

SHAPING



EUROPE

TOGETHER



Career opportunities
with the European Institutions
and EPSO selection procedures



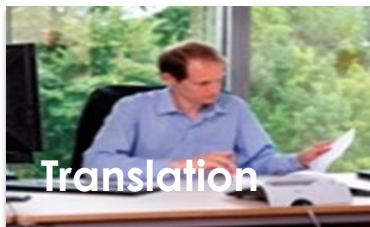
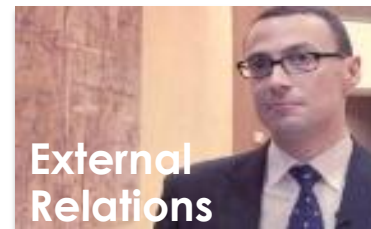
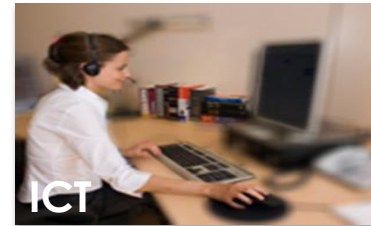
Where can an EU career lead?





Who?

Profiles



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

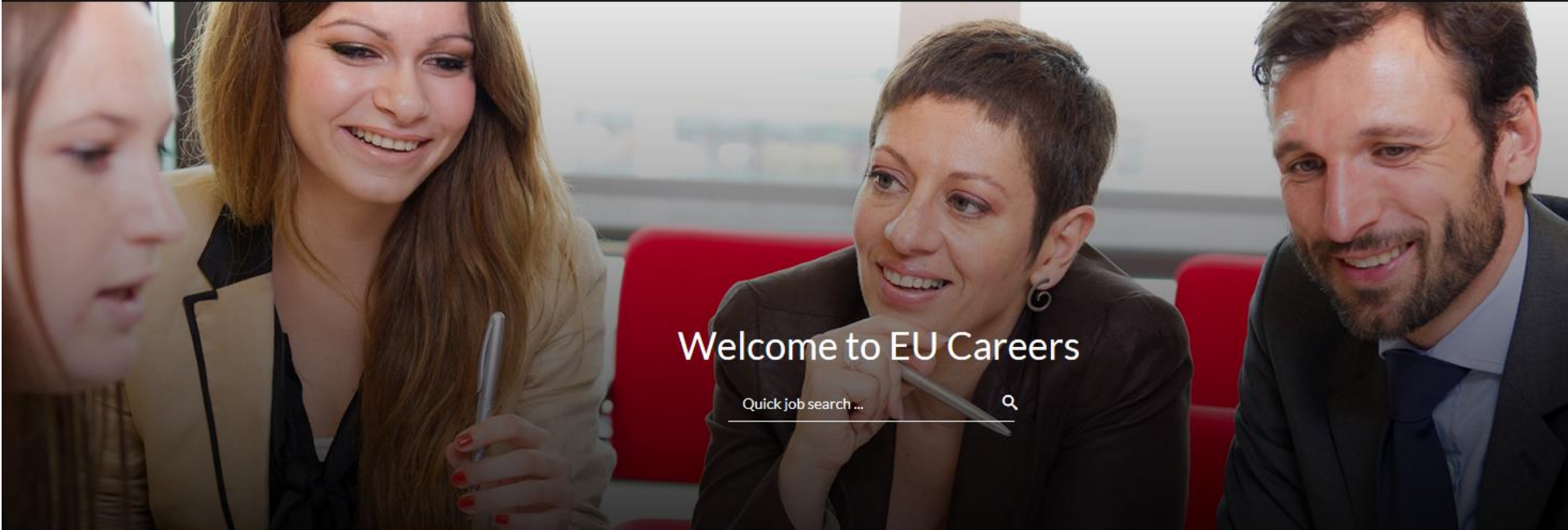
- pay
- pension
- family allowances
- European schools
- medical insurance
- ...

