

# EUSPA E-RECRUITMENT GUIDELINE

## TABLE OF CONTENTS

1. INTRODUCTION .....	1
2. VACANCY NOTICES .....	2
3. APPLYING FOR A VACANCY - CREATION OF A EUSPA ACCOUNT .....	2
4. APPLYING FOR A VACANCY - FILL IN THE ONLINE APPLICATION FORM.....	4
4.1. PERSONAL DATA.....	5
4. 2. EDUCATION.....	5
4. 3. PROFESSIONAL EXPERIENCE .....	6
4. 4. KNOWLEDGE OF LANGUAGES.....	7
4. 5. REFERENCES.....	7
4. 6. MOTIVATION LETTER .....	8
4. 7. FINAL QUESTIONS.....	8
4. 8. DECLARATION .....	8
5. SUBMIT YOUR APPLICATION.....	8
6. SUBSCRIBING FOR FUTURE VACANCIES .....	10

## 1. INTRODUCTION

This guideline is designed to assist the first usage of the European Union Agency for the Space Programme (EUSPA) e-recruitment tool.

The EUSPA's staff consists of temporary agents, contract agents, seconded national experts and trainees.

All vacant posts are published on our internet site. The method to apply for calls is mentioned in the relevant vacancy notice as it varies depending on the type of the post.

In order to apply through the e-recruitment tool you need to first create your account online in the system and then fill in the online application form for each of the selected positions.

The aim of this guide is to give you a detailed description of the online procedure. It helps you step by step, showing you the different screens, which will appear as you go through the creation of your EUSPA account and submission of your application.

Please note that these screen shots are from a test call at the time of publishing this guide.

**The EUSPA's systems support the most commonly used Internet browsers but for ultimate compatibility it is recommended to use Google Chrome. If you encounter issues, please consider changing the browser first before contacting us. The use of mobile devices to fill in the application form is not recommended.**

Should you have any questions please contact [JOBS@euspa.europa.eu](mailto:JOBS@euspa.europa.eu).

Thank you for your interest in the EUSPA and good luck with your application!

## 2. VACANCY NOTICES

All our vacant posts can be found on the EUSPA website

<https://www.euspa.europa.eu/about/careers-euspa> under the heading “ABOUT” - “Careers at EUSPA” on the upper left-hand side of the EUSPA homepage.



Here you can view the list of vacancies for

- Temporary Agents and Contract Agents
- Seconded National Experts
- Traineeships

with the deadline for submission of applications for each one of them.

In the vacancy list you can consult the published vacancy notices and you can initiate the formal application process by clicking on: **Apply**



## 3. APPLYING FOR A VACANCY - CREATION OF A EUSPA ACCOUNT

If this is your first time using the EUSPA online application system to apply for a position, you have to register first and create your account.

By clicking **LOG IN** or **APPLY** you get to the login window where you can create a new account and enter your account once it is created.

You can create your account by clicking on the **CREATE YOUR ACCOUNT** button. You are then directed to a page containing fields to fill in with your forename and surname. You need to enter a valid email address and select a password of at least 6 characters containing at least one number and one character which is neither a letter nor a digit.

Before creating your account, you will be asked to read, understand and agree with our privacy policy on personal data protection.

 VACANCIES  LOG IN

HOME / CREATE YOUR ACCOUNT

## Create your account

Forename

Surname

Email

Password

Password must have at least 6 characters. It must contain at least one digit character and at least one character that is neither a letter nor digit.

Confirm password

The data provided is processed in the strictest confidence and with highest standards of security. Please consult the [Privacy Policy here](#).



Yes, I have read and I accept.

[CREATE YOUR ACCOUNT](#)

Version: 15.11.2021 19:32:50

As soon as this is done, you will be requested to finish the process by checking your mailbox. You will have to click on the link sent in the e-mail in order to activate your account (this procedure is needed in order to ensure that the e-mail address you have provided is valid and correctly spelled).

Once you have clicked on the above-mentioned link, you are re-directed to a page confirming that your account has been activated and providing the link enabling you to continue the application procedure.

