How to Apply for a Vacancy

This document was last updated on 15 February 2022.

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Introduction

This is a user guide which will provide basic information for applicants to be able to correctly fill in the online application.

The link to access the EUAA Vacancies website is https://careers.euaa.europa.eu.

Supported browsers for the EASO Vacancies website are Google Chrome, Mozilla Firefox and Microsoft Edge (new version).

Disclaimer

Please note that the screenshots are derived from a test vacancy and do not necessarily correspond to any actual published vacancies.
Website

This is the landing page for our Vacancies website.

As a potential applicant, select the vacancy that interests you from the list of vacancies and click on the **Apply for this Vacancy** button next to the title of the vacancy.

![Figure 1. Home page](image)

![Figure 2. Apply for this vacancy](image)
Our Current Vacancies

This will take you to the login page of the system.
Login

Since you are still not logged in, the website will prompt you to login. If you have login credentials, enter your email, password, tick the “I’m not a robot”, complete the reCAPTCHA and click on Login.

If this is your first time using the system, please click on the Create Account button and follow the instructions detailed in the Create Account chapter.
Figure 3. Login page

The reCAPTCHA challenge will look similar to the below so make sure to make the correct selection(s) and then click the VERIFY button:
Create Account

Fill in the form presented after clicking the Create Account button and click **Create Account** at the end of the form.

![Create Account Form](image)

*Figure 4. Create account form*

The system will send you a confirmation email. Click on the link to activate your account, which will take you to the page illustrated below.
New Account Registration

You already have an account? Login

The email you provide will be used to send you an activation link to activate your account. Fill in all the fields to create your account.

Thank you, your account has been successfully created.
In order to activate your account, please follow the instructions enclosed in the email sent to you.

Back to Home Page

Figure 5. Account activation.
My Profile

Once you log in, you will either be sent to the My Profile page where you can start filling in the relevant information or to the My Applications page if you had previously created a profile and applied for any vacancy notice.

![My Profile page](image)

*Figure 6. My profile*
Important Notice
You are required to fill in **ALL** the fields listed under each tab to complete your profile. Without a complete profile you cannot apply for a vacancy. Each of these tabs can be seen below.

*Figure 7. My profile tabs*
My Profile – General Information

Fill in the General information tab and click on the Save and Continue button to move onto the next tab.

When you have filled in all the information correctly and clicked on the Save and Continue button, you will see that the title of the tab now has a green checkmark which means that the details have been filled in correctly.
IMPORTANT!
Please be mindful to ensure that your **private email address** and **private phone number** are correct when completing in this section, since this information will be used to communicate with you at later stages of the selection procedure.

**My Profile – Education and Training**

In the **Education and training** tab click on the **Add Formal Education** button to fill in the details of your education. You can also enter any training courses that you have attended by clicking on the **Add a Training/Course** button.

**IMPORTANT!**
Our system requires a separate and mandatory entry for each of the following education levels:

1) Secondary education;  
2) Post-secondary non-tertiary education;  
3) Bachelor's degree;  
4) Master's degree.

If you do not have one of these education levels you still need to add it to the list and mark it as **NOT APPLICABLE**. Otherwise you cannot complete the Education Section without inputting all details. Please refer to **Figure 11** for an example of the completed mandatory fields for this Section.

![Figure 9. Education and training tab](image-url)
When you have filled in all the details you can click on the **Save** button to add more or continue to add Training/Courses if you have any. Please make sure to fill in all the mandatory fields for the system education levels. If one of the education levels is not applicable, tick the relevant box as below:
The **Education and Training** tab now has a *green checkmark* ✔️ which means that the details have been filled in correctly. You can now click on the **Save and Continue** button and move on to the next tab.
My Profile – Professional Experience

In the **Professional Experience** tab, you can fill in all your work experience. Start by clicking on the **Add your current situation** button to fill in your most recent experience.

Fill in the details and click on the **Save** button.
You can add any other professional experiences you would like to include in this section by clicking on Add Professional Experience. Once you have completed each entry, you can click on the Save and Continue button to move onto the next step.
The **Professional Experience** tab now has a *green checkmark* ✔️ which means that the details have been filled in correctly.
My Profile – Languages

In the **Languages** tab, you can indicate your proficiency in each of the languages listed in the drop-down list. If the language is your mother tongue, please tick the **Mother Tongue** box instead of selecting the proficiency levels.

