ONLINE APPLICATION MANUAL FOR CANDIDATES

eRECRUITMENT PLATFORM

Contents

1. Introduction

This document is meant as a reference for all applicants and those potentially interested in applying for a career within the European Banking Authority (EBA). It provides tutorial instructions on how to apply using the EBA's eRecruitment platform.

This manual guides applicants through all necessary steps to create an account and submit an application.

1.1   EBA's eRecruitment platform

For its selection procedures the EBA uses an electronic recruitment system designed to simplify the application process for candidates, and to maximise EBA's talent sourcing and screening efforts.

Please note that the creation of your candidate profile does not imply any commitment on the part of the EBA. To be considered as a candidate in a selection procedure, you need to submit an application form for each specific EBA job vacancy published that you are interested in.

Applicants can update their candidate profile at any time. The updated information will pre-fill the future applications the candidate submits. The prefilled application form for a specific job vacancy can be modified at any time during the application process.

The different sections of the application form are meant to assess the candidate's technical and behavioural competencies required according to the job profile. The Selection Board assesses submitted applications based on the evidence provided by the applicants on their knowledge, experience and competencies, with the aim to select the best candidates that correspond to the profile sought to be shortlisted for further assessment.

2. Main functionalities

2.1 Job vacancies

You can find our available job vacancies on our [eRecruitment platform](#) page. It features different job categories, search options and job alerts based on candidates' interests. You can use the search filters to find the most suitable vacancy for your profile.
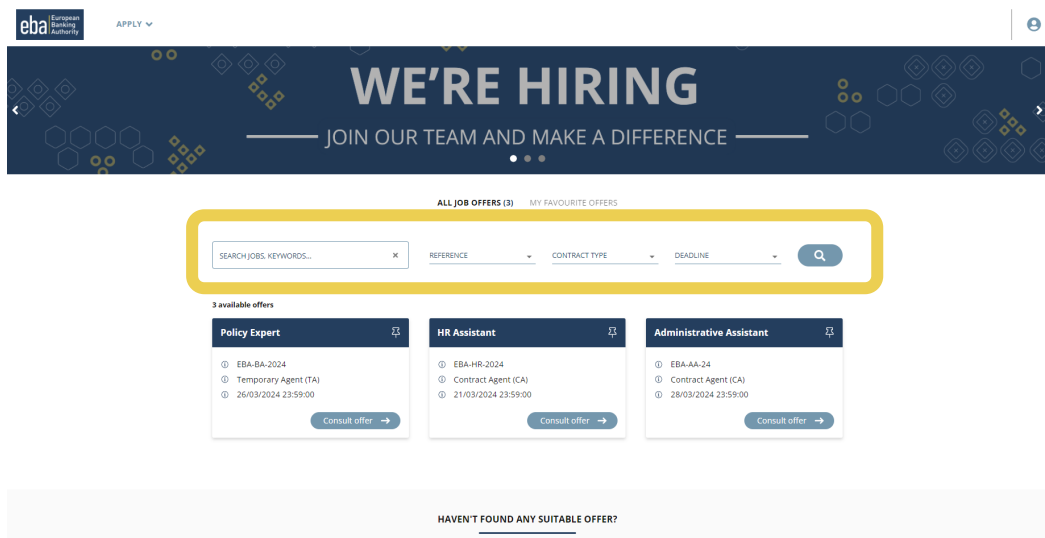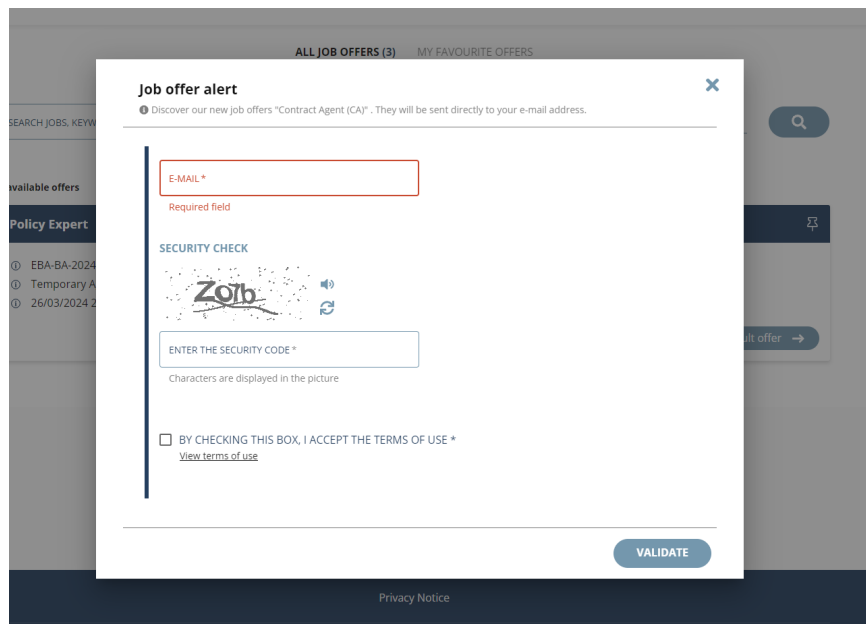

