



User Guide

F4E eRecruitment Application

Barcelona, October 2011



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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.



CAREER OPPORTUNITIES	Selections open for submission of applications	Status
<p>Working at F4E</p> <ul style="list-style-type: none"> > Vacancies Call for expression of interest Studentships <p>Working for ITER IO</p> <ul style="list-style-type: none"> Offering Expertise Other EU Institutions 	<p>Recently published positions are listed below. Only applications to published vacancies will be considered. F4E has recently launched a new online Recruitment tool. Before applying, please read carefully the instructions in the "e-Recruitment User Guide". After successfully submitting your application electronically, a confirmation message will appear on your screen stating that you have applied.</p> <p>Each application is screened to see if it complies with the requirements stated in the vacancy notice. Only eligible candidates with the best profile with respect to the vacancy notice will be called for an interview.</p> <p>Please note that all applications must be electronically submitted by 12:00 noon, Barcelona GMT+1 by the deadline stated in each vacancy notice.</p> <p>Temporary agents</p> <p>Closing Date: 15 November 2011 Expiration Date Reserve List: 31 December 2012</p> <p>Project Leader of IFMIF/EVEDA Project</p> <ul style="list-style-type: none"> • F4E/TA/AD10/2011/0149 <p style="text-align: right;">> Click to apply</p>	<p>Open selections</p> <ul style="list-style-type: none"> On-going selections Completed selections Cancelled selections <p> CREATE A NEW ACCOUNT OR ACCESS YOUR e-RECRUITING ACCOUNT</p> <p></p>



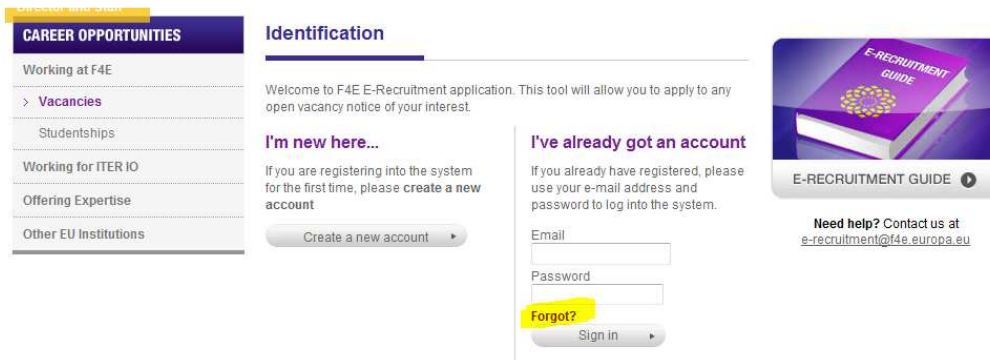
If you want to see detailed information on eligibility and selection criteria as well as on the selection process and working conditions you can click on the reference link and download the document. You can apply to vacancy by clicking the link "[Click to apply](#)".

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**
- 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](#) 

