

SuccessFactors Recruiting – Manual for Candidates



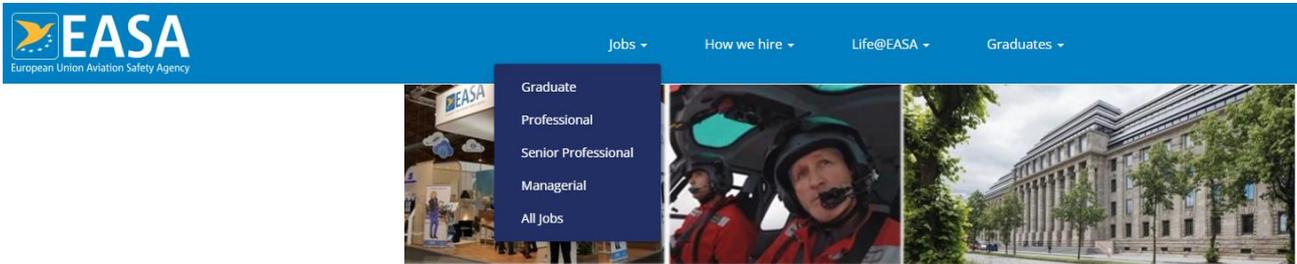
Contents

1. Search vacancies	3
1.1. Create job alerts.....	3
2. Create an account and profile	4
2.1. Create your profile without applying for a job	5
2.1.1. Profile information	6
2.1.2. Work experience, education and languages	6
2.2. Create your profile and apply for a job.....	8
2.2.1. Work experience, education and languages	8
2.2.2. Job specific information	8
3. Track status, withdraw, view and edit submitted applications	9
3.1. Follow-up on your submitted application	10
3.2. Withdraw your submitted application	10
3.3. Edit your submitted application.....	10
4. Upload documents	11

1. Search vacancies

On the EASA Careers portal, you can search jobs according to your experience level or simply view all jobs.

Click on **Jobs** in the main menu bar and select according to your preference.



The listing provides the main characteristics of the vacancy, including information on the application deadline and the type of position.

Traineeship

Contract type	Experience Level	Deadline for application	Location
Trainee	Graduate	31.10.2022	Cologne, Germany

1.1. Create job alerts

If you would like to receive an EASA Email notification when a new vacancy is published, you can sign up for job alerts. To create a job alert, follow these steps:

1. **Sign-in** and go to your profile (if you have not created an account yet, see section 2 of this guide on 'Create an account and profile');
2. click on **Options > Job Alerts** from the drop-down menu. You can also manage here the alerts you have set up previously (activate, delete, create another one, etc.).

Candidate Profile

Completing your candidate profile is part of the application process. Your profile will be automatically attached to your applications when you submit them.

Please note that all fields marked with a red asterisk are required fields. You will need to complete all these mandatory fields in order to be able to save your candidate profile.



3. Create new job alert

Job Alerts

Receive new job posting notifications

Click "Create New Job Alert" to start setting up a Job Alert.

Create New Job Alert

View Profile

Sign Out Options English UK (English UK)

4. You can provide a specific keyword(s) to filter the type of alerts you receive. You can also choose how often you want an alert sent to your inbox. We recommend that you select “daily” to ensure that you get notified instantly when new opportunities are published. Don’t worry, you won’t risk being spammed with notifications. After selecting your preferences, click on **Create alert**.

2. Create an account and profile

To be able to apply for a selection procedure at EASA, you need to complete three steps:

- log in / create an account;
- create your candidate profile;
- apply for the job.

The candidate profile is similar to a CV, with the usual format and information including personal information, work experience, education, languages etc. For more information on each of these categories, see sections 2.1 and 2.2. of this guide.

The information requested in the candidate profile is the same for all vacancies at EASA. Once you fill in your details, you can save your profile and use it to pre-fill any future applications. You do not need to re-enter your details every time you wish to apply for a job at EASA, but you may want to update your details or adapt them to the job you are applying for, and you can do so at any time.

This means that you can choose whether you create your profile:

- in advance, without applying for a job immediately;
- immediately just before applying for a specific job.

