

Your career at EFSA Candidate manual

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Correspondence: [Ask EFSA a Question](#)

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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 [FAQs¹](#). 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 notice²](#).

EFSA Talent Selection

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

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

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](#)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<https://careers.efsa.europa.eu/>

1. EFSA careers

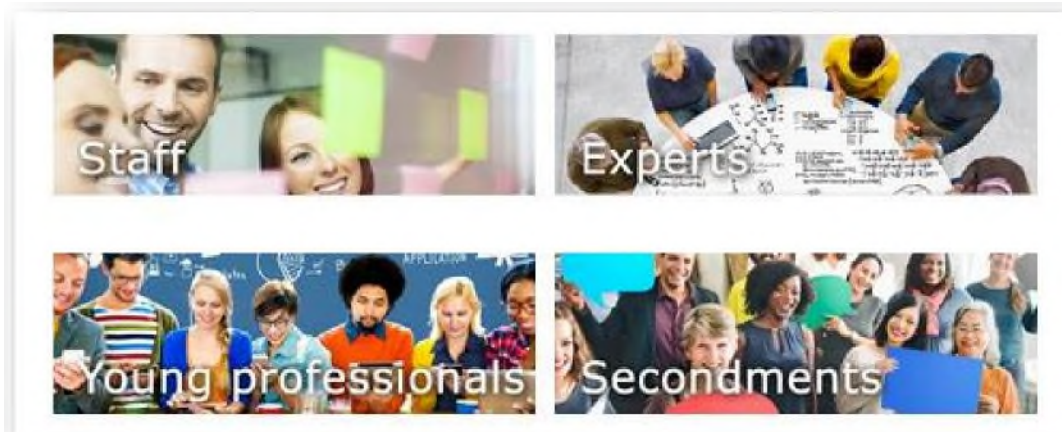
EFSA Careers⁴ is the dedicated portal for all professional opportunities available at EFSA. It features different career sections, search options and job alerts based on candidates' interests.



⁴ <https://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.



- [Staff⁵](#): career section dedicated to candidates who would like to join EFSA as staff members. Here, candidates can find published staff jobs;
- [Experts⁶](#): 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 professionals⁷](#): 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;
- [Secondments⁸](#): 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 section⁹](#) 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.

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

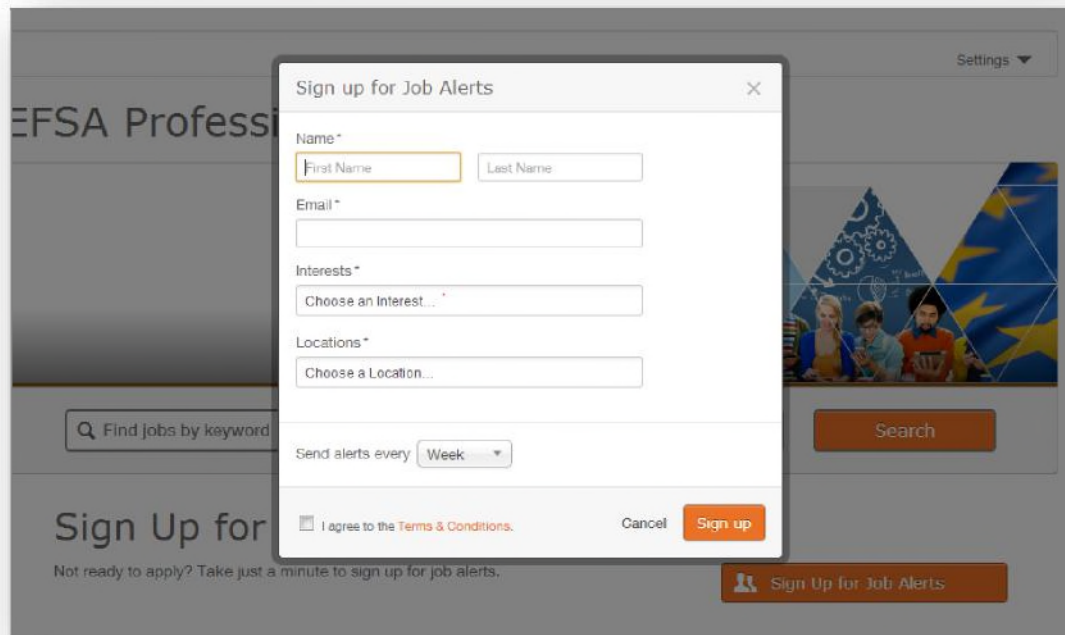
⁶ <https://careers.efsa.europa.eu/Expert>

⁷ <https://careers.efsa.europa.eu/youngprofessionals>

⁸ <https://careers.efsa.europa.eu/Secondment>

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

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.



The image shows a screenshot of the EFSA website with a 'Sign up for Job Alerts' pop-up form. The form is titled 'Sign up for Job Alerts' and has a close button (X) in the top right corner. It contains the following fields and options:

- 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 labeled 'I agree to the Terms & Conditions.'
- Buttons**: 'Cancel' and 'Sign up' buttons.

The background of the screenshot shows the EFSA website interface, including a search bar with the text 'Find jobs by keyword', a 'Search' button, and a 'Sign Up for Job Alerts' button at the bottom right.

1.3. Accessing the general candidate profile / job submissions

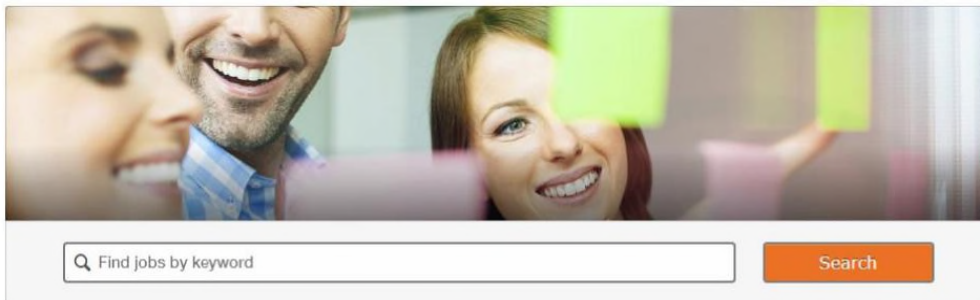
To create or access your general candidate profile, first click on the career section that you are interested in (Staff, Experts, Young professionals, Secondments), then Go to profile to insert, modify or view your general recruitment data (see section 1.5 for how to create an account and login).

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



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](#)

Featured Jobs

[View all New Jobs](#)

My Profile

Create and manage profiles for future opportunities.

[Go to Profile](#)

My Submissions

Track your opportunities.

[My Submissions](#)

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*.

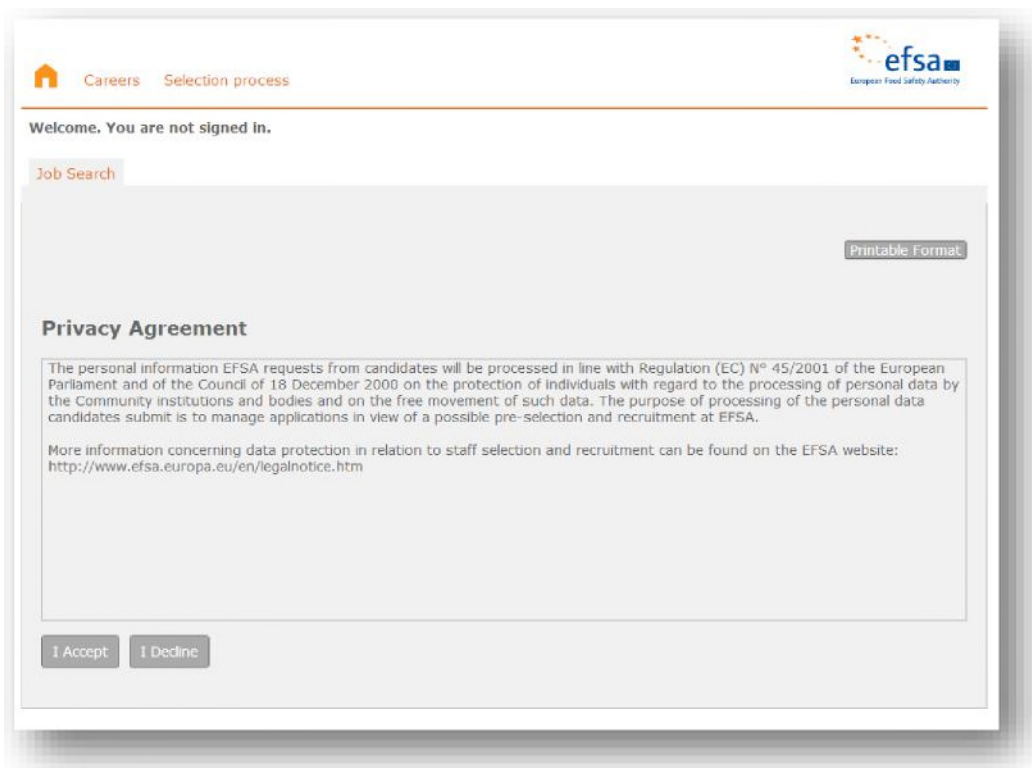
Before applying, please make sure you have read the vacancy notice and that you fulfil the eligibility and selection criteria.

