



EUROPEAN MEDICINES AGENCY
SCIENCE MEDICINES HEALTH

19 February 2021
EMA/847592/2017
Administration

Careers at EMA User-guide

Welcome to the Careers at EMA portal. We are very pleased for your interest in our activities and vacancies.

This guide provides useful information on how to navigate the candidate area of the EMA Careers portal and on how to apply for a job.



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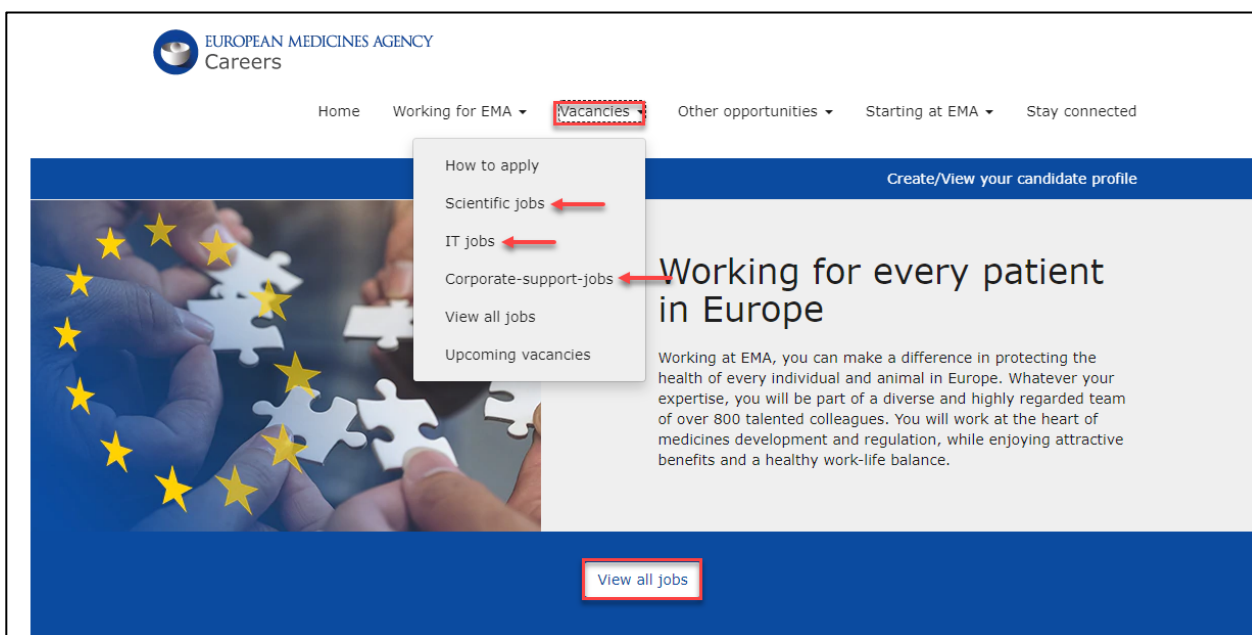
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1. Search vacancies

On the EMA Careers portal, you can search jobs in the three main areas of work of EMA.

To see the listings, expand 'Vacancies' in the main menu bar and select your area of interest: scientific, IT or corporate support.

Alternatively, select 'View all jobs' to see all open vacancies. You can also find a 'View all jobs' button on the homepage.



The listing provides an at-a-glance overview of the vacancy, including information on the application deadline and the type of position (Temporary Agent, Contract Agent, Trainee, National Expert on Secondment, collaborating expert, etc.).

Title	Deadline for application	Type of position
SNE Scientific Officer in Regulatory Science and Innovation	05 March 2021 23:59 CET	Seconded National Expert

Click on the job to see full details.

You can share the job with your contacts by using the social media icons on the top right of the page.

