



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

iRecruitment

iRecruitment User Guide

for

External Candidates and Former FAO Employees

Date: October 2014

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General Information for New Users

iRecruitment is currently available in English only

Internet Explorer settings

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

System Unavailability

The FAO iRecruitment system is not available every Saturday from 03:00 to 08:00 CET due to regular maintenance activities.

Deadline for Applications

Applications can be submitted until 11:59 (Rome time) on the “Deadline for Applications” date; vacancies will be automatically removed thereafter.

How to Apply

Browse the available vacancies listed on the FAO Employment website. Only vacancies beginning with **IRC** are available in the iRecruitment system.

Step 1- Register/Login to iRecruitment

If you are a new External visitor, or a Former FAO Employee you need to register in iRecruitment and create an account. If you are a returning external visitor, or you have already registered in iRecruitment as Former FAO Employee, please login to your account. For instructions on how to register or login, please consult **Sections 1 and 2**.

Step 2 - Complete your online profile

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

Step 3 – Search for vacancies and apply

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

FAO Personal Profile Form (PPF)

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

Navigating iRecruitment

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

Help Desk

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

1. Access to iRecruitment

1. Open Internet Explorer and go to the www.fao.org website. Scroll down to the section “Quick Links” and click on **Employment**.



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



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

English Français Español

Google™ Custom Search

About FAO In Action Countries Themes Media Publications Statistics Partnerships

Current vacancies

Home > Employment > Current vacancies > Professional

Print Send f t g+ in

Senior-level
Professional
Project
Consultants
General Service
Opportunities for students and young graduates

Professional Vacancies

CURRENT CLOSED CANCELLED FILLED HOW TO APPLY

Professional Vacancies: Current

Title	Grade	Number	Department	Duty Station	Expiry Date
Livestock Development Officer	P4	IRC2632	Regional	Libreville, Gabon	31/10/2014

iRecruitment

- iRecruitment Access

Application Toolkit

- FAO language levels and definitions
- The FAO Competency Framework
- List of Non and Under Represented Countries

HOW TO APPLY

To apply, visit the iRecruitment website at <http://www.fao.org/employment/i-recruitment-access/en/> and complete your online profile. Only applications received through iRecruitment will be considered.

Candidates are requested to attach a letter of motivation to the online profile.

Vacancies will be removed from iRecruitment at 23:59 Central European Time (CET) on the deadline for applications date. We encourage applicants to submit the application well before the deadline date.

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

FAO IS A NON-SMOKING ENVIRONMENT



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

2. The iRecruitment Access webpage will be displayed.

- External applicants:** please read the instructions on this page and click on [Enter iRecruitment](#)
- Former FAO Employees:** If you are a Former FAO Employee and worked for FAO under any type of contract, please click on the link **Important Note – Former FAO Employees** for information on how to register/login. Then click on [Enter iRecruitment](#).


**Food and Agriculture Organization
of the United Nations**

English

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Current vacancies

Home > Employment > iRecruitment Access








Welcome to iRecruitment !

iRecruitment is currently **only** available in English.

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

- If you are registering for the first time, please click the **Enter iRecruitment** button, then register for an iRecruitment account in the "First Time Visitors" section by clicking the **Register Today** button.
- If you are a returning visitor, click the **Enter iRecruitment** button below, then login at the "Returning visitors" section.
- In order for your application to be considered, you will **need** to complete your iRecruitment account information including details on Personal Information, Qualifications & Skills and Additional Information.
- Search for suitable vacancies and apply before the deadline for application. Note that the vacancies will be automatically removed from the iRecruitment site at 23:59 (CET) on the closing date.

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

Enter iRecruitment

☐ **Click here to read an important note for Current and Former FAO Employees**

- Current employees *hired before 6 November 2012, and any current or former FAO employee who has already created an iRecruitment account.*
 1. Click the **Enter iRecruitment** button;
 2. Enter your email address and iRecruitment password in the "Returning Visitors" section, then click the **Login** button.

N.B. If you do not know your password, click the "forgot password" link so that a new password can be sent to you.
- FAO Employees *hired after 6 November 2012 who have not yet created an iRecruitment account, and Former FAO employees who have never created an account:*
 1. Click the **Enter iRecruitment** button;
 2. Click the **Register today** button, then enter your email address, last name, first name, index number and desired password, then click the **Submit** button to create your account.

**If you already have an iRecruitment account, or if the information you enter is incorrect, you may receive an error message with instructions. Please follow the instructions provided in the error message or contact the iRecruitment help desk: iRecruitment@fao.org*

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

FAO Departments and Offices

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3. The FAO iRecruitment Home page will be displayed.

2. Registration – Login

2.1 New External Applicants Registration

- At the **Login** section of the iRecruitment Home page click the **Register today** button.

Welcome to the FAO iRecruitment Online Jobsite

iRecruitment is available in English only for the time being

First time visitors:

- Click on **Register Today** and enter requested information. Then click on the **Submit** button to complete your registration and create your account.
- Complete your online profile information.
- Search for jobs and apply.

Returning visitors:

Type in your email address and password in the Returning visitors section, then click **Login**.

Current and Former FAO Employees:

If you have not yet created an account, click **Register Today** in the "First time visitors" section.

If you have already created an account, please type your email address and password in the "Returning visitors" section, then click **Login**.

If you experience problems in registering or logging in to your account, please contact iRecruitment@fao.org

Login

First time visitors:
Click below to register an account and create your online profile
Register today

Returning visitors:
Enter your information below to login to your account
Email
Password
Login

Did you [forget your password?](#)

Quick Links

- [Guidelines to External Applicants & FAO Former Employees](#)
- [Guidelines to FAO Employees](#)
- [FAQs](#)

- At the Registration screen enter a valid email address, Family Name, First Name and a password, and click the **Submit** button. **FAO INDEX NUMBER IS NOT REQUIRED for external candidates.**



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 are a FAO Employee or have previously registered with iRecruitment, please click [Here](#) to login to your account. Cancel Submit

If you have not registered, please enter your details below:

* 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

If you have previously worked for FAO (under any type of contract), please enter your **FAO index number**.
If you do not remember your FAO index number, please contact iRecruitment@fao.org.

FAO Index Number

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

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3. The Create Account page will be displayed. Click on the [Create My Account](#) button.

Create Account

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

- Personal information** (Basic Information, Mailing Address, Documents)
- Qualifications and Skills** (Employment History, Skills, Academic Qualifications and Professional Qualifications and Training)
- Additional Information** (Professional areas, Additional Details)
- Login information** (Change password)

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

[Create My Account](#)

Disclaimer:

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

4. The **Personal Information** page of your account will be displayed. For information on how to complete this page, please go to **Section 4.1**.


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iRecruitment

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

My Account

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

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

* Indicates required field
 ✓ **TIP** ! If you do not enter any information or press the Save button for 20 minutes or more you will be automatically disconnected and all unsaved information will be lost.
 ✓ **TIP** After you update and save your information in My Account, click Refresh My Resume button to generate your FAO online resume. Go to the Documents section (on the Information tab) of "My Account" to access and view your resume. Use your Internet browser functions if you wish to "Print" or "Save" the document to your computer.

Basic Details

Please enter your personal information.

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

* Family Name
 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 only provide grounds for the withdrawal of any offer of appointment or other actions, including dismissal.

Mailing Address

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

Phone Numbers

	Phone Number	Times to Call
Home		
Mobile		
Work		
Work Fax		

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 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 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
No results found.			
Add Another Document Print PDF Refresh My Resume			

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

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

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2.2 Former FAO Employees Registration

2.2.1 Already registered Former FAO Employees

If you had already registered as a Former FAO Employee **before 6 November 2012**, please DO NOT create a new iRecruitment account. To login to your existing account please follow the instructions provided in **Section 2.3**. If you experience problems, please contact iRecruitment@fao.org.

2.2.2 Not registered Former FAO Employees

If you were previously employed by FAO under any type of contract (including as a Consultant or PSA), and **have never registered** an account in iRecruitment, please follow the steps below.

