



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

iRecruitment

iRecruitment User Guide

for

FAO Employees

Date: October 2014

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General Information for New Users

iRecruitment is currently available in English only
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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. ,  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

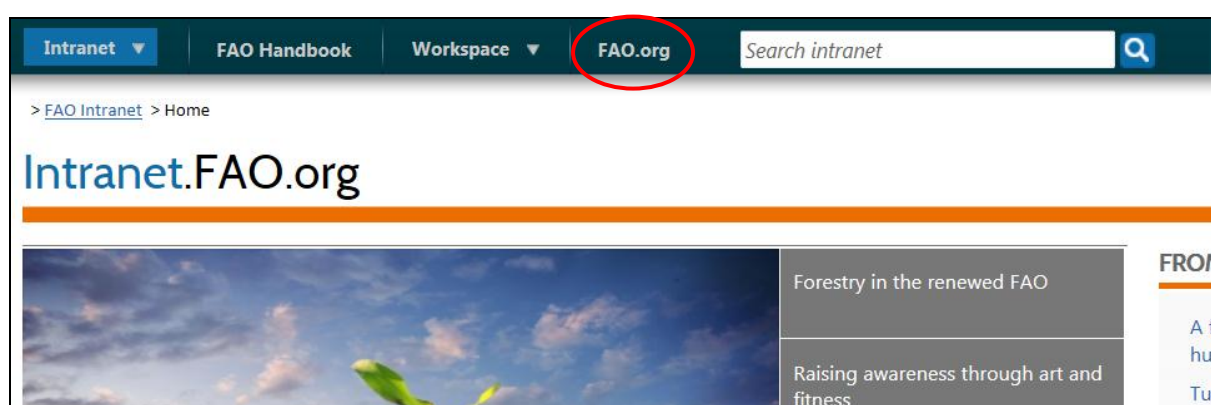
If you need assistance to login or receive error messages, please send a screenshot and the description of the problem to our Help Desk at iRecruitment@fao.org

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**.

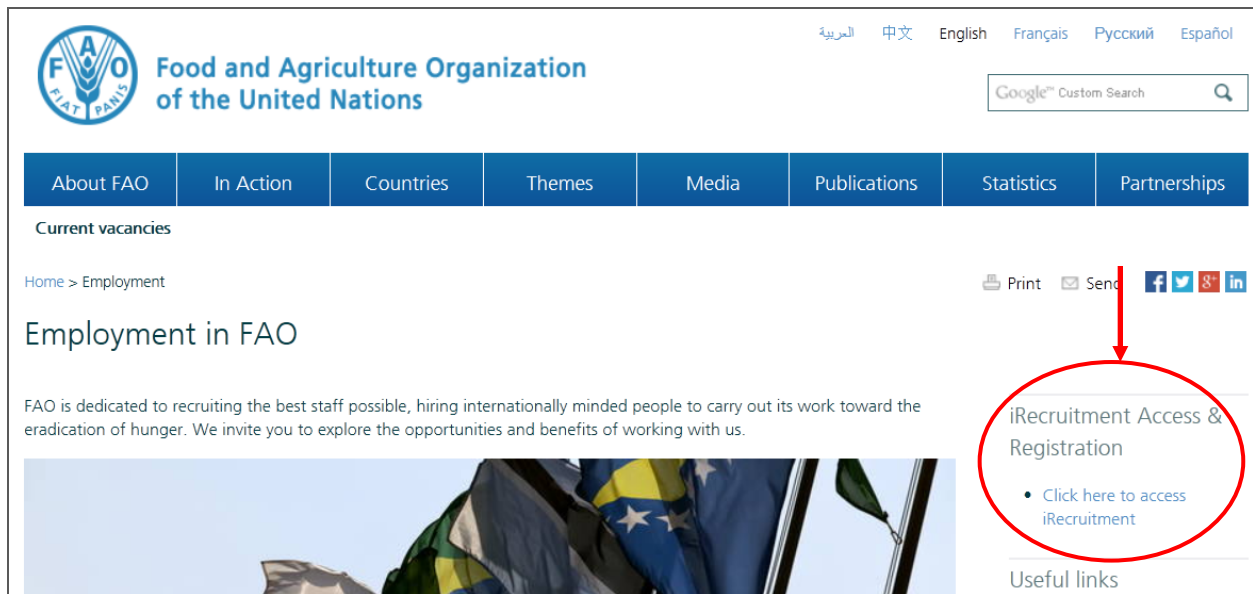
1. To access iRecruitment go to the FAO website, either by using the Intranet link **FAO.org** or opening Internet explorer and accessing the FAO website www.fao.org.