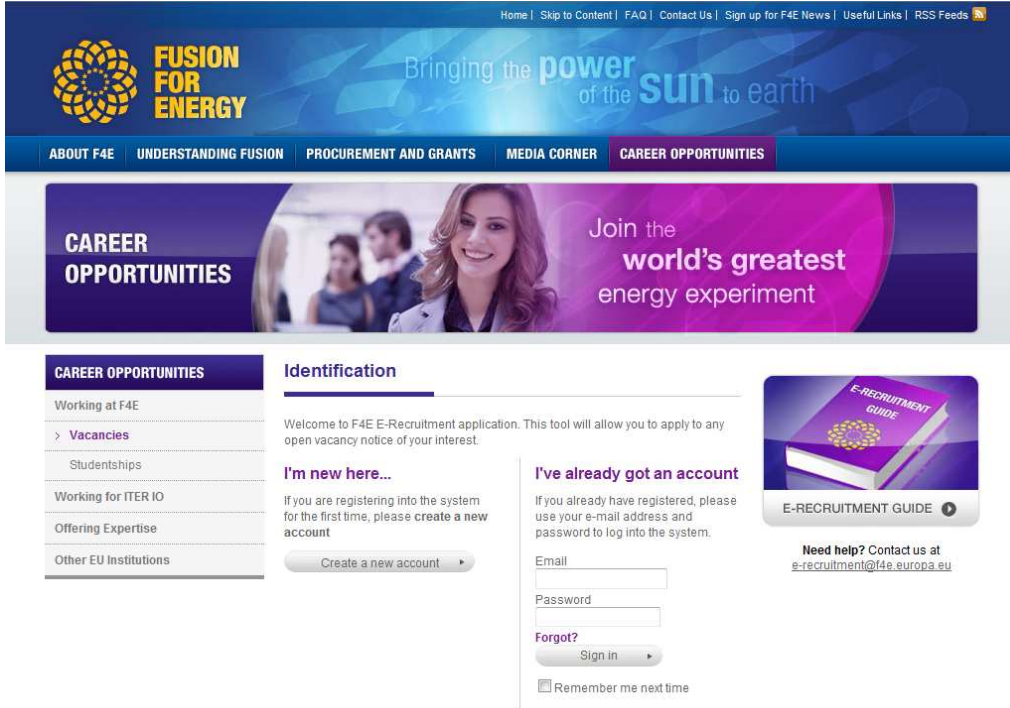
[My data](#)

[My applications](#)



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.



The screenshot shows the F4E E-Recruitment application page. At the top, there is a navigation bar with links for Home, Skip to Content, FAQ, Contact Us, Sign up for F4E News, Useful Links, and RSS Feeds. Below this is a banner with the F4E logo and the slogan "Bringing the power of the sun to earth". A secondary navigation bar includes links for ABOUT F4E, UNDERSTANDING FUSION, PROCUREMENT AND GRANTS, MEDIA CORNER, and CAREER OPPORTUNITIES. The main content area features a large banner with the text "Join the world's greatest energy experiment" and a photo of a smiling woman. Below the banner is a sidebar with a "CAREER OPPORTUNITIES" menu containing links for Working at F4E, Vacancies, Studentships, Working for ITER IO, Offering Expertise, and Other EU Institutions. The main content area is titled "Identification" and contains a welcome message, a "Create a new account" button, and a sign-in section. The sign-in section includes fields for Email and Password, a "Forgot?" link, a "Sign in" button, and a "Remember me next time" checkbox. To the right of the sign-in section is a graphic for the "E-RECRUITMENT GUIDE" and a "Need help? Contact us at e-recruitment@f4e.europa.eu" link.

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**.



CAREER OPPORTUNITIES
Working at F4E
> Vacancies
Studentships
Working for ITER IO
Offering Expertise
Other EU Institutions

Confirm your data

All fields marked with an asterisk are mandatory.

Personal data

Name *

Surname 1 *

Surname 2 (optional)

Gender *
 Female Male

Date of birth *

Citizenship *

Address 1 *

Address 2 (optional)

Postal code *

Town *

Country *

Welcome

John Smith

My data


My applications



Need help? Contact us at e-recruitment@f4e.europa.eu

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.

<ul style="list-style-type: none"> Working for ITER IO Offering Expertise Other EU Institutions 	<p>Personal data</p> <p>Name *</p> <input type="text"/>	<p>Personal data protection</p>  <p>E-RECRUITMENT GUIDE</p> <p>Need help? Contact us at e-recruitment@f4e.europa.eu</p>
	<p>Surname 1 *</p> <input type="text"/>	
	<p>Surname 2 (optional)</p> <input type="text"/>	
	<p>Gender *</p> <p><input checked="" type="radio"/> Female <input type="radio"/> Male</p>	
	<p>Date of birth *</p> <input type="text"/>	
	<p>Citizenship *</p> <p>Select citizenship...</p>	
	<p>Address 1 *</p> <input type="text"/>	
	<p>Address 2 (optional)</p> <input type="text"/>	
	<p>Postal code *</p> <input type="text"/>	
	<p>Town *</p> <input type="text"/>	
	<p>Country *</p> <p>Select country...</p>	
	<p>Account data</p> <p>Your email *</p> <input type="text"/>	
	<p>Repeat your email *</p> <input type="text"/>	
	<p>Choose a password *</p> <input type="text"/>	
	<p><small>Minimum 7 alphanumerical characters</small></p> <p>Next ▶</p>	

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:



Confirmation

 Your new account has been validated!