1. Logon to the iRecruitment website as indicated in **Section 1**.
2. Once in the iRecruitment home page, click on the **Register today** button located under the **Login** section

iRecruitment Home Page

The screenshot shows the iRecruitment Home Page. At the top, there is a header with the FAO logo and the text 'FOOD AND AGRICULTURE ORGANIZATION OF THE UNITED NATIONS helping to build a world without hunger'. Below this, there is a navigation bar with 'Home' and 'Jobs' tabs. The 'Jobs' tab is selected, and there is a sub-navigation bar with 'General' and 'Registration' tabs. The 'Registration' tab is selected. The main content area is titled 'Welcome to the FAO iRecruitment Online Jobsite'. Below this, there is a message: 'iRecruitment is available in English only for the time being'. There are three sections: 'First time visitors:', 'Returning visitors:', and 'Current and Former FAO Employees:'. The 'First time visitors' section contains three steps: 1. Click on **Register Today** and enter requested information. Then click on the **Submit** button to complete your registration and create your account. 2. Complete your online profile information. 3. Search for jobs and apply. The 'Returning visitors' section contains the text: 'Type in your email address and password in the Returning visitors section, then click **Login**.' The 'Current and Former FAO Employees' section contains the text: 'If you have not yet created an account, click **Register Today** in the "First time visitors" section. If you have already created an account, please type your email address and password in the "Returning visitors" section, then click **Login**.' On the right side, there is a 'Login' section with a red box around it. It contains the text: 'First time visitors: Click below to register an account and create your online profile' and a 'Register today' button. Below this, there is a 'Returning visitors:' section with the text: 'Enter your information below to login to your account'. It has input fields for 'Email' and 'Password', and a 'Login' button. Below the 'Login' button, there is a link: 'Did you forget your password?'. At the bottom right, there is a 'Quick Links' section with three links: 'Guidelines to External Applicants & FAO Former Employees', 'Guidelines to FAO Employees', and 'FAQs'. At the bottom left, there is a footer with the text: 'If you experience problems in registering or logging in to your account, please contact iRecruitment@fao.org'.

3. The Registration page will be displayed. Enter a valid email address, your Family Name and First Name, your FAO Index number and a password. Then click the **Submit** button.

If you do not remember your FAO Index number, or receive an error message, please contact our Help Desk at iRecruitment@fao.org.

Registration Page

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iRecruitment

Accessibility Job Basket Diagnostics

Home Jobs

Home >

Registration

If you are a FAO Employee or have previously registered with iRecruitment, please click [Here](#) to login to your account. Cancel Submit

If you have not registered, please enter your details below:

* 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

FAO Index Number

If you have previously worked for FAO (under any type of contract), please enter your FAO index number.
If you do not remember your FAO index number, please contact iRecruitment@fao.org.

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

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If you already have an iRecruitment account, or if the information you enter is incorrect, you may receive one of the following error messages, with instructions:

- If you already have an account an error message will appear:** *“Unable to create user with email XXXX as this email is already in use. Please enter a unique email”.*

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iRecruitment

Accessibility Job Basket

Home Jobs

General Registration

Home: General >

Error

Unable to create user with email address as this email is already in use. Please enter a unique email.

Registration

If you have previously registered with iRecruitment, please click [Here](#) to login to your account. Cancel

If you have not registered, please enter your details below:

* Indicates required field

Click on the **Home** tab, and enter your email address in the **“Returning visitors”** section and click the forgot password link. (Or contact IRECRUITMENT@FAO.ORG for further assistance)

- If an error message appears regarding your Family or First Name**, please check to make sure you did not enter your First name in the Family name field.

The screenshot shows the iRecruitment website header with 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". There are links for "Accessibility" and "Job Basket". The navigation bar includes "Home" and "Jobs". The "Registration" tab is selected. Below the navigation bar, there is a message: "Error: The Family Name or First Name does not match the Index number entered. Please contact the helpdesk: iRecruitment@fao.org". Below this, there is a "Registration" section with instructions: "If you have previously registered with iRecruitment, please click [Here](#) to login to your account." and "If you have not registered, please enter your details below:". There are "Cancel" and "Submit" buttons. A note at the bottom says "* Indicates required field".

If not, then please contact IRECRUITMENT@FAO.ORG and include all the information you entered in the system before receiving the error.

- **Index number error message:** *"This index number is already linked to a registered user account. If you do not know the registered username (email address) associated to this index number, please contact iRecruitment@fao.org. If you have forgotten the password, please click on the "Home" tab, then click the "Did you forget your password?" link to reset it."*

The screenshot shows the iRecruitment website header with 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". There are links for "Accessibility" and "Job Basket". The navigation bar includes "Home" and "Jobs". The "Registration" tab is selected. Below the navigation bar, there is a message: "Error: This index number is already linked to a registered user account. If you do not know the registered username (email address) associated to this index number, please contact iRecruitment@fao.org. If you have forgotten the password, please click on the "Home" tab, then click the "Did you forget your password?" link to reset it." Below this, there is a "Registration" section with instructions: "If you have previously registered with iRecruitment, please click [Here](#) to login to your account." and "If you have not registered, please enter your details below:". There are "Cancel" and "Submit" buttons. A note at the bottom says "* Indicates required field".

Please contact IRECRUITMENT@FAO.ORG and include all the information you entered in the system before receiving the error.

4. The Create Account page will be displayed. Please read the information on this page. Click on the [Create My Account](#) button to finalize your registration.

The screenshot shows the iRecruitment website header with 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". There are links for "Navigator", "Favorites", "Job Basket", and "Personalize Logout Page". The navigation bar includes "Home" and "Jobs". The "My Account" tab is selected. Below the navigation bar, there is a "Create Account" section with instructions: "By clicking on "Create My Account" button you can start creating your online profile. Your profile consists of four sections:". Below this, there is a list of sections:

- **Personal information** (Basic Information, Mailing Address, Documents)
- **Qualifications and Skills** (Employment History, Skills, Academic Qualifications and Professional Qualifications and Training)
- **Additional Information** (Professional areas, Additional Details)
- **Login information** (Change password)

Below the list, there is a message: "Before applying for vacancies, please ensure that you have completed your online personal profile in full. Incomplete profiles will not be evaluated." Below this, there is a "Create My Account" button. At the bottom, there is a "Disclaimer" section with text: "The Human Resources Management Division (OHR) of the Food and Agriculture Organization of the United Nations (FAO) is committed to protecting your personal data. By clicking on "Create My Account" button, you agree to FAO processing your personal information."

5. The **Personal Information** page of your account will be displayed as shown below. Enter the required information and click on the **Save** button. For information on how to complete this page, please go to **Section 4.1**.
6. Click on the **Home** tab if you wish to go to your iRecruitment Home page.

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iRecruitment

Home | Jobs | Navigator | Favorites | Job Basket | Logout | Diagnostics

General | **My Account**

My Account

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

Personal Information | Qualifications and Skills | Additional Information | Login Information

* Indicates required field
 ✓ **TIP** ! If you do not enter any information or press the Save button for 20 minutes or more you will be automatically disconnected and all unsaved information will be lost.
 ✓ **TIP** After you update and save your information in My Account, click Refresh My Resume button to generate your FAO online resume. Go to the Documents section (on the Information tab) of "My Account" to access and view your resume. Use your Internet browser functions if you wish to "Print" or "Save" the document to your computer

Basic Details

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

* Family Name: APPLICANT2
 First Name: GEORGE
 Middle Name:
 Maiden Name:
 Email Address: applicant2@yahoo.com

• 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: 30-Oct-2012

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 only provide grounds for the withdrawal of any offer of appointment or other actions, including dismissal, if 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		
Mobile		
Work		
Work Fax		

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, 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 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
No results found.			

Add Another Document | Print PDF | Refresh My Resume

Guidelines for Applicants | Cancel | Save | Refresh My Resume

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2.3 Registered Applicants Login

1. Logon to the iRecruitment Home page. At the **Returning visitors** section enter your registered email and password and click on [Login](#). 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

The screenshot shows the iRecruitment Home page. The header includes the FAO logo and the text "FOOD AND AGRICULTURE ORGANIZATION OF THE UNITED NATIONS helping to build a world without hunger". The main navigation bar has "Home" and "Jobs" tabs. Below this, there are "General" and "Registration" links. The main content area is titled "Welcome to the FAO iRecruitment Online Jobsite" and includes a note: "iRecruitment is available in English only for the time being".

