

## HOW TO REGISTER/EDIT USING UNICEF's E-RECRUITMENT SYSTEM

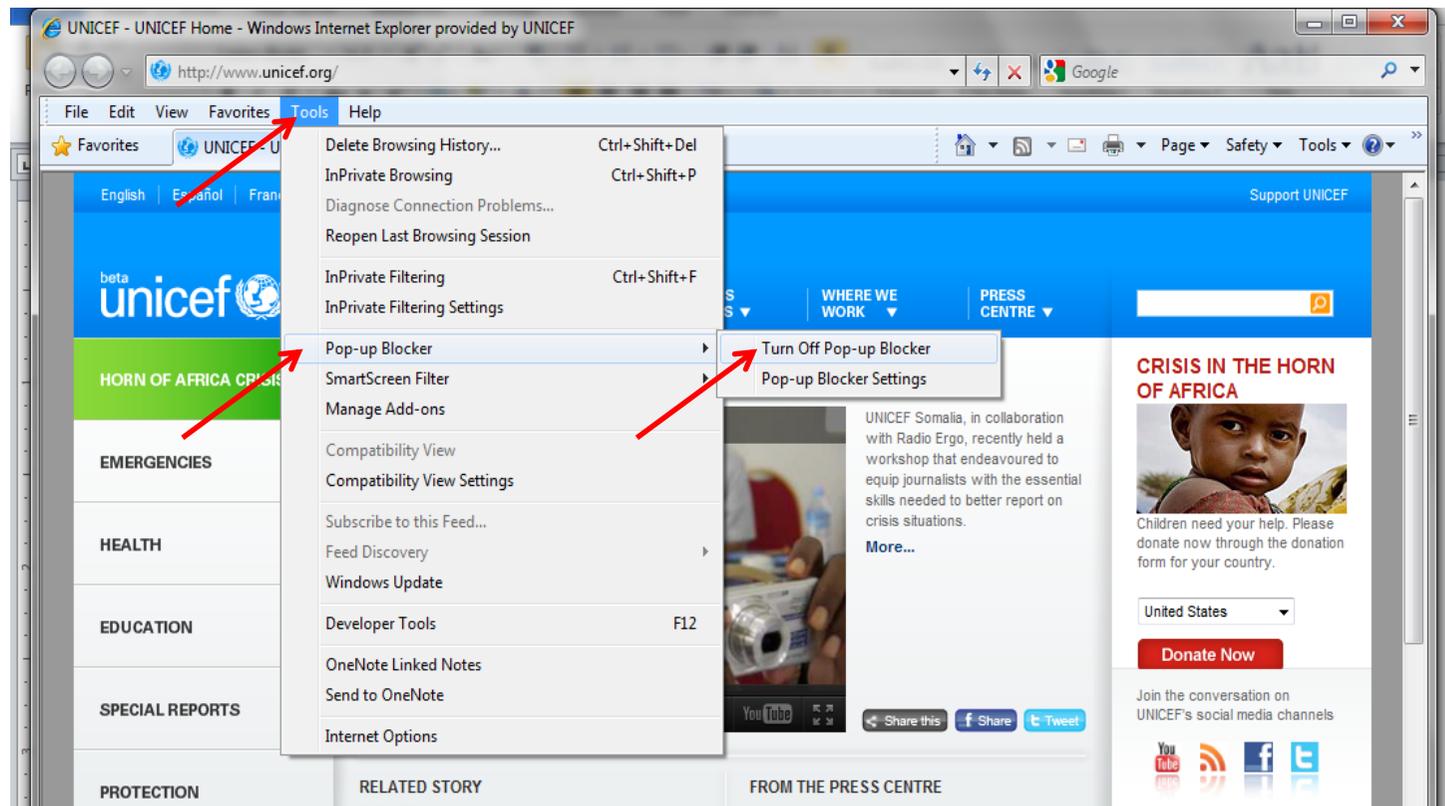
*Before you start please ensure you take these two steps now to ensure no issues later.*

\*\* Verify that you are using **Microsoft Internet Explorer** as accessibility issues have been reported with some other browsers.

Candidates should not use Handheld devices (smart-phones and tablets) to access eRecruitment.



