1 Instructions for candidates applying for the Core Fellowship or a Fellowship in the Arts

In this instruction document you can find detailed instruction for new candidates applying for the Fellowships in Core/Arts programs at the Helsinki Collegium for Advanced Studies.

The university of Helsinki has implemented a new recruitment system at the on May 17th 2022. Anyone applying to the University of Helsinki for the first time after this date needs to start the application process from creating a use account. In case the candidate has applied to the University of Helsinki before, after May 17th 2022 they may log in and use their excisting user account to apply to the Collegium as well.

Table of Contents

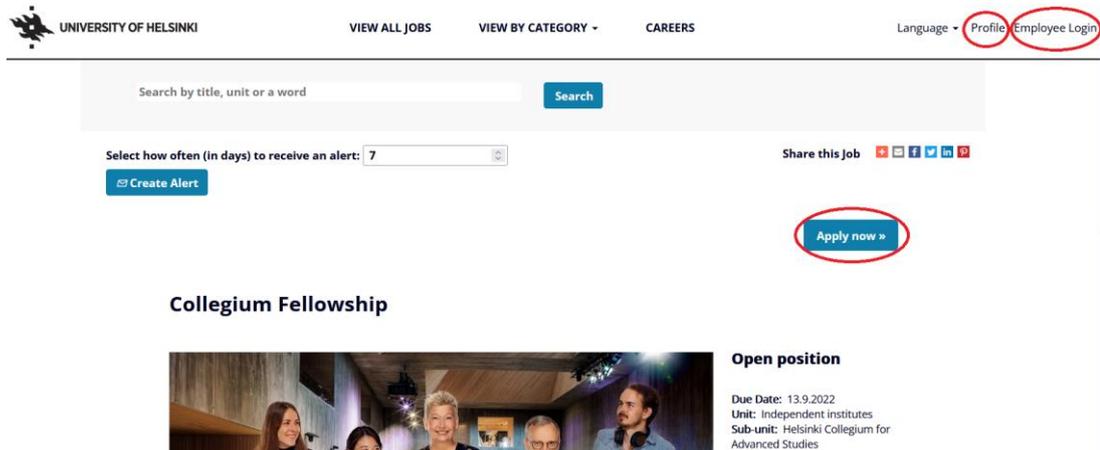## 1.1 Creating a user account to the recruitment system

Image 1. In this picture is a print screen illustration of the top of the job posting page, illustrating the
"Profile" and "Apply now" buttons, where the log in page can be accessed.

1.1.1 Currently employed by the University of Helsinki

As a current employee of the Univeristy of Helsinki please use the "Employee Login" and use
your Univeristy IT credentials to log in to the system. Please see chapter 1.2.2 Loging in as a
current employee of the University of Helsinki.

1.1.2 Currently not employed by the University of Helsinki

As an external candidate, please create an account using your **private email address**.
Please note, you can not use a University of Helsinki email address for an external user account.
University of Helsinki email account only works as your email in the recruitment system if you are
currently employed by the University.

To begin, the easies way is to click on "Apply now", this will take you to the log in page. To create
an account please select "Create an account" on bottom left corner of the page, please see image
2.

Fill in the required information, click open our Data Privacy Statement and Accept. This will allow
you to create the account by clicking the "Create account" button. Please note! If you decline the
Data Privacy Statement, you will not be able to to create an account. Once your account is set up
The application form will open automatically. Please see images 3a and 3b on the next page.

You can also create an account from the Profile function. The instructions are the same with the
only difference being that from Profile you can just create your profile or log in to the system, but
the system won't automatically direct you to the application from.

Career Opportunities: Sign In

Already have an account?
Enter your email address and password (both are case-sensitive).

*indicates a required field.

Email Address:*

Password:*   Show

Sign In   Forgot your password?

Not a registered user yet?
Create an account to apply for our career opportunities.

Image 2. In this picture is a print screen illustration of the log in page, illustrating the "Create an accunt" function, where the candidate can register as a new user.

Career Opportunities: Create an Account

Already a registered user? Please sign in Login credentials are case-sensitive

*indicates a required field.

Email Address: *   conny.lindgren@testi.fi

Retype Email Address: *   conny.lindgren@testi.fi

Choose Password: *   ••••••••   Show
✓ Password accepted

First Name: *   First Test

Last Name: *   Person

Country/Region of Residence:*   Finland

Notification: ☑ Receive new job posting notifications

Terms of Use:* Read and accept the data privacy statement.

Create Account

Data Privacy Consent Statement   ✕

You can find a detailed data protection statement for the recruitment system as well as our contact details at https://www.helsinki.fi/en/about-us/data-protection.

If you use our recruitment system with a public or shared computer, please clear the browser history and delete cookies at the end of the session.

The University of Helsinki reserves the right to update this data protection statement.

Accept   Decline   Print

Image 3a. In this picture is a print screen illustration of the create an account page, illustrating the required information to be filled out to register.

