



European Asylum
Support Office

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 – Publication & Contribution.....	13
My Profile – Languages	18
My Profile – Other Skills.....	19
My Profile – Documents	21
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: Correct Details Accepted	8
Figure 10. Professional Experience Tab	9
Figure 11.Ongoing Professional Experience	10
Figure 12: Professional Experience	11
Figure 13: Professional Experience Accepted.....	12
Figure 14: Publications & Contributions-None Selected	13
Figure 15: Publications & Contributions - Tab Green	14
Figure 16: Adding Publications & Contributions.....	15
Figure 17: Adding a Publication or Contribution Online.....	16
Figure 18: Publication or Contribution Successfully Uploaded.....	17
Figure 19. Languages Tab.....	18
Figure 20. Other Skill Tab.	19
Figure 21: Declaration of Honour	20
Figure 22. Documents Tab	21
Figure 23: Saving Your Profile	22
Figure 24: Applying for New CEI	23
Figure 25. Continue the Next Application.....	23
Figure 26: Review Application Status	23

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.

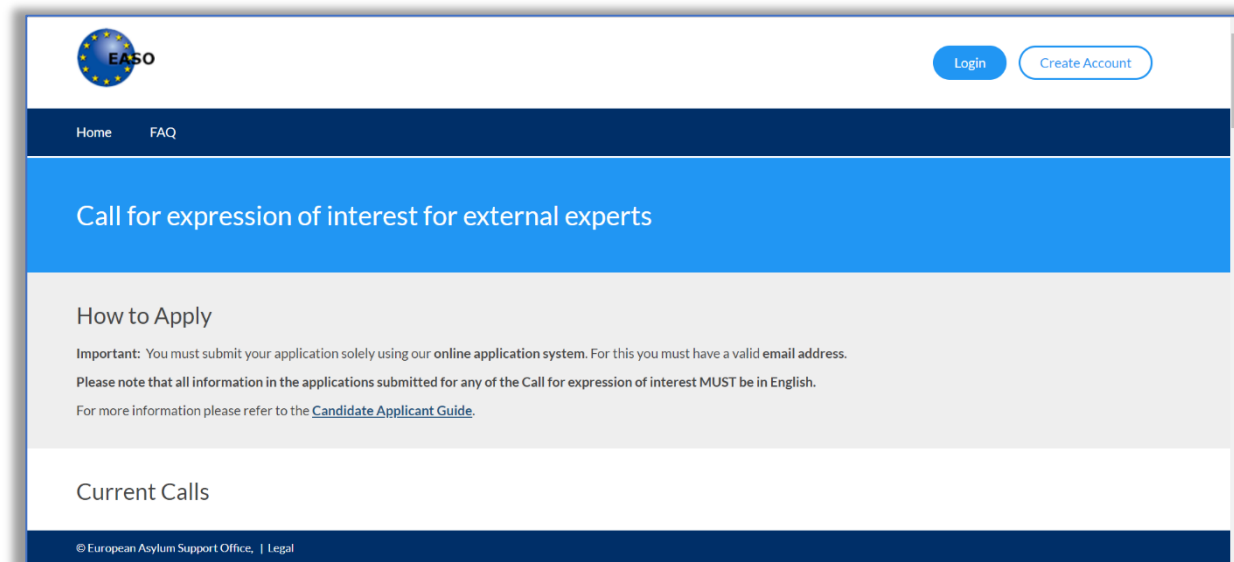


Figure 1. Home Page

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*.



