

**USER HELP GUIDE:
MANAGEMENT OF JOB OFFERS**

This guide is a helpful tool for registering in IRTA's Job Centre.

1.-To enter the Job Centre, go to the following link:

<http://www.irta.cat/en-US/Persones/TreballarIrta/Pages/default.aspx>

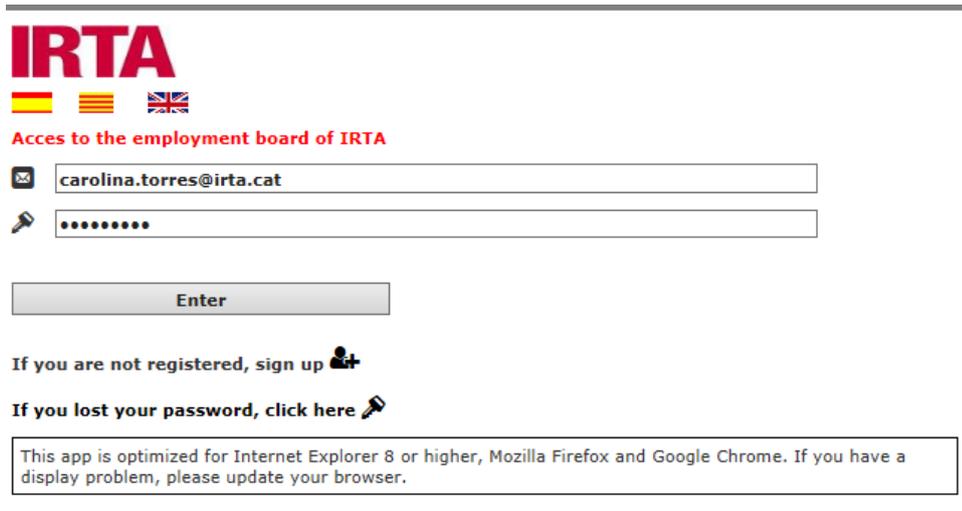
The screenshot shows a webpage with a light grey background. At the top center, the heading "Join our team" is written in bold red text. Below this, there are several paragraphs of text in a small, dark font. The text describes the opportunity to join IRTA's team, mentions funding agencies like AGAUR, MINECO, and Marie Curie, and discusses the research reference centre's collective agreement. At the bottom of the main content area, the heading "Jobs and Predoctoral Contracts" is displayed in bold red text. On the right side of the page, there is a vertical sidebar. It contains the text "Register to have full access to our job vacancy publications and future opportunities" in a dark font. Below this text is a prominent red button with the words "Job Centre" in white, bold, sans-serif font. A hand cursor icon is visible over the button, indicating it is clickable.

2. Click the Job Centre button

This is a close-up view of the registration button from the previous screenshot. It features a white background with the text "Register to have full access to our job vacancy publications and future opportunities" centered at the top in a dark grey font. Below the text is a red rectangular button with the words "Job Centre" in white, bold, sans-serif font. A hand cursor icon is positioned over the bottom-left corner of the red button.

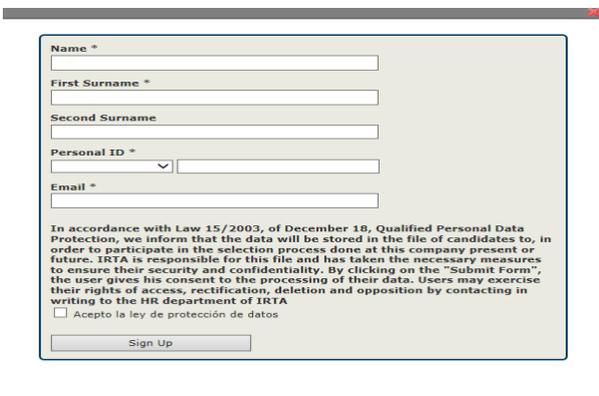
3. Then, you can register and obtain an access password:

- If you are not registered, click on the following link ***"If you are not registered, sign up"*** and fill in the form that appears online with all the requested information in order to obtain the access password.
- If you have lost your password, click on the following link to receive it again: ***"If you have lost your password, click here"***



