



ECDC e-Recruitment Guide

A guide for candidates

Last update: September 2022

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Introduction

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

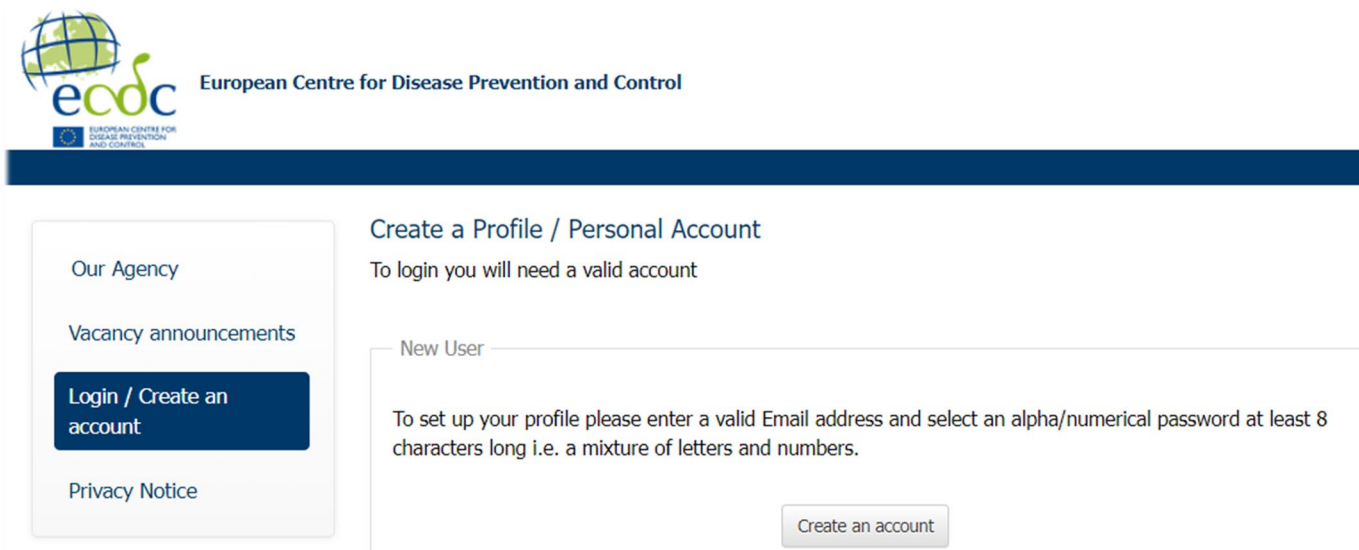
- Create an account and set up a personal profile
- View and apply for open vacancies at ECDC
- Manage your applications and your account

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 panel



The screenshot shows the ECDC logo and name at the top. Below it, a dark blue horizontal bar spans the width of the page. On the left, a light grey sidebar contains links: 'Our Agency', 'Vacancy announcements', a dark blue button labeled 'Login / Create an account', and 'Privacy Notice'. The main content area is titled 'Create a Profile / Personal Account' and includes the text 'To login you will need a valid account'. Below this is a 'New User' section with instructions: 'To set up your profile please enter a valid Email address and select an alpha/numerical password at least 8 characters long i.e. a mixture of letters and numbers.' At the bottom right of this section is a 'Create an account' button.

- 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 e.g. last name, first name, e-mail address etc. (marked with red asterisks ^{*})

Our Agency

Vacancy announcements

Login / Create an account

Privacy Notice


Create a New Profile

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

Description

Last Name *



First Name *

Birth Date 
(dd/mm/yyyy) *

Email address *

Password **
Medium

Retype password *

Security Code  

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 mathematical problem, enter the answer 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

[Our Agency](#)
[Vacancy announcements](#)
Login / Create an account
[Privacy Notice](#)

Create a Profile / Personal Account

To login you will need a valid account

New User

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

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

1.3 Creating a profile

After you have logged in:

- Go to **My profile**

[Vacancy announcements](#)
My Profile
[My Applications](#)
[My Email Alerts](#)
[Change my Password](#)
[Change my Email](#)
[Delete my account](#)
[Logout](#)
[Privacy Notice](#)

My Profile (Information)

Information CV Documents

Complete your personal information
All unsaved data will be lost when changing between tabs

Personal Information

Last Name *

First Name *

Gender *

Birth Date

(dd/mm/yyyy) *

Nationality *

Other nationalities

Contact details

- 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 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

Vacancy announcements

Select Search Criteria

Position:

Contract type:

Position	Contract type	Ref. Nr.	Deadline for applications	Remarks	
Administrative Assistant	Temporary Agent (TA)	ECDC/AST/2021/VAR-AA	16/09/2021		<input type="button" value="Apply"/>

Please note that the deadline for all vacancies is **12 noon Stockholm time** and applications not submitted by the deadline will be deleted.

You are strongly advised not to wait until the last few days before the deadline to submit your application, since heavy internet traffic or a problem with your internet connection could lead to not being able to submit the application on time.

Please note, it is your responsibility to submit your application before the deadline stated in the vacancy notice.

- 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.

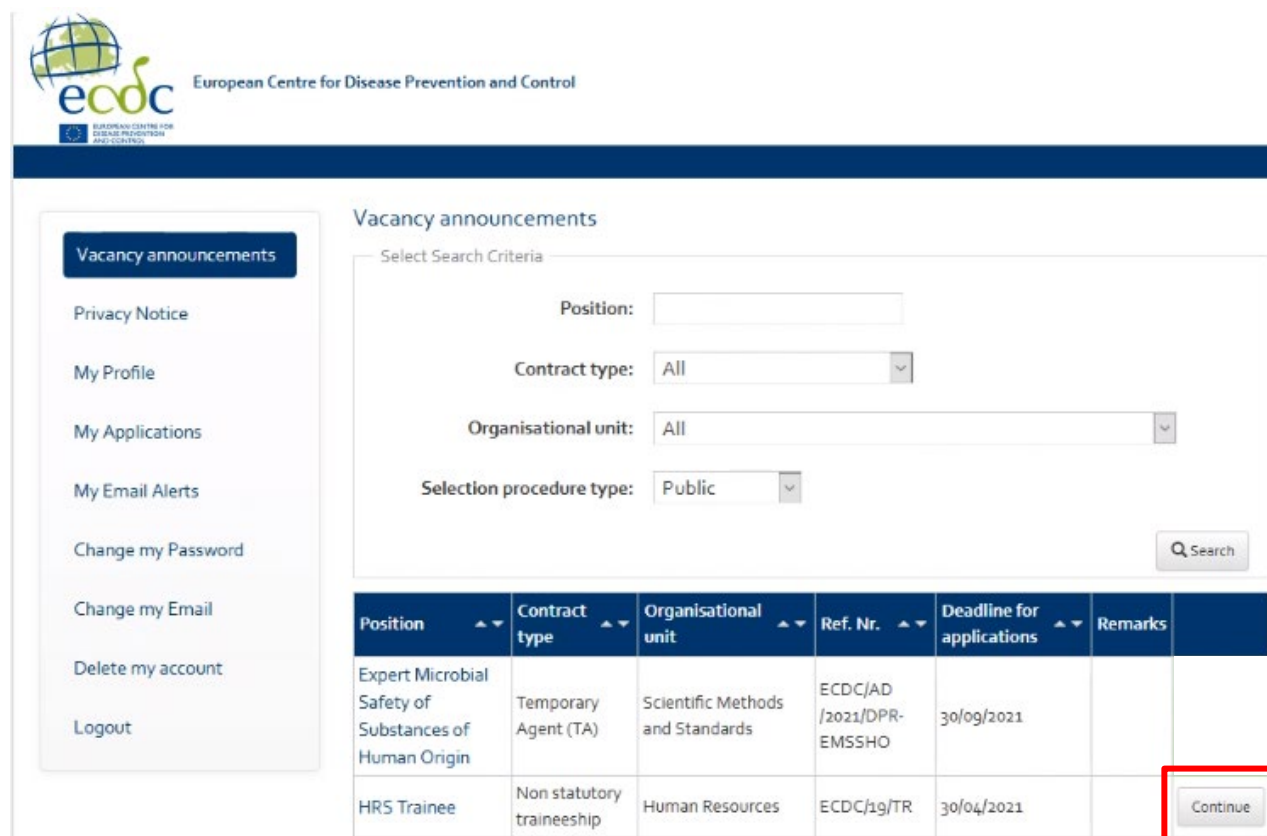
You can edit all the pre-filled information.

