



YASEMOSEUROPEOS.COM

Internal competitions workshop

OUR GOAL



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**Help you maximize your opportunities
with your application (in a safe and
efficient manner)**

Most common fears & mistakes

Being your worst enemy – all your experience can be relevant

Missing details and opportunities – lack of explanations

Application process is too complicated (not at all, but it requires time/patience)

Procastination



1

- **Overview**

2

- **Eligibility**

3

- **Work experience**

4

- **The Talent screener (AD8, AD10, AD12 and AST4)**

+ If there is time bonus track : comments on the exam

Eligibility & talent

AD12

AST4

AD8

AD10

Eligibility

Talent

1st TEST



**Interviews
(2,5 or 3 x post)**

Reserve list

Eligibility

Statutory Criteria



Work experience + Qualifications



You are eligible





European
Commission

European Commission > EU Science HUB > ESRA

JOINT RESEARCH CENTRE

External Staff Recruitment Application

Languages

ONLINE APPLICATION FOR INTERNAL COMPETITION COM/AD8/2023 (AD8)

Step 2 to 14 - Languages

>> Language Selection

You will not be able to change your choice of languages unless you delete the application and start over again before the deadline for applications.

Language 1: please choose the language entered as your main language or first language in Sysper.

--- EU Languages --- ▼ *

Language 2: please choose your language for this competition among EN, FR, DE. This language must be different from your main language or first language.

--- Languages --- ▼ *

Language 3: please choose your usual working language.

--- Languages --- ▼

Please choose Language 1 and Language 2.

Check your sysper!

Next Step

The Selection Board may give candidates the opportunity to use any other of these three languages depending on the language in which you have claimed proficiency at work in your application.

How to read the statutory conditions

Eligibility

On the deadline for applications, you must:

- a) be an **official or temporary agent of the Commission in Grade AST2 or above**; and
- b) have served for **at least 24 full months**, which do not have to be consecutive, as an **official or a temporary agent or a contract agent** of a European Union institution, body or other entity as defined in Article 1 of the Staff Regulations; and
- c) have spent at least **the last 12 full consecutive months** prior to the deadline for applications as an **official or a temporary agent or a contract agent** of the Commission; and
- d) have spent at least **the last 6 full consecutive months** prior to the deadline for applications as an **AST official or as an AST temporary agent** of the Commission.

Yes/No

Yes/No

Yes/No

Yes/No

Yes

+

Yes

+

Yes

+

Yes

**YOU ARE
ELIGIBLE
(50%)**

Answer



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NO OTHER PATH

The following administrative statuses, within the meaning of Articles 35 *et seq.* of the Staff Regulations, are taken into account for the calculation of the required period specified in the paragraph above:

- a) 'active employment',
- b) 'leave for military service',
- c) 'parental leave or family leave'
- d) 'leave on personal grounds'
- e) 'on secondment in the interests of the service', or
- f) 'on secondment at your own request'.

AD8

You must demonstrate:

1. A level of education corresponding to completed university studies of at least 3 years, attested by a diploma, followed by work experience of at least 9 years relevant to the nature of the duties

OR

2. A level of education corresponding to completed university studies of at least 4 years, attested by a diploma, followed by work experience of at least 8 years relevant to the nature of the duties

OR

3. Vocational training of an equivalent level (for instance, Commission certification programme) followed by work experience of at least 9 years relevant to the nature of the duties.

AST4

You must demonstrate:

1. A level of post-secondary education attested by a diploma followed by at least 6 years' professional experience relevant to the nature of the duties

OR

2. A level of secondary education attested by a diploma giving access to higher education, followed by at least 9 years' professional experience relevant to the nature of the duties

OR

3. A vocational training of an equivalent level or work experience of an equivalent level.

Eligibility



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WORK EXPERIENCE IS THE OTHER 50%

AD10

You must demonstrate:

1. A level of education corresponding to completed university studies of at least 3 years, attested by a diploma, followed by work experience of at least 13 years relevant to the nature of the duties

OR

2. A level of education corresponding to completed university studies of at least 4 years, attested by a diploma, followed by work experience of at least 12 years relevant to the nature of the duties

OR

3. Vocational training of an equivalent level (for instance, Commission certification programme) followed by work experience of at least 13 years relevant to the nature of the duties.

