

# APPLYING FOR A VACANCY/REQUISITION AT FAO

## QUICK GUIDE FOR CANDIDATES

### CREATING AN ACCOUNT

You need to create an account before you can apply for a vacancy on the FAO career website.

1. Go to the [FAO Careers Section](#).
2. On the horizontal bar at the top of the page, click **Sign In** (or directly click [here](#)).
3. Read the Privacy Agreement and click **I Accept**.
4. On the Login page, click **New User**.
5. Enter your **User Name (or Private Email Address)**, and enter your **Password** and **Private Email Address** again.
6. Click Register.

Once you have successfully created your account, you will have a unique account with which you create or update your candidate profile.

### LOGGING IN

If you already have an account, enter your unique login information when you click the **Sign In** button to begin the application process.

### CREATING/UPDATING YOUR FAO CANDIDATE PROFILE

You can access your profile by doing one of the following:

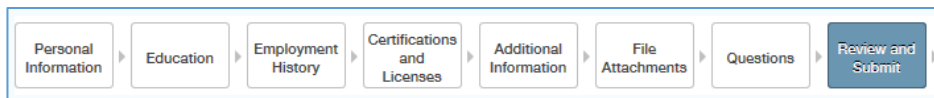
- Click the down arrow beside your name, then click **Profile**.
- Click the **My Jobpage** tab, then click on the **Access my profile** button on the right-hand side of the page.
- On the **Job Search** tab, find the vacancy to which you would like to apply, then click the **Apply button**.

The screenshot displays the FAO Jobs at FAO website. The header includes the FAO logo and the text "Food and Agriculture Organization of the United Nations" and "Jobs at FAO". A navigation bar shows "Job Search" and "My Jobpage" tabs, with "My Jobpage" circled in red. Below the navigation bar is a search form with fields for "Keyword", "Location", and "Job Title", and a search button. A "Sign In" button is circled in red in the top right corner. The main content area shows "Job Openings 1 - 25 of 99" and a list of job openings. The first job is "MBWin Specialists (180123)" with an "Apply" button circled in red. The second job is "Project Assistant for Finance and Administration (180122)" with an "Apply" button circled in red. The third job is "Matching Grants Specialist (Hisor district) (180121)" with an "Apply" button circled in red. The left sidebar contains filters for "Location" (Country: Various Locations (28), Italy (24), Hungary (9); City: Rome (24), Budapest (9)) and "Job Field" (Category: Administration and Finance (34), Programme Evaluation and Management (19), Fishery and Aquaculture (9)).

## COMPLETING YOUR PROFILE

When creating/updating your **Profile**, enter information in the following sections:

- Personal information
- Education
- Employment History
- Certifications
- Additional Information
- File Attachments
- Job specific questions



## SAVING YOUR PROFILE

After you have completed a section of your profile, click one of the following options:

- Click **Save and continue** to move to the next section.
- Click **Save as Draft**, then click **Yes**, to complete your profile at a later time.

## MANAGING PROFILE VERSIONS

- Your **general profile** serves as the ‘master copy’ and always reflects the latest changes you’ve made in any job-specific profile. You should start with completing your general profile before applying to a vacancy.
- **Changes to a profile are job-specific. Updating your profile for one position does not change the version you submitted for other positions. However, if you modify or delete the attachments, this change will be reflected in all the job submissions and your general profile**
- You can update the job-specific profile you submitted as long as the position is still open. After the position is closed, you can no longer update it. Nor you can attach additional files to your submission (cover letters etc.).

## APPLYING FOR VACANCIES/REQUISITIONS

### Search for vacancies/requisitions

- On the search bar at the top of the page, enter a keyword or location or both. Click **Search**.
- Refine the search results by selecting the checkboxes at the left side of the page. The filters include **Location, Job Field**, etc.
- Rearrange the **order** of the search results by selecting the options below the search bar.

### Apply for a vacancy/requisition

- Click the **job title** to view the full details of the position.
- Click **Apply Online** to begin the application process. If you have not yet logged in, you will be asked to do so.
- Review that the information in your profile before you submit your application.
- Click on Submit, in order to complete your application. Incomplete applications are not be visible to Recruiters and will not be considered.
- As proof of successful job submission check your personal email address to find the confirmation email.

## EXPERIENCING ANY ISSUES?

In case the site does not display properly or you are unable to move around the site, check that you are using the latest version of your web browser.

Check also that Javascript is enabled, and clear the cache.

Avoid using the back and forward buttons in your browser. This may interrupt the application process and cause you to lose data. Use instead the navigation buttons within the website.

If you continue to experience problems, please send an email to [iRecruitment@fao.org](mailto:iRecruitment@fao.org). To get a more prompt response, include details of the vacancy, your computer settings and attach a screenshot of the error.