EU Careers







2016

Michael Stylianou

EU Careers



- The EU Personnel The EU Institutions
- When & who can apply?
- ✓ The Qualifications?



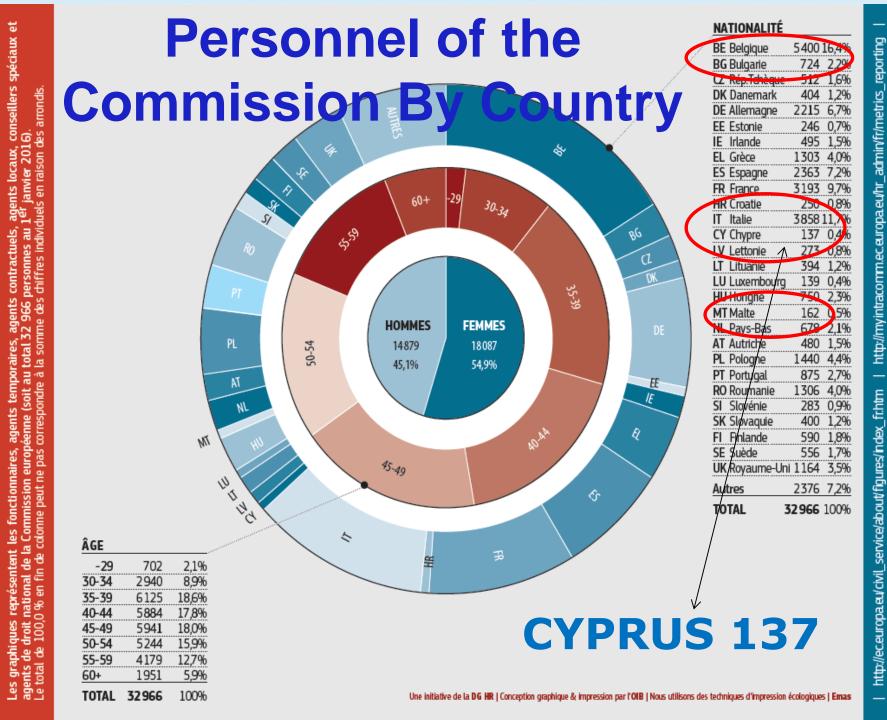
- The EPSO and EPSO Account
- ✓ The Procedure & the Competences
- ✓ The CV
- / The Letter of Motivation
- ✓ The Interview
- ✓ The Reserve List



