

# face a bigger challenge

Universidad Politécnica de Madrid  
26 Marzo de 2012



# we select staff for:

5000



European  
Parliament

3549



CONSILIUM  
Council

34 345



European  
Commission

...and many  
agencies of the  
EU

2015



Court of Justice

895



Court of Auditors



Ombudsman



Economic &  
Social  
Committee



Committee  
of the Regions



Data Protection  
Supervisor



# some figures

EPSO is the HR selection arm of the EU Institutions :

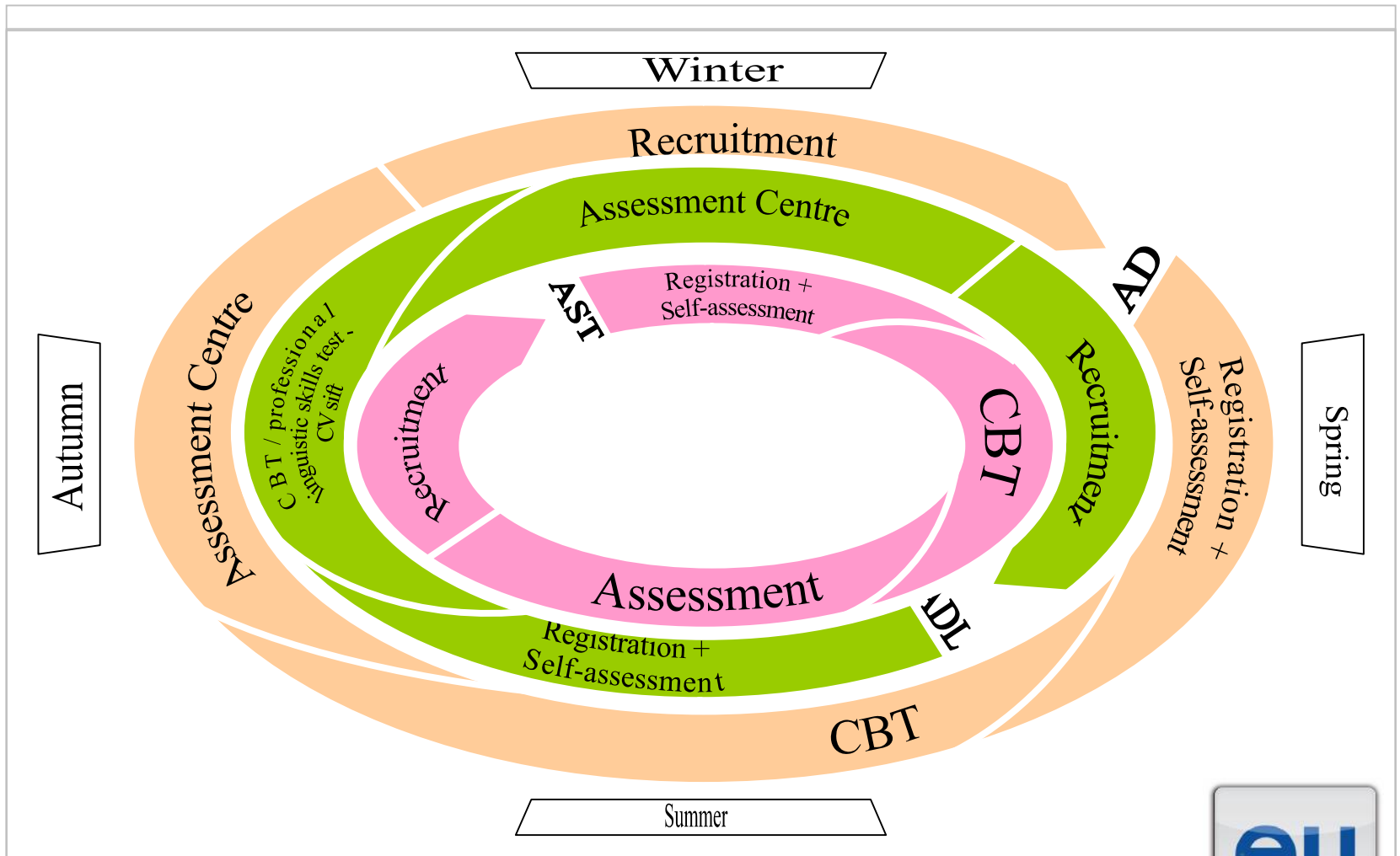
- more than 563 022 candidates have participated in a competition;
- over 700 open competitions organised;
- More than 17 000 successful candidates;
- More than 12 000 successful candidates recruited.



# 2008 – 2012: The need for change

- Significant staff turnover in EU Institutions for the next decade;
- Recruitment process out-dated: based on 1950's competition model;
- Need to compete successfully in the « war for talent »;
- Major overhaul of outdated and slow selection process.

