

Call for Expression of Interest

Applicant Guide

Contents

Introduction	3
The Website	4
Login.....	5
Create Account.....	6
My Profile.....	7
My Profile – General Information	8
My Profile – Professional Experience	9
My Profile – Education.....	12
My Profile – Publication & Contribution.....	15
My Profile – Languages	18
My Profile – Other Skills.....	19
My Profile – Documents	20
Figure 1. Home Page	4
Figure 2. Apply for this Call	4
Figure 3. Login Page	5
Figure 4. Create Account Form	6
Figure 5. Account Activation	6
Figure 6. My Profile	7
Figure 7. My Profile Tabs	7
Figure 8. General Information Tab.....	8
Figure 9. General Information Accepted	9
Figure 10. Professional Experience Tab	9
Figure 11. Ongoing Professional Experience	10
Figure 12. Adding Professional Experience.....	11
Figure 13. Professional Experience Accepted	12
Figure 14. Education	12
Figure 15. Add Formal Education.....	13
Figure 16. Add a Training/Course	13
Figure 17. Education Accepted	14
Figure 18. Publications & Contributions - None Selected.....	15
Figure 19. Publications & Contributions - Tab Green	15
Figure 20. Publications & Contributions - Selected	16
Figure 21. Adding Publication & Contribution	16
Figure 22. Publication & Contribution Successfully Uploaded	17
Figure 23. Languages Tab.....	18
Figure 24. Other Skill Tab.....	19
Figure 25. Documents Tab	20
Figure 26. Saving Your Profile	21
Figure 27. Applying for New CEI.....	22
Figure 28. Application Tabs.....	22
Figure 29. Review Application Status.....	22

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.

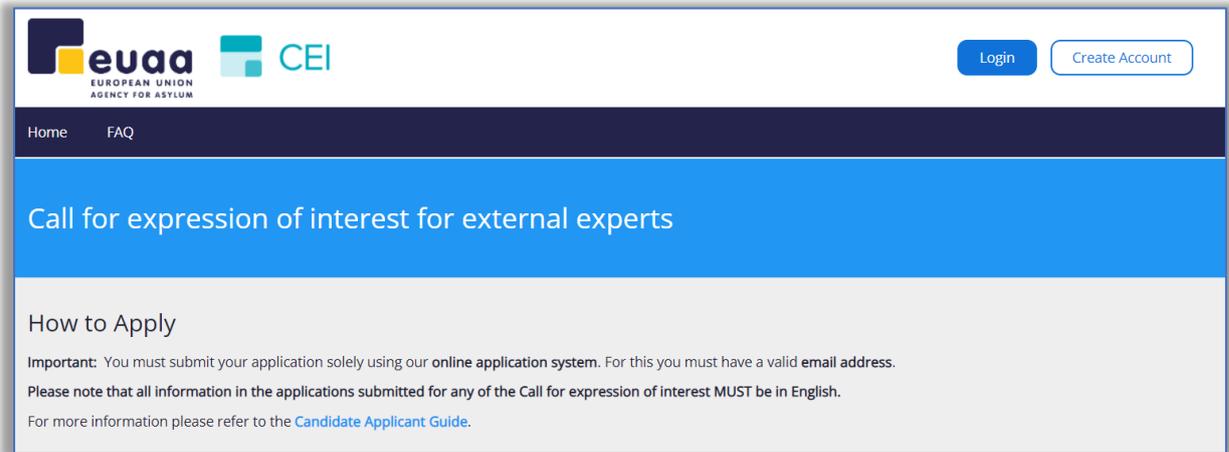


Figure 1. Home Page

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

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.

