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

The iRecruitment Quick Guide

The iRecruitment Quick Guide will provide applicants with information to apply for a vacancy with FAO. This guide will focus mainly in 4 areas:

1. How to access iRecruitment

2. How to create the Personal Profile Form (PPF)

3. How to Apply for Vacancies

4. TIPS and Useful Information

1. How to Access iRecruitment

You can access iRecruitment via the FAO Employment website. Go to: http://www.fao.org/employment/irecruitment-access/en/ and click **Enter iRecruitment** button;
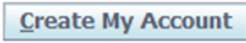
If you have already registered:

Enter your email address and iRecruitment password in the "Returning Visitors" section, then click the Login button. If you have forgotten the password, please click on "Did you forget your password?" link and the system will send you a new password within two hours.

If you have not registered yet:

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

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

   N.B. FAO INDEX NUMBER IS NOT REQUIRED for external candidates. If you are an FAO employee or former employee (under any kind of contract) you need to enter your FAO index number. Please contact iRecruitment@fao.org if you do not have the information.

3. The Create Account page will be displayed. Click on the **Create My Account** button.

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2. How to Create the Personal Profile Form (PPF)

1. Click the [My Account] link on the iRecruitment home page.

IMPORTANT: Your application will be evaluated by the information on the Personal Profile Form (PPF). It is imperative that the PPF is thoroughly completed with your Personal Information, Qualifications and Skills, Employment History and Additional Information. Incomplete PPF will not be considered and be disqualified

2. Click on the tab [Personal Information] and enter all the relevant information.

    N.B. FAO employees or former employees will have selected personal details automatically populated from your HR system profile. In addition, the information to some fields on the PPF (e.g mailing address) will not show the data. This is a system standard set-up and does not represent an issue in the application process.

    It is important to complete the two mandatory fields "*I certify that all information provided by me is true and complete*" and "*Certification Date*". Click [Save].

    N.B. The email address displayed in this screen is your iRecruitment username. If you change it, you are changing your username for future visits. Immediately after changing the email address, you will need to wait 30 minutes before logging in again to ensure that the change is activated.

3. Click on the tab [Qualifications and Skills]

    ▪ To enter your **Employment History**: click [Add Another Employer] to create a record; complete the details and click [Save]. Repeat as necessary. Records will be ordered chronologically in your PPF.

    N.B. Under Description of Job Duties, please use a simple format, avoiding too many bullet points and line breaks, as this often causes errors. This field is limited to 4000 characters; excess text will not be saved.

    ▪ To enter your **Skills**: click [Add Another Skill] .

    To indicate your **language skills**, you will need to select the "Language - Official" and check the relevant UN languages. As this is one of the minimum criteria for positions with FAO, it is important to indicate your language abilities.

Skill Type	Information and Knowledge Management
	Land Resources and Management
	Language - Official
	Language - Other
	Law
	Markets and Trade

To indicate your **technical/functional skills**, you will need to select from the list of Skill Type (below) and click on the Search .

Skill Type | Administration
Agribusiness
Agricultural Research and Extension
Agricultural and Development Economics
Agro-Industries
Animal Health

Next, select the corresponding technical/functional skill under this expertise and select OK , for example:

☐ 0904.Agriculture Education and Extension
☐ 0904.Market Research

You will then need to indicate your Proficiency Level / Years of Experience. Click Save frequently.

Important: Skills are an important component of iRecruitment. They are used to evaluate your application against the minimum requirements of the vacancy.

- To enter your **Education Qualifications**: click Add Another Establishment and complete the required information. Click on the Exact Title Qualification icon to complete additional information for each record. Click Save and repeat as necessary. Records will be ordered chronologically in your PPF.

- You may enter any additional Professional qualifications and training by clicking Add Another Qualification . Records will be ordered chronologically in your PPF.

4. Click on the tab **Additional Information**

- Select your **Professional Area(s) of interest**: To select multiple professional areas hold down the CTRL key and click on the relevant values. Click Save .

- Complete the additional questions (For FAO employees or former employees most of these questions are not displayed here as in their case a reply is not needed. On the PPF the questions will still appear with no answer, as this is the default setting).

