WIPO’s Online Recruitment System

How to apply for jobs, internships and individual contractor (ICS) opportunities at WIPO

All applications for employment opportunities at WIPO must be made via our online recruitment system.

Step by step guide: Applying for jobs, internships and ICS opportunities at WIPO
Please type CTRL + click on the type of opportunity you are interested in applying for below to view the step-by-step application instructions

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WIPO Careers

How to apply for Professional & Higher Category and General Service posts at WIPO
Getting Started:
Any individual interested in a Professional and Higher category, National Professional category or General Service position at WIPO should submit his/her application through WIPO’s online recruitment system and follow the below procedures:

- View WIPO’s current list of vacancy notices.
- Select the vacancy notice for which you would like to apply.
- Create an online profile and complete the mandatory details in all sections of the online application.
- All applications must be submitted before the vacancy notice closing deadline, which corresponds to the local date and time of each user.
- Applications will be acknowledged automatically by email, and applicants can monitor the status of their application(s) via our online system (my submissions page).

All inquiries regarding the online application process should be addressed to erecruit@wipo.int.

Application Process at WIPO:

Note to Applicants:
As of April 2016, WIPO has transitioned to a new online recruitment system. Returning job applicants who have completed an online profile to apply for jobs prior to 6 April 2016 will be required to create an account in our new online recruitment system in order to apply for jobs posted after that date. For additional information, please consult our FAQs.

Subscribe to WIPO Job Alerts:
To subscribe to WIPO Job alerts, click the RSS feed link available on the WIPO job openings list. (WIPO Career Page > Apply > RSS link)

Creating an online profile without applying for a specific job:
If you wish to create an online profile in our system without applying for a job, please refer to page 14 of this guide.
How to apply for a job opening at WIPO, step-by-step:

1. Starting from the Jobs at WIPO webpage, click the WIPO Careers section and then the “Apply” button

2. Upon clicking the “Apply” button, the WIPO online recruitment system will open and you can review the list of jobs currently available. If you find a job that corresponds to your skills and experience, click the “Apply” button to begin the application process.
3. After clicking the “Apply” button, you will be prompted to log in to your account or to create a new online profile. If you have created an account in our new system (after 6 April 2016) and forgot your username or password, click the “Forgot your username” or “Forgot your password” link to retrieve it.

![Login screen](image)

Returning users enter username and password then click Login

New Users or returning applicants who created an account before 1 April 2016 click here

Note: The remainder of this guide is dedicated to first-time applicants, however returning users may find it useful when modifying profile information or applying to new jobs.

4. Enter the relevant information in the New User Registration section, then click “Register”.

![New User Registration](image)
5. Upon registering, you will be asked to agree to the Privacy Agreement by clicking the “I Accept” button. (Note: clicking “I Decline” will cancel the application process)

6. Now you are ready to begin the online application. For the remainder of the process, you can follow your progress through the boxes at the top of the screen. The box highlighted in blue shows your actual step in the process. Here you have the option of either parsing a resume from LinkedIn, uploading a MS Word resume, or manually submitting the online application. Parsing will fill out some but not all the fields of the online application and you will need to check the fields to make sure the information was transferred correctly to the corresponding field in the system (i.e. mailing address should not display a phone number). Please note that your uploaded resume will not stay on file and is only used by the system to help you complete the required fields.
7. Complete the Personal Information section by filling in personal details (name, nationality, date of birth, etc.), basic profile information, language skills, and setting preferences on receiving notifications for new vacancies. After completing the required information, click “Save and Continue” to proceed.
8. **Next, complete the Education and Certifications section.** After completing all the relevant fields, click the "Save and Continue" button to proceed.
9. Enter the required information related to your work experience in the Employment Record section. You may wish to copy and paste the information from a CV/Resume.
10. Complete the General Questionnaire on this page which applies to all job openings at WIPO.

11. Complete the Profile Questionnaire which pertains to the specific job opening for which you are applying. Click the “Save and Continue” button once you have answered all the questions.
12. Next, please provide a motivational letter to complement your application. Once complete, click “Save and Continue” to proceed.

**Tip:** Your motivation letter should explain why you think that you would be a good candidate for this role and what you would bring to the Organization. It should make clear reference to the requirements outlined in the vacancy announcement and how you feel that your profile is a good fit.

13. Almost done! Please e-Sign your application by reading the statement, entering your full name and date of birth, then click the “Save and Continue” button.
14. The last step in the process is to review and submit your application. Here you can review your profile, and go back to make any changes if necessary by clicking the “Edit” link. Once reviewed, click “Submit” to submit your application.

Upon submitting, you will receive the following on-screen message, and an email confirmation.

15. If you wish to view, edit or withdraw your submission at any time, go to the “My Jobpage” tab and select the “My Submissions” link to view the list of all applications you submitted.
Creating a profile in WIPO’s Online Recruitment System without applying to a job:

If you wish to create a spontaneous online profile in our system without applying to a specific job, please follow the below instructions and use this link.