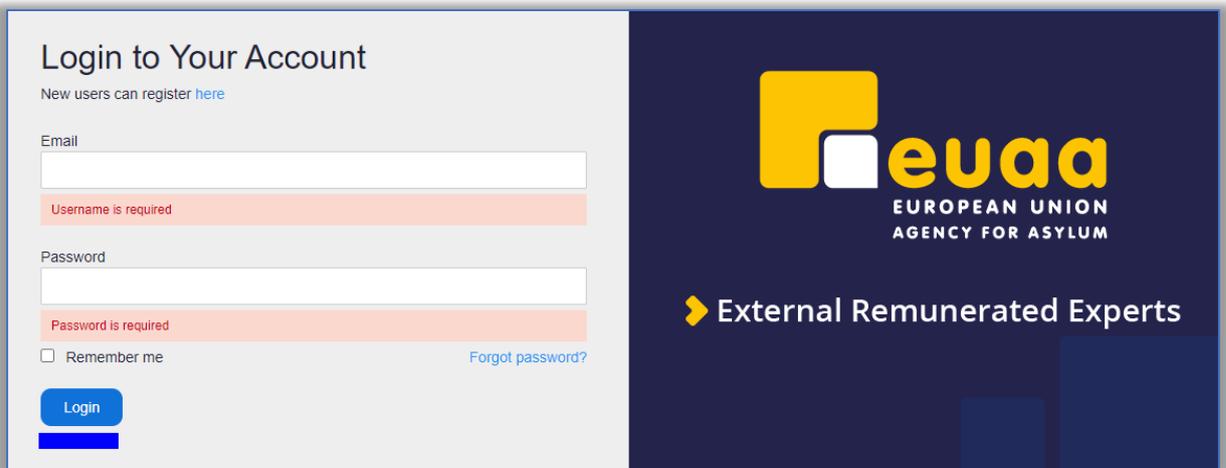
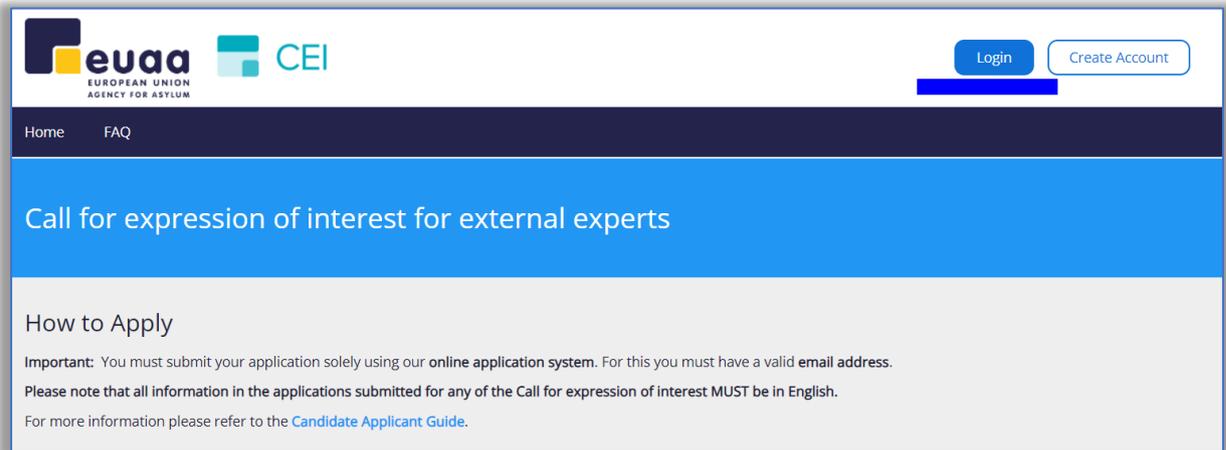
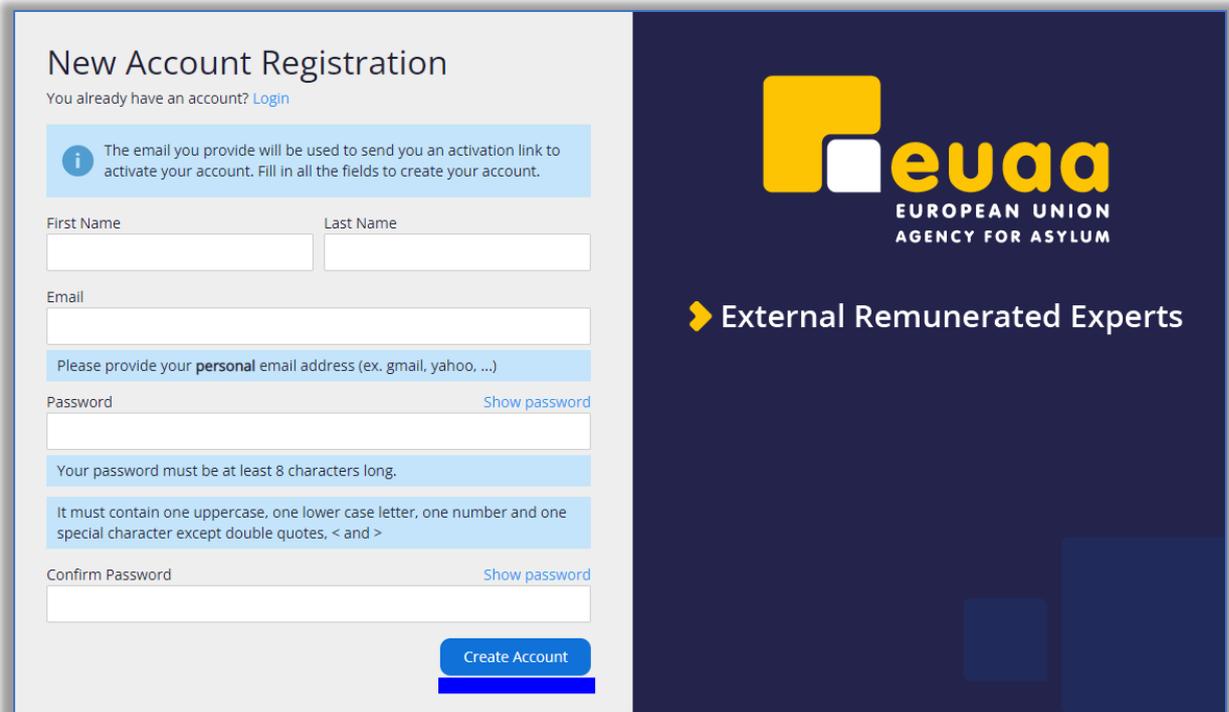