If you are creating your profile without applying for a specific job, click on **Create/view your candidate profile** located in the top right corner of the EASA Careers portal.



If you are creating your profile because you have found a vacancy of interest, you can also click on the **Apply now** button located in the top right corner of the vacancy notice.

Select how often (in days) to receive an alert: [Create Alert](#)

[Apply now »](#)

Traineeship

Contract Type: Trainee

In both instances, you will be asked to log in / create an account by entering an Email address and password and other relevant information.

Career Opportunities: Sign In

Already have an account?

Enter your email address and password (both are case-sensitive).

*indicates a required field.

Email Address:*

Password:*

[Forgot your password?](#)

Not a registered user yet?

[Create an account](#) to apply for our career opportunities.

If you do not have a user account yet, click on **Create an account** and enter the requested information, including your Email address, password, name, surname and country of residence.

You also need to read and accept the data privacy statement. This is necessary because we are unable to store your details otherwise.

Data Privacy Consent Statement X

Terms of Use and Data Privacy Statement

By registering to the eRecruitment system Jobs@EASA:

- I have read the EASA Privacy notice [033 V1 eRecruitment](#) describing the processing of my personal data during a selection or recruitment process I apply for.
- I give my consent to the EASA to process my personal data as described in the Privacy notice - 033 V1 - eRecruitment.
- I acknowledge that my application cannot be successfully submitted without my consent and that...

You can begin to create your candidate profile after you create and log in to your account

2.1. Create your profile without applying for a job

When creating your profile, please note that there is a limit to how long you can be inactive before your session expires, after which the information you entered cannot be saved. The portal will give you a warning when your session is about to expire. You can avoid session timeouts by saving your changes regularly.

In the profile section of the candidate area, there are several sections which you need to fill in individually (as per the screen shot below). You can expand and view these sections individually by clicking on a specific section or you can expand and view all sections, by clicking on **Expand all sections** in the top right corner.

To create your profile, you need to fill the sections:

- Profile Information;
- Work Experience;
- Education;
- Languages;



Please note that fields marked with a red asterisk (*) within individual sections are mandatory. You are not able to save your changes within a section unless all these fields are filled in. If you want to save your changes but are unable to fill in all the mandatory fields satisfactorily, we recommend that you enter dummy data which you can modify later.

Please bear in mind the application deadline when you consider putting your application on hold.

2.1.1. Profile information

The system automatically fills in your name, surname and Email address as you provided them when you created your user account. However, you can modify these if needed.

Please ensure that you provide an Email address that you check regularly, as we communicate with candidates via Email. We recommend that you check both your inbox and spam folder regularly, in case your Email provider classifies our Emails as spam.

If your Email address, phone number or other contact information changes during the selection procedure, please ensure that you update this information in your candidate profile so that you do not miss our notifications. Please enter your phone with the international code.

2.1.2. Work experience, education and languages

When filling in the sections on your work experiences, education and languages, note that you can add multiple entries by clicking on **Add**. You can also remove already entered entries, by clicking on **Remove**.

* Company name Company	* Job title Job title	* Current Job Yes
* Start date 13/02/2023	* End date DD/MM/YYYY	* Country Germany
* Working regime Full-time	* If part-time please specify. If not applicable, please select N/A. N/A	* Sector Public Administration
* Function Project Manager	Main responsibilities Management of ...	

[Remove](#)

[Add](#)

In the work experience section, list your work experience **in a chronological order**, starting with the most recent one. For part-time work experiences, enter the percentage that corresponds, or is closest to the percentage of time that you were working.

In the education section, enter all your education diplomas.

In the languages section, add the language(s) you speak, in order of proficiency (mother tongue, second language, third language, etc.) and state your current level according to the reference levels in the '[Common European Framework of Reference for Languages - Self-assessment grid](#)', based on your own self-assessment.

