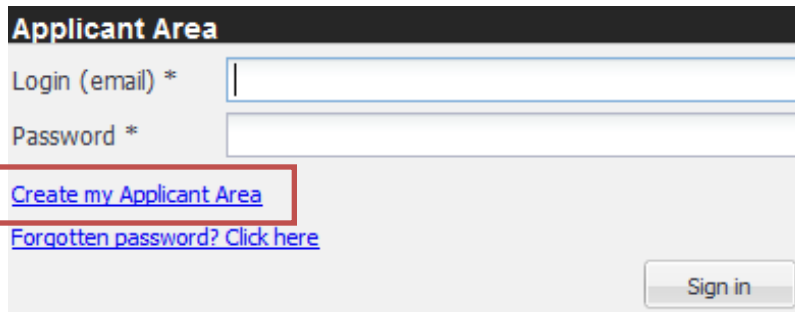


N.B: Procedure elaborated for the CRCN/ISFP researcher competitions. It may differ slightly for other competitions and recruitment campaigns.

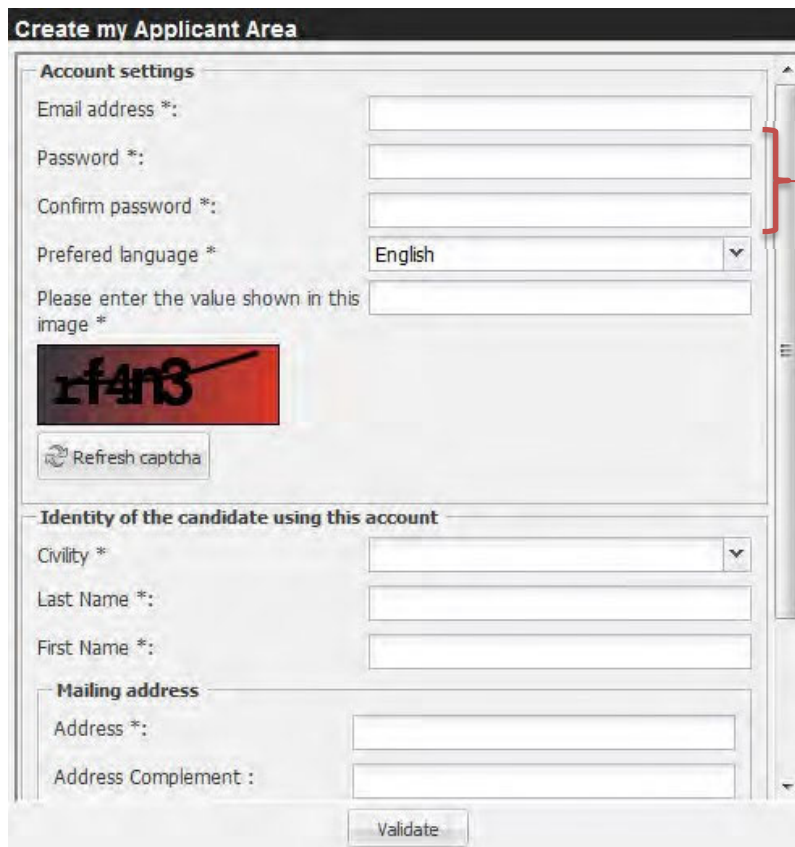
Researcher competition
- Applicant Area Guide

Create your Applicant Area

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



- ▶ 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.**

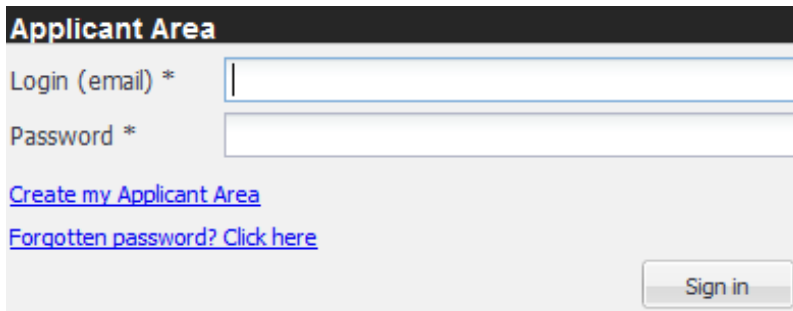
Apply for a job offer

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:

- ▶▶ Chairs of Junior Professor ("CPJ")
<https://www.inria.fr/en/chairs-junior-professor-recruitment-employment>
- ▶▶ Competitive selection - Senior researcher ("DR2")
<https://www.inria.fr/en/senior-researchers-2nd-class>
- ▶▶ Competitive selection - Young experienced scientist ("CRCN")
<https://www.inria.fr/en/researchers-normal-class-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"**.



