






A Career in the Heart of Europe

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European Personnel Selection Office
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Structure of this Session

- Who am I?
- Working for Europe
- Selection procedure - changes in 2010
- Recruitment & Career
- Traineeships

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Who am I?

- In recruitment since 1992
- Head of Operations PAS 1999-2008
- In my time 0.8 million applicants; 155,000 interviewed; 78,000 assignments
- Managed through the change period
- Working with EPSCO as SNE since July 2008
- On Task Force for implementation of EDP

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EPSCO selects staff for...

 European Commission	 European Parliament	 CONSILIUM Council	 Committee of the Regions
 Economic & Social Committee	 CYRIA Court of Justice	 CURIA RATIONUM Court of Auditors	 Ombudsman

...and many other agencies of the EU

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What do the EU Institutions offer you?

- extensive opportunities for development - personal and professional
- great opportunities for training and development (including language training);
- career progression;
- mobility - different jobs and different Institutions possible and actively encouraged;
- flexible working conditions for a good work/life balance;

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What do the EU Institutions offer you? cont...

- International career with opportunities to work abroad (External Action Service);
- competitive remuneration and package;
- challenging and meaningful work – address world challenges from global warming to the financial crisis;
- develop and implement policies that make a difference to society

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We are looking for people who:

- Want to make a difference for Europe and its citizens;
- Enjoy working in multicultural teams;
- Are passionate and talented at what they do, and are committed to delivering quality results;
- Come from wide range of backgrounds: generalists, economists, lawyers, scientists, IT specialists, linguists, and many more.

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Example: Economist

In general, administrators in the field of economics/statistics provide economic and statistical analysis required for the initiation, development, management and / or evaluation of EU policies.

Duties

- Strategic policy analysis as well as defining and running policy analysis methods and studies,
- External Communication relating to policy as well as internal reporting and communication,
- Relations with other EU Institutions and other internal services as well as relations with external stakeholders,
- Co-ordination with and consultation of other services on policy,
- Contract Management.

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Example: Auditor

In general, administrators in the field of audit provide independent assurance and consulting services to improve operations via a systematic approach to evaluating risk management and governance processes.

They also carry out external audits to verify compliance with the expenditure, e.g. declared by the Member States.

Duties

- Internal Auditing, methodological support, advice,
- External Auditing, implementation and reporting,
- External inspections, improvement of control systems,
- Information and advice on audit issues, training

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Example: Lawyer

In general, administrators in the field of law provide legal counsel and advice to management and / or operational units within their service, ensuring compliance with EU treaties and policies within Member States.

Duties

- Legal analysis, advice and assistance as well as supervision of legal matters,
- Drafting legal documents,
- Internal reporting and communication on legal matters,
- Co-ordination with and consultation of other services on legal issues

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More profiles and EU-tube

http://europa.eu/epso/discover/careers/meet_our_colleagues/index_en.htm

http://www.youtube.com/watch?v=_slqhv4VUg

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Getting a job in an EU Institution

- EPSO selects candidates
- European Institutions recruit from among selected candidates

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How to apply

- Entry is by open competition for citizens from all 27 Member States (no quota!)
- All vacancies are advertised
- Apply online: www.eu-careers.eu
- Applications in German, French and English
- Regular cycle of competitions - annual
- Selection procedure 5 – 9 months

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European Careers

The European Personnel Selection Office is a place to start!

Discover EU careers Apply here Successful candidates

Find out about the range of job opportunities and types of employment in the EU institutions. How to apply. What to expect during the selection procedures.

SUCCESS STORIES

Working for one of the European institutions is a great experience. It offers you a chance to work for the European Union. The European Personnel Selection Office is a place to start!

This is a test without meaning and will be replaced by real test later on. This is a test without meaning and will be replaced by real test later on. This is a test without meaning and will be replaced by real test later on. This is a test without meaning and will be replaced by real test later on. This is a test without meaning and will be replaced by real test later on. This is a test without meaning and will be replaced by real test later on.

