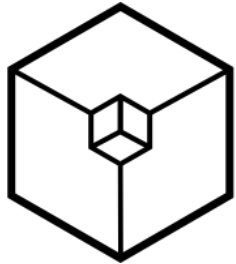


A close-up photograph of two hands holding a glowing blue pen. The pen is held horizontally, with the tip pointing to the left. The hands are positioned as if about to write or are in the process of writing. The background is dark, and the pen's glow creates a soft blue light. The text "LD21C 2024" is overlaid in white on the pen.

LD21C 2024

Session d'information pour les titulaires

SOMMAIRE



CADRE GENERAL

REGLES-CRITERES-CHRONOLOGIE

...



POSTES IC

DESCRIPTIF DE POSTES-COMPETENCES

...



VOTRE CANDIDATURE

PROCESSUS-OUTIL-DATE LIMITE

...

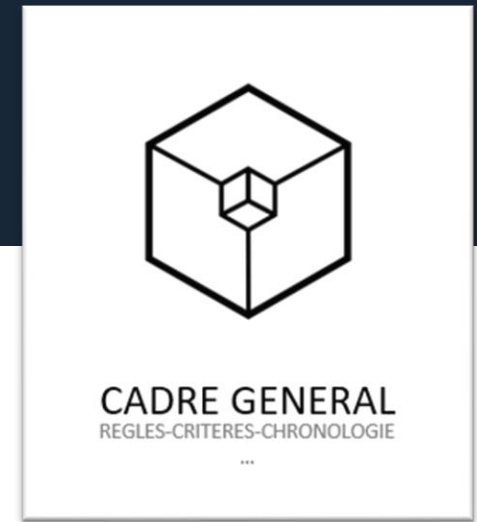


CCRB

INTERVIEW-COMMUNICATION -
RECOMMANDATION

...

LD2IC: CADRE GENERAL & ELIGIBILITE



Cadre général

[SRP \(R II 1.17 / R II 1.19\)](#)

Les titulaires sont engagés sur la base d'un contrat de durée limitée.

Un contrat de durée indéterminée peut être attribué aux titulaires bénéficiaires d'un contrat de durée limitée selon une procédure d'examen définie par le Directeur général.

[CA No. 2](#)

“L'ouverture d'un poste en vue de l'octroi d'un contrat de durée indéterminée est décidée par le Directeur général sur proposition du chef de département concerné”.

“Les ouvertures de poste en vue de l'octroi d'un contrat de durée indéterminée ont lieu dans le cadre d'un exercice mené au niveau de l'ensemble de l'Organisation, au moins une fois par année”.

Critères d'éligibilité

Titulaires

- Ayant la nationalité d'un Etat Membre
- Possédant un contrat de durée limitée
- Se terminant au 31.12.2024 ou après
- Ayant passé leur période probatoire avec succès au moment de la fin de la publication (31.08.2024)
- Postulant à un poste de même grade ou supérieur et à un emploi-repère couvrant un même intervalle de grades ou un supérieur

LD2IC: REGLES & LITTERATURE

- [Circulaire administrative](#) No. 2 (Rev. 7)
- [Admin e-Guide](#) > Contrat de durée indéterminée
- [Foire Aux Questions \(FAQs\)](#)
- [Site web HR](#)
- [CCM](#) (Modèle de Compétence du CERN)
- [Événement Indico](#) (diapo et enregistrement)

CERN COMPETENCY MODEL - BENCHMARK JOBS

Search Competencies | Tech

Behaviours

- Achieving Results
- Bringing the Best out of People
- Building Relationships
- Communicating Effectively
- Creating Vision and Strategic F
- Demonstrating Accountability
- Demonstrating Flexibility
- Leading with Strength and Cre
- Learning and Sharing Knowled
- Managing Self
- Optimising Resources
- Setting Direction
- Solving Problems
- Working in Teams
- Working in the Interest of the C

ADMINISTRATIVE CIRCULAR NO. 2 (Rev. 7)
Issued by the Human Resources Department

This administrative circular was examined by the Standing Concertation Committee at its meeting on 17 February 2015.

RULES	Articles S II 1.01 to S II 1.08
REGULATIONS	Articles R II 1.01 to R II 1.26
Applicable to :	Staff Members
Date :	31 March 2015

Previous text cancelled and replaced by this administrative circular: Administrative Circular No. 2 (Rev. 6) entitled "Recruitment, appointment and possible developments regarding the contractual position of staff members" – January 2015.

RECRUITMENT, APPOINTMENT AND POSSIBLE DEVELOPMENTS REGARDING THE CONTRACTUAL POSITION OF STAFF MEMBERS

Table of contents

I. GENERAL PROVISIONS	2
A. Purpose	2
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A. Publication of a vacancy notice	2
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C. Contract upon appointment	2
III. PROBATION PERIOD	2
IV. POSSIBLE DEVELOPMENTS REGARDING THE CONTRACTUAL POSITION	2
A. Extension of a limited-duration contract	2
B. Award of an indefinite contract	2
V. CAREER TRANSITION MEASURES	2

ANNEX

I. Remit and Composition of the Panel for the Award of an Indefinite Contract

Indefinite contract

View | Track

HR Department

English | Français

contract: it starts with the definition of al to award indefinite contracts.

nce per year, starting in the Spring with slot depending vacancy notices before the end of

laid down in Administrative Circular No. 2/R.

post (the "recruiting department") is opened, members are proposed by the department

the HR Department.

y completed their probation period at the time (VN) are entitled to apply for a post with a e to have acquired three years of experience

the award of an indefinite contract.

the 31 December of the year concerned. This

the post in question is classified under a

IT.

PRINCIPAL ENGINEER
GRADE 7 | GRADE 10

ENGINEER
GRADE 6 | GRADE 7

CERN

4

LD2IC : CHRONOLOGIE



CADRE GENERAL
REGLES-CRITERES-CHRONOLOGIE

...

JUILLET

AOUT

SEPTEMBRE

OCTOBRE

NOVEMBRE

DECEMBRE

Publication des postes IC (avec emploi-repère et grades)

Publication des vacances de poste le 1^{er} août

Présélection des dossiers de candidatures

Session d'informations pour les titulaires le 13 août à 14h30 anglais

Invitations pour les entretiens

Session d'informations pour les titulaires le 11 juillet en français
23 juillet à 14h30 anglais

Date limite de candidature le 30 août midi (heure de Genève)

De mi-septembre à décembre
Recommandations du CCRB
À la Directrice-Générale

PERSPECTIVE, VALEUR ET ETAT D'ESPRIT

Perspective

- Beaucoup de personnes compétentes et motivées au CERN – qui font et sont le CERN
- Nombre limité de postes IC chaque année – compétitif

Valeur ?

- Résultat: contrat à long terme avec l'Organisation
- Valeur en tant que telle: 'faire le point' – prendre conscience de ce que vous avez accompli, où vous allez accomplir – un moment de fierté et de réflexion sur votre carrière jusqu'à présent et pour les années à venir

Etat d'esprit !