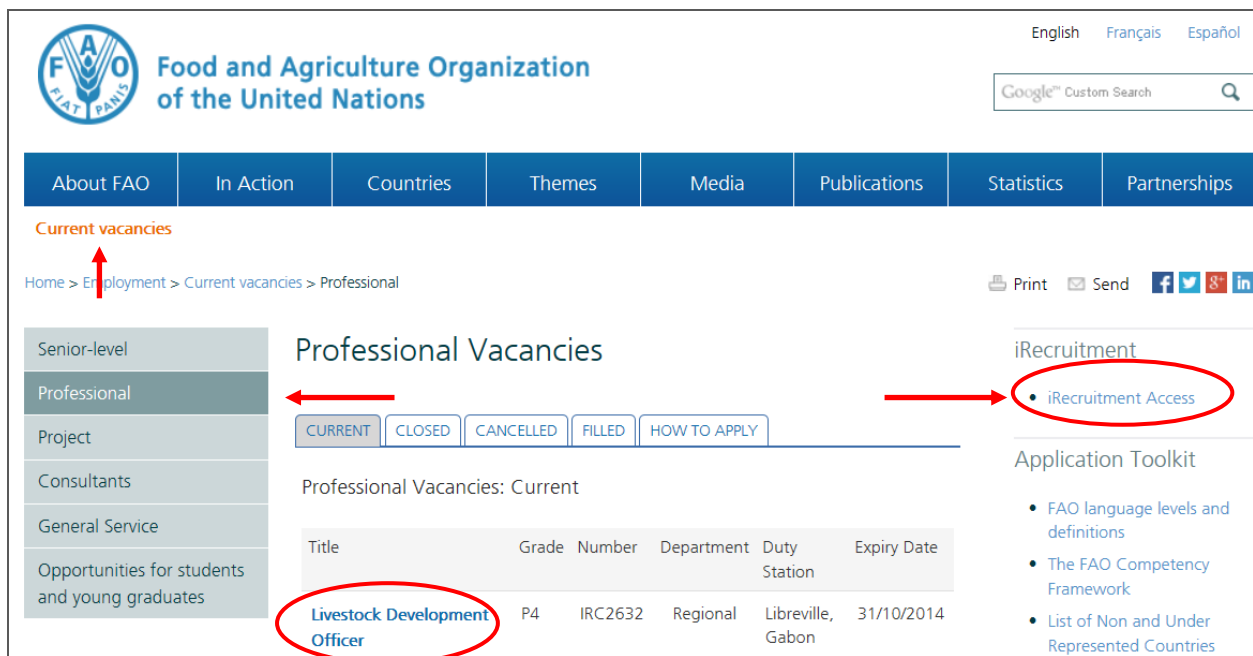
2. Once at the FAO website, scroll down to the section "Quick Links" and click on **Employment**.



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

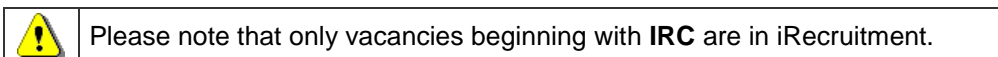
To apply, visit the iRecruitment website at <http://www.fao.org/employment/i-recruitment-access/en/> and complete your online profile. Only applications received through iRecruitment will be considered.

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.

