



iRecruitment User Guide

for

External Applicants and Former FAO Employees

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 our vacancies and access iRecruitment by clicking on the link provided at the bottom of the vacancy announcement.

Step 1- Register/Login to iRecruitment

If you are a New Visitor, please register in iRecruitment to create an account. If you are a former FAO Employee, please register at the specific link for “Former FAO Employees” in order to recover your employee data. If you are a registered user, please login to your iRecruitment account.

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, available from Monday to Friday from 8:30 to 17:00 CET.

Navigating iRecruitment

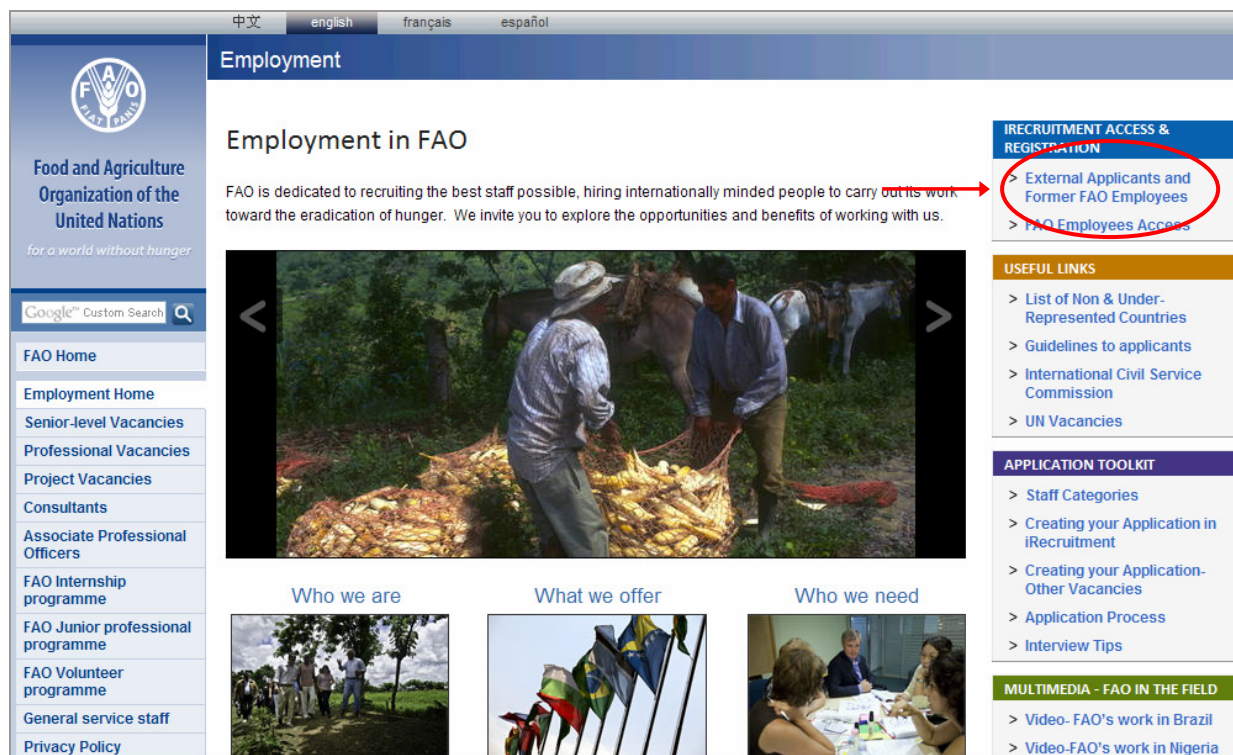
- To move from one page to another, please use the available links (e.g. [Home: My Account >](#) , [Jobs](#) or [Qualifications and Skills](#)) or available buttons such as **Back**. Avoid using the Internet toolbar, especially the  arrow, as this may sometimes cause error messages or the interruption 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.


1. Logon to iRecruitment

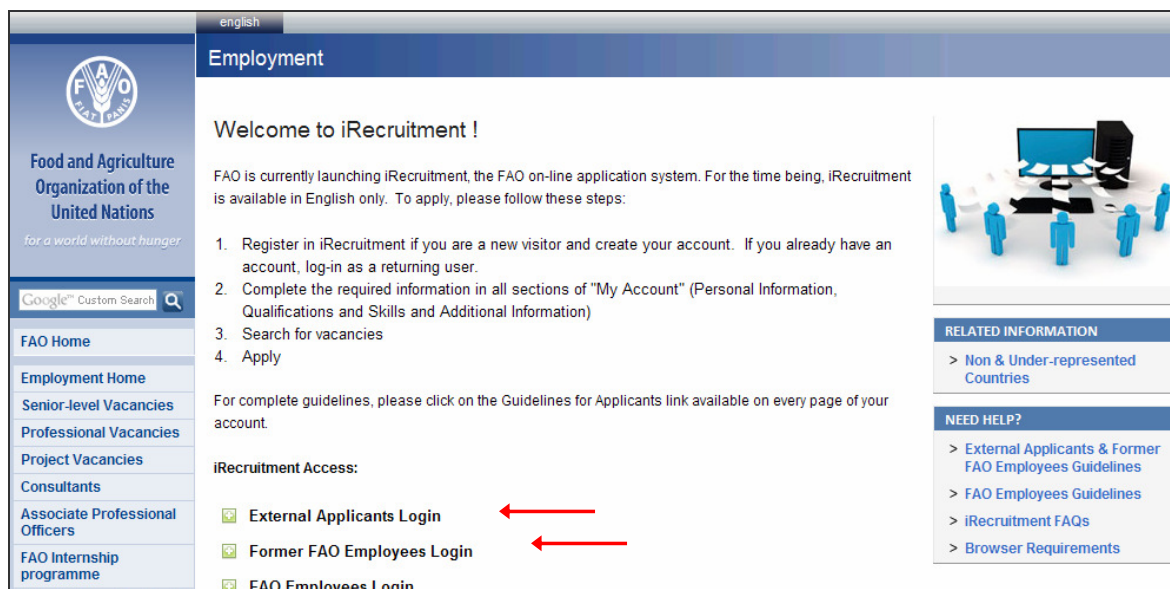
1. Open Internet Explorer and go to the www.fao.org website. Click on **About FAO** and then on **Employment**.