- Attention : cela peut parfois être (très) difficile, en termes de
 - Energie et investissement personnel
 - Interactions avec l'équipe et les collègues
- Restez positifs, concentrés sur votre objectif et respectueux - et gardez en tête la valeur intrinsèque du processus (indépendamment du résultat)
- Restez authentiques et fidèles à vous-même.

POSTES IC



EXIGENCES DU POSTE

Postulez sur les postes pour lesquels vous possédez les qualifications demandées

Emploi-repère (BMJ)

Introduction

Fonctions

Qualifications

Expérience and Compétences

Conditions d'emploi

Emploi-repère (BMJ) and Grade(s)



Site Security Professional (SMB-DI-2018-27-IC)

Geneva, Switzerland

Job Description

Introduction

In the Site Management and Buildings (SMB) Department* and Site Management and Buildings Direction (DI) Group you will be responsible for the site security and access control in compliance with the Organization's rules and procedures.

*SMB department - <https://smb-dip.web.cern.ch/en>

Functions

In close cooperation with other services, inside and outside the Organization, you will:

- Develop the Organization's site security strategy and ensure continuous improvement of the service through specific projects;
- Manage subcontractors (guards, registration, locks and keys services), calls for tenders, contracts and procurement, including quality assurance and audit;
- Act as the interface with external policing bodies in collaboration with the Host States Relations Service and the Legal Service;
- Ensure compliance with the Organization's rules and procedures for site access to individuals and vehicles and plan special security arrangements for VIP visits;
- Deal with incidents on the CERN site.

Qualifications

Master's degree or PhD or equivalent relevant experience in the field of site security or a related field.

Experience and Competencies:

You have extensive experience in security management of an industrial site and/or university campus and/or international organisation coupled with proven experience in the supervision and monitoring of operational contracts. International experience and protocol experience would be an asset.

Technical competencies:

- Customer service
- Media relations
- Contract management
- Process analysis, definition and improvement
- Quality management

Behavioural competencies:

- Building Relationships:
- Working in Teams:
- Working in the Interest of the Organization:
- Demonstrating Flexibility:
- Demonstrating Accountability:
- Managing Self:
- Achieving Results:
- Communicating Effectively:
- Setting Direction:

Language skills:

Spoken and written English or French: ability to understand and speak the other language in professional contexts. Ability to draw up technical specifications and/or scientific reports and to make oral presentations in at least one of the two languages.

Additional information

Eligibility and closing date:

Diversity has been an integral part of CERN's mission since its foundation and is an established value of the Organization. Employing a diverse workforce is central to our success.

Assessment criteria:

Staff members holding a limited duration contract, ending on or later than 31.12.2018, having successfully completed their probation period.

Closing date for applications: 31.08.2018 at 12:00 pm (noon) Geneva time

Employment Conditions

Contract type: indefinite contract.

These functions require:

- Participation in a regular stand-by duty, including nights, Sundays and official holidays.
- Residence in the immediate vicinity of the Organization's installations.
- A valid diving licence is required.

Job grade: 6-7

Job reference: SMB-DI-2018-27-IC

Et

PI

upload any documents or edit your application further

I'm interested

I'm interested

Refer a friend

Posted by

Emeline DOLMAZON

Share this job



Other jobs at CERN

Senior Site Security Professional

Senior Site Security Professional

Senior Site Security Professional

Senior Site Security Professional

Senior Site Security Professional

Similar jobs

Senior Site Security Professional

Senior Site Security Professional

Senior Site Security Professional

Senior Site Security Professional

Senior Site Security Professional

Powered by

SmartRecruiters



POSTES IC
DESSCRIPTIF DE POSTES-COMPÉTENCES

careers.cern/indefinite

COMPETENCES TECHNIQUES ET COMPORTEMENTALES ([Modèle de Compétences du CERN - CCM](#))

[Téléchargez la brochure](#) or [version imprimable](#)

TECHNICAL COMPETENCIES

have been identified from the main domains of expertise of our Organization. Each domain is further divided into sub-domains with a corresponding list of competencies attached to it.



BEHAVIOURAL COMPETENCIES

have been defined as the way in which work is carried out and each competency has been illustrated with indicators of effective and ineffective behaviour. The behavioural competencies identified for our Organization consist of ten core competencies applicable to all staff members and five leadership competencies applicable to staff members in corresponding roles. Details can be consulted at cern.ch/competencies.



COMPETENCES COMPORTEMENTALES

dans les postes IC

SOIT les 10 compétences de base

You have experience in the field of handling, testing and qualification of ASIC components, you are familiar with modern CMOS wafer handling and wafer probing techniques, and you have demonstrated experience to operate modern wafer probe stations.

Moreover, you are experienced in using the latest Integrated Circuit (IC) assembly techniques: wire bonding, bump bonding, ball grid array (BGA), through Silicon Via.

Furthermore, you have extensive experience of ASIC and semiconductor devices in view of designing PCB's for tests and prototype measurements.

Technical competencies:

- Testing and measurement of analog microelectronic circuits, in particular measurements of analog and mixed mode ICs at wafer level;
- Testing and measurement of digital microelectronic circuits, in particular measurements of digital and mixed mode ICs at wafer level;
- Knowledge of radiation effects on electronics and mitigation techniques, in particular in the context of qualifying ICs against radiation;
- Packaging of electronic components, in particular for rapid assembly on test boards;
- Layout of electronic circuit boards.

Behavioural competencies:

- Building Relationships;
- Working in Teams;
- Working in the Interest of the Organization;
- Demonstrating Flexibility;
- Demonstrating Accountability;
- Managing Self;
- Achieving Results;
- Communicating Effectively;
- Solving Problems;
- Learning and Sharing Knowledge.

Language skills:

Spoken and written English or French: ability to draw up technical texts in one of the two languages, as well as ability to understand and speak the other language in professional contexts.

Additional Information

Eligibility and closing date:

Staff members holding a limited duration contract, ending on or later than 31.12.2018, having successfully completed their probation period.

Assessment criteria: candidates will be assessed based on the criteria set out in §§ 56 and 62 of Administrative Circular No.2 (Rev. 7).

Closing date for applications: 31.08.2018 at noon (12:00 pm Geneva time).

OU un mix de compétences managériales et de base

You have a track record of excellence in calorimetry, solid state detectors, and associated electronic systems.

Furthermore, you have experience in data acquisition hardware and software, detector calibration, and commissioning. Including development of medium/large-scale CDAS systems.

You also have managerial experience in a collaborative project.

Finally, being familiar with analysis tools and statistical methods for evaluating, commissioning and operating systems is an advantage.

