Call for Expression of Interest

Applicant Guide
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Introduction

This user guide provides basic information for applicants to be able to correctly complete an application, “Call for Expression of Interest (CEI)”, using the online form.

Supported browsers for the EUAA CEI website are Google Chrome, Mozilla Firefox, and Microsoft Edge (latest version).

Disclaimer

Please note that the screenshots in this document are derived from a test call and do not necessarily correspond to any actual published vacancies.
The Website

*Figure 1* shows the landing/home page for the [Call for Expression of Interest](#) (CEI) website.

From here you can see which calls are currently available and choose to apply for any that match your experience and qualifications.

![Figure 1. Home Page](image)

As a potential applicant, select the call that interests you from the list of calls and click on the [Apply for this Call](#) button next to the title of the vacancy, as indicated in *Figure 2*.

![Figure 2. Apply for this Call](image)

This will take you to the login page of the system. *(See Figure 3)*
Login

You are still not logged in, so the website will prompt you to login to the system. If you already have login credentials, enter your email and password, and click on the Login button.

If you do not have an account and this is your first time using the system, please click on the Create Account button and follow the instructions detailed in the Create Account section.
Create Account

Fill in the form presented after clicking the Create Account button and click Create Account at the end of the form, as illustrated in Figure 4.

![Create Account Form](image1)

Figure 4. Create Account Form

The system will send you a confirmation email. Be sure to click on the link to activate your account, which will take you to the page illustrated in Figure 5.

![Account Activation](image2)

Figure 5. Account Activation
My Profile

After you log in, you will be directed to the My Profile page where you can start filling in the relevant information in each tab, as illustrated in Figure 6.

![Figure 6. My Profile](image)

**Important Notice**

You are required to fill in **ALL** the fields listed under each tab to complete your profile. Without a complete profile you cannot apply for a call. Each of these tabs can be seen below. You can select tabs at any point if you wish to edit or review your information.

![Figure 7. My Profile Tabs](image)
My Profile – General Information

Fill in the **General information** tab and please remember to click the confirmation radio button for eligibility check before you click on the **Save and Continue** button to move onto the next tab.

![Figure 8. General Information Tab](image)

When you have filled in all the information correctly and clicked on the **Save and Continue** button, you will see that the title of the tab *(See Figure 9)* now has a green checkmark ✅, which means that the details have been filled in correctly.
In the General Information section, please ensure that your personal email address and phone number are correct when completing this section. This information will be used in communications with you during the later stages of the selection process.

My Profile – Professional Experience

In the Professional Experience tab, you can elect to Add On-going Experience or Add Experience by clicking on the appropriate button. On-going experience relates to activities in which you are currently engaged. Figures 10, 11, and 12 illustrate each step.

Figure 10 illustrates the starting point for the entry of your information into the CEI application system.

When filling in your Professional Experience, please be aware that you must complete at least one section, before you can proceed. You may also ‘close’ a section, which deletes the information you have entered and returns to the beginning.
Figures 11 & 12 illustrate the form to be completed after you select the **Ongoing Experience** button. Please complete every field accurately and be aware of the ‘ongoing’ radio button, which you may select. When you are confident that you have completed each field, click **Save** to move to the next section, or click **Close** and begin again.

![Professional Experience Form](image)

*Figure 11. Ongoing Professional Experience*
You may add as many entries as necessary, to cover your career to date.

The **Professional Experience** tab now has a [green checkmark](#) which means that the details have been filled in correctly. You can now click on the **Save and Continue** button and move on to the next tab. *(See figure 13)*
Figure 13. Professional Experience Accepted

My Profile – Education

In the **Education** tab, you can add information about formal education and training/courses by clicking on the appropriate button.

*Figures 14, 15, and 16 illustrate each step.*

Figure 14. Education
Figure 15 illustrates the form to be completed after you select the Add Formal Education button. Please complete every field accurately. Click Save to move to the next section, or click Close and begin again.

Figure 16. Add a Training/Course
Figure 16 illustrates the form to be completed after you select the Add a Training/Course button. Please complete every field accurately. Click Save to move to the next section, or click Close and begin again.

The Education tab now has a green checkmark ✔️ which means that the details have been filled in correctly. You can now click on the Save and Continue button and move on to the next tab. (See figure 17)
My Profile – Publication & Contribution

In the **Publications** tab, you can supply all papers, publications, or contributions you may feel are relevant to this call. *(See Fig 18 & 19)* If you select ‘none’ for all, the Publications tab will indicate a **green checkmark** and you may proceed to the next section.

*Figure 18. Publications & Contributions - None Selected*

*Figure 19. Publications & Contributions - Tab Green*
If you have Publications and/or Contributions, select ‘yes’ where appropriate and provide the details. You can also provide a link to the publication. *(See Figures 20 & 21)*
You may select either or both Publication and Contribution and submit the details. Your publication and contribution will then be saved and shown in the status bar.

The **Publications** tab now has a *green checkmark* ☑️ which means that the details have been filled in correctly. You can now click on the **Save and Continue** button and move on to the next tab. *(See figure 22)*

![Figure 22. Publication & Contribution Successfully Uploaded](image)
My Profile – Languages

In the Languages tab, you can indicate your proficiency in each of the languages listed in the drop-down list. If the language is your mother tongue, then tick the Mother Tongue box instead of selecting the levels.

![Figure 23. Languages Tab](image)

Once you have selected a language and the relevant proficiency ratings (or indicated a mother tongue language), click on the Save Language button. *(See Figure 23)*

You can add another language or else you can click on the Save and Continue button.

Once the details have been filled in correctly, the Languages tab will have a green checkmark ✅.
My Profile – Other Skills

In the **Other Skills** tab, *(See Figure 24)* you can describe your skills related to the specific areas. Once you are done you can click on the **Save and Continue** button.

![Profile Details](image)

**Figure 24. Other Skill Tab**

The **Other Skills** tab now has a green checkmark ☑️ which means that the details have been filled in correctly.
My Profile – Documents

In the **Documents** tab you may upload your CV. *(See Figures 25 & 26)*

Please note that it is compulsory to include a CV with your document uploads. This can be confirmed by selecting the radio button next to the CV selection area.

When you are confident that your CV has been uploaded correctly and appear in the status bar *(See Figure 26)* you are now ready to save your profile in the system. Remember that when your profile has been registered, you can always return at any time and update or delete sections as appropriate.
After your profile has been processed and saved by the system, a confirmation notification will appear.

The system will then return to the current CEI listings page where you can browse more opportunities. If you select an opportunity, you will be shown the notice details. (See Figure 27) You can then proceed with the application.

Please note you will not have to complete your profile again! The system will use your registered profile, so please make sure your profile is suitable for the CEI and profile(s) you are applying for.
As you can see, in the next CEI most of your general profile information tabs have been pre-populated, and only the job specific tabs and declaration tab remain to be completed. *(See Figure 28)*

You can review the status of all your current and pending applications by selecting **View all Applications**, as illustrated in **Figure 29**.