

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 <u>https://euraxess.ec.europa.eu/user/</u> in the future using:

e-mail: <u>XXXXXX</u>

password: XXXXX

-- EURAXESS team

Click on the first link.

4. Enter a password and complete the required information.

Password
To change the current user password, enter the new password in both fields.
✓ User Details *
✓ Contact Details
✓ Other information
Save

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 or anisation. 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	

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 <u>pr.euraxess@uab.cat</u> 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.





\cap	MY EURAXESS
	weicome pr.euraxess@uab.cat
	LATEST TIPS AND ANNOUNCEMENTS
🛞 Dashboard	January 12, 2017
Luser Profile	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 researcher profile.
* Favorites	November 14, 2016
Saved searches	Welcome to the new EURAXESS portall 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.
🖋 Account settings	\sim
Notifications	
Need Help?	I AM A RESEARCHER
Logout	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.





Welco	me project	es.estrategics@uab	.cat
I am a researcher Glick the following button to enab Enable Researcher Profile	le your researcher pr	ofile.	
My Organisation(s)	Department	Laboratory	Operations
Universitat Autònoma de Barcelona		Research Management/Strategic Projects	Oview ✓ Image: More ✓ Image: List of Offers
Join an Organisation	u can join the follow	ing organisations.	 ↔ Add Funding ↔ Add Hosting ↔ Add Job Offer ↔ Leave group

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

Ad	d Group node (Job Offer)
\bigcirc	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.

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🕎 Back to site │ All entity relations for Universitat Autónoma de Barcelona / Add new content / Edit Group	projectes.estrategi	Last saved: Not saved yet
Add Group node (Job Offer)	Save	Author: projectes.estrategics@uab.cat Revision log message ③
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 concluding the upgrade and migration to a new content management system.	are	Save as: Draft V
Assic Information * Title * TEST Offer Description (Edit summary) * B I ● □ □ □		

Your drafts will not be visible for candidates.

Home	Jobs and Funding \checkmark	Career Development	Partnering V	Information and Ass	istance 🗸	National Portals	Worldwide	
Home >	Jobs & Funding > TEST							
TES	Т							
0	Status message Job Offer TEST has be	en created.					Close this me	essage 😣
A	Warning message Offer saved as "Draft". To publish your job offe	er offer vou have to clic	"Send for appro	aval"			Close this me	essage 🙁
View	Edit Delete							

- 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.





TEST

View Ed	lit C	Delete
Ocal Dea inco	r user, t nvenier	he EURAXESS portal has been renewed to offer you a better and more secure experience. You might encounter minor ces as we are concluding the upgrade and migration to a new content management system.
☆ Add to Fa	ivorites	
Moderation	state	Change to Log message
Dran		Sent for Approval
PAGE CONT	ENTS	13/01/2023
Job Informat	tion	Job Information
Offer Descri	ption	Organisation/Company Universitat Autônoma de Barcelona

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

Back to site All entity relations for Universitat Autonoma de Barcelona / Add new content / Edit Oroup	projectes.estrategic	Last saved: Not saved yet
Add Group node (Job Offer)	Save	Author: projectes.estrategics@uab.cat
S Status message Dear user, the EURAXESS portal has been ranewed to offer you a better and more secure experience. You might encounter minor inconveniences concluding the upgrade and migration to a new content management system.	as we are	Save as: Sent for Approval V
✓ Basic Information *		
✓ Hiring Organisation & Offer Posting Contact Details *		
✓ Requirements *		
V Additional Information		

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.





EUR	AXESS							
Home	Jobs and Funding 🗸	Career Development	Partnering 🗸	Information and Assistance	•	National Portals	Worldwide	*
Home > View	Partnering > Search for Edit Revisions	Organisations > Univer Members Nod	sitat Autòne	Barcelona				
Ð	Add Funding	Add Ho	sting	Add Job Offer		Ð	eave group	

Click on the offer and print as a PDF.

Published status - Any -	Type - Any -		Moderation st ✓ Any -	ate	Apply
🖉 Nodes					
Search in nodes					
Title	Content type	Status	Moderation state	Updated ▼	Operations
<u>2023PILIFRUA1 - Highly</u> <u>gualified Laboratory</u> <u>Technician</u>	Job Offer	Published	Published	13/01/2023 - 15:51	Edit node 🗸
2023DILIFRUA3 - 2 PhD students	Job Offer	Published	Published	12/01/2023 - 15:08	Edit node <
2022DILEUA142 - PhD candidate	Job Offer	Published	Published	12/01/2023 - 14:46	Edit node 🔻

- 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.