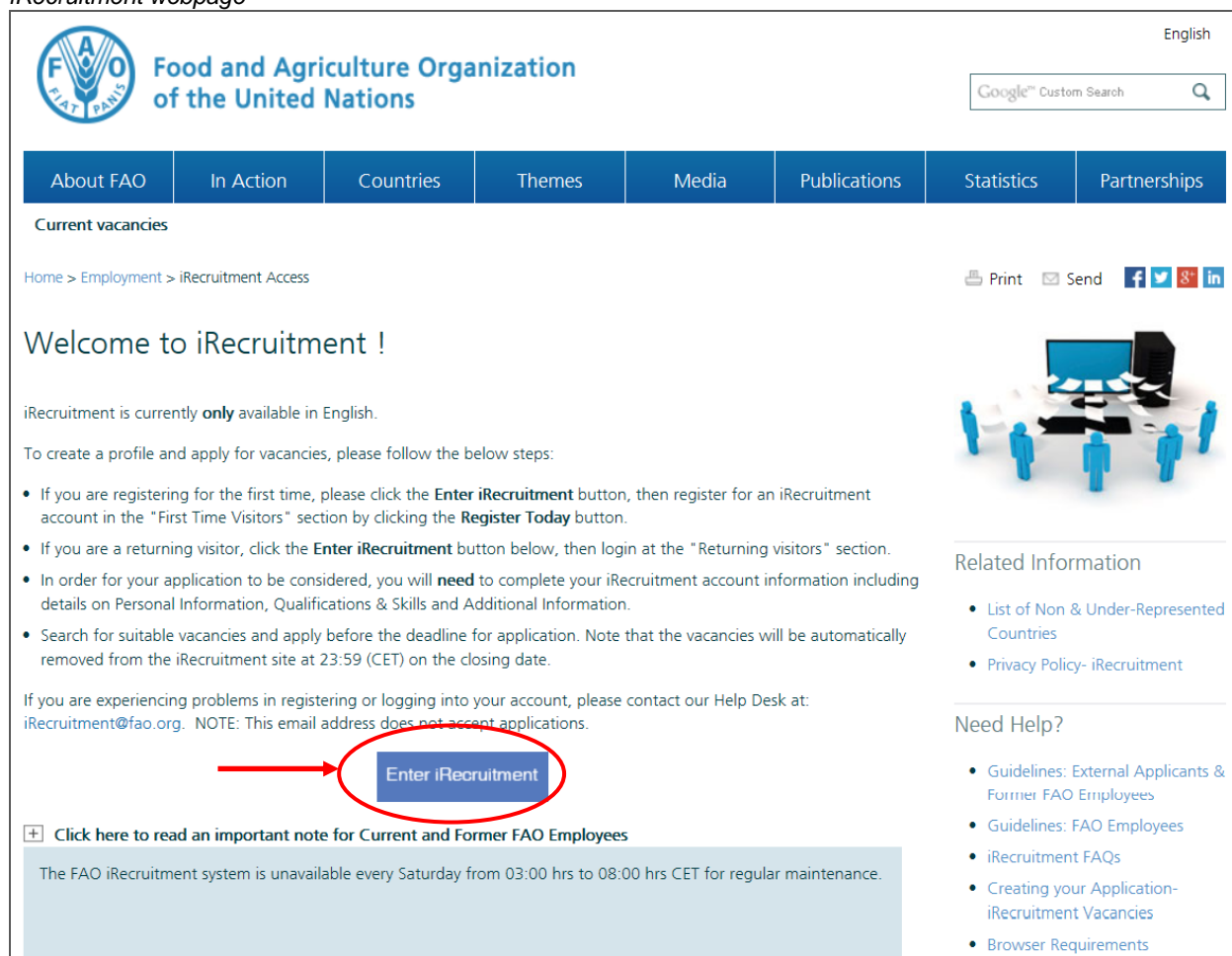
If you need help, or have queries, please contact: iRecruitment@fao.org

FAO IS A NON-SMOKING ENVIRONMENT



4. The iRecruitment webpage will be displayed. Click on [Enter iRecruitment](#) to go to the FAO iRecruitment Home page.

iRecruitment webpage



English

Google™ Custom Search

About FAO In Action Countries Themes Media Publications Statistics Partnerships

Current vacancies

Home > Employment > iRecruitment Access

Print Send Facebook Twitter Google+ LinkedIn

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](#)

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

Related Information

- [List of Non & Under-Represented Countries](#)
- [Privacy Policy- iRecruitment](#)

Need Help?

- [Guidelines: External Applicants & Former FAO Employees](#)
- [Guidelines: FAO Employees](#)
- [iRecruitment FAQs](#)
- [Creating your Application- iRecruitment Vacancies](#)
- [Browser Requirements](#)

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 before 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.

Welcome to the FAO iRecruitment Online Jobsite

iRecruitment is available in English only for the time being

First time visitors:

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.

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**.

Did you forget your password? →

Quick Links

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

- 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 on or after 6 November 2012

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

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

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iRecruitment

Accessibility Job Basket

Home Jobs

General Registration

Welcome to the FAO iRecruitment Online Jobsite

iRecruitment is available in English only for the time being

First time visitors:

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.

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](#)

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.

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iRecruitment

Accessibility Job Basket

Home Jobs

General Registration

Home: General >

Registration

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

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.

If you have never worked for FAO please leave this field BLANK.

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

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

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iRecruitment

Home | Jobs | **My Account**

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.

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

Home | Jobs | **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.

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

* Indicates required field

Cancel

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.

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iRecruitment

Home | Jobs | **Registration**

Home: General >

Error

The Family Name or First Name does not match the Index number entered. Please contact the helpdesk: iRecruitment@fao.org

Registration

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

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

* Indicates required field

Cancel **Submit**

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 with existing iRecruitment account

To login to your account, please use the “Returning Visitors” 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.

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iRecruitment

Navigator Favorites Job Basket Logout

Home Jobs

General My Account

My Account

Guidelines for Applicants Cancel Save Refresh My Resume

Personal Information Qualifications and Skills Additional Information Login Information

* Indicates required field
 ✓ TIP ! If you do not enter any information or press the Save button for 20 minutes or more you will be automatically disconnected and all unsaved information will be lost.
 ✓ TIP After you update and save your information in My Account, click Refresh My Resume button to generate your FAO online resume. Go to the Documents section (on the 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 AFHTEST
 First Name ANTHONY
 Middle Name
 Maiden Name
 Email Address AFHTESTAUGUST@YAHOO.COM

- 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.

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

	<ul style="list-style-type: none"> • 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.

