



euraxess

RESEARCHERS IN MOTION

PUBLISHING VACANCIES  
ON EURAXESS PLATFORM

**Guide for Institutions**



EURAXESS is a unique initiative backed by the European Commission and endorsed by 42 countries. Its mission is to support researchers during their career path. One of the main services of the EURAXESS website is the jobs platform, which offers institutions, research organisations and universities the opportunity to publish their vacancies free of charge, increasing their visibility and reach to research talent.

<https://euraxess.ec.europa.eu/jobs> 

This practical guide contains advice on how to publish job offers on the EURAXESS job platform, with recommendations on how and where important details may be inserted (e.g.: offer type, accreditations, language of the selection process, etc.).

## Useful information for the publishing organisations

- **Register** the organisation's profile on the platform.
- The offer must be published in **English**.
- Sufficient **information about the original offer**, if published somewhere else, must be included, although it can be linked to the original location where it is published in a different language.
- This information should meet the **minimum requirements** for candidates (accreditations, language of selection process, etc.).

## Benefits of publishing jobs on the EURAXESS platform

- It is a **free** platform, maintained by the European Commission.
- It provides **international visibility** to the offer and the publishing institution.
- It provides **flexibility** regarding the required information (there are few mandatory fields).
- It **does not** necessarily **replace the original offer**; it can be a summary linked to an already existing offer, published on the institution's website.
- It **does not impose any obligation on the selection** process; the responsibility lies entirely on the publishing institution.
- It **provides statistics** on the performance of the offer.

## How to publish a job offer on EURAXESS



REGISTER ON EURAXESS



PUBLISHING PROCESS



PUBLISHING RIGHTS



ADVICE FOR PUBLISHING OFFERS



EXAMPLES OF JOB OFFERS



DASHBOARD FOR INSTITUTIONS



AUTOMATIC PUBLICATION



USER SUPPORT



CLICK ON A NUMBER TO VISIT THE SECTION

# 1

## REGISTER ON EURAXESS PORTAL

EURAXESS portal identification is done using users' email addresses.

To sign up, register at: <https://euraxess.ec.europa.eu/user>



From your personal dashboard, you may choose to:

**a) Register a new organisation profile** (for which you will be the administrator). This is the preferred option if you have a managing role within the institution and deal with job offers. Once you have registered, we recommend you to contact all other colleagues who may be involved in the task, explaining that the organisation profile is created and they need join the organisation's profile by signing up on the platform. This will prevent creating multiple profiles for the same organisation, and will help the smoother management of offers.

**b) Join an existing organisation profile.** Upon signing up on EURAXESS, the system will suggest you organisations you may join, based on your email domain. This is the recommended option if you belong to a research group or an institution department and you want to publish offers, but are not responsible of managing all vacancies at institutional level.

**N.B: Both options are possible. However, the institution might prefer to have one single organisations profile. See example below.**

In addition, any generic personal account can include research experience by switching to a researcher profile. This enables the search for collaboration, jobs or hosting opportunities.

Example:

Dr. Jane Doe is employed by the University XWZ, in the Ecology Department. She wants to publish a job opportunity related to a National Plan she manages.

To do so, she:

1. Registers her profile and joins the official organisation's profile, from which all the institution's vacancies are published.
2. Registers a specific organisation profile for her department, from which she can publish the post-doctoral job offer for her research team.
3. Fills in her research experience to facilitate possible employers to find her. She also wishes to be informed about all the ecology-related offers published on the portal.

# 2

## PUBLISHING PROCESS [1/6]

The EURAXESS form you need to complete for publishing job offers is very flexible. However, there are mandatory fields. In this section, we explain what information is expected in each case.

Please be reminded that the information must be entered mainly in English. In section 4 of the present guide, you can find recommendations on the information to include in each field:

**Title:** Free-text field for the vacancy name. It should be written in English but you may insert the original title in your mother tongue between brackets.

