



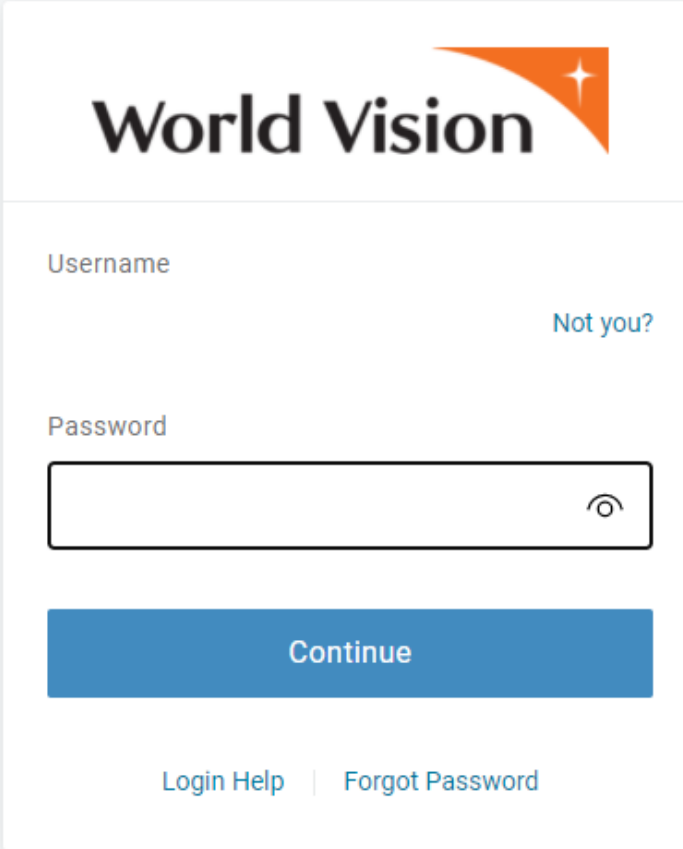
World Vision



**HOW TO APPLY FOR INTERNAL CANDIDATE/
HƯỚNG DẪN ỨNG TUYỂN NỘI BỘ**

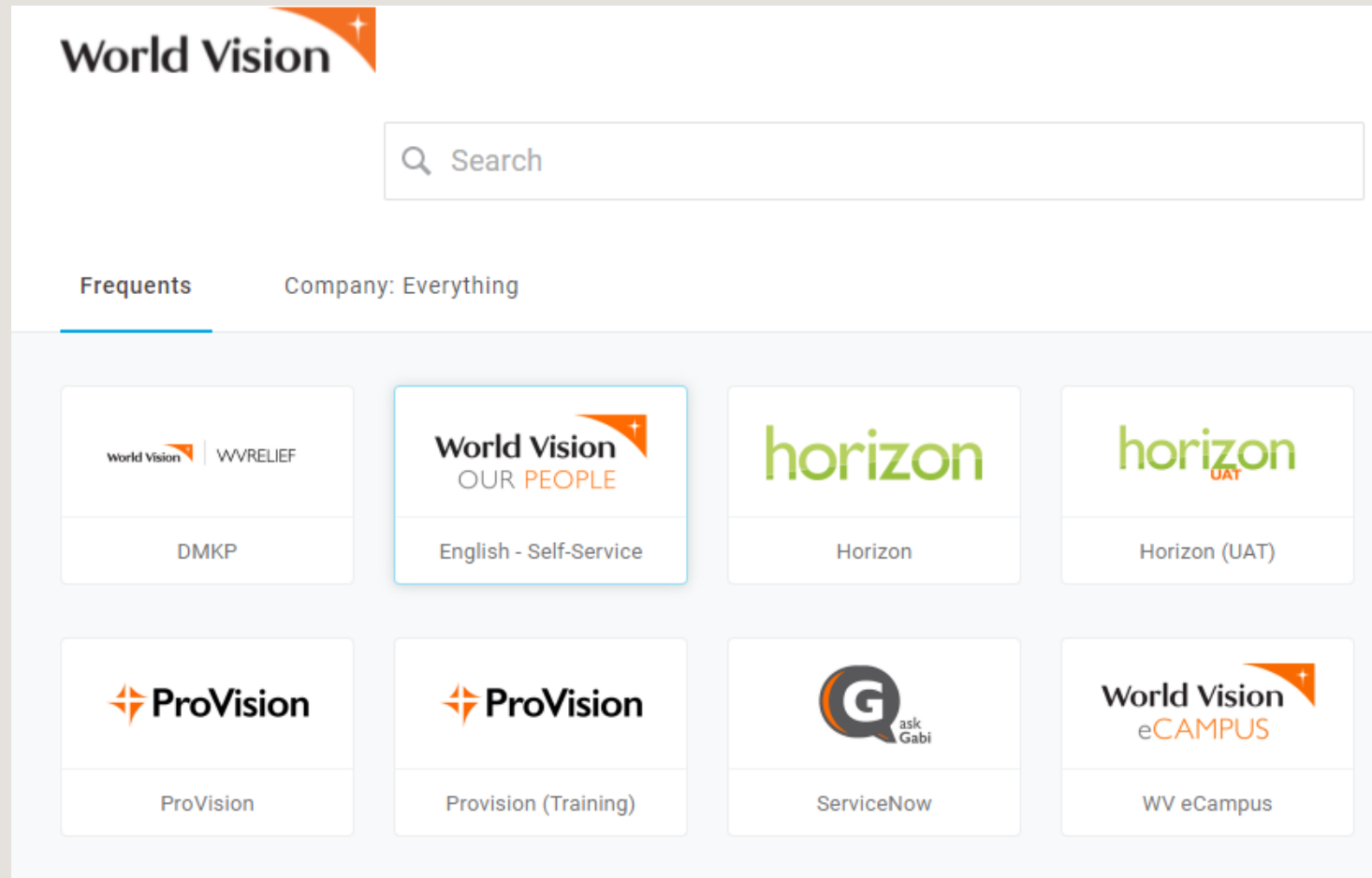
People and Culture Department
Ban Con người và Văn hoá