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

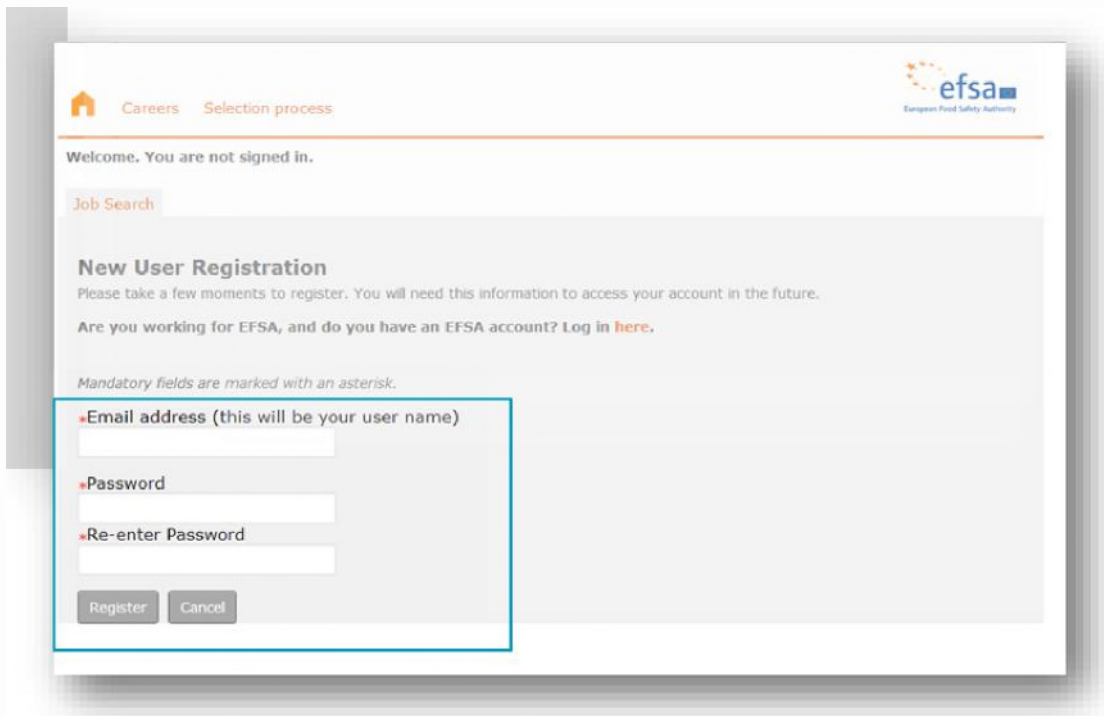


The screenshot shows a web page from the EFSA recruitment tool. At the top, there is a navigation bar with 'Careers' and 'Selection process' links, and the EFSA logo. Below the navigation bar, a message reads 'Welcome. You are not signed in.' There is a 'Job Search' button and a 'Printable Format' button. The main content area is titled 'Privacy Agreement' and contains the following text: 'The personal information EFSA requests from candidates will be processed in line with 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. The purpose of processing of the personal data candidates submit is to manage applications in view of a possible pre-selection and recruitment at EFSA. More information concerning data protection in relation to staff selection and recruitment can be found on the EFSA website: <http://www.efsa.europa.eu/en/legalnotice.htm>' At the bottom of the form, there are two buttons: 'I Accept' and 'I Decline'.

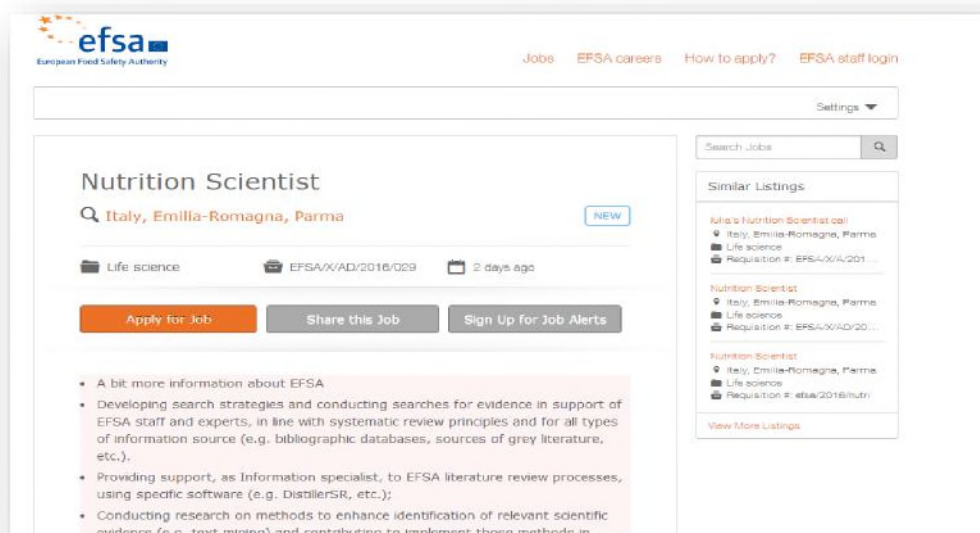
After accepting the privacy agreement, you are asked to create a user name and password via the tab *New User*.

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.

If you have a Yahoo! or Google account, you can use the same credentials for logging in to EFSA Careers. 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.

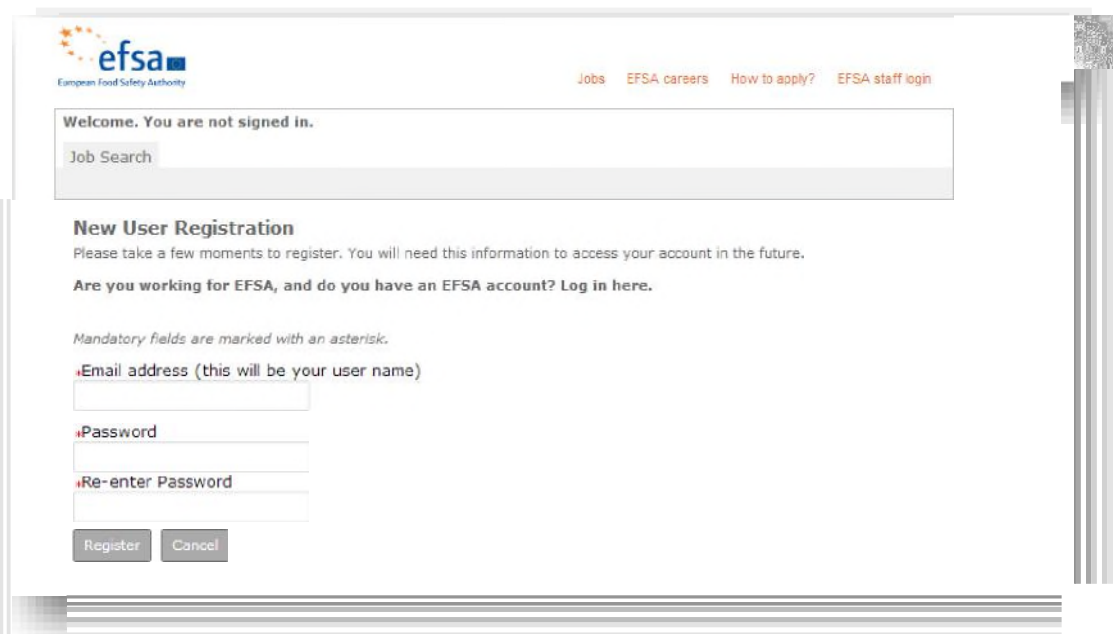


(B) In case you need to apply for a job opportunity, you should first open the call you are interested in



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 website's 'New User Registration' page. At the top left is the Efsa logo and the text 'European Food Safety Authority'. To the right are navigation links: 'Jobs', 'Efsa careers', 'How to apply?', and 'Efsa staff login'. Below the navigation is a 'Welcome. You are not signed in.' message and a 'Job Search' input field. The main heading is 'New User Registration', followed by the instruction: 'Please take a few moments to register. You will need this information to access your account in the future.' Below this is a link: '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 input fields: 'Email address (this will be your user name)', 'Password', and 'Re-enter Password'. At the bottom of the form are 'Register' and 'Cancel' buttons.

(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.

Job Search

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.

A Careers Selection process

efsa.
Emmet Fipl + Mr A...

