![RÉPUBLIQUE FRANÇAISE - Liberté Égalité Fraternité] ![Inria]

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	Sign in

▸▸ Fill in the information required to create an account and **"Validate"**.

Create my Applicant Area

Account settings

Email address *:

Password *:

Confirm password *:

Prefered language *   English

Please enter the value shown in this image *

rf4n3

🔄 Refresh captcha

Identity of the candidate using this account

Civility *

Last Name *:

First Name *:

Mailing address

Address *:

Address Complement :

Validate

Passwords - Information

1. Contains at least eightcharacters,

2. Contains at least one lower case and one uppercase 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 (also in your 'junk/spam' folder) and validate the creation of the account by clicking on the **URL link** received by e-mail**.**

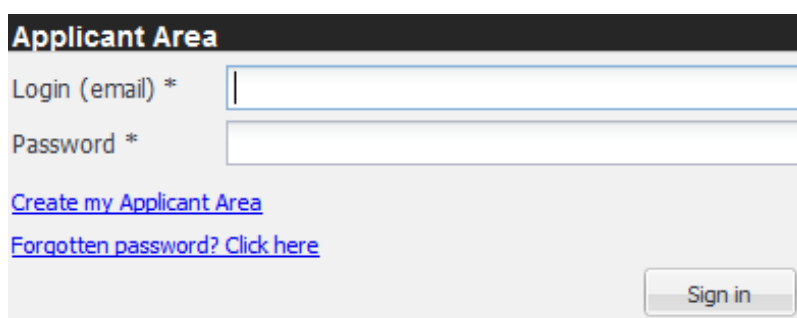▸▸ Your Applicant Area is activated, **close the window and follow the instructions on page 2.**

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:
>
> ▸ Secondment researchers campaign:
>   https://www.inria.fr/en/mobility-opportunities
>
> ▸ 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

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".

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"

In this section, when you create your candidate profile, you can select your assignment preferences (targeted research centres and project-teams).

4. "Application specific information"

This section contains forms to fill in. Unlike the forms in the "General information" section, theseforms 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 besubmitted 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).

Your application must include at least one opinion in principle, preferably typed and signed (by e-mail or attestation) by one of your employer's administrative departments. If your application is successful and accepted, the secondment order must then be sent before you take up your new post.

Your employer's agreement in principle must state that the hierarchy will not oppose a request for secondment or secondment renewal.

If, before the end of the campaign, you are unable to upload one of the supporting documents requested (e.g. an agreement in the process of being signed or presented before a committee), 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.

☞ **Please note**: for the secondment campaign, any letters of recommandation, up to maximum of five, should be grouped together and included directly in a .pdf file, which you should upload as an attachment to your application.

Recommenders are asked <u>to date their letter in french format (order: day/month/year)</u> and to use a handwritten signature rather than an inserted image.

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.

You should also check in the tool that all your recommenders have been entered and make sure that their email addresses are correct, as no additional names can be added, no email addresses can be rectified and no new URL links can be sent to the recipient after applications have closed.

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.

Check this section only if youwant that Inria contacts directly your referee again.