[Proceed to application](#) ▶

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:

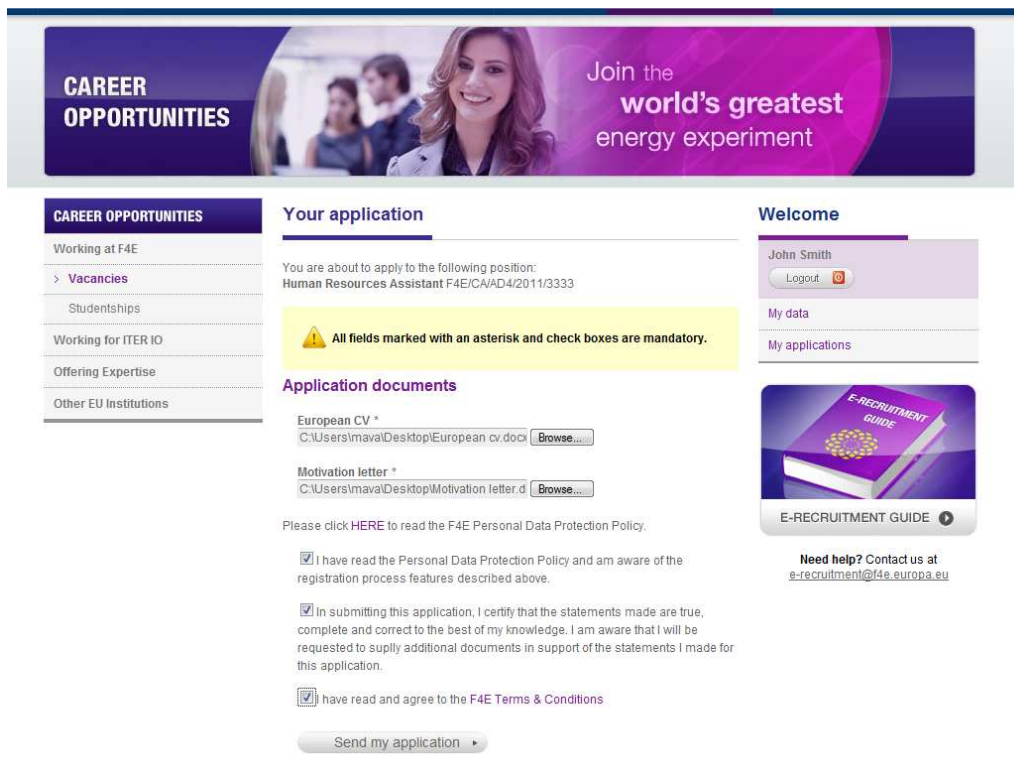
- **European CV**
- **Motivation letter**

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



The screenshot shows the 'Your application' page on the F4E recruitment portal. The page is titled 'CAREER OPPORTUNITIES' and features a banner with the text 'Join the world's greatest energy experiment'. The main content area is divided into three sections: 'Your application', 'Welcome', and 'Application documents'.

Your application: The user is applying for the position of 'Human Resources Assistant F4E/CA/AD4/2011/3333'. A yellow warning box states: 'All fields marked with an asterisk and check boxes are mandatory.'

Application documents: Two documents are listed for upload: 'European CV *' (file path: C:\Users\mava\Desktop\European cv.docx) and 'Motivation letter *' (file path: C:\Users\mava\Desktop\Motivation letter.d). Both have 'Browse...' buttons next to them.

Terms and Conditions: Below the document upload section, there are three checkboxes with accompanying text:

- I have read the Personal Data Protection Policy and am aware of the registration process features described above.
- In submitting this application, I certify that the statements made are true, complete and correct to the best of my knowledge. I am aware that I will be requested to supply additional documents in support of the statements I made for this application.
- I have read and agree to the F4E Terms & Conditions

Welcome: The user is logged in as 'John Smith' and has a 'Logout' button. There are links for 'My data' and 'My applications'.

