

## **GUIDE TO EDA ONLINE APPLICATION SYSTEM**

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## **Introduction**

The European Defence Agency's staff consists of temporary agents, contract staff and seconded national experts. All posts can be held for a limited period of time only (there are no permanent staff members in EDA)<sup>1</sup>.

Irrespective of their status, all vacant posts are published on our internet site. The recruitment procedure can be consulted on our internet site, on the "vacancies" page.

In order to apply for any of our advertised positions, you need to create online your profile 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 EDA profile and submission of your application. Using this guide will help you familiarise yourself with our online application system. You will be better prepared, and no surprises or questions should arise when you effectively proceed with your application.

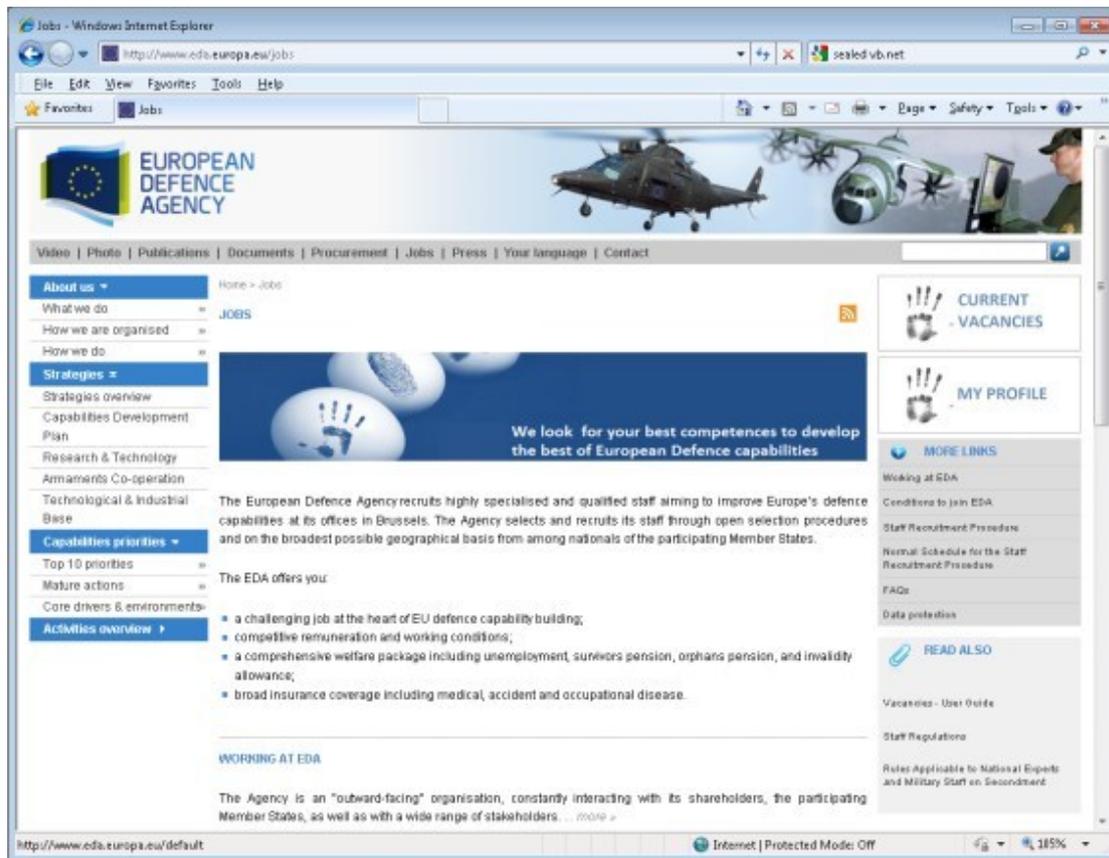
Thank you for your interest in the European Defence Agency and good luck with your application!

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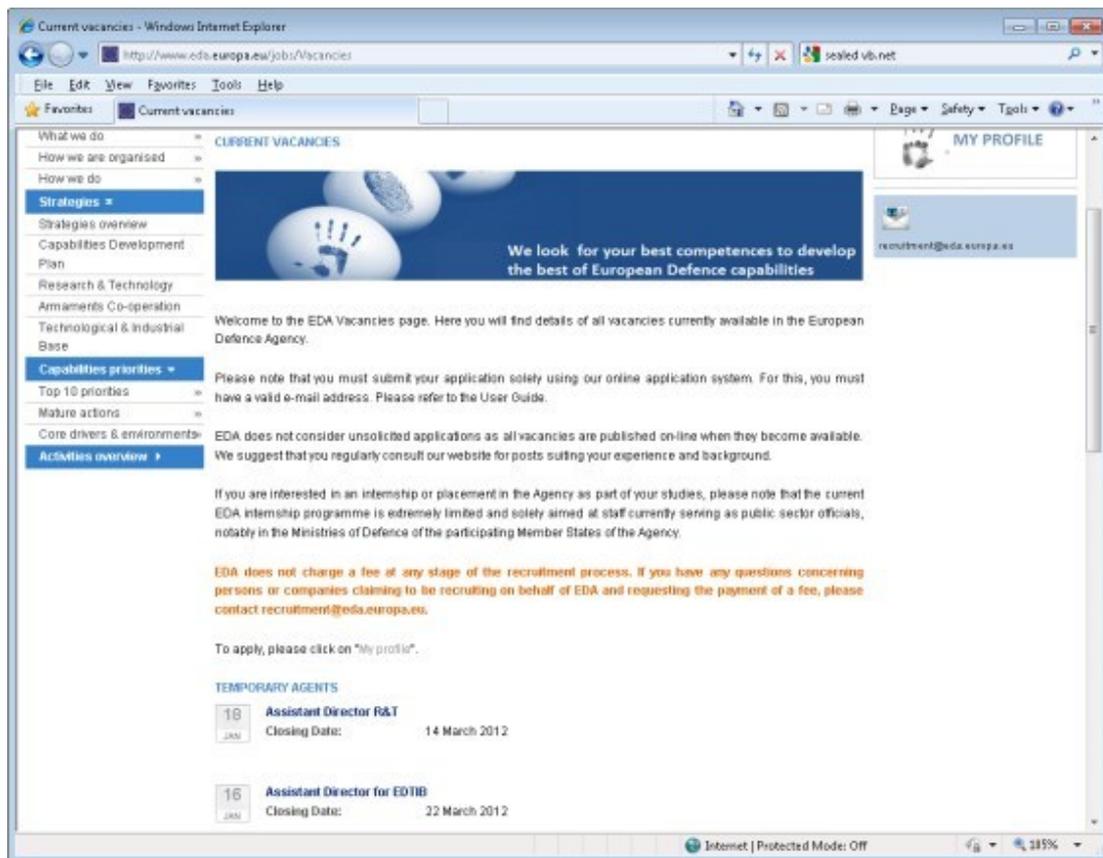
<sup>1</sup> See on EDA internet site the EDA Staff Regulations and Rules Applicable to national experts and military staff seconded to the EDA.

