

Your career at EFSA

Candidate manual

© European Food Safety Authority, 2017

Correspondence: recruitment@efsa.europa.eu

The information provided in this manual is for general informational purposes only. It is not intended, and should not be considered, as legally binding. The European Food Safety Authority reserves the right to modify the information contained herein at any time without prior notice.

The images of the application/recruitment tools shown are for illustration purposes only and may not always be an exact representation of the actual products.

Reproduction is authorised provided the source is acknowledged.

Reproduction of the images listed below is prohibited and permission must be sought directly from the copyright holder: European Food Safety Authority

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](#)¹. Should you still have questions, you can write to servicedesk@efsa.europa.eu for any technical issues you might encounter during the application process, and to recruitment@efsa.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](#)².

EFSA Talent Selection

<http://careers.efsa.europa.eu/>

[linkedin.com/EFSA](https://www.linkedin.com/company/efsa-eu) 

twitter.com/EFSA_EU 

[youtube.com/EFSAchannel](https://www.youtube.com/channel/UC...) 

¹ http://www.efsa.europa.eu/sites/default/files/EFSA_Careers_FAQs.pdf

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 website](http://www.efsa.europa.eu)³.

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

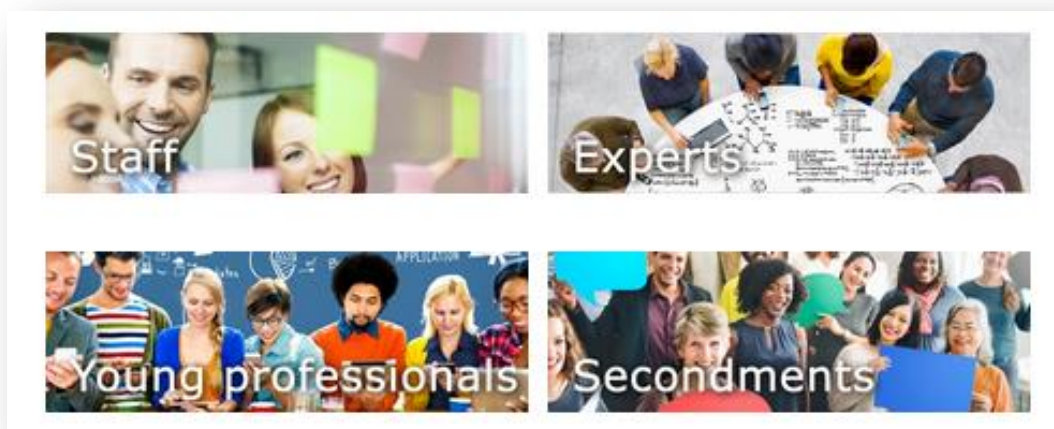
[EFSA Careers](http://careers.efsa.europa.eu/)⁴ is the dedicated portal for all professional opportunities available at EFSA. It features different career sections, search options and job alerts based on candidates' interests.



⁴ <http://careers.efsa.europa.eu/>

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](#)⁵: career section dedicated to candidates who would like to join EFSA as staff members. Here, candidates can find published staff jobs;
- [Experts](#)⁶: 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](#)⁷: 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](#)⁸: 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](#)⁹ 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.

⁵ <http://careers.efsa.europa.eu/Staff>

⁶ <http://careers.efsa.europa.eu/Expert>

⁷ <http://www.efsa.europa.eu/en/careers/youngprofessionals>

⁸ <http://www.efsa.europa.eu/en/careers/secondments>

⁹ <http://www.efsa.europa.eu/en/engage/careers>

The image shows a 'Sign up for Job Alerts' modal form overlaid on the EFSA Professional website. The form contains the following fields and elements:

- Name ***: Two input fields for 'First Name' and 'Last Name'.
- Email ***: A single input field.
- Interests ***: A dropdown menu with the text 'Choose an Interest...'.
- Locations ***: A dropdown menu with the text 'Choose a Location...'.
- Send alerts every**: A dropdown menu currently set to 'Week'.
- Agreement**: A checkbox followed by the text 'I agree to the Terms & Conditions'.
- Buttons**: 'Cancel' and 'Sign up' buttons.