- 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 form, 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)



Vacancy announcements

Select Search Criteria

Position:

Contract type:

Organisational unit:

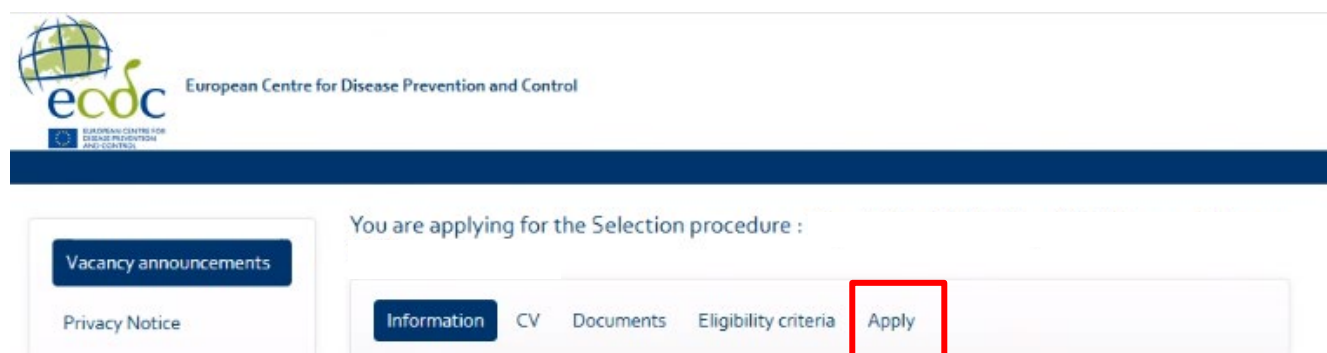
Selection procedure type:

Position	Contract type	Organisational unit	Ref. Nr.	Deadline for applications	Remarks	
Expert Microbial Safety of Substances of Human Origin	Temporary Agent (TA)	Scientific Methods and Standards	ECDC/AD /2021/DPR-EMSSHO	30/09/2021		
HRS Trainee	Non statutory traineeship	Human Resources	ECDC/19/TR	30/04/2021		<input type="button" value="Continue"/>

2.4 Submitting your application

Once you have completed your application:

- Click on the **Apply** tab



Vacancy announcements

Privacy Notice

You are applying for the Selection procedure :

In case you have missed to fill in any of the mandatory fields of the application form, the missing field(s) will be marked in red.

The screenshot shows the ECDC eRecruitment application form. On the left is a sidebar with links: Vacancy announcements, Privacy Notice, My Profile, My Applications, My Email Alerts, Change my Password, Change my Email, Delete my account, and Logout. The main content area has tabs: Information, CV, Documents, Eligibility criteria, and Apply. Below the tabs is a list of fields with green checkmarks indicating completion. The 'Eligibility criteria' field is marked with a red circle and a red arrow, indicating it is incomplete. Below the list of fields, a message states: 'Your application is not fully completed. Please verify completeness of the fields marked in red (Information, CV and Eligibility criteria)'. At the bottom, there is a copyright notice: '© 2023 - ECDC / eRecruitment DEV'.