Welcome. You are signed in. I my
Account Options

Sign Out

Job Search My Jo bpage

General Profile

Step 3. out of 7

Personal Information • U14441*1 Employment certifications! ▶ Preferences ▶ Review and Submit

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

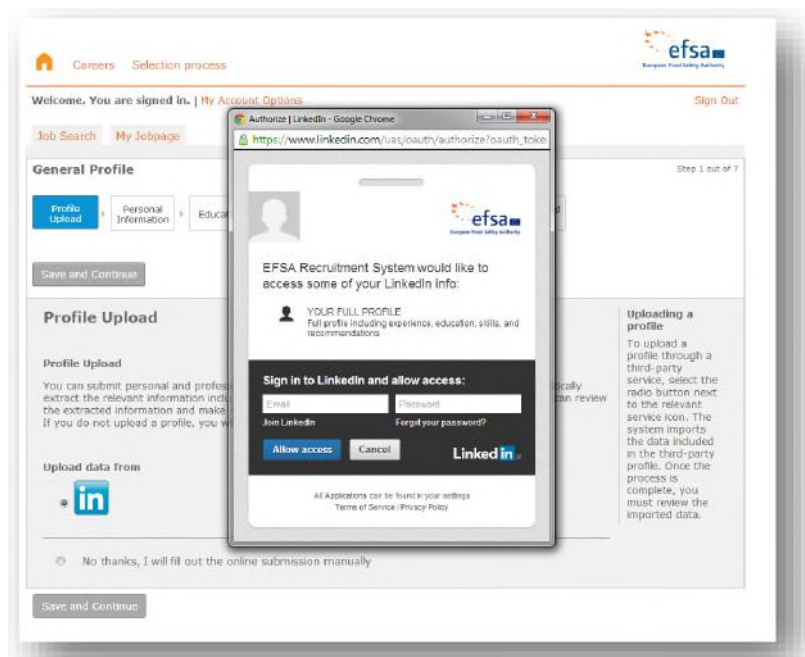


uploading a profile

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.**

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

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.

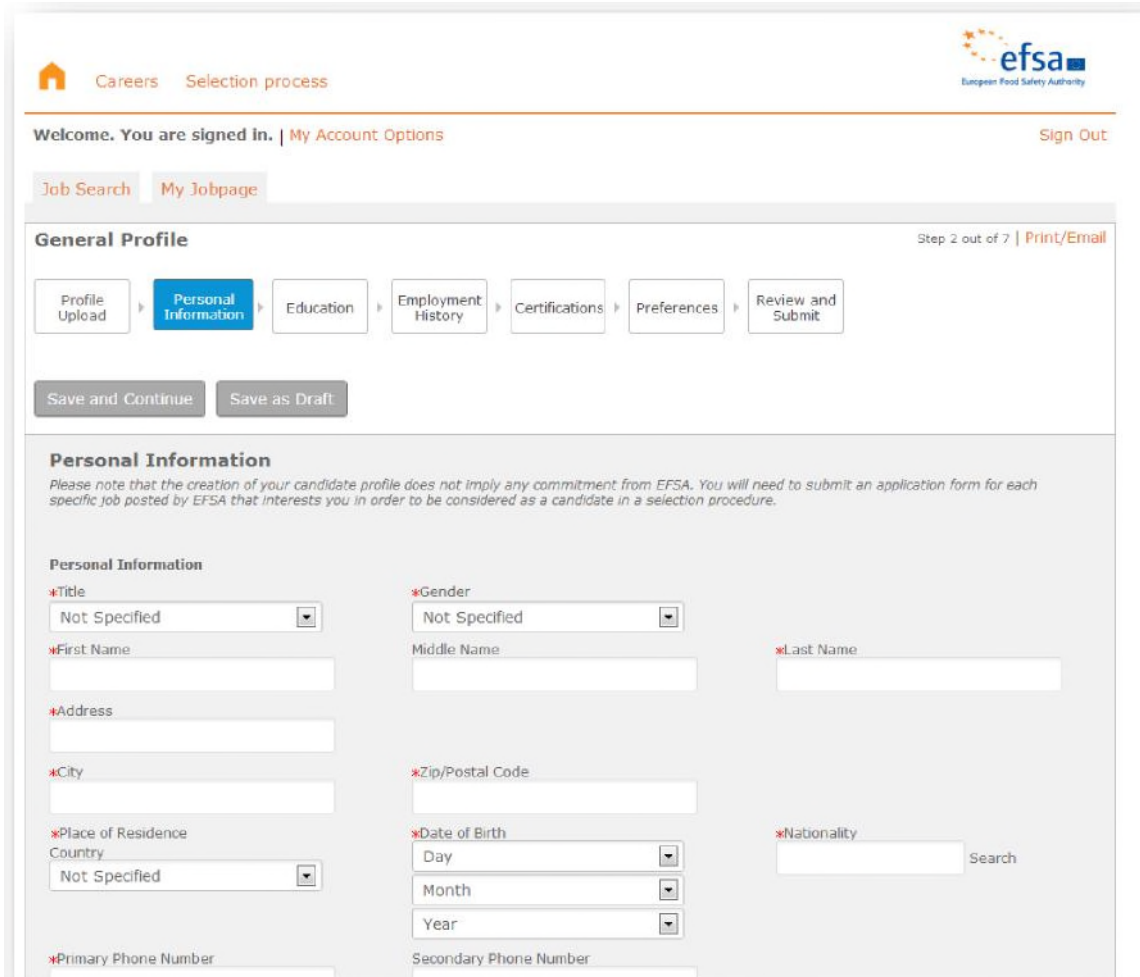


Once access has been given, the system will automatically fill in different fields, such as first name, surname, job experience and education. Please note that, since there is no exact correspondence between the fields in EFSA's recruitment system and those of the LinkedIn profile, some data may not 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 changing 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



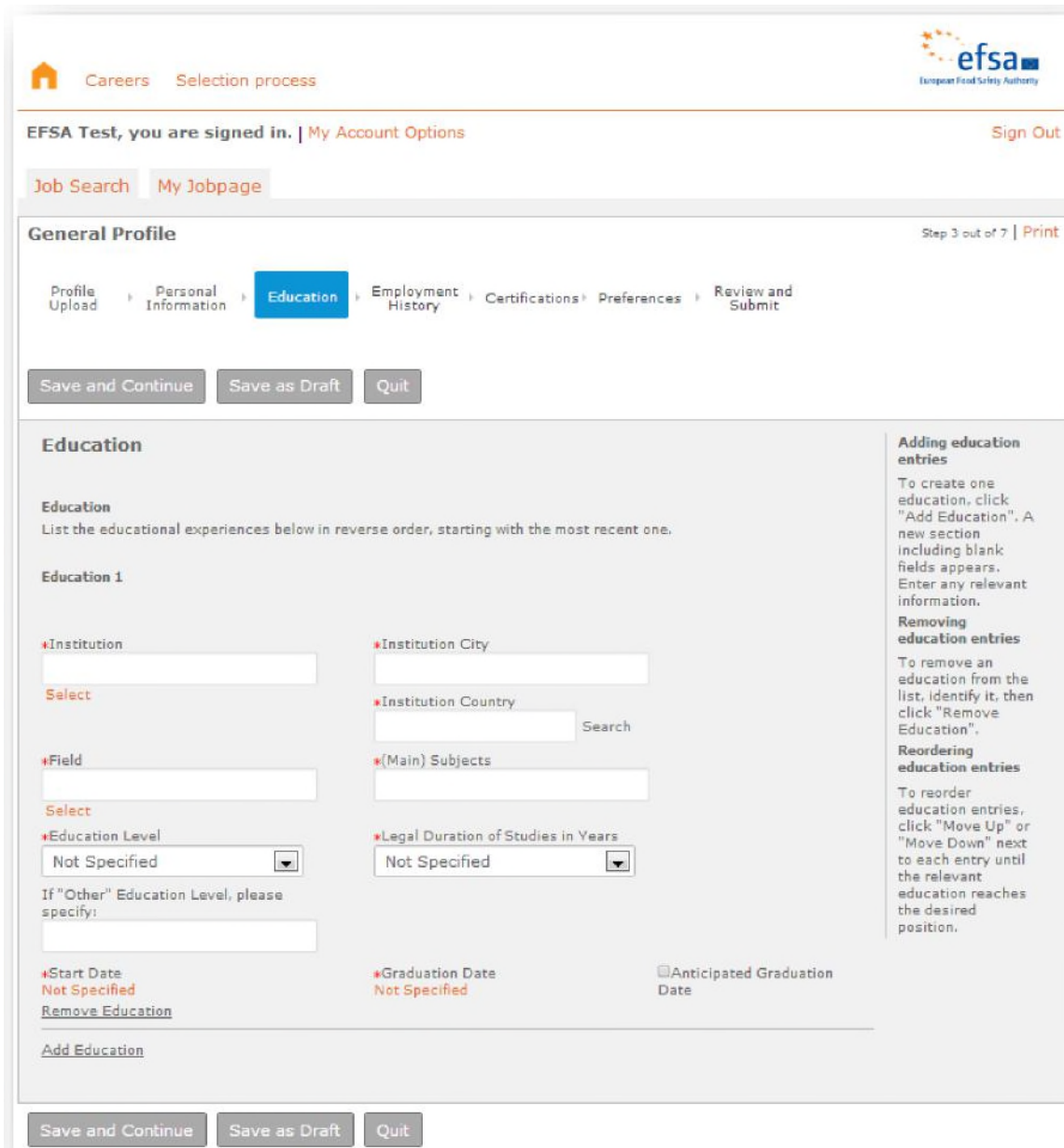
The screenshot shows the EFSA online submission system interface. At the top, there is a navigation bar with 'Careers' and 'Selection process' links. The user is logged in, and the page title is 'Welcome. You are signed in. | My Account Options'. The 'Personal Information' section is highlighted in blue. Below the navigation bar, there are buttons for 'Save and Continue' and 'Save as Draft'. The 'Personal Information' section contains a form with the following fields:

- *Title: Not Specified (dropdown)
- *Gender: Not Specified (dropdown)
- *First Name: [text input]
- Middle Name: [text input]
- *Last Name: [text input]
- *Address: [text input]
- *City: [text input]
- *Zip/Postal Code: [text input]
- *Place of Residence Country: Not Specified (dropdown)
- *Date of Birth: Day, Month, Year (dropdowns)
- *Nationality: [text input] Search
- *Primary Phone Number: [text input]
- Secondary Phone Number: [text input]

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 user profile on the Efsa Test platform. The page is titled 'General Profile' and is part of a 7-step process. The 'Education' step is currently active. The user is logged in as 'EFSa Test, you are signed in.' and can access 'My Account Options' and 'Sign Out'.

