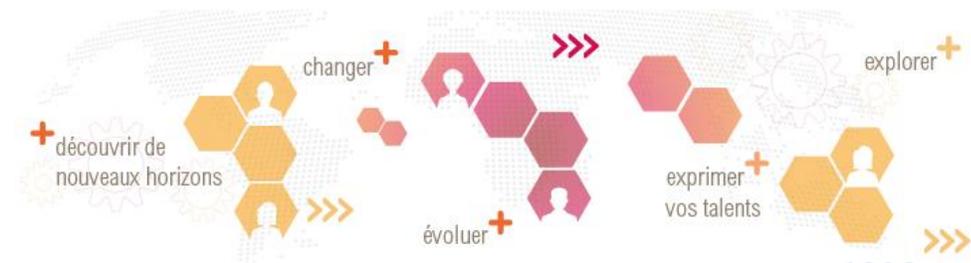
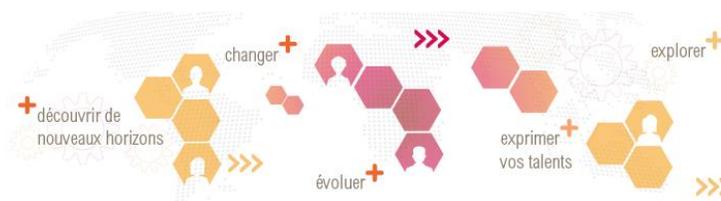


# USER GUIDE - CANDIDATES

 **IRD** Emploi





This guide is intended for candidates using IRD Emploi to apply for competition at IRD.

Being part of a digital and ecological transformation journey, IRD Emploi enables candidates to apply online for any IRD competition:

- researcher competition (CR and DR)
- internal IT competitions (engineers and technicians)
- external IT competitions (engineers and technicians)
- professional selection

During the competition registration periods (on the dates published on the ird.fr website), IRD Emploi can be used to apply online.

Please note IRD Emploi website is available in English version for researcher competitions only (Chargés de Recherche CR and Directeurs de Recherche DR).

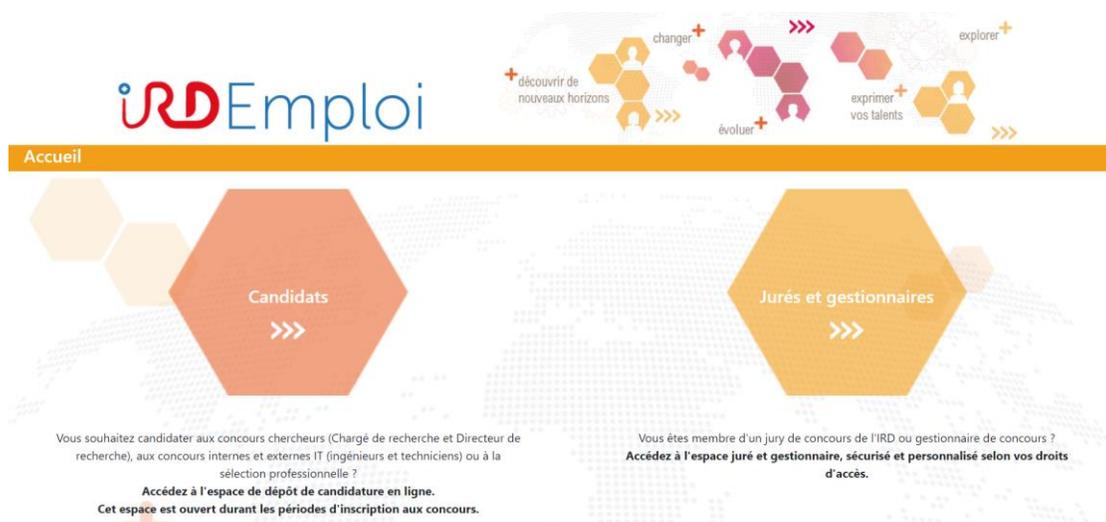
For any technical question, please contact [assistance-informatique@ird.fr](mailto:assistance-informatique@ird.fr)  
For any question related to the competition, please contact [drh.concours@ird.fr](mailto:drh.concours@ird.fr)

# IRD EMPLOI ACCESS

## How to access IRD Emploi?

1 - Enter the following URL in your web browser: <https://emploi.ird.fr/>

2 - Select the menu « Candidats »:



3 - Select the type of competitive recruitment you want to apply for:



4 - The log-in page of the selected competitive recruitment opens.

*If you apply directly from the [www.ird.fr](http://www.ird.fr) website, you will be directed directly to the log in page (skipping the steps 1, 2 et 3)*

## Log In Page for candidates



### IDENTIFICATION

Welcome to this program for submitting your competition applications online.

You can create, modify, and complete your application at your own pace before submitting it.

