



# E-recruitment

The Application Process

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# OVERVIEW

In order to apply for a vacancy at the ITCILO, you must first **register** on this website and **create your profile**.

If you are an ITCILO staff member, you do not need to register and you can log in using your computer username and password.

Your application will consist of a profile section and an online application form which includes a motivation letter.

## IMPORTANT:

**Please note that attachments containing cv and/or résumé are not accepted and they are not considered a substitute nor a complementary document to a duly completed online application.**

Any additional information or documentation that the ITCILO may require will be requested in the course of the selection process.

# LOG IN PROCEDURE

**First time users who are not staff members** must register and create a user account.

After clicking the green register button, you will be directed to the Registration form.

**Staff members** can log in using their computer username account and password.

Staff members do not need to register.



The screenshot shows a web form with the following elements: a 'Log in' heading, an 'E-mail or Login Name' label above a light yellow input field, a 'Password' label above another light yellow input field, a blue 'Log In' button, a green 'Register' button, and a link for 'Forgot your password?' at the bottom.

# REGISTRATION FOR FIRST-TIME USERS

After clicking the green **register** button, you will be directed to the Registration form.

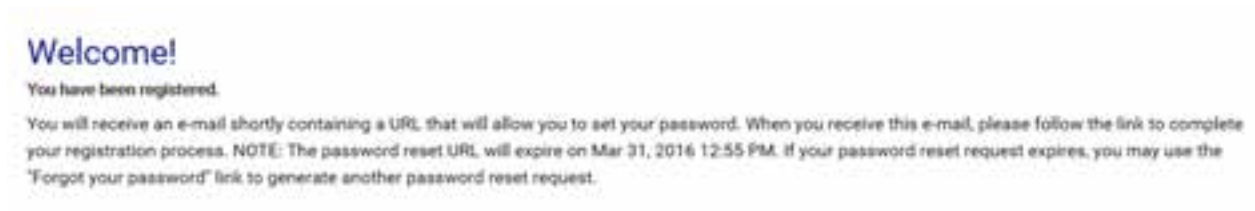
Complete the required information in all sections of the registration form; all fields marked with a red bullet are mandatory. At the bottom of the registration form, please type in the verification code and click the green **register** tab.

The screenshot shows a registration form titled "Registration form" with the following fields and instructions:

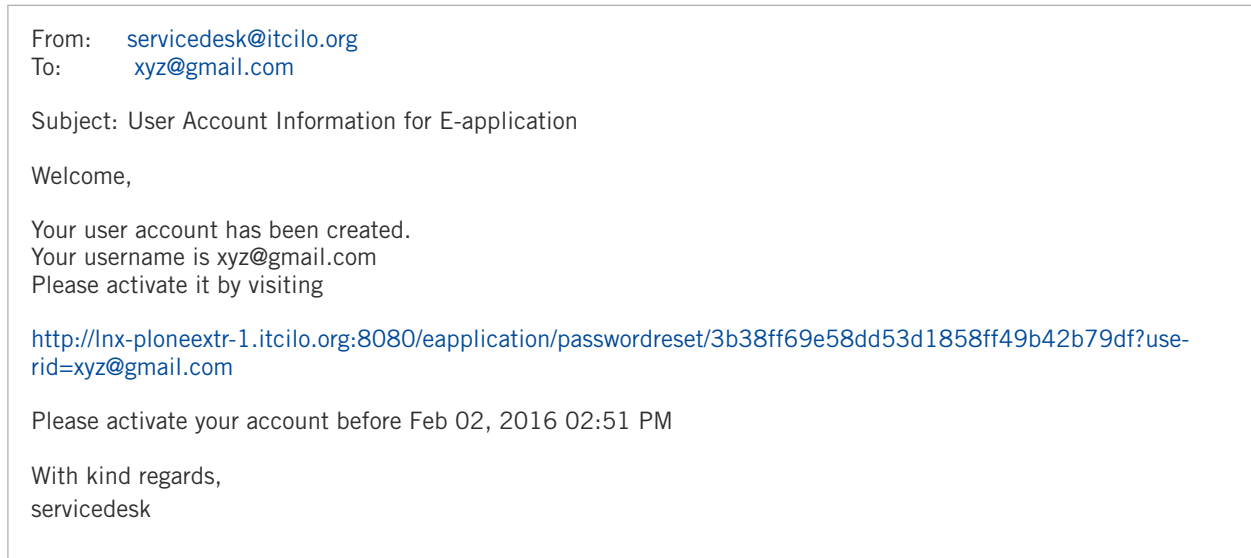
- First name \***: Fill in your given name. (Text input field)
- Last name \***: Fill in your name/family name. (Text input field)
- Gender \***: Gender? (Dropdown menu with "(nothing selected)" selected)
- Email \***: Enter an email address. This will be your login name. We respect your privacy and will not give the address away to any third parties or expose it anywhere. (Text input field)
- Birthdate \***: Your date of birth, in the format dd/mm/yyyy (Text input field)
- Main Nationality \***: Select your main nationality (Dropdown menu with "(nothing selected)" selected)
- Second Nationality**: Select your second nationality, if have one (Dropdown menu with "(nothing selected)" selected)
- Country \***: Select the country you live in. (Dropdown menu with "(nothing selected)" selected)
- City \***: Fill in the city you live in. (Text input field)
- Telephone number \***: Leave your phone number so we can reach you. (Text input field)
- Civil Status**: Select your civil status. (Dropdown menu with "(nothing selected)" selected)
- Address \***: Please insert your address. (Text input field)
- Accept terms of use \***: By disclosing any personal data requested in connection to this application, I understand that I am hereby providing my full consent to their general treatment and processing for recruitment purposes by the ITCILO. (Text input field)
- Verification \***: Type the code from the picture shown below. (Text input field with a CAPTCHA image showing the word "cotton")