Technical competencies:

- Knowledge and application of calorimetry methods and techniques, in particular bringing detectors from the prototype phase to operation and exploitation;
- Simulation, design and development of trigger, data acquisition chains, in particular for the LHC/HL-LHC environments;
- Simulation, design and development of (parts of) detectors, including understanding impact of performance on physics analysis;
- Knowledge and application of instrumentation and measurement techniques, including laboratory and beam tests, and detector operation;
- Organisation, planning and control.

Behavioural competencies:

- Bringing the Best out of People;
- Working in the Interest of the Organization;
- Demonstrating Flexibility;
- Leading with Strength and Credibility;
- Achieving Results;
- Communicating Effectively;
- Solving Problems;
- Learning and Sharing Knowledge.

Language skills:

Spoken and written English or French: ability to understand and speak the other language in professional contexts. Ability to draw-up technical specifications and/or scientific reports and to make oral presentations in at least one of the two languages.

Additional Information

Eligibility and closing date:

Staff members holding a limited duration contract, ending on or later than 31.12.2018, having successfully completed their probation period.

Assessment criteria: candidates will be assessed based on the criteria set out in §§ 56 and 62 of Administrative Circular No.2 (Rev. 7).

OU les 5 compétences managériales

Experience and Competencies:

You have demonstrated experience in electrical power distribution engineering, leading complex technical activities (e.g. design, operation, maintenance management) related to HV and LV power networks for large industrial sites.

You also have demonstrated experience in leadership with a proven record of technical and managerial achievements in the scope of large size electrical projects, and the ability to lead large teams.

Furthermore, you have extensive experience in defining and implementing safety aspects of large electrical systems.

Technical competencies:

- Construction, test and commissioning of electrical circuits and networks, including design, installation and operation of high and low voltage electrical distribution networks, substations, switchboards and cabling infrastructures;
- Operation and maintenance of electrical circuits and networks;
- Team management;
- Organisation, planning and control.

Behavioural competencies:

- Bringing the Best out of People;
- Creating Vision and Strategic Partnerships;
- Leading with Strength and Credibility;
- Optimising Resources;
- Setting Direction;

Language skills:

Spoken and written English or French: ability to understand and speak the other language in professional contexts. Ability to draw-up technical specifications and/or scientific reports and to make oral presentations in at least one of the two languages.

Additional Information

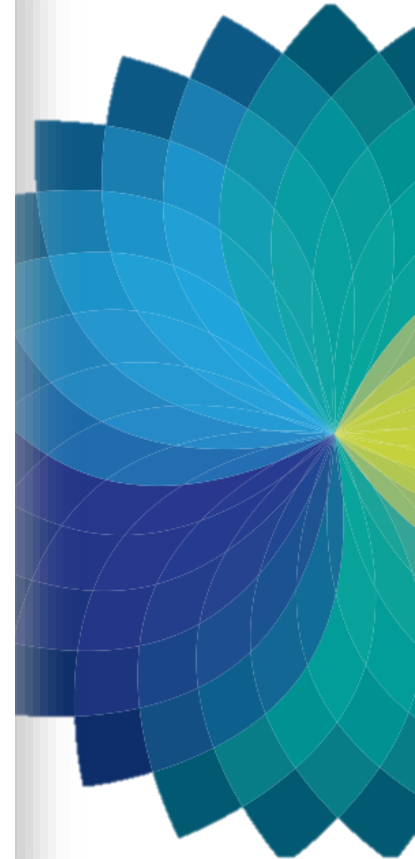
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Assessment criteria: candidates will be assessed based on the criteria set out in §§ 56 and 62 of Administrative Circular No.2 (Rev. 7).

Closing date for applications: 31.08.2018 at noon (12:00 pm Geneva time)

Employment Conditions



VOTRE CANDIDATURE

Quelques recommandations



VOTRE CANDIDATURE

PROCESSUS-OUTIL-DATE LIMITE



CV A JOUR (pdf)



MOTIVATION &
FONCTIONS ACTUELLES (pdf, 1 page max.)



Commencez l'identification
de vos référents

LA PREPARATION EST CLE

Il faut tout préparer à l'avance



DATE LIMITE

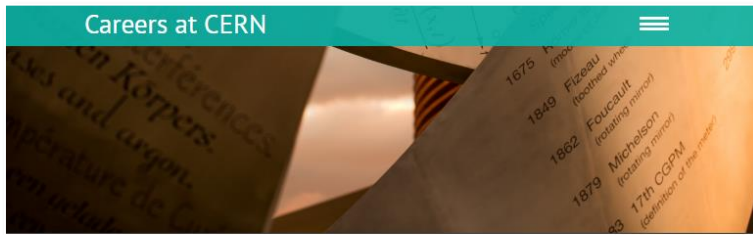
30 août midi

N'attendez pas la dernière minute !

Il est de votre responsabilité de soumettre votre candidature dans les délais impartis

VOTRE CANDIDATURE

careers.cern/indefinite



Posts opened in view of the award of indefinite contracts

Post Number	Department	Group	Benchmark Job title	N of openings	Grade 1	Grade 2
1	EN	CV	Electromechanical Technician	1	3	4
2	EN	CV	Mechanical Technician	1	3	4
3	EN	CV	Computing Technician	1	3	4
4	EN	EA	Mechanical Engineer	1	6	7
5	EN	MME	Mechanical Technician	1	3	4
6	EN	MME	Mechanical Technical Engineer	1	4	5
7	EN	SMM	Mechanical Engineer	1	6	7
8	EN	SMM	Mechanical Technical Engineer	1	4	5
9	EN	SMM	Electronics Engineer	1	6	7
10	EN	EL	Electrical Engineer	1	8	
11	TE	CRG	Electronics Engineer	1	6	7
12	TE	MSC	Applied Physicist	2	6	7
13	TE	MPE	Electrical Technician	1	3	4
14	TE	CRG	Electrical Technician	1	3	4
15	TE	EPC	Electrical Technician	1	3	4



Selectionnez l'emploi dans la liste des postes IC

Site Security Professional (SMB-DI-2018-27-IC)

Geneva, Switzerland

Job Description

Introduction

In the Site Management and Buildings (SMB) Department* and Site Management and Buildings Direction (DI) Group you will be responsible for the site security and access control in compliance with the Organization's rules and procedures.

* SMB department : <https://smb-dip.web.cern.ch/en>

Functions

In close cooperation with other services, inside and outside the Organization, you will:

- Develop the Organization's site security strategy and ensure continuous improvement of the service through specific projects;
- Manage subcontractors (guards, registration, locks and keys services), calls for tenders, contracts and procurement, including quality assurance and audit;
- Act as the interface with external policing bodies in collaboration with the Host-States Relations Service and the Legal Service;
- Ensure compliance with the Organization's rules and procedures for site access to individuals and vehicles and plan special security arrangements for VIP visits;
- Deal with incidents on the CERN site.

Qualifications

Master's degree or PhD or equivalent relevant experience in the field of site security or a related field.

Experience and Competencies:

You have extensive experience in security management of an industrial site and/or university campus and/or international organisation coupled with proven experience in the supervision and monitoring of operational contracts. International experience and protocol experience would be an asset.

