Your career at EFSA
Candidate manual
# Table of contents

Preface ........................................................................................................................................... 4
Introduction ..................................................................................................................................... 5

1. EFSA careers .................................................................................................................................. 6
   1.1. Career sections ...................................................................................................................... 7
   1.2. Job alerts ............................................................................................................................. 7
   1.3. Accessing the general candidate profile / job submissions .................................................... 8
   1.4. Applying for job opportunities ............................................................................................. 9
   1.5. Account creation and login ............................................................................................... 9

2. How to complete the general candidate profile ......................................................................... 14
   2.1. Profile upload .................................................................................................................... 14
   2.2. Personal information ......................................................................................................... 16
   2.3. Education ........................................................................................................................... 17
   2.4. Employment history .......................................................................................................... 18
   2.5. Certifications ..................................................................................................................... 19
   2.6. Preferences (for Staff/ Secondments/ Young professionals) .................................................. 20
   2.7. List of publications (for Experts) ........................................................................................ 21
   2.8. Review and submit your profile ......................................................................................... 22

3. How to apply for a job .................................................................................................................. 24
   3.1. General questions .............................................................................................................. 25
   3.2. Job specific competencies ................................................................................................. 26
   3.3. Job specific questions ......................................................................................................... 27
   3.4. Motivation ........................................................................................................................... 28
   3.5. References ......................................................................................................................... 29

Why EFSA? ....................................................................................................................................... 30
Preface

This document is meant as a reference for all applicants and those potentially interested in applying for a career within the European Food Safety Authority (EFSA).

It provides tutorial instructions on how to apply using the EFSA online recruitment system.

We recommend you to read this document carefully and, in case of doubts, to also have a look at our FAQs. Should you still have questions, you can write to servicedesk@efs.europa.eu for any technical issues you might encounter during the application process, and to recruitment@efs.europa.eu for information regarding the selection procedure. We will be happy to deal with your query.

More information about EFSA’s selection process can be found on the EFSA website and in the Annex to the staff vacancy notice.

EFSA Talent Selection
http://careers.efs.europa.eu/
linkedin.com/FFSA
twitter.com/FFSA_EU
youtube.com/EFSACHannel

2 Annex to the staff vacancy notice
Introduction

Understanding the selection process at EFSA

EFSA is an active and fast-paced organisation committed to ensuring food safety in Europe. In delivering its mission EFSA relies on its talent community and is constantly looking out for professionals from a wide range of disciplines (science, communication, business support, etc.).

Recruitment at EFSA is based on open selection procedures following rigorous guidelines for transparency and equity. For further information, please refer to our website³.

EFSA recruitment system

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

Applicants can update their candidate profile at any time. The updated information will pre-fill future applications for job vacancies posted by EFSA. The application form for a specific job vacancy can be modified at any time before the deadline for submitting applications indicated in the vacancy.

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

The different sections of the application form are all 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 qualified candidates to be shortlisted for further assessment and interview.

This manual will help guide applicants through all the steps necessary to create a general profile and an application.

³ http://www.efsa.europa.eu
1. **EFSA careers**

EFSA Careers[^1] is the dedicated portal for all professional opportunities available at EFSA. It features different career sections, search options and job alerts based on candidates’ interests.

1.1. Career sections
From the main page of EFSA Careers, you have the possibility to access four career sections where you can browse specific job opportunities.

- **Staff**: career section dedicated to candidates who would like to join EFSA as staff members. Here, candidates can find published staff jobs;
- **Experts**: career section dedicated to candidates who would like to join EFSA as an expert in the scientific panels or Scientific Committee. Here, candidates can find the published call for expressions of interest for scientific experts of EFSA panels and the Scientific Committee;
- **Young professionals**: career section dedicated to candidates who would like to join EFSA as a trainee or study-visitor. Here, candidates can find the calls for trainees and study visitors;
- **Secondments**: career section dedicated to candidates who would like to join EFSA as a Seconded National Expert (SNE). Here, candidates can find the published SNE calls.

The main page of EFSA Careers contains an overview of the latest five job vacancies published by EFSA. To see the entire list of jobs posted by EFSA displayed on the main page, click the Search button.

You can find more information on the four career categories in the [Careers section](http://careers.efsa.europa.eu/Staff) of the EFSA website.

1.2. Job alerts
EFSA Careers offers the opportunity to sign up for job alerts and receive email updates whenever a new professional opportunity matching the selected interests is posted.