The background of the website shows a search bar with the text 'Find jobs by keyword', a 'Search' button, and a 'Sign Up for' section with a button labeled 'Sign Up for Job Alerts'.

1.3. Accessing the general candidate profile / job submissions

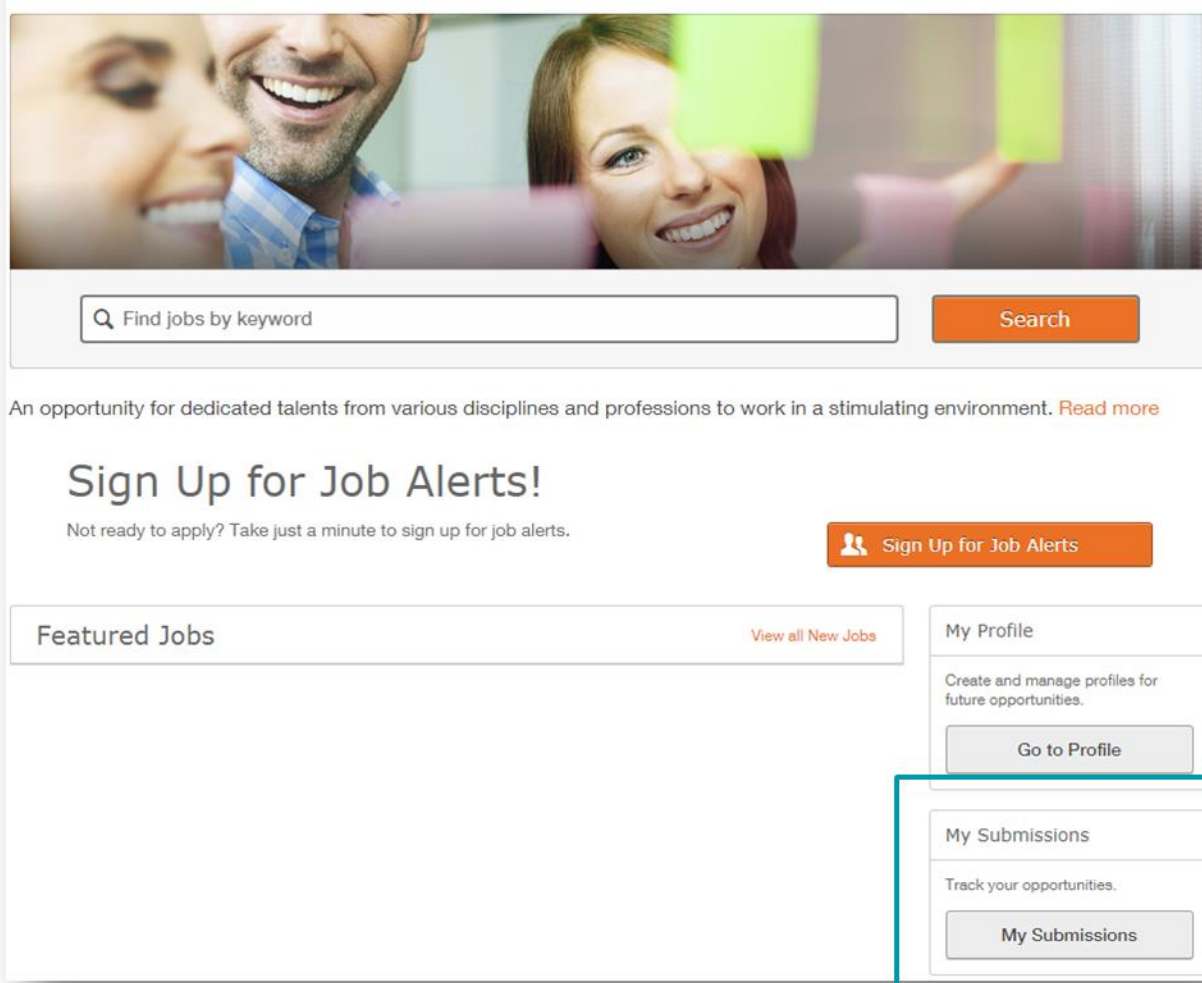
To create or access your general candidate profile, first click on the career section that you are interested in (Staff, Experts, Young professionals, Secondments), then Go to profile to insert, modify or view your general recruitment data (see section 1.5 for how to create an account and login).

