HOW WE HIRE FOR INTERNATIONAL CONTRACTED POSITIONS AT THE OSCE

A 10-STEP GUIDE TO OUR RECRUITMENT PROCESS

1. Check OSCE Vacancies
   www.vacancies.osce.org
   Application period: 4-6 weeks

2. Applicants are encouraged to watch our Online Tutorials
   At jobs.osce.org/webinars

3. Applicants apply via: vacancies.osce.org
   before the expiry of the deadline

4. Long-Listing by HR
   10 working days for processing
   All applicants meeting the minimum requirements will be considered for further review

5. Pre-Screening Process by Hiring Managers
   Selected candidates may be invited for written test and/or Modern Hire pre-recorded video interview with automated questions.
   *Access to Video Pre-Screening Interviews Webinar

6. Short-Listing of Applicants by Hiring Managers
   15 working days for processing
   Congratulations! You are one of the top candidates for this position!
   Candidates’ suitability will be assessed based on relevant experience and educational qualifications. For candidates of equal merit, gender and geographical representation are considered

7. Verification of Educational Credentials
   Copies of original documents and certificates will be requested for validation

8. Checking References
   References from recent supervisors and those provided as referees in the Application Form will be checked (prior to the Board making their recommendations to the Appointing Authority)

9. Interviewing and Testing Short-Listed Applicants
   Interviews (in person or video), written test and/or presentation.
   Selection made by an Interview Board of 4-5 employees chaired by the Hiring Manager and facilitated by HR. Candidates will be evaluated based on overall assessment of relevant experience, educational qualifications, psychometrics and performance through interview and tests.

10. Making the Final Selection
    Appointing Authority makes decision based on the recommendations of the Interview Board set out in the report. Typically, 2-3 candidates are recommended.
    Depending on location of the post, the recommendations are listed to the Appointing Authority (Secretary General or Head of Institution or Head of Mission).
    For candidates of equal merit, gender and geographical balance are considered.

The role of Human Resources is to provide a positive candidate experience and to ascertain that the process is fair, consistent and within the rules and regulations for all candidates.