Application Checklist

1. **Have You Updated Your Profile on Workday?**

   Please update your Career Profile on Workday, indicating your experience, skills, and interests as well as other talent information. **Applications with outdated Workday profiles will not be taken into consideration.** Professional profiles, job history, work experience, education, languages, and certifications can be recorded to be used at the time of application for positions. ([How to Update Career Profile on Workday](#))

2. **Have You Indicated Your Language Skills Accurately?**

   Please describe levels of language proficiency including your mother tongue. Candidates for a position in the GS and NPO categories are expected to possess a knowledge of English, in accordance with the applicable UN working language in the duty station. Knowledge of one official UN language at the **B2** level is required. Mother tongue must be also indicated clearly as well. **Your application may be rejected if the required language skills and mother tongue information are not clearly reflected.**

3. **Have You Reviewed Your Educational Background?**

   Educational Background plays an important role in the eligibility screening of candidates.

   ✓ Completion of primary school education for G1 and G2 positions, and a high school diploma for G3 to G7 positions are required for the GS positions.

   ✓ The minimum educational requirement for NPO positions is a completed university degree.

   ✓ Kindly be reminded that if you choose AS for a degree that equals to Associate Degree, you will be considered a High School Graduate.

   If your educational background as stated in your application does not meet the requirements of the position applied, your application will be rejected. **Please indicate the degree that you completed (BA/ MA/Ph.D.) required by the position while applying.**

4. **Have you ensured that you meet the Minimum Level of Experience**

   ✓ Please indicate the start & end date for each position that you have worked previously. **Please do not forget to indicate all your past work experiences** in terms of part-time, full-time; internship, freelance, or project-based regardless of the relevancy of the experience. You may check the below table for the minimum years of relevant work experience required according to education.

5. **Have you attached your Residence Permit?**

   Non-Turkish citizens are required to upload their residence permits or relevant documents under the ‘Certifications’ section, by selecting the type ‘Personnel Administration – Other’, to be considered for this job opening. **Applications by non-Turkish citizens will NOT be considered if a valid residence permit is not attached to the application.** Please attach your residence permit expiry date of the residence permit should be visible.

   For further resources, please visit [https://www.unhcr.org/get-involved/work-us/careers-unhcr/how-apply](https://www.unhcr.org/get-involved/work-us/careers-unhcr/how-apply)