



EUROPEAN MEDICINES AGENCY
SCIENCE MEDICINES HEALTH

9 January 2018
EMA/847592/2017
Administration

Jobs@EMA User-guide

Welcome to the 'Jobs@EMA' portal. We are very pleased for your interest in our vacancies.

Below you will find some useful information to navigate through the vacancies portal, create your candidate profile, and apply to our open vacancies.



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1. Search for vacancies

In the EMA website, go to Careers section and you will find the link to our open vacancies. By clicking on the link, a new window to the 'Jobs@EMA' portal will open.



In the 'Career Opportunities' page, enter a keyword that relates to the type of job of your interest. The number of current vacancies that match with your keyword will appear. Click on 'search jobs' to see more information about that vacancy(ies).

Career opportunities

Search for openings

A screenshot of the 'Search for openings' form. The 'Keywords' field contains 'Web editor' and is circled in red. Below the field are radio buttons for search criteria: 'Exact match' (unchecked), 'in job title' (checked), and 'in job title or description' (unchecked). There is a 'Posted in last: [] days' field. Below the form, it says '1 Jobs match the selections', with '1 Jobs' circled in red. At the bottom, there are 'Clear' and 'Search jobs' buttons, with 'Search jobs' circled in red. A 'Save this search' link is also visible.

You can alternatively click directly on search, without typing any keyword, to see all of our currently open vacancies (if the 'search jobs' button appears unavailable –greyish-, please click on 'clear' first and then in 'search jobs'). If the message: 'No jobs matched. Try widening your search' appears, it means that there are no current job opportunities open (but you can still create your profile and have it ready for when a vacancy suitable for you is advertised).

Career opportunities

Q Search for openings

Keywords: ?

Exact match

in job title

in job title or description

Posted within the last: days

8 Jobs
match the selections

If any of the open vacancies is of your interest, click in the job title to see the full profile of that specific vacancy.


Note that below the job title, you can see what type of vacancy it is (Temporary Agent, Contract Agent, Trainee, National Expert on Secondment).

Web editor

Req ID 5601 - Posted 06/12/2017 **Trainee**

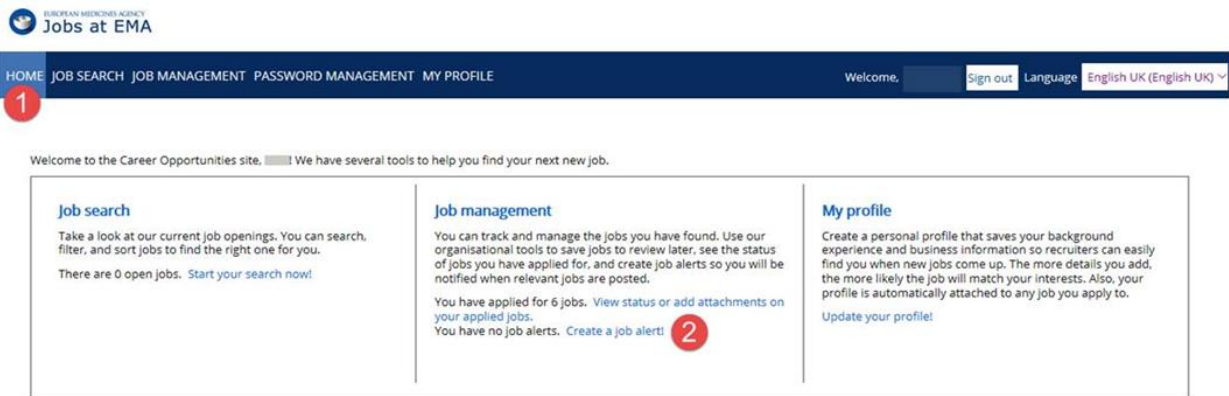
In the page where the job profile is showing, you can do one of the following actions:

- Apply.
- Save Job (you will need to create an account to be able to save the job).
- Email job to a friend: a window will pop up where you will need to type your email address, your friend's email address, and a message. Do not forget to mention to your friend that it is you who sends this job to them as the email will not be sent from your email address!
- Return to list.