Salary

Grade	Salary
AST/SC	+/- 2.500 €
AST/1	+/- 2.900 €
AST/3	+/- 3.700 €
AD/5	+/- 4.700 €
AD/6	+/- 5.300 €
AD/7	+/- 6.000 €
AD/8	+/- 6.800 €



How?



Welcome to EU Careers

Quick job search ...



Specialists in law and finance



2019 Graduate Administrators competition



News

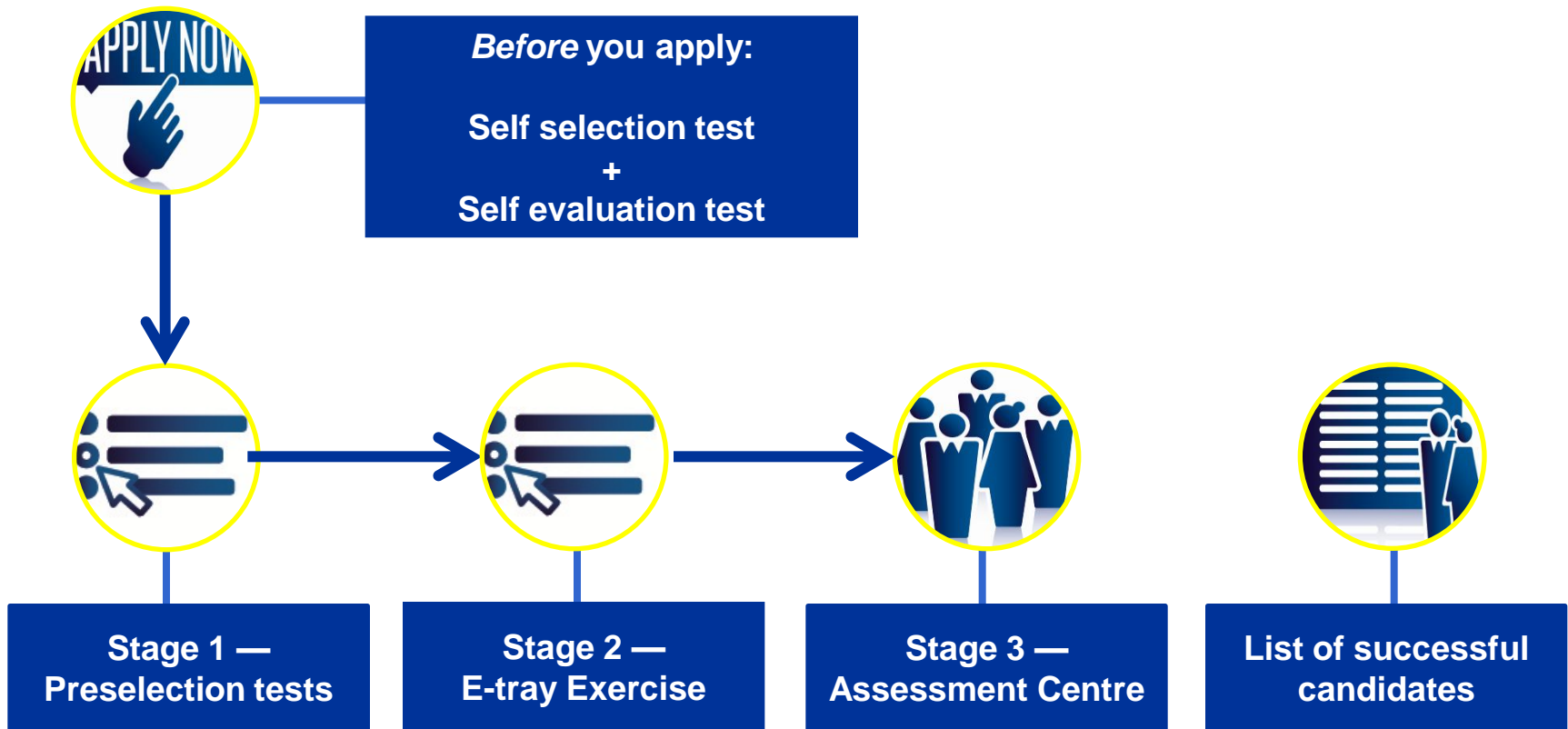
Open for applications - Specialists in law and finance


Post date: 06/06/2019 - 12:07

Open for applications - Graduate Administrators

Post date: 23/05/2019 - 12:23

Overview



A close-up photograph of a person's hand clicking a black computer mouse. The mouse is resting on a wooden desk. In the background, a portion of a white computer keyboard is visible. The text 'Stage 1 – Preselection Computer Based Tests worldwide' is overlaid on the image in a blue, sans-serif font with a white outline.

