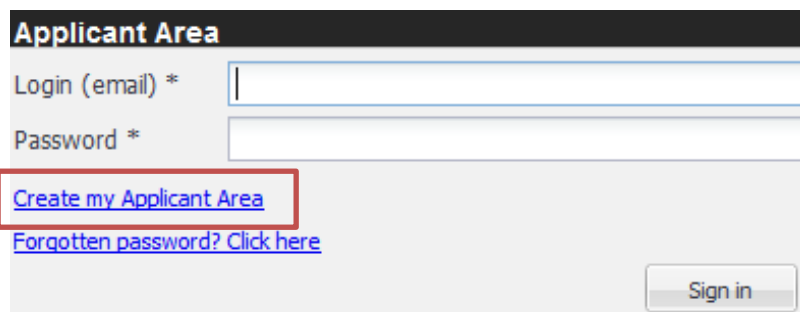
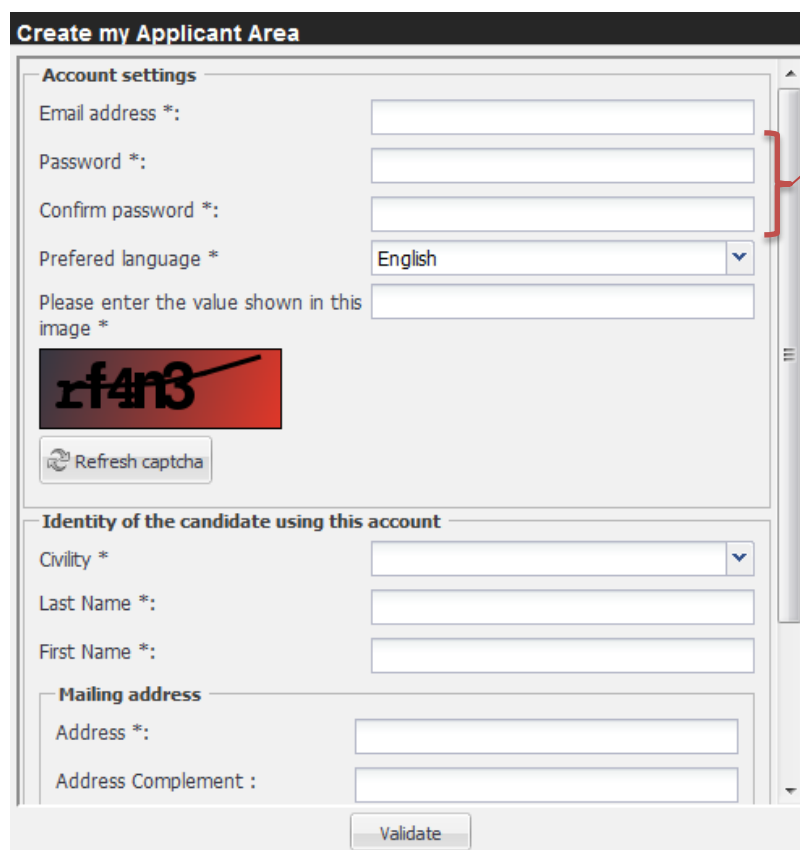


## Create your Applicant Area

- ▶▶ 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**.

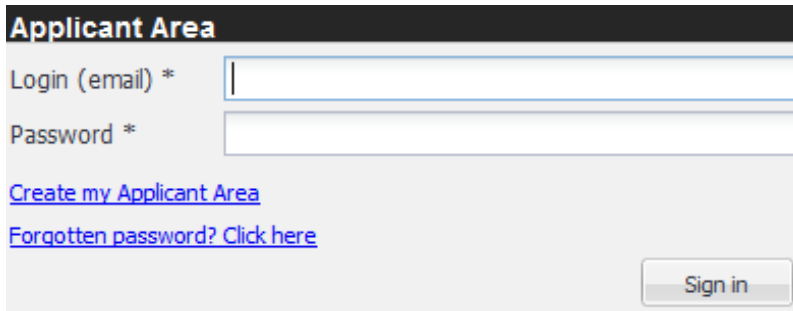
## Apply for a job offer

**Researcher competitive selection 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:

- ▶▶ Competitive selection - Senior researcher ("DR2")  
<https://www.inria.fr/en/institute/recruitment/offers/senior-researchers/competitive-selection-dr2>
- ▶▶ Competitive selection - Young experienced scientist ("CRCN")  
<https://www.inria.fr/en/institute/recruitment/offers/young-graduate-scientist/competitive-selection-crcn>

- ▶▶ **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 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 candidate declaration form (statement of intent to apply) you need to print, fill in, sign and send by mail postmarked by midnight February 17th, 2018 at the latest
  - the application form you need to fill in and then submit in the section "Attachments"

### 2) "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 \*.

### **3) "Preferred teams"**

When applying for a researcher competition, enter your targeted centre and team here.

### **4) "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 \*.

### **5) "Attachments"**

In this section the candidate provides the required documents.

For researcher competition, only the completed application form (in PDF format) must be submitted by the applicant.

## 6) "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 Researcher competition application 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.

You may ask that references provided for applications made over the last two years be reused for this promotion request. In this case, it must be explicitly mentioned by using the "**Reuse a previous reference**" button.

**Reuse past recommendation letters**

Use one or more of the existing recommendations listed below:

<input type="checkbox"/>	Title	Last Name	First name	Institution	Application ...
<input type="checkbox"/>	Prof.	MELDHAU	Brad	New-Orleans	9/8/17

Use a new recommendation not listed above:

Title \*:

Last Name \*:

First Name \*:

Institution \*:

Country \*:

Email \*:

Approximate date of previous application \*:

Cancel Confirm

Check this section only if you want that Inria contacts directly your referee again

Check and fill this section if you want that Inria reuse a recommendation letter **without contacting again your referee**

- ▶▶ 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.

The screenshot shows the 'Modify my application' page for Inria. The page is divided into several sections:

- Important information:** Contains a notice about the 2017 competitive selection and a deadline of January 1st, 2017. It also includes links to download the guide for applicants and the application form.
- Applicant declaration:** A checkbox labeled 'I confirm my application' is currently unchecked and marked with a red cross.
- General information:** Contains two sections: 'Personal data' and 'Diploma', both marked with green ticks and having 'Modify' buttons.
- Preferred teams:** Includes dropdown menus for 'Select a research center' and 'Select a team', and an 'Add' button. It is marked with a red cross.
- Application-specific information:** Contains a 'Current situation' field with a 'Fill in' button, marked with a red cross.
- Attachments:** Contains an 'Application file (20 Mo max) \*' field with an 'Upload' button, marked with a red cross.
- Recommendation requests (5 max.):** Includes buttons for 'Add a recommendation' and 'Reuse a previous recommendation', and a table with columns for Title, Last Name, First Name, Institution, Email, and Date.

At the bottom of the page, there are two buttons: 'Back' and 'Confirm my application'. A red box highlights the 'Confirm my application' button, with a note stating: 'The "Confirm my application" button becomes accessible once all of the sections have been filled in (green ticks)'. A red line points from this note to the 'Confirm my application' button.

- ▶▶ 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 (February 19<sup>th</sup> 2018).

**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 dea...	Date sent	Registration nu...			PDF
9/6/18	Advancement grade CRHC	Validated	9/6/18	9/6/18 2:13 PM	2018-88-135			
3/14/17	[1.2.2] CR2 Competitive selec...	Validated	5/16/18	3/20/17 11:03 ...	2017-48-135			

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-concours-chercheurs@inria.fr](mailto:drh-concours-chercheurs@inria.fr)