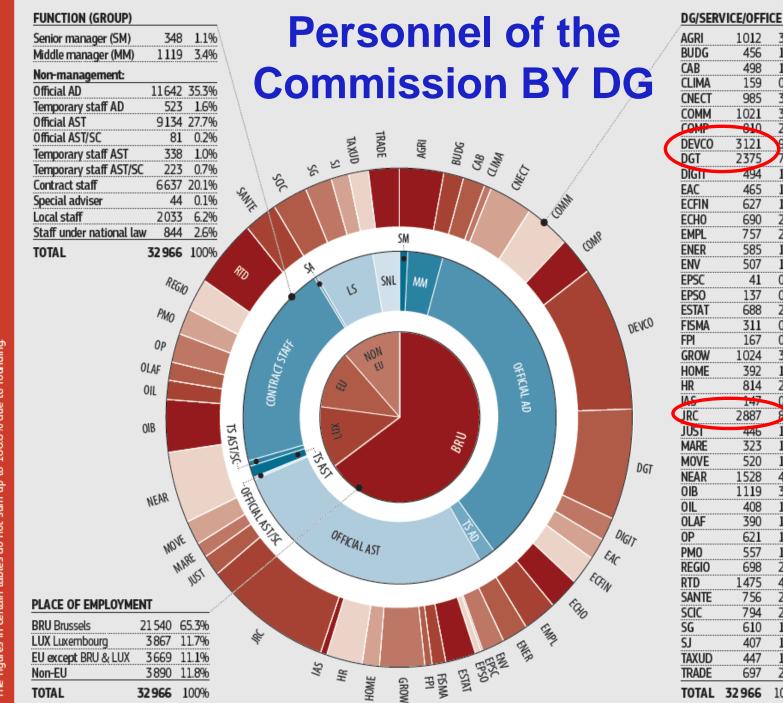
The EU Personnel



Senior & Middle Managers 1.467 **Official AD** 11.642 **Official AST/SC** 9.215 1.084 **Temporary staff** 6.637 **Contract staff** Local staff 2.033 **Other staff** 888 **TOTALS for the COMMISSION** <u>32.966</u> **OTHER INSITUTIONS**



2016 **COMMISSION EUROPÉENNE**





http://myintracomm.ec.europa.eu/hr_admin/en/metrics_reporting/Pages/index.aspx | http://ec.europa.eu/civil_service/about/figures/index_en/htm |

1012

456

498

159

985

810

1021

3121

2375

494

465

627

690

757

585

507

41

137

688

311

167

1024

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1119

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756

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2887

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3.1%

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D.Gs-European Commission



- 1. Agriculture and Rural Development (AGRI)
- 2. Budget (BUDG)
- 3. Climate Action (CLIMA)
- 4. Communication (COMM)
- 5. Communications Networks, Content and Technology (CNECT)
- 6. Competition (COMP)
- 7. Economic and Financial Affairs (ECFIN)
- 8. Education and Culture (EAC)
- 9. Employment, Social Affairs and Inclusion (EMPL)
- 10.Energy (ENER)
- 11.Environment (ENV)
- 12.Eurostat (ESTAT)
- 13.<u>Financial Stability, Financial Services and Capital Markets</u> <u>Union (FISMA)</u>
- 14.Health and Food Safety (SANTE)
- 15. Humanitarian Aid and Civil Protection (ECHO)
- 16.Human Resources and Security (HR)
- 17.Informatics (DIGIT)

D.Gs-European Commission



- **18. Internal Market, Industry, Entrepreneurship and SMEs** (GROW)
- **19. International Cooperation and Development (DEVCO)**
- 20. Interpretation (SCIC)
- 21 Joint Research Centre (JRC)
- 22 Justice and Consumers (JUST)
- 23 Maritime Affairs and Fisheries (MARE)
- 24 Migration and Home Affairs (HOME)
- **25 Mobility and Transport (MOVE)**
- 26 Neighbourhood and Enlargement Negotiations (NEAR)
- 27 Regional and urban Policy (REGIO)
- 28 Research and Innovation (RTD)
- 29 Secretariat-General (SG)
- **30 Service for Foreign Policy Instruments (FPI)**
- **31 Taxation and Customs Union (TAXUD)**
- 32 Trade (TRADE)
- **33 Translation (DGT)**

European Commission



Services

- 1. <u>Central Library</u>
- 2. European Anti-Fraud Office (OLAF)
- 3. European Commission Data Protection Officer
- 4. European Political Strategy Centre (EPSC)
- 5. <u>Historical archives</u>
- 6. Infrastructures and Logistics Brussels (OIB)
- 7. Infrastructures and Logistics Luxembourg (OIL)
- 8. Internal Audit Service (IAS)
- 9. Legal Service (SJ)
- 10.<u>Office For Administration And Payment Of Individual</u> <u>Entitlements (PMO)</u>
- 11. Publications Office (OP)

See also

- Agencies and decentralised bodies
- Commission Directory
- Representations of the European Commission

How does the EU spend its money?



2015 EU budget: € 145.3 billion

2016 EU budget: € 155.0 billion

Global Europe: including development aid 6%

Security & citizenship, justice : 2 %

Sustainable growth & natural resources: agriculture, environment 40 %

2015

Other, administration 6%

Smart and inclusive growth: jobs, competitiveness, regional development 46 %

The EU Institutions



and many more agencies of the EU: <u>http://europa.eu/epso/discover/institutions/index_en.htm</u> in Brussels or Luxembourg (80%) or elsewhere in the EU and the world (20%)





Employees are selected by general competitions from all member states

- > Their remumeration is defined in accordance with specific legislation
- > Administration costs around 15 EUR annually to every European citizen





1. Permanent officials

They form the "EU Civil Service" and are divided in two categories – administrators (AD) and assistants (AST), with a career system consisting of 16 levels (grades).

