



EUROPEAN MEDICINES AGENCY
SCIENCE MEDICINES HEALTH

28 May 2024
EMA/847592/2017
Administration

Careers at EMA User-guide

Welcome to the Careers at EMA portal. We are very pleased for your interest in our activities and vacancies.

This guide provides useful information on how to navigate the candidate area of the EMA Careers portal and on how to apply for a job.



Table of contents

1. Search vacancies	3
1.1. Create job alerts	3
2. Create an account and profile	5
2.1. Create your profile without applying for a job	6
2.1.1. Profile information	8
2.1.2. Work experience, education and training, EU languages and additional language skills	8
Other sections: 'My Documents', 'Search Options and Privacy', 'Jobs Applied' and 'Saved Applications'	9
2.2. Create your profile and apply for a job	9
2.2.1. Work experience, education and training, EU languages and additional language skills	10
2.2.2. Job specific information	10
3. Follow-up, withdraw, view and edit submitted applications	12
3.1. Follow-up on your submitted application	12
3.2. Withdraw your submitted application	13
4. Upload documents	13

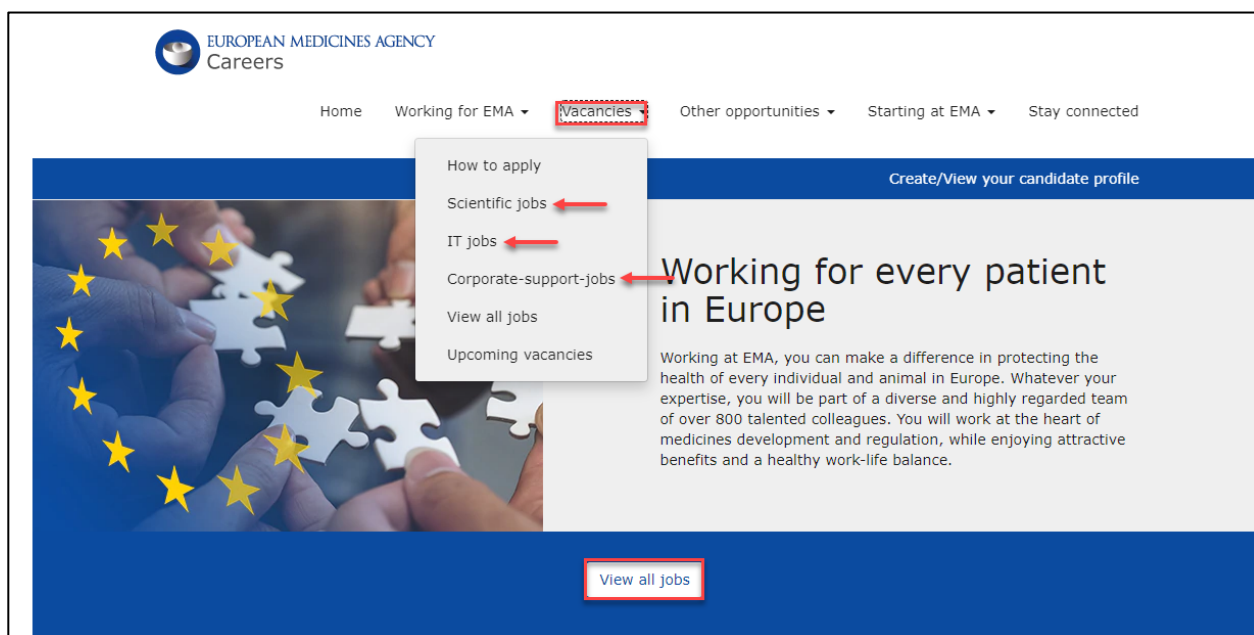
1. Search vacancies

On the EMA Careers portal, you can search jobs in the three main areas of work of EMA.

To see the listings, expand 'Vacancies' in the main menu bar and select your area of interest: scientific, IT or corporate support.

Alternatively, select 'View all jobs' to see all open vacancies. You can also find a 'View all jobs' button on the homepage.

