Food and Agriculture Organization of the United Nations

APPLYING FOR A VACANCY (REQUISITION) AT FAO
QUICK GUIDE FOR CANDIDATES

A. NEW USERS – HOW TO CREATE AN ACCOUNT FOR THE FIRST TIME

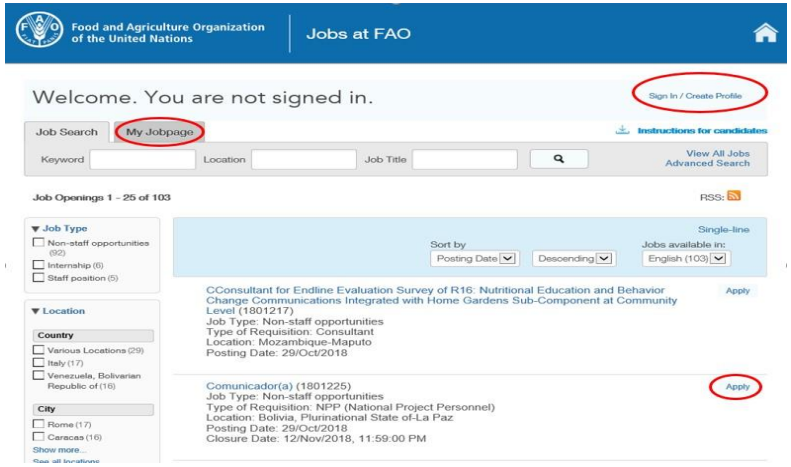
1. Go to the FAO Careers Section
2. On the horizontal bar at the top of the page, click **Sign In / Create Profile**
3. On the Login page, click **New User**
4. Read the Privacy Agreement and click **I Accept**
5. Enter your **private email address** as User Name**,** choose and confirm a **Password** of your choice then re-enter your **private email address** again
6. Click **Register**

Once you have successfully registered, a personal unique account has been created. You can now proceed in completing your candidate profile (please see section D).

B. RETURNING USERS – HOW TO LOG IN

If you already have an account, then:

1. Go to the FAO Careers Section
2. On the horizontal bar at the top of the page, click **Sign In / Create Profile**
3. Enter your User Name and Password then click **Login**



C. ACCESSING YOUR CANDIDATE PROFILE

After log-in, you can access your personal profile by doing one of the following:

- Click the down arrow beside your name, then click **Profile**
- Click **My Jobpage** tab, then click on **Access my profile** on the right-hand side of the page

D. COMPLETING / UPDATING YOUR PROFILE

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

- Personal information. Provide **name as shown in the passport**
- Education
- Employment History
- Certifications
- Additional Information
- File Attachments. Upload here any certifications (University Degrees/ Diplomas from external Language Institutes e.g. Alliance Française for French)
- Job specific questions – if applicable



Please note that when completing your profile for the first time, you need to fill out all mandatory fields in each section, marked with a red star, before proceeding to the next section. When creating you profile, please use the basic Latin alphabet (without accents or special characters). When finished, please go to the last section **Review and Submit** and **click on SUBMIT** at the bottom of the page. After submission, it will still be possible to go back to any section of your choice for further updates.

E. SAVING YOUR PROFILE

After completing a section in your profile, click one of the following options:

- Click **Save and Continue** to move to the next section
- Click **Save as Draft**, then **Yes**, to complete your profile at a later stage
- Click on **SUBMIT** on the last section when your profile is completed

F. MANAGING YOUR PROFILE

The **candidate profile** you create serves as the 'master copy'. Please start by completing your candidate profile before applying to a requisition (vacancy)

When you apply to a requisition, a copy of your candidate profile is created automatically and you will be able to modify it to be job-specific. Updating/modifying your profile during the application process for a requisition does not change the version submitted when applying to other requisitions. However, if you modify or delete any attachment, this will be reflected in all job applications and in the 'master copy' of your candidate profile

You can update any application already submitted for a job before the deadline of the requisition. After the deadline, the requisition is closed and you will not be able to apply, nor update any application submitted, nor attach any additional files (cover letters etc) to your application.

G. SEARCHING & APPLYING FOR REQUISITIONS (VACANCIES) Search for vacancies (requisitions)

- On the search bar at the top of the page, enter keyword or location or job title. Click **Search**
- Refine the search by using the checkboxes on the left side of the page. Filters include **Job type, Location, Job Field, Posting Date**
- You can rearrange the **order** of the search results by using the 'sort by' options below the search bar.

Apply for vacancies (requisition)

- Click on the **job title** to view full details of the requisition
- Click **Apply Online** to begin the application process. If you have not yet logged in, you will be asked to do so
- Review the information in your profile and make any changes you deem necessary before you submit your application
- Click on **Submit** in order to complete your application. Applications that are not submitted are not visible to Recruiters and will not be considered.
- An automatic confirmation email as proof of job submission will be sent to the email address you have indicated in your application.

H. DO YOU NEED HELP?

In case the website is not properly displayed or you are unable to navigate through the site, please check 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 data may be lost. Use instead the navigation buttons within the website.

If you are experiencing problems in registering or logging into your Career portal account, please create your profile at our client management portal, which you can access from the following link: Service Now. Once logged in to our client management portal, we invite you to visit the Knowledge Bases item, where you will be able to look up frequent topics that may provide an answer to your query before we can get back to you.

If you wish to request for access, correction, deletion, or to object to the use of your personal data, or if you have concerns or require more information regarding the personal data you have provided to us, please submit your requests through Service Now by selecting the Data Privacy catalog here.