On the right side, there is a "Login" section. It has two sub-sections: "First time visitors:" and "Returning visitors:". The "Returning visitors:" section is highlighted with a red box and contains the following text: "Enter your information below to login to your account". Below this text are two input fields: "Email" and "Password", followed by a "Login" button. A red arrow points from the "Returning visitors:" section to the "Login" button. Another red arrow points from the "Returning visitors:" section to the "Did you forget your password?" link below it.

Below the "Login" section, there is a "Quick Links" section with the following links: "Guidelines to External Applicants & FAO Former Employees", "Guidelines to FAO Employees", and "FAQs".

On the left side, under the "First time visitors:" section, there are three numbered steps:

1. Click on **Register Today** and enter requested information. Then click on the **Submit** button to complete your registration and create your account.
2. Complete your online profile information.
3. Search for jobs and apply.

Under the "Returning visitors:" section, there is a text box: "Type in your email address and password in the Returning visitors section, then click **Login**."

Under the "Current and Former FAO Employees:" section, there are two paragraphs:

If you have not yet created an account, click **Register Today** in the "First time visitors" section.

If you have already created an account, please type your email address and password in the "Returning visitors" section, then click **Login**.

At the bottom, there is a note: "If you experience problems in registering or logging in to your account, 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.

The screenshot shows the iRecruitment Home page after logging in. The header is the same as the previous screenshot. The main navigation bar has "Home" and "Jobs" tabs. Below this, there are "General" and "My Account" links. The "My Account" link is circled in red.

The main content area is titled "Welcome to our Job Site APPLICANT2, GEORGE". It includes a "Notifications" section with the text: "Your five most recent notifications are listed below. Click the subject to respond. Choose the Full List button to see all your notifications." Below this text is a table with columns: "From", "Subject", and "Sent". The table contains one row with the text "No results found.".

Below the "Notifications" section, there is a "Jobs Applied For" section with the text: "Below is a list of the jobs for which you have applied. Select Full List to see the complete list of Job Applications." Below this text is a table with columns: "Name", "Job Title", "Organization", "Location", "Date Applied", "Status", and "Application Details". The table contains one row with the following data:

Name	Job Title	Organization	Location	Date Applied	Status	Application Details
JRC2194 - A...	Forestry Officer (Wood Products), P-4. (0123021)	FOEDD	ROME, IT	30-Oct-2012	Application Received	Details

On the right side, there is a "Quick Links" section with the following links: "Guidelines for Applicants..." and "FAQs...".

3. Your iRecruitment Home page

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

iRecruitment

Home | **Jobs** | General | My Account

Welcome to our Job Site **APPLICANT2, GEORGE**

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

From	Subject	Sent
No results found.		

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

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

Quick Links

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

Jobs

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

My Account

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

Notifications

This section displays your iRecruitment notifications only. To view a notification click on the Subject link; click on the **OK** button to close it. To view all your notifications click on the **Full List** button.

Jobs Applied For

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

By clicking on the icon the **Application Details** page will be displayed. This page provides a partial view of your online profile as well as the list of application statuses assigned by the vacancy Manager to your application. From this page you may withdraw your application by clicking on the

Withdraw Application button **Withdraw Application**, or review the assessment you may have been requested to complete when applying for the vacancy. For more information on the **Application Details** page go to **Section 6.3.4**.

4. Update your Online Profile

4.1 Personal Information

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



TIP

The  icon displayed 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  icon.

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 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.

Basic Details

Please enter your personal information.

✓TIP Please indicate all valid nationalities.

* Family Name

First Name

Middle Name

Maiden Name

Email Address

* 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

• Changing your email address in the above field will also change your iRecruitment login name & email 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.

Mailing Address

* Address Line 1

Address Line 2

City/State

Postal Code

* Country

Phone Numbers

	Phone Number	Times to Call
Home		
Mobile		
Work		
Work Fax		

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.				

Guidelines for Applicants
Cancel | Save | Refresh My Resume

4.1.1 Basic Details, Mailing Address and Phone Numbers

Please enter all required information. Click frequently 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.

Email Address: the email address displayed in this field is your iRecruitment username. If you change it in this screen you are also changing your username for future visits. After changing your email address you will need to wait 30 minutes before logging in again to ensure that the change is activated.

Certification: Please complete the two mandatory fields:

I certify that all information provided by me is true and complete	Yes
* Certification Date	28-Jul-2011

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.

4.1.2 Documents

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

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

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

File Name	File Type	Upload Date	Description	Delete

Add Another Document **Print PDF** **Refresh My Resume**

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

Home **Jobs**

General **My Account**

Upload Document

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

* Indicates required field

* File Type

Description

* File Path

Upload

3. A confirmation message will be displayed. Scroll down to your Documents section; you will now see the file added to the list of documents. Click on the file name link to view the attached document.

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.docx	Cover Letter	18-May-2012		

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. To view or print a PDF copy of your PPF click the **Print PPF** button. For more information about the FAO Personal Profile form (PPF), please go to **Section 5**.

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

4.2 Qualifications & Skills

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

Home Jobs

General | My Account

My Account

Guidelines for Applicants Cancel Save Refresh My Resume

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

* Indicates required field
 ✓ TIP ! If you do not enter any information or press the Save button for 20 minutes or more you will be automatically disconnected and all unsaved information will be lost.
 ✓ TIP After you update and save your information in My Account, click Refresh My Resume button to generate your FAO online resume. Go to the Documents section (on the Personal Information tab) of "My Account" to access and view your resume. Use your Internet browser functions if you wish to "Print" or "Save" the document to your computer.

1 → **Employment History**

Please enter your employment history.

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

Add Another Employer

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

2 → **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

3 → **Education Qualifications**

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

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

Add Another Establishment

4 → **Professional Qualifications and Training**

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

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

Add Another Qualification

Guidelines for Applicants Cancel Save Refresh My Resume

4.2.1 Employment History

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

1. Click the **Add Another Employer** button to display the fields to be completed for the employment record. To enter your current employer, leave the **To** field empty.

Employment History

Please enter your employment history.

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

Details	Name of Employer	From	To	Job Title	City/Country	Delete
+ Show	FAO, ESS	January	2012	Senior Officer	Rome, Italy	
- Hide	FAO, AGN	May	December 2011	Technical Officer		

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

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, saving after each record.



TIPS

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

4.2.2 Skills

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

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

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

Experience

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

Language

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

IT Skills

Proficient
Working knowledge
Fair
Basic

Typing

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

Shorthand

75 words per minute
90 words per minute

Other secretarial/office skills

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

IT Skills

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

Language Skills

A - Basic	- Can understand sentences and frequently used expressions related to areas of most immediate relevance (e.g. very basic personal and family information, shopping, local geography, employment). - Can communicate in simple and routine tasks requiring a simple and direct exchange of information on familiar and routine matters. - Can describe in simple terms aspects of his/her background, immediate environment and matters in areas of immediate need.
B - Intermediate/Limited	- Can understand the main points of clear standard input on familiar matters regularly encountered in work, school, leisure, etc. - Can deal with most situations likely to arise while travelling in an area where the language is spoken. - Can produce simple connected texts on topics that are familiar or of personal interest. - Can describe experiences and events, dreams, hopes and ambitions and briefly give reasons and explanations for opinions and plans.
C - Excellent	Can understand a wide range of demanding, longer texts, and recognize implicit meaning.

	• Can express ideas fluently and spontaneously without much obvious searching for expressions. • Can use language flexibly and effectively for social, academic and professional purposes. • Can produce clear, well-structured, detailed text on complex subjects, showing controlled use of organisational patterns, connectors and cohesive devices. • Can understand the main ideas of complex text on both concrete and abstract topics, including technical discussions in his/her field of specialization. • Can interact with a degree of fluency and spontaneity that makes regular interaction with native speakers quite possible without strain for either party. • Can produce clear, detailed text on a wide range of subjects and explain a viewpoint on a topical issue giving the advantages and disadvantages of various options
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 **Budget and Finance**).

