How to Apply

UNWOMEN'S eRecruit System
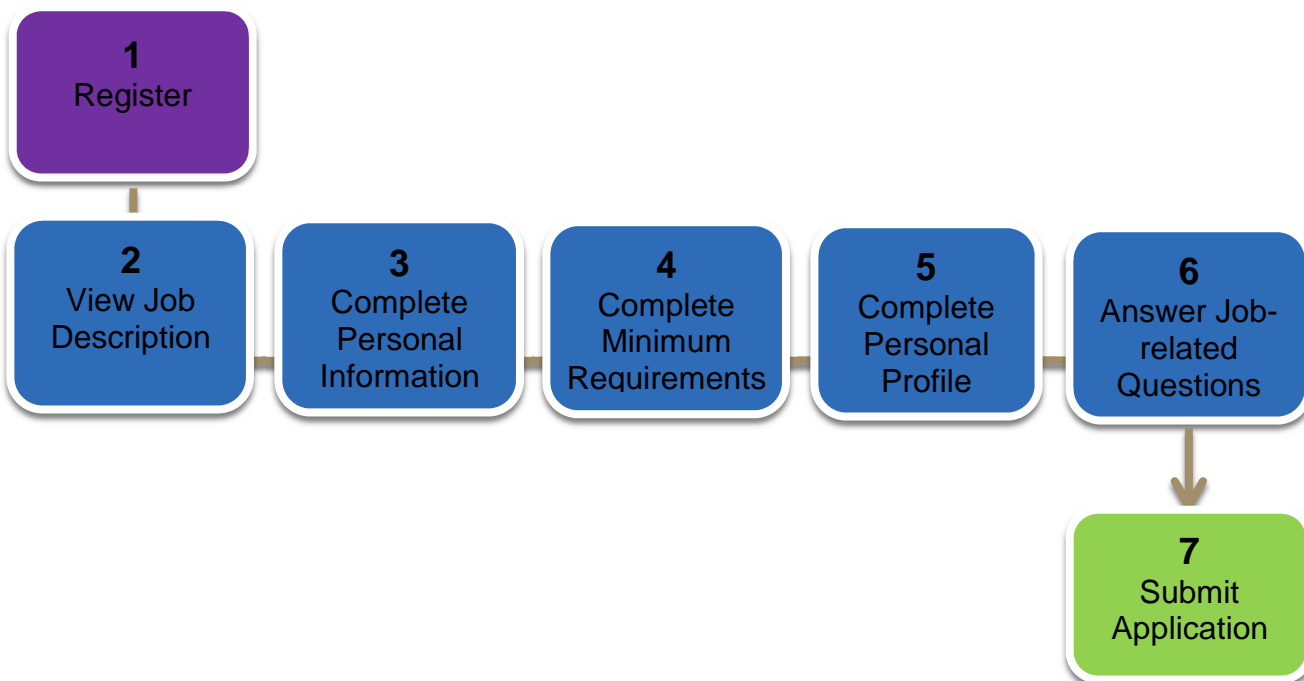
10th October 2013

Overview

UNWOMEN'S eRecruit system allows applicants to create and manage a personal profile and apply to UNWOMEN job postings through the Careers homepage. Applicants are able to:

- Register and create a personal account for future access
- View current job postings at UNWOMEN
- 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 Unwomen eRecruit

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

Application Process

```
1          2              3             4             5             6
Register   View Job       Complete      Complete      Complete      Answer Job-
           Description    Personal      Minimum       Personal      related
                          Information   Requirements  Profile       Questions

                                                                    7
                                                                    Submit
                                                                    Application
```

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Register

Overview

All prospective applicants must first register in UNWOMEN'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 button **Register**

Quick Tips

- *fields marked with an asterisk are mandatory*
- *enter a valid e-mail address as a username*
- *password should be a minimum of 8 characters in length and contain a combination of letters and numbers*

HOW TO **A**PPLY

UNWOMEN'S eRecruit System

Overview

Applicants are invited to view UNWOMEN'S current job postings and related job descriptions.

Instructions

Step 1: 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 button **Apply Now**

Step 4: Read the **Terms and Agreement** sections. Select **I Agree** in order to accept the terms and conditions listed.

Step 5: Click the button **Continue**

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.*

HOW TO APPLY

UNWOMEN'S eRecruit System

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 button **Save**

Step 3: To continue to next section, click the button **Continue**

Quick Tips

- *fields marked with asterisk are mandatory*
- *to add an additional record for a section, use*

Overview

Minimum requirements in UNWOMEN 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 minimum 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**

1. Search for language

3. Click button **Look UP**

2. Type in language value

4. Click language

Quick Tips

- *fields marked with asterisk are mandatory*
- *to add an additional record for a section, use*

Step 3: Complete the section regarding **UN employment**

Step 4: Click the button **Submit**

Step 5: Review the message regarding **Application status**

Step 6: Click the button **Continue**

5
Complete
Personal
Profile

HOW TO APPLY

UNWOMEN'S eRecruit System

Overview

The completion of a Personal Profile is required from each applicant when applying to a UNWOMEN job posting. The Personal Profile is integrated into eRecruit and can be completed in sections. These sections include: Employment History, Education Training & Certification, Motivation & Additional Information, Applicant References and Family Members Information. Applicants are able to update information in the Personal Profile at any time and up to the job posting's closing date.

Instructions

Step 1: Complete the **Employment History** section and click the button **Save**

Step 2: Complete the **Education Training & Certification** section and click the button **Save**

Step 3: Complete the **Motivation & Additional Information** section and click the button **Save**

Step 4: Complete the **Applicant References** section and click the button **Save**

Step 5:
Complete the **Family Members Information** section and click the button **Save**

Quick Tips

- *fields marked with asterisk are mandatory*
- *to add an additional record for a section, use*
- *save completed information regularly using the **Save** button*

6
Answer Job-related Questions

⊞ # HOW TO APPLY

UNWOMEN'S eRecruit System

Overview

Job-related questions are attached to a given job posting. Applicants are required to answer the job-related questions before officially submitting an application.

Instructions

Step 1: Complete all of the questions in the **Application Questionnaire** section

Step 2: Complete all of the questions in the **Free Text Questionnaire** section

Step 3: Click the button **Save**

Job-related Questions

Quick Tips

- *fields marked with asterisk are mandatory*
- *to add an additional record for a section, use*
- *save completed information regularly using the **Save** button*

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Submit Application

HOW TO APPLY

UNWOMEN'S eRecruit System

Overview

In order to submit an official application to a UNWOMEN job posting, the following sections must be completed in eRecruit: Minimum Requirements, Employment History, Education Training & Certification, Motivation & Additional Information, Applicant References and Family Members Information and Job Specific Questions.

Instructions

Step 1: Go to any section in the Personal Profile, click on button **Submit my Application**

Step 2: Review the **Application Preview** details displayed

Step 3: Click on button **Continue**

Step 4: Complete the **Terms and Agreements** details

Step 5: Click on button **Submit my Application**

Step 6: Review **My Applications** details that displays all successfully submitted application(s)

Special Note

After an application has been submitted, applicants are able to revise the 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*