2.2 Job alerts

If you haven't found any suitable job profile for you, please subscribe to our job alerts by contract type and receive email updates whenever a new job vacancy is published on our eRecruitment platform.
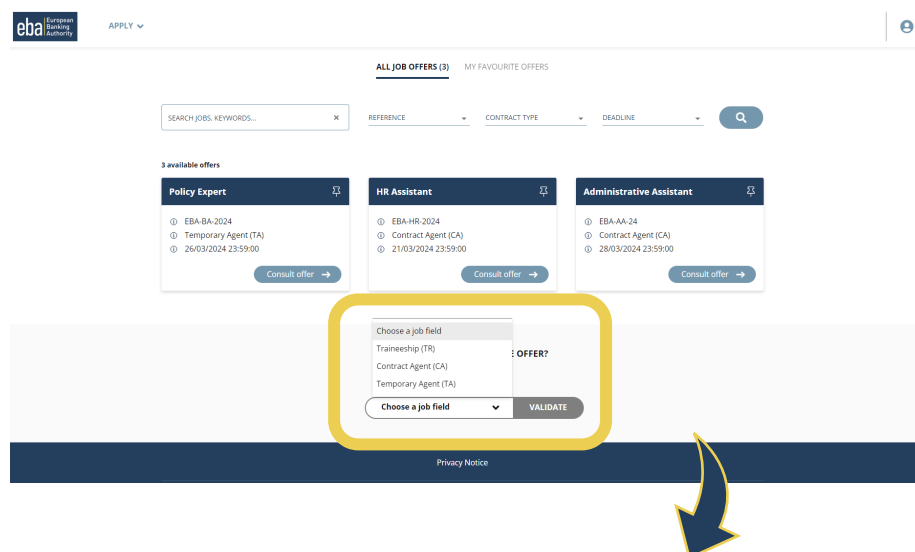
To sign up for job alerts, please click on *Validate*. A pop-up window will then open asking you to insert your email address and a security check code. Before clicking on *Validate*, make sure to accept the *Terms of Use* of the service by ticking the box.
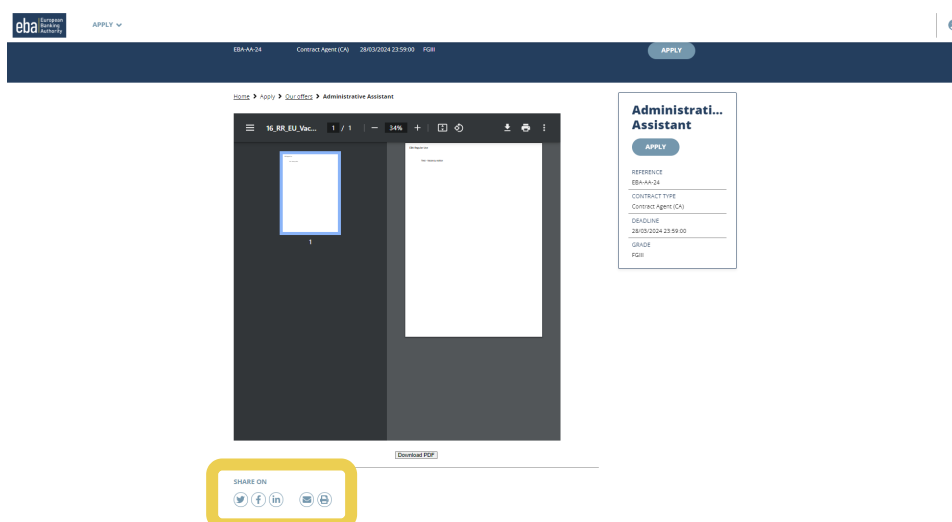
2.3   Sharing a job vacancy

