



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

IRECRUITMENT

# **iRecruitment User Guide**

for

# **FAO Employees**

Date: February 2012

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*You can search within the Guidelines by using CTRL + F*

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## Information for New Users

**At the moment only vacancies in the category “Professional Vacancies” are published in iRecruitment. For the time being iRecruitment is available in English only.**

### 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.

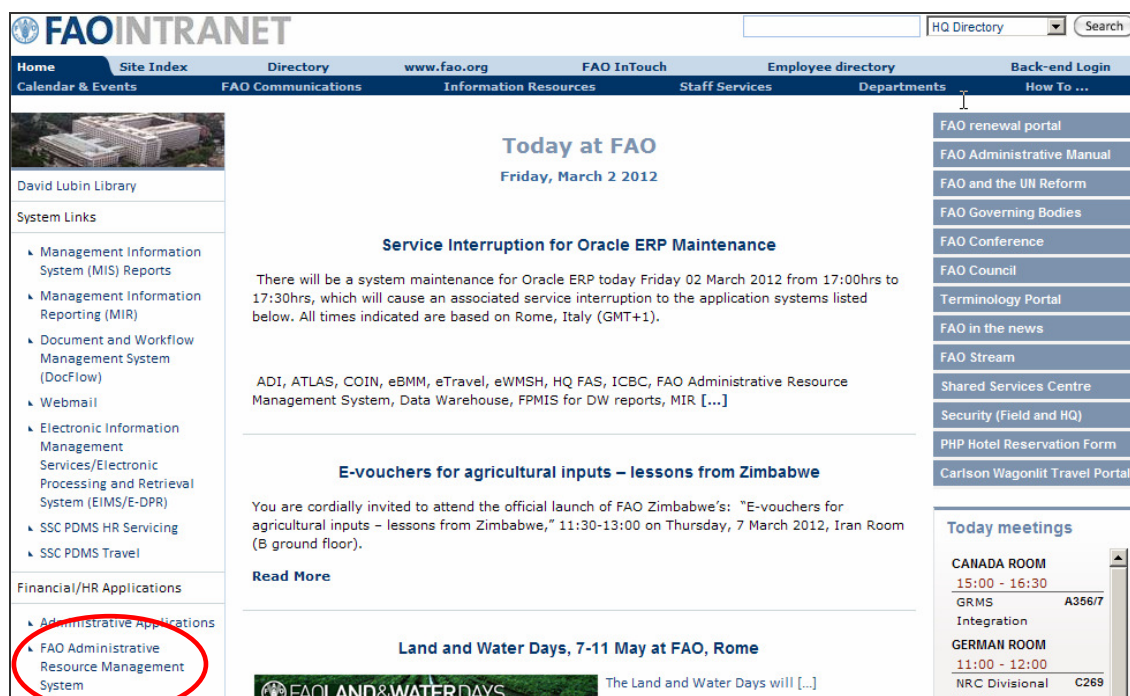
**If you need help, or have queries, please contact: [IRecruitment@FAO.ORG](mailto:IRecruitment@FAO.ORG)**

# 1. Logon to iRecruitment

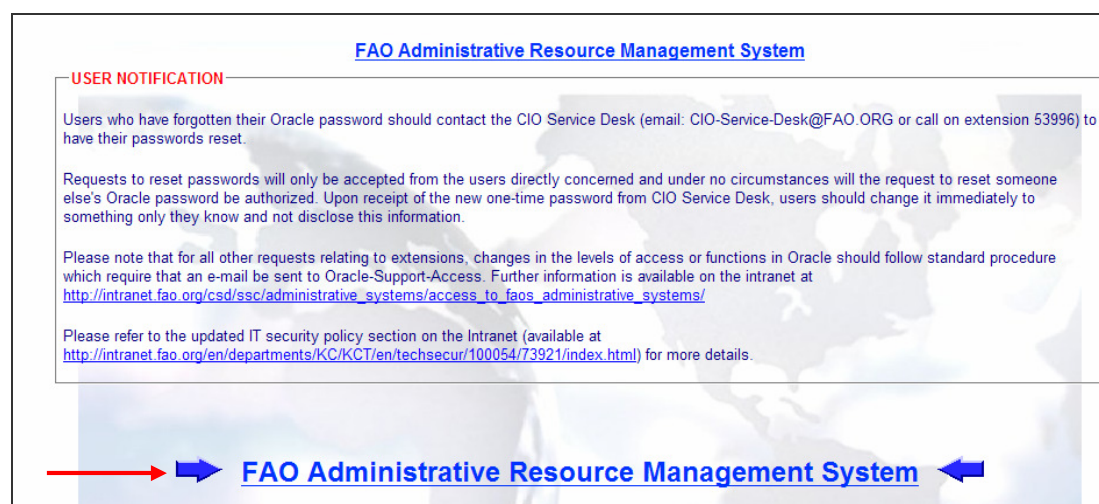
FAO Employees can access iRecruitment either via the FAO Intranet (HQ LAN) or externally from the FAO Employment website.

## 1.1 Intranet Access

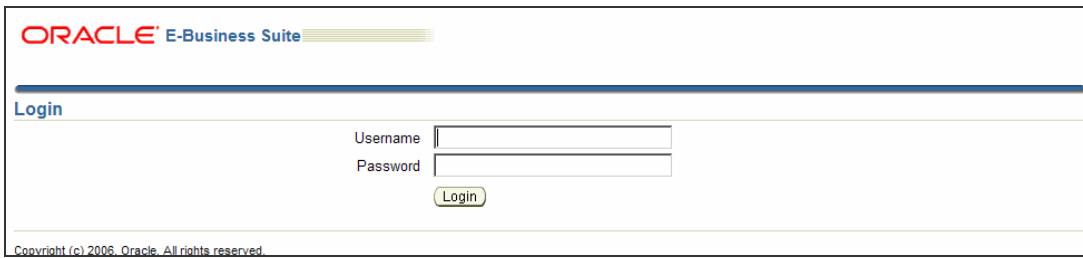
1. Go to the FAO intranet and click on **FAO Administrative Resource Management System**.



