

**Discover EU Careers.  
General Information for the Open  
Competition Procedure.  
The New EU Selection Process.**



EU career  
smart choice

**Mila YORDANOVA**

**European Personnel Selection Office**





**European Personnel Selection Office**  
**EPSO**

## We select staff for:



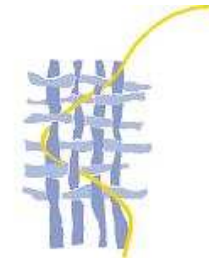
European  
Parliament



Court of Justice



Court of Auditors



Ombudsman



Economic &  
Social  
Committee



Committee  
of the Regions



Data Protection  
Supervisor

...and many other agencies of the EU



## **Our Mission**

**To provide a professional staff  
selection service on behalf of the  
European Union Institutions**

## The story so far...



- 300 open competitions;
- 300 000 on-line applications;
- 11 000 laureates selected;
- 7 000 laureates recruited.



## **E-selection**

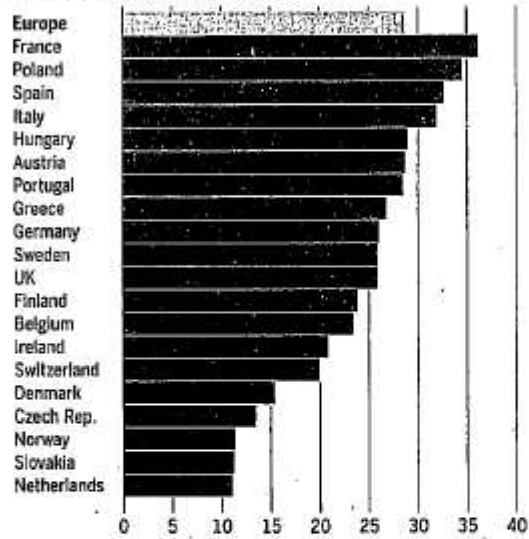
- **Online applications since 2003**
- **All communication with candidates via EPSO-website (candidate's account)**
- **Computer based access tests since 2006 (user-friendliness / reduction in no-show rates / speed and flexibility)**



# Discover EU Careers

### Number of applications

How many applications do you expect to send (did you send) to find your first professional position?