2. The "Employment in FAO" page will be displayed. Click on the link **External Applicants and Former FAO Employees**.

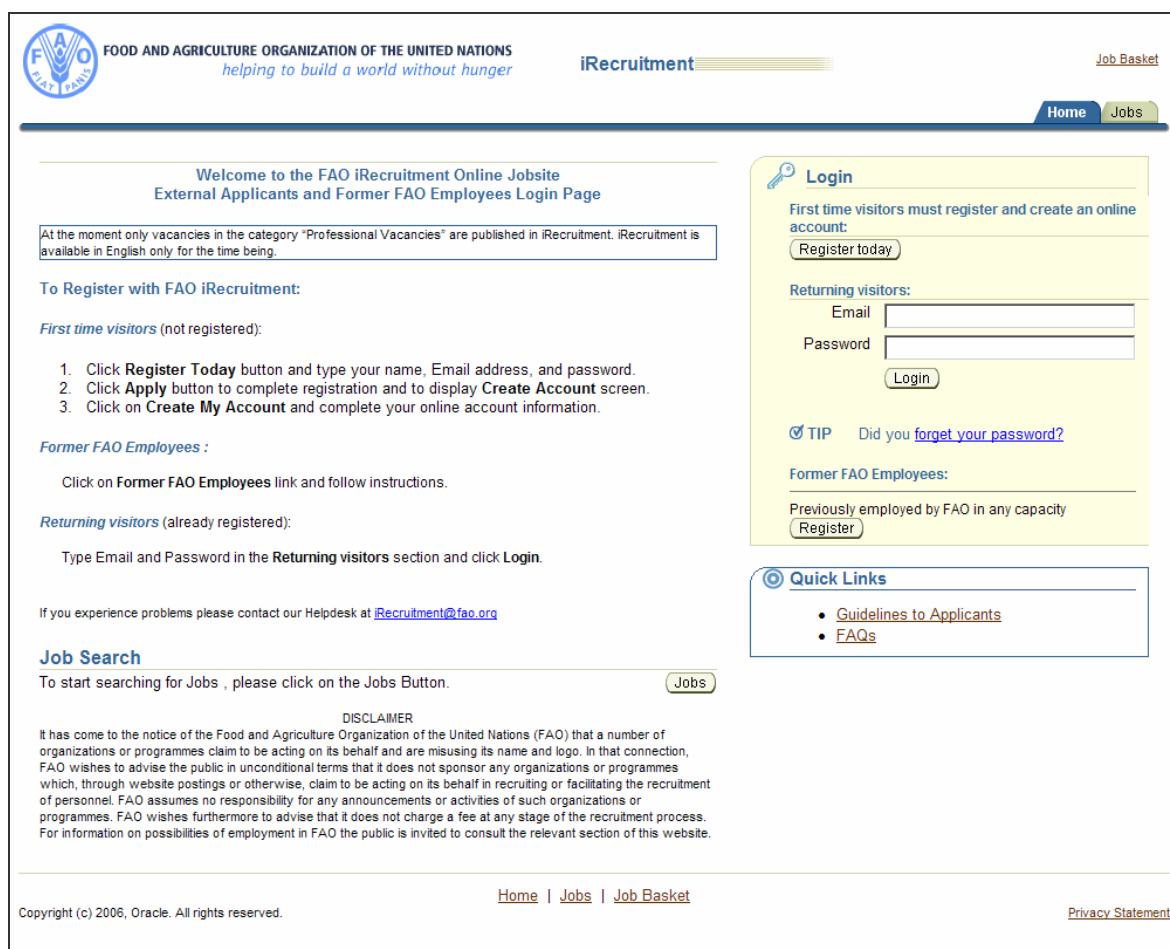


3. The following page will be displayed. Click on the link “External Applicants Login” or “Former FAO Employees Login”, as applicable, and then click on the relevant button  to access the iRecruitment Home page.



The screenshot shows the iRecruitment Home Page. On the left is a navigation menu with links: FAO Home, Employment Home, Senior-level Vacancies, Professional Vacancies, Project Vacancies, Consultants, Associate Professional Officers, and FAO Internship programme. The main content area is titled "Welcome to iRecruitment !" and lists four steps: 1. Register in iRecruitment if you are a new visitor and create your account. If you already have an account, log-in as a returning user. 2. Complete the required information in all sections of "My Account" (Personal Information, Qualifications and Skills and Additional Information). 3. Search for vacancies. 4. Apply. Below this, it says "For complete guidelines, please click on the Guidelines for Applicants link available on every page of your account." Under "iRecruitment Access:", there are three links: "External Applicants Login", "Former FAO Employees Login", and "FAO Employees Login". Red arrows point to the first two links. On the right, there is a "RELATED INFORMATION" section with links: "> Non & Under-represented Countries", "NEED HELP?" with links "> External Applicants & Former FAO Employees Guidelines", "> FAO Employees Guidelines", "> iRecruitment FAQs", and "> Browser Requirements".

iRecruitment Home Page



The screenshot shows the iRecruitment Home Page. At the top, there is a header with the FAO logo, the text "FOOD AND AGRICULTURE ORGANIZATION OF THE UNITED NATIONS helping to build a world without hunger", the "iRecruitment" logo, and a "Job Basket" link. Below the header, there are "Home" and "Jobs" tabs. The main content area is titled "Welcome to the FAO iRecruitment Online Jobsite External Applicants and Former FAO Employees Login Page". A box states: "At the moment only vacancies in the category 'Professional Vacancies' are published in iRecruitment. iRecruitment is available in English only for the time being." Below this, it says "To Register with FAO iRecruitment:" and "First time visitors (not registered):". It lists three steps: 1. Click **Register Today** button and type your name, Email address, and password. 2. Click **Apply** button to complete registration and to display **Create Account** screen. 3. Click on **Create My Account** and complete your online account information. Below this, it says "Former FAO Employees:" and "Click on **Former FAO Employees** link and follow instructions." Below this, it says "Returning visitors (already registered):" and "Type Email and Password in the **Returning visitors** section and click **Login**." Below this, it says "If you experience problems please contact our Helpdesk at Recruitment@fao.org". Below this, there is a "Job Search" section with the text "To start searching for Jobs, please click on the Jobs Button." and a "Jobs" button. Below this, there is a "DISCLAIMER" section. On the right, there is a "Login" section with the text "First time visitors must register and create an online account:" and a "Register today" button. Below this, it says "Returning visitors:" and has fields for "Email" and "Password" with a "Login" button. Below this, there is a "TIP" section with the text "Did you forget your password?". Below this, it says "Former FAO Employees:" and has a "Previously employed by FAO in any capacity" section with a "Register" button. Below this, there is a "Quick Links" section with links: "Guidelines to Applicants" and "FAQs". At the bottom, there is a footer with "Copyright (c) 2006, Oracle. All rights reserved.", "Home | Jobs | Job Basket", and "Privacy Statement".