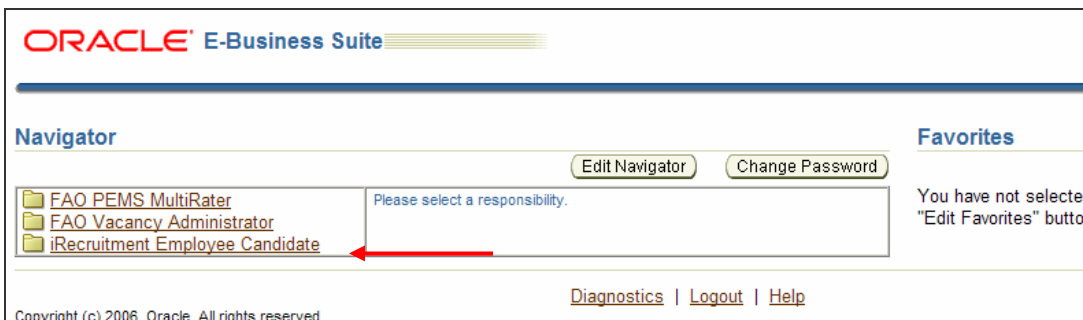
The **FAO Administrative Resource Management System** page which contains important information regarding passwords, will be displayed. Click on **FAO Administrative Resource Management System**.



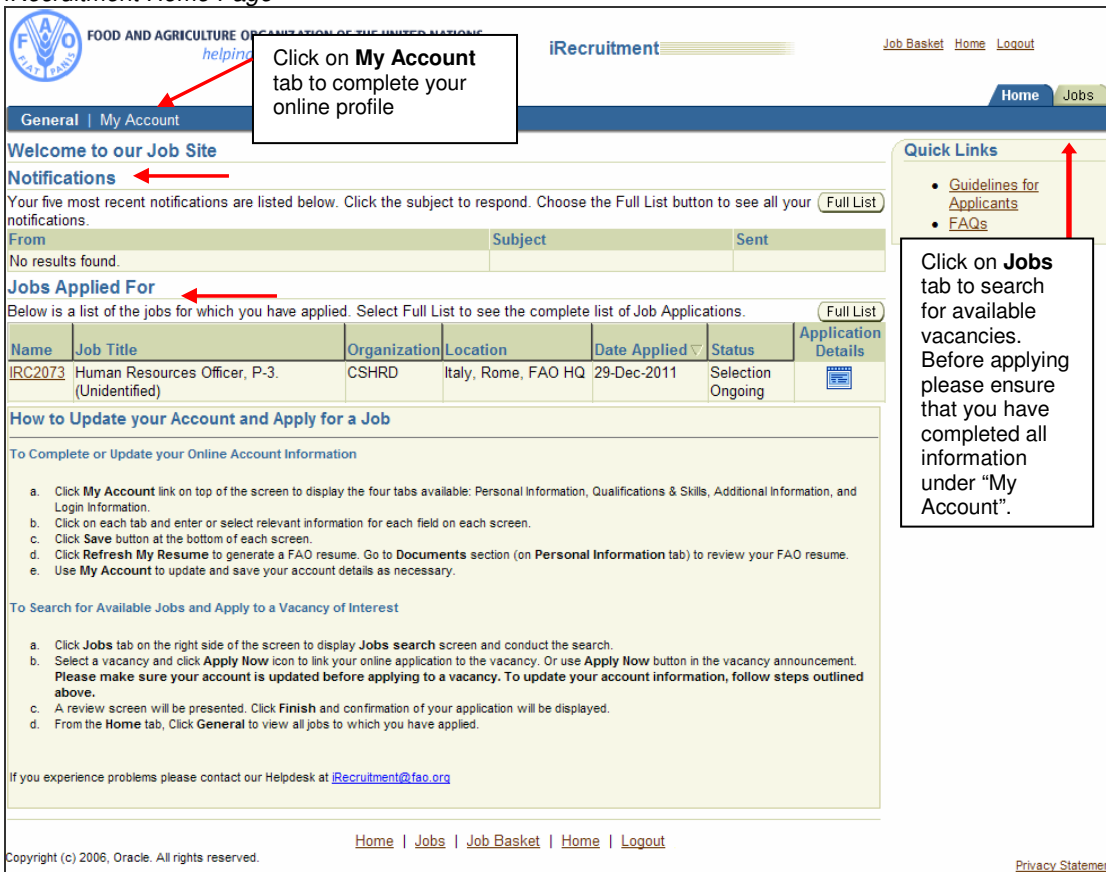
2. The Oracle login screen will be displayed. Enter your username and password.



3. At the Oracle Navigator, click the  [iRecruitment Employee Candidate](#) link. Your iRecruitment Home page will be displayed.



