

European Personnel Selection Officer Selection procedures

Who are they looking for?



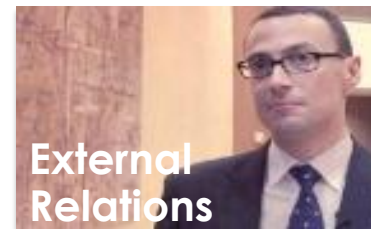
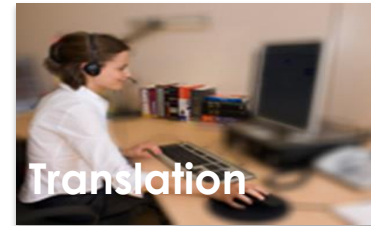
**European
citizens**

**Multilingual:
Minimum of 2 EU
languages**

**Enjoying working
in multicultural
teams**

**Ready to move to
Brussels or
Luxembourg**

Profiles



What do they offer?





How?

Home

Why an EU career? ▾

EU Career profiles

How to apply ▾

Job opportunities ▾

Successful candidates ▾

Help

Login

Welcome to EU Careers

Quick job search ...



Why an EU career?



How to apply



 News

Don't leave it too late! Our
Finance and Human Resources
competitions close soon!

Apply to a competition

EPSO website - Job opportunities

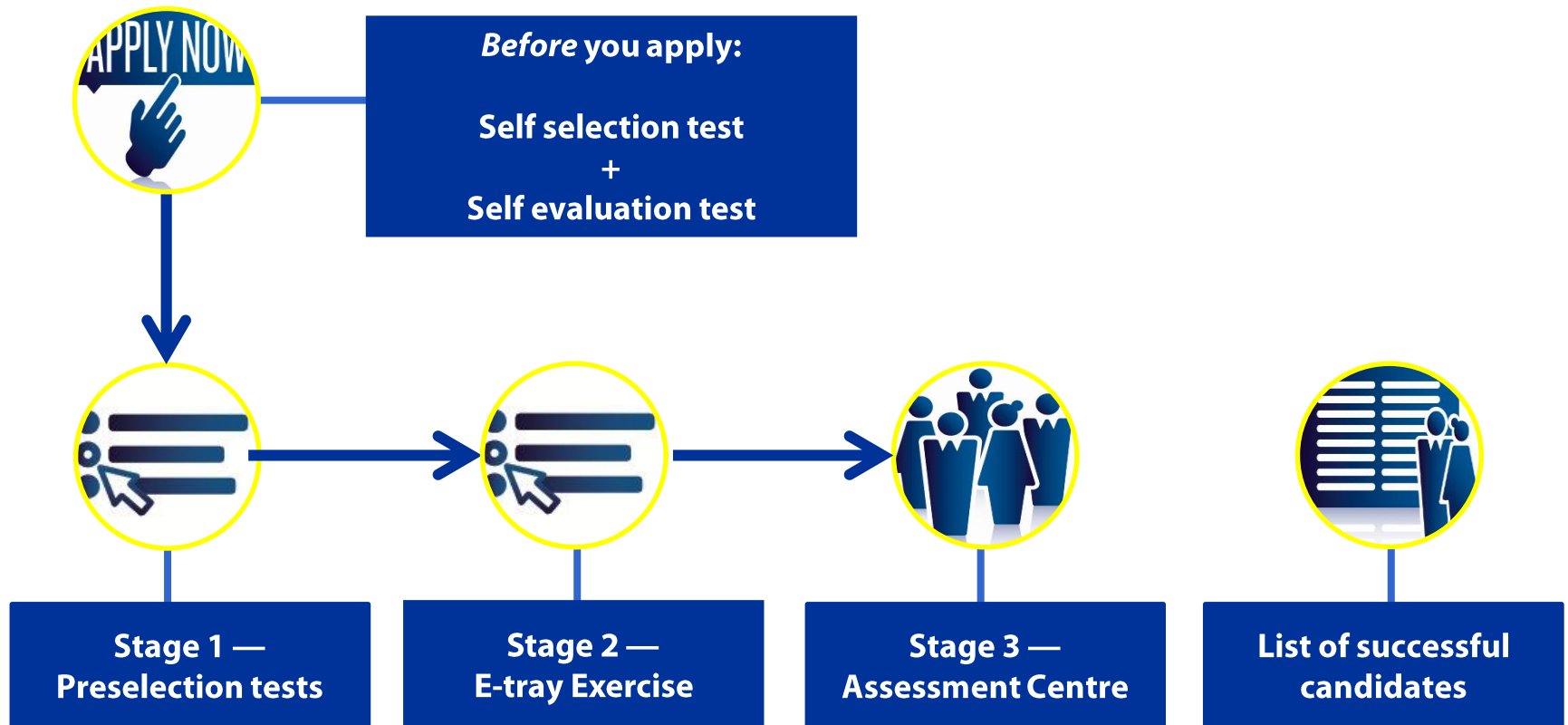
*NB: European Personnel Selection Office =
no recruitment, only selection of best candidates*

