The aim of publishing job offers in Euraxess aligned with the requirements of the European Commission, which recommends institutions to ensure Open, Transparent and Merit-based recruitment processes.

If H2020 grant agreements, through Article 32, committed beneficiaries to **take the necessary measures to implement the principles outlined in the European Charter for Researchers and the Code of Conduct for the Recruitment of Researchers,** Horizon Europe keeps the same path by including specific rules for the recruitment and working conditions for researchers.

The aspects mentioned are:

- Working conditions

- **Transparent and merit-based recruitment processes**

- Career development

Compliance with these rules is not assessed during the application process. However, as stated for Chapter 6 employees, **after a control process, audit, communication of results, inspection or OLAF investigation, beneficiaries can be asked for evidence of correct implementation of this regulation.** In this context, the Human Resources logo can be considered as evidence of implementation of the Charter & Code principles. It is also the case for the international publication of vacancies on the Euraxess website and for the measures applied during the recruitment process by following the Charter & Code.

The first action to ensure an Open and Transparent process is to advertise and publish vacancies internationally, which can be done through the Euraxess Jobs website.

Below you can find a guide to use this portal.

1. Go to https://euraxess.ec.europa.eu/ and click *Login* at the top right.
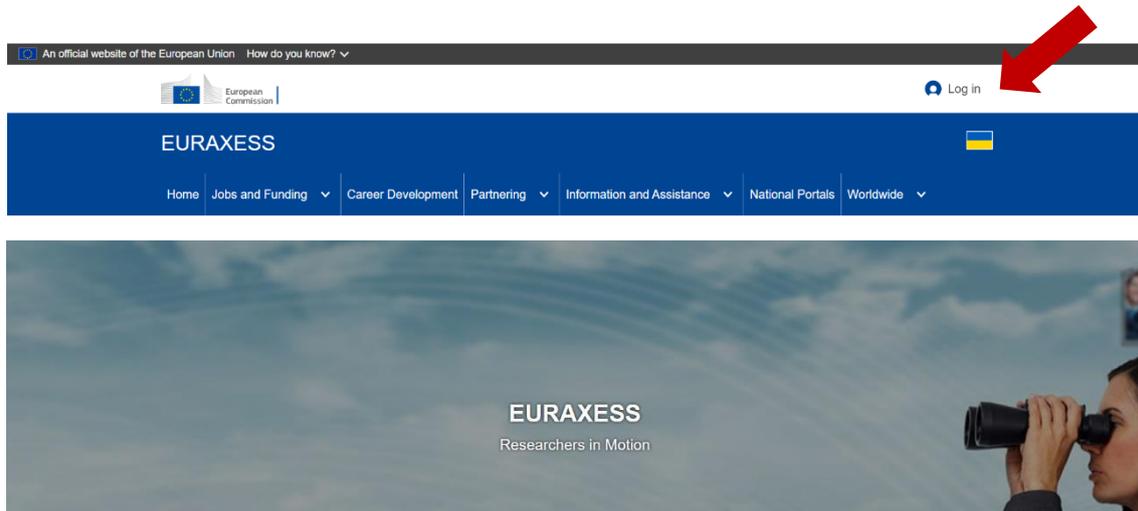


2. Create a new account.
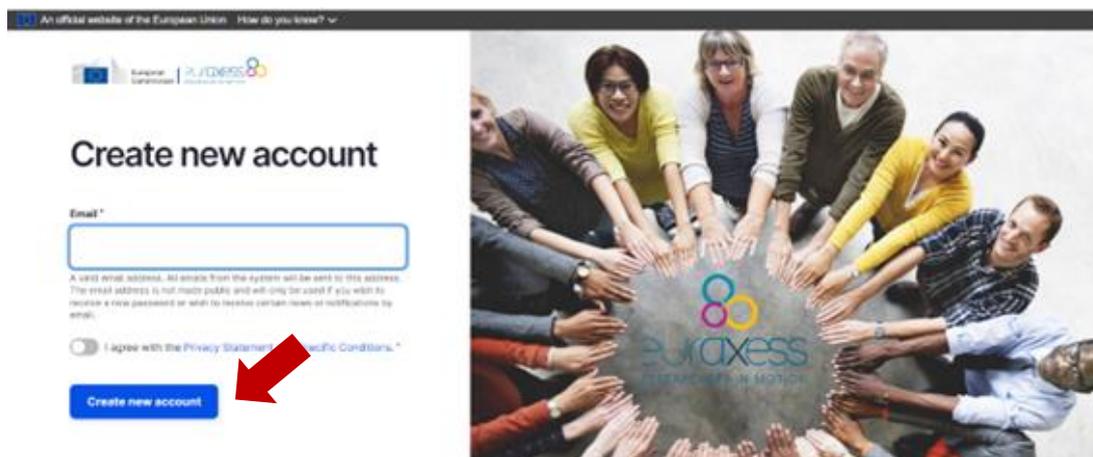


✓ Enter your Department email address
✓ Agree with the Privacy Statement
✓ Finally, click *Create new account*

3. You will receive the following email from Euraxess (check your spam):

Dear user,

Thank you for registering at EURAXESS. You may now log in by clicking this link or copying and pasting it to your browser:

https://euraxess.ec.europa.eu/user/reset/79052/1515669608/FpVacTr0mU P7cp...