- Click on the field marked in red and you will be taken 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 in the **Apply** screen

The screenshot shows the 'Declaration of honour' screen. At the top, there are tabs: Information, CV, Documents, and Apply. Below the tabs, the text reads: 'Declaration of honour'. The declaration text is as follows: 'By submitting this application I declare that the information provided in my application is true and correct. I further declare that: I will undertake to submit documents in support of my statements and declarations if requested to do so. I understand that any false statement or omission in my application, even if unintended on my part, may lead to the termination of my application or appointment. I have read and accept the conditions set out in the Vacancy Notice, guidelines and any other documents relevant to this selection which have been published on the ECDC website. I am willing to provide details of references should I be required to do so*. I am willing to undergo a medical examination prior to my engagement, if selected for the vacancy*.' Below the declaration text, there is a note: '* Not applicable for traineeships'. At the bottom, there is a message: 'To agree and submit your application, please click on the button below.' Below this message, there is a button labeled 'Submit application' which is highlighted with a red box.

- 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

Vacancy announcements

Select Search Criteria

Position:

Contract type:

Organisational unit:

Selection procedure type:

Position	Contract type	Organisational unit	Ref. Nr.	Deadline for applications	Remarks
Expert Microbial Safety of Substances of Human Origin	Temporary Agent (TA)	Scientific Methods and Standards	ECDC/AD/2021/DPR-EMSSHO	30/09/2021	
HRS Trainee	Non statutory traineeship	Human Resources	ECDC/19/TR	30/04/2021	<input type="button" value="Continue"/>
HR Assistant	Temporary Agent (TA)	Scientific Methods and Standards	ECDC/19/TA/AD5/34.14	31/07/2021	
Procurement Specialist	Contract Agent (CA)	Legal Services and Procurement	ECDC/FGIII/2017/RMC-PS/FGIII	30/09/2021	

Please note that all applications not submitted by the deadline will be deleted.

You are strongly advised not to wait until the last few days before the deadline to submit your application, since heavy internet traffic or a problem with your internet connection could lead to not being able to submit the application on time. Please note, it is your responsibility to submit your application before the deadline stated in the vacancy notice.

If you experience any technical problem with our website, please send an e-mail with a screenshot to eulisa-@ecdc.europa.eu

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 all your applications and the status of each

→ 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 to confirm it
- Click on **ok**

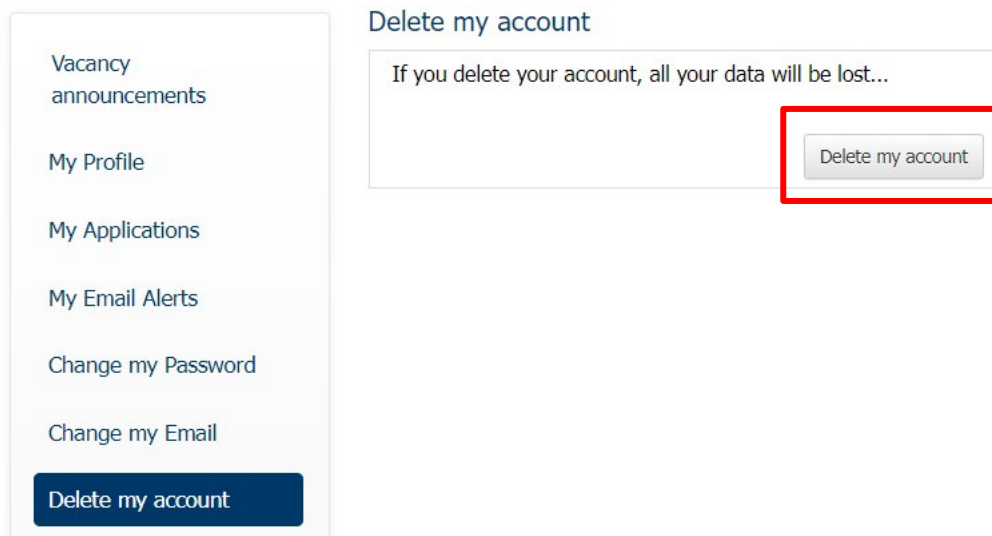
A confirmation message will appear on the screen confirming that your password has been changed

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