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.

Staff



Find jobs by keyword [Search](#)

An opportunity for dedicated talents from various disciplines and professions to work in a stimulating environment. [Read more](#)

Sign Up for Job Alerts!

Not ready to apply? Take just a minute to sign up for job alerts.

[Sign Up for Job Alerts](#)

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.¹⁰

The screenshot shows the EFSA Careers Selection process page. At the top, there is a navigation bar with a home icon, 'Careers', and 'Selection process'. The EFSA logo is in the top right corner. Below the navigation bar, a message says 'Welcome. You are not signed in.' A 'Job Search' tab is highlighted. A 'Printable Format' button is visible. The main section is titled 'Privacy Agreement'. It contains text explaining that personal information will be processed in line with Regulation (EC) N° 45/2001. Below the text, there are two buttons: 'I Accept' and 'I Decline'.

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.

The screenshot shows the EFSA Careers Login page. At the top, there is a 'Job Search' tab. The main section is titled 'Login'. It contains text explaining that users should identify themselves by providing information in the fields below. Below the text, there are two input fields: 'User Name' and 'Password', both marked with an asterisk. To the right of the input fields, there is a section titled 'or Sign in with:' with Google+ and Yahoo! logos. Below the input fields, there are links for 'Forgot your user name?' and 'Forgot your password?'. At the bottom, there are two buttons: 'Login' and 'New User'. The 'New User' button is highlighted with a blue box.

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) N° 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.

Home Careers Selection process

Welcome. You are not signed in.

Job Search

New User Registration

Please take a few moments to register. You will need this information to access your account in the future.

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

Mandatory fields are marked with an asterisk.

*Email address (this will be your user name)

*Password

*Re-enter Password

Register Cancel

(B) In case you need to apply for a job opportunity, you should first open the call you are interested in

efsa European Food Safety Authority

Jobs EFSA careers How to apply? EFSA staff login

Settings

Search Jobs

Nutrition Scientist

Italy, Emilia-Romagna, Parma

NEW

Life science EFSA/XX/AD/2016/029 2 days ago

Apply for Job Share this Job Sign Up for Job Alerts

- A bit more information about EFSA
- Developing search strategies and conducting searches for evidence in support of EFSA staff and experts, in line with systematic review principles and for all types of information source (e.g. bibliographic databases, sources of grey literature, etc.).
- Providing support, as Information specialist, to EFSA literature review processes, using specific software (e.g. DistillerSR, etc.);
- Conducting research on methods to enhance identification of relevant scientific evidence (e.g. text mining) and contributing to implement those methods in

Similar Listings

Julia's Nutrition Scientist call

Italy, Emilia-Romagna, Parma

Life science

Requisition #: EFSA/XX/A/201...

Nutrition Scientist

Italy, Emilia-Romagna, Parma

Life science

Requisition #: EFSA/XX/AD/20...