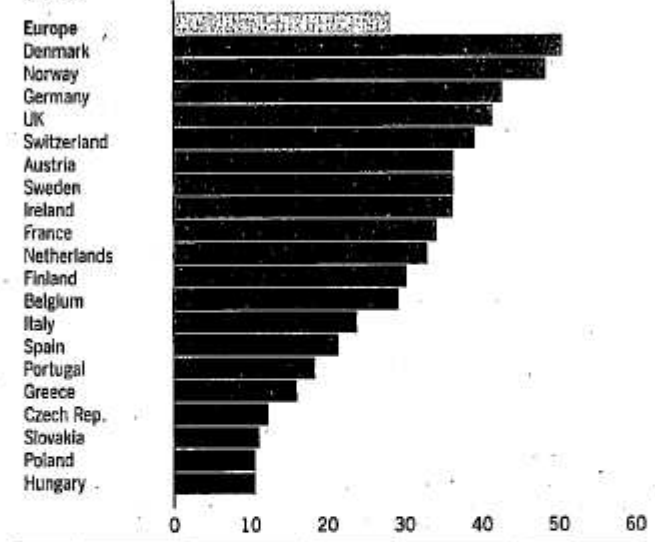


### Attractive European employers

Rank	Employer	%
1	L'Oréal	14.1
2	PwC	13.4
3	Apple	13.2
4	Ernst & Young	12.9
5	Coca-Cola	11.9
6	BMW	11.6
7	Nokia	11.1
8	Google	10.5
9	Deloitte	10.3
10	adidas	10.2
11	Nestlé	9.4
12	Deutsche Bank	9.3
12	KPMG	9.3
14	Microsoft	9.2
14	Procter & Gamble	9.2
16	Porsche	9.1
17	European Central Bank (ECB)	8.8
18	IKEA	8.7
19	Sony	8.5
20	Accenture	7.5
21	Unilever	7.4
22	McKinsey & Company	7.2
23	British Airways	6.8
23	Danone	6.8
25	Volkswagen	6.3
26	IBM	6.2
27	Air France	6.1
28	LVMH	5.8
29	Goldman Sachs	5.7
30	BCG	5.6
31	Barclays	5.5
31	European Commission	5.5
31	JPMorgan Chase	5.5
31	Morgan Stanley	5.5
35	Allianz	5.4
36	HSBC	5.3
36	ING	5.3
38	Merrill Lynch	5.2
39	Siemens	4.8
40	Lufthansa Aviation	4.7
40	Royal Bank of Scotland	4.7
42	BNP Paribas	4.5
43	Credit Suisse	4.4
43	PPR	4.4
45	Vodafone	4.3

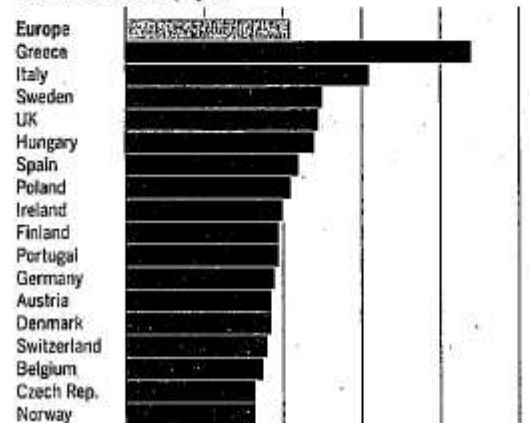
### Expected yearly salary

How much do you expect to earn a year in your first career job? (€'000)



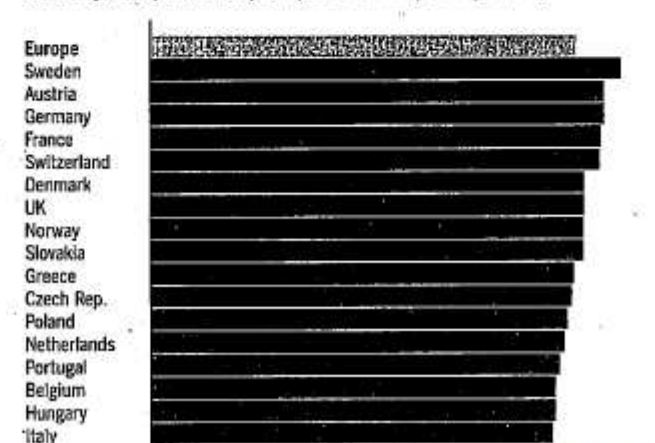
### Timeframe

How many months do you think you will have to spend looking for a suitable first employer?



### Expected weekly working hours

How many hours per week do you expect to work in your first career job?





## We are looking for people who

- can change Europe and the world
- enjoy working in multicultural teams
- deliver results
- come from wide range of backgrounds:  
generalists, economists, lawyers, scientists, IT  
specialists, linguists, and many more



## **Our offer**

- **Meaningful work**
- **Challenging, interesting and diverse objectives**
- **Dynamic career (opportunities to change direction/field throughout your career)**
- **International and multicultural work environment**
- **Access to excellent training**
- **Outstanding work-life balance (e.g. flexitime, teleworking)**
- **A competitive and progressive benefits package**



## Categories of EU staff

AD – Administrators

**administrators, policy makers,  
researchers, managers, linguists...**

AST – Assistants

**administrative assistants (eg in  
finance, HR), technicians, secretaries,  
chauffeurs...**



## Examples of jobs

- Policy Officer for consumer protection
- Chief Editor of the EU news service
- Policy Officer – setting targets under the EU Commission's Trading Scheme
- Setting EU fishery quotas
- Project Officer in new and renewable energy sources
- Legal Officer – working in the European Court of Justice
- Macro-economic analyst preparing the EU's response to the financial crisis
- Competition lawyer analysing M&As or state aid