You do not apply for a specific vacant job, but for a type of position (secretary, specialist in law, economist, translator...).

Once successful => reserve list for future recruitment

Overview

Generalist competition



A close-up photograph of a person's hand clicking a black computer mouse. The mouse is resting on a wooden surface. The background is blurred, showing a computer monitor and keyboard.

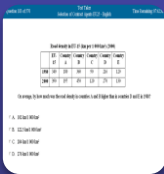
Stage 1 – Preselection Computer Based Tests across Europe

Computer Based Tests (CBT)

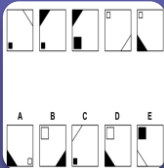
Verbal reasoning



Numerical reasoning



Abstract reasoning



Situational judgement test



1 of 24 official
EU languages



Example verbal reasoning

Question 157 of 713

Test Taker
Selection of Contract Agents EU25 - English

Time Remaining: 07:39:05

Human genetic testing: implications and recommendations

Although genetic testing in Europe is based on high-quality scientific know-how, it can suffer from a certain level of technical errors. Moreover, the reporting on these tests is sometimes of poor quality. In the context of healthcare, a test should only be offered when it has been proven to be reliable and when there is a sound medical reason to justify it. A test validation system should therefore be established. Public concern regarding genetic testing revolves around the fear of misuse of genetic data and inappropriate access to such data by third parties. The confidentiality and privacy of all personal medical data, including information derived from genetic testing, is a basic right that must be respected. The individual has the right to know about test results, but also has the right to decide not to know.

What is the present situation as regards genetic testing?

- ☐ A. Testing is frequently carried out without a valid medical prescription.
- ☐ B. Scientists have the right to decide whether or not to divulge the results.
- ☐ C. The reporting of genetic data is always of a poor standard.
- ☒ D. Despite the expertise in the area, reporting is not always perfect.