Technical competencies:

- Customer service
- Media relations
- Contract management
- Process analysis, definition and improvement
- Quality management

Behavioural competencies:

- Building Relationships:
- Working in Teams:
- Working in the Interest of the Organization:
- Demonstrating Flexibility:
- Demonstrating Accountability:
- Managing Self:
- Achieving Results:
- Communicating Effectively:
- Setting Direction:

Language skills:

Spoken and written English or French: ability to understand and speak the other language in professional contexts. Ability to draw-up technical specifications and/or scientific reports and to make oral presentations in at least one of the two languages.

Additional Information

Eligibility and closing date:

Diversity has been an integral part of CERN's mission since its foundation and is an established value of the Organization. Employing a diverse workforce is central to our success.

Assessment criteria:

Staff members holding a limited duration contract, ending on or later than 31.12.2018, having successfully completed their probation period.

Closing date for applications: 31.08.2018 at 12:00 pm (noon) Geneva time

Employment Conditions

Contract type: Indefinite contract.

These functions require:

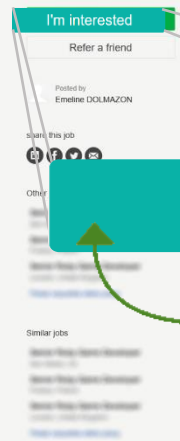
- Participation in a regular stand-by duty, including nights, Sundays and official holidays;
- Residence in the immediate vicinity of the Organization's installations;
- A valid driving licence is required.

Job grade: 6-7

Job reference: SMB-DI-2018-27-IC

Benchmark Job Title: Site Security Professional

Please make sure you have all the documents needed to hand as you start your application, as once it is submitted, you will not be able to upload any documents or edit your application further



I'm interested
Click here!

Sans activité dans un délai de 60 minutes = votre session expirera = vous devrez recommencer

...
Soyez prêt.e.s

CV

Lettre de motivation + descriptif de fonctions

VOTRE CANDIDATURE

Formulaire de candidature – page 1

I'm interested

Easy Apply

Choose an option to autocomplete your application. You can still fill your profile manually.

~~Browse resumes or just drop it here
(Optional)~~

~~Apply with Indeed~~

Personal information

Fields marked with * are required.



First name *

Jane



Last name *

DOE



Email *

jane.doe@cern.ch



Confirm your email *

jane.doe@cern.ch



Place of residence

Phone number

+41 078 123 45 67

Utilisez votre adresse email CERN

VOTRE CANDIDATURE

Formulaire de candidature – page 1

Téléchargez votre CV au format pdf

On the web

LinkedIn

Facebook

X (fka Twitter)

Website

Resume

[Browse resume](#) or just drop it here

Merci de bien vouloir laisser ce cadre vide, il ne sera pas pris en compte

Message to Hiring Manager

Let the company know about your interest working there

~~Empty text area with a red X over it~~

Next



Next = page 2

VOTRE CANDIDATURE

Formulaire de candidature – page 2

MOTIVATION/
FONCTIONS
ACTUELLES
ayant pour nom
«motivation_votre
nom»

Ajoutez votre CV
ayant pour nom
«CV_votre nom» ici
Si cela n'a pas été
fait sur la page
précédente

The following questions will help us in determining your eligibility for the IC post you are applying for, and/or serve for statistical purposes. Only your attachments (CV, current functions & motivation) will be part of your application file and shared with the CCRB board members.

Les questions suivantes nous aideront à déterminer votre éligibilité au poste IC pour lequel vous postulez et/ou serviront à des fins statistiques. Seules vos pièces jointes (CV, fonctions actuelles & motivation) feront partie de votre dossier de candidature et seront partagées avec les membres du conseil d'administration du CCRB.

What is your CERN ID? Quel est votre **identifiant personnel CERN?**

Please indicate your CERN e-mail address/Merci d'indiquer votre **adresse e-mail CERN**

What is your current benchmark job title? Quel est le titre de votre **emploi repère actuel?**

I confirm I have provided a CV in support of my application. If not, please attach it below (Additional attachments). / Je confirme avoir fourni **un CV** en support de ma candidature. Sinon, veuillez l'ajouter ci-dessous (Additional attachments)

• I confirm I have provided a short description of my current functions and a short motivational statement (max. 1 page) in **support of my application. If not, please attach it below (Additional attachments).** / Je confirme avoir fourni un descriptif de mes fonctions actuelles et lettre de motivation (max. 1 page) en **support de ma candidature. Sinon, veuillez l'ajouter ci-dessous (Additional attachments).**

Additional attachments

Choose a file or drop it here

Supported files: DOC, DOT, RMR, RSM, RESUME, OXPS, PDF, P75, AI, RTF, PAGES, GDOC, GSLIDES, XLS, XLSX, WPD, ABW, MP3, M4A, WAV, PSD, EML, ICAL, ICS, IFC, ICALENDAR, ICS_RESPONSE, CSV, TXT, TEXT, VCF, I

VOTRE CANDIDATURE

Formulaire de candidature – page 2

The following questions are solely required for statistical purposes and will have no impact on your application.
Les informations suivantes sont exclusivement destinées à des fins statistiques et n'ont aucune incidence sur votre candidature.

What is your birth year? / Quelle est votre **année de naissance** ?

Gender / Genre

Please indicate your CERN Member or Associate Member State (passport) nationality from the list below.
(you can consult the full list of CERN Member States here: <https://home.cern/about/member-states>)

Veuillez indiquer votre **nationalité** (passeport) d'un état membre ou associé dans la liste ci-dessous.
(vous pouvez consulter la liste de nos états membres et associés ici: <https://home.cern/about/member-states>)

If you hold a second nationality (passport), or if you do not hold a CERN Member or Associate Member State nationality, please select from the list below (if applicable).

Si vous avez une **deuxième nationalité** (passeport) ou si vous n'êtes pas titulaire d'une nationalité d'un état membre ou d'un état membre associé du CERN, merci de sélectionner une éventuelle autre nationalité dans la liste ci-dessous:

BACK

SUBMIT



Back =
informations
de la page 2
seront
perdues

Attention:
Les ressortissants
des Etats Membres
associés ne sont pas
éligibles

VOTRE CANDIDATURE

Candidature soumise

The screenshot shows the CERN Candidate Portal interface. At the top, there's a navigation bar with 'New', 'In review', 'Interview', and 'Offer' tabs. A modal window is open with the CERN logo and the text 'Application submitted!'. Below this, it says 'Welcome to your Candidate Portal' and lists three action items: 'Track the status of your job application', 'Communicate with the hiring team', and 'Manage and access your data'. At the bottom of the modal is a blue button that says 'I understand' and the text 'Powered by SmartRecruiters'. The background shows a blurred view of the portal with a job title 'Site Security Professional (SMB-DI-2018-2...)'.

