iRecruitment User Guide

for

FAO Employees

Date: October 2014

Table of Contents

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

General Information for New Users

iRecruitment is currently available in English only

iRecruitment Guidelines for FAO Employees

This reference guide provides FAO Employees with instructions on how to update their information in iRecruitment, search for vacancies and apply. The term *FAO Employees* refers to all staff members and non-staff HR (Consultants, PSAs, etc.) who are employed by the Organization.

New access to iRecruitment

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

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

Internet Explorer settings

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

System Unavailability

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

Deadline for Applications

Applications can be submitted until 11:59 CET on the "Deadline for Applications" date; vacancies will be automatically removed thereafter.

How to Apply

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

Step 1- Login to iRecruitment
Go to the FAO Employment website, click on the Employment link and then on the relevant link under the section "*iRecruitment Access & Registration*". At the iRecruitment webpage http://www.fao.org/employment/irecruitment-access/en/ click on the link "Enter iRecruitment" to go to the FAO iRecruitment home page. Then login with your username (email) and your password at the section **FAO Employees & Returning visitors**. DO NOT create an external account by clicking on "Register Today".

Step 2 - Complete your online profile
Click on "My Account" to update your online account information and upload supporting documents. You have only one account to maintain and it can be updated as your skills and experience change. "My Account" consists of 3 pages: Personal Information, Qualifications and Skills and Additional Information. Before applying for vacancies, please ensure that you have completed all sections.

Step 3 – Search for vacancies and apply
Once you are ready to apply, click on the tab "Jobs" to search for the vacancy of your interest; click on the "Search" button if you wish to browse all available vacancies. Then select the relevant vacancy and click on the "Apply Now" icon to start the application process. You may be requested to complete an online assessment as part of your application. Vacancies will be automatically removed before midnight (CET) on the deadline for applications date

FAO Personal Profile Form (PPF)

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

Navigating iRecruitment

- To move from one page to another, please use the tabs (e.g. Home , Jobs or Personal Information) or available buttons such as **Back**.

- Avoid using the Internet toolbar, especially the arrow, as this may sometimes cause error messages or the interruption of your session.

- The **search** icon next to a blank field indicates that there is a list of values for your selection. To view the available values type the **%** symbol and then click on the search icon.

Help Desk

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

1. New iRecruitment access for FAO Employees

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

All employees were provided with a new iRecruitment username, i.e. the FAO email address (...@fao.org) and a temporary password. The email address (iRecruitment username) can be changed from your iRecruitment account, **Personal Information** tab, or from GRMS as described in section Please note, however, that iRecruitment notifications will be sent to the iRecruitment username (email) you have defined. If you have not received your new iRecruitment username and password, please follow the instructions in **Section 2**.

1. To access iRecruitment go to the FAO website, either by using the Intranet link **FAO.org** or opening Internet explorer and accessing the FAO website www.fao.org.
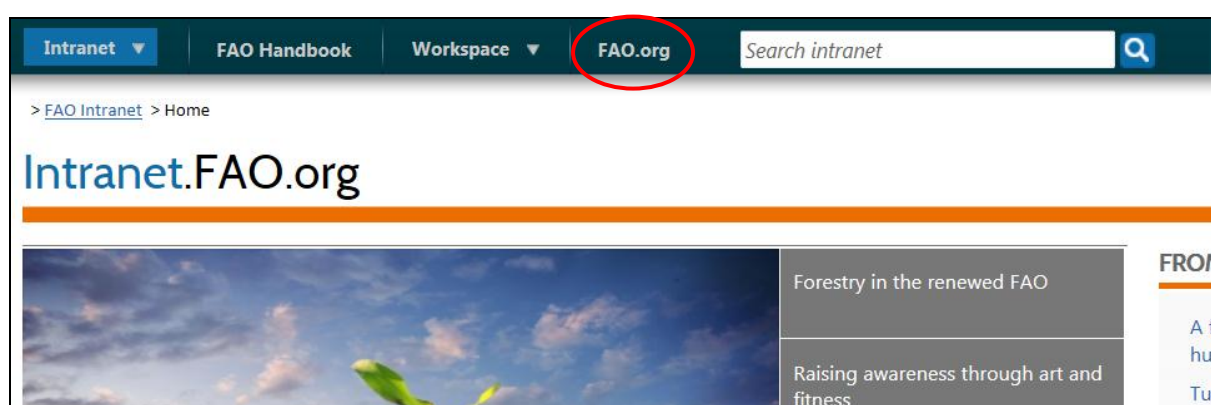
2. Once at the FAO website, scroll down to the section "Quick Links" and click on **Employment**.

