User Guide

F4E eRecruitment Application

Barcelona, September 2020

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1. Introduction

The aim of this guide is to give you, as an applicant, a detailed description of the online application procedure.

In this guide we will explain how the selection process works as well as showing different screens to guide you step by step through the creation of your profile and the submission of your application.

E-Recruitment tool has been designed to be as user-friendly and self-explanatory as possible. It's easy and fast to use it in order to submit an application.

It might be useful to print this user guide and keep it as a reference when processing your application.

2. System Requirements

The system requirements to ensure the good functioning of the eRecruitment portal are listed below. Please, make sure you comply with it to ensure the best user experience.

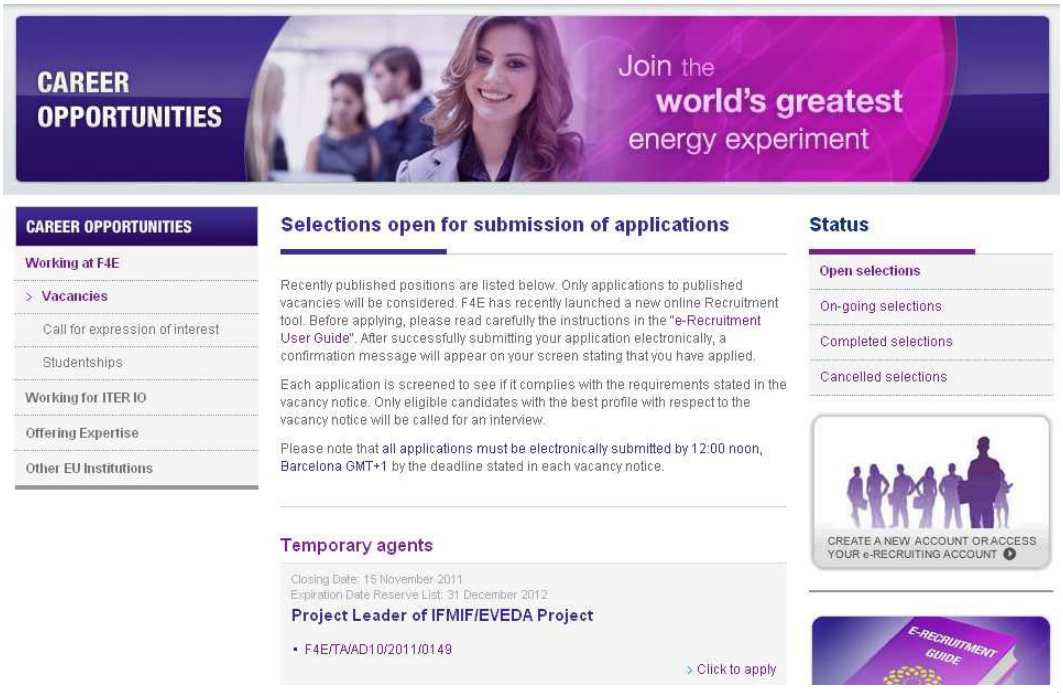
Minimum System Requirements:

- Operating System: MS Windows XP or above
- Browser: MS Internet Explorer v8 or above
- Security Settings: Java must be enabled

We will not be able to guarantee the Recruitment module of the F4E website will work correctly if the above system requirements are not met. Using different browser and Operating System may have an impact on being able to submit an application through the eRecruitment portal.

3. F4E vacancies

The home page of eRecruitment portal shows all job opportunities grouped in *Temporary agents*, *EU officials* and *Contract agents*. By default, you can see all **open vacant positions**. On the right, there is a link to change from open vacancies to closed ones: on-going, completed or cancelled. The candidates can only apply to open vacancies.

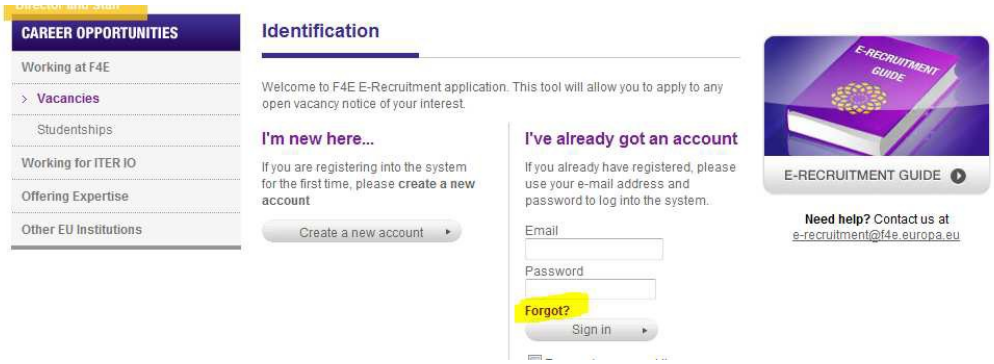


If you want to see detailed information on eligibility and selection criteria as well as on the selection process and working conditions you can click on the reference link and download the document. You can apply to vacancy by clicking the link “Click to apply”.