Figure 3. Login Page

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*.



New Account Registration
You already have an account? [Login](#)

i The email you provide will be used to send you an activation link to activate your account. Fill in all the fields to create your account.

First Name Last Name

Email
Please provide your **personal** email address (ex. gmail, yahoo, ...)

Password [Show password](#)
Your password must be at least 8 characters long.
It must contain one uppercase, one lower case letter, one number and one special character except double quotes, < and >

Confirm Password [Show password](#)

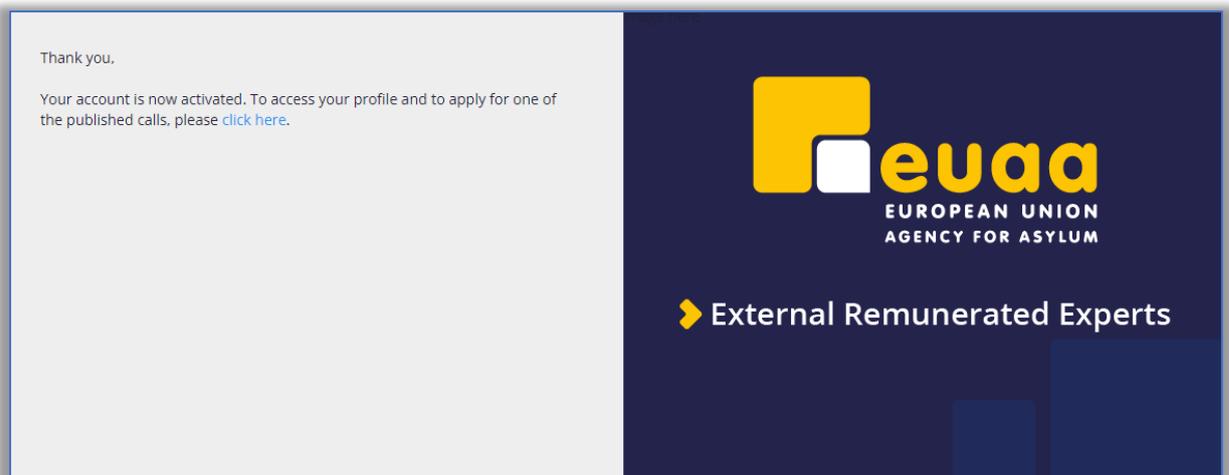
Create Account

euaa
EUROPEAN UNION
AGENCY FOR ASYLUM

➤ External Remunerated Experts

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*.



Thank you,

Your account is now activated. To access your profile and to apply for one of the published calls, please [click here](#).

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EUROPEAN UNION
AGENCY FOR ASYLUM

➤ External Remunerated Experts

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*.

My Profile

Welcome Back Test TEST, Malta: 18/10/2022 - 17:03:32 (GMT + 2) [Modify Profile](#) [Change Password](#) [My Expressions of Interest](#)

Please note that you can fill in your profile information in the Profile Section of the recruitment application and this information will be used for all your future application submissions. Note also that for each application that you do you can have a separate profile with specific information for the particular vacancy you may be applying to.

Profile Details

- General Info
- Professional Experience
- Education
- Publications
- Languages
- Other Skills
- Documents

General Information

Personal Details

First Name *

Figure 6. My Profile

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.*

Profile Details

- General Info
- Professional Experience
- Education
- Publications
- Languages
- Other Skills
- Documents

Figure 7. My Profile Tabs

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.

Profile Details

General Info Professional Experience Education Publications Languages Other Skills Documents

General Information

Personal Details

First Name *

Last Name *

Gender * Male Female Other

Nationality *

Address Details

Street *

NO. *

Post Code

Postbox NO.