I. Administrators (AD)

They draft policies and monitor the implementation of EU law, analyse & advise. To apply you must have completed at least three years of university.



ii. Assistants (AST)

They work in supporting roles and are crucial for the internal management of the institutions. To apply, you must have completed (at least) secondary school.

2. Contract staff

Contract staff are hired for



specific manual or administrative tasks. Contracts are generally for a limited period-usually starting with 6-12 months.



3. Temporary staff

Temporary staff are recruited for specialised or temporary tasks with contracts of up to six years. Vacancies can be found on <u>EPSO's</u> <u>website</u> and on the websites of individual institutions and agencies.

4. Interim staff

Some institutions also take on local interim staff for up to six months – mainly for secretarial work. In this case recruitment is done by temping agencies



5. Seconded national experts (SNEs)

They are normally public-sector employees in their home country, seconded for a fixed period to an EU institution to share their expertise and learn about EU policies and procedures.

National experts are selected through a specific procedure, which does not involve EPSO. Your country's <u>permanent</u> representation to the EU can inform you about current opportunities



6. Trainees

Every year 1.200 young people have the chance to increase their professional skills, develop their personal qualities, and enhance their EU knowledge. They last 3-5 (plus) months. Need a first university degree of any discipline, (a transcript can normally be provided if the certificate has not yet been awarded). http://europa.eu/epso/apply/how apply/trainees/ind ex en.htm



Institution	Duration	Paid?	Application deadline	Start
				dates
European Commission	5 months	Yes, around	31 January	1 October
		1100€	31 August	1 March
European Parliament	5 months	Yes, around	15 May	1 October
		1200€	15 October	1 March
			At least 3 months	1 January
	Up to 3		before start date	1 May
	months	Νο		1 September
	(unpaid)			
European External	9-18	2300-3000€	See website for updates	See website for updates
Action Service	months			
European Council	5 months	Mostly	31 August in the year	1 February
			before the traineeship	1 September
Court of Justice	5 months	Yes	1 October	1 March
			1 May	1 October
Court of Auditors	5 months	Usually around 1100€	On-going	Variable



				Jan Jan
Institution	Duration	Paid?	Application deadline	Start
				dates
Economic and Social	5 months	Yes	30 September	16 February
<u>Committee</u>			31 March	16 September
Committee of the	5 months	Yes, around	30 September	16 February
<u>Regions</u>		1000€	31 March	16 September
<u>European Ombudsman</u>	4-12	Yes, pay decided	30 April	1 September
	months	on a case-by-case	31 August	1 January
		basis		
<u>European Central Bank</u>	Variable	Yes, 1050€ or	Not fixed, posted on	Variable
		1900€,	website	
		dependent on		
		duties		
European Data	5 months	Yes, 950€	1 October	1 March
Protection Supervisor			1 March	1 October

Translation traineeships are offered by the <u>European Commission</u> and by the <u>European Parliament</u>. The Court of Justice also offers traineeships in its <u>translation and interpreting departments</u>.



The following EU agencies and bodies also organise traineeships:

1. <u>European Investment Bank</u>	13. <u>European Law Enforcement Agency</u>
2. <u>The European Network and Information</u> <u>Security Agency (ENISA)</u>	14. <u>Office for Harmonization in the</u> <u>Internal Market</u>
3. <u>European Joint Undertaking for ITER</u> and the Development of Fusion Energy (Fusion for Energy)	15. <u>The European Agency for the</u> <u>Management of Operational</u> <u>Cooperation at the External Borders of</u> <u>the Member States of the European</u> <u>Union</u>
4. <u>EMCDDA, European Monitoring Centre</u> for Drugs and Drug Addiction	16. <u>European Centre for the</u> <u>Development of Vocational Training</u>
5. <u>European Union Satellite Centre (EUSC)</u>	17. <u>European Training Foundation</u>