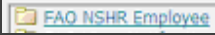

ORACLE

UEV5 - cloned from UEQ5 - 21-JUN-2012

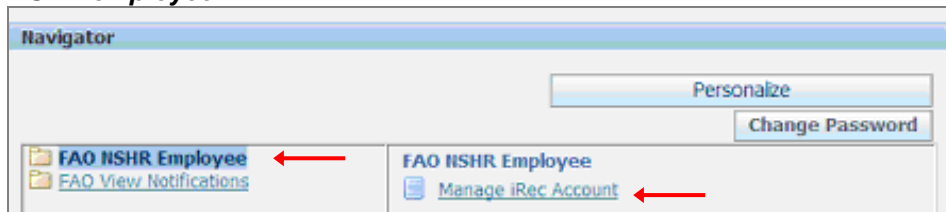
*User Name (example: michael.james.smith)
 *Password (example: 4u/9vz3)
 Login Cancel
 Login Assistance
 Accessibility None

Select a Language:
 Español Français English

2. At the Oracle navigator:

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

ORACLE® FAO HR Employee

Navigator Favorites Home Logout Help

Name Parameters Layout Review

Schedule Request: Name

* Indicates required field

Program Name **FAO Employee Manage iRecruitment Account**

Request Name

1. If you have already created an account in FAO iRecruitment online application system, please click Next and enter the same Email Address so we can link your account to your FAO Employee details.

2. If you have not already created an account in FAO iRecruitment online application system, please click Next and enter the email address you will use to login to iRecruitment and to which iRecruitment notifications will be sent.

Cancel Submit Step 1 of 4 Next

Cancel Submit Step 1 of 4 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

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

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iRecruitment

Navigator Favorites Job Basket Logout Diagnostics

Home Jobs

General My Account

Welcome to our Job Site EMPLOYEE2, MS ANNE

Notifications

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

Full List

Jobs Applied For

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

Full List

Name	Job Title	Organization	Location	Date Applied	Status	Application Details
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

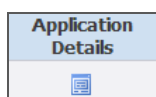
To display the four sections of your online profile (Personal Information, Qualifications and Skills and Additional Information), click on **My Account**.

Notifications

This section displays your iRecruitment notifications only. Oracle notifications are not 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 *.

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iRecruitment

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: EMPLOYEE2
 First Name: ANNE
 Middle Name:
 Maiden Name:
 Email Address: anne.employee2@fao.org

Birth Date: 01-Jun-1956
 Gender: Female
 Country of Birth: ▼
 * Present Nationality#1: Spain ▼
 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: 31-Jan-2011

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

Index Number:

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
Cover letter_IRC1221.doc	Cover Letter	02-Aug-2012	Cover letter VA IRC1221	

Add Another Document | Print PPF | Refresh My Resume

Guidelines for Applicants | Cancel | Save | Refresh My Resume

Home | Jobs | Job Basket | Logout | Diagnostics

About this Page | Privacy Statement | Copyright (c) 2006, Oracle. All rights reserved.

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:

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

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, .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
<div> Add Another Document Print PPF Refresh My Resume </div>				

- 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.

- 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.
- Click the **Save** button before moving to the “Qualifications and Skills” section.

File Name	File Type	Upload Date	Description	Delete
cover letter.docx	Cover Letter	18-May-2012		
<div> Add Another Document Print PPF Refresh My Resume </div>				

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.

The screenshot displays the 'My Account' page with the 'Qualifications and Skills' tab selected. The page includes a navigation bar with 'Home' and 'Jobs' tabs, and a sub-navigation bar with 'General' and 'My Account' tabs. The 'My Account' section contains a 'My Account' sub-section with a 'Refresh My Resume' button. Below this, there are four tabs: 'Personal Information', 'Qualifications and Skills' (highlighted with a red circle), 'Additional Information', and 'Login Information'. The 'Qualifications and Skills' tab is divided into four sections: 'Employment History', 'Skills', 'Education Qualifications', and 'Professional Qualifications and Training'. Each section has a table for data entry and a 'Add Another' button. Red arrows and circles highlight specific elements: 1. 'Qualifications and Skills' tab, 2. 'Save' button, 3. 'Refresh My Resume' button, 4. 'Add Another Employer' button.

Employment History

Please enter your employment history.

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

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.			

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.

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

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.

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

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).**



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.

Employment History

Please enter your employment history.

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

Details	Name of Employer	From	To	Job Title	City/Country
+ Show	FAO AGA	February 2010		Senior Animal Health Off	Rome
- Hide	FAO AGA	May 2005	January 2010	Animal Health Officer	Rome

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

Name of Supervisor

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	<ul style="list-style-type: none"> 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	<ul style="list-style-type: none"> 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	<ul style="list-style-type: none"> Can understand a wide range of demanding, longer texts, and recognize implicit meaning. Can express ideas fluently and spontaneously without

	<p>much obvious searching for expressions.</p> <ul style="list-style-type: none"> • 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.			
<div> <div>Add Another Skill</div> </div>			

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.

