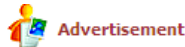




## WorldFish Center Online Employment Application Applicant Quick Start Guide

1. To apply for the position online, please refer to the ‘**Advertisement**’ and click [Apply](#) on the position that you are interested to apply. Please use ‘**Internet Explorer**’ as your web browser when you use the online application form.



Center	Advertisement Title	Opening date	Closing date	Type	Apply	Description
WFC	WF-Post-Doctoral Fellow	23/05/2011	22/06/2011	Internal & External	<a href="#">Apply</a>	<a href="#">Description</a>
WFC	WF-Post-Doctoral Fellow (Penang)	23/05/2011	22/06/2011	Internal & External	<a href="#">Apply</a>	<a href="#">Description</a>
WFC	WF-Scientist	23/05/2011	22/06/2011	Internal & External	<a href="#">Apply</a>	<a href="#">Description</a>

Figure 1 : HR4U-Recruitment Module-Advertisement

2. An application form will be displayed with the position that you have selected.
3. If you are an ‘**External**’ candidate, click on ‘**External**’ option button on the top right hand side of the form and start to fill up the form appropriately.

The screenshot shows an online application form titled 'Application'. At the top right, there are radio buttons for 'External' (selected) and 'Internal'. The form contains the following fields:

- 1. Position Applied: WF-Post-Doctoral Fellow
- 2. Salutation: Mr. (dropdown menu)
- 3. First Name \*
- 4. Last Name \*

Figure 2 : HR4U-Recruitment Module-Online Application Form1

4. If you are an ‘**Internal**’ candidate (i.e. staff) and you access the web using your WorldFish login and password, click on the ‘**Internal**’ button and your employment data will be automatically updated in the form. You may choose to edit other information in the form which is not captured earlier to support your application. As ‘**Internal**’ candidate you may also choose to apply via your HR4U account.

5. For 'External' candidate, please proceed to fill up **ALL** the required fields accordingly.
6. Once you reach item '**18. Application**', **Upload** your application letter and C.V. The document for upload must be in '**Word**' format.



The screenshot shows a web form titled "18. Application". It contains the following elements:

- A header section with the text: "18. Application" and "\* Please press the upload button to save the attachments".
- A sub-section "a. Attach a letter addressing the selection criteria as stated in the position announcement." with a text input field, a "Browse..." button, and an "Upload" button.
- A sub-section "b. CV" with a text input field, a "Browse..." button, and an "Upload" button.
- A note at the bottom: "Note: Attachments must be in word format".
- At the bottom right, there are "Close" and "Submit" buttons.

Figure 3 : HR4U-Recruitment Module-Online Application Form1-Upload Application Letter and C.V.

7. Once upload is completed, click on **Submit**.
8. We prefer application for vacancy to be submitted online however if you encountered problems in submitting your application online, please contact us at [worldfish-hr@cgiar.org](mailto:worldfish-hr@cgiar.org).

Thank You.