# new competition cycle



# worldwide testing

- 78 test centres across all continents
- Incl. 37 test centres outside the EU



# we are looking for people who

- Are highly skilled, resilient and motivated to succeed, learn and develop;
- Have a desire to make a difference and who can and want to help shape Europe and the world;
- Enjoy working in multicultural teams;
- Deliver results.



# competency based testing

- Self-assessment;
- Competency based preselection;
- Assessment Centres for graduate administrators;
- Competency passport as a comprehensive feedback mechanism to candidates.



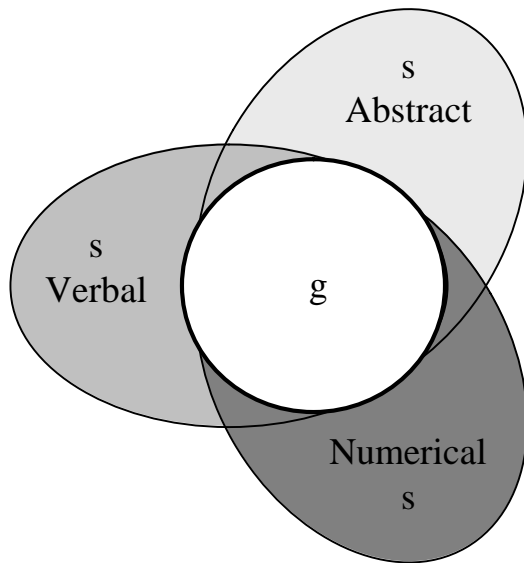


# epso competency framework

<b>Analysis and Problem Solving</b>	Identifies the critical facts in complex issues and develops creative and practical solutions
<b>Communicating</b>	Communicates clearly and precisely both orally and in writing
<b>Delivering Quality and Results</b>	Takes personal responsibility and initiative for delivering work to a high standard of quality within set procedures
<b>Learning and Development</b>	Develops and improves personal skills and knowledge of the organisation and its environment
<b>Prioritising and Organising</b>	Prioritises the most important tasks, works flexibly and organises own workload efficiently
<b>Resilience</b>	Remains effective under a heavy workload, handles organisational frustrations positively and adapts to a changing work environment
<b>Working with Others</b>	Works co-operatively with others in teams and across organisational boundaries and respects differences between people
<b>Leadership</b>	Manages, develops and motivates people to achieve results

# testing for competency (1)

CBT: cognitive testing



**g** – General Ability  
**s** – Specific Abilities

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

# examples of tests

For more details see:

[http://europa.eu/epso/discover/prepa\\_test/sample\\_test/index\\_en.htm](http://europa.eu/epso/discover/prepa_test/sample_test/index_en.htm)



# assessment centre

## exercises

Depending on the selection procedure:

- Case study in the field in question
- Exercises relating to professional skills
- Oral presentation
- Structured interview
- Group exercises
  
- Practical language tests



# generalists in the ac (1)

**Examples of fields:** European Public Administration, Economics, Law, Audit, Statistics, Finance, ICT

**Grades:** Administrators AD5 and/or AD7

	Case study	Oral presentation	Group exercise	Structured interview
<b>AD5/7</b>				
Analysing & problem solving	x	x		
Communicating	x	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
<i>Technical Expertise</i>	x			

# generalists in the ac (2)

## Case study

- Organised simultaneously for all the candidates in the same field
- Part of the AC but organised prior to the AC day
- On PC
- In the Member States

## Group exercise

- 4-6 participants

## Oral presentation

- Presentation given by candidate
- Questions asked by 2 assessors

**EU-based scenarios used** for all these three exercises

**In addition: structured interview based on general competencies**

AC language = your 2<sup>nd</sup> language (English, French or German)



