How to complete your OECD job application and be notified of new OECD job offers
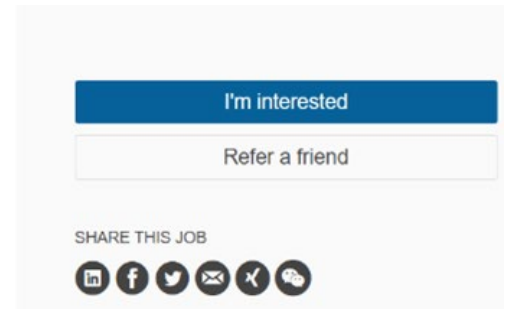
HOW TO APPLY TO A JOB OFFER ON SMARTRECRUITERS, THE OECD'S RECRUITMENT PLATFORM?

1. Go to SmartRecruiters the OECD's recruitment platform, and select a job offer that interests you. Click on *I'm interested*.

2. **Easy Apply**
The Easy Apply option allows you to upload a resume that will be parsed, and the application fields automatically populated. You can check the fields and modify them if necessary. You can also use your LinkedIn/Indeed profile to apply.

3. **Personal Information**
Indicate:
   - Your first name
   - Your last name
   - Your email address (you need to confirm you email address in the corresponding field)
   - Your place of residence (city and country)
   - Your phone number

All fields marked with an asterisk (*) are required.

4. **Experience**
   At least one entry must be entered under the *Experience* section. Click on *Add*.
   Indicate:
   - Your job title
   - The name of your company
   - Your job description
   - How long you have occupied this position (select the relevant dates; if this is your current job, tick the *I currently work here* box).

   Click on *Save*. To add another experience, click on *Add*.

5. **Education**

   At least one entry must be saved under the *Education* section. Indicate:
   - The name of the institution
   - The major
   - The degree level
   - The school location
   - A description of your studies
   - How long you studied there (select the relevant dates; if you are currently studying there, tick the *I currently attend* box).

   Click on *Save*. To add another education entry, click on *Add*.

   Education ·   + Add

   Fields marked with * are required.

   Institution *
   University of Canberra   ✓

   Major   Degree

   School location

   Description

   From   To
   📅 Pick a date   📅 Pick a date

   ☐ I currently attend

   Cancel   **Save**

6. **On the web**

   Website and social network details may be entered under this section.

   On the web

   LinkedIn   Facebook

   Twitter   Website

7. **Resume**

   A resume must be attached to the application. The attached resume will not populate the application fields automatically like the *Easy Apply* option (see 2.). Click on *Browse resume* to select a file from your computer or drag-and-drop it into the rectangle.

   Resume ·

   Browse resume or just drop it here

8. **Message to Hiring Manager**
   Cover letter details may be entered in this section.

   Message to Hiring Manager

   Let the company know about your interest working there

9. Click on *Next* to continue the application process.

   Next

10. **Preliminary questions**
    Answer the questions listed on this page by using the drop-down menus or filling the relevant text boxes.

    Preliminary questions

    Please choose your OECD primary nationality from the drop-down menu below. If you are not a national of a member country, please select Non-member.

    Veuillez choisir votre nationalité principale au sein de l'OCDE dans le menu déroulant ci-dessous. Si vous n'êtes pas ressortissant d'un pays membre, veuillez sélectionner non membre. *

    If you selected Non-member for the OECD primary nationality above, please choose your primary nationality from one of the drop-down menus below.

    Si vous avez sélectionné Non membre pour la nationalité principale de l'OCDE ci-dessus, veuillez choisir votre nationalité principale dans l'un des menus déroulants ci-dessous.

    A - L

    M - Z

    Please select your gender below:
    Veuillez sélectionner votre sexe ci-dessous : *

11. **Privacy policy**
    The OECD Privacy Policy must be accepter before the application can be submitted.

    Please review the OECD Privacy Policy.

    ☑ By checking this box, you will declare that you read and agree to the privacy policy of OECD. *

12. Once the application is complete, click on *Submit*.

    Submit

13. A message confirming that your application has been sent will appear. You will also receive a confirmation email.

✓ **Your application at OECD has been submitted!**

14. (Optional) Create a SmartRecruiters account by entering a password to save your profile and make any future applications easier.

