



LUND UNIVERSITY

## User Manual for Lund University's job application portal

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# 1. Applying for a position via the job application portal

When you find a position for which you want to apply, click “Apply online” in the vacancy announcement.

## DOCTORAL STUDENTS IN ECONOMICS

Type of employment: Limit of tenure, Four years  
Extent: 100 %  
Location: Department of Economics, Lund  
First day of employment: By agreement  
Official Records Number: EHLPA 2011/245

These positions are for a PhD degree, which implies that the total time of employment may not exceed four years of full time study at the postgraduate level. The exact number of positions that are available has not yet been decided. During recent years the Department has financed four to eight new PhD students each year.

### Job assignments

The holders of these positions have a primary obligation to successfully fulfil their postgraduate (third cycle) education ending with a doctoral degree (PhD). A position as doctoral student can contain some limited teaching or other departmental work at the Department of Economics. The maximum amount of such work is 20%.

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Labour union  
OFR/S: Rita Nilsson  
+46 (0)46 222 93 62  
[st@st.lu.se](mailto:st@st.lu.se)

SACO: Saco-rådet vid Lunds universitet Kansliet  
+46 (0)46 222 93 64  
[saco@saco.lu.se](mailto:saco@saco.lu.se)

Last Day of Applying  
2012-02-01

### Appointment Procedure

Please use Lund University job application portal when applying ([https://dfs.adm.lu.se/E-rek\\_CV/Login.aspx](https://dfs.adm.lu.se/E-rek_CV/Login.aspx)). Instructions concerning what information to supply can be found at [www.nek.lu.se/FU/FU\\_Application.asp](http://www.nek.lu.se/FU/FU_Application.asp).

## 1.1 Logging in to the application portal

Clicking “Apply online” takes you to the login page. If you have previously registered a user account, you can log in by entering your email address as the user ID and then your password. If you have not previously used the application portal, you must first create an account.



### E-rekrytering 1.8.2


Username (e-mail address):

Password:

- Login
- Register as new user
- Forgotten your password?
- Change password

## 1.2 Creating an account

To create a new account, click “Register as new user” on the login page. In the pop-up window, enter your first name, surname and email address. You must also accept the terms of the Personal Data Act (PUL) by ticking the box. Then click “Register”.



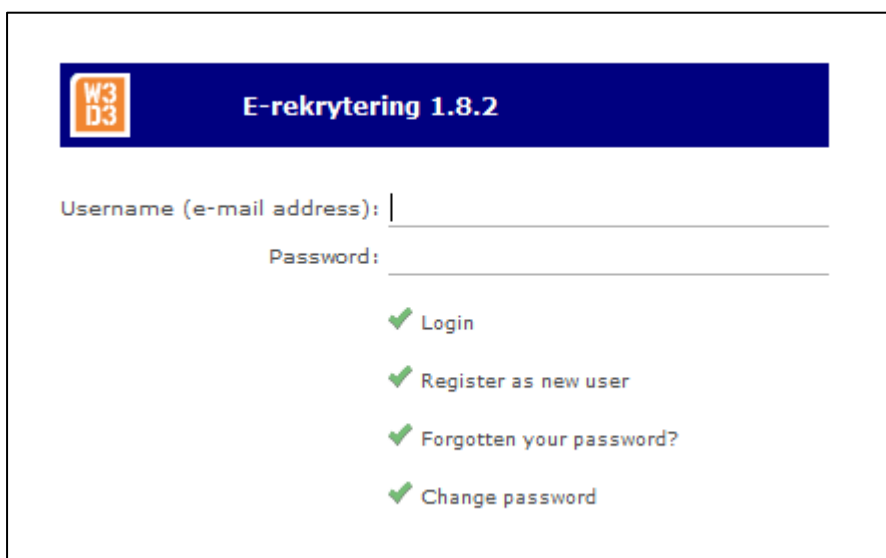
The screenshot shows a registration form titled "Registering new user". It contains three input fields: "Name", "Surname", and "E-mail address (Username)". Below the fields, there is a note: "A temporary password will be sent to the entered e-mail address." Underneath, there is a section for "Privacy Protection Law (PUL - PERSONUPPGIFTSLAGEN)" with a checkbox and the text: "I have taken part of the information regarding 'PUL 1998:204' and the handling of my personal data at Lund University." To the right of this text is a "Guide" link. At the bottom right, there are two buttons: "X Cancel" and "✓ Register".

