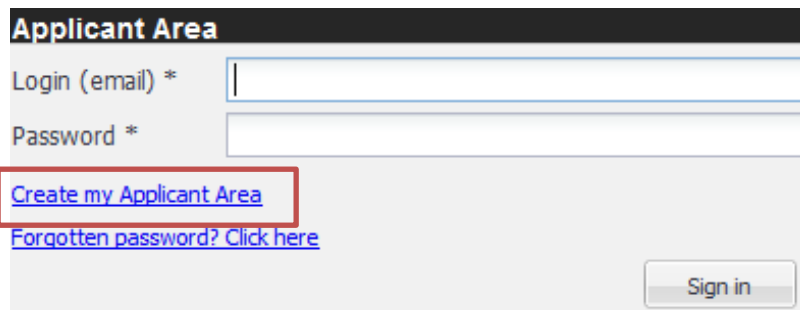
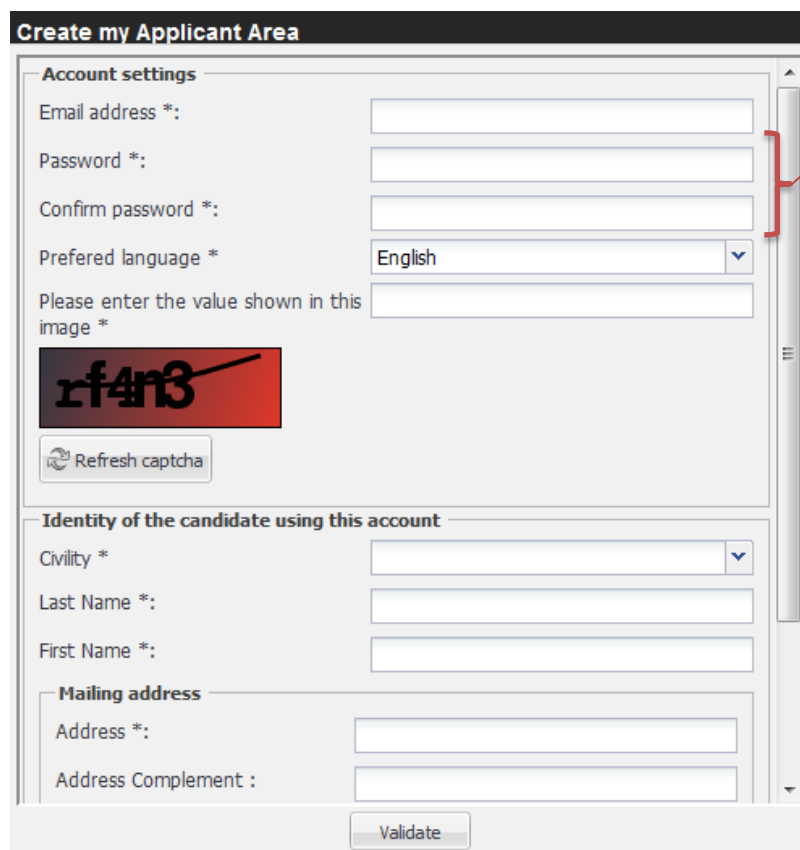


## Create your Applicant Area

- ▶▶ Click on the link "Create my Applicant Area".



- ▶▶ Fill in the information required to create an account and "Validate".



### Passwords - Information

1. Contains at least eight characters
2. Contains at least one lower case and one upper case letter
3. Contains at least two non-alphanumeric characters (neither a digit nor a letter)
4. Contains only ASCII characters (i.e. à, ç, ... are not allowed)
5. Does not contain part of your email address, name or first name

- ▶▶ Check your mails and validate the creation of the account by clicking on the **URL link** received by e-mail.
- ▶▶ Your Applicant Area is activated, **close the window and follow the instructions on page 2.**

## Apply for a job offer

**Research positions can only be accessed on <https://www.inria.fr/en>**

Once you have finished creating your Applicant Area, click on the following link to access:

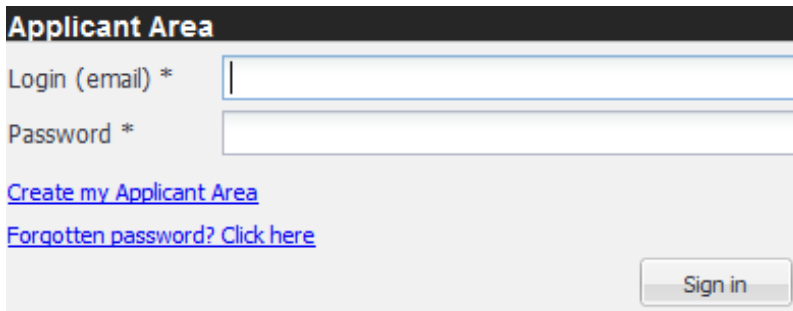
▶▶ Starting research positions

<https://www.inria.fr/en/institute/recruitment/offers/starting-research-positions/presentation>

▶▶ Advanced research positions

<https://www.inria.fr/en/institute/recruitment/offers/advanced-research-positions/presentation>

▶▶ **Click on the job offer you wish to apply for:** the Applicant Area login page is displayed, enter your login information and click on **"Sign in"**.



The screenshot shows a login form titled "Applicant Area". It contains two text input fields: "Login (email) \*" and "Password \*". Below these fields are two links: "Create my Applicant Area" and "Forgotten password? Click here". A "Sign in" button is located at the bottom right of the form.