Improve your application experience with Smartr

Apply to your dream job

See if your profile was viewed

Talk to the hiring team

Create your SmartrProfile

Enter a password to create your account *

(At least 8 characters)

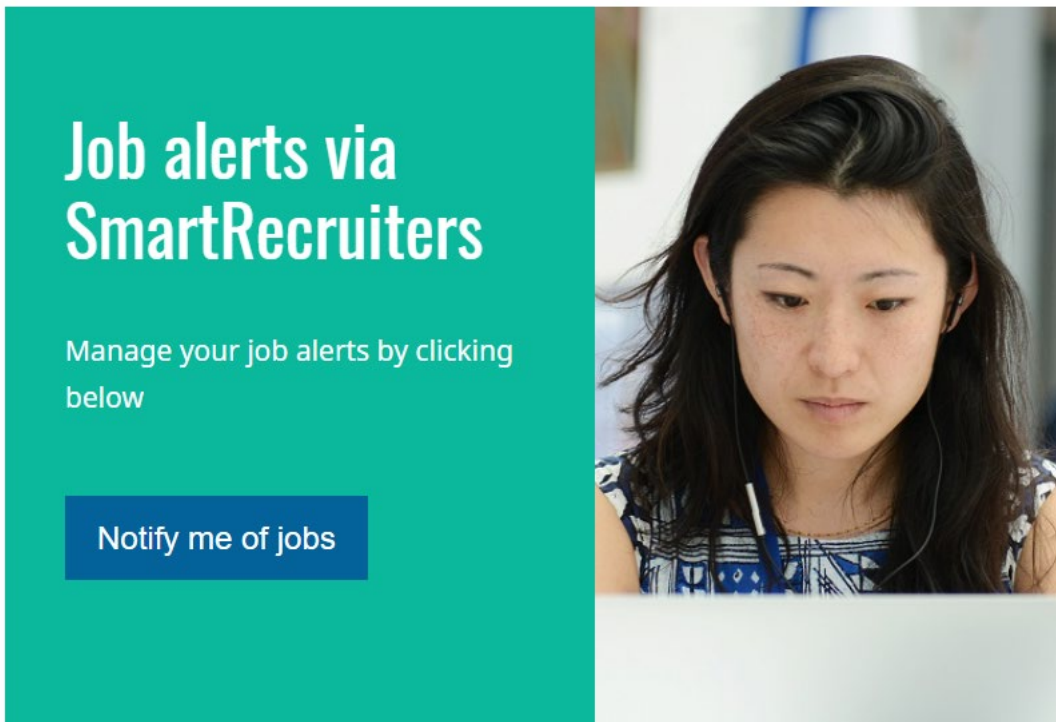☐ Check this box to confirm you have agree and consent the Smartr Services Agreement. *

Create your Smartr account

HOW TO BE NOTIFIED OF NEW OECD JOB OFFERS?

1. Go to the [Apply section](#) of the OECD's Careers page.

2. Under *Apply to the OECD*, click on the + sign under *Job alerts via SmartRecruiters*.
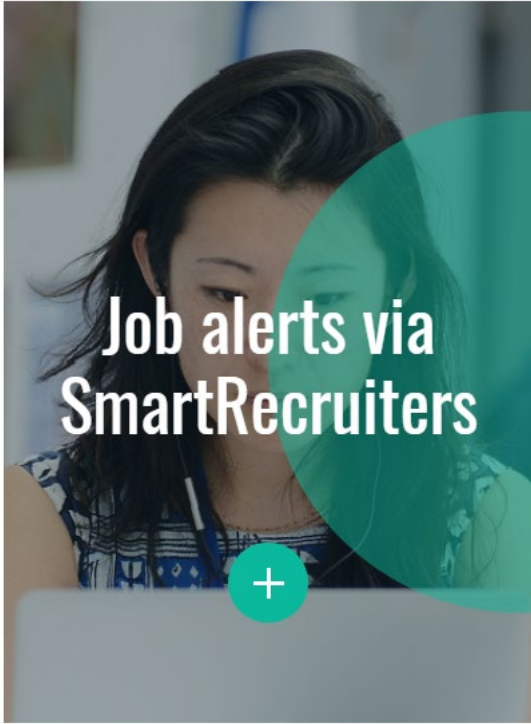
3. Click on *Notify me of jobs*.

4. Fill out the fields. Indicate:
   - Your first name
   - Your last name
   - Your email address
   - The keyword for the type of position you are interested in (please note that if you are interested in different types of positions, you will have to create another job alert).
   - Your place of residence (location)
   - Your level of experience
   - Your function
   - Your type of employment

Create job alert

First Name

Last Name

Email Address

5. Once you have filled out all the fields, you must agree to receiving emails from SmartRecruiters. Please read our OECD Privacy Policy.
Tick the *I'm not a robot* field to be able to create an alert.

☐ By checking this box, you agree to receive emails from SmartRecruiters about OECD jobs matching your criteria, according to OECD Privacy Policy.

☐ I'm not a robot

reCAPTCHA
Privacy - Terms

6. Click on *Create Job Alert*.

Create Job Alert

7. A confirmation notification will appear, and you will receive a confirmation email.

Check your email

Success!

A confirmation email has been sent to
Please click on the confirmation link to subscribe to this job alert.

Close

8. In the confirmation email, click on *Click here to confirm your subscription*.

Dear
Thank you for subscribing to job alerts! Your job alert for OECD has been created.

Click here to confirm your subscription

Best regards,
The OECD Team

9. Once you confirm your subscription, you will receive notifications about jobs that fit your interests.

Subscription Confirmed
You will be e-mailed jobs that fit your interest as
soon as they are posted.