# 1. The EDA vacancies portal

All our vacancies are found on the « Current Vacancies page ». The button can be found in the right part of the « Jobs page » and you can reach it through the top menu:

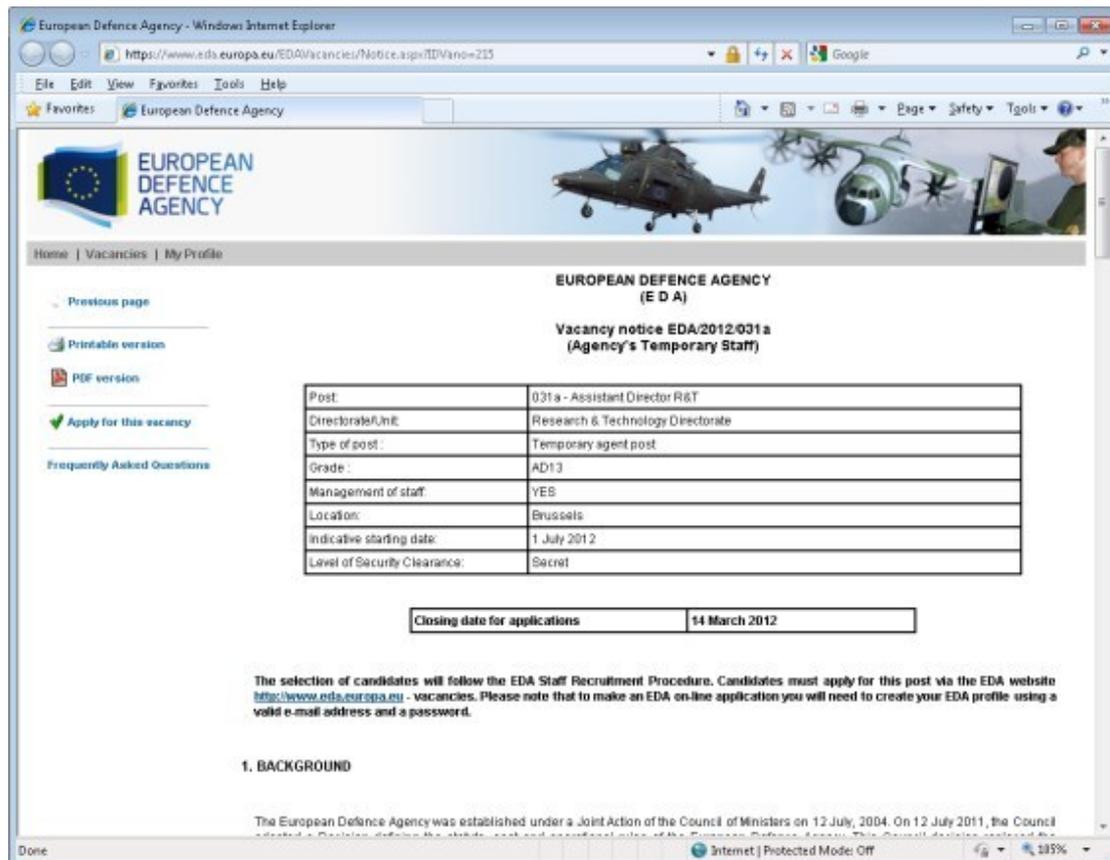


Here you can view the list of the vacancies, with the deadline for submission of applications. Clicking on each link, you can consult all the current published vacancies, as well as the listed documentation relating to EDA personnel and recruitment matters. Below you can see the page at the time of publication of the User Guide.



## 2. The vacancy notice

When you click on the title of a vacancy, a page with all the details of the notice will appear (below you can see an example). Using the links on the left menu you can save it as PDF, print the notice or apply for the vacancy.



The screenshot shows a web browser window displaying the European Defence Agency (EDA) website. The page title is "EUROPEAN DEFENCE AGENCY (E D A)" and the specific notice is "Vacancy notice EDA/2012/031a (Agency's Temporary Staff)".

On the left side, there is a navigation menu with the following options:

- Previous page
- Printable version
- PDF version
- Apply for this vacancy
- Frequently Asked Questions

The main content area features a table with the following details:

Post:	031a - Assistant Director R&T
Directorate/Unit:	Research & Technology Directorate
Type of post:	Temporary agent post
Grade:	AD13
Management of staff:	YES
Location:	Brussels
Indicative starting date:	1 July 2012
Level of Security Clearance:	Secret

Below the table, there is a box indicating the closing date for applications: **Closing date for applications: 14 March 2012**.

The text below the box states: "The selection of candidates will follow the EDA Staff Recruitment Procedure. Candidates must apply for this post via the EDA website <http://www.mda.europa.eu> - vacancies. Please note that to make an EDA on-line application you will need to create your EDA profile using a valid e-mail address and a password."

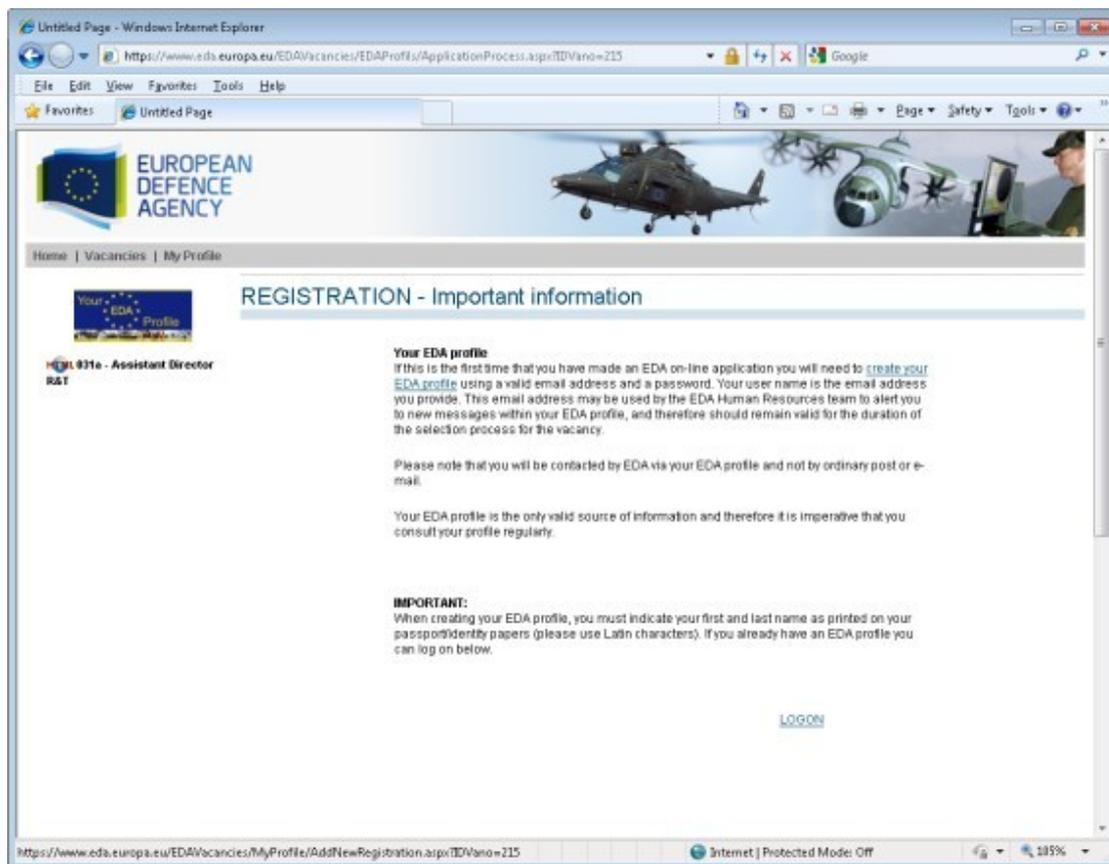
The section is titled "1. BACKGROUND" and begins with the text: "The European Defence Agency was established under a Joint Action of the Council of Ministers on 12 July, 2004. On 12 July 2011, the Council adopted a Decision defining the statute, post and recruitment rules of the European Defence Agency. This Council decision replaced the"