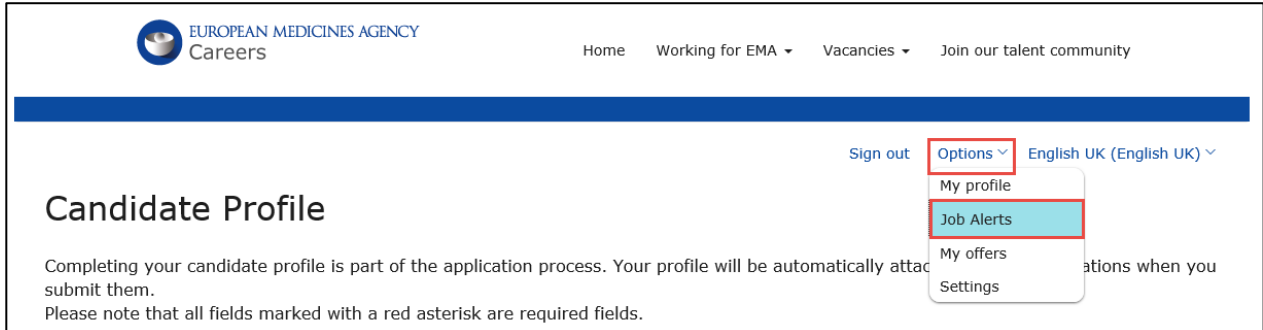
Send me alerts every days [Create alert](#)

[Share this Job](#) [+](#) [f](#) [t](#) [in](#) [p](#)

1.1. Create job alerts

If you would like to receive an email notification when a new vacancy is published, you can sign up for job alerts. To create a job alert, follow these steps:

1. go to your profile (if you have not created a profile yet, see section 2 of this guide on 'Create an account and profile');
2. click on 'Options' and select 'Job Alerts' from the drop-down menu. You can also manage here the alerts you have set up previously (activate, delete, create another one, etc.).



EUROPEAN MEDICINES AGENCY
Careers

Home Working for EMA Vacancies Join our talent community

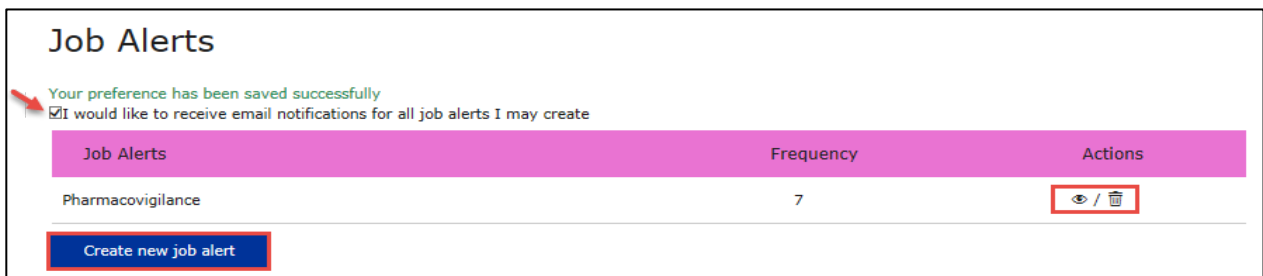
Sign out Options English UK (English UK)

My profile
Job Alerts
My offers
Settings

Candidate Profile

Completing your candidate profile is part of the application process. Your profile will be automatically attached to your applications when you submit them.
Please note that all fields marked with a red asterisk are required fields.

3. tick the box next to the statement 'I would like to receive email notifications for all jobs I may create', and then click on 'Create new job alert'.



Job Alerts

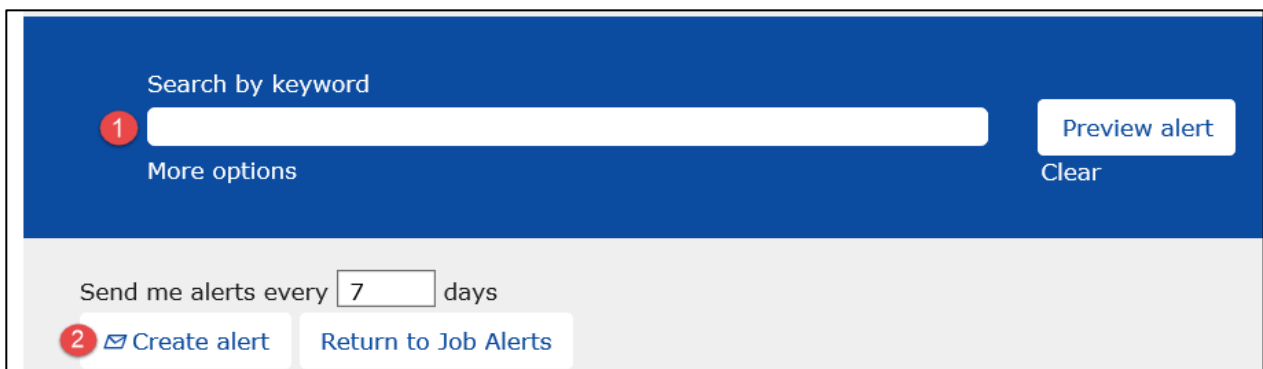
Your preference has been saved successfully