You have now created an account and a password will be sent to the email address you provided.

To log in, use your email address as your user ID and the temporary password that was sent to you. When logging in, you have to change the temporary password to a password of your own choice.

## 1.3 Password

If you have forgotten your password, you can get a new one sent to your email address by clicking on “Forgotten your password?”



The screenshot shows a login page titled "E-rekrytering 1.8.2" with a logo on the left. It features two input fields: "Username (e-mail address):" and "Password:". Below the fields, there are four links, each with a green checkmark icon: "Login", "Register as new user", "Forgotten your password?", and "Change password".

## 1.4 Creating an application

Once you have logged in to the job application portal, you can access the “Job vacancies” tab to find the current position for which you wish to apply.

1. Start page	2. Personal details	3. Cover letter	4. Employment	5. Education	6. Languages
7. References	8. Academic merits	9. Attachments	10. View application	11. Job vacancies	

▼ Job vacancies

Here you can see advertisements as well as apply for vacant positions at Lund University. After applying - a confirmation regarding your application will be sent to your E-mail address. Some of the vacancies contain job specific questions. These questions should be answered before you submit your application.

**Please note that "Academic Merits" will only be included when applying for a teachers position.**

Select employment category

All ▼

View announcement	Apply	Registration number	Date	Title	Employment category	Closing date
✓	✓	EHLPA 2011/1	2011-11-28	Doctural student in Economics	Doctoral student	2011-12-31

► Apply via official records number

Before applying for the position you need to register, or complete, your application/CV.

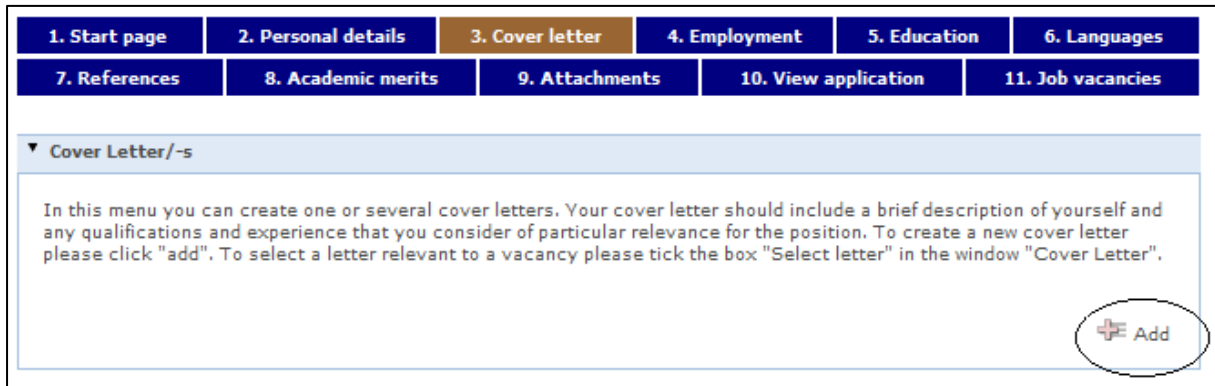
You do this by filling in the data requested under the various tabs. These tabs allow you to fill in your personal details, create a cover letter and list your previous professional experience, your education, language knowledge and references.

You can also add attachments that you want to include in your application. If you are applying for a teaching position, you must also fill in the “Academic merits” tab, which you activate from the personal details tab.