Nutrition Scientist

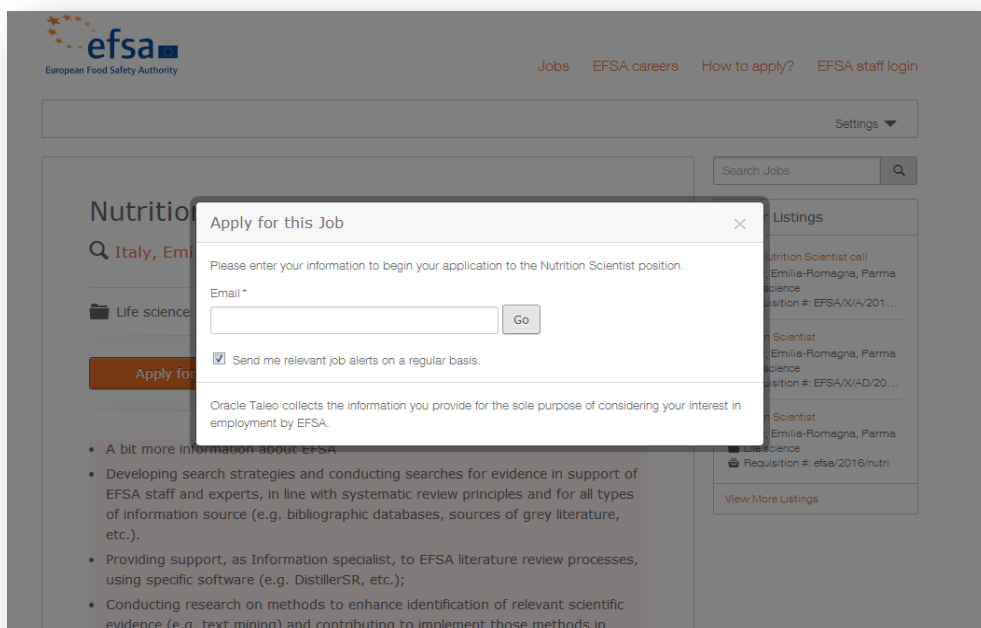
Italy, Emilia-Romagna, Parma

Life science

Requisition #: efsa/2016/nutri

View More Listings

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.

The screenshot shows the EFSA "New User Registration" page. At the top, it says "Welcome. You are not signed in." and has a "Job Search" button. Below this, the heading "New User Registration" is followed by the text: "Please take a few moments to register. You will need this information to access your account in the future." and "Are you working for EFSA, and do you have an EFSA account? Log in here." A note states: "Mandatory fields are marked with an asterisk." The registration form includes three fields: "Email address (this will be your user name)", "Password", and "Re-enter Password". Each field has a red asterisk icon. At the bottom of the form are two buttons: "Register" and "Cancel".

(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.

*User Name

*Password

[Forgot your user name?](#)

[Forgot your password?](#)

or Sign in with:



Login

New User

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.

Home Careers Selection process

Welcome. You are signed in. | My Account Options [Sign Out](#)

[Job Search](#) [My Jobpage](#)

General Profile Step 1 out of 7

[Profile Upload](#) > [Personal Information](#) > [Education](#) > [Employment History](#) > [Certifications](#) > [Preferences](#) > [Review and Submit](#)

[Save and Continue](#) [Save as Draft](#)

Profile Upload

Profile Upload

You can submit personal and professional information by uploading a profile. The system will automatically extract the relevant information included in the profile and fill out part of the online submission. You can review the extracted information and make the appropriate changes in the next steps. If you do not upload a profile, you will need to fill out the online submission manually.

Upload data from

☒

☐ No thanks, I will fill out the online submission manually

[Save and Continue](#) [Save as Draft](#)

Uploading a profile

To upload a profile through a third-party service, select the radio button next to the relevant service icon. The system imports the data included in the third-party profile. Once the process is complete, you must review the imported data.

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.

Home Careers Selection process

Welcome. You are signed in. | My Account Options [Sign Out](#)

[Job Search](#) [My Jobpage](#)

General Profile Step 1 out of 7

[Profile Upload](#) > [Personal Information](#) > [Education](#)

[Save and Continue](#)

Profile Upload

Profile Upload

You can submit personal and professional information by uploading a profile. The system will automatically extract the relevant information included in the profile and fill out part of the online submission. You can review the extracted information and make the appropriate changes in the next steps. If you do not upload a profile, you will need to fill out the online submission manually.

Upload data from

☒

☐ No thanks, I will fill out the online submission manually

[Save and Continue](#)

Uploading a profile

To upload a profile through a third-party service, select the radio button next to the relevant service icon. The system imports the data included in the third-party profile. Once the process is complete, you must review the imported data.

Authorize | LinkedIn - Google Chrome

https://www.linkedin.com/uas/oauth/authorize?oauth_token=

EFSA Recruitment System would like to access some of your LinkedIn info:

YOUR FULL PROFILE
Full profile including experience, education, skills, and recommendations

Sign in to LinkedIn and allow access:

Email Password

[Join LinkedIn](#) [Forgot your password?](#)

[Allow access](#) [Cancel](#)

All Applications can be found in your settings
[Terms of Service](#) | [Privacy Policy](#)

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 to 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

General Profile Step 2 out of 7 | [Print/Email](#)

[Profile Upload](#) | **[Personal Information](#)** | [Education](#) | [Employment History](#) | [Certifications](#) | [Preferences](#) | [Review and Submit](#)

[Save and Continue](#) [Save as Draft](#)

Personal Information

Please note that the creation of your candidate profile does not imply any commitment from EFSA. You will need to submit an application form for each specific job posted by EFSA that interests you in order to be considered as a candidate in a selection procedure.