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.

Skill	Proficiency Level / Experience	Other Information	Delete
9001.Spanish	C - Excellent/Working knowledge		
9001.English	MT - Mother Tongue		
8001.MS Word	Proficient		
8001.Email/Internet	Working knowledge		



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”.


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

- Click the **Add Another Skill** button to indicate your areas of expertise. 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).**

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

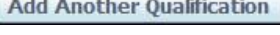
- Enter the required information in the fields: Name of Establishment, City/Country, Academic Qualification, From and To.
- Click the icon  under the ***Exact Title Qualification** column to add the exact title of the qualification obtained, main subjects and the status.

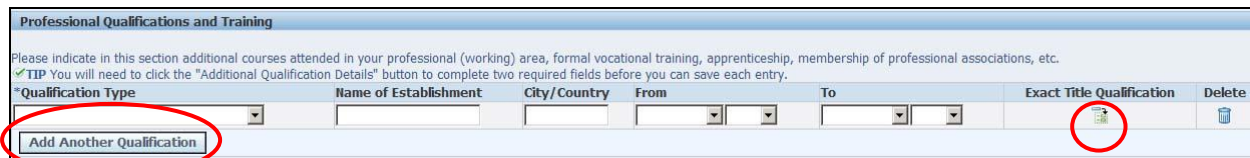


The **Exact Title of Qualification Obtained** and the **Status** fields are mandatory, you will not be able to save your details unless you enter the required information.

- Click the  button after completing this qualification. Click the  button.
- To add additional qualifications, click the  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 .**
- Click the  button after completing each education record.


4.2.4 Professional Qualifications and Training

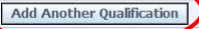
- Click the  button to create a new field. **Your records will be ordered in chronological order by the system in your Personal Profile form (PPF).**





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
						

- Complete the required information in the fields: Qualification Type, Name of Establishment, City/Country, From and To.
- 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.
- Click the  button after completing each professional qualification.

4.3 Additional Information

By clicking the  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.



Home | Jobs

General | My Account

My Account

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

Guidelines for Applicants | Cancel | Save | Refresh My Resume

Professional Areas for which you wish to be considered

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

Keywords

Professional Area

- FOREST ECONOMIC
- FOREST PRODUCTS
- FOREST RESOURCES
- FORESTRY POLICY
- GENDER ISSUES
- GEOGRAPHIC INFORMATION SYSTEMS
- HIV/AIDS
- HUMAN RESOURCES

Additional Details

 **TIP** IMPORTANT! Supervisor approval is necessary for Emergency Response Missions. Please upload a completed ADM93 to the documents section of this website.

Are you available for Emergency Response (ER) Missions? 

☒ 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 rotations. If this box is not ticked, your online profile will be visible only to the hiring managers of the vacancies to which you apply.

Display Language: American English


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

Guidelines for Applicants | Cancel | Save | Refresh My Resume

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.


	<p>Staff should obtain supervisor approval before indicating availability to work on Emergency Response Missions.</p> <p>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).</p>
---	---

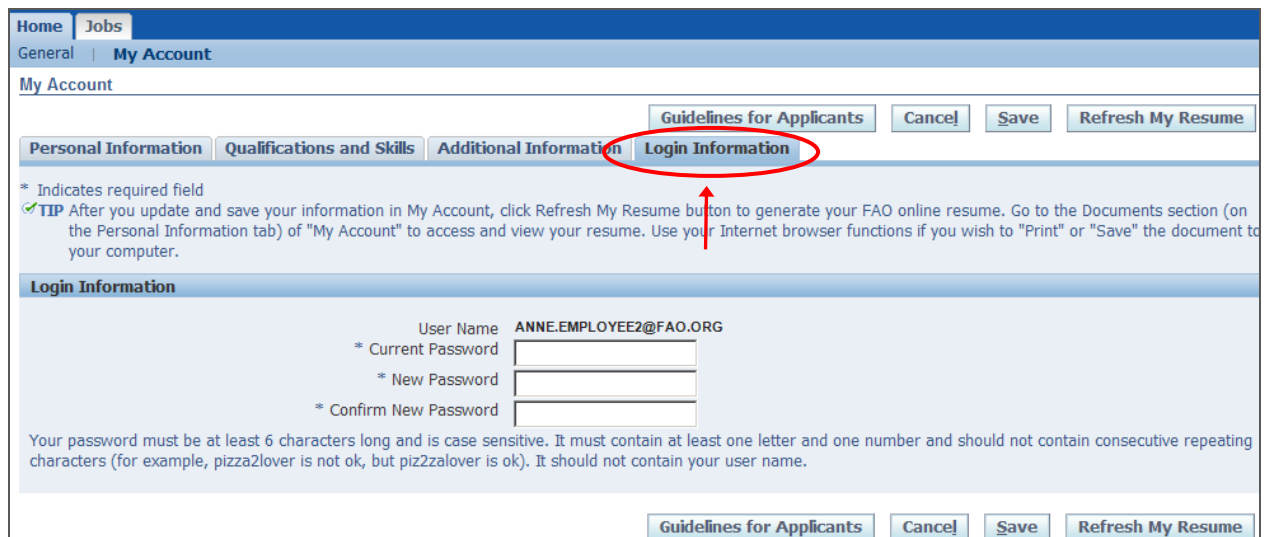
Indicate your preference for the field "**Allow my online profile to be searched by FAO**".