A green "Register" button is located at the bottom left of the form.

After completing the registration form, you will see the following message:



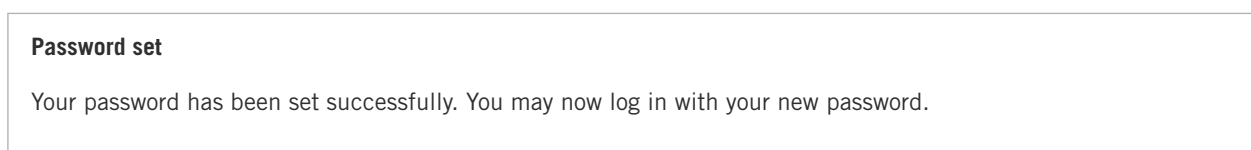
The e-mail sent to you contains a URL that will allow you to activate your account:



Click on the link you received to set your password and complete your registration process:



Once you have successfully completed the password set up, the following message will appear:



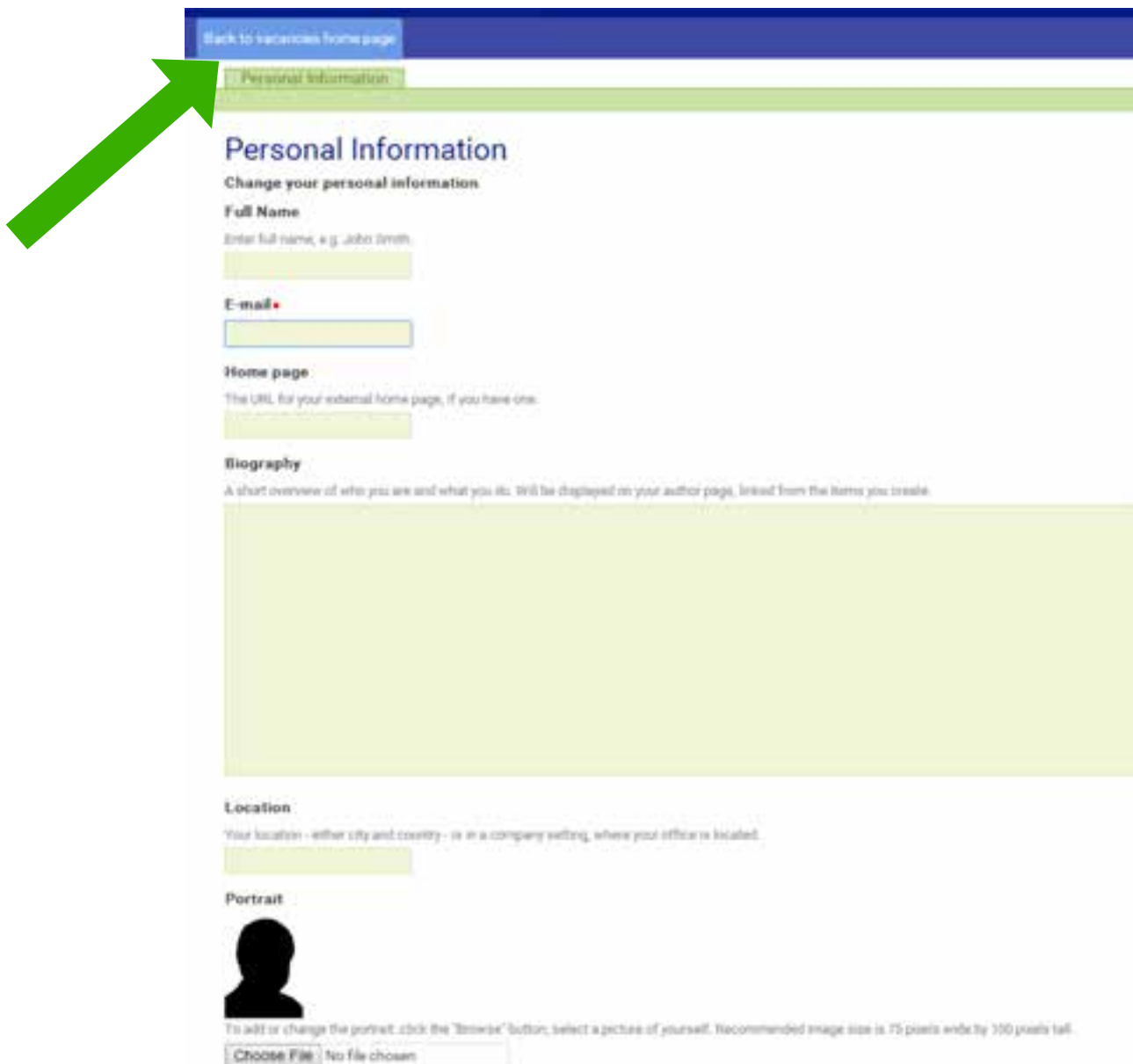
# COMPLETING YOUR PROFILE

To check or complete your profile, position the mouse on your email address at the top right hand corner of the page and then click on **my profile**.



The screenshot shows the top navigation bar of the ITCILO Intranet. On the left is the logo and the text "ITCILO INTRANET". On the right is a user profile icon with the text "my profile" and "Log out". Below the navigation bar is a section titled "Vacancies available" containing a table with the following columns: VACANCY TITLE, LEVEL, CLOSING DATE, JOB FAMILY, ACTIONS, and SHARE. A single row is visible with the following data: Translation/Review Chinese Language, P3, 31/03/2016, TECH, More Info / Apply, and a share icon.

