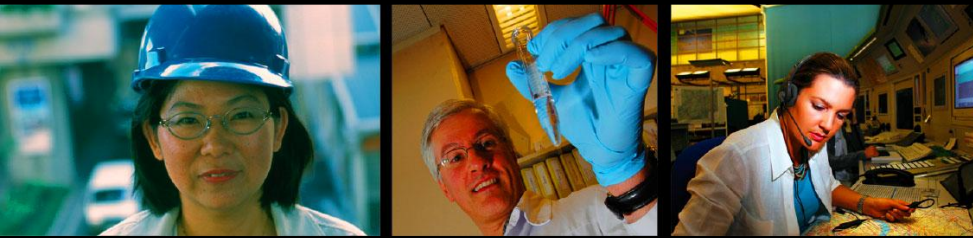


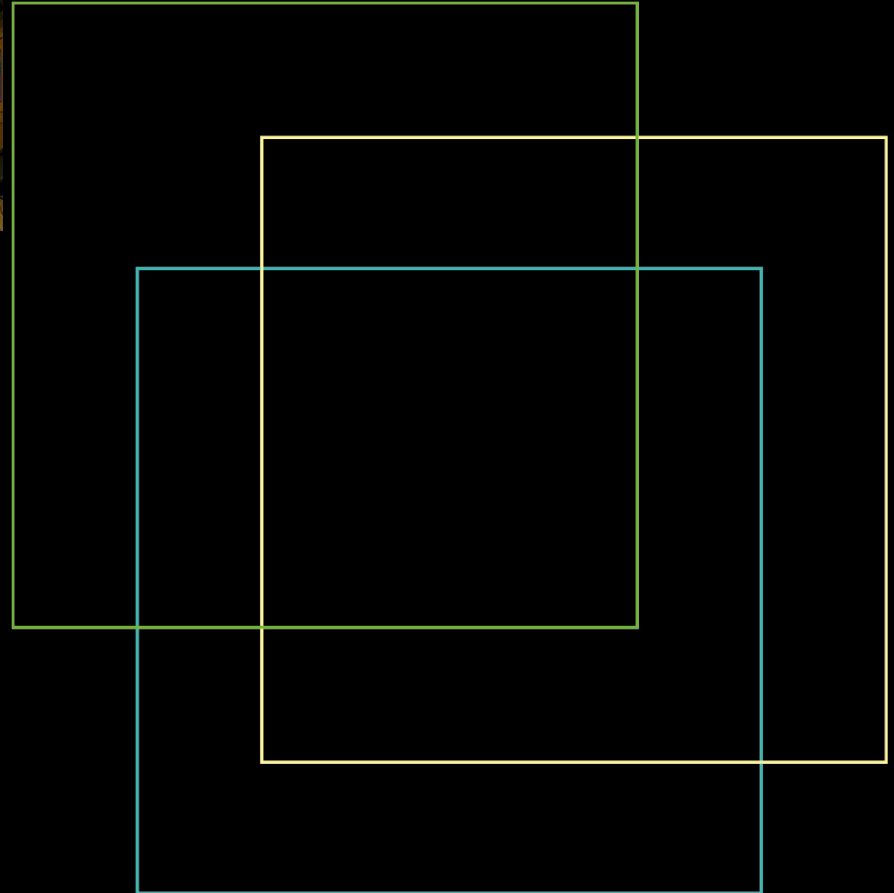


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Quick tips for job applications and interviews...



Marc Fillieux
Head, Resourcing Unit
ILO Geneva(May 2014)