In case you want to share a job vacancy, you can find at the bottom of the page some links to different social media and the options to e-mail or print the job vacancy.
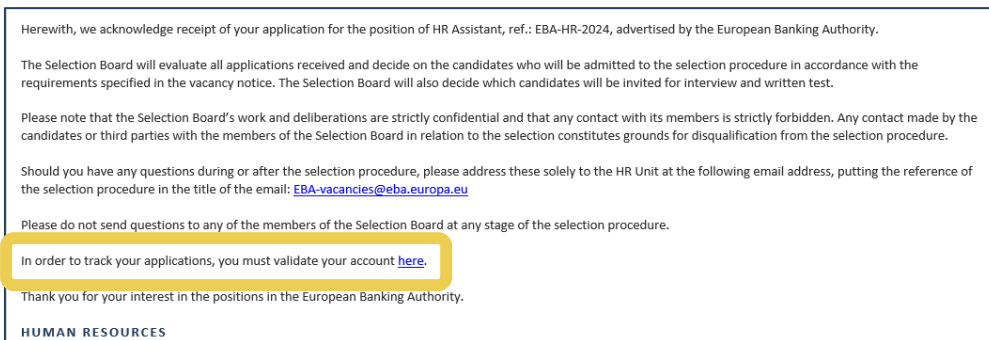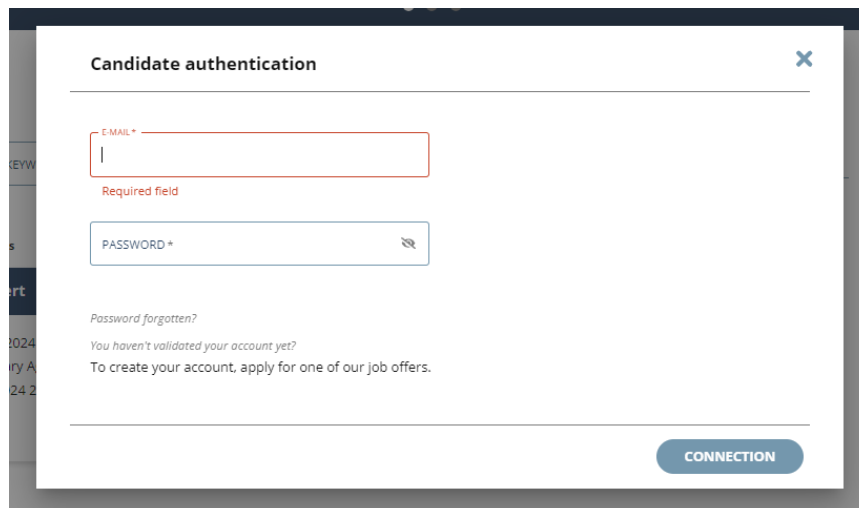
3. Candidate account

3.1 Creating your account

When applying for the first time, your candidate account is created with a pending validation. You will receive a confirmation email (example below) after submitting your application including a link to validate your candidate account.

Email notification:

Herewith, we acknowledge receipt of your application for the position of HR Assistant, ref.: EBA-HR-2024, advertised by the European Banking Authority.