## **Career progression**

- **Linear structure from policy officer to Director General**
- **Speed of career determined by annual appraisals**



# Training

- **Strong focus on training & continual development**
- **Language training encouraged**



## Pay

- **Basic monthly salary for entry level positions:  
€ 4 068**
- **Basic monthly salary for a Director:  
€ 12 361**
- **Additional allowances for: expatriation,  
household, dependent child, education**



## Getting a job in an EU Institution

- **EPSO selects candidates  
(Selection Boards)**
- **European Institutions recruit from  
selected candidates**



## **Current Selection Procedure**



## How to apply

- Selections are advertised Europe-wide (also in the Official Journal)
- EPSO web-site: <http://europa.eu/epso>
- No regular cycle (YET)
- Permanent jobs (via Open Competitions)
- Temporary Contract Agents



# EU Civil Service – Minimum requirements

## All positions

- EU citizen
- Knowledge of at least 2 EU official languages

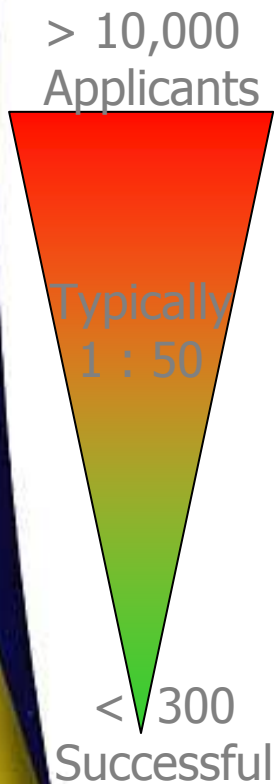
## AD (graduate) category

- University degree (at least 3 years)
- Specific requirements for each competition

## AST category

- Higher secondary level education
- Relevant work experience

# Current competition structure



- 1. Admission tests (CBT, MCQ)**  
**All applicants (second language)**
- 2. Written tests (Specialised knowledge)**  
**Fixed quota**
- 3. Oral tests (Motivation to apply and multicultural awareness)**  
**Fixed quota**



# Admission Test (2<sup>nd</sup> language)

## Multiple-choice questions (Computer-based tests)

- EU-knowledge (today)
- Verbal & numerical reasoning
- Abstract reasoning (soon)
- Specialist knowledge in certain fields

### Knowledge areas:

- EU knowledge
- 2nd language
- Specialist knowledge

### Competency:

- Fast, analytical thinking



# Written exam

## Essay (& letter)

### Knowledge areas:

- Specialist knowledge (EU context)
- 2nd language
- (Main language)

### Competencies:

- Analytical skill
- Synthesising information
- Clear and articulate written expression



# Oral test

## Interview with Selection Board

### Knowledge areas:

- Specialist knowledge
- EU knowledge
- 2nd language
- Main language

### Competencies:

- Convincing presentation skills
- Motivation to apply
- Ability to work in a multicultural environment



# Reserve list

*List of successful candidates*

- **Competition ends by establishment of a reserve list**
- **EPSO selects/ institutions recruit**
- **No guaranteed recruitment**
- **Lifespan: 1 to 3 years**



