

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

Through Article 32, H2020 grant agreements commit 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.**

The aspects mentioned are:

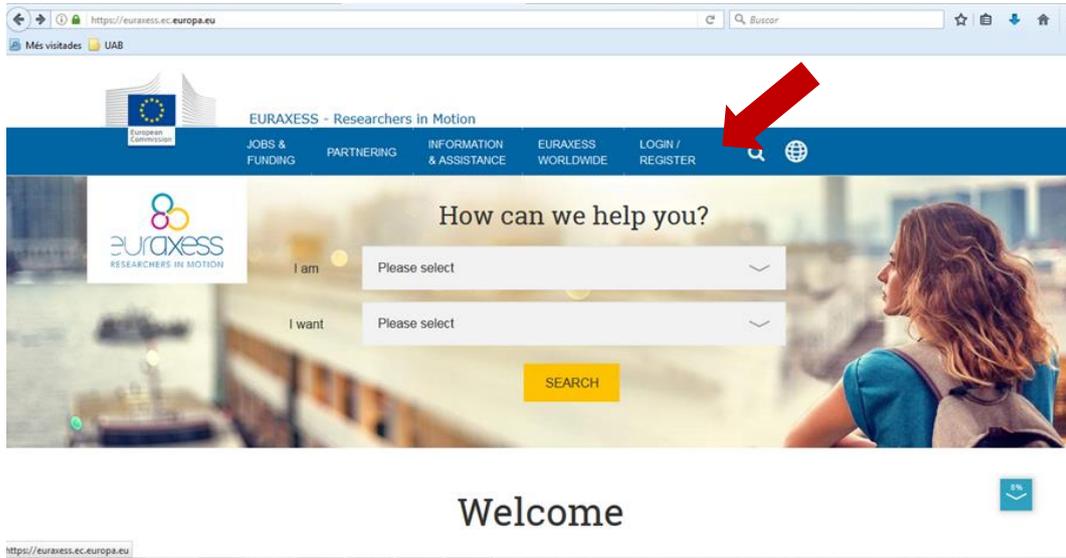
- Working conditions
- **Transparent and merit-based recruitment processes**
- Career development

Compliance with this Article is not assessed during the application process for a H2020 grant agreement. However, as stated for Chapter 6 employees, **after a control process, audit, communication of results, inspection or OLAF investigation, beneficiaries of a H2020 grant can be asked for evidences of correct implementation of Article 32.** In this context, the Human Resources logo can be considered as an 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.

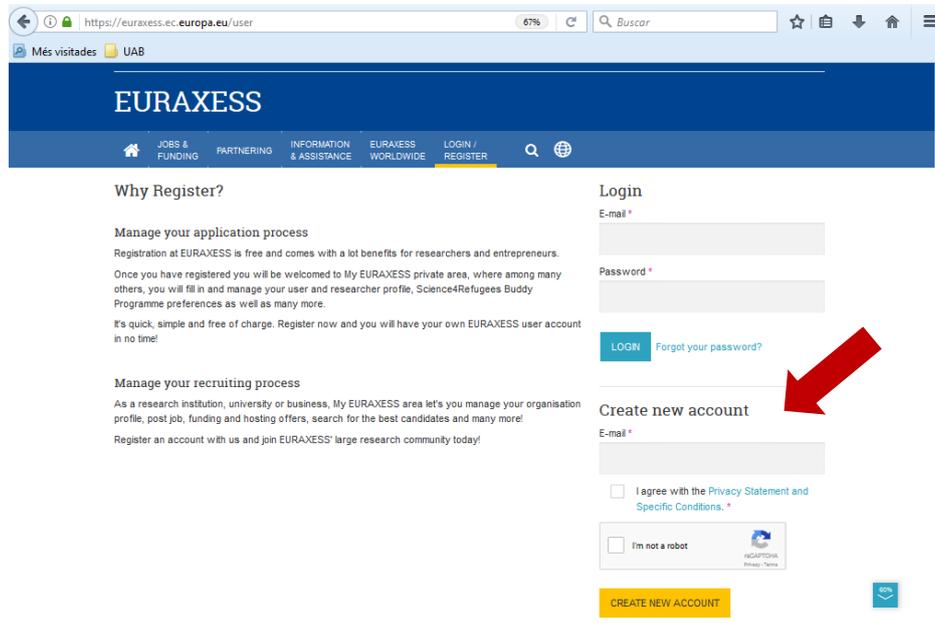
The first action to ensure an Open and Transparent process is to advertise and publish vacancies internationally, which can be done through the Euraxess Jobs website.