The Selection Board will evaluate all applications received and decide on the candidates who will be admitted to the selection procedure in accordance with the requirements specified in the vacancy notice. The Selection Board will also decide which candidates will be invited for interview and written test.

Please note that the Selection Board's work and deliberations are strictly confidential and that any contact with its members is strictly forbidden. Any contact made by the candidates or third parties with the members of the Selection Board in relation to the selection constitutes grounds for disqualification from the selection procedure.

Should you have any questions during or after the selection procedure, please address these solely to the HR Unit at the following email address, putting the reference of the selection procedure in the title of the email: EBA-vacancies@eba.europa.eu

Please do not send questions to any of the members of the Selection Board at any stage of the selection procedure.

In order to track your applications, you must validate your account here.

Thank you for your interest in the positions in the European Banking Authority.

HUMAN RESOURCES

In the pop-up window you need to insert your email address you used for your application and create a password before clicking on the *Connection*.
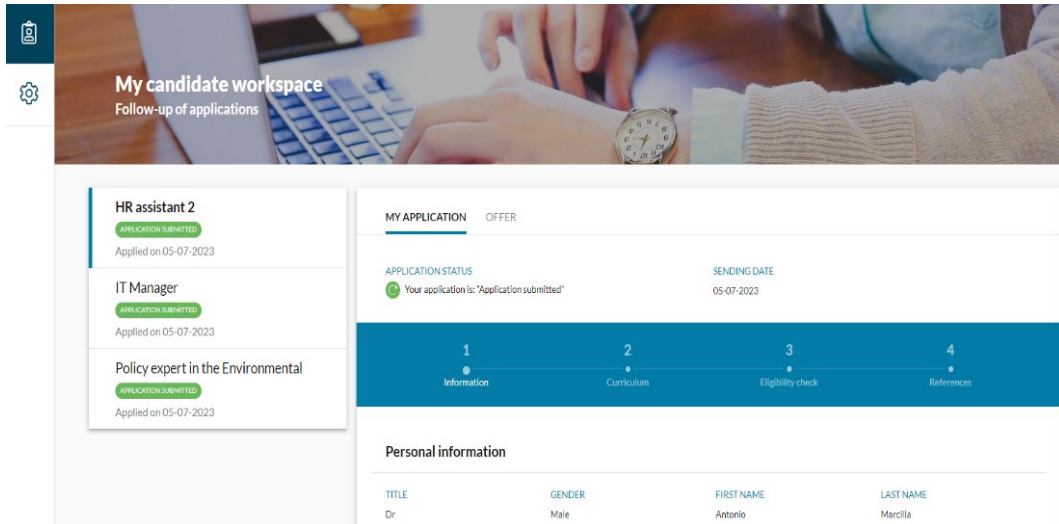
Please note that you cannot create multiple accounts and apply for the same selection, as this could result in your disqualification from a selection procedure.

3.2 Managing your account

By logging into your account, you will be able to consult your ongoing applications, change your password, your personal information (last name, first name, e-mail). There is no possibility to withdraw an application through the system, but you can inform us by email to EBA-vacancies@eba.europa.eu and specifying your

first name, your last name and the job vacancy notice from which you wish to withdraw your application. Applicants can update their candidate profile at any time. The updated information will pre-fill the future applications the candidate submits.

Furthermore, in your candidate account, you can consult our Privacy Notice. Kindly note that if you remove your approval to the Term of Use by clicking on *Remove my approval*, you will not be able to connect to your applications. To apply for a job or subscribe to new job alerts, you will have to accept the Terms of Use again.