# generalists in the ac (3)

## Example of an AC day

	Candidate 1	Candidate 2	Candidate 3	Candidate 4	Candidate 5	Candidate 6	
8:30							8:30
8:40							8:40
8:50	Welcome	Welcome					8:50
9:00							9:00
9:10	Interview	Interview					9:10
9:20	Assessor 1+3	Assessor 2+4					9:20
9:30							9:30
9:40							9:40
9:50							9:50
10:00			Welcome	Welcome	Welcome	Welcome	10:00
10:10							10:10
10:20			Interview	Interview			10:20
10:30			Assessor 1+3	Assessor 2+4			10:30
10:40					BREAK	BREAK	10:40
10:50							10:50
11:00							11:00
11:10	BREAK	BREAK					11:10
11:20							11:20
11:30					Interview	Interview	11:30
11:40					Assessor 1+3	Assessor 2+4	11:40
11:50							11:50
12:00							12:00
12:10			BREAK	BREAK			12:10
12:20							12:20
12:30							12:30
12:40							12:40
12:50							12:50
13:00	Oral Presentation - Instructions	Oral Presentation - Instructions					13:00
13:10							13:10
13:20	Oral presentation - preparation	Oral presentation - preparation					13:20
13:30							13:30
13:40	Oral presentation Assessor2+4	Oral presentation Assessor1+3					13:40
13:50			Oral Presentation - Instructions	Oral Presentation - Instructions			13:50
14:00							14:00
14:10			Oral presentation - preparation	Oral presentation - preparation			14:10
14:20							14:20
14:30			Oral presentation Assessor2+4	Oral presentation Assessor1+3			14:30
14:40					Oral Presentation - Instructions	Oral Presentation - Instructions	14:40
14:50							14:50
15:00					Oral presentation - preparation	Oral presentation - preparation	15:00
15:10							15:10
15:20					Oral presentation Assessor2+4	Oral presentation Assessor1+3	15:20
15:30							15:30
15:40							15:40
15:50					BREAK	BREAK	15:50
16:00							16:00
16:10	Group Exercise - Instructions	Group Exercise - Instructions	Group Exercise - Instructions	Group Exercise - Instructions	Group Exercise - Instructions	Group Exercise - Instructions	16:10
16:15	Group Exercise - Preparation	Group Exercise - Preparation	Group Exercise - Preparation	Group Exercise - Preparation	Group Exercise - Preparation	Group Exercise - Preparation	16:15
16:25	Group Exercise	Group Exercise	Group Exercise	Group Exercise	Group Exercise	Group Exercise	16:25
16:35							16:35
16:45	Assessor 2+4	Assessor 2+4	Assessor 2+4	Assessor 2+4	Assessor 2+4	Assessor 2+4	16:45
16:55							16:55



# specialists in the ac (1)

**Profiles:** Communicators, Building Security Experts, Lawyer Linguists, Nuclear inspectors, Scientific researchers, etc.

**Grades:** Administrators (AD) and/or Assistants (AST)

<b>Example of a Competency Matrix <u>Specialists</u></b>	Structured Interview in the filed	Case Study	Group Exercise	Competency based interview
Analysing & problem solving		x	x	
Communicating		x		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
<i>Technical Expertise</i>	x			



# specialists in the ac (2)

## Case study

- EU-based scenario
- Organised simultaneously for all the candidates
- Organised separately from the AC
- On paper or on PC
- In Brussels or in the Member States

## Group exercise

- 4-6 participants
- EU-based scenario

## Two structured interviews, based on

- General competencies and
- Knowledge in the field

AC language = your 2<sup>nd</sup> language (English, French or German)

**NB.** CBT can be organised prior to the AC or during the AC (depending on the total number of applicants)



# examples of specialist profiles

- Spatial sciences
  - Environmental sciences
  - Chemistry-biology-health
  - Quantitative policy analysis
  - Physics
  - Energy sciences
- 
- Contractual Agent selection for Joint Research Centre (JRC) have been discussed for the end of 2012. 10 profiles foreseen but not communicated yet.
  - In the recent 16 JRC competitions: 942 Spanish candidates. 99 admitted to the Assessment Centre.





## Competency Passport

EPSO/AD/177/10/EPA

ANONYMOUS SAMPLE  
01/10/2019

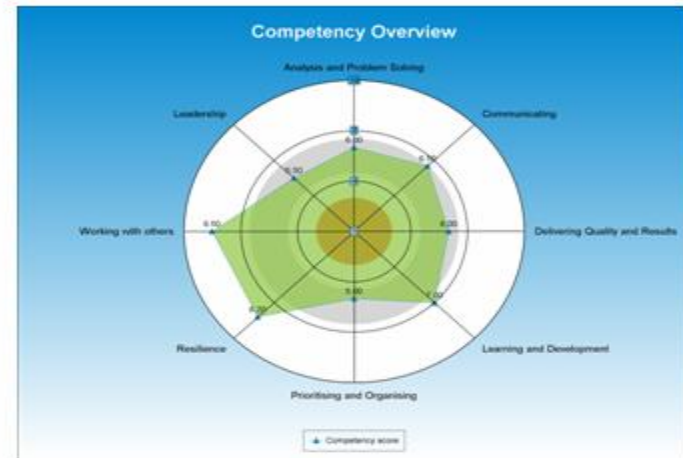


## Competency Overview

The graph below positions every core competency against the average score, permitting to get a quick overview of strengths and weaknesses of the participant. Every competency is measured at least two times. The score of each competency is thus the average between the scores from two different independent measurements.