6. The European Institute for Gender	18. <u>European Foundation for the</u>
<u>Equality</u>	Improvement of Living and Working
	Conditions (Eurofound)
7. ECHA - European Chemical Agency	19. <u>European Union Agency for</u>
	<u>Fundamental Rights</u>
8. European Centre for Disease	20. The European Union's Judicial
Prevention and Control	Cooperation Unit (EUROJUST)
9. European Aviation Safety Agency	21. Translation Centre for the Bodies of
	the European Union
10. <u>European Food Safety Authority</u>	22. <u>Joint Research Centre</u>
11. <u>European Medicines Agency</u>	23. <u>European Maritime Safety Agency</u>
12. <u>European Railway Agency</u>	

The following links also provide information on traineeships in the EU Institutions, including details of traineeships open for applications now, for:

- <u>students</u>
- <u>university graduates</u>
- linguists.

Why an EU Career?



Interesting and challenging work

International working environment



Training languages skills



Variety of career options and roles





Make a difference for Europe

Who can apply?



You 2!!



NO prior work experience with EU institutions



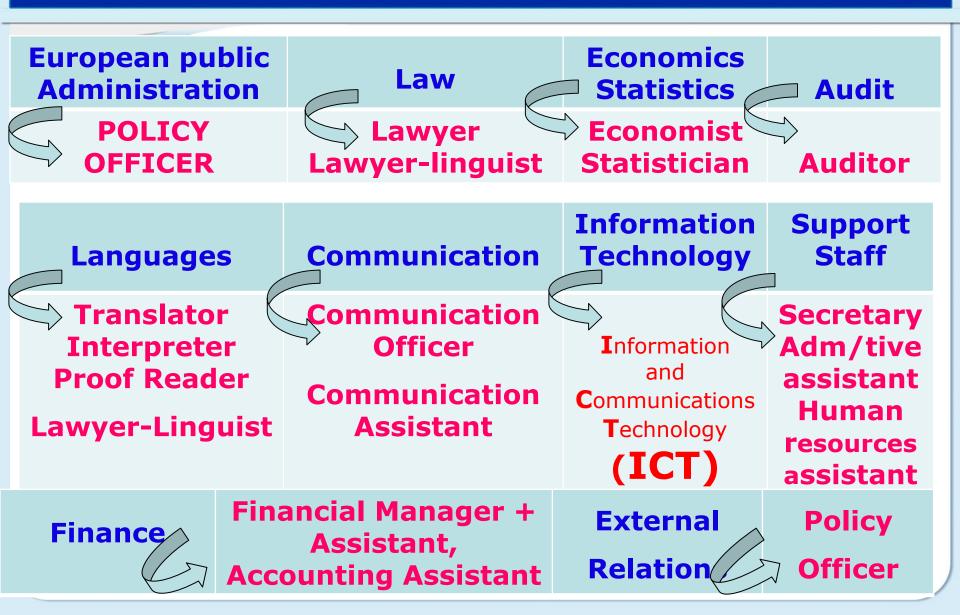
Qualifications Needed



	Administrator (AD)	Linguists (AD)	Assistants (AST) & Secretaries (SC)	Specialists (AD or AST)
Minimum Qualifications	Degrees –min. BA Level or 3 years of studies	Degrees –min. BA Level or 3 years of studies	High School diploma Or post- secondary qualif. – Min. 30years of work experience	Same as for AST's and AD's
Work Experience	AD5-None AD7-6 years AD9-12 years	AD5-None AD7-6 years AD9-12 years	None to 3 or 6 years	Same as for AST's & AD's
Type of Qualifications	Arts, Law, Economics, Political Science, Statistics, Business Admin. You can	Language studies, Interpreting apply for AI	Clerical studies, Arts, Finances, IT, Technical skills etc	Lawyers LinguisticsE ngineers Scientists Doctors

The Qualifications





The European Personnel Selection Office (EPSO)



Mission / Role EPSO's role is to serve the EU Institutions by providing high quality, efficient and effective selection procedures enabling them to recruit the right person, for the right job, at the right time. **Selection Committee** The selection committee is responsible

for selecting the best candidates based on the qualifications described in the job description.



