

## e-Application Quick Reference Card for Rotations and Publications V 1.4

### In This Reference Card

You can find material on:

Topic	See Page
<a href="#">General Information</a>	1
<a href="#">To Read Before You Apply</a>	1
<a href="#">Applying for Rotations Exercises and Publications</a>	4
<a href="#">In Case You Need Assistance</a>	10

### 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*.

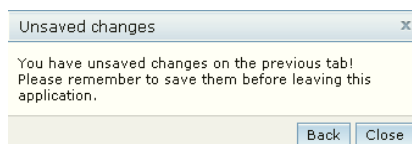
### To Read Before You Apply

#### General remarks

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 regarding the professional experience, for example, and then go back to the personal information.
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:



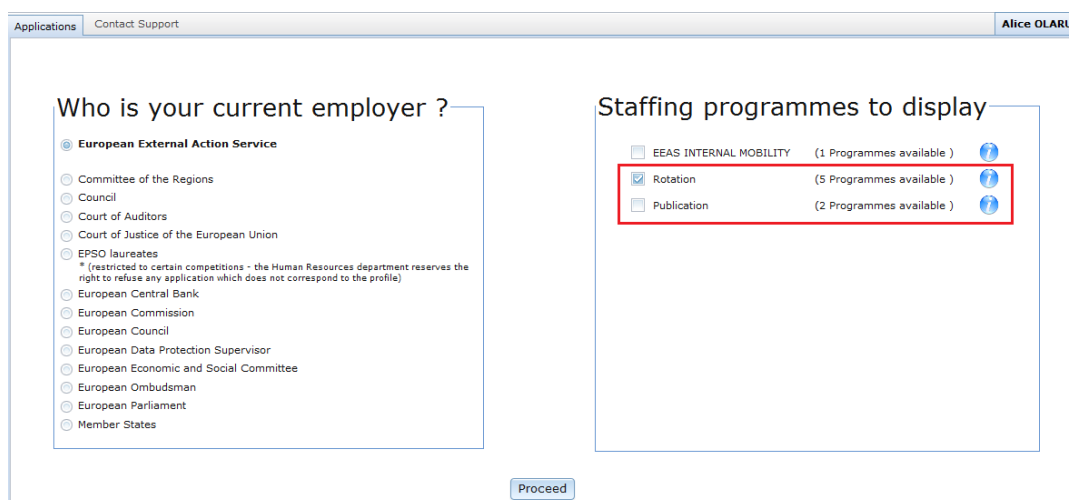
You can click **Back** and go back to that tab and save the information, or you can click **Close** and go on to the next tab without saving it.

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.

## The e-Application screen

After logging in and accessing the **Applications** menu, the system displays the e-Application screen, where you need to select **your current employer** and a **Rotation Exercise** and/or a **Publication**:

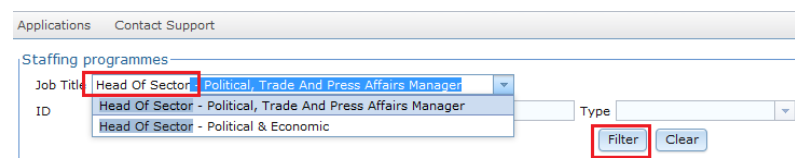
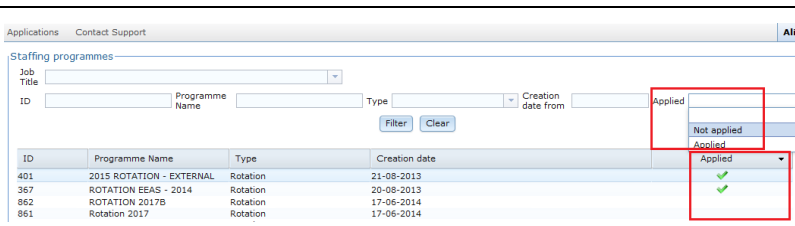
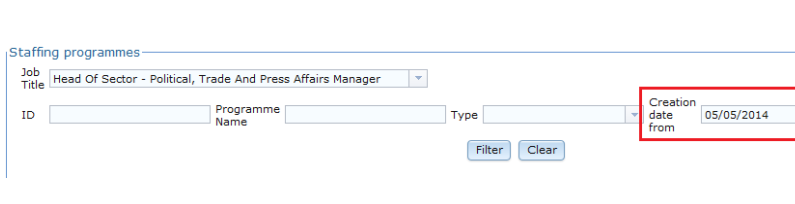