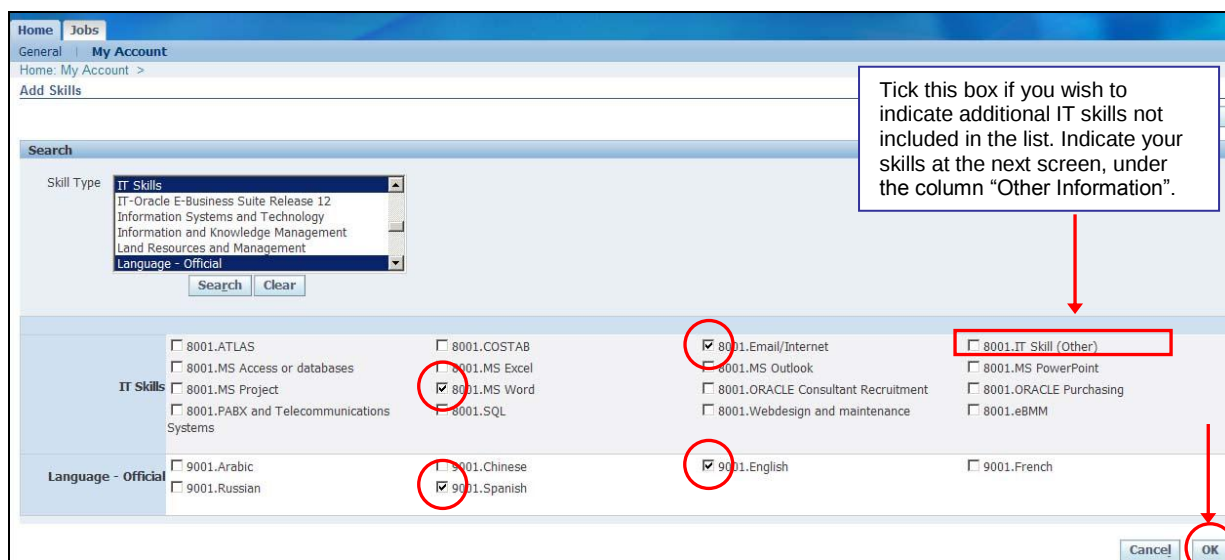
- IT Skills
- Language – Official
- Regional Experience (for Professional positions)
- Secretarial/Office Skills (for General Service positions)

To add a skill to your profile, please follow these steps:

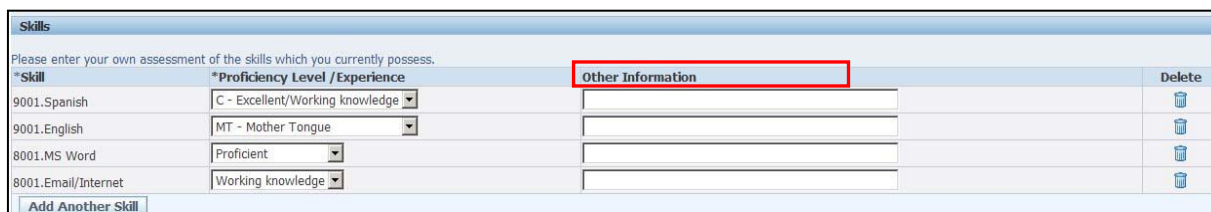
1. Click the **Add Another Skill** button.

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

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

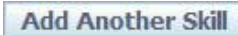


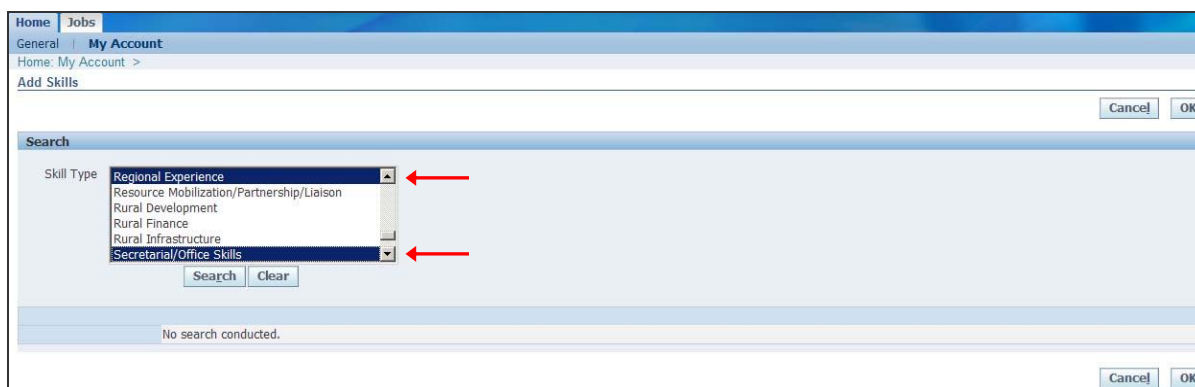


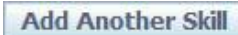
If you have not entered skills in the skill type **“Language – Official”** you will receive the following error message:

 **Error**

Language – Official skills have not been entered. Please go to the Qualifications and Skills section and click on “Add Another Skill”.

5. Click the  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  button once you have selected and evaluated your skills.



6. Click the  button to indicate your areas of expertise. Save frequently as you enter your areas of expertise.

Add Skills

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

Search

Skill Type: Fishery Industries
Fishery Information
Fishery Policy, Development and Planning
Fishery Resources
Food Safety, Quality and Consumer Protection
Food Security

4.2.3 Education Qualifications

Enter information about your education in this section. **Your records will be ordered in chronological order by the system in your Personal Profile form (PPF).**

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

Education Qualifications

Please enter in reverse chronological order your education from age 14 (university, college, secondary school). Please indicate under Additional Qualification Details the exact title of your degree/diploma and main subject(s) of study. You may be requested to provide proof of the University Degree(s) obtained.

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

*Name of Establishment	*City/Country	*Academic Qualification	From	To	*Exact Title Qualification	Add Degree	Delete

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

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

Additional Qualification Details

* Exact title of Qualification obtained:

Main Subject:

* Status:

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

4.2.4 Professional Qualifications and Training

1. Click the **Add Another Qualification** button to create a new editable field. **Your records will be ordered in chronological order by the system in your Personal Profile form (PPF).**

Professional Qualifications and Training

Please indicate in this section additional courses attended in your professional (working) area, formal vocational training, apprenticeship, membership of professional associations, etc.

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

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

Add Another Qualification

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

4.3 Additional Information

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

 TIP	The  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  icon.
---	--

The screenshot shows the 'My Account' page with the 'Additional Information' tab selected. The 'Professional Areas' section is highlighted, showing a list of areas to select. The 'Additional Details' section contains various form fields for personal and professional information. Red arrows point to the 'Additional Information' tab, the 'Professional Area' list, and the 'Refresh My Resume' button.

1. **Professional Areas for which you wish to be considered.** Enter in this section keywords that indicate the professional areas you would like to work in, and select the professional area(s) you would like to be considered for. To select more than one value hold down the **CTRL** key while clicking, or the **SHIFT** key to select consecutive values.

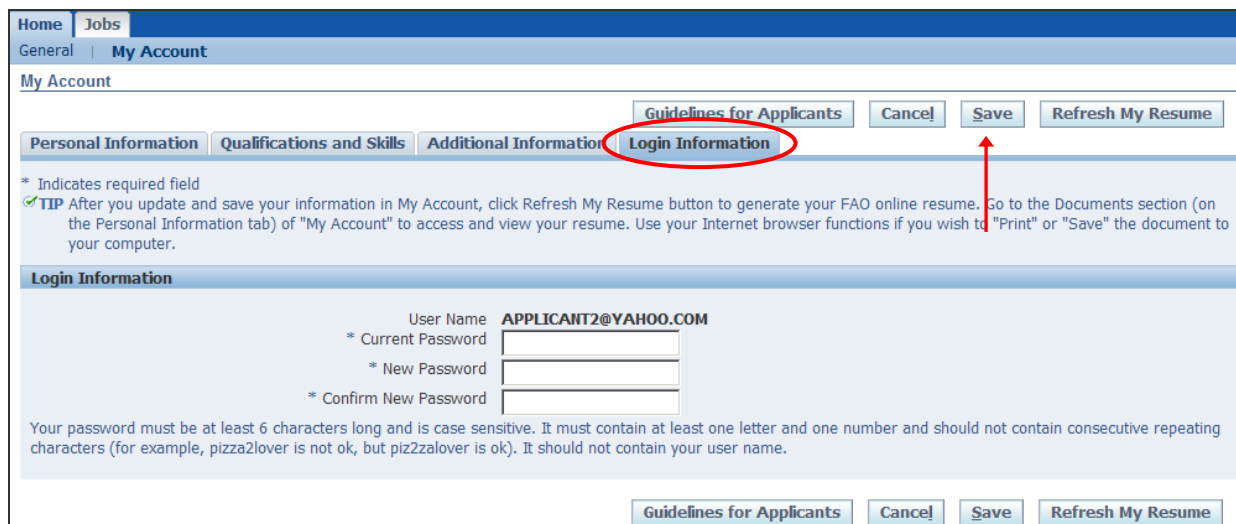
Indicate your preference for the field **"Allow my online profile to be searched by FAO"**.

