



Tips on creating your UN **Personal History Profile** For **Roster Vacancies** targeting UN Field Missions

Education

- ✓ A first level degree (minimum) is needed to be considered for Professional (P) level positions.
- ✓ If you have the required education qualifications, **always indicate your first level degree as “Bachelor’s degree” and your Master as “Master’s Degree”**. Do not select “Certificate/Diploma” as this is not recognized as a degree by the system.
- ✓ Always list an **end date** for your degree and indicate that you have obtained the degree! (tick **“Yes” for “Degree obtained”**). If you do not do so, the system will automatically reject your application.
- ✓ Always indicate whether you completed the degree full time or part time, and in person or distance learning.
- ✓ If you don’t find your university in the list, put it under “Other credited university”.

Language

- ✓ It is very important to include your mother tongue in the list of languages you are fluent in.
- ✓ Candidates who forget to list the specified language will be automatically rejected by the system if fluency or working knowledge of a particular language is a requirement.
- ✓ Fluency in a language is defined as being “Fluent” in all four areas (Reading, Writing, Speaking and Understanding). If you are fluent but do not indicate fluency in all four, the system will reject your application, even if you have worked in that language previously.
- ✓ “Working knowledge” is defined as being “Fluent” or “Confident” in at least two of the four areas. **If you have good working knowledge, you need to indicate “Fluent” or “Confident” in at least two of the four areas (Reading, Writing, Speaking, and Understanding).**

Do not wait until the last minute to apply to a Job Opening! It takes up to three hours to complete your application and PHP from scratch. Apply early as there is no flexibility for IT related problems when applying on the last day!

Work Experience

- ✓ The UN needs to know all of your work experience history. List **all** your work experience (every job, every internship, every part time job), even if your career history goes back 20 years or more!
- ✓ Always remember to list your current job in your PHP. Indicate an end date on all your previous jobs and make sure all dates are consistent.
- ✓ Ensure that if you had two part time jobs at the same time, they are indicated as such.
- ✓ Highlight 5-10 outcomes/deliverables under “Achievements”, which should reflect exact deliverables.
- ✓ Do not assume recruiters will know what you mean. Be clear and precise in your description of duties.

General tips

- ✓ Ensure your cover letter and the information provided in your PHP is up to date.
- ✓ Your cover letter is the personal introduction that accompanies your PHP. It should not be longer than one page.
- ✓ Look at the “work experience” requirements in the job opening and make sure these requirements are clearly addressed in your PHP.
- ✓ Do not use acronyms - spell out everything.
- ✓ Tailor your PHP and cover letter to the actual job you are applying to.
- ✓ Your PHP will be reviewed by a recruiter who does not know you.
- ✓ Make sure to explain exactly what you were responsible for and what you did for each work experience. Always proofread your application for consistency and accuracy.