This link can only be used once to log in and will lead you to a page where you can set your password.

After setting your password, you will be able to log in at https://euraxess.ec.europa.eu/user/ in the future using:

e-mail: XXXXXX

password: XXXXX

-- EURAXESS team

Click on the first link.

4. Enter a password and complete the required information.



Click *Save*. You will automatically enter to your personal profile.

5. Once in "My Euraxess", scroll down and click *Search/Register* an organisation.

**Welcome**

**I am a researcher**

Click the following button to enable your researcher profile.

**Enable Researcher Profile**

**Search/Register an organisation**

Please search for an existing organisation. You can also register a new organisation if you cannot find the organisation you are looking for.

**Search/Register**

6. Complete the fields with your organisation name, department and URL and click *Search*.

| Organisation Name * | URL * |
| --- | --- |
| | |
| Department | Laboratory |
| | |

**Search**  **Reset**

If a match is found, you can ask the administrator to add you as a member. If no match is found, you can proceed and register your new organisation.

7. To start creating job offers, your application needs to be approved. Logout and send an email to pr.euraxess@uab.cat with the subject line *Alta Euraxess*. In the body of your email, indicate your department and the email address used to create the new account.

**MY EURAXESS**

Welcome pr.euraxess@uab.cat

**LATEST TIPS AND ANNOUNCEMENTS**

**January 12, 2017**

Uploaded CVs in researcher profiles, are visible by default only to registered organisations. You may indicate to make the CV visible to all registered users by editing your researher profile.

**November 14, 2016**

Welcome to the new EURAXESS portal!
Information on what is new can be found in the About EURAXESS and the FAQ pages.
See the "Navigation Help" link below on how to navigate the My EURAXESS page.
Check out the help pages on how to manage your account.

- Dashboard
- User Profile
- Favorites
- Saved searches
- Account settings
- Notifications
- Need Help?
- Logout

**I AM A RESEARCHER**

Your organisation (Universitat Autonoma de Barcelona Departament Projectes Estratègics de Recerca) is pending for approval.

8. Once approved, you will receive a confirmation email (normally within 24h).

   Your Organisation (Universitat Autonoma de Barcelona Departament X) is now approved. Please login to EURAXESS to see available options. Your new organisation ID is 271296-709729

   https://euraxess.ec.europa.eu

9. Login again to see your profile.



10. Click *More* to open the drop-down menu and select *Add Job Offer* to start publishing your vacancies.

**Welcome projectes.estrategics@uab.cat**

**I am a researcher**

Click the following button to enable your researcher profile.

**Enable Researcher Profile**

**My Organisation(s)**

| Name | Department | Laboratory | Operations |
|---|---|---|---|
| Universitat Autònoma de Barcelona | | Research Management/Strategic Projects | |

**View** ▾      **Members**

**More** ▾
📑 List of Offers
⊕ Add Funding
⊕ Add Hosting
⊕ Add Job Offer
⤴ Leave group

**Join an Organisation**

Based on your email **@uab.cat** you can join the following organisations.

11. Edit your offer. Please note that it is mandatory to detail the *Basic Information, Hiring Organisation & Offer Posting Contact Details* and *Requirements*.

**Add Group node (Job Offer)**          **Save**

🚫 **Status message**
Dear user, the EURAXESS portal has been renewed to offer you a better and more secure experience. You might encounter minor inconveniences as we are concluding the upgrade and migration to a new content management system.