 VACANCIES  LOG IN

## Confirm Email

Thank you for confirming your email. Please [Click here to Log in](#)

You can now log in for the first time using your Email and password.

If you forget your password, this email address will be used to send a link to reset your password.

VACANCIES LOG IN

HOME / LOG IN TO YOUR ACCOUNT

## Log in to your account

Email

Password

The data provided is processed in the strictest confidence and with highest standards of security. Please consult the [Privacy Policy here](#).

Remember me?

[LOG IN TO YOUR ACCOUNT](#)

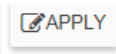
[CREATE YOUR ACCOUNT](#)

[Forgot your password?](#)  
[Resend the confirmation email](#)

Version: 15.11.2021 19:32:50

Please beware that you can only have one account. You may be excluded at any stage of the selection procedure for having more than one account.

#### 4. APPLYING FOR A VACANCY - FILL IN THE ONLINE APPLICATION FORM

Once you have logged in, you will land on a page where you can see the ongoing vacancies and start the online application process for the vacancy of interest by clicking on the  button.

VACANCIES MY APPLICATIONS MY ACCOUNT LOG OUT


## Vacancies

Reference	Job title	Type of contract	Grade	Deadline ↓	Status	
GSA/2019/TRN	GSA Traineeship - general call	Traineeship		31.12.2019 11:59	Open for applications	
GSA/TA/2019/938	Senior Operations Engineer	Temporary Agent	AD8	07.03.2019 11:00 Extended	Open for applications	
GSA/2018/562	GNSS Security Engineer	Temporary Agent	AD7	21.12.2018 00:00	Ongoing (closed for applications)	
GSA/2018/154	Communications Officer	Temporary Agent	AD6	21.12.2018 00:00	Ongoing (closed for applications)	
GSA/2018/538	Facilities Services Officer	Temporary Agent	AD5	20.12.2018 00:00	Closed	

- Read the Vacancy Notice (by clicking on its job title) to make sure you meet all the eligibility requirements and use it as a reference document when applying. You are expected to include in your application form elements that demonstrate that your profile matches the selection requirements listed in the vacancy notice.

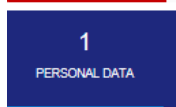
Leave yourself plenty of time to complete your application, as it requires considerable work. The responsibility to validate your application before the deadline is entirely yours.

- The application form consists of 8 sections.

You can fill in the sections in any order you wish. To pass from one section to another you can click either on the relevant section heading or on the  button at the bottom of each page.

- We recommend that you regularly save your progress by using the SAVE AS DRAFT button.

## 4.1. PERSONAL DATA



In the first part, please fill in your personal data.

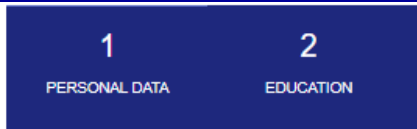
Dates and phone numbers must be inserted in the following format to be recognised by the system:

Dates: dd.mm.yyyy

Telephone numbers: +420123456789

If your Contact address is the same as your Permanent address, you can click on the tick box *Contact address is same as permanent address*.

## 4.2. EDUCATION



In this section you need to insert the educational qualifications you have obtained.

**IMPORTANT** - The eligibility of your application will be determined based on the **education level** you declare.

You can refer to the following link to check the qualifications corresponding to the education level required [https://epso.europa.eu/documents/2392\\_en](https://epso.europa.eu/documents/2392_en)

Examples:

1. If you hold a Bachelor degree of 3 years followed by a Master degree of 2 years, you must record both diplomas separately:
  - a. Use the drop-down option “*University studies of 3 years*” to record the first diploma obtained (Bachelor) and
  - b. Use the option “*University studies of 4 years or more*” to record the second degree obtained (Master)
2. If you hold a degree of 5 years you must use the drop-down option “*University studies of 4 years or more*” to record the diploma obtained

3. If you apply for a Temporary Agent position grade AD7, the eligibility requirements for education and professional experience are as follows:

*A level of education which corresponds to completed university studies attested by a diploma when the normal period of university education is four years or more*

OR

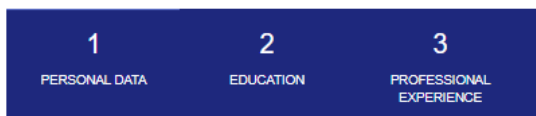
*A level of education which corresponds to completed university studies attested by a diploma and at least one year of appropriate professional experience when the normal period of university education is three years.*

*In addition to the above, appropriate professional experience of at least six years*

Therefore, if you apply for such position, when filling your online application make sure to use the option “University studies of 4 years or more” and to insert at least 6 years of work experience after the date of obtaining this qualification OR use the option “University studies of 3 years” and insert at least 7 years of work experience after the date of obtaining this qualification.

4. The “Other studies” option in the drop-down menu should only be used for education that you wish to highlight in addition to the relevant degree/s required for the post according to the eligibility criteria. Please ensure that the studies inserted under this option are not relevant for satisfying the eligibility criteria, as they are not taken into account for the calculation of the eligibility but for evaluation purposes only.

#### 4. 3. PROFESSIONAL EXPERIENCE



In this part, you are requested to list your employment history, starting with your current or most recent employer.

**IMPORTANT** - The eligibility of your application will be determined based on the exact calculation of the time periods you insert in this section, starting from the date of completion of the required qualification indicated in the eligibility criteria in the vacancy notice.

Full time overlapping periods will only be taken into account once. Part-time periods will be calculated pro rata.

For each job you need to indicate with the relevant percentage % if you have worked full time or part time.

You can only list jobs for which you can provide verification of the period worked (i.e.: contract, social security contribution, work history issued by an official entity, payslips, etc.).

You may also include military service or civil service that will be considered if carried out after the completion of the required diploma.

You can list more than one employer by clicking the button  .



If you have employment history, please start listing from your current or most recent employer. For each job indicate if you have worked full time or part time.

From  (dd.mm.yyyy) To  (dd.mm.yyyy) Workload (%)

Name of employer

Address

Street

Postal Code  City

Country

Type of business or sector

Job title or position held

Main activities and responsibilities

+ ADD - REMOVE

#### 4. 4. KNOWLEDGE OF LANGUAGES



In section 4 you are asked to indicate your knowledge of **at least two EU languages** to be considered as eligible (consult the eligibility criteria set in the vacancy notice).

Please indicate which languages you speak, and your overall level.

Levels: A1/2 = Basic user, B1/2 = Independent user, C1/2 = Proficient user – according to the Common European Framework of Reference for Languages:

<http://europass.cedefop.europa.eu/resources/european-language-levels-cefr>

#### 4. 5. REFERENCES



In section 5 you are required to provide names, job titles and contact details of at least two professional references (preferably direct supervisors) who may be contacted.

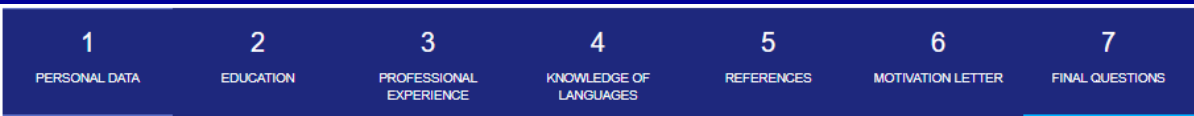
If applicable, you can tick the button:  **Yes, my prior consent is needed** to indicate that the reference person can be contacted only upon your consent.

## 4. 6. MOTIVATION LETTER



Your motivation letter should be included under this section. You should explain the reasons why you would like to work for the Agency and for the position you are applying for. You can explain your vision for the position, what it can bring you, and how you can contribute to the department and to the EUSPA.

## 4. 7. FINAL QUESTIONS



In this section you need to insert information regarding any security clearance you might have obtained, the channel that made you aware about the vacancy notice and any possible need for special arrangements for the selection tests.

