

OECD eRecruit Hints and Tips

1. Who can apply?

Unless otherwise stated in the job offer, an applicant must be from one of the OECD Member countries in order to be considered for an official appointment. For additional details on OECD Member countries, refer to the OECD web page: [Job Vacancies/Who Can Apply/How to Apply](#)

2. The Careers Home Page

This page lists currently active job postings. You will need to log on to the OECD's recruitment system, "eRecruit" in order to apply for any of these jobs. From the OECD welcome page, click on "Job Vacancies" and the "Register/Login" button. You will be prompted to enter your existing eRecruit ID and password.



Careers Home

To apply for a position or subscribe to our email alert service announcing new job vacancies, please register. Jobs close at midnight Paris time on the indicated closing date.

Review Applicant Tips and Hints for additional assistance on the application process.

The Organisation only accepts applications submitted through this site. Please note that the OECD does not charge fees at any stage of our recruitment process (application, interviews or training). If you have questions or doubts in this respect, please feel free to contact us: h.m.erecruit@oecd.org. For additional information, please refer to the OECD Human Resources website: www.oecd.org/hrm.

Register/Login

[Forgotten your password ?](#)

Latest Job Postings

<u>Job Title</u>	<u>Reference</u>	<u>Department</u>	<u>Location</u>	<u>Closing Date</u>	<u>Projected Fill Date</u>
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If this is your first visit, click on "Register" to create your eRecruit profile. To use the French interface, click on "Français". If you have a profile but need to recover your password, click on "Forgotten Password".

Already registered?

Login :

Password : >>

>> Help

>> Forgotten Password?

First visit?

Why not tailor the OECD site to your needs? Select the themes that interest you and the next time you login to My OECD, your personal home page will present all the news and events and documentation strictly related to the themes you selected. You can also decide if you wish to receive free e-mail alerts (**OECDdirect**) informing you of free newsletters, new statistics and publications pertaining to your selected themes.

OECD *direct*

Register >>

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Français

The current vacancies page is now displayed. Here you can click on a Job Title to view the complete job description and the required qualifications. Check the box of the Job Opening(s) you are interested in and click on "Apply Now" at the bottom of the page. You can also click on "Apply Now" from within the job description itself.

You will be asked to either submit a new resume or select an existing resume to be used for this application. Please have your CV prepared beforehand - it must be in Word or PDF format. If you use an existing CV, choose the file name from the "Select Resume" dropdown list. If you are submitting a new CV, select "upload a new resume" and then click on "continue".

The on-line application form consists of three sections: "Personal Information", "Education and Work Experience" and "Referral Information". You can switch between these sections by using the links at the bottom of the form. Fields marked with an asterisk must be completed as well as all questions in the "Application Questionnaire". At least one entry is required in both the Education and Work Experience sections.

[Personal Information](#)
[Education and Work Experience](#)
[Referral Information](#)

3. How to create a profile without applying for a job

Click on the link "Apply now without adding a job" at the bottom of the Job Postings page. This option will allow you to update your education and job history data in your profile and attach your most recent resume without actually applying for a job opening.


4. How to submit a saved application or review an existing resume or application

It is possible to save applications as a draft to be completed later. To return to a draft application, click on the "My Career Tools" tab. This page displays a history of jobs already applied for, jobs saved as drafts and all CV previously uploaded. A profile which has been submitted, but not for any specific job, will be listed as "No job". Draft applications will have a status of "Not Applied". Click on the application name to open it, complete any missing information and then click on "submit".

My Career Tools

John SMITH
123 mon adresse
93300 Aubervilliers

Job Postings	My Career Tools	My Details	My Profile
My Applications			
Display applications from:		<input type="text" value="Last Year"/> <input type="button" value="Refresh"/>	
<input type="button" value="First"/> <input type="button" value="Previous"/> <input type="button" value="Next"/> <input type="button" value="Last"/>			
Application	Job Opening ID	Status	Application Date
No Job		Not Applied	20/02/2008 2:51PM
Resumes			
Resume Title	Attached File	Created	
EnqueteEPAD.pdf	EnqueteEPAD.pdf	12/02/2008 9:21AM	

To view a resume attached to an application, click the job title in the list and then the  icon on the new page to view the attachment. If the file does not appear, check that the page is not being blocked by a pop-up filter in your browser. If an application has not yet been submitted, you can replace the currently attached resume with another as needed by clicking on “Use a Different Resume”.