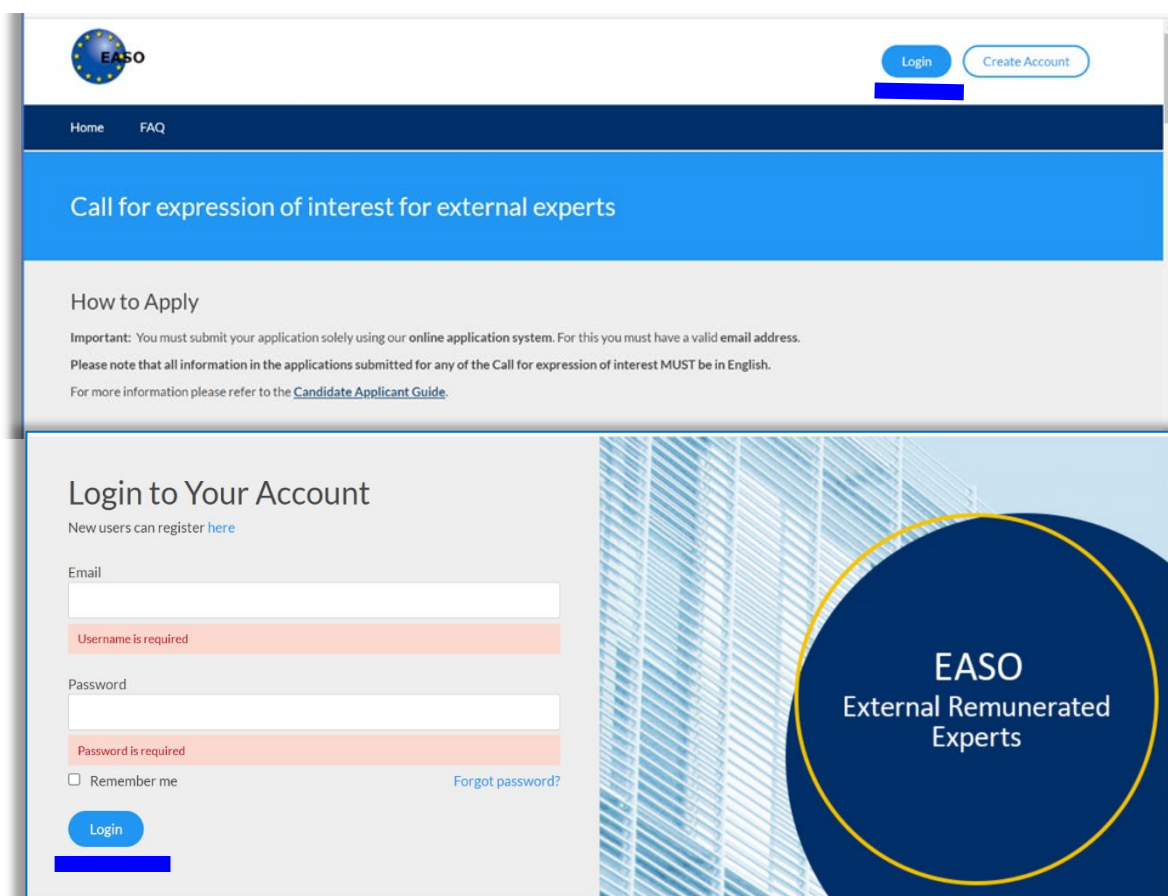
Figure 2. Apply for this Call

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.



The screenshot displays the EASO website's login interface. At the top left is the EASO logo, and at the top right are 'Login' and 'Create Account' buttons. A dark blue navigation bar contains 'Home' and 'FAQ' links. Below this is a blue banner with the text 'Call for expression of interest for external experts'. The main content area is divided into two sections. The left section, titled 'How to Apply', contains important instructions: 'Important: You must submit your application solely using our online application system. For this you must have a valid email address.', 'Please note that all information in the applications submitted for any of the Call for expression of interest MUST be in English.', and a link to the 'Candidate Applicant Guide'. The right section, titled 'Login to Your Account', includes a link for new users to register 'here'. It features input fields for 'Email' and 'Password', both with red error messages stating 'Username is required' and 'Password is required' respectively. Below the password field are checkboxes for 'Remember me' and a link for 'Forgot password?'. A blue 'Login' button is at the bottom of this section. The right side of the page features a large graphic with a blue background and a yellow circle containing the text 'EASO External Remunerated Experts'.

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*.

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

Email is required

Password [Show password](#)

Password is required

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](#)

EASO
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*.

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.

Thank you, your account has been successfully created. In order to activate your account, please follow the instructions enclosed in the email sent to you.

