



## ICARDA

### Employment Application IEA

### Quick Start Guide – Committee Member

#### Logging in to IEA

To login to IEA System, please proceed as follows:

1. Follow the steps that are shown in the email that you received
2. Click on Committee Member icon.
3. Enter the username and password, and click the "Login" button to start accessing the IEA System

#### Logging out from IEA

To log out from IEA System, Click "logout" link

#### Losing/Forgetting Username and/or Password

If you forgot your Username and/or Password click the link "If you forget your Login name or Password, click here" then write your email and click "send password" button

#### My Profile ... How do I?

After logging in:

1. Go to "My Profile" page
2. Update information and click "Submit"
3. Click "Undo" to abandon the last changes before submitting

#### Open Vacancies ... How do I?

After logging in:

1. Go to "Open Vacancies" page
2. You have two options: International Recruitment and National Recruitment
3. Vacancies status in this page can be one from the following: Processing, or Complete
4. Click the vacancy to display a list of Applications for this vacancy
5. Each application can be viewed and printed as well as the related files (CV, Cover Letters, and other files)
6. "Print All Applications" report is the report of applications altogether in details (PDF) for a specific vacancy
7. "Print All Candidates" report is the report of all candidates and their general information (Excel) for a specific vacancy
8. "Matrix Shortlist" report is the shortlisting report of other committee members
9. For the "Processing" vacancies you can make the short listing for a specific vacancy and set the vacancy as COMPLETE (you cannot rollback after setting the vacancy to Complete)