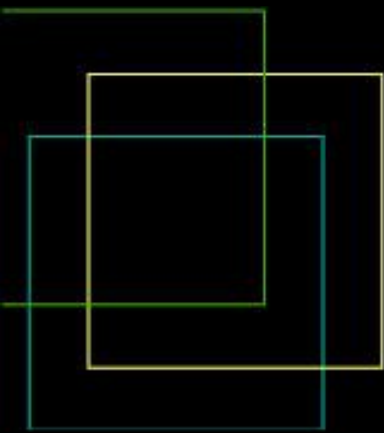




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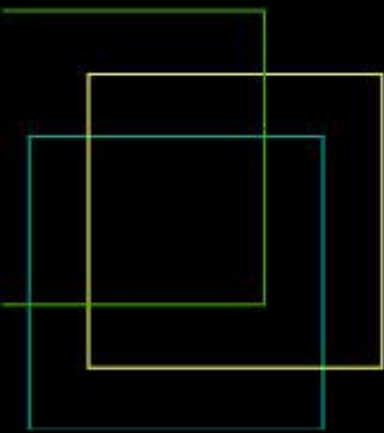
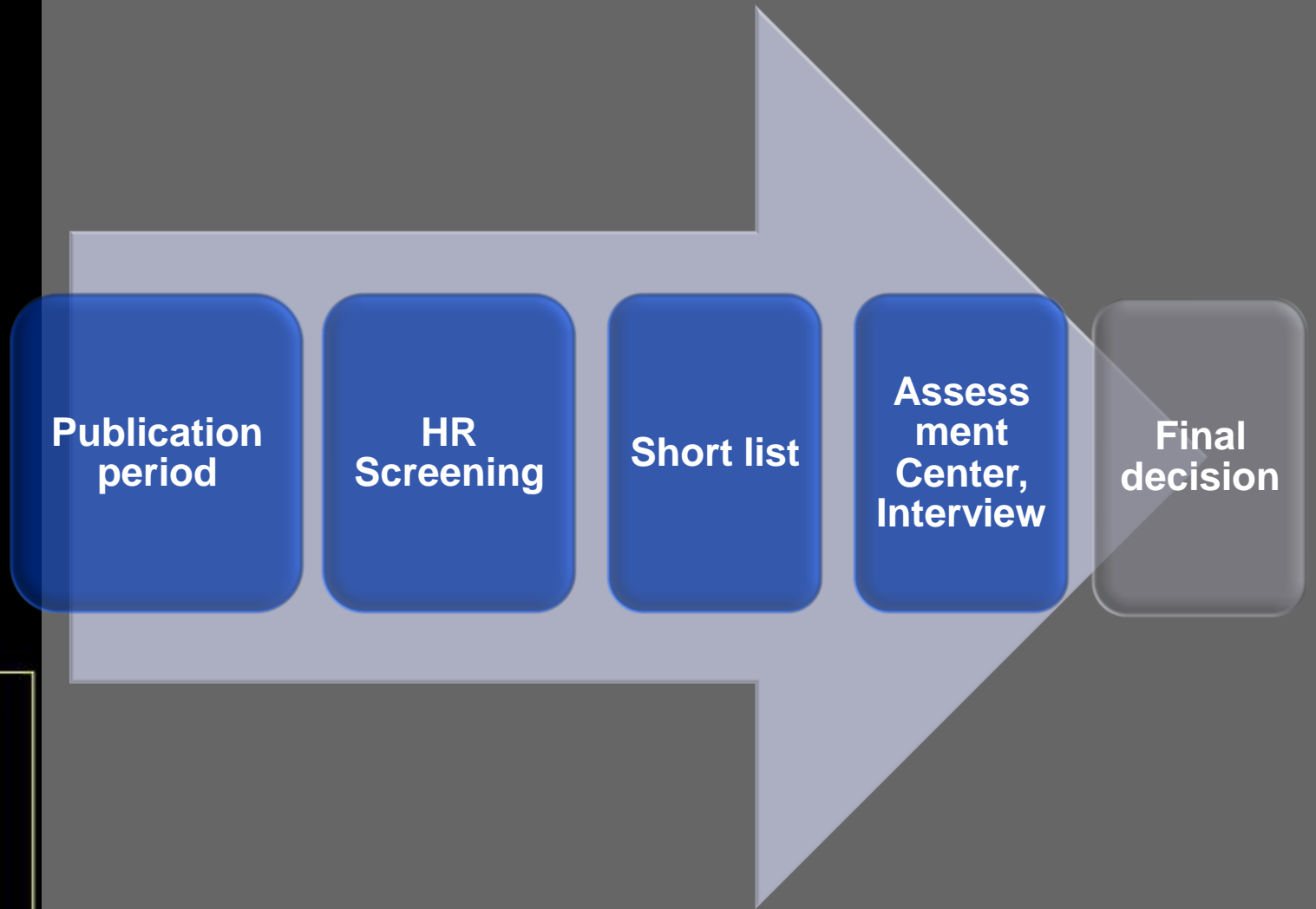
Agenda

- Recruitment process, an overview
- Searching for job openings at the ILO
- Before preparing your application
- Preparing for an interview
- On the day of the interview
- Additional readings
- Q&A





Recruitment process, an overview





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Searching for
Job openings
at the ILO...