E-RECRUITMENT GUIDE: A graphic of a book icon is shown with the text 'E-RECRUITMENT GUIDE' and a play button icon.


Need help? Contact us at: a-recruitment@f4e.europa.eu

At the bottom of the form, there is a 'Send my application' button.



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

Confirmation

 Your application has been submitted successfully!

You can [modify attached documents](#) before closing date, or [change your personal data](#) at any time of submission of applications for this position.

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.

Surname 1 *
Smith

Surname 2 (optional)

Gender *
 Female Male

Date of birth *
14/02/1980

Citizenship *
Spanish

Address 1 *
Josep Pla


Address 2 (optional)

Postal code *
08015

Town *
Barcelona

Country *
Spain

Update my data



Need help? Contact us at
e-recruitment@4e.europa.eu


Account data

Your email *
Marc.Vall-Ilosera@spenta.local

Change email

Your password *

Change password

 If you wish, you can delete your account.

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.



Home | Skip to Content | FAQ | Contact Us | Sign up for F4E News | Useful Links | RSS Feeds

FUSION FOR ENERGY Bringing the power of the sun to earth

ABOUT F4E | UNDERSTANDING FUSION | PROCUREMENT AND GRANTS | MEDIA CORNER | CAREER OPPORTUNITIES

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 data

All fields marked with an asterisk are mandatory.

Change email

Your new email *

Repeat your new email *

Update my data

Welcome

John Smith

Logout

My data

My applications

E-RECRUITMENT GUIDE

Need help? Contact us at e-recruitment@f4e.europa.eu

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:

Confirmation

 Your email has been updated!

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.

