



eRecruitment

User Guide

April 2019

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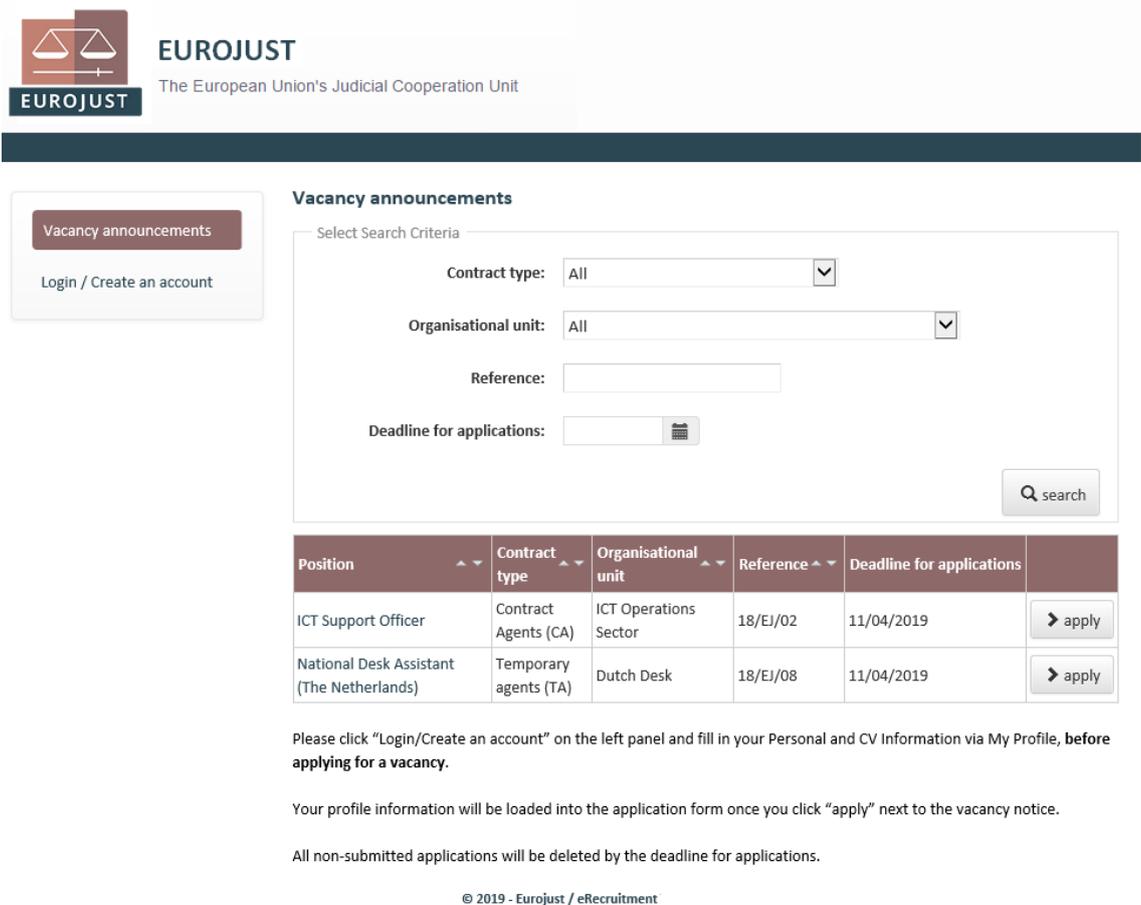
1. Introduction

This document presents Eurojust's eRecruitment site, showing all the functionalities available for you to easily apply for a position at Eurojust. In our eRecruitment you can:

- [Create and manage your account](#), including your personal profile.
- [View open vacancies and apply](#) using the online application form.
- [Follow-up on your submitted applications](#) to check their current status. You can also withdraw from selection procedures using this option.

