e-Application Quick Reference Card for Rotations and Publications V 1.0

In This Reference Card

You can find material on:

General Information

What is e-Application?

e-Application is a system which allows concerned participants to apply for Rotation exercises and Publications.

Access and login

In order to participate in the rotation exercises and publications, you need to:

1. open a web browser;
2. copy the following URL: https://webgate.ec.europa.eu/eapplication/index.cfm.
3. if you are not authenticated yet, do so now using your ECAS login and password.

Terminology used

Please note that *staffing programme* is a general term which, in the current document it applies to *rotation exercises* and *publications*.
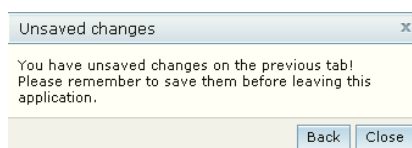
Applying for Rotation Exercises and Publications

Before you proceed

1. You can fill in the application starting with any section (tab) you want (not necessarily in the order in which the tabs are displayed). You can start filling in information starting with the 3rd tab, for example, and then go back to the first.

2. Make sure you save the information before switching to a different tab.

*Please note that you can save information either using the **Save**, **Add** or **Upload** buttons available in the page, according to the type of information in the tab. If no **Save** button is available in the page, the information is saved automatically.*

If you leave the tab without saving the information, a message will be displayed to inform you that there is unsaved information:

Unsaved changes

You have unsaved changes on the previous tab!
Please remember to save them before leaving this application.

Back   Close

*You can click **Back** and go back to that tab and save the information, or you can click*

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*Close and go on to the next tab without saving it.*

3. Fields marked with an asterisk (*) are mandatory fields.

4. If there are mandatory fields which have not been filled in, an exclamation mark ⚠ is displayed next to them when the user wants to leave that section.

Viewing the available jobs

Before proceeding to apply for a job, you can view the list of available jobs for each rotation and publication exercise.

For example, if you want to apply for 2014 ROTATION - INTERNAL and view what jobs are available, you can click the view jobs icon next to the programme:
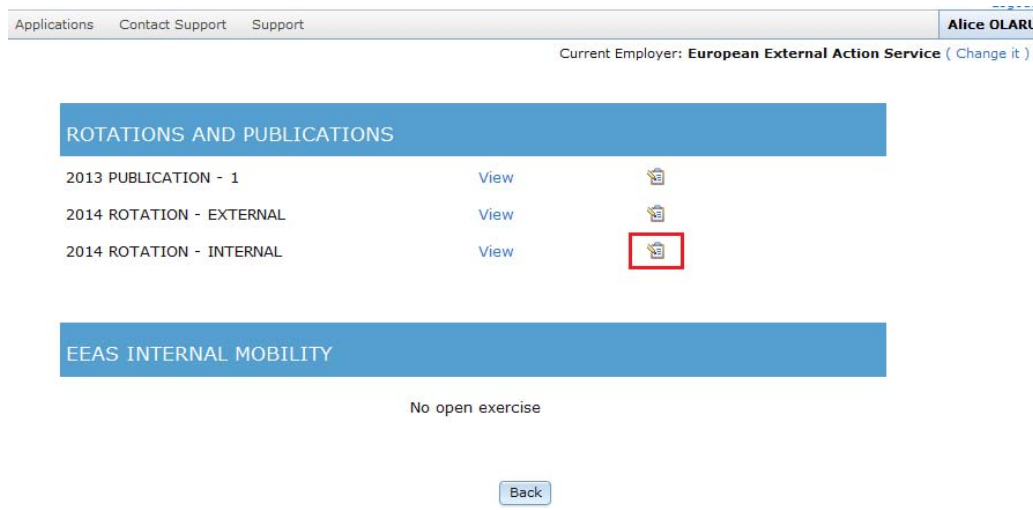
The system displays a list which shows all the available jobs for that programme, with information on the *country*, *city*, *job title, post type* and the *Indicative ICV* (Index Condition de Vie factor):