Stage 1 – Preselection Computer Based Tests worldwide

Computer Based Tests (CBT)

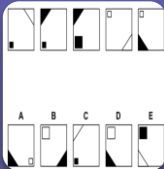
Verbal reasoning



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

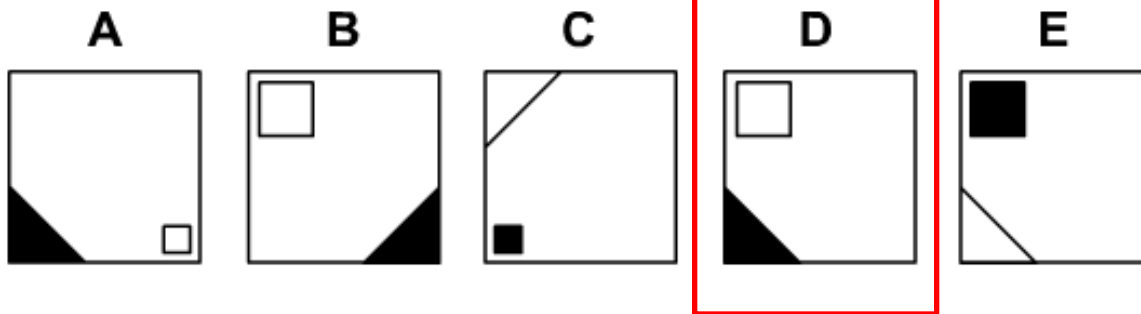
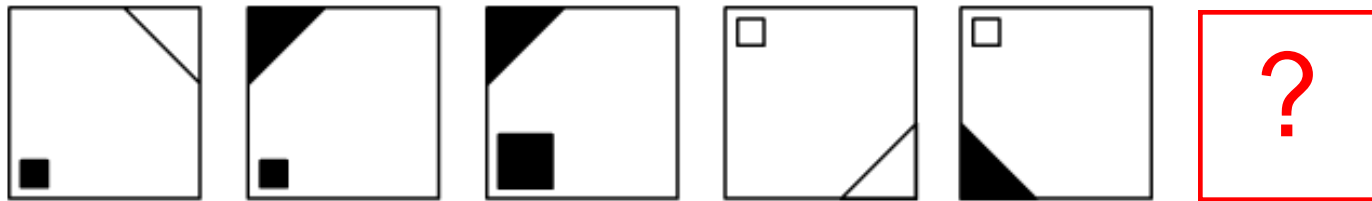
Example numerical reasoning

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

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

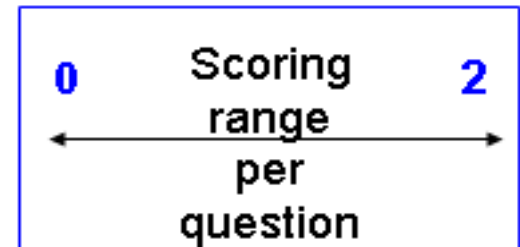
- A. 45.3%
- B. 47.6%
- C. 49.4%
- D. 52.2%
- E. Cannot say

Example abstract reasoning



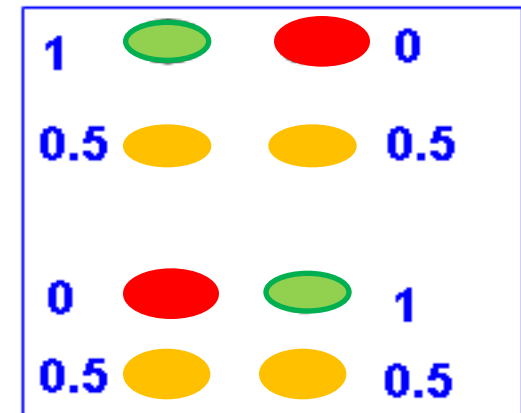
Example situational judgement

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)