**iRecruitment Home Page**



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

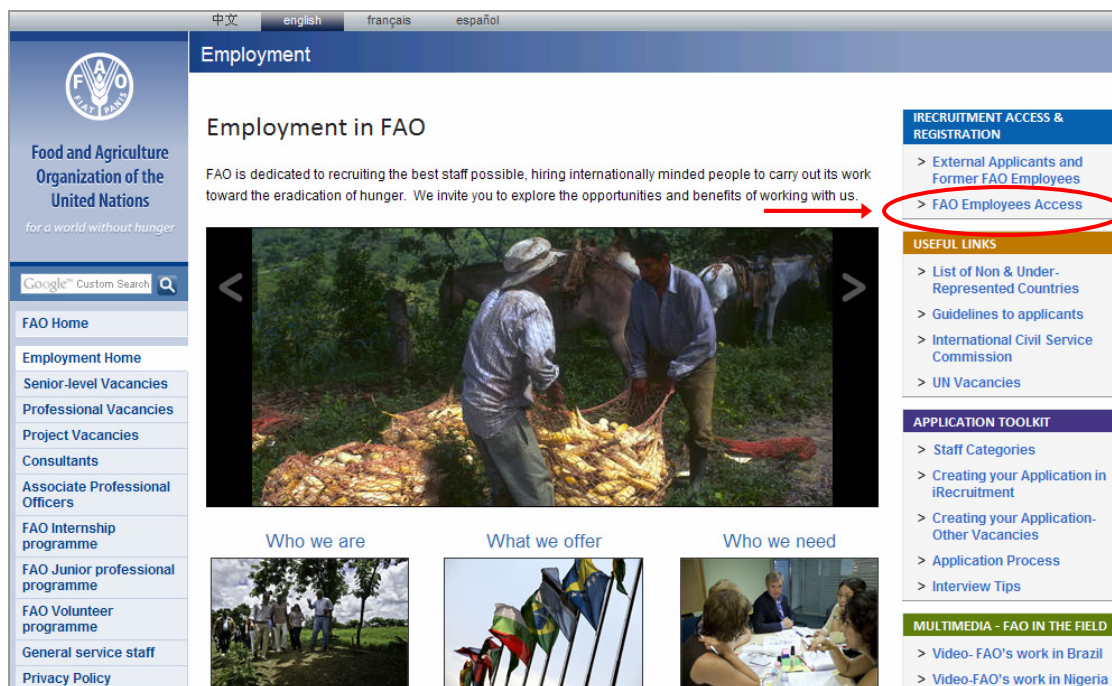
The **Jobs Applied For** section will display the list of vacancies you have applied for and the status of each application.

## 1.2 Internet Access

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



3. Click on the link "FAO Employees Access"



- The following page will be displayed. Enter your Oracle username and password to login to your iRecruitment Home page.

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iRecruitment

Job Basket

Home Jobs

Welcome to the FAO iRecruitment Online Jobsite  
Login Page for FAO Employees

FAO Employees require an Oracle Username and Password and must be granted the Oracle responsibility called "iRecruitment Employee Candidate" to access iRecruitment and apply to vacancies.

If you do not have an Oracle Username/Password or the iRecruitment Employee Candidate responsibility, please send a request to [Oracle-Support-Access@fao.org](mailto:Oracle-Support-Access@fao.org). Please provide your Surname, First Name, Index Number, and Organization Unit. You will be notified when the required system access has been granted.

If you have forgotten your ORACLE password, please contact [Service-Desk@fao.org](mailto:Service-Desk@fao.org).

Login to iRecruitment

Type your Oracle Username and Password and click **Login**.

**Login**

Enter your current FAO ORACLE username and password:

Username

Password

Login

**Quick Links**

- Guidelines for Applicants
- FAQs

### iRecruitment Home Page

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iRecruitment

Job Basket Home Logout

Home Jobs

General | **My Account**

Welcome to our Job Site

**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	Date Applied	Status	Application Details
<a href="#">IRC1221 - TEST</a>	Nutrition Officer (Assessment and Requirements, P-4. ( 0101974 )	CSHDD	DS, ITALY, ROME	02-Aug-2009	Selection Ongoing	
<a href="#">IRC561</a>	Nutrition Officer (Assessment and Requirements, P-4. ( 0101974 )	AGNIAD	DS, ITALY, ROME	11-Mar-2008	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

- 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

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**Click on My Account tab to complete your online profile: Personal Information, Qualifications and Skills and Additional Information.**

**Notifications**

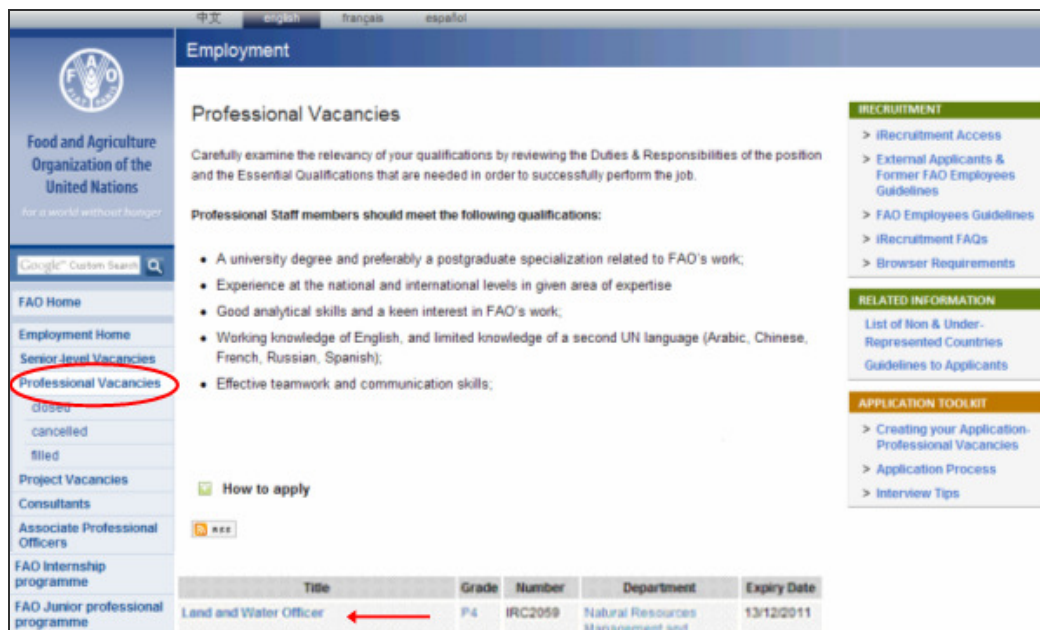
**Jobs Applied For**

**Quick Links**

- Guidelines for Applicants
- FAQs

**To search for vacancies, click on the Jobs tab. Please ensure that you have completed all information under "My Account" before applying for vacancies.**