On the
first
page of
the ILO
website
click on
"About
the ILO"

**ABOUT
THE ILO**

**EMPLOYMENT
OPPORTUNITIES**

About the ILO - Windows Internet Explorer

http://www.ilo.org/global/about-the-ilo/lang--en/index.htm

File Edit View Favorites Tools Help

Links

★ ☆ About the ILO

Français | Español

RSS Feed | Media centre | Contact us

ILO is a specialized agency of the United Nations

International Labour Organization


Promoting jobs, protecting people

Regions Meetings and events Programmes and projects Publications Labour standards Statistics and databases

ILO home > About the ILO

About the ILO

Mission and objectives
Decent work agenda
Who we are
How the ILO works
Origins and history
Where we are



The ILO is the international organization responsible for drawing up and overseeing international labour standards. It is the only tripartite United Nations agency that brings together representatives of governments, employers and workers to jointly shape policies and programmes promoting Decent Work for all. This unique arrangement gives the ILO an edge in incorporating 'real world' knowledge about employment and work.

▶ Read more on who we are

Mission and objectives »

The main aims of the ILO are to promote rights at work, encourage decent employment opportunities, enhance social protection and strengthen dialogue on work-related issues.

Origins and History »

The ILO was founded in 1919, in the wake of a destructive war, to pursue a vision based on the premise that universal, lasting peace can be

Key issues

Global issues the ILO is addressing

- ▶ Global jobs crisis
- ▶ Social protection floor initiative

Read more

Background documents

- ▶ ILO Constitution
- ▶ ILO Declaration on Social Justice for a Fair Globalization
- ▶ ILO Global Jobs Pact

Brochures

- ▶ The ILO at a glance
- ▶ ILO Information Leaflet
- ▶ The ILO : what it is, what it does

See also

- ▶ ILO member States
- ▶ Departments and Offices
- ▶ Bureau for Workers' Activities (ACTRAV)
- ▶ Bureau for Employers' Activities (ACTEMP)
- ▶ Bureau for gender equality

« « May 2011 » »

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| 9 | 10 | 11 | 12 | 13 | 14 | 15 |
| 16 | 17 | 18 | 19 | 20 | 21 | 22 |
| 23 | 24 | 25 | 26 | 27 | 28 | 29 |
| 30 | 31 | 1 | 2 | 3 | 4 | 5 |

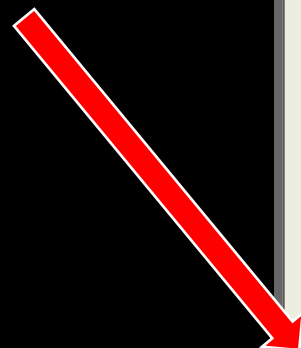
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Searching for
Job Openings
at the ILO...



EMPLOYMENT OPPORTUNITIES

Employment opportunities - Windows Internet Explorer

http://www.ilo.org/global/about-the-ilo/employment-opportunities/lang-en/index.htm


File Edit View Favorites Tools Help

Links

★ ★ Employment opportunities

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 **International Labour Organization** Promoting jobs, protecting people

About the ILO Topics Regions Meetings and events Programmes and projects Publications Labour standards Statistics and databases

ILO home > About the ILO > Employment opportunities

Employment opportunities

The paramount consideration in the filling of any vacancy shall be the necessity to obtain a staff of the highest standards of competence, efficiency and integrity. Due regard shall be paid to the importance of maintaining a staff selected on a wide geographical basis, recognizing also the need to take into account considerations of gender and age. Every official shall be required to possess a fully satisfactory knowledge of one of the working languages of the Organization.

...foregoing, officials shall be selected without discrimination on the basis of age, national extraction, social origin, marital status, pregnancy, family income, disability, union membership or political conviction.

...Part Programme

- Internships
- [Employment Opportunities with the International Training Center of the ILO](#)
- [Other employment opportunities](#)

Please note that all candidates must complete an on-line application form.

Please note that the ILO reserves the right to cancel any offer of appointment or of internship for any Geneva based position that is made to a person who, at the time the offer is made, is in violation of Swiss or French immigration requirements.

