

EU Careers Assessment Centre Manual



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1) Preparing for the Assessment Centre

How to prepare

- All exercises are set in a fictitious, but realistic, job context.
- You will need to be familiar with EU issues and the EU Institutions, so that you can quickly grasp the context of the simulations.
- Some sample tests are available on the EU Careers website and some Member States also offer further training and support. Please see our page on [sample tests and training](#).
- Get a good night's rest.
- Be yourself (at your best) and try to enjoy the day as much as possible.
- Try to remain focused and motivated for the entire day.
- Actively participate in interactive exercises.
- Read and/or listen to all instructions carefully, including the time constraints.
- Make sure you understand the questions before you give an answer.

What you need to bring

- A copy of your invitation letter.
- Proof of your identity (e.g. a valid identity card or passport).
- A recent ID photograph.
- Your full application file, as requested via your invitation letter.
- Documents relating to [travel expenses](#) (if applicable).

Candidates with special requirements

- In our selection procedures, we aim to provide all applicants with an equal opportunity to demonstrate their abilities.
- If you are a candidate with special needs, please refer to the information on [our website](#) and notify us immediately of any requests for special accommodations.



2) On the day of the Assessment Centre

- The Assessment Centre typically starts around 8:30 (your invitation letter will give your precise appointment time) and ends around 18.00.
- You will receive your schedule for the rest of the day on arrival.
- EPSO staff will be present to welcome you and guide you throughout the day.
- On arrival you must present the documents requested in your invitation letter.
- Please make sure you arrive on time unaccompanied. Friends or relatives will not be allowed to wait in the building, or to contact you during testing.
- If you arrive late, no additional time will be awarded and you may be excluded from the selection process, especially if you miss one of the exercises entirely.
- You will be one of up to six candidates and there will be several assessors.
- You will be given an identity badge to facilitate your movement around the premises.
- All material needed for the various exercises will be provided at the Assessment Centre, including test material, pens and paper etc.
- If PCs are used, your preference for the keyboard/language will have been asked beforehand.
- Lockers are available for any luggage and other personal belongings.
- No lunch will be provided, but there are vending machines for drinks and snacks and plenty of cafes and restaurants nearby in Brussels. There is a canteen and cafeteria in the building in Luxembourg.
- There are no parking facilities available for candidates.



Exercises and competencies tested

- The Notice of Competition contains more information on the Assessment Centre exercises for your specific selection procedure and the competencies tested in each exercise.
- The definition of each general competency can be found in the general rules governing open competitions (see [our website](#)).
- During the exercises, you will be observed/evaluated in a systematic way by at least two trained assessors.
- Your final evaluation is based on the results of all the exercises and the competencies are tested in a number of exercises.
- Weaker performance in one exercise may be offset by stronger performance in another.

General rules

Anyone failing to respect the following rules of conduct will be excluded from the Assessment Centre and the selection procedure:

- You should follow instructions given by staff at all time.
- Food and drinks are allowed only in the waiting room/area and not in the test rooms.
- You must complete the tests without any aids or equipment other than those provided by the test centre.
- All prohibited items (for example, paper and pen, books, correcting fluid, notes, instructions, briefcases, bags, calculators, computers, laptops, tablets, mobile phones, MP3 players, cameras etc) must be left in the lockers provided and switched-off (for any items which produce sound).
- Smoking is strictly forbidden.
- Any rude, abusive, derogatory or threatening behaviour towards staff or other candidates may also lead to your exclusion from the competition.



3) At the end of the Assessment Centre

- Remember to take all your personal belongings and leave your locker key.
- In case you had been asked to bring original documents, these are given back during a specific time slot at the end of the Assessment Centre day
- At the end of the Assessment Centre, the assessors' observations are combined to evaluate your overall performance and according to each competency.
- You will receive this feedback in writing (in the form of a Competency Passport), along with the letter informing you of your overall results when all Assessment Centres have been completed.
- The Competency Passport consists of:
 - a general description of the competency framework;
 - a global overview of your strengths and weaknesses;
 - a description per competency of the main findings.
- The Competency Passports of the successful candidates will be made available to human resources departments of the EU institutions, for recruitment purposes.
- Successful candidates will receive further information on the recruitment process.

4) Useful links

- If you encounter difficulties on the day of your appointment, please contact:
 - In Brussels:
 - 1) the Assessment Centre welcome desk, between 08h30 and 09h00 on +32 (0)2 297 73 37 or +32 (0)2 297 73 38
 - 2) the Candidate Contact Centre between 10:00 and 12:00 on +32 (0)2 299 31 31
 - In Luxembourg:
 - 1) the reception of building T between 8:00 and 9:00 on: +352 4303 2019
 - 2) the EPSO offices on: +352 4303 4968 or +352 4303 6116
- You can also [contact us](#) if you have further questions.

Disclaimer: please note that the Notice of Competition and Rules Governing Open Competitions set down the legal framework for each selection procedure.



This manual is only designed to provide additional guidance.

