ECDC CORPORATE

ECDC e-Recruitment Guide

A guide for candidates

Contents

Introduction

This guide provides an overview of ECDC's e-recruitment system, providing you with details on how to:

- Create an account and set up a personal profile
- View and apply for open vacancies at ECDC
- Manage your applications and your account

Section 1. Creating and managing your account and personal profile

1.1 Creating a personal account

To create a new account:

- Go to the e-recruitment website: https://erecruitment.ecdc.europa.eu
- Click on **login/create an account** on the left hand menu.

- Click on the **create an account** button

An information notice appears on the screen.

- Review it and click on **Ok** at the bottom of the screen

You will be taken to another screen

To create your account:

- Fill in all mandatory fields marked with red asterisks *

Create a New Profile

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

Description

Last Name *	CANDIDATE
First Name *	Iama
Birth Date (dd/mm/yyyy) *	01/01/1980
Email address *	candidate@gmail.com
Password **	••••••••
	Medium
Retype password *	••••••••
Security Code	1+4
	5

Create

*Your password must be: at least 8 characters long, contain a mix of letters and numbers and at least one special character and it cannot contain the same character more than twice

- **Important!** After the password, you need to type in a security code. If the security code consists of a mathematical problem, enter the <u>answer</u> to the question (see example above)
- Click on the **create** button at the bottom of the screen

A confirmation message will appear on the screen:

Create a New Profile

You will receive an email shortly to validate your account.
The hyperlink provided for account validation will be available during the next 7 days.
Please check your spam/ junk folder, because the automatically generated messages might be treated by your email service provider as spam/ junk. If so, please select the message and mark it Not Spam.

You will then receive an e-mail with instructions to validate your account.

- In the e-mail, click on the link to validate your account

After clicking the link, a new browser window will open with a message that your account is validated and you can log in to complete your profile.

A message may appear that 'your validation link is not correct'. Go to 'login/create an account and fill in your e-mail and password under 'Already a user' (your information may already be pre-filled). Proceed with logging in.

1.2 Logging in to your personal account

To log in to your personal account:

- Go to **Login/Create** and **Account**
- Under the 'Already a user' section, type your e-mail and password and click on the login button

1.3 Creating a profile

After you have logged in:

- Go to **My profile**

- Fill in your personal information, CV and a letter of motivation

Tip! You can copy and paste text from an existing MS Word CV and letter of motivation into the system

Ensure that you fill in all required field marked with red asterisks *

- **Important!** Remember to save what you have entered by clicking on **Save** at the bottom of each page

Once you have completed your profile, the information you have entered will be used, by default, in your application when you apply for any new vacancy at ECDC. You can then edit the information and customise your letter of motivation for each vacancy, as needed.

Section 2. Applying for a vacancy

2.1 Viewing open vacancies

To view open vacancies at ECDC, log in to the ECDC e-Recruitment site: https://erecruitment.ecdc.europa.eu

- Click on the **Vacancy Announcements** tab

- Click on a position to view or download the vacancy notice

2.2 Preparing your application

To apply for a position:

- Click on **Apply** next to the vacancy that you want to apply to

If you have completed the Information, CV and letter of motivation in **My profile,** this information will be pre-filled in the application.

You can edit all the pre-filled information.

- Review each tab and ensure that all mandatory fields (marked with red asterisks *) are filled in
- Ensure that you have completed all sections of the application from, including the **eligibility questionnaire**
- Always remember to save any information that you have entered (by clicking the **save** button at the bottom of the screen) before proceeding to the next tab. All unsaved data will be lost when moving between tabs.

2.3 Continuing with your application

You can leave the application form screen before submitting your application.