☒ I would like to receive email notifications for all job alerts I may create

Job Alerts	Frequency	Actions
Pharmacovigilance	7	 

Create new job alert

4. You can provide a specific keyword to filter the type of alerts you receive. If you provide a keyword, you will only receive adverts containing that keyword. You can also choose how often you want an alert sent to your inbox. After selecting your preferences, click on 'Create alert'.




Search by keyword

1

Preview alert

More options Clear

Send me alerts every 7 days

2  Create alert Return to Job Alerts

2. Create an account and profile

To be able to apply for a selection procedure at EMA, you need to complete three steps:

- log in / create an account;
- create your candidate profile;
- apply for the job.

The candidate profile is similar to a CV, with the usual format and information contained within: personal information, work experience, education and training, EU languages, additional languages skills, etc. For more information on each of these categories, see sections 2.1 and 2.2. of this guide.

The information requested in the candidate profile is the same for all vacancies at EMA. Once you fill in your details, you can save your profile and use it to pre-fill any future applications. You do not need to re-enter your details every time you wish to apply for a job at EMA, but you may want to update your details or adapt them to the job you are applying for, and you can do so at any time.

This means that you can choose whether you create your profile:

- in advance, without applying for a job immediately;
- immediately before applying for a specific job.

If you are creating your profile without applying for a specific job, click on '*Create/view your candidate profile*' located in the top right corner of the EMA Careers portal.



Home Working for EMA ▾ Vacancies ▾ Other opportunities ▾ Starting at EMA ▾ Stay connected

Create/View your candidate profile

If you are creating your profile because you have found a vacancy of interest, you can also click on the '*Apply now*' button located in the top right corner of the vacancy notice.

Facilities Manager

Job grade: AD06
Internal/Inter-Agency job grade: AD06-AD07
Type of position: Temporary agent
Selection procedure reference: EMA/AD/1144
Job title: Facilities Manager
Deadline for applications: 22 October 2019 23:59 CEST

Apply now »

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

Career opportunities: Sign in

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.

If you do not have a user account yet, click on 'Create an account' and enter the requested information, including your email address, password, name, surname and country of residence.

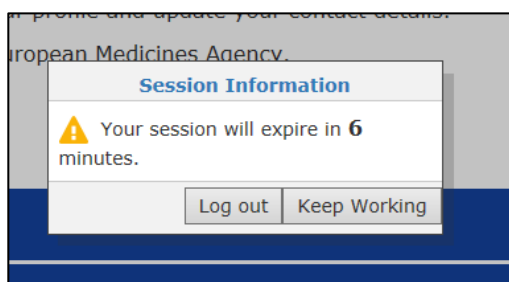
You also need to read and accept the data privacy statement. This is necessary because we are unable to store your details otherwise.

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

You can begin to create your candidate profile after you create and log in to your account.

2.1. Create your profile without applying for a job

When creating your profile, please note that there is a limit to how long you can be inactive before your session expires, after which the information you enter cannot be saved. The portal will give you a warning when your session is about to expire. You can avoid session timeouts by saving your changes regularly.



In the profile section of the candidate area, there are several sections which you need to fill in individually (as per the screen shot below). You can expand and view these sections individually by clicking on a specific section or you can expand and view all sections, by clicking on 'Expand all sections' in the top right corner.

To create your profile, you need to fill the sections:

- profile information;
- work experience;
- education and training;
- EU languages ;
- additional language skills (if applicable).

Screenshot of the profile creation interface. The interface shows a list of sections to be filled, each with a right-pointing arrow icon. The sections are: My Documents, Profile Information, Search Options and Privacy, Jobs Applied (2), Saved Applications, Work experience, Education and training, EU languages, and Additional languages skills. The sections 'Profile Information', 'Work experience', 'Education and training', 'EU languages', and 'Additional languages skills' are highlighted with red borders, indicating they are mandatory. At the top right, there are links to 'Expand all sections' and 'Collapse all sections'. At the bottom right, there is a 'Save' button.

