



# How to post a job offer in the EURAXESS portal

The EURAXESS Jobs portal is a great tool to find research positions in European Member States and Associated Countries. It has an average of 60 000 jobs published annually by almost 15 000 registered organisations, most of them located in European countries.

EURAXESS has over 2 million visitors annually and 1,2 million page views per month, the most popular pages being the ones comprising the jobs database. Nevertheless, this tool can also be used by members outside of Europe in order to attract EU based researchers to their country or institution.

**Vacancies are published in English**, based on various criteria: the research field, level of experience, country of destination, sector and even type of recruiting organisation.

**EURAXESS welcomes any type of employers**, public, private, academia, industry, business players, etc. All of these only to help researchers and institutions identify the best fit with their interest and needs.

**Jobs publication on EURAXESS is free of charge.** EURAXESS only facilitates the publication of offers and does not intervene in the relationship between the applicants and their potential employers. The responsibility for the advertisements published lies entirely with the publishing institution/employer, who is also fully responsible for the recruitment and selection processes.

**In this step-by-step guide we explain how to post job offers on EURAXESS - one of the largest networks supporting researcher mobility in Europe and beyond.**



**STEP 1**

**Create a new user individual account or login into in the EURAXESS portal: <https://euraxess.ec.europa.eu/user>.**

You can create a new user account using an e-mail address and following the instructions sent to you via e-mail. Make sure you have access to the institutional e-mail account you will be using.

Any organisation who wishes to post a job offer has to be registered in our portal and only a registered member can create or join an organisation to post offers.

The screenshot shows the EURAXESS website interface. At the top, there is the European Commission logo and the text 'European Commission | EURAXESS Login/Register'. Below this is a dark blue navigation bar with the 'EURAXESS' logo and several menu items: 'HOME', 'JOBS & FUNDING', 'CAREER DEVELOPMENT', 'PARTNERING', 'INFORMATION & ASSISTANCE', 'EURAXESS WORLDWIDE', and 'LOGIN / REGISTER'. The 'LOGIN / REGISTER' menu item is highlighted. Below the navigation bar, the page is divided into two main sections. On the left, under the heading 'Why Register?', there are two sub-sections: 'Manage your application process' and 'Manage your recruiting process'. On the right, there are two red-bordered boxes. The top box is titled 'Login' and contains an 'E-mail' input field, a 'Password' input field, a 'LOGIN' button, and a 'Forgot your password?' link. The bottom box is titled 'Create new account' and contains an 'E-mail' input field, a checkbox for 'I agree with the Privacy Statement and Specific Conditions', and a checkbox for 'I'm not a robot' with a reCAPTCHA logo and 'Privacy - Terms' link.

**STEP 2**

**Check if your organisation is registered. If it is already, you can join it as explained below provided that your email domain is similar to the registered institution's URL. If your email domain is different than the institution's URL, you must ask the Organisation Administrator to add you as a member.**

**If the organisation does not have an EURAXESS organisational account yet, you can proceed to register it.**



From the "My EURAXESS" dashboard, swipe downwards a little **to find out if you are provided options to join an organisation account (they are generated based on the domain of your email address)**. You should pay attention to the parts in red.

The screenshot shows the EURAXESS dashboard with a sidebar on the left containing: User Profile, Favorites, Saved searches, Account settings, Notifications, Need Help?, and Logout. The main content area has a pink button labeled "ENABLE RESEARCHER PROFILE". Below it is a section titled "I want to post offers" with a note: "Please note that in order to post an offer, it is required to register an organisation profile or to be a member in an existing." This section contains three bullet points:
 

- You can join an existing organisation based on your email.
- You can use the search page to search for an organisation to join.
- You can also register a new organisation if you cannot find the organisation you are looking for.

 Below this are two panels. The left panel, "Join an organisation", shows "Based on your email (██████████) you can join the following organisations:" followed by three entries, each with a "Name" field and a "+ Join View profile" button. The first entry also includes a "Department: Research department" field. A red arrow points to this panel. The right panel, "Search/Register", contains the text: "Please search for an existing organisation. You can also register a new organisation if you cannot find the organisation you are looking for." and a yellow "SEARCH/REGISTER" button. A red arrow points to this panel.