When you log in to the e-recruitment system and visit the **vacancy announcements** page the next time, you will have the option of continuing with your draft application (if the vacancy deadline has not yet passed)

2.4 Submitting your application

Once you have completed your application:

- Click on the **Apply** tab

In case you have missed any of the mandatory fields in the application form, the missing field(s) will be marked in red.
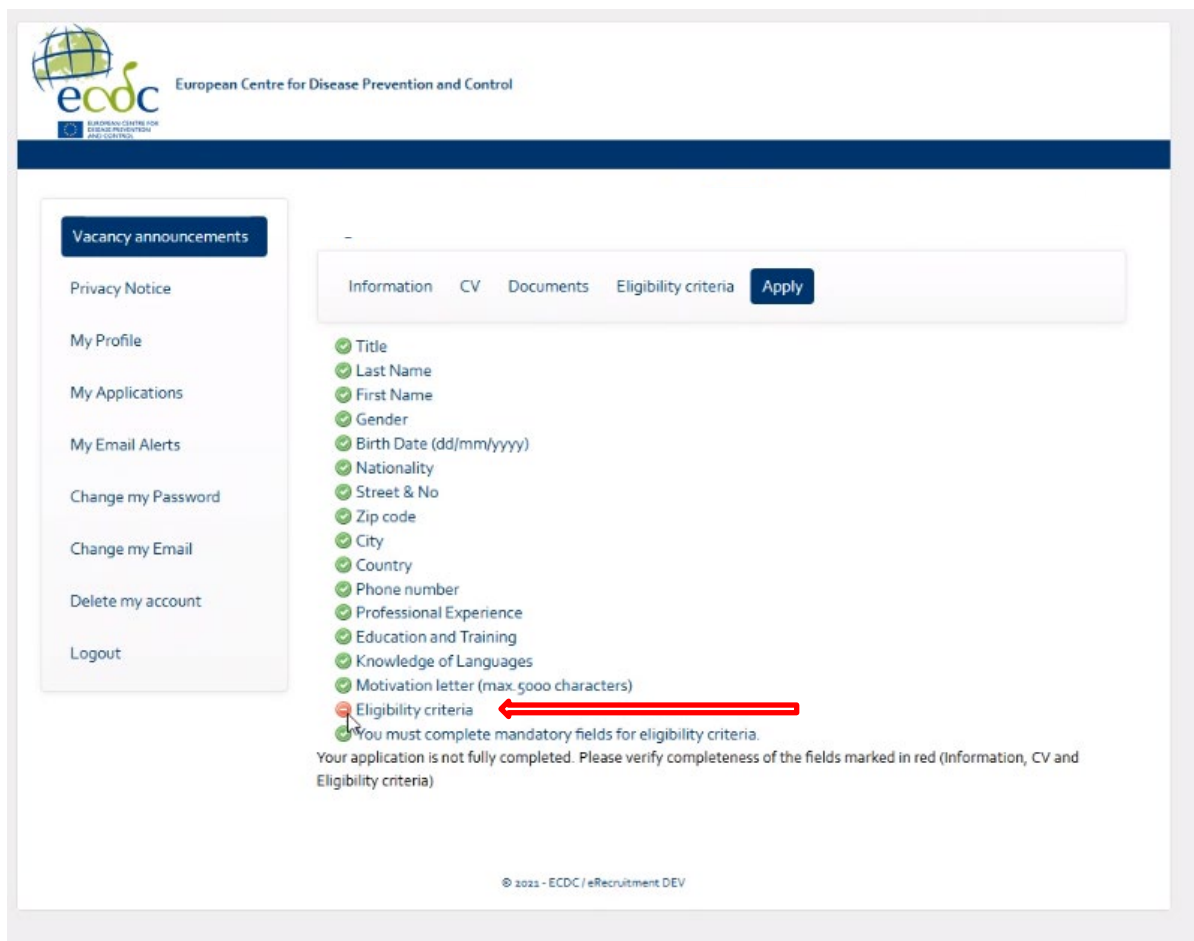
- Click on the field marked in red and you will be taken to the relevant part of your application
- Fill in the missing mandatory field and click on **Save**

You must fill in all mandatory fields in order to submit your application.

