

eRecruitment Procedure

Applicants – Creating a Profile and Applying for Jobs

PURPOSE

This procedure outlines the steps for:

1. [Creating an account.](#)
2. [Signing in.](#)
3. [Creating a profile.](#)
4. [Editing a profile.](#)
5. [Applying for jobs.](#)

1. Creating an Account

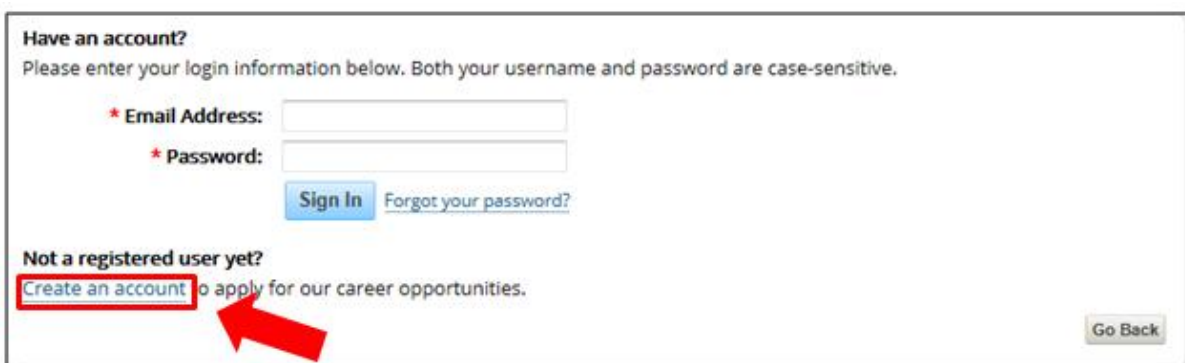
1.1 To access the eRecruitment Career Opportunities homepage website, click here:

<https://career5.successfactors.eu/career?company=1657261P>

1.2 Click “Sign In”.



1.3 Click on “Create an Account”



1.3 Fill out all the information that is required (*)

[Go Back](#)

Already a registered user? [Please sign in](#)

Login credentials are case-sensitive

* Email Address:

* Choose Password:  Password accepted

* Retype Password:  Password matches

* First Name:

* Last Name:

* Country of Residence:

* Terms of Use: [Read and accept the data privacy statement.](#)

1.4 Read the “Data Privacy Consent Statement” and click “Accept” or “Decline”

Data Privacy Consent Statement [X]

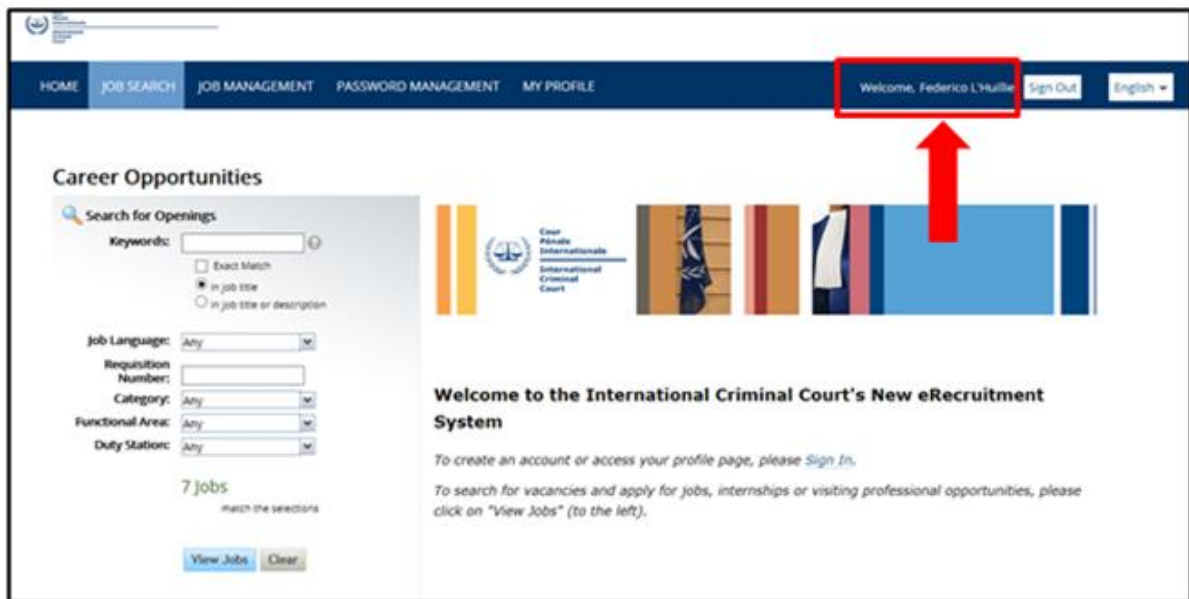
Because the service depends on the exchange of accurate and timely information, we will make every effort to keep the vacancy announcements and other information up to date. We depend on you doing the same with the information that you provide to us. We reserve the right to close your account in "E-RECRUITING" if it contains inaccurate or inappropriate information. We will purge old information from the system in accordance with schedules.

Being customer oriented, we may occasionally ask you to participate in surveys to gauge the value and effectiveness of our services and to seek your advice on improving the service. Participation in such surveys is voluntary.

For general inquiries or technical support on applying online please contact us at applications@icc-cpi.int. Please describe in detail the problem you encountered as well as what you were trying to do.

The more information you can provide the better we can assist you.

