



Technical guide how to submit an online application for contracted positions

1. **Register** with OSCE online recruitment platform, Taleo, by supplying your username email address and by choosing a password or, if you are already registered, **Login** by typing in your email and password.
2. Save each section as you finish it. You should complete the profile before applying for a specific vacancy, since it remains valid and you do not need to create a new one for every application you submit.
3. When you have completed or updated your profile, click on **Submit** button and you will receive an automatic confirmation email. Now you can go to **Vacancies** page and browse through the open 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 **Search** button for all the OSCE vacancies to list.
4. Identify the vacancy you wish to apply for and click the button **Apply for Job** on the top left-hand side of the page. You are now three to four steps away from submitting your application.
5. After you have clicked on the "Apply for Job" button, you will get the opportunity to **Review** your profile with the information that you had filled in step 2 once more and make any last-minute changes.
6. When you have reviewed your Profile and clicked on the **Save and Continue** button in each step, including the **Cover Letter**, which cannot be longer than 4,000 characters (including spaces). When pasting the text, scroll to the end of the text to ensure that all of it is included.
7. In the end, you will be asked to read and e-sign the **OSCE Terms and Conditions**, thereby verifying also the correctness of the information provided in your application. By clicking the **Submit** button you have submitted your application to the OSCE and you will soon receive an automated receipt confirmation email.