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

Professional Vacancies

Carefully examine the relevancy of your qualifications by reviewing the Duties & Responsibilities of the position and the Essential Qualifications that are needed in order to successfully perform the job.

Professional Staff members should meet the following qualifications:

- A university degree and preferably a postgraduate specialization related to FAO's work;
- Experience at the national and international levels in given area of expertise
- Good analytical skills and a keen interest in FAO's work;
- Working knowledge of English, and limited knowledge of a second UN language (Arabic, Chinese, French, Russian, Spanish);
- Effective teamwork and communication skills;

How to apply

Title	Grade	Number	Department	Expiry Date
Land and Water Officer	P4	IRC2059	Natural Resources Management and Environment	13/12/2011
Finance Officer	P3	IRC2058	Corporate Services, Human Resources and Finance	09/12/2011
Finance Officer	P3	IRC2057	Corporate Services, Human Resources and Finance	07/12/2011

4. Click on the link provided at the bottom section of the vacancy announcement.

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

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

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

FAO IS A NON-SMOKING ENVIRONMENT

5. The following page will be displayed. Use the appropriate link (**External Applicants Login** or **Former FAO Employees Login**) to access the iRecruitment Home page.

Welcome to iRecruitment !

FAO is currently launching iRecruitment, the FAO on-line application system. For the time being, iRecruitment is available in English only. To apply, please follow these steps:

1. Register in iRecruitment if you are a new visitor and create your account. If you already have an account, log-in as a returning user.
2. Complete the required information in all sections of "My Account" (Personal Information, Qualifications and Skills and Additional Information)
3. Search for vacancies
4. Apply

For complete guidelines, please click on the Guidelines for Applicants link available on every page of your account.

iRecruitment Access:

- ☒ External Applicants Login
- ☒ Former FAO Employees Login
- ☒ FAO Employees Login

iRecruitment Home Page

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

iRecruitment

Job Basket

Home Jobs

Welcome to the FAO iRecruitment Online Jobsite
External Applicants and Former FAO Employees Login Page

At the moment only vacancies in the category "Professional Vacancies" are available in English only for the time being.

To Register with FAO iRecruitment:

First time visitors (not registered):

1. Click **Register Today** button and type your name, Email address, and password.
2. Click **Apply** button to complete registration and to display **Create Account** screen.
3. Click on **Create My Account** and complete your online account information.

Former FAO Employees :

Click on **Former FAO Employees** link and follow instructions.

Returning visitors (already registered):

Type Email and Password in the **Returning visitors** section and click **Login**.

If you experience problems please contact our Helpdesk at Recruitment@fao.org

Job Search

To start searching for Jobs , please click on the Jobs Button.

DISCLAIMER

It has come to the notice of the Food and Agriculture Organization of the United Nations (FAO) that a number of organizations or programmes claim to be acting on its behalf and are misusing its name and logo. In that connection, FAO wishes to advise the public in unconditional terms that it does not sponsor any organizations or programmes which, through website postings or otherwise, claim to be acting on its behalf in recruiting or facilitating the recruitment of personnel. FAO assumes no responsibility for any announcements or activities of such organizations or programmes. FAO wishes furthermore to advise that it does not charge a fee at any stage of the recruitment process. For information on possibilities of employment in FAO the public is invited to consult the relevant section of this website.

Home | Jobs | Job Basket

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Privacy Statement

Login

First time visitors must register and create an online account:
[Register today](#)

Returning visitors:

Email

Password

[Login](#)

✓ TIP Did you [forget your password?](#)

Former FAO Employees:

Previously employed by FAO in any capacity
[Register](#)

Quick Links

- [Guidelines to Applicants](#)
- [FAQs](#)

2. Registration - Login

2.1 New External Applicants Registration

1. At the **Login** section of the iRecruitment Home page click the [Register today](#) button.

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

iRecruitment

Job Basket

Home Jobs

Welcome to the FAO iRecruitment Online Jobsite
External Applicants and Former FAO Employees Login Page

At the moment only vacancies in the category "Professional Vacancies" are available in English only for the time being.

To Register with FAO iRecruitment:

First time visitors (not registered):

1. Click **Register Today** button and type your name, Email address, and password.
2. Click **Apply** button to complete registration and to display **Create Account** screen.
3. Click on **Create My Account** and complete your online account information.

Former FAO Employees :

Click on **Former FAO Employees** link and follow instructions.

Returning visitors (already registered):

Type Email and Password in the **Returning visitors** section and click **Login**.

If you experience problems please contact our Helpdesk at Recruitment@fao.org

Job Search

To start searching for Jobs , please click on the Jobs Button.

DISCLAIMER

It has come to the notice of the Food and Agriculture Organization of the United Nations (FAO) that a number of organizations or programmes claim to be acting on its behalf and are misusing its name and logo. In that connection, FAO wishes to advise the public in unconditional terms that it does not sponsor any organizations or programmes which, through website postings or otherwise, claim to be acting on its behalf in recruiting or facilitating the recruitment of personnel. FAO assumes no responsibility for any announcements or activities of such organizations or programmes. FAO wishes furthermore to advise that it does not charge a fee at any stage of the recruitment process. For information on possibilities of employment in FAO the public is invited to consult the relevant section of this website.

Home | Jobs | Job Basket

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Privacy Statement

Login

First time visitors must register and create an online account:
[Register today](#)

Returning visitors:

Email

Password

[Login](#)

✓ TIP Did you [forget your password?](#)


Former FAO Employees:

Previously employed by FAO in any capacity
[Register](#)