Applicant Area

Login (email) *

Password *

[Create my Applicant Area](#)

[Forgotten password? Click here](#)

- ▶▶ 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".

Please use the application file attached to the offer without modifying the order of the headings, the title & numbering of the headings, the layout or the font, etc. If you are not concerned by a paragraph, do not complete it, but do not delete it or correct the general layout of the document.

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 with an electronic signature, no .jpg/.png/.bmp/.tiff/webp/svg/heif/... images or files from office pack such as .doc/.docx/.xls/.xlsx/.ppt/.pwt, etc*).

If, before the end of the campaign, you are unable to upload one of the supporting documents requested (*e.g. a thesis defence report*), 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.

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) 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 you 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.

Reuse past recommendation letters

Use one or more of the existing recommendations listed below:

Title	Last Name	First Name	Institution	Country
Prof.	RECHERCH			

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.**

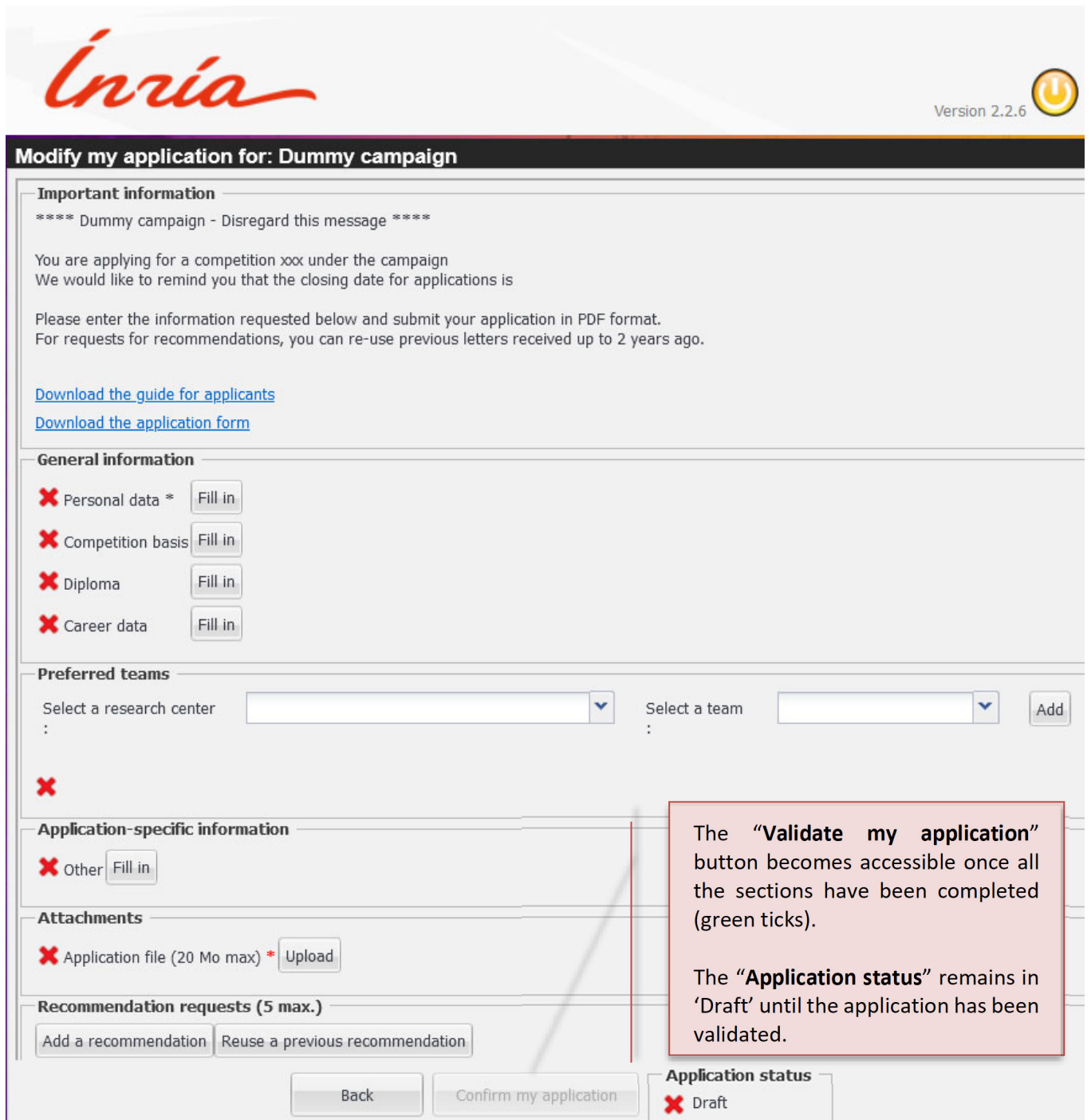
- ▶▶ Fill in all of the sections.