Most Least





**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



Motivational interview

In Language 2

Assessment Centre

Testing 8 competencies



Analysis &
problem solving



Communication



Delivering quality &
results



Learning &
Development



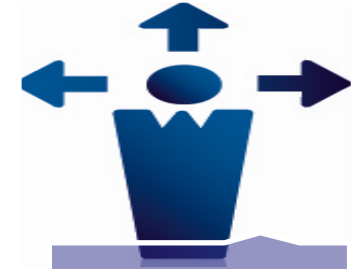
Prioritising &
organising



Resilience



Working with others



Potential to lead

Assessment Centre

Testing 8 competencies



Interviewer: How would you describe yourself?

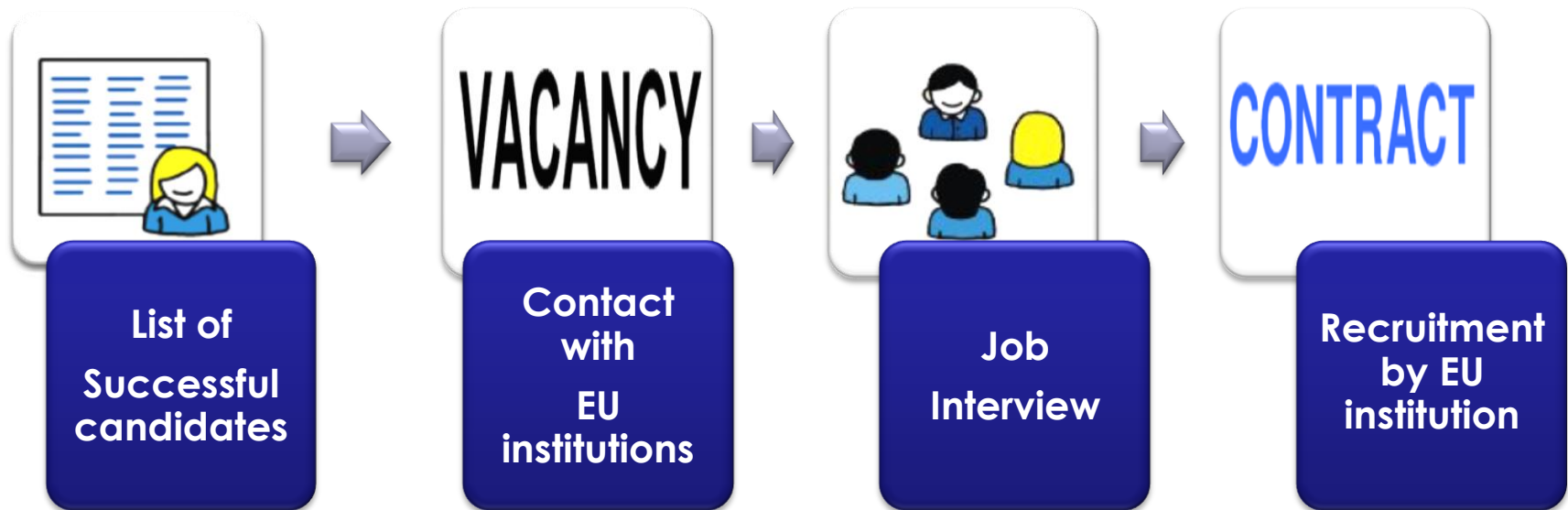
Me: Verbally, but I've also prepared a dance

A day at the Assessment Centre



http://www.youtube.com/playlist?list=PLNS-NTgNUQ_by8h4h1fgYZQp2wXrfoWz

Successful Candidate





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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)



