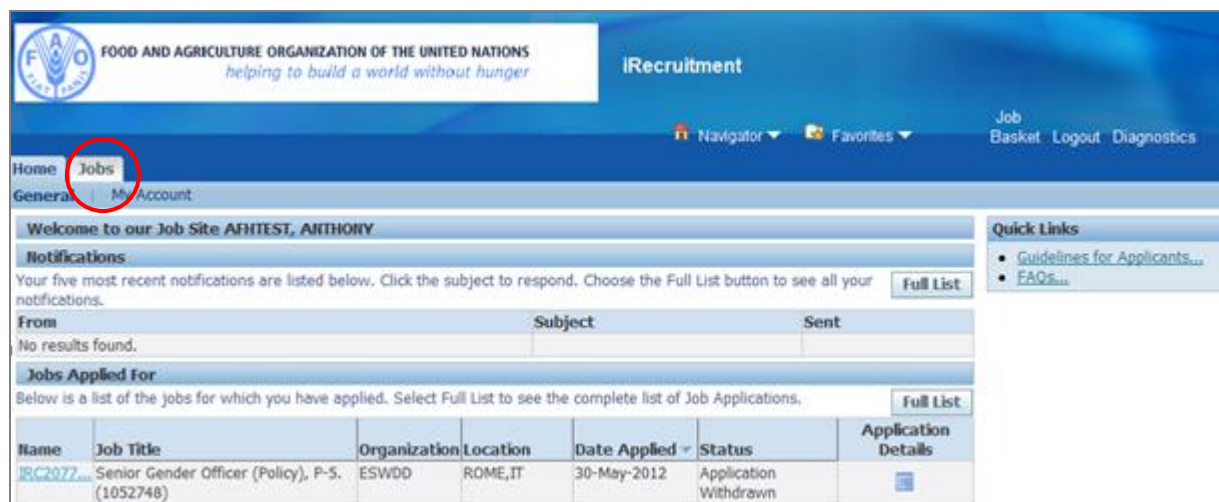
The screenshot shows the 'My Account' page in the iRecruitment system. The page has a blue header with 'Home' and 'Jobs' links. Below the header, there are tabs for 'General' and 'My Account'. The 'My Account' tab is selected. In the 'My Account' section, there are buttons for 'Guidelines for Applicants', 'Cancel', 'Save', and 'Refresh My Resume'. The 'Guidelines for Applicants' button is circled in red. Below these buttons, there are tabs for 'Personal Information', 'Qualifications and Skills', 'Additional Information', and 'Login Information'. The 'Personal Information' tab is selected. The page contains several tips and instructions, including a warning about automatic disconnection if the user does not enter any information or press the Save button for 20 minutes or more. Below the tips, there is a section for 'Basic Details' with a form for entering personal information. The form includes fields for 'Family Name', 'First Name', 'Middle Name', 'Maiden Name', and 'Email Address'. The values entered are 'EMPLOYEE2', 'ANNE', and 'anne.employee2@fao.org'.

