

HOW WE HIRE FOR JUNIOR PROFESSIONAL OFFICER 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

Apply at jobs.osce.org and Get Directed to Seconding Authority

Prior to applying: Verify eligibility and check on procedures and financial sponsorship with your National Seconding Authority. Submit your application prior to the deadline to allow enough time for processing. At this stage, **only** your national authority has access to your application

*Participating States

*Watch our Online

Tutorials / Webinars

at jobs.osce.org/webinars

Seconding Authorities Review the Applications and Nominate their Selected Candidates to the OSCE Secretariat

The OSCE Secretariat **only** has access to applications that have been nominated by the Seconding Authority

3

5 Pre-Screening Process

Selected candidates will be invited for a written test and a [Modern Hire](#) pre-recorded video interview with automated questions.

*Access to [Video Pre-Screening Interviews Webinar](#)

4 Long-Listing by HR

Establishment of the Long-List for processing candidates meeting the minimum requirements to be considered for further review

6

Short-Listing of Applicants

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)

Interviewing

Second round video interviews with short-listed candidates. Selection made by an Interview Board chaired by the Hiring Manager and facilitated by HR. Candidates will be evaluated based on overall assessment of relevant experience, educational qualifications and performance through interview and tests

9

10

Making the Final Selection

Appointing Authority makes the selection decision based on the recommendations of the Interview Board set out in the report. For candidates of equal merit, gender and geographical balance are considered.

Seconding Authority is informed to confirm secondment and notify all candidates about the outcome. 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



Seconding Authority



Selection Board



Recommended Candidates



Appointing Authority



Selected Candidate



Seconding Authority