Once you have finished your application, a **Declaration of Honour** is displayed on the **Apply** screen
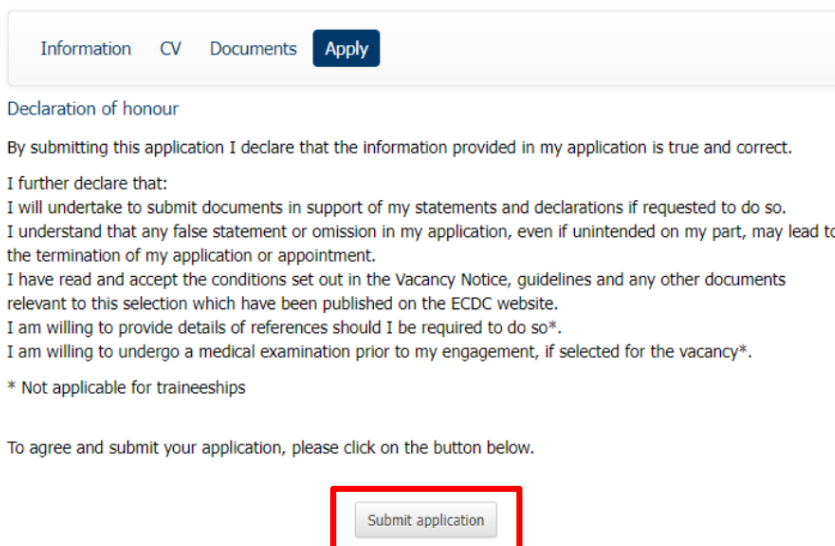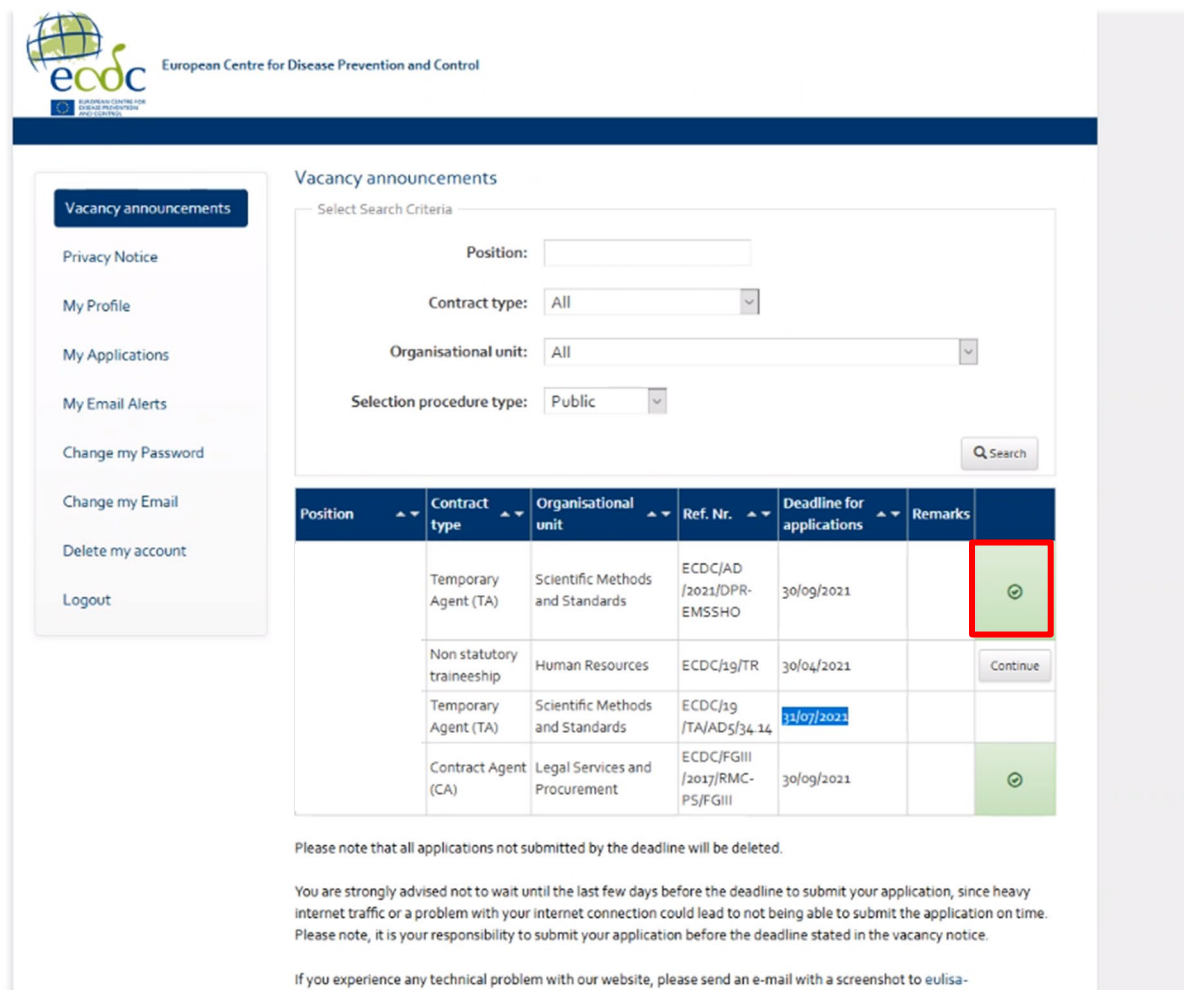