Town/City *

Country *

Telephone number * (Expected in International Form: 00... or +...)

Email (Please provide your personal email address (ex. gmail, yahoo, ...))

Please note that if you change the email you will be redirected to the login page where you need to use the new credentials

Eligibility check

Do you confirm that you are NOT employed by an institution represented at the EUAA Management Board or by any EU Institution, body or Agency? *

I confirm

Save and Continue

Figure 8. General Information Tab

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.

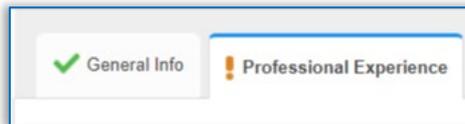


Figure 9. General Information Accepted



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.

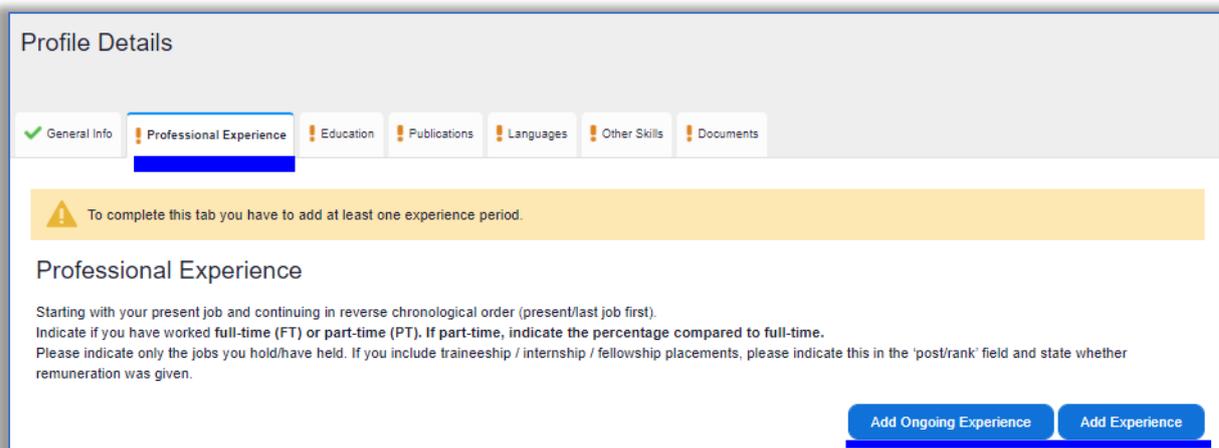


Figure 10. Professional Experience Tab

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

Starting with your present job and continuing in reverse chronological order (present/last job first).
Indicate if you have worked full-time (FT) or part-time (PT). If part-time, indicate the percentage compared to full-time.
Please indicate only the jobs you hold/have held. If you include traineeship / internship / fellowship placements, please indicate this in the 'post/rank' field and state whether remuneration was given.

Experience

From * (dd/mm/yyyy)

To * (dd/mm/yyyy) **Ongoing**

Type * Full time Part time

Employer Information

* May we contact your employer, if necessary? Yes No

Name *

Address *

Type of Business *

Description of the Position

Exact Designation of Post/Rank *

Is this remunerated prof. exp? *

Description of Duties *

Figure 11. Ongoing Professional Experience

Professional Experience

Starting with your present job and continuing in reverse chronological order (present/last job first).
 Indicate if you have worked full-time (FT) or part-time (PT). If part-time, indicate the percentage compared to full-time.
 Please indicate only the jobs you hold/have held. If you include traineeship / internship / fellowship placements, please indicate this in the 'post/rank' field and state whether remuneration was given.

Duration	Position	Employer	Actions
01/01/2020 - 01/01/2021	Test Position	Test Employer	Modify

Experience

From * (dd/mm/yyyy)

To * (dd/mm/yyyy)

Type * Full time Part time

Employer Information

Name *

Address *

Type of Business *

Description of the Position

Exact Designation of Post/Rank *

Is this remunerated prof. exp? *

Description of Duties *

Figure 12. Adding 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)

Profile Details

[General Info](#)
[Professional Experience](#)
[Education](#)
[Publications](#)
[Languages](#)
[Other Skills](#)
[Documents](#)

Professional Experience

Starting with your present job and continuing in reverse chronological order (present/last job first).
 Indicate if you have worked full-time (FT) or part-time (PT). If part-time, indicate the percentage compared to full-time.
 Please indicate only the jobs you hold/have held. If you include traineeship / internship / fellowship placements, please indicate this in the 'post/rank' field and state whether remuneration was given.

