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# Internal Competitions – Oral test



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# How will we do it?



**Analysis of the Oral test**

**Oral presentation**

**Interview**

**What can YSE do for you?**

# Following previous competitions

COMPETENCES	TEST	TEST
Critical thinking, analysing & creative problem-solving	Written test	Oral Presentation
Decision-making & getting results	Written test	Oral Presentation
Information management (digital and data literacy)	Written test	Interview
Self-management	Interview	Oral Presentation
Working together	Written test	Interview
Learning as a skill	Written test	Interview
Communication	Written test	Oral Presentation
Intrapreneurship		Interview
+ MOTIVATION	Interview	

In red if only 1 test is used to assess each competency



#### 4) *Oral test*

Only candidates who have obtained both the required pass mark and one of the highest marks in the written test, up to a maximum of 3 times the number of successful candidates sought in this competition, will be invited for the oral phase of the competition. Where a number of candidates tie for the last available place, all those candidates will be invited to the oral test.

**The oral test is an interview to test your motivation, as well as the competencies required to perform the duties of an administrator in the Commission as outlined in Annex I and will also include a short oral presentation on a subject related to EU policies and institutions.**

The oral test will be held in your chosen language for this competition: **English, French or German.**

**The oral test is marked out of 60. The pass mark is 40/60.**

### *5) Oral test*

**Candidates who have obtained both the required pass mark and one of the highest marks in the written test, up to a maximum of 3 times the number of successful candidates sought per field in this competition, will be invited for the oral test.**

Where a number of candidates tie for the last available place, all those candidates will be invited to the oral test.

The oral test consists of an interview to test your motivation as well as the competencies required to perform the duties of an administrator in the Commission **in your field of the competition** (as mentioned in Annex I) and of a short oral presentation **on a subject related to EU policies and institutions.**

The oral test will be held in your chosen language for this competition: **English, French or German.**

**The oral test is marked out of 50. The pass mark is 30/50.**

The oral test may be online. The practical information relating to the conduct of the oral test will be set out in the invitation letter.

## AD7 – How it started

The oral test will consist of two parts:

- a short oral presentation on a subject related to the field of the competition, and
- an interview with the Selection Board to assess:
  - your motivation,
  - the skills you have acquired during your career and the main duties you have carried out,
  - your ability and competencies to perform the duties of an administrator in your field of the competition, as mentioned in ANNEX I.

**The oral test will be held in the language you have chosen for the competition (English, French or German).** The purpose of the oral test is not to assess your knowledge of languages.

# AD7 – How it is going

## Information on oral tests

25/05/2023

As announced earlier, the oral tests for the AD7 Internal Competition are planned to start in the week of 5th June. The Selection Board has decided to share the following information regarding the structure of the oral tests:

- Preparation for the presentation: 10 minutes;
- Oral presentation on a randomly selected subject in a chosen area of your field of the competition: 15 minutes (8 minutes for presenting and 7 minutes for Q&A);
- Interview: 25 minutes.

Oral tests will be held online via Microsoft Teams. Admitted candidates will receive the invitations in the next few days, where they will find all the relevant information regarding the practicalities of this stage of the competition.

The Selection Board advises candidates to read carefully the instructions and the time that will be indicated to connect, included in the invitations.

### ***5) Oral test***

**Candidates who reach at least the pass mark in the written test and one of the highest marks, up to a maximum of 3 times the number of successful candidates sought in this competition, will be invited to the oral test.**

Where a number of candidates tie for the last available place, all those candidates will be invited to the oral test.

The oral test consists of an interview to test your motivation as well as the competencies required to perform secretarial and administrative support duties in the Commission (as mentioned in ANNEX I).

The oral test will be held in your chosen language for this competition: **English, French or German.**

**The oral test is marked out of 50. The pass mark is 30/50.**

# AST/SC2

- **NO oral presentation, only interview**
- **Questions in relation with the duties (Annex I) ->**
- **Examples :**
  - How do you organise your work?**
  - How do you organise meetings?**
  - How do manage hierarchy's agenda?**



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## TYPICAL SECRETARIAL AND ADMINISTRATIVE SUPPORT DUTIES

Reporting to an administrator or to an assistant, secretaries will be expected to perform secretarial assistance, support and technical tasks that may vary from one department to another. In general, secretaries provide support to one or several people, departments or units within the Commission, often using IT tools such as word-processing, electronic mailboxes, spreadsheets and databases. A thorough knowledge of these IT tools is therefore required.

