



User Guide

F4E Traineeships' Recruitment Application

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1. Introduction

The aim of this guide is to give you, as an applicant, a detailed description of the online application procedure.

In this guide we will explain how the selection process works as well as showing different screens to guide you step by step through the creation of your profile and the submission of your application.

The F4E Traineeships recruitment tool has been designed to be as user-friendly and self-explanatory as possible. It's easy and fast to use it in order to submit an application.

It might be useful to print this user guide and keep it as a reference when processing your application.

2. System Requirements

The system requirements to ensure the good functioning of the F4E Traineeships recruitment tool are listed below. Please, make sure you comply with it to ensure the best user experience.

Minimum System Requirements:

- Operating System: MSWindows XP or above
- Browser: MS Internet Explorer v8 or above
- Security Settings: Java must be enabled

We will not be able to guarantee that the recruitment tool on the F4E website will work correctly if the above system requirements are not met. Using different browser and Operating Systems may have an impact on being able to submit an application through the recruitment portal.

3. F4E traineeship Call for Expression of Interest

The home page of F4E Traineeships recruitment tool shows all traineeships opportunities grouped into *Functions and Profiles*. The candidates must choose maximum of 2 profiles in order of preference.

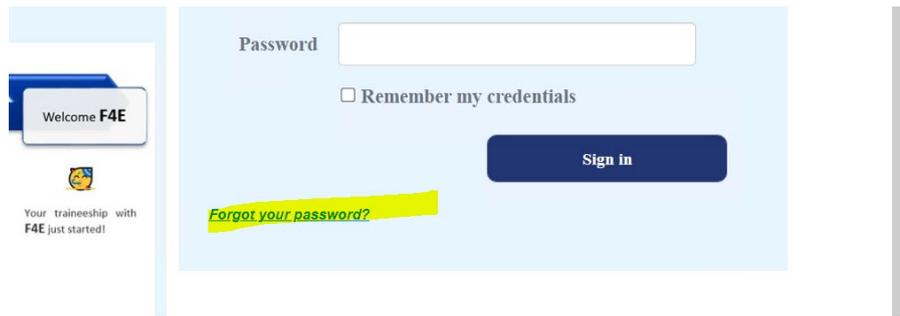
A table can be displayed on the system with the definition of each profile.

The eligibility and selection criteria as well as on the selection process and working conditions are explained on the F4E Traineeship Call published on the F4E Website.

4. Login, reset password and logout

If you have an account you can always login with your own credentials by clicking on the link that appears on the home page. This link redirects to the identification page where you can enter your credentials. Before proceed to application you must always **confirm your personal data**.

In case you forget your password, a new one will be generated for you by the system and you will receive it by email. In order to do so, please go to the identification page and at the bottom of the page click on "**Forgot your password?**" link. You will need to provide your email address and click on "Sign in".



When you are logged in you can logout by clicking the **Logout** button that appears on the top right part of all pages:

5. Apply for a traineeship

The online application process starts on the F4E website by clicking on button “Click to apply”. If you have not been registered yet, you must do it before applying. Otherwise, if you already have an account you just need to enter your credentials to sign in and proceed.

5.1. Create a new account

You must have an account to apply for a traineeship. A new user can create an account by clicking the button “Create a new account” in the **identification** page. You must fill in the required information (fields marked with an asterisk are mandatory). This includes your personal data, date of birth, nationality, address. You will be asked to enter a valid email address as your user-name and a password of minimum 8- character which must contain numbers, uppercase and lowercase characters (for your own data-protection). You can change or delete your account at any time, and should you forget your password you can request it to be reset.

Once the registration has been submitted you will receive an email to confirm your account.

This message confirms that the account has been created and validated. From now on, you can access to your account, apply for profiles, modify your choices, view your personal data, etc. If you click “Proceed to application” button you will finalised your application.

6. Proceed to application

Apply to traineeship is as easy as attach the required documents and accept the conditions. Required documents are:

- **EuropeanCV**
- **Motivation letter**

Once the application has been sent, you should receive this confirmation message and an email acknowledging the receipt of your application.

Dear applicant,

Thank you for submitting your F4E Traineeship application to the F4E Traineeship Programme. We acknowledge receipt of the list of traineeship preferences selected by you:

[list of preferences]

You can follow up the status of your application at any time on the F4E Traineeship application tool.

Best Regards

F4E Traineeship Team

7. My data

Every page in portal has tabs on the upper part through which you can navigate. You can click the first one to view your personal data. This page shows all personal data and contact details.

Personal data can be modified directly from this page.

7.1. Change password

You can change your password by clicking “Change password”. You will be redirected to a new page where you can introduce your new password. The change is effective immediately.

8. Traineeship Preferences

Every page in the portal has on the upper side links to access Essential qualifications, Declarations, Personal Data, Education, Languages and Traineeship Preferences. To consult your preferences, you just have to click the last tab.

8.1. Withdraw application

While the enrolment is open, you can also withdraw your application. If you edit the application, the previous one will be withdrawn and you will have to submit again the edited one.

9. Data Protection

It should be noted that Fusion for Energy’ as the body responsible for organizing the selection process, will ensure that applicants’ personal data are processed as required by Regulation (EU) 2018/1725 of the European Parliament and of the Council of 23 October 2018 on the protection of natural persons with regard to the processing of personal data by the Union institutions, bodies, offices and agencies and on the free movement of such data, and repealing Regulation (EC) No 45/2001 and Decision No 1247/2002/EC Text with EEA relevance. This applies in particular to the confidentiality and security of such data. Personal data shall be processed solely for the purpose of the selection procedure.

You have the right to rectify your data. In order to update your CV and/or Motivation Letter and rectify any incorrect or inaccurate data, please send an email to the mailbox traineeships@f4e.europa.eu before the end of enrolment ellapses. After the Call has elapsed, this right will be limited to the rectification of identification details and contact information only.

More information on the processing of your personal data at each stage of the selection procedure can be found at the dedicated privacy notice. Should you have any query concerning the processing of your personal data, you shall address them to the following address: HR-DataProtection@f4e.europa.eu

Should the applicant have any query concerning the processing of his/her personal data, he/she shall address them to the following address: HRDataProtection@f4e.europa.eu

In case you encounter technical problems when trying to submit your application via the F4E Traineeships recruitment tool, please make a screenshot and send it to traineeships@f4e.europa.eu.

It is the responsibility of the applicant to inform 'Fusion for Energy' about any technical problem without delay within the deadline mentioned above. Please, do not send any supporting documents (i.e.: copies of your ID-card, educational certificates, evidence of previous professional experience etc.) with your application at this stage if not specified in the Call.

This document has been produced for information purposes only. Only the vacancy notices for positions to be filled may be considered definitive.