

Tasks & Questionnaires for External Candidates

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OVERVIEW

Firstly – thank you for applying to UNHCR!

To support you through the process, we have made a quick guide to show some of the steps you may have to complete **after you have submitted your application**.

If you need more information on submitting your application, please see the **Apply for a Vacancy (external)** guide.

You may **not** have to complete all the steps included in this guide; however, this guide will outline the two types of tasks you may receive:

1. Questionnaires tasks
2. Review Documents: typically used to review, acknowledge, and submit documents

Questionnaires

As you progress through the recruitment process with UNHCR, **you may have** to complete a **Questionnaire**, which helps us get quick answers about your application.

You will receive an email notification if containing a hyperlink to the questionnaire to complete.

Example:

Subject: Complete Questionnaire

Dear Joe

*Please complete questionnaire in UNHCR Careers. * **URL LINK to task****

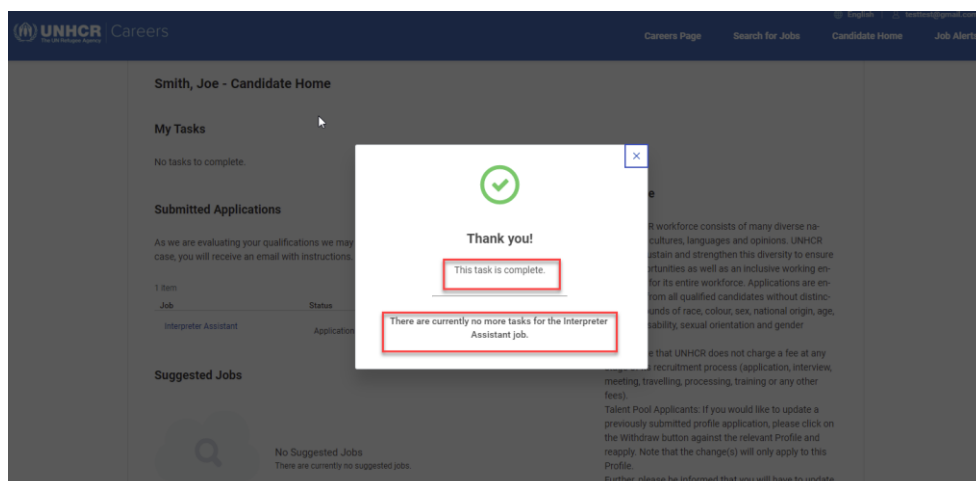
Kind Regards, UNHCR Careers

1. **Click the hyperlink** which will open the Careers page for you from your Candidate account in Workday.
2. Answer the **questions** as fully as possible in the questionnaire.
 - Questions marked with an * are mandatory

The example below shows a questionnaire related to adjustments required relating to disabilities:

The screenshot shows the UNHCR Careers page with a questionnaire titled "Do you require any adjustments related to disabilities during recruitment phases, should your candidacy be retained for a test or interview (for example, captioning, sign language interpretation, extra time on tests)?" The questionnaire includes several checkboxes for different types of adjustments: Captioning, Sign language interpretation, Extra time on tests and/or interview, Bigger fonts in documents, Braille key board, Wheelchair access, access for seeing-eye dog, or facilitated access, No, I don't require any adjustment, and Other. A red box highlights an asterisk (*) next to the question, indicating it is mandatory. Below the checkboxes is a text input field for additional information. At the bottom of the form, there are "OK" and "Cancel" buttons, with the "OK" button highlighted by a red box. Social media follow buttons for Twitter and LinkedIn are also visible.

3. Click **OK**
 - a. A pop-up message will appear letting you know the task is complete and if you have any other outstanding tasks to complete.



Review Documents

As you progress through the recruitment process with UNHCR you **may have** to complete some **document tasks**.

One example would be to confirm details of an offer letter, as shown below.

You will receive an email notification if you have document tasks to complete, containing a link to the task on your candidate account (Candidate Home). If you have not created an account, you will also be promoted with a link to set this up so your application details are all in one place.

An example of the email notification:

Subject: UNHCR offer is awaiting your signature

Dear Joe Smith,

You have received an offer from UNHCR. Please connect to your Workday space to review and sign it.

Best regards,

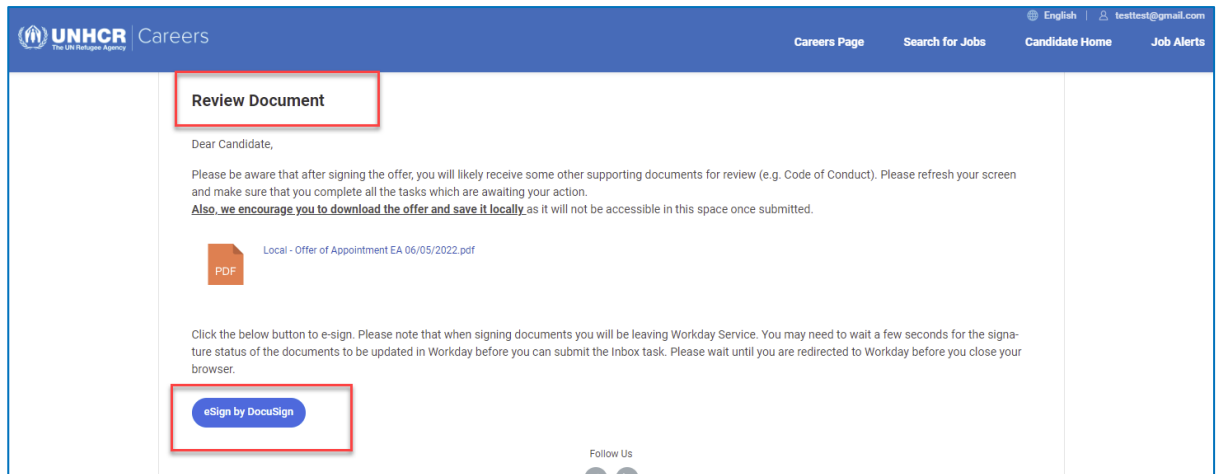
*UNHCR team "**External Site Task Link**"*

Kind Regards, UNHCR Careers

1. Once you receive the notification, click the hyperlink, which will open the documents to review in your Candidate account.
2. Take the appropriate action for the steps required

Note: Sometimes you receive multiple documents after each other, by signing or acknowledging one would trigger another. Also, often you are asked to download a document as it will not be stored under your Candidate account. Therefore, please make sure you follow the instructions.

The example below shows the completion of an electronic signature - **eSign by DocuSign** button



3. To action the document, click on the **esign by DocuSign** button
 - a. A pop-up message will appear to inform you that the task is complete and letting you if you have any other outstanding tasks pending.

Thanks for your application and Good Luck!