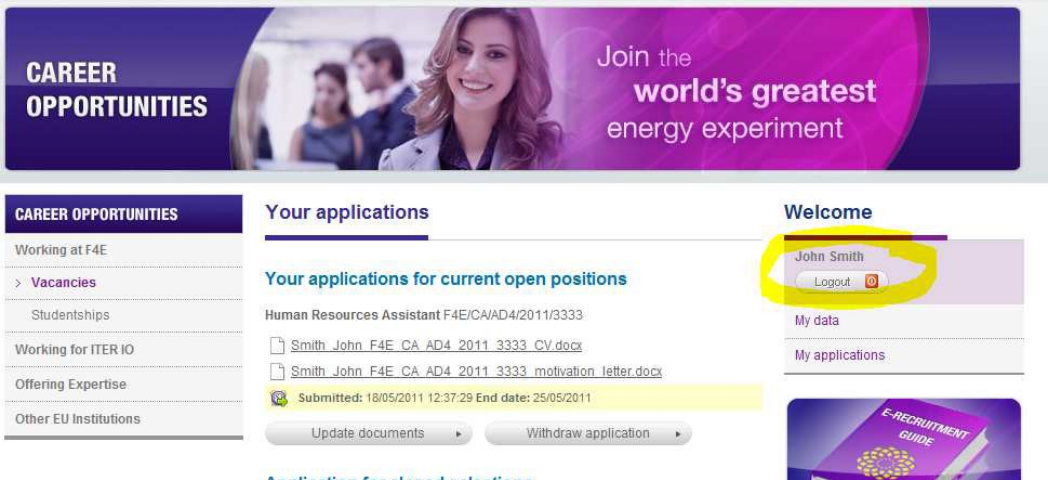
4. Login, reset password and logout

If you have an account you can always login to your private part of the portal by clicking the following link that appears on the home page. This link redirects to the identification page where you can enter your credentials.

In case you forget your password, a new one will be generated for you by the system and you will receive it by email. In order to do so, please go to the identification page and at the bottom of the page click on "**Forgot?**" link. You will need to provide your email address and click on "Submit".

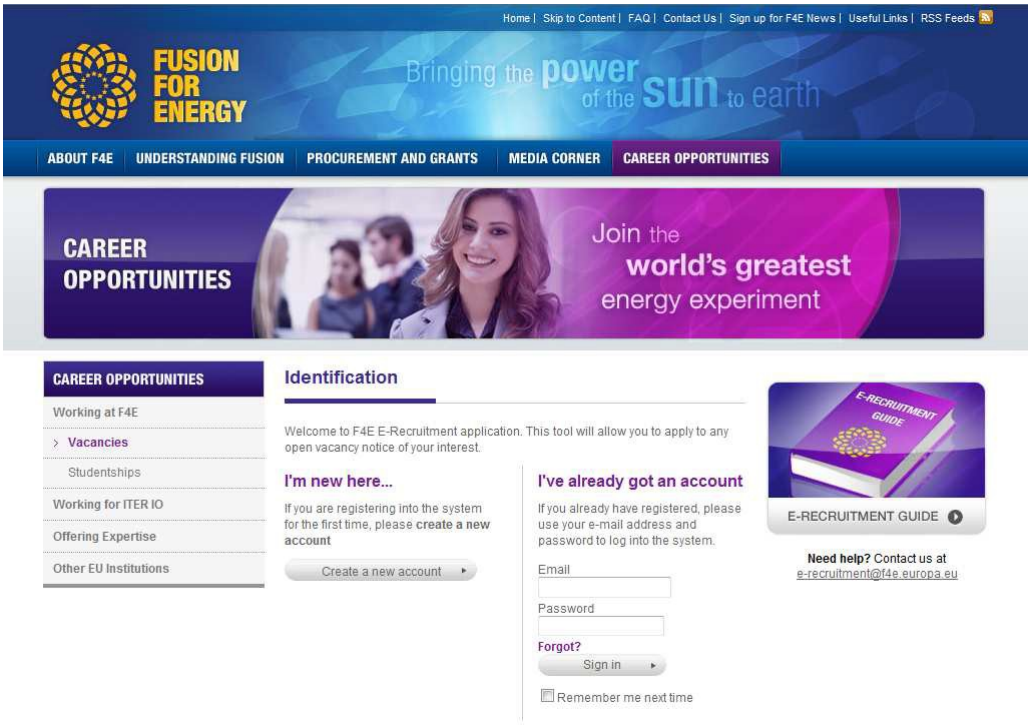


When you are logged in you can logout by clicking the **Logout** button that appears on the top right part of all pages:


CAREER OPPORTUNITIES
Join the world's greatest energy experiment
CAREER OPPORTUNITIES
Working at F4E
Vacancies
Studentships
Working for ITER IO
Offering Expertise
Other EU Institutions
Your applications
Your applications for current open positions
Human Resources Assistant F4E/CA/AD4/2011/3333
Smith_John_F4E_CA_AD4_2011_3333_CV.docx
Smith_John_F4E_CA_AD4_2011_3333_motivation_letter.docx
Submitted: 18/05/2011 12:37:29 End date: 25/05/2011
Update documents
Withdraw application
Welcome
John Smith
Logout
My data
My applications
E-RECRUITMENT GUIDE

