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Preliminary Notes

How to use the manual

This manual is designed to assist the first usage of EASA eRecruitment application. It can be used as a point of reference once you are familiar with the program.

Key descriptions

Those who have used a user manual provided by IS Department already may not need to read the following explanations on what each command does, but would rather skip straight to the instructions to find out how to do it.

Keyboard

Keys are referred to throughout the manual in the following way:

[RETURN] – denotes the return or enter key, [DELETE] – denotes the delete key, etc.

Where a command requires two keys to be pressed, the manual shows this as follows:

[CTRL] + [C] – this means press "c" while holding down the control key.

Commands

When a command is referred to in the manual, the following distinctions have been made:

- When menu commands are referred to, the manual will refer you to the menu – e.g. "Choose Edit from the menu and click Copy to copy the selected item into the clipboard".

- When dialogue box options are referred to, the following style has been used for the text – e.g. "In the View tab of the Folder Options dialogue, untick the Hide extensions for known file types checkbox"

- Dialogue box buttons are in bold text as well – e.g. "Click OK to close the Print dialogue and launch the print."

Notes

Within each section, any items that need further explanation or extra attention devoted to them are denoted by shading. For example:

Please do not unplug your removable disk while you save files on it!
1 eRecruitment – the key to jobs at the Agency

The starting point for all applicants is the Recruitment area of the official EASA website: http://easa.europa.eu/recruitment/recruitment.php. Please Click on eRecruitment to see all current vacancy notices at EASA.

In the vacancy list you can read the official vacancy notices (View Detail) of current vacancies or you can initiate the formal application process (Start Application Process).
If this is your first time using EASA eRecruitment to apply for a position, you have to register first. By clicking **Log On** or **Start Application Process** you get to the logon window where you can enter your account or create a new account.

### 1.1 Create a new account

If you do not have an existing account, you have to create one. Simply click on **Create a new account** and follow the instructions.

Before providing your credentials you have to first read, understand and accept the recruitment data disclaimer for the registration process.
Registering with your personal email address, you then need to assign and confirm a password for EASA eRecruitment. If you forget your password, this email address will be used to send a link to reset your password.

After completing the registration by clicking **Register** you are ready to run the application procedure.

*You will see your logon status at the top on the right of the browser window anytime.*
1.2 Reset your password

If you forget your password you can easily reset it and specify a new password. Simply click **Forgot password** and follow the instructions.

Provide your email address you have used for the registration and submit the request.
2  Apply for a job

With an existing account in the eRecruitment tool you are able to apply for the vacancies published in the vacancy list. To do this, please click **Start Application Process** next to the position you wish to apply for.

After your successful logon with the registered email and password, you get to an overview page explaining the three different application steps.
Step One – C. V. Information

In this section of eRecruitment, you fill in your curriculum vitae with all details of your personal and professional development. The information will be stored in the eRecruitment database and automatically re-used when you apply for another position at EASA at a later date. Only changes or new events in your CV need to be updated in this step.

Step Two – Support Information

Here you have the opportunity to supply additional information to support your application by referring to the requirements described in the vacancy notice. Further on, you have to upload a motivation letter. As all this information is related to the vacancy, you have to fill in step two for each vacancy you apply for. If you re-submit your application having made changes to your CV, these fields need to be filled in again.

Step Three – Submit

This is the final step of the application process and you will be asked to make a declaration about the application and yourself. Hereafter, you can submit the completed application to EASA for further processing.
3 Fill in your CV – Step One

The CV is subdivided into tabs with different categories of information:

3.1 Summary tab

The Summary tab provides a status overview of your recorded data. During the data entry this summary is updated when your input is successfully saved in the database.

3.2 Personal tab

The Personal tab includes following groups of data:

- Names
- Correspondence address
- Permanent address
- Contact Numbers
- Birth Information
- Previous Applications

Please make sure that all required fields (marked with a *) are filled in. After completing the personal data and saving your input, the status of your information will indicate the progression.

3.3 Education tab

The Education tab is divided into 4 categories:
Secondary Education, Higher Education, University Education and Other Education.
Based on your personal situation you can add your education/qualification by using the links, e.g. Add Secondary Education Item. As a result, the tool will show the corresponding fields in the form.

In order to remove an entry just click Remove.
3.4 Employment tab

In this area your work experience (part-time or full-time employment) should be entered. Simply click Add Item to add a new work experience to your CV.
3.5 Other tab

Only two fields mandatory and require an entry (see the black frames below):

The information in the remaining fields is optional.
3.6 Skill tab

Here you have to provide information about your language skills and computer skills.

On completion of your CV, you can now proceed with step two.
Saving your input

You can save information at any time by using the **Save** button. Additionally, saving is done automatically as you move from tab to tab. However, EASA eRecruitment only saves data entries in the database when all form fields marked as required (*) are filled in.

*If you leave one or more required fields empty, any attempt to save your data entries will fail and errors will be indicated by a red warning message next to the field.*
4 Support information – Step Two

In this step you should refer directly to the requirements (essential, advantageous and supplementary) stated in the vacancy notice and describe how you fulfil them. Additionally you have to upload your motivation letter.
5 Submit the application – Step Three

You are required to mark each of the following statements before your application can be submitted.

After the submission you will see the page confirming your application. A confirmation email will be sent out at the same time.