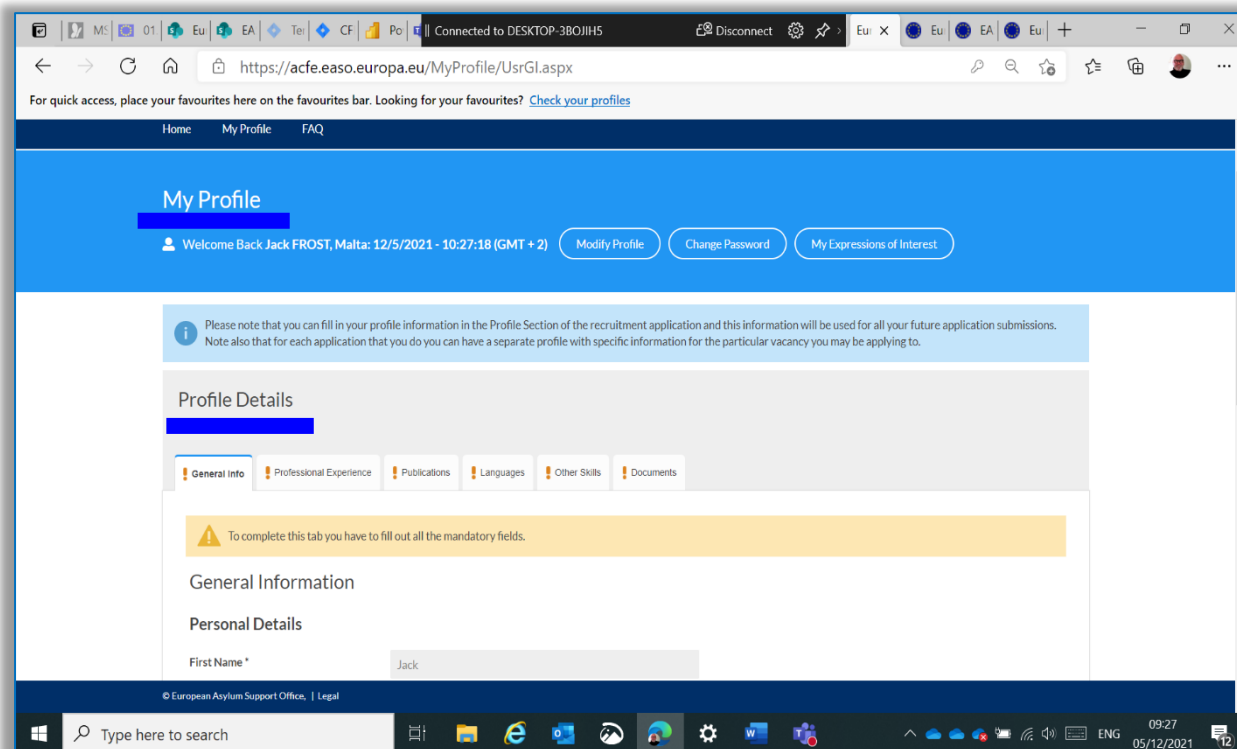
[Back to Home Page](#)

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Experts

Figure 5. Account Activation.

My Profile

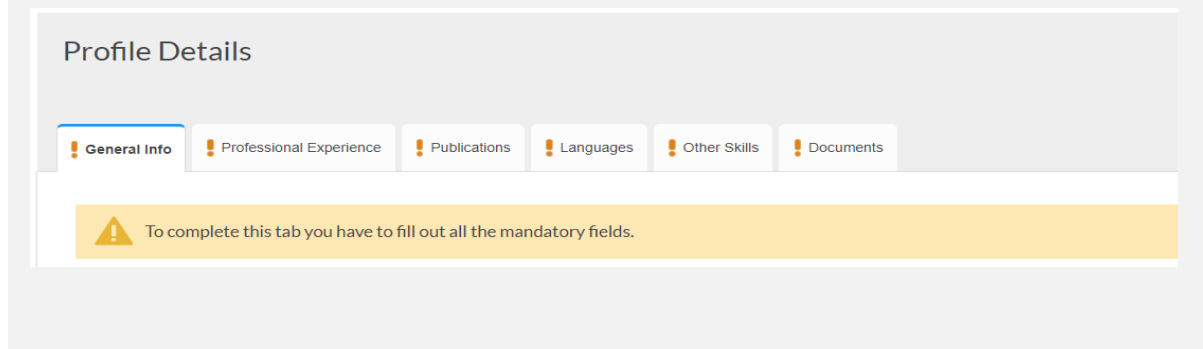
After you log in, you will be directed to the **My Profile** page where you can start filling in the relevant information in each tab, as illustrated in [Figure 6](#).



[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.*



[Figure 7. My Profile Tabs](#)

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.

The screenshot shows a web form titled "General Information" with a blue underline. It is divided into three main sections: "Personal Details", "Address Details", and "Eligibility check".

Personal Details

- First Name ***: Text input field containing "Jack".
- Last Name ***: Text input field containing "FROST".
- Gender ***: Radio button options: ☐ Male, ☐ Female, ☐ Other.
- Nationality ***: Dropdown menu showing "Select an item".

Address Details

- Street ***: Text input field.
- NO. ***: Text input field.
- Post Code**: Text input field.
- Postbox NO.**: Text input field.
- Town/City ***: Text input field.
- Country ***: Dropdown menu showing "Select an item".

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

Email: Text input field containing "documents@documentus.co.uk".

Eligibility check

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

☐ I confirm

Save and Continue button

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.

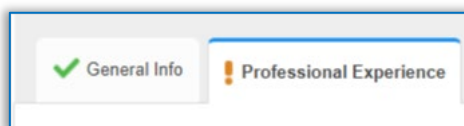


Figure 9: Correct Details Accepted



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.

The screenshot shows the 'Profile Details' section of the CEI application system. The 'Professional Experience' tab is selected and highlighted in blue. Below the tab navigation bar, a yellow warning box states: 'To complete this tab you have to add at least one experience period.' The main heading is 'Professional Experience'. Below this, instructions are provided: '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.' At the bottom right, there are two blue buttons: 'Add Ongoing Experience' and 'Add Experience'.