While using an institutional e-mail, you may be automatically suggested to join your organisation if it is already registered, as you can see above on the left.

Otherwise, you can search for your organisation on the "Search/Register" button on the right and check if it is already registered. To do so, fill in the "Organisation Name" and its "URL". You can also insert a "Department" and a "Laboratory".

You may find more than one organisation entry when it comes to different Laboratories or Departments of the same institution.

You should **view the profile of all the entries that appear on your search before deciding to register a new organisation.**

**If there is no match for your search, you can proceed to register a new organisation.**

- ⇒ If you already found your organisation within your search results, you should click on the "Contact the Organisation Admin" button so they can add you as member to the same organisational account if your email domain is different than the URL of the registered institution..



⇒ In the case you want to register a specific department or lab, please proceed to “Register Organisation” as you can see below.



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

### Search for an organisation

You can search for an organisation by name, department, laboratory and URL. 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.

|                      |                      |
|----------------------|----------------------|
| Organisation Name *  | URL *                |
| <input type="text"/> | <input type="text"/> |
| Department           | Laboratory           |
| <input type="text"/> | <input type="text"/> |

**SEARCH**

Results  
There are no exact matches based on your input.

#### Relevant Organisations

|                                  |  |
|----------------------------------|--|
| Name: <input type="text"/>       | <a href="#">View profile</a>                   |
| Department: <input type="text"/> | <a href="#">Contact the Organisation Admin</a> |
| Laboratory: <input type="text"/> |  |
| <hr/>                            |  |
| Name: <input type="text"/>       | <a href="#">View profile</a>                   |
| Department: <input type="text"/> | <a href="#">Contact the Organisation Admin</a> |
| Laboratory: <input type="text"/> |  |
| <hr/>                            |  |
| Name: <input type="text"/>       | <a href="#">View profile</a>                   |
| Department: <input type="text"/> | <a href="#">Contact the Organisation Admin</a> |
| Laboratory: <input type="text"/> |  |

Since there are no exact matches, you can proceed to register your organisation



**REGISTER ORGANISATION**

You'll have to inform your institution's name, URL, address and Country, and to choose your organisation type among :

- Higher Education Institute;
- International / Intergovernmental Organisation;
- Large Company;
- Private with public mission;
- Public Research Institution;
- Research Laboratory;
- Small Medium Enterprise, Start-up;
- Other

After filling in all the required information, you will submit it for validation. This is necessary to ensure that your organisation is related to research and avoid duplicate account registrations of the same organisation.

Upon registration approval, you will be informed by e-mail (normally registration requests are treated within the same working day). Then, you will be able to post offers.



**STEP 3**

**Create job offers making sure all mandatory fields are duly filled in to attract best talent.**

**Both Organisation Admins and Members can publish offers on EURAXESS.**

After having successfully registered or joined your organisation, your dashboard will contain new options for you to create offers.

You should click on the “Create Job Offer” button and proceed with the filling of information of the available position.

MY EURAXESS

Welcome [Redacted]

Create offers for your organisation(s).

| Name            | Department | Laboratory | Actions  |
|-----------------|------------|------------|--|
| EURAXESS Brazil |            |            | <a href="#">View profile</a> <a href="#">Create Job Offer</a> <a href="#">Create Hosting Offer</a><br><a href="#">Create Funding Offer</a> |

*If you want to edit your organisation profile, please contact the organisation admin. If you require any help with updating the organisation profile, please contact the [helpdesk](#).*

You can join an existing organisation based on your email. If your organisation is not listed, you can use the search page to search. You can also register a new organisation if you cannot find the organisation you are looking for.

**Join an organisation**

Based on your email (euraxess.net) you cannot auto join any existing organisation.

**Search/Register**

Please search for an existing organisation. You can also register a new organisation if

The posting is divided into four sections:

1. **Basic Information;**
2. **Hiring Info & Work Location;**
3. **Requirements;**
4. **Additional Info.**

You should make sure to correctly fill in all the mandatory data, also completing the optional entries if needed.