Other sections: **My Documents, Search Options and Privacy, Jobs Applied** and **Saved Applications**

My Documents: You do not need to provide any documents at the application stage. The advantage of uploading your CV is that the system will carry over data from your CV and auto-populate some fields in the application form. We may request you to add documents in this section later as part of an ongoing selection procedure, in which case we will notify you by Email. You can see how to upload documents in section 4 '*upload documents*' of this guide.

Search Options and Privacy: This section allows you to review the data privacy statement that you accepted when you created your user account. You can revoke your consent at any time but doing so will result in the permanent deletion of your user account and the withdrawal of any applications you have made.

Jobs Applied: This section allows you to check the status of your application, edit it or withdraw it from a selection procedure. For more information, see section 3 on '*Follow up, withdraw, view and edit submitted applications*' of this guide.

Saved Applications: This section allows you access to your saved but not submitted applications.

2.2. Create your profile and apply for a job

If you click on **Apply now** in a specific vacancy notice, the system will display the sections you need to fill in. You need to fill-in all sections except **My Documents**, as explained just above (see sections 2.1.1 on 'Profile information' and 2.1.2 on 'Work experience, education and languages' of this guide).

2.2.1. Work experience, education and languages

If you already have a saved candidate profile, your saved data will automatically appear in the **Profile Information**, **Work experience**, **Education** and **Language** sections. You can modify or update the data if needed.

If you do not have a saved candidate profile, you need to fill in these sections. For more information, see sections 2.1.1 on 'Profile information' and 2.1.2 on 'Work experience, education and languages' of this guide.

2.2.2. Job specific information

You need to fill in job specific information **every time you apply for a specific job**.

[+ Expand all sections](#) [- Collapse all sections](#)

▶ My Documents
▶ Profile Information
▶ Work experience
▶ Education
▶ Languages
▶ Job-Specific Information

[View Profile](#) [Save](#) [Apply](#)

Some of the information you are asked to provide in this section may be used for statistical purposes or to be able to assist during the selection process if you have any special needs.

You also need to make a declaration that you are applying on the behalf of yourself and that you will not disclose information about any aspect of the selection process (for example test or interview content).

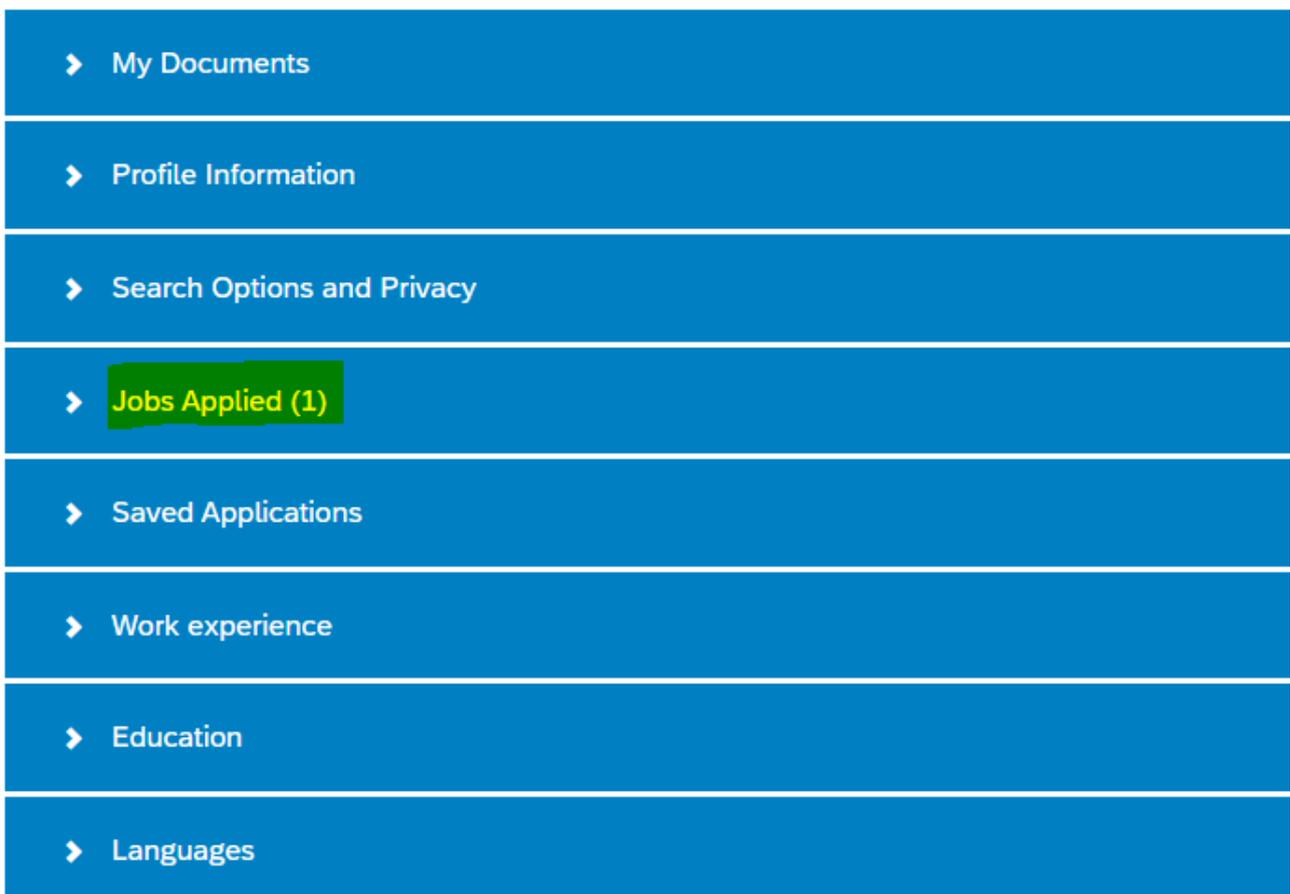
Pay particular attention, and **answer as fully and truthfully as possible, to all job-related questions** asked in this section, as these are used to screen candidates. The questions vary in format and may include multiple choice questions, open-ended questions