1.1. Homepage

When you access the Eurojust eRecruitment site you can view open vacancies on the homepage:



EUROJUST
The European Union's Judicial Cooperation Unit

Vacancy announcements

EUROJUST

Vacancy announcements

Login / Create an account

Vacancy announcements

Select Search Criteria

Contract type: All

Organisational unit: All

Reference:

Deadline for applications:

search

Position	Contract type	Organisational unit	Reference	Deadline for applications	
ICT Support Officer	Contract Agents (CA)	ICT Operations Sector	18/EJ/02	11/04/2019	→ apply
National Desk Assistant (The Netherlands)	Temporary agents (TA)	Dutch Desk	18/EJ/08	11/04/2019	→ apply

Please click "Login/Create an account" on the left panel and fill in your Personal and CV Information via My Profile, **before applying for a vacancy.**

Your profile information will be loaded into the application form once you click "apply" next to the vacancy notice.

All non-submitted applications will be deleted by the deadline for applications.

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Figure 1 Example of Vacancy announcements

2. Your personal account

2.1. Create a new personal account

To create a new applicant account go to the '**Login/Create an Account**' section and click the '**Create an account**' button:

Vacancy announcements

Login / Create an account

Create a Profile / Personal Account

To login you need a valid account. If you have not created an account yet, please follow the instructions below. For extended guidance on how to use our system please consult the User Guide.

New User

To set up your profile please enter a valid Email address and select an alpha/numerical password i.e. a mixture of letters and numbers at least 8 characters

Create an account

Already a user

By clicking login you will be logged into your profile, where you can complete your profile and submit your application.

Email *

Password *

Forgotten Password ?

Login

* This field is mandatory

Figure 2 Create a new account

The **Information Notice** is displayed. Click the '**ok**' button at the bottom to proceed to the following screen:

Vacancy announcements

Login / Create an account

Create a New Profile

Please fill in the information below to create your account.
Your email address must be unique.

Description

Last Name * SMITH

First Name * John

Birth Date (dd/mm/yyyy) * 01/01/1980

Email address * johnsmith@example.email

Password **

Strong

Retype password *

Security Code

rumors

Create

* This field is mandatory

** Password must:

- be at least 8 characters long
- contain a mix of letters and numbers and at least one special character
- not contain the same character more than twice

Figure 3 Create a new profile

Fill in the required fields marked with red asterisks (*) and click the 'Create' button.

A confirmation message is displayed and you will receive an email with instructions to validate your account:

Dear John SMITH,

Thank you for your interest in working at Eurojust.

Your new account is now created.

We invite you to fill in your online profile and apply for open vacancies you qualify for.

To validate your account, click on the link: [My account](#). This link can only be used once.

Please note that your account will be deleted unless validated within 7 days.

If the validation is not successful or if you encounter an error, please contact recruitment@eurojust.europa.eu.

Best regards,

Human Resources

Eurojust

Figure 4 Account validation email

Click the **'My account'** link in the email to validate your newly created account (a new browser window will be opened):

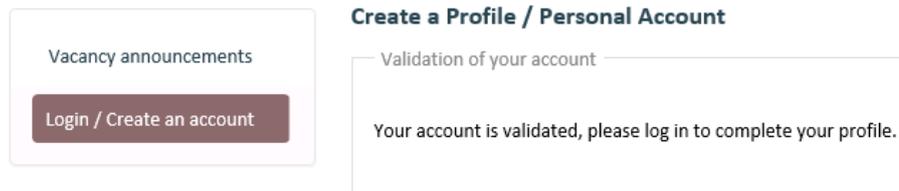


Figure 5 Account validation confirmation

2.2. Login

To log into your personal account go to the **'Login/Create an Account'** section, fill in your **email** and **password** and click the **'Login'** button:

Vacancy announcements

Login / Create an account

Create a Profile / Personal Account

To login you need a valid account. If you have not created an account yet, please follow the instructions below. For extended guidance on how to use our system please consult the User Guide.

New User

To set up your profile please enter a valid Email address and select an alpha/numerical password i.e. a mixture of letters and numbers at least 8 characters

Create an account

Already a user

By clicking login you will be logged into your profile, where you can complete your profile and submit your application.

Email * johnsmith@example.email

Password * ●●●●●●●●

Forgotten Password ?

Login

* This field is mandatory

Figure 6 Login screen

2.3. Manage your profile

After logging in, go to 'My profile'.

