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 EASO 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.

![Home Page](image)

*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*.

![Apply for Call](image)

*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.

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**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.

![Create Account Form]

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]

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 *confirm radio button* for eligibility check before you click on the *Save and Continue* button to move onto the next tab.

![General Information Tab](image)

*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.

![Correct Details Accepted](image)

*Figure 9: Correct Details Accepted*
In the **General Information** Section, please ensure that your 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 paid 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.

![Figure 11. Ongoing Professional Experience](image_url)
Figure 12: 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 – Publication & Contribution

In the **Publication & Contribution** tab, you can supply all papers, publications, or contributions you may feel are relevant to this call. *(See Fig 14 & 15)* if you select ‘none’ for all, the Publications tab will indicate a *green checkmark* and you may proceed to the next section.

*Figure 14: Publications & Contributions-None Selected*
If you have Publications and/or Contributions, select yes where appropriate and you will be invited to upload the documents. (See Figures 16 & 17) or provide a link to the publication.
You may select either or both Publication and Contribution, submit the details. Your publication will then be saved and shown in the status bar. *(See figure 17)*
Figure 17: Adding a Publication or Contribution Online
Figure 18: Publication or 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.

![Profile Details](image)

**Knowledge of Languages**

- **Add Language**
  - Language
  - Written
  - Verbal
  - Listening
- **Mother Tongue**

![Figure 19. 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 Figures 19*

You can add another language or else you can click on the **Save and Continue** button.
My Profile – Other Skills

In the Other Skills tab, (See Figure 20) you can describe your skills related to the specific areas or any other relevant skills you may want to include. Once you are done you can click on the Save and Continue button.

![Figure 20. Other Skill Tab.](image)

On completion of 'other skills' you will be presented with a declaration of honour, which must be completed before you can continue to the next section. Select as appropriate, then click Save & Continue. (See Figure 21)
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 and any other documents which you consider to be relative to the application for the CEI. (See Figure 22 & 23)

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.

![Documents Tab](image)

*Figure 22. Documents Tab*

When you are confident that all documents have been uploaded correctly and appear in the status bar (See Figure 23) 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 green notification of acceptance will appear for a few seconds, at the top of the page to advise you that your profile has been saved.

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 24*) 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 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 remain to be completed. *(See Figure 25)*

You can review the status of all your current and pending applications by selecting **View all Applications**, as illustrated in *(Figure 26)*.