- To use this application, you must first create a personal account specific to the competition.
- Before starting your online application, **download and read the guide for applicants carefully**. You can download it from the ird.fr site.

No online applications or modifications will be possible after the submission deadline.

Language  
English

Create the account for your application

Forgot your password ?

Back to the IRD website

ENTER MY PERSONAL SPACE

Keep your username and password carefully.  
We will not be able to communicate them to you in case you lose them.

## LOG IN

### Create a candidate account

When logging-in IRD Emploi for the first time, you have to **create your personal candidate account**.

**Make sure to select english in the « langue » menu** (framed in yellow) as IRD Emploi displays in French by default .

Click on the "[Create the account for your application](#)" link (framed in red). You will be asked to choose a username and password.

If you lose or forget your password, click on the "[Forgot your password ?](#)" link (framed in orange) to reset your password.

### Log In

Once your account is created, you can log in.

Enter your username and password (framed in green) . Then click on " enter my personal space".

## SPECIFY ENGLISH LANGUAGE PREFERENCE

In case you have not selected english as the language in the log-in page, you can update your language preference.

At the bottom of the page « **SAISIE DES INFORMATIONS PERSONNELLES** », select your favorite language in the field « langue préférée ». By default, IRD Emploi is displayed in french. You can select English in the menu, so that all the next screens will be displayed in english.

You can modify your language preferences anytime. To do so, go to your application space, and click on « mes données personnelles » on the top left.

It opens a page with « préférences de compte » at the bottom, the button « modifier mes préférences de compte » will allow you to change the language from French to English.

**SAISIE DES INFORMATIONS PERSONNELLES**

**ETAT CIVIL**

Civilité \*  
Aucun(e) ▾

Nom usuel \*

Prénom(s) \*

Date de naissance \*

Nationalité \*  
Aucun(e) ▾

Aucun(e) ▾

Nom de voie \*

Complément d'adresse (n° de bâtiment...)

Code postal

Ville \*

Pays \*  
Aucun(e) ▾

E-mail \*  
del.english@yopmail.com

Téléphone 1 \*

Téléphone 2

**PRÉFÉRENCES DU COMPTE**

Langue préférée  
Français ▾  
Aucun(e)  
Français  
Anglais

**MES DONNÉES PERSONNELLES**

**MON PORTE-DOCUMENT**

**MON ESPACE CANDIDATURE**

Mes candidatures en cours de saisie

Date de création Concours Dossier à déposer avant le Détail

+ NOUVELLE CANDIDATURE

Mes candidatures soumises

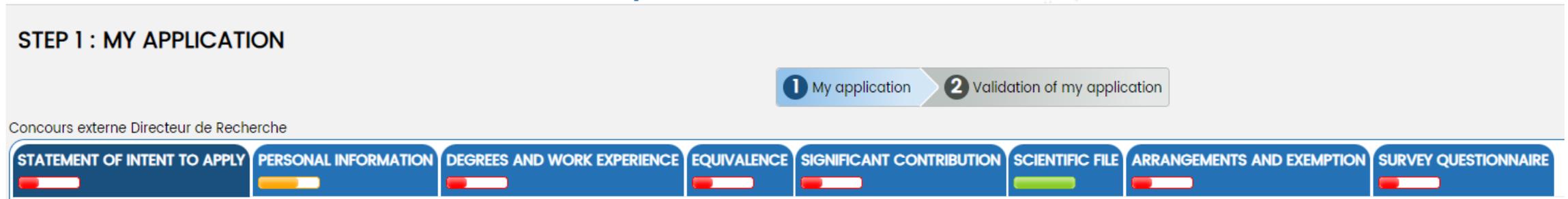
Référence	Date de création	Concours	Date de dépôt	Détail
DR2NICSSI-88968	17/01/2022 12:13:31	CSSI	17/01/2022 12:15:31	<a href="#">CONSULTER</a>
1-100638	10/02/2022 14:39:19	Concours 1	10/02/2022 14:51:12	<a href="#">CONSULTER</a>

[DÉCONNEXION](#)

# FILL IN YOUR APPLICATION

## Step 1: fill in your application

You have to enter your information in several tabs. Informative screens will guide you through typing,



The content of these tabs depends on the type of competition you are applying for. You can fill in these tabs in any order you want. You can save them (with the save button at the bottom of the page) and continue your entry later.

On each tab, a gauge changing from red, then orange and eventually to green shows the progress of your entry.

The files to be attached to the application must be submitted in a PDF format (the maximum authorized size is displayed for each document). Please make sure not to protect the documents with a password. We recommend you to save your input regularly.

Candidates wishing to apply for several competitions must complete as many files as competitions applied for.

## Step 2 : validate and send your application

Once your application is filled in and the documents are submitted, you have to validate your application. To do so, click on the button « application validation ».