The duties performed as a secretary may include:

- preparing files,
- supporting the organisation and coordination of the department's activities (meetings, official travel, diary), answering calls, taking messages,
- managing documents and requests for action (receipt, processing, follow-up, and filing of documents, reports and correspondence),
- preparing, processing, finalising, and checking documents and tables (editing, formatting),
- finding, compiling and disseminating information (updating databases, files)
- providing secretarial support in managing and following up projects, processes and procedures relating to the management of resources,
- drafting notes or minutes,
- providing secretarial and logistics support in organising meetings, events or conferences,
- providing secretarial and administrative support for the delivery of accounting, financial and HR procedures, and IT systems,
- providing assistance, support and logistics for internal and/or external communication and information,
- providing support and logistics for management of equipment and buildings,
- assisting with the preparation of programmes and work programmes,
- providing secretarial assistance, support and logistics for preparation of projects, cases and contracts and monitoring their continuity, contributing to reports and their implementation,
- providing secretarial assistance, support and logistics for the implementation of programmes/projects/cases/contracts,
- providing secretarial and administrative support for calls for proposals/invitations to tender, and calls for expressions of interest, with a view to concluding contracts or agreements relating to grants or monitoring procurement procedures, including the evaluation of tenders,
- providing secretarial assistance, support and logistics for delivery of learning and development activities.

**Target**

**Evaluate your competences +  
motivation**

**The Oral test**

**Time**

**50 minutes =  
10 preparation +  
8 oral presentation +  
7 questions on the presentation +  
25 Interview**

**Structure**

- **Oral presentation (1 topic )**
- **Questions on presentation (2-3)**
- **Questions on competences (7-9)**
- **Questions on Motivation (1-2)**



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## Structure

- 30' – 1 min : intro
- 6-7 min core : 2 to 4 headings (max 4) and divide clearly each point
- 30' – 1 min : conclusion (buffer time)

## What to do

- It's about the presentation, not the content
- Keep calm, expect the unexpected.
- Know your audience
- Express yourself clear and to the point
- You are talking to colleagues.
- They will let you know when 1 min is left
- 8 min can be very long

## Logistics

- Pen & paper (for your reference)
- No external consultation
- NO PPT or other visual support
- Put the chrono on your screen
- 1 min before the end, you get a warning

## Topic

- **As indicated in the notice**

## Questions

- In relation with the topic + In relation with the experience of the evaluator (but still in relation with your competences)



**AD7**

1. **Economics and statistics** (public finances, structural reforms (including the labour market), the single currency, financial institutions and markets, economic integration and development of countries, and international trade within the EU institutional framework): **26**
2. **Single market, innovation and digital issues** (internal market, health, research, transport, energy, enterprises, industry, information society and digital Europe, financial services, taxation, combating fraud): **12**
3. **Natural resources and the environment** (agriculture, fisheries, environment, climate action): **8**
4. **Coordination, communication, human resources, audit and budget management:** **12**

**AD6**

1. **Budget, finance and audit:** **15**
2. **European public administration:** **55**
3. **Program and project management in external relations and development cooperation:** **15**
4. **Program and project management in research:** **15**

**The oral test is an interview to test your motivation, as well as the competencies required to perform the duties of an administrator in the Commission as outlined in Annex I and will also include a short oral presentation on a subject related to EU policies and institutions.**

**AD5**

**When?**

**AD7,AD9,AD12 – in progress  
End June & July – AD5-AD6-AST2 (26th June)-AST/SC2**

**When?**

**You will get an invitation with all the data**

**How?**

**3 board members – via TEAMS**

**Facts  
to the  
Questions**

- **If you had a talent in your exam- review the talent**
- **If you didn't – review the tasks**
- **No announcement of the competences**
- **They only know what you tell them**
- **Examples connected to the Commission (directly – preferably)**
- **Motivation – simple + realistic**

**STAR ANSWER –  
structured answer  
(90 secs average)**

**S**

**SITUATION:** TIME, PLACE- description

**T**

**TASKS:** what did you have to do?

**A**

**ACTIONS:** What did you do? (key!)

**R**

**RESULTS!!** (very relevant)

**+ Structure = + clarity**

**Motivation**

- How do you see yourself in the EC?
- And your career?
- Why do want to work in the EC?