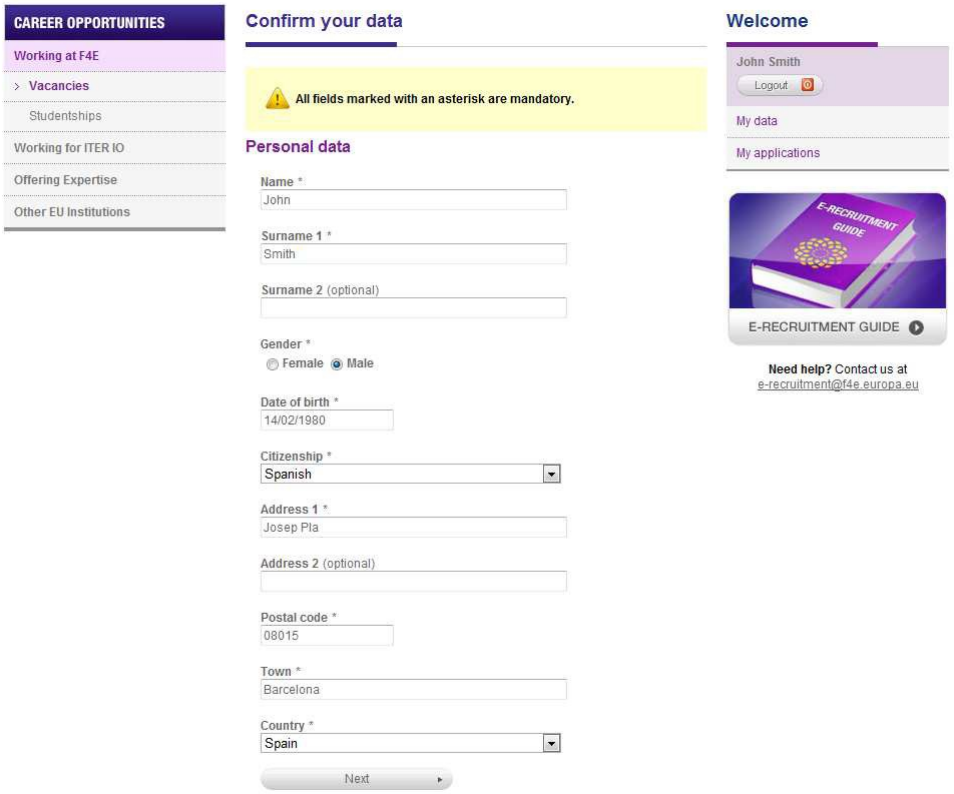
5. Apply for a position

The online application process starts upon clicking "Click to apply" next to a vacancy of your interest. If you have not been registered yet, you must do it before applying. Otherwise, if you already have an account you just need to enter your credentials to sign in and proceed.