1.5 You have successfully created an account and your name appears next to the “Sign Out” icon

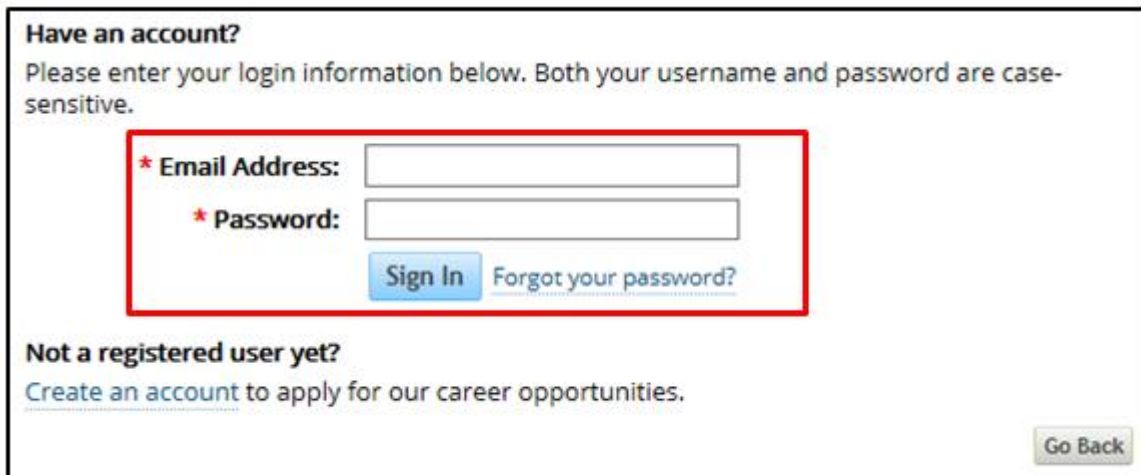


2. Signing In

2.1. Click “Sign In”



2.2. Enter your email address and your password, then click “[Sign In](#)”



Have an account?
Please enter your login information below. Both your username and password are case-sensitive.

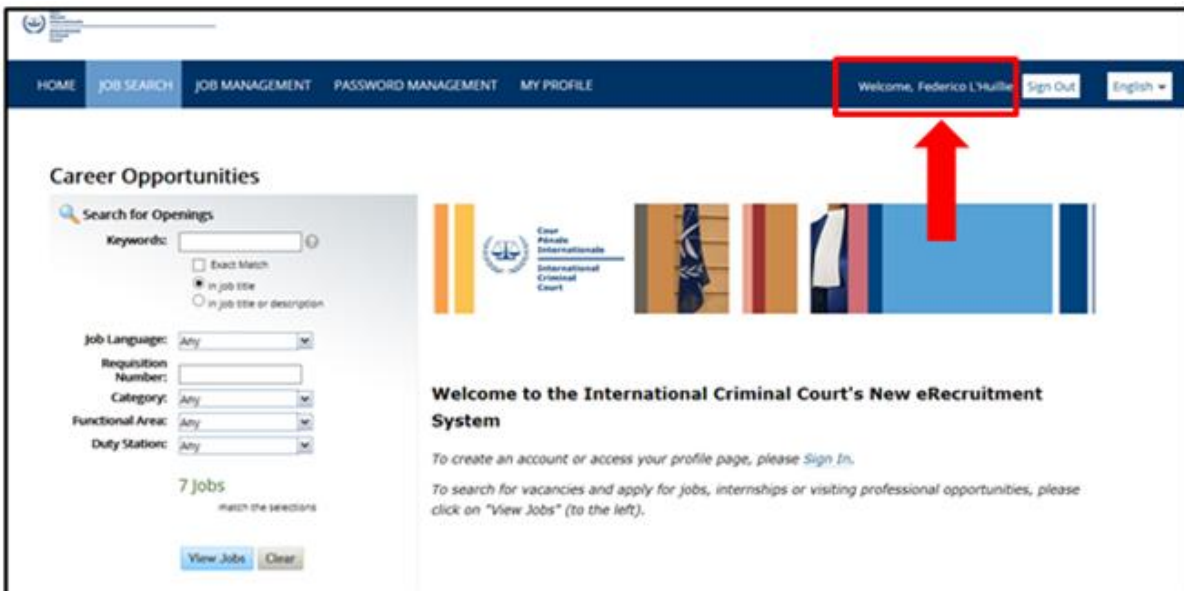
* Email Address:
* Password:

[Sign In](#) [Forgot your password?](#)

Not a registered user yet?
[Create an account](#) to apply for our career opportunities.

[Go Back](#)

2.3. You have now successfully signed in and your name appears next to the “[Sign Out](#)” icon



HOME [JOB SEARCH](#) [JOB MANAGEMENT](#) [PASSWORD MANAGEMENT](#) [MY PROFILE](#) Welcome, Federico L'Huilher [Sign Out](#) [English](#)

Career Opportunities

Search for Openings

Keywords:

Exact Match
 in job title
 in job title or description

Job Language: Any

Requisition Number:

Category: Any

Functional Area: Any

Duty Station: Any

7 Jobs
match the selections

[View Jobs](#) [Clear](#)

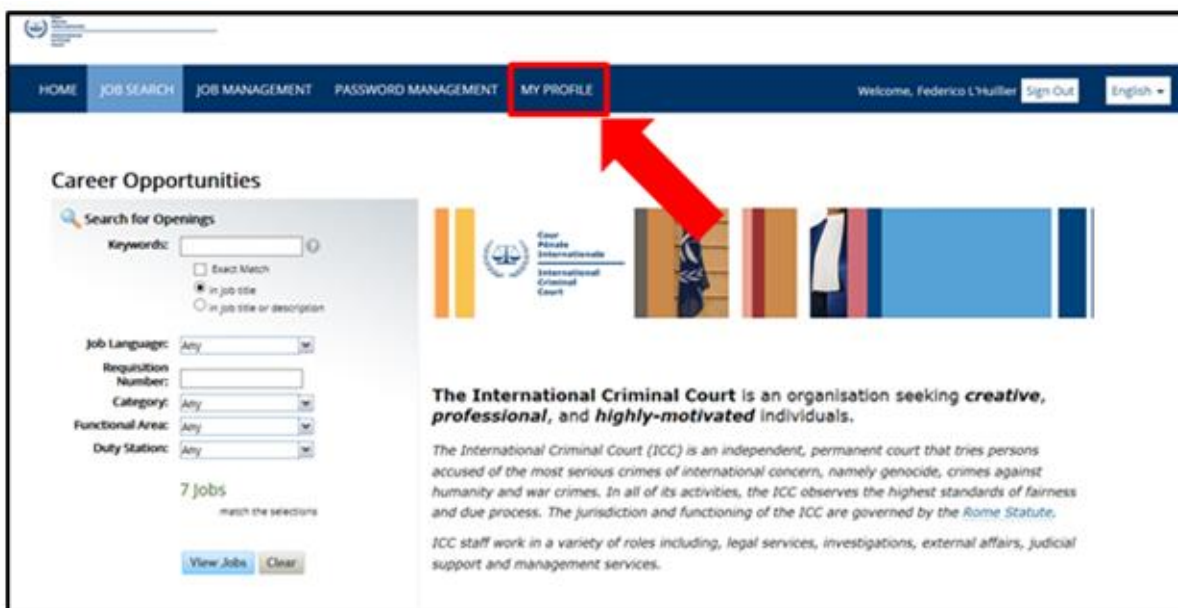
Welcome to the International Criminal Court's New eRecruitment System

To create an account or access your profile page, please [Sign In](#).

