Europe’s challenges, your opportunities

Your career with the European Institutions

www.eu-careers.eu
Looking for a challenging career in a dynamic environment? The European Union Institutions offer an international career to ambitious and capable graduates.

We are always looking for people who are ready to face challenges and make a difference for Europe. When you join us, you take the first step in a long-term career that could take you anywhere you want to go. Based in the heart of Europe, you will enjoy a fast-moving international environment and real responsibility from your first day. We’re here to serve 500 million people, so you can expect exceptional scope and scale – and the chance to make a real and lasting difference.

For final year students and Graduates, the EU offers entry-level positions in various fields, which are the starting point to an exciting and truly European career. We also regularly recruit Graduates with work experience, administrative personnel and experienced professionals in a wide range of fields as well as translators and interpreters.

Working for the EU Institutions, you will apply your strong analytical, organisational and communication skills in a variety of environments. You get things done, are driven to deliver the best possible results and are confident working effectively as part of a multi-cultural team. You are eager to learn and develop knowledge, skills and languages. For our graduate positions, you also exhibit leadership skills and can motivate people to achieve results.
When I was in charge of external relations in the area of Home affairs, I regularly had to accompany the Commissioner to meetings with ministers from Western Balkan countries, prepare these meetings and then also ensure proper follow-up. They were certainly exciting moments, meeting Presidents, Ministers or Prime Ministers of the region.

Lukas, Austria, DG Energy
While I was working in the Secretariat General of the European Commission, I was appointed a member of the political intelligence network of President Barroso, the President of the European Commission, and was in charge of writing briefings for the President.

Cristian, Romania, DG Regional Policy
Are you ready to make a difference for 500 million people? Working for the EU Institutions means working for a better future.

In half a century, the EU has achieved peace and stability for its member states and changed the way we live, work and travel. With its institutions and agencies, the EU has evolved into an organisation spanning many areas, from development aid to environmental policy.

Especially in the challenging times that Europe and the world are currently experiencing, we need the brightest and best to battle the challenges and strengthen the European Union, making it a worthwhile place to live for its 500 million members. You can help us achieve this goal and make a difference for Europe.

Depending on your skills, experience and your job description, you may work on drafting policies and implementing EU law, managing projects, developing communication strategies, providing legal advice and many other tasks in different fields of responsibility.

Working for the EU means working for one of the EU Institutions such as the European Parliament, the Council of the European Union, the European Commission and so on. You can find a list of all EU Institutions and their activities on www.europa.eu. Most of the EU Institutions are located in Brussels or Luxembourg, where you would live and work in an international environment.
Start your career of a lifetime

A job is not enough?
Working for the EU Institutions offers you a career full of opportunities.

The EU Institutions are committed to supporting and encouraging your development by providing flexible and realistic career options, honest feedback and opportunities for exploring different options. We also encourage you to plan your career pro-actively as only you can define your interests and values and take the decisions regarding your future career path. We help you in developing your career plan, helping you identify your strengths and areas for development and putting in place a programme that will work to your strengths and build other skills.

**Attractive benefits**
If you join us as a graduate, you can apply for our “Administrator” entitled grades. We offer an attractive salary and benefits including health care and pension. Depending on your personal situation, you might be entitled to allowances such as an expatriation allowance, dependent child or transport allowance.
In the Commission, there are a lot of opportunities to do different sorts of jobs, and even later to switch into other fields of work which may better meet your personal interests at that time.

*Cindy, Netherlands, DG Enlargement*
Keen to improve? Continue developing throughout your European career.

When working for the EU Institutions you will constantly develop your skills to meet the requirements of your challenging career.

You will hear many languages in your day-to-day life, so learning languages will be an important part of your career development. Before you get your first promotion you have to prove your language skills in a third European language. We offer language courses in all official languages to make communicating with your team members easier. You can choose between 6 different levels (from beginner to advanced), intensive, twice-weekly or e-learning courses.

Apart from the language courses, we offer a wide range of training courses to develop your personal skills or keep in touch with the latest developments in your field. The training will be attuned to your career plan and requirements of your team.

So far I have studied Public Administration, working in an international environment and of course the language studies, where I learnt to speak Spanish. As a newcomer you get extensive training which help you to get a good grasp on how the EU Institutions work. They are also very useful to meet other people.

Leon, Germany, Council of Europe
Surrounded by many languages and nationalities? That’s working and living in the heart of Europe.

When you join our team, you will be working with people from all over Europe. Not only will your daily work life be international, chances are that you will be relocating to the multi-cultural and diverse cities of **Brussels** or **Luxembourg**.