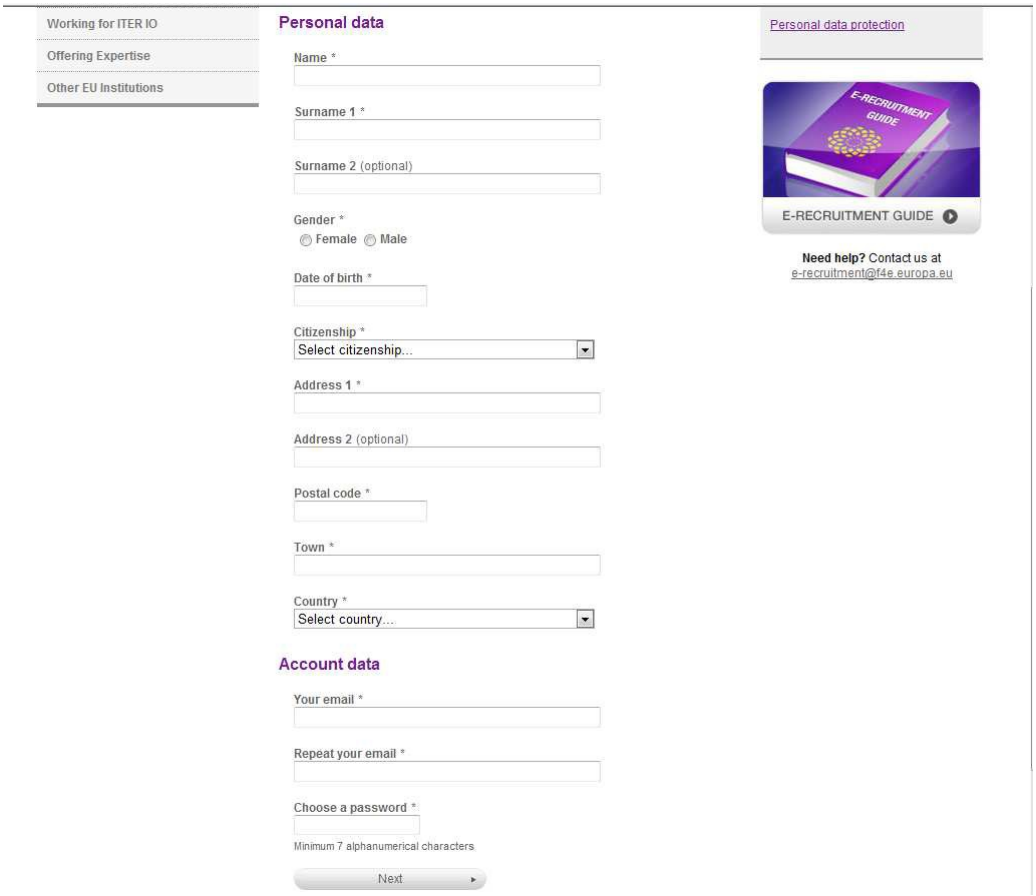
5.1. Sign in

If you already got an account, you can sign in with your email and password. Before proceed to application you must always **confirm your personal data**.



5.2. Create a new account

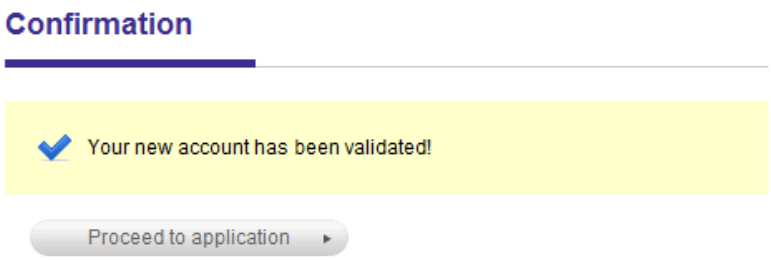
You must have an account to apply for a vacancy. A new user can create an account by clicking the button "Create a new account" in the **identification** page. You must fill in the required information (fields marked with an asterisk are mandatory). This includes your personal data, date of birth, nationality, address. You will be asked to enter a valid email address as your user-name and a password of minimum 8-character which must contain numbers, uppercase and lowercase characters (for your own data-protection). You can change or delete your account at any time, and should you forget your password you can request it to be reset.



Once the registration has been submitted you will receive an email to confirm your account. The email has the following information:

> Dear Mr. Smith,
>
> Thank you for your interest in the ITER project and "Fusion for Energy".
>
> To confirm your F4E e-recruitment account (email address used: mail@server.local) please click the following URL:
>
> http://f4e.europa.eu/careers/vacancies/confirm-account.aspx?id=83&activationcode=cb335181-8352-420b-8b1e-af2a4cc950c2&refnum=F4E/CA/AD4/2011/3333
>
> In order to apply to a vacant position, please do so by selecting the vacancy, and through your user account upload the requested documents specified in the specific vacancy notice (such as CV and motivation letter).
>
> If you did not create this account, please notify us: e-recruitment@f4e.europa.eu.
>
> Best regards,
>
> F4E Selections Team

You must click the link that appears in the email to finish the registration process. The link will redirect you to a page with a confirmation message like:



This message confirms that the account has been created and validated. From now on, you can access to your account, apply for vacancies, modify existing ones, view your personal data, etc. If you click “Proceed to application” button you apply to the initial selected vacancy.

6. Proceed to application

Apply to vacancy is as easy as attach the required documents and accept the conditions. Required documents are:

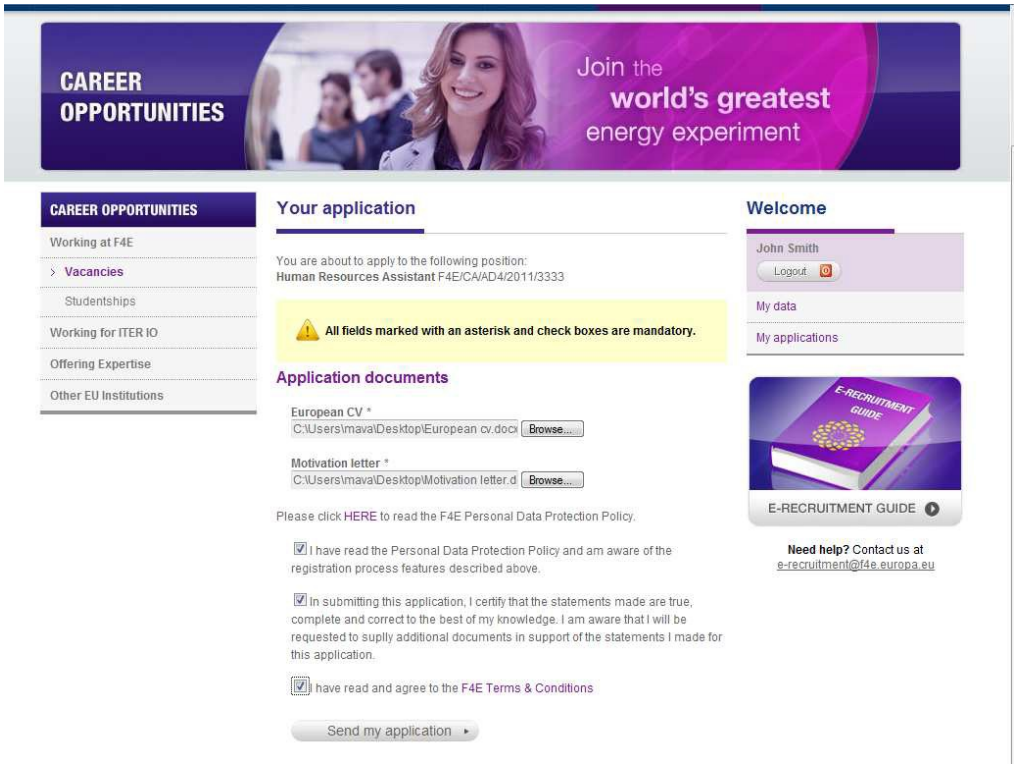
- **European CV**
- **Motivation letter**

