Instructions for Applicants

How to Apply to UNDP’s eRecruit System

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INSTRUCTIONS FOR APPLICANTS

How to Apply to UNDP’s eRecruit System

Overview

UNDP’s eRecruit system allows applicants to create and manage a personal profile and apply to UNDP job postings through the Careers homepage. Applicants are able to:

- Register and create a personal account for future access
- View current job postings at UNDP
- Apply to job postings where minimum qualifications criteria are met
- Complete, maintain and update a Personal Profile specific for each application
- Answer job-related questions
- Submit an application and monitor its status
- Apply for multiple job postings using personal profile details

Access UNDP eRecruit

https://undpcareers.partneragencies.org/erecruit.html

Application Process

1. Register
2. View Job Description
3. Complete Personal Information
4. Complete Job Requirements
5. Complete Employment History & Education
6. Complete Training & Certification
7. Complete References
8. Complete Other Information
9. Complete Motivation Statement
10. Preview and Submit Application
Overview
All prospective applicants must first register in UNDP’s eRecruit system. After registration is complete, a personal account is created for future access.

Instructions
Step 1: Click on the link New Registration.
Step 2: Enter new user name (e-mail) and password.
Step 3: Click the Register button.

Quick Tips
- Fields marked with an asterisk are mandatory.
- Enter a valid e-mail address as a username.
- Passwords should be a minimum of 8 characters in length and contain a combination of letters and numbers.
Overview
Applicants are invited to view UNDP’s current job postings and related job descriptions.

Instructions
Step 1: To begin the application process, click on the Job Title.

Step 2: Review the details displayed in the Job Description.

Step 3: To begin the application process for a particular job posting, click the Apply Now button.

Step 4: Read the Terms and Agreement sections.

Step 5: Select I Agree in order to accept the terms and conditions listed.

Step 6: Click the Continue button.

Quick Tips
- Candidates are requested to carefully review the minimum requirements for advertised posts before submitting an application. Minimum requirements are indicated in each job posting and may not only be restricted to Degree, Years of Experience and Language skills.
Overview
The Personal Information section contains applicant profile information relating to Login, Employee, Name, Address, Personal, Nationality, e-Mail and Phone details. Any changes made to the Personal Information section are automatically updated on all past, present and future applications.

Instructions
Step 1: Complete the required fields in each section.
Step 2: To save the information entered, click the Save button.
Step 3: To continue to next section, click the Continue button.

Quick Tips
- Fields marked with asterisk (*) are mandatory.
- To add an additional record for a section, use the button.
INSTRUCTIONS FOR APPLICANTS
How to Apply to UNDP’s eRecruit System

Overview
Minimum requirements in UNDP are defined for each job description and include (but not limited to) 1) Language skills 2) Minimum years of experience and 3) Education requirements. Applicants must complete the job requirements section in order to determine eligibility when applying to a job posting.

Instructions
Step 1: Complete Education History & Experience section.
Step 2: Add Language Skills.
Step 3: Complete the section regarding UN employment.
Step 4: Click the Continue button.
Step 5: Review the message regarding Application status.
Step 6: To continue with the application, click the Continue button.

Quick Tips
- Fields marked with asterisk (*) are mandatory.
- To add an additional record for a section, use the button.
Overview
The completion of a Personal Profile is required from each applicant when applying to a UNDP job posting. The Personal Profile is organized and displayed using a series of tabs, or sections. Complete the required information in the Employment History & Education section.

Instructions
Step 1: Complete the Work Experience information.
Step 2: Complete the Degrees information.
Step 3: To continue to the next section, click the Next button.

Quick Tips
- Fields marked with asterisk (*) are mandatory.
- Save completed information regularly using the Save for Later button.
Instructions for Applicants

How to Apply to UNDP’s eRecruit System

Overview
Complete the required information in the Training & Certifications section.

Instructions
Step 1: Complete the Job Training information.
Step 2: Complete the Licenses & Certifications information.
Step 2: Complete the Memberships information.
Step 4: To continue to the next section, click the Next button.
INSTRUCTIONS FOR APPLICANTS
How to Apply to UNDP’s eRecruit System

Overview
Complete the required information in the References section.

Instructions
Step 1: Complete the References information (minimum 3 professional references).
Step 2: To continue to the next section, click the Next button.
Overview
Complete the required information in the Other Information section.

Instructions
Step 1: Respond to the Additional Information questions.

Step 2: To continue to the next section, click the Next button.
How to Apply to UNDP’s eRecruit System

Overview
Complete the required information in the Motivation Statement section.

Instructions
Step 1: Complete the Motivation Statement information by describing your motivation for applying for this position.

Step 2: All of the sections are now complete. To submit an official application, click the Submit button.
Instructions for Applicants
How to Apply to UNDP’s eRecruit System

Overview
In order to submit an official application to a UNDP job posting, the following sections must be completed: Job Requirements, Employment History & Education, Training & Certifications, References, Other Information and Motivation Statement.

Instructions
Step 1: Review the details displayed in the Application Preview.
Step 2: Click the Continue button.
Step 3: Complete the Terms and Agreements details.
Step 4: To submit an official application, click on the Submit my Application button.

Special Note
After an application has been submitted, applicants are able to revise any details included in the Personal Profile sections at any time and up to the closing date of the job posting. Applicants can also view and monitor the status of an existing application.

Quick Tips
• After successfully submitting an application for a job posting, an automatic e-mail confirmation is sent to the applicant.
• An application can only be updated when the recruitment status of the job posting is shown as Open.
• If requested during the recruitment process, additional attachments can be added in the My Career Tools section in the Careers homepage.