

OPEN COMPETITION COM/C/1/00

ENGLISH-LANGUAGE TYPISTS (C5/C4)

Test g)

Practical test involving word processing in MS Word 97

Time allowed: 30 minutes

Do not turn the page until instructed to do so

Rev. 1 20 November 2000

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Selection procedures for the Traineeship Programme

header (1st page only)

in italics

INTRODUCTION - LC

My colleagues and I have examined the suggestion of making trainee applications anonymous.

Before outlining ~~the~~ ^{our} conclusions, it ~~is~~ ^{might be} useful to ~~outline~~ ^{describe} briefly the current situation and the timetable involved based on the actual figures for the two traineeship periods this year.

	March 2000	October 2000
Number of candidates	5,366	6,946
Deadline for applications	31 March 2000	30 September 1999
Publication Blue Book	5 November 1999	10 May 2000
Preselection groups	25-29 October 1999	25 April-5 May 2000
Deadline for final lists	10 December 1999	23 June 2000
Contracts sent	7 January 2000	7 July 2000

Candidates' details are encoded in the trainee database which generates for each of them an acknowledgement, a second letter informing them if they have been selected for the Blue Book, a trainee certificate and the final contract at the end of the six ~~five~~ months.

The database is also a tool for handling medical insurance and providing statistics.

Candidates are required to send ^{with their} application form a copy of their university degree but ^{may} send supporting documents (detailed CVs or references from professors etc.) and are specifically ^{informed} of this possibility in the recruitment info. ^{information} which we supply. After the distribution of the Blue Book to Directorates General, it is very common for Commission officials to contact the Traineeships Office in order to request further information about potential ^{candidates}.

Any other letters received from Ministers, Members of the European Parliament, Permanent Representatives etc. are also included ^{ons} in the file and ~~may in some cases even prove counterproductive for the candidate's chances~~. The volume of such recommendations continues to decrease as the improvement in the selection

1) Commission decision of 7 July 1977

paying grants,

additional

stat

procedures becomes better ~~known~~ ^{known}. Each candidate's complete file is, therefore, available to all the members of the selection groups.

It should be noted that it is already very difficult for the Traineeships Office to find officials who are willing to participate in the selection procedure as it is currently organised. Colleagues are definitely not queueing up to insert particular candidates in the blue book. However, we try to alternate the membership of the groups in order to guarantee their impartiality, anonymity and representativeness.

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→ Without extra staff, it would, therefore, be impossible to meet the timetable for handling each exercise which is already very difficult. Given the nature of the programme it would be unreasonable in the interest of candidates to extend this 5-6 month recruitment period.

It is also unrealistic to imagine that each application could be specifically examined by ^{two} different people because ^{the} of numbers involved:

- 1,200 Spanish ↗
- 1,800 Italians ↘
- 800 Germans
- 500 French

Instructions

- present the text in single spacing
- font 12 unless indicated
- ~~number the paragraphs~~
- number the pages (centre, bottom of page)
- justify the text.