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.

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







Inria Version 2.2.6 

Modify my application for: Dummy campaign


Important information
**** Dummy campaign - Disregard this message ****
You are applying for a competition xxx under the campaign
We would like to remind you that the closing date for applications is
Please enter the information requested below and submit your application in PDF format.
For requests for recommendations, you can re-use previous letters received up to 2 years ago.
[Download the guide for applicants](#)
[Download the application form](#)

General information


-  Personal data *
-  Competition basis
-  Diploma
-  Career data

Preferred teams


Select a research center Select a team




Application-specific information

-  Other

Attachments

-  Application file (20 Mo max) *

Recommendation requests (5 max.)

Application status
 Draft

The **"Validate my application"** button becomes accessible once all the sections have been completed (green ticks).

The **"Application status"** remains in 'Draft' until the application has been validated.

- ▶▶ After clicking on **"Validate my application"** at the bottom of the page, a pop-up window will open with the following message:
"Your application is now validated, you can still modify it until the application deadline".
 - This pop-up remains displayed until you close it;
 - When the pop-up is closed, the 'Validate my application' button is greyed out as the application has been validated.

- ▶▶ The status of the application is updated and the application appears **"Validated"**.

Acknowledgement of my application

Inria Version 2.2.6

Modify my application for: Dummy campaign

Important information
**** Dummy campaign - Disregard this message ****
You are applying for a competition xxx under the campaign
We would like to remind you that the closing date for applications is
Please enter the information requested below and submit your application in PDF format.
For requests for recommendations, you can re-use previous letters received up to 2 years ago.
[Download the guide for applicants](#)
[Download the application form](#)

General information
✔ Personal data *
✔ Competition basis
✔ Diploma
✔ Career data

Preferred teams
Select a research center : Select a team :
✔ Wishlist :
Centre Inria d'Université Côte d'Azur - AYANA

Application-specific information
✔ Other

Attachments
✔ [Application file \(20 Mo max\)](#) *

Recommendation requests (5 max.)

Title	Last Name	First Name	Institution	Email

Application status

Once the application has been validated:

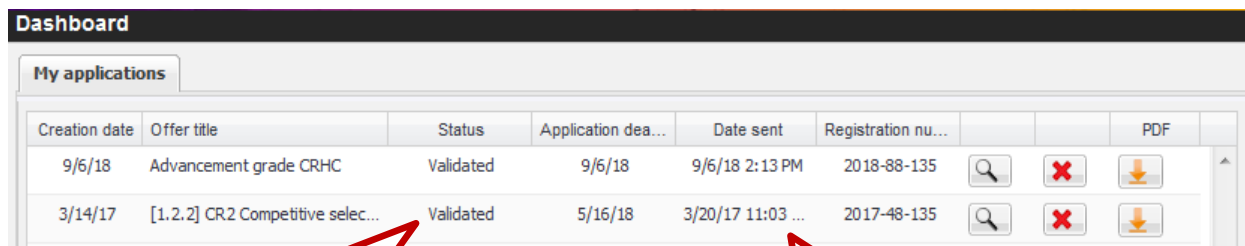
- the **“Validate my application”** button is no longer accessible,
- the application is in **“Validated”** status.







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.**

▶▶ You can also check the status of your application on your dashboard by clicking on the 'Back' button on the form:



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 "Chairs of junior professor" recruitment campaign ("CPJ")

▶▶ Contact us at the following address: cpj@inria.fr