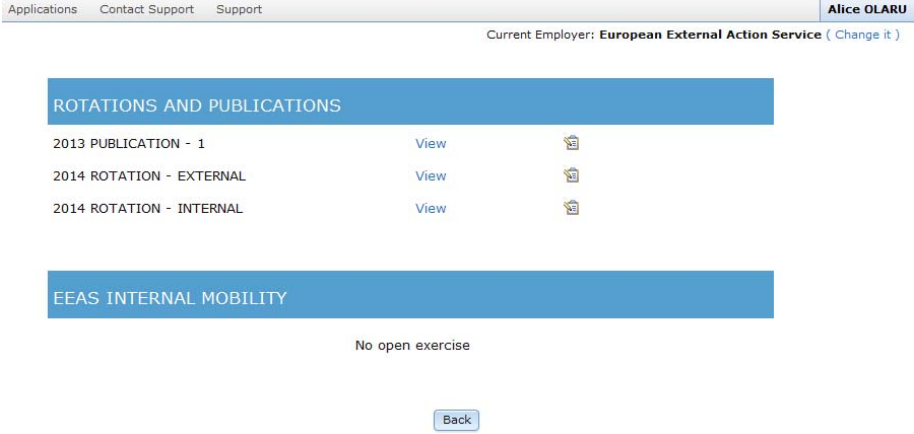| Job title	Post type	Indicative ICV
II.A.1 - BRUSSELS - Desk Officer - International Relations Officer - Uganda	AD Management	0%
3 - BRUSSELS - Head Of Administration	AD Management	0%
UGANDA - KAMPALA - Head Of Sector - Operations	AD Management	0%
MDR.C.1 - BRUSSELS - Assistant / Hr - Hr Gestionnaire Pour Les Effectifs Du Service Exterieur	AD Non-Management	0%
3 - BRUSSELS - Policy Officer - Governance/Human Rights/Human And Social Development/Investing In People	AD Non-Management	0%
AFGHANISTAN - KABUL - Accounting Assistant	AST (ex-B)	0%
A3 - BRUSSELS - Finance And Contracts Assistant - Verification - Finance And Contracts Assistant - Verification	AST (ex-B)	0%
3 - BRUSSELS - Head Of Section - Economic Cooperation And Food Security	AST (ex-B)	0%

The application stages

Following are the stages you should go through when filling in the application:

Stage	Description
1	Selecting the staffing programme (see page 2)
2	Managing personal information (see page 4)
3	Selecting a post (see page 5)
4	Entering professional experience information (see page 6)
5	Entering EU Staff information (see page 7)
6	Attaching supporting documents (see page 8)
7	Reviewing and submitting the application (see page 8)

Selecting the

The following table describes the procedure for selecting the EEAS rotation exercises or

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staffing programme

publications:

Stage	Description
1	Make sure you are in the **Applications** menu.
2	The system displays the screen where you must select your current employer before participating in the Rotations / Publications exercise: *Please note that the current employer information is always displayed in the upper right corner of the Information System and you can change it at any time.*
3	Click **Proceed**.
4	The system displays the screen where you must select the staffing programme for which you want to apply: The available programmes have at least one of the following features: • The Rotation(s) or Publication(s) for which the logged-in candidate has applied, and which are still **within the Visibility Date** of the Programme. • The Rotations or Publications open for Applications, for which there are Types of Jobs available/accessible at the logged-in candidate's employer. • The Mobility programmes for which the candidate has applied, and are still **within the visibility date** of the Programme. • The Mobility programme(s) open for Applications, for which the logged-in candidate is in the **list of participants**.

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5	Click **View** next to the programme in which you want to participate.
6	The system displays only the post types available/accessible according to your employer.
7	Click **Apply** next to the post type you are interested in. The system displays the application form, on the **Personal Information** tab**.** ***For more information about filling in the application, please refer to the sections below.***

Managing personal information

Please note that:

*1. For EEAS / European Commission ECAS users, the information on **gender**, **surname**, **first name**, **e-mail address**, **birth date**, **nationality** and **current employer** comes from the Sysper2 Information System and cannot be modified. In case any technical problem does not permit e-Application to retrieve some data from Sysper2, users will be able to fill in these fields.*

2. The information you enter/modify here will be changed at the programme level, that is, it will change for all of the applications made within this rotation or publication exercise. For example, if you change the phone number when applying for an AD Non-Management post, the change will also be valid for the AD Management post application done before.