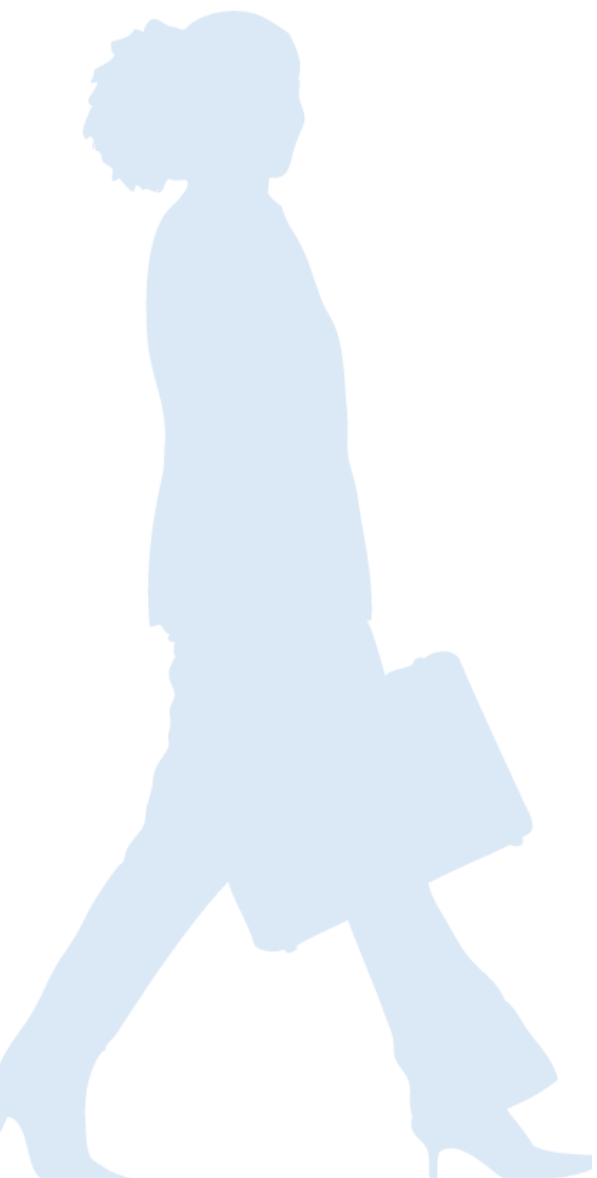
Specialists when needed

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

Upcoming

Field	Languages	Grade	Application period
Development cooperation	EU-28	AD7	October 2019 *
Lawyer-linguists	DA EL FR HR PL	AD7	November 2019 *
Conference operators	EU-28	AST-SC 2	Autumn 2019 *