*IMPORTANT: by ticking the checkbox "**Allow my account to be searched by FAO**" you make your profile available to managers searching for candidates for vacancies or rosters. If you do not tick the box your profile will be available only to the managers of the vacancies to which you apply.*

5. To Upload Documents

To upload supporting documents such as cover letters or references. Go to your iRecruitment account, and to the **Personal Information** tab and scroll down to the **Documents** section. Click Add Another Document button and

enter relevant information in the fields **File Type**, **Description** and **File Path** and click the [Upload] button. Click
[Save]. To view your document click on the title.

> N.B. 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 and for publications please provide
> Title, Publication Date, Journal/Publisher, but DO NOT ATTACH the individual publication.

6. To Review and Print the PPF

   - Once your account information is complete click on the tab [Personal Information] and scroll down to your "Documents" section.

   - To generate/update your PPF, click the [Refresh My Resume] button. A copy will be placed in your list of documents. Every time you update your account information click on "Save" and "Refresh My Resume" to also update your PPF.

   - To view a printable copy of your PPF in PDF format, click the [Print PPF] button.

IMPORTANT TIP: By reviewing the PPF, you will be able to ensure that the information accurately reflects your qualifications for the vacancy.

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3. How to Apply for Vacancies

1. Login to your iRecruitment account as indicated in the first section of this guide. Click on the `Jobs` tab. To view all vacancies just click on `Search`. To restrict your search enter search parameters as required.

2. To view the vacancy details click on the vacancy number link (e.g. IRC0123).

3. To apply for the vacancy, select the vacancy and click the "Apply Now" icon and follow the relevant steps below to submit your application.

    a. 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.

    b. Additional Information:

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

    c. Assessment test (when required):

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

    Please complete all questions and click on `Finish Test`. Click on `Return To Test` if you wish to review your answers or click on `Submit Test` if you wish to submit it.

    d. Submit Application:

    Click on `Finish` to submit your application.

4. As soon as you submit your application an acknowledgement message will be displayed on the screen and you will receive a notification email. The section "**Jobs Applied For**" in your iRecruitment home page will list the vacancies you have applied for.

    Click the `Home` button to return to your iRecruitment Home page. Here you can:

    •   Click on the `Withdraw Application` button if you are no longer interested in the job and wish to withdraw your application. Please DO NOT use this function if you realize after having applied that you wish to modify something. In this case please just update your profile and refresh your PPF.

    •   You can click on the `Application Assessment` tab to review the assessment you may have completed when applying for the vacancy.

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4.   TIPS and Useful Information

PC and Browser Requirements

Please note that it is recommended that you use Microsoft Internet Explorer as it is the optimized version of the iRecruitment system rather than different web browser (Mozilla Firefox, Opera, Chrome, Safari - Mac computer). You will also need to disable the pop-up blocker to enable the Application Wizard to launch. As iRecruitment is only available in English, please select the display language setting as "American English".

For more details about PC and Browser Requirements, refer to this document

System Unavailability

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

Deadline for Applications

Applications must be submitted by 23:59 hrs CET on the "Deadline for Applications" date; vacancies will be automatically removed thereafter.

Navigating iRecruitment

To move from one page to another, please use the available buttons such as Back or tabs such as Home .

Avoid using the Internet toolbar, especially the arrow, as this may sometimes cause error messages or the interruption of your session.
The icon next to a blank field indicates that there is a list of values for your selection. To view the available values type the % symbol and then click on the icon.

Applying for Multiple Vacancies

iRecruitment maintains only one online profile (PPF) for each candidate. You can update your profile (PPF) at any time. However, the changes you made to your online profile will be available to the managers of all positions for which you have applied, and/or to authorized staff searching for qualified candidates for positions or rosters.
If you apply for more than one position, you can upload specific cover letters in your Documents section indicating your motivation or highlighting your specific experience/skills. Please indicate on the title of the document the VA number to which it refers.

Assistance

If you need help, please contact: iRecruitment@fao.org. Please note that this mailbox does not accept applications. Emails containing CV for our consideration will not be accepted.