

## General Graduate Grade

- Comprehensive case study related to the field for which the candidates have registered (such as Law or Economics)
- Group exercise
- Oral presentation
- Structured interview

## Translators and Interpreters

*Language needs for these profiles will change on an annual basis.*

- Practical linguistic tests
- Group exercise
- Oral presentation
- Structured interview

## Special Profiles

*These profiles will also change on an annual basis.*

The procedure for Specialists will be structured so that relevant key knowledge is a primary criterion for the evaluation of candidates. For this reason, the first stage will generally involve the evaluation of CVs against a predetermined set of criteria.

Selected candidates will then be directly invited to an assessment centre including any or all of the following:

- Detailed case study in the relevant field
- Structured interview related to the field
- Verbal, numerical, and abstract reasoning tests
- Group exercise

Participants will have the possibility to receive feedback on their performance.

## After Assessment!

After assessment successful candidates are placed on a database (called a reserve list) from which the various EU Institutions have the chance to look at their details and then make job offers.

They will then usually be invited for an interview by the recruiting institution before being offered a position.

We hope that this has helped to explain how you can be selected for an EU Career.

For more information contact:

[www.eu-careers.eu](http://www.eu-careers.eu)



## EU Careers The selection procedure



## European Personnel Selection Office

The European Personnel Selection Office (EPSO) delivers a staff selection service to the highest professional standards on behalf of the EU Institutions.



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## Face a bigger challenge



## What are we looking for?

The selection procedures for careers with the EU Institutions are changing in 2010 and there is a shift from knowledge to competency-based assessment.

The key competencies that we are looking for from our graduate applicants are:

- Analysis and problem solving
- Communicating
- Delivering quality and results
- Learning and development
- Prioritising and organising
- Resilience
- Working with others
- Leadership

## How do we assess candidates?

At our graduate entry level (called 'Administrator') there will be two stages in the new selection procedure – for most types of jobs this will involve computer-based testing in individual EU countries and an assessment centre in Brussels.

## Computer-Based Tests

The first stage will involve at least three tests:

- verbal reasoning
- numerical reasoning
- abstract reasoning
- with professional skills tests for Assistants and Linguists

In addition there will be situational judgment tests for some profiles. The results of these are not used at this stage, but will be used at the Assessment Centre.

There will be a minimum pass mark for the verbal reasoning test, as well as a combined minimum pass mark for the numerical and abstract reasoning tests.

## Assessment Centre

The second stage enables all key competencies to be properly and reliably tested. Here the emphasis is on job-related-competency-based testing rather than factual knowledge. Based on an enhanced competency framework, exercises will be selected to evaluate the desired skills, each of which will be assessed at least twice.

The assessment will be conducted in the candidate's second language (this must be English, French or German), except for profiles requiring specific language skills.

For more details of the tests for each profile please see the opposite page.

## The Competition stages