# Recruitment



## **Process of Recruitment**

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



# The New Selection Procedure

## 2010 – year of change

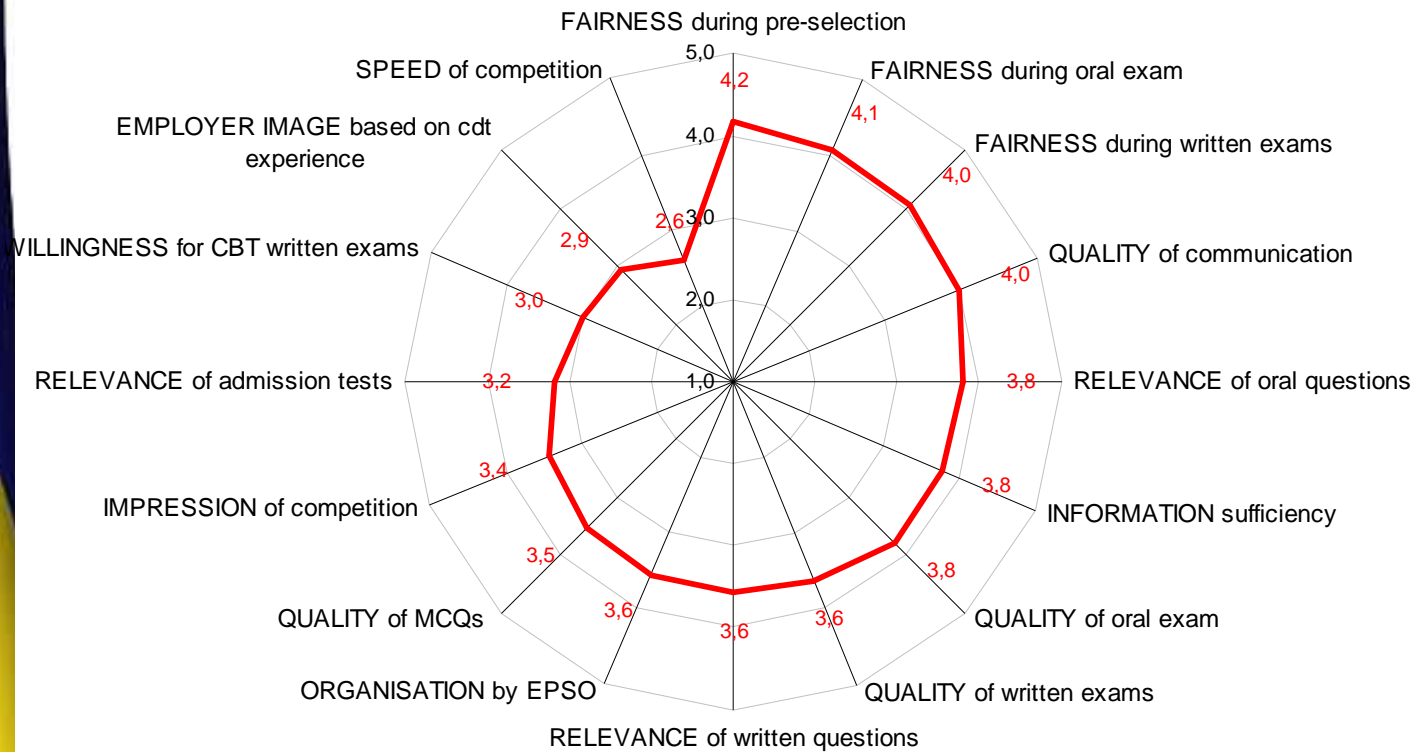
- **New selection procedure**
  - **Competency-based testing**
  - **Shorter procedure**
  - **Regular annual cycles**



## Why change?

- **Recruitment process out-dated: based on 1950's competition model;**
- **'War for talent' (need to compete efficiently to attract the right people and create a positive image of the EU Institutions as potential employer);**
- **Extremely long procedure both for candidates and Institutions.**