3.3   Forgot your password?

If you forgot your password, a reset procedure is available from the login pop-up window. A pop-up window will then open asking you to insert your email address and a security check code before clicking on *Validate*.
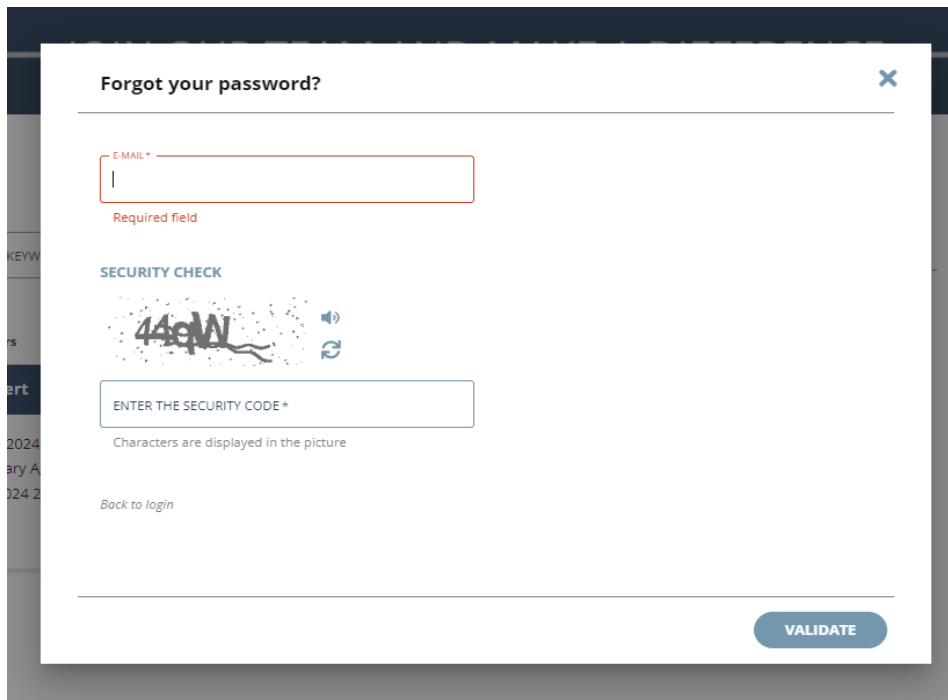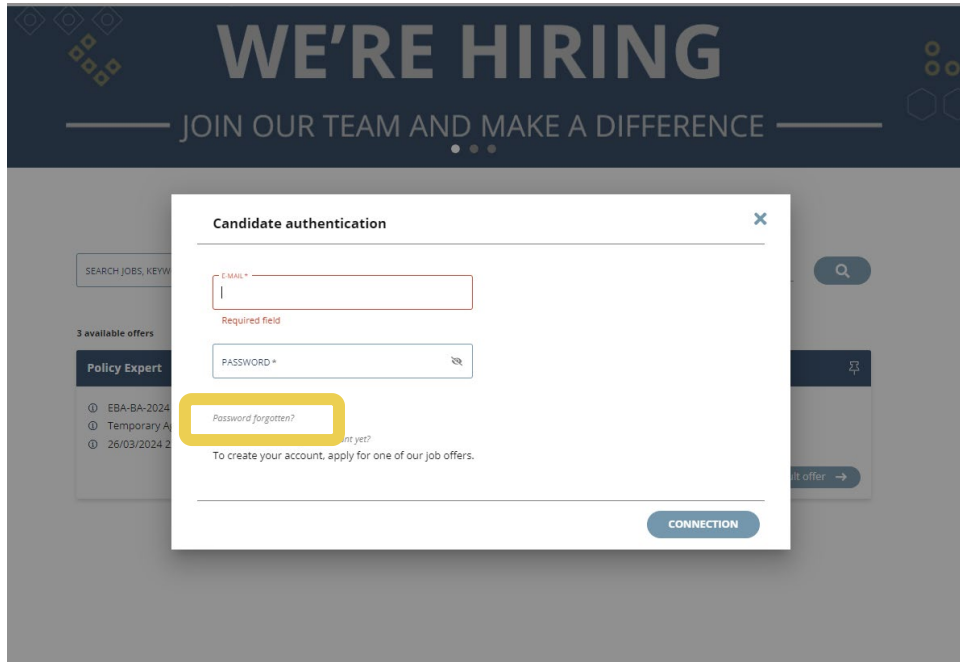
4. Submitting your application

4.1 How to apply?

In our eRecruitment platform there is no need to create an account before applying for a vacancy. A pending account will automatically be created with the first application. After your first application, you will receive a confirmation email with a link to validate your account. Kindly note that creating an account is optional. If you do not validate the account, your application will still be submitted.