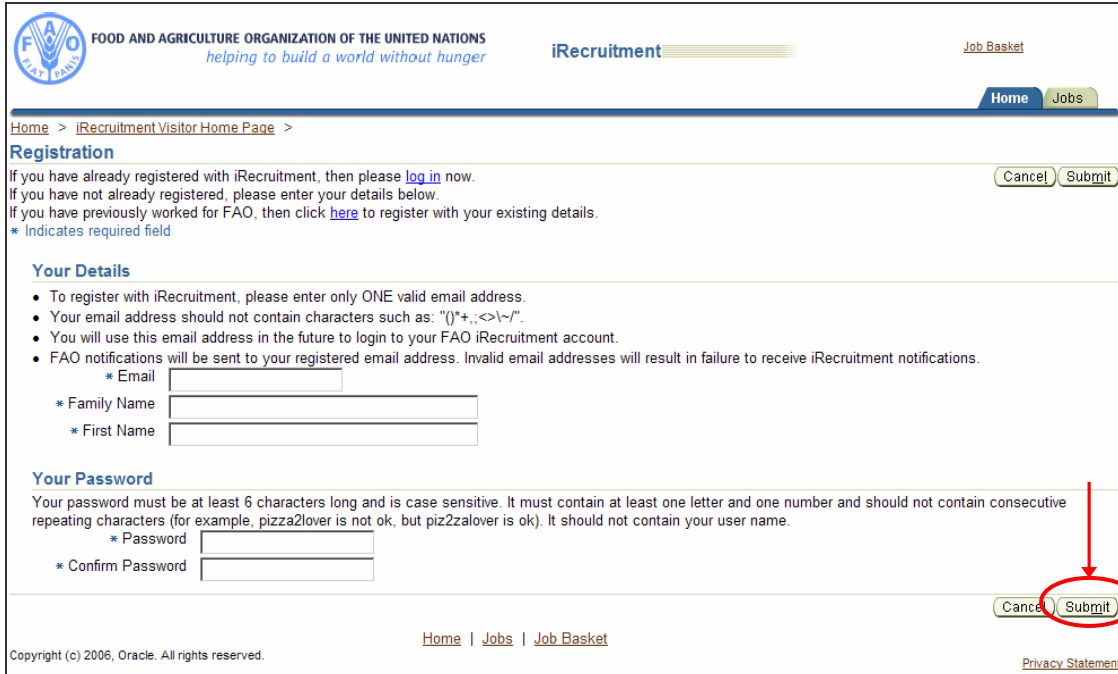
Quick Links

- [Guidelines to Applicants](#)
- [FAQs](#)

2. At the Registration screen enter a valid email address, Family Name, First Name and a password, and click the **Submit** button.



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



Registration

If you have already registered with iRecruitment, then please [log in](#) now.

If you have not already registered, please enter your details below.

If you have previously worked for FAO, then click [here](#) to register with your existing details.

* Indicates required field

Your Details

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

* Email

* Family Name

* First Name

Your Password

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

* Password

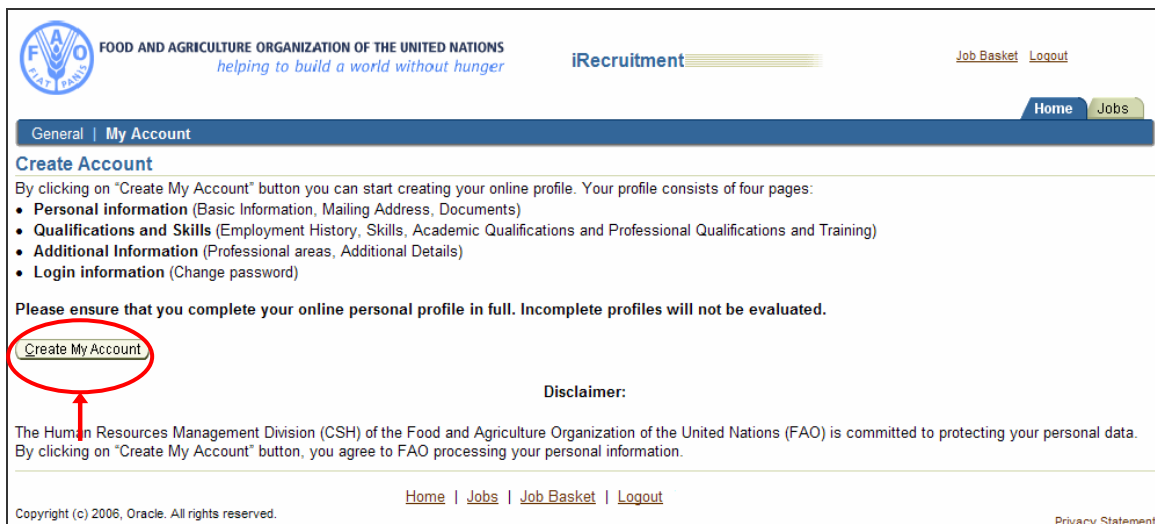
* Confirm Password

[Cancel](#) [Submit](#)

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

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3. Click the **Create My Account** button to complete your registration.



Create Account

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

- 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)

Please ensure that you complete your online personal profile in full. Incomplete profiles will not be evaluated.

[Create My Account](#)


Disclaimer:

The Human Resources Management Division (CSH) 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.

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

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4. The **Personal Information** page of your account will be displayed. For information on how to complete this page, please go to **Section 3.1**.


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helping to build a world without hunger

iRecruitment
[Job Basket](#) [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
 First Name
 Middle Name
 Maiden Name
 Email Address
 • Changing your email address will change the address for notifications. Please confirm the new address.
 • Do not enter more than 255 characters.

* Birth Date
 * Gender
 Marital Status
 Country of Birth
 * Present Nationality#1
 Present Nationality#2
 Present Nationality#3

If you have applied for a new nationality indicate nationality/date requested
 Permanent Residence: Country
 * I certify that all information provided by me is true and complete
 * Certification Date

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

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

Phone Numbers

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

Documents
 ✓ **TIP** Please click "Add Another Document" button to upload supporting documents (e.g., cover letter, personal CV, additional skills, list of publications, references).
 For publications please provide Title, Publication Date, Journal/Publisher, but DO NOT ATTACH the individual publications.

To CREATE or REFRESH your FAO system generated resume after you enter and save your information, please click "Refresh My Resume" button. Click the filename to open or save a printable copy - from your resume please use the "Back" button in your browser to return to iRecruitment once you have finished printing.

File Name	File Type	Upload Date	Description	Delete
No results found.				

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

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

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

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

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If you are an external applicant accessing your iRecruitment account for the first time, please go to page 13

For enquiries contact iRecruitment@fao.org

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2.2 Former FAO Employees Registration- *Please only follow these instructions if you have previously worked for FAO*

1. If you are a former FAO employee and worked for FAO under any type of contract click on the **Login** button at the section **Former FAO Employees** to recover your employee data.

The screenshot shows the FAO iRecruitment homepage. A blue box labeled "Former FAO Employees Registration" has an arrow pointing to the "Former FAO Employees" section on the right. This section includes a "Login" button and a "Register" button for "Previously employed by FAO in any capacity".

Welcome to the FAO iRecruitment Online Jobsite
External Applicants and Former FAO Employees Login Page

At the moment only vacancies in the category "Professional Vacancies" are published in iRecruitment. iRecruitment is available in English only for the time being.

To Register with FAO iRecruitment:

First time visitors (not registered):

1. Click **Register Today** button and type your name, Email address, and password.
2. Click **Apply** button to complete registration and to display **Create Account** screen.
3. Click on **Create My Account** and complete your online account information.

Former FAO Employees :

Click on **Former FAO Employees** link and follow instructions.