Example numerical reasoning

Question 183 of 570

Test Taker
Selection of Contract Agents EU25 - English

Time Remaining: 07:42:32

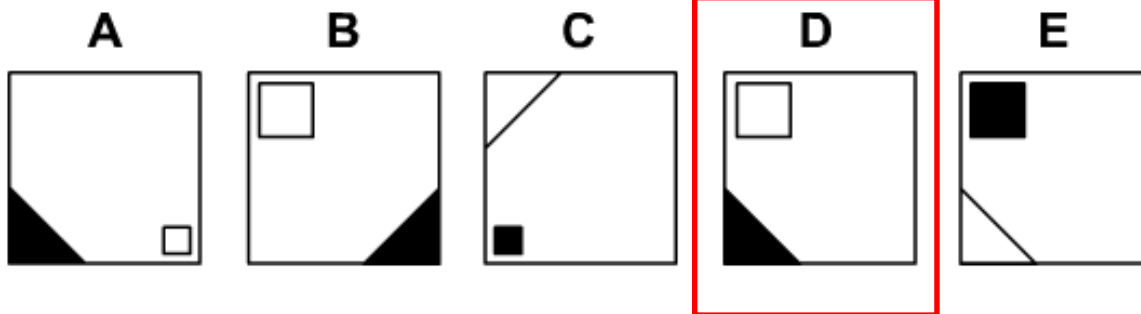
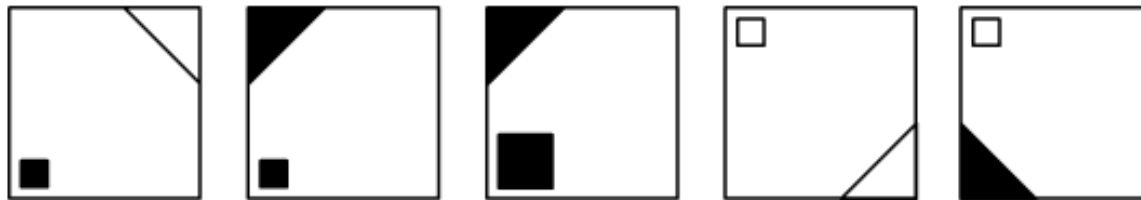
Road density in EU-15 (km per 1 000 km²) (2000)

	EU-15	Country A	Country B	Country C	Country D	Country E
1980	340	180	360	90	216	120
2000	390	195	450	120	270	130

On average, by how much was the road density in countries A and B higher than in countries D and E in 1980?

- ☒ A. 102 km/1 000 km²
- ☐ B. 122.5 km/1 000 km²
- ☐ C. 204 km/1 000 km²
- ☐ D. 276 km/1 000 km²

Example abstract reasoning



Example situational judgement

3. Please consider the situation, and then select what you feel is the most effective AND the least effective response or action from the four statements.

You are working on a number of projects with tight deadlines and have a lot of basic information to gather. You have asked other colleagues for help but are unsure of their commitment to help you gather the information that you need.

	Most	Least
Spend time on your work to make sure that you have plenty of latitude/leeway in case your colleagues don't deliver the help you need in time		
Outline the help that you need from others and explain to them why this is important and the dates by which you need their individual contributions	X	
Reduce the risk by getting the information that you need yourself rather than relying upon other people		
Carry on with the tasks that you need to complete and if others do not contribute their parts report them to management		X



Stage 2 – E-tray exercise across Europe

E-tray exercise

When are you invited?

If you **pass all pre-selection** tests
+
have one of the highest total scores in:
**abstract reasoning +
situational judgement**

Approximately 10 times the number of
successful candidates sought will be
invited for this stage.

E-tray exercise

15 to 20 questions

Assessing:

- Analysis and Problem solving
- Delivering quality and results
- Prioritising and organising
- Working with others

In Language 2

Example E-tray exercise

From:	Aaren Sutton, Secretariat of the Committee on Industry, Research and Energy, EP
To:	Your name, Secretariat of the Committee on Industry, Research and Energy, EP
Date:	10/10/201X
Subject:	Integrated proposal



Dear (Your name),

On 7 December 201X-1, the Commission submitted a proposal for a regulation of the European Parliament and of the Council to set emission performance standards for new passenger cars. This initiative forms part of the EU's integrated approach to reducing CO₂ emissions from light-duty vehicles.

The first reading has been completed and now I have to collect the opinions of the different stakeholders in order to propose a compromise solution to our Head of Unit at a meeting on 27 October 201X.

However, after today, I will be out of the office for the next two months (for medical reasons) and therefore will be unable to attend the meeting with our Head of Unit myself. Could you go in my place?

As a first step, I have asked Giuseppe Caligiuri from the Council to meet you in order to brief you thoroughly on the Council's position on the Commission's proposal.

Thank you for your flexibility.

