

## Create an Account

**Q: What is ILO Jobs?**

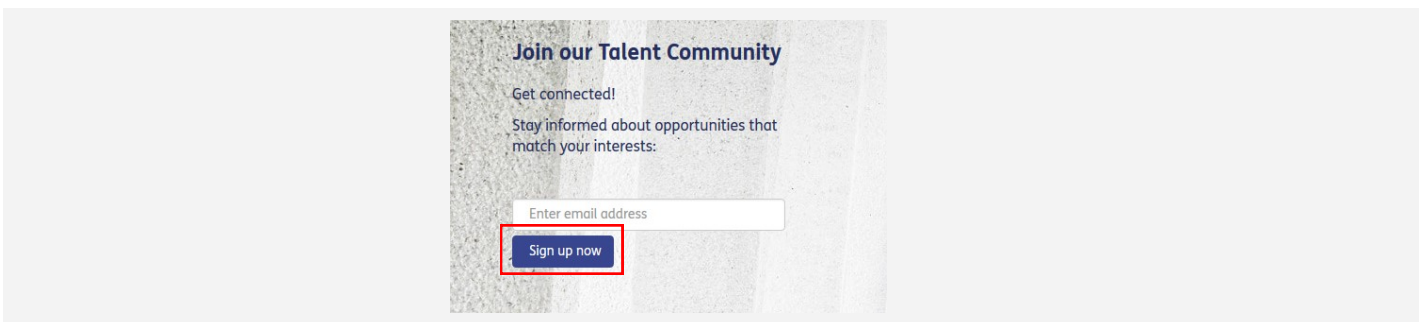
A: ILO Jobs is the recruitment platform for the ILO. You will find our current vacancies at: <https://jobs.ilo.org>

**Q: I am currently an ILO staff member, can I create an account on this site?**

A: No, ILO staff members must use the internal ILO recruitment platform (ILO People). However if you are an ILO staff member on secondment outside the ILO, you should use this site and enter your ILO personnel number in the field provided on the application.

