

Have questions?

FAQ on technical issues

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FAQ

01. What sections should I complete to submit my application?

Once you have identified a job opening that interests you, click on "apply".

If you are already registered, you will be prompted to enter your login and password at this stage. Otherwise you can create an account by clicking on "New User".

You will then need to complete your personal information, your academic qualifications and work experience. Please note that the first work experience should be your most recent one.

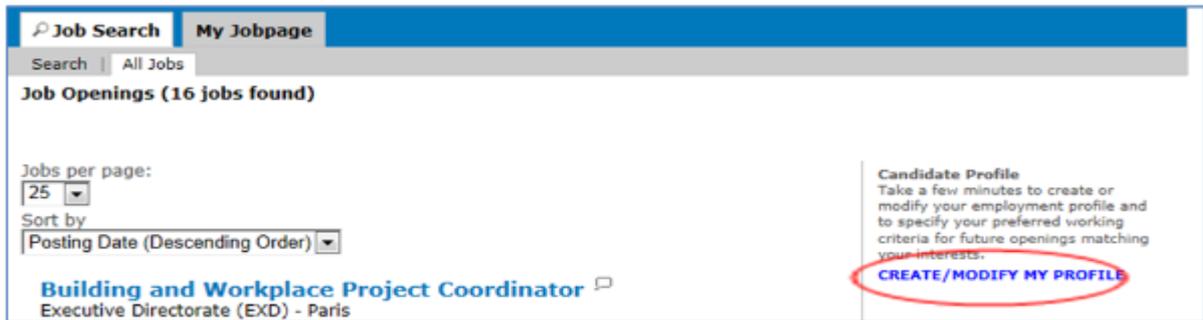
You will also be asked to provide three references, answer a few short questions and add a motivation letter.



Once you have clicked on "Submit", you will receive a confirmation of your application by email. Please note you can still modify the different sections of your application until the publication end date and time, indicated on the job list page. Unless otherwise stated, our job vacancies close at midnight, Paris time, on the publication end date. [←](#)

02. How can I set up email alerts to receive updates on job vacancies?

Once your profile is created, sign in and click on "Create/Modify my profile". Under the section "Job Alerts Preferences", you may add or remove job families that interest you.



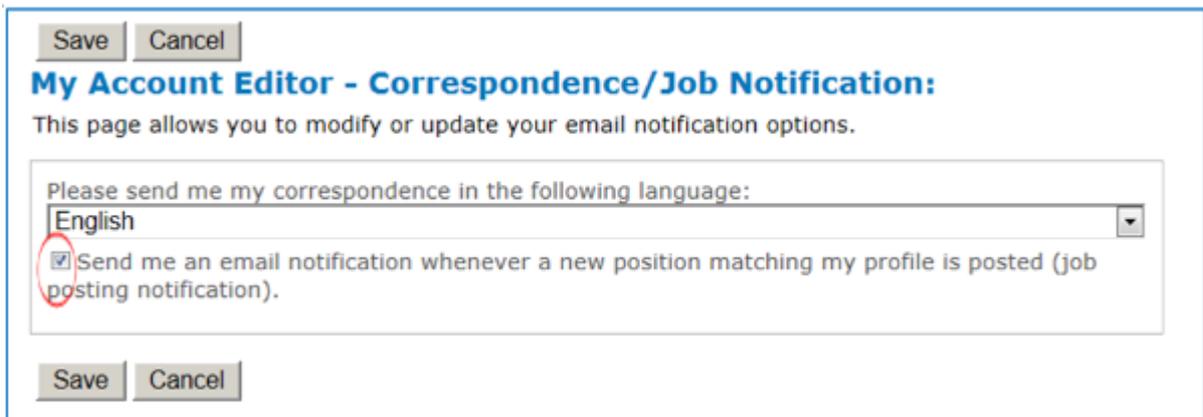
Note that after a period of 2 years, email alerts are automatically deactivated. Please make sure you regularly update your email alert preferences to continue receiving notifications from the system. [↩](#)

03. I no longer want to receive email alerts. What should I do?

You may click on “my account options” and then “Edit” at “Correspondence/Job Notification”.



Please untick the box: “Send me an email notification whenever a new position matching my profile is posted (job posting notification)”



[↩](#)

04. I no longer want to receive email alerts. What should I do?

If you do not find your nationality under “OECD Citizenship”, please select ‘Not applicable’ and enter your nationality under “Other Citizenship, if applicable”. [↩](#)

05. My university is not listed, what should I do?

If your institution is not listed, please select ‘Other Institution’ and provide the name in the field “Other institution”. [↩](#)

06. I have already submitted an on-line application form. I wish to update my application and/or apply for another vacancy. What should I do?

To edit your application, please return to your profile and click on “My Jobpage”, then “View/Edit Submission”. Note that our job vacancies typically close at midnight, Paris time. To make sure you meet the deadline, we encourage you to submit you application before the publication end date.

When editing your submission, please make sure you go through all the sections and click on “submit” at the end. [↩](#)

07. I am receiving a “Page Not Found” error when trying to access my application.

This message indicates that the application is currently not available and you should try later. This should not occur often, but there is maintenance applied sometimes that results in the application being down temporarily. Also, network problems at the candidate site may cause the system to be unavailable. [↩](#)

08. I changed my language preferences and now my application is not showing my old changes.

You should always access the system in the same language. If you change between English and French, your profile may be incomplete. The profiles may be reviewed from the English page and the French page. Your General profile will only be copied the first time the system is accessed. [↩](#)

09. My CV/Profile filled in a field, but the application will not accept the answer.

Sometimes a field is successfully filled in from your CV or LinkedIn/Indeed profile, but the application does not accept the answer even if it is valid. In this case, you should re-enter the answer and ensure that the application fills it from a list of pre-validated answers. [↩](#)

10. I changed my general profile, but the information did not change in my applications.

Your general profile will populate an application only the first time you have changed it. If you make changes to your general profile after you have opened an application, you will have to go to the application and make the changes there as well. [↩](#)

For any other queries, please write to recruitment@oecd.org. Please make sure you mention the purpose of your enquiry and the vacancy reference in the title of your message.