Duration	Position	Employer	Actions
01/01/2020 - 01/01/2021	Test Position	Test Employer	Modify

[Add Ongoing Experience](#)
[Add Experience](#)

[Save and Continue](#)

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.

Profile Details

[General Info](#)
[Professional Experience](#)
[Education](#)
[Publications](#)
[Languages](#)
[Other Skills](#)
[Documents](#)

⚠ To complete this tab you have to add at least one formal education.

Education & Training

Formal Education

Indicate schools, colleges, universities, or other relevant institutions attended.
 Please indicate only the studies for which you have been issued with an official certificate or diploma.

[Add Formal Education](#)

Training/Courses Attended

[Add a Training/Course](#)

Figure 14. Education

Education & Training

Formal Education

Indicate schools, colleges, universities, or other relevant institutions attended.
Please indicate only the studies for which you have been issued with an official certificate or diploma.

Education

Type of Education * Higher education (university) ▼

From * (dd/mm/yyyy) 01/10/2015

To * (dd/mm/yyyy) 01/10/2020

Minimum mandatory duration of the studies (years) * 5

Title of Diploma Obtained * Test Diploma

Level in international classification (ISCED) * ISCED 7 ▼

Name of the institution * Test University

Town/City * Test City

Country * Malta ▼

Figure 15. Add Formal 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.

Training/Courses Attended

Training/Course

From * (dd/mm/yyyy) 10/01/2018

To * (dd/mm/yyyy) 01/12/2018

Title of Diploma Obtained * Test Diploma

Name of institution * Test Institution

Town/City * Test City

Country * Malta ▼

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)

Profile Details

General Info
 Professional Experience
 Education
 Publications
 Languages
 Other Skills
 Documents

Education & Training

Formal Education

Indicate schools, colleges, universities, or other relevant institutions attended.
Please indicate only the studies for which you have been issued with an official certificate or diploma.

Type	Name	Title of Diploma Obtained	Duration	Actions
Higher education (university)	Test University	Test Diploma	01/10/2015 - 01/10/2020	Modify Delete

[Add Formal Education](#)

Training/Courses Attended

Name	Title of Diploma Obtained	Duration	Actions
Test Institution	Test Diploma	10/01/2018 - 01/12/2018	Modify Delete

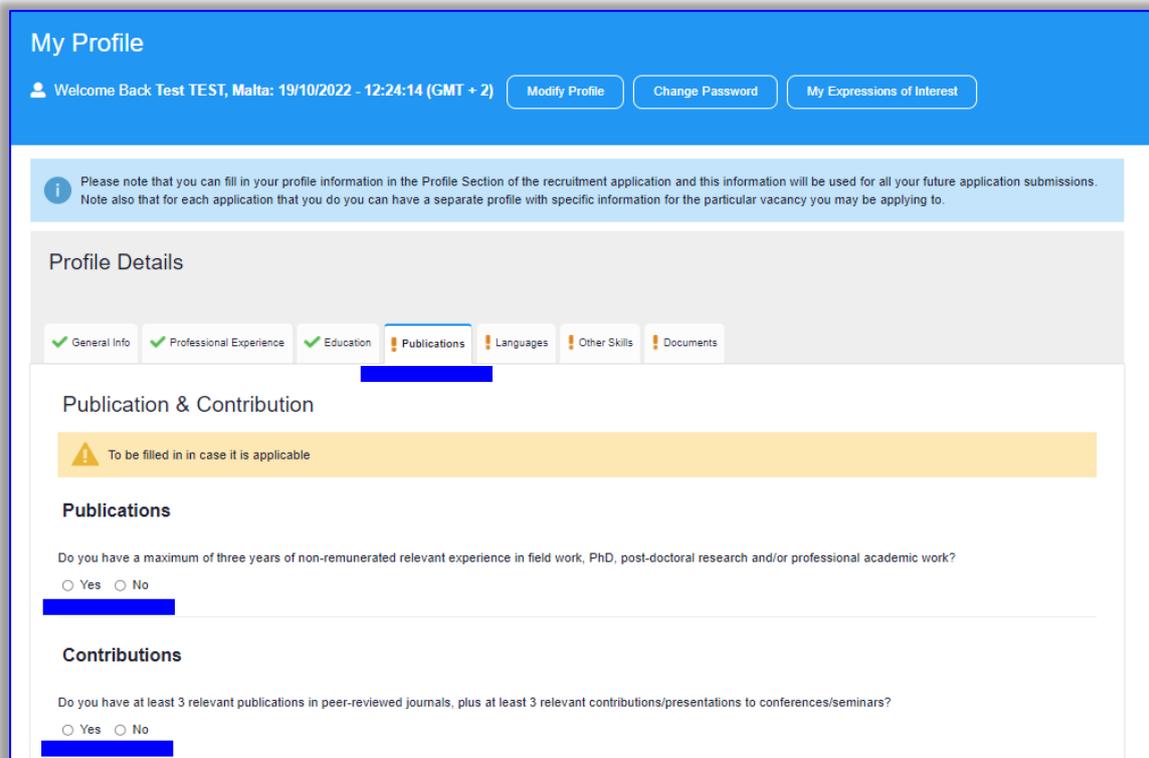
[Add a Training/Course](#)

