

# A career at the heart of Europe

## Have you got what it takes ?



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European Personnel Selection Office

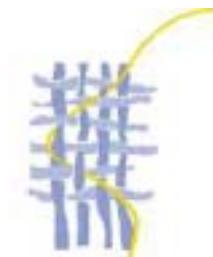
# We select staff for:



Court of Justice



Court of Auditors



...and many other agencies of the EU

# Structure of Session

- Selection
- Recruitment & Career
- Questions / Answers
- Training Opportunities
- Questions / Answers



# What we are looking for

- Europe's finest....
- Multi-cultural outlook
- Multi-lingual ability
- People that fit in
- Self-starters, dynamic . . .



# Getting a job in an EU Institution

- EPSO selects candidates
- European Institutions recruit from selected candidates



# What we offer:

- Challenging work
- Meaningful work (public service)
- Opportunities to travel
- Opportunities to change job and progress
- Opportunities to change Institution & place of work
- A career...



# How to apply

- Selections as advertised (also in Official Journal)
- EPSO web-site : <http://europa.eu/epso>
- No regular cycle (YET)
- Selection procedure = 12-18 months (Today)
- (Will become 5-9 months by 2010)
  
- Permanent jobs (via Open Competitions)
- Temporary Contract Agents (via CAST)



# Who can apply: eligibility (1.)

- ONLY citizens of the 27 Member States
- *Persons of good moral standing*
- *Persons enjoying their full-rights as citizens*



# Watch your language! eligibility (2.)

- ENglish is not ENough !
- Also must be able to work in French or German
- Other EU languages an advantage...
- 3<sup>rd</sup> EU language necessary before promotion



# Bottom Line

- If you are not already a linguist ...
- If you want **any** kind of international career ...
- **Go learn some languages !!**



# Categories & examples of staff

## AD – Administrators

- Chief editor of the EU news service (EbS) - DG Communication
- Desk officer for Poland - DG Fish.
- Project Officer in new and renewable energy sources - DG Research
- Translator - DG Translation ...

## AST – Assistants

- Information & communication assistant - DG Employment
- Administrative and policy assistant - DG Internal Market
- Financial assistant - DG Budget
- Informatics and statistical analysis officer - DG Enterprise
- Driver for President Barroso



# Basic requirement: Administrators

- EU citizen
- University degree
- Knowledge of 2 EU languages
- Specific requirements for each competition

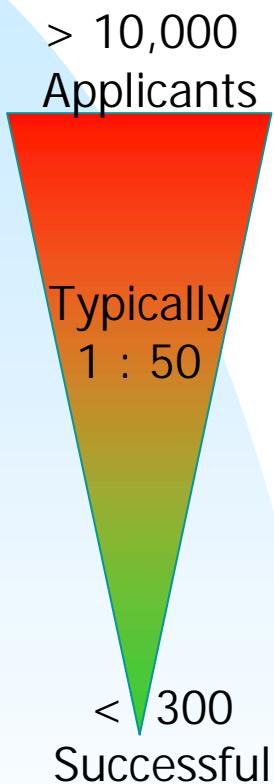


# Basic requirement: Assistants

- EU citizen
- Higher Secondary Education (at least)
- Professional experience
- Knowledge of 2 EU languages
- Specific requirements for each competition



# Competition structure



1. Admission tests  
All applicants
2. Written tests  
Fixed quota
3. Oral tests  
Fixed quota

All defined in a published “Notice of competition”



# Tests in 3 Stages (2<sup>nd</sup> language)

- Admission Tests
  - ◆ Computer based
  - ◆ Multiple-choice questions
- Written Tests
  - ◆ Specialised knowledge (analysis, synthesis)
  - ◆ Must be clear and articulate (mainly 2<sup>nd</sup> language tested)
- Oral Tests
  - ◆ Interview with Selection Board
  - ◆ Must be convincing (fluency in 2 languages)
  - ◆ Probing motivation to apply, and multi-cultural awareness



# Similar approach for Contract Agents (CAST)

- 4 “Function Groups”  
(equivalent to administrators / assistants)
- Economics, finance, administration, HR, press/communication, policy adviser, IT, (etc) and all related support
- Calls published on the EPSO Website
- Contracts for up to 3 years  
(in some cases: an indefinite period)
- Similar selection tests (but no oral test)
- Quicker and “lighter” process



