

Guidelines to submit your candidature

Registration on the EuGen Platform are open
from the 8th October to the 9nd November 2018

1. Click <https://app.eu-gen.org/egn1/>

2. **Sign up** to create your new account:

- 1) Register as trainee
- 2) Read carefully all the Terms and Conditions and tick them if it is the case
- 3) Insert your email address
- 4) Chose a password
- 5) Click on the Sign Up bottom

3. **Log in**

Insert the user name and the password you have chosen to sign up

4. **Set your availability**

Select availability YES if you wish that your CV will show up in Host Organizations' search for trainees, select NO if you do not wish so.

5. **Add Personal details**

Section "Introduce yourself"

- 1) Insert your data (All fields are mandatory except Facebook and Twitter)
- 2) Click "Update"

Section "Upload Files"

- 1) Upload your CV (mandatory)
- 2) Motivation letter (mandatory)
- 3) Language certificates (not mandatory)
- 4) Declaration of compliance signed (mandatory- download the form)
- 5) Profile picture (not mandatory)
- 6) Click "Update"

If you match the formal requirements to participate, you'll be given full access to EuGen Platform from the 12th November up to the 7th December to match a Host Organization and submit your candidature.

To do so Log in (see step 3) and follow the next steps.

6. If you **already have a Host Organization**, or wish to find one through your own contacts:

- 1) Upload the Letter of Availability by the 7th December (**see step 8**)
- 2) Invite the Host organization to register to EuGen Platform

7. If you wish **to find an Host Organization** through EuGen Platform go to *Search Host Organization for traineeship*, and:

See the list of all available Host Organizations

Or

Filter the search of Host Organizations by:

- Host Email
- Host Name
- Country where you wish to do the internship
- Language level
- Field of interest
- Type of Organization
- Host Organizations that offer economic support on top of the scholarship
- Host Organization open to recruitment after the traineeship
- Funding programme/s

Then

Click on the name of the Host Organizations to *see their profile* and description

Click on *Send offer* to the Host organizations that suit you best.

Hosts have 5 days to accept your interview offer. In *Interview* click on the name of the Host Organization and you will see if your offer has been accepted or not.

If your interview offer has been accepted, click on the name of the Host in Interviews to:

- Agree and accept the scheduled interview
- Cancel the meeting
- Send Message

If your interview offer has not been accepted, you will be notified so on Messages.

If your status is set on available (see point 4), you might also *receive an interview offer* from one or more Host Organizations. Should this happen, you will have 5 days to reply to the Host Organizations. You will see the offer in *Interviews*. If you click on the name of the Host Organization, you'll have 3 options:

- Agree and accept the scheduled interview
- Cancel the meeting
- Send Message

After the interview both you and the Host Organization have 5 days to *accept or refuse the traineeship*.

If you wish to accept the traineeship and proceed with the process, go to *Interviews*, click on the name of the Host Organization and you click on Yes, otherwise click No. If the Host organization does not wish to accept the traineeship and proceed with the process, you will be notified on *Messages*.

8. After both you and the Host Organization have accepted the traineeship you upload the Letter of Availability in your dashboard, signed by you and by the Host Organization.

The moment you upload the Letter of Availability is when you formally submit your application and you can't change it anymore.