You can also see our planned upcoming vacancies.



The listing provides an at-a-glance overview of the vacancy, including information on the application deadline and the type of position (Temporary Agent, Contract Agent, Trainee, National Expert on Secondment, collaborating expert, etc.).

Title	Deadline for application	Type of position
SNE Scientific Officer in Regulatory Science and Innovation	05 March 2021 23:59 CET	Seconded National Expert

Click on the job to see full details.

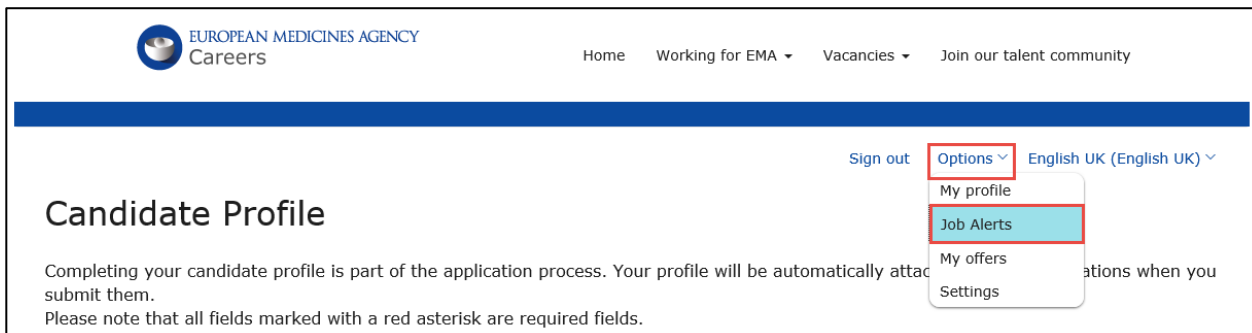
You can share the job with your contacts by using the social media icons on the top right of the page.



1.1. Create job alerts

If you would like to receive an email notification when a new vacancy is published, you can sign up for job alerts. To create a job alert, follow these steps:

1. Sing-in and go to your profile (if you have not created an account yet, see section 2 of this guide on 'Create an account and profile');
2. click on 'Options' and select 'Job Alerts' from the drop-down menu. You can also manage here the alerts you have set up previously (activate, delete, create another one, etc.).



EUROPEAN MEDICINES AGENCY
Careers

Home Working for EMA ▾ Vacancies ▾ Join our talent community

Sign out Options ▾ English UK (English UK) ▾

My profile
Job Alerts
My offers
Settings

Candidate Profile

Completing your candidate profile is part of the application process. Your profile will be automatically attached to your applications when you submit them.
Please note that all fields marked with a red asterisk are required fields.

3. tick the box next to the statement 'I would like to receive email notifications for all jobs I may create', and then click on 'Create new job alert'.



Job Alerts

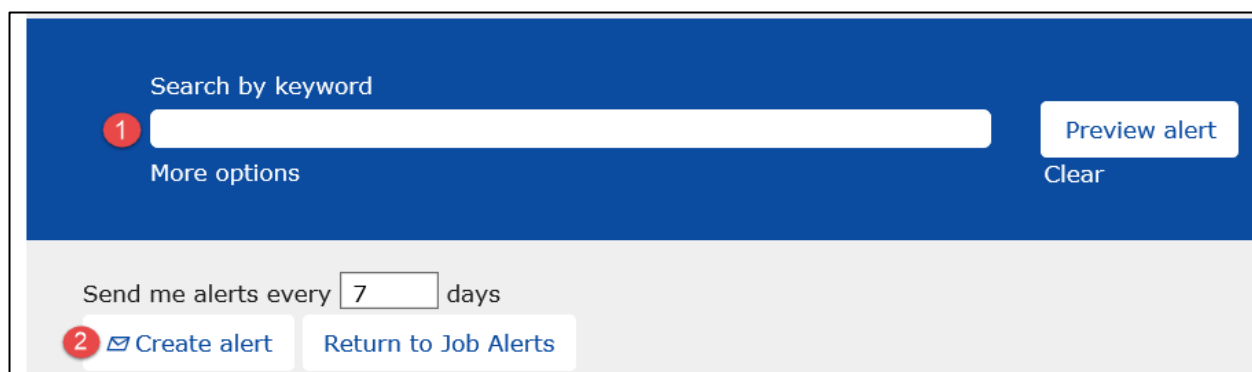
Your preference has been saved successfully

