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Recruitment Process for Vacancies

## Screening of applications

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Screening of the applications received will normally be completed within a month after the closing date. However, this may take longer if the volume of applications received is very large.

Applications will be evaluated in terms of education, language skills and experience; the type and level of qualifications required is specified in each vacancy announcement.

Candidates who meet all the qualifications required for the position will be pre-selected and invited to sit a written test.

If an application meets only some, or none, of the qualifications required, it will not be pre-selected and a 'not retained' status will be visible to the applicant. We regret that it will not be possible to provide feedback on the applications that were not retained.

## Written test and interview

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Applicants who have been pre-selected will be notified via email and will be given a time schedule of the selection process.

The selection process normally entails a written test and an interview.

The written test can take place in our Turin campus or can be delivered electronically. The test is eliminatory and, as a result, only those who successfully pass it will be short listed for further assessment.

The interview may take place via video-conference, skype, telephone or in person. Candidates will be notified in advance of the time, duration and location of the interview. Interviews are carried out by a selection panel. In addition, for some positions, an assessment of skills and competencies may also be carried out through a face-to-face interview with a consultant.

## Selection notification

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All candidates who were pre-selected and/or short listed will be informed, at the appropriate time, of the findings of the selection process.

## Reference checks

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Appointment at the ITCILO is subject to satisfactory and complete verification of academic qualifications and reference checks. Candidates under serious consideration will be notified that reference checks are being conducted. They will also be asked to provide the original copies of their academic qualifications.

The recruitment process outlined above will not apply to Internship Vacancies.  
Candidates who have applied for an Internship position should consult the document  
*Application procedures and conditions for interns* available on our webpage.

**[WWW.itcilo.org](http://WWW.itcilo.org)**

**International Training Centre of the ILO**

**Viale Maestri del Lavoro, 10 • 10127 Turin - Italy**

**E-mail: [communications@itcilo.org](mailto:communications@itcilo.org) • Phone: + 39 011 693 6111 • Fax: + 39 011 663 8842**

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