requiring either a short or a long answer, etc. For more information and helpful tips, see [Tips for applying](#) and [Selection process](#) on the EASA Careers portal.

Remember that you can save your answers at any point if the mandatory fields are not empty. When your application is complete and you are ready to submit it, click on 'Apply'.



Immediately after submitting your application, you will receive a system-generated acknowledgement Email. **If you have not received an Email, please contact recruit@easa.europa.eu**. You should also be able to see all the jobs you have applied for under 'Jobs applied' section.



Please monitor your SPAM folder, as all communication from the EASA will come via Email.

Note that in case of technical problems, we will require a proof that you submitted your application before the closing date.

3. Track status, withdraw, view and edit submitted applications

Once you have submitted your application, and therefore applied for a job (or several jobs)

at EASA, you can track the status, withdraw, view or edit your application(s) in the **Jobs applied** section in your candidate profile.

3.1. Follow-up on your submitted application

You can check the status of your application(s) in the summary shown in the **Jobs applied** section in your candidate profile. We also send a notification about the outcome of your application in more detail by Email.

Jobs Applied (10)

UAT: Stakeholder Management Assistant 📍 Germany (DE) Ready for Onboarding 26/01/2023	Graduate Traineeship 2022/23 📍 Germany (DE) Not Admitted 23/08/2022
--	---

3.2. Withdraw your submitted application

You can withdraw your application from an open selection procedure at any time, and you do not have to provide any justification for doing so. To formally withdraw your application, go to the **Jobs applied** section in your candidate profile (see screen shots above), select the selection procedure from which you want to withdraw and click on **Withdraw application**.

