

How to publish an advertisement on Euraxess

How to publish an advertisement on Euraxess:

1. Enter <https://euraxess.ec.europa.eu/> in a web browser. Click the icon Login / Register in the upper right corner to register on the Euraxess website, see Fig. 1
 - Login – use for logging into an existing account
 - Create new account - use to create a new account, see Fig. 2

Fig. 1 Registration

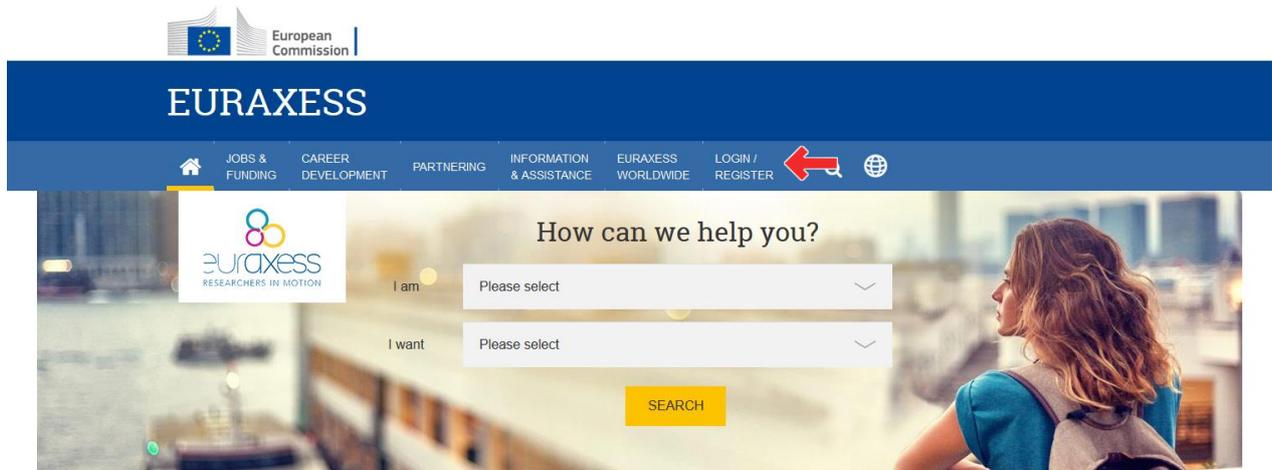
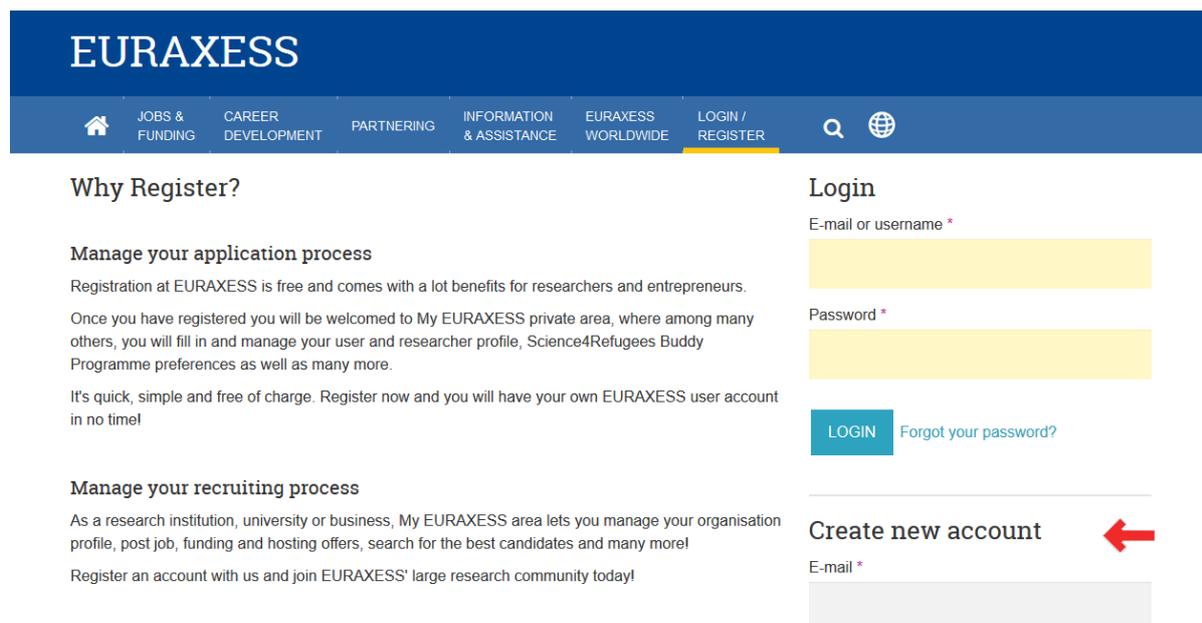


Fig. 2 Register – create a new account



2. After logging in, your account is active, and you can start placing ads. Select "Job Offers" from the left-hand menu of the page to place a new advertisement - see Fig. 3.

Fig. 3 Selecting "Job Offers" from the menu

The screenshot shows the MY EURAXESS dashboard. At the top is a navigation bar with links for JOBS & FUNDING, CAREER DEVELOPMENT, PARTNERING, INFORMATION & ASSISTANCE, EURAXESS WORLDWIDE, and MY EURAXESS. Below the navigation bar is a user profile section with a silhouette icon and the text 'MY EURAXESS' and 'Welcome'. A pink notification box states: 'You have 6 unpublished job offers. Please go to list page to send your job offers for approval'. On the left is a sidebar menu with items: Dashboard, User Profile, Researcher Profile, My Research Buddy, Organisation, Job Offers (highlighted with a red box), Funding Offers, and Hosting Offers. The main content area is titled 'RESEARCHER PROFILE STATUS' and contains a table with the heading 'Create offers for your organisation(s)'. The table has columns for Name, Department, Laboratory, and Actions. One row is visible with the following data:

Name	Department	Laboratory	Actions
University of South Bohemia in České	Faculty of Fisheries and Protection of	Laboratory of signal and image	View profile Members Edit

3. Clicking "Job Offers" redirects you to the next page. Click on "Create Job Offer" - see Fig. 4 and then add the advertisement information as directed in individual steps.

Fig. 4. Selecting "Create Job Offer"

The screenshot shows the 'My Job Offers' page. At the top is the same navigation bar as in Fig. 3. Below it is a user profile section with a silhouette icon and the text 'My Job Offers'. A green button labeled 'CREATE JOB OFFER' is highlighted with a red oval. Below the button, it says 'Displaying 1 - 6 of 6'.

This page is divided into 4 sections: **Basic information**, **Hiring info and work location**, **Requirements**, **Additional info** – see fig. 5

Fig. 5 – Basic sections



After completing each section, press **Save** at the bottom of the page which will automatically take you to the next section. At the last page *Additional info*, click the button **Send for approval** at the bottom - see fig. 6. This sends the offer for approval. Once approved by the webmaster, the offer will be published automatically.

Fig. 6 Sending offer for approval