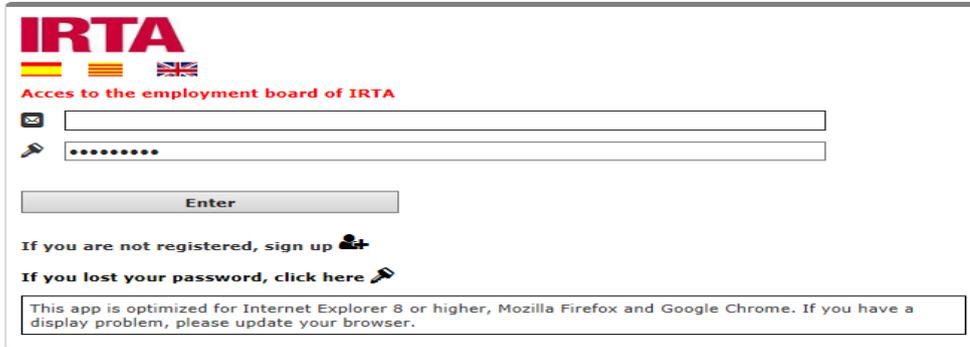
3.1. The user registration form allows you to obtain a password for the Job Centre:

1. You need to complete all the required information marked with an asterisk (*)
2. Submit the form
3. You will receive the access password by email (a 9-digit alphanumeric code)



4. Once registered, you can access the Job Centre

Enter your email address and password, and press ENTER.



5.-Define your profile (Research or Support)

In the following screen, you have to register according to your profile (Research or Support) and you can choose the language in which you want to visualize the data (Catalan, Spanish, and English). In the case of a researcher profile, it will be in English by default.



Please, choose whether to register a researcher curriculum or a research support staff curriculum.

Research CV



You are registered now

Select here to register, sign up for a job or update your data for applying to research jobs. PhD (or equivalent) is required for applying to research jobs.

This is also the option for PhD students searching grant.

CV Support



You are registered now!

Select this option to register, sign up for a job or update your data for applying to support vacancies.

6. Candidate profile.

6.1. Data entry:

1. Choose one of the two profiles (Research or Support).
2. Enter all the information in the form taking into account that the fields indicated with an asterisk (*) are obligatory.
3. It is an essential requirement to upload a CV in PDF format, whereas other documentation is optional.
4. Each document must be in PDF format with a maximum size of 5 MB.
5. To upload the documents, click NAVEGA and once a document is attached, click on the black arrow symbol.



RESEARCH PROFILE

Change Password Tancar sessió

Job Offers

Add! Added offers No data

General Information

Identifier * Identification number *
 D.N.I.

Name * First name * Second name Gender * Date of birth *
 FEMALE 28/05/1977

Nationality * Driving license Car Availability License type
 SPAIN YES E.-OTHER

Contact Information

Street Type Street Number Block Stairs Floor Door Postcode
 STREET 4

Country Province/State Town
 SPAIN

Contact phone *

E-mail *

The fields in * are required

Curriculum Vitae

Curriculum *
 Navega...

*Max. 1 doc 5MB
 No data

Add files RDT

Motivation Letter
 Navega...

*Max. 1 doc 5 MB
 No data

Doctor Title
 Navega...

*Max. 1 doc 5MB
 No data

Grades certificate
 Navega...

*Max. 1 doc 5MB
 No data

We would appreciate very much if you send us your personal data and documents using this form, but if you have any problems, please, send your CV and personal data giving us the reference and title of the offer to incidenciescv@irta.cat

SUPPORT PROFILE

The Support profile contains additional information:

Personal data

1. Enter all data in the form, taking into account that fields indicated with an asterisk (*) are obligatory.
2. Complete the additional information (availability, areas of interest, location, choice of positions and training). Only Choice of Positions is obligatory *
3. In the section for areas of interest, location and choice of positions, you can include all the options that interest you without any limit.

a. To add, click on the icon  and to delete, click on the following symbol

 **Eliminate Interest** or  **Eliminate Location** or  **Eliminate Site**

Change Password Tancar sessió

Job Offers

Add! Added offers No data

General Information

Identifier * Identification number *

D.N.I.

