



*Empowered lives.  
Resilient nations.*

# Instructions for Applicants

## How to Apply to UNDP's eRecruit System

22 July 2015

# INSTRUCTIONS FOR APPLICANTS

How to Apply to UNDP's eRecruit System

## Overview

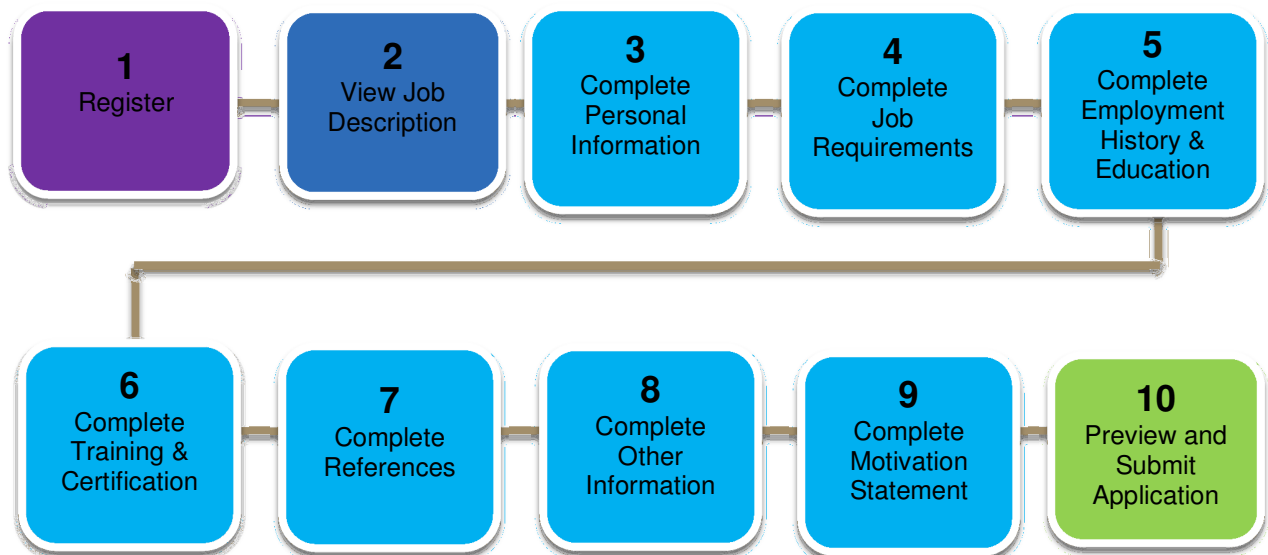
UNDP's eRecruit system allows applicants to create and manage a personal profile and apply to UNDP job postings through the Careers homepage. Applicants are able to:

- 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





# INSTRUCTIONS FOR APPLICANTS

How to Apply to UNDP's eRecruit System

## 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.

United Nations Development Programme

UNDP  
Empowering lives  
Creating solutions

Career Opportunities

FAQ | How to Apply | Contacts

### Register

Enter your new user name and password.

**Enter Registration Information**

\*User Name:

\*Password:

\*Confirm Password:

UNDP encourages the use of strong passwords. A combination of numbers and letters and a minimum length of 8 characters is preferable. UNDP is not responsible for unauthorized access to your data, so please choose a user ID and a password that can not easily be guessed by anyone.

Note: If you have previously applied for a UNFPA job, you can NOT use the same profile in UNDP's eRecruit system. Using your UNFPA eRecruit profile with UNDP causes unexpected errors and likely an incomplete application. Applicants that previously applied for UNFPA must create a new profile in UNDP eRecruit.

When using different and newer versions of browsers, application pages or system messages may not always respond or display as expected due to Web browser incompatibility. To address this issue, we highly recommend applicants to use Google Chrome, Safari, Mozilla Firefox or MS Internet Explorer (IE) 9 and 10.

If you continue to have problems, please do not hesitate to [contact](#) our helpdesk.