Europa>EPSO

Want to work for the EU? See all of our <u>current opportunities</u>

Discover

1 2 3 4 5

Read about what an EU Career can offer.

Apply

Find out about our job opportunities and how to apply.

Already Applied

Follow the latest news on ongoing competitions.







CAREERS WITH THE EUROPEAN UNION

by the European Personnel Selection Office



Europa>EPSO>Applications

Manage your application

Your EPSO Account

User name :	
Password :	

Forgot your username/login?

Forgot your password?

(S)

Create your EPSO Account

Online Application Manual

Stay up to date

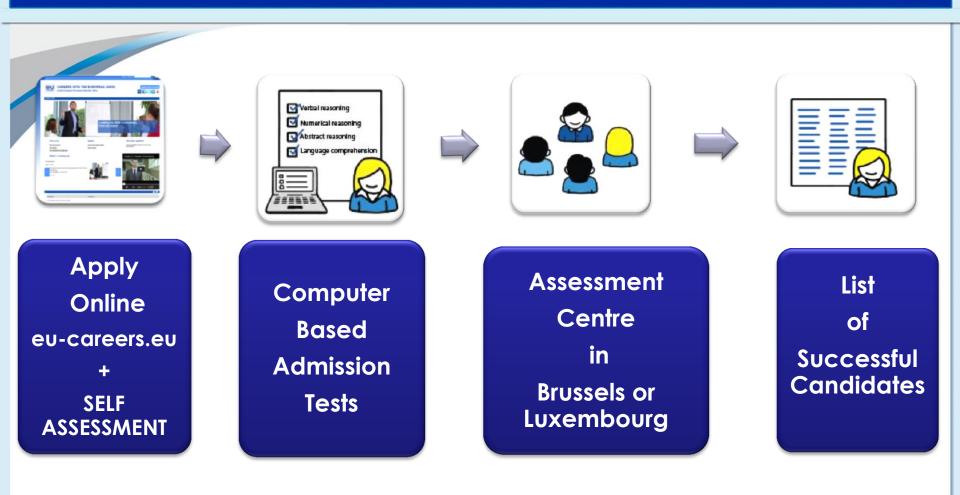
Sign up at EU-careers.info and receive regular updates about selection procedures.



Successful candidates

Successful in a selection procedure? Find out here what happens next.

Procedure-General Overview



Competition Stages...