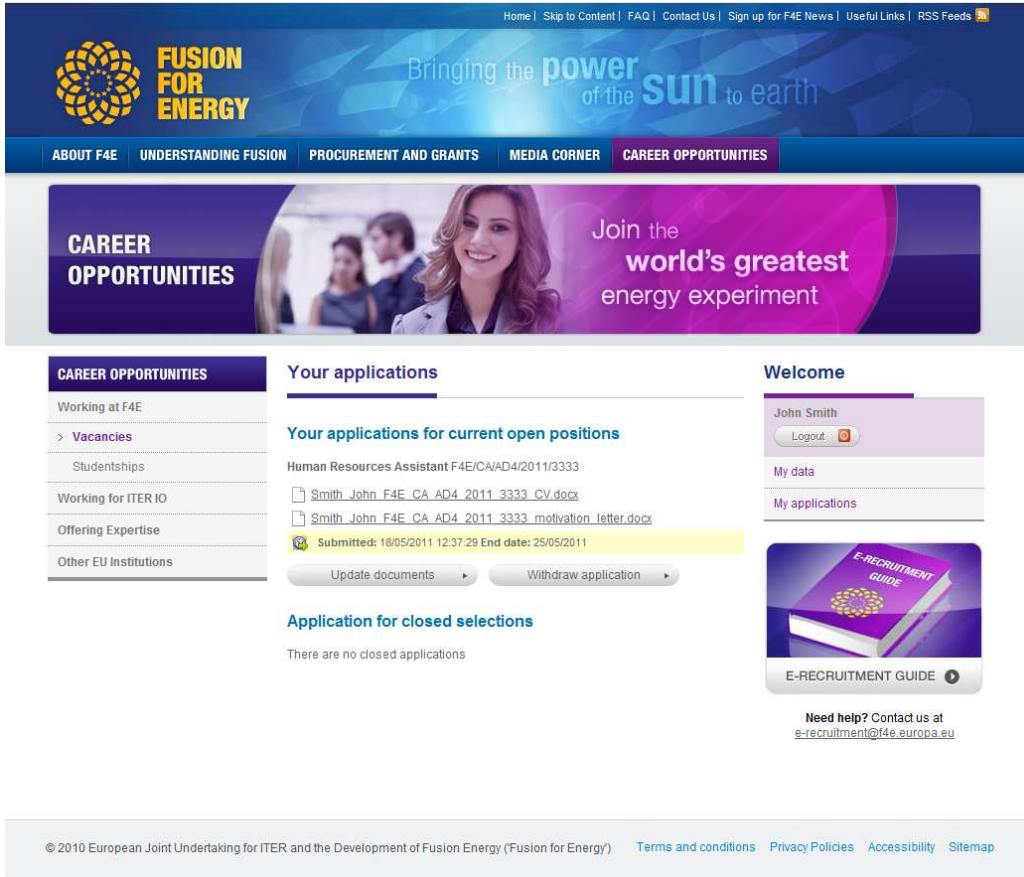
7.3. Delete account

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.



The screenshot shows the 'My applications' page in the Fusion for Energy portal. At the top, there is a navigation bar with links for Home, Skip to Content, FAQ, Contact Us, Sign up for F4E News, Useful Links, and RSS Feeds. Below this is a banner with the Fusion for Energy logo and the slogan 'Bringing the power of the sun to earth'. A secondary navigation bar includes links for ABOUT F4E, UNDERSTANDING FUSION, PROCUREMENT AND GRANTS, MEDIA CORNER, and CAREER OPPORTUNITIES. The main content area features a 'CAREER OPPORTUNITIES' sidebar with links to Working at F4E, Vacancies, Studentships, Working for ITER IO, Offering Expertise, and Other EU Institutions. The central 'Your applications' section is divided into 'Your applications for current open positions' and 'Application for closed selections'. Under 'Your applications for current open positions', a specific application for 'Human Resources Assistant F4E/CA/AD4/2011/3333' is shown, with two documents listed: 'Smith_John_F4E_CA_AD4_2011_3333_CV.docx' and 'Smith_John_F4E_CA_AD4_2011_3333_motivation_letter.docx'. The application was submitted on 18/05/2011 at 12:37:29 and has an end date of 25/05/2011. Below the application details are buttons for 'Update documents' and 'Withdraw application'. The 'Application for closed selections' section states 'There are no closed applications'. On the right side, there is a 'Welcome' section for John Smith, with links for Logout, My data, and My applications. Below this is a graphic for the 'E-RECRUITMENT GUIDE' and a 'Need help? Contact us at e-recruitment@f4e.europa.eu' link. The footer contains copyright information for 2010 and links for Terms and conditions, Privacy Policies, Accessibility, and Sitemap.

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.

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

Modify your application

You submitted your application for below mentioned position on **18/05/2011 12:37:29**

Human Resources Assistant F4E/CA/AD4/2011/3333

Application documents

European CV Browse...

Smith_John_F4E_CA_AD4_2011_3333_CV.docx ✕

Motivation letter Browse...

Smith_John_F4E_CA_AD4_2011_3333_motivation_letter.docx ✕

⚠ Uploading a new document will erase its previous version

Please click [HERE](#) to read the F4E Personal Data Protection Policy.

I have read the Personal Data Protection Policy and am aware of the registration process features described above.

In submitting this application, I certify that the statements made are true, complete and correct to the best of my knowledge. I am aware that I will be requested to supply additional documents in support of the statements I made for this application.

I have read and agree to the F4E Terms & Conditions

[Update my application](#) ▶

To modify your personal data (i.e address, email, etc) you can click [here](#)


Welcome

John Smith

[Logout](#)

