

**N.B:** Procedure elaborated for the CRCN/ISFP researcher competitions. It may differ slightly for other competitions and recruitment campaigns.



Researcher competition  
- Applicant Area Guide

## Create your Applicant Area

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

**Applicant Area**

Login (email) \*

Password \*

[Create my Applicant Area](#)

[Forgotten password? Click here](#)

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

**Create my Applicant Area**

**Account settings**

Email address \*:

Password \*:

Confirm password \*:

Preferred language \*: English

Please enter the value shown in this image \*:

**Identity of the candidate using this account**

Civility \*:

Last Name \*:

First Name \*:

**Mailing address**

Address \*:

Address Complement :

### 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.**

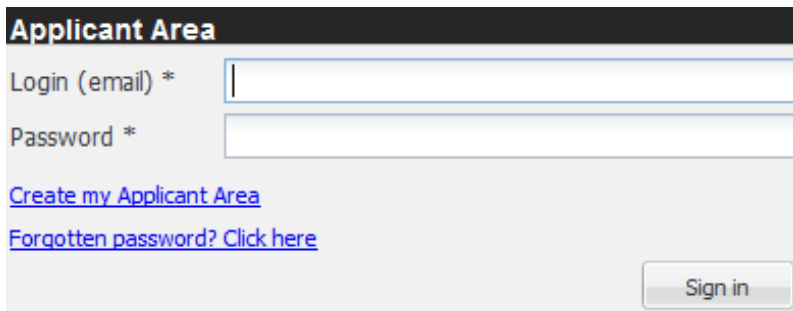
## Apply for a job offer

**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 - Young experienced scientist ("CRCN")  
<https://www.inria.fr/en/researchers-normal-class-crcn>
- ▶▶ Competitive selection - Senior researcher ("DR2")  
<https://www.inria.fr/en/senior-researchers-2nd-class>

- ▶▶ **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 the 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 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-project 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.

Only the completed application form (*in simple .pdf format*) must be submitted by the applicant (*no unmodifiable or protected .pdf/A, compressed .zip files or .jpg/.png/.bmp images, ...*).

If, before the end of the campaign, you are unable to upload one of the supporting documents requested (*e.g. a thesis report, a defence report, the RQTH*), we invite you to replace it in the tool with a provisional document drawn up by yourself (*handwritten on plain paper or typed*), indicating the reason or whether the document is missing. If you have not yet received the document, the attachment should then be sent by e-mail to us as soon as we receive it.

If you are awaiting the notification of your disability status, a copy of the letter proving that you have submitted your application to the Maison Départementale des Personnes Handicapées (MDPH) should be attached to the tool. The final proof must be provided to us no later than the time you take up your post, otherwise you will lose the benefit of the post if you are admitted.

## 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 5 - the board of examiners will not examine more than five letters) will be contacted directly by the Inria Human Resources Department, after the eligibility of applications. They will receive a request mail (from « Inria » [inria-contact-rh@inria.fr](mailto:inria-contact-rh@inria.fr)) containing a response URL.

We recommend that you let them know about your application beforehand, so that they have time to prepare their letter in advance, and that they are subsequently careful to ensure that our solicitation e-mail has not arrived in the junk/spam folder of their mailbox.

We would also ask your to check beforehand that the e-mail address you enter in the tool is correct, as it will not be possible to rectify it after the closing date, or to send a new URL link to the recipient.

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

The screenshot shows a web form titled "Reuse past recommendation letters". It has two main sections:



- Use one or more of the existing recommendations listed below:** This section contains a table with columns for "Title", "Last Name", "First Name", "Institution", "Country", and "Email". There are two rows of data, each with a checkbox to its left.
- Use a new recommendation not listed above:** This section contains several input fields: "Title \*:", "Last Name \*:", "First Name \*:", "Institution \*:", "Country \*:" (with a dropdown arrow), "Email \*:", and "Approximate date of previous application \*:" (with a calendar icon).

At the bottom of the form are "Cancel" and "Confirm" buttons. Two callout boxes with red borders and arrows point to the form:

- The top callout box points to the "Use one or more of the existing recommendations listed below:" section and contains the text: "Check this section only if you want that Inria contacts directly your referee again".
- The bottom callout box points to the "Use a new recommendation not listed above:" section and contains the text: "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.



**Important information**

\*\*\*Campagne factice - Ne pas tenir compte de ce message\*\*\*  
You apply for the 2017 competitive selection(s) for Inria researcher/scientist position.  
We remind you that the application deadline date is January 1st, 2017.

When filling your application, be sure to inform all the required information. Thank you to upload your application file to PDF. For requests for recommendations, you can reuse previous letters received until 2 years ago.

[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**

 Current situation

**Attachments**

 Application file (20 Mo max) \*

**Recommendation requests (5 max.)**

Title	Last Name	First Name	Institution	Email	Date of

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.

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

 **Please note that any incomplete application which have not been "validated" and left in "Draft" status at the application deadline will not be processed.**

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?***

**For the "researchers with disabilities" recruitment campaign (CRCN-TH)**

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