Use the **back to vacancies** button at the top of the page to return to the vacancies home page.



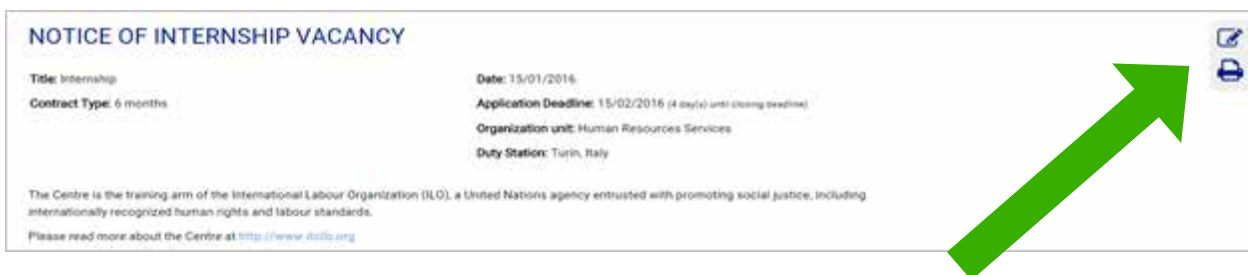
The screenshot shows the "Personal Information" profile page. At the top left, a blue button labeled "Back to vacancies home page" is highlighted with a green arrow. Below it is a green header bar with the text "Personal Information". The main content area is titled "Personal Information" and includes the instruction "Change your personal information". The form contains several fields: "Full Name" (with a subtext "Enter full name, e.g. John Smith"), "E-mail", "Home page" (with a subtext "The URL for your external home page, if you have one."), "Biography" (with a subtext "A short overview of who you are and what you do. Will be displayed on your author page, linked from the items you create."), "Location" (with a subtext "Your location - either city and country - or in a company setting, where your office is located."), and "Portrait" (with a subtext "To add or change the portrait, click the 'Browse' button, select a picture of yourself. Recommended image size is 75 pixels wide by 100 pixels tall"). At the bottom of the portrait section is a "Choose File" button and a text box containing "No file chosen".