Fill in the personal details information:

Field	Description
Gender	For registered users, the information comes from Sysper2 and cannot be modified. Drop-down list with compulsory choice between Male (M) and Female (F)
Surname	For registered users, the information comes from Sysper2 and cannot be modified. (Family Name) This text field accepts only alphabetical characters (hyphens included to separate combined surnames). The surname will be automatically converted in UPPERCASE letters.
First name	For registered users, the information comes from Sysper2 and cannot be modified. Text field accepting alphabetical characters (hyphens included to separate first and second name)
Current postal address	Text field accepting both alphabetical characters and digits
E-mail	For registered users, the information comes from Sysper2 and cannot be modified. External ECAS users can enter **only one e-mail address** here. Standard e-mail characters are accepted.
Birth date	For registered users, the information comes from Sysper2 and cannot be modified. Click on the field and a calendar will be displayed – you have to select a date, a month and a year. Date pickers: once a date is chosen, the value is shown in the *dd/mm/YYYY* format.
Nationality	For registered users, the information comes from Sysper2 and cannot

	be modified.
	You can enter only one value here, which MUST be a European Union one. If you have a second nationality, this should be mentioned in the *Second nationality* field (see below).
Second Nationality	Only if you have a second nationality
	The maximum number of nationalities per candidate is two.
Telephone 1	Compulsory telephone number.
	The field MUST contain only numbers and the country code must be included
Telephone 2	Optional telephone number
	The field MUST contain only numbers and the country code must be included
Current Employer	For registered users the field is automatically filled in from Sysper2.
Nationality of the partner	You should make a selection here only if they have a partner.
Second Nationality of the partner	In case your partner has a second nationality.
	The maximum number of nationalities per candidate's partner is two.

Selecting a post

Please note that:

1. You must have at least 1 job selected per type of post you want to apply for.

2. The order in which posts are added represents your preference (the priority from your point of view). You can change the posts preference or delete any post before submitting the application.

The **Posts** tab contains the posts you selected (if any). The list shows information on your *preference*, *the country, city, type of post and indicative ICV* (the **Delegation** column).

Follow the steps below to select a post:

Step	Action
1	Make sure you are in the **Posts** screen.
2	In the **Apply for a job** panel, click the drop-down arrow and select a post.
3	Click **Add** below. **Result:** The post is added to the list.

How to change the posts preference?

You can change the preference for a post:

- either by *changing the position of the entries existent in the list*, or
- by *choosing a different post from the complete list*.

In the first case:

You have to *click the up and down arrows in the Preference column* (in the **Posts** screen).

By clicking the up and down arrows, you can only move the item one position up or down.

In the second case:

You can replace a post (which was previously added to the list of preferences) with a new post. For example, if the post occupies the first position in the list, the new one selected from the list (in the edit post screen) will become the first in terms of preference.

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To change the post preference, follow the steps below:

Step	Action
1	Make sure you are in the **Posts** screen.
2	Click the **Edit** button ⬜ next to the post in the list which you want to change. **Result:** The system displays below the list of selected posts a dialog box with the name of the post and a drop-down arrow next to it, from where you can select another post.
3	Click the drop-down arrow and select the new post (which will subsequently occupy that position in the list).
4	Click **Save changes**. **Result:** The new post is displayed in the list of preferences, replacing the old choice.

Professional experience information

Please note:
1. According to the type of job you apply for, there are different requirements regarding the information you should provide:
- *Professional Experience*
- *External Relations Experience*
- *Management Experience*
- *Accountancy and Financial Matters*

2. You should enter here the most relevant professional (full time) experience.
3. If you apply for a type of job for which you applied before, you can use the button ***Import from Previous Applications*** *to import your professional experience data existent in the system.*
4. The periods specified for the positions must not overlap.