Personal Information

*Title

*Gender

*First Name

Middle Name

*Last Name

*Address

*City

*Zip/Postal Code

*Place of Residence Country

*Date of Birth

*Nationality

*Primary Phone Number

Secondary Phone Number

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

The screenshot shows the 'Education' section of a candidate profile on the EFSA Test platform. The top navigation bar includes 'Careers' and 'Selection process'. The user is logged in as 'EFSA Test, you are signed in.' with a 'Sign Out' link. The 'My Account Options' menu is visible. The 'Job Search' and 'My Jobpage' tabs are present. The 'General Profile' section shows the 'Education' tab selected, with a progress indicator 'Step 3 out of 7' and a 'Print' link. The 'Education' section contains a list of educational experiences, with 'Education 1' currently displayed. The form fields for 'Education 1' include: *Institution (with a 'Select' dropdown), *Institution City, *Institution Country (with a 'Search' button), *Field (with a 'Select' dropdown), *(Main) Subjects, *Education Level (with a dropdown set to 'Not Specified'), *Legal Duration of Studies in Years (with a dropdown set to 'Not Specified'), and a text field for 'If "Other" Education Level, please specify:'. At the bottom of the form are fields for *Start Date (set to 'Not Specified'), *Graduation Date (set to 'Not Specified'), and an unchecked checkbox for 'Anticipated Graduation Date'. There are links for 'Remove Education' and 'Add Education'. The bottom of the page has 'Save and Continue', 'Save as Draft', and 'Quit' buttons.

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.

The screenshot shows the 'Employment History' section of the EFSA Test application. The top navigation bar includes 'Careers' and 'Selection process'. The user is signed in, with a 'Sign Out' link. The 'My Jobpage' tab is active. The 'General Profile' section shows a progress bar with 'Employment History' as the current step. Below the progress bar are 'Save and Continue' and 'Save as Draft' buttons. The 'Employment History' section is titled 'Work Experience' and instructs the user to list experiences in reverse order. It includes a 'Work Experience 1' section with a 'Current Job' checkbox. The form fields for 'Work Experience 1' are: 'Job Title' (text input), 'Employer' (dropdown menu with a 'Select' button), 'Employer City' (text input), 'Employer Country' (text input), 'Start Date' (Month and Year dropdowns), and 'End Date' (Month and Year dropdowns). There is a large text area for 'Responsibilities and main achievements' and a smaller one for 'Reason for leaving'. At the bottom, there is a 'Number of employees supervised by you' dropdown menu with 'Not Specified' selected. On the right side, there are three informational boxes: 'Adding work experience entries', 'Removing work experience entries', and 'Reordering work experience entries'.

Adding work experience entries
To create one work experience, click "Add Work Experience". A new section including blank fields appears. Enter any relevant information.

Removing work experience entries
To remove a work experience from the list, identify it, then click "Remove Work Experience".

Reordering work experience entries
To reorder work experience entries, click "Move Up" or "Move Down" next to each entry until the relevant work experience reaches the desired position.

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

The screenshot displays the EFSA Test application interface. At the top, there is a navigation bar with 'Careers' and 'Selection process' links, and the EFSA logo. Below this, a status bar indicates 'EFSA Test, you are signed in.' with a 'My Account Options' link and a 'Sign Out' button. The main navigation area includes 'Job Search' and 'My Jobpage' tabs. The 'General Profile' section is active, showing a progress bar with steps: Profile Upload, Personal Information, Education, Employment History, Certification (highlighted), Preferences, and Review and Submit. Below the progress bar are 'Save and Continue' and 'Save as Draft' buttons. The 'Certifications' section contains instructions: 'Start by entering the most relevant certification and continue adding certifications until you have entered all that you feel are important to disclose for this job. Do not list expired certifications.' It features a form for 'Certification 1' with fields for 'Certification' (a dropdown menu), 'Issuing Organization', 'Number/ID', 'Location', 'Country' (a dropdown menu), 'Issue Date' (Month and Year dropdowns), and 'Expiration Date' (Month and Year dropdowns). There are also links for 'Remove Certification' and 'Add Certification'. On the right side, there are three informational boxes: 'Adding certifications' (explaining how to add a new certification), 'Removing certifications' (explaining how to remove a certification), and 'Reordering certifications' (explaining how to reorder entries). At the bottom of the form are 'Save and Continue' and 'Save as Draft' buttons.