# Conclusion = Reserve list

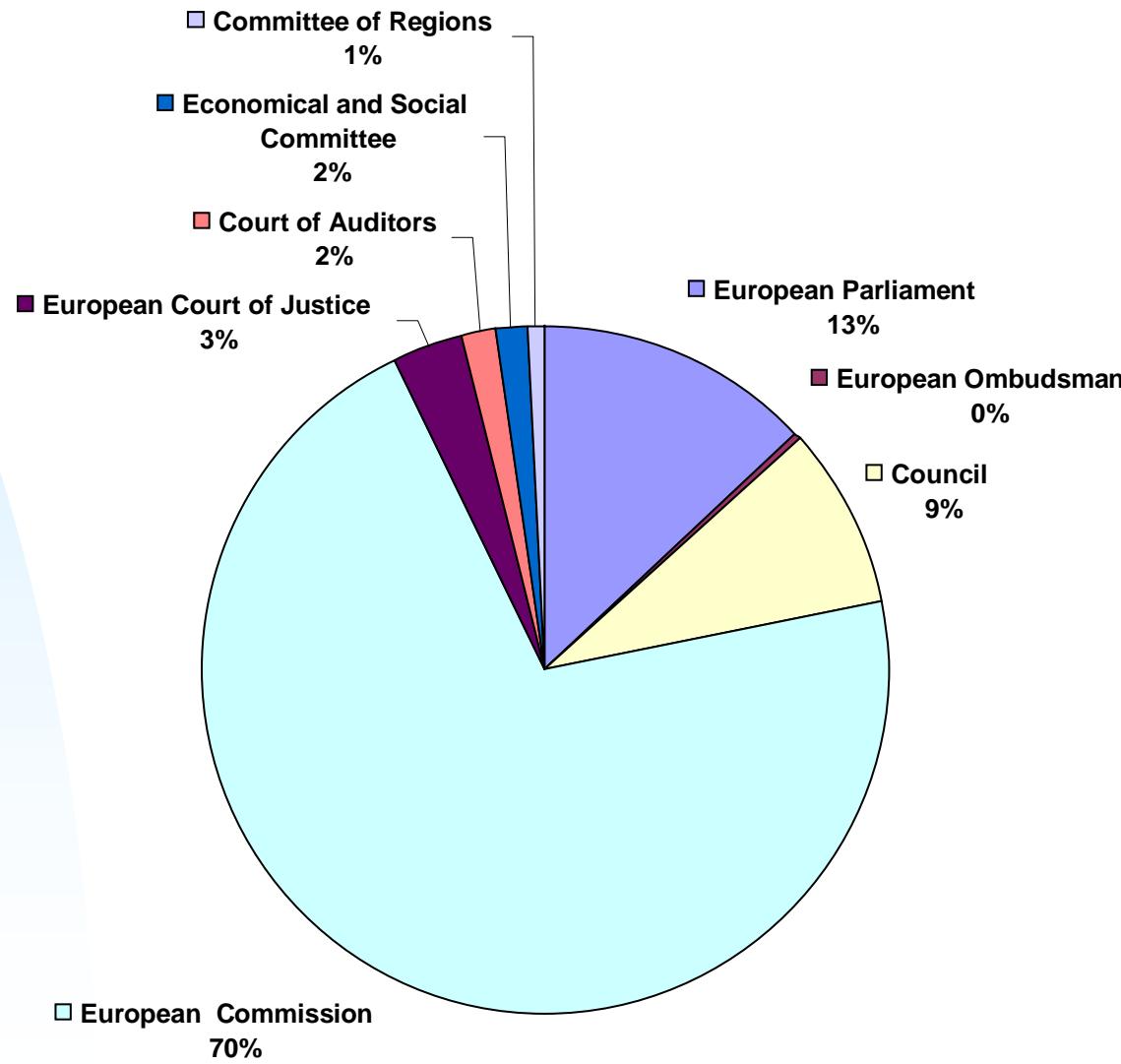
- List of successful candidates
- Basis for recruitment by Institutions
- Valid for at least one year – often extended
- *Still* no guarantee of a job...