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

2. Click the **Save** button.

4.4 Login Information

You may use this section if you wish to change your iRecruitment password. Click the  button if you reset your password.



Home | Jobs

General | **My Account**

My Account

Guidelines for Applicants Cancel  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 **APPLICANT2@YAHOO.COM**

* Current Password

* New Password

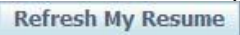
* Confirm New Password

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.

Guidelines for Applicants Cancel  Refresh My Resume

5. Personal Profile Form (PPF) and Guidelines

5.1 Create/Update PPF

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

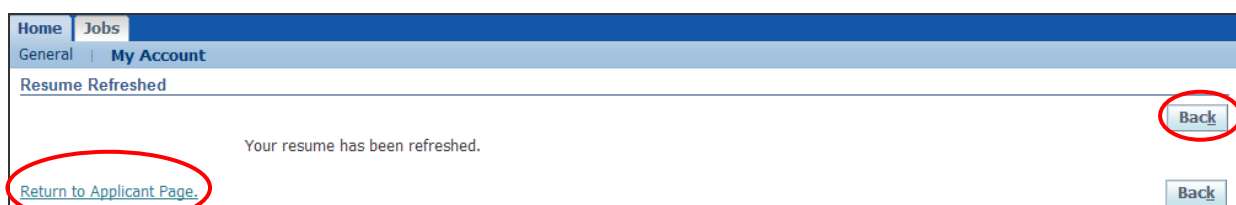
A copy of your PPF will be added to your **Documents** section (see **Section 4.1.2**).

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

Update your PPF by clicking the  button after you have updated and saved new information in your account. The updated version of the PPF will replace the older version every time you click the  button.

5.2 View the PPF

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



Home | Jobs

General | **My Account**

Resume Refreshed

Your resume has been refreshed.

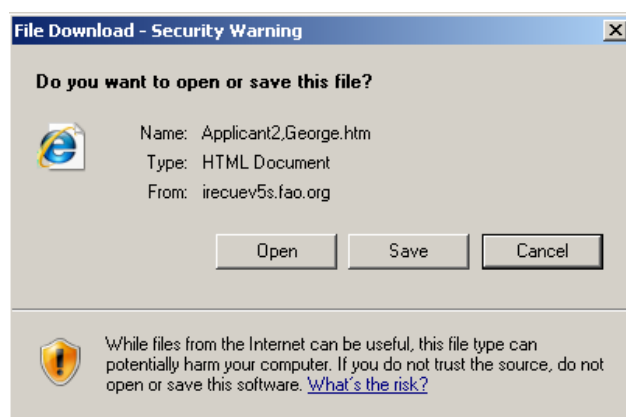
[Return to Applicant Page.](#)  

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 your PPF, click on the link under File Name. A "File Download" window will ask if you would like to open or save the file.

Documents			
✓ 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, 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 a 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
Applicant2.George.htm	System Generated Resume	31-Oct-2012	FAO Personal Profile Form (PPF)
Add Another Document Print PPF Refresh My Resume			

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



Online PPF (partial view)

PERSONAL PROFILE FORM			
PERSONAL DETAILS			
Family Name (surname)	First Name	Middle Name	Maiden Name
APPLICANT2	GEORGE		
Person Type			
APPLICANT			
FAO EMPLOYEES			
Index Number:	FAO Nationality:		Name of Supervisor:
Title, Grade, Service (Contractors: Role on Assignment):	Type of Contract:		
Appointment NTE Date:	EOD Date:		
Gender: Male	Marital Status:		
Date of Birth: 20-JUN-1977	Country of Birth:		
1st Nationality: Barbados	2nd Nationality:		3rd Nationality:
If you have applied for a new nationality indicate nationality/date requested:			

3. If you wish to generate a printable PDF 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, 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 a 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
Applicant2.George.htm	System Generated Resume	31-Oct-2012	FAO Personal Profile Form (PPF)
Add Another Document Print PPF Refresh My Resume			

4. The printable form will be displayed. Use your Internet browser functions to save or print it.
To return to your account, close the document clicking on the **Close** button .



Click to close the document

FOOD AND AGRICULTURE ORGANIZATION OF THE UNITED NATIONS

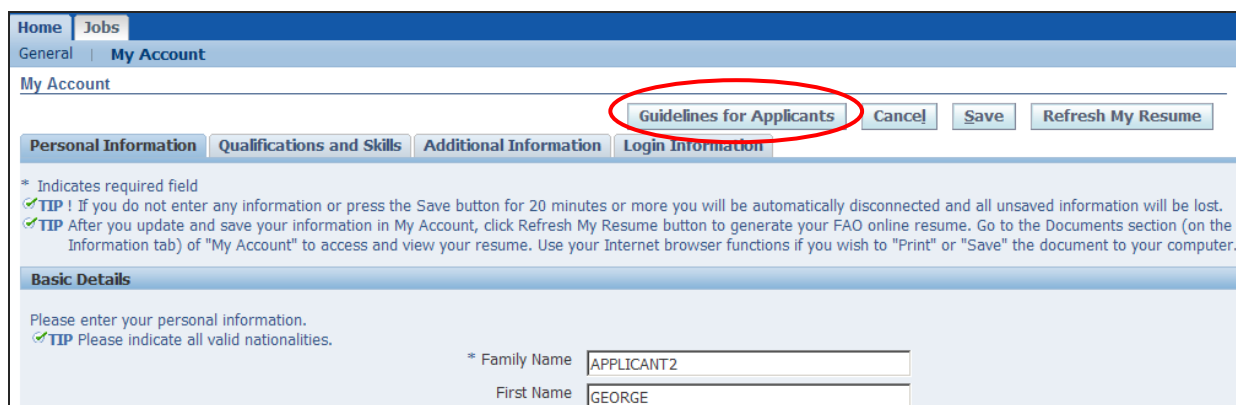
PERSONAL PROFILE FORM

PERSONAL DETAILS

Family Name (surname)	First Name	Middle Name	Maiden Name
APPLICANT2	GEORGE		

5.3 Guidelines

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



Home | Jobs

General | **My Account**

My Account

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

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

* Indicates required field

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

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

Basic Details

Please enter your personal information.

