EUROPEAN CENTRAL BANK

EUROSYSTEM

User guide
to the e-Recruitment system

December 2015

Recruitment and Compensation Division
Directorate General Human Resources, Budget and Organisation

General information

All applications for positions at the ECB must be submitted through the e-Recruitment portal on the "Careers" pages. The ECB does not accept applications in paper format or via e-mail. Speculative paper applications submitted to the ECB will not be returned.

Please note that the ECB only accepts applications from citizens of EU Member States. Possession of a work permit has no bearing on the ECB's position in this regard.

Candidates should ensure that they complete and submit their application online well in advance of the closing date in order to meet the deadline. Candidates bear full responsibility for the timely submission of their application. The ECB cannot be held liable for any delays that are unrelated to its own systems.

Candidates are advised that if they apply for a position and subsequently make changes to their profile, these changes will be reflected in the submitted application. Please bear this in mind if you are considering amending your application for the purpose of applying for another position.

Upon successful submission of your application, you will receive an automatic acknowledgement of receipt. If you have not received an acknowledgement of receipt you have not submitted your application correctly, and the ECB will not consider you as a candidate.

Candidates will be informed in writing about the outcome of their application. Requests for clarification on the outcome of the selection procedure will be answered within two months of the decision being communicated to the applicant. If you have any questions regarding your application, please send an e-mail to recruitment@ecb.europa.eu quoting the reference number of the position.

Please be aware that if you are shortlisted for interview, the selection panel may obtain oral references from the referees provided and/or from your current or previous employers. Candidates will be duly informed before the reference is obtained.

If you encounter technical problems, please send an e-mail to HR e-Recruitment support (hrsupport@ecb.europa.eu).

HR support is available Monday to Friday from 08:30 to 17:30 CET.

Outside business hours (Monday to Friday from 06:00 to 08:30 and from 17:30 to 21:00 CET, as well as weekends (from 09:00 to 21:00 CET), please contact IT Support.

Before applying for any position, please consider whether your qualifications are commensurate with the competencies stipulated in the vacancy notice. Indiscriminately applying for vacancies might harm your credibility.

The ECB does not charge a fee at any stage of the recruitment process. If you have been approached by any persons or companies claiming to be recruiting on behalf of the ECB and requesting the payment of a fee, please send an e-mail **immediately** to recruitment@ecb.europa.eu. When applying for an ECB vacancy, please apply only through our e-Recruitment system (via our website).

1 Before you apply

Before applying for a position at the ECB, we recommend that you read our FAQs.

In addition, visit the "Before you Apply" section for information on the contract types offered and the application process at the ECB.

2 Searching and applying for a position at the ECB

To display the list of current vacancies, click on here. We recommend that you do a full search without adding filters. For Internet Explorer users, only versions 10 and above are supported.

To apply for a specific vacancy, click on the link to the vacancy and, at the bottom of the page, click on the "Apply" button.

Applications are accepted from nationals of Member States of the European Union.

The requirements laid down in the vacancy notice must be met by the closing date for applications.

This vacancy notice may be used to fill the same position again, or similar positions, within 12 months of the selection decision.

This position has been allocated to salary band: F/G

Apply

You then reach the ECB's e-Recruitment portal and application wizard.

Application Wizard

You can apply for employment opportunities directly on the following pages. The application wizard will guide you through all steps.

Have you already registered with us?

If you are registered, you can also use for this application the data you already entered. You can use the following link to log on directly to the application wizard. The application wizard supports you in the application process.
Application Wizard

Is this your first visit to our career pages?
To be able to submit an application for this job, please enter the following information:

First Name:	
Last Name: *	
E-Mail: *	

⚠ Make sure that the specified e-mail address is correct. This is necessary as we will contact you via the specified e-mail address.

Repeat E-Mail: *	

Please accept the data privacy statement so that you can create your application.
Data Privacy Statement
We endeavour to ensure that the data you submit to us remains confidential and is used only for the purposes stated in the data privacy statement.

☐ Yes, I have read the data privacy statement and I accept it

[Register and Apply]

Complete all mandatory fields, read and accept the data privacy statement and then register and apply. You have now entered the application wizard.