# COMPLETING THE APPLICATION FORM

From the Vacancies home page, select the vacancy that you wish to apply for. Under the Actions column, click on **Apply**.

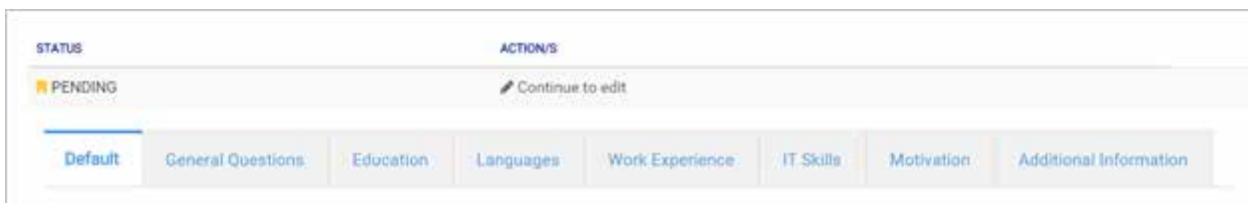
**Or**

From the Vacancies home page, click on '**More info**' to view detailed information about the vacancy; from the vacancy information page, you can proceed to the application form by clicking on the apply button, as shown below.



The screenshot shows a 'NOTICE OF INTERNSHIP VACANCY' page. The title is 'NOTICE OF INTERNSHIP VACANCY'. Below the title, there are two columns of information. The left column contains 'Title: Internship' and 'Contract Type: 6 months'. The right column contains 'Date: 15/01/2016', 'Application Deadline: 15/02/2016 (4 day(s) until closing deadline)', 'Organization unit: Human Resources Services', and 'Duty Station: Turin, Italy'. At the bottom of the page, there is a paragraph of text: 'The Centre is the training arm of the International Labour Organization (ILO), a United Nations agency entrusted with promoting social justice, including internationally recognized human rights and labour standards. Please read more about the Centre at <http://www.itcilo.org>'. In the top right corner, there are two icons: a pencil icon and a document icon. A large green arrow points from the bottom right towards the document icon.

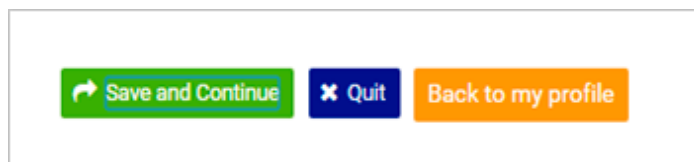
The E-Application form consists of 8 different sections.



The screenshot shows the navigation bar of the E-Application form. It has two main sections: 'STATUS' and 'ACTION/S'. Under 'STATUS', there is a yellow icon and the text 'PENDING'. Under 'ACTION/S', there is a pencil icon and the text 'Continue to edit'. Below these sections, there is a horizontal menu with eight tabs: 'Default', 'General Questions', 'Education', 'Languages', 'Work Experience', 'IT Skills', 'Motivation', and 'Additional Information'. The 'Default' tab is currently selected and highlighted with a blue underline.

It is possible to start filling some of the sections, save the application and return to it later. Remember, however, that applications must be completed and submitted before the application deadline.

The first section is the **Default** section: it contains a summary of the information from your profile. If you need to make any changes, you can return to your profile page by clicking on the **back to my profile** button at the bottom of the page.



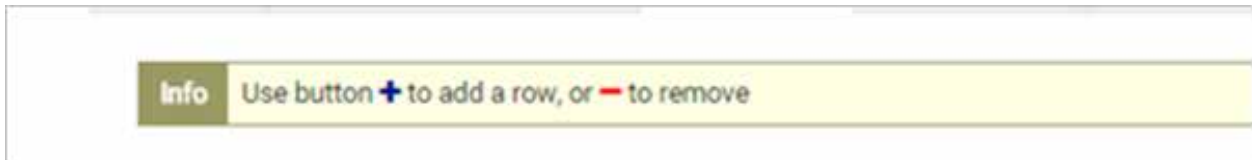
The screenshot shows three buttons at the bottom of the page. From left to right: a green button with a white arrow icon and the text 'Save and Continue'; a blue button with a white 'X' icon and the text 'Quit'; and an orange button with the text 'Back to my profile'.

