![World Health Organization]

APPLYING FOR A VACANCY AT WHO
QUICK GUIDE FOR CANDIDATES

CREATING AN ACCOUNT

You need to create an account before you can apply for a vacancy on the the WHO career website.

1. Go to the Careers at WHO website at http://www.who.int/careers .
2. Click **Vacancies – external candidates access**.
3. On the horizontal bar at the top of the page, click **Sign In**.
4. On the Login page, click **New user.**
5. Read the Privacy Agreement and click **I accept**.
6. Enter your user name, and enter your password and email address twice.
7. Click **Register**.

Once you have successfully created your account, you will have a unique account with which you create or update your candidate profile.

Note for WHO staff: You do not need to create an account because it has already been created for you. From the Careers at WHO website, click **Vacancies – WHO access**, then enter your WHO username and password.

LOGGING IN

- If you already have an account, enter your unique login information when you click the **Sign In** button to begin the application process.
- For WHO staff, enter your WHO username and password.

CREATING/UPDATING YOUR WHO CANDIDATE PROFILE

You can access your profile by doing one of the following:

- Click the down arrow beside your name, then click **Profile**.
- Click the **My Jobpage** tab, then click on the **Access my profile** button on the right-hand side of the page.
- On the Job Search tab, find the vacancy titled General profile then click the **Apply** button.
- On the Job Search tab, find the vacancy to which you would like to apply, then click the **Apply** button**.**

COMPLETING YOUR PROFILE

Under the My Jobpage tab, enter information in the following sections:

- Personal information
- Preferences
- Eligibility questions
- Job specific questions
- Work profile (Click **Add/Update entry** to add or modify records**)**
- Cover letter
- e-Signature (for external candidates only)

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SAVING YOUR PROFILE

After you have completed a section of your profile, click one of the following options:

- Click **Save and continue** to move to the next section.
- Click **Save as Draft**, then click **Yes**, to complete your profile at a later time.

In the Work profile section, click **Add/Update entry** to save an entry. To return to the other sections of the profile, go to **Review & save work profile**. Check that the information is correct, then click **Save & exit work profile**.

MANAGING PROFILE VERSIONS

- Your general profile serves as the 'master copy' and always reflects the latest changes you've made in any job-specific profile. You should start with completing your general profile before applying to a vacancy.
- Changes to a profile are job-specific. Updating your profile for one position does not change the version you submitted for other positions.
- You can update the job-specific profile you submitted as long as the position is still open. After the position is closed, you can no longer update it.

APPLYING FOR VACANCIES
Search for vacancies

- On the search bar at the top of the page, enter a keyword or location or both. Click Search.
- Refine the search results by selecting the checkboxes at the left side of the page. The filters include location, job field and function, job type etc.
- Rearrange the order of the search results by selecting the options below the search bar.
- Save the search criteria and filters you entered by clicking "Save this Search". Enter a title for the search settings and click "Save this Search".

Apply for a vacancy

- Click the job title to view the full details of the position.
- Click **Apply Online** to begin the application process. If you have not yet logged in, you will be asked to do so.
- Review that the information in your profile before you submit your application.

EXPERIENCING ANY ISSUES?

In case the site does not display properly or you are unable to move around the site, check that you are using the latest version of your web browser. Check also that Javascript is enabled.

Avoid using the back and forward buttons in your browser. This may interrupt the application process and cause you to lose data. Use instead the navigation buttons within the website.

If you continue to experience problems, please send an email to globalservicedesk@who.int. To get a more prompt response, include details of the vacancy, your computer settings and attach a screenshot of the error.