Career opportunities with the European Institutions and EPSO selection procedures
Where can an EU career lead?
Who?
Profiles

- Law
- European Public Administration
- ICT
- Communication
- Audit
- External Relations
- Lawyer-linguist
- Interpreters
- Economists
- Assistants
- Translation
- Finance
Grades

Assistants = Non-university degree
AST/SC = secretaries
AST/1
AST/3

Administrators = University degree
AD/5
AD/7
Who are we looking for?

- EU citizens
- Multilingual: Minimum of 2 EU languages
- Enjoying working in multicultural teams
- Graduates + Non-graduates
What do we offer?

- Interesting & challenging work
- International working environment
- Travel
- Shaping Europe together
What do we offer?

- Training courses: languages, skills, …
- Job mobility
- Work-life balance
- Well-being initiatives
What do we offer?

Social benefits

- pay
- pension
- family allowances
- European schools
- medical insurance
- …
# Salary

<table>
<thead>
<tr>
<th>Grade</th>
<th>Salary</th>
</tr>
</thead>
<tbody>
<tr>
<td>AST/SC</td>
<td>+/- 2.500 €</td>
</tr>
<tr>
<td>AST/1</td>
<td>+/- 2.900 €</td>
</tr>
<tr>
<td>AST/3</td>
<td>+/- 3.700 €</td>
</tr>
<tr>
<td>AD/5</td>
<td>+/- 4.700 €</td>
</tr>
<tr>
<td>AD/6</td>
<td>+/- 5.300 €</td>
</tr>
<tr>
<td>AD/7</td>
<td>+/- 6.000 €</td>
</tr>
<tr>
<td>AD/8</td>
<td>+/- 6.800 €</td>
</tr>
</tbody>
</table>
How?
Welcome to EU Careers

Specialists in law and finance

2019 Graduate Administrators competition

News
- Open for applications - Specialists in law and finance
  Post date: 06/06/2019 - 12:07
- Open for applications - Graduate Administrators
  Post date: 23/05/2019 - 12:23
Overview

Before you apply:
Self selection test + Self evaluation test

Stage 1 — Preselection tests
Stage 2 — E-tray Exercise
Stage 3 — Assessment Centre
List of successful candidates
Stage 1 – Preselection

Computer Based Tests worldwide
Computer Based Tests (CBT)

- Verbal reasoning
- Numerical reasoning
- Abstract reasoning
- Situational judgement test

1 of 24 official EU languages

Language 2
Example verbal reasoning

Whilst European countries have a long way to go before they reach the obesity levels so apparent in the USA (where 31% of the population is considered obese), there is a clear trend for average weight to be on the increase in Western Europe. More worryingly, the rate of increase is also accelerating, especially amongst children. Whilst the debate as to whether governments have the right to influence lifestyle is still ongoing, the EU has nonetheless taken an active involvement, launching the European Platform for Action on Diet and Physical Activity. This brings together key decision-makers working in the food, retail, catering, and advertising industries, with the main aim of ensuring that all foods sold in Europe have labels that clearly display the nutritional content.

Which of the following statements is correct?

a) The EU's European Platform for Action on Diet & Physical Activity is a body which takes its members from a number of different stakeholder groups
b) Food labelling is expected to lead to a slowdown in the growth of obesity in Europe
c) Children seem to be more prone to obesity than adults
d) Most people feel that a government has a responsibility for its citizens' health
### Example numerical reasoning

<table>
<thead>
<tr>
<th>Country</th>
<th>GDP (in million €)</th>
<th>GDP per capita (in €)</th>
<th>Working population (million)</th>
<th>Unemployment rate (percentage of the working population)</th>
<th>Female/male unemployment ratio</th>
</tr>
</thead>
<tbody>
<tr>
<td>Netherlands</td>
<td>480 000</td>
<td>30 000</td>
<td>7.53</td>
<td>5.9%</td>
<td>1.63</td>
</tr>
<tr>
<td>Belgium</td>
<td>305 000</td>
<td>29 500</td>
<td>4.75</td>
<td>12.0%</td>
<td>1.26</td>
</tr>
<tr>
<td>Austria</td>
<td>248 000</td>
<td>31 000</td>
<td>3.45</td>
<td>4.5%</td>
<td>0.97</td>
</tr>
<tr>
<td>Portugal</td>
<td>189 000</td>
<td>18 000</td>
<td>5.48</td>
<td>6.5%</td>
<td>1.60</td>
</tr>
<tr>
<td>Sweden</td>
<td>240 000</td>
<td>26 600</td>
<td>4.46</td>
<td>5.6%</td>
<td>1.25</td>
</tr>
</tbody>
</table>

The working population makes up what percentage of Sweden's total population?