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

* Family Name

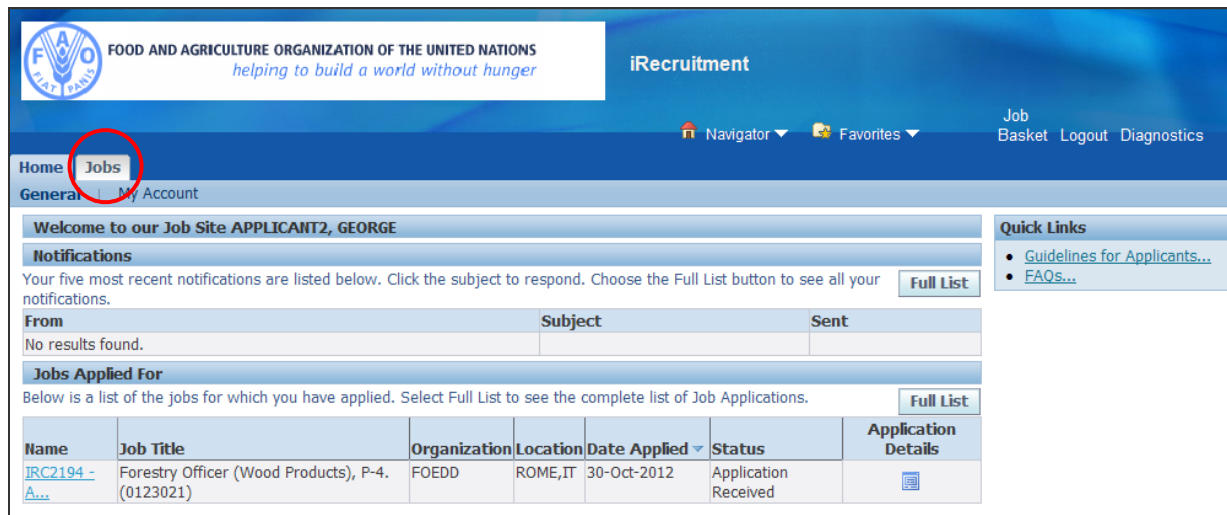
First Name

6. Search for Vacancies and Apply

Before applying for vacancies, please ensure that you have completed your online profile information, including **Employment History, Academic Qualifications and Skills** (Language – Official; IT Skills; areas of expertise; Regional Experience (for Professional positions); Secretarial/Office skills (for General Service positions). Incomplete online profiles will not be evaluated.

6.1 Search for Vacancies

1. Click the  tab on your iRecruitment Home page.



Welcome to our Job Site APPLICANT2, GEORGE

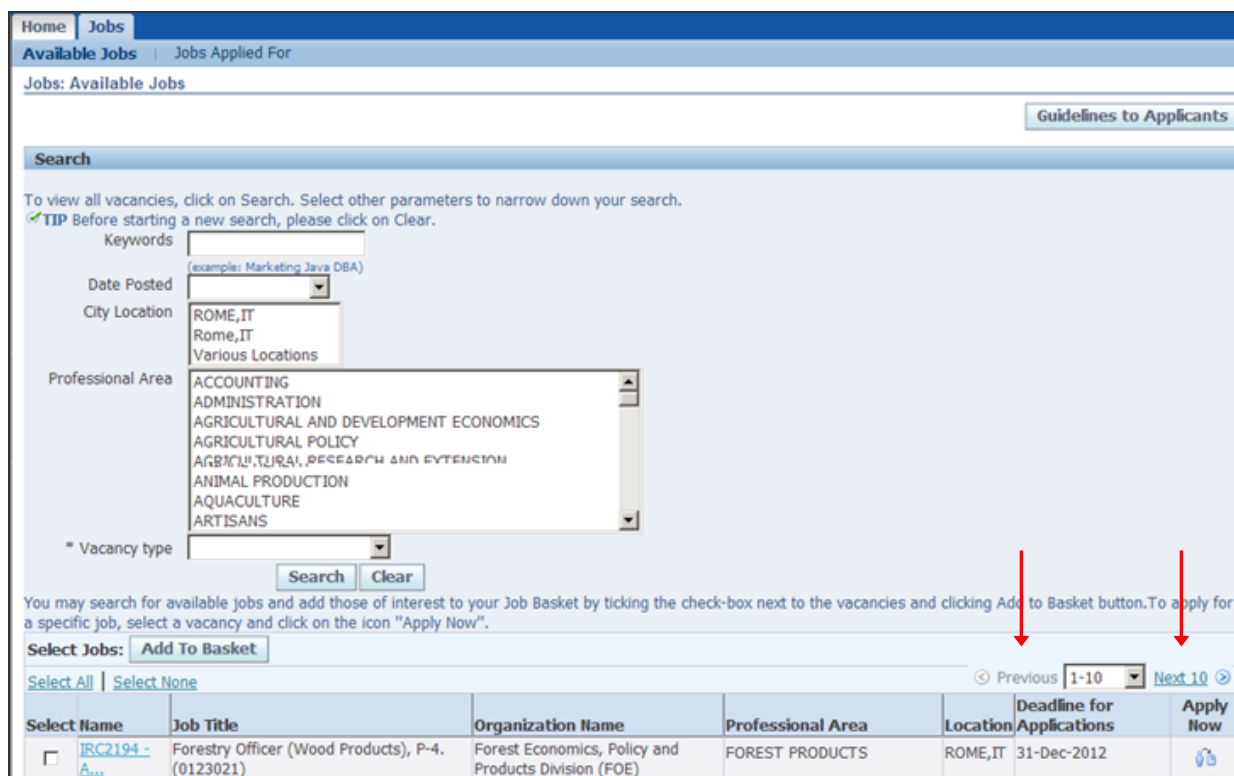
Notifications
Your five most recent notifications are listed below. Click the subject to respond. Choose the Full List button to see all your notifications.

From	Subject	Sent
No results found.		

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

Name	Job Title	Organization	Location	Date Applied	Status	Application Details
JRC2194-A...	Forestry Officer (Wood Products), P-4. (0123021)	FOEDD	ROME,IT	30-Oct-2012	Application Received	

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



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: ROME,IT
Rome,IT
Various Locations

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

* 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:

Select All | Select None

Select	Name	Job Title	Organization Name	Professional Area	Location	Deadline for Applications	Apply Now
☐	JRC2194-A...	Forestry Officer (Wood Products), P-4. (0123021)	Forest Economics, Policy and Products Division (FOE)	FOREST PRODUCTS	ROME,IT	31-Dec-2012	

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

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

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

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

6.2 Job Basket

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

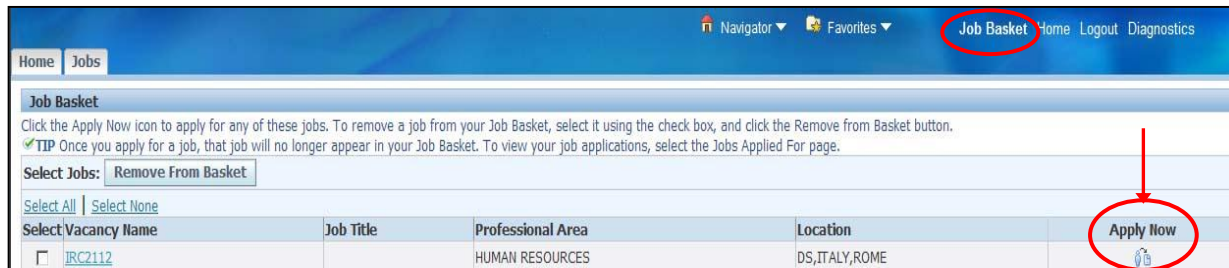
1. Click the [Jobs](#) tab on your iRecruitment Home page to search for vacancies (see **Section 6.1**).
2. Click on [Search](#) button to view the available vacancies.
3. Tick the checkbox next to the vacancies you are interested in and click the [Add To Basket](#) button

Select Jobs: Add To Basket							
Select All Select None							
Select Name	Organization Name	Professional Area	Brief Description	Location	Date Posted	* Vacancy type	Apply Now
☒ IRC2112...	Social Security and Payroll Benefits Branch (CSHS)	HUMAN RESOURCES		DS,ITALY,ROME	07-May-2012	General Service Internal	
☐ IRC2072...		HUMAN RESOURCES		DS,ITALY,ROME	01-Feb-2012	Professional	