**Update.** From March 2019, the Academic Staff Unit is in charge of publicating offers in Euraxess. However, hosting offers for applicants to the MSCA Individual Fellowships Calls can be published by each department. Below you can find a guide to use this portal. If you already registered, you can go directly to section 10.

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



2. Create a new account.



- ✓ Enter your Department email address
- ✓ Tick the Privacy Statement box
- ✓ Tick *I'm not a robot*
- ✓ 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/FpVacTr0mUP7cp...>

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.

The screenshot shows a registration form with the following fields and elements:

- Password \***: A text input field with a green 'Strong' indicator and a checkmark.
- Confirm password \***: A text input field with a green checkmark.
- To make your password stronger.**: A blue tip box with the text 'Add punctuation'.
- First Name \***: A text input field containing 'Begoña'.
- Last Name \***: A text input field containing 'Miñarro'.
- Current living country \***: A dropdown menu showing 'Spain'.
- Organisation / Company \***: A text input field containing 'Universitat Autònoma de Barcelona'. A note below it says 'You can set n/a if not applicable in your case.'.
- SAVE AND LOG IN**: A yellow button at the bottom left.
- Footer**: A small blue box at the bottom right containing 'EURAXESS', '© 2021 and 2020 - Member Org. U.E. - U.F.E.', and 'Working Conditions working online'.

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

5. Once in “My Euraxess”, click *I want to register an organisation*, at the bottom.

HOME > MY EURAXESS



**MY EURAXESS**

Welcome pr.euraxess@uab.cat

-  Dashboard
-  User Profile
-  Organisation
-  Job Offers
-  Funding Offers
-  Hosting Offers

**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 researcher 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.

I AM A RESEARCHER
I WANT TO REGISTER AN ORGANISATION

40%

6. Complete the registration form with your organisation name, department and URL.

HOME > MY EURAXESS > REGISTER AN ORGANISATION



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

## Register an Organisation

Organisation Name \*

Department

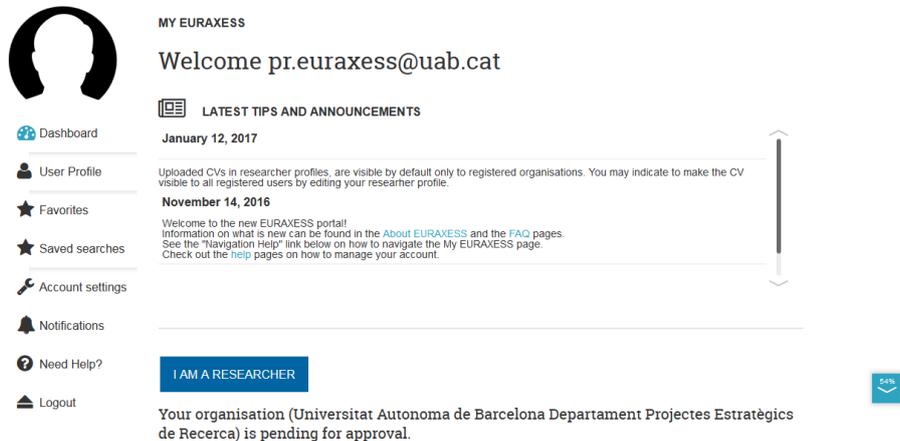
Laboratory

URL \*

CONTINUE
CANCEL

Click *Continue*.

- To start creating job offers, your application needs to be approved. Logout and send an email to [pr.euraxess@uab.cat](mailto: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](mailto:pr.euraxess@uab.cat)

**LATEST TIPS AND ANNOUNCEMENTS**

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[I AM A RESEARCHER](#)

