1 Create your profile

Visit **www.iaea.org/ employment** to learn about employment opportunities at the IAEA. Create a general profile to expedite the application process in preparation for when you decide to apply for a position.

Subscribe to our monthly newsletter to stay updated on recruitment news, open vacancies and upcoming webinars for job seekers at **www.iaea.org/ careers-newsletter**

We encourage applications from qualified women and candidates from developing countries.

2 Apply for a job

When you see a position that fits your career interest and background, complete and submit your online application. Make sure to allocate enough time to tailor your application to the position. All applications need to be submitted before the closing date stated on the vacancy notice. Applications received after this date will not be considered.

You will receive an acknowledgement of your application after applying.

3 Application review and pre-screening

Upon receipt, your application will be reviewed by the hiring division.

If shortlisted, you may be invited to complete a written assessment and/or online video recorded interviews as a part of pre-screening step.

4 Panel interview

We strive to make the interview process as efficient as possible. When successful in the pre-screening, you may be invited for an interview in Vienna or through a video conference.

The IAEA conducts competency-based interviews, so be prepared to discuss how your past experiences have shaped your competencies for the position. You can reference the IAEA's Competency Framework (link below) to learn more.

5 Outcome

Once the recruitment is complete and a decision is made, an offer will be extended to the selected candidate.

All applicants will be informed of the outcome of their application.

6 Post selection and onboarding

You have reached the final step in our recruitment process. Once you have been cleared for employment, a member of our team will confirm your start date.

We will also provide relocation and visa assistance for internationally recruited staff members to make sure that the transition is as smooth as possible for you and your family.

This process could take some time, so your cooperation is much appreciated.

You will be introduced to our system on the first day and begin new starters' orientation/ job specific/induction trainings to support your integration in the workplace.

List of resources available for job seekers

Standards of Conduct for the International Civil Service	www.iaea.org/sites/default/files/19/03/standards-conduct-isc.pdf
The Competency Framework	www.iaea.org/sites/default/files/18/03/competency-framework.pdf
Monthly Recruitment Webinar Programme	www.iaea.org/about/employment/webinars
Link to salary calculator of the UN Common System	info.undp.org/gssu/onlinetools/SalCalcInt/SalCalcInt.aspx

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