In this section you can fill in your Personal Information, your CV and Professional References. The information in your profile will be loaded by default when you start a new application for any selection procedure. You can then edit that information for each vacancy if needed.

Note: In the 'CV' tab on your profile you can add descriptions of past positions and create a motivation letter, which can be editing creating future applications.

Vacancy announcements

My Profile

My Applications

Change my Password

Change my Email

Delete my account

Logout

My Profile (Information)

Information CV References

Complete your personal information
All unsaved data will be lost when changing between tabs. Click the 'save' button to ensure changes are saved.

Personal Information

Title *

Last Name *

First Name *

Gender *

Birth Date (dd/mm/yyyy) *

Place of birth

Nationality *

Other nationalities

Contact details

Email

Address *

Postal code *

City *

Country *

Phone number *

Mobile phone number

* This field is mandatory

save

Figure 7 My profile

2.4. Change password

To change your password, click '**Change my Password**' on the left panel. Fill in your old password and select a new one. You will be asked to confirm the new password:

Change my Password

Description

Current Password *

New Password * Strong

Confirm **

* This field is mandatory

** Password must:

- be at least 8 characters long
- contain a mix of letters and numbers and at least one special character
- not contain the same character more than twice

Figure 8 Change my password

Click the **'Request new password'** button to confirm the change.

A confirmation message is displayed.

2.5. Change email address

To change the email address associated with your personal account, click **'Change my Email'** in the left panel. Fill in your old and new email addresses. You will be asked to confirm the new email address:

Change my Email

Fill in the fields below to change your email address. In a few minutes you will receive an email in the newly defined email address containing a link to validate this change.

Your Email *

New Email *

Retype new Email *

* This field is mandatory

Figure 9 Change my email address

After clicking the **'ok'** button, you will receive a confirmation email in your new email address:

Email address change

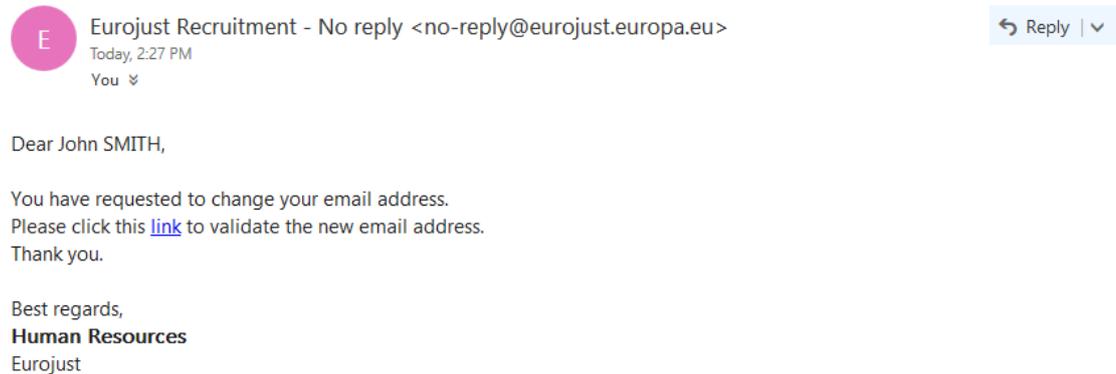


Figure 10 Email address change confirmation email

Click the link to validate the email address change:

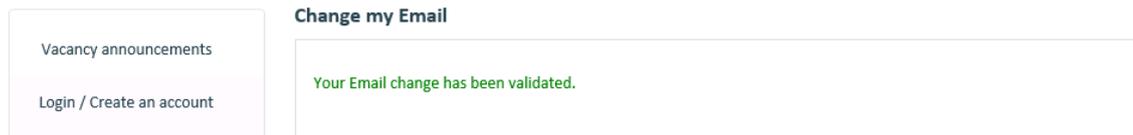


Figure 11 Email address change confirmed

2.6. Logout

To logout from your session simply click '**Logout**' on the left panel.

Note: Remember to save any changes before logging out to ensure no data is lost.