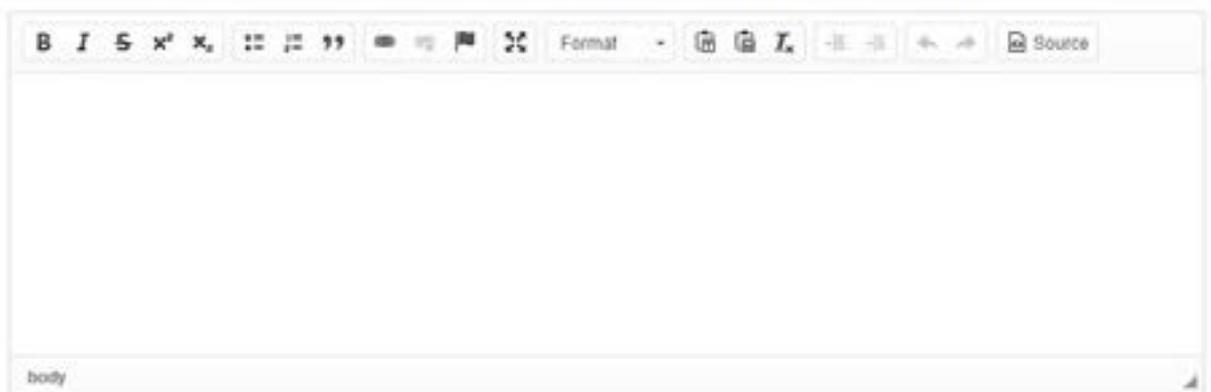
Title \*

ex. Principal Investigator

**Offer description:** Free-text field describing the job offer. You may use hyperlinks or the “paste” function if the offer is already published elsewhere.

Offer Description \*

Use the 'Paste from Word' button when pasting from MS Word or other text formatted sources



**Researcher profile:**

Researcher Profiles \*

- |   |   |
|---|---|
| <input checked="" type="checkbox"/> First Stage Researcher (R1) | <input type="checkbox"/> Recognised Researcher (R2) |
| <input type="checkbox"/> Established Researcher (R3)            | <input type="checkbox"/> Leading Researcher (R4)    |

Please see following page for further information on the Researcher Profile descriptors.

# 2

## PUBLISHING PROCESS [2/6]

### Researcher Profile Descriptors

To facilitate the selection of the researcher profile, please see below a short description of the classification published on the EURAXESS portal aimed at communicating the characteristics that researchers may have throughout their career

- **First Stage Researcher (R1)**

Up to the point of PhD.

This profile includes individuals doing research under supervision in industry, research institutes or universities. It includes doctoral candidates.

- **Recognised Researcher (R2)**

PhD holders or equivalent who are not yet fully independent.

Including Doctorate degree (PhD) holders who have not yet established a significant level of independence, researchers with an equivalent level of experience and competence.

- **Established Researcher (R3)**

Researchers who have developed a level of independence.

This researcher has an established reputation based on research excellence, identifies research problems and opportunities within their area of expertise and can conduct research independently, which advances a research agenda, being able to take the lead in executing collaborative research projects.

- **Leading Researcher (R4)**

Researchers leading their research area or field.

This is a researcher leading his/her research area or field. It would include the team leader of a research group or head of an industry R&D laboratory. In particular disciplines as an exception, leading researchers may include individuals who operate as lone researchers.

**More information:** for the specific description of the required and desirable skills and competencies at each research profile level, please visit our [dedicated section](#) on EURAXESS.