☒ I would like to receive email notifications for all job alerts I may create

Job Alerts	Frequency	Actions
Pharmacovigilance	7	 

Create new job alert

4. You can provide a specific keyword(s) to filter the type of alerts you receive (see below how keywords can be used). You can also choose how often you want an alert sent to your inbox. After selecting your preferences, click on 'Create alert'.



Search by keyword

1

More options

Preview alert

Clear

Send me alerts every days

2

Keyword search for job alerts:

- **Single Term:** A search or job alert created using a single keyword example: 'Sales'. When a single term is used such as 'Sales', the database is searched for all jobs with the keyword 'Sales' and displays jobs in the order of relevancy.
- **Multi term:** Two or more keywords are used, for example: 'Project Manager'. When two or more terms are used to perform the search, and 'OR' operator is invisibly placed between the two or more keywords. The example 'Project Manager' all jobs with keyword 'Project' or 'Manager' will be returned.
- **Searching without a term:** Performing a job search/alert without entering any keyword search terms into the search box will show all active.
- **Term using "quotations":** Two or more keyword terms wrapped in "Quotations" are treated as a single term. When keywords/phrases are wrapped with "Quotations" only jobs with the exact same set of keywords in the same order are returned. For example the search "Project Manager" is treated as a single keyword search. Jobs will only be returned if the terms Project Manager appears next to each other somewhere within the job.

2. Create an account and profile

To be able to apply for a selection procedure at EMA, you need to complete three steps:

- log in / create an account;
- create your candidate profile;
- apply for the job.

The candidate profile is similar to a CV, with the usual format and information contained within: personal information, work experience, education and training, EU languages, additional languages skills, etc. For more information on each of these categories, see sections 2.1 and 2.2. of this guide.

The information requested in the candidate profile is the same for all vacancies at EMA. Once you fill in your details, you can save your profile and use it to pre-fill any future applications. You do not need to re-enter your details every time you wish to apply for a job at EMA, but you may want to update your details or adapt them to the job you are applying for, and you can do so at any time.

This means that you can choose whether you create your profile:

- in advance, without applying for a job immediately;
- immediately before applying for a specific job.

If you are creating your profile without applying for a specific job, click on '*Create/view your candidate profile*' located in the top right corner of the EMA Careers portal.



Home Working for EMA ▾ Vacancies ▾ Other opportunities ▾ Starting at EMA ▾ Stay connected

Create/View your candidate profile

If you are creating your profile because you have found a vacancy of interest, you can also click on the 'Apply now' button located in the top right corner of the vacancy notice.

Facilities Manager

Job grade: AD06

Internal/Inter-Agency job grade: AD06-AD07

Type of position: Temporary agent

Selection procedure reference: EMA/AD/1144

Job title: Facilities Manager

Deadline for applications: 22 October 2019 23:59 CEST

Apply now »

In both instances, you will be asked to log in / create an account by entering an email address and password and other relevant information.

Career opportunities: Sign in

Have an account?

Please enter your login information below. Both your username and password are case-sensitive.

*Email address:

*Password:

Sign in

[Forgot your password?](#)

Important : Your account will be locked after 5 unsuccessful login attempts.

Please click on [Forgot your password](#) if you are unable to access your account after 4 attempts.

Not a registered user yet?

[Create an account](#) to apply for our career opportunities.

If you do not have a user account yet, click on 'Create an account' and enter the requested information, including your email address, password, name, surname and country of residence.

