



# KARRIEREVEJE OG ADGANGSPRØVE

OPLYSNINGS- OG MOTIVATIONSARRANGEMENT 2. MARTS 2015

V. SPECIALKONSULENT ANE KIRSTEN ANDERSEN, UDENRIGSMINISTERIET



# EU SOM ARBEJDSPLADS

- Knap 48.000 godkendte poster
- 10 hovedinstitutioner, og mange mindre, decentrale og specialiserede agenturer og kontorer, samt mere end 100 oversøiske delegationer
- Fælles ansættelsessystem (EPSO) for hovedinstitutionerne
- Gode muligheder for intern udvikling og forfremmelse



# HVOR KAN JEG ARBEJDE?



Council of the  
European Union



EUROPEAN PARLIAMENT



European  
Commission



EUROPEAN  
COURT  
OF AUDITORS



LUXEMBOURG



EUROPEAN DATA  
PROTECTION SUPERVISOR



European  
Ombudsman



Committee of the Regions



*European Economic and Social Committee*



***EU Agencies***

# HVOR ER STILLINGERNE?



**Brussels**



**Luxembourg**



**20% across Europe  
and the World**



**Hvordan  
bliver  
jeg  
ansat**





# FASTANSÆTTELSE

- Fælles ansættelsessystem (EPSO) og kræver adgangsprøve
- "EMPLOYER OF CHOICE" med mulighed for stor intern mobilitet og mange interessante stillinger
- Ret til tjenestefri fra statslig ansættelse i DK
- Ca. 39.000 stillinger ved de 10 institutioner

## ...OG SÅ ALLE DE ANDRE MÅDER



**Contract  
agent  
(CAST)**

**Temporary  
agent**

**Interim  
staff**

**Freelance**


**Seconded  
National  
expert**

**Trainees**

[http://europa.eu/about-eu/working-eu-institutions/index\\_en.htm](http://europa.eu/about-eu/working-eu-institutions/index_en.htm)

# JOBS.EU-CAREERS.EU







## CAREERS WITH THE EUROPEAN UNION

by the European Personnel Selection Office

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Europa>EPSO>Apply>Ta

Discover

Apply

Job opportunities

How to apply

Travel expenses

Sample tests

Training and support

This page is available in 3 languages

## Vacancies - Temporary Staff

Temporary staff may be employed to perform a wide variety of highly specialised or temporary tasks. The length of the employment varies, at the European Commission it is a maximum period of six years. Selection competitions for temporary staff are generally run by the Institutions and Agencies themselves, rather than by EPSO. Candidates are therefore advised to regularly visit the websites of the [Institutions](#) and the [EU Agencies](#) if they are interested in such opportunities. After the closing date for applications, statistical updates on the few selection procedures for temporary staff being run by EPSO may be found on this page: <http://blogs.ec.europa.eu/eu-careers.info/en/>

Please note: Some vacancies listed here are only open to successful candidates of CAST selections.

Go to chapter

- ▶ [\(ACER\) The Agency for the Cooperation of Energy Regulators](#)
- ▶ [\(CDT\) The TRANSLATION CENTRE](#)
- ▶ [\(COM\) European Commission](#)
- ▶ [\(COUNCIL\) Council of the European Union](#)
- ▶ [\(DEVCO\) International Cooperation and Development – EuropeAid](#)
- ▶ [\(EASA\) EUROPEAN AVIATION SAFETY AGENCY](#)
- ▶ [\(EASO\) EUROPEAN ASYLUM SUPPORT OFFICE](#)
- ▶ [\(EBA\) European Banking Authority](#)
- ▶ [\(ECB\) The European Central Bank](#)
- ▶ [\(ECDC\) European Centre for Disease Prevention and Control](#)
- ▶ [\(ECHA\) European Chemicals Agency](#)
- ▶ [\(EEA\) The European Environment Agency](#)
- ▶ [\(EFAS\) European External Action Service](#)
- ▶ [\(EFSA\) The European Food Safety](#)