\*\* Please disable the **pop-up blocker** on your browser because it prevents windows such as the Application Wizard from opening. Instructions on how to turn off the pop-up blocker in Internet Explorer:

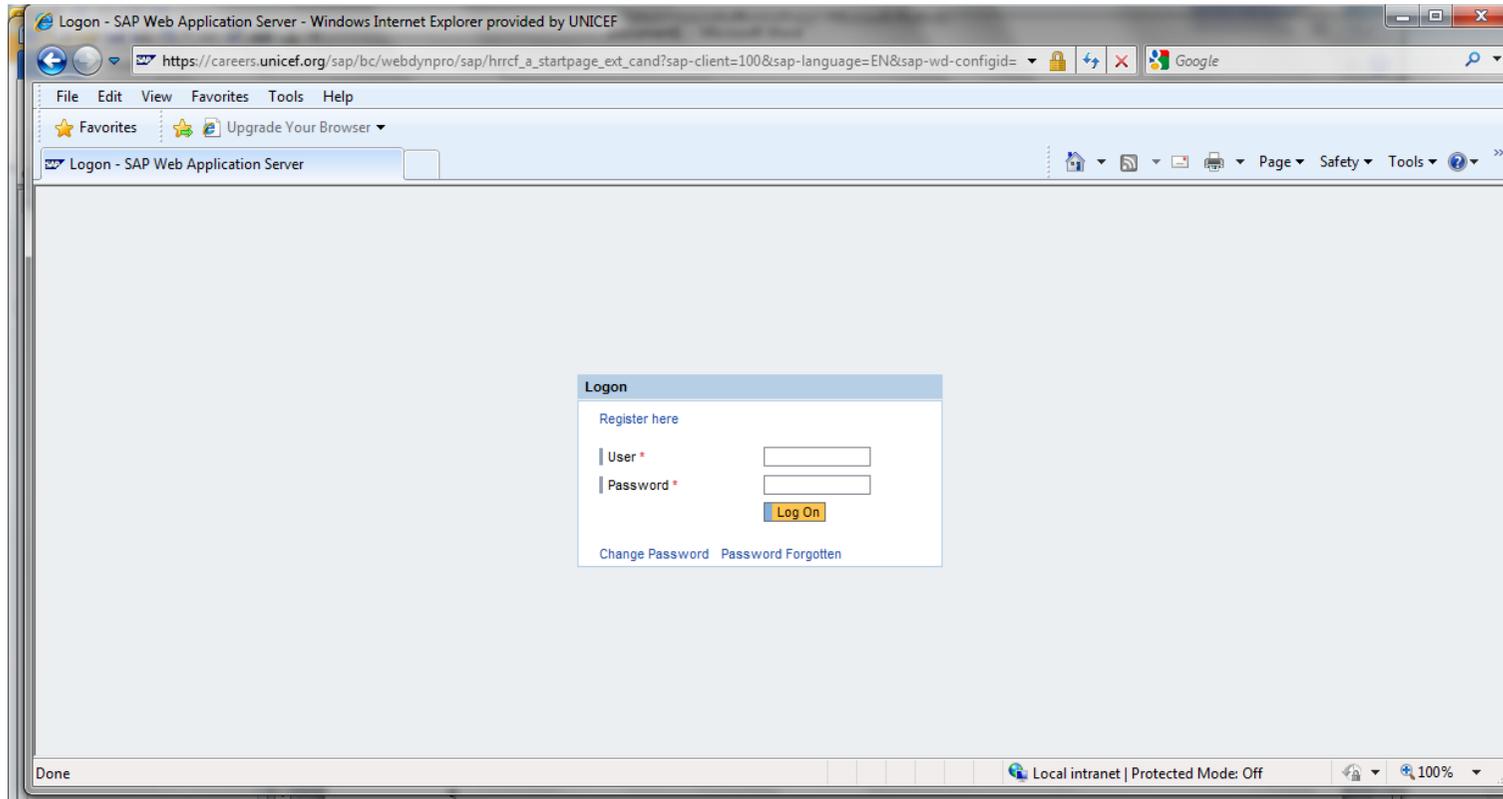


## To Create or Edit your Personal Profile in eRecruitment:

- 1) Go to <http://www.unicef.org/about/employ/index.php>
- 2) On the Job Seekers screen, click on either Register or Logon to e-Recruitment (for external candidates)