Please note that fields marked with a red asterisk (*) within individual sections are mandatory. You are not able to save your changes within a section unless all these fields are filled in. If you want to save your changes but are unable to fill in all the mandatory fields satisfactorily, we recommend that you enter dummy data which you can modify later.

Please bear in mind the application deadline when you consider putting your application on hold.

2.1.1. Profile information


The system automatically fills in your name, surname and email address as you provided them when you created your user account. However, you can modify these if needed.


Please ensure that you provide an email address that you check regularly, as we communicate with candidates via email. We recommend that you check both your inbox and spam folder regularly, in case your email provider classifies our emails as spam.


If your email address, phone number or other contact information changes during the selection procedure, please ensure that you update this information in your candidate profile so that you do not miss our notifications. Please enter your phone with the international code.

2.1.2. Work experience, education and training, EU languages and additional language skills

When filling in the sections on your work experiences, education and languages, note that you can add multiple entries by clicking on 'New request'. You can also remove already entered entries, by clicking on 'Remove'.

* Employer name <input type="text" value="Company"/>	* Occupation or position held <input type="text" value="Officer"/>	* Current Job <input type="text" value="Yes"/>
* Start date <input type="text" value="01/10/2013"/>	* End date <input type="text" value="28/02/2017"/>	* Full or part time <input type="text" value="100%"/>
* Paid or unpaid <input type="text" value="Paid"/>	* Business sector <input type="text" value="Food and Beverage"/>	* Type of Employer <input type="text" value="Other private industry"/>
* Main activities and responsibilities (maximum number of characters 2000)  <input type="text" value="aaa"/>	* Country <input type="text" value="France"/>	

 Remove

 New Request

In the work experience section, list your work experience **in a chronological order**, starting with the most recent one. For part-time work experiences, enter the percentage that corresponds, or is closest to the percentage of time that you were working.

In the education section, enter all your education diplomas. Please note that in the field 'Level in national classification (state title in original language)', you should enter the title of your studies as written on your diploma in the original language.

* Level in national classification (State title in original language) <input type="text" value="Grado en farmacia"/>

In the EU languages section, add the EU language(s) you speak, in order of proficiency (mother tongue, second language, third language, etc.) and state your current level according to the reference levels in the '[Common European Framework of Reference for Languages - Self-assessment grid](#)', based on your own self-assessment.

In the additional languages skills section, enter your knowledge of non-EU languages, if applicable.

Other sections: 'My Documents', 'Search Options and Privacy', 'Jobs Applied' and 'Saved Applications'

My Documents: You do not need to provide any documents at the application stage. We may request you to add documents in this section later as part of an ongoing selection procedure, in which case we will notify you by email. You can see how to upload documents in section 4 '*upload documents*' of this guide.

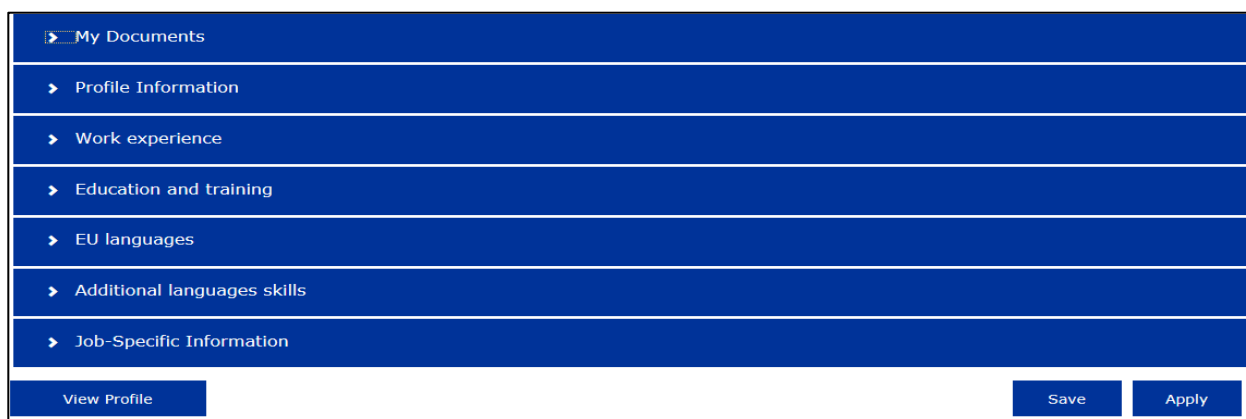
Search Options and Privacy: This section allows you to review the data privacy statement that you accepted when you created your user account. You can revoke your consent at any time but doing so will result in the permanent deletion of your user account and the withdrawal of any applications you have made.

