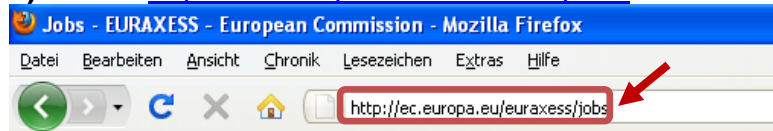


# Publishing Jobs on www.euraxess.ch. A Guideline.

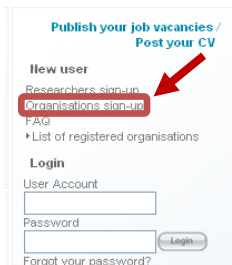
(by Philipp Küffer [philipp.kueffer@crus.ch](mailto:philipp.kueffer@crus.ch), September 2009)

In order to publish a job on [www.euraxess.ch](http://www.euraxess.ch), you have to publish the job on the EU Euraxess Job Portal. The Swiss portal only implements the Swiss jobs published on the EU website. Here is a short instruction on how to publish a job on the EU portal.

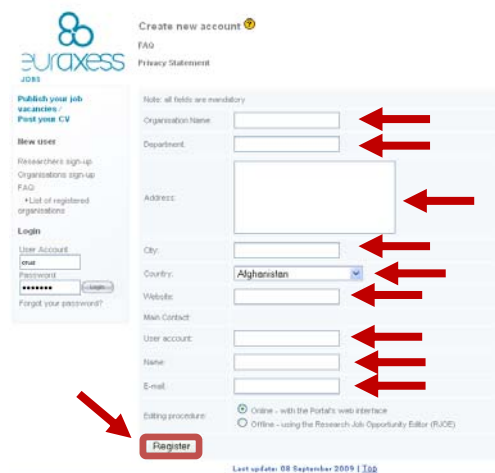
## 1) Go to <http://ec.europa.eu/euraxess/jobs/>



## 2) Publish your job vacancies / Post your CV : New user click on Organisations sign-up



## 3) Create new account fill in the form and click the Register button



#### 4) Login Data

You should receive your login data (user account and password) via email

### EURAXESS Jobs

Thank you for registering at RMP !

Your account name is:"★★★★★"

Your password is:"★★★★★"

You can change this password at any time by clicking "Account Settings" in your personal home page.

-----  
This email is sent by the EURAXESS Jobs

<http://ec.europa.eu/euraxess/>

5) Go to <http://ec.europa.eu/euraxess/jobs/>

#### 6) Publish your job vacancies / Post your CV : Login

Fill in **User Account** and **Password** and click the **Login** button

Publish your job vacancies /  
Post your CV

**New user**  
Researchers sign-up  
Organisations sign-up  
FAQ  
List of registered organisations

**Login**  
User Account  
★★★★★  
Password  
★★★★★ **Login**  
Forgot your password?

#### 7) Your Account

Click **Edit job vacancies**

**Your Account**

CV search  
Search agents  
**Edit job vacancies**  
User management  
Organisation data  
Account settings  
FAQ  
RJOE  
Publishing jobs off-line

**Log out**

## 8) Welcome Organisation

Click **Add new job vacancy** button

The screenshot shows the 'Welcome Organisation' page. On the left is a navigation menu with items like 'CV search', 'Search agents', 'Edit job vacancies', 'User management', 'Organisation data', 'Account settings', 'FAQ', and 'Publishing jobs off-line'. The main content area has a 'Welcome Organisation' header, followed by a 'Need help?' section, a 'Quality Assurance' section, and an 'Edit job vacancies' section. In the 'Edit job vacancies' section, the 'Add new job vacancy' button is highlighted with a red box and a red arrow points to it. Below this is a table with columns: No., Post date, Job, Status, and Actions.

## 9) Add new vacancy

To add a new Job Vacancy duly fill in the format. Make sure to fill in all mandatory fields marked by an asterisk (\*)

The screenshot shows the 'Add new vacancy' form. The 'Job Description' section is highlighted. It contains the following fields: 'Job' (text input), 'Research Framework Programme' (dropdown menu), 'Main Research Field' (dropdown menu), 'Sub Research Field' (dropdown menu), 'Job Summary' (text area), and 'Job Description' (text area). The form also includes a 'Please select...' dropdown for 'Main Research Field' and 'Sub Research Field'.

## 10) Cancel/Preview/Save vacancy

The screenshot shows the 'Required Research Experiences' and 'Required Skills' sections of the form. The 'Required Research Experiences' section includes fields for 'Main Research Field', 'Research Sub Field', 'Years of Research Experience', 'Position', and 'Comment'. The 'Required Skills' section includes fields for 'Skill', 'Years Experience', and 'Proficiency'. At the bottom of the form, there are three buttons: 'Cancel', 'Preview', and 'Save vacancy'. These buttons are highlighted with a red box and a red arrow points to them.