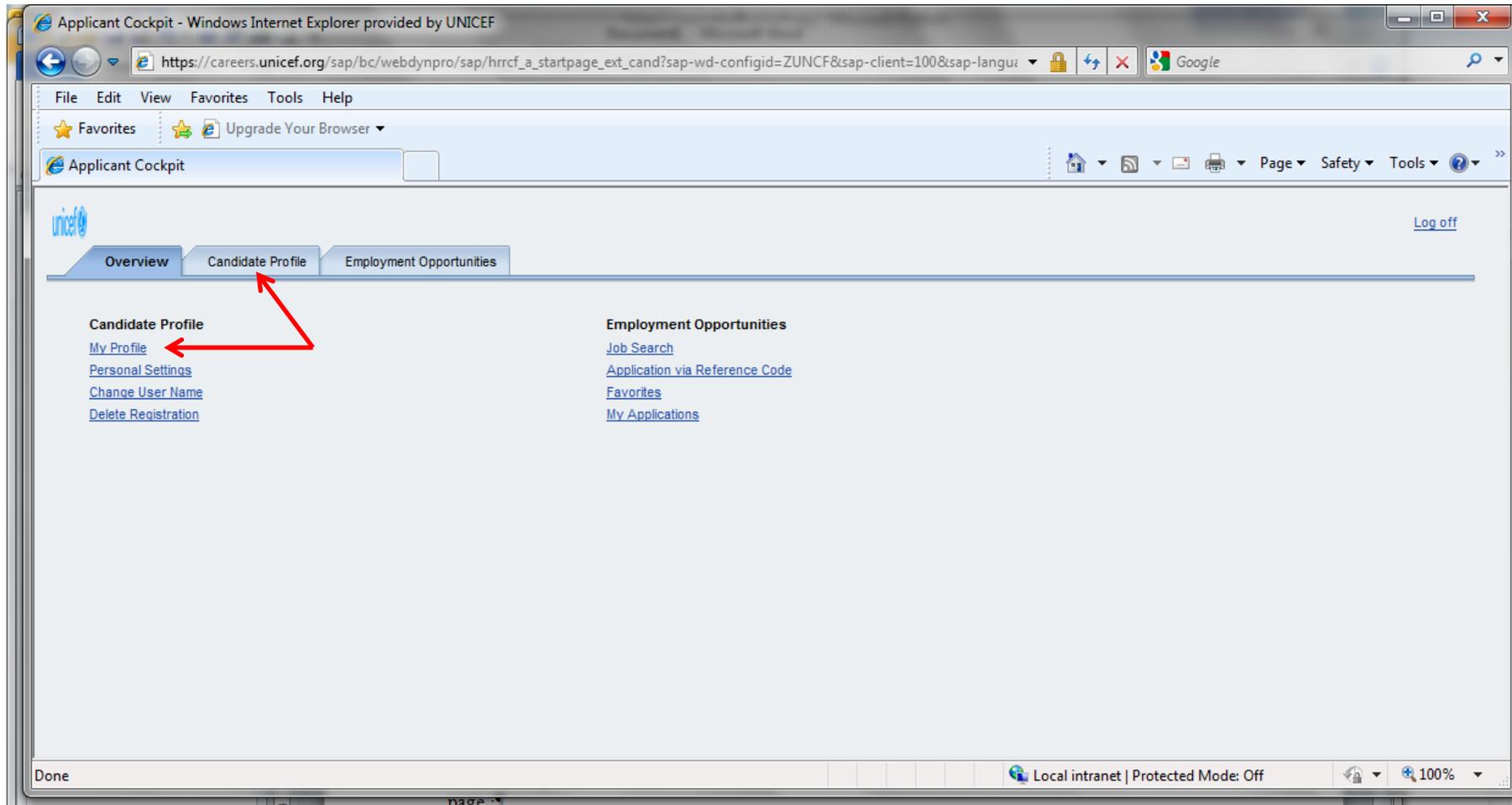
The screenshot shows the UNICEF Employment website in Internet Explorer. The browser window title is "UNICEF - Employment at UNICEF - Windows Internet Explorer provided by UNICEF". The address bar shows the URL "http://www.unicef.org/about/employ/index.php". The page has a blue header with the UNICEF logo and navigation menu. The main content area includes a "UNICEF Job Search" section with links for "Register to the e-Recruitment system" and "Logon to e-Recruitment (for external candidates)". A red arrow points to the "Logon to e-Recruitment" link. Other sections include "Welcome to the UNICEF Employment Website!", "Need Help?", "Junior Professional Officer", and "New and Emerging Talent Initiative".