# Candidates' voice (2008)



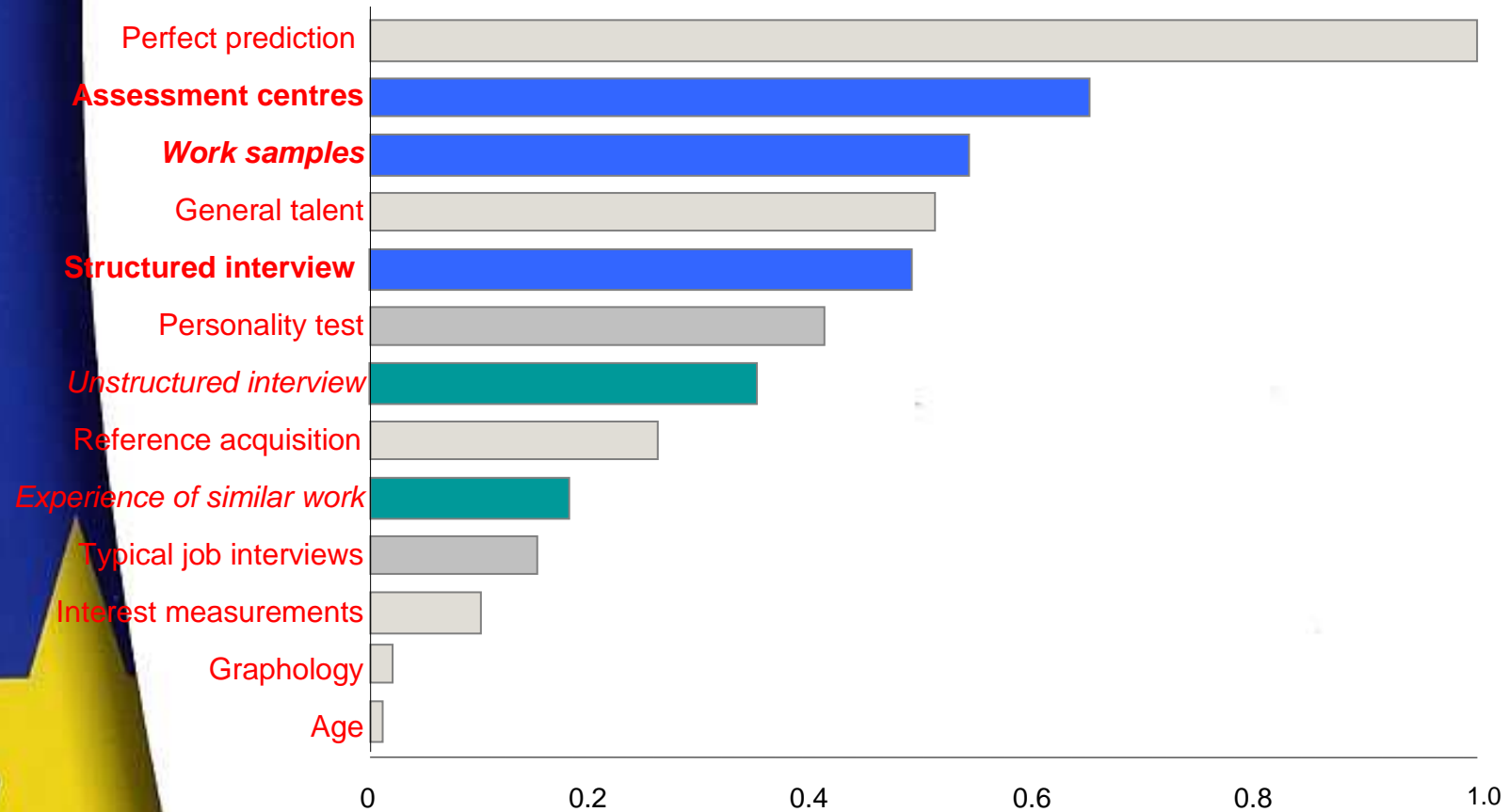
Mean score: 3,6

## **Best practice & research**

- **Research in-house (Assessment centres for middle and senior management)**
- **Best practice in Member States (e.g. UK, Germany, France)**
- **Best practice in other States organising public service recruitment centrally (e.g. Canada)**
- **Best practice in IOs (UN, OSCE, World Bank) – trainee programmes etc.**
- **Best practice in the private sector**

# Assessment Predictability

The ability of selection methods to predict performance (max. 1.0)



Source: Schmidt & Hunter, 1998



## **Improved Selection Process (1)**

- **Introduce strategic HR planning**
- **Annual competition cycles**
- **Speed (5 to 9 months)**

# Present timeline

Month 0	Month 6	Months 9-10	Months 12-13	Month 15	Months 18-19	Month 21	Month 23	Month 24
Identification of needs by Institutions	Publication of Notice of Competition	Computer-based testing	Admission	Written exams	Oral exams	Flagging	Interview and medical examination	Formal offer of employment