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.

EFSA Test, you are signed in. | My Account Options [Sign Out](#)

[Job Search](#) [My Jobpage](#)

General Profile Step 6 out of 7 | [Print/Email](#)

Profile Upload > Personal Information > Education > Employment History > Certifications > **Preferences** > Review and Submit

[Save and Continue](#) [Save as Draft](#) Page 1 out of 2

Preferences

Job Posting Notification
Select the checkbox below to receive an email notification whenever a new position matching your employment preferences indicated below is posted.

☐ Send an email notification whenever a new position matching your employment preferences indicated below is posted.

Employment Preferences
Indicate the employment preferences, conditions and interests in the fields below.

Job Type Not Specified Staff Trainee Secondment Expert	Job Level Not Specified Assistant Technical Assistant Junior Officer Manager	Employee Status Not Specified Contract Agent Temporary Agent Collaborator
Education Level Not Specified Secondary education/ High Post-secondary education/ t Non-Degree Program/ Certi Bachelor's Degree	Schedule Not Specified Full-Time Occasional (experts)	
Advance Notice Not Specified	Date of Availability Day Month Year	

* Please specify at least one preference for each of the categories below.

Job Family
Select one...

Email Notifications
When you select the checkbox, the system sends an email notification whenever a new position matching the profile is posted.

Multiple selections
To (de)select multiple options using a PC, hold down the Ctrl key and click all relevant values (for Mac, use the Command key).

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.

Publication List

Publication List

In the field below, please provide an exhaustive list of your most relevant publications in the last 15 years. Please note that you must enter at least 500 characters and up to 20.000 characters.

*Plain Text publication list



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.

EFSA Test, you are signed in. | My Account Options [Sign Out](#)

[Job Search](#) [My Jobpage](#)

General Profile Step 7 out of 7 | [Print/Email](#)

[Profile Upload](#) > [Personal Information](#) > [Education](#) > [Employment History](#) > [Certifications](#) > [Preferences](#) > [Review and Submit](#)

[Submit](#) [Save as Draft](#)

Review and Submit

The following information will be submitted after you click the Submit button. Where an Edit link is displayed, you can modify the corresponding information.

Personal Information | [Edit](#)

Personal Information

EFSA Test
Via milano
Milano, 20100
Italy—Lombardia—Milan
efsatest@test.com

Title Mr
Gender Male
Date of Birth 15/Apr/1994
Nationality Italian
Primary Phone Number 3333333333
Secondary Phone Number

Do you have any family member currently working at EFSA, in any status (staff, expert, trainee, SNE, interim etc.) No

If YES please specify name, job title and type of relationship

Do you have any disabilities or special needs that require support or facilitation during the selection process?

If YES, please specify

Name and location of the organisation

Start Date

End Date

Description of duties and responsibilities

Education | [Edit](#)

Education

Education

Employment History | [Edit](#)

Work Experience

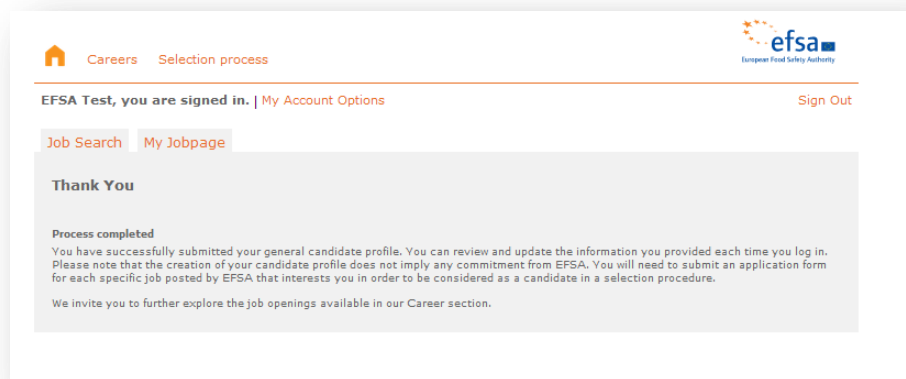
Work Experience

Certifications | [Edit](#)

Certifications

Certifications

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; | ■ Certifications; |
| ■ Personal information; | ■ Motivation; |
| ■ General questions; | ■ Publication list (for Experts) |
| ■ Job specific competencies; | ■ References; |
| ■ Job specific questions; | ■ Preferences; |
| ■ Education; | ■ eSignature; |
| ■ Employment history; | ■ 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](https://careers.efsa.europa.eu/).