At the end of the form you find 3 buttons. Either **“Cancel”** the entry (all information is lost!), **“Preview”** (get a preview of your job vacancy entry) or **“Save vacancy”** (save without any preview)”

## 11) Preview

If you click “**Preview**” and you have not filled in all mandatory fields, a pop-up window will inform you about the missing fields.



The screenshot shows a web form titled "Required Research Experiences". It contains several input fields: "Main Research Field" (a dropdown menu with "Please select..." and a note "This field is mandatory"), "Research Sub Field" (a dropdown menu with "Please select..." and a note "This field is mandatory"), and "Years of Research Experience" (a text input field with a note "This field is mandatory"). A red-bordered pop-up window is overlaid on the form, titled "Seite mit der Adresse http://ec.europa.eu meldet:". The pop-up contains a list of "Editing errors" with a yellow warning icon. The errors listed are: Job, Research Framework Programme (for Marie Curie Actions), Main Research Field, Job Summary, Job Description, City, Organisation, Street, City, Postal Code, Application Deadline, Language, Priority, Reading level, Writing level, Comprehension level, Speaking level, and Main Research Field. Below the list is the text "Please make the required modifications." and an "OK" button. At the bottom of the form, there are buttons for "Cancel", "Preview", and "Save vacancy".

Otherwise you will get a preview list of your job vacancy entry:

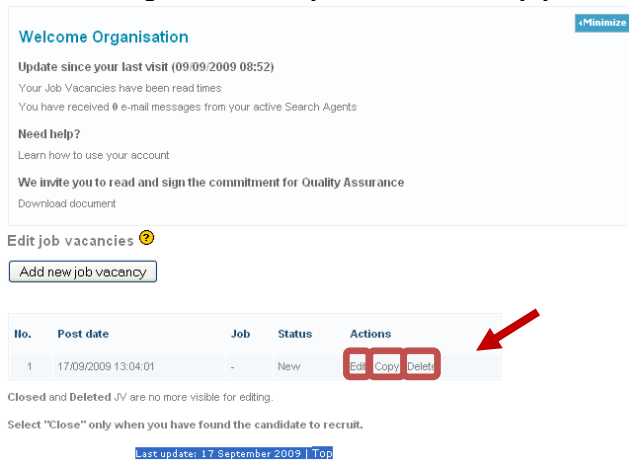


The screenshot shows a preview list for a job vacancy entry. It is organized into several sections: "Required Languages" (with a "Language" dropdown and "Required" text), "Priority" (with a "High" dropdown), "Reading level" (with a "Basic" dropdown), "Writing level" (with a "Basic" dropdown), "Comprehension level" (with a "Basic" dropdown), and "Speaking level" (with a "Basic" dropdown). Below these is the "Required Certifications" section (with a "Certification Type" dropdown and "Academic" text). The "Required Research Experiences" section includes "Main Research Field" (with "Agricultural sciences" selected), "Research Sub Field" (with "Agricultural products" selected), and "Years of Research Experience" (with "1" selected). At the bottom of the form, there are three buttons: "Go Back", "Save", and "Print". A red arrow points to the "Print" button.

At the end of the form you can either click “**Go Back**” to re-edit, “**Save**” to save or “**Print**” to get a print of the job vacancy entry.

## 12) Save

After having successfully saved the entry you will be relocated to **Edit job vacancies**



Welcome Organisation Minimize

Update since your last visit (09/09/2009 08:52)  
Your Job Vacancies have been read times  
You have received 0 e-mail messages from your active Search Agents

**Need help?**  
Learn how to use your account

We invite you to read and sign the commitment for Quality Assurance  
Download document

Edit job vacancies

Add new job vacancy

No.	Post date	Job	Status	Actions
1	17/09/2009 13:04:01	-	New	<span>Edit</span> <span>Copy</span> <span>Delete</span>

Closed and Deleted JV are no more visible for editing.  
Select "Close" only when you have found the candidate to recruit.

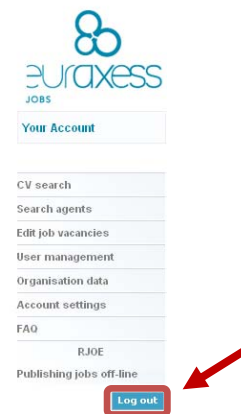
Last update: 17 September 2009 | Top


Here you can **Edit**, **Copy** or **Delete** your entry.

The back-office staff of the EU checks submitted job vacancies in the following 24hs (holidays and weekends excluded). After checking they are given an 'Active' status and researchers can browse them.

## 10) Log out

At the end of your publication do not forget to click the **Log out** button.



  
euraxess  
JOBS

Your Account

- CV search
- Search agents
- Edit job vacancies
- User management
- Organisation data
- Account settings
- FAQ
- RJOE
- Publishing jobs off-line

Log out