Basic requirements

- EU citizen;
- University degree (for AD posts Bachelor);
- Knowledge of 2 official EU languages, of which one must be EN, FR or DE as your second language;
- Specific profile requirements for each competition

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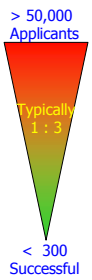
Next AD 5 competition: March 2010

- Open to EU 27, no quota
- 5 profiles: Public administration, Economics, Law, Audit, IT
- Application in March 2010
- ca. 330 laureats

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Competition structure



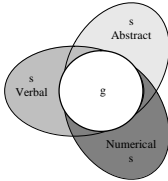
1. Admission tests (cognitive abilities in CBT, MCQ)
All applicants
2. Assessment centre (Competency based)
Fixed quota
3. Reserve lists
Fixed quota

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Pre-selection: Cognitive testing


Computer based Testing: cognitive testing



g – General Ability
s – Specific Abilities

- + Situational / behavioural
- + Professional competencies (where appropriate)
- + Second language

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Pre-selection tests

Computer-based tests (= also known as CBT)

- Verbal & numerical reasoning
- **NEW:** Abstract reasoning
- **NEW:** Situational judgement

In second language (English, French or German)
In test centres in all EU member states

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Example verbal reasoning


Question 137 of 713 Test Taker: Selection of Contract Agents EU25 - English Time Remaining: 07:29:05

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.

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Example numerical reasoning


Question 183 of 570 Test Taker: Selection of Contract Agents EU25 - English Time Remaining: 07:42:52


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

EU-15	Country A	Country B	Country C	Country D	Country E
1990	340	180	360	90	210
2000	300	195	450	120	130

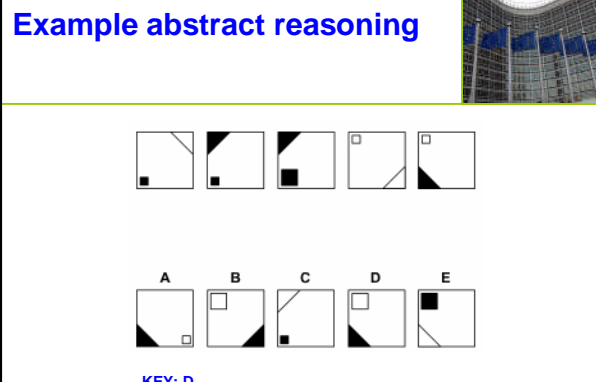
On average, by how much was the road density in countries A and B higher than in countries D and E in 1980?

- 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




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Example abstract reasoning



KEY: D.


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Example situational judgement

- You lead a team of twelve people. In order to address the department's new objectives you have been asked to work out your department's yearly plan. Your Manager has given you and other department heads a deadline of two weeks so that she can report to the board.


Competency: Organising and Executing
 Level: AD5
 You would:

- Spend an hour on it, as yearly plans are never followed anyway. (Least effective)
- Try to complete the plan in time to discuss it with your Manager before she has to submit it to the board. (Most effective)
- Before preparing your plan, quickly contact your key stakeholders and ask for their views on your department.
- Because of the complexity of the task, turn it into your top priority for the next two weeks by personally producing a detailed plan

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Selection: Assessment centre

- Based on competencies of inter-institutional competency framework
- Each competency at least tested twice
- Each candidate tested by several assessors
- Feedback report to all candidates and Institutions

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Core competencies: 7 + 1



For all grades:

Analysis and Problem Solving

- Identifies the critical facts in complex issues and develops creative and practical solutions

Communicating

- Communicates clearly and precisely both orally and in writing

Delivering Quality and Results

- Takes personal responsibility and initiative for delivering work to a high standard of quality within set procedures

Learning and Development

- Develops and improves personal skills and knowledge of the organisation and its environment

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Core competencies: 7 + 1



Prioritising and Organising

- Prioritises the most important tasks, works flexibly and organises own workload efficiently

Resilience

- Remains effective under a heavy workload, handles organisational frustrations positively and adapts to a changing work environment

Working with Others

- Works co-operatively with others in teams and across organisational boundaries and respects differences between people

A further competency applies to AD5 and ADL grades:


Leadership

- Manages, develops and motivates people to achieve results

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Assessment centre: Testing personal & professional competencies with exercises



- Structured interview (s) – on basis of situational judgement test/competency framework
- Group exercise/ role play
- Oral presentation (on basis of case study)
- Case study (on specific field)

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Assessment Centre Parameters



- Assessment centre premises in Brussels
- One day
- Performance in English, French or German – the second language of the candidates
- 36 candidates maximum per day in groups of six

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Conclusion = Reserve list



- List of successful candidates
- Basis for recruitment by Institutions
- Valid for at least one year – often extended

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Recruitment & Career

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Recruitment Procedure

- EU-Institutions check profiles of the candidates
- Candidates are invited to job interviews
- Job offer (one candidate – one post!)
- Candidates accept job offer – or remains on reserve list