It is impossible to change the data or the resume in an application once it has been submitted.

5. CV attachment recommendations

We strongly recommend you to have your attachment file ready before you start the application process. Only one file may be attached with an application. Your cover letter and resume must be contained in the same document.

The resume must be in **English or French**. Acceptable formats are Microsoft Word or Acrobat PDF. If the file is attached in PDF format, please ensure that it is not an encrypted or password-protected file. At present, docx files are not accepted, so if you are using the most recent version of Word, save the file as a Word 97-2003 document (doc).

The file name of the attachment should not contain any special characters; only letters A-Z, numbers 0-9 and underscores. The file size may not exceed 500 K.

6. Email addresses used for correspondence

The email address used for eRecruit alerts is the address indicated in your OECD Profile. To change this email address, go to the “My Profile” tab and click on the link “Change your Password”. Update the email address and any other fields and then click on “submit”.

The email address used for application correspondence is the email specified on your application form. To change your email address on your application, navigate to the “My Details” tab on the Careers home page, update the Email Address field and then click on Save.

7. Unable to view the attached resume

Activating the pop-up blocker in your web browser may prevent windows from being opened in the application process. If a window does not open when trying to view your resume, deactivate the pop-up blocker on the web browser and try again.

8. Unable to load Resume

When trying to upload the resume attachment, an error may occur as follows:

“Page cannot be displayed”

or

“The requested operation could not be performed by the proxy”

If you are behind a firewall that blocks file transfers (FTP), you may receive one of the above messages. Please ask your network administrator for verification, or try to submit your application from a different

site. (The European Commission is one site where attachments may not be uploaded, thus anyone within this organisation must complete the application process externally.)

9. What kind of employment is available in my field at the OECD? I am an economist with international experience.

Please consult our current vacancies where we provide complete descriptions of current job openings and required qualifications. We publish new vacancies regularly, and they generally remain on our site for four weeks. You can keep up-to-date on new job openings by using our email alert service (see n°17 below).

10. What expertise should I have in order to work at the OECD?

The OECD employs people from very diverse fields. Please consult our site to gain a better understanding of our activities. We advise you to visit our [personnel categories page](#) in order to get a general idea of the requirements for the different levels as well as our current vacancies in specific fields:

11. What is the Young Professionals Programme?

Please consult the [Young Professionals Programme page](#) on the OECD website:

Please note that the next Young Professional vacancy notice is scheduled for the second quarter of 2008.

12. Can I work at the OECD during the summer school holidays?

No. The OECD does not have a specific programme for summer employment.

13. I would like to become a trainee at the OECD. What do I need to do?

On this page you will find all information on [OECD traineeships](#)

14. Does the OECD use selection tests?

Depending on the skills required, candidates may be required to take certain tests. Information regarding any required tests will be indicated in the vacancy posting.

15. Can I obtain financial assistance or a bursary from the OECD?

Unfortunately the OECD is not in a position to provide financial assistance or bursaries.

16. What would my exact salary be if I were offered a job at the OECD?

Please refer to our website for guidance on [salary scales](#). Confirmation of your exact salary would be communicated at the time of a formal offer:

17. Can I receive automatic notification of new vacancy notices?

You can get automatic messages of new vacancy notices via our email alert service. Please login to eRecruit and navigate to the “My Profile” section. Click on the link “Receive e-mail alerts” and select the categories of jobs which are of interest to you.

18. How long do vacancies remain posted on the site?

Generally vacancies remain on our website for between two and four weeks, subject to extension during the summer period.

19. Will you confirm receipt of my application?

Once you will have submitted your application you will receive an automatic confirmation message.

20. What are the working languages of the OECD?

English and French are the official languages of the OECD. Please make sure that your application, cover letter and CV is sent in one of these two languages.

21. What kind of working conditions and benefits can I expect?

All conditions and benefits-related information are available on our [Website](#):