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



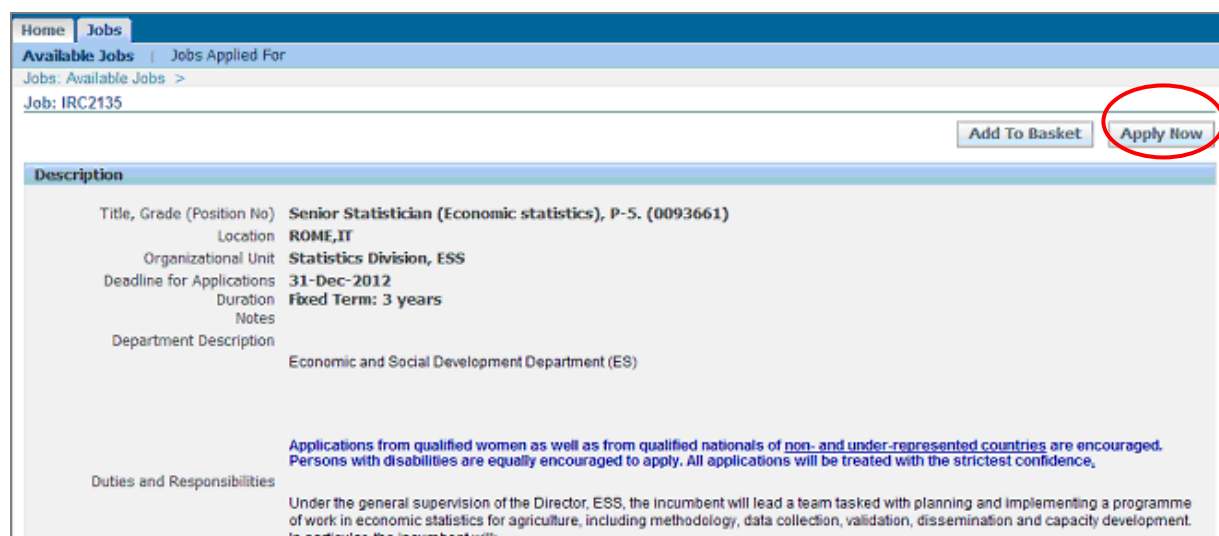
- Click the “Job Basket” link at the top or bottom of the screen to view your Job Basket.



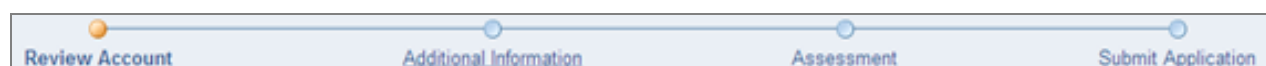
- Select the vacancy for which you would like to apply and click the **Apply Now** icon

6.3 Apply to a Vacancy

Login to your account and search for vacancies as explained in **Section 6.1**. To apply for a vacancy either select the vacancy and click the relevant icon , or click the file name ([IRCxxxx](#)) to display the vacancy details. Then click the **Apply Now** as shown below.



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



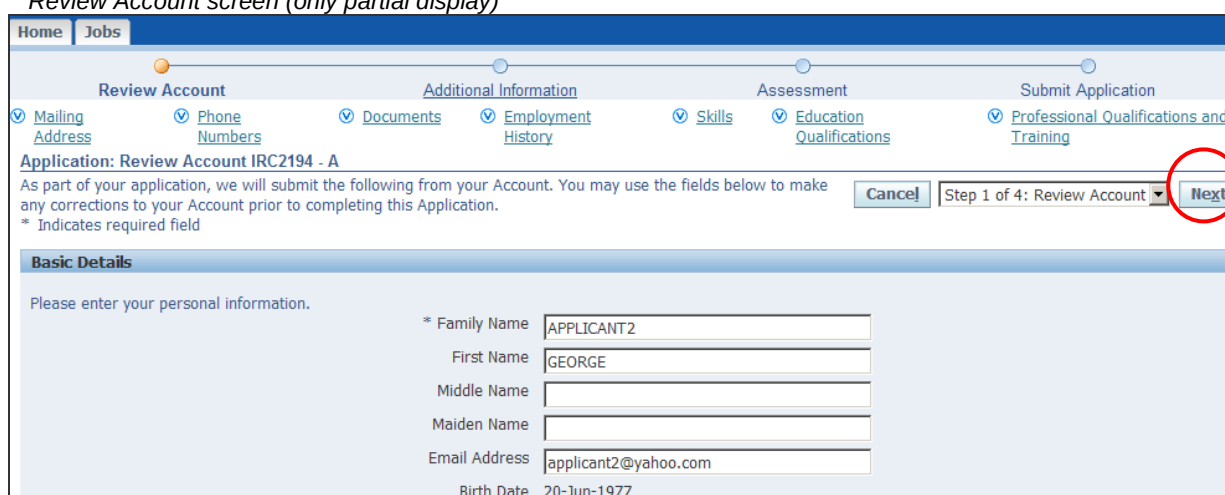
1. Review Account
2. Additional Information
3. Assessment (when required)
4. Submit Application

6.3.1 Review Account

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

Changes can be made to your online profile at any time. However, when you make a change it will be visible to the hiring managers for all positions for which you have applied. iRecruitment maintains one online profile and the relevant system-generated PPF for each applicant.

Review Account screen (only partial display)

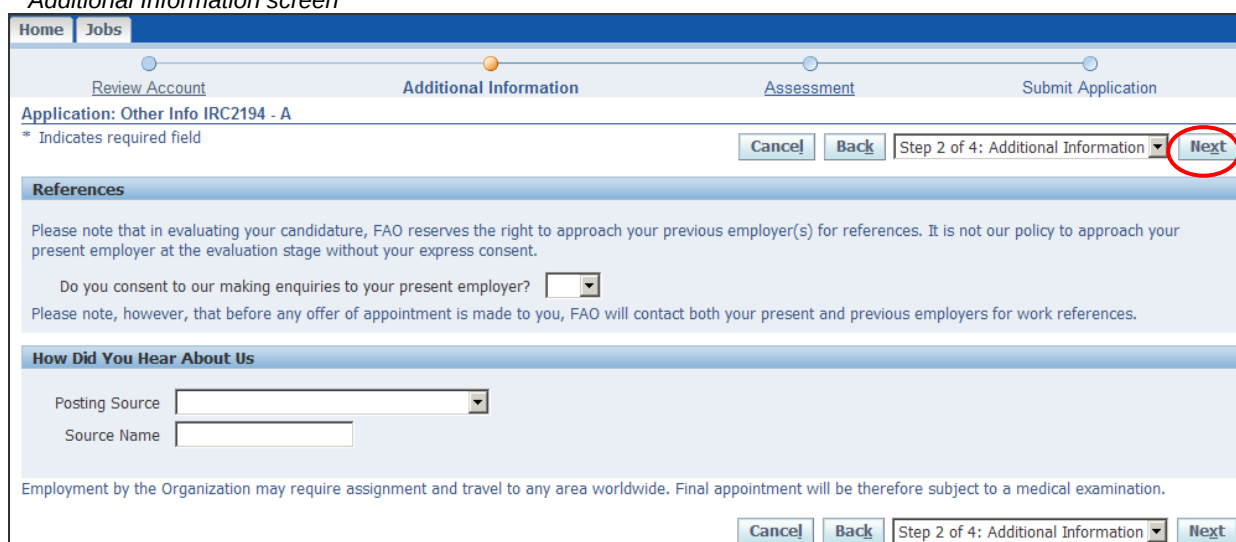


The screenshot shows the 'Review Account' screen. At the top, there are navigation tabs: 'Home', 'Jobs', 'Review Account' (active), 'Additional Information', 'Assessment', and 'Submit Application'. Below the tabs, there are links for 'Mailing Address', 'Phone Numbers', 'Documents', 'Employment History', 'Skills', 'Education Qualifications', and 'Professional Qualifications and Training'. The main content area is titled 'Application: Review Account IRC2194 - A'. It includes a message: '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.' and a 'Cancel' button. Below this is a section titled 'Basic Details' with the instruction 'Please enter your personal information.' and a form with fields for 'Family Name' (APPLICANT2), 'First Name' (GEORGE), 'Middle Name', 'Maiden Name', 'Email Address' (applicant2@yahoo.com), and 'Birth Date' (20-Jun-1977). A 'Next' button is circled in red at the top right of the form.

6.3.2 Additional Information

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

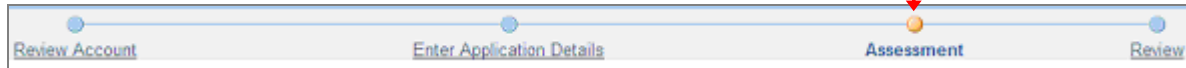
Additional Information screen



The screenshot shows the 'Additional Information' screen. At the top, there are navigation tabs: 'Home', 'Jobs', 'Review Account', 'Additional Information' (active), 'Assessment', and 'Submit Application'. Below the tabs, there are links for 'Mailing Address', 'Phone Numbers', 'Documents', 'Employment History', 'Skills', 'Education Qualifications', and 'Professional Qualifications and Training'. The main content area is titled 'Application: Other Info IRC2194 - A'. It includes a message: '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.' and a 'Do you consent to our making enquiries to your present employer?' checkbox. Below this is a section titled 'How Did You Hear About Us' with a form for 'Posting Source' and 'Source Name'. A 'Next' button is circled in red at the top right of the form.