- ▶ [\(EIOPA\) European Insurance and Occupational Pensions Authority](#)
- ▶ [\(EMSA\) European Maritime Safety Agency](#)
- ▶ [\(ENISA\) The European Union Agency for Network and Information Security](#)
- ▶ [\(ESMA\) European Securities and Markets Authority](#)
- ▶ [\(EUI\) European University Institute](#)
- ▶ [\(eu-LISA\) European Agency for the operational management of large-scale IT systems in the area of freedom, security and justice](#)
- ▶ [\(F4E\) FUSION FOR ENERGY](#)
- ▶ [\(FCH JU\) Fuel Cells and Hydrogen Joint Undertaking](#)
- ▶ [\(FRA\) European Union Agency for Fundamental Rights](#)
- ▶ [\(Frontex\) The European Agency for the Management of Operational Cooperation at the External Borders of the Member States of the European Union](#)
- ▶ [\(GNSS\) European GNSS Agency \(responsible for the European Satellite](#)

eu-careers.info

[EU CAREERS virtual career fair 2015](#)  
Friday 13 February 2015  
8:52:41

EPSO is organising a "virtual ...

[Next steps – EPSO/AD/294/14 – Updated 12/02/2015](#)  
Thursday 12 February 2015  
12:50:37

Data protection specialistsThe...

[Deadline for questions – EPSO/AST-SC/03/15](#)  
Tuesday 10 February 2015  
16:59:32

Secretaries and clerks for adm...

[European Summit on 12/02/2015 – Security perimeter](#)  
Tuesday 10 February 2015  
16:45:11

During the European Council me...

[Pre-admission results \(EPSO/AST-SC/02/14\)](#)  
Thursday 5 February 2015  
15:34:25

Internal Security Guards (m/f)...

[Extended deadline for applications – EPSO/AST-SC/03/15](#)  
Wednesday 4 February 2015  
14:43:24

Secretaries and clerks for adm...





## JPD (JUNIOR PROFESSIONALS IN DELEGATIONS)

- For yngre kandidater der ønsker at få indblik i den europæiske udenrigstjeneste m.v.
- En gang årligt – ansøgning stiles til medlemslandet (næste runde starter juni 2015 – udmeldes via "nyt om internationales stillinger" på [um.dk](http://um.dk))
- Medlemslandene indstiller vanligvis et antal kandidater til 1 stilling i Kommissionen og 1 i EEAS - udvælgelsen sker af institutionerne
- Der ydes bl.a. et månedsbetrag og boligtilskud

# EU-INSTITUTIONER MED EGNE UDVÆLGELSESPROCEDURER

- Den Europæiske Centralbank
- Den Europæiske Investeringsbank
- Den Europæiske Investeringsfond
- Agenturerne





# EU'S CYKLUS

- Forår: AC-generalister og revisorer
- Sommer: Sprogfolk
- Vinter: Kontorfunktionærer
- Forår og efterår: Juristlingvister (tjek sprog før du søger)
- .....derudover adgangsprøver for specialister, som udskrives efter behov.

**Vigtigt** – kvalifikationskrav fremgår af adgangsprøven. Husk at læse dem før du søger. Ansættelsesniveau oftest AD5 (bachelor). Succesfulde kandidater har ofte erfaring.

# FORVENTEDE ADGANGSPRØVER



<u>Field</u>	<u>Open</u>	<u>Deadline</u>
• Regional Security Officers & Advisers (CAST)	23/02/2015	24/03/2015
• Lawyers – National Law (BG/DE/GA/HR/LT/SK) (AD5/AD7)	26/02/2015	31/03/2015
• Administrators - Generalists (AD5)	19/03/2015	21/04/2015
• Auditors (AD5)	26/03/2015	28/04/2015
• Heads of Administration in EU Delegations based in third countries (AST4)	09/04/2015	12/05/2015
• Parliamentary Ushers (SC1)	23/04/2015	26/05/2015
• Cooperation and Management of aid to non-member countries (AD7)	07/05/2015	09/06/2015
• Lawyer-linguists (AD7) – languages to be confirmed	May/June	June
• Translators (AD5) – languages to be confirmed	June/July	July

# HVILKE KOMPETENCER SØGER EU?

*Du skal kunne*

- Analysere, finde løsninger og opnå resultater
- Kommunikere, prioritere og samarbejde
- Evne at lære, have råstyrke og have lederpotentiale

Gælder for AC generalistadgangsprøven



**Completed  
university study  
of at least 3 years**



**Speak English,  
French or German  
and at least 1 other  
official EU language**



**European citizen**



# AC-GENERALISTER

- Tilmelding fra 19. marts til 21. april 2015. Kun AD 5.
- Der stiles efter at ansætte 149 personer som administratorer indenfor "policy formulation, operational delivery, ressource management" – altså europæisk administration
- Averteres allerede nu på EPSOs hjemmeside og snart også på um.dk