The presence of the EU Institutions and other international organisations and companies in these cities means that people from all over the continent come here to live and work, and you can expect to hear many languages spoken in the streets. Both cities have upmarket shopping areas and plenty of nightlife, with a wide choice of restaurants, clubs and bars, cultural venues and sports clubs. They are quite compact, so it’s only a short journey from the city centre to the countryside. Located in the heart of Europe, several other European capitals are only a couple of hours away (Amsterdam, Paris, London). If you have or are planning a family at some point, Brussels and Luxembourg offer excellent national, European and international schools and we are happy put you in touch with crèches, playgroups and other facilities.

The European Commission, although based in Brussels and Luxembourg, also has offices (representations) in every EU country and delegations in capital cities around the world. The EU also has several agencies and decentralised bodies based in different countries. To find out more about these offices, please visit [www.europa.eu](http://www.europa.eu)

**We help you relocate**

Once you receive a job offer, our Welcome Offices in Brussels and Luxembourg will help you find your way and settle in. In particular, they can help you find accommodation (including vetting your rental contract). For partners, Information Days are regularly organised to help them settle into their new lives.
Brussels is very welcoming for people from outside. Of course there is a large international community as well, so it’s very easy to integrate.

Hanna, Sweden, European Parliament
How to start your EU Career

As a graduate, you will typically apply for what we term **Administrator profiles**. As an official you can find yourself playing a key role in the EU’s processes with a high degree of responsibility from an early stage in your career.

The selection procedures for permanent positions with the EU are organised as ‘**open competitions**’. The most relevant competition for graduates, is launched every March, with profiles varying from year to year. An open competition includes tests and assessment exercises designed to measure your professional skills and a number of core competencies. In view of the very large number of applicants, this is the fairest and most transparent selection procedure.

Our competitions are published on [www.eu-careers.eu](http://www.eu-careers.eu) and announced by a **competition notice**, which provides full details of the profile, the eligibility criteria and the selection procedure. The format of the competitions varies depending on the profile being sought.

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**SELECTION PROCEDURE**

**Main Steps For Graduates**

[Online Application](March/April) ➔ [Computer Tests EU Wide](May/June) ➔ [Assessment Centre Brussels](Sept/Oct/Nov) ➔ [Reserve List Successful Applicant](Dec/Jan)
For a typical graduate competition, an application process includes the following steps:

1. Read the competition notice about the profile you are interested in and make sure you fulfill the eligibility criteria

2. Put yourself to the test with the self-assessment exercises and fill in your online application on www.eu-careers.eu

3. If your application is valid, we invite you to sit a set of computer-based admission tests.

4. If you reach the required standard in the admission test and you are amongst the best scoring candidates, we invite you to a competency-based Assessment Centre in Brussels. The assessment stage involves a series of exercises designed to assess your suitability for the profile. All candidates are assessed in an objective and standardised way by several assessors and against clearly defined competencies. The assessment will be held in your second language (this must be English, German or French). You can get a contribution to your travel expenses.

5. Successful candidates are placed on a database called a 'reserve list' from which the various EU Institutions recruit. If your profile is of interest, you will be contacted directly by the recruiting institution.

Registration for competitions begins in the same period every year, in Spring for Graduates and in Summer for Translators and Interpreters. The graduate profiles we are looking for (e.g. Law, Audit) may vary from year to year as well as the language needs for Translators and Interpreters. Other selection procedures such as for Specialists or Assistants are launched during the year.
In our selection procedure we focus on your professional skills and these general competencies:

• Analysis and problem solving
• Communicating
• Delivering quality and results
• Learning and development
• Prioritising and organising
• Resilience
• Working with others, Leadership (For Graduate profiles only)

Find out whether you have what it takes to make a difference for Europe and test yourself with our example tests at [www.eu-careers.eu](http://www.eu-careers.eu)

If you would like to get a taster of a career with the EU, why not apply for a **traineeship**? Trainees (often called stagiaires in EU circles) can be students or university graduates, and are given tasks similar to those of lower grade administrators. Traineeships of 3-5 months are organised by many EU Institutions and bodies. The selection procedures for traineeships are organised by the individual Institutions and Agencies, check their websites for more information.

**Checklist box**

Do you meet the basics for our graduate selection procedures?

- ✔ You are an EU citizen
- ✔ You have a thorough knowledge of one of the official EU languages and satisfactory knowledge of a second – at least one of which must be English, French or German (for linguist profiles you need 3 EU languages)
- ✔ You have or will receive a diploma (bachelor degree) by July 31st

Specific profile requirements regarding qualifications and professional experience for each position are set out in the relevant competition notice. All applicants to selection procedures will be given an equal opportunity to demonstrate their abilities.
The European Institutions offer a unique working environment. In addition to the interesting tasks I appreciate working with so many different nationalities together. It is absolutely enriching and motivates me to learn new languages.

Michael, United Kingdom, DG Communication
Visit www.eu-careers.eu to find out more about working for the EU Institutions and upcoming competitions.
For more information about a challenging career with the EU visit www.eu-careers.eu

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