You also need to read and accept the data privacy statement. This is necessary because we are unable to store your details otherwise.

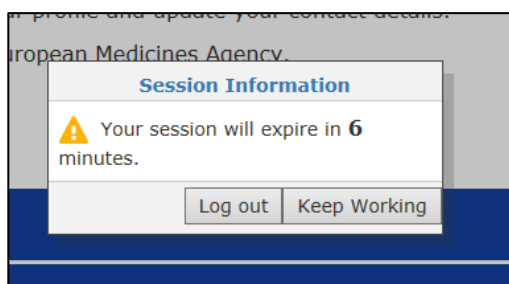
*Terms of use

[Read and accept the data privacy statement.](#)

You can begin to create your candidate profile after you create and log in to your account.

2.1. Create your profile without applying for a job

When creating your profile, please note that there is a limit to how long you can be inactive before your session expires, after which the information you entered cannot be saved. The portal will give you a warning when your session is about to expire. You can avoid session timeouts by saving your changes regularly.

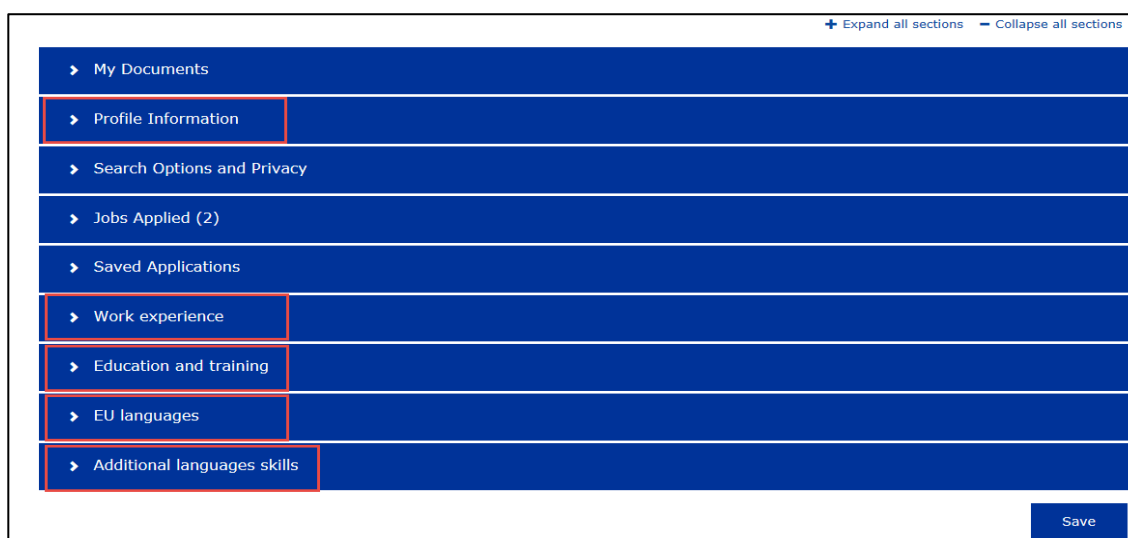


In the profile section of the candidate area, there are several sections which you need to fill in individually (as per the screen shot below). You can expand and view these sections individually by clicking on a specific section or you can expand and view all sections, by clicking on 'Expand all sections' in the top right corner.

To create your profile, you need to fill the sections:

- profile information;
- work experience;
- education and training;
- EU languages ;
- additional language skills (if applicable).

You can fill these sections manually, or you can attach your CV in order to prefill them. Note that you will still need to check that all the pre-filled information is correct and complete. Your attached CV will not be considered for the selection procedure, only the information in your profile and application will be considered.



Please note that fields marked with a red asterisk (*) within individual sections are mandatory. You are not able to save your changes within a section unless all these fields are filled in. If you want to save your changes but are unable to fill in all the mandatory fields satisfactorily, we recommend that you enter dummy data which you can modify later.

Please bear in mind the application deadline when you consider putting your application on hold.