# 2

## PUBLISHING PROCESS [3/6]

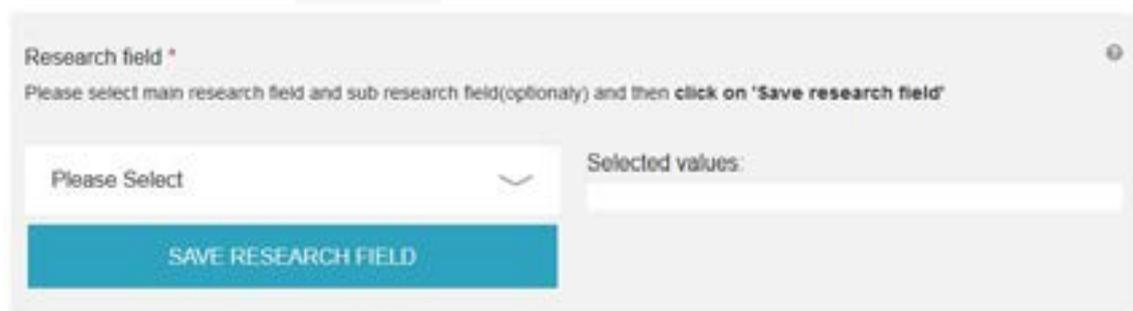
This table contains practical examples of the information that may be included per vacancy type, for illustrating purposes.

RESEARCH STAFF		
Title*	Offer description	Researcher profile
Professor	Civil servant, PhD required, accreditation from national agencies required (details in the full description of the offer)	R4
Senior Lecturer	Civil servant, PhD required, accreditation from national agencies required (details in the full description of the offer)	R3-R4
Lecturer	Not a civil servant, PhD required, accreditation from national agencies required (details in the full description of the offer)	R2-R3
Assistant Lecturer	Not a civil servant, PhD required, accreditation from national agencies required (details in the full description of the offer)	R2-R3
Teaching Assistant	Not a civil servant	R1-R3
Associate Lecturer	Not a civil servant	R1-R3
Associate Lecturer in Health Sciences	Part-time, not a civil servant	R1-R3
Research Professor	Civil servant, PhD required	R4
Research Scientist	Civil servant, PhD required	R4
Tenured Scientist	Civil servant, PhD required	R4
Senior Scientist	Not a civil servant, PhD required	R4
Postdoctoral Researcher	Not a civil servant, PhD required	R2-R3
PhD Student	Not a civil servant	R1
Hired Project Researcher	Not a civil servant	R1-R2-R3
Hired Project Technician	Not a civil servant	R1-R2
Technician	Civil servant	R1-R2

# 2

## PUBLISHING PROCESS [4/6]

**Research field:** Two-level drop-down menu. Only the first level is mandatory. Available fields are: Anthropology, Architecture, Arts, Astronomy, Biological sciences, Chemistry, Communication sciences, Computer science, Criminology, Cultural studies, Demography, Economics, Educational sciences, Engineering, Environmental science, Ethics in health sciences, Ethics in natural sciences, Ethics in physical sciences, Ethics in social sciences, Geography, Geosciences, History, Information science, Juridical sciences, Language sciences, Literature, Technology, Religious sciences, Sociology, Psychological sciences, Neurosciences, Pharmacological sciences, Mathematics, Philosophy, Medical sciences, Political sciences, Physics, Other.



Research field \*

Please select main research field and sub research field(optional) and then click on 'Save research field'

Please Select

Selected values:

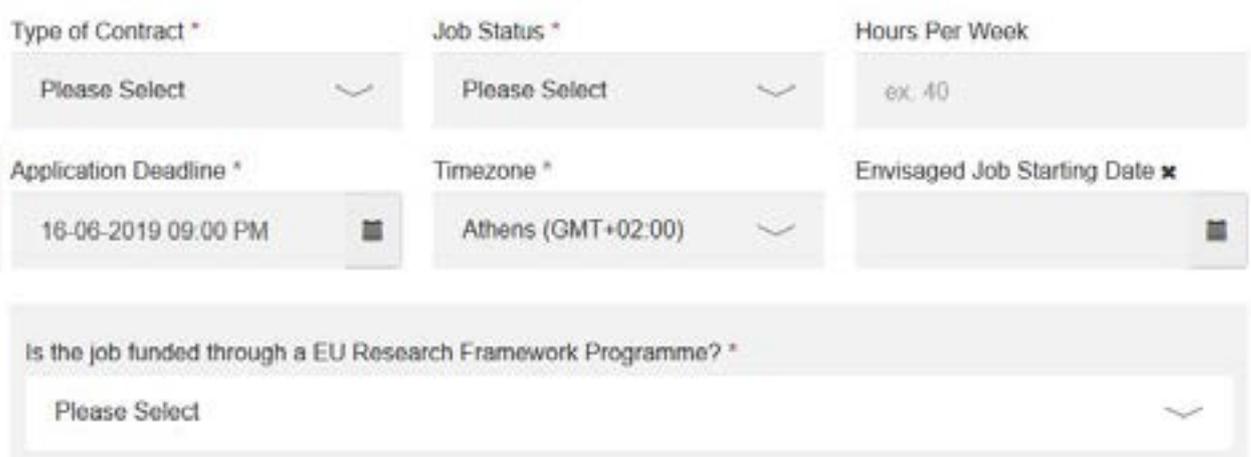
SAVE RESEARCH FIELD

**Type of Contract:** Drop-down menu: Permanent, Temporary, To be defined, Other, Not Applicable.

**Job status:** Drop-down menu: Full-time, Part-time, Negotiable, Other, Not Applicable.

**Application Deadline:** Choose day and time from the pop-up calendar to indicate the expiry date of the offer. After that date, the offer will no longer be visible in the search view, although it will remain visible on the organisations' dashboard and accessible if the full URL is known. It may be revisited at a later state, or copied into a new one.

**Is the job funded through an EU Research Framework Programme?** Drop-down menu with the following options: Not funded by an EU programme, H2020, H2020 / Marie Skłodowska-Curie Actions COFUND, H2020 / Marie Skłodowska-Curie Actions H2020 / ERC, H2020 / EIT.



Type of Contract \*

Please Select

Job Status \*

Please Select

Hours Per Week

ex. 40

Application Deadline \*

16-06-2019 09:00 PM

Timezone \*

Athens (GMT+02:00)

Envisaged Job Starting Date \*

Is the job funded through a EU Research Framework Programme? \*

Please Select

# 2

## PUBLISHING PROCESS [5/6]

**Hiring Organisation & Offer Posting Contact Details:** These fields are automatically retrieved from the publishing organisation's profile. However, they may be edited if needed. The minimum data includes:

- **Organisation/Company:** Free-text field
- **Organisation Type:** Drop-down menu: Higher Education Institute, International/ Intergovernmental Organisation, Large Company, Private with public mission, Public Research Institution, Research Laboratory, Small Medium Enterprise, Start-up, Other.
- **Country:** Drop-down menu.

### Hiring Organisation & Offer Posting Contact Details

Organisation/Company *		
Fundación Española para la Ciencia y la Tecnología		
Organisation Type *	Department	
Private with public mission	ex. Faculty of Biology	
Country *	Street	
Spain	Pintor Murillo 15	
City	State	Postal Code
Alcobendas	Madrid	28100
Website	Contact Person Email	
http://fecyt.es	euraxess-spain@fecyt.es	
+ NEW	+ NEW	
Phone	Mobile phone	
ex. (+44) 987 654 1234	ex. (+44) 987 654 1234	
+ NEW	+ NEW	

# 2

## PUBLISHING PROCESS [6/6]

**Work Locations:** You may tick the box “Copy hiring organisation information” to retrieve the information from the previous section. The minimum data required includes:

- **Number of positions available:** Numerical field
- **Company /Institute:** Free-text field
- **Country:** Drop-down menu

The mandatory fields are marked with an asterisk:

**Work Locations**  Copy hiring organisation information

<b>Number of positions available *</b>	<b>Company/Institute *</b>
ex. 2	ex. Your company name
<b>Country *</b>	<b>Street</b>
Please Select	ex. 78 King George Avenue
<b>City *</b>	<b>State/Province</b>
ex. Birmingham	ex. West Midlands
<b>Postal Code</b>	
ex. NW10 9TZ	

[+ NEW](#)

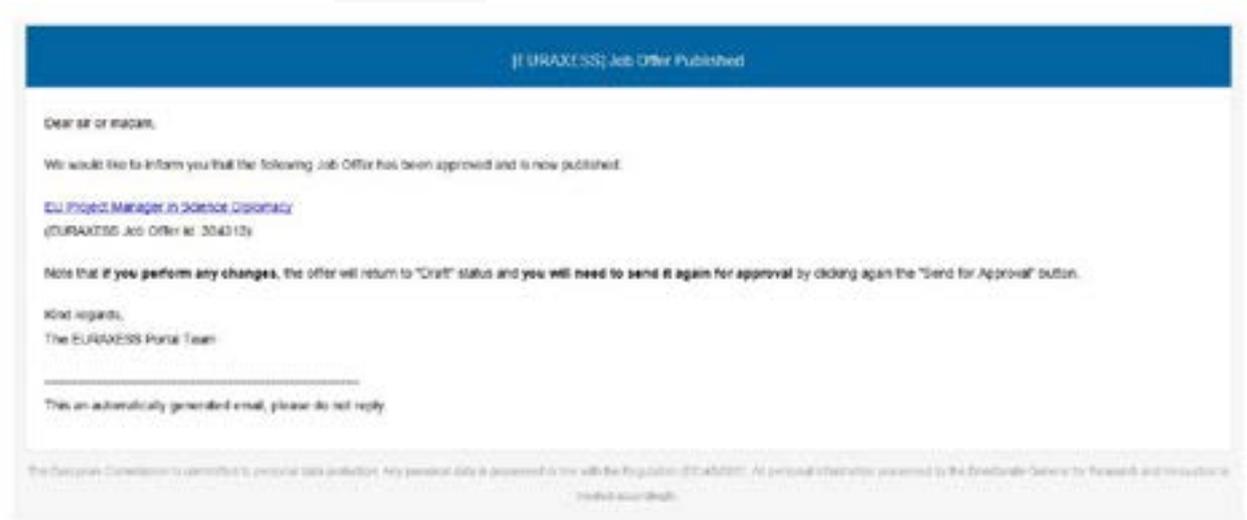
# 3

## PUBLISHING RIGHTS

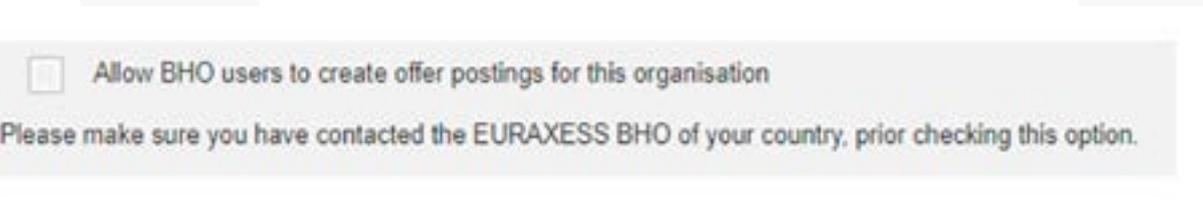
All **personal profiles** which are members of an organisation profile may publish job offers on behalf of the organisation.

The EURAXESS help desk verifies that the offer meets the minimum requirements before publishing it, which is typically done twice a day.

The publication of the offer, will be notified via email:



**National Coordinators (BHOs)** of EURAXESS may be given permissions to post job offers on behalf of the organisations that belong to the same country. This option is available only for specific countries and it can be enabled by the organisation administrator by ticking the box “Allow BHOs to post on behalf of organisations” in the “Edit Organisation” option.