Image 3b. In this picture is a print screen illustration of the Data Privacy Consent Statement window.

1.2 Loging in to the recruitment system

The recruitment system login functions differently for currently Univeristy of Helsinki employed candidates and external candidates. Please follow the instructions according to your current affiliation.

1.2.1 Loging in as an external candidate

To log in as an external candidate, please select "Apply now" from the top right corner of the job posting as illustrated above in image 1 and fill in your user name and password to the required fields. Click "Sing In" to log in.

To edit your application, please see instructions in 1.4

1.2.2 Loging in as a current employee of the University of Helsinki

To log in as a current employee of the University of Helsinki, please select "Employee Login" from the top right corner of the job posting page as illustrated in image 1.

The system will take you to SAP Suffeli log in page, please log in using your university eight digit username and your password. After login in this way you will be re-directed to the job posting page from where you can proceed to applying by clicking "Apply now".

You may also browse open positions on SAP Fiori by selecting "Open positions" under "Recruiting as of 17 May, 2022". Accessing the job postings through SAP Fiori will allow you to browse the open positions while logged in to the system.

To edit your application, please see instructions in 1.4.

1.3 Filling out the application form

The application form for the Fellowship positions at the collegium consist of 3 sections as illustrated in image 4.2; My Documents, Profile Information and Job-Specific Information. Please fill out at least all *-marked fields under each section.

Under My Documents, please add your plain CV to the first documents box, and all the required application attachments in a single pdf documents to the second document box; **one PDF containing** your curriculum vitae, list of publications, abstract, research proposal and letter of motivation. Name your attachment with your surname_application. Please note! Do not add any other attachments to your application. Any other attachments will be disqualified from the recruitment. See image 4.1 below.
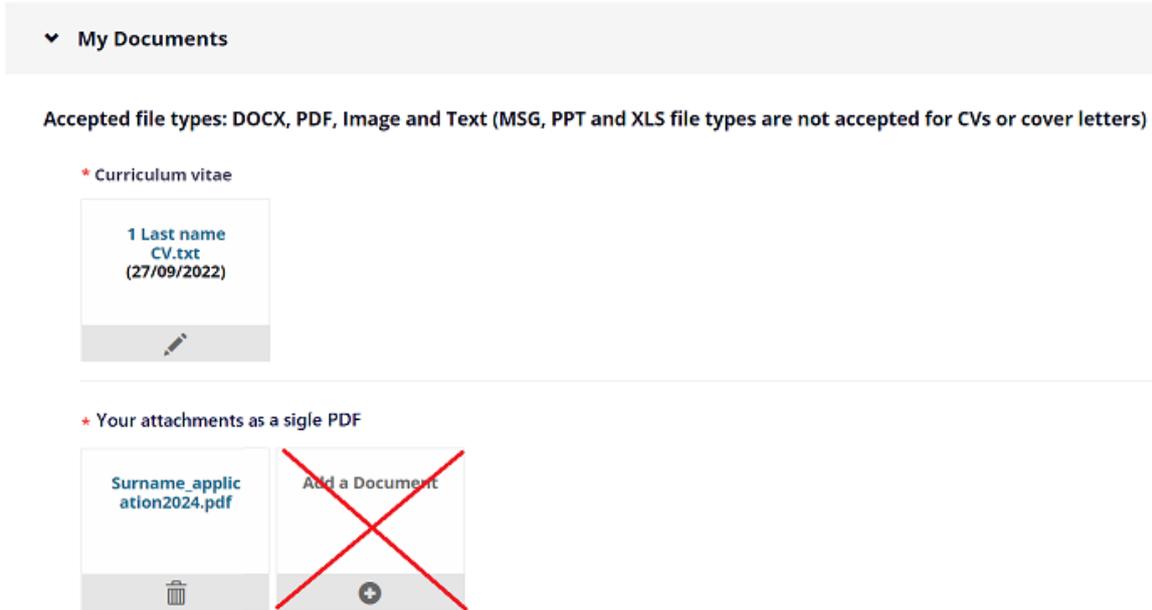
Image 4.1. In this picture is a print screen illustration of My Documents section, where applicants add their attachments as a signe PDF file.

Under Profile Information please make sure your personal details and contact information are in the correct form and up to date. In case your contact details would change after the application period is over but the assessment round is unfinished, please update your contact information by loging in to our recruitment system or let us know about your updated contact details via email to collegium-recruitment@helsinki.fi.

Job-Specific Information has two sub sections. The first section; Personal Information collects additional demographic information for statistic purposes, these details will not be used to assess the candistaes. The second section; Other Information collects additional key information for the assessment process so please be extra careful to fill out all of the fields as instructed on the application form.

After carefully filling out all necessary fields, please select Apply. In case you select Save, your application will be saved but not sent in for the recruitment. Remember to apply before the application deadline. Please see chpter 1.4 to learn how to edit a sent application or to return to finalize a saved application later.