# HVORDAN ANSØGER JEG?

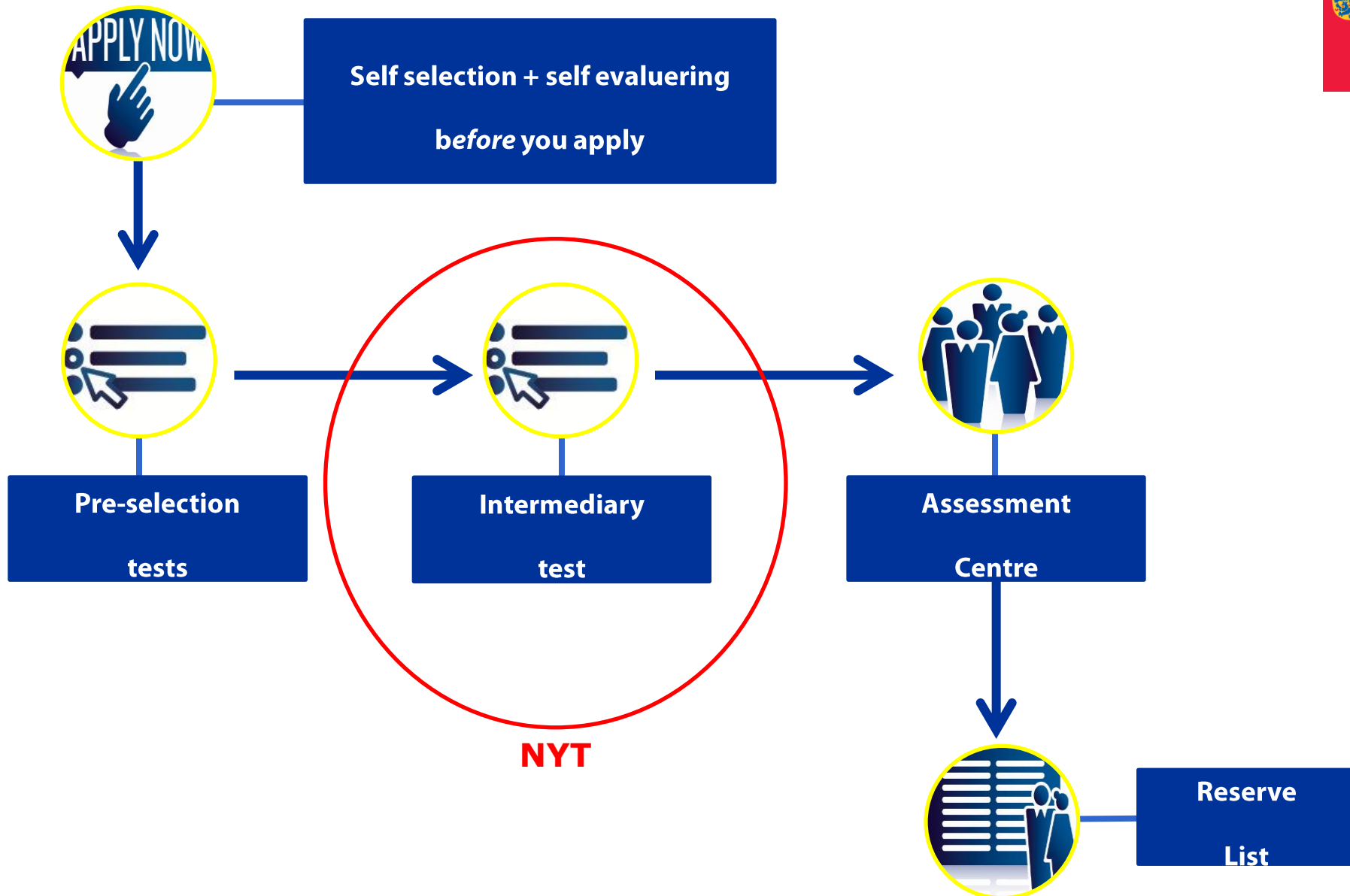


**[Graduates.eu-careers.eu](http://Graduates.eu-careers.eu)**

**Apply between March 19 – April 21 2015**



# DET SKAL DU IGENNEM!







# PRE-SELECTION TESTS

COMPUTER BASED MULTIPLE CHOICE TESTS  
TEST CENTRE WORLDWIDE



## When are you invited?

If you validate your application form within the deadline.