The 'Education' section includes a breadcrumb trail: Profile Upload > Personal Information > **Education** > Employment History > Certifications > Preferences > Review and Submit. Below the breadcrumb are three buttons: 'Save and Continue', 'Save as Draft', and 'Quit'.

The main content area is titled 'Education' and contains the following instructions: 'List the educational experiences below in reverse order, starting with the most recent one.' Below this, there is a section for 'Education 1' with several input fields:

- Institution:** A text input field with a 'Select' dropdown arrow.
- Institution City:** A text input field.
- Institution Country:** A text input field with a 'Search' button.
- Field:** A text input field with a 'Select' dropdown arrow.
- (Main) Subjects:** A text input field.
- Education Level:** A dropdown menu currently set to 'Not Specified'.
- Legal Duration of Studies in Years:** A dropdown menu currently set to 'Not Specified'.
- If "Other" Education Level, please specify:** A text input field.
- Start Date:** A text input field currently set to 'Not Specified'.
- Graduation Date:** A text input field currently set to 'Not Specified'.
- Anticipated Graduation Date:** A checkbox that is currently unchecked.

At the bottom of the form are three buttons: 'Save and Continue', 'Save as Draft', and 'Quit'. On the right side of the form, there is a sidebar with three sections: 'Adding education entries', 'Removing education entries', and 'Reordering education entries', each with brief instructions on how to use the system.

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.

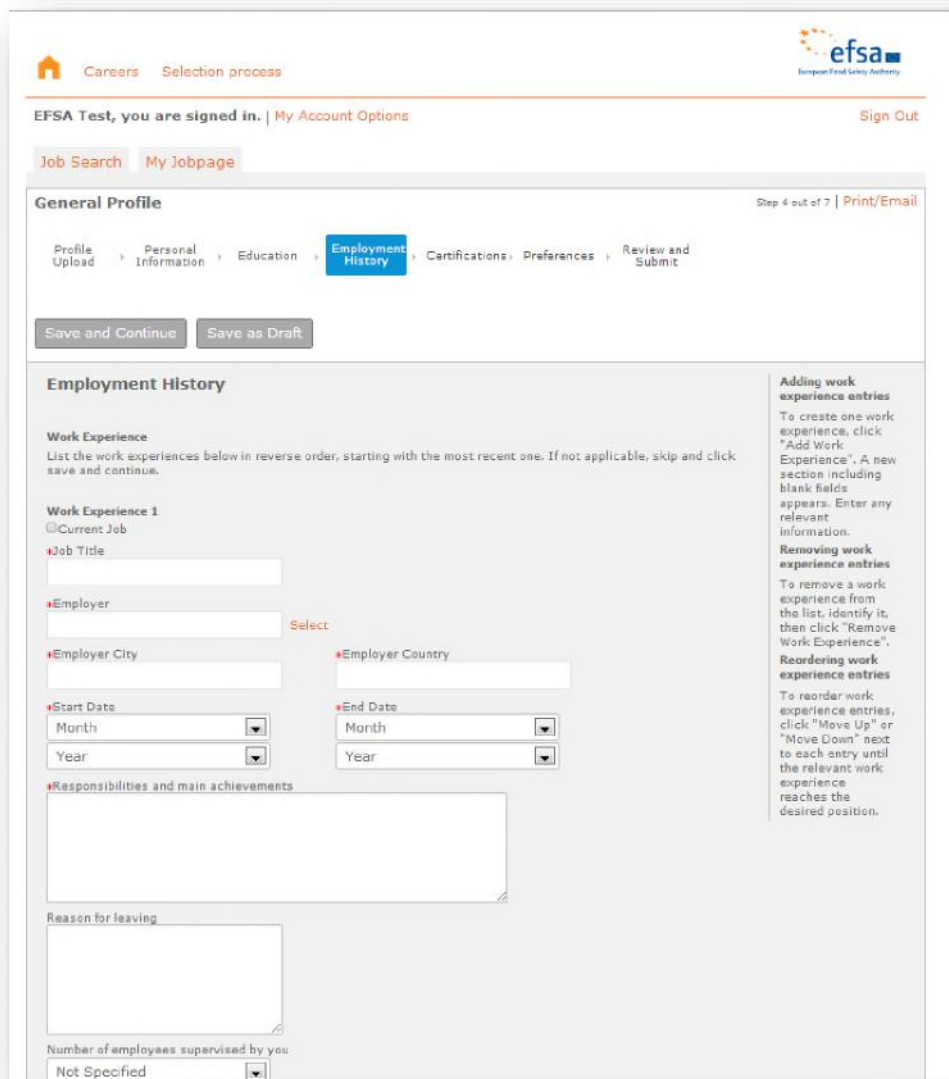
The box *Field* contains pre-set options to guide you in choosing the field of studies that best corresponds to your diploma/degree.

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 application form. The breadcrumb trail is: Home > Careers > Selection process > EFSA Test, you are signed in. | My Account Options > Sign Out > Job Search > My Jobpage > General Profile > Employment History. The 'Employment History' section is currently active and highlighted in blue. Below the breadcrumb trail are buttons for 'Save and Continue' and 'Save as Draft'. The 'Employment History' section includes a 'Work Experience' heading and instructions: 'List the work experiences below in reverse order, starting with the most recent one. If not applicable, skip and click save and continue.' There is a 'Work Experience 1' section with a radio button for 'Current Job'. The form fields include: Job Title, Employer (with a 'Select' dropdown), Employer City, Employer Country, Start Date (Month and Year dropdowns), End Date (Month and Year dropdowns), Responsibilities and main achievements (a large text area), Reason for leaving (a text area), and Number of employees supervised by you (a dropdown menu currently set to 'Not Specified'). On the right side of the form, there are three informational boxes: 'Adding work experience entries' (explaining how to add a new entry), 'Removing work experience entries' (explaining how to remove an entry), and 'Reordering work experience entries' (explaining how to move entries up or down).