Jobs Applied: This section allows you to check the status of your application, edit it or withdraw it from a selection procedure. For more information, see section 3 on '*Follow up, withdraw, view and edit submitted applications*' of this guide.

Saved Applications: This section allows you access your saved but not submitted applications.

2.2. Create your profile and apply for a job

If you click on '*Apply now*' in a specific vacancy notice, the system displays the sections you need to fill in as per the screen shot below. You need to fill-in all sections except '*My Documents*', as explained just above.



The screenshot shows a user interface for creating a profile. It features a list of sections to be filled in, each with a right-pointing arrow icon. The sections are: 'My Documents', 'Profile Information', 'Work experience', 'Education and training', 'EU languages', 'Additional languages skills', and 'Job-Specific Information'. At the bottom of the list, there is a 'View Profile' button. To the right of the list, there are two buttons: 'Save' and 'Apply'.

2.2.1. Work experience, education and training, EU languages and additional language skills

If you already have a saved candidate profile, your saved data will automatically appear in the 'Profile Information', 'Work experience', 'Education and training', 'EU languages' and 'Additional language skills' sections. You can modify or update the data if needed.

If you do not have a saved candidate profile, you need to fill in these sections. For more information, see sections 2.1.1 on '*Profile information*' and 2.1.2 on '*Work experience, education and training, EU languages and additional language skills*' of this guide.

2.2.2. Job specific information

You need to fill in job specific information every time you apply for a specific job.

[+ Expand all sections](#)
[- Collapse all sections](#)

> My Documents

> Profile Information

> Work experience

> Education and training

> EU languages

> Additional languages skills

> Job-Specific Information

View Profile

Save

Apply

Some of the information you are asked to provide in this section may be used for statistical purposes, to be able to assist you if you need to visit EMA's premises or to assess potential conflicts of interest.

You also need to make a declaration that you are applying on the behalf of yourself and that you accept the terms described on the page. You need to type your full signature, including full name(s) and surname(s).

* ☐

I declare that I am applying on behalf of myself and not on behalf of anyone else.

* **Typed signature (indicate your full name here)**

Pay particular attention to and **answer as fully and truthfully as possible all job-related questions** asked in this section, as these are used to pre-screen candidates. The questions vary in format and may include multiple choice questions, open-ended questions requiring either a short or a long answer, etc. For more information and helpful tips, see '[Application and selection process](#)' on the EMA Careers portal.

Remember that you can save your answers at any point as long as the mandatory fields are not empty. When your application is complete and you are ready to submit it, click on 'Apply'.

Save

Apply

Immediately after submitting your application, you will receive an acknowledgement email from the e-recruitment system. If you have not received an email, please contact EMA Talent Acquisition Service

at recruitment@ema.europa.eu. You should also be able to see all the jobs you have applied for under JOBS APPLIED section (when you log in to the system).

Please monitor your SPAM folder, as all communication from the EMA will come via email.

We advise you to print your submitted application before closing date to have a record of your responses to the pre-screening questions. Once your application is progressed in the selection, you will only see your profile in the system.

