Frequently Asked Questions
on the competition for
Administrators: Generalists (AD5) 2015
EPSO/AD/301/15

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Conditions for application

What are the duties of an Administrator in the EU Institutions?

The general role of administrators is to support decision-makers in fulfilling the mission of their institution or body. AD 5 is the grade at which graduates begin their careers as administrators in the European institutions. Administrators recruited at this grade can undertake, under supervision, three main types of work in the institutions: policy formulation, operational delivery, and resource management.

The main duties, which may vary from one institution to another, are listed in the Notice of Competition:

You can also have a look at our website where you can find access to useful information about permanent officials:
http://europa.eu/epso/discover/types_employment/index_en.htm#chapter1

Who can participate in this competition?

To participate in this competition, you must be a citizen of one of the Member States of the European Union and enjoy your full rights as a citizen; also, you must have fulfilled any obligations imposed on you by the laws on military service and meet the character requirements for the duties involved.

You will need a level of education which corresponds to completed university studies of at least three years attested by a diploma. See further information on the diplomas in the Notice of Competition and in the General Rules governing Open Competitions: links available at
http://europ.a.eu/epso/apply/jobs/perm/2015/ad_generalists/index_en.htm and

Please note that this selection procedure is highly competitive and demanding. We strongly advise you to apply only if you have a true interest in working for the EU
Institutions.

Which diploma do I need to participate?

Your diploma should attest at least three years of completed university studies. An overview of diplomas is available in the General rules governing open competitions.

If you have a diploma gained outside the EU, you can participate in the competition, but you should check that your diploma is recognised by one of the EU member states' authorities (http://www.enic-naric.net/) as this is required to be recruited.

Can I participate if I graduate this summer?

Yes, students in their final year at university may take part in the competition provided that their diploma is awarded by 31 July 2015 at the latest.

Could my professional experience possibly be taken into account in the context of a competition?

No professional experience is required for these competitions. Your experience might be relevant after the selection, for recruitment, once you are on the successful candidates list.

I'm not a citizen of one of the 28 EU Member States. Can I apply?

No, you must be a citizen of one of the Member States of the European Union to apply.

Can I participate in other competitions at the same time?

You can participate in all competitions as long as you fill all the conditions as indicated I the relevant notice of competition(s).

How many EU languages do I need to speak?

You need at least 2 languages: your first (or main) language must be one of the official languages of the European Union; and a second language that must be English, French or German (this second language must be different from your first language). You must have thorough knowledge of your first language (level C1) and a satisfactory knowledge of your second language (level B2).
Part of the admission tests and the assessment tests will be in your second language.
To give you an idea of the required knowledge, you can check the following web site:
Can I still participate if I don't meet all the conditions?

You must meet all the conditions and we strongly advise you not to apply if you do not meet them. The Selection board will only admit candidates who meet all eligibility requirements.

How many places are there on the reserve list?

Number of successful candidates sought: 149

Where can I work if I am recruited?

If you apply for one of this competition you should be ready to live and work in Brussels or Luxembourg.

What is the salary range for these posts?

<table>
<thead>
<tr>
<th>Grade</th>
<th>Basic monthly salary (in €) 40 hours working week</th>
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<tr>
<td>AD5</td>
<td>4 384,38 EUR</td>
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My online application

What should I do before applying?

Before you apply, we would like you to think carefully about whether an EU career is the right choice for you. The selection process is highly competitive, this year more than ever before, as there are only 149 places on the reserve list. It is therefore important that you complete the "EU Career, My Career?" questionnaire before you start your application. This non-eliminatory questionnaire will help you to determine whether a career in the EU Institutions is the right choice for you. You also need to
read the Notice of Competition, the General Rules governing Open Competitions and take the self-assessment test.

**What is a self-assessment test?**

The self-assessment tests simulate the real multiple-choice tests of your cognitive abilities and competencies, and will give you a realistic idea of whether you are likely to meet the high standards required to succeed. These tests are mandatory, but non-eliminatory.

**How to apply?**

Before starting your application, you should very carefully read the following documents: the Notice of Competitions, the General Rules governing Open Competitions and the online manual (links available at [http://europa.eu/epso/apply/jobs/perm/2015/ad_generalists/index_fr.htm](http://europa.eu/epso/apply/jobs/perm/2015/ad_generalists/index_fr.htm)) and complete the "EU Career, My Career?" questionnaire and the self-assessment tests (same link). **You must log out from your account before starting the application; you cannot launch the application from your EPSO account.**

The application process might take some time. Don't start late as we do not accept any applications that are not validated before the deadline. The responsibility for completing your online application before the deadline is entirely yours. We would advise you not to wait until the last minute before applying, since exceptional web traffic or technical failure may mean that you have to start the whole online application process over again, which you will not be able to do once the deadline has passed.

Please also note that you cannot duplicate a former application.


**Can I modify the content of my application once it has been validated?**

No, you can no longer edit your application, as EPSO immediately processes data once it's validated.

**Where can I apply?**

After reading the documents published there, completing the "EU Career, My Career?" questionnaire and taking the self-assessment tests, you can start the online application at [http://europa.eu/epso/apply/jobs/perm/2015/ad_generalists/index_en.htm](http://europa.eu/epso/apply/jobs/perm/2015/ad_generalists/index_en.htm).
Your application must be validated by the deadline at the latest (21/04/2015 midday – Brussels time). The application process may take some time and we strongly advise you not to wait until the last moment before applying. Please note that the responsibility for validating your application before the deadline is entirely yours.

I have some difficulties with filling in the application form.

Please check the online manual "How to apply?" and our detailed instructions. You will find there many tips to help you register your application. If you need advice on your application, please contact us well in advance as our standard delay for reply is currently at least 3 working days.

In which language should I fill in the application form?