### 3. Applying for a vacancy/ Creation of an EDA profile

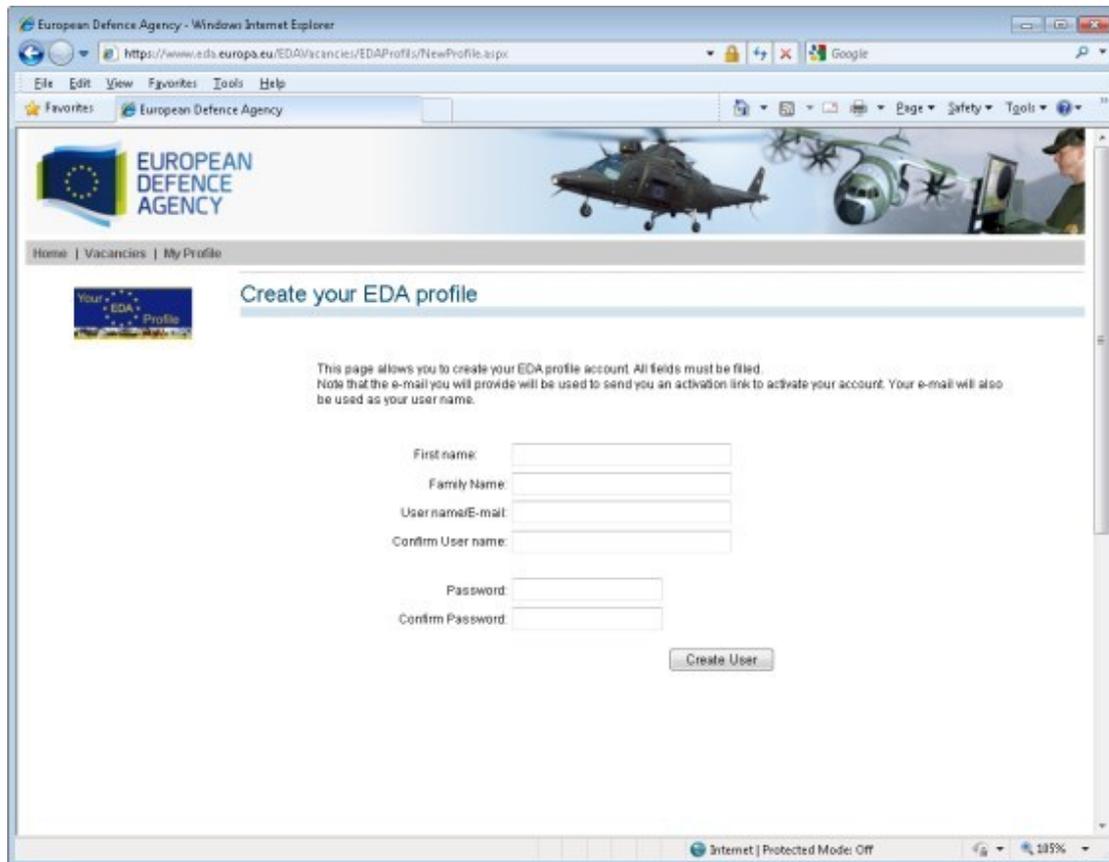
If you wish to apply for a vacancy, you can initiate the procedure by clicking either on the specific button on the upper left-hand side of the page, or on the link to be found at the very end of the vacancy notice. You will then be directed to a page giving you basic instructions and information on the application and recruitment procedure. In particular, your attention is drawn to the fact that you **need** to have a valid e-mail address in order to create your online EDA profile and apply for the selected vacancy:



After this information page, you continue the process by clicking on the “Continue/ Apply” link on the bottom of the page. The next page gives you further explanations, (your e-mail address will be your username) and differentiates between applicants who have already created an EDA profile (they can proceed directly by clicking on the “logon” link at the bottom of the page) and applicants who have not yet created their profile (they have to click on the highlighted link “create your EDA profile”). This page looks like this:

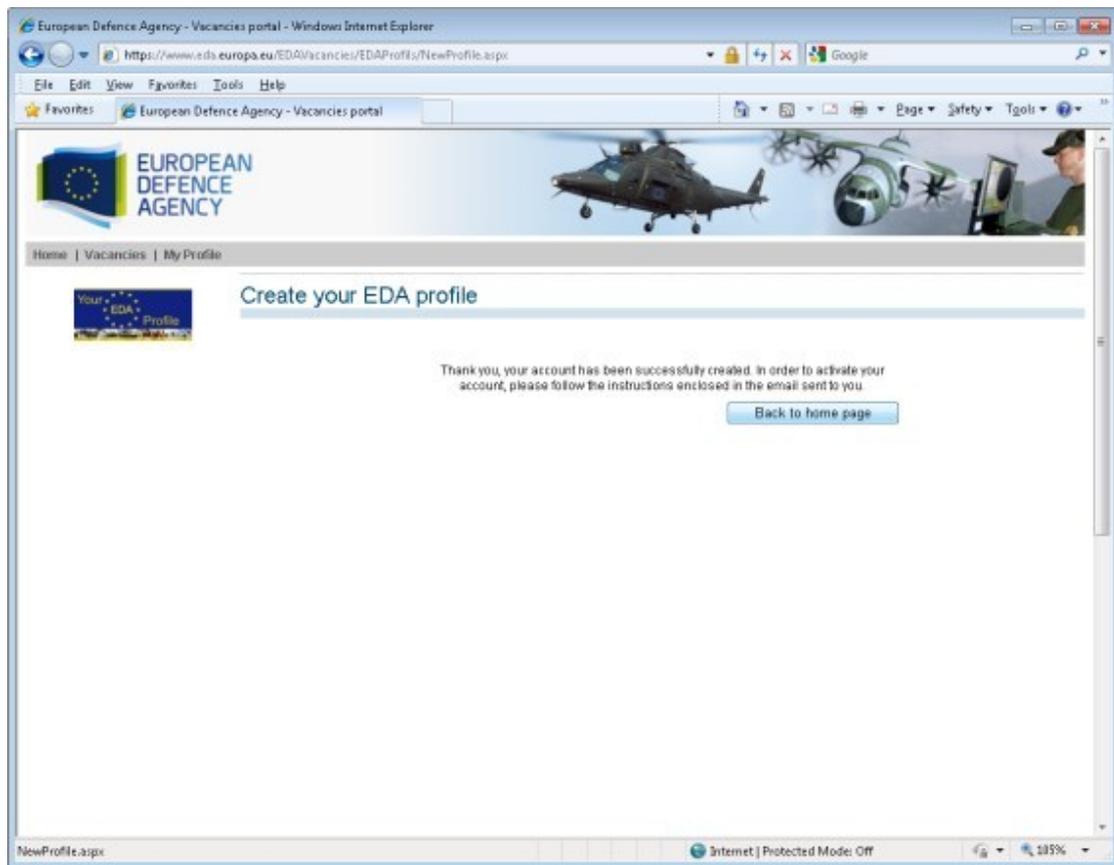


When you want to create your EDA profile, you are directed to a page containing fields to fill in with your name and e-mail address which, from that moment onwards, will be used as your username. You have to create a password to access your profile and then just click on the button “Create user”:



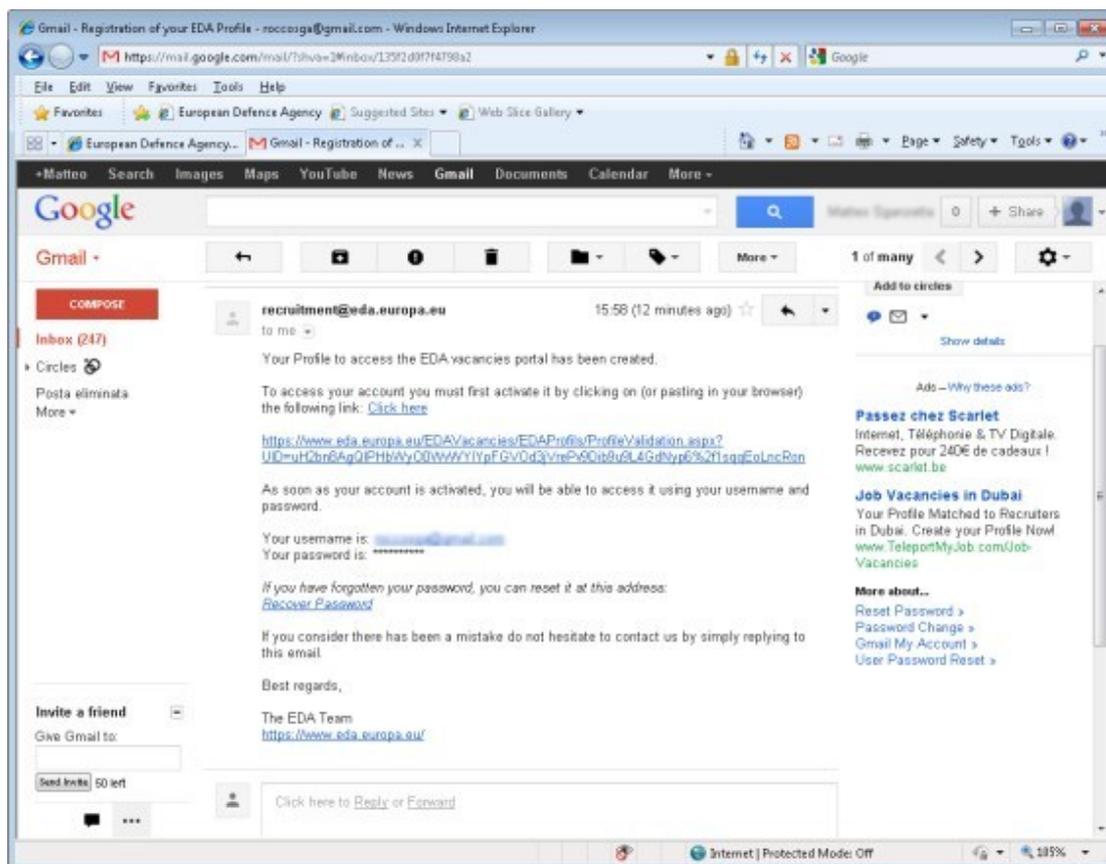
The screenshot shows a web browser window titled "European Defence Agency - Windows Internet Explorer". The address bar displays the URL: <https://www.eda.europa.eu/EDAVacancies/EDAProfiles/NewProfile.aspx>. The page header features the European Defence Agency logo and a navigation menu with links for "Home", "Vacancies", and "My Profile". The main heading is "Create your EDA profile". Below the heading, a note states: "This page allows you to create your EDA profile account. All fields must be filled. Note that the e-mail you will provide will be used to send you an activation link to activate your account. Your e-mail will also be used as your user name." The form contains the following fields: "First name:", "Family Name:", "User name/E-mail:", "Confirm User name:", "Password:", and "Confirm Password:". A "Create User" button is located at the bottom right of the form area. The browser's status bar at the bottom indicates "Internet | Protected Mode: Off" and a zoom level of "100%".

As soon as this is done, you will receive confirmation of the creation of your EDA profile:



Then, you have the choice between either simply returning to our home page for further consultations or going to your e-mail address where an e-mail will have been sent giving you further instructions for you to continue your application procedure.

This is the content of the confirmation e-mail:

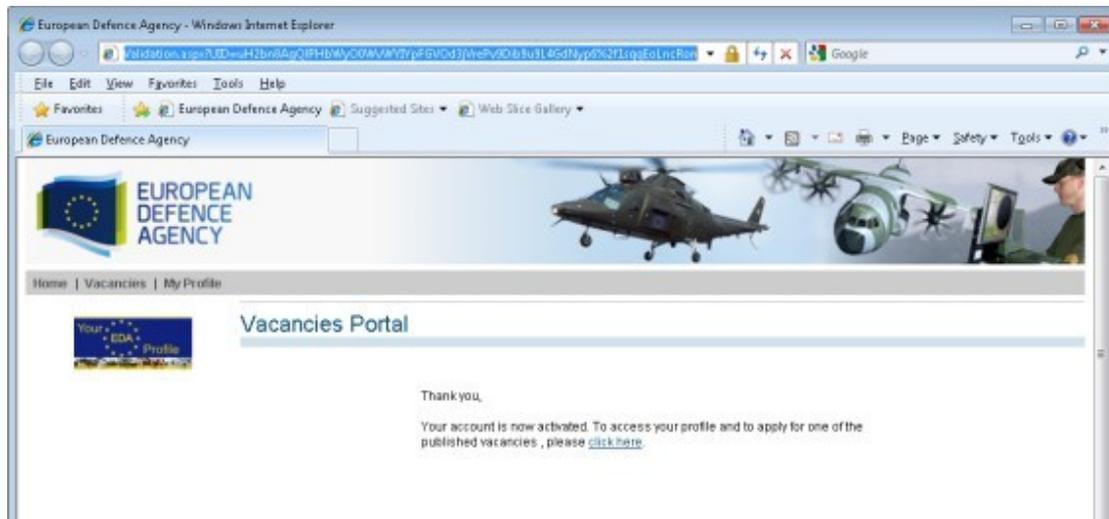


As you can see, you will have to click on the link sent in the e-mail in order to activate your profile (this procedure is needed in order to ensure that the e-mail address you have provided is valid and correctly spelled). In case you have forgot your password, you can reset it<sup>2</sup>.

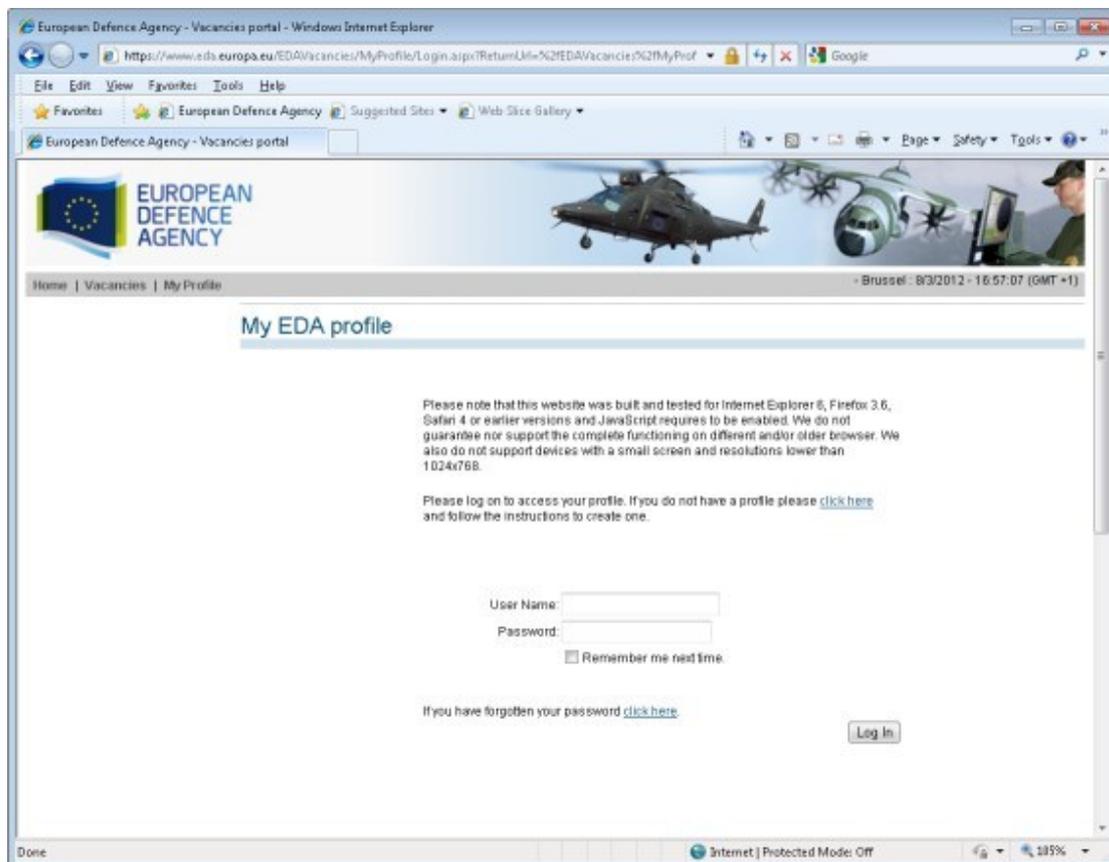
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<sup>2</sup> For details on the procedure to follow in case you forget your password, please go to the frequently asked questions of the vacancies portal (question n° xxx).