**dates to be confirmed*

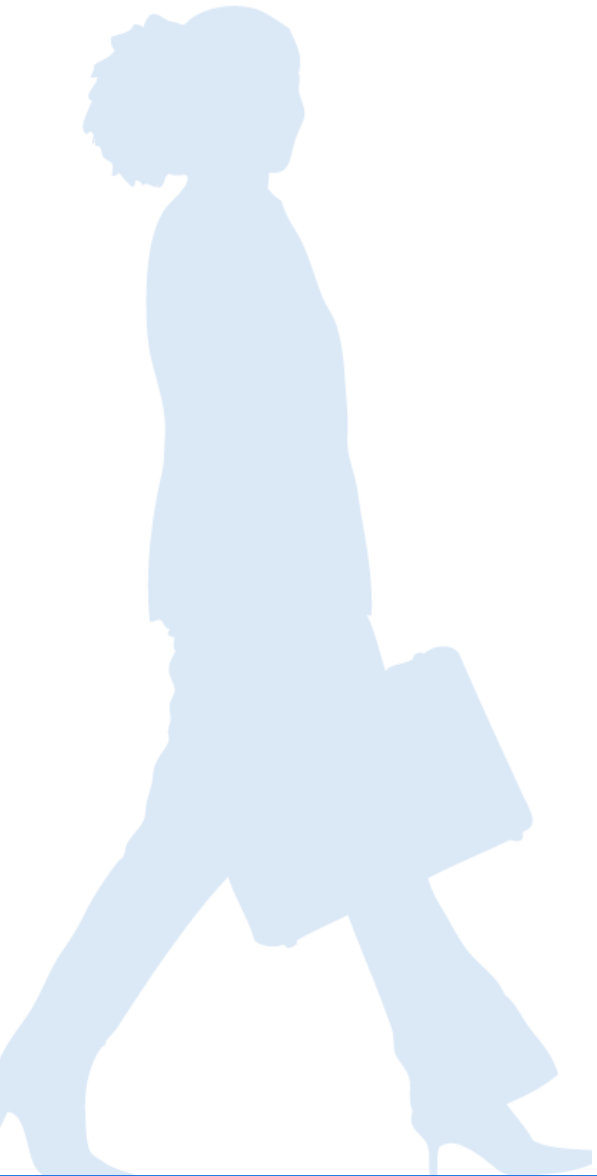


Other Staff

Other types of staff

**Contract agent
(CAST)**

Trainees

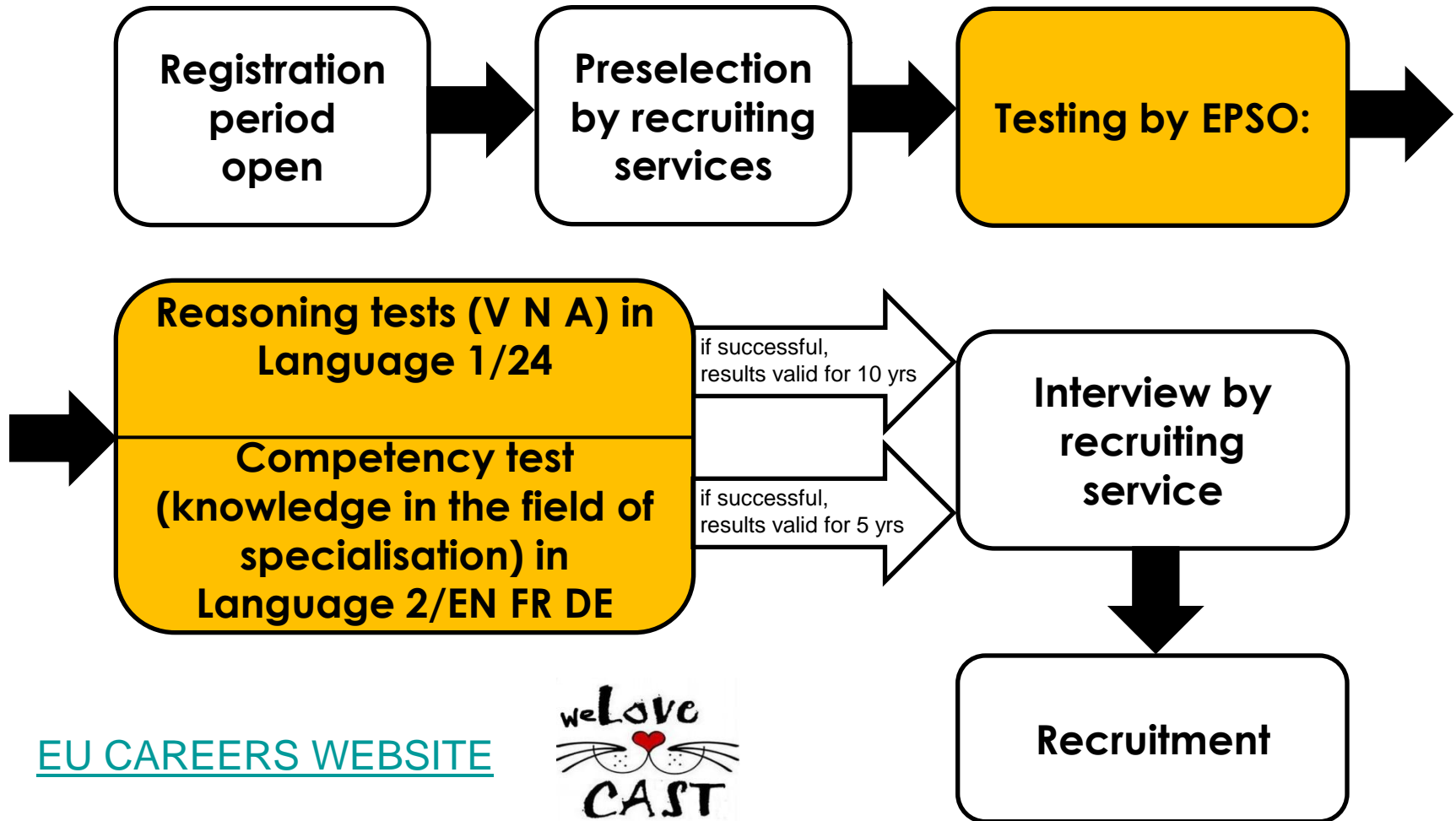


Contract Agents

Profiles

Field	Function Group	Registration period
Manual workers	I	Open
Secretaries/Clerks	II	Open
Child Care staff	II	Open
Administration/HR	II – III – IV	Open
Finance	II – III – IV	Open
Project/Programme Management	III – IV	Open
Communication	III – IV	Open