∨ Basic Information *

∨ Hiring Organisation & Offer Posting Contact Details *

∨ Requirements *

∨ Additional Information

12. To save a draft of your offer, click *Save*. Make sure the option *Draft* is selected in the menu on the right.
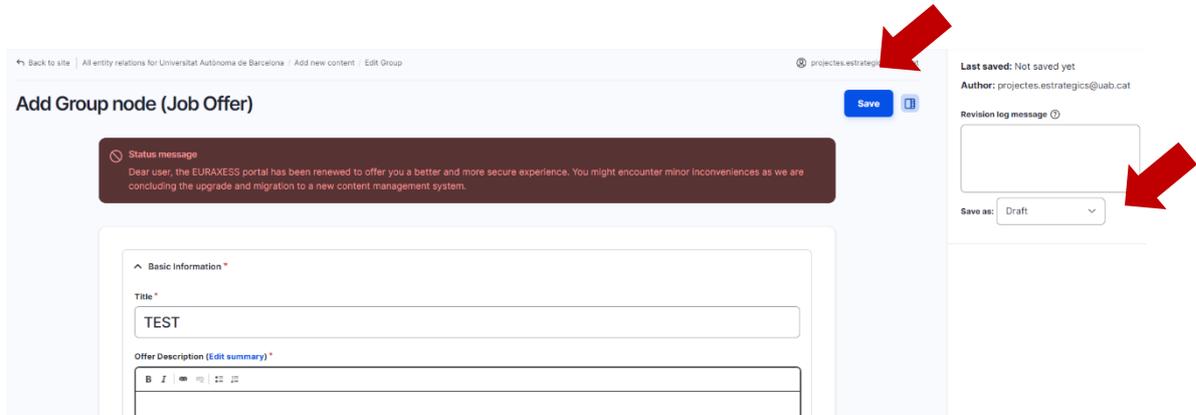


Your drafts will not be visible for candidates.
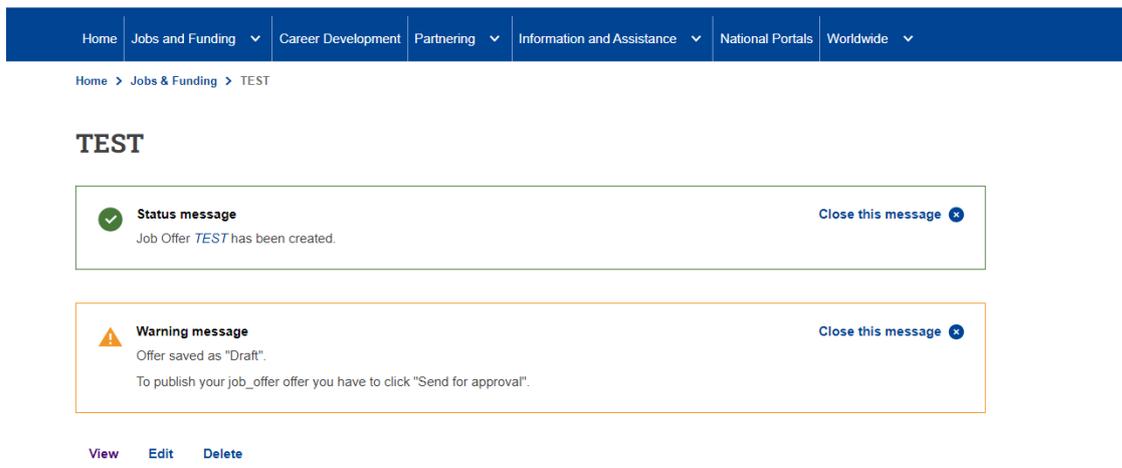


13. You can send a job offer for approval by:

➤ Viewing the job offer. In this case, change the *Moderation state* from *Draft* to *Sent for Approval*.

> ➢ Editing the job offer. Click *Save* and make sure the option *Sent for Approval* is selected in the menu on the right.



Once the offer has been approved by Euraxess, it will become visible. This approval can take some hours and will be confirmed by email.

Suggestions

> ➢ It is recommended that you keep a pdf copy of the offer to submit in case of audit. From your profile, click *Nodes* to see the list of job offers.
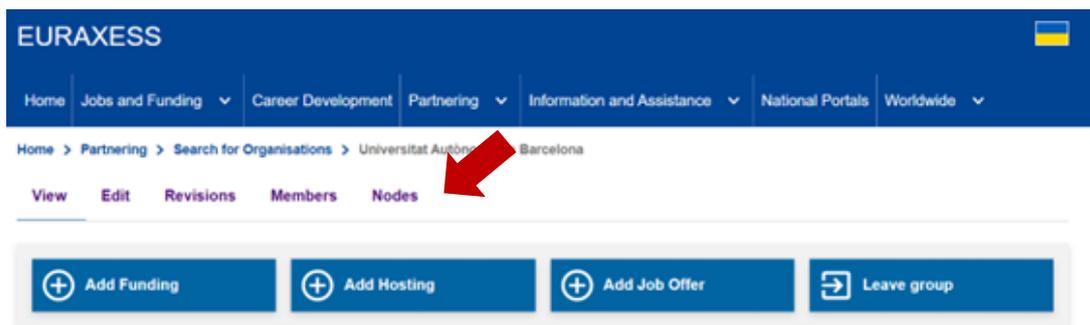
Click on the offer and print as a PDF.



➢ There is a deadline for each offer. The recommended deadline is 15 days. Once the deadline has passed, you will receive an email and your offer will be automatically deactivated.

➢ When creating you offer, it is very important to detail the selection process and the assessment criteria.

This portal aims exclusively to advertise your job offers internationally. Once published, no more information is required.