6.3.3 Assessment

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



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

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

Questionnaire - screening IRC2152
Assessment - Forestry Officer (Wood Products)
 (Answer all questions in this section)

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

☒ True
☐ False

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

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

✓ Answered Unanswered

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

2. Once you are satisfied with your answers, click on **Finish Test** to proceed to the last step.

6.3.4 Submit Application

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

Review Application: IRC2194 - A

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.

A confirmation that you have submitted your application will be displayed on the screen, as shown below. An email message will be sent to you acknowledging receipt of your application.

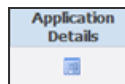


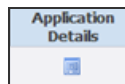
	Changes can be made to your online profile at any time. However, when you make a change it will be visible to the hiring managers for all positions for which you have applied. If you apply for more than one position, you can upload specific cover letters in your Documents section, highlighting your specific skills, experience or motivation for the post. Please indicate on the title of the document the number of the vacancy announcement to which it refers.
---	--

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

The screenshot shows the iRecruitment Home page for a user named APPLICANT2, GEORGE. The page has a blue header with the FAO logo and the text "FOOD AND AGRICULTURE ORGANIZATION OF THE UNITED NATIONS helping to build a world without hunger". The "iRecruitment" title is also present. Navigation links include "Home", "Jobs", "General", and "My Account". A "Welcome" message is displayed. Below it, a "Notifications" section shows a recent notification from SYSADMIN: "You have successfully submitted the test." dated 30-Oct-2012 16:51:47. A red arrow points to the "Jobs Applied For" section, which contains a table of applications. The table has columns: Name, Job Title, Organization, Location, Date Applied, Status, and Application Details. One application is listed: IRC2194 - Forestry Officer (Wood Products), P-4. (0123021) at FOEDD, ROME, IT, applied on 30-Oct-2012, with status "Application Received". A red circle highlights the "Application Details" link for this application, with another red arrow pointing to it. A "Full List" button is also visible next to the table.

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



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

The Application Details page

Home | Jobs

Home: General >

Application Details: IRC2194 - A

OK Withdraw Application

Job Details Application Assessment

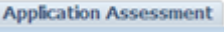
Description

Job Title IRC2194
Location ROME,IT
Department Description FOEDD
Country of Birth
Present Nationality#1 Barbados
Present Nationality#2
Present Nationality#3

If you have applied for a new nationality indicate nationality/date requested
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 dependents, 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?
Permanent Residence: Country
Town or City
If yes, please provide full details (charge, date, where tried, conviction)
Do you consent to our making enquiries to your present employer?
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:
Are you available for Emergency Response (ER) Missions?
I certify that all information provided by me is true and complete --
Certification Date 30-Oct-2012
Index Number

Application Status History

Status	Status Change Date
Application Received	30-Oct-2012 16:53:05

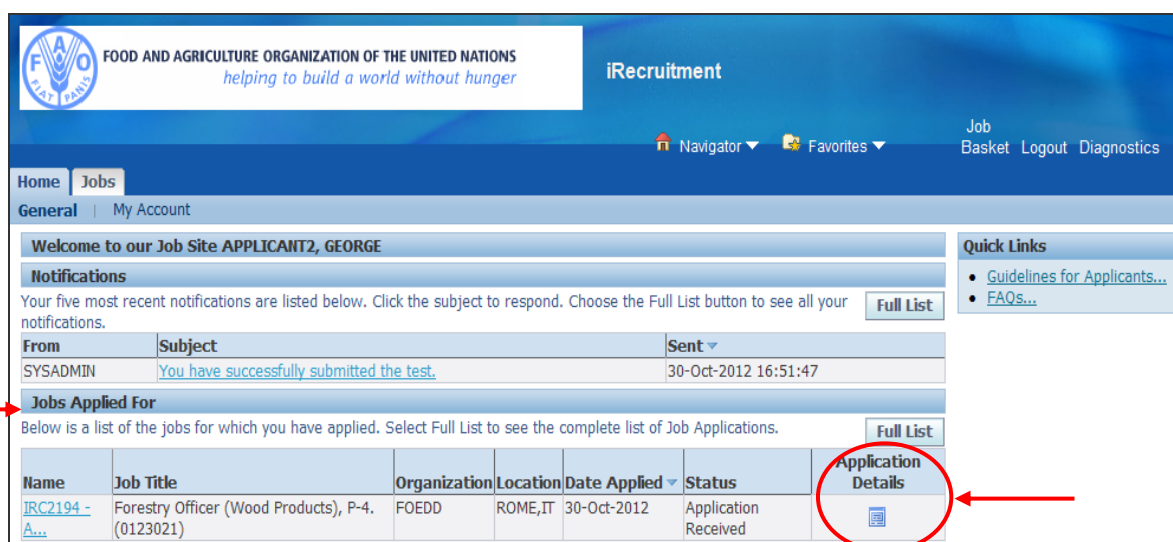
- This page provides a partial view of your online profile
- The **Application Status History** section displays the list of application statuses assigned to your application
- Click on the  button if you wish to withdraw your application. For more information on how to withdraw your application go to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

6.4 Withdraw an application/Request reconsideration

6.4.1 Withdraw an Application

If you are no longer interested in the position, you have the possibility to withdraw your application. Please note that you will only be able to withdraw applications which are in status “Application Received” or “Selection Ongoing”. **DO NOT** withdraw your application if you realized that you forgot to include some information or attach a document. Just click on [Home](#) and then on [My Account](#) and complete the necessary information. iRecruitment maintains only one online profile and system-generated PPF for each applicant.

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



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

iRecruitment

Home Jobs

General My Account

Welcome to our Job Site APPLICANT2, GEORGE

Notifications

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

From	Subject	Sent
SYSADMIN	You have successfully submitted the test.	30-Oct-2012 16:51:47

Jobs Applied For

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

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

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



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

iRecruitment

Home Jobs

Home: General >

Application Details: IRC1221 - TEST

Job Details

Description

Job Title **IRC1221**
 Location **ROME,IT**
 Department Description **AGNCX**
 Country of Birth **Spain**

OK Withdraw Application

The following screen will be displayed. You may insert a message to the vacancy Manager. Then click on the **Submit** button.

Home | Jobs

Home: General > Application Details: IRC2152 >

Withdraw Application

Withdrawal Comments

The comment cannot be longer than 500 characters.

Cancel Submit

A confirmation message will be displayed.



On the **Jobs Applied For** section, the status of this application will now show as "Application Withdrawn"

6.4.2 Request Reconsideration

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

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

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

iRecruitment

Home | Jobs

General | My Account

Welcome to our Job Site APPLICANT2, GEORGE

Notifications

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

From	Subject	Sent
SYSADMIN	You have successfully submitted the test.	30-Oct-2012 16:51:47

Jobs Applied For

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

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

Quick Links

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

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

Home | Jobs

Home: General >

Application Details: IRC2152

Job Details

Description

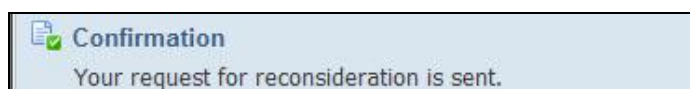
Job Title **IRC2152**
 Location **DS,ITALY,ROME**
 Country of Birth
 Present Nationality#1 **Italy**
 Present Nationality#2
 Present Nationality#3
 If you have applied for a new nationality indicate nationality/date requested
 If you are currently working for a UN common system organization, please select
 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?
 Permanent Residence: Country
 Town or City
 If yes, please provide full details (charge, date, where tried, conviction)
 Do you consent to our making enquiries to your present employer? **Yes**
 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:
 Are you available for Emergency Response (ER) Missions?
 I certify that all information provided by me is true and complete **Yes**
 Certification Date **28-Jul-2011**

Application Status History

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

OK Request Reconsideration

4. A confirmation message will be displayed.



5. If your request for reconsideration is accepted by the vacancy Manager the status of the application will display again the original status, i.e. "Application Received" or "Selection Ongoing".

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