- Sign-in One Login/ Đăng nhập Tài khoản One Login



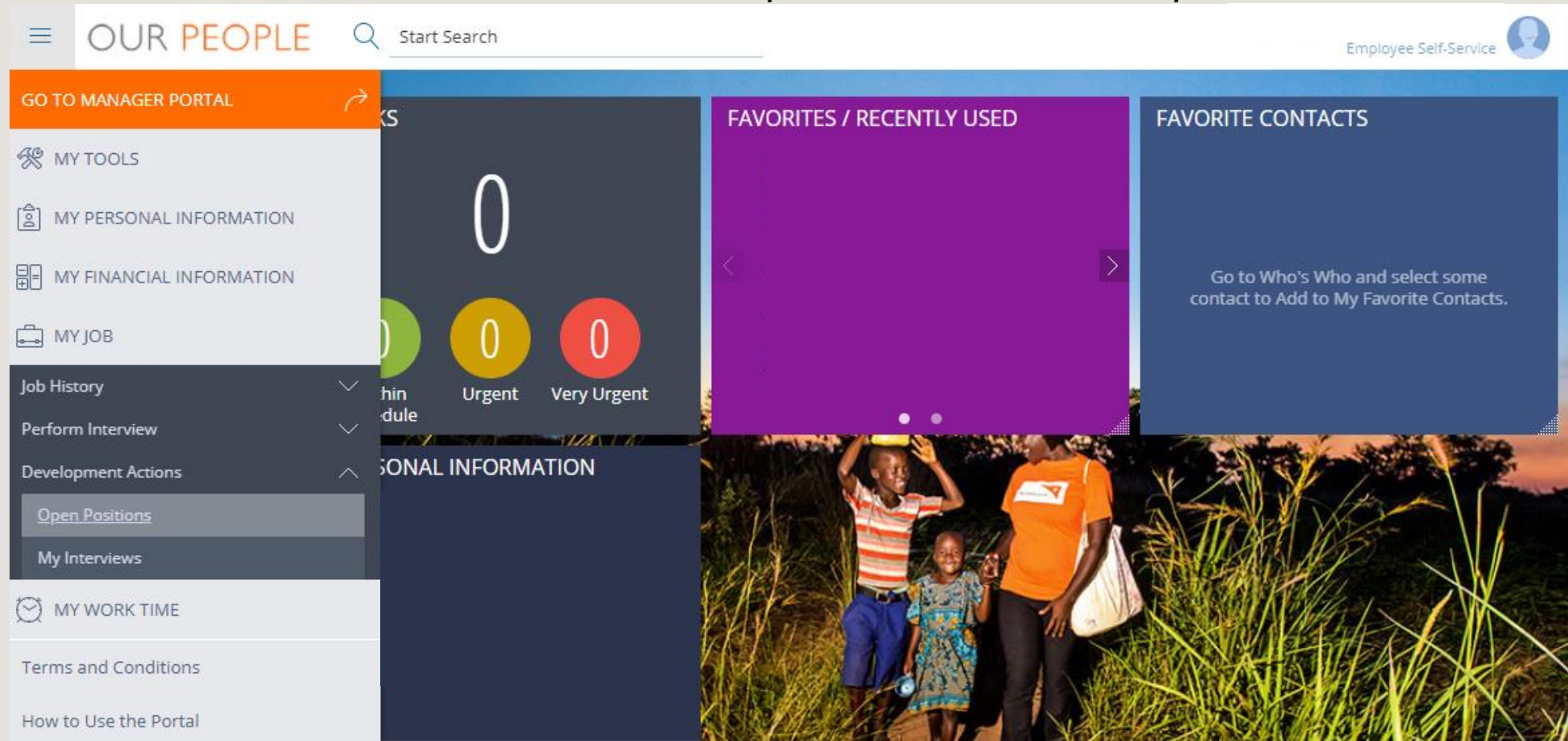
The image shows a login form for World Vision. At the top, the World Vision logo is displayed. Below the logo, there is a 'Username' label and a text input field. To the right of the username field is a link labeled 'Not you?'. Below the username field is a 'Password' label and a password input field with a toggle icon (an eye) on the right side. Below the password field is a blue button labeled 'Continue'. At the bottom of the form, there are two links: 'Login Help' and 'Forgot Password'.