Accusé de réception

E-mail d'éligibilité

From: CERN <notifications@smartrecruiters.com>
Sent: Friday,
To: >
Subject: LD2IC process - Acknowledgement of receipt application / Accusé de réception de candidature

PLEASE DO NOT REPLY directly to this e-mail. If you have any questions, please contact Cerb.Planning@cern.ch

Acknowledgement of receipt- application for position

La version française suit le texte anglais

Dear xxx,

Thank you for submitting your application for the position of xxx.

Please make sure that you have submitted all required information (CV and motivational statement including current functions) upload by 31 August latest.

All applications will be carefully screened over the next weeks. If your eligibility for this position is confirmed, you will receive an email informing you of the next steps.

Kind regards,

Your HR team (HR-PXE)

Email subject: LD2IC process - Your eligibility for [m_job_title]

Dear [m_applicant_first_name] ,

Thank you for your application for [m_job_title] .

We are happy to confirm that you are eligible for this IC post.

What happens next?

Kindly complete your application by sending us two references by 15 September (template: <https://cds.cern.ch/record/2632584>).

You can expect to hear back from us in a few weeks: we will soon review your CV and let you know if you will be invited for an interview.

Ready to start preparing? Here is an overview of the candidate journey for candidates [link], summary of the [selection process](#), and [FAQ](#).

In case you have questions, I am happy to help.

Best regards,

[Name]

Your HR team (HR-PXE)

Lien vers le modèle de lettre de référence

Le modèle de lettre référence est aussi disponible dans l'admin e-guide

PROFIL DU TITULAIRE POSTULANT

Johnny Cruz
Business Development Manager at Amgen Inc.
Sacramento, CA
Johnny_Cruz8499@mailinator.com

Experience

- 2000 - Current**
Business Development Manager
Amgen Inc.
Launched a fully mobile solution
Tripled Recruiter productivity
Increased collaboration with hiring managers
- 1996 - 2000**
Training Specialist
Oaktree Capital Group, LLC
Developed area budgets in partnership with division leaders
Reduced total cost of ownership by 50%
Implemented new client onboarding programs which improved retention by 8%
- 1992 - 1996**
Marketing
Staples, Inc.
Developed highly scalable SaaS architecture
Created advanced analytics and deployed to business leaders in 12 countries.
- 1985 - 1992**
Marketing
Abbott Laboratories
Managed a team of four
Integrated a marketplace of vendors

Education

- 1980 - 1986**
B.A. - Biology
Freie Universitat Berlin

Product Analyst
Burlington, VT • REF39R
From Default Career Page
on Jan 31, 2018

New

Progress bar: New (green), In Review, Interview, Offered, Hired

Attachments

- *CV_Cruz
- *Motivation_Cruz

Other applications

- Reliability Engineer: New
- Product Specialist: Transferred

Accédez à votre dossier de candidature à n'importe quel moment dans SmartRecruiters (lien disponible dans l'e-mail d'éligibilité)

TITULAIRES SUR LISTE RESTREINTE ET INVITATIONS

Critères pour la liste restreinte :

Seuls les candidats dont les compétences techniques, les qualifications et/ou l'expérience professionnelle correspondent à celles stipulées dans l'avis d'ouverture de poste en vue de l'octroi d'un contrat de durée indéterminée peuvent figurer sur la liste restreinte.

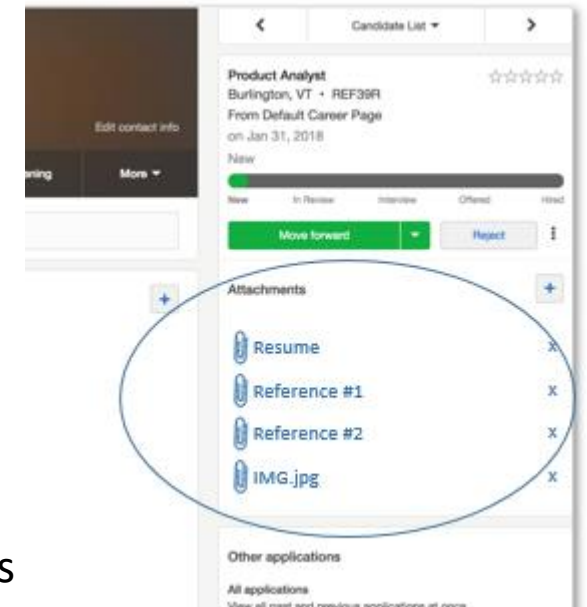
[§ 56 de la Circulaire Administrative](#) No. 2 (Rev. 7)

Prochaines étapes si vous faites partie de la liste restreinte :

Vous recevrez une invitation à participer à un entretien avec le panel du poste IC. Ainsi, vous devrez fournir (dans SmartRecruiters) les documents suivants le plus rapidement possible, **et au plus tard le 15 septembre (si entretien en septembre → date limite le 9 septembre) :**

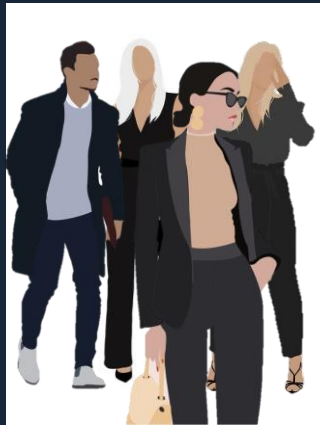
- Vos 3 derniers rapports de performance (MERIT et si besoin évaluation de mi/fin de période probatoire)
 - Comment ?
 - En répondant à l'e-mail d'éligibilité ou d'invitation et en y joignant les documents
 - En accédant à votre profil de candidat sur le portail de candidature et en les téléchargeant sous "attachments"

- 2 références (voir prochaines diapositives)



REFERENCES

Quel est le but ? Avoir un point de vue additionnel sur votre travail



PERSONNES ADEQUATES



1 sur 2 peut être externe au CERN



Votre superviseur a déjà donné son avis

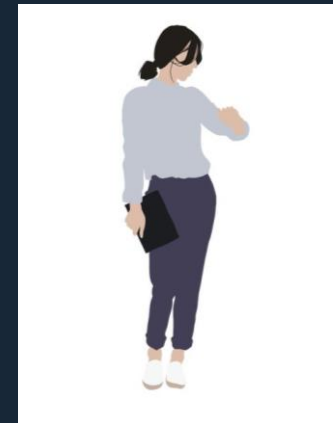


Chefs du département HR et du département concerné, membres du panel et présidente du CCRB ne sont pas autorisés



EXEMPLES PERTINENTS

Quelqu'un en capacité de donner un exemple pertinent de situations de travail mettant en avant vos compétences.




DATE LIMITE

Au plus tard le 15 septembre
Il est de votre responsabilité de vous assurer que les références soient téléchargées en temps et en heure.