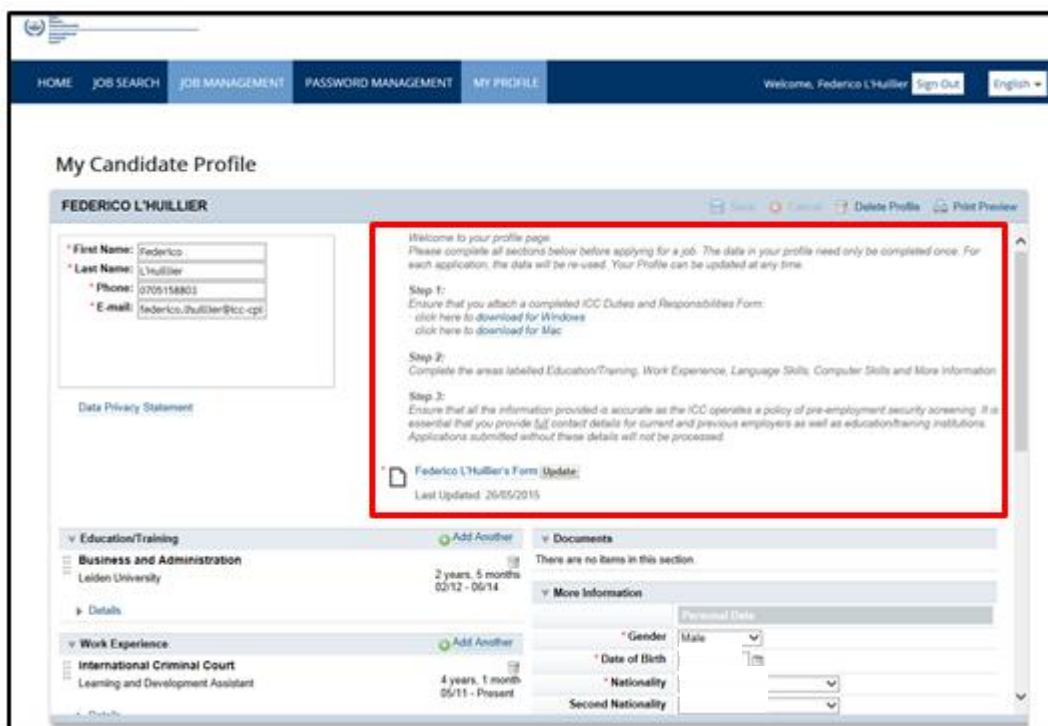
To search for vacancies and apply for jobs, internships or visiting professional opportunities, please click on ["View Jobs"](#) (to the left).

3. Creating a profile

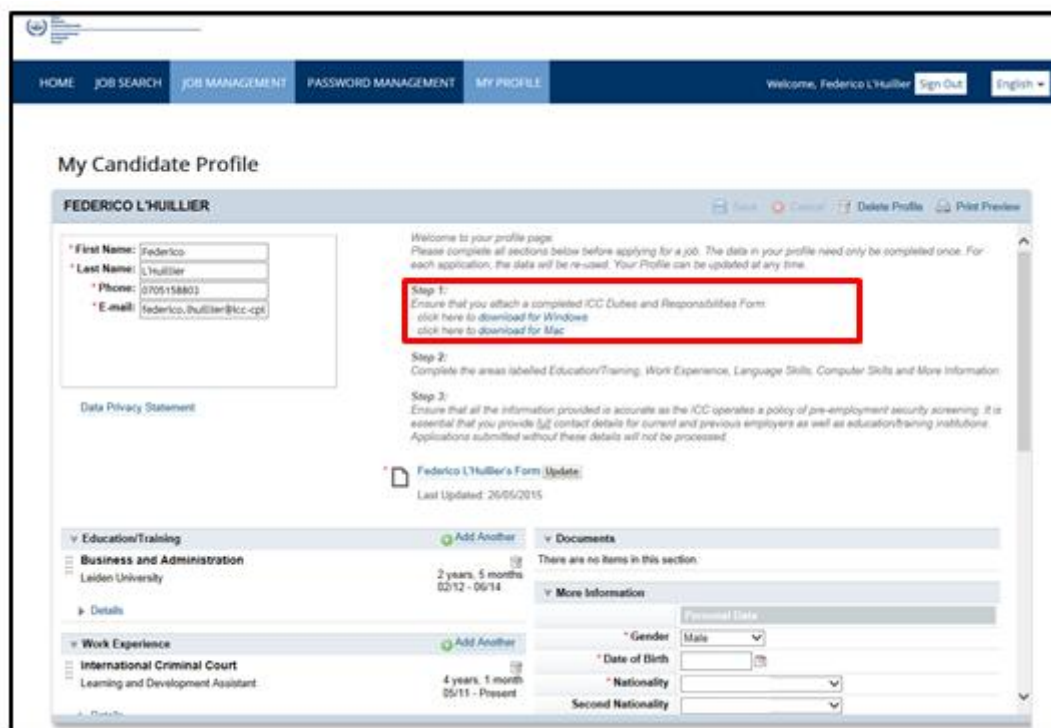
3.1. After signing in, click on “My Profile”