2.7. Reset your password

If you have forgotten your password, you can request a password reset on the '**Login/Create an Account**' screen:

Vacancy announcements

Login / Create an account

Create a Profile / Personal Account

To login you need a valid account. If you have not created an account yet, please follow the instructions below. For extended guidance on how to use our system please consult the User Guide.

New User

To set up your profile please enter a valid Email address and select an alpha/numerical password i.e. a mixture of letters and numbers at least 8 characters

Create an account

Already a user

By clicking login you will be logged into your profile, where you can complete your profile and submit your application.

Email *

Password *

Forgotten Password ?

Login

* This field is mandatory

Figure 12 Login / Create an account

Click the '**Forgotten Password**' link, fill in your email address and click '**ok**':

Vacancy announcements

Login / Create an account

Forgotten Password ?

Please fill in your email address to receive instructions for resetting your password.

Email *

ok

Figure 13 Password reset email address

A confirmation message will be displayed and an email will be sent to you:

Vacancy announcements

Login / Create an account

Forgotten Password ?

Instructions to reset your password have been sent by email.
The password recovery link will be valid for the next two hours.

Figure 14 Password reset email sent

Dear John SMITH,

You have requested to reset your password.
Please click this [link](#) to create a new password.
Thank you.

Best regards,
Human Resources
Eurojust

Figure 15 Password reset email

Click on 'Link' to define a new password (a web browser window will be opened):

Vacancy announcements
Login / Create an account

Forgotten Password ?

New password **

Confirm **

ok

* This field is mandatory

** Password must:
- be at least 8 characters long
- contain a mix of letters and numbers and at least one special character
- not contain the same character more than twice

Figure 16 Password reset

After clicking the 'ok' button, a confirmation message will be displayed:

Vacancy announcements
Login / Create an account

Forgotten Password ?

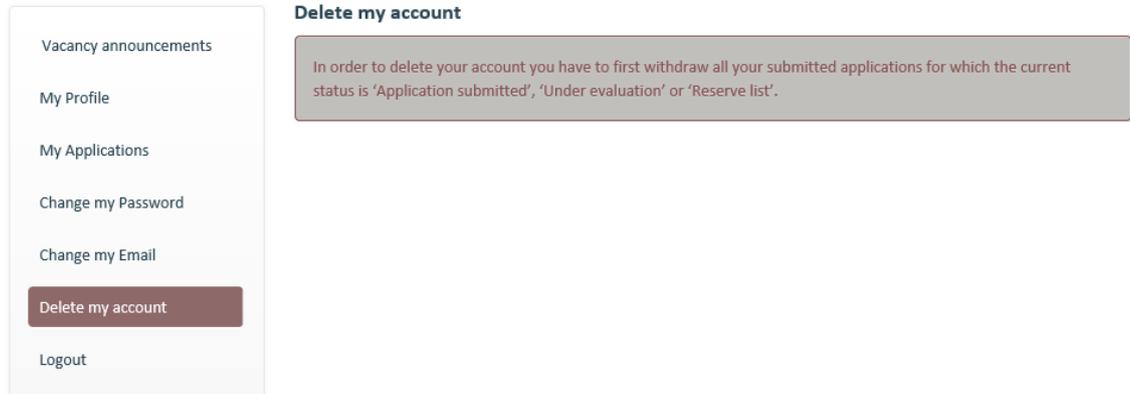
Password successfully changed.

