

## Frequently asked questions EPSO/CAST/P/1-4/2015 Finance and project management (CAST Executive Agencies)

### ELIGIBILITY

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

No, on the date of validating your application you must be a citizen of one of the Member States of the European Union to apply. Valid residence permit is not recognized as a proof of citizenship.

**How many EU languages do I need to speak?**

You need to know at least 2 languages:

- your first, or main, language, which is normally your mother tongue (level C1) and must be one of the 24 official EU languages; and
- a second language (level B2) which must be either English, French or German and different from your first language.

The reasoning tests will be in your first language and the competency test will be in your second language.

Please refer to the [Common European Framework of Reference for Languages](#).

### ONLINE APPLICATION

**Where can I apply?**

Apply online on the [EPSO website](#). You need to have an EPSO account to be able to apply. Instructions how to create your EPSO account are available in the [online application manual](#).

## What is an EPSO Account?

The EPSO Account is the electronic record of your personal details and applications for EPSO selection procedures. A direct link to create or log in to your EPSO Account is available on all pages of the [EPSO website](#).

It is also used by EPSO to send messages to candidates. You should therefore consult your EPSO Account at least twice a week.

Before applying, you will be prompted to create an EPSO Account, if you do not already have one.

You can only have one EPSO Account, which you should use for all selection procedures.

In order to create your Account, simply click on the button "Create your EPSO Account" and fill in all the required information. Comprehensive help on how to create your Account and to complete the online application form is available in the [online application manual](#).

If, at any stage in the procedure, EPSO finds that you have created more than one Account, you may be excluded (see section 2.1.2 of the [General Rules governing Open Competitions](#)).

## I can't "log-on" or consult my EPSO Account, what should I do?

If you have bookmarked the link, check that you are using the correct link to log in to your Account by clicking on "login/create account" from our [website](#).

Check that you are using the right login and password (see '[I have forgotten my login name/password](#)').

If you still cannot log in, please [contact EPSO](#) as soon as possible.

If you cannot remember or no longer have access to the email in your EPSO Account please send us a copy of your ID or passport and provide us with your new email address, so that we can change the email in your EPSO Account.

## Where can I find the application form?

You must apply through the [EU Careers website](#).

Please log out of your EPSO Account before you click on the 'Apply' button. You will be asked to log in again on the next page.

**Can I use my application from the EU CV online database or my previous EPSO applications?**

No. You have to create and submit a new application via your EPSO account for each profile and/or function group you want to apply for.

**Can I apply for both profiles and function groups?**

Yes, provided you fulfil the eligibility criteria, you may apply to any or all profiles and/or function groups included in this call. Please note that you will have to submit one application per profile and function group.

**In what language should I submit the application form?**

You should complete the application form in English, French or German.

**When is the deadline for registration?**

Unless otherwise stated on the EPSO website, this call will remain open for registration without any deadline for submitting applications.

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

No, once validated, you can no longer modify the content of your application, as EPSO will immediately process the data. You must fulfil all eligibility criteria at the time you [validate](#) your application.

**Should I send my diplomas and other documents related to my professional experience?**

No, you do not need to send any supporting documents when submitting your application.

Before recruitment, you will be asked to provide the originals of your supporting documents, diplomas and certificates to confirm your eligibility. You may be asked to bring these documents already at the interview stage.

## SELECTION PROCESS

### How will candidates be selected?

1. You should complete and validate the online application.
2. When a vacancy arises, the recruiting services will select a number of candidates based on evaluation criteria. A limited number of candidates will be selected (based on the information in their online application) and shortlisted to sit the **computer-based tests (CBT)** in test centres in the 28 EU countries.
3. If you pass the computer-based tests, you will be invited to an interview with the recruiting service.
4. If you are successful at the interview, the recruiting service may make an offer of employment.

If you are not successful at the interview stage, you do not need to sit computer-based tests again if another service is interested in recruiting you in the same profile and function group.

**Please note that submitting an application does not mean you will be automatically invited to sit the computer-based tests. Only when a vacancy arises, shortlisted candidates will be invited to sit CBT.**

### What happens after I submit my application?

The recruiting services (in this case the six Executive Agencies listed in the call) will search the database of all registered candidates and shortlist those who best fit the requirements related to their vacant post.

**ONLY** the shortlisted candidates will be invited by EPSO to book and sit their CBT test via their EPSO Account.

The first database search should take place early September 2015 and the shortlisted candidates may be contacted via their EPSO Account around mid-September.