3. The FAO Employment webpage will be displayed. Click on the link "Click here to access iRecruitment".
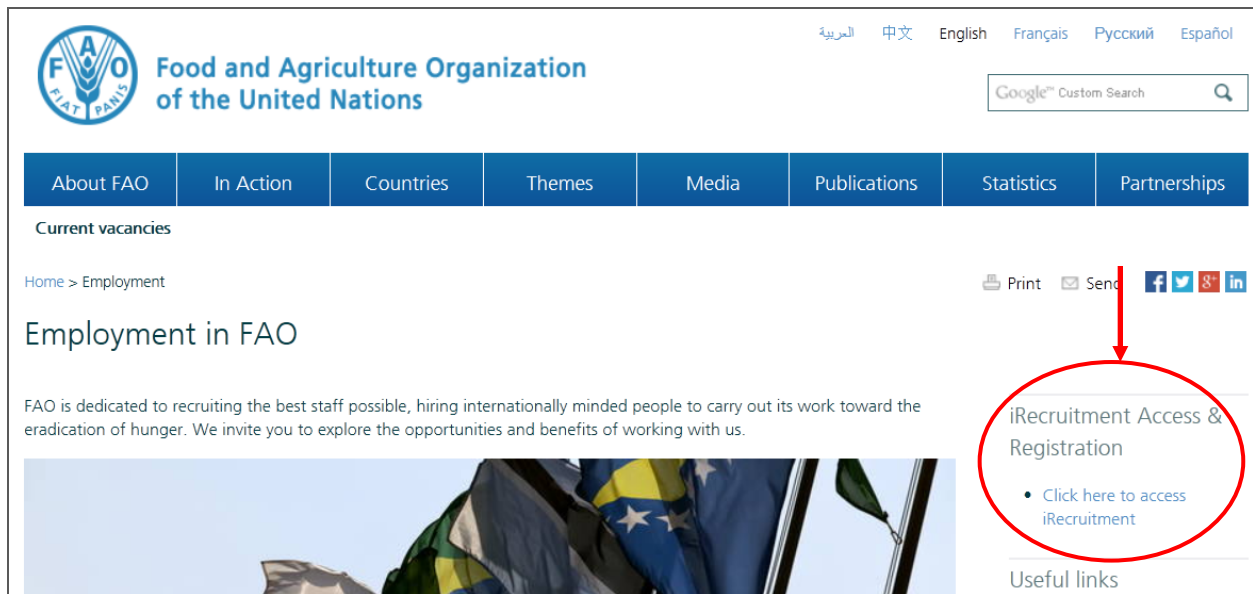
Alternatively, you can click on **Current Vacancies** and follow the link "**Professional**". Once in the Professional Vacancies page you may use the link "iRecruitment Access", or click on the title of the vacancy to display the details and use the link located at the end of the vacancy announcement.
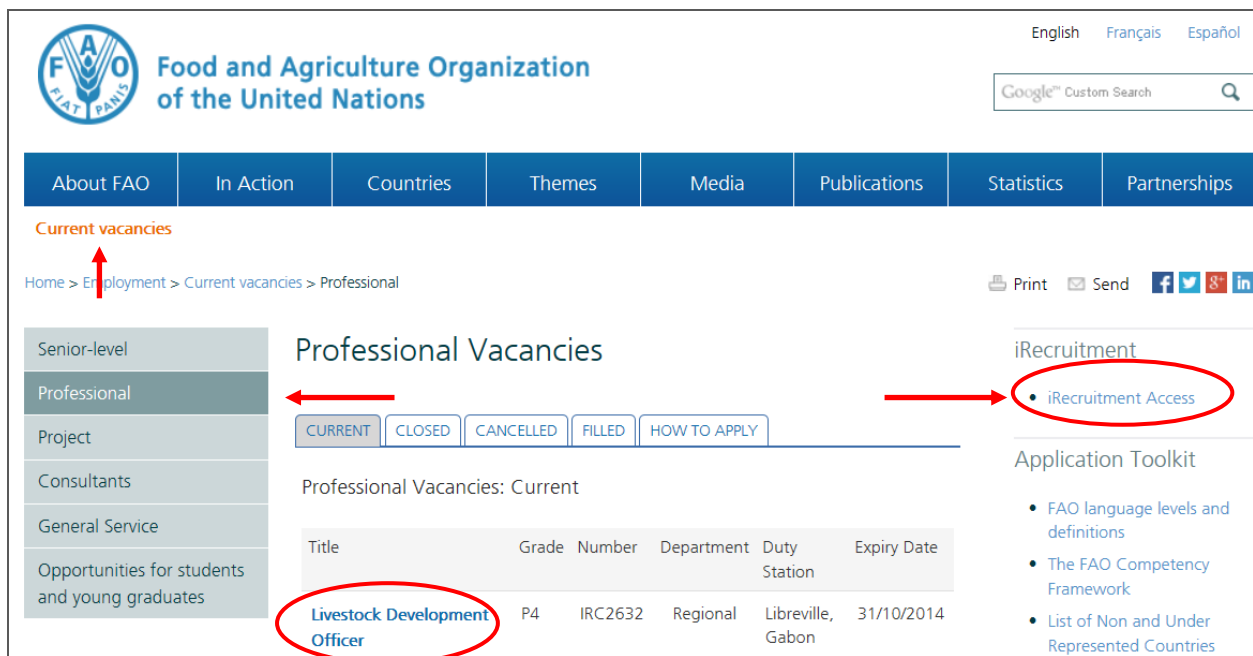
HOW TO APPLY

