

Keeping up to date with internal trawls during COVID-19

Recruitment activity has recommenced to ensure the continuity of essential services. Activity will be operating on a prioritised basis in respect of essential services and we may need to manage some of our processes slightly differently than normal.

We hope that these [FAQs](#) answer many of the questions you may have about future recruitment opportunities, your current position in our recruitment process or your upcoming start date.

Job opportunities which are open only to current employees in EA Directorates and Services, and in some cases also agency workers, will be posted on the internal career section which may be accessed from any device or computer. You do not need to be on the EA network to access the links below.

Links to career sections

External career section - <https://www.eani.org.uk/job-opportunities>

Internal career section - <https://eani.taleo.net/careersection/internal/jobsearch.ftl?lang=en>

Creating a candidate profile

It is recommended that any member of staff or agency worker who would like to be kept up to date with internal and external job opportunities, creates a candidate profile on the [internal career section](#) and signs up to receive email alert notifications. In doing so, staff will receive an automated email notification once a new job opportunity is posted which matches their preference(s) selected when creating their profile e.g. job field or location. As we appreciate that some staff may have limited access to EA systems at this time, this can be done using a personal email address and confirmation of your employment with EA will be completed as part of the selection process.

Staff who have already created a general profile can amend their profile information at any time.

Staff should note that in the event that they are making application to a post which has been advertised on the internal career section, they must **only** use the link to the internal career section in order to submit or make amendments to a draft application prior to the closing date.

Information for Line Managers

As the majority of staff are working remotely, Line Managers must ensure that they provide the link to the internal careers section to any member of staff who does not have remote access or who is currently on long-term sick, maternity leave, secondment or career break.

Further support

If you require any further support please contact the Resourcing Service. As our staff are working remotely it is best to do this by email initially, and you will be contacted directly by a member of the team.

- **Corporate Recruitment:** corporaterecruitment@eani.org.uk
- **Online Recruitment system administration issues:** OnlineRecruitmentSystemAdmin@eani.org.uk

Resourcing Services