WARNING
The ILO wishes to warn the public of fraudulent schemes purporting to offer or soliciting applications for

SEE ALSO

- ▶ [Categories of staff](#)
- ▶ [Qualifications required](#)
- ▶ [ILO core competencies](#)
- ▶ [Employment conditions](#)
- ▶ [Frequently Asked Questions](#)

Start Novel... ILO... Mail T... on-g... New... Mail F... Mail F... 2011... 2011... Empl... ILO e... Local intranet 100% 09:39



Searching for
Job Openings
at the ILO...

Returning applicants, please log in
Not registered? Register here

ILO e-Recruit - Current vacancies - Windows Internet Explorer

https://erecruit.ilo.org/public/index.asp

File Edit View Favorites Tools Help

Links

ILO e-Recruit - Current vacancies

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E-RECRUITMENT

CURRENT VACANCIES

| Vacancy number: | Title: | Grade: Contract type: Organization unit: Duty Station: | Application Deadline: | Other languages: |
|-----------------|--------|---|--------------------------|---------------------|
| | | P.3 Fixed-Term Appointment HRD - Geneva | 20-Jun-11 | Français Español |

FAQs
Why use the on-line system?
List of closed vacancies

- English
- French
- Spanish

GENERAL SERVICES CATEGORY - LOCAL RECRUITMENT

| Vacancy number: | Title: | Grade: Contract type: Organization unit: Duty Station: | Application Deadline: | Other languages: |
|-----------------------|------------------------------------|---|-----------------------|------------------|
| 2011/12 | Senior Human Resources Assistant | G.6 Fixed-Term Appointment HR/OPS - Geneva | 3-Jun-11 | Français Español |
| TRAITEXT TEMP/2011/01 | Temporary Text Processing Operator | G.3 Temporary appointment TRAITEXT - Geneva | 31-Dec-11 | Français Español |

TECHNICAL COOPERATION

| Vacancy number: | Title: | Grade: Contract type: Organization unit: Duty Station: | Application Deadline: | Other languages: |
|-------------------------|--|---|-----------------------|------------------|
| | TC/2011/BUD/REG/01 | G.6 - Fixed-Term Appointment BUDGET - Geneva | 3-Jun-11 | |
| BANGKOK/2011/01 | Project Officer (Capacity Building and Outreach) | P.3 - Fixed-Term Appointment IPEC - Bangkok | 10-Jun-11 | |
| Chief Technical Advisor | TC/2011/CAIRO/01 | P.4 - Fixed-Term Appointment ED/EMP/MSU - Cairo | 6-Jun-11 | |
| IPEC/2011/04 | P3 International Programme Officer | P.3 - Fixed-Term Appointment IPEC - Accra | 31-May-11 | |
| IPEC/2011/05 | P3 Technical Specialist Impact Evaluation - Rome | P.3 - Fixed-Term Appointment IPEC - Rome | 12-Jun-11 | |
| PHNOM PENH/2011/01 | Chief Technical Advisor | P.5 - Fixed-Term Appointment | 6-Jun-11 | |

http://www.ilo.org/

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Searching for
Job Openings
at the ILO...

2. Look for the vacancy of your interest

APPLY TO CURRENT VACANCIES

1. Fill out each section of your application

2. Look for the vacancy of your interest

ILO e-Recruit - Welcome to e-Recruitment - Windows Internet Explorer

https://erecruit.ilo.org/public/edit/app-Profile.asp

File Edit View Favorites Tools Help

Links

ILO e-Recruit - Welcome to e-Recruitment

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Logout

Complete my Profile

>> Personal Profile

PERSONAL HISTORY

- Home
- ☒ Personal Details
- ☒ Contact Info
- ☒ Email Info
- ☒ Education
- ☒ Contract Info
- ☒ Employment History
- ☒ Language Skills
- ☒ International Experience
- ☒ Computer Skills
- ☒ Family Info
- ☒ References
- ☒ Verification
- Optional Items
- ☒ Share my application
- ☒ Additional Information
- ☒ Documents / Photo
- ☐ Clerical Skills (secretarial, clerical posts only)
- Other
- Correspondence sent

WELCOME TO E-RECRUITMENT

Sylvia MESA

Welcome to e-Recruitment

Your application is complete. To edit your application, please click on the pertinent section, make the changes required and click the Save Changes button.

Step 1: Complete your Personal History Form online.

Please complete ALL of the required sections of the Personal History form found in the left-hand menu of this page. Key to sections:

- Unchecked boxes indicate required sections that must be completed
- Checked boxes indicate sections already completed.