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Staffing Levels by Institution

40.000 staff in total

Institution	Percentage
European Commission	70%
European Parliament	13%
Council	9%
European Court of Justice	3%
Committee of Regions	1%
Court of Auditors	2%
European Ombudsman	0%

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Career development

function group AD (Administrators)	function group AST (Assistants)
Director-General AD 16	
Director-General/ Director AD 15	
Administrator working for example as:	
Director / Head of unit / Adviser / linguistic expert; economic expert; legal expert; medical expert; veterinary expert; scientific expert; research expert; financial expert; audit expert AD 14	
Head of Unit/Adviser/linguistic expert; economic expert; legal expert; medical expert; veterinary expert; scientific expert; research expert; financial expert, audit expert AD 13	
Head of Unit/principal translator, principal interpreter, principal economist; principal lawyer; principal medical officer; principal veterinary inspector; principal scientist; principal researcher; principal financial officer; principal audit officer AD 12	Assistant working for example as:
	AST 11 Personal assistant (p.a.); clerical officer; technical officer; IT officer
Head of Unit/senior translator; senior interpreter; senior economist; senior lawyer; senior medical officer; senior veterinary inspector; senior scientist; senior researcher; senior financial officer; senior audit officer AD 10	AST 10
	AST 9
Translator, interpreter; economist; lawyer; medical officer; veterinary inspector; scientist; researcher; financial officer; auditor AD 8	AST 8 Senior clerk; senior documentalist; senior technician; senior IT operative
	AST 7
Junior translator; junior interpreter; junior economist; junior lawyer; junior medical officer; junior veterinary inspector; junior scientist; junior researcher; junior financial officer; junior auditor AD 6	AST 6 Clerk; documentalist; technician; IT operative
	AST 5
	AST 4 Junior clerk; junior documentalist; junior technician; junior IT operative
	AST 3
	AST 2 Filing clerk; technical attendant; IT attendant; Parliamentary usher.

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Career development

Grade	Level	Mgt Level
DG	AD 16	Top
DG/Dir	AD 15	
Dir/Head of Unit	AD 14	
Head of Unit-Expert	AD 13	Senior
Head of Unit-Principal	AD 12	
Head of Unit-Principal	AD 11 AST	
Head of Unit-Senior	AD 10 AST	
Head of Unit-Senior	AD 9 AST	
Senior Clerk	AD 8 AST	Middle
Senior Clerk	AD 7 AST	
Junior Administrator	AD 6 AST	
Junior Administrator	AD 5 AST	
Junior Clerk	AD 4 AST	
Junior Clerk	AD 3 AST	Junior
Filing Clerk	AD 2 AST	
Filing Clerk	AD 1 AST	

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Pay and pension

- **Basic** monthly salary for AST1: 2600€
- **Basic** monthly salary AD5: 4190 €
- **Basic** monthly salary AD14: 12361€
- **Additional allowances** for: expatriation (16%), household, dependent child, education
- **Income tax** on salary paid directly to EU
- Normal **pension age: 65 years**, right to stay until 67 years
- Full pension rights = 70% final basic salary

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Traineeships/ Internships

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Traineeships

- All Institutions offer traineeships – not centralised
- Most trainees work in the Commission
 - Approx. 600 selected, twice per year
 - Training lasts 5 months, Oct–Feb or Mar–Jul
 - Salary: approx. 1000 EUR per month

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How it works ...at the Commission

Candidates who apply ...

- are checked for eligibility
- and added to a data base (the “Blue Book”)
- Services search Blue Book and make their choice


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Selection criteria

- Minimum Bachelor degree
- 2 EU languages (2nd: English, French, German)
- No prior work experience within the Institutions
- No age limit

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Selection procedure

- 5000-7000 applicants for the pre-selection
- ~ 30% will be selected in the “Blue Book”
- Approx. 600 applicants will receive a traineeship offer (twice a year)
- Every Member State has its quota of trainees included in Blue Book
- Limited quota for other countries also

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What can help...

- EU related studies
- Self-evident synergy or “value” for Institution/ DG
- Excellent knowledge of languages
- Studies abroad

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Application deadlines

- October traineeship: 15 February of same year (Application forms available on line 01 Dec)
- March traineeship: 1 September (preceding year)
- Further Information:
http://ec.europa.eu/stages/index_en.htm

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Questions ?



EU career
smart choice

www.eu-careers.eu

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