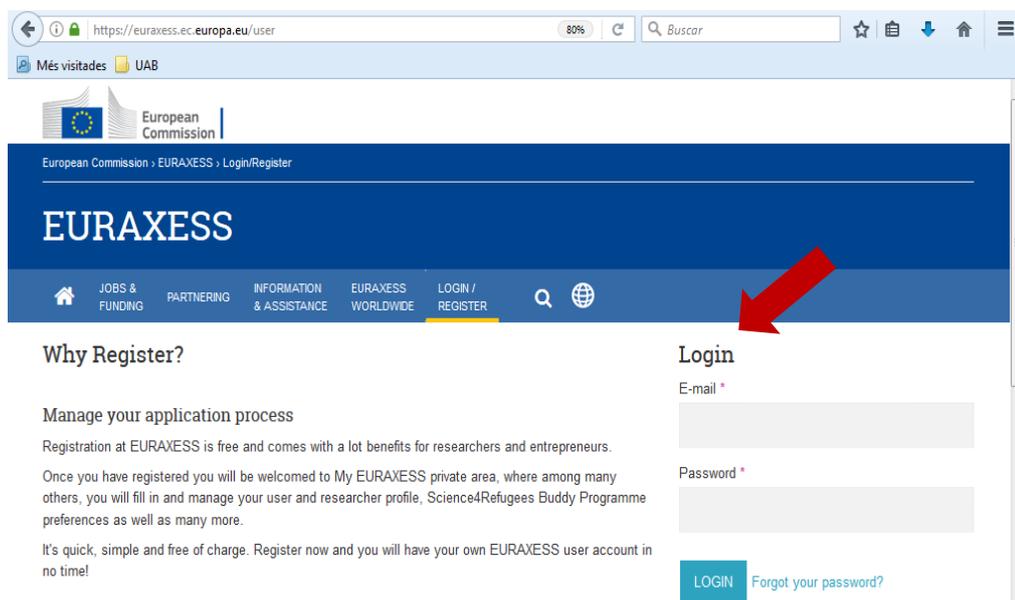
Your organisation (Universitat Autònoma de Barcelona Departament Projectes Estratègics de Recerca) is pending for approval.

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

Your Organisation (Universitat Autònoma 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>

- Login again to see your profile.



European Commission | EURAXESS | Login/Register

# EURAXESS

JOBS & FUNDING | PARTNERING | INFORMATION & ASSISTANCE | EURAXESS WORLDWIDE | **LOGIN / REGISTER**

## Why Register?

Manage your application process

Registration at EURAXESS is free and comes with a lot of benefits for researchers and entrepreneurs. Once you have registered you will be welcomed to My EURAXESS private area, where among many others, you will fill in and manage your user and researcher profile, Science4Refugees Buddy Programme preferences as well as many more.

It's quick, simple and free of charge. Register now and you will have your own EURAXESS user account in no time!

## Login

E-mail \*

Password \*

[LOGIN](#) [Forgot your password?](#)

10. Click *Hosting Offers* (on the left) and select *Create Hosting Offer* to start publishing your vacancies.

11. Edit your offer. Here you can include the email of the person in charge of managing the applications.

## 12. To save a draft of your offer, click Save.

Website  
+ http://www.uab.cat/  
NEW WEBSITE

E-Mail  
+  
NEW EMAIL

Phone  
+ ex. (+44) 987 654 1234  
NEW PHONE

Mobile Phone  
+ ex. (+44) 987 654 1234  
NEW MOBILE PHONE

Fax  
+ ex. (+44) 987 654 1234  
NEW FAX

SAVE PREVIEW

Your drafts will not be visible for candidates.



- Dashboard
- User Profile
- Organisation
- Job Offers
- Funding Offers
- Hosting Offers
- Favorites
- Saved searches
- Account settings
- Notifications
- Need Help?
- Logout

### Edit Hosting

Draft - Non published

**DRAFT**

#### Hosting description

Title \*  
prova

EU Research Framework Programme \*  
Not funded by an EU programme

Hosting Description \*

Offer Deadline \*

Date	Time	Timezone
27/07/2019	12:30	Europe/Athens

13. For publishing your job offer, scroll down and click *Send for Approval*.

The screenshot displays a form with four contact information sections: E-Mail, Phone, Mobile Phone, and Fax. Each section includes a text input field with a plus sign on the left and a clear icon on the right. Below each input field is a blue button labeled 'NEW [FIELD TYPE]'. The Phone, Mobile Phone, and Fax fields contain the example number 'ex. (+44) 987 654 1234'. Below the form is a horizontal row of three buttons: a yellow 'SAVE' button, a blue 'PREVIEW' button, and a red 'SEND FOR APPROVAL' button. A red arrow points to the 'SEND FOR APPROVAL' button.

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