- Select/ Lựa chọn Our People: English – Self-Service

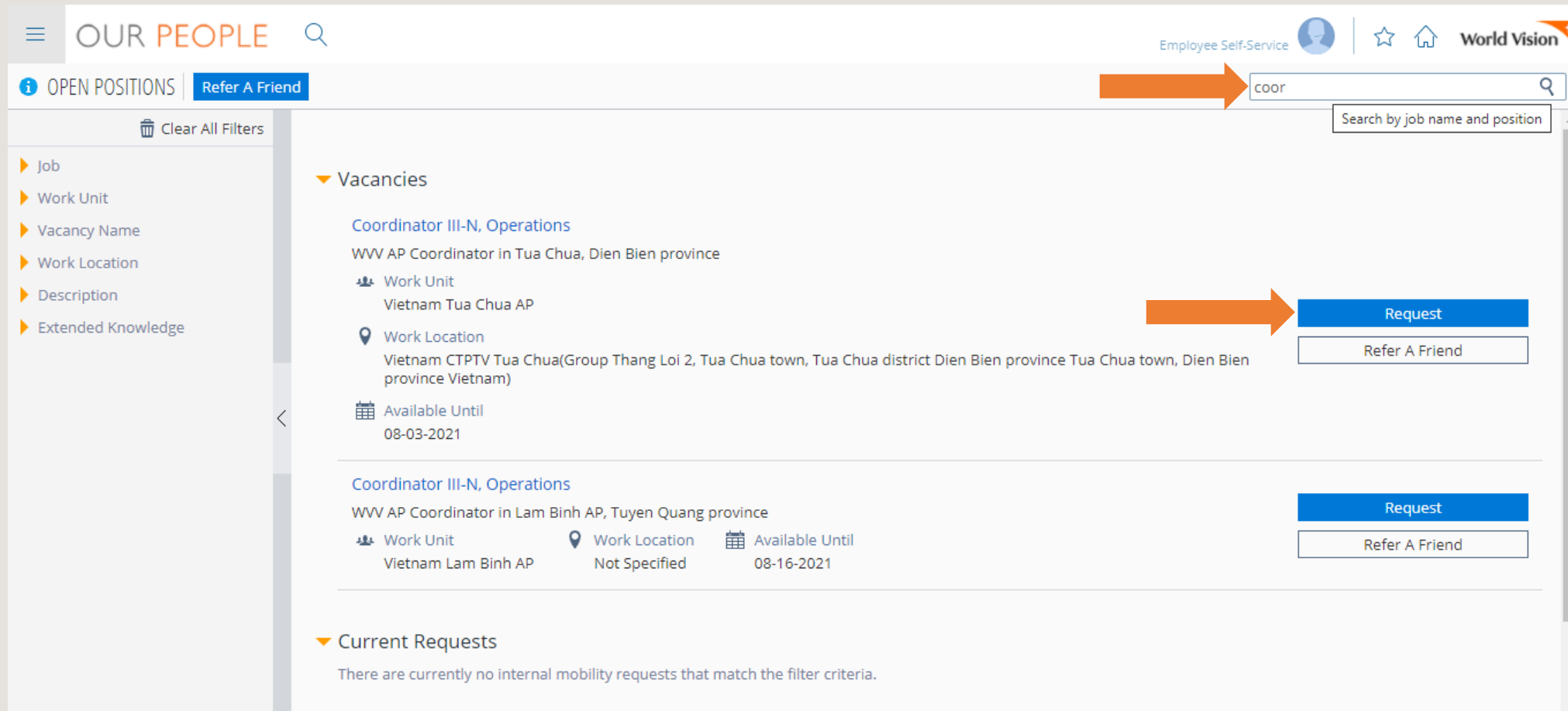


The screenshot shows the World Vision self-service portal. At the top left is the World Vision logo. To its right is a search bar with a magnifying glass icon and the text "Search". Below the search bar, there are two tabs: "Frequents" (which is underlined) and "Company: Everything". The main content area displays a grid of eight application tiles. The first row contains four tiles: "World Vision | WVRELIEF" with "DMKP" below it; "World Vision OUR PEOPLE" with "English - Self-Service" below it (this tile is highlighted with a blue border); "horizon" with "Horizon" below it; and "horizon UAT" with "Horizon (UAT)" below it. The second row contains four tiles: "ProVision" with "ProVision" below it; "ProVision" with "Provision (Training)" below it; "ask Gabi" with "ServiceNow" below it; and "World Vision eCAMPUS" with "WV eCampus" below it.

- Go to *Menu* then select *MY JOB* and click to *Development Actions* to select *Open Positions*/
Đi tới *Menu* và lựa chọn *MY JOB* rồi click vào *Development Actions* để chọn *Open Positions*

