Creating your Application
For Professional Vacancies, using the iRecruitment system

FAO is transitioning to a new online recruitment system, iRecruitment. During the transition period, both the traditional application process and the new system will run in parallel and applicants are requested to carefully read and follow the instructions in the "How to Apply" section of the Vacancy Announcement they are interested in before applying. All job openings at FAO are published on this website.

These guidelines provide information on how to apply for Professional Category (P) vacancies using the new online recruitment system iRecruitment. For information on how to apply to jobs posted traditionally (project posts, consultancies, General Service) please **click here**

1. Search for job openings

To search for jobs in iRecruitment, click on the "jobs" tab on the iRecruitment homepage and click the "Search" button. You can also filter your search by including parameters such as Duty Station or Professional area.

If you wish to receive alerts letting you know about newly posted jobs that match your search criteria, you can click on the RSS feed icon on this website, follow FAOJobs on Twitter or subscribe to the FAO Jobs section on the FAO Facebook page

2. Create a profile and prepare an application

A job application at FAO consists of the Personal Profile Form (PPF) a cover letter, and any other attachments deemed relevant to the application. Candidates should create their profile (PPF) in iRecruitment by clicking "My Account" on their iRecruitment homepage and completing all of the requested information in all sections of the profile including: Personal Information, Qualifications and Skills, and Additional Information. Once you have completed your profile, click on the "refresh my resume" button in order to create your PPF. **Please note that attached resumes or CV's in place of the PPF will not be accepted.**

Important notes: As you fill in your information online you should make sure to click **Save** after each section before logging out. Also be aware that the session times out after 20 minutes of inactivity.

In order to prepare an application, you must first register on the FAO iRecruitment site (**click here to register**). After you have registered you will be welcomed to your iRecruitment Home Page which is where you will fill out and manage your profile, view status of jobs applied for, and apply for new jobs. The first step in creating your application is to create a PPF. To do that, go to "my account" and fill in the **Personal Information** section which includes your name, nationality, contact information and marital status. You can make changes, such as updating your phone number or family status at any time and the information is automatically updated on all job applications you have already submitted. The next section is **Qualifications and Skills**. In this section you will need to enter your employment history, skills, academic qualifications and other professional qualifications. Be sure to include your language and IT skills in the skills section. The final section is **Additional Information.** In this section you should indicate your

professional areas of interest, answer additional questions and set the privacy settings of your profile.

After you have registered and completed your profile, click the **Refresh my Resume** button to generate a Personal Profile Form (PPF) that will be your application to jobs at FAO. If you wish to include other documentation in your profile, you can add attachments by going back to the **Personal Information** section and clicking **add another document**.

3. **Submit job application(s)**

If you want to apply for a specific job after you have completed filling out your profile, go to the **Jobs** tab in the upper right corner of your iRecruitment Home Page and click the **Search** button to view the list of available jobs. To view the details for a specific job, click on the brown link with the Vacancy name, i.e. IRC1000. To apply for a job, click on the **Apply Now** icon and follow the steps to apply.

FAO does not accept a resume or CV as an attachment in replacement of a completed online profile.

Once you have submitted your application, a notification will appear on the top of the screen informing you that you have successfully applied. You will not receive an email notification of your application, however in your iRecruitment homepage; you can view a list of the jobs you have applied for with the relevant application status for each job.

FAQs on preparing your Application

Q: Should I target my Application to a specific Vacancy Announcement?

A: All relevant work experience should be provided in your application and both the PPF and PHF can be updated when desired. If you wish to focus on certain skills or qualifications, target your cover letter to the vacancy.

Q: How important is education and work experience for applying to a position / how is my application evaluated?

A: Previous work experience, and type of degree obtained are two important factors in the evaluation process. Each FAO vacancy announcement includes a list of minimum requirements and selection criteria pertaining to the job advertised. Before applying, please be sure that your academic qualifications meet those set forth in the vacancy announcement and that your previous work experience both in terms of sector, and number of years is in line with the vacancy requirements. Candidates not meeting the minimum requirements will not be considered.

Q: Does FAO keep a roster of applicants?

A: Yes, FAO does keep a roster of applications which managers can use to search for possible candidates meeting certain recruiting needs. All profiles created in iRecruitment will be added to the Roster unless a candidate has indicated through the privacy settings in the "Additional Information" section of their account that they do not wish for their profile to be viewed for purposes other than recruitment for the specific vacancies for which they have applied.

Q: How does the country geographic representation work? Does my country of nationality play a role in my eligibility for a post at FAO?

A: FAO's funding comes mostly from contributions from member countries and therefore applications from candidates coming from under or non-represented member countries are encouraged

Q: How can I update my online application?

 A: Your online application can be updated at anytime. Go to "My Account", modify the fields you wish to change and click "Save". To print your online PPF, go to the Personal Information section, click "Refresh my Resume" and then click "Print PPF".

Remember you do not have to complete your PPF in one single time. As long as you save the new information you input, you can log out of the system and finish at another time.

Q: Does the system update my information in chronological order?

A: Employment history is updated to chronological order when an applicant moves to another section of the profile, or when they click "refresh my resume". Education is not automatically updated, therefore we strongly advise applicants to enter academic information in the correct order.