Furthermore, in the box of each vacancy notice, you have the possibility to add to your favourites.
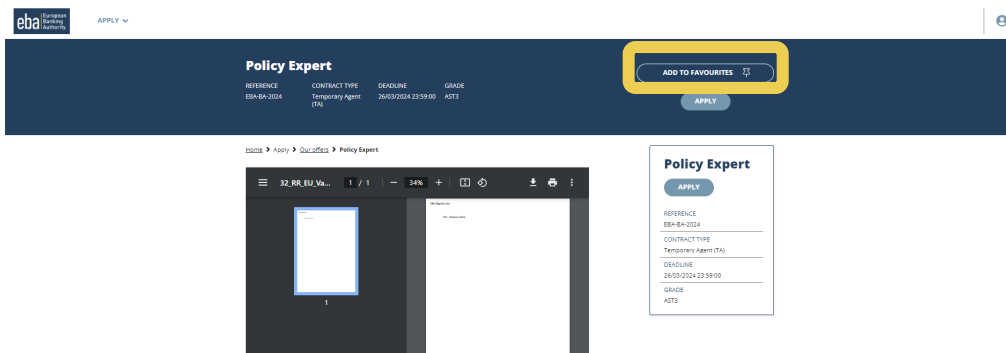
4.2 Application form

After clicking on *Apply,* you will be redirected to the application form. The application form is composed of 5 different sections: "Information", "Curriculum", "Eligibility check", "References" and "Finalisation".

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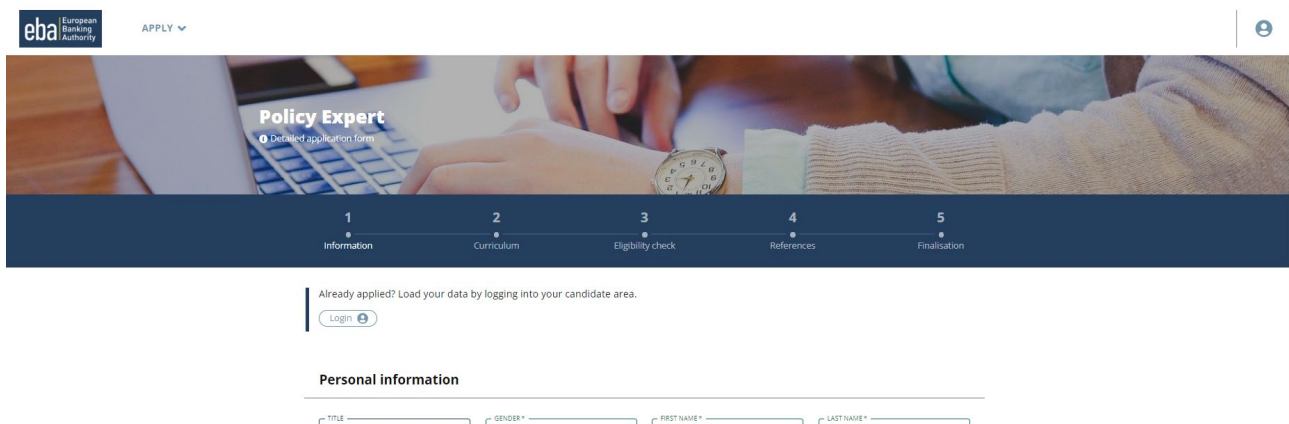
4.2.1 Information section

In the "Information" section, you are asked to fill in your personal information, address, your motivation for applying for the job vacancy and where you heard about the position.

Please check the box if you need any special arrangement during the selection procedure. In case you are shortlisted and invited to the interview and/or written test, we will contact you regarding any adjustments or arrangements needed relating to your disability or medical condition, so that your full and equal participation in the selection process can be ensured.