3.2. Read the “Welcome” message and Steps 1 to 3



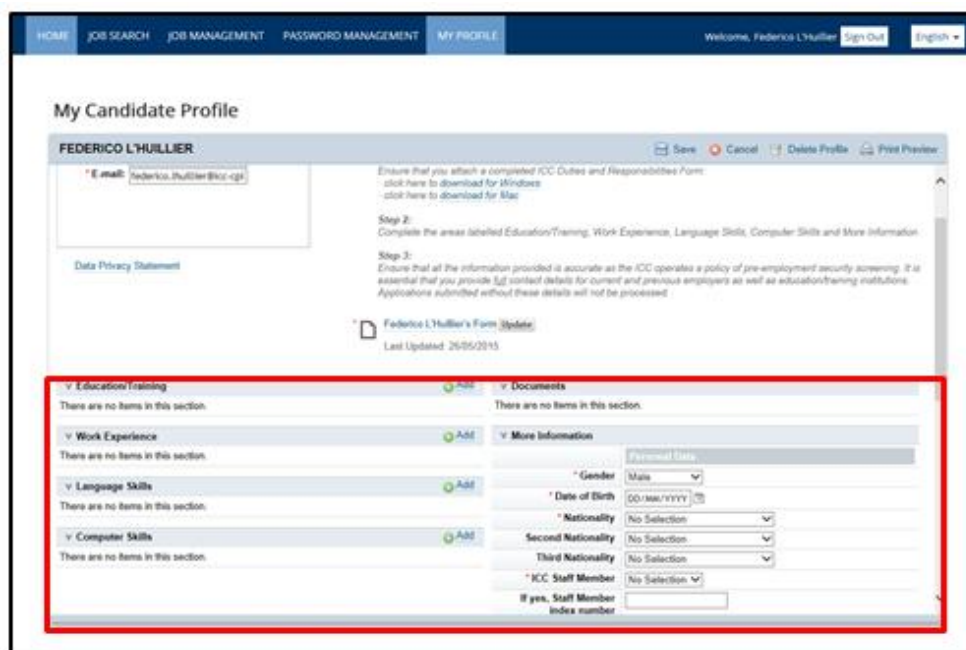
3.3. Complete Step 1, download the Duties and responsibilities form



3.4. Complete your Duties and responsibilities form

DUTIES AND RESPONSIBILITIES FORM		
HOW TO COMPLETE THIS FORM		
<ul style="list-style-type: none"> - List all jobs in reverse order (starting with your current or most recent job). - Include service in the armed forces or national service institutions. - Note any period where you have not been gainfully employed. - Save this form to your computer and then upload it to your eRecruitment profile. 		
PERSONAL DATA		
First Name	Date of Birth	
<input type="text"/>	<input type="text" value="DD/MM/YYYY"/>	
Last Name		
<input type="text"/>		
EMPLOYER		
Name of Employer	Start Date	End Date (if applicable)
<input type="text"/>	<input type="text" value="DD/MM/YYYY"/>	<input type="text" value="DD/MM/YYYY"/>
Job Title	No. of Staff Supervised	% Work
<input type="text"/>	<input type="text"/>	<input type="text"/>
Functional Area	Final Annual Net Salary	Currency
<input type="text"/>	<input type="text"/>	<input type="text"/>
Reason for Leaving		
<input type="text"/>		
Duties and Responsibilities		
<input type="text"/>		

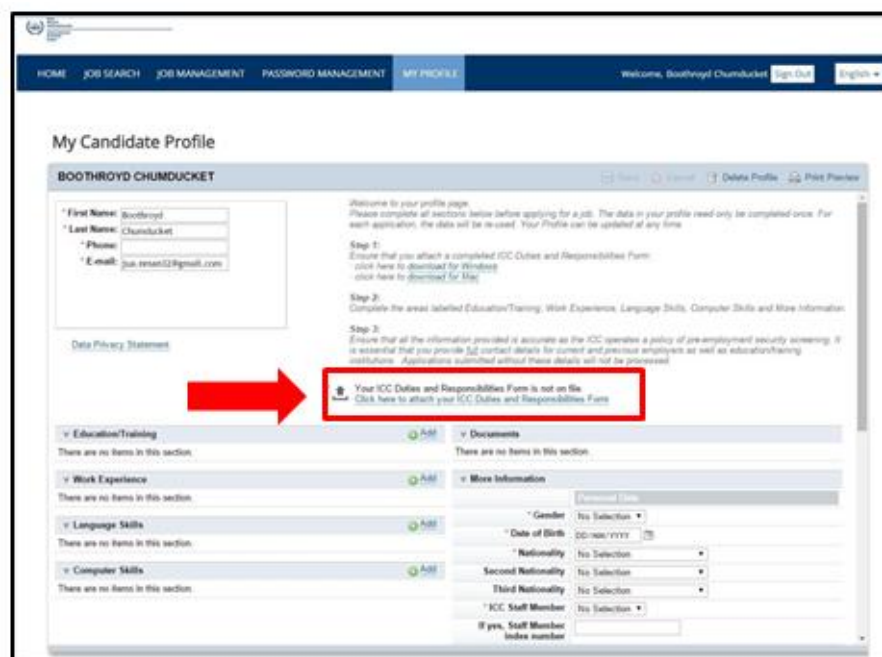
- 3.5. Complete step 2, enter your information into the areas labelled Education/Training, Work Experience, Language Skills, Computer Skills and More Information



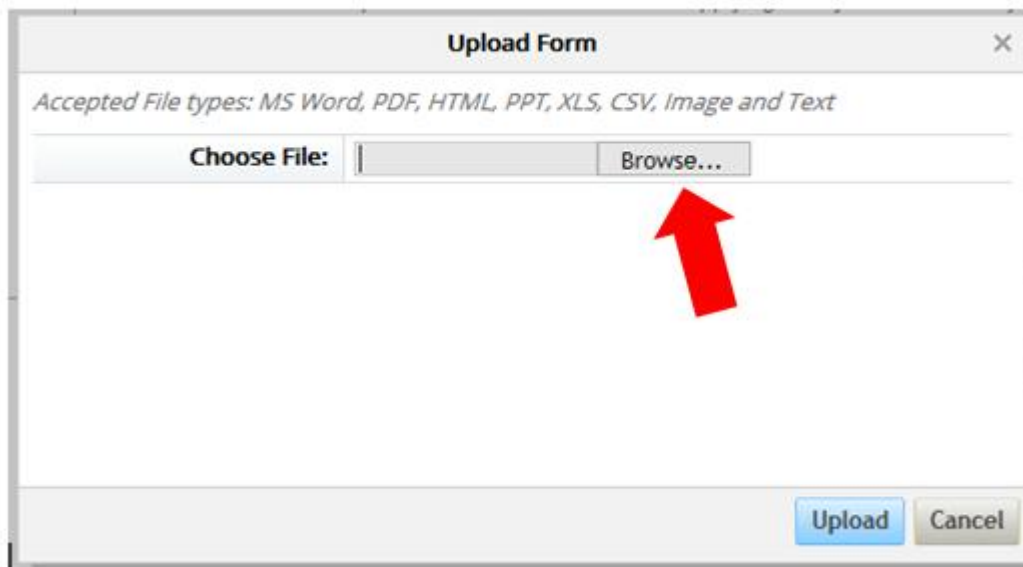
Note: Fields marked with a red star (*) are compulsory

- 3.6. Complete step 3, ensure that all the information provided is accurate as the ICC operates a policy of pre-employment security screening. It is essential that you provide full contact details for current and previous employers as well as education/training institutions. Applications submitted without these details will not be processed.