2.1.1. Profile information

The system automatically fills in your name, surname and email address as you provided them when you created your user account. However, you can modify these if needed.

Please ensure that you provide an email address that you check regularly, as we communicate with candidates via email. We recommend that you check both your inbox and spam folder regularly, in case your email provider classifies our emails as spam.

If your email address, phone number or other contact information changes during the selection procedure, please ensure that you update this information in your candidate profile so that you do not miss our notifications. Please enter your phone with the international code.

2.1.2. Work experience, education and training, EU languages and additional language skills

When filling in the sections on your work experiences, education and languages, note that you can add multiple entries by clicking on 'New request'. You can also remove already entered entries, by clicking on 'Remove'.

* Employer name <input type="text" value="Company"/>	* Occupation or position held <input type="text" value="Job title"/>	* Current Job <input type="text" value="No"/>
* Start date <input type="text" value="01/01/2020"/>	* End date <input type="text" value="01/07/2021"/>	* Full or part time <input type="text" value="100%"/>
* Paid or unpaid <input type="text" value="Paid"/>	Business sector <input type="text" value="Consultancy - regulatory"/>	Type of Employer <input type="text" value="Other private industry"/>
* Main activities and responsibilities (maximum number of characters 500) <input type="text" value="Management of..."/>		
<div><div>⊕ Add New Item</div><div>Remove</div></div>		

In the work experience section, list your work experience **in a chronological order**, starting with the most recent one. For part-time work experiences, enter the percentage that corresponds, or is closest to the percentage of time that you were working.

In the education section, enter all your education diplomas. Please note that in the field 'Level in national classification (state title in original language)', you should enter the title of your studies as written on your diploma in the original language.

<p>* Level in national classification (State title in original language)</p> <p>Grado en farmacia</p>

In the EU languages section, add all the EU language(s) you speak, in order of proficiency (mother tongue, second language, third language, etc.) and state your current level according to the reference levels in the '[Common European Framework of Reference for Languages - Self-assessment grid](#)', based on your own self-assessment.

In the additional languages skills section, enter your knowledge of non-EU languages, if applicable.

Other sections: 'My Documents', 'Search Options and Privacy', 'Jobs Applied' and 'Saved Applications'

My Documents: Attaching documents is not required at the time of applying. When creating your profile for the first time, you can upload ONLY your CV in order to prefill your candidate profile (sections: work experience, education and training and languages). Note that you will still need to check that all the pre-filled information is correct and complete. Your attached CV will not be considered for the selection procedure, only the information in your profile and application will be considered.

If your candidature progresses satisfactorily throughout the process, we may request you to add other documents in this, in which case we will notify you by email. You can see how to upload documents in section 4 '*upload documents*' of this guide.

Search Options and Privacy: This section allows you to review the data privacy statement that you accepted when you created your user account. You can revoke your consent at any time but doing so will result in the permanent deletion of your user account and the withdrawal of any applications you have made.

Jobs Applied: This section allows you to check the status of your application, edit it or withdraw it from a selection procedure. For more information, see section 3 on '*Follow up, withdraw, view and edit submitted applications*' of this guide.

Saved Applications: This section allows you access your saved but not submitted applications.

2.2. Create your profile and apply for a job

If you click on '*Apply now*' in a specific vacancy notice, the system will display the sections you need to fill in as per the screen shot below. You need to fill-in all sections except '*My Documents*', as explained just above (see sections 2.1.1 on '*Profile information*' and 2.1.2 on '*Work experience, education and training, EU languages and additional language skills*' of this guide).

My Documents		
Profile Information		
Work experience		
Education and training		
EU languages		
Additional languages skills		
Job-Specific Information		
View Profile	Save	Apply

2.2.1. Work experience, education and training, EU languages and additional language skills

If you already have a saved candidate profile, your saved data will automatically appear in the 'Profile Information', 'Work experience', 'Education and training', 'EU languages' and 'Additional language skills' sections. You can modify or update the data if needed.