Kind regards,
Aaren Sutton

Example E-tray exercise

Example

How do you deal with the problem of the limited information you received from Mr Caligiuri? Rate the following actions on a scale ranging from totally disagree (--) to totally agree (++)

A.	When taking account of the Council's point of view in my compromise proposal, I use only to the information I received from Mr Caligiuri, as it is sufficiently specific.	--	-	-/+	+	++
B.	I ask Mr Caligiuri if any of his colleagues could provide me with a more in-depth briefing.	--	-	-/+	+	++
C.	I ask Mr Caligiuri for more documentation, just in case the Council's proposal conflicts with those of the other stakeholders.	--	-	-/+	+	++

Help

Previous

Next



Stage 3 – Assessment Centre in Brussels

(or Luxembourg)

Assessment Centre

When are you invited?

If you scored one of the **highest total marks** for the e-tray exercise

+

You meet the **eligibility requirements** according to the data in your application file

Approximately **2** times the number of successful candidates sought will be invited for this stage.

Assessment centre



Case study



Group exercise



Structured interview



Oral presentation

In Language 2

Assessment Centre

Testing 8 competencies



Analysis &
problem solving



Communication



Delivering quality &
results



Learning &
Development



Prioritising &
organising



Resilience



Working with others



Potential to lead

Assessment Centre



A day at the assessment centre

Successful Candidate



A close-up photograph of a calendar grid. The calendar is tilted slightly to the right. The date 31 is highlighted in red, standing out from the other black numbers. The numbers 1 through 31 are visible in a grid pattern, with some numbers appearing on adjacent pages or slightly out of focus.

31

When?

When to apply?



Spring

Graduates – Generalists profiles such as law, public administration, etc.



Summer

Linguists - Translators, Conference interpreters

**languages vary per year*



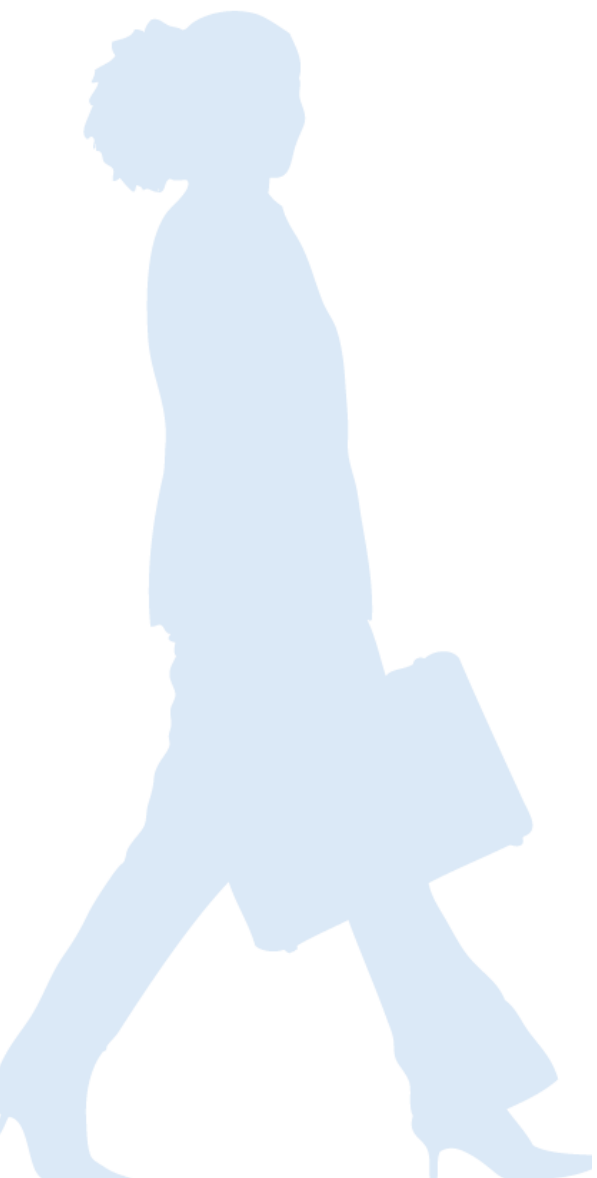
Winter

non- graduates with experience (Assistants)



Specialists when needed

(e.g. economists, building specialist, ICT, food safety, contractual staff when needed)