Name * First name * Second name Gender * Date of birth *

 FEMALE 28/05/1977

Nationality * Driving license Car Availability License type

SPAIN YES E.-OTHER

Contact Information

Street Type Street Number Block Stairs Floor Door Postcode

STREET 4

Country Province/State Town

SPAIN

Contact phone *

E-mail *

The fields in * are required

1. Availability:

Availability

Incorporation

IMMEDIATELY

Availability to move's kms

YES 1

Availability Hours

WORK FULL TIME

Employment Status

CURRENTLY WORKING AS AN EMPLOYEE

2. Areas of interest:

Interested areas

In order of preference

Eliminate Interest

WORK OF ADMINISTRATIVE SERVICES

3. Location:

Location

In order of preference

Eliminate Location

TORRE MARIMON
AGRÒNOMS (LLEIDA)
MONELLS (GIRONA)
FRUITCENTRE

4. Choice of positions:

Choice of Positions *

In order of preference

Eliminate Site

E.-ADMINISTRATIVE SUPPORT

5. Formation:

Knowledge Information | Additional Knowledge | Languages | **Professional Experience**

Company

Area of Work Start Date End Date

Other Areas Reason of change/finish

Comments Reason of change/finish

255 Characters max 255 Characters max

+Add

6. Curriculum vitae and documentation:

Curriculum Vitae

Curriculum*

Navega... 

*Max. 1 doc 5MB
No data

Carta de motivació

Motivation Letter

Navega... 

*Max. 1 doc 5MB
No data

After completing the data and attaching the documents to the application, click the box Accept the Data Protection Act and then SEND

In accordance with Law 15/2003, of December 18, Qualified Personal Data Protection, we inform that the data will be stored in the file of candidates to, in order to participate in the selection process done at this company present or future. IRTA is responsible for this file and has taken the necessary measures to ensure their security and confidentiality. By clicking on the "Submit Form", the user gives his consent to the processing of their data. Users may exercise their rights of access, rectification, deletion and opposition by contacting in writing to the HR department of IRTA recursos.humans@irta.es

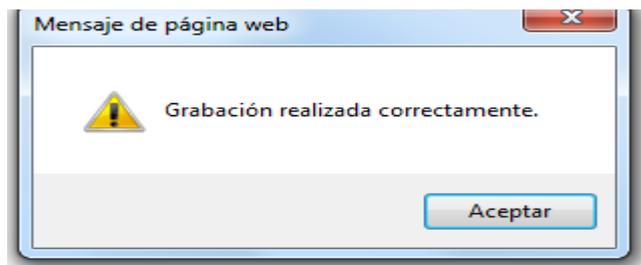
I agree with the LOPD

Send

REMEMBER

1. Registration is only undertaken once, but afterwards you can modify the information, attach new data, etc.
2. Introduce all the data into the form, taking into account that the fields indicated with an asterisk (*) are obligatory.
3. All the documents attached must be in PDF format, otherwise the system will generate an error and will NOT let you register in the Job Centre.
5. Uploaded documents can not exceed 5 MB in a single document.
- 6.- You always have to Accept the Data Protection Act Accepto la llei de protecció de dades
- 7.- To finish the process you have to press SEND

You will then receive a message indicating that the data has been entered correctly.



And you will receive a confirmation message in your email account.

We appreciate your interest, sending your personal data expressing your desire to work in our company. We inform you that your CV will be kept in a file for a future staff selection process.

To know the news of our jobs offers, we advice you to visit our website regularly. Please do not reply to this email. Yours sincerely

At this point, the Job Centre registration process is finished.

7. Registration for a job offer.

Once all the information has been registered, you will be able to enter into your profile (RESEARCH - SUPPORT) and obtain details about the job offers that interest you.

Click on **ADD (REGISTER)**

Job Offers

The screenshot shows a section titled 'Job Offers'. On the left, there is a grey button labeled 'Add!'. To its right, the text 'Added offers' is visible. Further right, the text 'No data' is displayed in red. Below this section, the text 'General Information' is partially visible.

A list will then appear with all the current IRTA job offers and you can choose the ones that interest you by clicking the **Add** button.

OFFERS		Closing Date	Add
INVESTIGADOR F EN ECOSISTEMES AQUÀTICS VINCULAT A UN CONVENI AMB L'AGÈNCIA CATALANA DE L'AIGUA -No file attached		27/03/2017	
Center: SANT CARLES DE LA RÀPITA			
-			

From the research profile, it is possible to visualize the job offers for both research and support staff.

