



eRecruitment User Guide

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Introduction

EASA's eRecruitment tool has been designed to be as self-explanatory and user-friendly as possible. The aim of this guide is to give you, as an applicant, a detailed description of the online application procedure. It shows you step by step the different screens which will appear as you go through the creation of your profile and the submission of your application. We recommend to print this user guide and to keep it as a reference when processing your application. The guide also indicates how much time you should set aside for the different phases of your application, and what documents (CV, diplomas, motivation letter, etc.) would be handy to have readily available for your reference. This should enable you to send in a complete online job application within a reasonable time.

The eRecruitment tool allows you to go back and forth through the steps at any time to change or add information. You can also save, log out, and revisit your work at any time (but take care that you do not miss the deadline for applying).

For additional information relating to career opportunities at EASA, please go to the following link:

<http://easa.europa.eu/recruitment>

Please note that the online application tool is the only acceptable means of sending in job applications (unless indicated otherwise in the Vacancy Notice or on the EASA website). Furthermore, applicants are responsible for keeping their e-mail addresses and personal details up to date in the EASA online application tool.

How to apply for a position at EASA using the online tool?

The online application process starts upon clicking "Apply" next to a vacancy of your interest. What follows thereafter consists of 4 phases, each containing one or more steps:

- A. **Instructions & Disclaimer:** Please read the short text carefully and tick the box indicating that you have read the disclaimer;
- B. **User Account:** Create a user-account by entering a valid email address as your user-name and a 7-character strong password (for your own data-protection). You can change or delete your account at any time, and should you forget your password you can request a new one by email. Together with the next phase, this user account information forms the "registration" part;
- C. **C.V. Information:** In this phase, you will be asked to provide personal information, as well as your education, skills, previous employment, training, and other information in support of your application (such as references);
- D. **Application Information:** In this final phase, you will be asked to demonstrate in detail how you meet the requirements of the job as listed in the vacancy notice. You will also need to upload a 1-page motivation letter in Word or Pdf-format (limited to 250 Kb in size). Finally, you will be asked to declare - with the help of tick boxes - that you meet the formal requirements as outlined in the Vacancy Notice.

As the above brief description indicates, phases C and D will take up most of your time. Therefore, and also because most of the required input has to be entered in “mandatory” fields marked with *, having your C.V. information (such as start & end dates of previous jobs or studies) readily at hand will speed up Phase C considerably. The same goes for Phase D where you are asked to demonstrate in writing how you meet the job requirements.

In any case, the tool allows you to request more time so that you may avoid being “timed-out” by the system. Please note that the closing date and time of the Vacancy Notice may not be extended by means of the “request more time”-functionality! Take note that everything entered in Phase C (C.V. Information) is saved and can be used later for other job applications. At the end of phase C, click “Apply for Job” to submit your application. Before you do, please verify that you are applying for the right position (the job title is mentioned in the top right-hand corner of the screen).

By contrast, input provided in Phase D should relate specifically to the profile of the position you’re applying for. This information will be sent electronically with the rest of your application, but it will not be stored beyond the duration of the selection procedure and cannot be re-used for other job applications. Since you cannot temporarily save this information in order to return to it at a later stage or request more time, it is advisable to formulate how you meet the job requirements somewhere else electronically and simply copy and paste it into the two boxes of phase D.

At the end of phase D, click “Apply for Job” to submit your application. Before you do, please verify that you are applying for the right position (the job title is mentioned in the top right-hand corner of the screen).

Once you’ve clicked the “Submit”-button at the end of Phase D, a new screen will appear confirming that your application has been successfully submitted. Subsequently, you will receive an email containing a record of all the data entered for your reference.