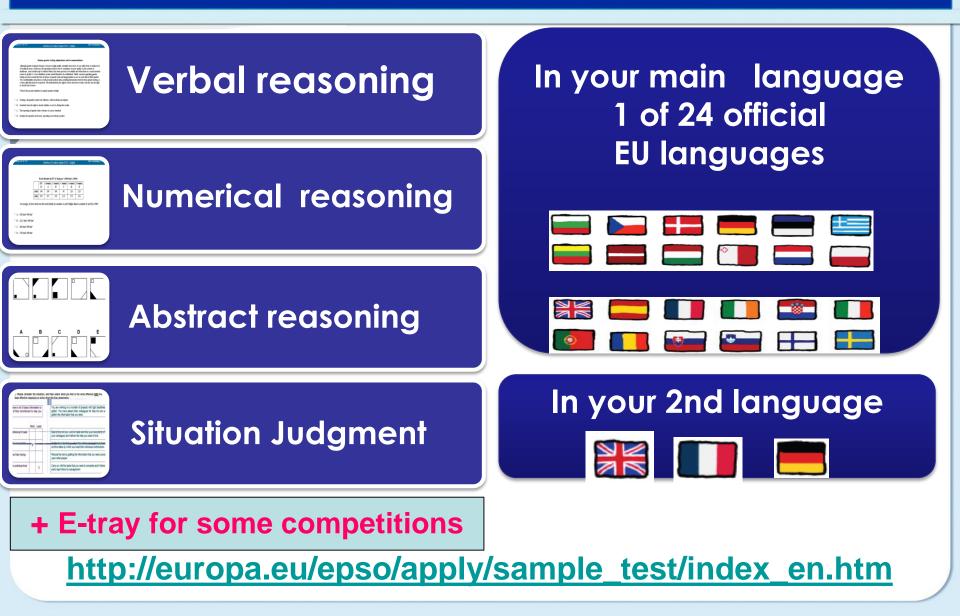


	Administrators	Linguists	Assistants	Special Profiles	1			
	For example European public administration, Human resources, Economics, Law, Finance, Audit, Statistics	Translators Interpreters Languages will vary each year.	For example Administrative Support, Human resources, Finance, Information technology, Communication, Secretaries	For example Lawyer linguists, Nurses, Nuclear inspectors, Scientific researchers				
0	0 Publication of Notice of Competition and self-assessment							
1	Online registration Spring	Online registration Summer	Online registration Winter	Online registration	1			
2 3 4	Computer based testing: Verbal + numerical + abstract reasoning + situational judgement tests	Computer based testing: Mix of cognitive reasoning and professional skills tests	Computer based testing: Verbal + numerical + abstract reasoning + situational judgement tests + professional skills tests	CV sift based on eligibility criteria	2 3 4	Month		
4 5 6	Assessment centre: • Case study in the field (written) • Group exercise • Oral presentation	Assessment centre: • Practical linguistic tests • Group Exercise • Oral presentation	Assessment centre: • Professional skills test (practical tests) • Structured interview	Assessment centre: • Generic case study • Structured interviews • Group exercise • Verbal + numerical +	5	ıth		
7 8	Structured interview	Structured interview		abstract reasoning tests	7 8			
9	9 Reserve lists / Recruitment							

Month

Computer Based Tests (CBT)









VERBAL REASONING

Test of logic:

- > Ability to quickly analyse a statement and understand the meaning of a text.
- Ability to identify quickly which statements are most likely to constitute the correct answer.
- > Ability to read a text selectively.
- Process of elimination using the information from the text.





NUMERICAL REASONING

Calculation is only a part of the answer: ✓ Understand and analyse: you need to know how to read a piece of information and interpret tables, graphs in order to decide correctly what is needed.

 You need to know percentages, variation rates, averages etc.

✓ Speed, use calculator if needed only.



ABSTRACT REASONING

Series of diagrams containing geometric shapes which are repeated or modified according to a logical sequence. Find the logic and then the diagram that completes the series.

- Ability to visualize geometric transformations (rotations, symmetries)
- Skill to spot similarities between complex shapes.



Situation Judgment Test (SJT)

- SJT are a type of psychological <u>aptitude test</u> that assesses judgment required for solving problems in work-related situations.
- **Candidates are presented with hypothetical** situations that employees might encounter at work, may involve working with others as a member of a team, interacting with others, and dealing with workplace problems. Candidates are presented with several possible actions (in multiple choice format) that could be taken when dealing with the problem described.

ASSESSMENT CENTRE IN BRUSSELS OR LUXEMBOURG

https://www.youtube.com/watch?v=T6nVuwr31wQ

Assessment Centre Overview Generalists



1,5 day in your 2nd language

Case study in the Field -Chosen Written Group Exercice

(Case)