The application form must be completed in English, French or German.

When do I need to send you my diplomas?

You will be invited at a later stage via your EPSO account to submit your supporting documents. Please also check the related information in the General Rules governing Open Competitions.

Competition tests and planning

What are the steps of the selection process?

1. Online Application
2. Computer-based admission tests
3. New in 2015: Intermediate test
4. Assessment Centre
5. Successful candidates list

Please read more about competitions stages at http://europa.eu/epso/apply/how_apply/permanent/index_en.htm.

What kind of computer based-tests will I have to sit?

You will have to sit a series of tests comprising multiple-choice questions to assess your general aptitudes and competencies as regards: Verbal reasoning, Numerical
reasoning, Abstract reasoning, and Situational judgement. The first three tests will be in your main language and the last one in your second language (English, French or German).

The self-assessment tests will give you a realistic idea of whether you are likely to meet the high standards required to succeed.

**Where can I find further information on the tests?**

We have samples available at [http://europa.eu/epso/apply/sample_test/index_en.htm](http://europa.eu/epso/apply/sample_test/index_en.htm)

EPSO does not itself publish any books/leaflets/brochures which contain questions for preparation, tips for passing the exam, etc. apart from the information which is available on this web-site. Some Member States organise courses for training EU nationals for the European Institutions’ open competitions. To find out more, please check the following information on the same page.

**When will I receive the invitation to book for my computer-based tests?**

The booking for admission tests is planned to take place in May 2015. Invitations to book will be published in the candidates' EPSO accounts. There is a regularly updated indicative planning at [http://europa.eu/epso/doc/epso_planning_en.pdf](http://europa.eu/epso/doc/epso_planning_en.pdf)

**When do the computer-based tests take place?**

The tests are planned to take place in May - June 2014. There is a regularly updated indicative planning at [http://europa.eu/epso/doc/epso_planning_en.pdf](http://europa.eu/epso/doc/epso_planning_en.pdf)

**Where do the computer-based tests take place?**

You can take the computer-based tests world-wide. The list of test centres available will be published before the booking period at [https://www.prometric.com/en-us/clients/epso/pages/landing.aspx](https://www.prometric.com/en-us/clients/epso/pages/landing.aspx).

**Is the travel to the computer based exam centre reimbursed?**

No, there is no reimbursement when travelling for computer based tests admission tests.

**What is an e-tray intermediate test?**
This exercise tests part of the core competencies. You will take this test on a computer in your second language (English, French or German) and will have to answer a number of questions. The number of questions and the competencies tested in your specific selection procedure are available in the Notice of Competition. We have a sample test available at http://europa.eu/epso/apply/sample_test/index_en.htm

When and where does this test take place?

The e-tray test is planned to take place in September in the test centres in the 28 EU member states (not world-wide).

Is the travel to the computer based exam centre reimbursed?

No, there is no reimbursement when travelling for computer based tests intermediate tests.

Who is invited to the e-tray intermediate test?

The number of candidates invited to the intermediate test will be approximately between 10 times and 11 times the number of successful candidates sought that is indicated in the competition notice and will be published on EPSO’s website (http://blogs.ec.europa.eu/eu-careers.info/administrators/administrators-2015/administrators-generalists-mf/). All candidates will receive their results in their EPSO account.

Please read more about the criteria for selecting the candidates invited to the Assessment Centre in the Notice of Competition.

What is an assessment centre?

The purpose of the Assessment Centre is to assess your general competencies by means of the following exercises, the content of which is validated by the selection board: a case study, a group exercise, an oral presentation, a structured interview.

For organisational reasons, the case study may be organised in test centres in the Member States, separately from the other assessment centre tests, which will be normally be held in Brussels over one day.

More information on the competencies can be found the General Rules governing Open Competitions. Please read more about how each competency is tested during the Assessment Centre in the Notice of Competition.
Who is invited to the assessment centre?

The number of candidates invited to the Assessment Centre will be approximately **between 2 times and 2.5 times** the number of successful candidates sought that is indicated in the competition notice and will be published on EPSO’s website [http://blogs.ec.europa.eu/eu-careers.info/administrators/administrators-2015/administrators-generalists-mf/](http://blogs.ec.europa.eu/eu-careers.info/administrators/administrators-2015/administrators-generalists-mf/). All candidates will receive their results in their EPSO account.

Please read more about the criteria for selecting the candidates invited to the Assessment Centre in the Notice of Competition.

When do the assessment tests take place?


Is travel to Brussels for the assessment tests reimbursed?

You may get a contribution to your travel and subsistence costs according to the rules at: [http://europa.eu/epso/apply/on-going_compet/reimburse/index_en.htm](http://europa.eu/epso/apply/on-going_compet/reimburse/index_en.htm).

What is the reserve list?

If you are one of the highest-scoring applicants in the assessment phase, you will be placed on the reserve list. This means you may be selected for a job interview at one of the EU institutions. Reserve lists for generalist competitions are generally valid for 1 year.

When will I find out if I have got to the reserve list?

The reserve list is planned to be available in March 2016. The following indicative planning will be updated regularly to keep you updated: [http://europa.eu/epso/doc/epso_planning_en.pdf](http://europa.eu/epso/doc/epso_planning_en.pdf). All candidates invited to the Assessment Centre will receive their final results in their EPSO account.

How will I be updated on the different stages of the competition?

You can be updated by regularly checking your account. It's the candidate's responsibility to check his/her EPSO account at least twice a week during the whole competition.

Further questions?


If you need advice on your application, please contact us well in advance as our standard delay for reply is currently at least 3 working days.

Please do not use multiple channels to contact us or repost your question if you don't get an immediate answer. We may need some time to answer your question fully.

You can also get information in your language by calling toll free Europe Direct: 00 800 6 7 8 9 10 11.