If you do not have a saved candidate profile, you need to fill in these sections. For more information, see sections 2.1.1 on 'Profile information' and 2.1.2 on 'Work experience, education and training, EU languages and additional language skills' of this guide.

2.2.2. Job specific information

You need to fill in job specific information every time you apply for a specific job.

+ Expand all sections - Collapse all sections	
My Documents	
Profile Information	
Work experience	
Education and training	
EU languages	
Additional languages skills	
Job-Specific Information	
View Profile	Save Apply

Some of the information you are asked to provide in this section may be used for statistical purposes, to be able to assist you if you need to visit EMA's premises or to assess potential conflicts of interest.

You also need to make a declaration that you are applying on the behalf of yourself and that you accept the terms described on the page. You need to type your full signature, including full name(s) and surname(s).

<p>* <input type="checkbox"/></p> <p>I declare that I am applying on behalf of myself and not on behalf of anyone else.</p>	<p>* Typed signature (indicate your full name here)</p> <div></div>
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Pay particular attention, and **answer as fully and truthfully as possible, to all job-related questions** asked in this section, as these are used to pre-screen candidates. The questions vary in format and may include multiple choice questions, open-ended questions requiring either a short or a long answer, etc. For more information and helpful tips, see '[Application and selection process](#)' on the EMA Careers portal.

Remember that you can save your answers at any point as long as the mandatory fields are not empty. When your application is complete and you are ready to submit it, click on 'Apply'.

Before you apply: Please note that once you hit on 'apply' you will not be able to modify the information you have submitted, except for your personal information under 'profile information'. Therefore, click on 'apply' only when you are sure that you want to submit your application.

<div>Save</div> <div>Apply</div>

Immediately after submitting your application, you will receive an acknowledgement email from the e-recruitment system. **If you have not received an email, please contact EMA Talent Acquisition Service at recruitment@ema.europa.eu**. You should also be able to see all the jobs you have applied for under 'Jobs applied' section.

▶ My Documents
▶ Profile Information
▶ Search Options and Privacy
▶ Jobs Applied (2) ←
▶ Saved Applications
▶ Work experience
▶ Education and training
▶ EU languages
▶ Additional languages skills
Save

Please monitor your SPAM folder, as all communication from the EMA will come via email.

We advise you to print your submitted application before closing date to have a record of your responses to the pre-screening questions. Once your application is progressed in the selection, you will only see your profile in the system.

Note that in case of technical problems, we will require a proof that you submitted your application before the closing date.

3. Follow-up, withdraw, view and edit submitted applications

Once you have submitted your application, and therefore applied for a job (or several jobs) at EMA, you can track the status, withdraw, view or edit your application(s) in the 'Jobs applied' section in your candidate profile.

3.1. Follow-up on your submitted application

You can check the status of your application(s) in the summary shown in the 'Jobs applied' section in your candidate profile. We also send a notification about the outcome of your application in more detail by email.

Candidate Profile

Completing your candidate profile is part of the application process. Your profile will be automatically attached to your applications when you submit them.
Please note that all fields marked with a red asterisk are required fields.
You can log into the candidate portal to view and track the progress of your applications at any time. You can also search for jobs, create job alerts, review your applications, enhance your profile and update your contact details.
Thank you for your interest in working for the European Medicines Agency.

➤ Expand all sections ➤ Collapse all sections

- My Documents
- Profile Information
- Search Options and Privacy
- **Jobs Applied (2)**
- Saved Applications
- Work experience
- Education and training
- EU languages
- Additional languages skills




Jobs Applied (2)

Executive Assistant JA test
📍 United Kingdom (GB)
Application review
10/10/2019

Scientific Communication Officer
📍 United Kingdom (GB)
On Reserve list
09/10/2019