The screenshot shows the 'Applications' tab selected. The user is 'Alice OLARU'. The screen is divided into two main sections:

- Who is your current employer ?**: A list of employers with radio buttons. 'European External Action Service' is selected.
- Staffing programmes to display**: A list of programmes with checkboxes. 'Rotation' is checked, and 'Publication' is unchecked. A red box highlights the 'Rotation' and 'Publication' options.

A 'Proceed' button is at the bottom.

As a result, the system will display the following page whose main purpose is to permit candidates to select the Staffing Programme that they want to apply. To do so, the screen contains filters to easily identify the targeted programme:

What you can do	How
Search for a certain job title by typing the job name	 <p>The screenshot shows the 'Staffing programmes' section with a search filter. The 'Job Title' dropdown is set to 'Head Of Sector - Political, Trade And Press Affairs Manager'. The 'ID' dropdown shows 'Head Of Sector - Political &amp; Economic'. A red box highlights the 'Filter' button.</p>
Filter the list to see only the programmes you applied / didn't apply for	 <p>The screenshot shows the 'Staffing programmes' section with various filters. The 'Applied' dropdown is set to 'Not applied'. A red box highlights the 'Applied' dropdown.</p>
See what programmes were created since a certain date (for example, the last time you accessed e-Application)	 <p>The screenshot shows the 'Staffing programmes' section with a date filter. The 'Creation date from' field is set to '05/05/2014'. A red box highlights the date field.</p>

## Apply for a job

Applications Contact Support

Staffing programmes

Job Title: Regulations As Well As Specific Informatics And Security Rules

ID: Programme Name: Type: Creation date from: Applied:

Filter Clear

ID	Programme Name	Type	Creation date from	Applied
862	ROTATION 2017B	Rotation	17-06-2014	

Job List

Post type	Status	Application
Senior Assistants [grade (AST 10 - AST 11)]	Open	<a href="#">Apply</a>
Assistants [grade (AST 1 - AST 9)]	Open	<a href="#">Apply</a>

Finally, you will get to the rotations and publications exercise home screen:

Applications Contact Support

ROTATION 2017B - Senior Assistants [grade (AST 10 - AST 11)] Current Employer: European External Action Service

Personal Information Posts Professional Experience EU Institution Staff Attached Documents Review and Apply

Information on candidate:

Gender \* F

Surname \*

First Name \* ALICE

Current postal address \*

E-Mail \*

Birth date

Nationality \*

Second Nationality

Telephone 1 \*

Telephone 2

Current Employer \* European External Action Service

Nationality of the partner <sup>1</sup>

Second Nationality of the partner

Should you not be selected for the jobs to which you have applied, would you like to be considered for other vacancies? : ☐ Yes ☒ No

## 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 ROTATION EEAS – 2014 and view what jobs are available, you can click on the programme. The list are displayed below:

Applications Contact Support

Staffing programmes

Job Title: Programme Name: Type: Creation date from: Applied:

Filter Clear

ID	Programme Name	Type	Creation date from	Applied
862	ROTATION 2017B	Rotation	17-06-2014	
861	ROTATION 2017	Rotation	17-06-2014	
841	ROTATION 2016	Rotation	13-06-2014	
401	2015 ROTATION - EXTERNAL	Rotation	21-08-2013	✓
367	ROTATION EEAS - 2014	Rotation	20-08-2013	✓

Job List

Post type	Status	Application
AD Management EU staff	Open	<a href="#">Read</a>

The system displays a list which shows all the available jobs for that programme, with information on the *post type*, *status* and the *application status*.