The Executive Agencies are in charge of searching and selecting candidates. EPSO is only responsible for inviting candidates to book tests and for the organisation of tests.

### When will I sit the computer-based multiple choice tests (CBT)?

Only shortlisted candidates will be invited to sit the CBT.

If shortlisted by the Executive Agencies, you will receive an **invitation to book** a test in your EPSO account. Please check your EPSO account at least twice a week. **You must book and sit your test within the given timeframes.**

There should be **4 testing periods** (of two weeks each) between the end of September 2015 and January 2016. Please note that no reimbursement for travel costs will be provided by EPSO.

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

If invited, you will sit a series of multiple-choice tests to assess your general aptitudes in verbal, numerical and abstract reasoning (in your main language) and a specific competency test for the profile and function group you have applied for (in your second language).

#### **When will I get the results of my computer-based tests?**

You will receive your CBT results via EPSO Account approximately 2 weeks after the end of the 2-week testing period.

#### **What happens if I pass the computer-based tests?**

If you pass the tests (you must obtain the minimum pass mark in each test as specified in the call), you will be invited for an interview by the recruiting service.

#### **What happens if I don't pass the computer-based tests?**

If you don't obtain the minimum pass mark in each test (as specified in the call), you will not be invited for an interview. Please note that you cannot sit the CBT again for the same profile and function group under this call.

#### **What happens if I pass the computer-based tests, but not the interview?**

If you pass the CBT for a certain profile and function group, you will not have to sit these tests again. Your results will remain valid and visible in the database for the period of the validity of the Call. Recruiting services can select and invite you directly to an interview. Please note that the recruiting services can interview several candidates for each vacant position.

Success in the CBT tests and invitation for a job interview, do not guarantee recruitment. You may only be offered a position if you are also successful in the interview. The decision to issue a job offer remains at the discretion of the Executive Agencies.

### **Will a better test result increase my chances of recruitment?**

The results of the CBT will count as pass/fail only. Please note that your score will be visible to you only (via EPSO Account); the recruiters will only see the results as pass/fail.

### **Why haven't I been shortlisted to sit CBT?**

The recruiting services select the candidates who best fit their requirements and needs. Recruitment may vary across jobs and Agencies.

If you were not shortlisted for one vacancy, you may be shortlisted for another job that better corresponds to your profile.

Inclusion in the database is not a guarantee that you will be invited to sit the computer-based tests.

### **When I will know which Agency is interested in my profile?**

Once, you have successfully passed the computer-based tests, the Agency (ies) interested in your profile will invite you for an interview.

### **What if I need special accommodations due to disability, medical condition or pregnancy?**

If you consider that your health condition may require special accommodations for the computer based tests, please tick the check-box in the application form. EPSO will contact you to determine reasonable accommodations that can be offered.

If you require special accommodations for the interview, please notify the recruiting service when invited for an interview. It will be at the discretion of the recruiting services to assess the need for and prepare reasonable accommodations.

## RECRUITMENT

### Where will I work if I am recruited?

If successful, you can be recruited to work in one of the following Executive Agencies (as mentioned in the Call for Expression of Interest) in either Brussels or Luxembourg:

- [Education, Audiovisual and Culture Executive Agency \(EACEA\)](#), Brussels
- [Executive Agency for Small and Medium-sized enterprises \(EASME\)](#), Brussels
- [European Research Council Executive Agency \(ERCEA\)](#), Brussels
- [Consumers, Health, Agriculture and Food Executive Agency \(CHAFEA\)](#), Luxembourg
- [Research Executive Agency \(REA\)](#), Brussels
- [Innovation & Networks Executive Agency \(INEA\)](#), Brussels

### What is the starting salary for these posts?

Function group	Basic monthly salary (in €) 40 hour working week
FGIII	2 476,74
FGIV	3 170,61

### What type of contract will I be offered?

If recruited, you will be offered a "3a" contract, with the possibility of renewal and of an indefinite contract afterwards.

### Where can I find out more about the working conditions for contract staff?

You will find some more information on [contract staff](#) on the EU Careers website.



## FURTHER QUESTIONS?

Please regularly check the specific information and subscribe for e-mail alerts at [www.eu-careers.info](http://www.eu-careers.info).

If you need advice on your application, please **contact EPSO 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.