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)
3) If you are registering, you will be taken directly to data input screen. Should you encounter issues, please contact 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.

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!

If you experience technical troubles anywhere throughout the process, please contact: erecruitment@unicef.org or visit: eRecruitment FAQ < http://www.unicef.org/about/employ/index_51923.html >