E-recruitment

The Application Process

The Application Process

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.

Log in

E-mail or Login Name

Password

Log in
Register

Forgot your password?

REGISTRATION FOR FIRST-TIME USERS

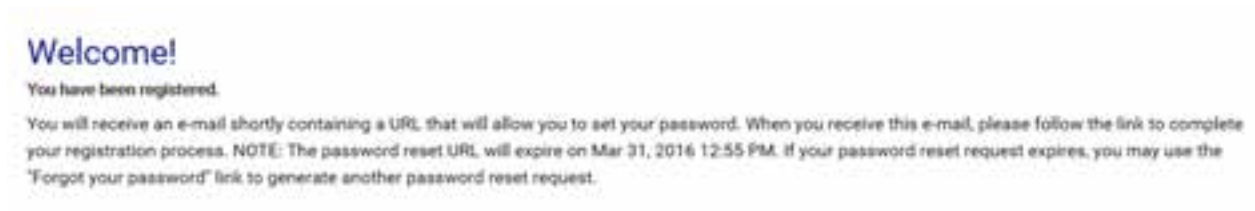After clicking the green **register** button, you will be directed to the Registration form.

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.

Registration form

First name •
Fill in your given name.

Last name •
Fill in your name/family name.

Gender •
Gender?

(nothing selected)

E-mail •
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.

Birthdate •
Your date of birth, in the format dd/mm/yyyy

Main Nationality •
Select your main nationality

(nothing selected)

Second Nationality
Select your second nationality, if have one

(nothing selected)

Country •
Select the country you live in.

(nothing selected)

City •
Fill in the city you live in.

Telephone number •
Leave your phone number so we can reach you

Civil Status
Select your civil status

(nothing selected)

Address •
Please insert you address

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

Verification •
Type the code from the picture shown below

cotton

Register

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

Welcome!

You have been registered.

You will receive an e-mail shortly containing a URL that will allow you to set your password. When you receive this e-mail, please follow the link to complete your registration process. NOTE: The password reset URL will expire on Mar 31, 2016 12:55 PM. If your password reset request expires, you may use the 'Forgot your password' link to generate another password reset request.

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

From: servicedesk@itcilo.org
To: xyz@gmail.com

Subject: User Account Information for E-application

Welcome,

Your user account has been created.
Your username is xyz@gmail.com
Please activate it by visiting

http://lnx-ploneextr-1.itcilo.org:8080/eapplication/passwordreset/3b38ff69e58dd53d1858ff49b42b79df?use-rid=xyz@gmail.com

Please activate your account before Feb 02, 2016 02:51 PM

With kind regards,
servicedesk

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:

Password set

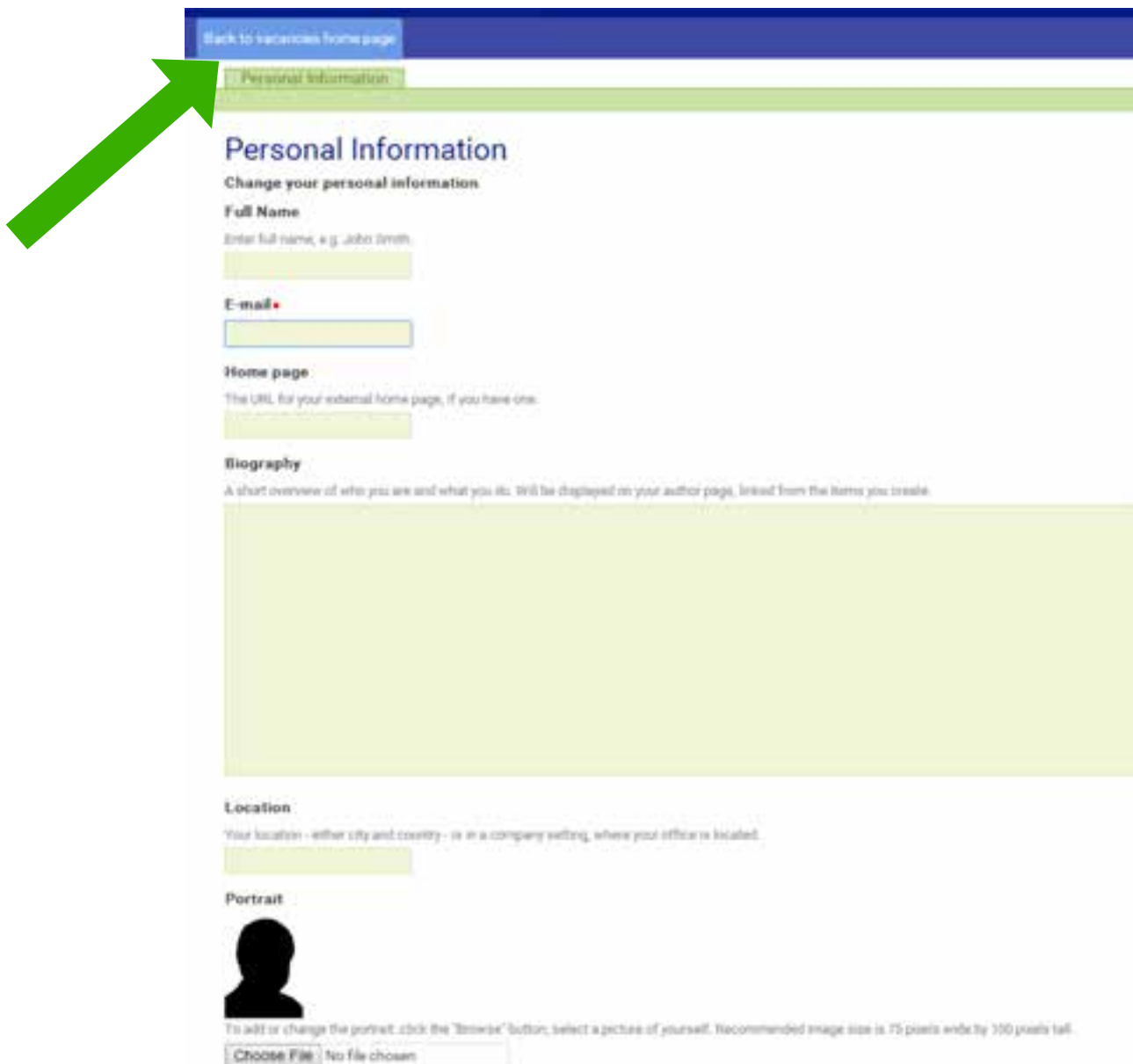Your password has been set successfully. You may now log in with your new password.
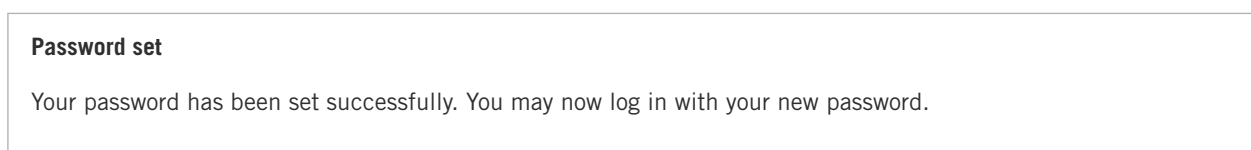
COMPLETING YOUR PROFILE