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

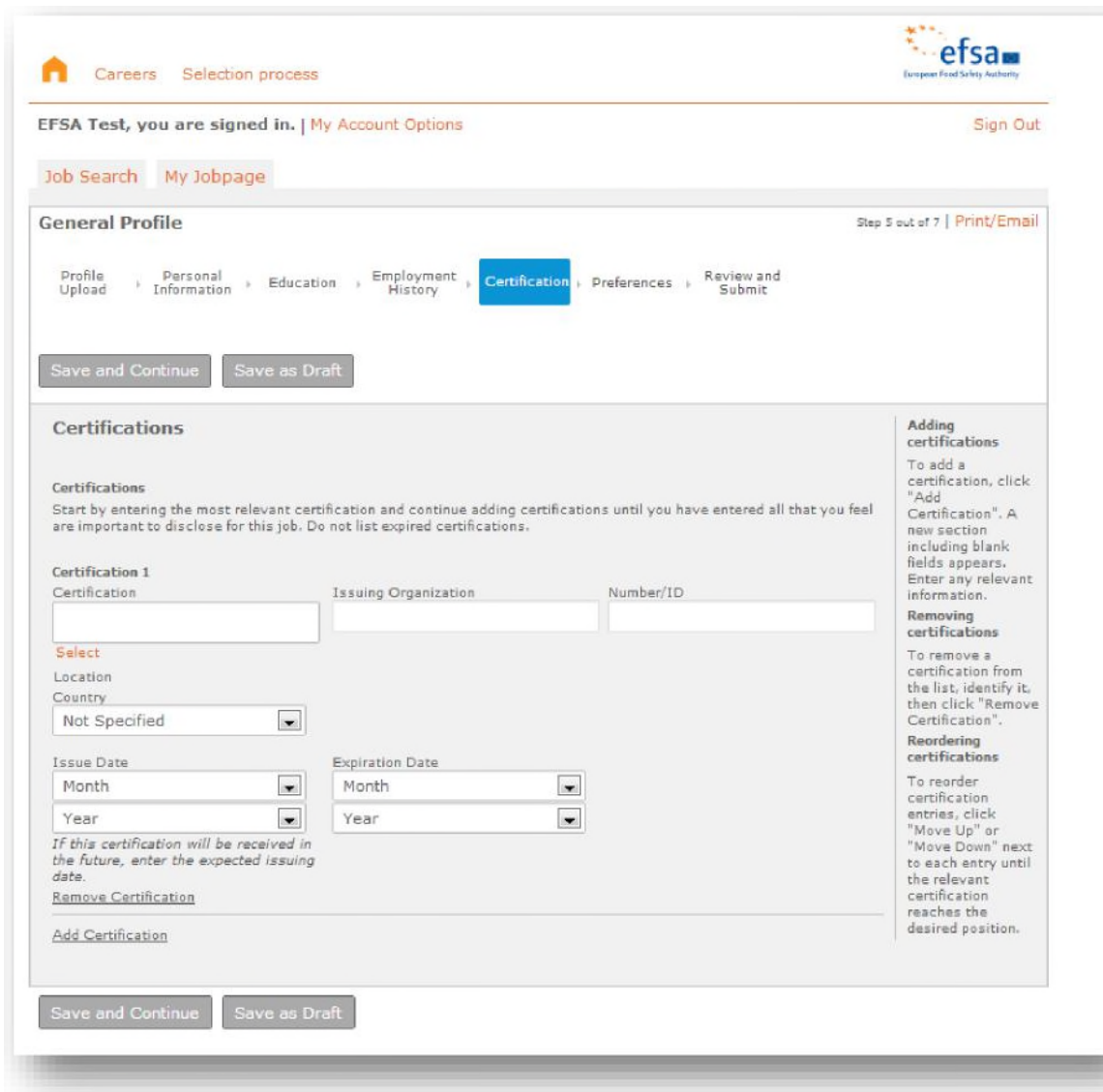
your main duties performed in all jobs reported (e.g. daily activities such as prepare minutes, coordinate team meetings or prepare weekly reports). Achievements are the results you delivered in each job (e.g. work on special projects or new ideas for improvement). It is important to distinguish between 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 shows the 'Certifications' section of the EFSA application portal. At the top, there is a navigation bar with 'Home', 'Careers', and 'Selection process'. The user is logged in as 'EFSA Test, you are signed in.' and can access 'My Account Options' and 'Sign Out'. Below this, there are tabs for 'Job Search' and 'My Jobpage'. The main content area is titled 'General Profile' and is part of a 7-step process, currently on 'Step 5 out of 7'. The navigation menu includes 'Profile Upload', 'Personal Information', 'Education', 'Employment History', 'Certification' (highlighted), 'Preferences', and 'Review and Submit'. There 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', 'Issuing Organization', and 'Number/ID'. There is a 'Select' button and a 'Location' section with 'Country' (set to 'Not Specified') and 'Issue Date' (Month and Year dropdowns). An 'Expiration Date' section also has Month and Year dropdowns. A note states: 'If this certification will be received in the future, enter the expected issuing date.' There are 'Remove Certification' and 'Add Certification' links. A right-hand sidebar provides instructions for 'Adding certifications', 'Removing certifications', and 'Reordering certifications'. At the bottom, there 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.

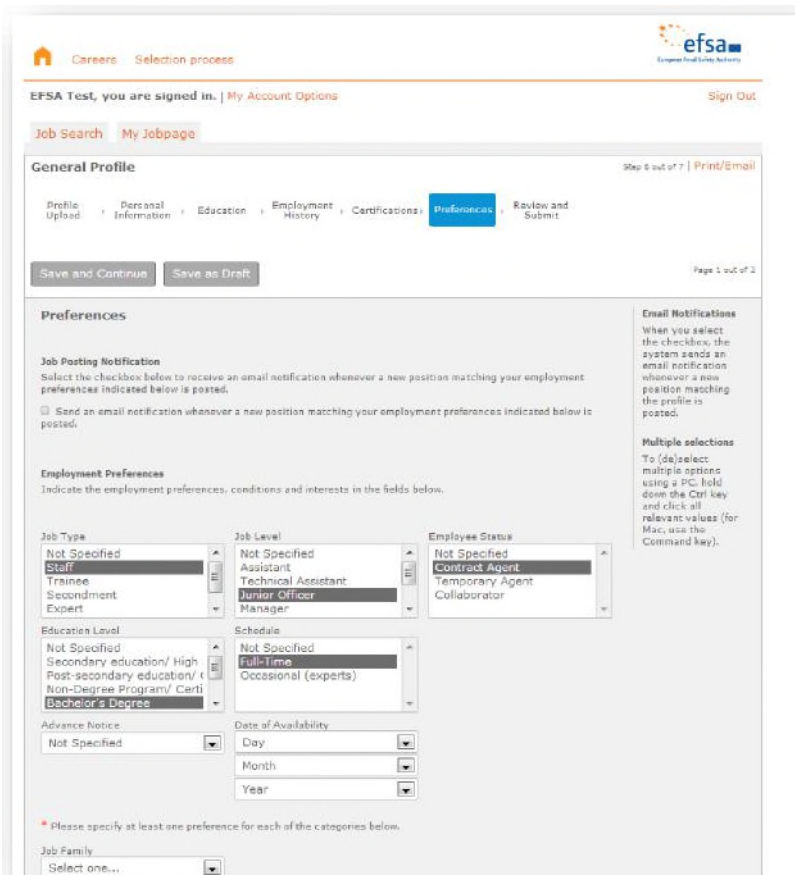
It is possible to add, remove or reorder whole blocks of entries if necessary.

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.

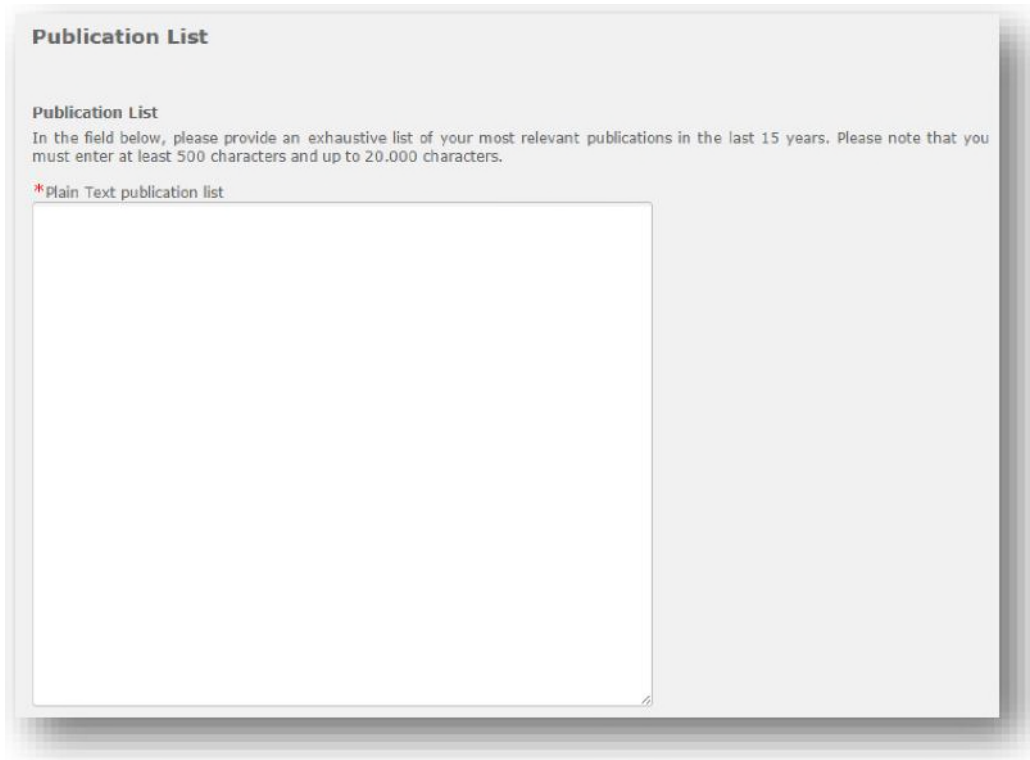
The second page of the *Preferences* section only lists Parma as location. Please click on *Save and continue* to complete the profile.



The screenshot shows the 'Preferences' section of the EFSA user interface. At the top, there is a navigation bar with 'Careers' and 'Selection process' tabs. Below this, the user is identified as 'EFSA Test, you are signed in.' and there are links for 'My Account Options' and 'Sign Out'. The main content area is titled 'General Profile' and includes a breadcrumb trail: 'Profile Upload', 'Personal Information', 'Education', 'Employment History', 'Certifications', 'Preferences', and 'Review and Submit'. The 'Preferences' tab is currently active. Below the breadcrumb trail, there are buttons for 'Save and Continue' and 'Save as Draft'. The 'Preferences' section is divided into two main parts: 'Job Posting Notification' and 'Employment Preferences'. The 'Job Posting Notification' section has a checkbox labeled 'Send an email notification whenever a new position matching your employment preferences indicated below is posted.' The 'Employment Preferences' section includes several dropdown menus for 'Job Type', 'Job Level', 'Employee Status', 'Education Level', 'Schedule', 'Advance Notice', and 'Date of Availability'. A note at the bottom of the 'Employment Preferences' section states: '* Please specify at least one preference for each of the categories below.' The 'Job Family' dropdown menu is also visible at the bottom.

