

How to Apply for Jobs at Heifer International

Welcome to Heifer International's online application tool for career opportunities. In order to be considered for a position, please complete the online application for a specific position that is currently open on our site. All application materials submitted must be in English.

Heifer's online application tool is for applicants who are seeking employment with Heifer International or one of its subsidiaries. This application tool should not be used to market services. If you would like to submit information about your company and the services you have to offer Heifer, please submit them via email to jobs@heifer.org.

Creating a new account:

In order to create a new applicant profile, you must apply for an open position. Click on the position title to see the job details. If you do not have an existing applicant profile, click on the “New Resume/CV” button. There are three (3) ways to apply: 1) Upload a resume/CV document, 2) Copy and paste an existing plain-text resume/CV, or 3) Proceed without a resume/CV which will require that you enter your personal data, education and work history manually instead of the system auto-filling in the profile fields. Click on the “Continue” button. NOTE: Only one profile is needed, no matter how many positions that you apply for. Creating multiple profiles may prevent you from receiving updates from us regarding the positions for which you have applied and is discouraged.

Once you click the continue button, you will be directed to the first page of the application. Here is where you will either enter or verify your information. Please complete as much information as possible. Some information is required and will have a red asterisk next to those items. At the end of the first page, you will enter your email and password. Remember to write down your password for future reference. Click on the “Continue” button to the next step. You will repeat this process for each page of the application until you come to the end of the application where you will be asked to review everything and submit it for consideration.

Allow a minimum of 15 minutes to complete the application. The application must be completed in its entirety to be considered for the position.

Applying for a job when you already have a profile set up:

If you already have an existing profile in our system:

- 1) Go to www.heifer.org/careers
- 2) Click on the “View all Jobs” link on the left side of the screen
- 3) Click on job title you wish to apply for
- 4) Click on “Existing Resume/CV”
- 5) Login using your email address and password. If you forgot your password, please click on “Forgot your password” link and you will be instructed to enter your email address to receive a new password.

- 6) Scroll down to Step 6 and click on the “Choose File” button and follow the prompts to add a document. This will automatically upload your resume and change the information accordingly in your profile. You may also manually change it in the “Context” section under Step 6
- 7) To add additional documents, go to Step 5 and click on the “Upload File” button and follow the prompts to add a document. Click on the red disk next to the document you wish to delete.
- 8) You may edit other information by selecting the page you wish to view.
- 9) Make sure you “Save Resume/CV at the bottom of the page before exiting.

Updating your current profile

If you already have a profile (regardless of what type of position you previously applied) and want to update your information:

- 1) Go to www.heifer.org/careers
- 2) Click on “Our U.S. based career opportunities”
- 3) Click on “Search Careers”
- 4) Scroll to the bottom of the screen
- 5) Click on link under “Update your Resume”
- 6) Login using your email address and password.
- 7) Click on “Edit Profile” link.
- 8) Begin editing information. Make sure you save each page before exiting.

Submitting your materials

You must provide a valid e-mail address to apply online, as this is how you will receive information about positions for which you have applied. Please add jobs@heifer.org to your approved senders list, address book and/or to your contacts to avoid these e-mails from going into spam folders, as this could prevent you from receiving our e-mails and updates.

If you are an individual with disabilities that needs accommodation, or you are having difficulty using our website to apply for employment, please contact us at Jobs@heifer.org so that we can be of assistance. If you are in the area, please feel free to stop by our headquarters location and let us know you need special assistance with the application process so that we may assist accordingly.

Listing Employment History

All employment history must be listed on your application. Should you receive an offer of employment, a background check will be conducted to verify all information on your application. Therefore, you must be able to provide all documentation (i.e. W-2's, 1099's, DD Form 214, documentation of self-employment) to support any information you have listed.

Closing Date for Position Listings

Position listings are removed from this Web site and applications are not accepted after 5 p.m. Central Time on the date the position closes.

Heifer International's Recruitment Process

After receiving your application materials through our online application tool, you will receive

correspondence via e-mail confirming receipt of your materials. You will receive a confirmation for each position for which you apply. Please note: If you login to make edits to your profile, you will not receive a confirmation e-mail. Confirmation e-mails are only sent out to confirm receipt of your initial application for each position. After your application materials are received, your qualifications will be reviewed relative to the requirements of the position(s).

Your application materials will take approximately two to three weeks to process after the closing date listed for the position(s) for which you have applied. During that time, we will review all applications, select viable candidates and contact only those individuals selected to meet with the interview committee. When the position is filled or canceled, you will receive notification via e-mail.

Please contact jobs@heifer.org for technical assistance or if you need additional information about the application process or open positions.