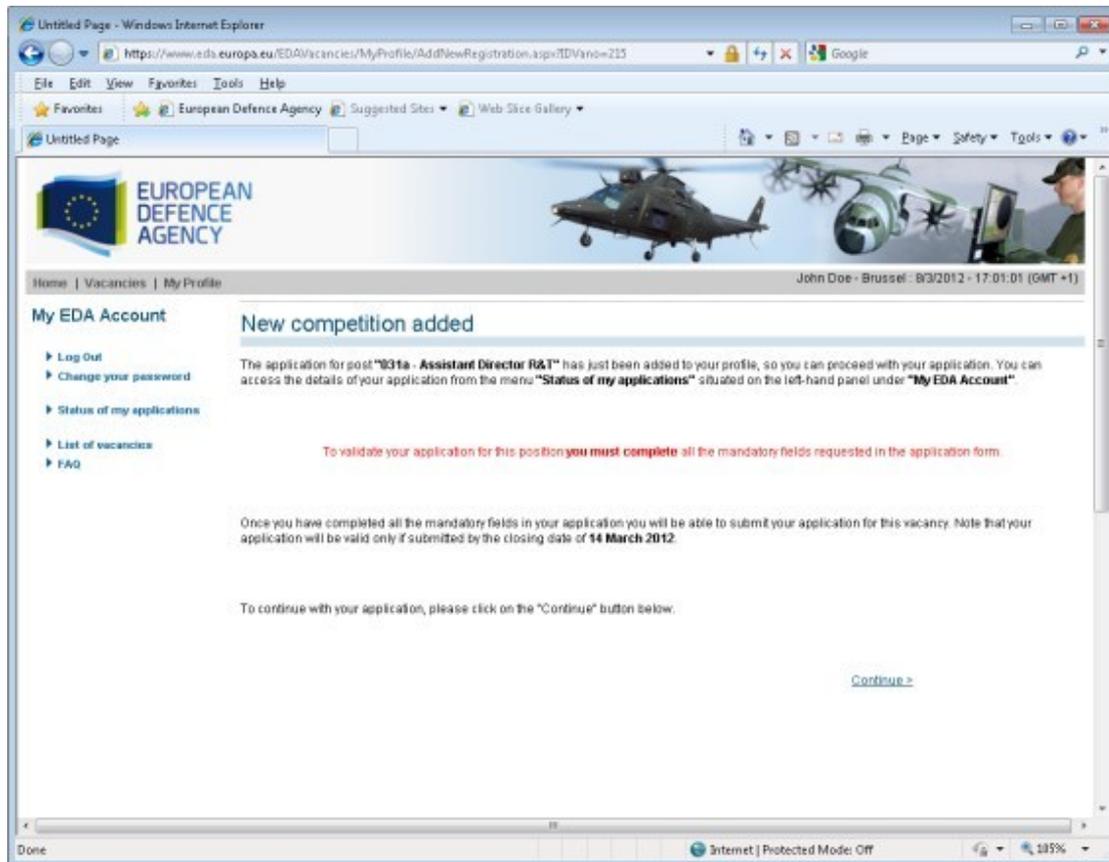
Once you have clicked on the above-mentioned link, you are re-directed to our internet site on the vacancies portal, to a page confirming that your profile has been activated, and providing the link enabling you to continue the application procedure:



You can now log in for the first time using your username (e-mail address) and password:



You are now logged in and you can start filling in your application for the selected vacancy. The first page you access gives you basic information on how to proceed. You can go ahead by clicking on the “continue” button at the bottom of the screen:



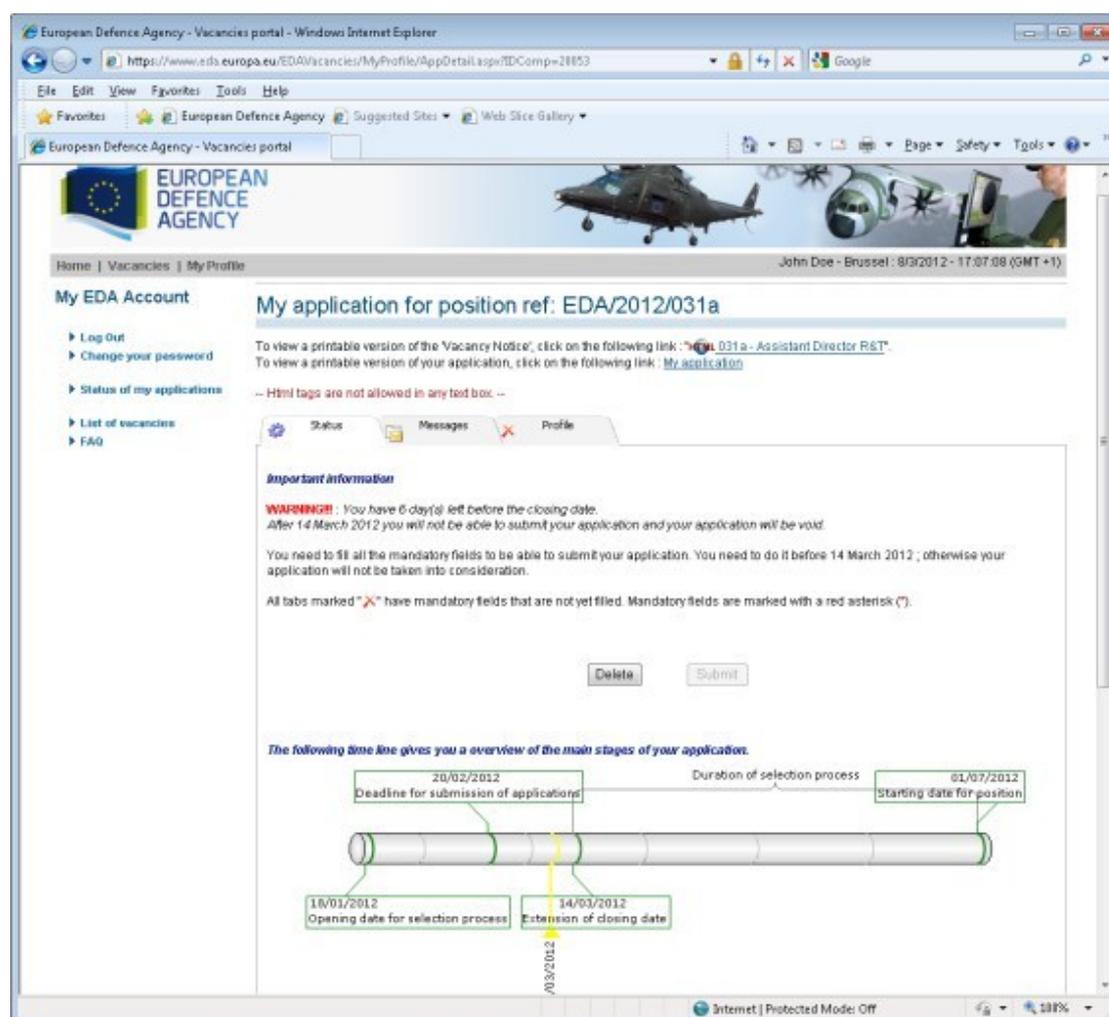
## 4. Overview of EDA profile and application(s)

The next screen provides the overview of your EDA profile. It is composed of three folders:

### A) *The status of your application*

This is a graphical representation of where you are situated within the time-scale of the particular recruitment procedure for each application. A diagram shows you in real time the main steps with the relevant milestones and their respective dates.