6. Search for Vacancies and Apply

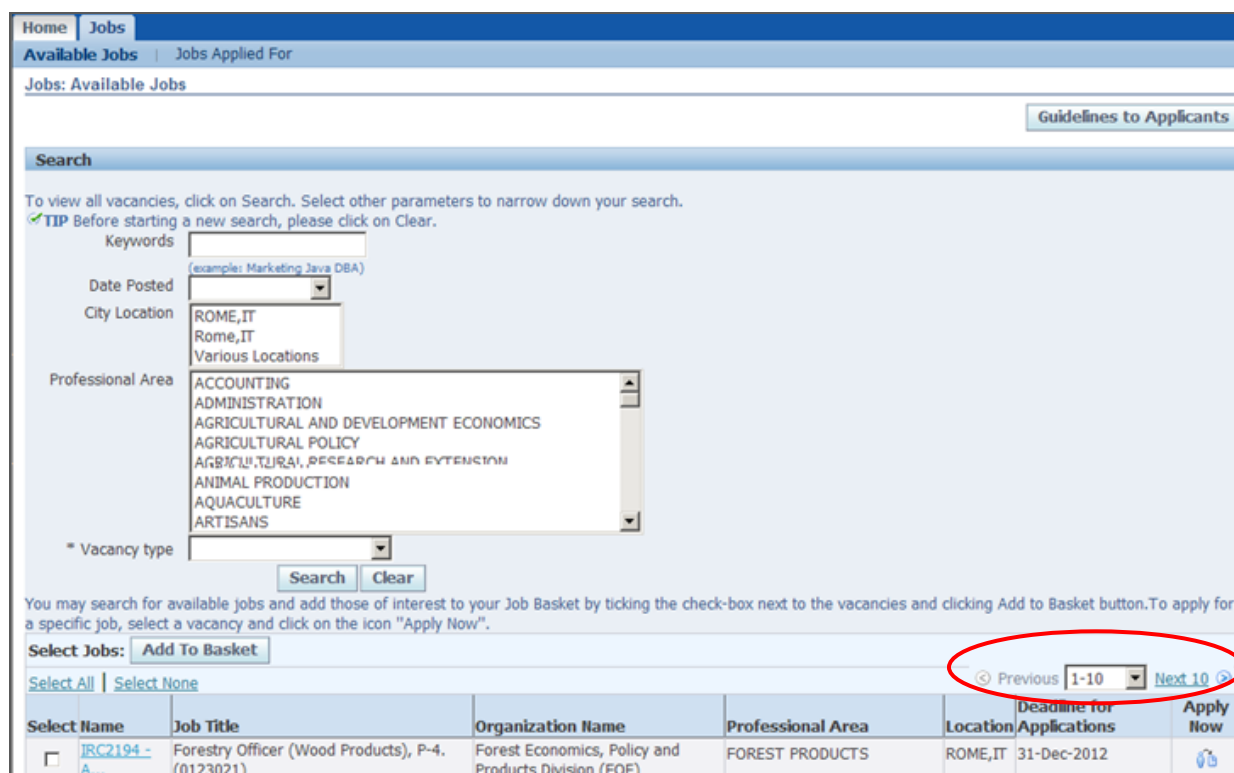
Before applying for vacancies, please ensure that you have completed your online profile information, including **Employment History, Academic Qualifications and Skills** (Language – Official; IT Skills; areas of expertise; Regional Experience (for Professional positions); Secretarial/Office skills (for 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.

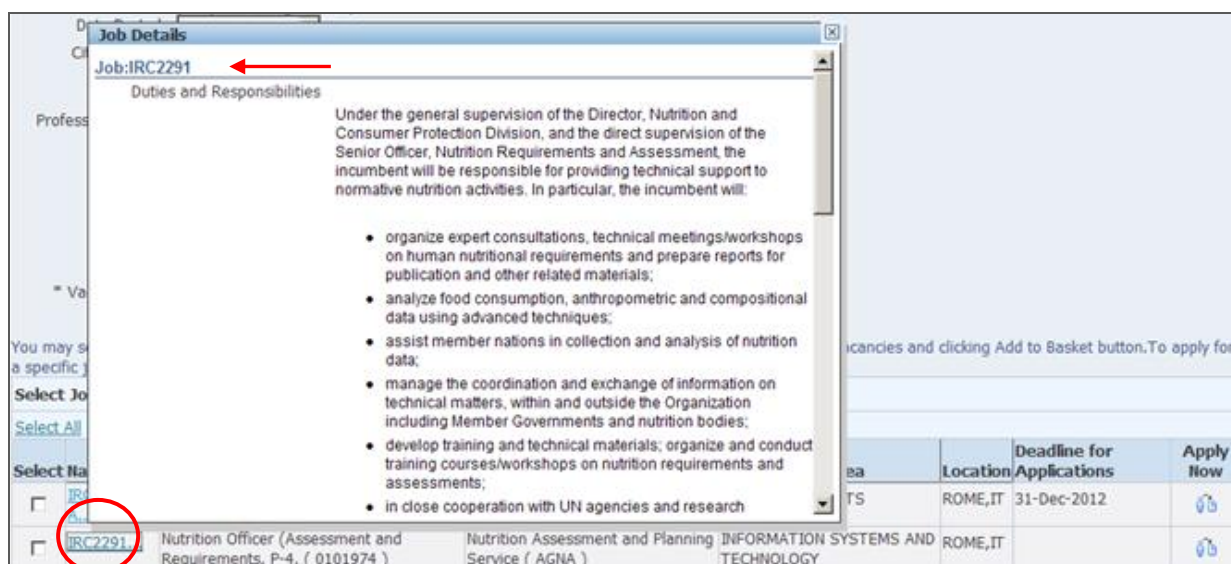


2. The **Available Jobs** screen will be displayed. To view all available vacancies click the **Search** button.



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

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



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

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

6.2 Job Basket

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

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

You may search for available jobs and add those of interest to your Job Basket by ticking the check-box next to the vacancies and clicking Add to Basket button. To apply for a specific job, select a vacancy and click on the icon "Apply Now".