## **Improved Selection Process (2)**

- **Competency-based testing: Introduce Assessment Centres**
- **Introduce a competency passport as a comprehensive feedback mechanism to candidates**
- **Introduction of self-assessment**

## **Why self-assessment – Aims**

- **To raise awareness on working in the EU Institutions**
- **To raise awareness of having to move to Brxl, Lux or elsewhere and live there**
- **To determine suitability for a particular career**
- **To receive a better understanding about the job content**
- **To check eligibility to apply and if one would succeed in the pre-selection**





# Where & how to apply self-assessment

- Initial stage of application procedure
- Non-eliminary
- Repeatable with no limits
- Questionnaire
- Inter-active

# New procedure

**Administrators**

**Assistants**

**Linguists**

**Specific competitions**

Month

Month

-1

-1

Publicity and self-assessment

1

Online registration

Online registration

Online registration

Online registration

1

2

CBT: Verbal + numerical + abstract reasoning + behavioural tests

CBT: Verbal + numerical + abstract reasoning + behavioural tests

CBT / professional linguistic skills test – CV sift

CV sift

2

3

3

4

Admission + Assessment centre:  
 •Case study in the field (written)  
 •Group exercise  
 •Oral presentation  
 •Structured interview

Admission +  
 •Professional skills test (practical tests)  
 •Structured interview

Admission + Assessment centre:  
 •Practical linguistic tests  
 •Group exercise  
 •Oral presentation  
 •Structured interview

Admission +  
 •Detailed case study  
 •Structured interview  
 •Group exercise  
 •Verbal + numer + abstract reasoning tests