## Your results

For verbal and numerical reasoning you must reach the minimum pass mark.

Results will not be taken into account for your score in the overall pre-selection tests.

## Pre-Selection tests



Verbal reasoning\*



Numerical reasoning\*



Abstract reasoning\*



Situational judgment  
language 2 (EN/FR/DE)

\*Tests in language 1  
(1 of 24 official EU languages)



# VERBAL REASONING - RESULT

## Human genetic testing: implications and recommendations

Although genetic testing in Europe is based on high-quality scientific know-how, it can suffer from a certain level of technical errors. Moreover, the reporting on these tests is sometimes of poor quality. In the context of healthcare, a test should only be offered when it has been proven to be reliable and when there is a sound medical reason to justify it. A test validation system should therefore be established. Public concern regarding genetic testing revolves around the fear of misuse of genetic data and inappropriate access to such data by third parties. The confidentiality and privacy of all personal medical data, including information derived from genetic testing, is a basic right that must be respected. The individual has the right to know about test results, but also has the right to decide not to know.

What is the present situation as regards genetic testing?

- ☐ A. Testing is frequently carried out without a valid medical prescription.
- ☐ B. Scientists have the right to decide whether or not to divulge the results.
- ☐ C. The reporting of genetic data is always of a poor standard.
- ☒ D. Despite the expertise in the area, reporting is not always perfect.

Vil være på  
dansk



# NUMERICAL REASONING - RESULT

**Road density in EU-15 (km per 1 000 km<sup>2</sup>) (2000)**

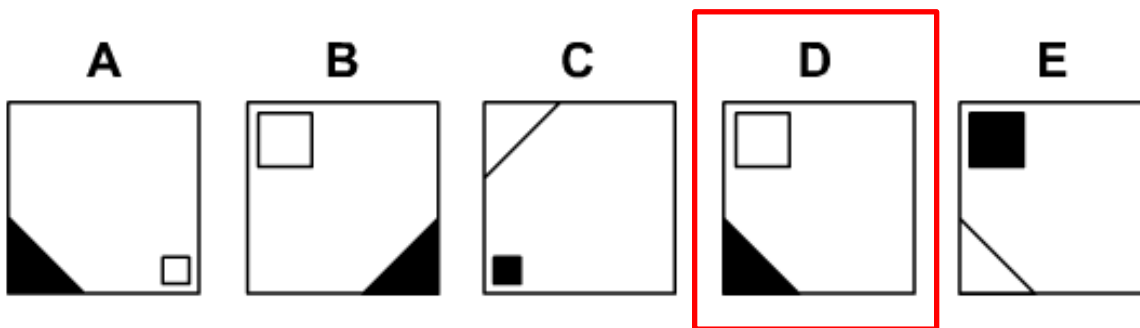
	<b>EU-15</b>	<b>Country A</b>	<b>Country B</b>	<b>Country C</b>	<b>Country D</b>	<b>Country E</b>
<b>1980</b>	340	180	360	90	216	120
<b>2000</b>	390	195	450	120	270	130

On average, by how much was the road density in countries A and B higher than in countries D and E in 1980?

- ☒ A. 102 km/1 000 km<sup>2</sup>
- ☐ B. 122.5 km/1 000 km<sup>2</sup>
- ☐ C. 204 km/1 000 km<sup>2</sup>
- ☐ D. 276 km/1 000 km<sup>2</sup>

Vil være på  
dansk

# ABSTRACT REASONING - RESULT



Vil være på  
dansk



# SITUATIONAL JUDGEMENT - RESULT

Vil være på første  
fremmedsprog

3. Please consider the situation, and then select what you feel is the most effective **AND** the least effective response or action from the four statements.

You are working on a number of projects with tight deadlines and have a lot of basic information to gather. You have asked other colleagues for help but are unsure of their commitment to help you gather the information that you need.

	Most	Least
Spend time on your work to make sure that you have plenty of latitude/leeway in case your colleagues don't deliver the help you need in time		
Outline the help that you need from others and explain to them why this is important and the dates by which you need their individual contributions	X	
Reduce the risk by getting the information that you need yourself rather than relying upon other people		
Carry on with the tasks that you need to complete and if others do not contribute their parts report them to management		X



# INTERMEDIARY TEST

E-TRAY EXERCISE IN YOUR 2<sup>ND</sup> LANGUAGE  
TEST CENTRE IN EUROPE



## When are you invited?

If you **pass all pre-selection** tests  
+  
have one of the highest total scores in:  
**abstract reasoning**  
+ **situational judgment tests**

Approximately 10 times the number of  
successful candidates sought will be invited  
for this stage.