+ **Expand all sections**   **–** **Collapse all sections**

> **My Documents**

> **Profile Information**

> **Job-Specific Information**

View Profile

Save

Apply

Image 4.2. In this picture is a print screen illustration of the three sections on the application form and the options to save or apply.

1.4   Editing or finalizing your application

To return to your application later to either edit a sent application or to finilize a saved application please start by loging in to the system. Please see the instructions for this in chapter 1.2 Loging in to the recruitment system.

Once logged in you can view your candidate profile online. The candidate profile consists of five section; My Documents, Profile Information, Search Options and Privacy, Jobs Applied and Saved Applications.

Under My Documents you can find you CV as that is saved to your candidate profile. Other attachments added to a spcific application may not appear here, as they may be application specific. Application specific attachments can be found on the application. Please see your Jobs Applied or Saved Applications.

Under Profile Information you can edit your personal details and contact information.

Under Search Options and Privacy you can access the Data Privacy Statement.

Under Jobs Applied you can find a list of jobs you have applied for at the University of Helsinki since May 17th 2022. Once you have sent your application to the Core and/or Arts Fellowship, your sent application will appear here. You can edit your sent application until the end of the application period. Here you can also withdraw your application in case you change your mind about sending your application.You can access your application by clickin the the application title.

While editing a sent application please be careful not to withdraw your application. Once you are done editing your sent application, please select Update, and your changes will be saved to your

Applicant Instructions
for the Collegium

Core and Arts
Fellowships

20.06.2023

6/2023   7 (8)

sent application. In case you have withdrawn your application and wish to return it to the assessment (during the application period), please see chapter 1.4.1 for instructions.

Under Saved Applications you can see all of your saved applications. Please note, applications under Saved Applications have not been sent for assessment and we cannot see your application yet. Remember to apply before the application deadline. You can access your application by clickin the the application title.

Image 5. In this picture is a print screen illustration of the candidate profile of the profile sections and how the saved applications appear in one's candidate profile.

1.4.1 Withdrawing an application

In case you change your mind or realize you have applied to the wrong Fellowship you can withdraw your application under Jobs Applied. Just scroll down on your application and select Withdraw Application. Please do not withdraw your application for editing. It's not possible to edit a withdrawn application. To update your withrdawn application please select Resubmit Application on your withdrawn application to enable editing of your application.

Please note! A withdrawn application will remain in your Jobs Applied list and it will appear the same as the other jobs applied listed in your profile. Please do not withdraw your application just in case to avoid forgetting to resubmit your application. We recommend the withdraw function is only used when the candidate wishes to cancel their application permanently.
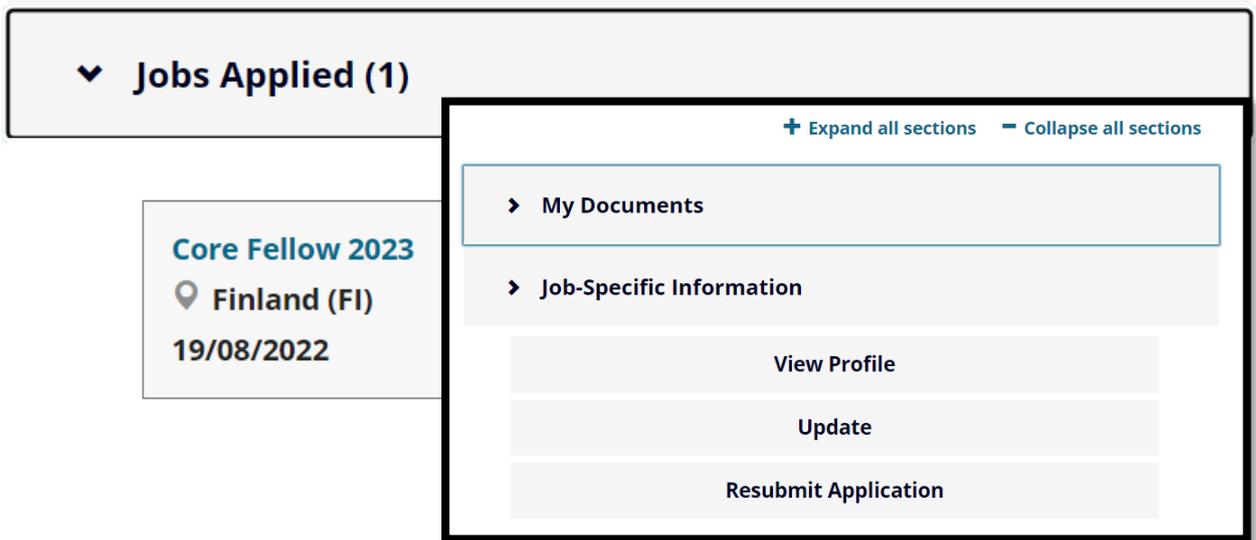

Image 6. In this picture is a print screen illustration of a withdrawn application under Jobs Applied in the Candidate profile with a second print screen illustration of the view to the withdrawn application with option to Resubmit Application.