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How do I log in to apply?

I do not have a ULB user account yet

If you do not have a ULB user account (Self-Onboarding), you must create one before applying. Click here : https://support.ulb.be/en/web/support/-/self-onboarding

A new tab will open. Once your ULB account has been created, open the tab next to the ULB account creation tab. This will take you back to the job offers page.
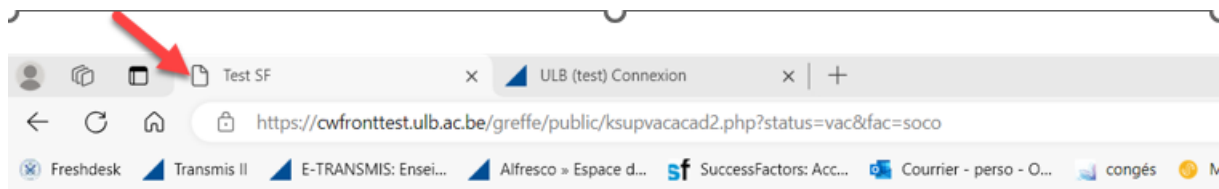
I already have a ULB user account

If you already have a ULB user account and you are on the job offers page, simply log in. You will be redirected directly to the login page when you click on the 'apply' button.

You can also access the job pages via 'My ULB':

I have forgotten my password

You can reset it, follow the procedure here: https://support.ulb.be/en/web/support/-/j-ai-oublie-mon-mot-de-passe-comment-le-reinitialiser-

Why do I receive errors when I try to upload a document?

You can only upload documents in the following file types: MS Word, PDF, HTML, PPT, XLS, CSV, TXT and image files. Beware that your document cannot be larger than 10 MB. Setting a digital signature in your PDF document can also cause problems when uploading. Try to upload a PDF without a digital signature.

I want to apply but I am experiencing technical problems in the system. What now?

If you experience this :

Wait a few minutes before reconnecting.

It is sometimes useful to try another browser.

Still not working? Contact us at EquipeSARH@ulb.be and mention SuccessFactors in the subject line. Add a screenshot to indicate the problem.

We advise you against submitting your application in the last few minutes before the deadline to avoid missing the deadline. We cannot take late applications into account.

May I apply in English?

Yes, you need to choose your language when applying. Look for the 'langue/language' button at the top right corner of your screen:
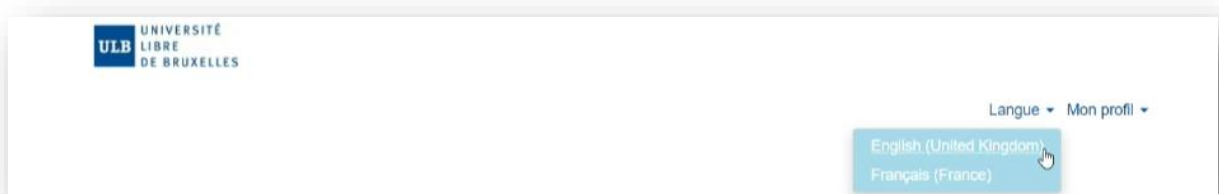
I have a foreign nationality; how can I apply?

You are a citizen of a country that is part of the European Economic Area (EEA)? Then you can work in Belgium without any conditions.

You are not an EEA citizen? Then there are a number of conditions that you must comply with, check the following website for more information: https://www.belgium.be/en/work/coming_to_work_in_belgium.

I have uploaded a wrong document with my application / I want to update my documents. How can I proceed?

As long as you have not yet submitted your application via the 'apply' button, you can modify the documents. However, it is not possible to add or modify documents once you have submitted your application. Please note that if you withdraw your application, you will not be able to submit it again with the same documents. We therefore ask you to check your documents carefully before submitting your application. If you have any problems with your documents, please contact the faculty concerned before the deadline (the address is given in the job advertisement).

Do I have to complete my application in one go?

No. You can save your application and finish it later (but before the submission deadline). Remember to submit your application on time when you are ready via the 'apply' button, otherwise it will not be considered.

Will I receive a confirmation email after I have submitted my application?

Yes, you will receive a confirmation email after submitting your application via the 'apply' button. Afterwards, you can always check the content of your application via the 'view my profile' button.

I wish to withdraw my application once it has been submitted. How can I proceed?

Return to your profile at this address: https://hcm55.sapsf.eu/login?company=ulb

In "Jobs applied", enter the job you have applied for and press the "Withdraw Application" button.

Please note! You will not be able to reapply for this job a 2nd time. However, you can go back to your profile and click on "apply again" to cancel your withdrawal.

Can I delete my profile?

Yes, you can easily delete your profile by sending an e-mail to EquipeSARH@ulb.be.

Can I apply a second time for a vacancy that is open again?

If you have already applied in the past, and the selection procedure is still underway because the job opening has been extended, you will receive an error message ("You have already applied for this job") when you try to submit your application again. This is because this is the same selection procedure and your application still has to be assessed. You can, of course, apply for other vacancies or for this same post if the vacancy has been closed and subsequently reopened. In the latter case, you will not receive the error message.

Other questions?

If you have specific questions about a particular vacancy, please contact the contact person mentioned in the job vacancy.
If you encounter technical questions, please contact EquipeSARH@ulb.be.