## Applying for Rotations Exercises and Publications

### The application stages

Following are the stages you should go through when applying.

Each stage is described in the following pages, in the order of occurrence:

Stage	Description
1	<a href="#">Select the staffing programme</a> (below)
2	<a href="#">Enter personal information</a> (en page 5)
3	<a href="#">Select a post</a> (on page 6)
4	<a href="#">Enter professional experience information</a> (en page 7)
5	<a href="#">Enter EU Staff information</a> (en page 8)
6	<a href="#">Attach supporting documents</a> (on page 9)
7	<a href="#">Review and submit the application</a> (on page 9)

### Stage 1 – Select the staffing programme

Follow the steps below:

Step	Description
1	Access the <b>Applications</b> menu.
2	<p>Select your <b>current employer</b>.</p> <p><i>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.</i></p> <p>After that, in the <b>Staffing programmes to display</b> panel, select Rotation and/or Publication, and then click the <b>Proceed</b>.</p> <p><b>Result:</b> The system displays the screen where you must select the staffing programme for which you want to apply.</p> <p><i>Please note that the available programmes have at least one of the following features:</i></p> <ul style="list-style-type: none"> <li>• The Rotation(s) or Publication(s) for which the logged-in candidate has applied, and which are still <b>within the Visibility Date</b> of the Programme.</li> <li>• The Rotations or Publications open for Applications, for which there are Types of Jobs available/accessible at the logged-in candidate's employer.</li> <li>• The Mobility programmes for which the candidate has applied, and are still <b>within the visibility date</b> of the Programme.</li> <li>• The Mobility programme(s) open for Applications, for which the logged-in candidate is in the <b>list of participants</b>.</li> </ul>
3	<p>Click on the programme in which you want to participate.</p> <p><b>Result:</b> The system displays only the post types available/accessible according to your employer.</p>
4	<p>Click <b>Apply</b> next to the post type you are interested in.</p> <p><b>Result:</b> The system displays the application form, on the <b>Personal Information</b> tab.</p> <p><i>For more information about filling in the application, please refer to the sections below.</i></p>

## Stage 2 – Enter personal information

**Before you proceed, 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 can fill in these fields themselves.
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.

Access the **Personal Information** tab and fill in the following fields:

Field	Description
<b>Gender</b>	For registered users, the information comes from Sysper2 and cannot be modified. Drop-down list with compulsory choice between Male (M) and Female (F)
<b>Surname</b>	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.
<b>First name</b>	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)
<b>Current postal address</b>	Text field accepting both alphabetical characters and digits
<b>E-mail</b>	For registered users, the information comes from Sysper2 and cannot be modified. External ECAS users can enter <b>only one e-mail address</b> here. Standard e-mail characters are accepted.
<b>Birth date</b>	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. Once a date is chosen, the value is shown in the <i>dd/mm/YYYY</i> format.
<b>Nationality</b>	For registered users, the information comes from Sysper2 and cannot be modified. You can enter only one value here, which <b>MUST</b> be a European Union one. If you have a second nationality, this should be mentioned in the <i>Second nationality</i> field (see below).
<b>Second Nationality</b>	Only if you have a second nationality The maximum number of nationalities per candidate is two.
<b>Telephone 1</b>	Compulsory telephone number. The field <b>MUST</b> contain only numbers and the country code must be included
<b>Telephone 2</b>	Optional telephone number The field <b>MUST</b> contain only numbers and the country code must be

	included
<b>Current Employer</b>	For registered users the field is automatically filled in from Sysper2.
<b>Nationality of the partner</b>	You should make a selection here only if they have a partner.
<b>Second Nationality of the partner</b>	In case your partner has a second nationality. The maximum number of nationalities per candidate's partner is two.

## Stage 3 – Select 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 <b>Posts</b> tab.
2	In the <b>Apply for a job</b> panel, click the drop-down arrow and select a post.
3	Click <b>Add</b> below. <b>Result:</b> The post is added to the list.