To apply, visit the iRecruitment website at http://www.fao.org/employment/irecruitment-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.
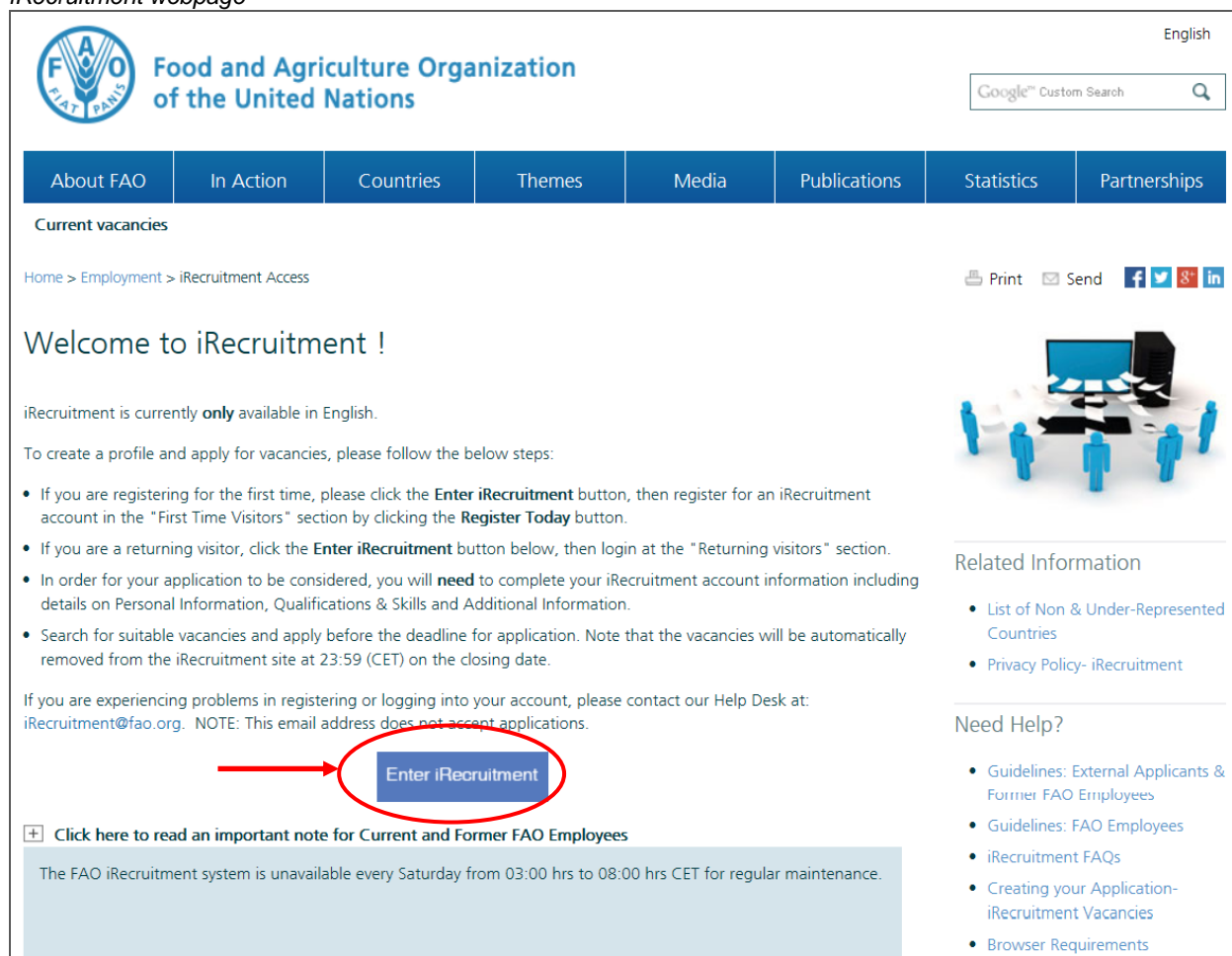
If you need help, or have queries, please contact: iRecruitment@fao.org