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

3. Click the  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.



The screenshot shows the 'My Account' page with the 'Login Information' tab selected. The 'User Name' field is populated with 'ANNE.EMPLOYEE2@FAO.ORG'. There are three password fields: 'Current Password', 'New Password', and 'Confirm New Password'. A tip at the bottom states: 'Your password must be at least 6 characters long and is case sensitive. It must contain at least one letter and one number and should not contain consecutive repeating characters (for example, pizza2lover is not ok, but piz2zalover is ok). It should not contain your user name.'

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

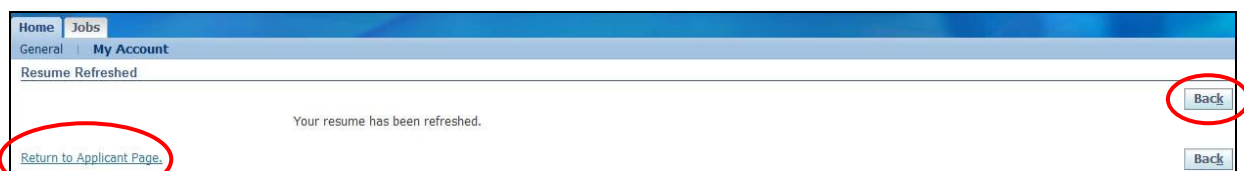
A copy of your PPF will be added to your **Documents** section (see **Section 4.1.2**).

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.

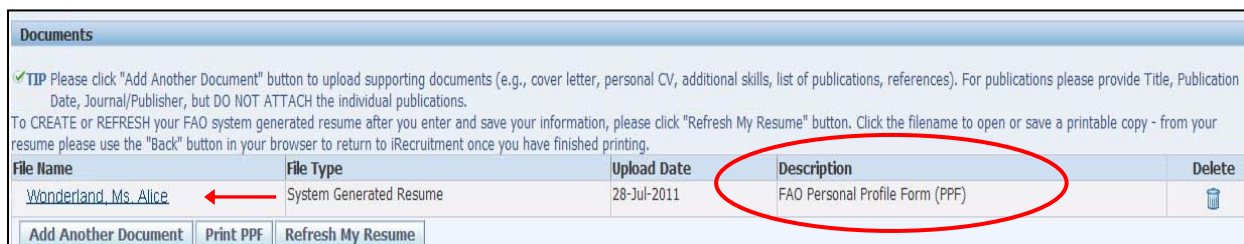
5.2 View the PPF

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.

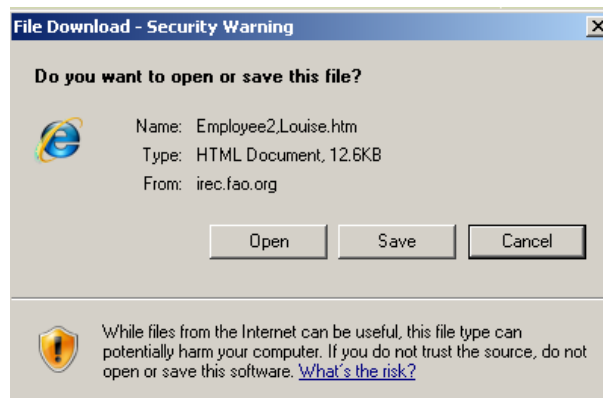


Go to the **Personal Information** page and scroll down to the **Documents** section. A copy of your updated PPF will be displayed. For more information go to **Section 4.1.2**.

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) EMPLOYEE2	First Name LOUISE	Middle Name	Maiden Name
FAO EMPLOYEES		FAO Nationality: United Kingdom	
Index Number: 0250647		Name of Supervisor: SMITH, MR P.	
Title, Grade, Service (Contractors: Role on Assignment): 0123456 PROGRAMME OFFICER ABCD P-3.02		Type of Contract: Staff member - fixed-term	
Appointment NTE Date: 20-SEP-2012		EOD Date: 21-SEP-2009	
Gender: Female		Marital Status:	
Date of Birth: 11-MAY-1960		Country of Birth:	
1st Nationality: United Kingdom		2nd Nationality:	
If you have applied for a new nationality indicate nationality date requested:		3rd Nationality:	

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				
<p>✓ 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.</p> <p>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.</p>				
File Name	File Type	Upload Date	Description	Delete
Wonderland_Ms_Alice	System Generated Resume	28-Jul-2011	FAO Personal Profile Form (PPF)	
<p>Add Another Document Print PPF Refresh My Resume</p>				

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

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

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 EMPLOYEE2
 First Name ANNE
 Middle Name
 Maiden Name
 Email Address anne.employee2@fao.org

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.