 Job Description Print Preview

1.1. Create job alerts

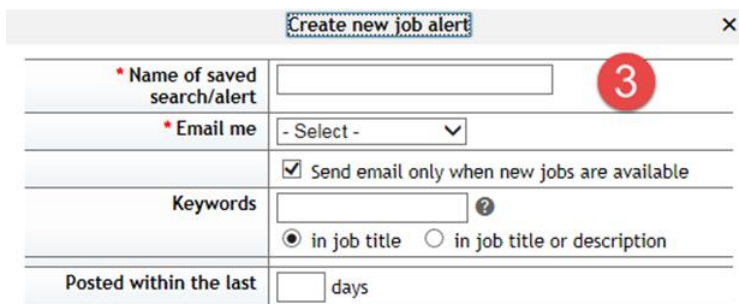
If you would like to receive an email notification every time a vacancy is published at the EMA you can sign up for job alerts. Please note that to sign up for job alerts you will need to create/have an account (see point 2.1 of this guide), then go to 'home' on the top navigation menu, and click on 'create a job alert'.



Welcome to the Career Opportunities site. We have several tools to help you find your next new job.

job search Take a look at our current job openings. You can search, filter, and sort jobs to find the right one for you. There are 0 open jobs. Start your search now!	job management You can track and manage the jobs you have found. Use our organisational tools to save jobs to review later, see the status of jobs you have applied for, and create job alerts so you will be notified when relevant jobs are posted. You have applied for 6 jobs. View status or add attachments on your applied jobs. You have no job alerts. Create a job alert! 2	My profile Create a personal profile that saves your background experience and business information so recruiters can easily find you when new jobs come up. The more details you add, the more likely the job will match your interests. Also, your profile is automatically attached to any job you apply to. Update your profile!
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Create your job alert: give it a name, select how often you want to be emailed and what keywords should the job have, and click on save.



Create new job alert X	
* Name of saved search/alert	<input type="text"/> 3
* Email me	- Select -
	<input checked="" type="checkbox"/> Send email only when new jobs are available
Keywords	<input type="text"/> ? <input checked="" type="radio"/> in job title <input type="radio"/> in job title or description
Posted within the last	<input type="text"/> days

2. Apply to a job

In order to apply to an open selection procedure, you will need to log-in/create an account, create your profile and apply to the job. You can also register and create your profile, without having to apply to a selection procedure yet.

2.1. Create an account

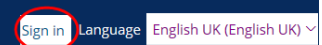
Your profile will be the first part of your application. The profile is similar to a CV, with the usual format and information on it (personal information, work experience, education and training, EU languages, additional languages skills, documents and more information -each of these sections is explained below-).

The information requested in the profile will be the same for all vacancies at EMA. Once you fill your profile for the first time, the information will be saved and kept in your account. This means that you will not need to re-enter this data every time you wish to apply to a job at the EMA (but you can update it any time).

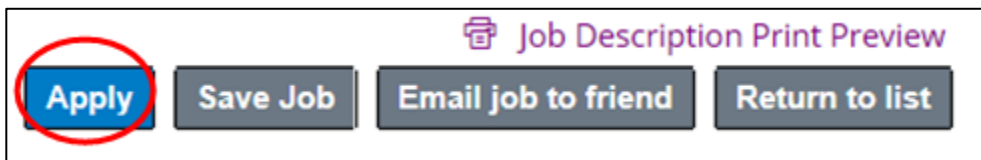
There are two ways of creating your profile:

- If you are not interested in applying for a job at EMA (or no vacancies are available) at this moment, but would like to have a profile ready for whenever an opportunity of your interest comes up.
- If you want to apply for a job.

In the first case, click in 'sign in', located in the top right corner of your screen.



In the second case, click on 'apply', on the top menu of the job to which you want to apply for



In both instances, you will be asked to log-in/create an account by entering an email address and a password.

Have an account?
Please enter your login information below. Both your username and password are case-sensitive.