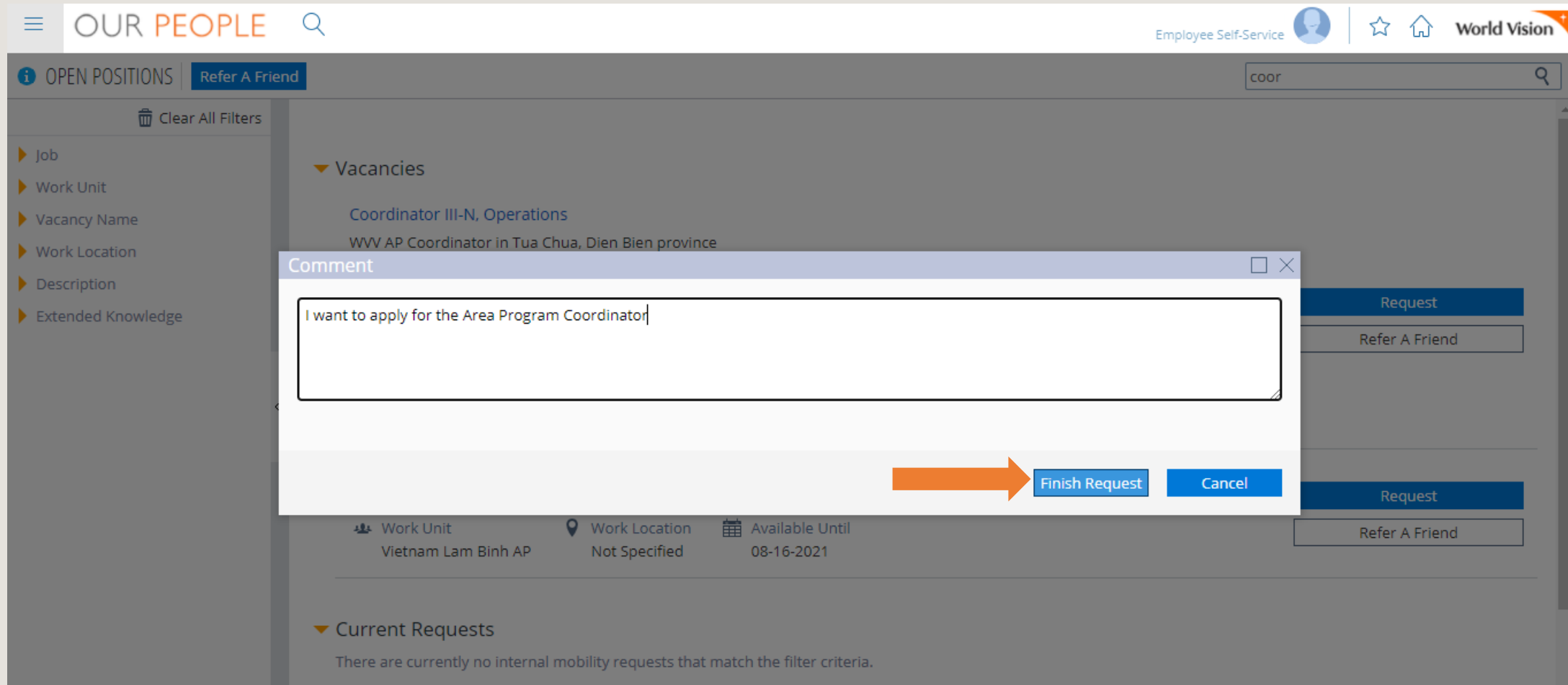


- Search the suitable job on the search tool then click *Request*/ Tìm công việc phù hợp ở trong thanh công cụ tìm kiếm và click *Request*



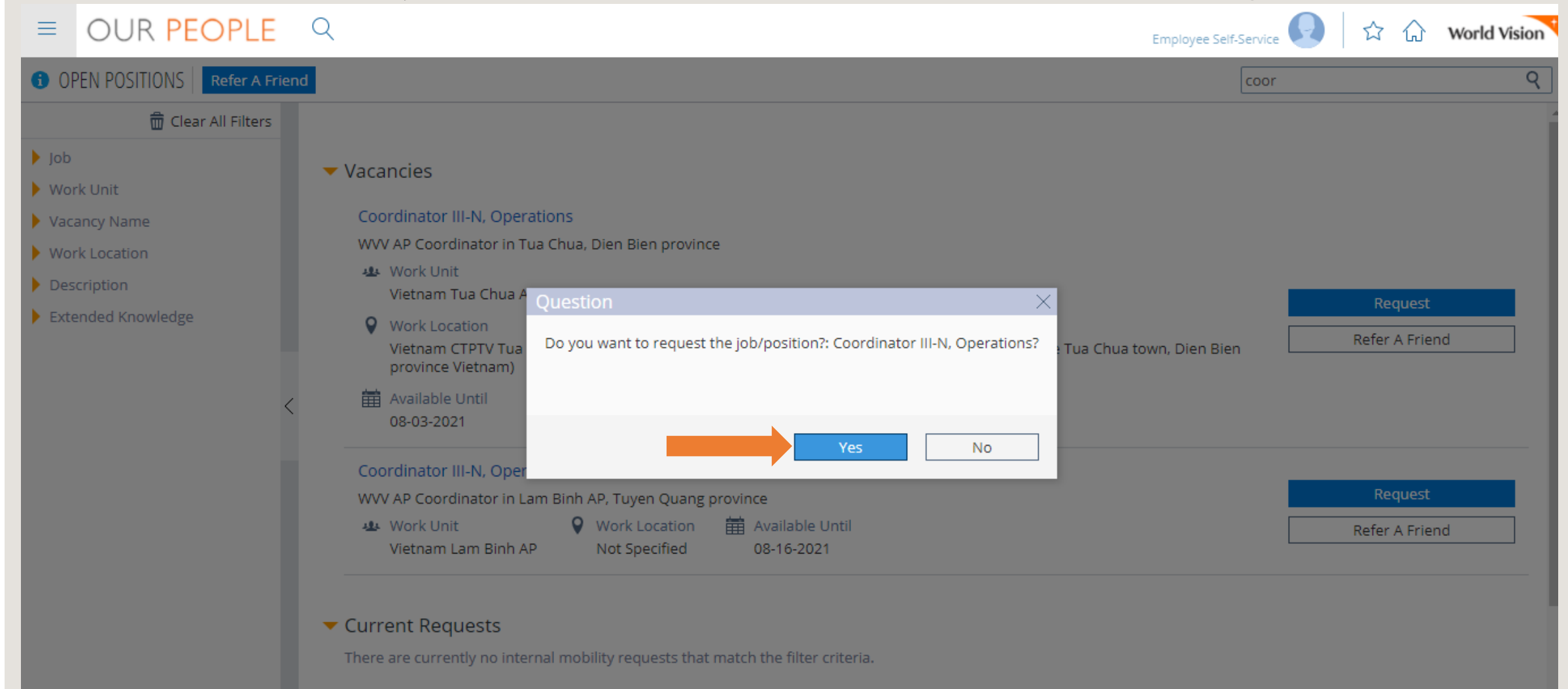
The screenshot displays the 'OUR PEOPLE' search interface. At the top, there is a search bar with the text 'coor' and a magnifying glass icon. Below the search bar, a dropdown menu shows 'Search by job name and position'. On the left side, there is a filter sidebar with options like 'Job', 'Work Unit', 'Vacancy Name', 'Work Location', 'Description', and 'Extended Knowledge'. The main content area shows two job listings under the 'Vacancies' section. Each listing includes the job title, location, work unit, and available until date. To the right of each listing, there are two buttons: 'Request' (highlighted with an orange arrow) and 'Refer A Friend'. The 'Request' button is a blue button, while the 'Refer A Friend' button is a white button with a black border. Below the job listings, there is a section for 'Current Requests' which states: 'There are currently no internal mobility requests that match the filter criteria.'