[Save and Continue](#)

Figure 17. Education Accepted

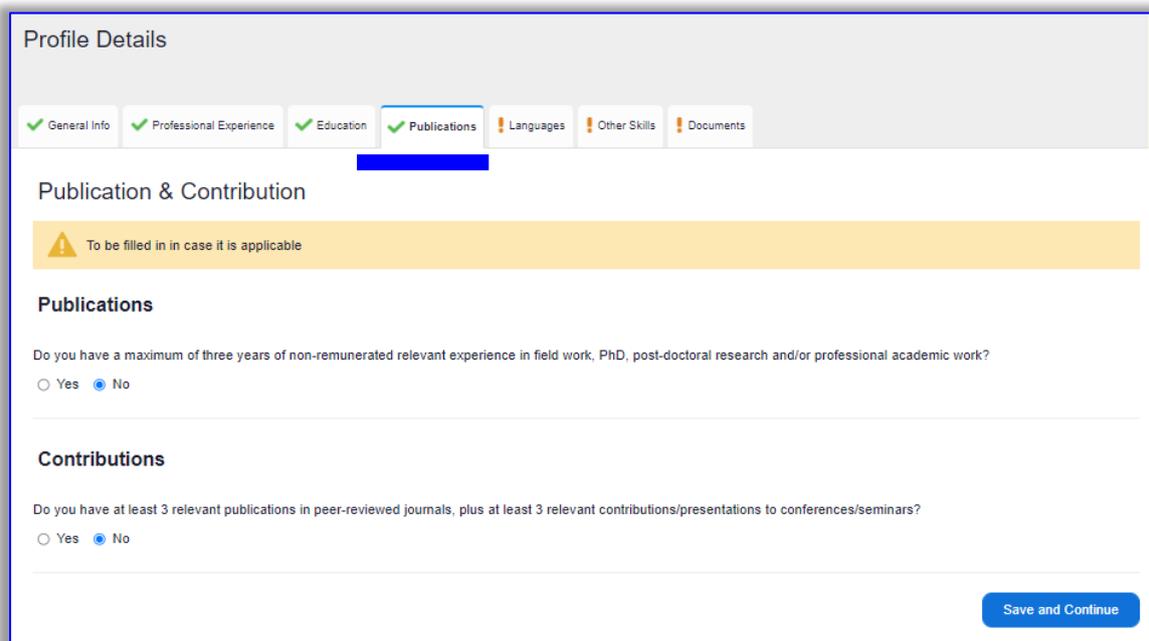
My Profile – Publication & Contribution

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.



The screenshot shows the 'My Profile' page with a blue header. Below the header, there is a navigation bar with 'Welcome Back Test TEST, Malta: 19/10/2022 - 12:24:14 (GMT + 2)', 'Modify Profile', 'Change Password', and 'My Expressions of Interest'. A blue box contains a note: 'Please note that you can fill in your profile information in the Profile Section of the recruitment application and this information will be used for all your future application submissions. Note also that for each application that you do you can have a separate profile with specific information for the particular vacancy you may be applying to.' Below this is the 'Profile Details' section with tabs for 'General Info', 'Professional Experience', 'Education', 'Publications', 'Languages', 'Other Skills', and 'Documents'. The 'Publications' tab is selected and highlighted with a blue bar. Below the tabs is the 'Publication & Contribution' section with a yellow warning box: 'To be filled in in case it is applicable'. Under 'Publications', the question is 'Do you have a maximum of three years of non-remunerated relevant experience in field work, PhD, post-doctoral research and/or professional academic work?' with radio buttons for 'Yes' and 'No', where 'No' is selected. Under 'Contributions', the question is 'Do you have at least 3 relevant publications in peer-reviewed journals, plus at least 3 relevant contributions/presentations to conferences/seminars?' with radio buttons for 'Yes' and 'No', where 'No' is selected.

Figure 18. Publications & Contributions - None Selected



This screenshot is similar to Figure 18, showing the 'My Profile' page with the 'Publications' tab selected. The 'Publications' and 'Contributions' sections are identical to Figure 18, with 'No' selected for both. A blue bar highlights the 'Publications' tab. At the bottom right of the form, there is a blue button labeled 'Save and Continue'.