# Recruitment & Career



# Staffing levels by Institution



# Process of Recruitment

- Institutions examine profiles of successful candidates
- Match individuals to jobs and prepare “short-lists”
- Invite candidates for interview(s)
- Job offer made (to one candidate per job!)
- Candidate has option of accepting or remaining on reserve list



# Career Progression

- Linear structure from postman to Director General
- Speed of career determined by annual appraisals
- Appraisal = Merit points for achievement of objectives and demonstration of competencies and conduct
- Merit points accumulate over the years
- Threshold fixed annually for promotion



# Training

- Strong focus on training & development
- Language training encouraged  
(3rd language required for first promotion)
- Training for promotion from AST to AD
- European Administrative School



# Pay and Pension

- Basic monthly salary for AD5 (step 1): 4068 €
- Basic monthly salary for AD14 (step 5): 12361€
- Additional allowances for: Expatriation, household, dependent child, education
- Income tax paid to European Union
  
- Normal retirement age: 65; right to stay until 67
- Full pension rights = 70% of final basic salary
- Flexible retirement provisions from 55



# Flexible Working Conditions

## Objective: Reconcile family life and career

- New flexi-time arrangements
- Part-time working arrangements
- Telework also possible for some jobs
- Maternity leave of 20 weeks
- Parental leave of six months



# Further information

<http://europa.eu/epso>

In three working languages  
(English, French and German)



# Questions?



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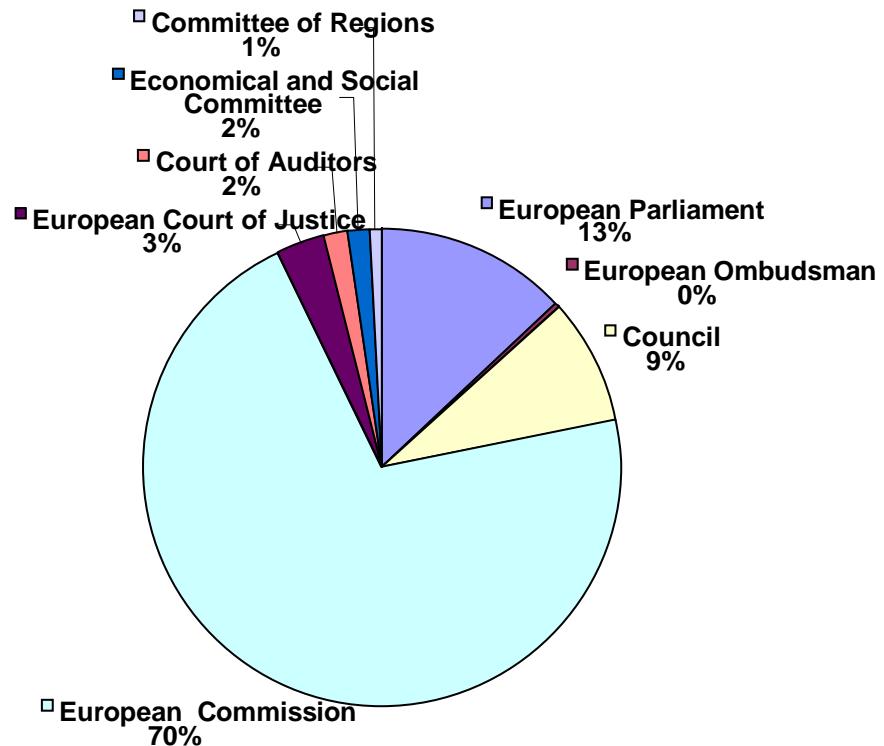
- Training Opportunities
- Questions / Answers



# **Trainees / Internes / Stagiaries**



# Who takes trainees ?



- Most trainees work in the Commission
- Approx. 600 selected, twice per year
- Training lasts 5 months, Oct–Feb or Mar–Jul



# How it works (Commission scheme)

- Candidates that apply ...
- are checked for eligibility
- and added to a data base (the “Blue Book”)
- Services search Blue Book and make their choice
  
- Very similar to the two step  
“selection + recruitment” for new staff



# Selection criteria

- Must have completed min. Bachelor degree
- 2 EU languages (2nd: English, French, German)
- No prior work experience within the Institutions
- No age limit



# Selection process

- 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



# Things that can help

- EU related studies
- Self-evident synergy or “value” for Institution / DG
- Excellent knowledge of languages (fluent in >4)
- Studies abroad



# Salary

- Approx. 1000 EUR per month



# Application deadlines

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



# Questions?

