



## Technical guide how to submit an online application for contracted positions

1. **Register** with OSCE iRecruitment by supplying your email address and family name and by choosing a password or, if you are already registered, **Login** by typing in your email and password or, if you are an OSCE employee, by typing in your IRMA username and password.
2. Under the **Home/Profile** tab, create or update your profile by clicking on the **Complete Profile** button. The profile comprises three main sections: **Personal Information**, **Qualifications and Skills**, and **Additional Information**. Save each section as you finish it. You should complete the profile before applying for a specific vacancy, since it remains valid and you need not create a new one for every application you submit.
3. When you have completed or updated your profile, go to the **OSCE Vacancies** tab above and browse through the vacancies. You may search for vacancies by duty station, vacancy type etc., or you may simply leave all the search parameters unchecked and press the **Go** button for all the OSCE vacancies to list.
4. Identify the vacancy you wish to apply for and click the icon in the **Apply Now** column on the far right-hand side of the table. You are now three to four steps away from submitting your application.
5. After you have clicked on the "Apply Now" icon, you will get the opportunity to **Review Profile** once more and make any last-minute changes.
6. When you have reviewed the Profile and clicked on the **Next** button, the next step for you is to draft a **Cover Letter**, which cannot be longer than 3,000 characters (including spaces). When pasting the text, scroll to the end of the text to ensure that all of it is included.
7. At this stage, for many vacancies you will be asked to answer a few **Assessment** questions specific to the requirements of the position for which you are applying.
8. In the end, you will be asked to read and sign the **OSCE Terms and Conditions**, thereby verifying also the correctness of the information provided in your application. By clicking the **Finish** button you have submitted your application to the OSCE and you will soon receive an automated receipt confirmation email.