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.*

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

COMPLETING THE APPLICATION FORM

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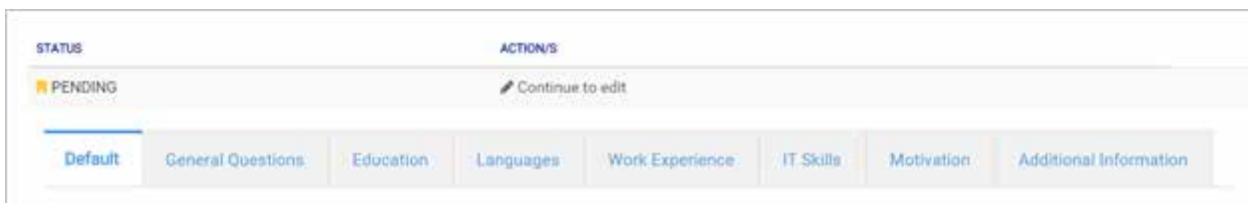Under the Actions column, click on **Apply.**

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 E-Application form consists of 8 different sections.

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.

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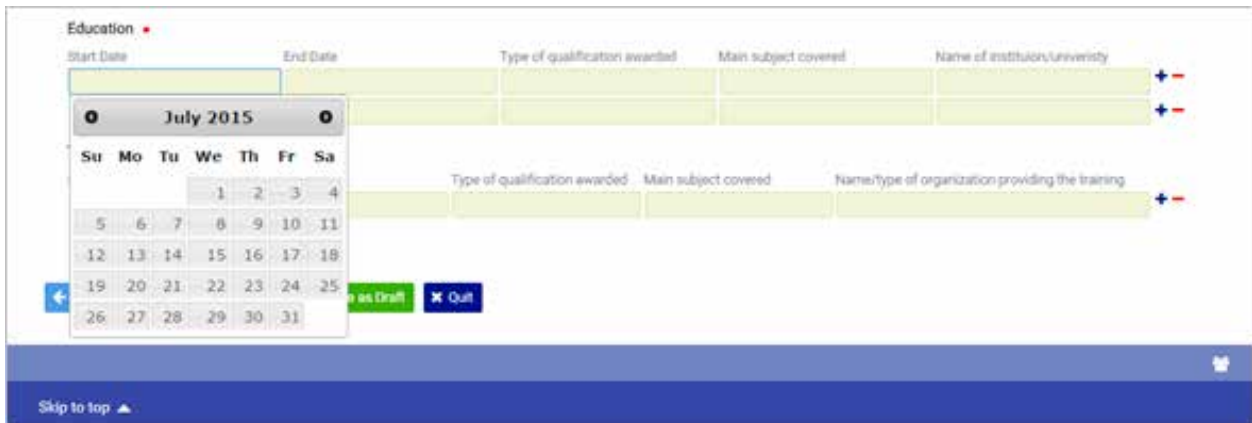
In the **Education**, **Languages**, **Work Experience** and **IT Skills** sections, all fields marked with a red bullet point are mandatory fields that need to be completed.

In each section, you will be able to:

■ add **additional fields** by using the + or – buttons;
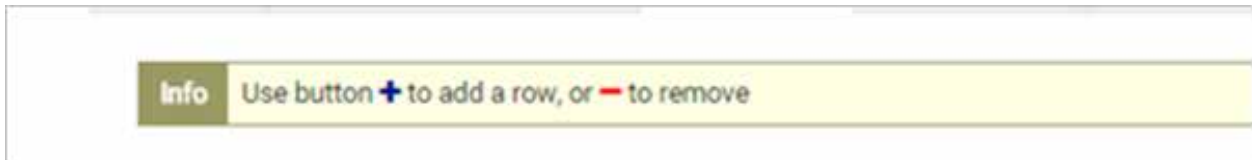
■ enter **data** manually by typing into the relevant field or use the drop down menus.

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:

Home

My Application/s

STATUS	TITLE	ACTION/S
PENDING	Translator/Reviser Chinese Language	✏ Continue to edit 👁 View

- 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