Figure 17 Password reset confirmation

2.8. Delete your account

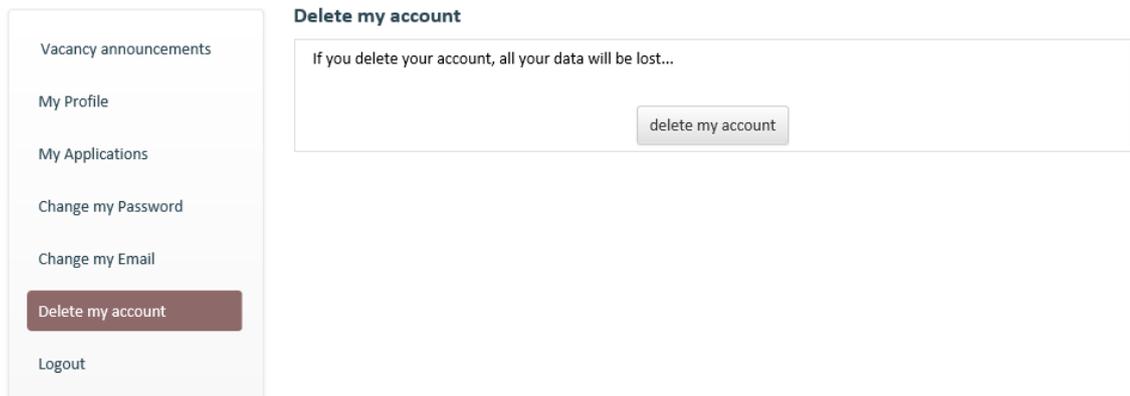
To delete your account click 'Delete my Account' on the left panel.

Before deleting your account, you must withdraw any applications you have submitted:



The screenshot shows a user interface with a sidebar menu on the left containing the following items: Vacancy announcements, My Profile, My Applications, Change my Password, Change my Email, Delete my account (highlighted in a dark red box), and Logout. To the right of the sidebar, under the heading "Delete my account", there is a grey warning box with the text: "In order to delete your account you have to first withdraw all your submitted applications for which the current status is 'Application submitted', 'Under evaluation' or 'Reserve list'."

Figure 18 Account deletion conditions



The screenshot shows the same sidebar menu as in Figure 18. To the right, under the heading "Delete my account", there is a white box containing the text: "If you delete your account, all your data will be lost...". Below this text is a button labeled "delete my account".

Figure 19 Account deletion

Click the '**delete my account**' button to confirm the action.

3. Applying for a vacancy

To view open vacancies, log into the Eurojust eRecruitment site and click the '**Vacancy announcements**' tab on the left panel:

3.1. Application form

To apply for an open position, click '**apply**' to access the application form.

If you have completed the CV and references section in '**My profile**', this information will be pre-filled in the application form. You can edit this text.

You are applying for the Selection procedure : National Desk Assistant (Germany)



Complete your personal information
All unsaved data will be lost when changing between tabs. Click the 'save' button to ensure changes are saved.

Figure 20 Application form header and tabs

Fill in the fields and save before progressing to the next tab. All sections of the application form must be completed.

3.2. Continue application

If you leave the application form screen before submitting your application you will have the option to continue your draft application the next time you visit the vacancy announcement page, as long as the deadline for applications has not passed yet.

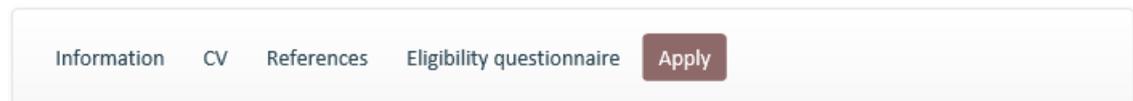
Position	Contract type	Organisational unit	Reference	Deadline for applications	
ICT Support Officer	Contract Agents (CA)	ICT Operations Sector	18/EJ/02	11/04/2019	> apply
National Desk Assistant (Germany)	Temporary agents (TA)	German Desk	18/EJ/05	11/04/2019	continue
National Desk Assistant (The Netherlands)	Temporary agents (TA)	Dutch Desk	18/EJ/08	11/04/2019	> apply

Figure 21 Vacancy announcements

3.3. Submit application

Once you have finished your application, the Declaration of Honour is displayed in the 'Apply' tab. At the bottom of the page you can click on the 'Submit application' button to submit your application.

You are applying for the Selection procedure : National Desk Assistant (Germany)



Declaration of honour

I understand and accept that Eurojust requires the highest level of personal integrity from all its staff.

If I am successful in the selection procedure, I agree that the information provided in this application form can be used for security screening. For this purpose, I am aware that Eurojust will require me to sign a pre-screening self-declaration. If the National Security Agency of my state of nationality issues a negative national security screening opinion after the signature of my contract of employment, I am also aware that Eurojust has the right to terminate the contract.