Returning visitors (already registered):

Type Email and Password in the **Returning visitors** section and click **Login**.

If you experience problems please contact our Helpdesk at iRecruitment@fao.org

Job Search

To start searching for Jobs , please click on the Jobs Button.

Login

First time visitors must register and create an online account:
[Register today](#)

Returning visitors:

Email
Password
[Login](#)

☒ **TIP** Did you [forget your password?](#)

Former FAO Employees:

Previously employed by FAO in any capacity
[Register](#)

Quick Links

- [Guidelines to Applicants](#)
- [FAQs](#)

2. Enter a valid email address, your surname in capital letters, your FAO Index number and your date of birth. Click the **Submit** button. An email with a new temporary password will be sent to the email address you have provided. This will complete your registration.

If your records cannot be located or you experience problems, please DO NOT register as an External candidate using the Register Today button, as this may cause loss of records. Please contact iRecruitment@fao.org for assistance.

The screenshot shows the "Former FAO Employee Registration" form. A red arrow points to the "Submit" button at the bottom right, which is circled in red.

Former FAO Employee Registration

If you have previously worked for FAO in any capacity, please register here. [Cancel](#) [Submit](#)

1. Enter a valid e-mail address to which we will send you a new password; enter your **FAO index number, surname in capital letters and date of birth**. Click on "Submit". If your record is not located, enter only your index number and date of birth. If you do not remember your FAO index, please contact iRecruitment@fao.org
2. Once your record has been identified, an email message will be sent to you including a temporary password.
3. Login to iRecruitment at the section **Returning visitors** and enter the email address indicated in your registration and the temporary password. As soon as you login, you will be requested to change the password.

If your records cannot be located or you receive a warning message informing you that your record is still active, DO NOT create a new account clicking on the "Register Today" button as this may result in duplication of data.

Please contact iRecruitment@fao.org so that we can help you to register.

* Indicates required field

Your Details

* Current E-mail Address

First Name

Family Name

FAO Index No. (if known)

Date Of Birth

[Cancel](#) [Submit](#)

Quick Hints

TIP If you are using a spam blocker, please ensure that it will not block our email with your new password.

TIP Once you have received your new password, login at the "Returning Visitors" section.

TIP DO NOT create a new account if your record cannot be located. Please contact our Help Desk at iRecruitment@fao.org for assistance.

3. Once you receive your new password, logon to the iRecruitment Home page and enter your email address and your new password at the section **Returning Visitors**. You will be requested to change your temporary password. For future visits, use the section for Returning Visitors.

The screenshot shows the iRecruitment Home page. At the top, there is a header with the FAO logo, the text "FOOD AND AGRICULTURE ORGANIZATION OF THE UNITED NATIONS helping to build a world without hunger", the "iRecruitment" logo, and a "Job Basket" link. Below the header, there are "Home" and "Jobs" tabs. The main content area is divided into two columns. The left column contains a welcome message, a note about vacancies, and instructions for registering and logging in. The right column contains a "Login" section with a "Returning visitors" box. This box has fields for "Email" and "Password" and a "Login" button. Below the login section is a "Quick Links" section with links to "Guidelines to Applicants" and "FAQs".

At the moment only vacancies in the category "Professional Vacancies" are published in iRecruitment. iRecruitment is available in English only for the time being.

Welcome to the FAO iRecruitment Online Jobsite
External Applicants and Former FAO Employees Login Page

To Register with FAO iRecruitment:

First time visitors (not registered):

1. Click **Register Today** button and type your name, Email address, and password.
2. Click **Apply** button to complete registration and to display **Create Account** screen.
3. Click on **Create My Account** and complete your online account information.

Former FAO Employees :

Click on **Former FAO Employees** link and follow instructions.

Returning visitors (already registered):

Type Email and Password in the **Returning visitors** section and click **Login**.

If you experience problems please contact our Helpdesk at Recruitment@fao.org

Job Search

To start searching for Jobs , please click on the Jobs Button. [Jobs](#)

Login

First time visitors must register and create an online account:
[Register today](#)

Returning visitors:

Email

Password

[Login](#)

TIP Did you [forget your password?](#)

Former FAO Employees:

Previously employed by FAO in any capacity
[Register](#)

Quick Links

- [Guidelines to Applicants](#)
- [FAQs](#)

4. Your iRecruitment Home page will be displayed.

The screenshot shows the iRecruitment Home page for a user named LOUIS. The page has a header with the FAO logo, the text "FOOD AND AGRICULTURE ORGANIZATION OF THE UNITED NATIONS helping to build a world without hunger", the "iRecruitment" logo, and links for "Job Basket" and "Logout". Below the header, there are "Home" and "Jobs" tabs. The main content area is divided into two columns. The left column contains a "Welcome to our Job Site" message, a "Notifications" section, a "Jobs Applied For" section, and a "How to Update your Account and Apply for a Job" section. The right column contains a "Quick Links" section with links to "Guidelines for Applicants" and "FAQs".

Click on **My Account** to update your online profile information

Welcome to our Job Site APPLICANT999, LOUIS

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.						

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

Quick Links

- [Guidelines for Applicants](#)
- [FAQs](#)

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

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2.3 Registered Applicants Login


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

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

3. Complete your Online Profile

3.1 Personal Information

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


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My Account

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[Save](#)
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[Personal Information](#)
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[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

First Name

Middle Name

Maiden Name

Email Address

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

* Birth Date

* Gender

Marital Status

Country of Birth

* Present Nationality#1

Present Nationality#2

Present Nationality#3

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

Permanent Residence: Country

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

* Certification Date

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

Mailing Address

* Address Line 1

Address Line 2

City/State

Postal Code

* Country

Phone Numbers

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

Documents

✓ TIP Please click "Add Another Document" button to upload supporting documents (e.g., cover letter, personal CV, additional skills, list of publications, references). For publications please provide Title, Publication Date, Journal/Publisher, but DO NOT ATTACH the individual publications.

To CREATE or REFRESH your FAO system generated resume after you enter and save your information, please click "Refresh My Resume" button. Click the filename to open or save a printable copy - from your resume please use the "Back" button in your browser to return to iRecruitment once you have finished printing.

File Name	File Type	Upload Date	Description	Delete
No results found.				