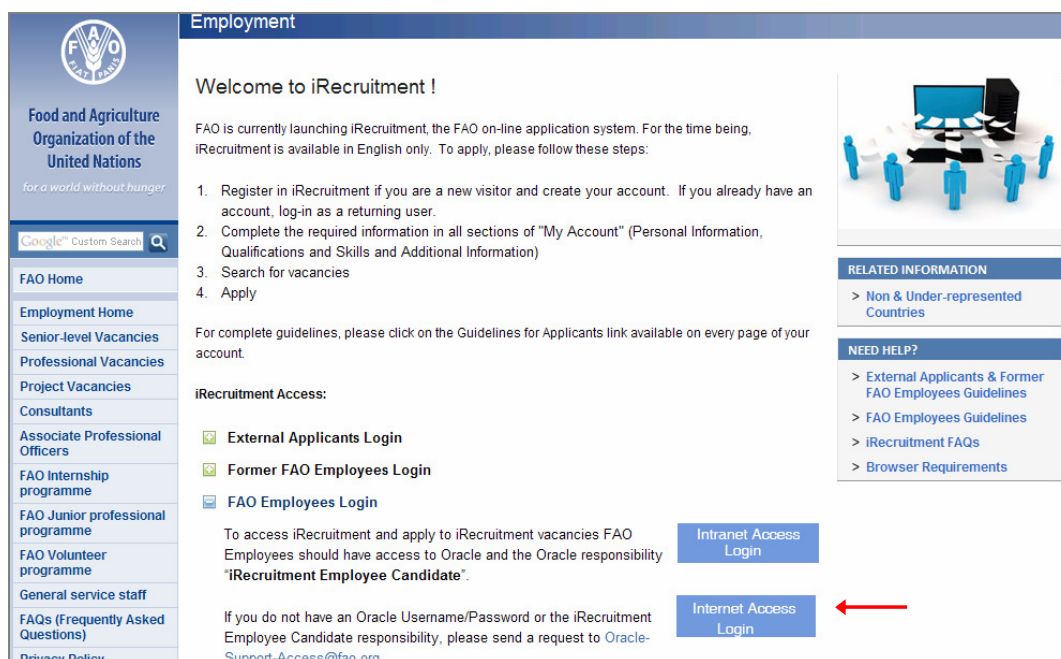
Alternatively, from the FAO Employment webpage, click on **Professional Vacancies** and then on the title of the relevant vacancy to display the vacancy details.



5. Click on the link provided at the bottom section of the vacancy.



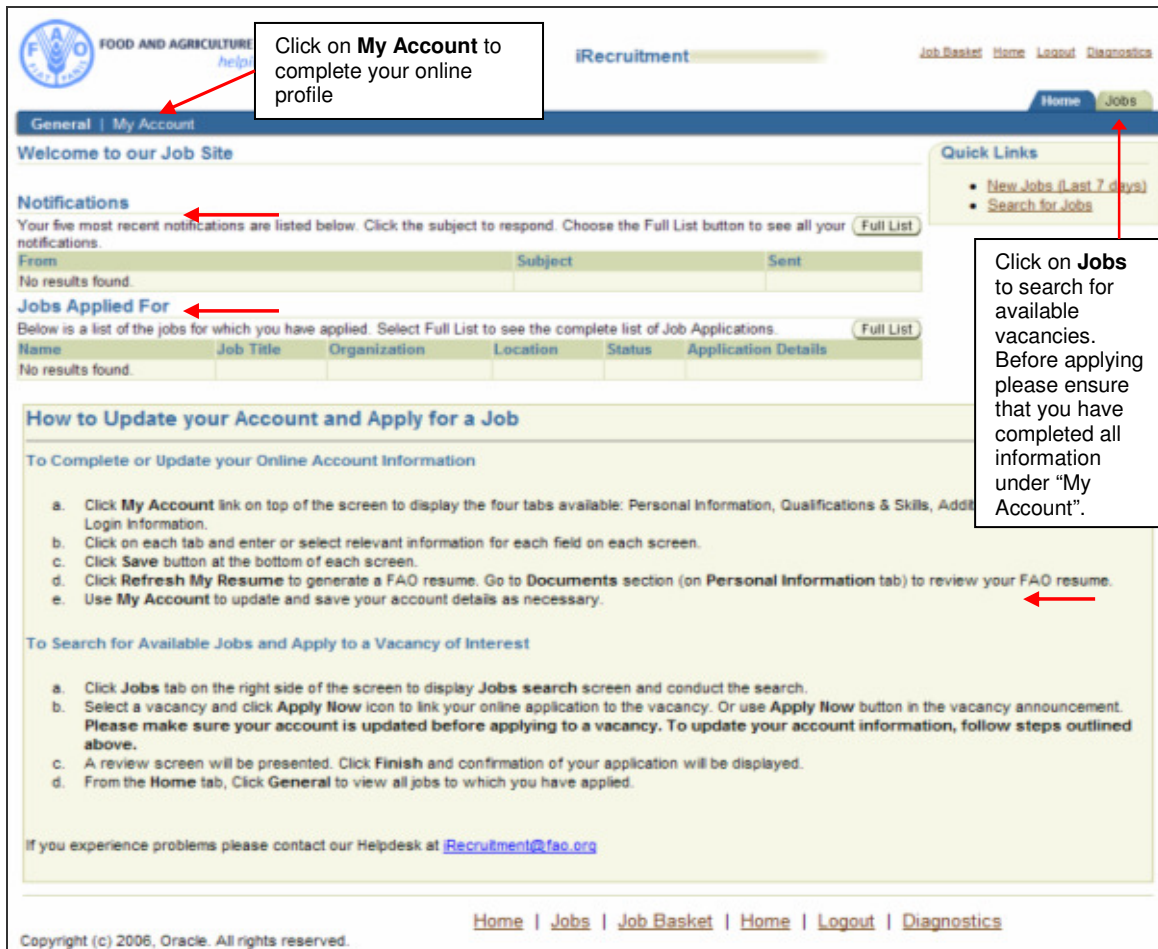
6. The following page will be displayed. Click on the "FAO Employees Login" and then on the relevant button to access iRecruitment.