It is the responsibility of the applicants to complete the online applications before the submission deadline stated in the vacancy notice. You are strongly advised not to wait until the last few days before the deadline since heavy internet traffic or a fault with your internet connection could lead to not being able to submit the application on time. **Please note that applications submitted after 23:55 (Cologne time) on the closing date are automatically rejected.**

Please note that eRecruitment tool does not support all features of all Internet browsers. If you experience problems we suggest you try another browser. In case you encounter technical problems when trying to submit your application via the eRecruitment tool, please make a screenshot and send it to recruit@easa.europa.eu. It is the responsibility of the applicant to inform EASA about any technical problem without delay.

In closing, some minutiae: applicants are advised that while submitting their application more than once before the closing date is possible, it will result in the latest submission being taken as the final, authoritative version. Also, deleting the account after submitting an

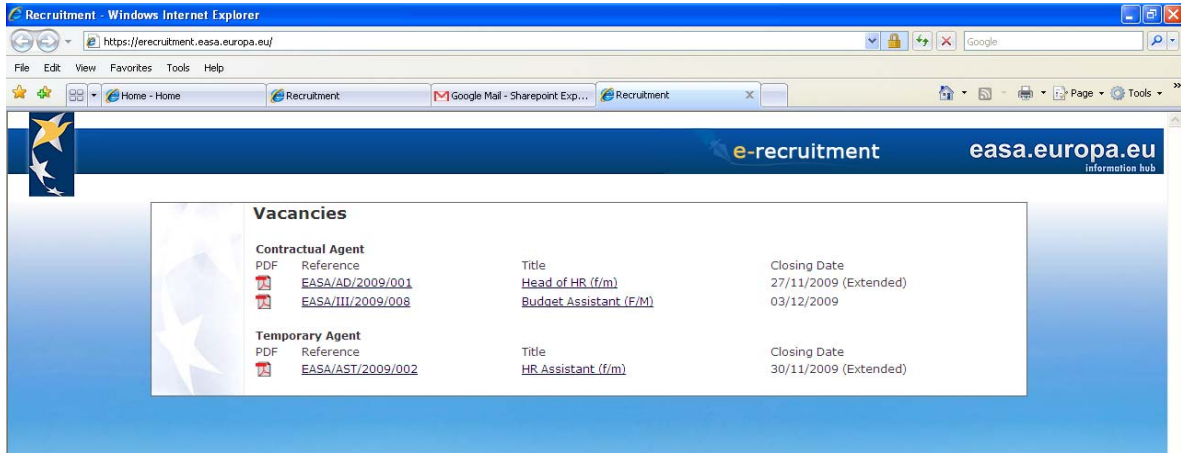
application will leave the application untouched. If you would like to withdraw your application from a selection procedure, please send an email to: recruit@easa.europa.eu

To begin the application process, please proceed to the following link which will direct you to the eRecruitment home page:

<https://erecruitment.easa.europa.eu/default.aspx>

Select the appropriate vacancy.

Fig 1



Select Apply

Fig 2



Login in with your existing account, or create a new account:

Fig 3

Log in for existing users

Email:

Password:

[Create a user account](#)
[I forgot my password](#)

(The email address is used as the username)

This website is compatible with Internet Explorer 6+,
Firefox 3.0.5, Opera 9.63, Safari 3.2.1 and Google
Chrome 1.0.

On the Personal Data Protection page, select the tick box that describes the registration process and then select next.

Fig 4

1. Personal Data Protection:

Any personal data included in or relating to the use of this electronic tool shall be processed pursuant to the provisions of Regulation (EC) No 45/2001 on the protection of individuals with regard to the processing of personal data by the Community institutions and bodies and on the free movement of such data. The Agency collects personal information exclusively to the extent necessary to fulfil the purpose of the Recruitment process. The applicant's personal information shall be stored for the duration of the Recruitment process. This duration shall be deemed to include the time required for the application, the selection procedure, the interviews, evaluation and the final decision by the selection committee. In case the candidate is selected for inclusion in the reserve list for the relevant position, the time period shall be extended to cover the one year duration of the reserve list. If the applicant accepts his inclusion in the reserve list, he shall be deemed to have provided his unambiguous consent for storage of his personal data for the additional time period required.

I have read the introduction and I am aware of the above described features of the registration process.