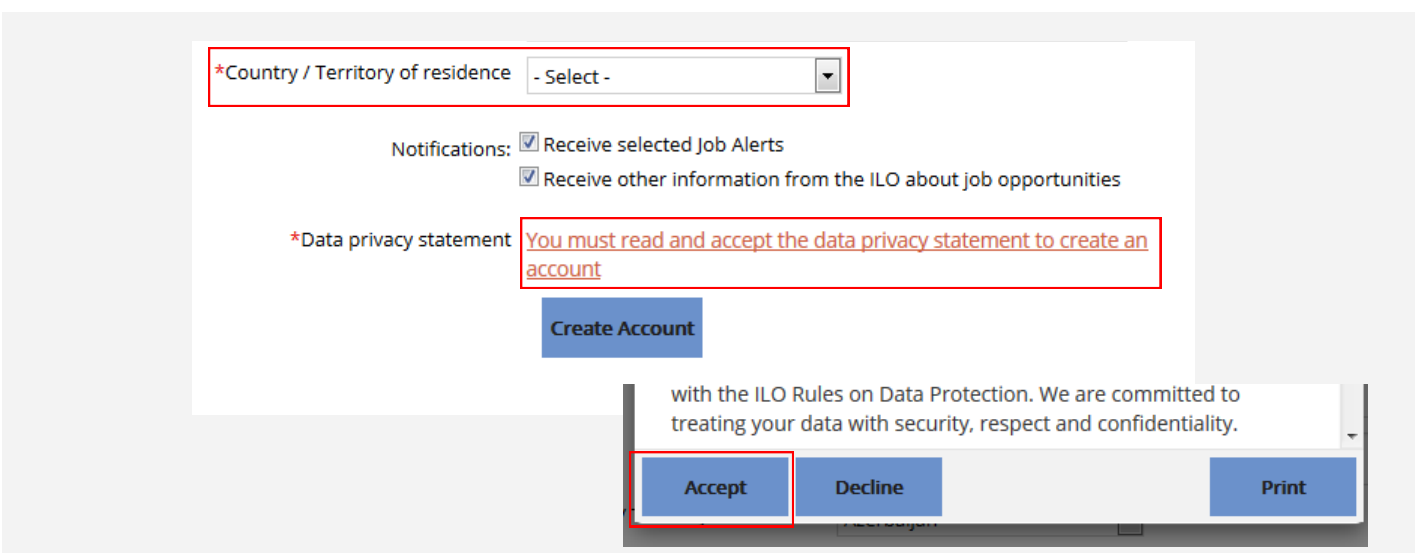
**Q: How do I create an account?**

A: Click on the **Sign Up Now** button to create an account.



**Q: Do I have to accept the Data Privacy Statement to create an account?**

A: Yes, you must first select your **Country/Territory of residence**, then click on the **statement** to read it and click the **Accept** button. If you do not do this, you cannot create an account.





## Candidate Profile

**Q: Do I have to create a full profile to sign up for ILO Job Alerts?**

A: No, you can just enter some basic information about yourself to be able to receive Job Alerts. To apply for a vacant position you will have to complete the full candidate profile.

**Q: Can I just upload a CV instead of creating a profile?**

A: The ILO does not accept CVs attached to an application. You must complete the online profile if you wish to apply to a vacant position.

**Q: Do I have to complete the candidate profile in one session?**

A: Yes and No. All mandatory fields and sections of the candidate profile must be completed in one session (these are marked with a red star). Allow at least 30 minutes to do this. It may then take you longer to add more, optional details to complete your profile.

**Q: In the two Experience sections (non-ILO and ILO) what should I put in the fields ‘Key Duties’ and ‘Key Achievements’?**

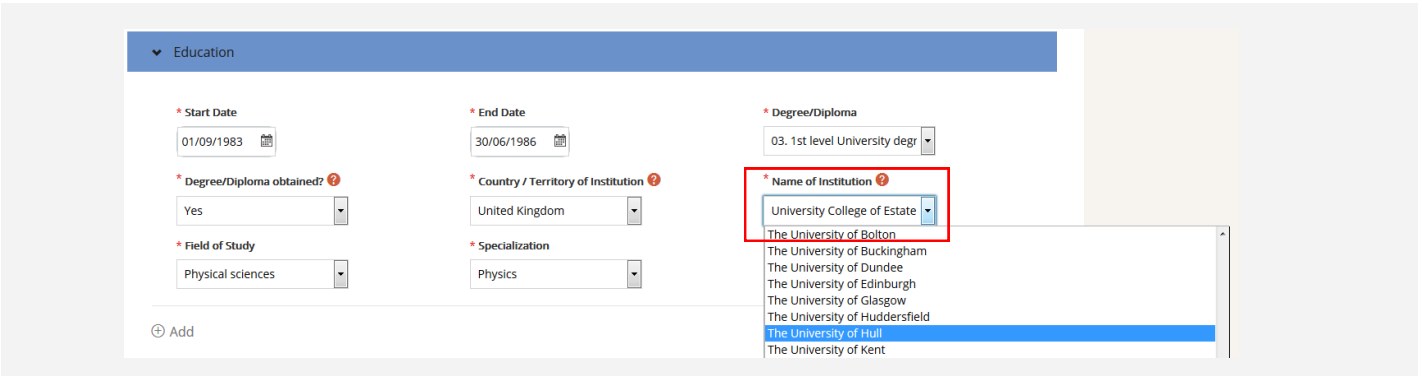
A: For each different past job experience, you must enter your Key Duties and Key Achievements. These can be a maximum of 2000 characters (approx. 300 words) and 1000 characters (approx. 150 words) respectively. You are advised to write these texts in a Word Processor and to paste them into the fields in plain text format.

**Q: In the Key Areas of Expertise section, how do I determine what level I am in each area?**

A: The Levels of Expertise are outlined [here](#).

**Q: In the Education section, how do I find my university in the list?**

A: You must select your educational institution from the dropdown list. The easiest way to find it is to start **typing the name, and all institutions that start with these letters will be shown**. Please note that some institutions start with ‘The’ and others may have the word University at the beginning or the end of the name.