FAO IS A NON-SMOKING ENVIRONMENT

⚠️	Please note that only vacancies beginning with **IRC** are in iRecruitment.
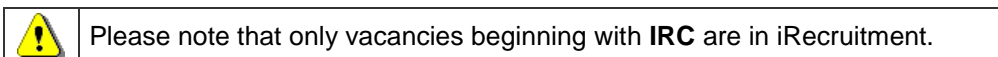
4. The iRecruitment webpage will be displayed. Click on [Enter iRecruitment] to go to the FAO iRecruitment Home page.

iRecruitment webpage

The FAO iRecruitment Home page will be displayed.

2.   Login to your iRecruitment account

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

2.1   Employees hired <u>before</u> 6 November 2012, or any employee who has already created an iRecruitment account

Enter your email address and iRecruitment password in the ""Returning Visitors" section, then click the **Login** button.

- If you do not know your password, click the **Did you forget your Password?** link so that a new password can be sent to you.

- If you receive an error message: *You cannot reset the password for this user*, please follow the steps in section 2.2.1 below

2.2 Employees hired <u>on or after</u> 6 November 2012

2.2.1 Employees hired on or after 6 November 2012 <u>who have not created an iRecruitment account</u>

1. Click the **Register today** button.

2. The screen below will be displayed. Please enter information in the fields **Email**, **Family Name**, **First Name, FAO index number** and desired **Password.** Then click the Submit button.

3. The following screen will be displayed. Click on **Create My Account** button to create your account.

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*".

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.

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.*"

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

2.2.2 Login – Employees hired on or after 6 November 2012 <u>with existing iRecruitment account</u>

To login to your account, please use the "<u>Returning Visitors</u>" section and enter the email address and password you used to create your iRecruitment account.

2.3 Updating your iRecruitment username (email address)

If you wish to change your iRecruitment username (email address), please follow one of the two procedures indicated below:

A. Change username from iRecruitment Account

1. Login to your iRecruitment account and click on "My Account". Click on the "Personal Information" tab.

2. Change your email address and click on the Save button. Please note the two information messages below the Email Address field:

   • 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.

B. Change username from Oracle GRMS

> ⚠️ • iRecruitment <u>must</u> be closed before opening GRMS
> • your username and password for GRMS are not the same as the ones used for iRecruitment

1. Login to Oracle with your Oracle username and password.
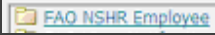
2. At the Oracle navigator:

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

- click on the responsibility **FAO HR Employee** 🗀 FAO HR Employee if you have been hired under a short-term or fixed-term contract.

Then click on **Manage iRec Account**.

NSHR employee
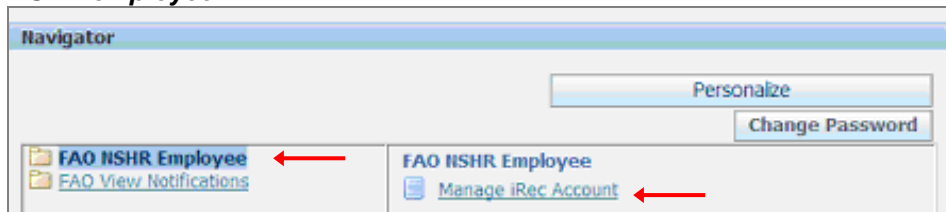
HR Employee

3. The following screen will be displayed. Click on "Next".

4. At the screen below, enter your new email address and select from the pick-list the value "Update iRecruitment Account email address". Then click on "Next".

5. The following screen will be displayed. Review the details of your request; then click on "Next" to complete your request.

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

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

8. By clicking on the icon "Output" or on "View and Print" you will see the following message

```
##### Manage iRecruitment Account started: 22-NOV-2013 15:49:59
Updated old iRecruitment user-name: 123aaa@gmail.com with new
user-name: 123aaa@bbb.com
 ##### Ended: 22-NOV-2013 15:50:09
```

If you see a different message or have difficulties with one of the steps, please contact
IRECRUITMENT@FAO.ORG

3.   Your iRecruitment Home page

Jobs

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

My Account

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

Notifications

This section displays your iRecruitment notifications only. Oracle notifications <u>are not</u> displayed here. To view a notification click on the Subject link; click on the **OK** button to close it. To view all your notifications click on the **Full List** button.

Jobs Applied For

The **Jobs Applied For** section will display the list of vacancies you have applied for and the status of each application.
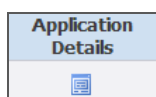
By clicking on the **Application Details** icon the **Application Details** page will be displayed.