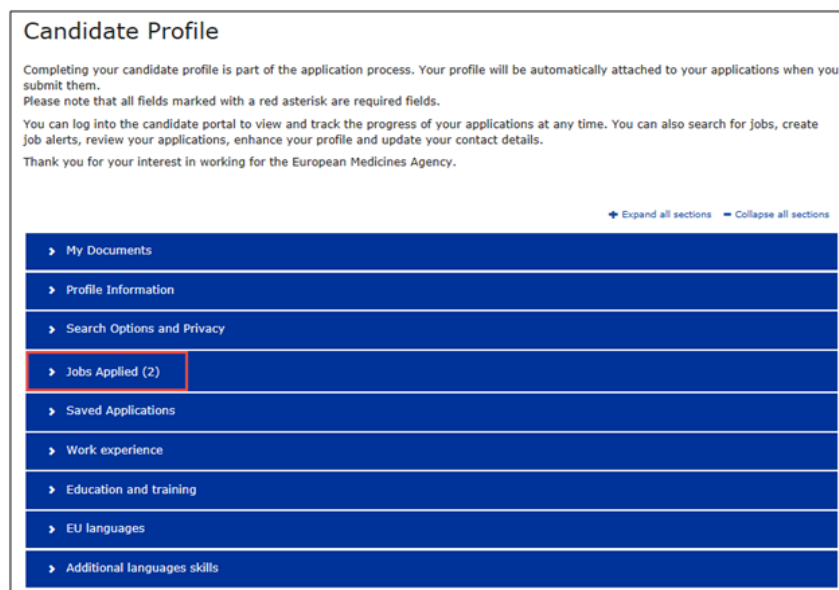
Note that in case of technical problems, we will require a proof that you submitted your application before the closing date.

3. Follow-up, withdraw, view and edit submitted applications

Once you have submitted your application, and therefore applied for a job (or several jobs) at EMA, you can track the status, withdraw, view or edit your application(s) in the 'Jobs applied' section in your candidate profile.

3.1. Follow-up on your submitted application

You can check the status of your application(s) in the summary shown in the 'Jobs applied' section in your candidate profile. We also send a notification about the outcome of your application in more detail by email.



Candidate Profile

Completing your candidate profile is part of the application process. Your profile will be automatically attached to your applications when you submit them.
Please note that all fields marked with a red asterisk are required fields.

You can log into the candidate portal to view and track the progress of your applications at any time. You can also search for jobs, create job alerts, review your applications, enhance your profile and update your contact details.

Thank you for your interest in working for the European Medicines Agency.

➤ Expand all sections ➤ Collapse all sections

- My Documents
- Profile Information
- Search Options and Privacy
- **Jobs Applied (2)**
- Saved Applications
- Work experience
- Education and training
- EU languages
- Additional languages skills



▼ **Jobs Applied (2)**

Executive Assistant JA test
📍 United Kingdom (GB)
Application review
10/10/2019

Scientific Communication Officer
📍 United Kingdom (GB)
On Reserve list
09/10/2019

3.2. Withdraw your submitted application

You can withdraw your application from an open selection procedure at any time, and you do not have to provide any justification for doing so. To formally withdraw your application, go to the 'Jobs applied' section in your candidate profile (see screen shots above), select the selection procedure from which you want to withdraw and click on 'Withdraw application'.



This screenshot shows a horizontal bar with a blue background and white text that reads 'Job-Specific Information'. Below this bar are three buttons: 'View Profile' on the left, 'Update' in the middle, and 'Withdraw Application' on the right. The 'Withdraw Application' button is highlighted with a red rectangular border.