For the selections published for Permanent Officials, you will be asked to upload a third document: **Proof of seniority in grade and step**.

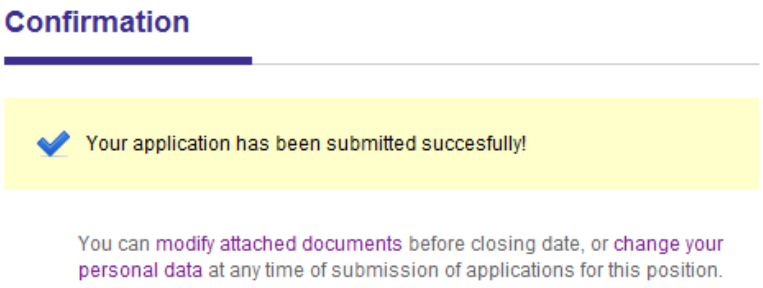
For the Call for Expression of Interest for Contract Agents from EPSO CAST Reserve Lists, you will be asked to upload a third document: **EPSO Confirmation Letter**.

Before submitting your CV and motivation letter, you will be asked to tick 3 boxes confirming that you:

- Were informed about the F4E Personal Data Protection Policy
- Certify that the statements made are true, correct and complete you will be requested to supply additional documents in support of the statements made for the application
- Agree to the F4E Terms & Conditions



Once the application has been sent, you should receive this confirmation message and an email acknowledging the receipt of your application.



Dear applicant,

We acknowledge receipt of your application for the position of Human Resources Assistant – F4E/CA/AD4/2011/3333.

You will be informed of the outcome of the selection process in due time by email.

Kind regards,

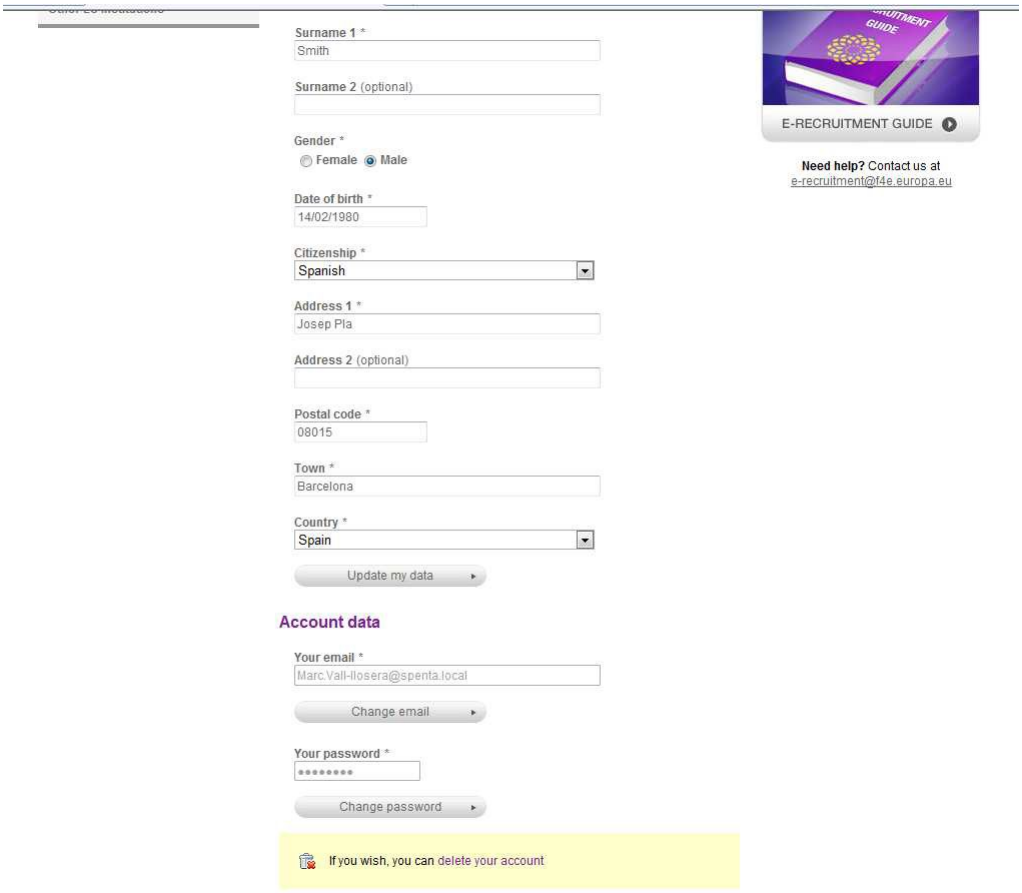
F4E Selections Team

You can only apply once per vacancy but you can modify the documents as times as you want while the vacancy is open. You can also withdraw an application. We will explain that in next section.