Oral Presentation

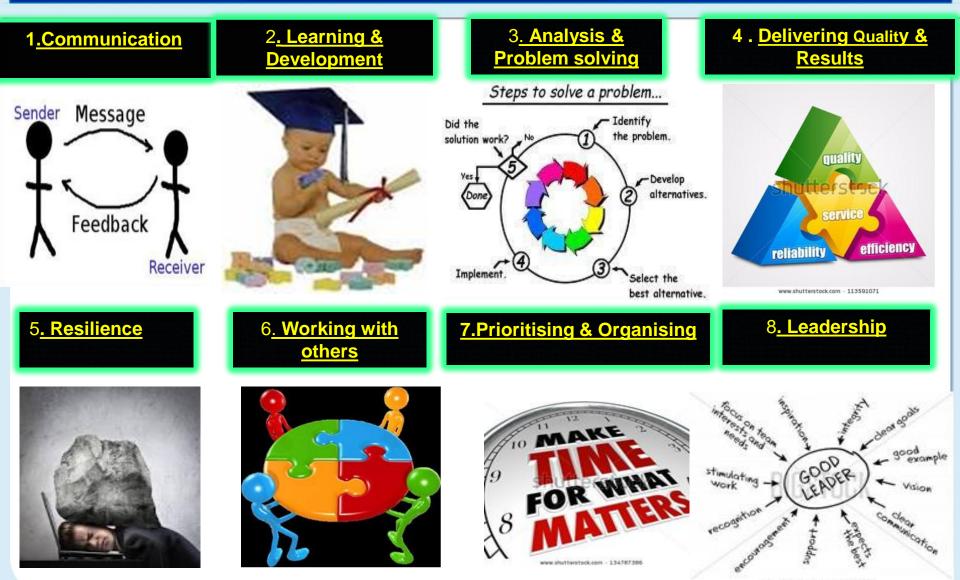
(Case)

Structured interview

ASSESSEMENT CENTRE BRUSSELS

8 COMPETENSES





www.bigstock.com - 21835361



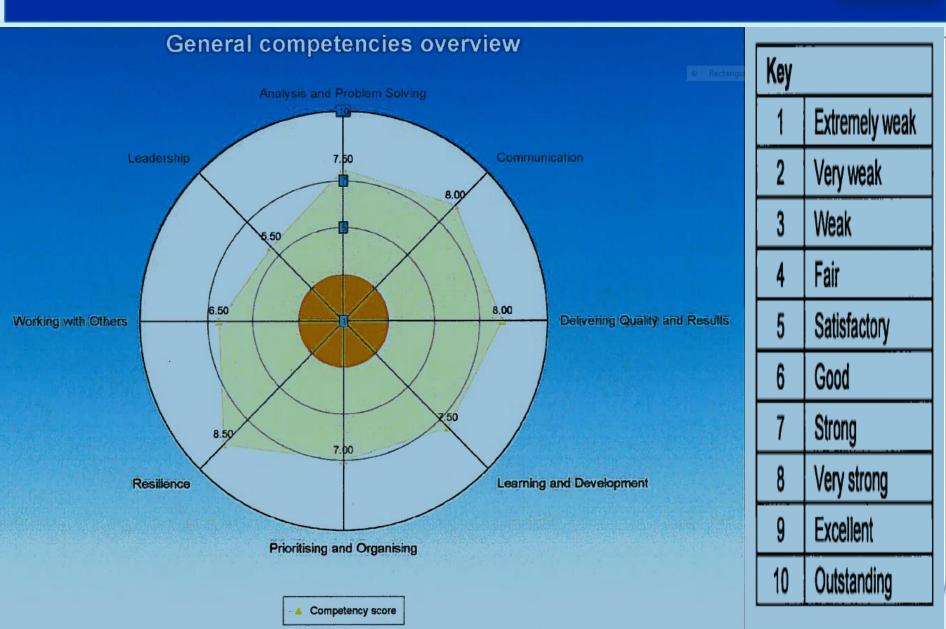
ASSESSEMENT CENTRE

- ✓ Each and every one of the Competences are examined TWICE by TWO assessors.
- When the marking of the two assessors differs and the difference is "significant" then a third assessor is appointed.
- ✓ The candidates have the right to object (in writing) to a decision in every one of the stages of the competition. It must be done within a specified time limit.