4

5

5

6

6

7

7

8

8

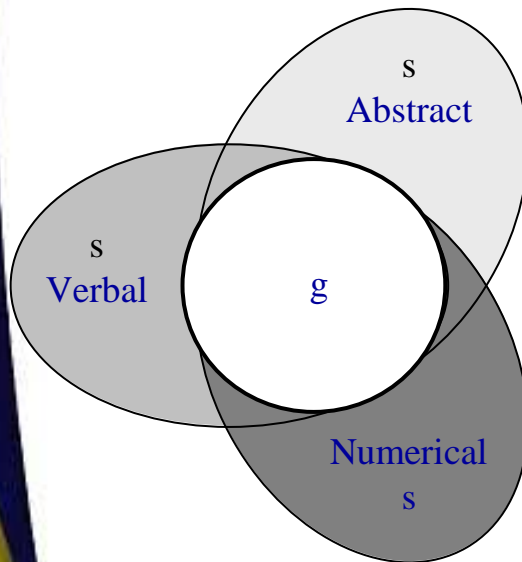
Recruitment

9

9

# Testing for competency (1)

CBT: cognitive testing

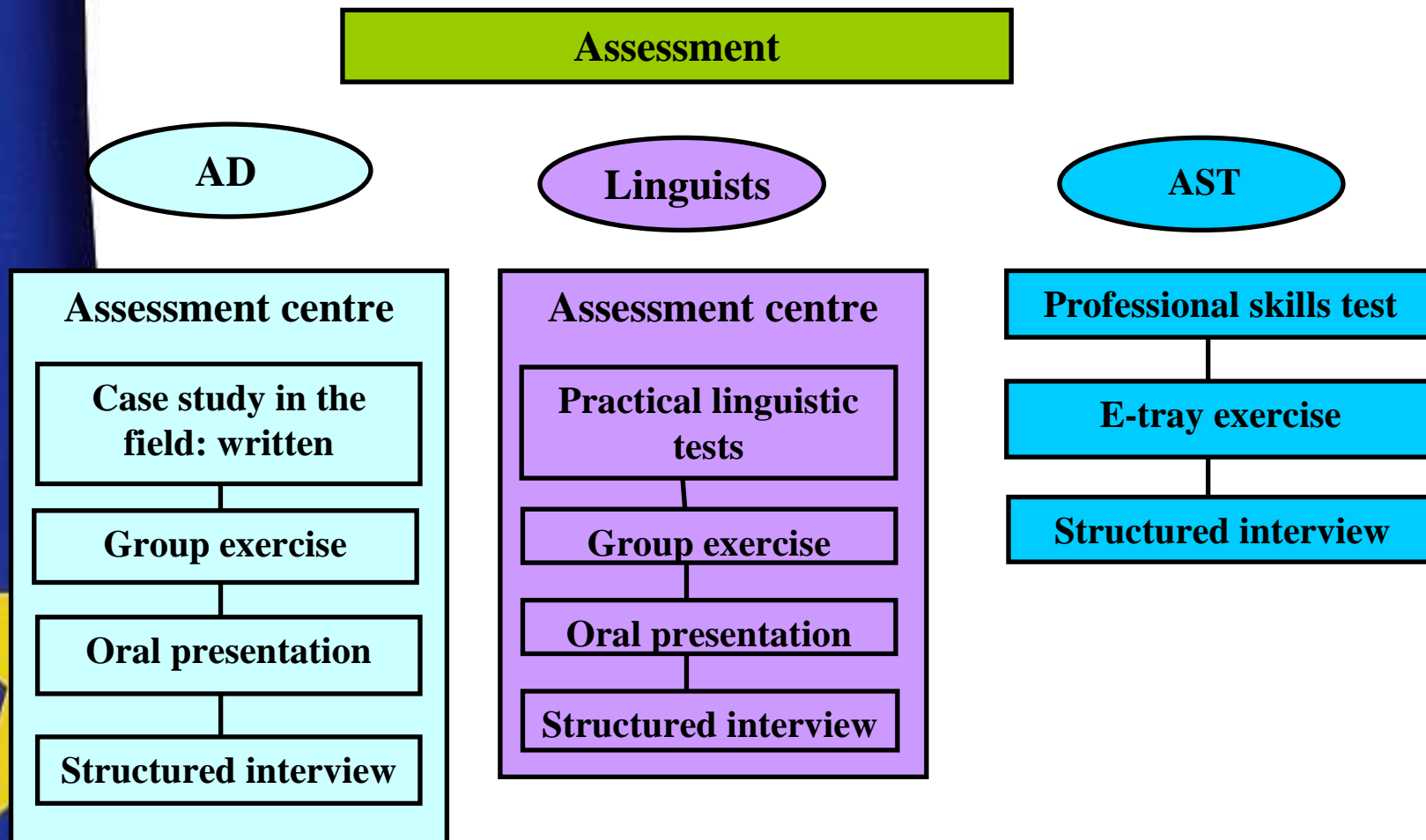


g – General Ability  
s – Specific Abilities

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

# Testing for competency (2)

Assessment: personal and professional competencies





## **Attractiveness and diversity**

- **Candidate Contact Service**
- **New online application procedure (DE, FR, EN)**
- **New Notice of competition (23 languages)**
- **New Web site and Logo (partly 23 languages)**
- **Regular candidates surveys**



# European Careers

Europa > EPSO

## The European Personnel Selection Office is the place to start!



### Testimonials

#### Jeremy Lester

In his Commission career, Jeremy has always worked with developing countries, the field for which he obtained a Master's degree from the UK's University of East Anglia. He first spent three years in Lesotho before joining the Commission in 1976.



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Cesare Bernabei

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Anne Ropers

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### Working for one of the European Institutions is much more than a job. It's our future. Maybe it's your future too?

- develop and implement meaningful policies that make a difference
- address tough challenges that society is facing
- work with colleagues from all over Europe
- contribute on projects that affect the daily life of 500 million people
- developing your personal and professional skills and accelerate your career
- enjoying a people-friendly working environment

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## Summing up

Moving from the old model:

- Poor strategic workforce planning
- Weighted in favour of knowledge
- Lengthy process time
- Poor image of the EU

## Summing up

To a new model:

- Better workforce planning
- Competency based selection
- Best practice approach
- Faster process times
- Annual competition cycles
- Greater transparency for candidates
- Projects positive image of the EU



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