7. My data

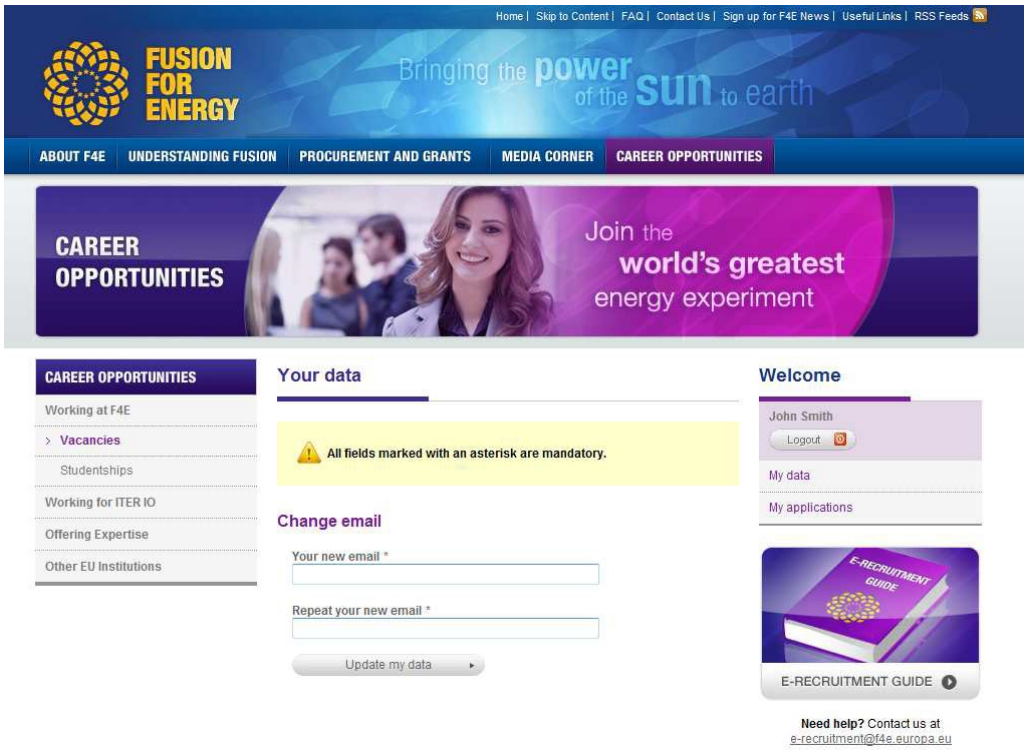
Every page in portal has links to “My data” and “My applications” on the right. You can click the first one to view your personal data. This page shows all personal data, email and password.

Personal data can be modified directly from this page.



7.1. Change email

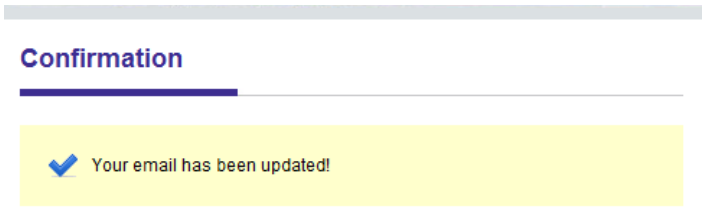
You can change your email by clicking “Change email” button. You will be redirected to a new page where you can introduce your new email. The system validates that the new email doesn’t exist in the system.



This modification was not immediate. You must confirm the new email by clicking the link that appears in the email you will receive.

> Dear Mr. Smith,
>
> You have requested to modify your email address used for your F4E e-recruitment account.
>
> In order to confirm your new email address, please click the following URL:
>
> http://f4e.europa.eu/careers/vacancies/confirm-account.aspx?id=83&activationcode=52742c4e-685a-4ae3-9497-70e267f982ce&email=1
>
> Please note that while logging into your F4E e-recruitment account, you will need to use the new email address. Your password will remain unchanged.
>
> If you did not request this change, please notify us: e-recruitment@f4e.europa.eu.
>
> Best regards,
>
> HR Selections Team

Once the link is clicked you are redirected to a page with this message:



7.2. Change password

You can change your password by clicking “Change password”. You will be redirected to a new page where you can introduce your new password. The change is effective immediately.