Select Jobs: **Add To Basket**

Select All | Select None Previous 1-10 Next 10

Select	Name	Job Title	Organization Name	Professional Area	Location	Deadline for Applications	Apply Now
<input checked="" type="checkbox"/>	IRC2194 - A...	Forestry Officer (Wood Products), P-4. (0123021)	Forest Economics, Policy and Products Division (FOE)	FOREST PRODUCTS	ROME, IT	31-Dec-2012	

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.

Home | Jobs | **Job Basket** | Home | Logout | Diagnostics

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	Vacancy Name	Job Title	Professional Area	Location	Apply Now
<input type="checkbox"/>	IRC2112		HUMAN RESOURCES	DS, ITALY, ROME	

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 ([IRCCxxxx](#)) to display the vacancy details. Then click the **Apply Now** as shown below.

Jobs Search Page

You may search for available jobs and add those of interest to your Job Basket by ticking the check-box next to the vacancies and clicking Add to Basket button. To apply for a specific job, select a vacancy and click on the icon "Apply Now".

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"/>	IRC2330...	Call for Interest- FAO Internship Programme	FAO		Various Locations		
<input checked="" type="checkbox"/>	IRC2334...	Forestry Officer (Forest Protection and Health), P-4. (Unidentified)	Forest Assessment, Management and Conservation Division (FOM)	FOREST RESOURCES	ROME, IT	20-Jun-2013	

Vacancy Details

Home | **Jobs**

Available Jobs | Jobs Applied For

Jobs: Available Jobs >

Job: IRC2233

Add To Basket **Apply Now**

Description

Title, Grade (Position No) **Human Resources Officer, P-3 (0038121)**

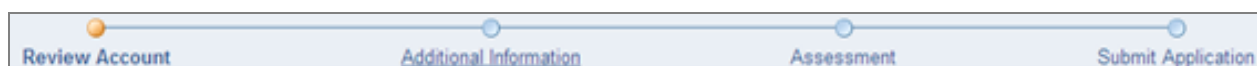
Location **ROME, IT**

Organizational Unit **Social Security and Payroll Benefits Branch (CSHS)**

Deadline for Applications **05-Aug-2011**

Duration **Fixed-Term: Three Years**

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



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

6.3.1 Review Account

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

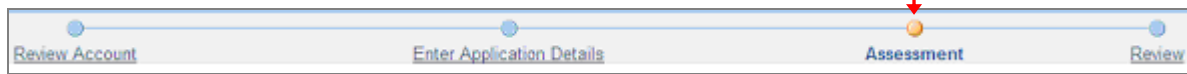
6.3.2 Additional Information

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

Additional Information screen

6.3.3 Assessment

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



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

Test Instructions: Forestry Officer - IRC2152
 Answer the questions on this page. Click Summary to see which questions you need to answer before submitting the test. Click Finish Test if you are ready to submit your test.

Questionnaire - screening IRC2152

Assessment - Forestry Officer (Wood Products)
 (Answer all questions in this section)

1. I understand that my online profile will not be considered if the following information has not been completed: Employment History; Education Qualifications; Additional information, and Skills (Language Skills; IT Skills; Regional Experience (if applicable) and areas of expertise).

☒ True
☐ False

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

Test Summary: Forestry Officer - IRC2152
 Click a question to return to it. Answer all mandatory questions. Click Submit when you are satisfied with your answers.

☒ Answered ☐ Unanswered

Status	Question Text	Mandatory
	Assessment - Forestry Officer (Wood Products)	
✓	I understand that my online pr...	Yes
✓	I understand that the contents...	Yes
✓	Do you have an Advanced Univer...	Yes
✓	If you replied "Yes" to the ab...	Yes
✓	Do you have at least seven yea...	Yes
✓	Do you have a working knowledg...	Yes
✓	If you answered yes to the abo...	Yes
✓	Do you have a limited knowledg...	Yes
✓	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** button to submit your application.