- This page provides a partial view of your online profile

- The **Application Status History** section displays the list of application statuses assigned to your application

- Click on the **Withdraw Application** button if you wish to withdraw your application. For more information on how to withdraw your application go to **Section 6.4**

- Click on the **Application Assessment** tab to review the assessment you may have completed when applying for the vacancy

4. Update your Online Profile

4.1 Personal Information

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

4.1.1 Basic Details, Phone Numbers

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

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

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

Certification: Please complete the two mandatory fields:

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

4.1.2 Documents

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

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

1. Click the [Add Another Document] button.

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

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

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

Click the [Refresh My Resume] button if you wish to generate your **FAO Personal Profile form (PPF)** with the information entered in your account. A copy of your PPF will be added to the list of documents. The PPF replaces the previous FAO Personal History Form and ADM75 and will be evaluated by recruiting managers for the jobs applied to. To view or print a PDF copy of your PPF click the [Print PPF] button.

For more information about the FAO Personal Profile form (PPF), please go to **Section 5**.

4.2   Qualifications & Skills

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

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).**

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

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.

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 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

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

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
SECRETARIAL SKILLS.Shorthand English	75 words per minute	
SECRETARIAL SKILLS.Shorthand Spanish	90 words per minute	
LANGUAGE EXAMINATION.English	LPE - Language Proficiency Examination	
LANGUAGE EXAMINATION.French	LPE - Language Proficiency Examination	
LANGUAGE EXAMINATION.Spanish	LPE - Language Proficiency Examination	
LANGUAGE EXAMINATION.Italian	LPE - Language Proficiency Examination	
SECRETARIAL SKILLS.Typing Examination-English	50 words per minute	
SECRETARIAL SKILLS.Typing Examination-French	50 words per minute	
SECRETARIAL SKILLS.Typing Examination-Spanish	50 words per minute	
SECRETARIAL SKILLS.Proof Reading Examination-Spanish	Pass	
SECRETARIAL SKILLS.AudioTyping Examination-Spanish	Pass	
8001.MS Excel	Working knowledge ▼	

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

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

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

1. Click the [Add Another Skill] button.

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] ←

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 [OK] button.

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

4. Scroll down to the Skills Section: the skills that you just selected will be displayed. For each skill select the appropriate value from the proficiency level/experience drop-down list. Then click the [Save] button.

⚠	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 **Add Another Skill** button to indicate your **Regional Experience** (if you are applying for a Professional position) or your **Secretarial/Office Skills** (if you are applying for a General Service position). Click the **Save** button once you have selected and evaluated your skills.

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

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.
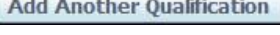

2. Enter the required information in the fields: Name of Establishment, City/Country, Academic Qualification, From and To.

3. Click the icon under the ***Exact Title Qualification** column to add the exact title of the qualification obtained, main subjects and the status.
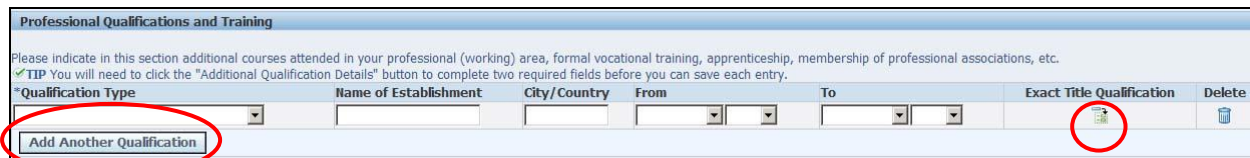
⚠	The **Exact Title of Qualification Obtained** and the **Status** fields are mandatory, you will not be able to save your details unless you enter the required information.

4. Click the **OK** button after completing this qualification.Click the **Save** button.

5. To add additional qualifications, click the **Add Another Establishment** button and repeat the above steps until you have entered your full education record. **To add a qualification within an establishment already specified click the ➕ icon**.

6. Click the **Save** button after completing each education record.
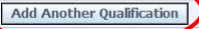
4.2.4 Professional Qualifications and Training

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

2. Complete the required information in the fields: Qualification Type, Name of Establishment, City/Country, From and To.

3. Click the icon under the *Exact Title Qualification column to add the exact title of the qualification obtained, main subjects and the status, as you did in **Section 4.2.3** above.