**Q: I didn’t go to any of the listed institutions, what should I do?**

A: If you would like to enter a secondary school or a technical diploma, please select “\*Other” in the Name of Institution field for the country selected, and then enter the other details as requested.



**Q: Will my university degree be accepted by the ILO?**

A: Only degrees from accredited institutions in the World Higher Education Database (WHED) (<https://www.whed.net/home.php>) or the UNESCO World List of Universities and other Institutions of Higher Education (<http://www.unesco.org/education/educprog/wche/pwlist.htm>) will be considered.

**Q: What constitutes an advanced degree?**

A: The term “advanced degree” means a Masters or Doctoral degree awarded by an accredited institution (see **Will my university degree be accepted by the ILO?**); other forms of post-graduate study such as a post-graduate diploma or certificate are not considered by the ILO to be advanced degrees.

## Applying for a vacancy

**Q: Should I attach a cover letter to each application?**

A: We recommend that you attach a cover letter for each application. The system will automatically save and send the last cover letter you created, so **please remember to update your cover letter each time you apply** (or at least to remove your last cover letter when making a new application).

**Q: Where can I read the vacancy notices of the jobs I have applied for in ILO Jobs ?**

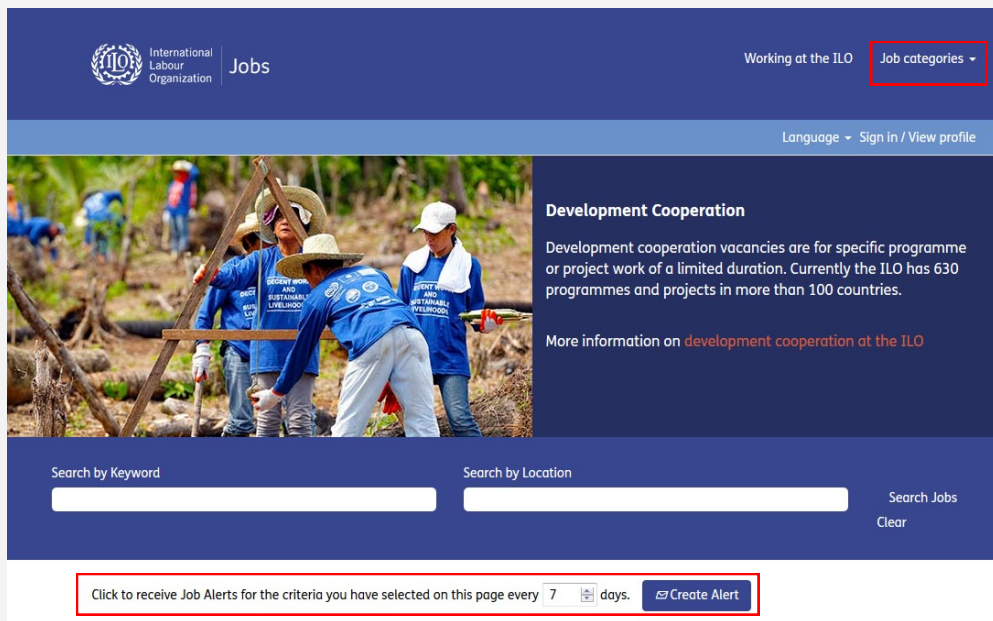
A: Once the vacancy is no longer open to applications (after the deadline), you will not be able to access it in ILO Jobs. As such we strongly recommend that you download or print a copy of the vacancy announcement for your records using the print function of your internet browser.



## Job Alerts

**Q: How do I setup a Job Alert?**

**A:** Once you are logged in to ILO Jobs, the easiest way to create a Job Alert is to go to one of the **Job category** pages and to create an alert for that Job category, by clicking on the **Create Alert** button. You can also choose how often to receive Job Alerts.



**Q: How do I delete a Job Alert?**

**A:** Once logged in to ILO Jobs, from the Candidate Profile page click on **Options**, then **Job Alerts**. You will be able to manage and delete your Job Alerts.