Enter eMail address and password on the Instruction and Disclaimer page. The password must meet a complex criteria and this is indicated by the colour change from red to blue to green. Select next.

Fig 5

1. Create or Modify Account:
 Fields with (*) are required.
 Email (*):
 Password (*):
 Confirm Password (*):

Select create your online CV on the user account page

Fig 6

Vacancy: EASA/AST/2009/002 - HR Assistant (f/m) Log

Introduction
 I
 II
 III
 IV
 V
 VI

A Instructions & Disclaimer
 B User Account
 C CV Information
 D Application Information
 Delete my User Account

1. Online Application Overview:
 Click "Create your online C.V." to start the registration or to fill out the missing information and submit the job application.

Step	Description	Status
I	Personal Information	X
II	Education & Training	X
III	Employment History	X
IV	Skills	X
V	Other Information	X

Note: In phase D (Application Information) the user is requested to provide additional information to the position and upload a motivation letter.

Step legend

- Step is not completed or no information is filled in yet
- Step is completed, all required information is filled in
- (*) Indicates that the current field is a mandatory field and needs a value

Navigation legend

- Go one step back, all entered information will be saved
- Go one step forward, before saving all required fields will be checked, if there are errors, they will be shown and the user can't go to the next step before all errors are corrected
- Save the information of the current step
- Go back to the Job Overview page
- The CV and Application Information will be submitted

On the personal Information Tab enter all personal details (Compulsory information where the astrix is indicated)

Fig 7

Vacancy: EASA/AST/2009/002 - HR Assistant (f/m) Logout

A Instructions & Disclaimer

B User Account

C CV Information

D Application Information

[Delete my User Account](#)

I Personal Information X II X III X IV X V VI

1. Name:

Surname (*):

Maidenname (if applicable):

Forename (*):

2. Address for Correspondence:

Street (*):

Postal Code (*):

City (*):

Country (*):

Phone Numbers

Type (*):	Number (*):
<input type="text" value="Other"/>	<input type="text" value="0221 888 0 3232"/>

[Add new](#)

Email: name@emailaddress.com [Change](#)
(be aware that changing your e-mail address changes your login name!)

3. Permanent Address:

Same as correspondence address

Street:

Postal Code:

City:

Country:

4. Birth Information:

Place of Birth (*):

Country of Birth (*):

Date of Birth (*):

Nationality (specify both if dual) (*):

5. Gender:

Gender (*): Male Female

6. Marital Status:

Marital Status (*):

7. Dependants:

Do you have any dependants (children, spouse, etc.)? If so please provide the following details:

Name:	<input type="text"/>	Forename:	<input type="text"/>
Date of birth:	<input type="text"/>		
Relationship:	<input type="text"/>		
Occupation:	<input type="text"/>		
Remarks:	<input type="text"/>		

[Add new](#)

8. Relatives at EASA:

Enter any relatives (Spouse, parents or other family) working at EASA

Surname	Forename	Relationship	Post Held
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

[Add new](#)

9. Previous Applications:

Have you previously applied for employment with EASA? (*): Yes No

If Yes specify -When:

-For which post:

Enter the Higher Education information where necessary and select next.

Fig 8

Vacancy: EASA/AST/2009/002 - HR Assistant (f/m) Logout

✓ A Instructions & Disclaimer
✓ B User Account
✗ C CV Information
✗ D Application Information
[Delete my User Account](#)

✓ I Education & Training ✗ III ✗ IV ✗ V VI

1. Secondary Education:
Add in chronological order:

Name of Establishment (*):
Sec School

Country (*): UNITED KINGDOM

Period:
From (*): 10/10/1975
To (*): 10/10/1987

Name + level of Diploma (*):
GCE O'Levels and GCE A'Levels

Diploma obtained? (*): Yes

[Add new](#)

2. Higher Education:
Please indicate whether you studied full-time or in parallel to your professional activity (e.g. evening studies, distance learning, etc.) Add in chronological order:

Name of Establishment:

Country:

Period:
From:
To:
Time:

Name + level of Diploma:

Diploma obtained?:

[Add new](#)

3. University Education:
Please indicate whether you studied full-time or in parallel to your professional activity (e.g. evening studies, distance learning, etc.) Add in chronological order:

Name of Establishment:

Country:

Period:
From:
To:
Time:

Name + level of Diploma:

Diploma obtained?:

[Add new](#)

4. Other Education/Training received:
Please indicate whether you studied full-time or in parallel to your professional activity (e.g. evening studies, distance learning, etc.) Add in chronological order:

Name of Establishment:

Country:

Period:
From:
To:
Time:

Name + level of Diploma:

Diploma obtained?:

[Add new](#)

[Previous](#) [Next](#) [Save](#) [Cancel](#)

Complete the current/previous employment page and select next.

Fig 9

Vacancy: EASA/AST/2009/002 - HR Assistant (f/m) [Logout](#)

✓ A Instructions & Disclaimer
✓ B User Account
✗ C CV Information
✗ D Application Information
[Delete my User Account](#)

✓ I ✓ II ✗ III Employment History ✗ IV ✗ V VI

1. Current & Previous Employment:
Starting with your **present post**, list in **reverse** chronological order **every** employment you have had. **Include also military service (or alternative civil duties).**

Name and full address of employer (*):
Jacobs Engineers

Current Employment:

From (*): 01/01/1985
To (*): 11/11/2009
Time (*): Fulltime

Job Title (and grade if applicable):

Name and contact details of supervisor:

Description of tasks:

Description of main achievement:

Languages used: N° of employees in company:

Frequency of missions abroad:

Period of notice required:

Reason for leaving:

Number and type of staff under your supervision:

[Add new](#)

Previous Next Save Cancel

Select knowledge of language, complete the form and then select next.

Fig 10

Vacancy: EASA/AST/2009/002 - HR Assistant (f/m) Logout

A Instructions & Disclaimer
 B User Account
 C CV Information
 D Application Information

I
 II
 III
 IV Skills
 V
 VI

1. Knowledge of languages:

Mother tongue (*):

Other Languages

Language	Reading	Writing	Speaking	Comprehension
<input type="text" value="German"/>	<input type="text" value="Excellent"/>	<input type="text" value="Very Good"/>	<input type="text" value="Excellent"/>	<input type="text" value="Excellent"/>

[Add new](#)

2. Computer Skills:

Technology/Product	Level
<input type="text" value="Service Management"/>	<input type="text" value="Excellent"/>

[Add new](#)

Time out in: 00:28:30
[Need more time](#)

Select Apply for Job on the "Apply for Job" form

Fig 11

Vacancy: EASA/AST/2009/002 - HR Assistant (f/m) Logout

A Instructions & Disclaimer
 B User Account
 C CV Information
 D Application Information

I
 II
 III
 IV
 V
 VI Apply For Job

Please check that you are applying for the correct vacancy and click "Apply for job". Alternatively, go back to any of the previous step in order to correct or add information.

Step	Description	Status
I	Personal Information	<input checked="" type="checkbox"/>
II	Education & Training	<input checked="" type="checkbox"/>
III	Employment History	<input checked="" type="checkbox"/>
IV	Skills	<input checked="" type="checkbox"/>
V	Other Information	<input checked="" type="checkbox"/>

Complete the Application Information Page, upload your CV and then select next

Fig 12

Vacancy: EASA/AST/2009/002 - HR Assistant (f/m) [Logout](#)

X I Application Information X II

✓ A [Instructions & Disclaimer](#)

✓ B [User Account](#)

✓ C [CV Information](#)

✗ D [Application Information](#)

[Delete my User Account](#)

Please be aware that information given in this section is not stored in your account and needs to be completed for each single application.

Please refer to the desired profile detailed in the Vacancy Notice under "Selection Criteria" and explain how, in your view, you meet each of the the detailed job requirements. (*)

Please add here any further relevant information in support of your application.