3.2. Withdraw your submitted application

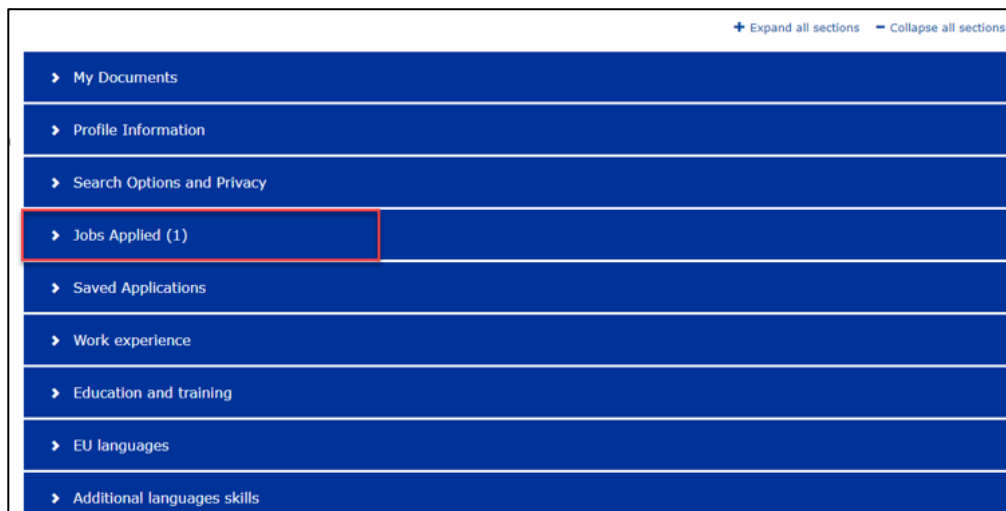
You can withdraw your application from an open selection procedure at any time, and you do not have to provide any justification for doing so. To formally withdraw your application, go to the 'Jobs applied' section in your candidate profile (see screen shots above), select the selection procedure from which you want to withdraw and click on 'Withdraw application'.



A horizontal navigation bar with a dark blue background. It contains four buttons: 'Job-Specific Information' (with a right-pointing arrow), 'View Profile', 'Update', and 'Withdraw Application' (highlighted with a red border).

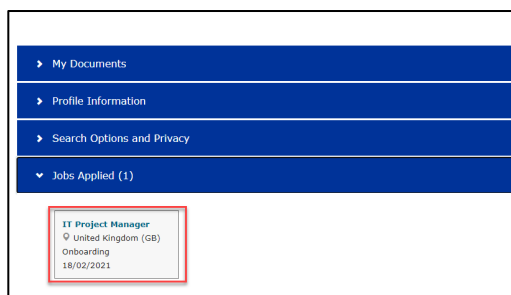
4. Upload documents

You will need to upload documents at different stages of the selection process, for example, when you are invited to a test and/or interview, on when you are in the process of job offer. You will be notified by email when those documents are needed. Click on the portlet 'Jobs Applied'



A vertical list of menu items with a dark blue background. At the top right, there are links for '+ Expand all sections' and '- Collapse all sections'. The menu items are: 'My Documents', 'Profile Information', 'Search Options and Privacy', 'Jobs Applied (1)' (highlighted with a red border), 'Saved Applications', 'Work experience', 'Education and training', 'EU languages', and 'Additional languages skills'.

Select the job for which you need to upload documents.



A portlet titled 'Jobs Applied (1)' with a dark blue header. Below the header, there is a list of job applications. The first job is highlighted with a red border and contains the following text: 'IT Project Manager', 'United Kingdom (GB)', 'Onboarding', and '18/02/2021'.

Navigate to 'My documents' portlet and 'Add a document(s)' as required. Finally **click on 'Update'** for EMA to see the documents.

My Documents

Please note that attaching documents is not required at a time of applying. You will be requested to provide supporting document final assessments.

Supporting documents

CV test 1.pdf

CV test 2.pdf

Add a Document

Job-Specific Information

View Profile

Update

Once your application is updated, you should be able to see the successful message at the top.

☒ The Application was updated successfully.

My Documents

Job-Specific Information

View Profile

Update

Withdraw Application