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


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

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



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3.1.1 Basic Details, Mailing Address and Phone Numbers

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

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


 TIP	<p>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.</p>
--	--

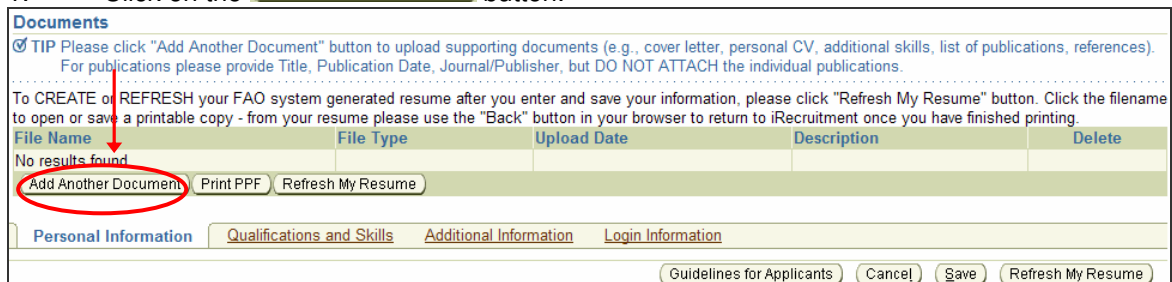
	<p>Email address: This field displays the email address you provided during your registration. Please note that if you change your email address in this field you are changing your username; therefore, next time you login to iRecruitment you will need to enter your new email address. Do not enter more than one email address, or use "AND", "OR" or any symbol such as "/" or ";".</p>
---	---


3.1.2 Documents

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

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

1. Click on the  button.



2. Enter the relevant information in the fields **File Type**, **Description** and **File Path** and click the  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
Cover letter_IRC1221.doc	Cover Letter	09-Feb-2011	Cover letter VA IRC1221	

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

4. Click the [Save](#) button before moving to the "Qualifications and Skills" section.
5. Click the [Refresh My Resume](#) button if you wish to generate your **FAO Personal Profile form (PPF)** with the information entered in your account. A copy of your PPF will be added to the list of documents. The PPF replaces the previous FAO Personal History Form and will be evaluated by recruiting managers for the jobs applied to. To view or print your PPF click the [Print PPF](#) button. For more information about the FAO Personal Profile form, please go to **Section 4**.

3.2 Qualifications & Skills

Click on the link [Qualifications and Skills](#). In this screen you are required to enter your Employment History, Skills, Academic Qualifications and Professional Qualifications and Training.

Qualifications and Skills screen

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

* Indicates required field
 TIP 1 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 2 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.						

[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 "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.							

[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.						

[Add Another Qualification](#)

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

[Guidelines for Applicants](#)
[Cancel](#)
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3.2.1 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.**

TIP

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

Employment History

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

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

Details	Name of Employer	From	To	Job Title	City/Country	Delete
▶ Show	ABC Ltd.	November 2009	August 2011	Sales Assistant	London, UK	
▼ Hide						

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 ▶

Salary per annum after tax (indicate currency) ▶

Name of Supervisor ▶

Employer E-mail ▶

Employer Mailing Address ▶

Employer Telephone Number ▶

Employer Fax Number ▶

Country of Assignment ▶

Add Another Employer

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

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

TIPS

- To enter your current employer, leave the fields the fields **From** and **To** blank..
- To have 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**.

3.2.2 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	Language	IT Skills
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	A - Basic B - Intermediate/Limited C - Excellent/Working knowledge MT - Mother Tongue	Proficient Working knowledge Fair Basic

IT Skills

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

Language Skills

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

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

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

To add a skill to your profile follow these steps:

1. Click the **Add Another Skill** button. The **Add Skill** screen will be displayed.

Skills			
Please select the skills which best describe your professional expertise. We are also interested in the languages you speak, and at which level.			
*Skill	*Proficiency Level /Experience	Other Information	Delete
No results found.			
<div> <div>Add Another Skill</div> <div>←</div> </div>			

- 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**.

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Add Skills

Cancel OK

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

Search

Skill Type

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

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).

No search conducted.

Cancel OK

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

Add Skills

Cancel OK

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

Search

Skill Type

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

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).

IT Skills

<input type="checkbox"/> 8001.ATLAS	<input type="checkbox"/> 8001.COSTAB	<input checked="" type="checkbox"/> 8001.Email/Internet	<input type="checkbox"/> 8001.IT Skill (Other)
<input type="checkbox"/> 8001.MS Access or databases	<input type="checkbox"/> 8001.MS Excel	<input type="checkbox"/> 8001.MS Outlook	<input type="checkbox"/> 8001.MS PowerPoint
<input type="checkbox"/> 8001.MS Project	<input checked="" type="checkbox"/> 8001.MS Word	<input type="checkbox"/> 8001.ORACLE Consultant Recruitment	<input type="checkbox"/> 8001.ORACLE Purchasing
<input type="checkbox"/> 8001.PABX and Telecommunications Systems	<input type="checkbox"/> 8001.SQL	<input type="checkbox"/> 8001.Webdesign and maintenance	<input type="checkbox"/> 8001.eBMM

Language - Official

<input type="checkbox"/> 9001.Arabic	<input type="checkbox"/> 9001.Chinese	<input checked="" type="checkbox"/> 9001.English	<input type="checkbox"/> 9001.French
<input type="checkbox"/> 9001.Russian	<input checked="" type="checkbox"/> 9001.Spanish		

Cancel OK

Tick this box if you wish to indicate additional IT skills not included in the list. Then list them at the next screen, under the column "Other Information".

- 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](#)

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.

Add Skills

[Cancel](#) [OK](#)

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

Search

Skill Type

[Search](#) [Clear](#)

6. Click the [Add Another Skill](#) button to indicate your areas of expertise. Click the [Save](#) button once you have selected and evaluated your skills.

Add Skills

[Cancel](#) [OK](#)

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

Search

Skill Type

[Search](#) [Clear](#)

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

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

- to select **non-consecutive** skill types: hold down the **Ctrl** key and then click on the required skill types
- to select **consecutive** skill types: hold down the **Shift** key and click on the first and last skill type that you wish to select

3.2.3 Education Qualifications

Enter information about your education in this section.


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 Qualification Degree	Delete
<div> Add Another Establishment </div>							

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

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Additional Qualification Details

* Exact title of Qualification obtained

Main Subject

* Status

[Cancel](#) [Ok](#)


[Cancel](#) [Ok](#)

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

4. Click the **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.


3.2.4 Professional Qualifications and Training

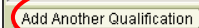


Enter all information about your professional qualifications and training in this section


1. Click the  button to create an editable line.

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
						

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

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Additional Qualification Details

* Exact title of Qualification obtained

Main Subject

* Status

[Cancel](#) [Ok](#)


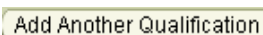


[Cancel](#) [Ok](#)

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

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

3.3 Additional Information

In this section you may indicate the Professional Areas for which you would like to be considered. You will be also requested to provide additional information 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.