▶▶ The job offer application form is displayed which contains seven sections:

### 1) "Important information"

This section contains:

- on the one hand, recommendations to follow in order to correctly complete your application form
- on the other hand, documents to download, including in particular the application file you need to fill in and then submit in the section "Attachments" (PDF format)

### 2) "Applicant declaration"

By filling in this section you confirm your application to the Research position offer.

### 3) "General information"

In principle, the forms in this section are those that may be requested for any type of recruitment at Inria.

Once these forms have been filled in, should you apply again to other Researcher job offers at Inria, this same data will be automatically included: you will only need to update it.

Compulsory data is indicated by an asterisk \*.

#### **4) "Preferred teams"**

When applying for a Research position, enter your targeted centre(s) and team(s) here.

#### **5) "Application-specific information"**

This section contains forms to fill in. Unlike the forms in the "General information" section, these forms contain data specific to the job offer to which you are applying.

For example, the forms in this section will be different depending on whether you are applying for a Researcher Promotion or a Researcher Competition.

Compulsory data is indicated by an asterisk \*.

#### **6) "Attachments"**

In this section the candidate provides the required documents.

For Research positions, the completed application file (in PDF format) must be submitted by the applicant, and also the following documents:

- "Habilitation" dissertation reports (if applicable)
- Ph D. dissertation reports (when available)
- Copy of most recent titles and diplomas

#### **7) "Recommendation requests (5 max.)"**

In this section the candidate may provide contact details of leading scientists to be contacted for a reference letter.

At the closing of the Research positions campaign, the referees (maximum five) will be contacted directly by the Inria Human Resources Department. They will receive a request mail (from « Inria » [inria-contact-rh@inria.fr](mailto:inria-contact-rh@inria.fr)) containing a response URL. We advise you to let them know. Please note: the board of examiners will not examine more than five letters.

- ▶▶ Fill in all of the sections.

The following pictograms have been put in place in order to follow the completion of your application

- **Green tick** = application data complete
- **Red cross** = application data missing

All sections must have a green tick before you can send your application.

**Modify my application for: [1.2.3] Starting research position**

**Important information**  
\*\*\*Campagne factice - Ne pas tenir compte de ce message\*\*\*  
As an applicant for a Starting Research Position or Advanced Research Position at Inria you are reminded that the deadline to submit your application is april 3rd, 2017. When completing your application, remember to tick the "I confirm my application" box and to specify "wish center(s)" you wish to apply to midnight april 3rd, 2017  
For any questions about the competitive selection campaign, please contact : drh-research-position@inria.fr  
In accordance with French Data protection Act of 6th January 1978, you are free to consult and modify, at any time, your personal information on your Candidate Page. Before writing their research program, the applicants are strongly encouraged to contact the teams or project(s)-teams leaders concerned by their applications (in case A. above). For a limited-term researcher contract, the definition of a project with well-defined objectives and workplan, as well as a clear benefit for the research team, will be an essential component of the recruitment evaluation.  
Please submit your file in PDF format  
For more information, please visit the website at :  
<https://www.inria.fr/institut/recrutement-metiers/offres/starting-research-position/presentation>  
[Download the candidates declaration form](#)  
[Download the guide for applicants](#)  
[Download the application form](#)

**Applicant declaration**  
 I confirm my application

**General information**  
 Personal data   
 Diploma

**Preferred teams**  
Select a research center :  Select a team :

**Application-specific information**  
 Research program   
 More details

**Attachments**  
 Application file \*   
A copy of most recent titles and diplomas   
"Habilitation" dissertation reports (if applicable)

**Recommendation requests (5 max.)**  
   

Title	Last Name	First Name	Institution	Email	Date

The "Confirm my application" button becomes accessible once all of the sections have been filled in (green ticks)

- ▶▶ Once all of the information has been filled in, click on the **"Confirm my application"** button at the bottom of the page.

## Acknowledgement of my application










Important: Your application status is now in status "Validated".

You can still change it before the application deadline (April 3<sup>rd</sup> 2017).

**You will receive an email acknowledgement of your application once the application deadline has been reached.**

Dashboard

My applications

Creation date	Offer title	Status	Application deadline	Date sent	PDF
9/8/16	1.1.20 test VA	Draft	9/8/16		 
7/25/16	[1.1.19] Promotion CR1 within campaign 2016	Validated	7/24/17	9/5/16 5:06	  
		Validated	7/24/17	7/23/16 3:51 P	 
		Validated			 

Application status:  
- "Validated" = sent to Inria  
- "Draft" = not sent to Inria

"Date Sent" = application submission date

## *Change or consult applications*

▶▶ The dashboard enables the applicant to follow his/her applications for Inria job recruitment offers. You can:

– By clicking on **the Magnifying Glass icon**  :

- **modify your application** whether it has "Draft" or "Validated" status up until the application deadline

Important: Any modification to your application  
is saved automatically.

- If the application deadline has passed, **consult your application**

– By clicking on **the Red cross icon**  :

- If the application deadline has not yet been reached, **delete your application**
- If your application status is "Validated" and the application deadline has passed, **withdraw** from a job offer where the processing of applications by the recruiters has started

– By clicking on **the download icon**  , **download your "Validated" application** in PDF format

## ***In need of information or help?***

▶▶ Contact us at the following address: [drh-research-position@inria.fr](mailto:drh-research-position@inria.fr)