If you have not yet submitted your application, a message is given, warning you that you must fill in all the mandatory fields of your profile (marked with a red asterisk) in order to be able to successfully submit your application:



The screenshot displays the EDA Vacancies portal interface. The main content area is titled "My application for position ref: EDA/2012/031a". It features a "Status" tab and a "Profile" tab. A prominent warning message states: "WARNING! : You have 6 day(s) left before the closing date. After 14 March 2012 you will not be able to submit your application and your application will be void. You need to fill all the mandatory fields to be able to submit your application. You need to do it before 14 March 2012 ; otherwise your application will not be taken into consideration." Below the warning, a timeline diagram illustrates the key stages of the application process:

- 18/01/2012: Opening date for selection process
- 20/02/2012: Deadline for submission of applications
- 14/03/2012: Extension of closing date
- 01/07/2012: Starting date for position

The diagram shows a horizontal bar representing the duration of the selection process, with a yellow vertical line indicating the current date (03/02/2012) and a red asterisk (\*) marking the closing date (14/03/2012). The "Delete" and "Submit" buttons are visible below the timeline.

## **B) The personal profile folder/ Submitting an application**

You now have to go to the folder marked “Profile” and fill in all the mandatory fields of all the labelled sub-folders. You can fill in the sub-folders in any order you wish. Before leaving a section, click on “save and continue” button at the bottom of each page. You can even log out before completing them all without losing the saved data. However, as long as all mandatory fields are not filled in, the sub-folders concerned and the main profile folder will still be marked with a red cross (X) and you will not be able to submit your application. However, when all mandatory fields are completed, the sub-folders will be marked with a green tick (✓) and you will then be able to submit your application. (Always take good note of the deadline!)

Below you can view all the sub-folders of the EDA profile:

### **(i) General information**

The screenshot shows a web browser window displaying the EDA Vacancies portal. The page title is "My application for position ref: EDA/2012/031a". The user is logged in as "John Doe - Brussel" with a session time of "8/9/2012 - 17:09:55 (GMT +1)". The page has a navigation menu on the left with links for "Log Out", "Change your password", "Status of my applications", "List of vacancies", and "FAQ". The main content area shows the application details and a series of sub-folders: "General information", "Civil & Family status", "Education & training", "Knowledge of languages", "Other skills, information", "Professional experience", and "Motivation". The "General information" sub-folder is active, displaying a form with the following fields: "First Name" (John), "Family Name" (DOE), "Sex" (Male), "Date of birth" (dd/mm/yyyy), "Place and country of birth", "Nationality (EDA Member States only)" (Select an item), "Nationality (state all other)", "Tel. private", "Mobile", "E-mail" (roccosga@gmail.com), "Tel. work", and "Fax". There are also sections for "Home Address" and "Address for correspondence" (if different from home address), each with fields for "Street and number", "Town/City", "Postcode", and "Country". A "Save and continue" button is located at the bottom right of the form.

## (ii) Civil & family status

The screenshot shows a web browser window displaying the European Defence Agency's Vacancies portal. The user is logged in as 'John Doe - Brussel' on 8/3/2012 at 17:13:17 (GMT +1). The page title is 'My application for position ref: EDA/2012/031a'. The user is currently editing their profile, specifically the 'Civil & Family status' section. The 'Civil Status' section has radio buttons for Single, Married, Widowed, Divorced, Separated, and Cohabiting. The 'Family Status' section includes a table for adding family members with columns for Name, Occupation, Date of birth, and Relationship. The table is currently empty, and there are input fields for Name, Occupation, and Date of birth, along with a dropdown for Relationship and an 'Add' button. A 'Save and continue' button is located at the bottom right of the form.

European Defence Agency - Vacancies portal - Windows Internet Explorer  
https://www.eda.europa.eu/EDA/Vacancies/MyProfile/UsrCF.aspx?IDComp=28853

European Defence Agency - Vacancies portal

Home | Vacancies | My Profile John Doe - Brussel : 8/3/2012 - 17:13:17 (GMT +1)

### My EDA Account

- Log Out
- Change your password
- Status of my applications
- List of vacancies
- FAQ

### My application for position ref: EDA/2012/031a

To view a printable version of the 'Vacancy Notice', click on the following link : [EDA/2012/031a - Assistant Director R&T](#)  
To view a printable version of your application, click on the following link : [My application](#)

-- Html tags are not allowed in any text box --

Status Messages Profile

General Information Civil & Family status Education & training Knowledge of languages Other skills, information Professional experience Motivation

**Civil Status:**

Single  Married  Widowed  Divorced  Separated  Cohabiting

**Family Status:**  
(Give the following information about your spouse/cohabitant and financially dependent children)

Name	Occupation	Date of birth (dd/mm/yyyy)	Relationship
<input type="text" value="First and Last name"/>	<input type="text" value="Occupation"/>	<input type="text"/>	<-- Select an item -->

Internet | Protected Mode: Off

(iii) Education & training

European Defence Agency - Vacancies portal - Windows Internet Explorer

https://www.eda.europa.eu/EDA/vacancies/MyProfile/UsrET.aspx?IDComp=20053

European Defence Agency - Vacancies portal

### My EDA Account

- Log Out
- Change your password
- Status of my applications
- List of vacancies
- FAQ

### My application for position ref: EDA/2012/031a

To view a printable version of the 'Vacancy Notice', click on the following link: [EDA/2012/031a - Assistant Director R&T](#)  
To view a printable version of your application, click on the following link: [My application](#)

-- Html tags are not allowed in any text box --

Status Messages Profile

General information Civil & Family status Education & training Knowledge of languages Other skills, information Professional experience Motivation

#### Secondary and higher education

Name of the establishment (city, country)	Diplomas or certificates obtained including grades achieved	Years from / to
Name of the establishment	Diplomas or certificates	from / to

#### University Education or Equivalent

Name of the establishment (city, country) Nature of studies (full time, evening etc.)	Main Subjects	Diplomas, certificates and/or grades obtained	Years from / to
Establishment, nature of studies	Main Subjects	Diplomas, certificates ...	from / to

#### Other education/Training received

Name of the establishment (city, country)	Courses followed, number of years/months	Diplomas or certificates obtained including grades achieved
Name of the establishment	Courses followed, number of years/months	Diplomas, certificates ...