Upload your motivation letter. (*)
(1 DIN A4 page, only Word and PDF files are accepted and the document size is limited to 250 Kb)

Complete the Declaration of Honour and then select submit

Fig 13

Vacancy: EASA/AST/2009/002 - HR Assistant (f/m) [Logout](#)

I II **Submit Application**

Declaration of Honour

I, the undersigned, declare that the information provided is, to the best of my knowledge, true and complete.


I FURTHER DECLARE THAT:

- I AM A NATIONAL OF A MEMBER STATE OF THE EUROPEAN UNION, NORWAY, ICELAND, LIECHTENSTEIN OR SWITZERLAND;
- I HAVE NOT BEEN DEPRIVED OF MY CIVIC RIGHTS;
- I HAVE COMPLIED WITH THE PROVISIONS OF ALL MILITARY RECRUITMENT LAWS APPLICABLE TO ME;
- I UNDERTAKE TO SUBMIT, AS SOON AS REQUESTED, ANY DOCUMENTS IN SUPPORT OF THE ABOVE STATEMENTS AND DECLARATIONS;
- I REALISE THAT ANY FALSE STATEMENT OR OMISSION, EVEN IF UNINTENDED ON MY PART, MAY LEAD TO THE CANCELLATION OF MY APPLICATION OR MAY RENDER MY APPOINTMENT LIABLE TO TERMINATION;
- I AM WILLING TO UNDERGO THE PRESCRIBED MEDICAL EXAMINATION PRIOR TO APPOINTMENT AND TO PROVIDE A SWORN AFFIDAVIT TO THE EFFECT THAT I HAVE NO CRIMINAL RECORD.

Review the submission result and record the registration number

Fig 14

Submission Result

Your application was submitted successfully, your Unique Application Registration Number is 1951358897 
You will receive an e-mail shortly with the confirmation and the filled out details.

Application Information Overview

Met the detailed job requirements info:

Dear Sir/Madame,

To make changes to the Online CV, log into your account by selecting the apply button on the eRecruitment Home Page

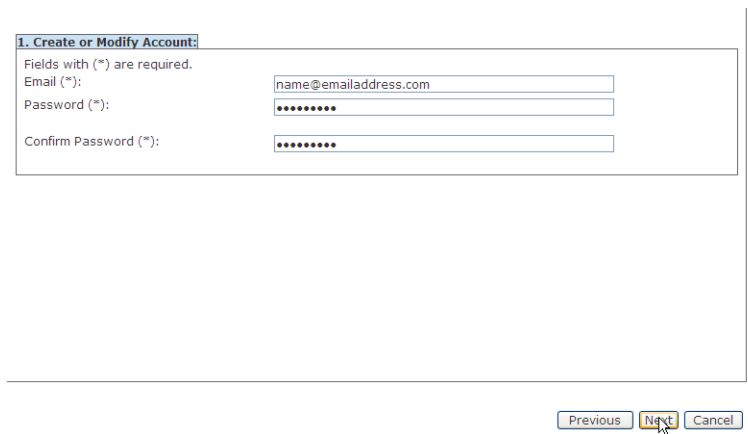
Fig 15



Temporary Agent		Title	Closing Date	Apply
PDF	Reference			Apply
	EASA/AST/2009/002	HR Assistant (f/m)	30/11/2009 (Extended)	
Contractual Agent		Title	Closing Date	Apply
PDF	Reference			Apply
	EASA/AD/2009/001	Head of HR (f/m)	27/11/2009 (Extended)	
	EASA/III/2009/008	Budget Assistant (F/M)	03/12/2009	Apply

Enter eMail address and password

Fig 16



1. Create or Modify Account:

Fields with (*) are required.