Then, you have to:

1 - Download and confirm the administrative file, summarizing all the information and administrative documents of your application - *screenshot next page*

2 - Tick the sworn statement (checkboxes) - *screenshot next page*

3 - If you wish to modify information, click on the « Get back to step 1" button - *screenshot next page*

4 - When you are sure that you no longer have to modify your application, send your application by clicking on the "Send my application" button - *screenshot next page*

After sending your application, you will receive an email confirming your application has been sent. Your application is automatically transferred to the department in charge of studying the applications eligibility.

Make sure to save the PDF summary of your application before sending it. Indeed, once the registrations are closed, you will no longer have access to your candidate space on IRD Emploi.

To be studied for eligibility, your application must be sent no later than the deadline set by the opening decision. After the closing date and time, IRD Emploi is no longer accessible to the candidates. No application can be submitted after the deadline.

# SEND YOUR APPLICATION

## STEP 2 : APPLICATION VALIDATION

1 My application → 2 Validation of my application

### ADMINISTRATIVE FILE VALIDATION

Validation récapitulatif

#### Administrative file

I confirm that all registered information and administrative documents appear in the above file.

### SWORN STATEMENT

Déclaration sur l'honneur

I hereby certify on my honour that all the information I have provided is true and accurate. I will provide IRD with all the necessary supporting documents and declare I am aware that

- my application will be rejected if this application package is incomplete \*
- if any of the information provided proves to be false or inaccurate, my application will be considered as null and void \*

I certify that my application contains the following elements :

- the administrative sections fully completed \*
- the scientific file \*

SAVE

GET BACK TO STEP 1

GET BACK TO MY APPLICATIONS

SEND MY APPLICATION

CANCEL MY APPLICATION

## REGISTRATION

### SUBMISSION

**Reference**

1-100638

**Date et heure d'enregistrement**

02/10/2022 02:51:12 PM

### APPLICATION

**Candidate**

Mrs. Delphine TEST

Born : 20/01/1982

Nationality : France

**Session**

01/01/2021

**Campaign**

Concours externe Directeur de Recherche

**Competition**

Concours 1

Confirmation de dépôt

**Registration acknowledgment**

I wish to update my personal informations (identity, address, ...) with the informations of this application

yes  no

## CONFIRMATION OF REGISTRATION

Once your application is sent, a registration confirmation screen is displayed.

You can download a registration receipt.

You can save the data related to your personal information (identity, contact details), for future applications. Select "Yes" for the data to be saved.

## WITHDRAW OR MODIFY A SENT APPLICATION

### Withdraw a sent application

Until the closing date for registrations, you can withdraw your application in IRD Emploi : from your application space, in "My submitted applications", click on "Consult », then on the « Withdraw » button at the bottom of the page. You will be asked to enter the withdrawal reason, click on « confirm »: your application is withdrawn.

### Update a sent application

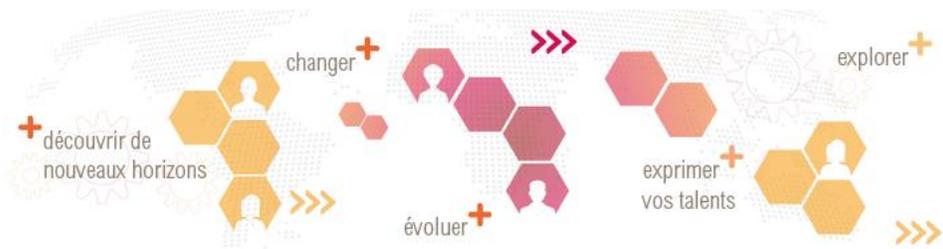
Until the closing date for registrations, if you want to modify your application, IRD Emploi allows you to update a sent application. To do so, from your application space, in "My submitted applications", click on "Consult" then "Withdraw to resume my application"\*

**Caution: Resuming an application withdraws it. Please make sure you send a new application before the deadline for registration, for it to be taken into account.**

\*button available for IT and CR (Chargés de recherche) competitions only. This feature is not available for DR (Directeurs de recherche) competitions.

After registration closes, you cannot access your application online anymore. You can follow the stages of the competition (calendar, results) on the IRD website. You will be informed about your application status at each stage of the competition by e-mail only. We strongly recommend you to check the e-mail address registered on your application.

If you want to change your contact details or withdraw your application after the registration closing date, please email [drh.concours@ird.fr](mailto:drh.concours@ird.fr)



## GDRP (General Data Protection Regulation)

The protection and confidentiality of your personal data is essential to us.

You can read [the terms and conditions for managing your data and your rights](#) according to the GDRP (General Data Protection Regulation)

For any technical question, please contact [assistance-informatique@ird.fr](mailto:assistance-informatique@ird.fr)  
For any question related to the competition, please contact [drh.concours@ird.fr](mailto:drh.concours@ird.fr)