Step 2: Apply to a vacancy online

- Complete all sections of the Personal History form.
- Click 'Apply to Current Vacancies' at the top of the page.
- Select a vacancy of interest
- Click 'submit my application for this vacancy' at the bottom of the page.
- Read the verification of the application, respond to all questions (if applicable), submit your final application.
- Applicants are encouraged to upload a vacancy specific cover letter in the My Applications item of the Personal History Form menu bar after applying to that vacancy.

Receipt of online applications will be confirmed via the email address you have provided. The email is not official confirmation of your application, only the vacancy appearing in your list is proof and confirmation. For further information on an application, you may:

- Click 'My Applications' in your personal profile to verify that the vacancy appears; this is your confirmation.
- Click 'Messages' column in 'My Applications' section to view your confirmation email;
- Verify that your email address is correct by navigating to the 'Contact Info' section of your profile.

If neither the vacancy nor the confirmation appear, please resubmit your application following the procedures in 'Apply to Current Vacancies'. If you are experiencing additional problems, please contact the [e-Recruitment Administrator](#).

FAQS

1. Do I need to adjust my browser settings to use the ILO e-Recruitment system?
2. What do the check boxes in the Profile Sections Menu mean?
3. Do I have to fill out the entire Personal History Form?
4. What do the red asterisks (*) indicate?

[More...](#)

LINKS

- ILO public website
- Who we are?
- What we do
- Where we work
- Contact us

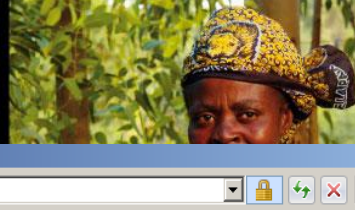
Done

Start

Local intranet

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ILO e-Recruit - Verification of Application to Vacancy - Windows Internet Explorer

https://erecruit.ilo.org/public/edit/appv-edit.asp?vacng=en

File Edit View Favorites Tools Help

Links

ILO e-Recruit - Verification of Application to Vacancy

Complete my Profile

Apply to Current Vacancies

My Applications

Print my CV

EN | FR | ES

>> Personal Profile >> Verification of Application to Vacancy

FAQs

PERSONAL HISTORY

Home

Personal Details

Contact Info

Email Info

Education

Contract Info

Employment History

Language Skills

International Experience

Computer Skills

Family Info

References

Verification

Optional Items

Share my application

Additional Information

Documents / Photo

Clerical Skills (secretarial / clerical posts only)

Other

Correspondence sent

VERIFICATION OF APPLICATION TO VACANCY

You are submitting your application for the following vacancy:
STAFF WELFARE OFFICER - 2011/15

I confirm that my Personal History Form has been properly updated and that I am submitting my application for the vacancy mentioned above.

No

Please indicate how you became familiar with this vacancy. *

- Please choose

If you answered 'other', please let us know from what source?

There are no additional questions associated with this vacancy

I certify that the statements made by me in my personal profile are true, complete and correct. I also certify that any documents provided in support of my application are authentic and accurate. I understand that any false or misleading statement, or withholding relevant information, may provide grounds for the withdrawal of any offer of appointment or the termination of employment.

I am aware that the most recent Personal History Form which I have submitted will automatically update my application profile and may, as a result, replace information submitted for other vacancies.

Date

26-May-2011

Place *

Enter Full Name as Signature *

SUBMIT MY APPLICATION

Disclaimer et Privacy Policy | Last code update 07 Mar 11

Done

Local intranet

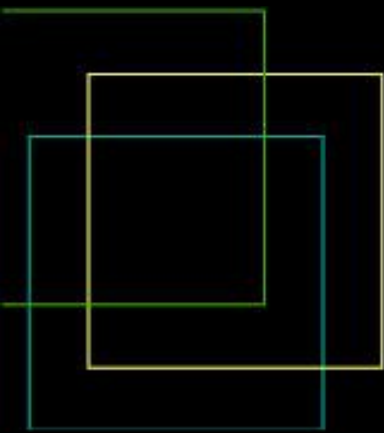
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Before
applying...