## If you want 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.

To change the post preference, follow the steps below:

Step	Action
1	Make sure you are in the <b>Posts</b> tab.
2	Click <b>Edit</b>  next to the post in the list which you want to change. <b>Result:</b> 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 <b>Save changes</b> . <b>Result:</b> The new post is displayed in the list of preferences, replacing the old choice.



## Stage 4 – Enter 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 <b>Professional Experience</b> tab.
2	Enter the following information for each position you want to add: <b>Position held</b> – The text field allows a maximum of 100 characters. <b>From/To</b> – Clicking on these fields will display a calendar. <b>From</b> date must be before <b>To</b> date. <b>From</b> date cannot be before the birth date and <b>To</b> 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. <i>Please note that according to the box which is checked, extra fields are enabled.</i>
4	Click <b>Add</b> 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 <b>From</b> and <b>To</b> fields, and displays it in the <b>Duration</b> column. Also, a total duration for the experience (in years) is calculated automatically below the <b>Duration</b> column.

## Stage 5 – Enter EU Staff information

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

Fill in the following fields:

Field	Description
<b>Personnel number</b>	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.
<b>Grade</b>	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.
<b>Seniority in grade</b>	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 <b>MUST</b> be previous or equal to the day in which the Candidate is filling in the form.
<b>Current assignment</b>	Drop-down menu with the following values: <ul style="list-style-type: none"> <li>• in a delegation, in a management post, in current rotation (i.e., the current year)</li> <li>• in a delegation, in a management post, not in current rotation</li> <li>• in a delegation, not in a management post</li> <li>• in EEAS Headquarters</li> <li>• in Commission Headquarters</li> <li>• in GSC</li> <li>• in any other EU institution</li> </ul>
<b>Currently in 2<sup>nd</sup> consecutive posting</b>	Check the <b>Yes</b> or <b>No</b> radio buttons.
<b>Asking for double posting?</b>	Check the <b>Yes</b> or <b>No</b> radio buttons. If the YES option is checked, extra fields are displayed. See the rows below for more information.
<b>Name of partner</b>	If you have a partner, fill in his/her first and last names.
<b>Personnel number of partner</b>	The text field allows a maximum of 100 characters.
<b>Partner's employer</b>	Choose one of the available values.



## Stage 6 – Attach 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 <b>Browse</b> button next to the field where you want to upload a document. <b>Result:</b> The File Upload dialog box is displayed.
3	Choose a file and click <b>Open</b> . <b>Result:</b> The name of the file is displayed in the CV field, but the file is not uploaded in the system yet.
4	Click the <b>Upload</b> button below the list of attached documents. <b>Result:</b> The files are uploaded and saved in the system.

## Stage 7 – Review and submit 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 <b>Apply</b> to submit the application.
incomplete	A message in red, informing you which missing information you need to fill in	Complete your application with the information mentioned in this tab, and then access the <b>Review and Apply</b> 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 <b>Contact Support</b> and then select the <b>Technical Problem (Help Desk)</b> option.
correspondence concerning the selection procedures	<p>the following email addresses:</p> <ul style="list-style-type: none"> <li>• For Head of Delegation posts: <a href="mailto:CCA-SECRETARIAT@eeas.europa.eu">CCA-SECRETARIAT@eeas.europa.eu</a></li> <li>• For Deputy Head of Delegation posts: <a href="mailto:EEAS-PUBLICATIONS@eeas.europa.eu">EEAS-PUBLICATIONS@eeas.europa.eu</a></li> <li>• For Head of Section/Political Officer posts: <a href="mailto:AD-Non-Management-Rotation@eeas.europa.eu">AD-Non-Management-Rotation@eeas.europa.eu</a></li> <li>• For AD non Managements posts at HQ: <a href="mailto:EEAS-HQ-APPLICATIONS-AD@eeas.europa.eu">EEAS-HQ-APPLICATIONS-AD@eeas.europa.eu</a></li> <li>• For AST posts at HQ: <a href="mailto:EEAS-HQ-APPLICATIONS-AST@eeas.europa.eu">EEAS-HQ-APPLICATIONS-AST@eeas.europa.eu</a></li> </ul>