Save and continue

(iv) Knowledge of languages

European Defence Agency - Vacancies portal - Windows Internet Explorer  
https://www.eda.europa.eu/EDA/vacancies/MyProfile/Unf9L.aspx?IDComp=20053

European Defence Agency - Vacancies portal

Home | Vacancies | My Profile John Doe - Brussel : 8/3/2012 - 17:15:16 (GMT+1)

### My EDA Account

- Log Out
- Change your password
- Status of my applications
- List of vacancies
- FAQ

### My application for position ref: EDA/2012/031a

To view a printable version of the 'Vacancy Notice', click on the following link : [EDA/2012/031a - Assistant Director R&T](#).  
To view a printable version of your application, click on the following link : [My application](#)

-- Html tags are not allowed in any text box --

Status Messages Profile

General information Civil & Family status Education & training **Knowledge of languages** Other skills, information Professional experience Motivation

**Specify your level in the English language**

Mother tongue  Excellent  Very Good  Good  Average  Poor

**Specify your level in the French language**

Mother tongue  Excellent  Very Good  Good  Average  Poor

**Specify any other language you know**

Language	Mother tongue	Excellent	Very Good	Good	Average	Poor
<input type="text"/>	<input type="radio"/>					

Done Internet | Protected Mode: Off

## (v) Other skills, information

European Defence Agency - Vacancies portal - Windows Internet Explorer

https://www.eda.europa.eu/EDAVacancies/MyProfile/UsrOS.aspx?IDComp=20053

European Defence Agency - Vacancies portal

### My EDA Account

- Log Out
- Change your password
- Status of my applications
- List of vacancies
- FAQ

### My application for position ref: EDA/2012/031a

To view a printable version of the 'Vacancy Notice', click on the following link: [EDA/2012/031a - Assistant Director R&T](#).  
To view a printable version of your application, click on the following link: [My application](#)

-- HTML tags are not allowed in any text box --

Status Messages Profile

General information Family status Education & training Knowledge of languages Other skills, information Professional experience Motivation

**Knowledge of office computer software, for example: Word, Excel, MS Access, etc. (specify)**

**Periods of at least three months spent abroad (countries visited, years, months)**

**Other information.**

**\* Security clearance.**

Level of your security clearance:  How did you find out about this vacancy?:

**\* References (minimum 3)**

Please provide us with at least 3 references not related to you who are familiar with your character and qualifications.  
Do not repeat names of supervisors listed under your professional experiences.  
NOTE THAT REFEREES COULD BE CONTACTED WITHOUT PRIOR NOTICE TO CANDIDATES

[Add new record](#) [Refresh](#)

Name	Address	Telephone	Profession	Edit	Delete
No references					

Save and continue

Internet | Protected Mode: Off 95%

(vi) Professional experience

The screenshot shows a web browser window titled "European Defence Agency - Vacancies portal - Windows Internet Explorer". The address bar shows the URL: <https://www.eda.europa.eu/EDAVacancies/MyProfile/UsrPE.aspx?IDComp=26053>. The page header includes the European Defence Agency logo and navigation links: Home | Vacancies | My Profile. The user's name and location are shown as "John Doe - Brussel" and the time as "17:18:41 (GMT +1)".

The main content area is titled "My application for position ref: EDA/2012/031a". It contains instructions for viewing printable versions of the vacancy notice and the application. Below this, there is a tabbed interface for the user's profile, with tabs for Status, Messages, and Profile. The Profile tab is active and shows several sub-sections: General information, Civil & Family status, Education & training, Knowledge of languages, Other skills, information, Professional experience, and Motivation. The "Professional experience" section is expanded, showing the heading "Your professional experience." and a sub-heading "List all employment you have had, starting with your current situation. Add also service in the armed forces and note any period during which you were not gainfully employed." Below this is a table with three columns: "Dates", "Position/Description", and "Employer". The table is currently empty, and there is a button labeled "Add your current situation" below it.

At the bottom of the browser window, the status bar shows "Internet | Protected Mode: Off" and a zoom level of "100%".

## (vii) Motivation

The screenshot shows a web browser window titled "European Defence Agency - Vacancies portal - Windows Internet Explorer". The address bar shows the URL: <https://www.eda.europa.eu/EDAVacancies/MyProfile/UsrM.aspx?IDComp=28053>. The page header includes the European Defence Agency logo and navigation links: Home | Vacancies | My Profile. The user's name and location are shown as "John Doe - Brussel : 8/3/2012 - 17:19:39 (GMT +1)".

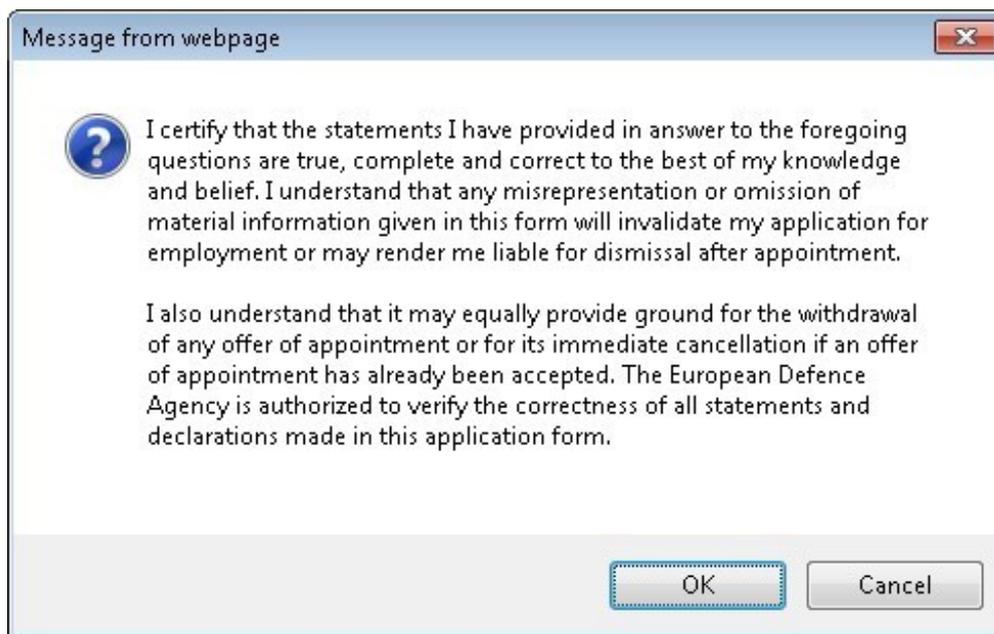
The main content area is titled "My application for position ref: EDA/2012/031a". It contains instructions: "To view a printable version of the 'Vacancy Notice', click on the following link: [EDA/2012/031a - Assistant Director R&T](#)." and "To view a printable version of your application, click on the following link: [My application](#)". A warning message states: "-- Html tags are not allowed in any text box. --".

Below the instructions is a tabbed interface for the user's profile. The tabs are: Status, Messages, Profile, General information, Civil & Family status, Education & training, Knowledge of languages, Other skills, information, Professional experience, and Motivation. The "Motivation" tab is currently selected.

The "Motivation" section is titled "Your motivation on why you want to join the Agency as an 'Assistant Director R&T'". It includes a character count: "number of characters : 0 (minimum number of characters : 100)". Below this is a large text input area. A "Save" button is located at the bottom right of the text area.

The browser's status bar at the bottom shows "Internet | Protected Mode: Off" and a zoom level of "100%".