AD12

You must demonstrate:

1. A level of education corresponding to completed university studies of at least 3 years, attested by a diploma, followed by work experience of at least 16 years relevant to the nature of the duties

OR

2. A level of education corresponding to completed university studies of at least 4 years, attested by a diploma, followed by work experience of at least 15 years relevant to the nature of the duties

OR

3. Vocational training of an equivalent level (for instance, Commission certification programme) followed by work experience of at least 16 years relevant to the nature of the duties.

Eligibility

WORK EXPERIENCE IS THE OTHER 50%



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IF YOU DON'T KNOW to which profile apply – Fill in (yes, write it down) the talent screener and see where you have more text/info/details

The screenshot shows the 'JOINT RESEARCH CENTRE External Staff Recruitment Application' page. It includes the European Commission logo and navigation links. The main heading is 'ONLINE APPLICATION FOR INTERNAL COMPETITION COM/AD8/2023 (AD8)'. Below this, it says 'Step 7 to 14 - Competition Field Choice'. The form section is titled '>> Competition Field Choice' and contains four radio button options, each followed by a description and an asterisk. The first option is selected. At the bottom, there is a warning message and a 'Next Step' button.

European Commission > EU Science HUB > ESRA

JOINT RESEARCH CENTRE
External Staff Recruitment Application

ONLINE APPLICATION FOR INTERNAL COMPETITION COM/AD8/2023 (AD8)

Step 7 to 14 - Competition Field Choice

>> Competition Field Choice

- ☒ Field 1 - European Green Deal (including the policies on climate, energy, environment, natural resources, agriculture, regional development, fisheries and oceans, mobility and transport, research and innovation) *
- ☐ Field 2 - A Union that works for people (including the policies on industry, digital economy, taxation and customs, employment, internal market, defence industry and space, economic and financial affairs, competition, financial services, justice and consumer affairs, health, education, youth) *
- ☐ Field 3 - A stronger Europe in the world (including the policies on trade, international partnerships, neighbourhood and enlargement, migration and home affairs, crisis management, humanitarian aid) *
- ☐ Field 4 - A modern European administration (including legal affairs, human resources, budget, audit, anti-fraud, communication and informatics) *

You will not be able to change your choice of competition field unless you delete the application and start over again before the deadline for applications.

Next Step

TALENT SCREENER and ELIGIBILITY are totally independent parts – you will have to repeat information but tips apply equally



JOINT RESEARCH CENTRE

External Staff Recruitment Application

European Commission > EU Science HUB > ESRA

ONLINE APPLICATION FOR INTERNAL COMPETITION COM/ /2023

Step 13 to 14 - Working experience

>> Working experience

Job Field: *

Classification: *

Name and address of employer: *

Sector of activity: *

Duties: *

Occupation: *

Period: From *

to *

Work pattern: *

Number of months
full time
equivalent: *

Number of months
full time equivalent
(verify):

Cancel

Save

Relevant to the nature of the duties

Eligibility

AST4

ANNEX I

FIELD 1: AUDIT, BUDGET, INTERNAL CONTROL AND FINANCE ASSISTANT

1. Duties

Under the supervision of an administrator, the assistant will be expected to perform tasks relating to audit, internal control, financial and budget management in the Commission.