It is recommended to contact the BHO and get the previous agreement to use this feature, before selecting it in your dashboard.

# 4

## RECOMMENDATIONS FOR THE CORRECT PUBLICATION OF AN OFFER

Make sure you fill in all the required sections as detailed as possible, indicating clearly the requirements, the role offered, location and any other additional information you see fit. Be specific in terms of working conditions, institutional and environmental culture. To attract international talent, your offer should be written mainly in English, including the title.

You can save your offer, and keep on editing until you have the final version ready for publication. When you save your offer, the status automatically becomes “Draft-Non published”.

When you finalise the ad, make sure you click “SEND FOR APPROVAL” at the bottom of the page. The EURAXESS Help Desk will check it and will approve to publish it, provided that it meets some specific criteria. You can check the requirements in the Help section of the EURAXESS website.

Title*	Offer description	Researcher profile
<p>Include the name in English. You may leave the name in your native language between brackets.</p> <p>The type of offer must be written in English, you may include it in your mother tongue as well.</p>	<p><b>ORIGINAL OFFER</b> You may use this field to indicate the URL of the original advert, indicating the language used in the publication. Example: www.countrygazette.com [IN FRENCH]</p> <p><b>TYPE OF OFFER</b> Specify the type of offer and if a PhD is required or not. Example: Civil Servant, PhD required.</p> <p><b>ACCREDITATIONS</b> It is a good practice to specify in this field if a specific accreditation is required. Example: Accreditation from Belgian Agencies required (details in the description of the offer).</p>	<p>Research profile description:</p> <p><b>First Stage Researcher (R1):</b> Up to the point of PhD.</p> <p><b>Recognised Researcher (R2):</b> PhD holders or equivalent who are not yet fully independent.</p> <p><b>Established Researcher (R3):</b> Researchers who have developed a level of independence.</p> <p><b>Leading Researcher (R4):</b> Researchers leading their research area or field.</p>

# 5

## EXAMPLES OF JOB OFFERS

The screenshots below present a mock-up offer submitted for approval and waiting for publication.

### Senior Lecturer in Microbiology (Profesor Titular de Universidad en Microbiología). Universidad de Santiago de Compostela

WHERE TO APPLY CONTACT ADD TO FAVORITES SHOW ON MAP

ORGANISATION/COMPANY	Universidad de Santiago de Compostela	LOCATION	Spain - Santiago de Compostela
RESEARCH FIELD	Biological sciences - Other	TYPE OF CONTRACT	Permanent
RESEARCHER PROFILE	Recognised Researcher (R2) Established Researcher (R3)	JOB STATUS	Full-time
APPLICATION DEADLINE	2025/07/31 00:00 - Europe/Athens	HOURS PER WEEK	40
		OFFER EXPIRING DATE	2025/07/31

Call shared position. Full application procedure published in the Official State Gazette, **BOE** (IN SPANISH)  
PhD title required  
Previous accreditation through the **MECI** required (IN SPANISH)

### Map Information



WORK LOCATIONS

1 position(s) available at  
Universidad de Santiago de Compostela  
Spain  
Galicia  
Santiago de Compostela  
15705  
Praza de Obradoiro, 0

Where to apply

Senior Lecturer in Microbiology, University XWZ

Application Deadline: 31/07/2020 23:00 - Europe/Brussels

Contact Details

Where to send your application:

COMPANY: University XWZ

WEB SITE: <https://www.universityxyz.com/>

CLOSE

### Contact to

Hiring/Funding Organisation/Institute

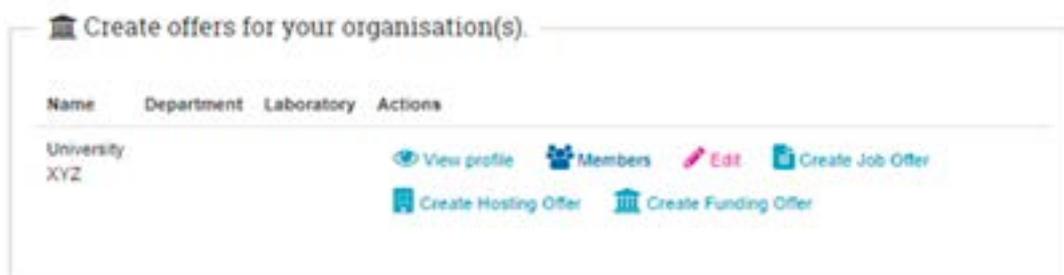
ORGANISATION/COMPANY	Universidad de Santiago de Compostela
DEPARTMENT	Department of Microbiology
ORGANISATION TYPE	Higher Education Institute
WEBSITE	<a href="http://www.usc.es/">http://www.usc.es/</a>
E-MAIL	<a href="mailto:inmact.comunicacion@usc.es">inmact.comunicacion@usc.es</a>
COUNTRY	Spain
CITY	Santiago de Compostela
STATE/PROVINCE	Galicia
POSTAL CODE	15705
STREET	Praza de Obradoiro, 0
PHONE	+34 881 811 000

CLOSE

# 6

## DASHBOARD FOR INSTITUTIONS

Registered institutions can access the Dashboard, in My EURAXESS, visible on the menu located on the left-hand side of the screen.



This dashboard offers the possibility of managing the organisations profile, by editing the organisation’s information, managing members and creating offers.

By clicking on “Job offers” on the menu on the left, the organisation will have access to the record of its offers, manage them, see statistics or check their status: Expired, Published, or Waiting for Approval.

[Click here to export offers in EXCEL.](#)

Title	Organisation / Company	Application deadline	Created date(asc)	Updated date	S	V	A	Actions
Senior Lecturer in Microbiology: University XYZ	University XYZ Faculty of Biology	31/07/2020 23:00 - Europe/Brussels	04/05/2020 - 10:38	04/05/2020 - 10:39	0	0	0	<a href="#">Edit</a> <a href="#">Copy</a> <a href="#">Delete</a>

Status: Waiting Approval

From this list, existing vacancies may be edited, after which they can be sent for approval again, or copied to create a new offer using parts or all of the information of the original offer, except the expiry date and the deadline for application which will need to be updated. Vacancies can also be deleted from this list.

The dashboard provides organisation with statistics on the performance of their offers, by providing the following data:

- **S:** Number of times the job offer has appeared in a search result
- **V:** Number of times the offer has been clicked upon to see the full job offer
- **A:** Number of times the option “Where to Apply” visible on the job offer has been clicked upon.

# 7

## AUTOMATIC PUBLICATION

EURAXESS Job database allows for automatic publication via XML, in case your institution already publishes vacancies on an existing website or platform, in two ways:

- By sending the XML file via email to a specific email address, or
- EURAXESS can retrieve the XML from a predefined URL on a source server.

This is the preferred option if your organisation manages a high volume of jobs, although it may require some development on your end.

We have currently over 20 partnerships for automatic publication. The EURAXESS technical team will support with information and assistance for the technical set-up of the procedure. If you are interested, please contact the EURAXESS Help Desk for more details or you may find further information on

<https://euraxess.ec.europa.eu/api/>



# 8

## USER SUPPORT

You may contact the EURAXESS team for further questions regarding EURAXESS or the process of publishing your offers: [RTD-RMP@ec.europa.eu](mailto:RTD-RMP@ec.europa.eu)



You may check the frequently asked questions:

<https://euraxess.ec.europa.eu/useful-information/faq>



If you need support to modify the existing profiles on the EURAXESS portal (e.g.: delete existing profiles or change the organisation's name) questions about bulk publication options, contact:

[support@euraxess.eu](mailto:support@euraxess.eu)





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