* Email address:

* Password:

[Sign in](#) [Forgot your password?](#)

**Important : Your account will be locked after 5 unsuccessful login attempts.
Please click on [Forgot your password](#) if you are unable to access your account after 4 attempts.**

Not a registered user yet.
[Create an account](#) to apply for our career opportunities.

[Go back](#)

Non registered users: Please, select your country of residence, and read the terms of use before creating your account. You will only be able to create your account after opening and accepting the terms of use. If you disagree with any point in the terms of use, it means that you would not like us to store your information and therefore, you will not be allowed to create your account.

[Go back](#)

Already a registered user? [Please sign in](#)

Login credentials are case-sensitive

* Email address:

* Retype email address:

* Choose password: ✓ Password accepted

* Retype password: ✓ Password matches

* First name:

* Last name:

* Country of residence:

* Terms of use: [Read and accept the data privacy statement.](#)

[Create account](#)

If you have created an account by clicking on 'apply' to a job, your profile will appear automatically after clicking 'create account'.

If you have created an account by clicking in 'sign in', you need to go to 'my profile' in the top navigation menu.

You are now ready to create your profile by filling the sections displayed.

2.2. Create your profile

Please note that all fields with a red asterisk (*) are mandatory fields.

You will not be able to save your profile unless you enter information in all those mandatory fields. If you would like to save your profile but do not have time at this moment to enter all the mandatory information, we recommend that you enter any data on those fields, save your profile, and continue later. Take a look at the deadline for applications in order not to miss the deadline of any open selection procedure!

You will have the following actions in all the sections:

- 'Print preview', on the top right menu, to have an overview of the information you have entered so far.



- 'Add another' to add more entries in each section (more work experiences, more studies, or more languages).
- 'Arrows' to move each entry up or down, and show your entries in your desired order. As general rule, entries (specially for work experiences) are entered from newer (on the top) to oldest (at the end).
- 'Remove' bin icon to delete a full entry.



2.2.1. Personal information

The system will automatically copy the name, surname and email address as entered in the registration ('sign in', 'create and account'). You can modify these fields if you want.

Please note that all the communication regarding your participation on a selection procedure will be sent to the email address informed here. Therefore, please make sure you enter an email address that you check with regularity. We recommend you to also check your spam folder, in case any of our notifications is classified as 'spam' by your email provider.

Should you change your email address, please make sure to come back to your profile and update this field with the new email address where you would like to receive the notifications. Note that you will also have to update your email address on every application for each procedure in which you may be participating (see point 2.3.1).

First name:*	<input type="text" value="example"/>
Other name(s):	<input type="text"/>
Surname:*	<input type="text" value="example"/>
Candidate ID:	4302
Mobile:*	<input type="text"/> ?
Email:*	<input type="text" value="example@example.com"/>

2.2.2. Work experience

Click on 'add' to enter a work experience.

Work experience + Add

Please note that on the field 'Main activities and responsibilities' you can copy and paste information from your CV paragraph by paragraph. We recommend you to use the 'print preview' option (on the top right menu) to read the information entered in this field.

My candidate profile

⚠ Changes pending. You must save your changes in order to keep them.

EXAMPLE EXAMPLE

Save Cancel Delete profile Print preview

If you have a part-time work experience, please enter the percentage that corresponds, or is closer, to the percentage of time that you were working.

Use the arrows (▽△) to sort your entries. As general rule, work experiences are entered from newer (on the top) to oldest (at the end).

2.2.3. Education and training

Enter your education and training information here.

If you have obtained your relevant diploma in a non EU country, the diploma must be officially recognised as equivalent by an EU country. If this is your case, you can specify that the diploma has been recognised by an EU country in the field ('Level in national classification').

Level in national classification: In this field you need to enter the level and title of your diploma as stated in its original language.

2.2.4. EU languages

Select your language(s) knowledge and classify them by order (mother tongue, second language, third language,...) and state the level you currently hold in accordance to the '[Common European Framework of Reference for Languages - Self-assessment grid](#)'. Please self-assess your current level.

2.2.5. Additional languages skills

Enter your knowledge of non-EU languages.

2.2.6. Documents

No documents have to be provided. Please do not attempt to attach documents in this section as you will not be allowed.