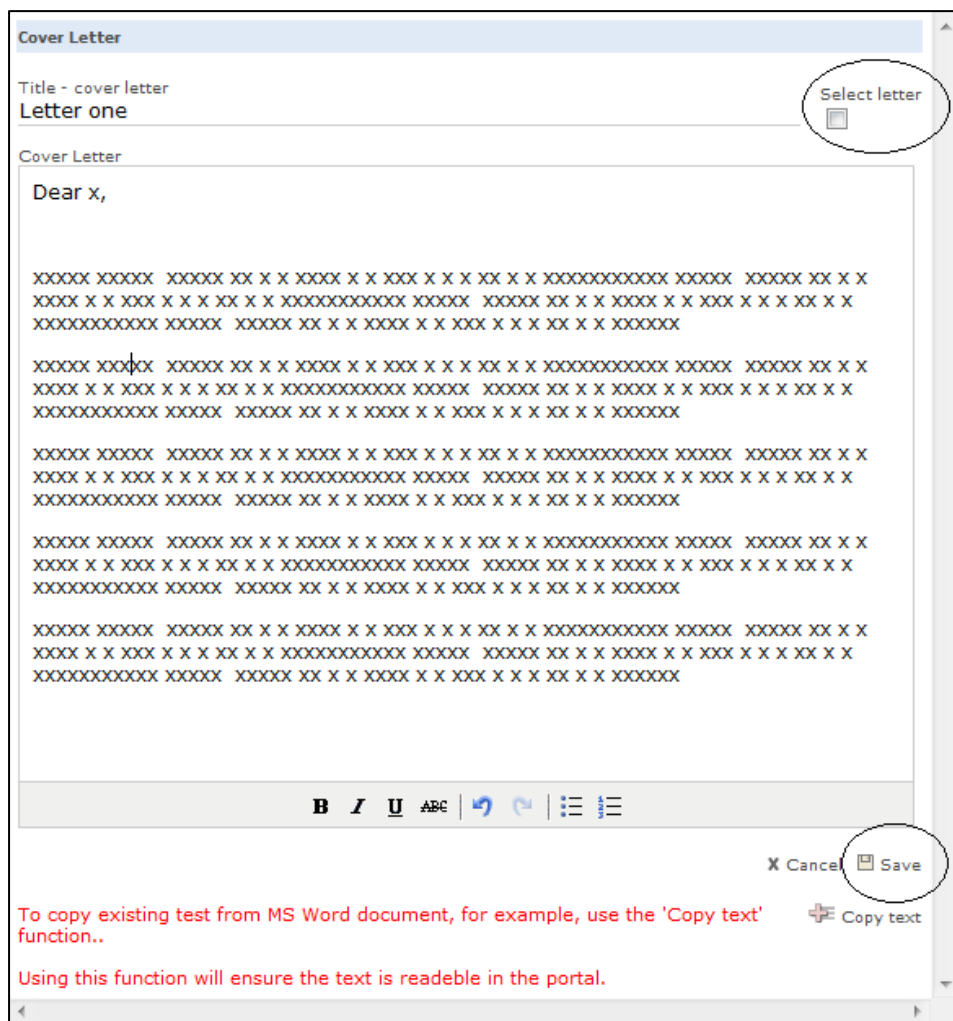
1. Start page	2. Personal details	3. Cover letter	4. Employment	5. Education	6. Languages
7. References	8. Academic merits	9. Attachments	10. View application	11. Job vacancies	

### 1.4.1 Creating a personal cover letter

In order to create a cover letter, click “Add”.



In the pop-up window, fill in the heading and content of the letter, or copy and paste in an existing letter. In order to connect the letter to the relevant application, highlight “Selected letter”, and then click “Save”.



In the list of personal cover letters, you can see which letter has been selected. You can have several letters stored under the tab but only the letter you have selected will be sent together with the application.

1. Start page	2. Personal details	3. Cover letter	4. Employment	5. Education	6. Languages												
7. References	8. Academic merits	9. Attachments	10. View application	11. Job vacancies													
<p>▼ Cover Letter/-s</p> <p>In this menu you can create one or several cover letters. Your cover letter should include a brief description of yourself and any qualifications and experience that you consider of particular relevance for the position. To create a new cover letter please click "add". To select a letter relevant to a vacancy please tick the box "Select letter" in the window "Cover Letter".</p> <table border="1"> <thead> <tr> <th>View/Edit</th> <th>Delete</th> <th>Cover Letter</th> <th>Selected letter</th> </tr> </thead> <tbody> <tr> <td></td> <td></td> <td>Letter one</td> <td>X</td> </tr> <tr> <td></td> <td></td> <td>Letter two</td> <td></td> </tr> </tbody> </table> <p style="text-align: right;"> Add</p>						View/Edit	Delete	Cover Letter	Selected letter			Letter one	X			Letter two	
View/Edit	Delete	Cover Letter	Selected letter														
		Letter one	X														
		Letter two															

### 1.4.2 Additional CV for teaching positions

If you are applying for a teaching position, activate “Academic merits”, by ticking the box in the field “When applying for a teaching position” in the “Personal details” section, which will activate tab 8 along with the relevant sub-section tabs.