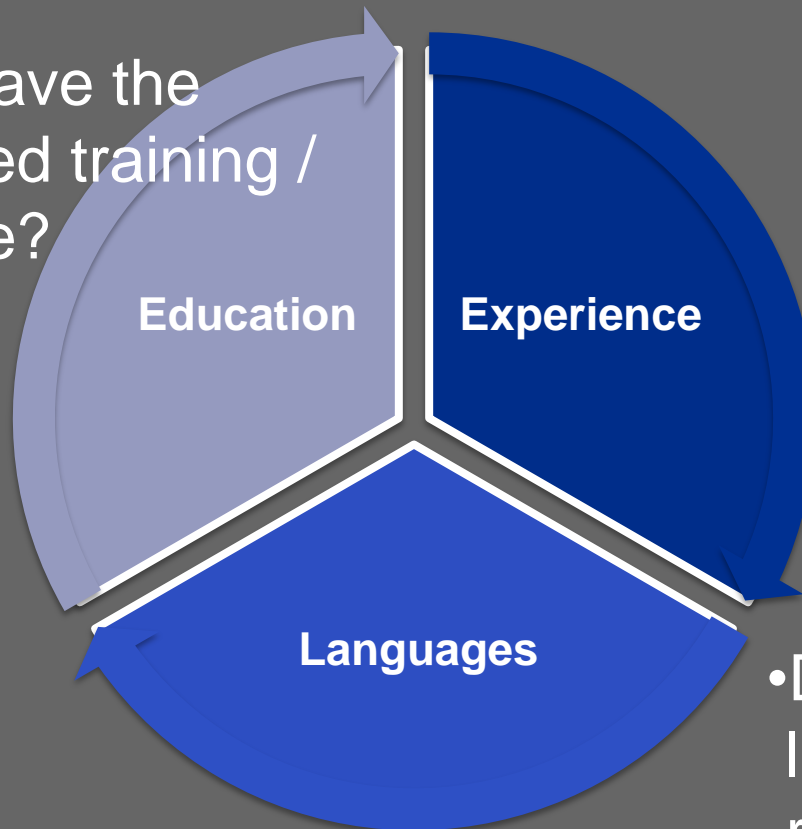
- Is now the right time for me to apply, taking into account my professional and personal situation?
- What interests me concretely about this job?
- Do I have a thorough understanding of what the job entails?
- Do I need to speak to people about it?
- Consider your strengths & development areas





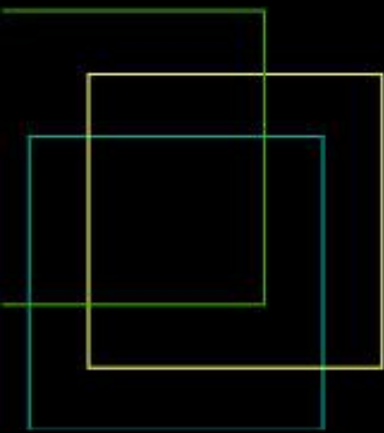
Before
applying...

- Do I have the required training / degree?



- How many years of relevant work experience do I have?

- Do I have the level of proficiency required?





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Cover “Motivation” letter

- Open with a statement of interest
- Summarize your qualifications, experience and competencies relating to the specific position
- Close with a brief recapitulation
- Do not make it too long!
- Make it impressive and customize it



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Additional Tips...

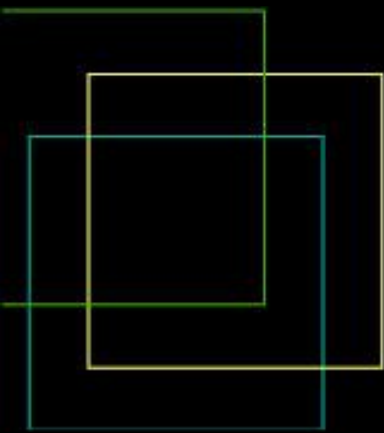
- Be truthful, accurate and specific
- Make your words count
- Concisely explain duties from current and past jobs in order of relevance
- Write/edit in word processor
- Proofread, print application to check
- Save your applications!
- Avoid last minute application
- Do not apply for jobs for which you do not meet the minimum requirements!
- Apply to a few vacancies that match well with your background and interest



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Preparing for the interview

- Think in advance of the questions that might be asked and prepare thoughtful answers.
- Remember that the panel/interviewers is/are looking for the best candidate for a particular job. Be prepared to explain why you are that person.
- Focus on your qualifications and experience as well as your inner motivation.
- Prepare behavioural examples from your experience
- Simulate the interview with a friend