- 3) If you are registering, you will be taken directly to data input screen. Should you encounter issues, please contact [erecruitment@unicef.org](mailto:erecruitment@unicef.org)
- 4) If you are editing your existing profile, enter your User ID and your password when prompted



NOTE: If you have forgotten your password, please click the "Password Forgotten" link, which will take you to another screen where you can enter your user ID and email address. You will receive an email from *donotreply@unicef.org* that will contain your temporary password. Please close all browser windows and wait for 30 minutes before reattempting to log back into the system, as it takes 30 minutes for the system to reset itself to accept your temporary password. Please note that you can copy and paste the temporary password, from the email that you receive, into the password field. You will then be prompted to create a new password. Your new password should be minimum eight characters in length, with letters, numbers and special characters (such as: !, \$, %, #, @, >, ? etc)

5) Click Log On and this will take you to the Overview screen of your External Candidate page.



6) Click either Candidate Profile or My Profile to edit existing data or to add new information to your existing profile.

7) Selecting **Personal Settings** from the Overview page will enable you to set preferences for number and date formats.

8) Once you're in your existing profile, and you see the section that you wish to edit or enter, click on the section, and then click on the box to the left of the line you wish to edit per the image below. This will highlight the row in orange, and also activate the **Edit** and **Delete** buttons.

Overview Candidate Profile Employment Opportunities

My Profile | Personal Settings

## My Profile

1 Education/Training 2 Work Experience 3 Competencies 4 Preferences 5 Attachments 6 Additional Data 7 Overview and Release

◀ Previous step Competencies ▶

**What is your work experience?**

List all work relationships to date individually.

Start Date	End Date	Employer	City	Country
		UNICEF		
		Test		

Add Edit Delete

Selecting **Add** will open a new section for detail input.

Data can be pasted into eRecruitment from your existing documents, but mouse-click use is restricted so after you select and copy the text from your document you will have to use the keyboard command **Ctrl+V** to paste it into your profile.

Please keep in mind that the more detail you provide the more effective our searches will be in finding you.

9) When you are ready to share your profile with the HR colleagues, please ensure that on the last page – Overview and Release – you have selected Release Profile, otherwise your profile will not be included in search results. After selecting Release, click “Complete” and you’re done!

Applicant Cockpit - Windows Internet Explorer provided by UNICEF

unicef

Overview Candidate Profile Employment Opportunities

My Profile | Personal Settings | Change User Name | Delete Registration

### My Profile

1 Personal Data 2 Education/Training 3 Work Experience 4 Competencies 5 Preferences 6 Additional Data 7 Overview and Release 8 Completed

Previous step Complete

Do you want to release your profile?

Release your profile so that recruiters will be able to view your profile and contact you about vacancies that may be of interest to you. Releasing your profile does not guarantee that you will be contacted about all applicable vacancies. Lock your profile if you do not wish to be considered for positions to which you have not applied. You can change this setting at any time.

Release Profile  Lock Profile

We endeavour to ensure that the data you submit to us remains confidential and is used only for the purposes stated in the data privacy statement. Confirm that you accept our data privacy statement. [Data Privacy Statement](#)

Yes, I have read the Data Privacy Statement and I accept it.

Previous step Complete

## UNICEF Employment

Candidate Data Overview

The candidate's profile is locked.

Personal Data Address

If you experience technical troubles anywhere throughout the process, please contact : [erecruitment@unicef.org](mailto:erecruitment@unicef.org)

or visit : [eRecruitment FAQ](http://www.unicef.org/about/employ/index_51923.html) < [http://www.unicef.org/about/employ/index\\_51923.html](http://www.unicef.org/about/employ/index_51923.html) >