In the **General Questions** section, you will be asked to answer some questions which are relevant to the position. Depending on the position, you may be prompted to answer yes/no, true/false or multiple choice questions. The *Save and Continue* button will only appear when your answers fulfil the mandatory requirements of the position.

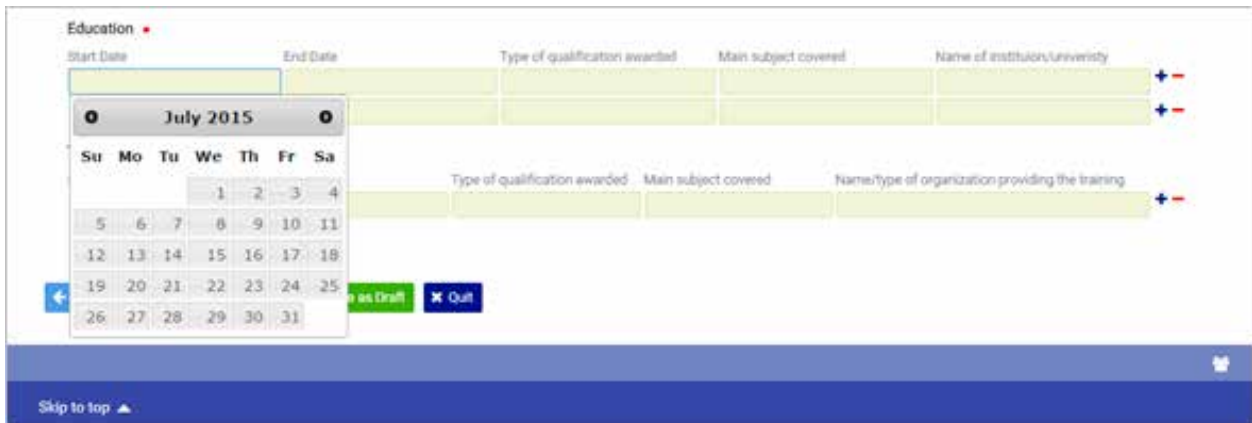
In the **Education, Languages, Work Experience** and **IT Skills** sections, all fields marked with a red bullet point are mandatory fields that need to be completed.

In each section, you will be able to:

- add **additional fields** by using the + or – buttons;



- enter **data** manually by typing into the relevant field or use the drop down menus.



In the **work experience** section you should list every position held, starting from your present or most recent post. Use the + button to add as many fields as you need.

The **motivation letter** section allows you to describe how your experience, qualifications and competencies match the position for which you are applying. A motivation letter should be brief, three to four paragraphs, and should be as targeted as possible to the position for which you are applying. You can type your letter in the dedicated field, copy from an existing document and paste it in the dedicated field or upload it as an attachment.

Attachment accepted: pdf.,doc.,docx.,wri.,odt.,txt.

**Remember!** Résumés or cv are not accepted.

In the **additional information** section you will be able to add some additional information about yourself, such as list publications, name references etc.

After completing each section, choose from the following actions:





- **Previous:** saves the information entered so far and goes back to the previous section;
- **Save and Continue:** saves the information entered and goes to the next section;
- **Save as Draft:** saves the information entered and exits the application form;
- **Quit:** exits without saving the data entered.

**Remember!** Whilst working on your application, save regularly to avoid losing the information already entered.

The status of your application is shown on the top left hand corner:



STATUS	TITLE	ACTION/S
PENDING	Translator/Reviser Chinese Language	<a href="#">Continue to edit</a> <a href="#">View</a>

- A '**pending**' status appears when the application form is not yet completed.
- A '**completed**' status appears when all 8 sections have been completed and the mandatory data has been entered. **Important: you may still edit and review your application at this stage.** Remember that applications must be completed and submitted before the application deadline.
- A '**submitted**' status appears once the application has been submitted. It will no longer be possible to edit your application but you will be able to view it and/or print it. You will also receive an email that acknowledges receipt of your application.

Dear :  
Thank you for your interest in the International Training Centre of the ILO.  
This e-mail acknowledges we have received your candidature for the position of Internship

All applications will be reviewed by a Selection Panel.  
Please note: only successful candidates will be contacted.

Additional information on the screening of applications and the recruitment process is available in [The Recruitment Process](#) document.

**[WWW.itcilo.org](http://WWW.itcilo.org)**

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