They will be called upon to carry out administrative tasks such as:

- Assist in budget preparation, execution, and monitoring.
- Initiate, verify, and process budgetary and financial transactions.
- Contribute to risk assessments and audit planning.
- Set up and check financial files according to procedures.
- Monitor compliance with applicable financial rules and regulations.
- Assist in developing and implementing accounting and financial systems.
- Assist in generating financial reports.
- Assist in performing audits and documenting findings.
- Assist in implementing audit recommendations.
- Provide training and advice on budget and financial management to operational units.
- Assist in advising on the internal control structure and risk management process.
- Assisting in drawing up financial reports/statistics.



Identify the experiences and activities equal or similar to those you are expected to do in the European Institutions and described in the notice

Relevant to the nature of the duties

Eligibility

AD8

Identify the experiences and activities equal or similar to those you are expected to do in the European Institutions and described in the notice

ANNEX I

DUTIES

Administrators in grade AD 8 at the Commission are mainly responsible for implementing Commission policies.

They follow general instructions but work independently to conduct analyses and perform administrative, advisory, supervisory, managerial, coordination, representation, and negotiation tasks as needed for their specific field.

The Commission values their ability to handle complex problems, work under pressure, adapt to changing circumstances, and communicate effectively. Successful candidates are expected to demonstrate motivation, initiative, creativity, and a commitment to continuous professional development.

Administrators in grade AD 8 may typically be requested to:

- Provide written or oral advice to management
- Draft policy analysis, briefings, and communication material
- Coordinate initiatives, facilitate inter-service and inter-institutional coordination
- Gather, evaluating, and interpreting data for decision-making
- Contribute to the design, implementation, follow-up and control of initiatives, projects, programmes, and action plans
- Represent the Commission in different fora (e.g. interinstitutional, judicial, governmental, media, working groups)
- Draft legal documents, including EU legislation
- Implement, monitor and evaluate EU legislation
- Negotiate and/or monitor trade agreements
- Manage resources (e.g. budgetary/financial, human, informatic)
- Perform audit activities



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Relevant to the nature of the duties

ANNEX I

DUTIES

Administrators in grade AD10 usually perform administrative, advisory, supervisory, coordination, representation and negotiations tasks relating to the activities of the Commission, including at strategic and managerial level.

The main tasks of the successful candidates recruited from this competition may vary from one department to another. They may include:

- preparing and developing policy initiatives
- drafting legislation
- enforcing legislation
- managing and implementing policies and programmes
- representing officially the Commission in different fora (e.g. interinstitutional, judicial, governmental, media)
- taking part in international negotiations
- negotiating and implementing bilateral and multilateral agreements
- designing and contributing to high level political communication

The Commission considers particularly important that AD10 officials can grasp complex problems, work under pressure independently and react rapidly to changing circumstances with sound judgement. Successful candidates will be expected to demonstrate the ability to perform strategic and/or managerial duties through high motivation, leadership, clear communication, team spirit and relational skills. They will also be expected to have a strong sense of initiative and creativity as well as the eagerness to embrace life-long professional development and to foster engagement within their teams.



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ANNEX I

DUTIES

Administrators in grade AD12 usually perform administrative, advisory, supervisory, coordination, representation and negotiations tasks relating to the activities of the Commission, including at strategic and managerial level.

The main tasks of the successful candidates recruited from this competition may vary from one department to another. They may include:

- preparing and developing policy initiatives
- drafting legislation
- enforcing legislation
- managing and implementing policies and programmes
- representing officially the Commission at high level in different fora (e.g. interinstitutional, judicial, governmental, media)
- taking part in international negotiations
- negotiating and implementing bilateral and multilateral agreements
- designing and contributing to high level political communication

The Commission considers particularly important that AD12 officials can grasp complex problems, work under pressure independently and react rapidly to changing circumstances with sound judgement. Successful candidates will be expected to demonstrate the ability to perform strategic and/or managerial duties through high motivation, leadership, clear communication, team spirit and relational skills. They will also be expected to have a strong sense of initiative and creativity as well as the eagerness to embrace life-long professional development and to foster engagement within their teams.