Check and fill this section if youwant that Inria reuse a recommendation letter **without contacting again your referee.**
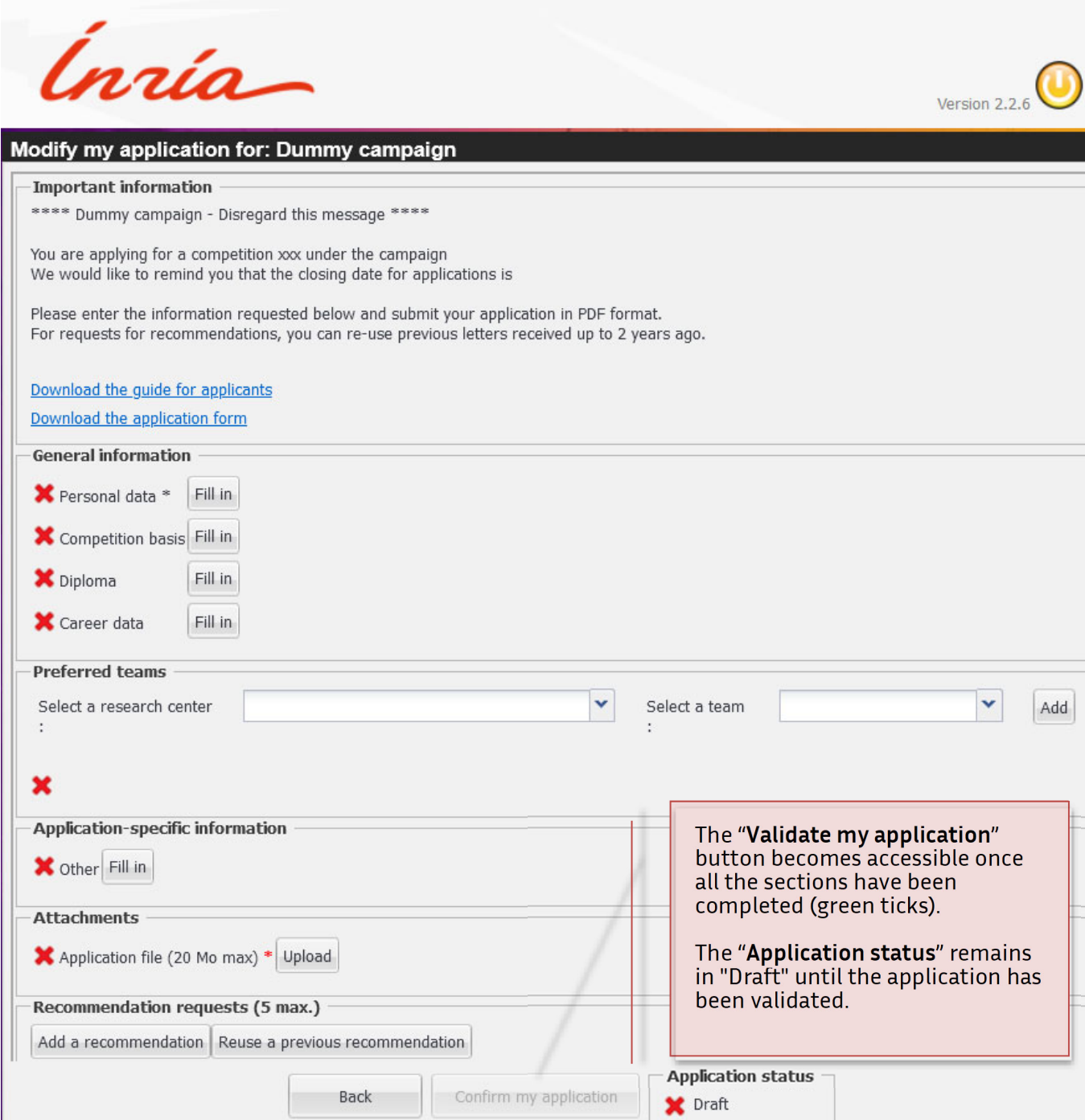
⇥ Fill in all of the sections.

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.

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 * | Fill in

✖ Competition basis | Fill in

✖ Diploma | Fill in

✖ Career data | Fill in

Preferred teams

Select a research center : [▾] Select a team : [▾] Add

✖

Application-specific information

✖ Other | Fill in

Attachments

✖ Application file (20 Mo max) * | Upload

Recommendation requests (5 max.)

Add a recommendation | Reuse a previous recommendation

Back | Confirm my application

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

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 *   [Modify]

✔ Competition basis [Modify]

✔ Diploma   [Modify]

✔ Career data   [Modify]

Preferred teams

Select a research center : [▼]   Select a team : [▼]   [Add]

✔ Wishlist :

Centre Inria d'Université Côte   [Delete]
d'Azur - AYANA

Application-specific information

✔ Other [Modify]

Attachments

✔ Application file (20 Mo max) * [Modify]

Recommendation requests (5 max.)

[Add a recommendation] [Reuse a previous recommendation]

Title	Last Name	First Name	Institution	Email

Once the application has been validated:
- the **"Validate my application"** button is no longer accessible,
- the application is in **"Validated"** status.

[Back]   [Confirm my application]   **Application status**   ✔ Validated

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Important:
Your application status is now in status "Validated".
It will be processed as soon as the campaign closes.
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.**

As a precaution, we advise you not to wait until the last day to submit a first version of your application as soon as possible, even if it is incomplete.
You will have until the closing date to modify your application as many times as necessary, **without forgetting to validate it** and not leave it in draft form.

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

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 applicationis 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" <u>and</u> 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 "secondment researchers " recruitment campaign

▸ If you need further clarification or are experiencing difficulties with digital accessibility when uploading or submitting your application in SELECT, please contact us at the following addresss: detachement@inria.fr