In the “**Basic Information**” part, you will need to clarify:

- Title & Offer Description
- Researcher Profiles (you can select more than one)
  - **R1 - First Stage Researcher** (Up to the point of PhD)
  - **R2 - Recognised Researcher** (PhD holders or equivalent who are not yet fully independent)

\*You can find a more detailed description of the **Researcher Profiles** [here](#).



- **R3 - Established Researcher** (Researchers who have developed a level of independence)
- **R4 - Leading Researcher** (Researchers leading their research area or field)\*
- Research field(s) / Type of Contract / Job Status / Hours Per Week
- Application Deadline / Timezone / Envisaged Job Starting Date
- Answer if the job is funded through a EU Research Framework Programme (adding its Reference Number in case yes)
- How to apply? (E-mail or website)

In the **“Hiring Info & Work Location”** part, you will need to clarify the Hiring Organisation & Offer Posting Contact Details, as in:

- Organisation/Company / Organisation Type / Department
- Full address
- All available contact methods
- Work location address (it can be the same as above)

In the **“Requirements”** part, you will need to fill in:

- Required Education Level with Main Research Field and its Level
- Skills/Qualifications & Specific Requirements (optional)
- Required Languages
- Required Research Experience with Years of Research Experience

You can add in the **“Additional Info”** part (optional):

- Website for additional job details
- Benefits / Eligibility criteria / Selection process / Additional comments



Once you filled in all the mandatory information you can click "SEND FOR APPROVAL" at the bottom of the page. When your offer is accepted by the EURAXESS Helpdesk, it will be published.

Remember you can always save an offer as a draft and complete it afterwards if you still need to gather information about it.

- ⇒ **Closing your offer:** In case your offer is not valid anymore (i.e. you have found the candidate that matches your requirements), you can close your job offer so that you do not receive any more applications. Go to your offer postings list from My EURAXESS menu, find your job offer and click "Close". You will also be requested to provide a "Reason" for closing this job offer.
- ⇒ **Expired offer:** In case your offer has been expired, you can still find it in your job offers list from My EURAXESS menu, so that you can modify it and reopen it. It will automatically become "Draft-Non published" and you will be able to "SEND FOR APPROVAL" again in order to have it published.
- ⇒ **Help:** In case you need help to add some extra information to your profile or to post/manage a job offer, just visit our [FAQ section](#) or get in touch with us at: [support@euraxess.org](mailto:support@euraxess.org)

**EURAXESS can contribute to your success, while you are contributing to ours.**

**If your organisation has a job board and it is actively publishing vacancies targeting researchers, we can help you save time and resources, by implementing in collaboration an automatic job import via XML feeds.**

EURAXESS has over 20 partnerships with other European and international job boards for automatic job import. The technical process is smooth and ensures 100% automatic mapping.

Should your institution be interested in such collaboration, please follow up with us and we will be happy to put you in contact with our technical team for implementation.

#### **About EURAXESS LAC**

EURAXESS LAC is a networking tool for European researchers active/seeking activity in Latin America and the Caribbean and for LAC researchers wishing to collaborate with and/or pursue a career in Europe.

EURAXESS LAC provides information about research in Europe, European research policy, opportunities for research funding, for EU-LAC and international collaboration and for trans-national mobility. **Membership is free.**

Visit us at [lac.euraxess.org](http://lac.euraxess.org) and click on the Join the community button. Contact us at [lac@euraxess.net](mailto:lac@euraxess.net).



**Disclaimer**

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*Any registered Euraxess member can apply free of charge to the offers published in the jobs, funding and hosting data base. Euraxess member organisations can also publish vacancies free of charge. The responsibility for the advertisements published on this website lies entirely with the employer. The application is handled uniquely by the employer, who is also fully responsible for the recruitment and selection processes. All hiring and compensation for work performed by the applicant is handled directly between the employee and the employer. Euraxess does not perform any background checks on the Euraxess members applying for jobs, nor on employers posting job opportunities. Employers and applicants are encouraged to request reference information from each other as needed to establish qualifications, credentials and overall fit between the employer and the applicant.*