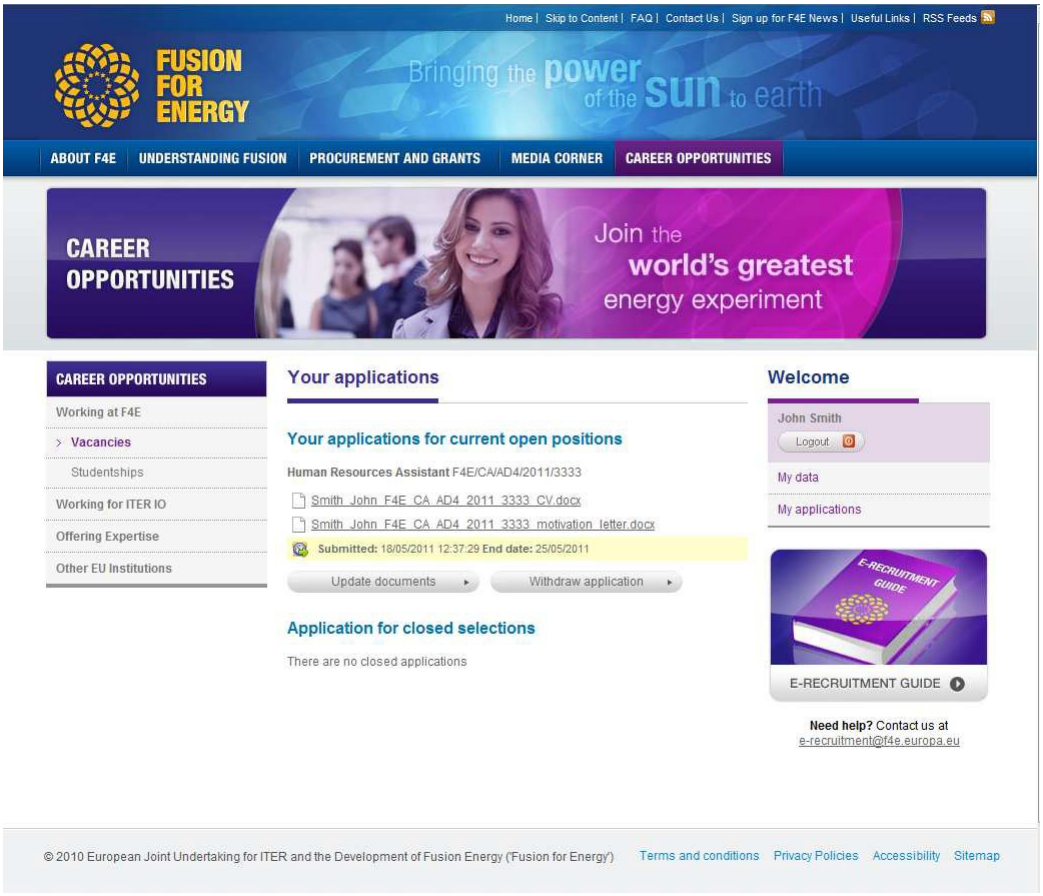
7.3. Delete account

You can delete your account whenever you want. At the end of the page there is a link to do that.

If you confirm the deletion, all your applications, account data and personal data will be deleted from database. You will not be able to access to the portal unless you create a new account

8. My applications

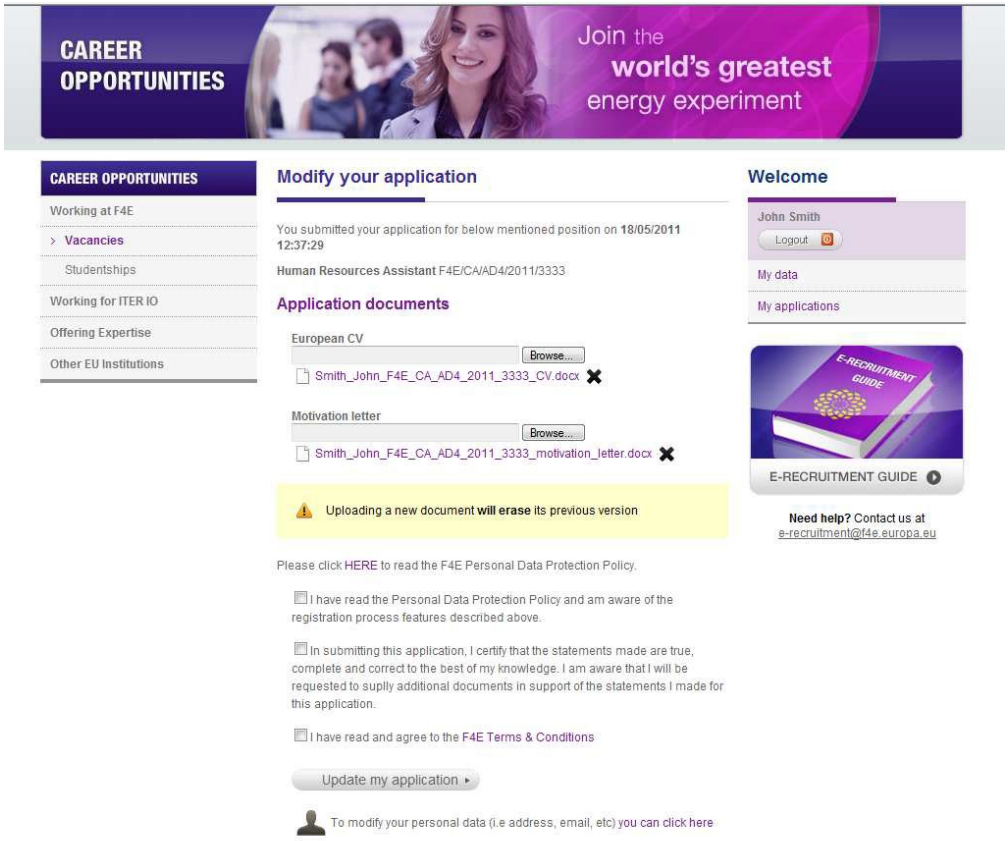
Every page in portal has on the right side links to access to “My data” and “My applications”. To consult your applications you just have to click the second one.