3.3. Edit your submitted application

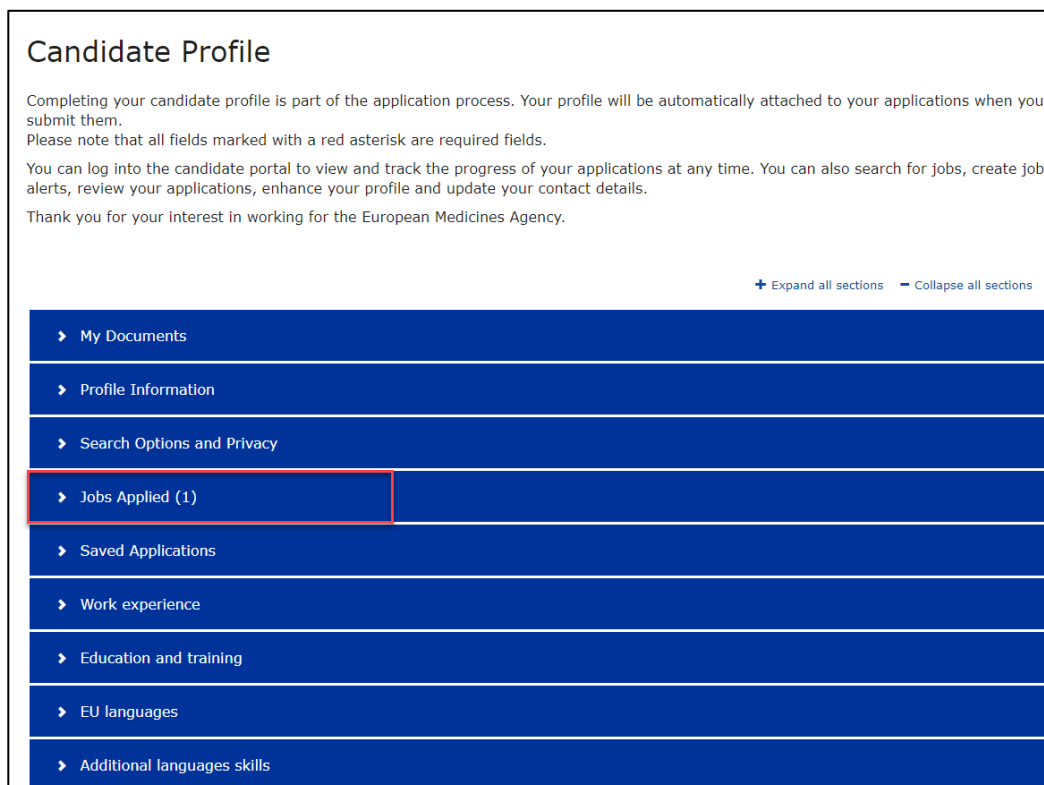
You can edit your submitted application as long as the deadline for applications for that particular selection procedure has not passed. After the deadline, you are no longer able to edit any data in your application. To view/edit your application, click on 'Update'.



This screenshot shows a horizontal bar with a blue background and white text that reads 'Job-Specific Information'. Below this bar are three buttons: 'View Profile' on the left, 'Update' in the middle, and 'Withdraw Application' on the right. The 'Update' button is highlighted with a red rectangular border.

4. Upload documents

You will need to upload documents at different stages of the selection process, for example, when you are invited to a test and/or interview, on when you are in the process of job offer. Click on the portlet 'Jobs Applied'



The screenshot shows the 'Candidate Profile' page. At the top, there is a title 'Candidate Profile' followed by a paragraph of text: 'Completing your candidate profile is part of the application process. Your profile will be automatically attached to your applications when you submit them. Please note that all fields marked with a red asterisk are required fields. You can log into the candidate portal to view and track the progress of your applications at any time. You can also search for jobs, create job alerts, review your applications, enhance your profile and update your contact details. Thank you for your interest in working for the European Medicines Agency.' Below this text is a link '+ Expand all sections' and a link '- Collapse all sections'. A list of sections follows, each with a blue background and white text: 'My Documents', 'Profile Information', 'Search Options and Privacy', 'Jobs Applied (1)', 'Saved Applications', 'Work experience', 'Education and training', 'EU languages', and 'Additional languages skills'. The 'Jobs Applied (1)' section is highlighted with a red rectangular border.

Select the job for which you need to upload documents.

A screenshot of a user profile menu. The menu has four items: 'My Documents', 'Profile Information', 'Search Options and Privacy', and 'Jobs Applied (1)'. The 'Jobs Applied (1)' item is expanded, showing a job listing for 'IT Project Manager' located in 'United Kingdom (GB)' with an 'Onboarding' date of '18/02/2021'. The job listing is highlighted with a red box.

Navigate to 'My documents' portlet and 'Add a document(s)' as required. Finally **click on 'Update'** for EMA to see the documents.

A screenshot of the 'My Documents' portlet. The portlet title 'My Documents' is highlighted with a red box. Below the title, there is a message: 'Please note that attaching documents is not required at a time of applying. You will be requested to provide supporting document final assessments.' Below this message, there is a section titled 'Supporting documents' containing three cards: 'CV test 1.pdf', 'CV test 2.pdf', and 'Add a Document'. The 'Add a Document' card is highlighted with a red box. At the bottom of the portlet, there is a 'Job-Specific Information' section with a 'View Profile' button and an 'Update' button. The 'Update' button is highlighted with a red box.

Once your application is updated, you should be able to see the successful message at the top.

A screenshot of the user profile menu after a successful update. At the top, a green message bar says 'The Application was updated successfully.' Below this, the menu items 'My Documents' and 'Job-Specific Information' are both marked with a green checkmark. At the bottom, there are three buttons: 'View Profile', 'Update', and 'Withdraw Application'.