4. Click the **Save** button after completing each professional qualification.

4.3   Additional Information

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

| ☑ TIP | The **search** icon next to a blank field [___]🔍 indicates that there is a list of values for your selection. To view the available values type the **%** symbol; then click on the search icon. |

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

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

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

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

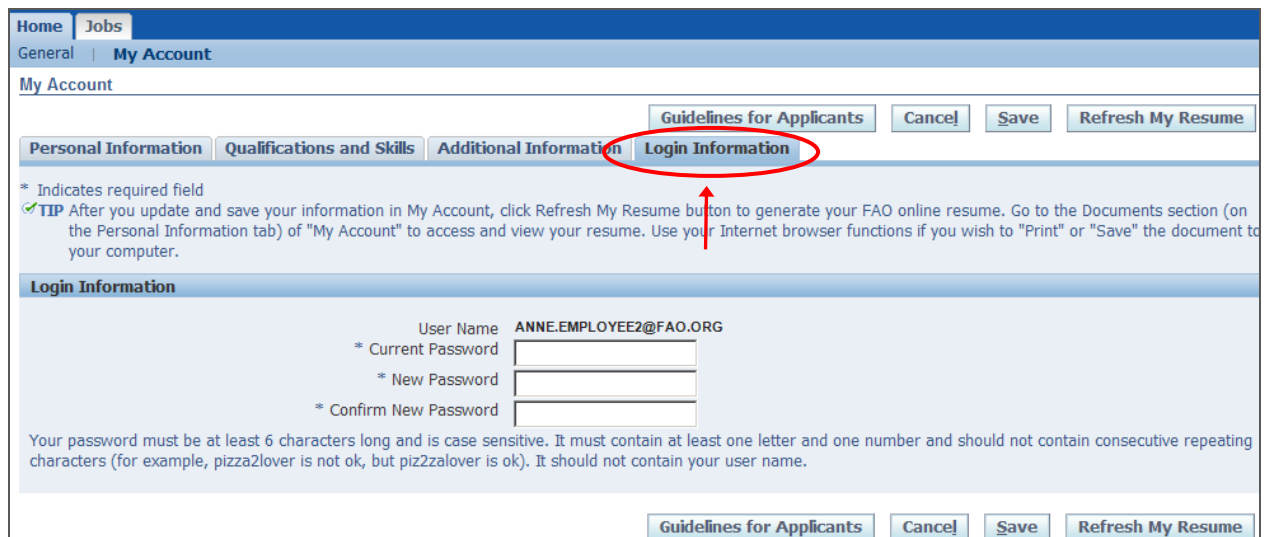| ⓘ	**Note:** If this box is ticked authorized FAO staff will be able to view your online profile when searching for candidates for vacancies or for rosters. If this box is not ticked, your online profile will be visible only to the hiring managers of the vacancies to which you apply.

3. Click the Save button.

4.4 Login Information

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

For enquiries please contact iRecruitment@fao.org

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 [Refresh My Resume], available at the top and bottom sections of every page of your account.
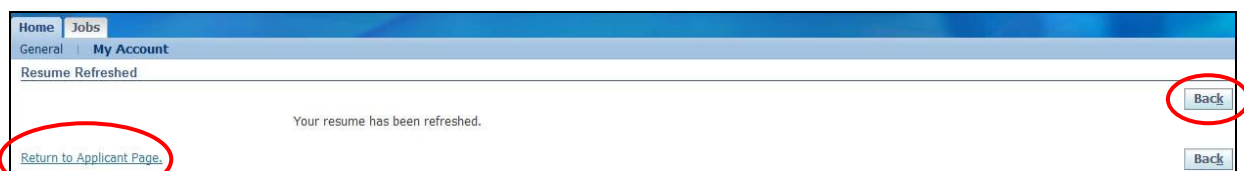
A copy of your PPF will be added to your **Documents** section (see **Section 4.1.2**).

The iRecruitment PPF replaces both the current Personal History Form and the ADM75 and displays the information that you have entered and saved in any section of "My Account" (Personal Information, Qualifications and Skills or Additional Information).

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

5.2   View the PPF

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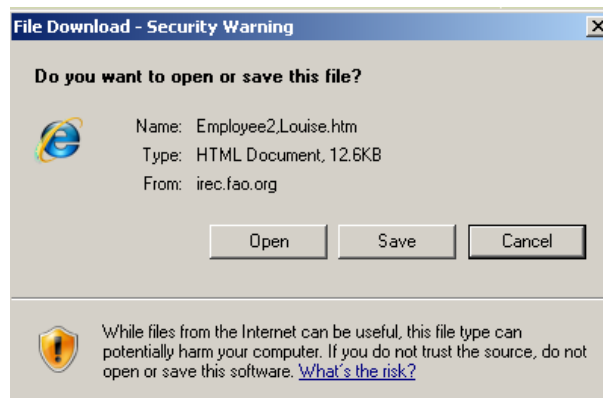

Go to the **Personal Information** page and scroll down to the **Documents** section. A copy of your updated PPF will be displayed. For more information go to **Section 4.1.2.**