If you have already registered a profile (see Section 3), click on the application wizard link (see above) and log in with your username and password. If you do not remember your username and password, you should request a new password. Please see page 7 of this document for instructions on how to request a new password, or refer to the "Technical issues" section in the FAQs.

All mandatory elements from steps 1 to 9 should be completed.

We recommend that you save your data as often as possible. For security reasons, always remember to log off, particularly if you are using a public computer.

During step 6 (attachments), when uploading a document please select the relevant attachment type (i.e. academic certificate, other professional certificate or vocational certificate), select "choose file", upload your attachment and then click on "Save". You can upload a maximum of 20 documents in pdf format only. To delete an attachment, highlight the relevant document and then click on "Delete".

Would you like to supplement your data by adding attachments?

If you wish to supplement your profile with additional information (e.g. letters of reference) you can do so by adding attachments in pdf format in this section. Do not upload a CVs (unless specifically stated in the vacancy n
It is essential that you complete all sections of the candidate profile. Do not upload motivational letters, a question on your motivation for applying will be included in the section "questionnaires" during the application proce
Copies of training certificates are not necessary at this stage. You can only upload one document at a time (maximum of 20 documents). You should be aware that all certificates will be checked if we make you a job offer.

Attachments

Document Title
DSG CSDP VACANCY NOTICE.pdf
2015 262 EXT S.pdf

[Add] [Edit] [Delete]

Check that you have answered all questions in step 7. If any mandatory questions are left blank, you will not be able to continue with your application.

≪ Previous step   Complete

Confirm that you accept our data privacy statement
Data Privacy Statement
We endeavour to ensure that the data you submit to us remains confidential and is used only for the purposes stated in the data privacy statement.

☑ Yes, I have read the data privacy statement and I accept it

Complete   ⬅

Please indicate the application source type when you reach step 8. On reaching step 9, you are ready to submit your application.

When you have successfully submitted your application, you will receive a notification that your application was sent. If you do not receive a notification, your application is still at the draft stage and you have not yet applied for the position.

✅ Your application was sent

Thank you for applying for one of our job postings.

We are checking the information in your application and will be in touch with you soon.
You can now close the window.

3   Registering a profile

Accessing our e-Recruitment portal opens a new browser window. Click on "Register here". If you do not require on-screen assistance when completing your profile, please untick the "Accessibility" box.

European Central Bank e-Recruitment
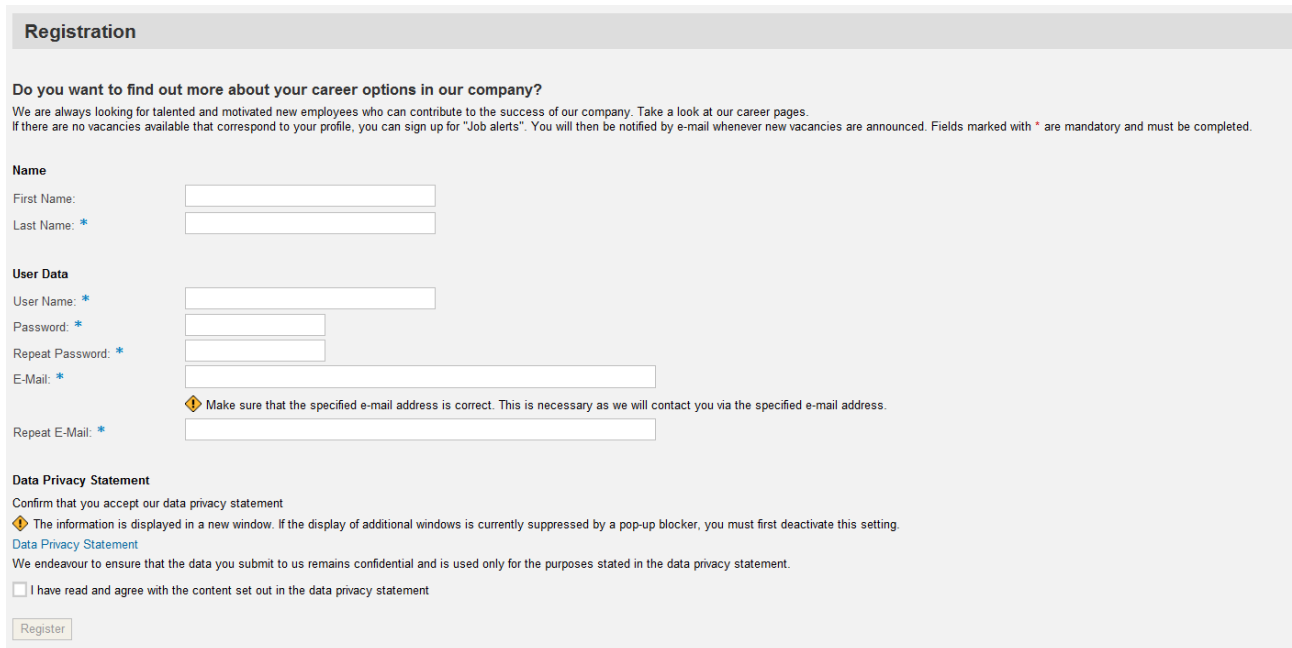
Register here
User: *   [   ]
Password: *   [   ]
                     ☑ Accessibility
                     Log On