- Review the declaration
- Click on the **Submit Application** button to submit your application

Once you have successfully submitted your application, a confirmation message will appear on the screen. You will also receive an e-mail notification confirming that your application has been submitted.

After you have applied for a vacancy, a green checkmark will appear next to the position on the vacancy page

Section 3. Managing your applications and your account

3.1 Viewing the status of your submitted applications

To view the status of the selection procedure and your submitted application(s):

- Click on **My applications**

The e-recruitment system will display an overview of the status of all your applications

- Click on the 'eye' symbol to view your application

3.2 Deleting/withdrawing your application

On the **My applications** page you can either delete or withdraw your application

- Click on the 'bin' icon next to the relevant selection procedure

This will:

Delete your application if the application deadline has not passed yet

Withdraw your application if the application deadline has passed

3.3 Logging out

To log out from your session:

- Click on **logout** on the left panel

3.3 Resetting your password

If you forget your password, you can request a password reset:

- Click on Login/Create an Account
- Under the **Already a user** section, click on the **Forgotten Password** link
- Fill in your e-mail address and click on **ok**

A confirmation message is displayed on the screen and an e-mail is sent to you

- Click on **link** in the e-mail that you receive

A web browser window will open

- Enter your new password and then enter it a second time for confirmation
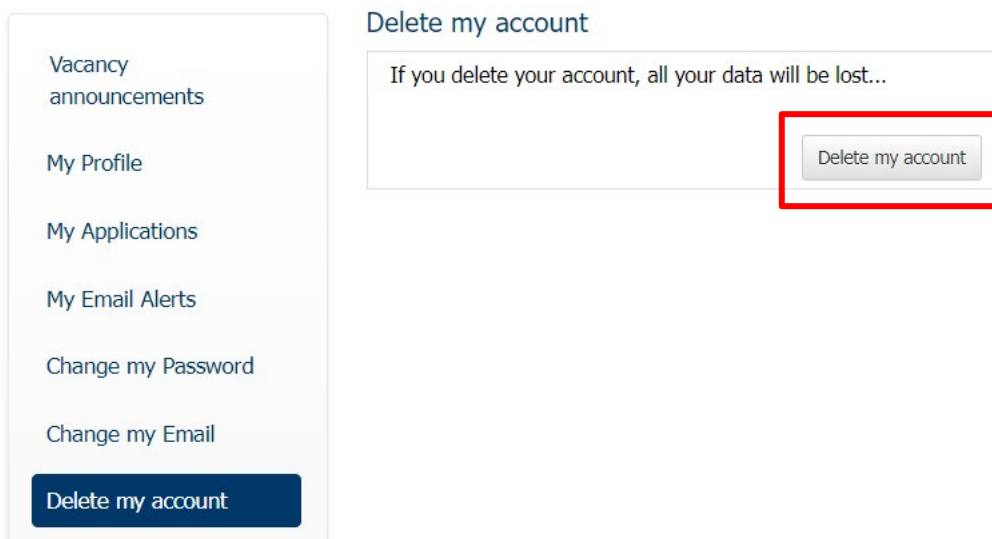- Click on **ok**

A confirmation message will appear on the screen confirming that your password has been changed

3.4 Deleting your account

To delete your account:

- Click Delete my Account
- Before you can delete your account, you must first withdraw any applications you have submitted that are still in progress or where the reserve list is still valid

A message will appear explaining that if you delete your account all your data will be lost

- Click the **delete my account button** to confirm and permanently delete your account