1. Start page	2. Personal details	3. Cover letter	4. Employment	5. Education	6. Languages
7. References	8. Academic merits	9. Attachments	10. View application	11. Job vacancies	
<p>✔ Expand all posts</p>					
<p>▶ Personal Details</p>					
<p>▶ Address of Present Employer</p>					
<p>▼ When applying for a teaching position</p> <p>When applying for a teaching position, please tick this box. This will activate the "Academic Merits" menu.</p> <p><input checked="" type="checkbox"/></p> <p style="text-align: right;"> Guide</p>					

## 1.5 Reviewing your application

Once you have finished registering your information, you can review your application and CV under the “View application” tab. 1.5

1. Start page	2. Personal details	3. Cover letter	4. Employment	5. Education	6. Languages
7. References	8. Academic merits	9. Attachments	10. View application	11. Job vacancies	

Here you can see a summary of your application and CV. If you wish to add or edit any details please return to the relevant menu.

Print     Expand all posts

- ▶ Personal Details
- ▶ Address of Present Employer
- ▶ Cover Letter
- ▶ History of Employment
- ▶ Education
- ▶ Language
- ▶ Referees
- ▶ Scientific qualifications/Artistic skills
- ▶ Teaching qualifications
- ▶ Leadership abilities
- ▶ Interaction with industry and society
- ▶ Attachments

## 1.6 Submitting your application

Once you are satisfied with your application, go back to the “Job vacancies” tab and apply for the position you are interested in by clicking on the appropriate box in the “Apply” column.

1. Start page	2. Personal details	3. Cover letter	4. Employment	5. Education	6. Languages
7. References	8. Academic merits	9. Attachments	10. View application	11. Job vacancies	

▼ Job vacancies

Here you can see advertisements as well as apply for vacant positions at Lund University. After applying - a confirmation regarding your application will be sent to your E-mail address. Some of the vacancies contain job specific questions. These questions should be answered before you submit your application.

**Please note that "Academic Merits" will only be included when applying for a teachers position.**

Select employment category

View announcement	Apply	Registration number	Date	Title	Employment category	Closing date
✔	✔	EHLPA 2011/1	2011-11-28	Doctoral student in Economics	Doctoral student	2011-12-31

▶ Apply via official records number

For certain positions, once you have clicked “Apply”, you may be required to answer questions connected to the position. When you have answered these job-specific questions, click “Questions answered? Press here to send your application”.

1. Start page	2. Personal details	3. Cover letter	4. Employment	5. Education	6. Languages
7. References	8. Academic merits	9. Attachments	10. View application	11. Job vacancies	
11.1 Additional questions					

▼ Questions

**Questions regarding vacant position as Doctural student in Economics**

This part contains job specific questions. To send your application please press "Questions answered? Press here to send your application".

Answer	Question	Registered answers
	Question 1	
	Question 2	
	Question 3	

✔ Questions answered? Press here to send your application.

Once the application has been submitted, you receive a message confirming that your application has been registered. This message will also be sent to the email address that you provided.

1. Start page	2. Personal details	3. Cover letter	4. Employment	5. Education	6. Languages
7. References	8. Academic merits	9. Attachments	10. View application	11. Job vacancies	

▼ Job vacancies

Here you can see advertisements as well as apply for vacant positions at Lund University. After applying - a confirmation regarding your application will be sent to your E-mail address. Some of the vacancies contain job specific questions. These questions should be answered before you submit your application.

**Please note that "Academic Merits" will only be included when applying for a teachers position.**

Select employment category

All

View announcement	Apply	Registration number	Date	Title	Employment category	Closing date
		EHLPA 2011/2	2011-11-28	Doctural student in Economics	Doctoral student	2011-12-31

**Thank you for applying. A confirmation has been sent to rosenm@telia.com.**

► Apply via official records number

## 1.7 Following your case from the start page

You can also check whether your application has been registered via your start page, where you can view a list of the positions for which you have applied and the current status of your case.

<b>1. Start page</b>	<b>2. Personal details</b>	<b>3. Cover letter</b>	<b>4. Employment</b>	<b>5. Education</b>	<b>6. Languages</b>
<b>7. References</b>	<b>8. Academic merits</b>	<b>9. Attachments</b>	<b>10. View application</b>	<b>11. Job vacancies</b>	

**Welcome Linda Larsson to the Lund University job application portal**

In the job application portal you will be able to create and edit your personal Curriculum Vitae and apply for vacant positions. When making your application, please take the following into consideration:

- When creating your CV please follow the order given in the menu line. The data you submit will be automatically registered and saved when you leave the current page.
- Please remember to review your application before submitting it for a vacant position.
- Vacancies for which you can apply, through the job application portal, are listed in the "Job Vacancies" menu.
- Some of the vacancies contain job specific questions. These questions should be answered before you submit your application.
- Additional information or supplementary documentation in support of your application should be added via the job application portal and you should then re-apply via the portal.
- Additional information or supplementary documentation, such as publications/books should be sent to: The Registrar, Lund University, P.O. Box 117, SE-221 00 LUND, SWEDEN (Address for delivery of packages: Byrålogen 5C).

