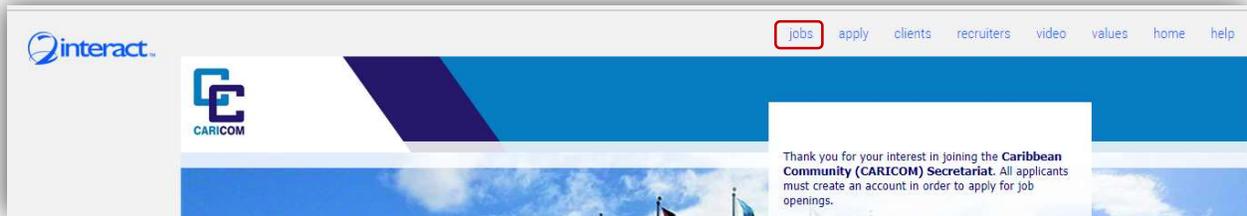


CARIBBEAN COMMUNITY (CARICOM) APPLICATION PROCESS

1. Searching for job openings

Job openings at the Caribbean Community (CARICOM) Secretariat are advertised in Regional Newspapers throughout Member States, and on the CARICOM, OECS and Caribbean Jobs Online Websites. Details of the job openings are outlined on the websites mentioned above as well as under the JOBS tab (see pic1 below) on the login page of our Information Systems Portal. All job openings are for a specific position in a particular programme area and a specific duty station (Guyana, Barbados or Jamaica).



pic1

2. Creating a profile and submitting an application

A job application at the CARICOM Secretariat is made up of a profile section (My Profile), and an application form that includes a cover letter, all of which should be prepared online on the Information Systems Portal. **When you complete the information online you should make sure to click either the Save & Add or Save button after each section (Education, Certification, Skills and Experience) before clicking the Next button at the bottom of the page.**

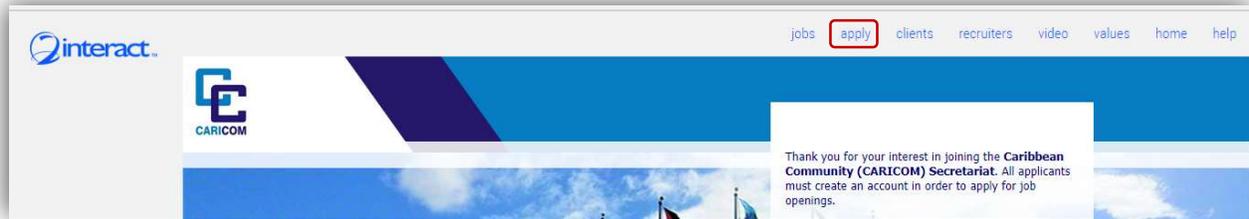
Please note that under the Education, Certification, Skills and Experience Tabs you have three options when your details are inputted.

SAVE & ADD – This allows you to save more than one type of the details inputted. You enter the first set of details, click the  button, the page reloads to allow you to enter the next.

SAVE – This is used to save only one type of the details being entered. Once the  button is clicked, the page saves and reloads, then you click the next button at the bottom of the page to proceed.

VIEW – The  button is used to allow you to see a summary of the details added under the particular tab.

In order to prepare an application, you must first register on this Information Systems Portal ([click here to register](#)). Click on the **APPLY** button (see pic2 below) on the top menu to start creating your profile.



pic2

After you have registered, you use your login credentials to access your Profile Home Page, which is where you will complete and manage your profile, and all information relating to your application(s). The information includes your Personal Details, Residency Information, Educational Details and Work Experience. You can make changes to your profile at any time.

After you have registered and completed 'My Profile', you can create one or several job applications based on the vacant jobs listed. Once you have identified a vacant job of interest, click on **Apply Now**, the details page for the job will load. It is recommended that you review your Application Details, Edit your Cover Letter and Answer any Job Questions that may be required under the Job Questions Tab. Depending on the job for which you are applying, you may be required to answer some job questions, which are yes/no, true/false or multiple choice questions. Your responses will be used in the evaluation and assessment of your candidature.

Once you would have completed updating the three tabs (*Application Details, Cover Letter and Job Questions*) you simply scroll to the bottom of the page and click the **ADD** button to submit your application.

Please note that once you have clicked on ADD you cannot make changes to your application. Therefore, it is imperative to accurately complete and update all the information as this serves as a basis for evaluating your eligibility and suitability for the vacant job opening.

3. Evaluation of the application

Your application is evaluated in terms of experience, education and skills. Should it be determined that you meet most or all of the requirements for the job, you will be contacted to undergo an assessment (*i.e. a knowledge-based test or another type of simulation exercise*) and an interview.

In the event that you are not considered eligible or only meet some or none of the requirements for the particular job, you will be informed at the appropriate time that your application was unsuccessful for this particular job. In this case, you should not be discouraged but keep applying for other jobs for which you feel you are qualified.

4. Candidate Assessment

The assessment exercise could be either a written exam or any other type of simulation exercise or case study. These assessment exercises are conducted in strict confidence and you will be informed in advance of the time, type and length of the assessment. Based on the result of the assessment, if you are short-listed for a competency-based interview, you will be informed accordingly.

Should you not be short-listed for the competency-based interview, you will be so informed at the appropriate time. Please note, however, that the type and frequency of correspondence with individual candidates may vary throughout the application process.

5. Competency-based interview

The competency-based interview can take place either via video conference or in person. You will be notified in advance of the time, duration and means and/or place of the interview. During the interview, we will learn more about your combination of skills, attributes and behaviour that are directly related to your successful performance on the job.

6. Selection Notification

After an assessment is conducted by the Interviewing Panel on all the stages of recruitment you will be notified if you are the selected candidate for the job or if not, you will be notified accordingly.

NOTE: Reference Checks

Appointment at the CARICOM Secretariat is subject to satisfactory and complete verification of academic qualifications and employment history as well as medical clearance by a recommended Physician. When you are a candidate under closer consideration, reference checks will be conducted and you will be notified accordingly. Regarding academic qualifications, only applicants with academic qualifications from accredited (officially recognized) universities or institutions are considered eligible. The accreditation status of an educational institution is verified through this reference check procedure. As for the employment verification, if you had indicated in your application that you have objections to contacting your current employer, this employer is not contacted until you have actually been selected for, and you have confirmed your interest in a position.

The CARICOM Secretariat does not discriminate against any individual, employee, or application for employment on the basis of race, colour, creed, marital status, religion, age, gender, disability or status as a parent.

Thank you for showing interest in seeking employment with the CARICOM Secretariat.

Should you encounter any difficulties with our application process please inform us by sending an email to assistance@caricom.org.