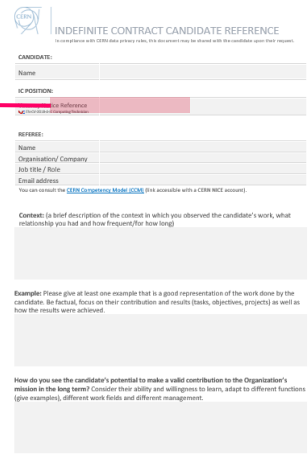
REFERENCES

x2




VN reference nbr ex :
EP-XXX-2024-XXX-IC

DESCRIPTIF DE POSTE
careers.cern/indefinite



LETTRE DE REFERENCE
<http://cds.cern.ch/record/2632584>



TELECHARGEMENT
= référent télécharge la lettre
grâce au lien dédié

LETTRES DE REFERENCE : le contenu en bref

1. Rappel du contexte qui explique la relation professionnelle entre vous et le référent (zone de texte libre)
2. Au moins un exemple représentatif (zone de texte libre)
3. L'avis du référent sur votre potentiel à long terme (zone de texte libre)
4. Un tableau structuré évaluant certaines compétences comportementales (avec au moins deux compétences fortes et deux domaines d'amélioration)
5. Des commentaires additionnels pour donner plus de contexte sur l'évaluation



INDEFINITE CONTRACT CANDIDATE REFERENCE

In compliance with CERN data privacy rules, this document may be shared with the candidate upon their request.

CANDIDATE:

Name

IC POSITION:

Vacancy Notice Reference
e.g. EN-CV-2018-4-IC Computing Technician

REFEREE:

Name

Organisation/ Company

Job title / Role

Email address

You can consult the [CERN Competency Model \(CCM\)](#) (link accessible with a CERN NICE account).

Context: (a brief description of the context in which you observed the candidate's work, what relationship you had and how frequent/for how long)

Example: Please give at least one example that represents well the work done by the candidate. Be factual, focus on their contribution and results (tasks, objectives, projects) as well as how the results were achieved.

How do you see the candidate's potential to make a valid contribution to the Organization's mission in the long term? Consider their ability and willingness to learn, adapt to different functions (give examples), different work fields and different management.

LETTRES DE REFERENCE : FORMULAIRE

Thinking about the example(s) you provided above, and based on objective observations, please identify at least two areas of strength and two areas of development. Even the best professionals could improve something, please help us make this process more meaningful for everyone, including the candidates.

	STRENGTH	DEVELOPMENT
Was reliable and could be trusted to deliver (mostly on schedule)	<input type="checkbox"/>	<input type="checkbox"/>
Was flexible, adapted to circumstances and was open to integrate other people's views	<input type="checkbox"/>	<input type="checkbox"/>
Was able to build positive working relationships with colleagues and/or clients	<input type="checkbox"/>	<input type="checkbox"/>
Demonstrated integrity and good work ethics	<input type="checkbox"/>	<input type="checkbox"/>
Treated everyone respectfully (irrespective of status, gender, nationality and other diversity aspects)	<input type="checkbox"/>	<input type="checkbox"/>
If applicable, demonstrated vision and leadership in their job	<input type="checkbox"/>	<input type="checkbox"/>

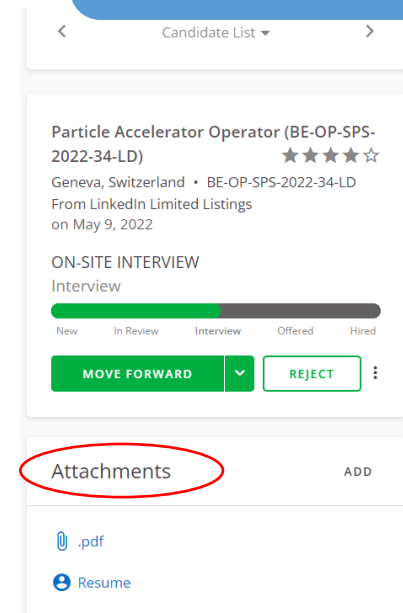
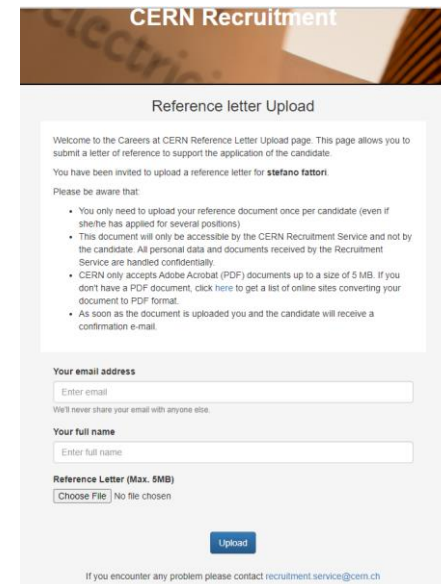
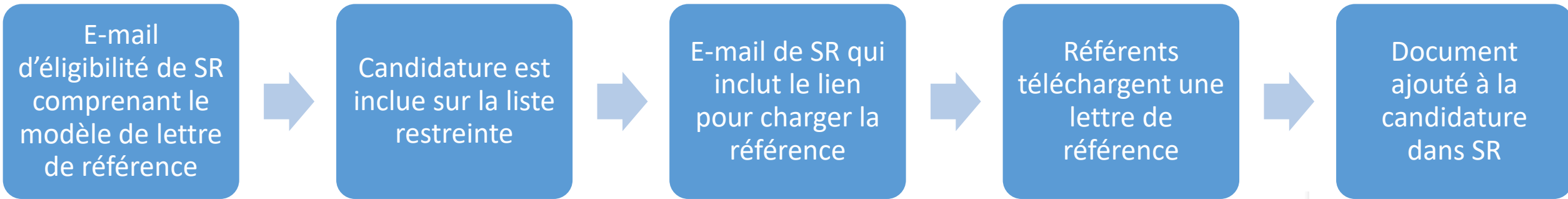
Rate between 1 and 10, (10 being the most positive score).

	1	2	3	4	5	6	7	8	9	10	I don't know Not Applicable
I would want the candidate in my team (Please do not consider technical aspects but focus on behavioral aspects)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Additional Comments (feel free to add a general comment or add context on your rating):

Thanks for your feedback! Please save this reference in PDF and upload it following the instruction in the email you received.

LETTRES DE REFERENCE : PROCESSUS



CANDIDATURE IC COMPLETE POUR LES TITULAIRES DE LA LISTE RESTREINTE

AU 30.08 A MIDI

AU 15.09 FIN DE JOURNEE

The screenshot shows the CERN IC application form. It includes sections for personal information, current job title, motivation for applying, and a CV upload section. The form is in French and English. A large blue plus sign is overlaid on the right side of the form.

FORMULAIRE DE CANDIDATURE



The screenshot shows a resume for Andrew Smith, Employees Business. It includes a profile picture, contact information, and sections for 'ABOUT ME', 'EDUCATION', and 'EXPERIENCE'. A large blue plus sign is overlaid on the right side of the resume.