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




7. 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

[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 EMPLOYEE2  
 First Name Louise  
 Middle Name  
 Maiden Name  
 Birth Date 11-May-1960  
 Gender Female  
 Email **Louise.Employee2@fao.org**

\* Present Nationality#1    
 Present Nationality#2    
 Present Nationality#3  

\* 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" value="53333"/>	Day <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 PPF Refresh My Resume

Personal Information Qualifications and Skills Additional Information Login Information
Guidelines for Applicants Cancel Save Refresh My Resume

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

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For enquiries please contact [iRecruitment@fao.org](mailto:iRecruitment@fao.org)

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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 FAO official nationality. This information is read-only and cannot be updated.

**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. For queries regarding your FAO nationality/Present Nationality#1, please contact [HR-SERVICES@FAO.ORG](mailto:HR-SERVICES@FAO.ORG). Please use the fields “Present Nationality#2” and “Present Nationality#3” to indicate any other nationalities you possess.

**Certification:** Please complete the two mandatory fields:

* I certify that all information provided by me is true and complete	<input type="checkbox"/>
* Certification Date	<input type="text"/>

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.

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	

4. Click the  button before moving to the "Qualifications and Skills" section.
5. Click the  button if you wish to generate your **FAO Personal Profile form (PPF)** with the information entered in your account. A copy of your PPF will be added to the list of documents. 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  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.

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iRecruitment Job Basket Home Logout

Home Jobs

General | My Account

**My Account**

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

Details	Name of Employer	From	To	Job Title	City/Country	Delete
No results found.						
<input type="button" value="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 enter your own assessment of the skills which you currently possess.

*Skill	*Proficiency Level /Experience	Other Information	Delete
No results found.			
<input type="button" value="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 "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
No results found.							
<input type="button" value="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 "Additional Qualification Details" button to complete two required fields before you can save each entry.

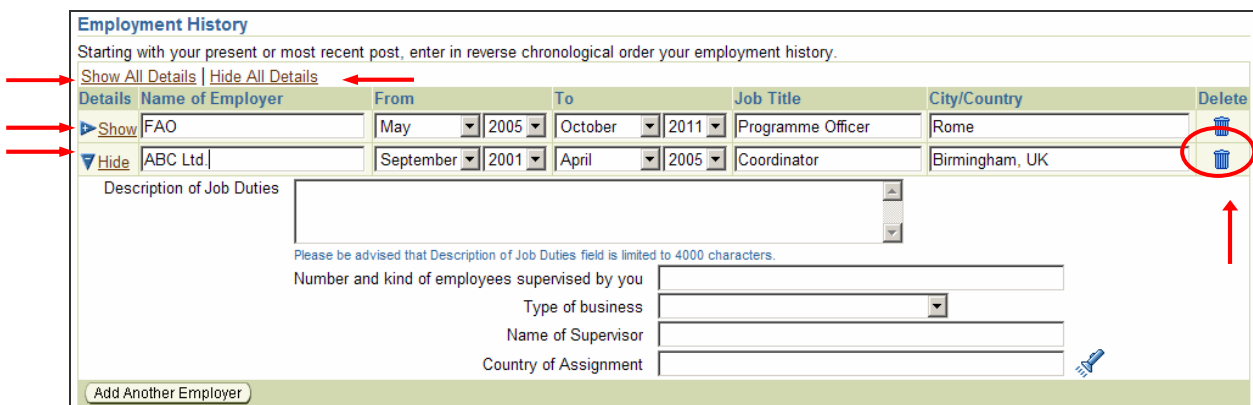
*Qualification Type	Name of Establishment	City/Country	From	To	Exact Title Qualification	Delete
No results found.						
<input type="button" value="Add Another Qualification"/>						

### 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.



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 <b>Hide</b> link next to it. To unhide it click on <b>Show</b>.</li> <li>➢ hide details of your entire previous employment history by clicking on the link <b>Hide All Details</b>. To unhide records click on <b>Show All Details</b>.</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.

*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**

<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 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 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
No results found.			
←			

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 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.