- Update your Resume, your Cover Letter and you comment click *Finish Request*/ Cập nhật Resume, thư xin việc và ý kiến của bạn trước khi lựa chọn *Finish Request*



The screenshot displays the 'OUR PEOPLE' section of the World Vision Employee Self-Service portal. A search bar at the top right contains the text 'coor'. The main content area shows a job listing for 'Coordinator III-N, Operations' at 'WV AP Coordinator in Tua Chua, Dien Bien province'. A 'Comment' dialog box is open, with the text 'I want to apply for the Area Program Coordinator' entered in the text area. An orange arrow points to the 'Finish Request' button in the dialog box. The background job listing includes details such as 'Work Unit: Vietnam Lam Binh AP', 'Work Location: Not Specified', and 'Available Until: 08-16-2021'. The 'Request' and 'Refer A Friend' buttons are visible on the right side of the job listing.

- Click **YES** to request the job/ position/ Ấn **YES** để yêu cầu nộp hồ sơ vào vị trí muốn ứng tuyển



The screenshot displays the 'OUR PEOPLE' section of the World Vision Employee Self-Service portal. A search bar at the top right contains the text 'coor'. The main content area shows a list of 'Vacancies'. The first vacancy is 'Coordinator III-N, Operations' in 'Tua Chua, Dien Bien province'. A modal dialog box titled 'Question' is overlaid on the screen, asking 'Do you want to request the job/position?: Coordinator III-N, Operations?'. An orange arrow points to the 'Yes' button in the dialog. Below the dialog, the 'Request' and 'Refer A Friend' buttons for the job are visible. The second vacancy is 'Coordinator III-N, Operations' in 'Lam Binh AP, Tuyen Quang province', also with 'Request' and 'Refer A Friend' buttons. A 'Current Requests' section at the bottom indicates there are no internal mobility requests matching the filter criteria.

OUR PEOPLE

Employee Self-Service

OPEN POSITIONS Refer A Friend

coor

Clear All Filters

Job

Work Unit

Vacancy Name

Work Location

Description

Extended Knowledge

Vacancies

Coordinator III-N, Operations

WV AP Coordinator in Tua Chua, Dien Bien province

Work Unit: Vietnam Tua Chua A

Work Location: Vietnam CTPTV Tua Chua town, Dien Bien province Vietnam)

Available Until: 08-03-2021

Coordinator III-N, Oper

WV AP Coordinator in Lam Binh AP, Tuyen Quang province

Work Unit: Vietnam Lam Binh AP

Work Location: Not Specified

Available Until: 08-16-2021

Request

Refer A Friend

Request

Refer A Friend

Current Requests

There are currently no internal mobility requests that match the filter criteria.



THANK YOU AND ALL THE BEST!
CẢM ƠN VÀ CHÚC BẠN MỌI ĐIỀU TỐT LÀNH!

**Please contact People and Culture Department if you have any question/
Vui lòng liên lạc Ban Con người và Văn hoá nếu bạn có bất kỳ thắc mắc nào**

Email: WVV_Recruitments@wvi.org

Office Phone/ Số điện thoại: +84 24 39439920