To sign up for job alerts, please click on the Sign up for job alerts button. A pop-up window will then open asking you to insert personal data like Name and Email as well as preferred Interests, which may correspond to thematic areas (e.g. Life science, Management) or types of career opportunities (e.g. Trainee, Seconded National Expert). As regards Locations, the only available work place is Parma, Italy, which should be selected, disregarding the numbering associated. Before clicking on Sign up, make sure to accept the Terms & Conditions of the service by ticking the box.

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5 http://careers.efsa.europa.eu/Staff
1.3. Accessing the general candidate profile / job submissions

To create or access your general candidate profile, first click on the career section that you are interested in (Staff, Experts, Young professionals, Secondments), then Go to profile to insert, modify or view your general recruitment data (see section 1.5 for how to create an account and login).

The general candidate profile is shared by all four career sections. Therefore, even if you inserted your profile after entering through one career section, you will also find it when you enter through the other career sections.

The general candidate profile contains different types of information, such as personal data, employment history, education etc.

Having a general candidate profile will make it easier to prepare and submit an application for a job vacancy, as the information inserted will pre-fill future application forms. Please note, however, that the candidate profile cannot substitute a properly submitted application for a specific job vacancy.
If you already applied for a job at EFSA through the new recruitment system, you can retrieve your application forms by clicking on the relevant career section and then on *My submissions*.

### 1.4. Applying for job opportunities

Once you have found a professional opportunity matching your interests, you can easily open an application form by clicking on the title of the vacancy and then on *Apply for job*.

> Before applying, please make sure you have read the vacancy notice and that you fulfil the eligibility and selection criteria.

### 1.5. Account creation and login

Before you can apply for a professional opportunity or fill in the general profile, you must first create an account in the recruitment tool.

To do so, there are different paths in case you need to (A) fill in the general profile or to (B) apply for a professional opportunity.
(A) You need to choose a career section on the main page and then click on Go to profile to proceed to the next step. Further to that you will be required to accept the privacy agreement, which guarantees that personal information EFSA requests from candidates will be processed in line with applicable data protection rules.\(^\text{10}\)

After accepting the privacy agreement, you are asked to create a user name and password via the tab New User. If you have a Yahoo! or Google account, you can use the same credentials for logging in to EFSA Careers.

We suggest to choose as user name your most frequently used email address, as this will be the main channel for communications between EFSA and candidates.

\(^{10}\) Regulation (EC) \# 45/2001 of the European Parliament and of the Council of 18 December 2000 on the protection of individuals with regard to the processing of personal data by the Community institutions and bodies and on the free movement of such data.
(B) In case you need to apply for a job opportunity, you should first open the call you are interested in

Clicking on *Apply for job* opens a pop-up window asking for your email address, which is needed to register/login to the recruitment tool. You may choose to disable the option *Send me relevant job alerts on a regular basis*. After insertion of your email address, there are two options: *(B1)* the email address is not yet registered in the system, or *(B2)* it is already registered.
(B1) If the email address inserted is not yet associated with the recruitment tool, the system will redirect you to the New user registration page where a new user account can be created.

(B2) If the email address is recognised and linked to an existing profile, the system will redirect you to the Registration page where you can login and start to fill in the application form.
Login
To access your account, please identify yourself by providing the information requested in the fields below, then click "Login". If you are not registered yet, click "New user" and follow the instructions to create an account.

Are you working for EFSA, and do you have an EFSA account? Log in [here].

Mandatory fields are marked with an asterisk.

Login | New User

Forgot your user name?
Forgot your password?
2. How to complete the general candidate profile

The general profile consists of the following sections:

- Personal information;
- Education;
- Employment history;
- Certifications.

Depending on the specific career section, the general candidate profile may include additional sections, such as:

- Preferences (e.g. for trainees and SNEs);
- Publication list (for experts).

Once the account has been created, you can start filling in your general profile with the information requested, which will pre-fill future application forms. The general profile contains the following sections:

- Profile upload (from LinkedIn);
- Personal information;
- Education;
- Employment history;
- Certifications;
- Preferences/Publication list (depending on the career section);
- Review and submit.

To ease the selection process, you are kindly requested to complete all sections of the application form in English.

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

2.1. Profile upload

The first section of the general profile can be filled in either by inserting all relevant data manually or by uploading them from your LinkedIn profile (if you have one). When you upload your CV from LinkedIn, the system will automatically extract the relevant information included in your LinkedIn profile and fill in the relevant fields of the online submission form.
If you tick the option *Upload data from* LinkedIn, a pop-up window will open asking for your user name and password to access to the social network and connect it with the EFSA recruitment tool.
Once access has been given, the system will automatically fill in different fields, such as first name, surname, job experience and education. Please note that, since there is no exact correspondence between the fields in EFSA’s recruitment system and those of the LinkedIn profile, some data may not appear in the right fields. You are therefore requested to verify that all information is inserted correctly, as the responsibility of submitting an accurate profile lies entirely on the candidate.