Click the box "Accept the Data Protection Act".

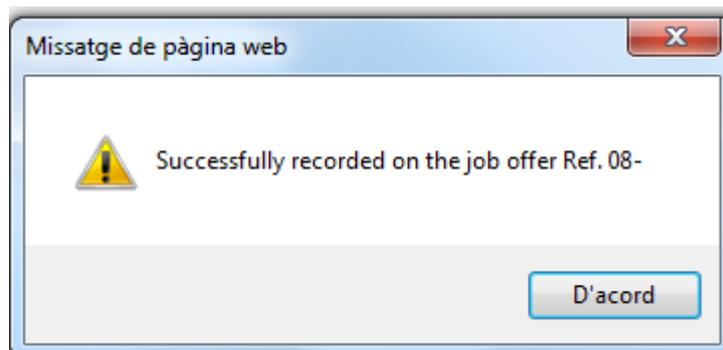
In accordance with Law 15/2003, of December 18, Qualified Personal Data Protection, we inform that the data will be stored in the file of candidates to, in order to participate in the selection process done at this company present or future. IRTA is responsible for this file and has taken the necessary measures to ensure their security and confidentiality. By clicking on the "Submit Form", the user gives his consent to the processing of their data. Users may exercise their rights of access, rectification, deletion and opposition by contacting in writing to the HR department of IRTA recursos.humans@irta.es

I agree with the LOPD

Send

And to finish, press SEND

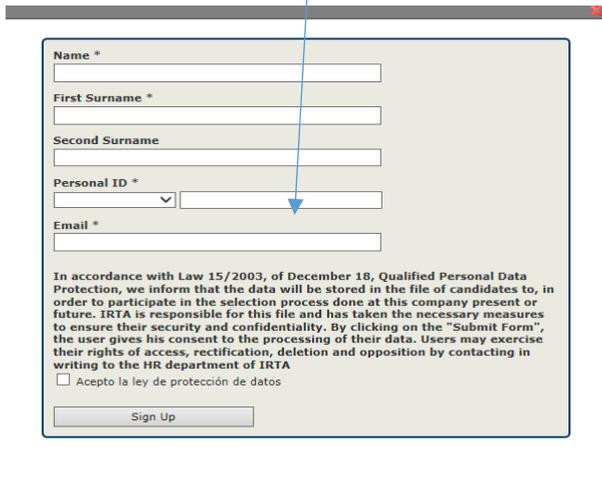
You will automatically receive a message confirming that registration has been successfully completed.



8. Changing your password

To retrieve your password, click on the link: **“If you have lost your password, click here”**

1. You will receive the password using the email initially given during registration



A registration form with the following fields: Name *, First Surname *, Second Surname, Personal ID * (with a dropdown menu), and Email *. Below the fields is a privacy notice in Spanish and a checkbox labeled 'Acepto la ley de protección de datos'. A 'Sign Up' button is at the bottom. A blue arrow points from the text above to the email field.

2. You will then receive the 9-digit alphanumeric password by email.



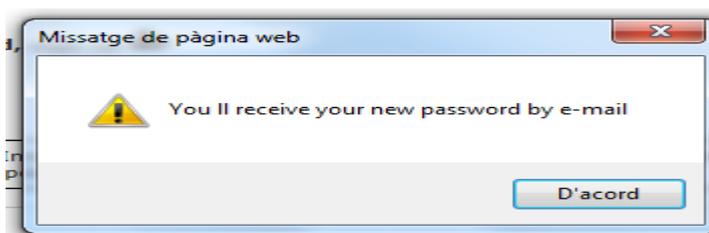
Recuperació de clau



Get password back

If you are not registered, sign up 

Back



Once the password has been recovered it can be changed for an easier one from within the Research or Support profile in the upper left-hand side of the screen:



Change Password

Job Offers

Add

General Information

Change password

Employee	<input type="text" value="carolina.torres@irta.cat"/>
Password Actual	<input type="password" value="....."/>
New Password	<input type="password" value="....."/>
Confirm New Password	<input type="password" value="....."/> <input type="button" value="Accept"/>

We hope that by following these instructions you have been able to register successfully!

If you have any queries, please send an email to: incidenciescv@irta.cat

Thank you for your interest.

IRTA - Human Resources

www.irta.cat

