

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

Additional sources: LinkedIn,
Talent Acquisition Newsletter
Application period: 4-6 weeks

2

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



Applicants apply via: vacancies.osce.org

before the expiry of the deadline
*Offline Application Form

3

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

4

Long-Listing by HR

10 working days for processing
All applicants meeting the minimum requirements will be considered for further review



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



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)

8

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.

9



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



Selection Board



Recommended Candidates



Appointing Authority



Selected Candidate