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



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.

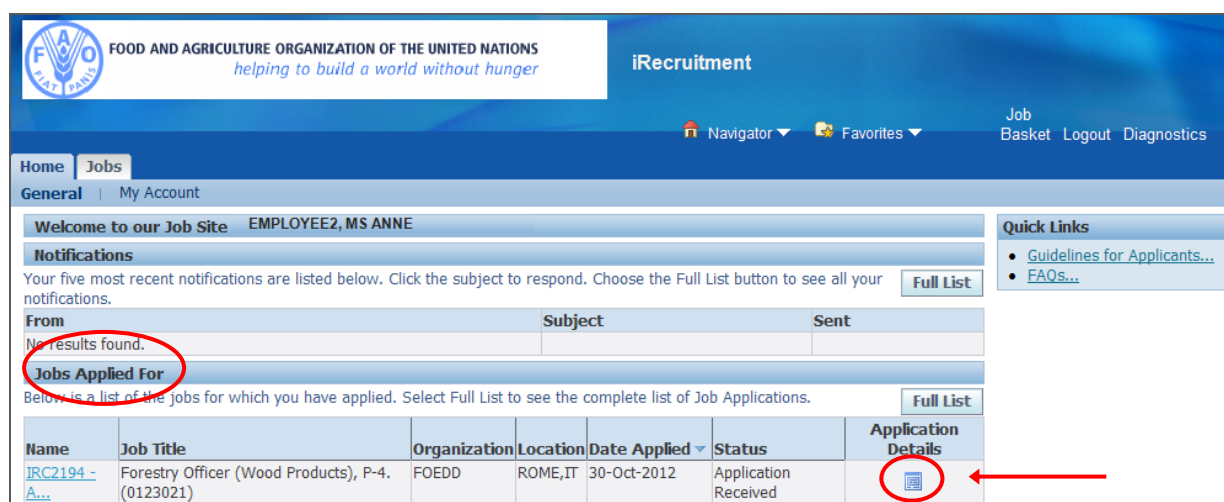
Name	Job Title	Organization	Location	Date Applied	Status	Application Details
IRC2194 - A...	Forestry Officer (Wood Products), P-4. (0123021)	FOEDD	ROME, IT	30-Oct-2012	Application Received	Application Details

6.4 Withdraw and Reconsider Applications

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.

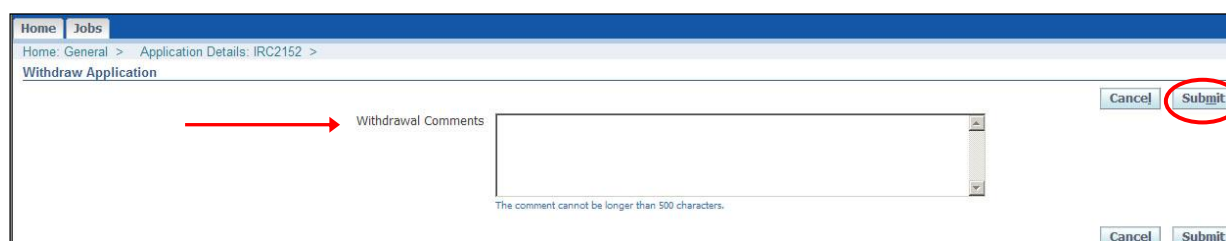
1. At the iRecruitment Home page click on the Application Details icon  corresponding to the vacancy for which you wish to withdraw your application.



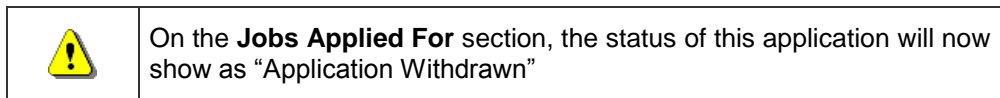
2. At the **Application Details** screen click on the [Withdraw Application](#) button.



3. The following screen will be displayed. You may insert a message to the vacancy Manager. Then click on the [Submit](#) button.




A confirmation message will be displayed.