1.   To view your PPF, click on the link under File Name. A "File Download" window will ask if you would like to open or save the file.
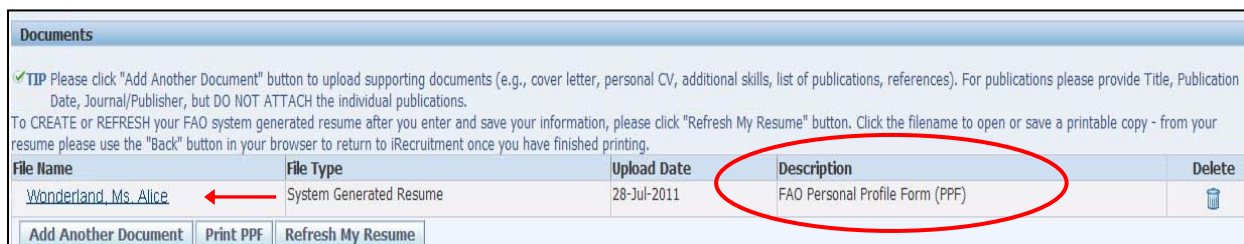
2.   Choose Open to display your PPF. Choose Save to download a copy of your PPF.

Online PPF (partial view)

PERSONAL PROFILE FORM

PERSONAL DETAILS

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

FAO EMPLOYEES

Index Number: 0250647

Title, Grade, Service (Contractors: Role on Assignment): 0123456.PROGRAMME OFFICER.ABCD P-3.02

Appointment NTE Date: 20-SEP-2012

FAO Nationality: United Kingdom

Name of Supervisor: SMITH, MR P.

Type of Contract: Staff member - fixed-term

EOD Date: 21-SEP-2009

Gender: Female

Date of Birth: 11-MAY-1960

1st Nationality: United Kingdom

Marital Status:

Country of Birth:

2nd Nationality:

3rd Nationality:

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

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

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

Documents

✓**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
Wonderland, Ms. Alice	System Generated Resume	28-Jul-2011	FAO Personal Profile Form (PPF)	🗑

Add Another Document   Print PPF   Refresh My Resume

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

Click to close the document

FOOD AND AGRICULTURE ORGANIZATION OF THE UNITED NATIONS

PERSONAL PROFILE FORM

PERSONAL DETAILS

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

5.3 Guidelines

Click the **Guidelines for Applicants** button to access an online version of these Guidelines.

6. Search for Vacancies and Apply

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

6.1 Search for Vacancies

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

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

- If you wish to filter your search, choose other parameters such as Professional Area or Vacancy Type and click the [Search] button. A list of available vacancies matching your selection will be displayed.

- Before starting a new search, click the [Clear] button.

- If you wish to re-order records, click on the relevant header column.

- If you wish to display more vacancies, click the link [◁ Previous 1-10 ▼ Next 10 ▷]

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

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

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

6.2   Job Basket

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

1.   Click the **Jobs** tab on your iRecruitment Home page to search for vacancies (see **Section 6.1)**.

2.   Click on **Search** button to view the available vacancies.

3.   Tick the checkbox next to the vacancies you are interested in and click the **Add To Basket** button

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

Select Jobs: **Add To Basket** ←

Select All | Select None   ⊘ Previous 1-10 ▼ Next 10 ⊘

Select	Name	Job Title ▲	Organization Name	Professional Area	Location	Deadline for Applications	Apply Now
☑	IRC2194 - A...	Forestry Officer (Wood Products), P-4. (0123021)	Forest Economics, Policy and Products Division (FOE)	FOREST PRODUCTS	ROME,IT	31-Dec-2012	👥

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

📋 **Confirmation**
    The selected jobs are now in your basket.
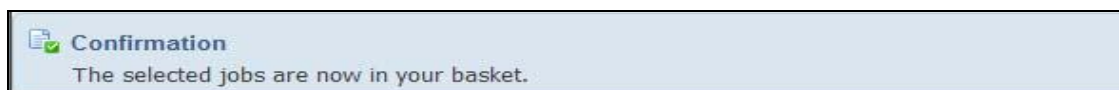
4.   Click the "Job Basket" link at the top or bottom of the screen to view your Job Basket.

🏠 Navigator ▼   ⭐ Favorites ▼   **Job Basket** Home Logout Diagnostics

Home | Jobs

Job Basket

Click the Apply Now icon to apply for any of these jobs. To remove a job from your Job Basket, select it using the check box, and click the Remove from Basket button.
✔TIP Once you apply for a job, that job will no longer appear in your Job Basket. To view your job applications, select the Jobs Applied For page.