▼ **Application history**

View announcement	View CV	Registration number	Date	Title	Status - process of recruitment	Status - update
✓	✓	EHLPA 2011/2	2011-12-09	Doctural student in Economics	Open	2011-12-09

## 2. To complement your application via the application portal

If you want to complement your application with additional information, we recommend that you update your application by adding the complementary information and then that you reapply for the position via the application portal.

If the application deadline has passed, the position will no longer be visible in the list of vacancies. In that case, you can search for the position via its registration number. The registration number for a position is in the list of positions applied for, on your start page

1. Start page	2. Personal details	3. Cover letter	4. Employment	5. Education	6. Languages
7. References	8. Academic merits	9. Attachments	10. View application	11. Job vacancies	

► Job vacancies

▼ Apply via official records number

Submit the registration number for the position (e.g. NPA 2009/34)

Search

View announcement	Apply	Registration number	Date	Title	Employment category	Closing date
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	EHLPA 2011/2	2011-11-28	Doctoral student in Economics	Doctoral student	2011-12-31

### 2.1 To complement your application via mail

Complementary documents that cannot be attached electronically to the application, such as bound publications, are to be sent to:

The Registrar, Lund University  
Box 117  
221 00 Lund

Delivery address for packages:  
The Registrar, Lund University  
Paradisgatan 5C  
223 50 LUND

Always quote the registration number when submitting documents via mail.

### 3. Subscribing to new vacancies

If you want to subscribe to an emailing list for information on new vacancies at Lund University, you can do this via the start page under the heading “Subscribe – job vacancies”

You do this by ticking the employment categories to which you wish to subscribe

1. Start page	2. Personal details	3. Cover letter	4. Employment	5. Education	6. Languages
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► Application history

▼ Subscribe - job vacancies

Please mark the employment categories to which you wish to subscribe. When a position is registered as vacant, information will be sent to you via the e-mail address you have submitted.

Technical/Administrative staff	Doctoral student	Teacher	Post doc/Researcher
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

E-mail address  
linda.larsson@pers.lu.se

#### 3.1 Cancelling your subscription

To unsubscribe from the emailing list, uncheck the employment categories that no longer interest you.

### 4. Web browser

The application portal is adapted to the latest version and two previous versions of the following web browsers: Internet Explorer, Firefox and Safari

### 5. Screen resolution

The screen resolution for the application portal must be at least 1024 x 768

## 6. Support

If you require technical support, contact the [Servicedesk@ldc.lu.se](mailto:Servicedesk@ldc.lu.se). When reporting errors, please describe the problem as accurately as possible.

If you encounter technical errors on the portal, you can also submit your application to the Registrar at [registrator@lu.se](mailto:registrator@lu.se)

If you have questions about the position or the application procedure, please contact the person named in the vacancy announcement.

## 7. Film tutorials

If you wish to view instruction films on how to use the application portal, click on the links below.

- Filling in your application:  
[http://www.lu.se/html/insfilmer/komplettera\\_ans/komplettera\\_ans.htm](http://www.lu.se/html/insfilmer/komplettera_ans/komplettera_ans.htm)
- Creating a cover letter:  
[http://www.lu.se/html/insfilmer/lagga\\_upp\\_pb/lagga\\_upp\\_pb.htm](http://www.lu.se/html/insfilmer/lagga_upp_pb/lagga_upp_pb.htm)
- Subscribing to vacancy announcements:  
[http://www.lu.se/html/insfilmer/prenum\\_lediga/prenum\\_lediga.htm](http://www.lu.se/html/insfilmer/prenum_lediga/prenum_lediga.htm)
- Creating a new account:  
[http://www.lu.se/html/insfilmer/skapa\\_nytt\\_konto/skapa\\_nytt\\_konto.htm](http://www.lu.se/html/insfilmer/skapa_nytt_konto/skapa_nytt_konto.htm)
- Applying for a position:  
[http://www.lu.se/html/insfilmer/sok\\_anst/sok\\_anst.htm](http://www.lu.se/html/insfilmer/sok_anst/sok_anst.htm)