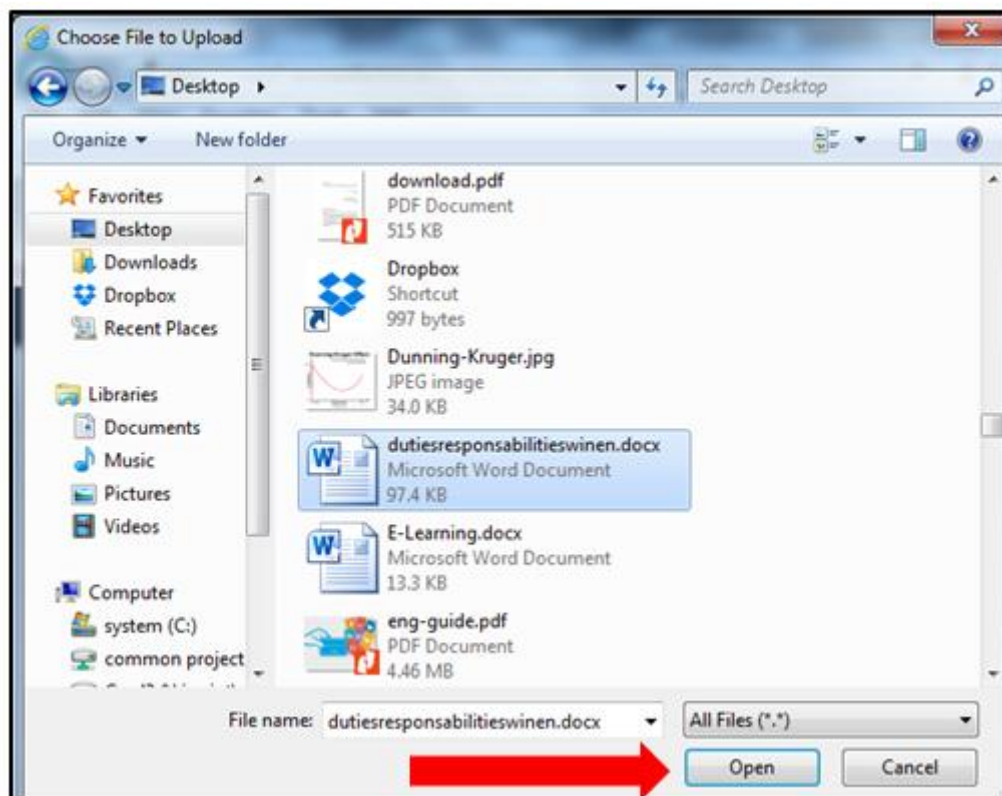
- 3.7. Click “Click here to attach your Duties and Responsibilities Form”



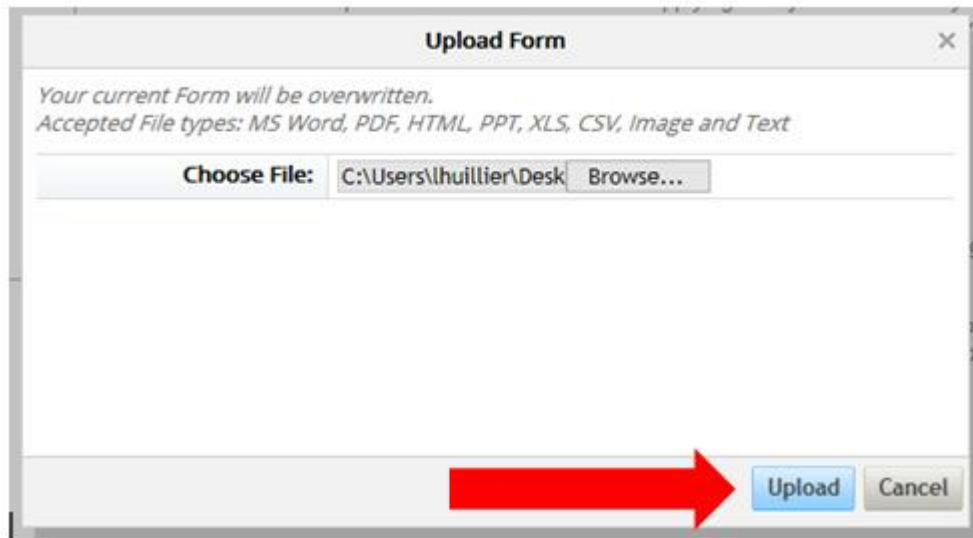
3.8. Click “Browse” to select the file to attach.