Kindly note that the **Motivation Letter** shall not be more than **550 words**.

4.2.2 Curriculum section

In the "Curriculum" section, you are asked to fill in information regarding your "Education and Training", "Professional Experience", "Languages" and "Competencies".

Education

Please add all your education qualifications and trainings by clicking on Add a diploma. You need to indicate the level, exact start and end date of your diploma, the principal subjects your studied and the name of the educational establishment and where it is located.

You only need to upload a copy of your diploma in case the main studies took place outside of the European Union (EU) or European Economic Area (EEA).

Only qualifications awarded by EU Member State authorities or EEA authorities or qualifications recognised as equivalent by the relevant authorities will be taken into consideration.

Non-EU diploma

If the main studies took place outside the EU, your qualification must have been recognised by a body delegated officially for the purpose by one of the EU Members States (such as a national Ministry of Education) or a NARIC recognition is required: https://www.enic-naric.net/ and a document attesting so must be uploaded with the application by the closing date. If you have a diploma recognised in an EU Member State, you don't need NARIC recognition for your lower-level diploma(s). Example: If you have a Bachelor's degree from a university outside the EU, and a Master's degree from an EU university, you don't need NARIC recognition for the Bachelor's degree.

Qualifications/diplomas awarded until 31/12/2020 in the United Kingdom are accepted without further recognition. For diplomas awarded after this date (from 01/01/2021), a NARIC recognition is required.

Professional experience

If you have no professional experience, please select *No*. If you have any professional experiences, please select *Yes* in the drop-down menu. Then additional fields appear.

When describing your professional experience(s), it is mandatory to include information regarding your employer, the exact start and end date, type of employment (paid/unpaid), and whether it is full-time or part-time employment (in percentage), as well as the sector (private or public: such as EU institutions, governmental or international organisations). You can insert all your professional experiences by clicking on *Add experience*.

Kindly note that the description of **Responsibilities/Activities** you have under each professional experience shall not be more than **300 words**.

If you would like to add supporting documents to attest your professional experience (such as certifications) you can do so by clicking on *Document*. Please note that this is not mandatory.

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Languages

When filling in information on your language knowledge, remember to indicate your mother tongue first. Then add any other languages you speak, specifying the levels for each competence of that language.
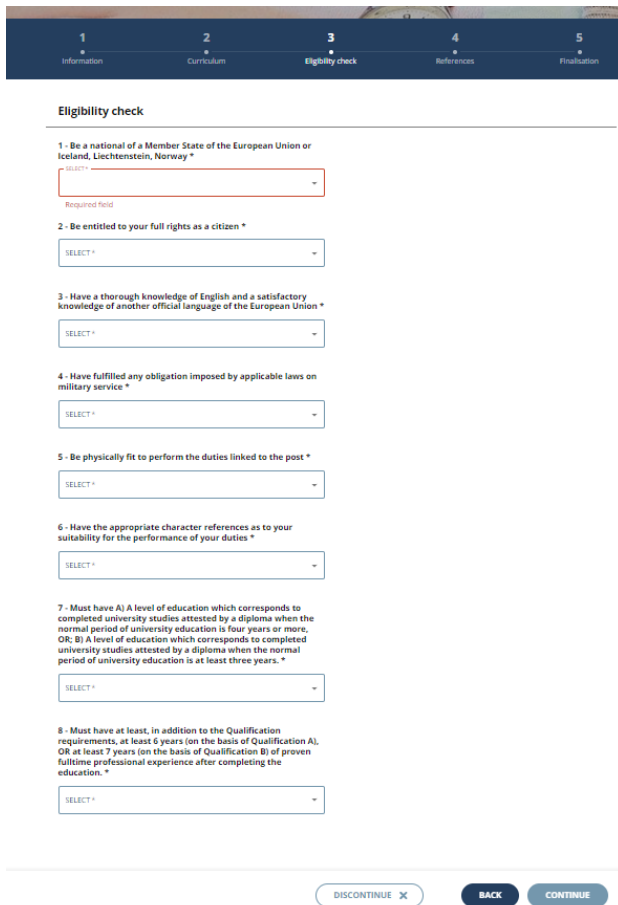
Competencies

Here you can indicate what competencies you have and how they are related to the job vacancy you are applying for.