Political affairs	III – IV	Open
Law	III – IV	Open
ICT	III – IV	Open
Educational psychologists	IV	Open
Translators	IV	Open
Proofreaders	III	Open

CAST PERMANENT Selection procedure

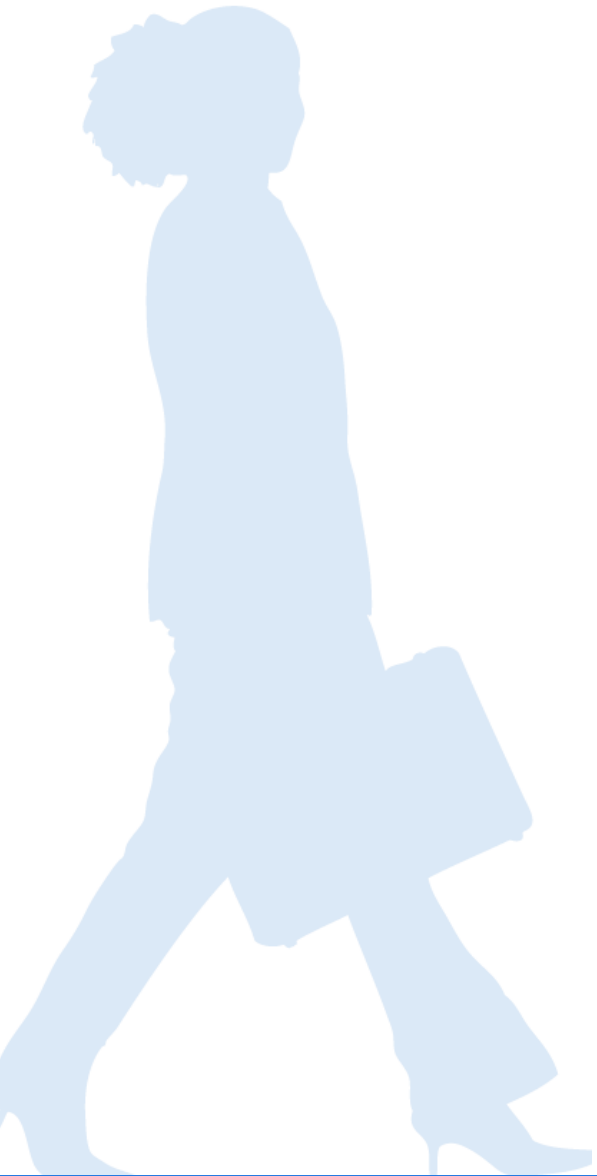


[EU CAREERS WEBSITE](#)



CAST Salary

Grade	Salary
FG I	+/- 2.000 €
FG II	+/- 2.100 €
FG III	+/- 2.650 €
FG IV	+/- 3.400 €



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

EC Traineeship – key steps

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