Other Staff

Types of staff

**Contract
agent
(CAST)**

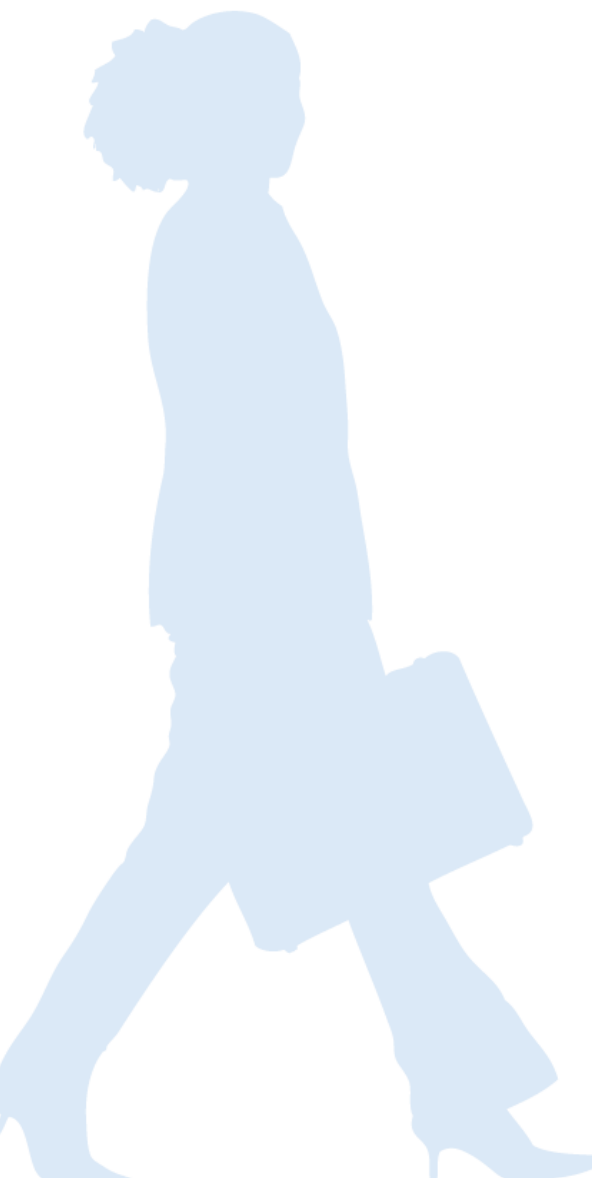
**Temporary
agent**

Interim staff

Freelance

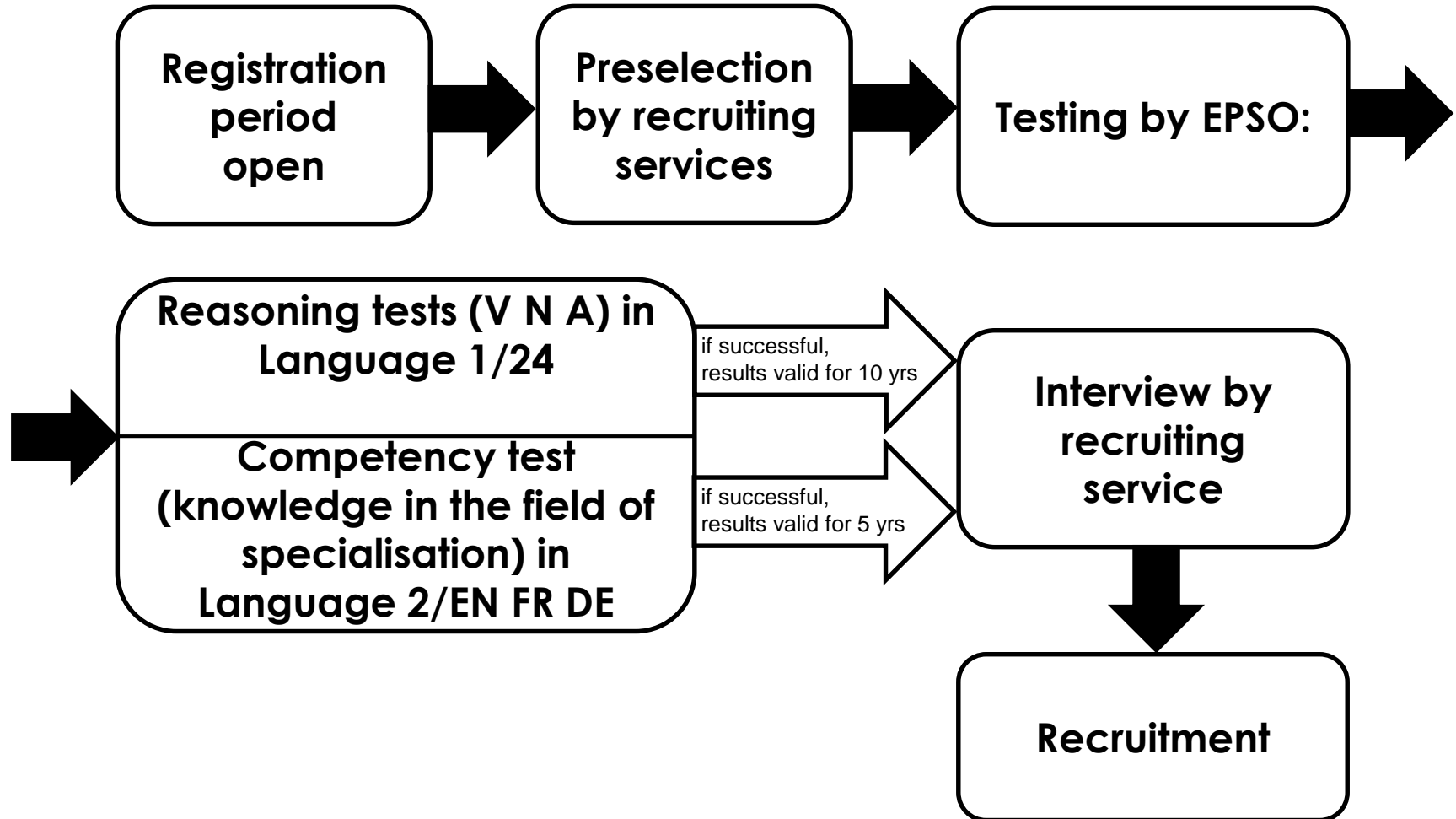
**Seconded
National
Expert**

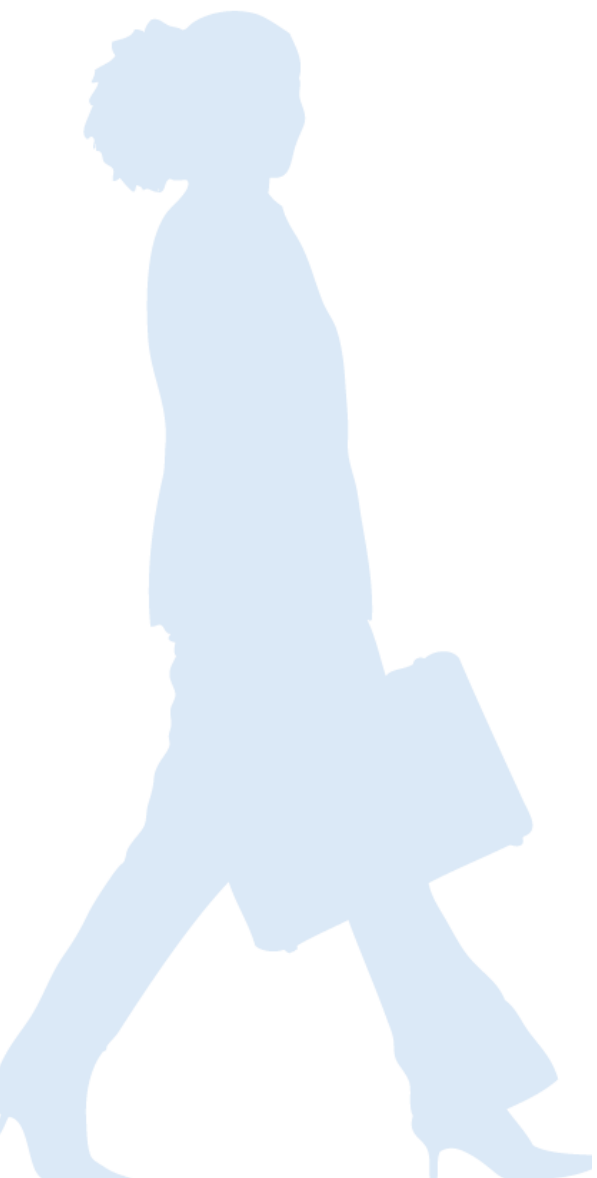
Trainees



Contract Agents

Selection procedure





Traineeship

EC Traineeship – What is it?

- All Institutions offer traineeships – not centralized