If you have a multi-language LinkedIn profile, we suggest change the main language to English to make sure that the correct language is used for the auto-fill.

If you prefer to insert the requested data manually, you need to verify that the default option No thanks, I will fill out the online submission manually is checked, and then click on Save and Continue to move on to the Personal information section.

2.2. Personal information

In the Personal information section, you are asked to insert your personal details, such as name, address and nationality. Compulsory fields are marked with a red asterisk. It is not possible to proceed to the next section until all mandatory fields have been filled and/or errors have been addressed. Please note that after completion of the first section, the system will recognise your name and surname and, from then on, refer to you by your name.

By clicking Save and continue you will be redirected to the next section of the profile. If you wish to complete the profile later, click on the button Save as draft.
2.3. **Education**

In the *Education* section you should insert and describe all your degrees and/or titles received, including dates and subjects of the courses taken. The system provides a pre-set list of education institutions and universities, from which you can choose the name of the institution where you obtained a diploma or degree. If the institution is not on the list, you can manually add it in the same field.

The field *Institution location* requires two different types of information: *Institution City* and *Institution Country*. You must fill in all fields to proceed.

The box *Field* contains pre-set options to guide you in choosing the field of studies that best corresponds to your diploma/degree.

In the field *(Main) Subjects* you can indicate the main subjects covered during your studies.

It is possible to add, remove or reorder whole blocks of entries if necessary.
2.4. **Employment history**

In the *Employment history* you should insert and describe your past professional experiences, including dates, main responsibilities and achievements. The system provides a pre-set list of companies in the field *Employer*, from which you can choose. If an organisation is not on the list, it is possible to insert it manually.

In the field *Responsibilities and main achievements* you are asked to describe and/or list the main tasks of each job you include as professional experience. Responsibilities are your main duties performed in all jobs reported (e.g. daily activities such as prepare minutes, coordinate team meetings or prepare weekly reports). Achievements are the results you delivered in each job (e.g. work on special projects or new ideas for improvement). It is important to distinguish between these two aspects and to clearly indicate meaningful examples related to the requirements of the position.

Please note that this section can be modified and saved each time you apply for an EFSA job vacancy. It can be tailored in line with the specific requirements of the position.
Please list all employment experiences in reverse order, starting with the most recent one. When describing your current employment, please click the box *Current job*.

It is possible to add, remove or reorder whole blocks of entries if necessary.

### 2.5. Certifications

In the *Certifications* section you should insert all certifications, accreditations and/or qualifications obtained in a certain field that prove your competence in an area. You can also indicate the *Issuing organisation* and the *Number/ID* of the certificate. The system provides a pre-set list of certifications in the field *Certification*, from which you can choose. If the certification is not on the list, you can add it manually in the same field.

It is possible to add, remove or reorder whole blocks of entries if necessary.
2.6. Preferences (for Staff/Secondments/Young Professionals)

In this section you can, based on your Preferences, set up advanced settings to receive job notifications for new professional opportunities published by EFSA.

By ticking the box Send an email notification whenever a new position matching my employment preferences is posted, you consent to be notified upon the publication of any job matching the preferences inserted in this section (job type, job level, etc.). By not ticking the box, you decline to receive email notifications. It is possible to disable the email notifications either by editing the profile and unticking the box or by following the instructions given in any notification email received.

The second page of the Preferences section only lists Parma as location. Please click on Save and continue to complete the profile.
2.7. **List of publications (for Experts)**

In the *Publication list* section, you should include an exhaustive list of your most relevant publications over the previous 15 years.
2.8. Review and submit your profile

In the Review and submit section you have the opportunity to review all information provided in the previous sections. Before submitting the profile, you should check whether all entries are complete and correct. If something is missing and/or needs to be reviewed, you can go directly to the section in question and edit the information.

By clicking the Submit button, the profile is submitted. Please note that all information can be modified each time you apply for an EFSA job vacancy or enter your general profile.
Once the profile has been submitted, you can either check for available job openings or log out. The *Job search* tab will redirect you to the list of all career opportunities at EFSA.
3. How to apply for a job

The application form for EFSA jobs contains different sections, similar to the general candidate profile. In addition to the sections of the general profile, the application form includes specific questionnaire sections meant to assess candidates’ eligibility, competencies and knowledge required for the specific job.

The application form generally consists of the following sections:

- Profile upload;
- Personal information;
- General questions;
- Job specific competencies;
- Job specific questions;
- Education;
- Employment history;
- Certifications;
- Motivation;
- Publication list (for Experts)
- References;
- Preferences;
- eSignature;
- Review and submit.