## 4. 8. DECLARATION



- I declare that the information provided is, to the best of my knowledge, true and complete.
- I further declare that:
  - I have not been deprived of my civic rights
  - I have complied with the provisions of all military recruitment laws applicable to me
  - I am willing to undergo the prescribed medical examination prior to appointment and to provide evidence to the effect that I do not have criminal record
  - I am willing to apply for a security clearance when required to do so if recruited by the Agency (Ref.: Council decision 2011/292/UE and Commission Decision 2009/846/EC)
  - I undertake to submit, as soon as requested, any documents in support of the above statements and declarations
  - I am aware that any false statement or omission, even if unintended on my part, may lead to the cancellation of my application or may cause the termination of my appointment
  - If recruited, I undertake to sign a declaration of commitment to act independently in the Agency's interest and to declare any interests that might be considered prejudicial to my independence
  - I have read the Privacy Statement and I agree to have my data processed accordingly

Yes, I agree with the declaration above

The last section includes the final declaration that you are requested to confirm by ticking on the button:

Yes, I agree with the declaration above

## 5. SUBMIT YOUR APPLICATION

**SUBMIT YOUR APPLICATION**

As soon as you click on the **SUBMIT YOUR APPLICATION** button, your application is sent and stored in the system for the specific vacancy you have applied for.

To be able to submit your application, you must fill all mandatory fields marked with "\*". The system will highlight missing mandatory fields **IN RED** only at the end of the application procedure.



**Please correct form errors**

- The Nationality field is required.
- The Country of birth field is required.
- The Street field is required.
- The Postal code field is required.
- The City field is required.
- The Country field is required.
- The Street field is required.
- The Postal code field is required.
- The City field is required.
- The Country field is required.
- The Mobile field is required.

1	2	3	4	5	6	7	8
PERSONAL DATA	EDUCATION	PROFESSIONAL EXPERIENCE	KNOWLEDGE OF LANGUAGES	REFERENCES	MOTIVATION LETTER	FINAL QUESTIONS	DECLARATION

To be able to submit your application you must fill all mandatory fields marked with "\*". Before submitting your application you may save information at any time by using the SAVE AS DRAFT button. Once you submit your application you can modify and re-submit it until the deadline.

Position	Type of contract	Reference number
Human Resources Department Traineeship	Traineeship	EUSPA/TR/HR/2021
Surname *		
<input type="text"/>		
Forename *		
<input type="text"/>		
Maiden name		
<input type="text"/>		
Gender *		
<input type="text"/>		

Once you submit your application, you will receive a confirmation message in your mailbox and you are redirected to the page where all your applications to EUSPA vacancies are stored.

Here you can VIEW your application and you can EDIT it until the deadline expires.