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.

The screenshot shows the EFSA application portal. At the top, there's a navigation bar with 'Careers' and 'Selection process'. The user is logged in as 'EFSA Test, you are signed in.' with a 'Sign Out' link. Below this, there are tabs for 'Job Search' and 'My Jobpage'. The main section is titled 'Applying for: Media Relations Officer (Job Number: EFSA/F/4/2016/06)' and indicates 'Step 3 out of 13'. A progress bar shows various steps: Profile Upload, Personal Information, General Questions (highlighted), Job Specific Competencies, Job Specific Questions, Education, Employment History, Certifications, Motivation, References, Preferences, eSignature, and Review and Submit. Below the progress bar are buttons for 'Save and Continue', 'Save as Draft', and 'Quit'. The 'General Questions' section is titled 'Questionnaire' and contains six questions with radio button options:

- 1. Are you a national of a Member State of the European Union, Iceland or Norway and you enjoy full rights as a citizen?
☐ Yes
☐ No
- 2. Do you have a university diploma of at least 3 years of study?
☐ Yes
☐ No
- 3. Do you have at least 1 year of full-time professional experience relevant to the job gained after obtaining the required qualifications?
☐ Yes
☐ No
- 4. Do you have thorough knowledge of one of the EU official languages (e.g. mother tongue, your first language) and good knowledge of another EU language (e.g. your second language)?
☐ Yes
☐ No
- 5. Do you meet the character requirements for the duties involved (e.g. no-criminal record)?
☐ Yes
☐ No
- 6. Have you fulfilled any obligations imposed by laws concerning military service?
☐ Yes
☐ No
☐ Not applicable

At the bottom of the questionnaire section, there are buttons for 'Save and Continue', 'Save as Draft', and 'Quit'.

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).

The screenshot shows the EFSA application portal interface. At the top, there's a navigation bar with 'Careers' and 'Selection process' links, and the EFSA logo. Below this, a status bar indicates 'EFSA Test, you are signed in.' and 'My Account Options' with a 'Sign Out' link. The main content area is titled 'Applying for: Media Relations Officer (Job Number: EFSA/F/4/2016/06)' and shows 'Step 5 out of 13'. A progress bar highlights the 'Job Specific Questions' step. Below the progress bar, there are buttons for 'Save and Continue', 'Save as Draft', and 'Quit'. The 'Job Specific Questions' section is titled 'Questionnaire' and asks candidates to answer questions as accurately as possible. It contains five numbered questions with multiple choice options.

Applying for: Media Relations Officer (Job Number: EFSA/F/4/2016/06) Step 5 out of 13 | [Print/Email](#)

[Profile Upload](#) > [Personal Information](#) > [General Questions](#) > [Job Specific Competencies](#) > **[Job Specific Questions](#)** > [Education](#) > [Employment History](#) > [Certifications](#) > [Motivation](#) >

[References](#) > [Preferences](#) > [eSignature](#) > [Review and Submit](#)

[Save and Continue](#) [Save as Draft](#) [Quit](#)

Job Specific Questions

Questionnaire
Please answer the following questions as accurately as possible.

