



General questions

Q: What is ILO Jobs?

A: ILO Jobs is the recruitment platform for the ILO. ILO Jobs is used by offices worldwide; you will find all posted vacancies on this site.

Q: How do I access ILO Jobs?

A: All ILO staff members must use the ILO Jobs module in [ILO People](#). Interns, consultants, and staff on daily contracts must use the [external jobs](#) site.

Q: Can I import the information in my profile from the previous 'eRecruit' platform?

A: No, you will need to create a new profile, your Candidate Profile, in ILO People, based on your Employee Profile (EP).

Q: How is my Employee Profile (EP) linked to my Candidate Profile?

A: The EP and Candidate Profile are synchronised. A change made to one profile will be immediately be reflected in the other.

Q: What is the difference between the EP and the Candidate Profile?

A: All staff members have access to maintain their EP in ILO People. (The full EP is only visible to your upward hierarchy and a small number of HR staff; and a limited amount of information, such as name, org unit, email address is shared with all staff). The Candidate Profile contains most of the information in the EP plus some additional information that is not in the EP, and that you will need to add before you can apply for a vacancy.

Note: Only those involved in the recruitment for the position to which you have applied will have access to your Candidate Profile. Your reporting hierarchy does not have access to it and will not know if and when you have applied for any vacant position.

Q: Should I update my Candidate Profile or my EP?

A: You can decide which to update, as once one is updated, the other will update automatically. However, for the extra information that is only in the Candidate Profile, you will have to update this in the Candidate Profile before you can apply for a vacancy. This includes:

- Up to 3 current Nationalities
- Your current address
- 2-3 References



Candidate Profile

Q: Do I have to use my work phone number and work email address as my contact details for recruitment?

A: No, you can enter a personal phone number and email address if you prefer.

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

A: The ILO does not accept uploaded CVs. You must complete the Candidate 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’?

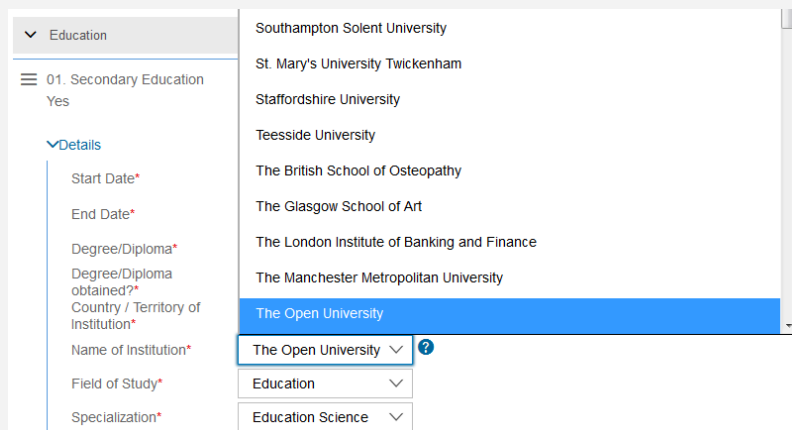
A: For each different past job experience, you must enter your Key Duties and Key Achievements. These can be a maximum of 2000 characters (approx. 300 words) and 1000 characters (approx. 150 words) respectively. You are advised to write these texts in a Word Processor and to paste them into the fields 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 pick list for the country selected, and then complete the other fields as requested.



Candidate Profile continued

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.



Job Alerts

Q: What is a Job Alert?

A: You can set up automatic email notifications to be sent to you when a new vacancy is posted that matches your specified criteria. You can set up and manage **Job Alerts** from the ILO Jobs tile on the home page



Applying for a vacancy

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

A: We recommend that you attach a cover letter to 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).