6.4.2 Request Reconsideration

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

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

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iRecruitment

Home | Jobs

General | My Account

Welcome to our Job Site EMPLOYEE2, MS ANNE


Notifications

Your five most recent notifications are listed below. Click the subject to respond. Choose the Full List button to see all your notifications.

From	Subject	Sent
No results found.		

Jobs Applied For

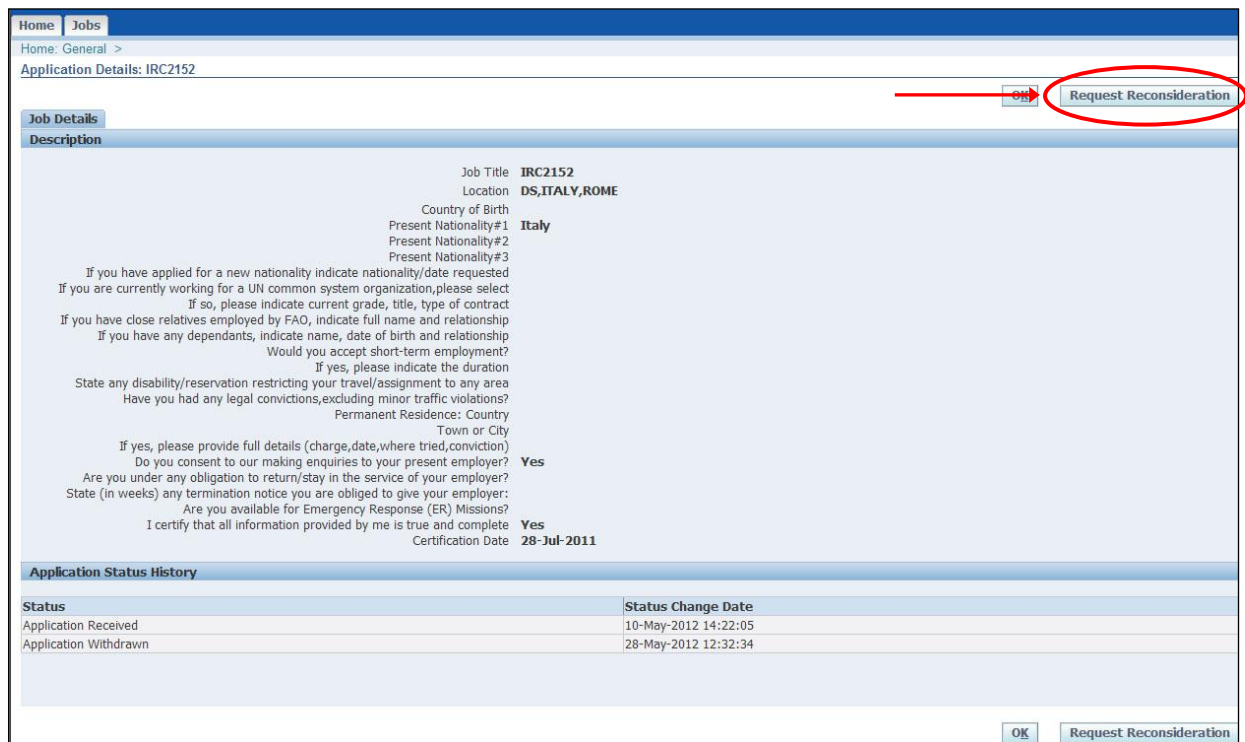
Below is a list of the jobs for which you have applied. Select Full List to see the complete list of Job Applications.

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

Quick Links

- Guidelines for Applicants...
- FAQs...

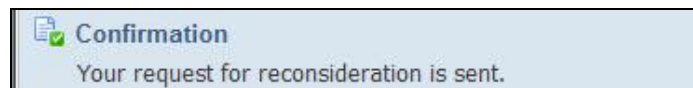
2. At the **Application Details** page click on the **Request Reconsideration** button.



The screenshot shows the 'Application Details' page for application ID IRC2152. The 'Request Reconsideration' button is circled in red. Below the application details, there is a table showing the application status history.

Status	Status Change Date
Application Received	10-May-2012 14:22:05
Application Withdrawn	28-May-2012 12:32:34

4. A confirmation message will be displayed.



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: iRecruitment@fao.org.