- CV +

- MOTIVATION & DESCRIPTIF DE FONCTIONS ACTUELLES

and theoretical arguments (e.g. hierarchy problem). In this broad context, the motivation for the exploration of the Higgs boson production and decay in the LHC Run 2 is to improve the understanding of the Higgs boson and directly by searching for signatures of possible new particles. In order to best reach these goals exploiting the full potential of the LHC Run 2, the physics analysis and simulation work will be carried out in the framework of the CMS Level-1 trigger and the development of software for the reconstruction and simulation of the Higgs boson production and decay.

After the completion of the physics analysis on LHC Run 2 data, the next substantial increase in integrated luminosity will only come at the end of the LHC Run 3, offering a window of opportunity for improving or re-designing the strategy and methods of the analyses. Some specific topics that I would be interested in are the analyses for tH and tHt production, and the interpretation of measurements in the Higgs boson sector to set constraints to physics beyond the standard model in context of effective field theories (EFT). These three topics are tightly interconnected, and key in fully understanding the electroweak symmetry breaking, the nature and role of the Higgs boson. The EFT paradigm will also allow for a combined and consistent interpretation of CMS measurements in the Higgs boson, electroweak and top quark physics areas, and combination with constraints from other non-LHC experiments, neither of which is possible with the more restricted paradigm currently being used to probe Higgs boson couplings (κ framework). I could pursue these topics by contributing directly to the analysis, by supervising Fellows and other students, and collaborating with other institutes in CMS. All these topics have also a natural continuation in the physics program for HL-LHC in the longer term, and the CERN LPPC is an ideal context for the development and discussion of global EFT interpretations, with the newly established LHC EFT Working Group.

Among the possible extensions to the standard model, supersymmetry is possibly the best motivated one conceptually and phenomenologically. Thus, early in LHC Run 2, I have worked also on direct searches for supersymmetric particles, and in particular on the challenging compressed scenarios, introducing important improvements to the search strategies and new ideas. More recently I have started a search for short-lived highly-ionizing particles,

The screenshot shows the CERN IC Candidate Reference form. It includes fields for Candidate Name, IC Position, and Referee information. A large 'x2' icon is overlaid on the right side of the form.

x2

2 REFERENCES + 3 RAPPORTS DE PERFORMANCE



Context: (free text)
Lorem ipsum dolor sit amet, consectetur adipiscing elit. Aenean et nisl ut ligula aliquet efficitur ac vel felis. Nunc tincidunt, justo a pretium gravida, urna est maximus ligula, non consono lacus lectus non diam. Nam vel velit odio. Suspendisse pulvinar sagittis massa, quis congue nulla tincidunt suscipit. Maecenas et mauris malesuada, lobortis libero vel, ornare est. Vestibulum ultricies condimentum venenatis. Aliquam fermentum, erat sed elementum pharetra, elit nisi tempor lorem, a bibendum enim leo sit amet sapien.

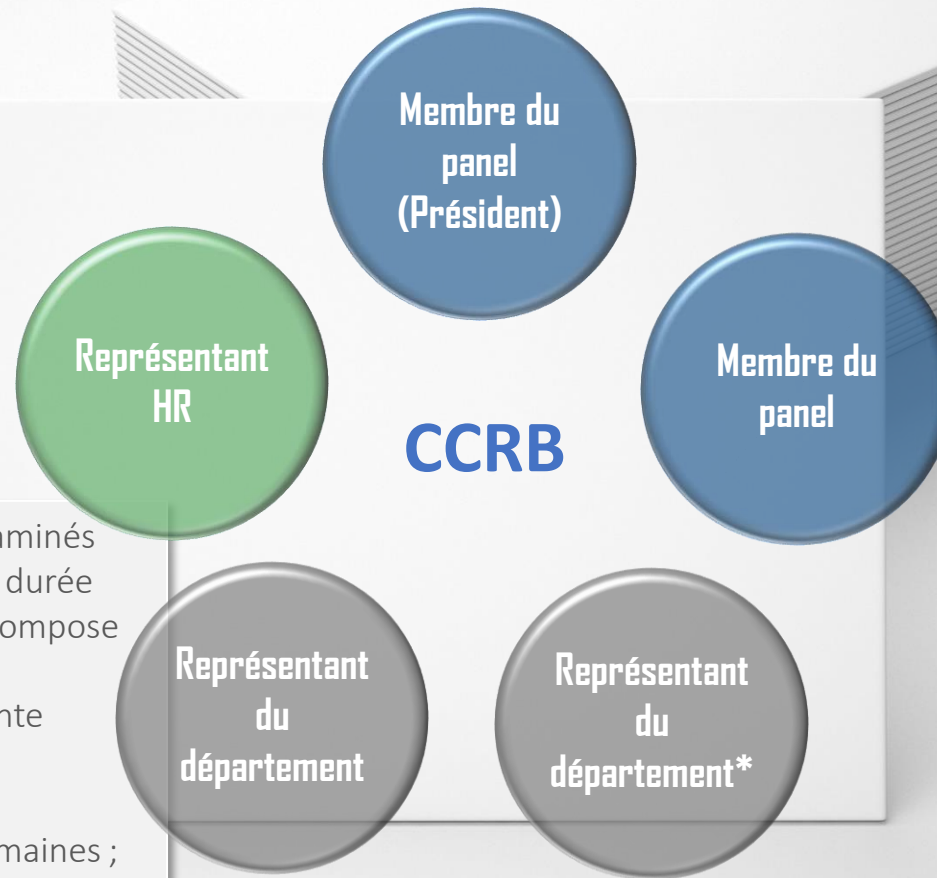
Example 1:
Lorem ipsum dolor sit amet, consectetur adipiscing elit. Aenean et nisl ut ligula aliquet efficitur ac vel felis. Nunc tincidunt, justo a pretium gravida, urna est maximus ligula, non consono lacus lectus non diam. Nam vel velit odio. Suspendisse pulvinar sagittis massa, quis congue nulla tincidunt suscipit. Maecenas et mauris malesuada, lobortis libero vel, ornare est. Vestibulum ultricies condimentum venenatis. Aliquam fermentum, erat sed elementum pharetra, elit nisi tempor lorem, a bibendum enim leo sit amet sapien.



x3

COMITÉ D'ÉVALUATION POUR L'OCTROI DES CONTRATS DE DURÉE INDÉTERMINÉE (CCRB)

Composition



Les candidats faisant partie de la liste restreinte sont examinés par un Comité d'évaluation pour l'octroi des contrats de durée indéterminée (ci-après « Comité d'évaluation ») qui se compose d'un ou plusieurs :

- membre(s) du Collège défini à l'Annexe I de la présente circulaire ;
- représentant(s) du département ouvrant le poste ;
- représentant(s) du Département des Ressources humaines ;
- expert(s) d'autres départements (selon les besoins).