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

**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.Coastal Aquaculture	<input type="checkbox"/> 0503.Inland Aquaculture
	<input type="checkbox"/> 0503.Inland Ecosystem	<input type="checkbox"/> 0503.Inland Fishery	<input type="checkbox"/> 0503.Inland Water Resources	<input type="checkbox"/> 0503.Marine Ecosystem/Fishery Management and Conservation
	<input type="checkbox"/> 0503.Marine Fishery Resources			

	<ul style="list-style-type: none"> <li>to select <b>non-consecutive</b> skill types: hold down the <b>CTRL</b> key and then click on the required types</li> <li>to select <b>consecutive</b> skill types: hold down the <b>SHIFT</b> key and click on the first and last skill type that you wish to select</li> </ul>
--	---


### 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.

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.

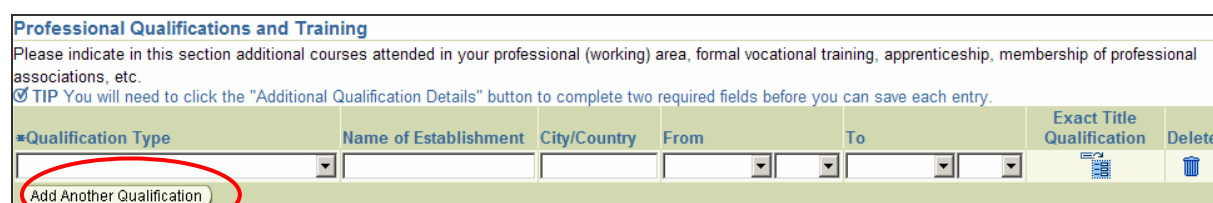



 The **Exact Title of Qualification Obtained** and the **Status** fields are mandatory, you will not be able to save your details unless you update them

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


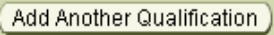


1. Click the **Add Another Qualification** button to create an editable line.



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.



The screenshot shows the 'Additional Qualification Details' form in the iRecruitment system. At the top, there is the FAO logo and the text 'FOOD AND AGRICULTURE ORGANIZATION OF THE UNITED NATIONS helping to build a world without hunger'. The page title is 'iRecruitment'. Navigation links include 'Job Basket', 'Logout', and 'Diagnostics'. Below the header, there are tabs for 'Home' and 'Jobs'. The main content area has a breadcrumb 'Home: My Account >' and the title 'Additional Qualification Details'. The form contains three input fields: '\* Exact title of Qualification obtained' (text), 'Main Subject' (text), and '\* Status' (dropdown). There are 'Cancel' and 'Ok' buttons at the bottom right of the form. At the very bottom of the page, there is a copyright notice: 'Copyright (c) 2006, Oracle. All rights reserved.' and another set of navigation links: 'Home | Jobs | Job Basket | Logout | Diagnostics'.

 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 **Save** 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 **Save** button.

The screenshot shows the 'My Account' page with the 'Login Information' tab selected. The 'Refresh My Resume' button is circled in red, and an arrow points to it from a tip box. The tip box contains the following text: "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." The 'Login Information' section includes fields for 'User Name' (EMPLOYEE2), 'Current Password', 'New Password', and 'Confirm New Password'. A note below the fields states: "Your password must be at least 6 characters long and is case sensitive. It must contain at least one letter and one number and should not contain consecutive repeating characters (for example, pizza2lover is not ok, but piz2zalover is ok). It should not contain your user name." The 'Refresh My Resume' button is also present at the bottom of the page.

	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 **Refresh My Resume** button, available at the top and bottom sections of every page of your account.

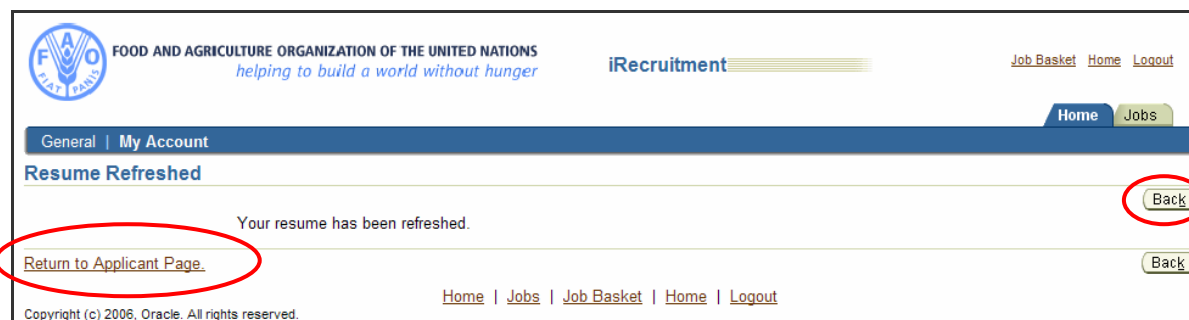
A copy of your PPF will be added to your Documents section.

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 **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.

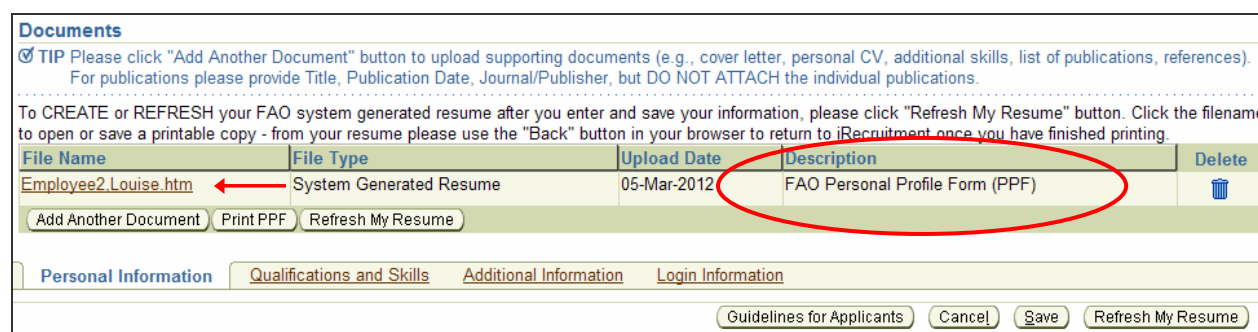
### 3.2 View the PPF

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.