VACANCIES	MY APPLICATIONS	MY ACCOUNT	LOG OUT

HOME / MY APPLICATIONS

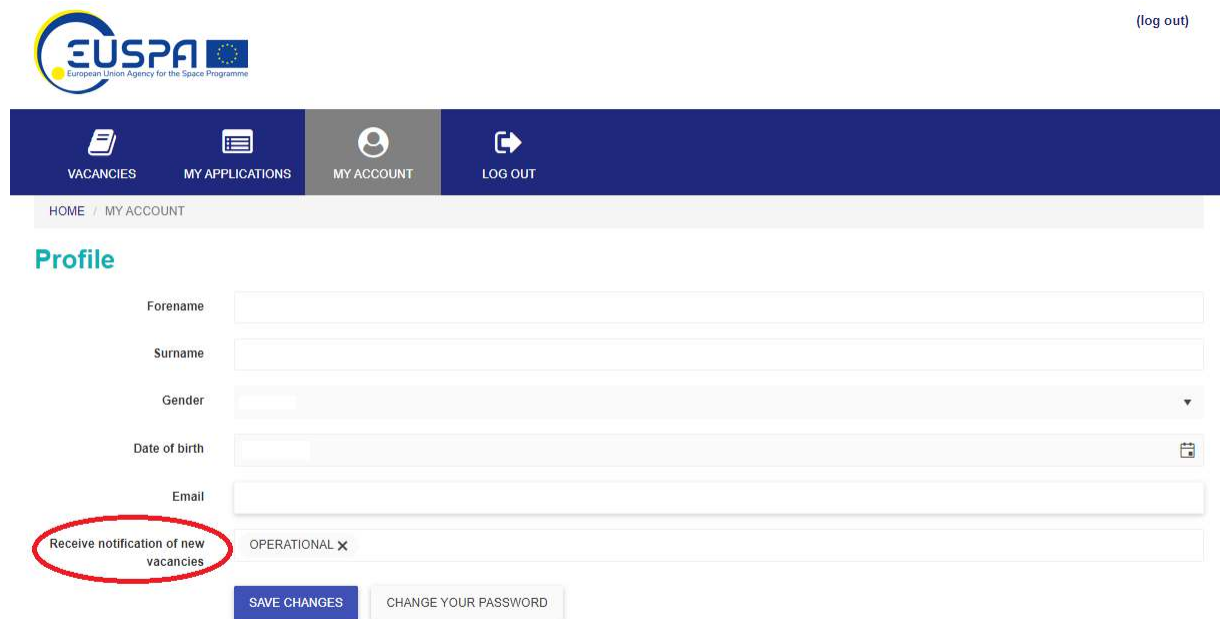
**My applications**

Reference	Application number	Job title	Type of contract	Grade	Submitted	Deadline		Status
EUSPA/2021/AST/4	APP00656	AST testing Security Specialist	Temporary Agent	AST1	19.11.2021 11:32 AM	20.11.2021 12:00 AM		Your CV is evaluated
EUSPA/2021/AST/8	APP00687	AST HR Specialist	Temporary Agent	AST4	18.11.2021 02:41 PM	19.11.2021 12:00 AM		Your CV is evaluated
EUSPA/2021/AST/7	APP00686	AST IT Specialist	Temporary Agent	AST3	18.11.2021 02:40 PM	19.11.2021 12:00 AM		Your CV is evaluated
EUSPA/2021/AST/6	APP00685	AST Galileo Specialist	Temporary Agent	AST2	18.11.2021 02:39 PM	18.11.2021 04:00 PM		You have been placed on RESERVE LIST
EUSPA/2021/AST/5	APP00646	AST testing HR Specialist	Temporary Agent	AST4	09.11.2021 05:28 PM	09.11.2021 11:00 PM		You have NOT been OFFERED the position
EUSPA/2021/AST/2	APP00655	AST testing Financial Specialist	Temporary Agent	AST3	09.11.2021 05:09 PM	09.11.2021 11:00 PM		You have been placed on RESERVE LIST
EUSPA/2021/AST/3	APP00661	AST testing ICT Specialist	Temporary Agent	AST2	09.11.2021 04:51 PM	09.11.2021 11:00 PM		You have been placed on RESERVE LIST

Following receipt of your application, in line with the EUSPA recruitment process, it will be screened and assessed by a Selection Board. Eventually, you may be invited to tests and interviews and, if successful, you will be recruited. You can follow the status of your application in the section My Applications. It is important to note that, regardless of the results of your application, positive or negative, you will receive information about it as soon as this is available and confirmed by the relevant Selection Board.

## 6. SUBSCRIBING FOR FUTURE VACANCIES

If you wish to receive notifications via email when EUSPA publishes new vacancies, you can do so in My Account section.



(log out)

VACANCIES MY APPLICATIONS MY ACCOUNT LOG OUT

HOME / MY ACCOUNT

### Profile

Forename

Surname

Gender

Date of birth

Email

Receive notification of new vacancies  OPERATIONAL x

SAVE CHANGES CHANGE YOUR PASSWORD

You can choose between subscribing to *Operational* vacancies (e.g. engineering, project departments, etc.), to *Administrative* (e.g. HR, Finance, Legal, IT, etc.) or both, in which case you will be notified for all vacancies.