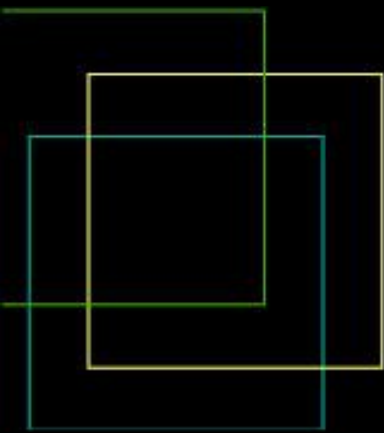




On the day of the interview



- **Arrive early**
- **Take notes**
- **Listen carefully**
- **Organize your ideas, show confidence**
- **Relax and stay positive!**





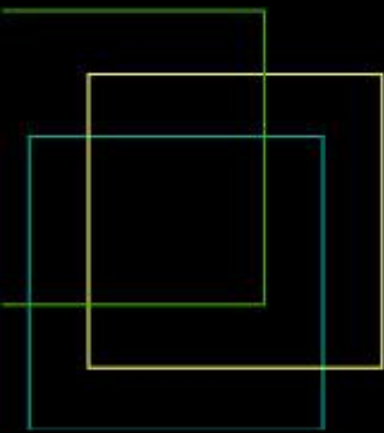
Interviews - What to expect?

Composition of the panel, location, length ...

To assist the panel in making an informed decision about how successful you might be in the position available.

Questions

- Introductory questions “Motivational”
- Probing questions about your past experiences to determine your past performance, achievements and contributions.
- Technical questions “Tell us about your experience in...”
- Competency based questions, based on the idea that past performance is the BEST Indicator of future performance!

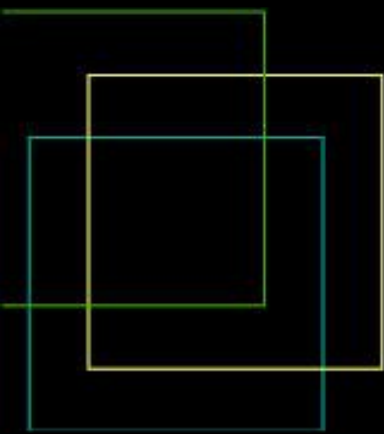




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**Preparation
takes time
(years!)
Start now!**

- Importance of fostering knowledge of foreign language skills – oral and written
- 5-10 years of overseas experience, preferably in the area of your technical expertise
- Experience as an intern, young professional, or on a technical cooperation programme are good investments
- Cultivate an international perspective!





Additional readings...

ILO Quick tips for applications: Put your best foot forward!

ILO/Quick tips for interviews: Make a great impression!

Reading re. competency interviewing:

- <http://www.wikijob.co.uk/wiki/competency-based-interview>
- Competency Based Interview
- <http://www.best-interview-strategies.com/competency-based-interview.html>
- Conquering Competency Based Interview Questions
http://www.quintcareers.com/behavioral_interviewing.html
- Behavioral Interviewing Strategies for Job Seekers

http://careerplanning.about.com/od/jobinterviews/a/beh_int_lng.htm
- Behavioral Interviews: It's Not What You Know, It's What You Did
<http://jobsearch.about.com/cs/interviews/a/behavioral.htm>



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Useful Links

www.ilo.org/hrd

About the ILO

<https://erecruit.ilo.org/public/>

Vacancies at ILO

<http://careers.un.org/>

website for Jobs at UN

<http://www.jposc.org/>

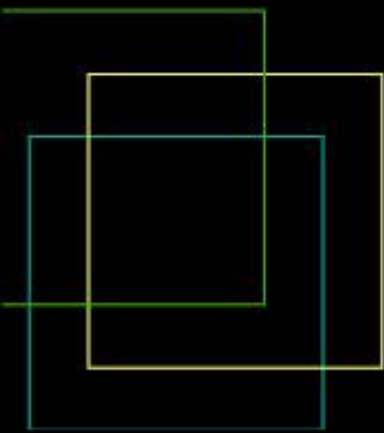
Overview on JPO / AE positions

<http://www.unv.org/>

UN Volunteers

<http://www.onlinevolunteering.org/>

Online Volunteering





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Q&A time...

- Visit www.ilo.org
- Thank you for time!
- Any questions?