Click the “Sign In” link at the top right of the page:

After clicking “Sign In”, the user registration page will appear, select “New User”.

[Image of WIPO's Online Recruitment System login page]

[Image of user registration page]
Enter your desired user name and password, and then agree to the privacy agreement on the next page.

On your homepage, select the “My Jobpage” tab and click the “Access my account” link on the right to begin entering your profile information. Please refer to steps 6-10 in this guide in order to complete the various sections of your online profile (pgs.5-9).

Deactivating your account:
If you wish to deactivate your account which will also withdraw all of your active job submissions, please do so by clicking the My Account Options link at the top right of the page, then click the Deactivate link.

Technical problems:
If you have encountered technical problems while creating your profile or applying to jobs, please document them by taking a screen shot (Ctrl+Print Screen) and send it to us at erecruit@wipo.int together with a short description of the problem and we will address it as soon as possible.
How to apply to the WIPO Internship Program
Getting Started:

Any individual interested in doing an internship at WIPO should submit his/her application through WIPO's online recruitment system and follow the below procedures:

- Visit the webpage Jobs at WIPO.
- Select “Internships”, then click “Apply for an internship”.
- Create an online profile and complete the mandatory details in all sections of the online application.
- Applications will be acknowledged automatically by email, and applicants can monitor the status of their application(s) via our online system (my submissions page).
- All inquiries regarding the online application process should be addressed to errecruit@wipo.int.

Internship Application Process at WIPO:

Note to Applicants:
As of April 2016, WIPO has transitioned to a new online recruitment system. Returning job applicants who have completed an online profile to apply for jobs prior to 6 April 2016 will be required to create an account in our new online recruitment system in order to apply for jobs posted after that date. For additional information, please consult our FAQs.
How to apply for an internship at WIPO, step-by-step:

1. Starting from the Jobs at WIPO webpage, click the “Internships” link, and then the link “Apply for an internship”

2. Upon clicking the link, the WIPO online recruiting system will open where you can apply for an internship. Go to the Internship Roster vacancy and click the “Apply” button to begin the application process.
3. After clicking the “Apply” button, you will be prompted to log in to your account or to create a new online profile. If you have created an account in our new system (after 6 April 2016) and forgot your username or password, click the “Forgot your username” or “Forgot your password” link to retrieve it.

4. Enter the relevant information in the New User Registration section, then click “Register”.

Note: The remainder of this guide is dedicated to first-time applicants, however returning users may find it useful when modifying profile information or applying to new jobs.
5. Upon registering, you will be asked to agree to the Privacy Agreement by clicking the “I Accept” button. (Note: clicking “I Decline” will cancel the application process)

6. Now you are ready to begin the online application. For the remainder of the process, you can follow your progress through the boxes at the top of the screen. The box highlighted in blue shows your actual step in the process. Here you have the option of either parsing a resume from LinkedIn, or uploading a MS Word resume, or manually submitting the online application. Parsing will fill out some but not all the fields of the online application, and you will need to check the fields to make sure the information was transferred correctly to the corresponding field in the system (i.e. mailing address should not display a phone number). Please note that your uploaded resume will not stay on file and is only used by the system to help you complete the required fields.
7. Complete the Personal Information section by filling in personal details (name, nationality, date of birth, etc.), basic profile information, language skills, and setting preferences on receiving notifications for new vacancies. After completing the required information, click “Save and Continue” to proceed.
8. **Next, complete the Education and Certifications section.** After completing all the relevant fields, click the "Save and Continue" button to proceed.

Click the "Add Education" button to enter additional degrees obtained or in progress.

Click the "Add Certification" button to enter additional certifications obtained.

After entering all the required information, click "Save and Continue" to proceed.
9. Enter the required information related to any work or previous internship experience in the Employment Record section. You may wish to copy and paste the information from a CV/Resume.

Click the "Add Work Experience" button to enter additional work experience.

After entering all the required information, click "Save and Continue" to proceed.
10. Complete the General Questionnaire on this page which applies to all job openings at WIPO.

11. Complete the Profile Questionnaire which pertains to the Internship Program. Click the “Save and Continue” button once you have answered all questions.
12. Next, please provide a motivational letter to complement your application. Once complete, click “Save and Continue” to proceed.

13. In order to apply for an internship at WIPO you must provide at least two references, do so in the following screen. Click “Save and Continue” to proceed.
14. Almost done! Please e-Sign your application by reading the statement, entering your full name and date of birth, then click the “Save and Continue” button.

15. The last step in the process is to review and submit your application. Here you can review your profile, and go back to make any changes if necessary by clicking the “Edit” link. Once reviewed, click “Submit” to submit your application.

Upon submitting, you will receive the following on-screen message, and an email confirmation.
16. If you wish to view, edit or withdraw your submission at any time, go to the “My Jobpage” tab and select the “My Submissions” link to view the list of all applications you submitted.