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 **AHTEST, ANTHONY**

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
IRC2077	Senior Gender Officer (Policy), P-5. (1052748)	ESWDD	ROME, IT	30-May-2012	Application Withdrawn	

Quick Links

- Guidelines for Applicants...
- FAQs...

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

Home | Jobs

Available Jobs | Jobs Applied For

Jobs: Available Jobs

Guidelines to Applicants

Search

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

Keywords

Date Posted

City Location

Professional Area

* Vacancy type

Search Clear

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

Select 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
<input type="checkbox"/>	IRC2194 - View	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).

Job Details

Job: IRC2291

Duties and Responsibilities

Under the general supervision of the Director, Nutrition and Consumer Protection Division, and the direct supervision of the Senior Officer, Nutrition Requirements and Assessment, the incumbent will be responsible for providing technical support to normative nutrition activities. In particular, the incumbent will:

- organize expert consultations, technical meetings/workshops on human nutritional requirements and prepare reports for publication and other related materials;
- analyze food consumption, anthropometric and compositional data using advanced techniques;
- assist member nations in collection and analysis of nutrition data;
- manage the coordination and exchange of information on technical matters, within and outside the Organization including Member Governments and nutrition bodies;
- develop training and technical materials; organize and conduct training courses/workshops on nutrition requirements and assessments;
- in close cooperation with UN agencies and research

ba TS ROME, IT 31-Dec-2012

IRC2291 Nutrition Officer (Assessment and Requirements, P-4, (0101974) Nutrition Assessment and Planning Service (AGNA) INFORMATION SYSTEMS AND TECHNOLOGY ROME, IT

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

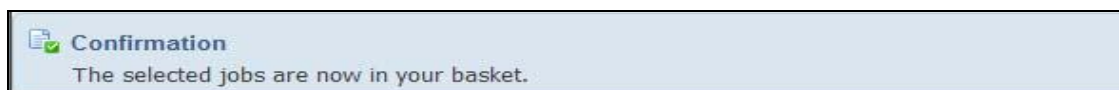
You may search for available jobs and add those of interest to your Job Basket by ticking the check-box next to the vacancies and clicking Add to Basket button. To apply for a specific job, select a vacancy and click on the icon "Apply Now".

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
<input checked="" type="checkbox"/>	JRC2194 - 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.



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

Home Jobs Job Basket Home Logout Diagnostics					
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
<input type="checkbox"/>	JRC2112		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
<input type="checkbox"/>	IRC2330...	Call for Interest- FAO Internship Programme	FAO		Various Locations		
<input checked="" type="checkbox"/>	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)**

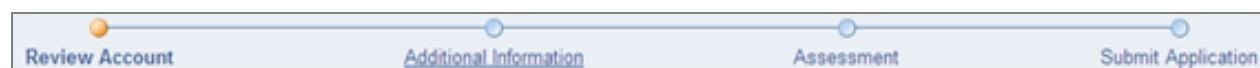
Location **ROME, IT**

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:



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.

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 Account Additional Information Assessment **Submit Application**

Review Application: IRC2194 - A


Cancel Back Step 4 of 4: Submit Application **Finish**

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

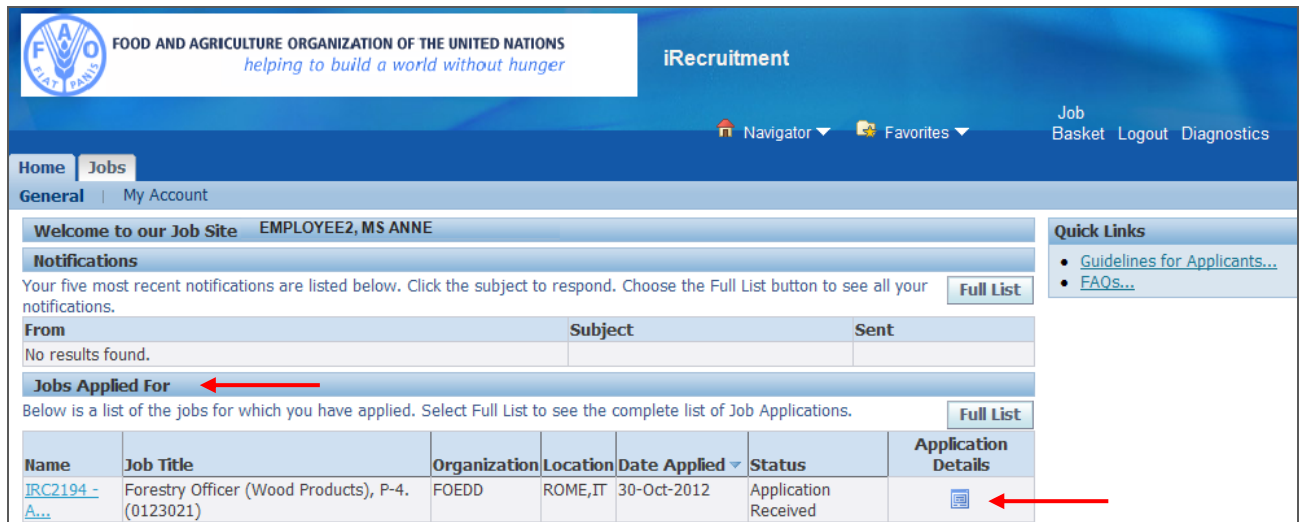
Cancel Back Step 4 of 4: Submit Application **Finish**