Fill in the professional experience as follows:

Step	Action
1	Make sure you are in the **Professional Experience** tab.
2	Enter the following information for each position you want to add: **Position held** – The text field allows a maximum of 100 characters. **From/To –** Clicking these fields will display a calendar. **From** date must be before **To** date. **From** date cannot be before the birth date and **To** cannot be after the date when the candidate is filling in the form.
3	Select the type of experience relevant for the type of job you apply for. *Please note that according to the box which is checked, extra fields are enabled.*
4	Click **Add** at the end of the row. When adding the professional experience, the system automatically calculates the duration (expressed in years) according to the dates entered by the candidate in the **From** and **To** fields, and displays it in the **Duration** column. A total duration for the experience (in years) is calculated automatically below the **Duration** column.

EU Staff information

Please note that only candidates from EU institutions must fill in this screen.

Fill in the following fields:

Field	Description
Personnel number	If the candidate is a Council member currently not in delegation, the text field allows a maximum of 100 characters. For the other candidates, the field is disabled for editing and contains a pre-filled value coming from Sysper2.
Grade	If the candidate is a Council member currently not in delegation, a drop-down box for the selection of the grade is available (with values from AST01 to AD16). For the other candidates (EEAS and Commission Staff members), the field is disabled for editing as the grade is retrieved from Sysper2.
Seniority in grade	For all the candidates except for Council members in a delegation, the field is disabled for editing and it displays a pre-filled value. If the Candidate is a Council member currently not in delegation, the field is a date picker where candidates (Council members) have to choose a date. The selected date MUST be previous or equal to the day in which the Candidate is filling in the form.
Current assignment	Drop-down menu with the following values: • in a delegation, in a management post, in current rotation (i.e., the current year) • in a delegation, in a management post, not in current rotation • in a delegation, not in a management post • in EEAS Headquarters • in Commission Headquarters • in GSC • in any other EU institution
Currently in 2nd consecutive posting	Check the **Yes** or **No** radio buttons.
Asking for double posting?	Check the **Yes** or **No** radio buttons. If the YES option is checked, extra fields are displayed. See the rows below for more information.
Name of partner	If you have a partner, fill in his/her first and last names.
Personnel number of partner	The text field allows a maximum of 100 characters.
Partner's employer	Choose one of the available values.

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Attaching supporting documents	***Please note:*** *1. The documents you upload have to be up-to-date.* *2. If you had already uploaded a file and then you upload a new one, the previous file is replaced.* *3. You can delete and/or upload a file at any time before signing your application.*

Follow the steps below to upload documents:

Step	Action
1	Make sure you are in the Attached Documents tab.
2	Click the **Browse** button next to the **CV** field. Result: The File Upload dialog box is displayed.
3	Choose a file and click **Open**. **Result:** The name of the file is displayed in the CV field, but the file is not uploaded in the system yet.
4	Click **Upload** below the attached CV. **Result:** The files are uploaded and saved in the system.

Reviewing and submitting the application	***Please note:*** *1. After submitting the application you will only be able to modify **the postal address** and **the telephone number**; therefore, make sure all the information is correct before submitting it.* *2. The PDF generated when you submit the application is accessible at any time in the application space, in the **Attached Documents** tab.*

According to the status of your application form, the **Review and Apply** tab may display the following:

When your application is …	Then the Review and Apply tab displays …	And you need to…
complete	A message in green, informing you that your application is ready to be submitted.	Click **Apply** to submit the application.
incomplete	A message in red, informing you to fill in the missing information	Complete your application with the information mentioned in this tab, and then access the **Review and Apply** tab again to submit the completed application.

When you submit the application, the system generates a PDF file which you can download immediately or download later from the **Attached Documents** tab.

In Case You Need Assistance

Follow the instructions below for further help:

For…	Please use…
technical support	the system menu **Contact Support** and then select the **Technical Problem (Help Desk)** option.
correspondence concerning the selection procedures,	the following email addresses: • For Head of Delegation posts: CCA-SECRETARIAT@eeas.europa.eu • For Deputy Head of Delegation posts: EEAS-PUBLICATIONS@eeas.europa.eu • For Head of Section/Political Officer posts: AD-Non-Management-Rotation@eeas.europa.eu

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