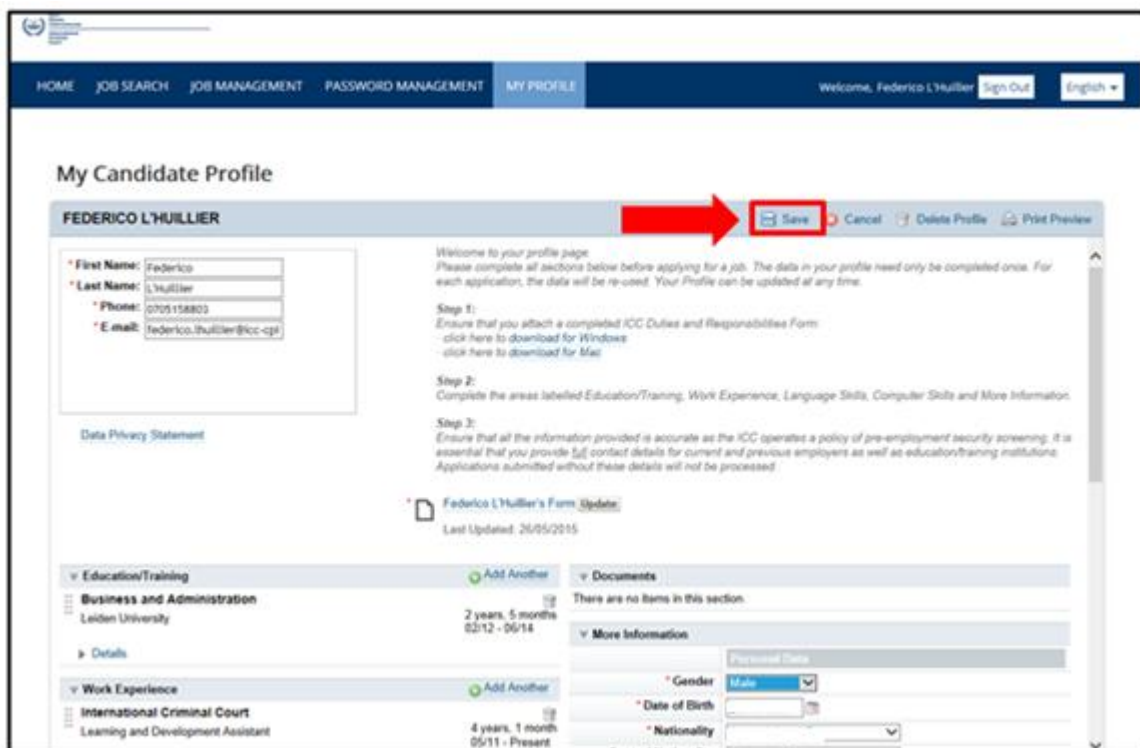
3.9. Find and select your Duties and Responsibilities form, then click “Open”



3.10. To attach your Duties and Responsibilities Form, click on “Upload”

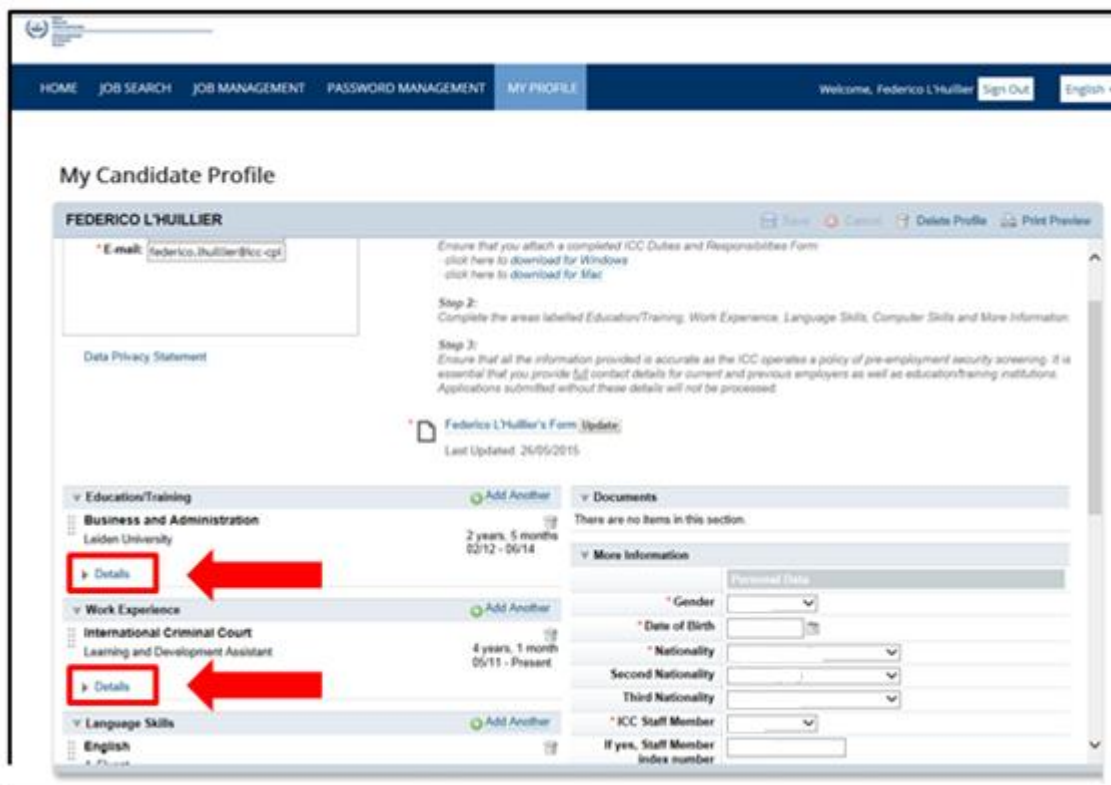


3.11. Once you completed your profile, click “Save”



4. Editing a profile

4.1. To edit or modify your Education/Training, Work Experience, Language Skills or Computer Skills, click on “Details”. After editing your profile, click “Save”