*1. How many years of work experience relevant to media relations/ journalism do you have?
☐ None
☐ Less than 1 year
☐ 1 year or more but less than 3 years
☐ 3 years or more but less than 5 years
☐ 5 years or more

*2. Please indicate the area(s) below for which you have advanced expertise. Select all that apply.
☐ Answering enquiries from the press or other media representatives
☐ Writing press releases and news stories about the work of an organisation or media
☐ Analysing and monitoring media coverage
☐ Coordinating media events and promotional activities
☐ Pitching story ideas to media or editors
☐ Preparing reactive lines to take and briefing documents
☐ Acting as a spokesperson
☐ Facilitating interviews
☐ None of the above

*3. Which social media tools have you used extensively in your work? Select all that apply.
☐ Twitter
☐ LinkedIn
☐ Facebook
☐ Instagram
☐ None of the above

*4. Please indicate in which of the area(s) below you have taken the lead. Select all that apply.
☐ Producing engaging communications content including messaging and narratives
☐ Distilling complex information for communicating to different audiences
☐ Pitching content in a compelling way to editors or journalists
☐ None of the above

*5. What is in your opinion the main goal of media relations?
☐ Maximizing positive coverage in the mass media
☐ Building strong network with journalists
☐ Increase the organisation's visibility and reputation

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.

EFSA Test, you are signed in. | My Account Options [Sign Out](#)

[Job Search](#) [My Jobpage](#)

Applying for: Media Relations Officer (Job Number: EFSA/F/4/2016/06) Step 9 out of 13 | [Print/Email](#)

Profile Upload > Personal Information > General Questions > Job Specific Competencies > Job Specific Questions > Education > Employment History > Certifications > **Motivation** > References >

Preferences > eSignature > Review and Submit

[Save and Continue](#) [Save as Draft](#) [Quit](#)

Motivation

Plain Text Motivation Letter

Describe your motivation and the added value you will bring to the position. If you paste the text, please note that the original formatting will be modified. Plain text has no style elements, such as bullets, tables, bolded characters, etc. Make sure the text is properly formatted.

Plain Text Motivation Letter

Additional Information

Provide any additional information regarding your qualifications, career objectives or any other details that could help us evaluate your job submission.

Career Objectives

What is "plain text"?

Plain text has no formatting at all (bold, italic, table, etc.). It is software independent and can be imported, read, and exported by virtually every software application.

Copy-paste a motivation letter

To copy and paste a motivation letter:

Open the motivation letter file and highlight the text to copy. Hold down Ctrl + C simultaneously. The text is now copied. Place the cursor in the plain text motivation letter field and hold down Ctrl + V simultaneously. The text is now pasted.

Motivation letter maximum length

The maximum length allowed in the motivation letter text field is 4000 characters.

Tips

Use these fields to provide any relevant information missing from your employment submission. E.g.: explain why you are interested in working for our organization, explain why you think you qualify for this position, detail your short term and long term career goals, etc.

Fields maximum length

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.

The screenshot displays the EFSA application portal interface. At the top, the EFSA logo and navigation links for 'Careers' and 'Selection process' are visible. The user is logged in as 'EFSA Test, you are signed in.' with a 'My Account Options' link and a 'Sign Out' button. The 'Job Search' and 'My Jobpage' tabs are present, with 'My Jobpage' selected. The current step is 'Applying for: Media Relations Officer (Job Number: EFSA/F/4/2016/06)', which is Step 10 out of 13. A breadcrumb trail shows the progression from 'Profile Upload' to 'References'. The 'References' section is highlighted in the breadcrumb trail. Below the breadcrumb trail, there are buttons for 'Save and Continue', 'Save as Draft', and 'Quit'. The main content area is titled 'References' and includes a description: 'List your references below in the order of contact preference, starting with the most relevant one. References are individuals that are familiar with your work capabilities and your educational training.' The form fields include 'Type' (a dropdown menu set to 'Not Specified'), 'First Name', 'Last Name', 'Relationship', 'How long have you known this person?' (a dropdown menu set to 'Not Specified'), 'Employer', 'Title', 'Location', 'Country' (a dropdown menu set to 'Not Specified'), 'Phone Number', and 'Email Address'. At the bottom of the form, there are links for 'Remove Reference' and 'Add Reference'. To the right of the form, there is a sidebar with instructions: 'Adding references' (To create a reference, click 'Add Reference'. A new section including blank fields appears. Enter any relevant information.), 'Removing references' (To remove a reference from the list, identify it, then click 'Remove Reference'.), and 'Reordering references' (To reorder reference entries, click 'Move Up' or 'Move Down' next to each entry until the relevant reference reaches the desired position.). At the bottom of the page, there are buttons for 'Save and Continue', 'Save as Draft', and 'Quit'.

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!

