

# ECDC e-Recruitment guide

**A guide for candidates**

## Table of Contents

1. Introduction.....	3
2. Applying for a vacancy .....	3
2.1 How to apply.....	3
2.2 Completing and submitting the application form .....	4
3. Candidate account and applications.....	5
3.1 Creating an account.....	5
3.2 Logging in to your account .....	5
3.3 Managing your account .....	7
3.4 Following up on applications.....	7

# 1. Introduction

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

- View and apply for open vacancies at ECDC
- Create an account
- Manage your applications and your account

You need to submit a separate application for each specific ECDC job vacancy that you are interested in. When you create an application for the first time, the information in your profile will be pre-filled for future applications that you submit. You can modify the pre-filled information for each application you submit.

# 2. Applying for a vacancy

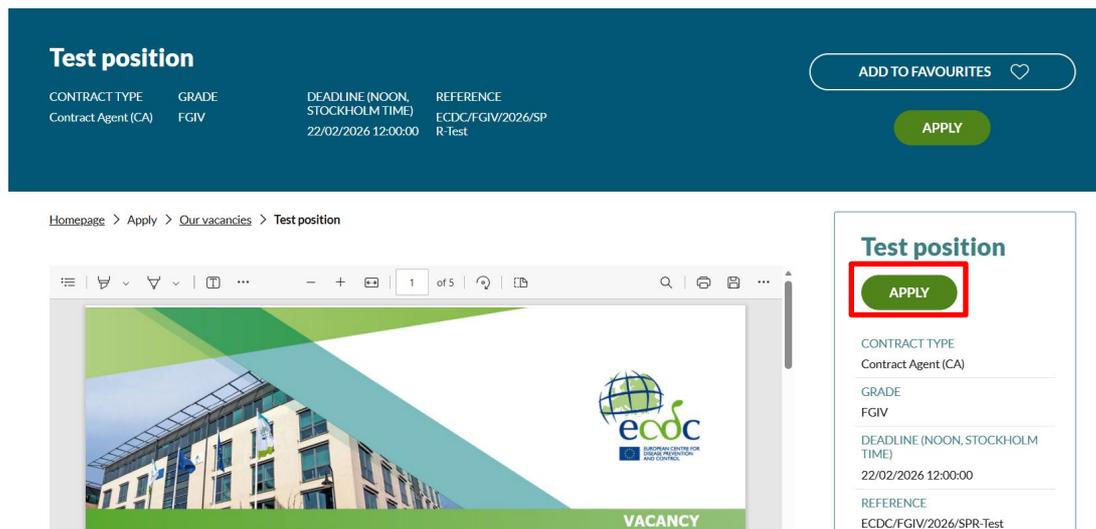
## 2.1 How to apply

To apply for a vacancy:

- Go to the e-recruitment website: <https://erecruitment.ecdc.europa.eu>
- Click on *see more* to view any vacancy you are interested in



Review the vacancy notice and if you meet the requirements you can click on *apply*.



## 2.2 Completing and submitting the application form

You will be redirected to the application form:



All mandatory fields are marked with an asterisk (\*). You can only move from one section to the next after you have filled out all the mandatory fields. Please complete all parts of the application using only the latin alphabet (i.e. AA-Zz).

There are five sections:

**Information:** Complete all required information including your personal information e.g name, contact details, nationality etc.

**CV:** Include all your professional experience, relevant education, knowledge of languages and computer skills. To add additional information under any part, click on the relevant *add* button.

**Eligibility and job specific questionnaire:** Answer the eligibility questions and all job specific questions.

**Declaration of honour:** Read the declaration and accept it when you finalise your application.

**Finalisation:** Review and make sure all the information you have entered is correct and complete. If you need to update or add anything, you can click on *edit* next to the relevant section.

When you are ready to submit your application:

- Complete the security code at the bottom of the screen

### SECURITY CHECK



ENTER THE SECURITY CODE \*

Characters are displayed in the picture

- Review the privacy notice and accept the declaration of honour and privacy notice by ticking the box.

BY CHECKING THIS BOX, I CONFIRM MY DECLARATION OF HONOUR AND ACCEPT THE TERMS OF THE PRIVACY NOTICE \*  
[View the terms of the privacy notice](#)

SAVE AS A DRAFT

DISCONTINUE

BACK

I APPLY

- Click on the *I apply* button.

Once you have successfully submitted your application, a confirmation will appear on the screen:



**Congratulations, your application has been successfully transmitted!**

You will also receive an e-mail confirmation that your application has been submitted. If you do not receive a confirmation e-mail, please contact [recruitment@ecdc.europa.eu](mailto:recruitment@ecdc.europa.eu).

## 3. Candidate account and applications

### 3.1 Creating an account

A pending account is automatically created when you submit your first application. After submitting your first application, you will receive a confirmation e-mail with a link to validate your account. Creating an account is optional; you can, however, only modify an application and follow the status of your applications if you have a validated account.

To validate your account, click on the link on the automated e-mail you receive from the e-Recruitment system and create a password.

### 3.2 Logging in to your account

To log in to your account:

- Go to the e-recruitment website: <https://erecruitment.ecdc.europa.eu>
- Click on the *my account* icon at the top right of the website



- Enter your e-mail address and password and click on *log in*

Candidate authentication



E-MAIL \*

PASSWORD \*

[Password forgotten?](#)

[You haven't validated your account yet?](#)

To create your account, apply for one of our job vacancies.



If you had an account in ECDC's old e-Recruitment system (prior to March 2026) and are logging in to the new system for the first time, you will receive a message that you need to reset your password.

Candidate authentication



The password linked to this account is no longer valid, it must be reset.

You will receive an email containing the link to the password reset page.

You will receive an e-mail requesting you to reset your password:



Dear Iama Candidate,

To access your candidate account it is necessary to reset your password. Click the button below to make this change.



Kind regards,  
Human Resources

Enter a new password, confirm it and click on *validate*. A message will appear on the screen:

Change password



Your password has been successfully changed

### 3.3 Managing your account

After logging into your account, you can go into *My account settings* to view your account details, your password and ECDC's privacy notice.

You can update your account details by clicking on the pen icon

ecdc Recruitment WORK WITH ECDC

My candidate workspace  
My account settings

- My account
- My password
- Privacy Notice

My account

FORM OF ADDRESS	LAST NAME	FIRST NAME
	Candidate	Iama

### 3.4 Following up on applications

ecdc Recruitment WORK WITH ECDC

- FOLLOW-UP OF APPLICATIONS
- MY ACCOUNT SETTINGS

workspace  
ns

When you are logged in, you can check the status of your previous applications.

**My candidate workspace**  
Follow-up of applications

Position	Status	Applied on
Test position	EVALUATION IN PROGRESS	06-02-2026
Expert Respiratory Viruses	APPLICATION SUBMITTED	06-02-2026
Data Scientist	EVALUATION IN PROGRESS	04-02-2026

**MY APPLICATION** | VACANCY

APPLICATION STATUS: ● Your application is: "Evaluation in progress"

SENDING DATE: 06-02-2026 18:16

Progress bar steps:

1. Information
2. CV
3. Eligibility and job specific questionnaire
4. Declaration of honor

There is no possibility to withdraw an application from the system. If you need to withdraw from a selection process, please send an e-mail to [recruitment@ecdc.europa.eu](mailto:recruitment@ecdc.europa.eu) with your first and last name and reference of the selection you wish to withdraw from.