Some useful tips:

- Leave yourself enough time to complete your application. The responsibility to validate your application before the deadline is entirely yours.
- You should only copy/paste from a pure text file (.txt), using a simple word processor (e.g. NotePad on Windows or TextEdit on Mac OS X), to avoid inserting unnecessary spaces or incompatible characters.
- When going through the application form or moving between different application forms, avoid using the ‘forward’ or ‘back’ buttons of your browser.
- The recruitment tool supports most commonly used internet browsers. If you encounter technical issues, please consider changing the browser or clean the browser’s history.
- You can view your application form at any time, by clicking the My submissions button in the relevant career section on https://careers.efsa.europa.eu/.
- It is possible to modify your data and information directly in the application form for a job vacancy until the closing deadline of the call.

For certain selection procedures you will be asked to answer some detailed additional questions about your qualifications and experience. This information will be used by the selection board to assess candidates and decide whom to invite for the next assessment phase.

Additional information about the selection procedure and information about the timing of its different stages will be available and regularly updated on the EFSA website.

Before filling in the application form, it is important to understand that the general candidate profile can be modified at any time and its content will pre-fill future application forms.
3.1. General questions

The General Questions section contains a set of questions related to the eligibility criteria as set up in the vacancy notice.

In particular, the questions refer to the general eligibility criteria (e.g. be a national of a Member State of the European Union, Iceland or Norway; have a thorough knowledge of one of the EU official languages and a satisfactory knowledge of another EU language) and the specific eligibility criteria linked to the position (e.g. at least three (3) years of hands-on experience acquired in the field of…).

The eligibility questions set up the first criteria that all candidates must meet in order for their application forms to be evaluated in the next phase. It is very important to answer as accurately as possible to these questions. Your application will be assessed solely on the information provided in the application form. The questionnaire is an integral part of it and will be used to screen your eligibility.
3.2. Job specific competencies

The Job specific competencies section contains a set of competencies required for a specific position and for which candidates need to self-assess themselves.

Competencies are instrumental in the delivery of desired results. They underpin your overall capability as a professional for achieving a successful performance.

Competencies can be technical (i.e. knowledge and skills that you must have, or must acquire, to perform effectively in a given role and work context) or behavioural (i.e. a set of behaviours that relate to how you use your knowledge and skills, and how your knowledge and skills are applied in the context of the job).
3.3. **Job specific questions**

The *Job specific questions* section contains a set of questions aimed at evaluating candidates’ knowledge and skills in relation to the job vacancy. Questions can be closed (single/multiple choice answer) or open (free text answer).

Candidates are asked to provide information, solutions or examples to describe how their overall profile and achievements match the selection criteria listed in the vacancy notice.

You are advised to reply to the questions as accurately as possible and to ensure consistency with the other parts of the application form. The job specific questionnaire will be used by the selection board to evaluate candidates’ competencies, knowledge and abilities related to the position.
3.4. Motivation

The Motivation section contains a plain text field where you are asked to describe your motivation for applying and the value added to the position. The additional field can be used to include any relevant evidence not yet covered by the application form.

You should use this free text as an occasion to present yourself by way of a narrative description. Tailoring the text to the requirements of the vacancy notice, while being concise, concrete and focused on the most relevant achievements, is the best way to present your profile to the evaluators.

The motivation letter should contain at least 300 characters and not more than 4000.
3.5. References

In the References section you have the opportunity to list references from your previous jobs. References are individuals that are familiar with candidates' capabilities and educational training.

It is possible to add or remove references by clicking Add Reference or Remove Reference at the bottom of the page.

It is not compulsory to include references, but it is highly recommended.
Why EFSA?

Develop your career as an EFSA scientific expert, staff member, visiting professional or trainee. We are always looking out for exciting talent from a range of scientific disciplines and other professions.

Working for EFSA means being part of a challenging, multicultural environment that can offer you:

- **A rewarding mission**: You will be part of an organisation that works to keep Europe’s food safe.

- **Staff growth and development**: We provide opportunities to help you develop professionally, such as regular feedback on your work and training.

- **Multicultural work environment**: You will work with experienced colleagues from all over Europe and beyond.

- **Healthy lifestyle**: We support your health and wellbeing. We organise a wide range of welfare and recreation activities, such as sport teams and a community garden.

- **Life in Parma**: Parma is situated in Northern Italy, in a beautiful area surrounded by parks, vineyards, lakes and ancient castles. It is a culturally rich destination, close to other important cities, such as Milan and Bologna.

Sign up for [Job alerts](#) and stay up to date with the latest professional opportunities at EFSA that match your interest!