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)
Type *

Ongoing
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 *

Description of Duties *

Close
Save

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)

01/01/2020

To * (dd/mm/yyyy)

01/01/2021

Type *

☒ Full time
 ☐ Part time

Employer Information

Name *

Test Employer

Address *

Test Address, 10

Type of Business *

Test Type of Business

Description of the Position

Exact Designation of Post/Rank *

Test Position

Is this remunerated prof. exp? *

Yes

Description of Duties *

Test Description of Duties

Close

Save

Delete

Save and Continue

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.)

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

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Page 12 of 23

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.

Home My Profile FAQ

My Profile

Welcome Back James STEVENSON, Malta: 17/3/2021 - 17:00:29 (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 **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

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

Figure 14: Publications & Contributions-None Selected

Home My Profile FAQ

My Profile

Welcome Back James STEVENSON, Malta: 17/5/2021 - 17:07:40 (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](#)
[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

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

Figure 15: Publications & Contributions - Tab Green

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.

Home
My Profile
FAQ

My Profile

Welcome Back: James STEVENSON, Malta: 17/5/2021 - 17:31:38 (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
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 16: Adding Publications & Contributions

You may select either or both Publication and Contribution, submit the details. Your publication will then be saved and shown in the status bar. [\(See figure 17\)](#)

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Page 15 of 23

General Info

Professional Experience

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 * (dd/mm/yyyy)

Title *

Abstract *

Author/s *

Link

Close

Save

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 17: Adding a Publication or Contribution Online

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 *

01/02/2021

Title *

Test Title

Abstract *

Test Abstract

Author/s *

Test Author

Link

Test Link

Close

Save

Figure 18: Publication or Contribution Successfully Uploaded

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Page 17 of 23

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.

Home My Profile FAQ

My Profile

Welcome Back: James STEVENSON, Malta: 18/3/2021 - 9:54:30 (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 Publications **Languages** Other Skills Documents

The knowledge of English language at least level C1 is mandatory.

Knowledge of Languages

Add Language

Language *

Written *

Verbal *

Listening *

Mother Tongue ☐

[Save Language](#)

Figure 19. 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 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.

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 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 20. Other Skill Tab.


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)

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
 ☒ Publications
 ☒ Languages
 ☒ Other Skills
 ☐ Documents

Declaration

 I, James STEVENSON, declare on my honour that I am not in any of the following situations which would exclude me from participating in this call for expressions of interest:

(1)	declares that the above-mentioned person is in one of the following situations:	YES	NO
	<p>EASO may ask the selected experts to provide, prior to the conclusion of a service contract, evidence in support of this declaration.</p> <p>For situations described in (a), (c), (d), (f) and (g) production of a recent extract from the judicial record is required or, failing that, an equivalent document recently issued by a judicial or administrative authority in the country of establishment of the person showing that those requirements are satisfied.</p> <p>For the situation described in point (b), production of recent certificates issued by the competent authorities of the State concerned are required. These documents must provide evidence covering all taxes and social security contributions for which the person is liable, including for example, VAT, income tax (natural persons only), company tax (legal persons only) and social security contributions. Where any document described above is not issued in the country concerned, it may be replaced by a sworn statement made before a judicial authority or notary or, failing that, a solemn statement made before an administrative authority or a qualified professional body in its country of establishment.</p> <p>Date: 18/05/2021</p>		

Do you certify that all the information given in this application is complete and correct to the best of your knowledge?

☐ Yes

☒ No

Save and continue

Figure 21: Declaration of Honour

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.

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.

i 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

Publications

Languages

Other Skills

Documents

Documents

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

Name	Type	Actions
Burndown_042721.pdf	Curriculum vitae	View Delete
Snapshot_042721.pdf	Other	View Delete
Milestone Report.pdf	Evidence	View Delete

i 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

Save Profile

Figure 23: Saving Your Profile

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.

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Page 22 of 23

You are applying for **EASO/2021/CFE/001**
01 January 2021: Call for experts 2021

Closing date for applications: December 31, 2021 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, 2021 00:00 (Malta time).

[Continue Application](#)

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

Application Status

Application Opening Date: 01/01/2021

Application Submitted: Pending

Application Closing Date: Pending

Profile Details

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

Please select the fields that you wish to apply for and reply to the relevant question:

Field / Profile selection

Figure 25. Continue the Next Application

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

My Application [View all Applications](#)

Call for experts 2021

Application status

You need to complete all tabs to be able to submit your application. You need to do it before 31 December 2021 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: 01/01/2021

Application Submitted: Pending

Application Closing Date: Pending

Figure 26: Review Application Status