My data

My applications

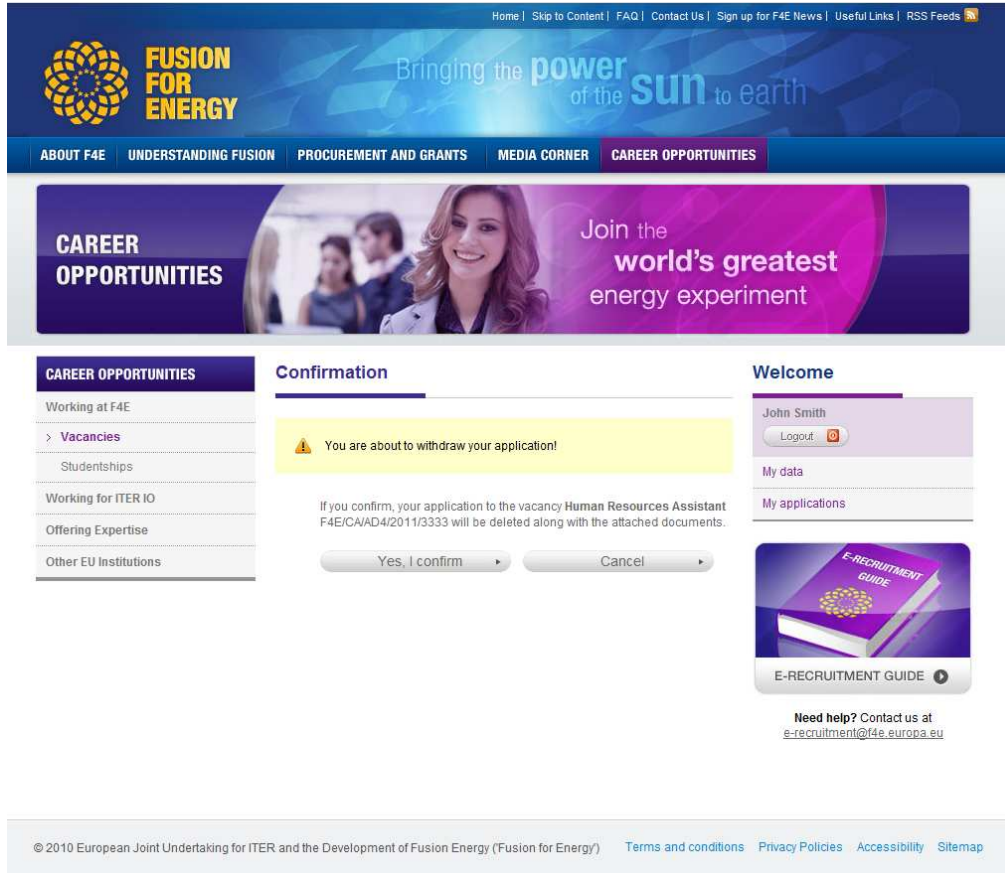


E-RECRUITMENT GUIDE ▶

Need help? Contact us at e-recruitment@f4e.europa.eu

8.2. Withdraw application

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



The screenshot shows the Fusion for Energy website interface. At the top, there is a navigation bar with links for Home, Skip to Content, FAQ, Contact Us, Sign up for F4E News, Useful Links, and RSS Feeds. The main header features the Fusion for Energy logo and the tagline "Bringing the power of the sun to earth". Below this is a secondary navigation bar with categories: ABOUT F4E, UNDERSTANDING FUSION, PROCUREMENT AND GRANTS, MEDIA CORNER, and CAREER OPPORTUNITIES. A large banner for "CAREER OPPORTUNITIES" includes the text "Join the world's greatest energy experiment".

The main content area is divided into three columns:

- CAREER OPPORTUNITIES:** A sidebar menu with options: Working at F4E, > Vacancies (selected), Studentships, Working for ITER IO, Offering Expertise, and Other EU Institutions.
- Confirmation:** A central panel with a yellow warning box stating "You are about to withdraw your application!". Below this, a message reads: "If you confirm, your application to the vacancy Human Resources Assistant F4E/CA/AD4/2011/3333 will be deleted along with the attached documents." At the bottom of this panel are two buttons: "Yes, I confirm" and "Cancel".
- Welcome:** A user profile section for "John Smith" with a "Logout" button. Below this are links for "My data" and "My applications". At the bottom of this column is a graphic for the "E-RECRUITMENT GUIDE" and a "Need help? Contact us at e-recruitment@f4e.europa.eu" link.

The footer contains the copyright notice: "© 2010 European Joint Undertaking for ITER and the Development of Fusion Energy (Fusion for Energy)" and links for Terms and conditions, Privacy Policies, Accessibility, and Sitemap.



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 (EC) No 45/2001 of the European Parliament and of the Council of 18 December 2000 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. 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: Resources-Controler@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. Only the vacancy notices for positions to be filled may be considered definitive.