Once all sub-folders are completed and the profile folder is marked with green tick (✓), you have the choice: you can either log out (you may wish for instance add further information or details at a later stage) or immediately submit your application. In the case where you want to go ahead with the submission of your application, you are required to confirm two messages, since once you submit your application it will not be possible to modify it afterwards:



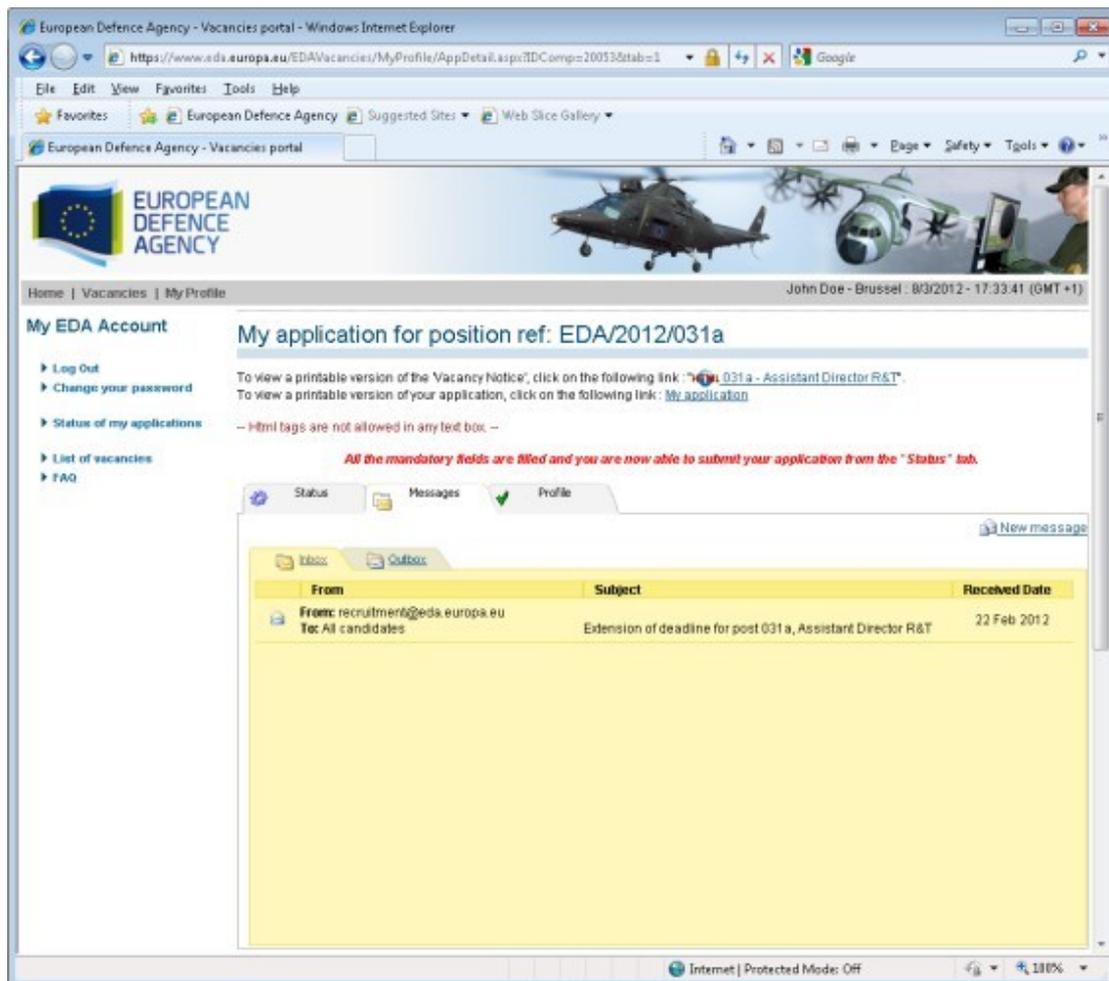
When you submit your application, you will receive a confirmation message in your messages folder.

### C) Communicating with EDA/ The messages folder

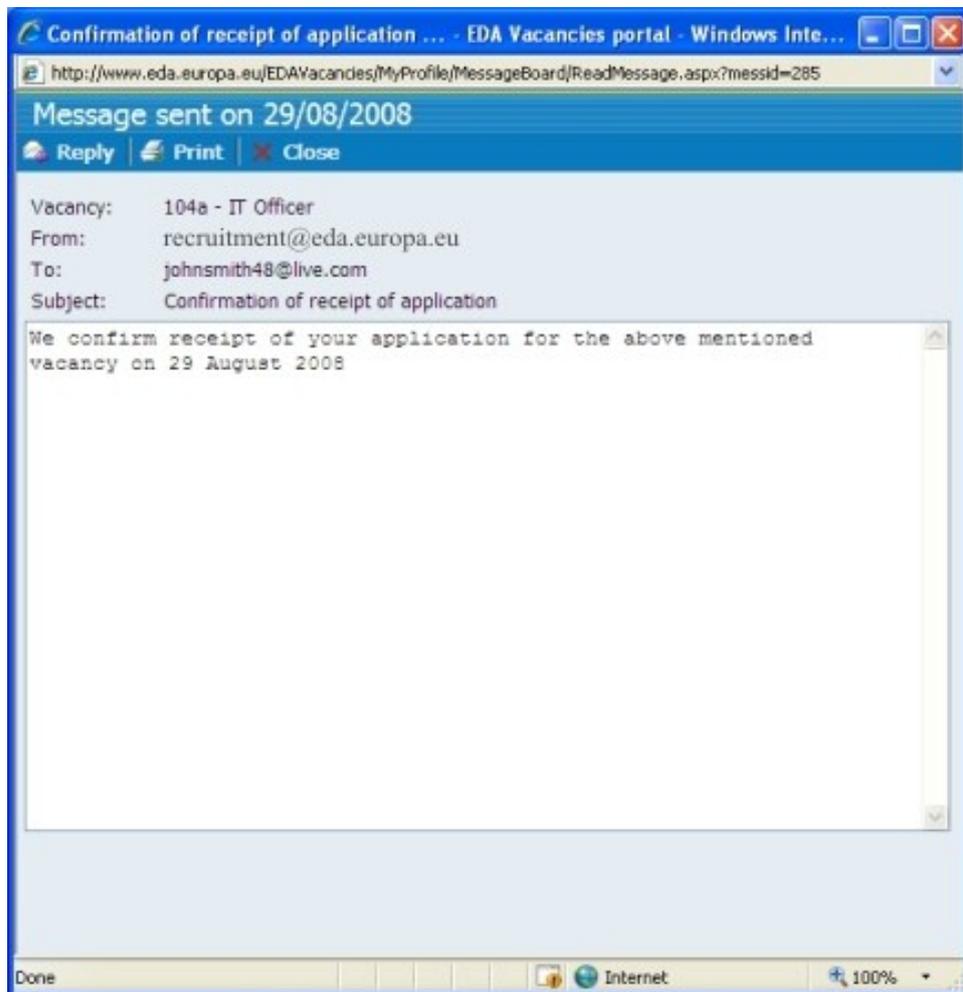
The third folder is for messages. Please note that, apart from the initial confirmation of the creation of your EDA profile, all subsequent correspondence, including confirmation of receipt of your application, will be sent directly to the messages folder of your profile and not to your e-mail address. Accordingly, please check it regularly.

Also, if you want to contact the EDA Human Resources Unit concerning a recruitment procedure for which you are applying, you will have to send your message from the same messages folder.

The messages folder looks and functions exactly like any other e-mail account with an inbox and outbox:



And here is the text of the message you will receive confirming the submission of your application:



Following receipt of your application, in line with the EDA recruitment procedure, it will be screened and assessed by a Selection Committee. Eventually, you may be invited to interview and, if successful, you will be recruited. It is important to note that, whatever 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 Committee.

## **5. Further questions?**

You are now ready to create your profile and submit an application. Should you have further questions, we invite you to consult the frequently asked questions (FAQ) by clicking on the link available on the upper left of the vacancies portal or directly on the present link: <http://www.eda.europa.eu/edavacancies/FAQ.aspx>