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Professional Areas for which you wish to be considered

Select the Professional Area(s) which correspond to your professional (working) area of expertise. Selecting Professional Area(s) will enable FAO Managers to find your application when searching for candidates who have work experience in a particular field. To select more than one value press CONTROL key while clicking, or SHIFT key to select consecutive values.

Keywords

Professional Area

ACCOUNTING
ADMINISTRATION
AGRICULTURAL AND DEVELOPMENT ECONOMICS
AGRICULTURAL POLICY
AGRICULTURAL RESEARCH AND EXTENSION
ANIMAL PRODUCTION
AQUACULTURE
ARTISANS

Additional Details

If you are currently working for a UN common system organization, please select

If so, please indicate current grade, title, type of contract

If you have close relatives employed by FAO, indicate full name and relationship

If you have any dependants, indicate name, date of birth and relationship

Would you accept short-term employment?

If yes, please indicate the duration

State any disability/reservation restricting your travel/assignment to any area

Have you had any legal convictions, excluding minor traffic violations?

If yes, please provide full details (charge, date, where tried, conviction)

Are you under any obligation to return/stay in the service of your employer?

State (in weeks) any termination notice you are obliged to give your employer:

☐ Allow my online profile to be searched by FAO

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

Display Language American English

The FAO iRecruitment Pilot is currently in English only. Please leave this field set to American English. In the future iRecruitment will be available in French and Spanish as well, and we will ask you to update this field at that time.

Personal Information Qualifications and Skills **Additional Information** Login Information

Guidelines for Applicants Cancel Save Refresh My Resume

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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:** complete all required information in this section. Please type n/a if a field does not apply to you.

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

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

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

3.4 Login Information

This tab allows you to reset your password if desired. Update the relevant fields and click the [Save](#) button.

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My Account

Guidelines for Applicants Cancel Save Refresh My Resume

Personal Information Qualifications and Skills Additional Information Login Information

* Indicates required field

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

Login Information

User Name APPLICANT999@YAHOO.COM

* Current Password

* New Password

* Confirm New Password

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

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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4. Personal Profile Form (PPF) and Guidelines

4.1 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 PPF will display the information that you have entered and saved in any section of "My Account", i.e. 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.

4.2 View 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.

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Resume Refreshed

Your resume has been refreshed.

[Return to Applicant Page.](#)

Back

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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.

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.

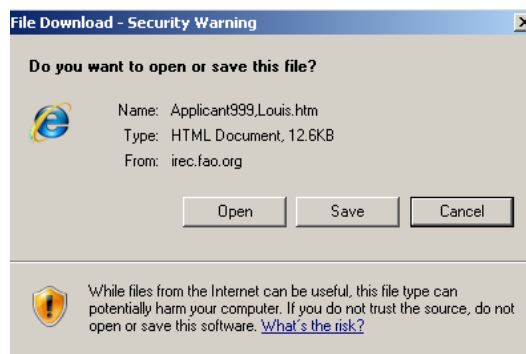
To CREATE or REFRESH your FAO system generated resume after you enter and save your information, please click "Refresh My Resume" button. Click the filename to open or save a printable copy - from your resume please use the "Back" button in your browser to return to iRecruitment once you have finished printing.

File Name	File Type	Upload Date	Description	Delete
Applicant999.Louis.htm	System Generated Resume	01-Mar-2012	FAO Personal Profile Form (PPF)	

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

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

2. Choose Open to display your PPF.



PPF (partial view)

PERSONAL PROFILE FORM

PERSONAL DETAILS

Family Name (surname) APPLICANT999	First Name LOUIS	Middle Name	Maiden Name
---------------------------------------	---------------------	-------------	-------------

FAO EMPLOYEES

Index Number:	FAO Nationality:
Title, Grade, Service (Contractors: Role on Assignment):	Name of Supervisor:
Appointment NTE Date:	Type of Contract:
	EOD Date:

Gender: Male Marital Status:

Date of Birth: 01-JUN-1960 Country of Birth:

1st Nationality: Australia 2nd Nationality: 3rd Nationality:

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

PERMANENT RESIDENCE Country:

MAILING ADDRESS

City: Springfield, Canberra	Country: Australia	Postal Code:	Telephone:
Address:	Upper Hill Road #226		
E-mail:	applicant999@yahoo.com		

3. If you wish to generate a printable form, click the [Print PPF](#) button.

Documents

TIP Please click "Add Another Document" button to upload supporting documents (e.g., cover letter, personal CV, additional skills, list of publications, references). For publications please provide Title, Publication Date, Journal/Publisher, but DO NOT ATTACH the individual publications.

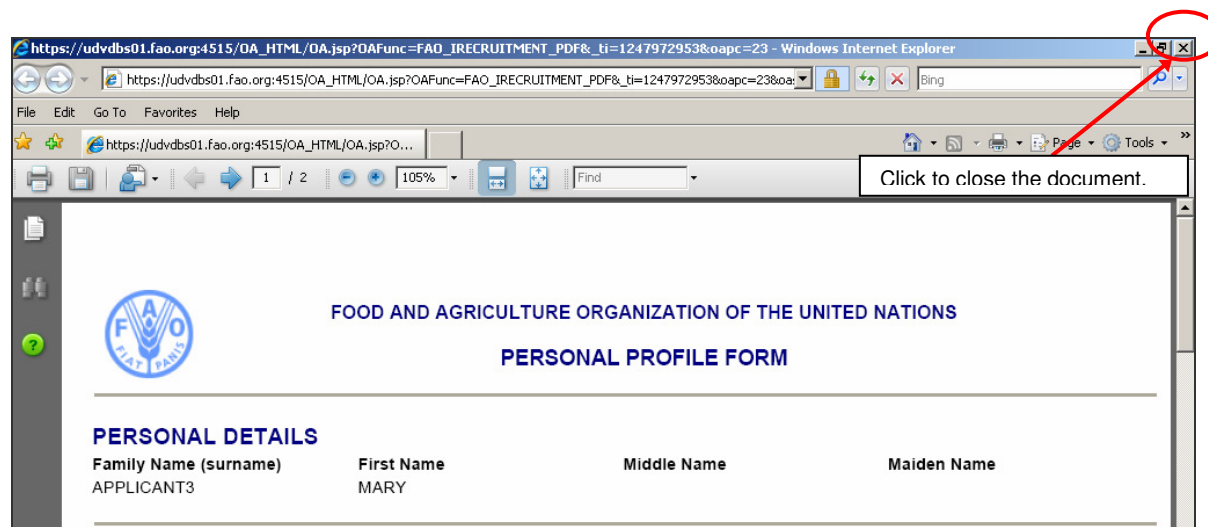
To CREATE or REFRESH your FAO system generated resume after you enter and save your information, please click "Refresh My Resume" button. Click the filename to open or save a printable copy - from your resume please use the "Back" button in your browser to return to iRecruitment once you have finished printing.