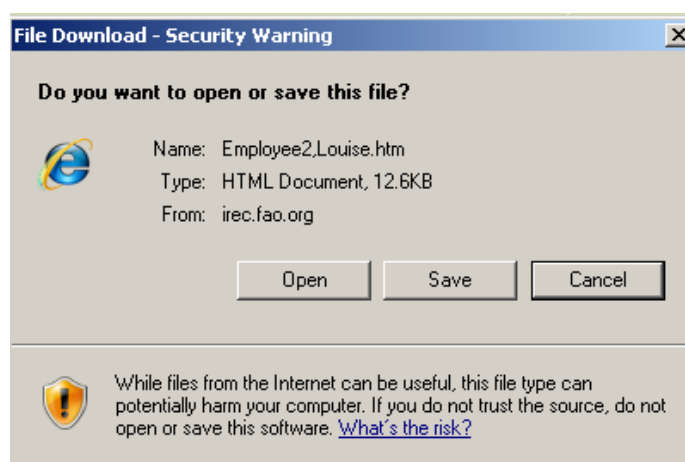


Go to the **Personal Information** page and scroll down to the **Documents** section. A copy of your updated PPF will be displayed.

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>			
<b>Family Name (surname)</b> EMPLOYEE2	<b>First Name</b> LOUISE	<b>Middle Name</b>	<b>Maiden Name</b>
<b>FAO EMPLOYEES</b> Index Number: 0250647 Title, Grade, Service (Contractors: Role on Assignment): 0123456.PROGRAMME OFFICER.ABCD P-3.02 Appointment NTE Date: 20-SEP-2012		<b>FAO Nationality:</b> United Kingdom Name of Supervisor: SMITH, MR P. Type of Contract: Staff member - fixed-term EOD Date: 21-SEP-2009	
<b>Gender:</b> Female <b>Date of Birth:</b> 11-MAY-1960 <b>1st Nationality:</b> United Kingdom If you have applied for a new nationality indicate nationality/date requested:	<b>Marital Status:</b> <b>Country of Birth:</b> <b>2nd Nationality:</b>		<b>3rd Nationality:</b>
<b>PERMANENT RESIDENCE</b>	<b>Country:</b>		
<b>MAILING ADDRESS</b>			
<b>City:</b>	<b>Country:</b>	<b>Postal Code:</b>	<b>Telephone: Work:</b> 53333
<b>Address:</b>			
<b>E-mail:</b>	Louise.Applicant2@fao.org		

- If you wish to generate a printable form, click the  button.

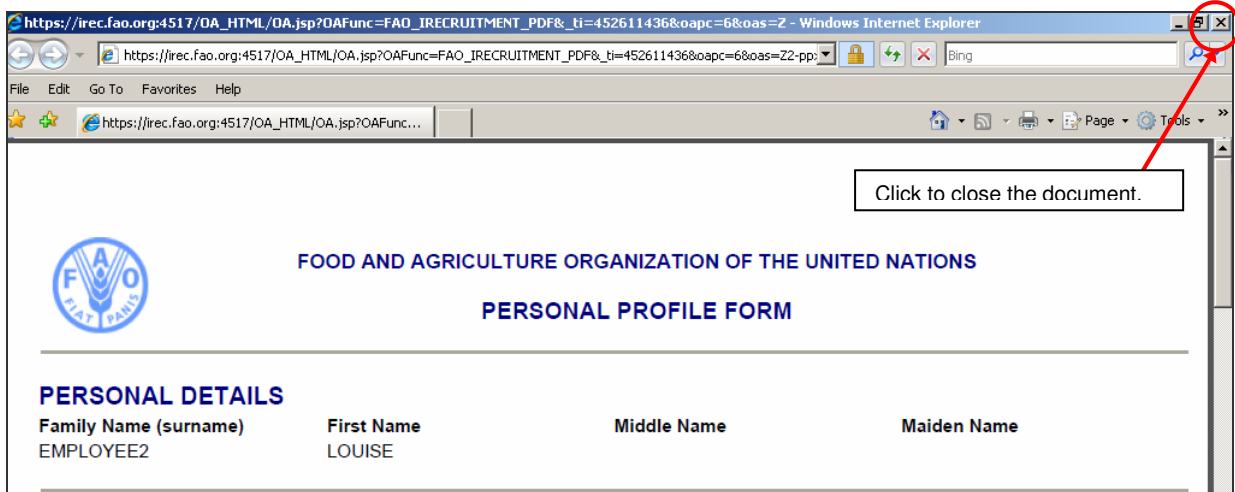
**Documents**

 **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.




https://irec.fao.org:4517/OA\_HTML/OA.jsp?OAFunc=FAO\_IRECRUITMENT\_PDF&\_ti=452611436&oapc=6&oas=Z - Windows Internet Explorer

https://irec.fao.org:4517/OA\_HTML/OA.jsp?OAFunc=FAO\_IRECRUITMENT\_PDF&\_ti=452611436&oapc=6&oas=Z2-pp;

File Edit Go To Favorites Help

https://irec.fao.org:4517/OA\_HTML/OA.jsp?OAFunc...

Click to close the document.