*peut être le chef de groupe

COMITÉ D'ÉVALUATION POUR L'OCTROI DES CONTRATS DE DURÉE INDÉTERMINÉE (CCRB)

Evaluation

- ❑ Formulaire de candidature
- ❑ CV
- ❑ Motivation incl. fonctions actuelles
- ❑ 3 derniers rapports de performance

Dossier de candidature

Références

x2

Critères d'évaluation:

“Les candidats figurant sur la liste restreinte sont évalués et examinés au regard des **compétences techniques et comportementales** indiquées dans la vacance de poste, et également, afin de déterminer s'ils disposent du **potentiel** requis pour contribuer valablement à long terme à la mission de l'Organisation”
[§ 62 de la Circulaire Administrative No. 2 \(Rev. 7\)](#)

Entretien

Éléments additionnels (si nécessaire)

Evaluation

L'évaluation peut aussi comprendre :

- ❖ Entretiens individuels
- ❖ Discussions additionnelles avec un candidat
- ❖ Tests pratiques, oraux ou écrits
- ❖ Présentation de documents de thèse ou de projet

- ❖ 15' présentation du/de la titulaire
- ❖ 30' session de questions/réponses



VOTRE ENTRETIEN (en présentiel)

Durée totale :
45 minutes



présentation
du/de la titulaire
15 minutes max.



échanges
& questions:
30 minutes



TIMING

30 minutes maximum



LANGUES

Entretien conduit dans les deux langues



QUESTIONS

Tout type de questions afin d'évaluer
votre expérience, vos compétences
techniques & comportementales et votre
potentiel

VOTRE PRESENTATION

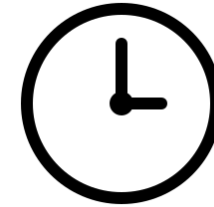
Durée totale :
45 minutes



présentation
du/de la titulaire
15 minutes max.

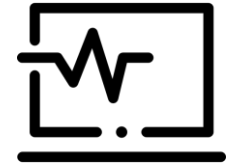


échanges
& questions:
30 minutes



TIMING

15 minutes maximum
Répétez, répétez, répétez!



PRESENTATION



LANGUES

Présentation dans votre langue préférée
(anglais ou français)



CONTENU

Pensez aux messages clés concernant votre
expérience, vos compétences techniques &
comportementales et votre potentiel

COMITÉ D'ÉVALUATION POUR L'OCTROI DES CONTRATS DE DURÉE INDÉTERMINÉE (CCRB)

Recommandation

Le Comité d'évaluation émet une recommandation

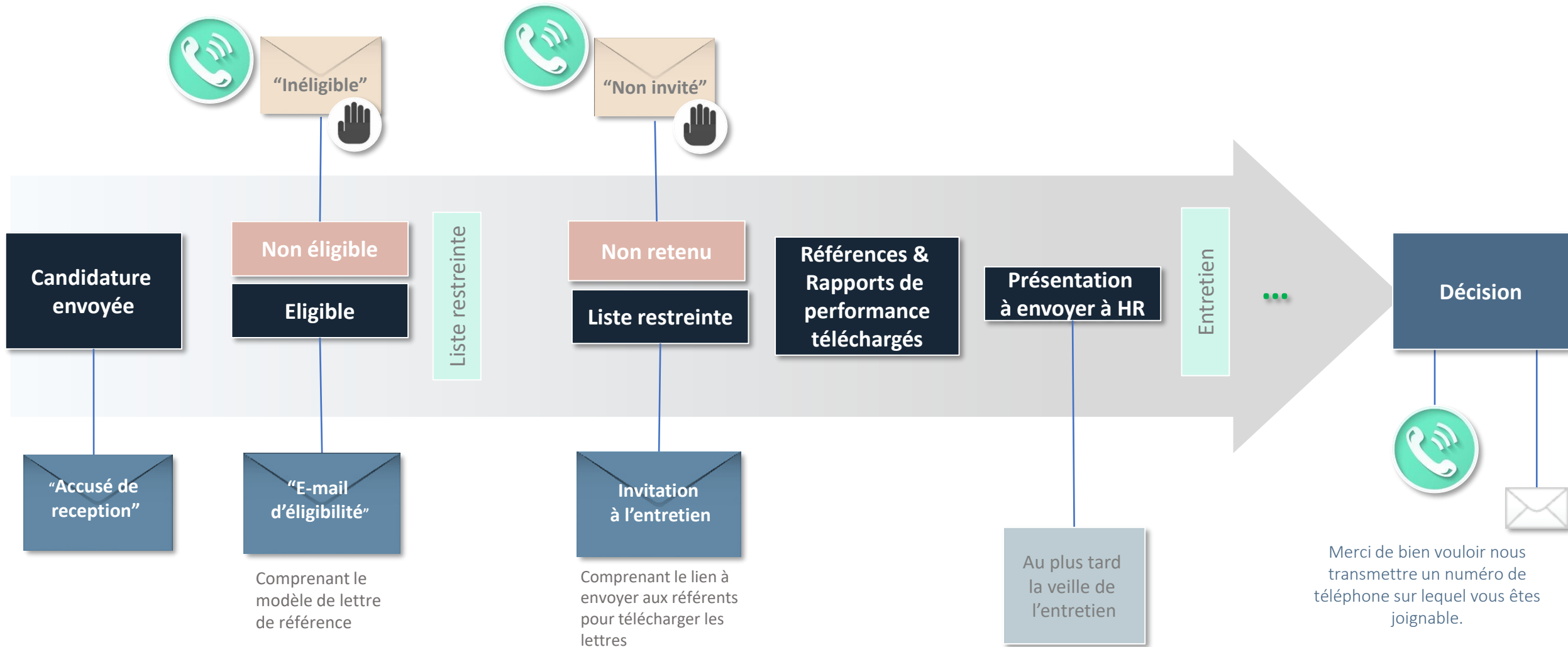
et la Directrice Générale prend la décision finale.



L'information officielle ne peut venir que du représentant RH.

Tous les titulaires interviewés seront informés verbalement par le représentant RH, et par écrit (e-mail), qu'ils aient été sélectionnés ou non pour un poste.

FLUX DE COMMUNICATIONS



SESSIONS D'INFORMATION

Date	Heure	Langue
11 juillet 2024	10h30 – 12h00	FRANCAIS / Hybride 774/R-013 & Zoom
23 juillet 2024	14h30 – 16h00	ENGLISH / Hybrid 503/1-001 (Council Chamber) & Zoom
13 août 2024	14h30 – 16h00	ENGLISH / Hybrid 503/1-001 (Council Chamber) & Zoom

Toutes les sessions seront enregistrées.

ASSISTANCE LD2IC

Assistance et conseil = [HRA](#)

*Conseils génériques (pas de répétition
ou de revue de présentation)
Assistance logistique pour la
candidature
Réponse aux questions standards*

Problèmes techniques
= [Service Desk](#)

Questions de processus = [Equipe CCRB](#)



**N'attendez pas
la dernière
minute !**