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)

Profile Details

General Info Professional Experience Education **Publications** Languages Other Skills Documents

Publication & Contribution

To be filled in in case it is applicable

Publications

Do you have a maximum of three years of non-remunerated relevant experience in field work, PhD, post-doctoral research and/or professional academic work?

Yes No

Add Publication

Contributions

Do you have at least 3 relevant publications in peer-reviewed journals, plus at least 3 relevant contributions/presentations to conferences/seminars?

Yes No

Add Contribution

Figure 20. Publications & Contributions - Selected

Profile Details

General Info Professional Experience Education **Publications** Languages Other Skills Documents

Publication & Contribution

To be filled in in case it is applicable

Publications

Do you have a maximum of three years of non-remunerated relevant experience in field work, PhD, post-doctoral research and/or professional academic work?

Yes No

Publication

Date of Publication *

Title *

Abstract *

Author/s *

Link

Contributions

Do you have at least 3 relevant publications in peer-reviewed journals, plus at least 3 relevant contributions/presentations to conferences/seminars?

Yes No

Add Contribution

Figure 21. Adding Publication & Contribution

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)

Profile Details

General Info Professional Experience Education **Publications** Languages Other Skills Documents

Publication & Contribution

Publications

To be filled in in case it is applicable

Do you have a maximum of three years of non-remunerated relevant experience in field work, PhD, post-doctoral research and/or professional academic work?

Yes No

Date	Title	Actions
06/10/2022	Test	Modify Delete

[Add Publication](#)

Contributions

Do you have at least 3 relevant publications in peer-reviewed journals, plus at least 3 relevant contributions/presentations to conferences/seminars?

Yes No

Date	Name of conference / seminar	Title of contribution / presentation	Actions
14/07/2022	Test	Test	Modify Delete

[Add Contribution](#)

[Save and Continue](#)

Figure 22. Publication & Contribution Successfully Uploaded

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.

My Profile

Welcome Back Test TEST, Malta: 19/10/2022 - 14:58:06 (GMT + 2) [Modify Profile](#) [Change Password](#) [My Expressions of Interest](#)

Please note that you can fill in your profile information in the Profile Section of the recruitment application and this information will be used for all your future application submissions. Note also that for each application that you do you can have a separate profile with specific information for the particular vacancy you may be applying to.

Profile Details

✓ General Info ✓ Professional Experience ✓ Education ✓ Publications **Languages** Other Skills Documents

The knowledge of English language at least level B2 is mandatory.

Knowledge of Languages

Add Language

Language *

Written *

Verbal *

Listening *

Mother Tongue

[Save Language](#)

Figure 23. Languages Tab

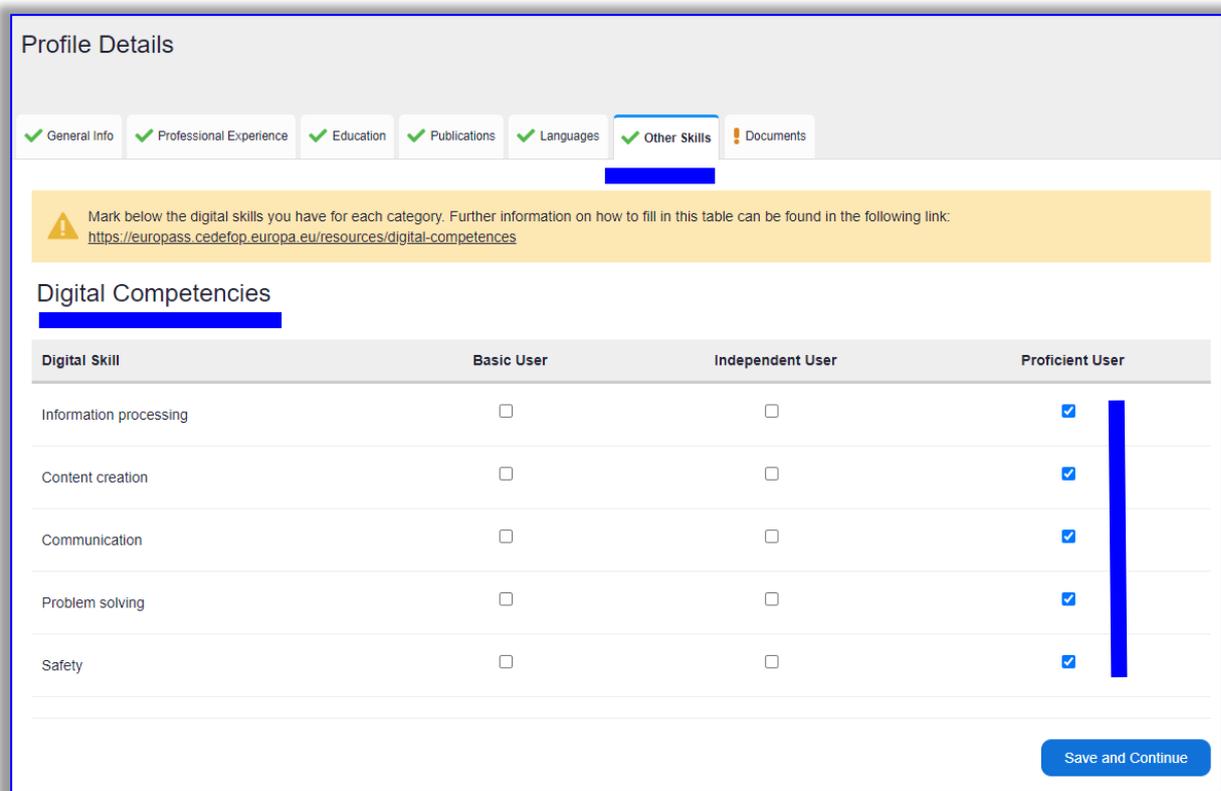
Once you have selected a language and the relevant proficiency ratings (or indicated a mother tongue language), click on the **Save Language** button. (See Figure 23)