 **FOOD AND AGRICULTURE ORGANIZATION OF THE UNITED NATIONS**

**PERSONAL PROFILE FORM**

---

**PERSONAL DETAILS**

Family Name (surname)	First Name	Middle Name	Maiden Name
EMPLOYEE2	LOUISE		

### 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 .

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iRecruitment

Job Basket Home Logout

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 EMPLOYEE2  
 First Name Louise  
 Middle Name  
 Maiden Name  
 Birth Date 11-May-1960  
 Gender Female  
 Email Louise.Employee2@fao.org

## 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.

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Job Basket Logout

Home Jobs

General | My Account

Welcome to our Job Site EMPLOYEE2. MS LOUISE

**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	Date Applied	Status	Application Details
No results found.						

**Quick Links**


- Guidelines for Applicants
- FAQs

2. The **Available Jobs** screen will be displayed. To view all available vacancies 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](#).

Select	Name	Job Title	Organization Name	Professional Area	Location	Deadline for Applications	Duration	Vacancy type	Apply Now
<input type="checkbox"/>	IBC2014	Business / Functional HR Analyst - Oracle HCM R12	Office of Director, Human Resources Management Division, CSH	INFORMATION SYSTEMS AND TECHNOLOGY	DS, ITALY, ROME	31-Dec-2012	Up to 11 months-renewable	Call for Applications	
<input type="checkbox"/>	IBC2047	Deputy Executive Coordinator, P-5 (0123773)	World Food Day and Special Initiatives, OCEWD	COMMUNICATION	DS, ITALY, ROME	31-Dec-2012		Professional	
<input type="checkbox"/>	IBC2066	Food Standards Officer, P-3 (Unidentified)	Secretariat Codex Alimentarius Commission	NUTRITION AND CONSUMER PROTECTION	DS, ITALY, ROME	31-Dec-2012	Fixed-Term: 3 years	Professional	

## 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.



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

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

Available Jobs | Jobs Applied For

[Jobs: Available Jobs >](#)

Job: IRC2095

[Add To Basket](#) [Refer](#) [Apply Now](#)

**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

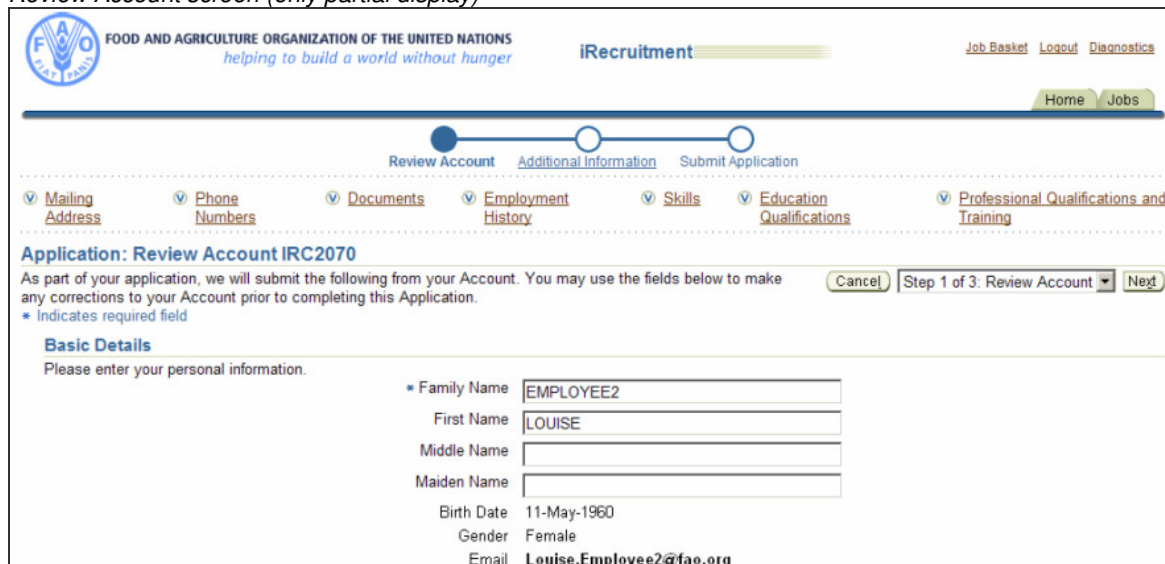
There are three steps to follow: Review Account, Additional Information and Submit Application.

### 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)*



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

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

Review Account | Additional Information | Submit Application

[Mailing Address](#) [Phone Numbers](#) [Documents](#) [Employment History](#) [Skills](#) [Education Qualifications](#) [Professional Qualifications and Training](#)

Application: Review Account IRC2070

As part of your application, we will submit the following from your Account. You may use the fields below to make any corrections to your Account prior to completing this Application. [Cancel](#) Step 1 of 3: Review Account [Next](#)

\* Indicates required field

**Basic Details**

Please enter your personal information.

* Family Name	EMPLOYEE2
First Name	LOUISE
Middle Name	
Maiden Name	
Birth Date	11-May-1960
Gender	Female
Email	Louise.Employee2@fao.org

**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.

The screenshot shows the iRecruitment interface for user EMPLOYEE2, MS LOUISE. The 'Jobs Applied For' section is highlighted with a red arrow. Below it, a table lists job applications:

Name	Job Title	Organization	Location	Date Applied	Status	Application Details
IRC2070	Nutrition Officer (Assessment and Requirements), P-4. (0101915)	AGNDD	ROME,IT	08-Mar-2012	Application Received	

### 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”.

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

The screenshot shows the 'Select Jobs' interface with the 'Add To Basket' button highlighted. The table below lists available jobs:

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.

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

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iRecruitment

Job Basket | Logout | Diagnostics

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