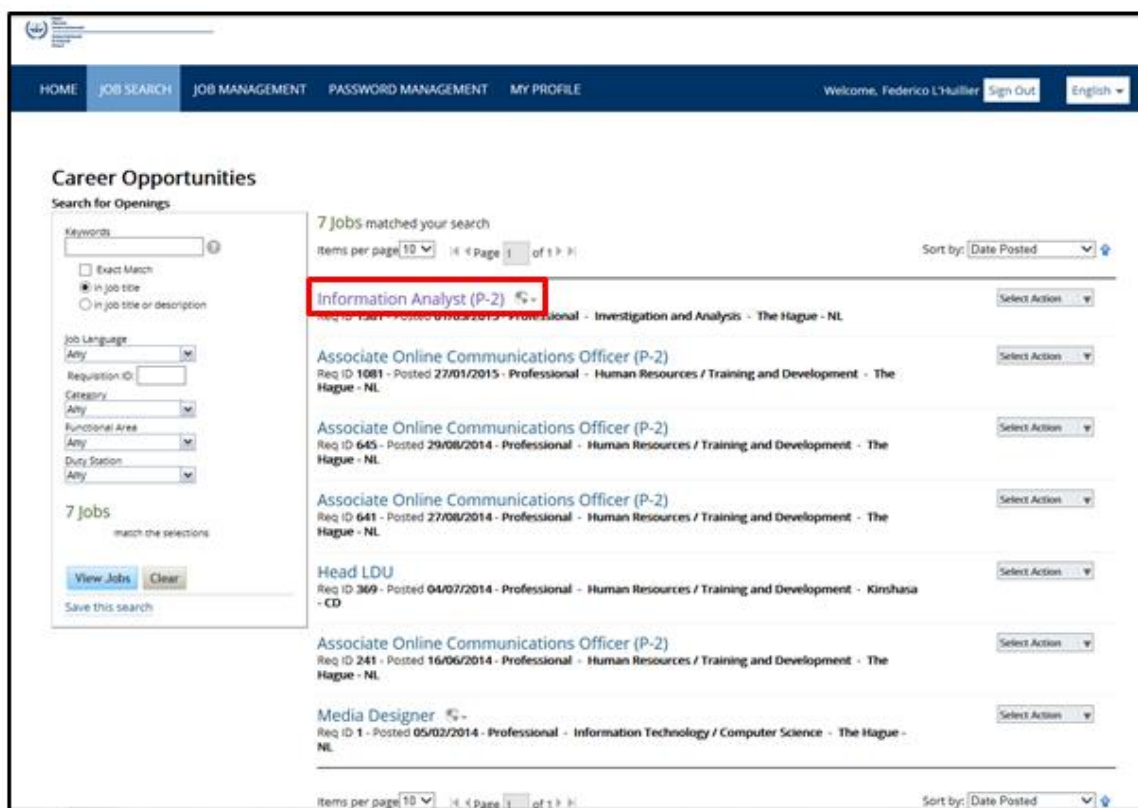


5. Applying for jobs.

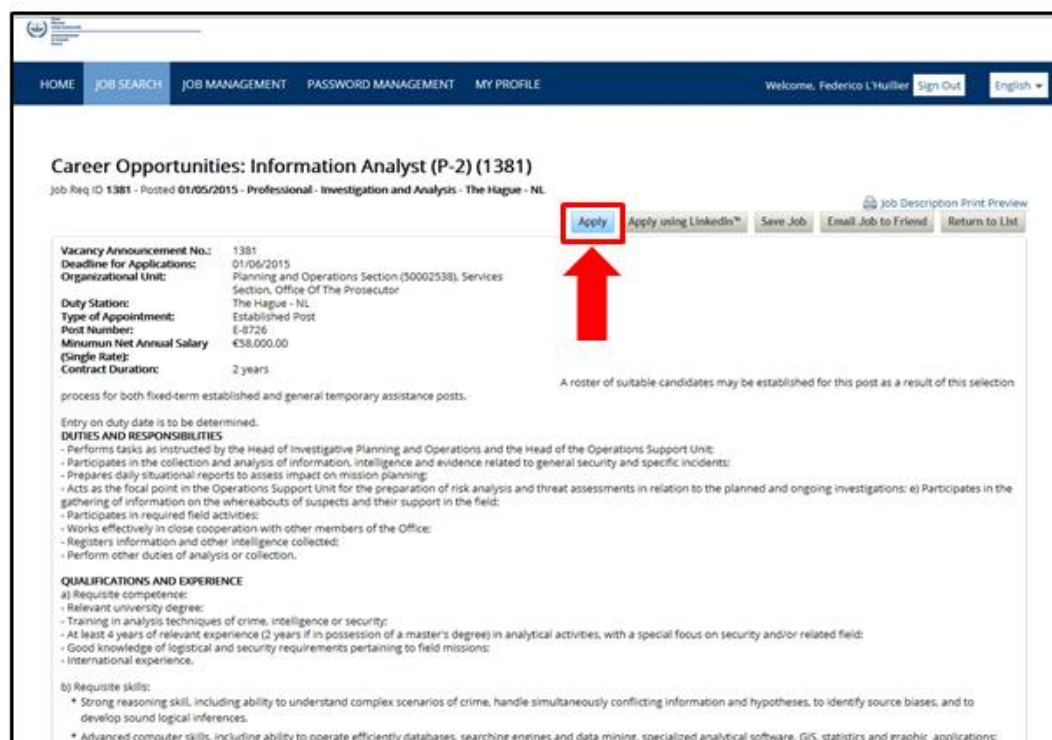
5.1. Click on “Job Search” to search for a vacancy



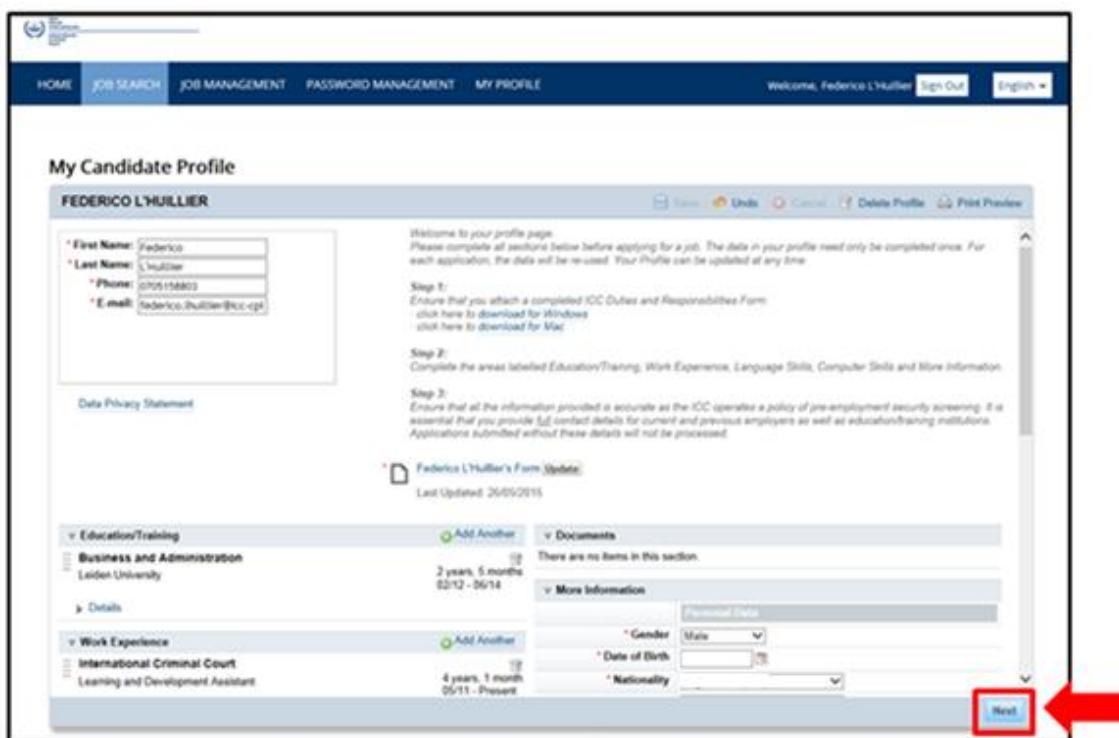
5.2. Click on the title of the vacancy to view the job description