Kindly note that the **Technical competencies** and **Behavioural competences** shall not be more than **200 words each**.

If you would like to add supporting documents to attest your competencies (such as certifications) you can do so by clicking on *Add a document*. Please note that this is not mandatory.

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4.2.3   Eligibility check section

In the "Eligibility check" section, you have to indicate if you fulfil the eligibility criteria already specified in the vacancy notice.

The requirement related to the "Professional Experience" and "Qualification" are tailored for each vacancy notice and depend on the contract type of the specific position.
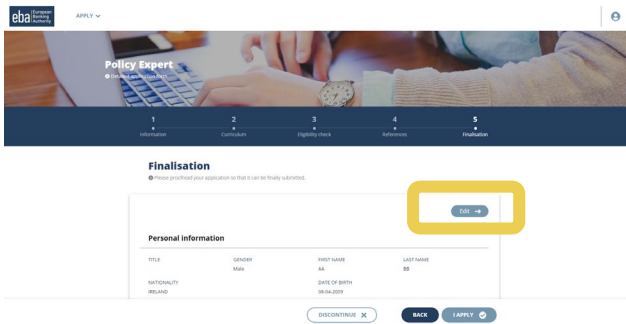
4.2.4   References section

In the "References" section, you can add the name, number and company of your references and any additional information you wish to add. Please note that this is not a mandatory field.
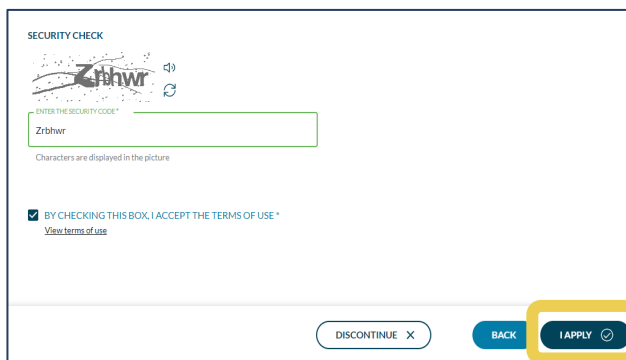
4.2.5   Finalisation section

In the "Finalisation" section, you can review your application and all information uploaded. In case you would like to edit your application, you can go back to each section by clicking on *Edit*. Please note that after you validate your application, you can no longer modify it.
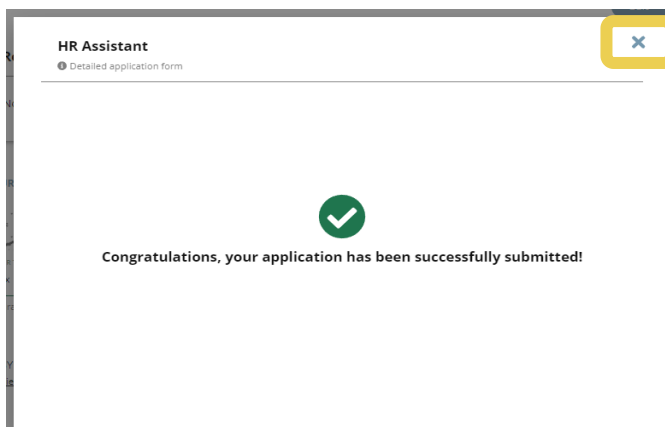
When you are ready to submit your application, you need to insert the security check code available for you. After inserting the security check code, please make sure to accept the *Terms of Use* by ticking the box. Now you are able to submit your application by clicking *I apply*.

If your application is submitted successfully, you will receive the following pop-up message which you need to close, and your application is finalised.

Shortly you will receive a confirmation email (please see under 3.1).