I declare on my word of honour that the information provided in my application is true and that I am aware that any incorrect statements may invalidate my application.

I understand and accept that my application may be disqualified or rejected in the event of:

- failing to comply with the eligibility criteria stated in the related vacancy notice;
- failing to supply the supporting documents requested following my application.

I understand that if it is subsequently discovered that any statement I have made is false or misleading or I have withheld relevant information, my application (or appointment) may be disqualified according to the rules laid down in the Staff Regulations.

To agree and submit your application, please click on the button below.

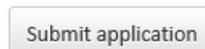


Figure 22 Submitting an application

After submitting your application you will see a confirmation message on the screen and you will also receive an email notification, confirming the date and time your application was submitted.

Dear John SMITH,

Thank you for your application for the post of National Desk Assistant (Germany) 18/EJ/05. Your application was submitted at: 2019-04-10 13:29:01.

The Selection Board will assess your application and you will be notified of the outcome in due course.

Best regards,
Human Resources
Eurojust

Figure 23 Confirmation of application submission

If you have not filled-in all the mandatory fields of the application form, the system will mark the missing fields in red. You must fill in all mandatory fields in order to be able to submit your application.

You are applying for the Selection procedure : National Desk Assistant (Germany)

Information CV References Eligibility questionnaire **Apply**

- ✔ Title
- ✔ Last Name
- ✔ First Name
- ✔ Gender
- ✔ Birth Date (dd/mm/yyyy)
- ✔ Nationality
- ✔ Address
- ✔ Zip code
- ✔ City
- ✔ Country
- ✔ Diplomas
- ✔ Languages
- ✔ Computer skills
- ✔ Motivation letter (max.5000 characters)
- ✔ References
- ✘ Eligibility questionnaire

Your application is not fully completed. Please fill in the remaining mandatory fields, identified with a *, before submitting your application.

Figure 24 Application form incomplete

When you have already applied for a position it will be displayed in the vacancy announcements page:

Position	Contract type	Organisational unit	Reference	Deadline for applications	
ICT Support Officer	Contract Agents (CA)	ICT Operations Sector	18/EJ/02	11/04/2019	➤ apply
National Desk Assistant (Germany)	Temporary agents (TA)	German Desk	18/EJ/05	11/04/2019	
National Desk Assistant (The Netherlands)	Temporary agents (TA)	Dutch Desk	18/EJ/08	11/04/2019	➤ apply

Figure 25 Vacancy announcements

4. Submitted Applications

4.1. Selection procedure and application status

Click on 'My applications' on the left panel to display the current status of applications you have submitted and the status of the selection procedure.

Vacancy announcements

My Profile

My Applications

Change my Password

Change my Email

Delete my account

Logout

My Applications

Selection Procedure	Recruitment Status	Application Status	Application Date		
ICT Support Officer - 18/EJ/02	Open for applications	Application submitted	10/04/2019		
National Desk Assistant (Germany) - 18/EJ/05	Evaluation in progress	Application unsuccessful	10/04/2019		
National Desk Assistant (The Netherlands) - 18/EJ/08	Open for applications	Application submitted	10/04/2019		

Figure 26 Applications status

4.2. Delete / Withdraw application

In the "My Applications" page, the bin icon next to each application allows you to either:

- Delete your application, if the deadline for applications has not passed yet,
- or
- Withdraw your application, if the deadline for applications has passed.

My Applications

Selection Procedure	Recruitment Status	Application Status	Application Date		
ICT Support Officer - 18/EJ/02	Open for applications	Application submitted	10/04/2019		
National Desk Assistant (Germany) - 18/EJ/05	Evaluation in progress	Application unsuccessful	10/04/2019		
National Desk Assistant (The Netherlands) - 18/EJ/08	Open for applications	Application submitted	10/04/2019		

Figure 27 Delete/Withdraw application

5. Your personal data

Your account will be kept on our system for a period of two years after its creation date. If you submit any applications, this period is updated to match the retention period of your most recent application.

Data related to submitted applications will be retained for two years after:

(i) the reserve list expiration date

or

(ii) the selection procedure's cancellation date

depending on which is the outcome of the selection procedure.