

# Tips for Applying

The IAEA receives thousands of applications for employment every year, a limited percentage of which are deemed well-qualified. The following are some suggestions to keep in mind while completing your Personal History Form (PHF) for the IAEA.

## 1) APPLY SELECTIVELY

The IAEA looks for a “perfect match” when filling a position and will reopen a vacancy rather than consider an applicant who only fills some of the requirements. Be sure that you have the maximum amount of directly relevant experience required in the position description.

## 2) TAILOR YOUR PHF TO THE JOB

Like you would for any job application, tailor your application to the job and the organization. Review the IAEA’s website and mission. This will help you recognize what a reviewer might be looking for.

*Also, familiarize yourself with the IAEA’s work and goals in your field, and highlight your expertise and experience relevant to them.*

## 3) PROVIDE DETAILED DESCRIPTIONS

Details of past positions are the most important part of the application, especially for experiences that are relevant to the IAEA’s work. Include position objectives, routine tasks, special projects, and results achieved.

*Remember that job descriptions should not just list what your responsibilities and accomplishments in each position were. They should show how that job has demonstrated your qualifications, or added to your qualifications, for IAEA employment.*

Address every point under the “Knowledge, Skills and Abilities” and “Education and Experience” sections in the vacancy notice. However, be sure that your application remains readable and information is easily findable. Pages of lengthy paragraphs make it easy for reviewers to lose interest.

*Key information should stand out first and foremost. Assume you have 10 seconds to make a strong first impression, then sell them with the details.*

## 4) UTILIZE KEY WORDS

Make sure that you’re including terms that are important to the IAEA. Double-check for these terms in your PHF before submitting.

## 5) NOTE MANAGERIAL EXPERIENCE

Management skills are required of individuals interested in supervisory positions. This will be a key item IAEA is looking for in your application. Indicate the number of staff you’ve supervised in each position.

If you have not supervised or were not directly responsible for overseeing employees, note if you coordinated work or trained employees.

On a similar note, IAEA also appreciates teamwork.

Highlight this in any jobs or projects, and if you played a leadership role on the team.

## 6) NOTE IAEA & INTERNATIONAL ACTIVITIES

Be sure to include IAEA meetings, missions, and consultancies that you’ve been involved in, and note key accomplishments or results and any leadership roles that you played (ex. chair of a committee). Also include other international experience that is relevant to the Agency’s work, even if it was not through the IAEA.

If you have not had any jobs or activities at the international level, be sure to emphasize working in a multi-cultural environment, if past jobs required international travel, or any international meetings or conferences in which you participated.

If this information was not appropriate in your employment records, utilize the remarks section.

## 7) INCLUDE LANGUAGE SKILLS

While the IAEA’s official business is conducted in English, knowledge of other official UN languages is considered advantageous.

The other official UN languages are: Arabic, Chinese, French, Russian and Spanish. Note your proficiency in these or other languages.

## 8) UTILIZE THE REMARKS SECTION

Do not copy and paste your resume into the remarks section. Take advantage of the section to explain your motivation – why you want the job and what you think you can contribute.

## 9) DOUBLE-CHECK FOR TYPOS

Typos don’t convey the interest and professionalism that your resume should. This is a simple test to pass, and the IAEA does notice.

## 10) CHOOSE REFERENCES CAREFULLY

Your most recent supervisor, as well as three of your references, will be contacted if you are interviewed. Give a short description of the IAEA and the vacancy to each of your references, so they can answer specific questions about your qualifications more accurately.

## 11) UPDATE YOUR PHF

The maximum period of validity for a PHF is two years. If you have a general application in the IAEA’s system, be sure to log back into the IAEA’s website and ensure that it still represents you and your updated skill set well.