The graph gives only rough indications of the position of the participant, without reflecting details and nuances that might put the global results in a totally different perspective. The next section of the report gives a more detailed view on the results obtained.

The technical knowledge is not scored in this graph, but is mentioned below, as well as the total score.



Total competency score : 52.7 / 80  
 Technical knowledge : 9 / 20  
 Total score : 61.7 / 100

Legend:  
 9-10 : Outstanding performance  
 7-8 : Strong performance  
 6-8 : Competent performance  
 3-4 : Performance requires some development  
 1-2 : Insufficient performance

A participant has to achieve the following minimum marks in order to pass the Assessment Centre:

Specific competencies in the field - Pass mark: 10 out of 20

General competencies - Pass mark: 3 out of 10 for each competency AND 50 out of 80 for all the 8 general competencies together.

# who can apply ? ...

## basic requirements

- Citizenship of one of the 27 EU Member States
- Knowing at least 1 foreign EU language
  - *Your 2<sup>nd</sup> language must be EN, FR or DE*
- Meeting the requirements stated in ‘the Notice of Competition’  
(qualifications/professional experience, etc.)



# qualifications

EU institutions careers for people with the following educational and professional experience:

- A university degree (bachelor) for **Administrator** profiles

*Policy, research, management areas*

- Completed higher secondary education & relevant professional experience for **Assistant** profiles

*Key supporting staff in all areas of internal management*



# professional experience requirements

## **AD 5 and 6**

- Completed University studies of at least 3 years;

## **AD 7-16**

- Completed University studies of 4 years or more OR University studies of 3 years PLUS 1 year of relevant professional experience;

## **AST**

- Completed post-secondary education with diploma;
- Completed secondary education with diploma leading onto a post-secondary education PLUS at least 3 years of relevant professional experience.



# example job profiles

## **Administrator (AD)**

- Policy officers
- Lawyers
- Auditors
- Scientific Officers
- Translators
- Interpreters
- Communication & press officers
- IT project managers
- Development Aid specialists
- Archivists
- Statisticians
- Contract managers
- Etc.

## **Assistant (AST)**

- Secretaries
- HR assistants
- Language editors
- Financial assistants
- Conference organisers
- Audio visual technicians
- ICT support
- Web designers
- Nuclear inspectors
- Social workers
- Nurses
- Communication Assistants
- Etc.

# what's on offer?

*A lifetime of  
different jobs*

*The opportunity to  
work and travel  
abroad*

*Encouraged  
to learn new  
skills and  
languages*

**an eu  
career  
offers you...**

*Interesting  
and  
challenging  
work that  
makes a real  
difference for  
Europe*

*An attractive  
benefits  
package*





# eu careers

## the whole package

- An environment where you are encouraged to learn new skills and languages:
  - Strong focus on training and development
  - Language training encouraged  
*(3rd language required for 1st promotion)*
- Flexible working conditions:
  - Flexitime, part-time, telework, parental leave, career breaks  
...
- A great package of benefits:
  - Salary, allowances, pension, European Schools, childcare facilities



# how...?

- Single point of entry:
  - *European Personnel Selection Office (EPSO)*
- Entry is by open competition
  - *Notice of Competition published in Official Journal of European Union, also available via [www.eu-careers.eu](http://www.eu-careers.eu)*
- Organised in annual cycles for general profiles
- Apply online at: [www.eu-careers.eu](http://www.eu-careers.eu)
- EPSO selects candidates
  - *Selection procedure = 5-9 months*



# when...?

3 main Selection Procedures per year

Spring- Administrator profiles

Policy, Strategy, Law, Economics and more

Summer- Linguists

Translators, Conference Interpreters

Winter- Assistants

Key supporting roles e.g. Financial,  
Secretarial, Communication

At least two rounds of specialist selection procedures,  
normally  
in Spring and Autumn



# other employment possibilities

- Temporary staff: temporary agents
- Contract staff: contract agents (up to 3 years in most cases) !!!

[http://europa.eu/epso/apply/today/contract\\_en.htm](http://europa.eu/epso/apply/today/contract_en.htm)

- Traineeships (5 months)
- Seconded national experts (typically 2-4 years)
- Interim Staff (up to 6 months, drawn from local agencies)

[http://europa.eu/epso/discover/careers/staff\\_categories/index\\_en.htm](http://europa.eu/epso/discover/careers/staff_categories/index_en.htm)

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- Watch a video about EU Careers:
  - <http://www.youtube.com/watch?v=slqhv4VUg>



# change happens

[http://www.youtube.com/watch?v=SBwT\\_09boxE](http://www.youtube.com/watch?v=SBwT_09boxE)





*¡muchas gracias!*

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