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

✓ General Info ✓ Professional Experience ✓ Education ✓ Publications ✓ Languages ✓ **Other Skills** Documents

⚠ Mark below the digital skills you have for each category. Further information on how to fill in this table can be found in the following link: <https://europass.cedefop.europa.eu/resources/digital-competences>

Digital Competencies

Digital Skill	Basic User	Independent User	Proficient User
Information processing	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Content creation	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Communication	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Problem solving	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Safety	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>

Save and Continue

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.

Profile Details

General Info Professional Experience Education Publications Languages Other Skills Documents

Documents

! Please note that the CV is a compulsory document to be attached

Document Details

! Tick below the type of documentation that you wish to attach:

CV of the expert, with mention of degrees obtained, professional qualifications and relevant experience preferably in a EUROPASS Format, available at the following website: <https://europass.cedefop.europa.eu/documents/curriculum-vitae>

Evidence in support of the declaration

Other supporting documents

Choose File No file chosen Upload

Figure 25. Documents Tab

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.

Profile Details

General Info
 Professional Experience
 Education
 Publications
 Languages
 Other Skills
 Documents

Documents

! Please note that the CV is a compulsory document to be attached

Name	Type	Actions
CV Test.pdf	Curriculum vitae	View Delete

Document Details

! Tick below the type of documentation that you wish to attach:

CV of the expert, with mention of degrees obtained, professional qualifications and relevant experience preferably in a EUROPASS Format, available at the following website: <https://europass.cedefop.europa.eu/documents/curriculum-vitae>
 Evidence in support of the declaration
 Other supporting documents

No file chosen

Figure 26. Saving Your Profile

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.

You are applying for EASO/2021/885
 14 December 2021: Call for Expressions of Interest (CEI) to establish an EASO list of remunerated external experts for deployment in EASO Asylum Support Teams

Closing date for applications: **December 31, 2022 00:00 (Malta time)**
This post has been added to your profile, so you can proceed with your application.

To validate your application for this position, you must complete all the mandatory fields. Once you have completed all the mandatory fields you will be able to submit your application for this vacancy. Note that your application will be valid only if submitted by the closing date of **31 December, 2022 00:00 (Malta time)**.

[Continue Application](#)

Figure 27. Applying for New CEI

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)

Application Status

Application Opening Date: 16/05/2021

Application Submitted: Pending

Application Closing Date: Pending

Profile Details

General Info | Field/Profile Selection | Professional Experience | Education | Publications | Languages | Other Skills | Declaration | Documents

Figure 28. Application Tabs

You can review the status of all your current and pending applications by selecting [View all Applications](#), as illustrated in Figure 29.

My Application [View all Applications](#)

CFE\QA_Test

Application status

Warning: You need to complete all tabs to be able to submit your application. You need to do it before 24 June 2024 00:00 (GMT + 2); otherwise your application will not be taken into consideration. All tabs marked with an exclamation have mandatory items missing.

[Delete this application](#) [Submit Application](#)

Application Status

Application Opening Date: 22/06/2021

Application Submitted: Pending

Application Closing Date: Pending

Figure 29. Review Application Status