How to publish an advertisement on Euraxess

How to publish an advertisement on Euraxess:

1. Enter <u>https://euraxess.ec.europa.eu/</u>in a web browser. Click the icon Login / Register in the upper right corner to register on the Euraxess website, see Fig. 1

- Login use for logging into an existing account
- Create new account use to create a new account, see Fig. 2

Fig. 1 Registration

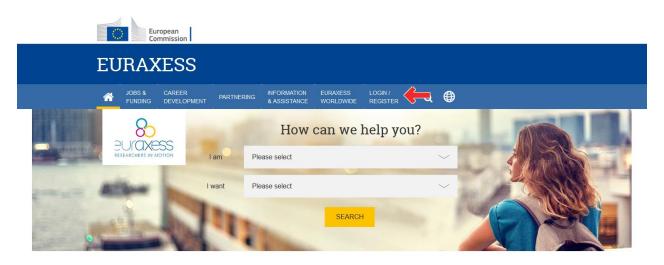


Fig. 2 Register – create a new account

EURAXESS						
JOBS & CAREER FUNDING DEVELOPMENT	PARTNERING	INFORMATION & ASSISTANCE	EURAXESS WORLDWIDE	LOGIN / REGISTER	م	
Why Register?					Login	
	E-mail or username *					
Manage your application process						
Registration at EURAXESS is free and	comes with a lot	benefits for resea	rchers and entre	preneurs.		
Once you have registered you will be welcomed to My EURAXESS private area, where among many others, you will fill in and manage your user and researcher profile, Science4Refugees Buddy Programme preferences as well as many more.					Password *	
It's quick, simple and free of charge. R in no time!	egister now and y	vou will have your	own EURAXESS	6 user account	LOGIN Forgot your password?	
Manage your recruiting proc	ess					
As a research institution, university or business, My EURAXESS area lets you manage your organisation profile, post job, funding and hosting offers, search for the best candidates and many morel					Create new account 🛛 🔶	
Register an account with us and join EURAXESS' large research community today!					E-mail *	

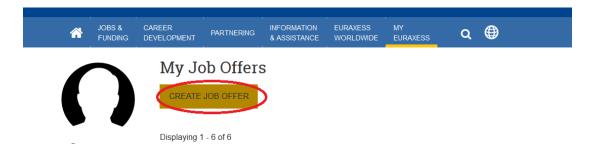
2. After logging in, your account is active, and you can start placing ads. Select "Job Offers" from the left-hand menu of the page to place a new advertisement - see Fig. 3.

^	JOBS & FUNDING	CAREER DEVELOPMENT	PARTNERING	INFORMATION & ASSISTANCE		MY EURAXESS	Q	
	Dashboard User Profile Researcher Profile My Research Buddy		ome	-	ase go to list page	e to send your jo	b offe	rs for approval
_	lob Offers	— 🏛 Cr	eate offers fo	or your organis	sation(s)			
ø F	unding Offers			epartment	Laboratory	Actions		
J I	losting Offers		in České ar	aculty of Fisheries ad Protection of	Laboratory of signa and image	al 💿 View pro	file	🎬 Members 🔗 Edit

Fig. 3 Selecting "Job Offers" from the menu

3. Clicking "Job Offers" redirects you to the next page. Click on "Create Job Offer" - see Fig. 4 and then add the advertisement information as directed in individual steps.

Fig. 4. Selecting "Create Job Offer"



This page is divided into 4 sections: **Basic information**, **Hiring info and work location**, **Requirements**, **Additional info** – see fig. 5

Fig. 5 – Basic sections

	JOBS & FUNDING	CAREER DEVELOPMENT	PARTNERING	INFORMATION & ASSISTANCE	EURAXESS	MY EURAXESS	Q	()
Create Offer Posting								
Contraction of the second seco	ashboard		INFORMATION	HIRING INFO		REQUIREMENTS		ADDITIONAL INFO

After completing each section, press **Save** at the bottom of the page which will automatically take you to the next section. At the last page *Additional info*, click the button **Send for approval** at the bottom - see fig. 6. This sends the offer for approval. Once approved by the webmaster, the offer will be published automatically.

Fig. 6 Sending offer for approval

Internal Application form needed (.pdf files)					
SAVE	SAVE AND CONTINUE	SEND FOR APPROVAL			
		7			