In this page you can see all your applications for open positions but also for closed selections. You can modify all applications for current open positions.

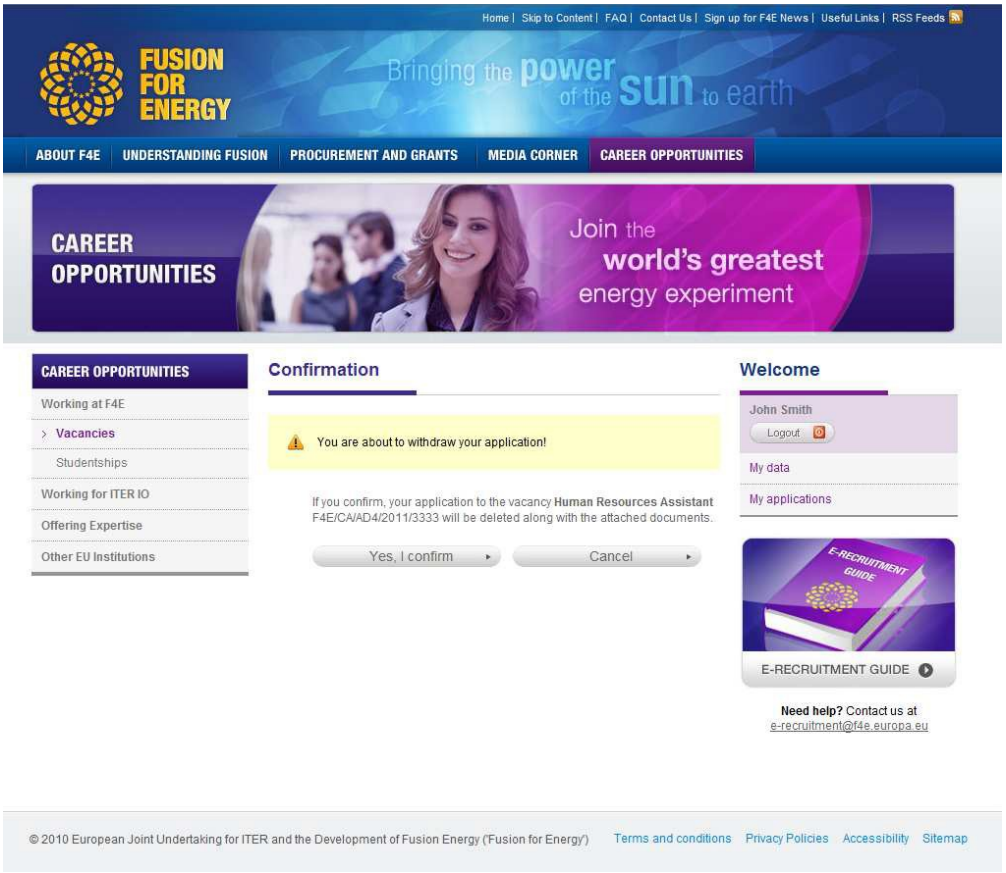
8.1. Modify attached documents

By clicking on "Update documents" the applicant can modify the documents attached to an application. Updating a new document will erase its previous version.



8.2. Withdraw application

While the selection is open, you can also withdraw your application.



9. Data Protection

It should be noted that 'Fusion for Energy' as the body responsible for organizing the selection process, will ensure that applicants' personal data are processed as required by Regulation (EU) 2018/1725 of the European Parliament and of the Council of 23 October 2018 on the protection of natural persons with regard to the processing of personal data by the Union institutions, bodies, offices and agencies and on the free movement of such data, and repealing Regulation (EC) No 45/2001 and Decision No 1247/2002/EC Text with EEA relevance. This applies in particular to the confidentiality and security of such data. Personal data will be processed solely for the purpose of the selection procedure.

Should the applicant have any query concerning the processing of his/her personal data, he/she shall address them to the following address: HRDataProtection@f4e.europa.eu

In case you encounter technical problems when trying to submit your application via the e-Recruitment tool, please make a screenshot and send it to e-recruitment@f4e.europa.eu

It is the responsibility of the applicant to inform 'Fusion for Energy' about any technical problem without delay within the deadline mentioned above. Please, do not send any supporting documents (i.e.: copies of your ID-card, educational certificates, evidence of previous professional experience etc.) **with your application at this stage if not specified in the Vacancy Notice**.

This document has been produced for information purposes only. Onl y the vacancy notices for positions to be filled may be considered definitive.