![Figure 13. Languages tab](image)

Once you have selected a language and the relevant proficiency ratings (or indicated a mother tongue language), click on the **Save Language** button.
You can add another language or else you can click on the Save and Continue button.

Figure 14. Languages tab completed
The **Languages** tab now has a [green checkmark](#) which means that the details have been filled in correctly.

**My Profile – Other Skills**

In the **Other Skills** tab you can describe your skills related to the specific areas or any other relevant skills you may want to include. Once you are done you can click on the **Save and Continue** button.

![Figure 15. Other skills tab](image)

The **Other Skills, information** tab now has a [green checkmark](#) which means that the details have been filled in correctly.
My Profile – References

In the **References** tab you need to add **at least one reference** by clicking on the **Add Reference** button and filling in the corresponding details. Please do not mention references in other sections of your application.

**Figure 16. References tab**

**Figure 17. Reference details**
Once you have filled in the appropriate details for the reference, please click on the **Save Reference** button.

Once all your references have been inputted, click on the **Save Profile** button and a browser modal appears confirming that your profile was saved.

When you click on the **OK** button, the system will redirect you to the **My Application** page where you can see the applications you have already applied for or currently are applying for. This page will not list any applications if you have not applied for any vacancy yet.
Click on the **List of Vacancies** link and the list of our ongoing Vacancies will appear, where you can select any vacancy you are interested in applying for. When selecting a Vacancy Notice, ensure that you satisfy the Eligibility, Essential and Advantageous Criteria and click on the **Apply for this Vacancy** button.

Our Current Vacancies

![Figure 21. Apply for vacancy](Image)

The system will then redirect you to a page detailing a few reminders regarding applications and the vacancy deadline. Click on the **Continue Application** button to proceed.
The next page will present a review of the information you included in your profile thus far. The system will take the information from your profile and pre-fill all the necessary tabs which are common to all applications.

**Important Notice**

You are required to fill in the content of the remaining three tabs to complete your profile. Without the complete application information, you will not be able to apply for vacancy. The content in each of these tabs needs to be adapted to the relevant Vacancy Notice:

The other tabs can be edited within the Application page but keep in mind that the changes will not be reflected in the My Profile page. Any changes made here are specific to the application.
Application – Selection Criteria

Go to the Selection criteria tab and fill in the criteria. Then click on the Save and Continue button to move on to the next step.

The Selection criteria tab now has a green checkmark [✓] which means that the details have been filled in correctly.
Application – Motivation

The **Motivation** tab is completed by detailing your interest in the position and in working with EASO. This text should not be less than 100 words. Once done click on the **Save and Continue** button.

**Figure 25. Motivation tab**

The **Motivation** tab now has a **green checkmark** which means that the details have been filled in correctly.
Application – Declaration

You are kindly asked to read the information under the Declaration tab and click on the I Understand and Accept the Declaration button to confirm your acknowledgement and agreement to the statements listed.

Figure 26. Declaration tab

After the Declaration of honour has been accepted, you will be redirected to the status section of your application. Please note that your application has NOT been submitted yet. Kindly refer to the ‘Submitting the Application’ section of this guide.
Figure 27. Application status

From the Application Status page, you can View the Application, Delete the Application or Submit the Application. This page also displays the closing date and time of the application.
Submit Application

From the **Status** page, click on the **Submit Application** button.

You will be presented with a confirmation dialog stating that no additional modifications can be made following the submission of application. Click on the Submit button once you are certain you would like to submit your application.

The Application Status page will update with your application status.
Concurrently you will also receive an email as a confirmation of the receipt of the application.

Confirmation of receipt of application - EUAA/2022/TA/1000, Applicant Guide, Temporary Agent, AST11

no-reply@euaa.europa.eu

Dear Guide Candidate,

Your application for EUAA/2022/TA/1000, Applicant Guide, Temporary Agent, AST11 has been submitted successfully.

Thank you

Kind regards,
EASO Recruitment Team
Human Resources and Security Unit - Recruitment, Career and Development Sector
Delete account

If you wish to delete your account, please send your request to careers@euaa.europa.eu.

Frequently asked questions

For further questions and queries please consult the Frequently Asked Questions.