## Working together

When you had a conflict with a colleague

**POSITIVE:** proactive to solve the problem. Do not take personally. Good analysis and adapted solution

**NEGATIVE:** Take it personally, leave others to take the initiative.

## STAR TABLE

		Situation(Short)	Task (short)	Action (long)	Results
1	<i>Situation when it was difficult to work with a boss in particular? Why disagreement?</i>				
2	<i>Example of a situation when you missed a deadline? Why? What happened? What did you do? How did you solved the issue?</i>				

## Self-management

**When you had to achieve a complicate goal in short time**

**POSITIVE:** Evidence of the short time to deliver . Your performance was not affected by stress, capacity to adapt. Fulfilment of the goal.

**NEGATIVE:** The quality of your work was affected. Lack of adaptability



## Learning as a skill

What would you like to learn?

**POSITIVE:** STRUCTURED REPLY , even if it doesn't fit in the STAR System .  
What? Why? How? Results?

**NEGATIVE:** Lack of willingness to learn new things. Lack of structure or justification. Careful if you use “to learn any language” .

BEYOND THE START SYSTEM



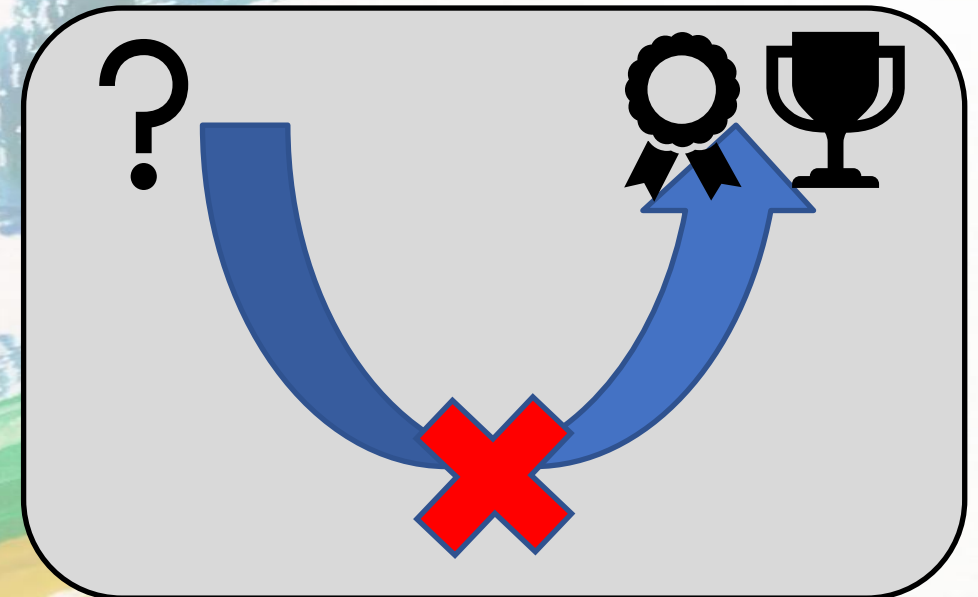
## Negative questions

BEYOND THE START SYSTEM

When you have failed to find consensus in the team

**POSITIVE:** V reply. Lesson learnt with the failure and successfully applied

**NEGATIVE:** focus on the failure, lack of lesson learnt or its application



# V-reply



# What can YSE do for you?



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# OUR METHODOLOGY

**TEAM**

**QUALITY  
+  
HUMOR**

**1  
RIGHT**

**1 OBLIGATION**

**EXPERIENCE as  
candidates+  
trainers**  
**90% success in  
previous AD5  
competition**

## How we'll do it

- **Small groups**
- **Practice oriented**
- **Customized to the real test**
- **Recorded**

## GOALS

- **Get familiar with the real test**
- **Foreseen the questions**
- **Manage your anxiety**
- **Structure your information**
- **Show your capacities**



## How we'll do it

### MCQ Tests on the topic

- All questions contain feedback and explanations

### Written test to practice

- Time controlled
- Several layers of difficulty

Video-feedback at the end of each test or during group sessions

## GOALS

- Flexibility
- Time management
- Get rid of prejudices (this is not my topic)
- Avoid procrastination and cover more ground
- Discover your weakness / topics to improve
- Help to study



# Thank you!



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