File Name	File Type	Upload Date	Description	Delete
Applicant999.Louis.htm	System Generated Resume	01-Mar-2012	FAO Personal Profile Form (PPF)	

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

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

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.



4.3 Guidelines

There are additional 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.



5. Search for Vacancies and Apply

5.1 Search for Vacancies

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

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

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Home **Jobs**

General | My Account

Welcome to our Job Site APPLICANT999, LOUIS

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.

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Home **Jobs**

Available Jobs | Jobs Applied For

Jobs: Available Jobs (Guidelines to Applicants)

Search
To view all vacancies, click on Search. Select other parameters to narrow down your search.
TIP Before starting a new search, please click on Clear.

Keywords: (example: Marketing Java DBA)

Date Posted:

City Location: (APIA, WS; ROME, IT; SANTIAGO, CL; Various Locations)

Professional Area: (AGRICULTURAL POLICY; AGRICULTURAL RESEARCH AND EXTENSION; AGRICULTURAL SUPPORT SYSTEMS; AGRICULTURAL TRADE; ANIMAL HEALTH; ANIMAL PRODUCTION; AQUACULTURE; ARTISANS)

* Vacancy type:

Search **Clear**

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 Name	Job Title	Organization Name	Professional Area	Location	Deadline for Applications	Apply Now
No search conducted.						

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 headers.
6. If you wish to display more vacancies, click the link [Next 10](#).

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

[Available Jobs](#) | [Jobs Applied For](#)

Jobs: Available Jobs [Guidelines to Applicants](#)

Search
To view all vacancies, click on Search. Select other parameters to narrow down your search.
✓ TIP Before starting a new search, please click on Clear.

Keywords
(example: Marketing Java DBA)

Date Posted

City Location
APIA,WS
ROME,IT
SANTIAGO,CL
Various Locations

Professional Area
ACCOUNTING
ADMINISTRATION
AGRICULTURAL AND DEVELOPMENT ECONOMICS
AGRICULTURAL POLICY
AGRICULTURAL RESEARCH AND EXTENSION
AGRICULTURAL SUPPORT SYSTEMS
AGRICULTURAL TRADE
ANIMAL HEALTH

* Vacancy type

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: 1-10

Select All | Select None

Select	Name	Job Title	Organization Name	Professional Area	Location	Deadline for Applications	Apply Now
<input type="checkbox"/>	IRC2070	Nutrition Officer (Assessment and Requirements), P-4. (0101915)	Nutrition Assessment and Nutrient Requirements Group (AGNDA)	NUTRITION AND CONSUMER PROTECTION	ROME,IT	31-Dec-2012	

5.2 Apply for a Vacancy

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

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[Available Jobs](#) | [Jobs Applied For](#)

[Jobs: Available Jobs](#) >

Job: IRC2070

Description

Title, Grade (Position No) **Nutrition Officer (Assessment and Requirements), P-4. (0101915)**

Location **ROME,IT**

Organizational Unit **Nutrition Assessment and Nutrient Requirements Group (AGNDA)**

Deadline for Applications **31-Dec-2012**

Duration **Fixed term: 3 years**

Notes

Department Description **Nutrition and Consumer Protection Division (AGN)**

To apply for a vacancy 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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Review Account Additional Information Submit Application

▼ Mailing Address ▼ Phone Numbers ▼ Documents ▼ Employment History ▼ Skills ▼ Education Qualifications ▼ Professional Qualifications and Training

Application: Review Account IRC2052

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 APPLICANT3

First Name MARY

Middle Name

Maiden Name

Email Address mary.applicant3@yahoo.com

Birth Date 12-Feb-1969

Gender Female

Country of Birth Italy

Present Nationality#1 Italy

Permanent Residence: Country

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

Certification Date 19-Feb-2011

Additional Information

Please enter the required information for **References** and **How Did You Hear About us**.

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Review Account Additional Information Submit Application

Application: Other Info IRC2052

* Indicates required field (Cancel) (Back) Step 2 of 3: Additional Information (Next)

References

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 without your express consent.

Do you consent to our making enquiries to your present employer? ☐ (Next)

Please note, however, that before any offer of appointment is made to you, FAO will contact both your present and previous employers for work references.

How Did You Hear About Us

Job Posting Source (Next)

Source Name

Employment by the Organization may require assignment and travel to any area worldwide. Final appointment will be therefore subject to a medical examination.

(Cancel) (Back) Step 2 of 3: Additional Information (Next)

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Submit Application

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



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Review Account Additional Information **Submit Application**

Review Application: IRC2052

Cancel Back Step 3 of 3: Submit Application **Finish**

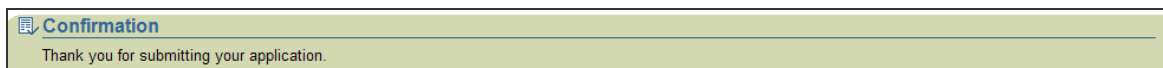
By clicking on the "Finish" button, I certify that the statements made by me are true and complete to the best of my knowledge and belief. I understand that any false statements or omission to provide any information required in this form may provide grounds for the withdrawal of any offer of appointment or other actions, including dismissal, if an appointment has been accepted.

Cancel Back Step 3 of 3: Submit Application Finish

Home Jobs Job Basket Logout Diagnostics


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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.



Confirmation

Thank you for submitting your application.



Changes can be made to your online profile at any time. However, when you make a change it will be visible to the hiring managers for all positions for which you have applied.

If you apply for more than one position, you can upload specific cover letters in your **Documents** section, highlighting your specific skills, experience or motivation for the post. Please indicate on the title of the document the number of the vacancy announcement to which it refers.

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



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Home Jobs

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Welcome to our Job Site **APPLICANT999, LOUIS**

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
IRC2035	Human Resources Officer (Capacity Building and Partnership), P-4 (Unidentified)	CSHRD	ROME, IT	02-Mar-2012	Application Received	Application Details


Quick Links

- [Guidelines for Applicants](#)
- [FAQs](#)








5.3 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 5.1**).
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.

Select Jobs: **Add To Basket** 


Select All | Select None

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

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

 **Confirmation**

The selected jobs are now in your basket.

4. Click the **Job Basket** links at the top or bottom of the screen to view your Job Basket. Then select your vacancy and click the **Apply Now** icon  to start the application process (see **section 5.3**).



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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	

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