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.

Confirmation
 Thank you for submitting your application.

	<p>Changes can be made to your online profile at any time. However, when you make a change it will be visible to the hiring managers for all positions for which you have applied.</p> <p>If you apply for more than one position, you can upload specific cover letters in your 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.</p>
---	--

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




Welcome to our Job Site EMPLOYEE2, MS ANNE

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

From	Subject	Sent
No results found.		

Jobs Applied For [Full List](#)
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	

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.

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

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iRecruitment

Home | Jobs

General | My Account

Welcome to our Job Site EMPLOYEE2, MS ANNE

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.

Full List

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	Application Details

Quick Links

- Guidelines for Applicants...
- FAQs...

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

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iRecruitment

Home | Jobs

Home: General >

Application Details: IRC1221 - TEST

OK Withdraw Application

Job Details

Description

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

3. 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.

Confirmation


You have successfully withdrawn from the selected applications.

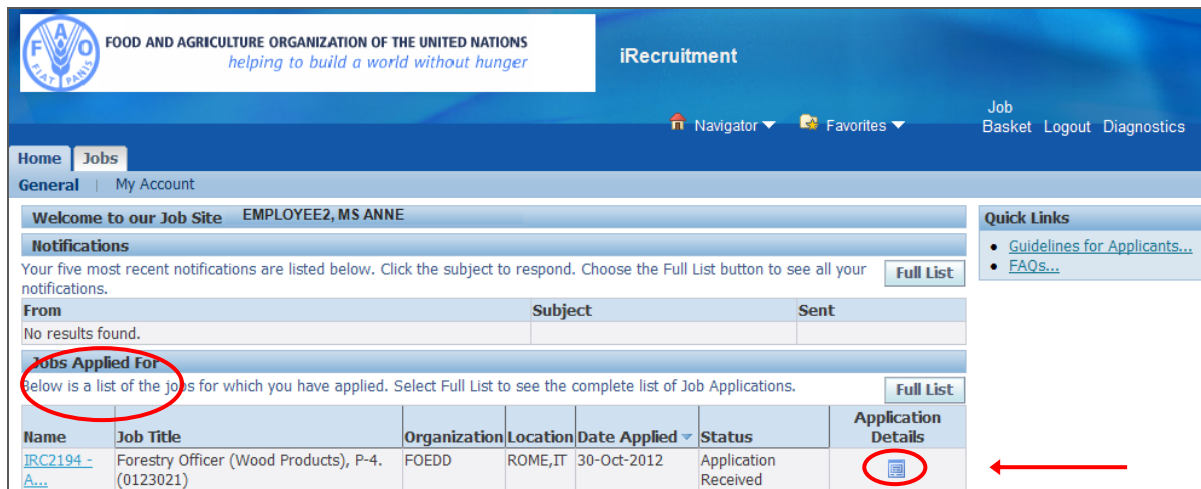


On the **Jobs Applied For** section, the status of this application will now show as "Application Withdrawn"

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.



Welcome to our Job Site EMPLOYEE2, MS ANNE


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



Home: General >
Application Details: JRC2152

Job Details

Description

Job Title: JRC2152
Location: DS,ITALY,ROME
Country of Birth: Italy
Present Nationality#1: Italy
Present Nationality#2: Italy
Present Nationality#3: Italy

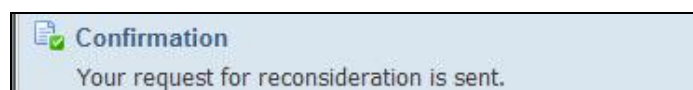
If you have applied for a new nationality indicate nationality/date requested
If you are currently working for a UN common system organization, please select
If so, please indicate current grade, title, type of contract
If you have close relatives employed by FAO, indicate full name and relationship
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? Yes
I certify that all information provided by me is true and complete
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

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.