## 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.*

## 2 View Job Description

# INSTRUCTIONS FOR APPLICANTS

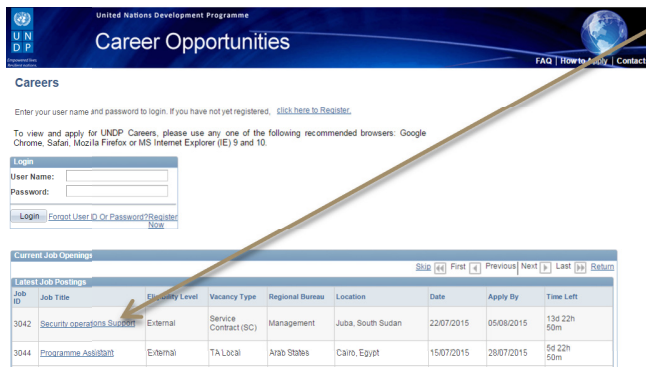
How to Apply to UNDP's eRecruit System

## 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.*

# 3 Complete Personal Information

## INSTRUCTIONS FOR APPLICANTS

How to Apply to UNDP'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 **Save** button.

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

The screenshot shows the 'Personal Information' section of the UNDP Career Opportunities application form. At the top, it says 'United Nations Development Programme' and 'Career Opportunities'. Below that, it indicates '\* = Required Information'. The form includes sections for 'Personal Information', 'Login Information', and 'Employee Information'. The 'Personal Information' section has a text area for profile information. The 'Login Information' section includes fields for 'User Name' (filled with 'hello1234'), 'Password' (with a 'Change Password' link), and 'Preferred Method of Contact' (a dropdown menu set to 'Not Specified'). The 'Employee Information' section includes a text area for 'Index Number' with a note explaining it is for former or current UN staff members.

### Quick Tips

- Fields marked with asterisk (\*) are mandatory.
- To add an additional record for a section, use the  button.

## 4 Complete Job Requirements

# 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.

United Nations Development Programme  
Career Opportunities

You are applying for **Programme Assistant** Step 1 of 8

**Job Requirements** | Employment History & Education | Training & Certifications | References | Other Information | Motivation Statement

Minimum years of relevant work experience, language(s) and academic degree required for each position can be found in the vacancy announcement. Please respond to all questions, indicate the language(s) spoken (start with your mother/native language), years of relevant work experience and highest academic degree obtained.

**Education History & Experience**

\*Highest Education Level: L-Post-Doctorate \*Total Years Of Experience: 25

To add Language Skills, select the Add Language Skills hyperlink below. To change information for Language Skills, select the hyperlink under the Language Skills field. Select the delete icon to remove Language Skills information.

Language Skills	Evaluation Date	Delete
English	22/07/2015	

\*Do you currently work or have you previously worked for the UN?  Yes  No

## Quick Tips

- Fields marked with asterisk (\*) are mandatory.
- To add an additional record for a section, use the button.

**5**  
Complete  
Employment  
History &  
Education

# INSTRUCTIONS FOR APPLICANTS

How to Apply to UNDP's eRecruit System

## 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.

The screenshot shows the UNDP Career Opportunities application interface. At the top, it says 'United Nations Development Programme' and 'Career Opportunities'. The user is applying for a 'Programme Assistant' position, which is Step 2 of 8. A navigation bar includes tabs for 'Job Requirements', 'Employment History & Education' (highlighted with a red circle), 'Training Certifications', 'References', 'Other Information', and 'Motivation Statement'. Below the tabs, there are sections for 'Work Experience' and 'Degrees', each with an 'Add' button. At the bottom, there are buttons for 'Exit', 'Save for Later', 'Submit', 'Previous', and 'Next'.