Select Jobs: **Remove From Basket**

Select All | Select None

Select	Vacancy Name	Job Title	Professional Area	Location	Apply Now
☐	IRC2112		HUMAN RESOURCES	DS,ITALY,ROME	👥

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

6.3   Apply to a Vacancy

Login to your account and search for vacancies as explained in **Section 6.1.**

⚠️	Before applying for vacancies you must ensure that you have completed all the required information under "My Account" (Personal Information, Qualifications and Skills and Additional Information).

⚠️	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".

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.

Jobs Search Page

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

Select Jobs: Add To Basket

Select All | Select None

Select	Name	Job Title	Organization Name	Professional Area	Location	Deadline for Applications	Apply Now
☐	IRC2330...	Call for Interest- FAO Internship Programme	FAO		Various Locations		👤📋
☑	IRC2334.	Forestry Officer (Forest Protection and Health), P-4. (Unidentified)	Forest Assessment, Management and Conservation Division (FOM)	FOREST RESOURCES	ROME,IT	20-Jun-2013	👤📋

Vacancy Details

Home | Jobs

Available Jobs | Jobs Applied For

Jobs: Available Jobs >

Job: IRC2233

Add To Basket   Apply Now

Description

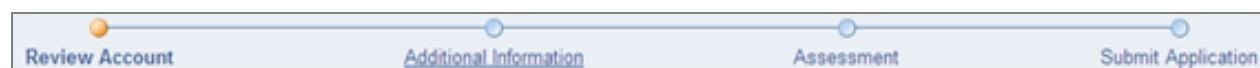| Title, Grade (Position No)	**Human Resources Officer, P-3 (0038121)**
Location	**ROME,IT**
Organizational Unit	**Social Security and Payroll Benefits Branch (CSHS)**
Deadline for Applications	**05-Aug-2011**
Duration	**Fixed-Term: Three Years**

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

Review Account   Additional Information   Assessment   Submit Application

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

6.3.1 Review Account

You may review your details on this screen. Use the links provided at the top of the screen to move quickly to the different sections of this page. Once you have reviewed your details, click the [Next] button. Changes can be made to your online profile at any time. However, when you make a change it will be visible to the hiring managers for all positions for which you have applied. iRecruitment maintains one online profile and the relevant system-generated PPF for each applicant.

Review Account screen (partial view)

6.3.2 Additional Information

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

Additional Information screen

6.3.3 Assessment

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

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

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.

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

6.3.4 Submit Application

Click the [Finish] button to submit your application.

A confirmation that you have submitted your application will be displayed on the screen, 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.

6.4   Withdraw 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 realize that you forgot to include some information or attach a document. Just click on **Home** and then on **My Account** and complete the necessary information. iRecruitment maintains only one online profile and system-generated PPF for each applicant.

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

2. At the **Application Details** screen click on the ⬚Withdraw Application button.

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

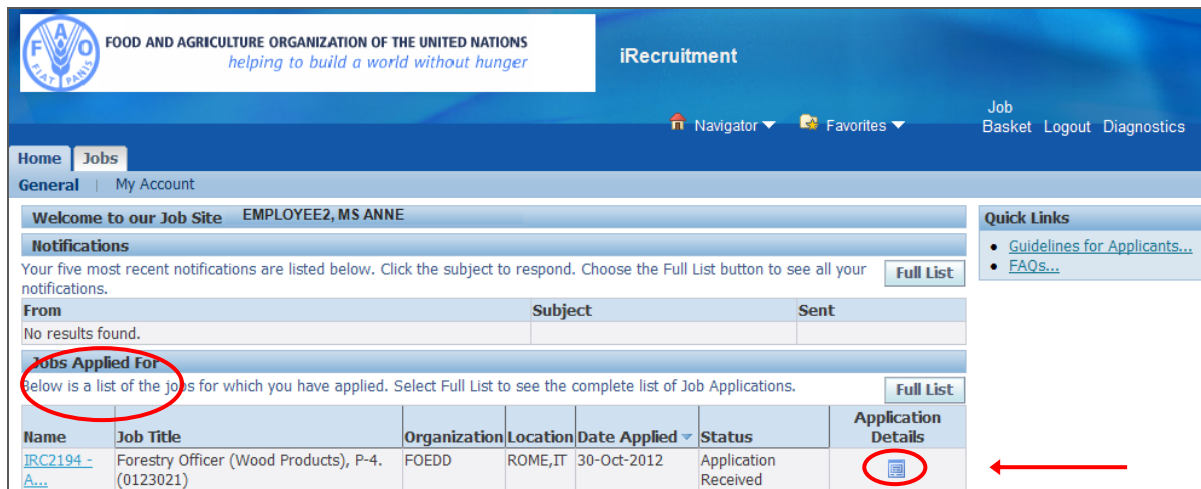A confirmation message will be displayed.

⚠	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.

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

3.   A confirmation message will be displayed.

4.   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.