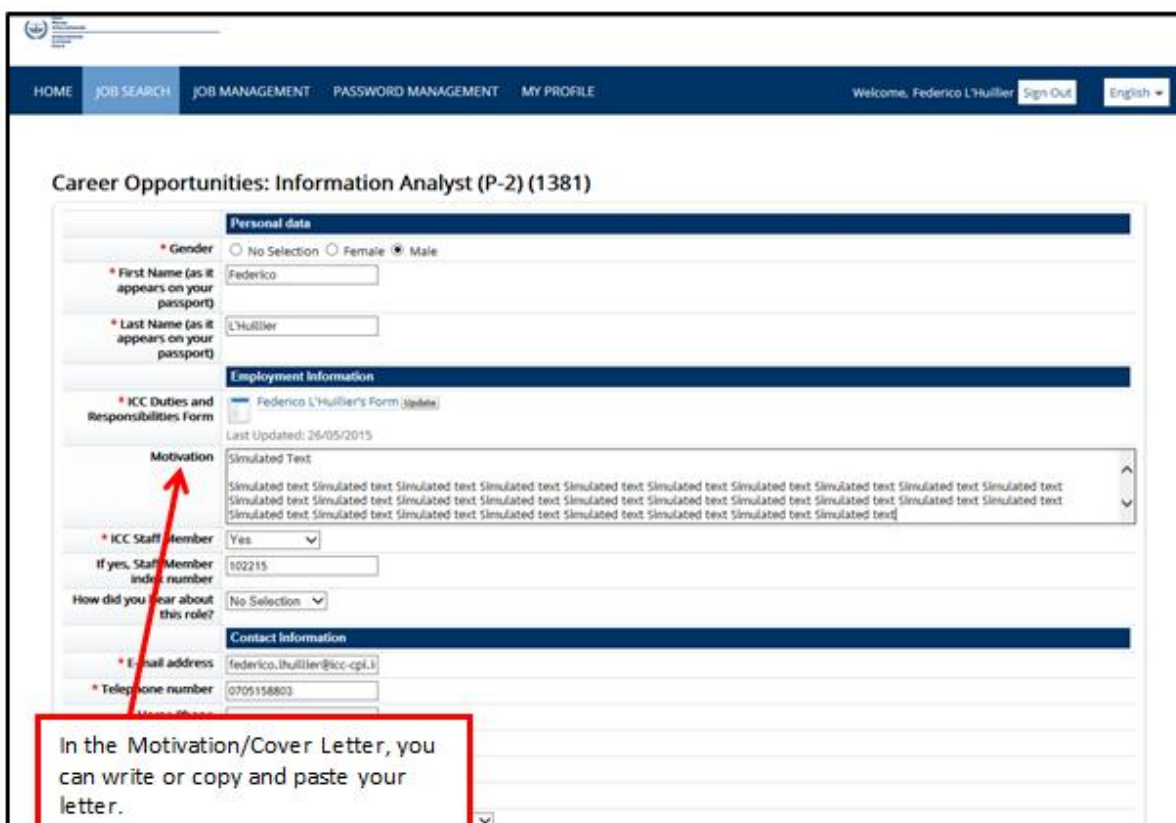
5.3. Click "Apply" to start the application process



5.4. Click “Next”



5.5. Complete the application form



Note: Fields marked with a red star (*) are compulsory

5.6. Click “Apply” located at the bottom of the form to submit your application. The “Save” button stores your application in the system for you to continue later with the application

The screenshot shows a web-based application form. At the top, there is a section titled "Contact Information" with a blue header. Below this header are several input fields, each preceded by a red asterisk indicating it is compulsory. The fields are: "E-mail address" (containing "federico.thullier@icc-cpi.3"), "Telephone number" (containing "0705158803"), "Home Phone", "Current Address", "ZIP code", "City", and "Country" (a dropdown menu). Below the contact information is a section titled "Questions" with six numbered questions. Each question has radio button options for "Yes" and "No". The "Yes" option is selected for questions 1, 2, 3, and 4. For question 5, the "Yes" option is also selected. For question 6, the "4 years or more" option is selected. At the bottom right of the form, there are four buttons: "Apply", "Back", "Save", and "Cancel". A large red arrow points to the "Apply" button, which is also highlighted with a red rectangular box. The "Save" button is also highlighted with a red rectangular box.

Contact Information	
* E-mail address	<input type="text" value="federico.thullier@icc-cpi.3"/>
* Telephone number	<input type="text" value="0705158803"/>
Home Phone	<input type="text"/>
* Current Address	<input type="text"/>
* ZIP code	<input type="text"/>
* City	<input type="text"/>
* Country	<input type="text"/>

Questions

- *Are you familiar with results-based budgeting?
 Yes
 No
- *Are you familiar with SAP?
 Yes
 No
- *Do you hold a Certified Public Accountant degree?
 Yes
 No
- *Do you have proficiency in computer applications relevant to an international management environment (such as ERP systems and MS Office programs)?
 Yes
 No
- *Do you hold a university degree in finance, accounting, business administration, or management?
 Yes
 No
- How many years of experience in budget and finance in an international environment do you possess?
 0 - 1 year
 1 - 4 years
 4 years or more