Deactivating your account:
If you wish to deactivate your account which will also withdraw all of your active job submissions, please do so by clicking the My Account Options link at the top right of the page, then click the Deactivate link.
How to Apply for Opportunities as an Individual Contractor (ICS) at WIPO
Getting Started:

Any individual interested in a temporary consultancy with WIPO as an Individual Contractor should follow the below instructions when applying for opportunities. These opportunities are identifiable by the contract type Individual Contractor Services (ICS) and will be referred to as ICS throughout this document.

- View WIPO’s current list of ICS opportunities.
- Select the opportunity meeting your skills and qualifications for which you would like to apply.
- Create an online profile and complete the mandatory details in all sections of the online application.
- All applications must be submitted before the vacancy notice closing deadline, which corresponds to the local date and time of each user.
- Applications will be acknowledged automatically by email, and successful applicants will be contacted within two months from date of closure of the vacancy announcement.
- All inquiries regarding the online application process should be addressed to ics@wipo.int.

Application Process at WIPO:

Note to Applicants:
As of April 2016, WIPO has transitioned to a new online recruiting system. Returning applicants who have completed an online profile to apply for jobs or ICS opportunities at WIPO prior to 1 April 2016 will be required to create an account in our new online recruitment system in order to apply for jobs posted after that date. For additional information, please consult our FAQs.

Subscribe to WIPO Job Alerts:
To subscribe to WIPO ICS opportunities alerts, click the RSS feed link available on the list of ICS opportunities at WIPO. (Jobs at WIPO page > Individual contractors section "Apply for an ICS position" > RSS link)

Note on ICS Contracts:
ICS contractors fall outside of the coverage of employment contracts for WIPO Staff members and are not subject to the WIPO Staff Regulations and Rules. The contractor has no entitlement to vacation or sick leave, except for WIPO official holidays, or to medical insurance or staff pension. Absences from work will be deducted from the contractor's payment on a pro-rated basis.

Deactivating your Account:
If you wish to deactivate your account, which will also withdraw all of your active job submissions, please do so by clicking the My Account Options link at the top right of the page, then click the Deactivate link.
How to apply for an ICS opportunity at WIPO

1. Upon clicking the “Apply for an ICS position” button, the list of ICS opportunities currently available will open. Click the job title to view the details of the corresponding opportunity. To apply you may either click the “Apply Online” button from within the job description, or return to the list and click the “Apply” button next to the corresponding job title.
2. After clicking the “Apply” button, you will be prompted to log in to your account or to create a new online profile. If you have created an account in our new system (after 6 April 2016) and forgot your username or password, click the “Forgot your username” or “Forgot your password” link to retrieve it.

Note: The remainder of this guide is dedicated to first-time applicants, however returning users may find it useful when modifying profile information or applying to new opportunities.
3. Enter the relevant information in the New User Registration section, then click “Register”.

4. Upon registering, you will be asked to agree to the Privacy Agreement by clicking the “I Accept” button. (Note: clicking “I Decline” will cancel the application process)
5. Now you are ready to begin the online application. For the remainder of the process, you can follow your progress through the boxes at the top of the screen. The box highlighted in blue shows your actual step in the process. Here you have the option of either parsing a resume from LinkedIn, or uploading a MS Word resume, or manually submitting the online application. Parsing will fill out some but not all the fields of the online application and you will need to check the fields to make sure the information was transferred correctly to the corresponding field in the system (i.e. mailing address should not display a phone number). Please note that your uploaded resume will not stay on file and is only used by the system to help you complete the required fields.
6. Complete the Personal Information section by filling in personal details (name, nationality, date of birth, etc.), basic profile information, language skills, and setting preferences on receiving notifications for new vacancies. After completing required information, click “Save and Continue” to proceed.
7. **Next, complete the Education and Certifications section.** After completing all the relevant fields, click the “Save and Continue” button to proceed.

Click the “Add Education” button to enter additional degrees obtained or in progress.

Click the “Add Certification” button to enter additional certifications obtained.

After entering all the required information, click “Save and Continue” to proceed.
8. Enter the required information related to your work experience in the Employment Record section. You may wish to copy and paste the information from a CV/Resume.
9. Complete the General Questionnaire on this page which applies to all ICS opportunities at WIPO.

10. Complete the Profile Questionnaire which pertains to the specific job opening for which you are applying. Click the “Save and Continue” button once you have answered all the questions.
11. Next, please provide a motivational letter to complement your application. Once complete, click “Save and Continue” to proceed.

12. Almost done! Please e-Sign your application by reading the statement, entering your full name and date of birth, then click the “Save and Continue” button.
13. **The last step in the process is to review and submit your application.** Here you can review your profile, and go back to make any changes if necessary by clicking the “Edit” link. Once reviewed, click “Submit” to submit your application.

Upon submitting, you will receive the following on-screen message, and an email confirmation.

14. **If you wish to view, edit or withdraw your submission at any time,** go to the “My Jobpage” tab and select the “My Submissions” link to view the list of all applications you submitted.