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

[Empty text input field]

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.

General Profile

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

Information

Education, [Work Experience](#), [Certifications](#), [Preferences](#)

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
efsa4test@test.com

Title	Mr
Gender	Male
Date of Birth	15.(Apr/19 94
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?
[(YES: please specify

Name and location of the organisation

Start Date

End Date

Description of duties and responsibilities

Education | [Edit](#)

Education

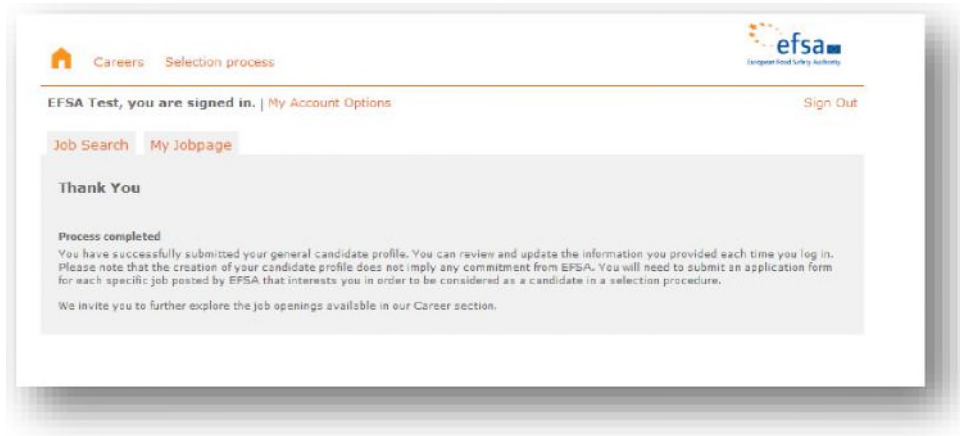
Employment History | [Edit](#)

Work Experience

Certifications | [Edit](#)

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;
- Personal information;
- General questions;
- Job specific competencies;
- Job specific questions;
- Education;
- Employment history;
- Certifications;
- Motivation;
- Publication list (for Experts)
- References;
- Preferences;
- eSignature;
- 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 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](#).

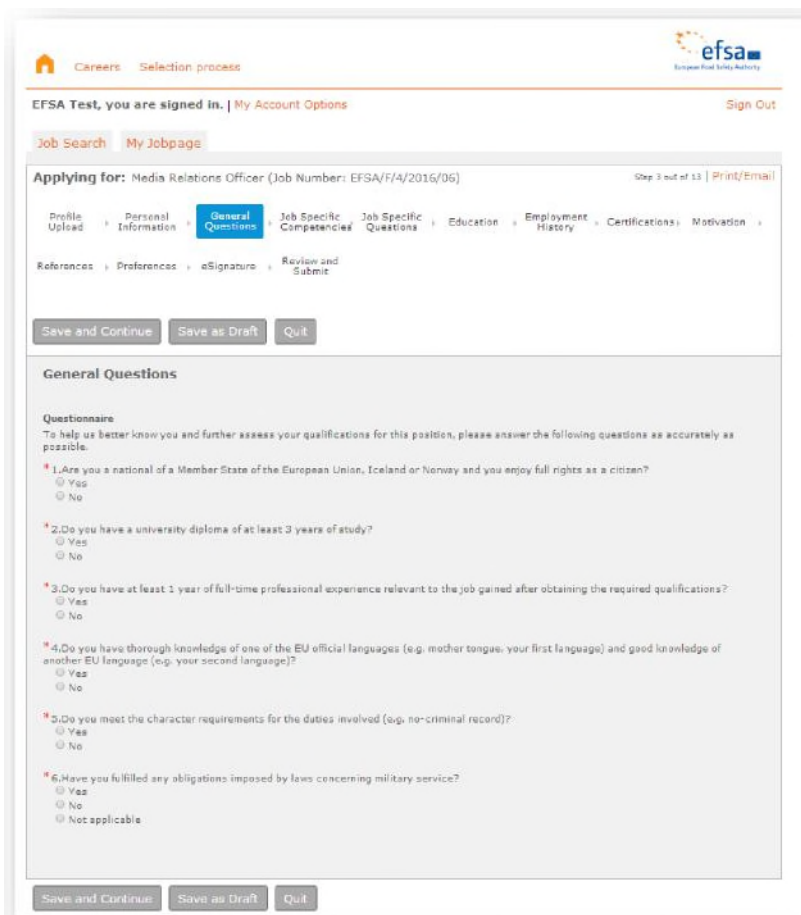
Before filling in the application form, it is important to understand that the general candidate profile can be modified at any time and its content will pre-fill future application forms.

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...).

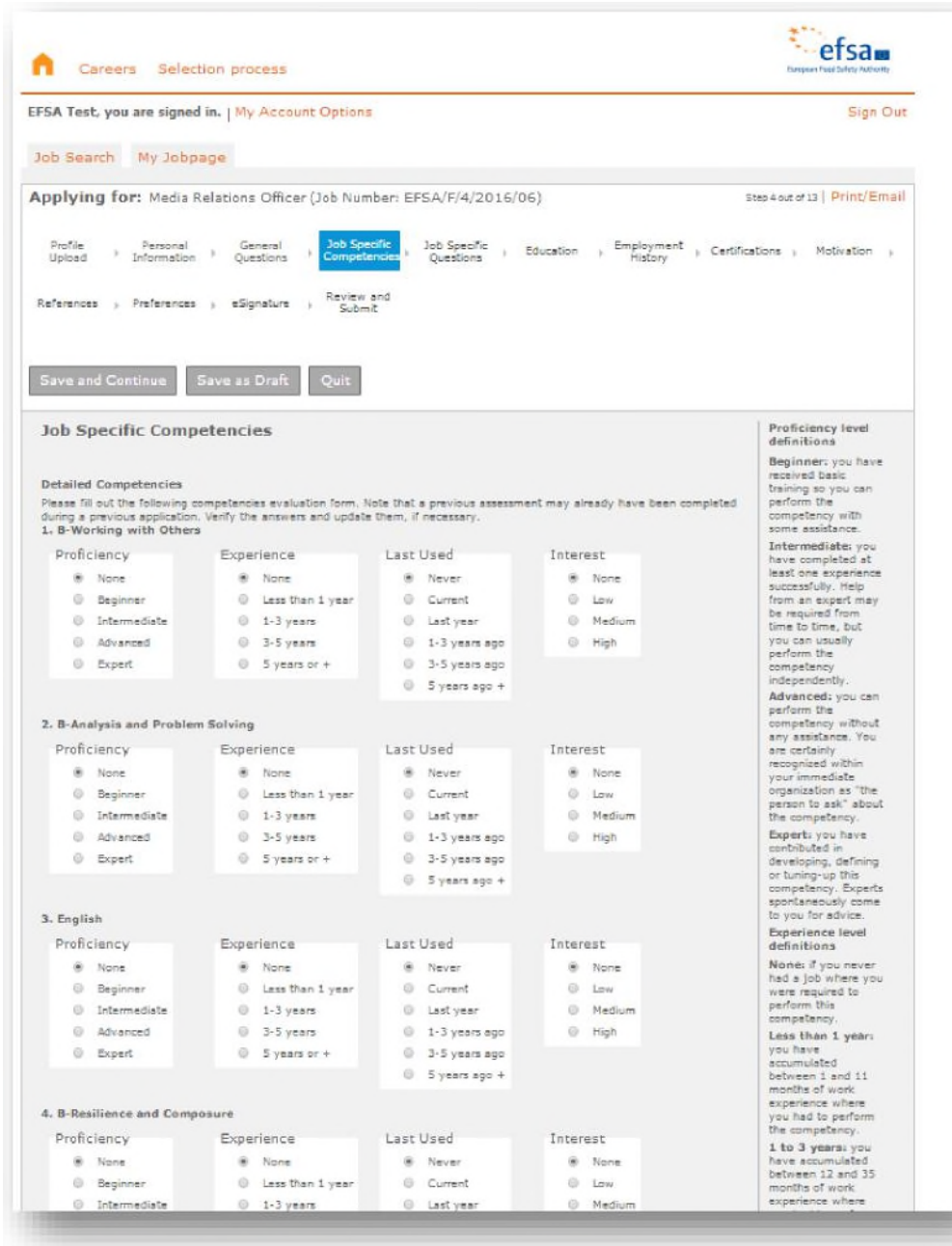
The eligibility questions set up the first criteria that all candidates must meet in order for their application forms to be evaluated in the next phase. It is very important to answer as accurately as possible to these questions. Your application will be assessed solely on the information provided in 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 form interface. At the top, there is a navigation bar with 'Careers' and 'Selection process' tabs. The user is logged in as 'EFTA Test, you are signed in.' with a 'My Account Options' link and a 'Sign Out' button. Below this, there are 'Job Search' and 'My Jobpage' buttons. The main content area is titled 'Applying for: Media Relations Officer (Job Number: EFSA/F/4/2016/06)' and indicates 'Step 3 out of 13'. A breadcrumb trail shows the following steps: Profile Upload, Personal Information, **General Questions**, Job Specific Competencies, Job Specific Questions, Education, Employment History, Certifications, Motivation, References, Preferences, eSignature, and Review and Submit. Below the breadcrumb trail are three buttons: 'Save and Continue', 'Save as Draft', and 'Quit'. The 'General Questions' section is titled 'Questionnaire' and contains the following text: 'To help us better know you and further assess your qualifications for this position, please answer the following questions as accurately as possible.' There are six numbered questions, each with radio button options for 'Yes', 'No', or 'Not applicable' (where applicable). The questions are: 1. Are you a national of a Member State of the European Union, Iceland or Norway and you enjoy full rights as a citizen? 2. Do you have a university diploma of at least 3 years of study? 3. Do you have at least 1 year of full-time professional experience relevant to the job gained after obtaining the required qualifications? 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)? 5. Do you meet the character requirements for the duties involved (e.g. no-criminal record)? 6. Have you fulfilled any obligations imposed by laws concerning military service? At the bottom of the form, there are three buttons: '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.