Email (*):

Password (*):

Confirm Password (*):

Select CV Information

Fig 17

Vacancy: EASA/AST/2009/002 - HR Assistant (f/m) [Logout](#)

A Instructions & Disclaimer

B User Account

C CV Information

D Application Information

[Delete my User Account](#)

1. Personal Data Protection:

Any personal data included in or relating to the use of this electronic tool shall be processed pursuant to the provisions of Regulation (EC) No 45/2001 on the protection of individuals with regard to the processing of personal data by the Community institutions and bodies and on the free movement of such data. The Agency collects personal information exclusively to the extent necessary to fulfil the purpose of the Recruitment process. The applicant's personal information shall be stored for the duration of the Recruitment process. This duration shall be deemed to include the time required for the application, the selection procedure, the interviews, evaluation and the final decision by the selection committee. In case the candidate is selected for inclusion in the reserve list for the relevant position, the time period shall be extended to cover the one year duration of the reserve list. If the applicant accepts his inclusion in the reserve list, he shall be deemed to have provided his unambiguous consent for storage of his personal data for the additional time period required.

I have read the introduction and I am aware of the above described features of the registration process.

You can edit the following:

- Personal Information
- Education and Training
- Employment History
- Skills
- Other Information

Select one of the tabs at the top for the CV Page

Fig 18

1. Secondary Education:

Add in chronological order:

Name of Establishment (*):

Country (*):

Period

From (*):

To (*):

Name + level of Diploma (*):

Diploma obtained? (*):

[Add new](#)

Select Save when completed

Fig 19

Vacancy: EASA/AST/2009/002 - HR Assistant (f/m) [Logout](#)

✓ A Instructions & Disclaimer
✓ B User Account
✓ C CV Information
✗ D Application Information

[Delete my User Account](#)

✓ I ✓ II ✓ III ✓ IV Skills ✓ V ✓ VI

1. Knowledge of languages:

Mother tongue (*):

Other Languages

Language	Reading	Writing	Speaking	Comprehension
<input type="text" value="German"/>	<input type="text" value="Excellent"/>	<input type="text" value="Very Good"/>	<input type="text" value="Excellent"/>	<input type="text" value="Excellent"/>

[Add new](#)

2. Computer Skills:

Technology/Product	Level
<input type="text" value="Service Management"/>	<input type="text" value="Excellent"/>

[Add new](#)

Previous Next **Save** Cancel

Select Apply for Job

Fig 20

The screenshot shows the 'Apply For Job' step of the application process. The page title is 'Vacancy: EASA/AST/2009/002 - HR Assistant (f/m)'. The navigation bar includes the EASA logo, 'e-recruitment', and 'easa.europa.eu'. The application progress is shown as a series of steps: A (Instructions & Disclaimer), B (User Account), C (CV Information), D (Application Information), and VI (Apply For Job). Step C is currently selected. A table shows the status of each step: I (Personal Information), II (Education & Training), III (Employment History), IV (Skills), and V (Other Information) are all marked with green checkmarks. The 'Apply for Job' button is highlighted, and a mouse cursor is over it. A 'Cancel' button is also visible.

Step	Description	Status
I	Personal Information	✓
II	Education & Training	✓
III	Employment History	✓
IV	Skills	✓
V	Other Information	✓

To Delete your user account

Log in and select Delete my user account

Fig 21

The screenshot shows the 'Delete my User Account' option in the application process. The page title is 'Vacancy: EASA/AST/2009/002 - HR Assistant (f/m)'. The navigation bar includes the EASA logo, 'e-recruitment', and 'easa.europa.eu'. The application progress is shown as a series of steps: A (Instructions & Disclaimer), B (User Account), C (CV Information), D (Application Information), and VI (Apply For Job). Step D is currently selected. A table shows the status of each step: I (Personal Information), II (Education & Training), III (Employment History), IV (Skills), and V (Other Information) are all marked with green checkmarks. The 'Delete my User Account' button is highlighted, and a mouse cursor is over it. An 'Apply for Job' button and a 'Cancel' button are also visible.

Step	Description	Status
I	Personal Information	✓
II	Education & Training	✓
III	Employment History	✓
IV	Skills	✓
V	Other Information	✓