During a selection procedure, you may be requested to attach some documents, but you will be notified when and how by email.

2.2.7. More information

Please enter further personal information as requested in this section.

Your profile is now ready. How to continue...:

- If you have created your profile, but are not applying to a job at the moment, simply click on 'save', in the top right menu.
- If you have created your profile in order to apply for a job, click on 'next' -at the bottom of the page- in order to continue applying (see next point).

2.3. Create your application and apply

In the process of applying for a job, once you have created/revised your profile and clicked on 'next' (as explained above), a new page with some sections and questions for you to complete will appear.

The information/questions shown may be different to each job published at the EMA, so they have to be filled/answered every time you wish to apply to a job at EMA.

Please note that all fields with a red asterisk (*) are mandatory fields.

You can save your information at any point by clicking 'save' in the menu shown at the bottom of the screen. You can save the information entered, and keep working at a later moment.



2.3.1. Personal and contact details

Some of the personal information will be transferred from your profile, as it is the same. Please revise it and fill the missing information.

Please note that all the communication regarding your participation on a selection procedure will be sent to the email address informed here. Therefore, please make sure you enter an email address that you check with regularity. We recommend you to also check your spam folder, in case any of our notifications is classified as 'spam' by your email provider.

Should you change your email address, please make sure to come back to your application and update this field with the new email address where you would like to receive the notifications.

2.3.2. Application information

Please fill the fields presented in this section. These questions are asked either for statistical purposes, to be able to assist you properly if you need to attend the EMA premises, or for possible Conflicts of Interest.

In the section called 'Skills and Competences relevant for this job', please type the skills and competences that you hold and that relate/are relevant for the job you are applying for.

2.3.3. Declaration

Please read the declaration presented and tick 'I declare that I am applying on behalf of myself and not on behalf of anyone else' and type your signature (full name(s) and surname(s)), to declare that it is you applying for yourself, and that you fulfil and agree on the terms outlined above.

2.3.4. Questions

In this section you will be requested to answer some questions that relate directly to the job to which you are applying.

The questions may have a multiple choice, short answer, long answer, range of answers,... format. Please read and answer these questions carefully, ensuring that you enter all relevant and real information in your answers.

Remember that you can save the work you have done so far at any point.

Once you have completed all the sections, and you are ready to submit your application, please click on 'apply'.



Your application is now submitted.

3. Follow-up on your application

Once you have submitted your application, and therefore applied to a job (or several jobs) at the EMA, you can track the status of your application(s) by clicking in 'job management' in the top general menu of the page.

Besides, please note that you will be notified about the outcome of your application in more detail by email in all cases: rejection/ invitation to test and/or interview; passed/failed test and/or interview; placed on the reserve list/not placed on the reserve list.

Also in this section, you may be shown the option 'my offers' should you successfully pass a selection procedure (and therefore be placed on the reserve list) and offered a job. Further details and explanation regarding this point will be explained to you by email at the moment of the offer (letter of intention).

4. Withdraw/view/edit submitted applications

You can withdraw your application from an open selection procedure at any moment, and you do not have to provide any justification for doing so. To formally withdraw your application, please go to 'job management', as explained in the step above, and select the action 'withdraw application'.

You can also view your submitted application at any point during the selection procedure, as well as edit your submitted application for as long as the deadline for applications for that particular selection procedure is open. As soon as the deadline passes, you will not be allowed to edit your application. To view/edit your application, please go to 'job management', as explained in the step above, and select the action 'view/edit application and add attachments' (also, during a selection procedure, you may be requested to attach some documents, but you will be notified when and how by email).

Job title Δ	Actions	Req ID	Date applied	Status	Status date	Next step	Type of Position1	Type of Position2	Job Grade
(Demo) Head of Project assurance and management service Access to documents trainee	Select ∇ Withdraw Application	5822	20/12/2017	We are currently reviewing applications.	20/12/2017		Temporary agent		AD08
Biostatistician (TR)	View/Edit Application and Add Attachments			Currently reviewing all applications	04/12/2017			Trainee	