Applying for: Media Relations Officer (Job Number: EFSA/F/4/2016/06) Step 4 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 Competencies

Detailed Competencies
Please fill out the following competencies evaluation form. Note that a previous assessment may already have been completed during a previous application. Verify the answers and update them, if necessary.

1. B-Working with Others

Proficiency	Experience	Last Used	Interest
<input checked="" type="radio"/> None	<input checked="" type="radio"/> None	<input checked="" type="radio"/> Never	<input checked="" type="radio"/> None
<input type="radio"/> Beginner	<input type="radio"/> Less than 1 year	<input type="radio"/> Current	<input type="radio"/> Low
<input type="radio"/> Intermediate	<input type="radio"/> 1-3 years	<input type="radio"/> Last year	<input type="radio"/> Medium
<input type="radio"/> Advanced	<input type="radio"/> 3-5 years	<input type="radio"/> 1-3 years ago	<input type="radio"/> High
<input type="radio"/> Expert	<input type="radio"/> 5 years or +	<input type="radio"/> 3-5 years ago	
		<input type="radio"/> 5 years ago +	

2. B-Analysis and Problem Solving

Proficiency	Experience	Last Used	Interest
<input checked="" type="radio"/> None	<input checked="" type="radio"/> None	<input checked="" type="radio"/> Never	<input checked="" type="radio"/> None
<input type="radio"/> Beginner	<input type="radio"/> Less than 1 year	<input type="radio"/> Current	<input type="radio"/> Low
<input type="radio"/> Intermediate	<input type="radio"/> 1-3 years	<input type="radio"/> Last year	<input type="radio"/> Medium
<input type="radio"/> Advanced	<input type="radio"/> 3-5 years	<input type="radio"/> 1-3 years ago	<input type="radio"/> High
<input type="radio"/> Expert	<input type="radio"/> 5 years or +	<input type="radio"/> 3-5 years ago	
		<input type="radio"/> 5 years ago +	

3. English

Proficiency	Experience	Last Used	Interest
<input checked="" type="radio"/> None	<input checked="" type="radio"/> None	<input checked="" type="radio"/> Never	<input checked="" type="radio"/> None
<input type="radio"/> Beginner	<input type="radio"/> Less than 1 year	<input type="radio"/> Current	<input type="radio"/> Low
<input type="radio"/> Intermediate	<input type="radio"/> 1-3 years	<input type="radio"/> Last year	<input type="radio"/> Medium
<input type="radio"/> Advanced	<input type="radio"/> 3-5 years	<input type="radio"/> 1-3 years ago	<input type="radio"/> High
<input type="radio"/> Expert	<input type="radio"/> 5 years or +	<input type="radio"/> 3-5 years ago	
		<input type="radio"/> 5 years ago +	

4. B-Resilience and Composure

Proficiency	Experience	Last Used	Interest
<input checked="" type="radio"/> None	<input checked="" type="radio"/> None	<input checked="" type="radio"/> Never	<input checked="" type="radio"/> None
<input type="radio"/> Beginner	<input type="radio"/> Less than 1 year	<input type="radio"/> Current	<input type="radio"/> Low
<input type="radio"/> Intermediate	<input type="radio"/> 1-3 years	<input type="radio"/> Last year	<input type="radio"/> Medium

Proficiency level definitions

Beginner: you have received basic training so you can perform the competency with some assistance.

Intermediate: you have completed at least one experience successfully. Help from an expert may be required from time to time, but you can usually perform the competency independently.

Advanced: you can perform the competency without any assistance. You are certainly recognized within your immediate organization as "the person to ask" about the competency.

Experts: you have contributed in developing, defining or tuning-up this competency. Experts spontaneously come to you for advice.

Experience level definitions

None: if you never had a job where you were required to perform this competency.

Less than 1 year: you have accumulated between 1 and 11 months of work experience where you had to perform the competency.

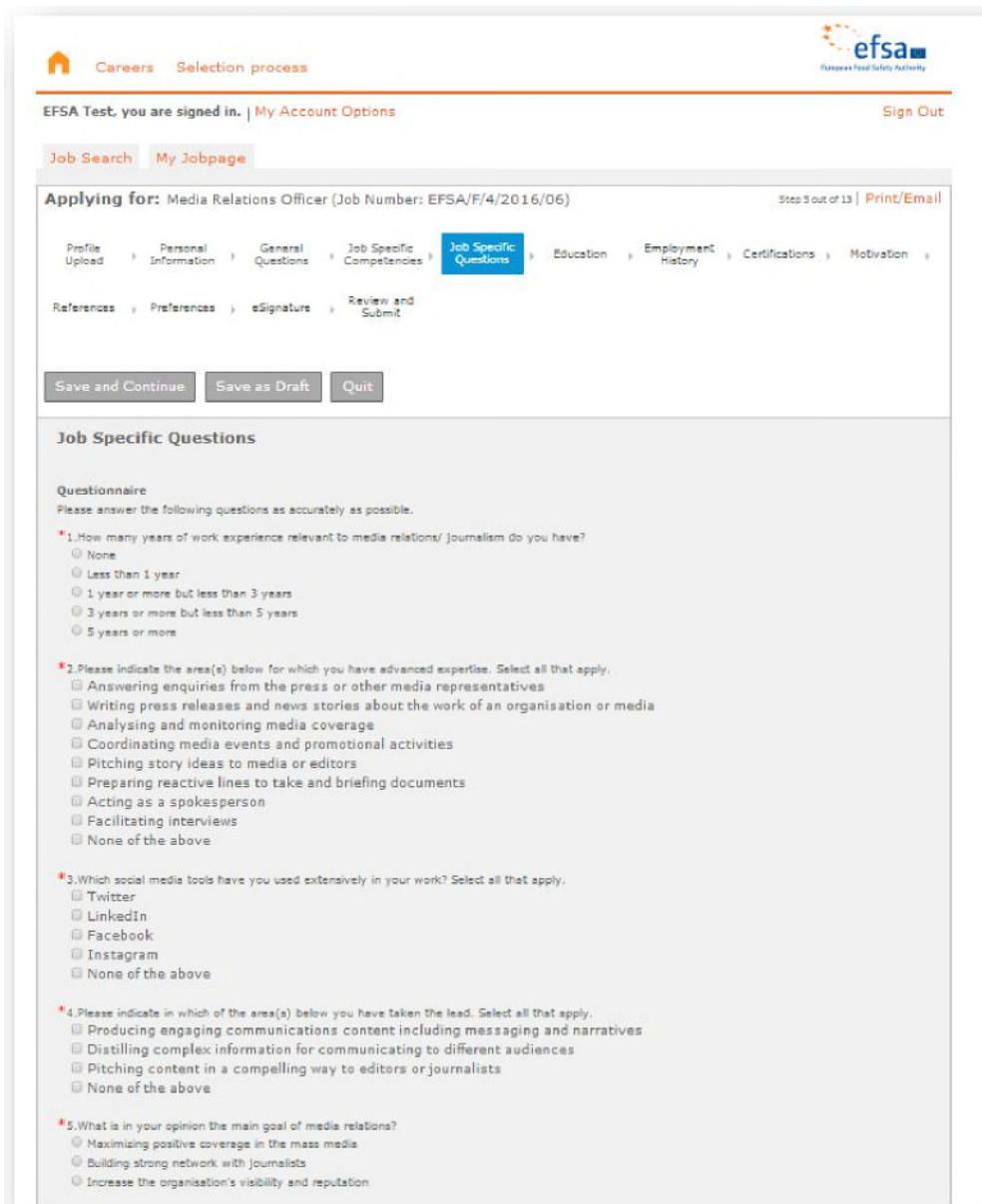
1 to 3 years: you have accumulated between 12 and 35 months of work experience where