## E-tray exercise

15 to 20 questions

### Assessing:

- Analysis and Problem solving
- Delivering quality and results
- Prioritising and organising
- Working with others

Test in language 2  
(English, French or German)

# EXAMPLE E-TRAY



From:	Aaren Sutton, Secretariat of the Committee on Industry, Research and Energy, EP
To:	Your name, Secretariat of the Committee on Industry, Research and Energy, EP
Date:	10/10/201X
Subject:	Integrated proposal



Dear (Your name),

On 7 December 201X-1, the Commission submitted a proposal for a regulation of the European Parliament and of the Council to set emission performance standards for new passenger cars. This initiative forms part of the EU's integrated approach to reducing CO<sub>2</sub> emissions from light-duty vehicles.

The first reading has been completed and now I have to collect the opinions of the different stakeholders in order to propose a compromise solution to our Head of Unit at a meeting on 27 October 201X.

However, after today, I will be out of the office for the next two months (for medical reasons) and therefore will be unable to attend the meeting with our Head of Unit myself. Could you go in my place?

As a first step, I have asked Giuseppe Caligiuri from the Council to meet you in order to brief you thoroughly on the Council's position on the Commission's proposal.

Thank you for your flexibility.

Kind regards,  
Aaren Sutton

# EXAMPLE E-TRAY



From:	Giuseppe Caligiuri, Council
To:	Aaren Sutton, Secretariat of the Committee on Industry, Research and Energy, EP
Date:	10/10/201X
Subject:	Council position on Commission proposal 749



Dear Ms Sutton,

My apologies, but I am afraid that, starting tomorrow, I will be out of the office until 29 October 201X, which means I will not be able to meet you or your colleague in the next two weeks to give you a full overview of the Council's position regarding the Commission's proposal. However, to ensure you have some information to work with, I have briefly summarised our position on the main points of the proposal:

- Phase-in: 60 % of the vehicle fleet to reach 130 g CO<sub>2</sub>/km in 201X+4, 75 % in 201X+5, 85 % in 201X+6 and 100 % from 201X+7 on.
- Long-term targets: Review in 201X+5 to reach a long-term target close to 95 g CO<sub>2</sub>/km in 201X+12 .
- Specific emission targets: we propose the same targets as the Commission proposes: targets should be based on vehicle mass.
- Penalties. Until 201X+7, penalties will be based on deviation from 130 g CO<sub>2</sub> as follows: penalty per exceeded gram will be €25 for any deviation of up to 3 grams; €40 for deviations of up to 6 grams and €80 for deviations exceeding 6 grams. From 201X+7, the rate per gram exceeded will be €25 for a deviation of up to 3 grams and €95 for any deviation exceeding 3 grams.

I hope this provides you with some of the information you need to propose a compromise solution. We can arrange a meeting when I am back from holiday if you have any further questions.

Kind regards,  
Giuseppe Caligiuri



# EXAMPLE E-TRAY



## Example

How do you deal with the problem of the limited information you received from Mr Caligiuri? Rate the following actions on a scale ranging from totally disagree (--) to totally agree (++)

A.	When taking account of the Council's point of view in my compromise proposal, I use only to the information I received from Mr Caligiuri, as it is sufficiently specific.	--	-	-/+	+	++
B.	I ask Mr Caligiuri if any of his colleagues could provide me with a more in-depth briefing.	--	-	-/+	+	++
C.	I ask Mr Caligiuri for more documentation, just in case the Council's proposal conflicts with those of the other stakeholders.	--	-	-/+	+	++

[Help](#)[Previous](#)[Next](#)



# ASSESSMENT CENTRE IN YOUR 2<sup>ND</sup> LANGUAGE TEST CENTRE IN BRUSSELS



## When are you invited?

If you scored one of the **highest total marks** for the e-tray exercise

+

You meet the **eligibility requirements** according to the data in your application file

Approximately **2** times the number of successful candidates sought will be invited for this stage.