Change Password   Password Forgotten   Data Protection

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Complete all mandatory fields (ensure that you provide a valid e-mail address which you can access at all times). Use a strong password (minimum length of eight characters, containing at least one digit (0 to 9), a mixture of upper and lower case characters (A-Z) and at least one special character ((-*/!@#$%^&*)).

Registration

Do you want to find out more about your career options in our company?
We are always looking for talented and motivated new employees who can contribute to the success of our company. Take a look at our career pages.
If there are no vacancies available that correspond to your profile, you can sign up for "Job alerts". You will then be notified by e-mail whenever new vacancies are announced. Fields marked with * are mandatory and must be completed.

Name

First Name:

Last Name: *

User Data

User Name: *

Password: *

Repeat Password: *

E-Mail: *

⚠ Make sure that the specified e-mail address is correct. This is necessary as we will contact you via the specified e-mail address.

Repeat E-Mail: *

Data Privacy Statement

Confirm that you accept our data privacy statement

⚠ The information is displayed in a new window. If the display of additional windows is currently suppressed by a pop-up blocker, you must first deactivate this setting.

Data Privacy Statement

We endeavour to ensure that the data you submit to us remains confidential and is used only for the purposes stated in the data privacy statement.

☐ I have read and agree with the content set out in the data privacy statement

[Register]

Once you have provided all of your details, read and accept the data privacy statement and register. You will then receive an automated e-mail from our system and be able to start creating your profile.
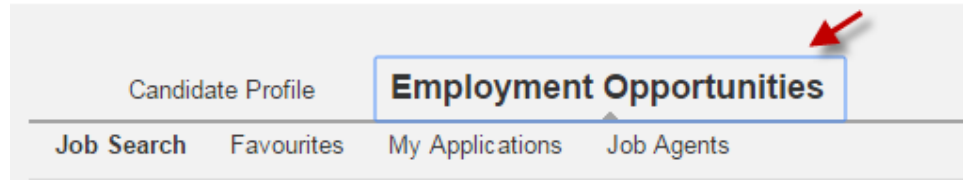
You should only create one candidate profile in our e-Recruitment portal. Using more than one profile to apply for positions at the ECB may lead to your exclusion from all campaigns and all your profiles being deleted.

To access the login page directly, click on the link contained in the e-mail. Using the username and password you created at registration, you can log in and complete your profile. Alternatively, via the e-Recruitment Portal, enter your username and password, and then click "Log On".

All mandatory elements from steps 1 to 7 should be completed. Under step 6 (attachments), when uploading a document, please select the relevant attachment type (i.e. academic certificate, other professional certificate or vocational certificate), select "Choose file", upload your attachment and then click on "Save". You can upload a maximum of 20 documents in pdf format only. To delete an attachment, highlight the relevant document and then click "Delete".

You are ready to release your profile when you reach step 7. Tick the "Release profile" box, acknowledge that you have read the data privacy section and then click on "Complete". **Completing your profile does not mean that you have applied**

for a position. To apply for a vacancy, navigate to "employment opportunities" (see below) and search for vacancies.