## Quick Tips

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

**6**  
Complete  
Training &  
Certification

# 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.

The screenshot shows the UNDP Career Opportunities application interface. At the top, it says 'United Nations Development Programme' and 'Career Opportunities'. The user is applying for 'Programme Assistant' and is on 'Step 3 of 8'. A navigation bar contains tabs for 'Job Requirements', 'Employment History & Education', 'Training & Certifications' (highlighted with a red circle), 'References', 'Other Information', and 'Motivation Statement'. Below the tabs, there are sections for 'Job Training', 'Licenses & Certifications', and 'List of publications'. Each section has a 'Add' button and a description of what information to provide. The 'UNDP Certification Program' section has radio buttons for 'Yes' and 'No'.



# 7 Complete References

## 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.

The screenshot shows the UNDP Career Opportunities application interface. At the top, it says 'United Nations Development Programme' and 'Career Opportunities'. The user is applying for a 'Programme Assistant' position. A navigation bar contains tabs for 'Job Requirements', 'Employment History & Education', 'Training & Certifications', 'References', 'Other Information', and 'Motivation Statement'. The 'References' tab is highlighted with a red circle. Below the tabs, there is a text box with instructions: 'Please provide a minimum of three professional references (not relatives) for your professional skills and your ability to take on this role. Please note that the contacts that you provide may only be contacted if you are invited for an interview assessment and not before. You are encouraged to contact your references in advance to make sure they are aware that we may contact them. Please make sure that the e-mail addresses of your references are accurate and up-to-date. Failure to provide accurate references may cause delays in the selection process and/or risk your candidature not being further considered.' Below this is a section titled 'References' with the message 'You have not added any references to your application.' and an 'Add Reference' button. At the bottom, there are buttons for 'Exit', 'Save for Later', 'Submit', 'Previous', and 'Next'.

**8**  
Complete  
Other  
Information

# INSTRUCTIONS FOR APPLICANTS

How to Apply to UNDP's eRecruit System

## 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.

United Nations Development Programme  
Career Opportunities  
FAQ | How to Apply | Contacts

You are applying for Programme Assistant Step 5 of 8

Job Requirements | Employment History & Education | Training & Certifications | References | **Other Information** | Motivation Statement

Please respond to the additional information questions below. For questions concerning family members, please provide details about dependents as well as information regarding relatives and/or family members (father, mother, son, daughter, brother or sister) currently working in the UN Common system.

\*Have you any dependents?  Yes  No

\*Are any of your family members (spouse/partner, father, mother, brother/sister, son/daughter) employed in the UN common system, including UNDP?  Yes  No

\*Do you have any other extended family member (for example cousin, mother-in-law, father-in-law, grandparents etc) in the UN Common System, including UNDP?  Yes  No

\*Are you now, or have you ever been, a civil servant employee in your government?  Yes  No

**9**  
Complete  
Motivation  
Statement

# INSTRUCTIONS FOR APPLICANTS

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.

The screenshot shows the UNDP Career Opportunities application interface. At the top, it says 'United Nations Development Programme' and 'Career Opportunities'. The user is applying for a 'Programme Assistant' position, and it is 'Step 6 of 8'. A horizontal menu contains several tabs: 'Job Requirements', 'Employment History & Education', 'Training & Certifications', 'References', 'Other Information', and 'Motivation Statement'. The 'Motivation Statement' tab is highlighted with a red circle. Below the tabs, there is a text area for the motivation statement with a character count of 1325. Below that is an 'Additional Information' section with a text area. At the bottom, there are buttons for 'Exit', 'Save for Later', 'Submit', 'Previous', and 'Next'.

**10**  
Preview and  
Submit  
Application

# 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.**

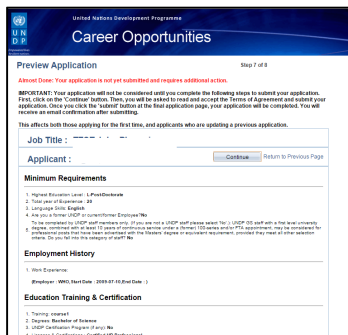
## Instructions

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.