## Assesment centre



Case study



Group exercise



Structured interview



Oral presentation

Tests in language 2  
(English/French or German)

# EU'S EVALUERINGSCENTER



A day at the assessment centre



# ASSESSMENT CENTRE

## TESTER 8 KOMPETENCER



Analysis &  
problem solving



Communication



Delivering quality &  
results



Learning &  
Development



Prioritising &  
organising



Resilience



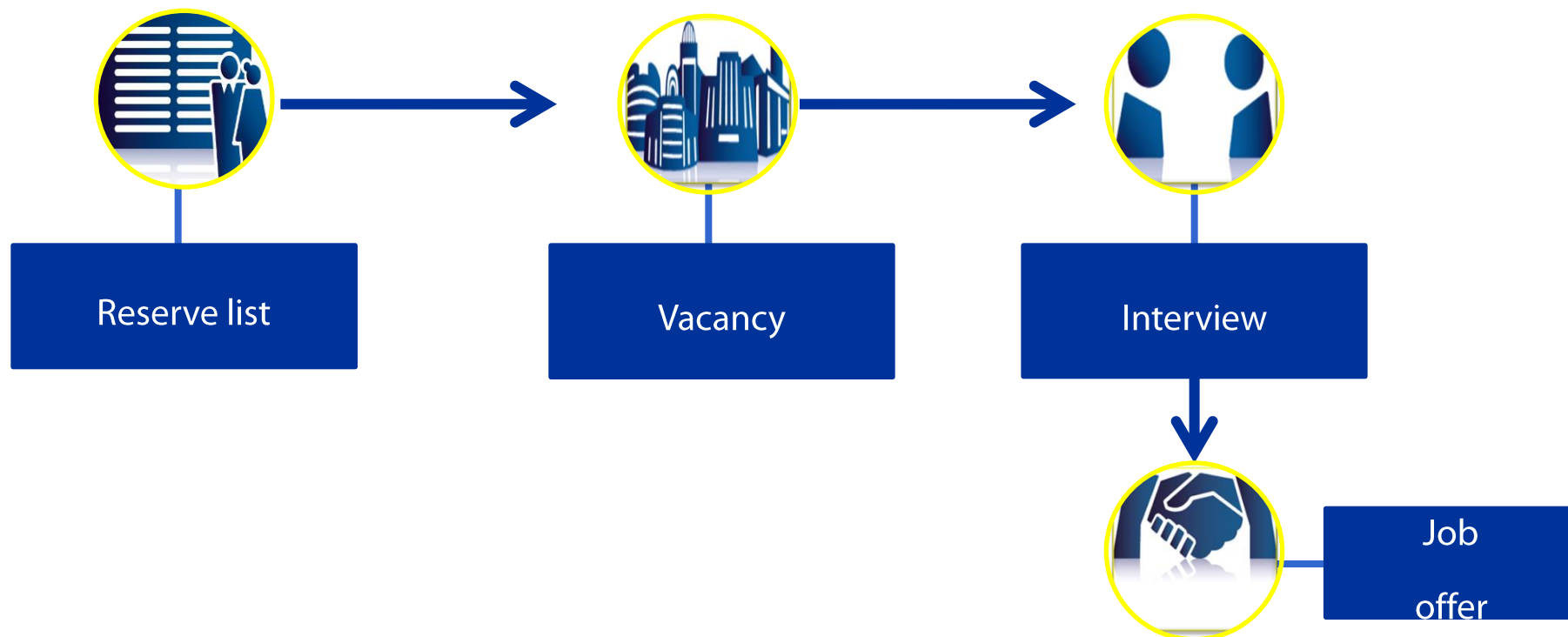
Working with others



Potential to lead



# Rekruttering





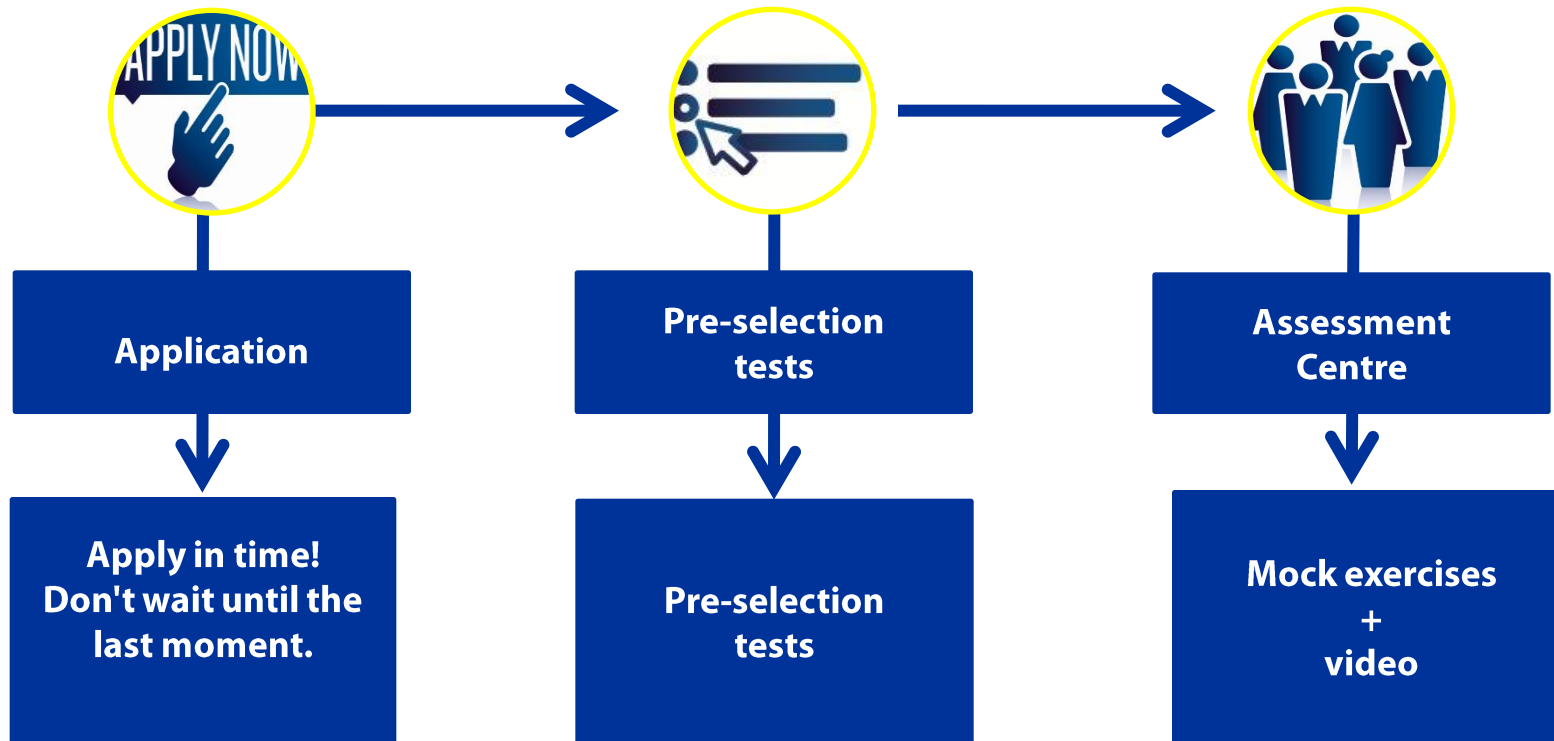
Sample tests & tips

# **HVORDAN FORBEREDER JEG MIG?**

# HVORDAN FORBEREDER JEG MIG?



Have a look at [sample-tests.eu-careers.eu](https://sample-tests.eu-careers.eu)





# KOMPETENCEUDVIKLING

- Oplysning om studiemateriale på UMs hjemmeside *nyt om internationale stillinger*:
  1. To elektroniske prøvepakker (2x60 spm) kan købes for EUR 39 hos Arboreus  
[http://www.eutrainig.eu/danish\\_mfa\\_special\\_offer](http://www.eutrainig.eu/danish_mfa_special_offer)
  2. The Ultimate EU test Book (engelsk) hos Turpin-distribution
- UM-kurser om CBT primo maj – begrænset pladser – kræver at man er skrevet op til prøven - **bindende tilmelding**
- UM-kurser om evalueringscentret medio november for kandidater der når dertil.





# GODT AT VIDE!



login/create account

Create your EPSO-account before you apply  
on **eu-careers.eu** (top right hand corner)



Don't wait until the last day  
with creating and submitting  
your application!



Stay up to date about the competition,  
Sign up: **eu-careers.info**



Once you have applied,  
check your EPSO account regularly.  
You will receive information on the progress of the  
procedure only through this account.



**[www.eu-careers.eu](http://www.eu-careers.eu)**



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