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 form interface. At the top, there is a navigation bar with 'Careers' and 'Selection process' tabs. Below this, the user is logged in as 'EFSA Test, you are signed in.' and can access 'My Account Options' or 'Sign Out'. The current page is 'My Jobpage' for the position of 'Media Relations Officer (Job Number: EFSA/F/4/2016/06)'. A progress bar indicates 'Step 5 out of 13'. The navigation menu includes: Profile Upload, Personal Information, General Questions, Job Specific Competencies, Job Specific Questions (highlighted), Education, Employment History, Certifications, Motivation, References, Preferences, eSignature, and Review and Submit. Below the navigation are buttons for 'Save and Continue', 'Save as Draft', and 'Quit'. The main content area is titled 'Job Specific Questions' and contains a 'Questionnaire' section with the instruction: 'Please answer the following questions as accurately as possible.' The questionnaire consists of five questions:

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

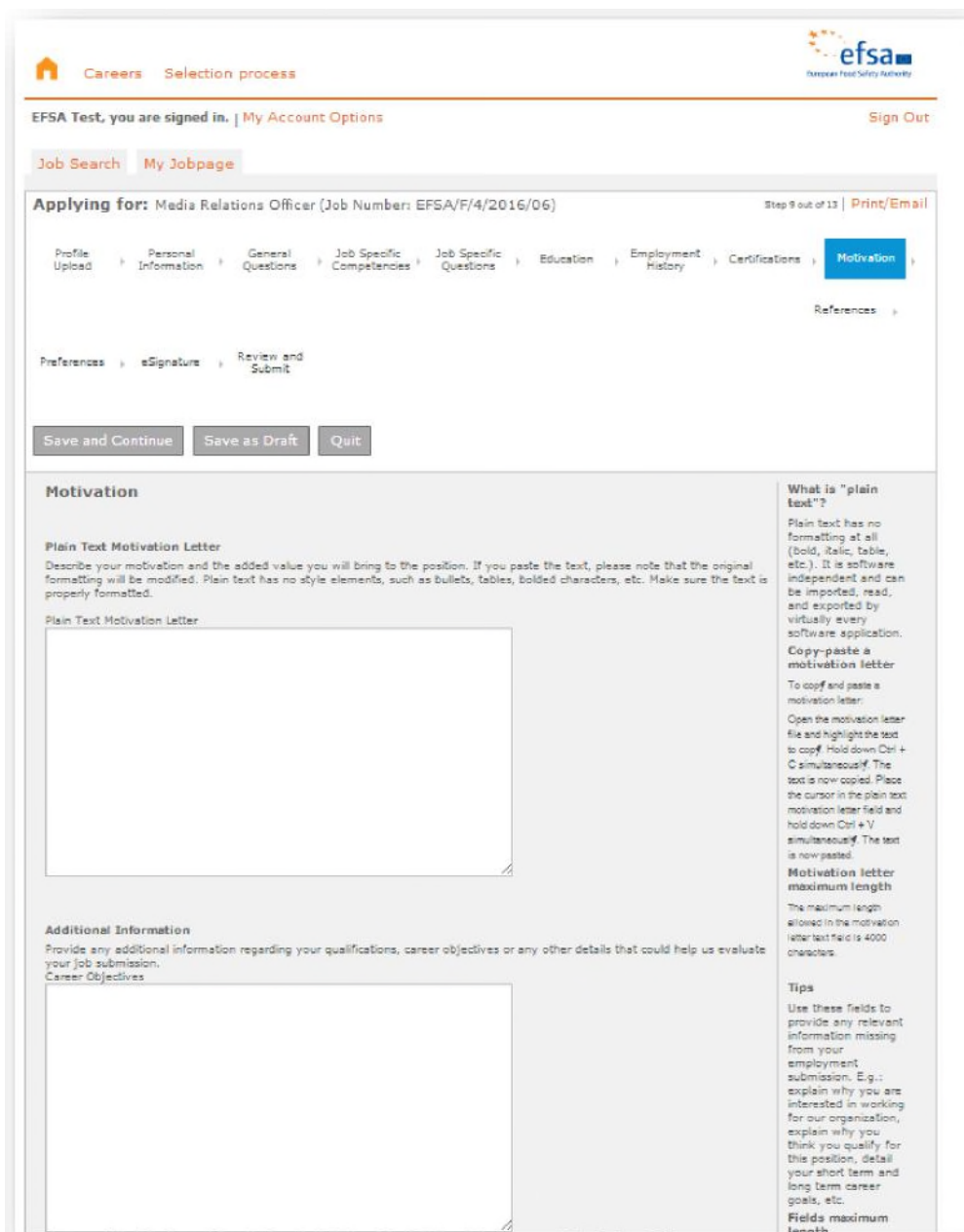
You are advised to reply to the questions as accurately as possible and to ensure consistency with the other parts of the application form. The job specific questionnaire will be used by the selection board to evaluate candidates' competencies, knowledge and abilities related to the position.

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 4 000.



The screenshot shows the EFSA application portal interface. At the top, there is a navigation bar with 'Careers' and 'Selection process' tabs. The user is logged in as 'EFSA Test, you are signed in.' and has access to 'My Account Options' and a 'Sign Out' link. The current step is 'Applying for: Media Relations Officer (Job Number: EFSA/F/4/2016/06)', which is Step 9 out of 13. A breadcrumb trail shows the progression from 'Profile Upload' to 'Motivation'. The 'Motivation' section is active and contains two text input fields: 'Plain Text Motivation Letter' and 'Additional Information'. The 'Additional Information' field is labeled 'Career Objectives'. To the right of the input fields, there is a 'What is "plain text"?' section explaining that plain text has no formatting and is software-independent. Below this, there are instructions on how to copy and paste text. A 'Motivation letter maximum length' section states that the maximum length allowed is 4000 characters. Finally, a 'Tips' section provides advice on how to use the fields to provide relevant information.

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.

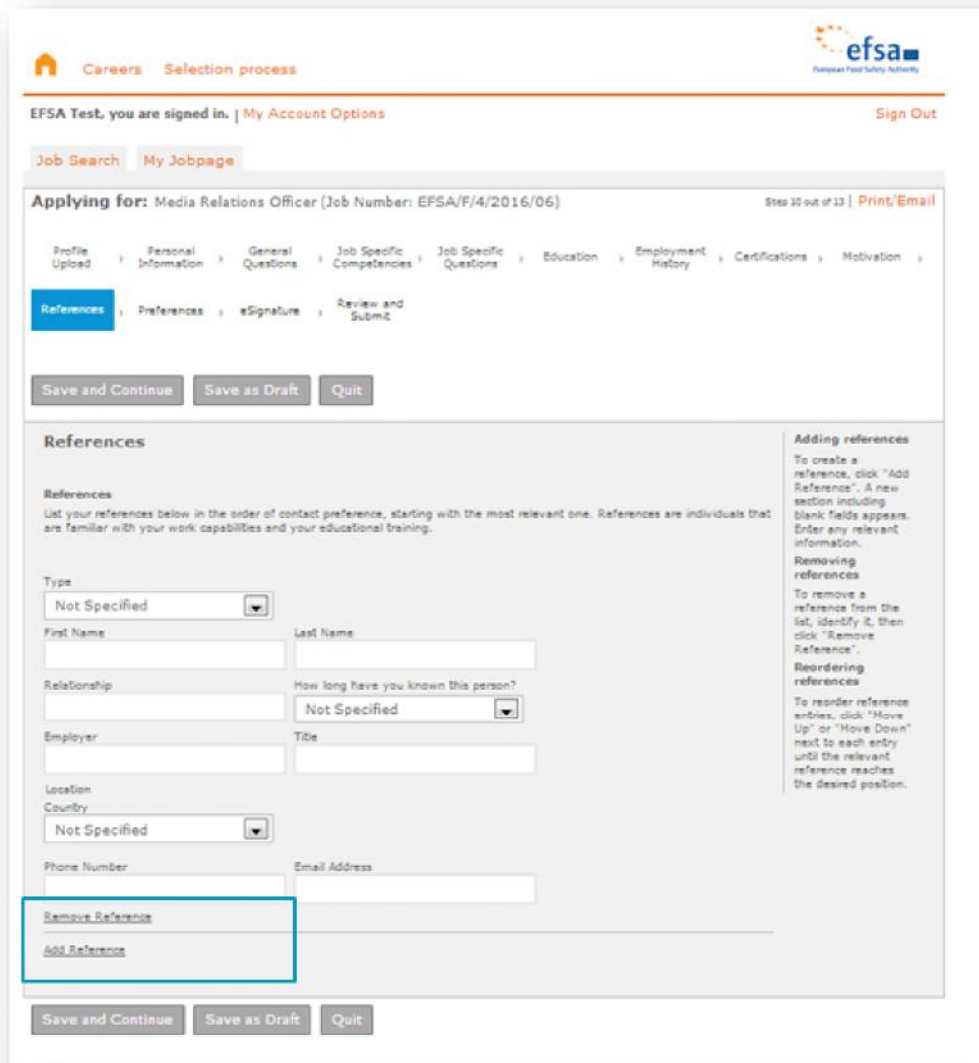
Tips

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.



References

References

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.

Type
Not Specified

First Name
Last Name

Relationship
How long have you known this person?
Not Specified

Employer
Title

Location
Country
Not Specified

Phone Number
Email Address

[Remove Reference](#)

[Add Reference](#)

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".

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

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!