All current vacancies will be listed. To apply, highlight the relevant vacancy (you may need to deactivate your pop-up blocker) and click on "Apply".

4   My applications

Via "My Applications", you can view the applications you have submitted and their status. If you wish to delete/withdraw an application, highlight the relevant job posting and click on "Delete/withdraw".

If you accidentally withdraw your application for a position, you can apply for it again, provided the closing date has not yet passed. Highlight the position for which you have withdrawn your candidature, click on "Apply" and follow the application process. Then complete and submit your application.

Under the section "My Applications" you will be able to monitor the status of your applications. However, if the closing date has passed, you will no longer be able to apply for the position in question.

5   Job agents

You can register for this functionality in order to receive information by e-mail about employment opportunities.

To create a job agent, log into your profile, click on "Job Agent", assign a name to your job agent and select frequency (daily, weekly or monthly). Ensure that your job agent is active by placing a tick in the active box. Once you have saved your job agent, you can check your alerts by clicking on the "Job Agents" link under "Employment Opportunities". If you wish to unsubscribe, highlight the job agent and then click on "Delete".

6   Recommending a job posting to a friend (Tell a Friend)

You can use this functionality to forward a job posting to third parties or friends that you think may be of interest to them. The recipient will receive an e-mail containing a link to the relevant job posting.

7   Personal settings

Please ensure that, under your personal settings, the overview display is set to "pdf". You should ensure that your output device is set to "LOCAL".

8   Delete registration

Should you decide to delete your registration from our system, you will not be able to retrieve your profile or application data linked to the profile. If you wish to apply for future positions, you will have to create a new profile.
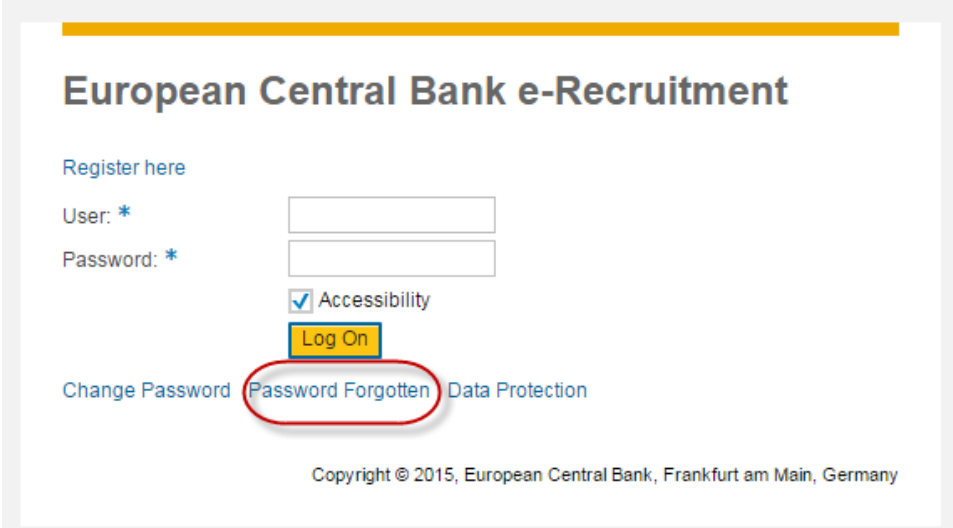
9   Forgotten password

If you have forgotten your password, you will have to reset it via the e-Recruitment portal.

Please note the following conditions:

You will be allowed to request a new password **three times in one calendar day** and **once within 60 minutes**. Failure to comply with these instructions will disable your account and you will not be able to request a new password until the following day.

You should allow **up to 45 minutes for delivery of the e-mail containing your password**. Please check your spam folder if you do not receive the e-mail.

European Central Bank e-Recruitment

Register here

User: *

Password: *

☑ Accessibility

Log On

Change Password   Password Forgotten   Data Protection

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Enter the e-mail address that you used to register your account and then click on "Request new password". Follow the instructions contained in the attachment to the e-mail. Use a strong password (your password must have a minimum length of eight characters, containing at least one digit (0 to 9), a mixture of upper and lower case characters (A-Z) and at least one special character ((-*/!@#$%^&*)).