Most trainees work in the Commission

– Approx. 650 selected, twice per year

- Not a typical internship
no ‘photocopying’, you are paid (± €1200)
- 5 months: Oct>Feb or March>July

EC Traineeship – Who can apply?

Selection Criteria

- ✓ You do not have to be an EU national
- ✓ There is no age limit
- ✓ No prior work experience within the Institutions

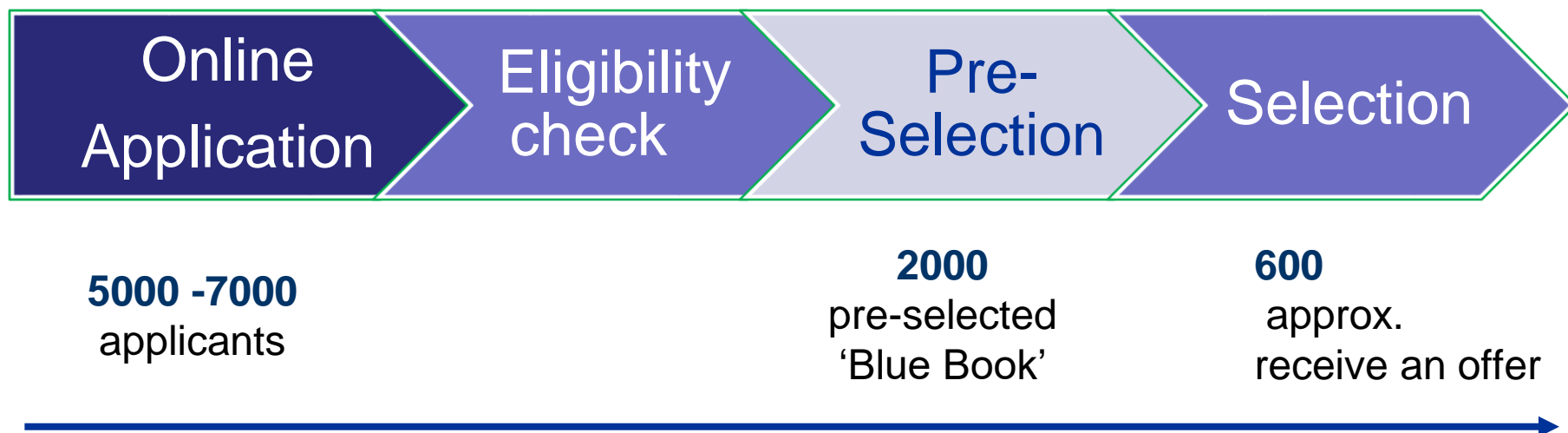
You need:

- ✓ to have an undergraduate degree (Bachelor)
- ✓ to speak two EU Languages
- ✓ to apply in time

EC Traineeship – key steps

Apply in January 2020 for the October 2020 traineeship

Apply in July 2020 for the March 2021 traineeship



Online application for EC Traineeship:
http://ec.europa.eu/stages/index_en.htm

Questions?



www.eu-careers.eu