ASSESSEMENT CENTRE				
In the field chose LEVEL: Administrator	Case study	Structured interview	Group exercise	Oral presentation
Analysing & problem solving	х			x
Communicating	Х			X
Delivering Quality & results	x			x
Learning & development		X	X	
Prioritising & organising	X		X	
Resilience		X		X
Working with others		X	X	
Leadership		X	X	

ASSESSEMENT CENTRE - RESULT





<u>Successful Candidate</u> <u>General Overview</u>





Successful Candidate



The "reserve list" is a database from which the EU Institutions can select staff who has successfully passed the EU Careers selection procedures.

For the most common job profiles, the reserve lists will remain valid until the following year's competition cycle (for 1 year). For other profiles, reserve lists will remain valid for a longer period.

All participants will receive feedback on their performance.

https://europa.eu/epso/application/passport/login.cfm?comp_id=

THE APPLICATION (CV)



on this form and the UCAS form are the sam

Please turn over

The first impression OFFICE USE ONLY Present Yourself APPLICATION FOR ADMISSION AS AN UNDERGRADUATE TO # COLLEGE OF OXFORD UNIVERSITY plete in block capitals and black ink. The application **Vot too much, not too little** School N Concentrate on the essentials Pre or Post Qualifica PPH/Harris Manu Course Further Details ✓ It must be adaptable Further Day Month Vo Make it easy to read Source of financial support, if not all or other Ellice Home address (if different Be Clear and Concise Check it before sending it

THE LETTER OF MOTIVATION



Ns Who are You? Why are You interested in this particular job? ✓ What can You offer? ✓ Why should they choose You?

21 Bridge Street Smallville Dunwich DU3 4WE

April 24, 2007

Director Doe & Co 35 Anthony Road Newport Ipswich IP3 5RT

Dear Sir or Madam:

I am writing to you on behalf of the Wikipedia project (http://www.wikipedia.org/), an endeavour to build a fully-fledged multilingual encyclopaedia in an entirely open manner, to ask for permission to use your copyrighted material.

...

That said, allow me to reiterate that your material will be used to the noble end of providing a free collection of knowledge for everyone; naturally enough, only if you agree. If that is the case, could you kindly fill in the attached form and post it back to me? We shall greatly appreciate it.

Thank you for your time and consideration.

I look forward to your reply.

Yours Faithfully,

Joe Bloggs

 $P.S.\ You\ can\ find\ the\ full\ text\ of\ GFDL\ license\ at\ http://www.gnu.org/copyleft/fdl.html$

encl: Copyright permission form

"GOOD" INTERVIEWS...



Frimmed Haircut

Clean Shaved

← Warm Smile

Feel of Confidence

← Formal Dress

Handshake

-Firm

Be Positive & Relax Find some facts about the Job ✓ Easy on Perfume / Cologne Confident & Comfortable ✓ Dress Appropriately ✓ Warm Handshake Hair ✓ Smile, Eye Contact Dress Ask Something ? Body language Perfume ✓ Be Yourself Smile

INTERVIEW MISTAKES...





SWAGCT con

Links to help you find a job (EU Institutions)



EPSO – European Personnel Selection Office

<u>Traineeships</u> in the **Institutions of the EU**

<u>http://europa.eu/epso/ind</u> <u>ex_en.htm</u>

http://europa.eu/abouteu/working-euinstitutions/index_el.htm

We Mean Business – Internships in organizations and businesses across Europe http://ec.europa.eu/educat ion/we-meanbusiness/nextsteps_en.htm

Links to help you find a job across the EU, Including Cyprus



- **<u>EURES</u>** The European job mobility portal
- EURES European Job Days
- EURES Cyprus
- Your first EURES Job
 - Ministry of Labour and Social Insurance
- Public Employment
 Service Department of
 Labour

- https://ec.europa.eu/eures /public/en/homepage
- http://www.europeanjobd ays.eu/
- www.eurescyprus.eu
- http://ec.europa.eu/social /main.jsp?catId=993&lang Id=en
- http://www.mlsi.gov.cy/ml si/dl/dl.nsf/dmlindex_en/ dmlindex_en?OpenDocume nt

http://www.pescps.dl.mlsi. gov.cy/CPSWeb/f001w.jsp

EU Careers



Thank you for listening Michael Stylianou Economic Analyst

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