Job-Specific Information

View Profile Update Withdraw Application

3.3. Edit your submitted application

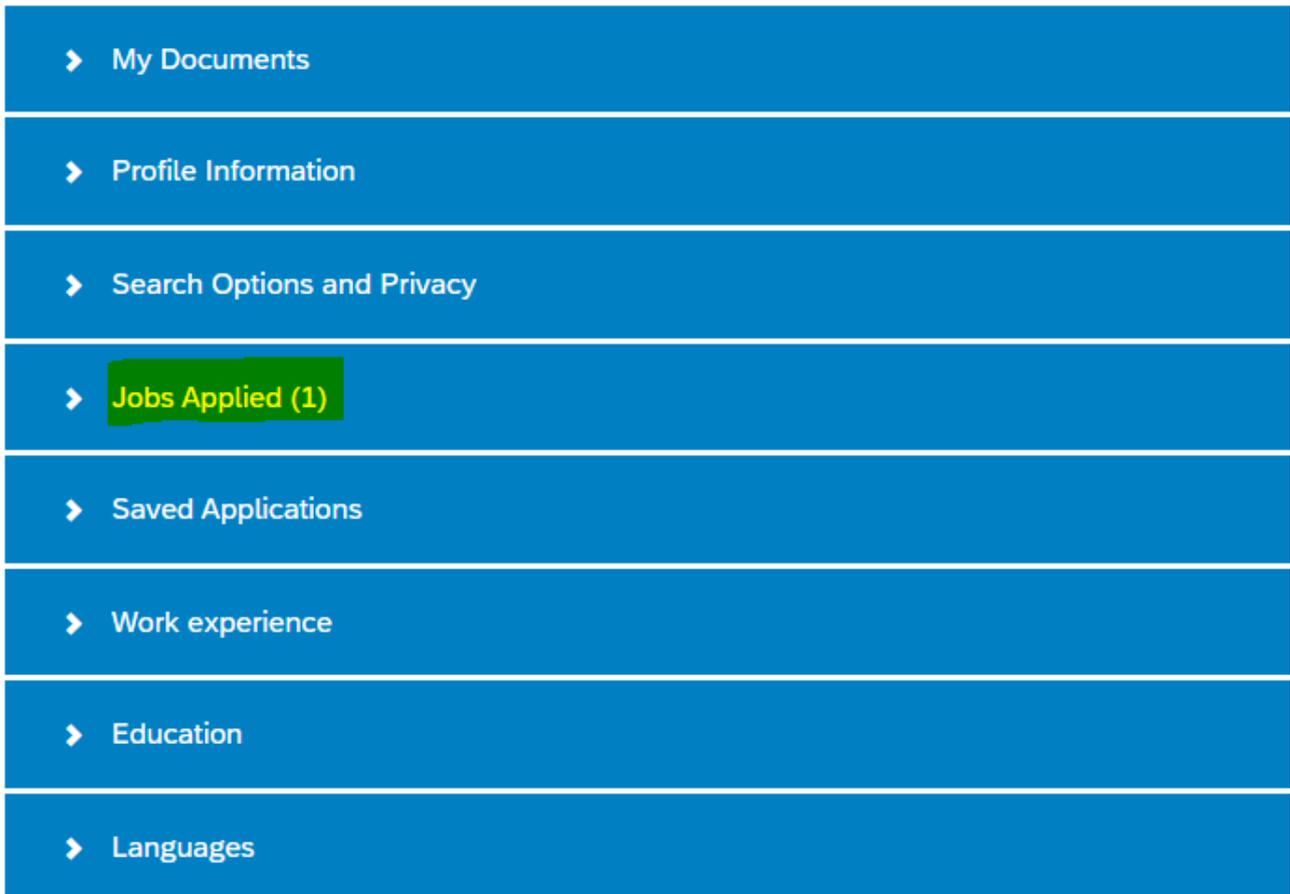
You can edit your submitted application as long as the deadline for applications for that particular selection procedure has not elapsed. **After the deadline, you are no longer able to edit any data in your application.** To view/edit your application, click on **Update**.

Job-Specific Information

View Profile Update Withdraw Application

4. Upload documents

You will need to upload documents at different stages of the selection process, for example, when you are in the onboarding process. You will be notified by Email when those documents are needed. Click on the portlet **Jobs Applied**.



Select the job for which you need to upload documents.



Navigate to **My documents** portlet and **Add document(s)** as required. Finally click on **Update** for EASA to see the documents.

Once your application is updated, you should be able to see the successful message at the top.

[+ Expand all sections](#) [- Collapse all sections](#)

Candidate Profile saved successfully

[▶ My Documents](#)