- A. 45.3%
- B. 47.6%
- **C. 49.4%**
- D. 52.2%
- E. Cannot say
Example abstract reasoning

A

B

C

D

E

?
Example situational judgement

You have recently been appointed to a position in a new project team. Although you are experienced in the technical aspects of the job, there are aspects of the work that you need to understand. Your job will eventually require internal liaison and collaboration with other project teams. Although your manager has proposed an induction and training period for you, many of the issues you are responsible for require urgent attention.

a. Immediately arrange meetings with those individuals you feel you will need to work with.  
   (Most effective)

b. Quickly try to establish how your objectives will relate to your project manager's objectives.  
   (Neutral)

c. In the initial stages, make sure that you are doing your job as you understood it from the job description.  
   (Least effective)

d. Spend time building your understanding of the team’s objectives for the future.  
   (Neutral)
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 (++)

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<table>
<thead>
<tr>
<th></th>
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</thead>
<tbody>
<tr>
<td>A.</td>
<td>When taking account of the Council’s point of view in my compromise proposal, I use only the information I received from Mr Caligiuri, as it is sufficiently specific.</td>
<td>--</td>
<td>-</td>
<td>-/+</td>
</tr>
</tbody>
</table>

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<table>
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<tr>
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</thead>
<tbody>
<tr>
<td>B.</td>
<td>I ask Mr Caligiuri if any of his colleagues could provide me with a more in-depth briefing.</td>
<td>--</td>
<td>-</td>
<td>-/+</td>
</tr>
</tbody>
</table>

<p>| | | | | |</p>
<table>
<thead>
<tr>
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<th></th>
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</thead>
<tbody>
<tr>
<td>C.</td>
<td>I ask Mr Caligiuri for more documentation, just in case the Council’s proposal conflicts with those of the other stakeholders.</td>
<td>--</td>
<td>-</td>
<td>-/+</td>
</tr>
</tbody>
</table>
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

Assessment centre:
- Case study
- Group exercise
- Structured interview
- Oral presentation
- Motivational interview

In Language 2

Approximately 2 times the number of successful candidates sought will be invited for this stage.
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
Testing 8 competencies

Interviewer: How would you describe yourself?

Me: Verbally, but I've also prepared a dance
A day at the Assessment Centre

http://www.youtube.com/playlist?list=PLNS-NTgNUQ__by8h4h1fgYZQp2wXrfoWz
Successful Candidate

1. List of Successful candidates
2. VACANCY
3. Contact with EU institutions
4. Job Interview
5. Recruitment by EU institution
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)
# Upcoming

<table>
<thead>
<tr>
<th>Field</th>
<th>Languages</th>
<th>Grade</th>
<th>Application period</th>
</tr>
</thead>
<tbody>
<tr>
<td>Development cooperation</td>
<td>EU-28</td>
<td>AD7</td>
<td>October 2019 *</td>
</tr>
<tr>
<td>Lawyer-linguists</td>
<td>DA EL FR</td>
<td>AD7</td>
<td>November 2019 *</td>
</tr>
<tr>
<td></td>
<td>HR PL</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Conference operators</td>
<td>EU-28</td>
<td>AST-SC 2</td>
<td>Autumn 2019 *</td>
</tr>
</tbody>
</table>

*dates to be confirmed*
Other Staff
Other types of staff

Contract agent (CAST)

Trainees
Contract Agents
<table>
<thead>
<tr>
<th>Field</th>
<th>Function Group</th>
<th>Registration period</th>
</tr>
</thead>
<tbody>
<tr>
<td>Manual workers</td>
<td>I</td>
<td>Open</td>
</tr>
<tr>
<td>Secretaries/Clerks</td>
<td>II</td>
<td>Open</td>
</tr>
<tr>
<td>Child Care staff</td>
<td>II</td>
<td>Open</td>
</tr>
<tr>
<td>Administration/HR</td>
<td>II – III – IV</td>
<td>Open</td>
</tr>
<tr>
<td>Finance</td>
<td>II – III – IV</td>
<td>Open</td>
</tr>
<tr>
<td>Project/Programme Management</td>
<td>III – IV</td>
<td>Open</td>
</tr>
<tr>
<td>Communication</td>
<td>III – IV</td>
<td>Open</td>
</tr>
<tr>
<td>Political affairs</td>
<td>III – IV</td>
<td>Open</td>
</tr>
<tr>
<td>Law</td>
<td>III – IV</td>
<td>Open</td>
</tr>
<tr>
<td>ICT</td>
<td>III – IV</td>
<td>Open</td>
</tr>
<tr>
<td>Educational psychologists</td>
<td>IV</td>
<td>Open</td>
</tr>
<tr>
<td>Translators</td>
<td>IV</td>
<td>Open</td>
</tr>
<tr>
<td>Proofreaders</td>
<td>III</td>
<td>Open</td>
</tr>
</tbody>
</table>
CAST PERMANENT
Selection procedure

Registration period open

Preselection by recruiting services

Testing by EPSO:
- Reasoning tests (V N A) in Language 1/24
- Competency test (knowledge in the field of specialisation) in Language 2/EN FR DE
  - if successful, results valid for 10 yrs
  - if successful, results valid for 5 yrs

Interview by recruiting service

Recruitment

EU CAREERS WEBSITE
# CAST Salary

<table>
<thead>
<tr>
<th>Grade</th>
<th>Salary</th>
</tr>
</thead>
<tbody>
<tr>
<td>FG I</td>
<td>+/- 2.000 €</td>
</tr>
<tr>
<td>FG II</td>
<td>+/- 2.100 €</td>
</tr>
<tr>
<td>FG III</td>
<td>+/- 2.650 €</td>
</tr>
<tr>
<td>FG IV</td>
<td>+/- 3.400 €</td>
</tr>
</tbody>
</table>
Traineeship
EC Traineeship – What is it?

• All Institutions offer traineeships – not centralised
  Most trainees work in the Commission
  – 1300 trainees 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 2 EU Languages
- to apply in time ....
Apply in January 2020 for the September 2020 traineeship

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

www.eu-careers.eu
eucareers.fcul@gmail.com