Relevant to the nature of the duties

Eligibility

Experience from outside of the Commission is valid

If it comes from the outside, will it be understandable? Explain it

If it comes from the Commission, don't forget to explain. While it's easy sometimes its not so obvious

Show your experience on the field

They don't cross-reference with your talent screener



JOINT RESEARCH CENTRE

External Staff Recruitment Application

European Commission > EU Science HUB > ESRA

ONLINE APPLICATION FOR INTERNAL COMPETITION COM/ /2023

Step 13 to 14 - Working experience

>> Working experience

Job Field:	<input type="text" value="- Select -"/>	*
Classification:	<input type="text" value="- Select -"/>	*
Name and address of employer:	<input type="text"/>	*
Sector of activity:	<input type="text"/>	*
Duties:	<input type="text" value="Duties - Areas of work"/>	*
Occupation:	<input type="text" value="Occupation - What did you do?"/>	*
Period:	<input type="text" value="From"/> to <input type="text" value="to"/>	*
Work pattern:	<input type="text" value="--- Select ---"/>	*
Number of months full time equivalent:	<input type="text"/>	*
Number of months full time equivalent (verify):	<input type="text"/>	

Cancel

Save

Particularly important if you bring external experience

If you need further inspiration – look back

AD7 (2022)

3. NATURAL RESOURCES AND ENVIRONMENT

Administrators in this field contribute more specifically to the European Green Deal, the EU's sustainable and inclusive growth strategy. They will contribute to boosting the economy, improving people's health and quality of life, and caring for nature.

Main duties may include:

- contributing to the design, implementation, follow-up and control of initiatives, projects, programmes, and action plans related to the specific activities and policies of this field;
- assisting management by means of written or oral contributions;
- drafting policy analysis and briefings;
- ensuring and facilitating inter-service and inter-institutional coordination and consultation;
- undertaking quantitative and qualitative analysis;
- providing strategic policy analysis as well as defining and applying policy analysis and study methods;
- develop, implement, monitor and evaluate EU policies and legislation;
- perform audits, verifications and inspections related to this field;
- negotiate and/or monitor trade agreements, contribute to evaluation activities in this field;
- represent the Commission in working groups, EU committees, EU institutions, international organisations and fora.

AD9 (2022)

1. Duties

Administrators in grade AD 9 are usually working independently to conduct analyses and perform administrative, advisory, supervisory, managerial, coordination, representation and negotiations relating to the activities of the Commission. The main tasks of the successful candidates recruited from this competition may vary from one department to another and may include the following strategic and managerial duties:

- preparing, developing and implementing Commission initiatives, including working on case studies, producing reports, drafting Community legislation, and taking part in consultations and negotiations within the Commission, and possibly with business and social interest groups in the Member States and with the other institutions,
- taking part in international negotiations, implementing bilateral and multilateral agreements, and managing Commission policy instruments,
- managing and implementing policies and action programmes, including project management, in the different fields of Commission activity.

AD12 (2022)

1. Duties

Administrators in grade AD12 are usually working independently to conduct analyses and perform administrative, advisory, supervisory, coordination, representation and negotiations relating to the activities of the Commission. The main tasks of the successful candidates recruited from this competition may vary from one department to another and may include the following strategic or managerial duties:

- preparing, developing and implementing Commission initiatives, including working on case studies, producing reports, drafting Community legislation, and taking part in consultations and negotiations within the Commission, and possibly with business and social interest groups in the Member States and with the other institutions,
- taking part in international negotiations, implementing bilateral and multilateral agreements, and managing Commission policy instruments,
- managing and implementing policies and action programmes, including project management, in the different fields of Commission activity.

Motivation



Motivation

Nothing more.



ould you best contribute? What in your profile would add value to

you and for others.)

They w

MOTIV
pre

No mark
it's use



TALENT WARNING!!

3) Selection based on qualifications – “Talent Screener”

For the candidates deemed eligible, the Selection Board will carry out a selection based on qualifications.

To do so, the Selection Board will perform a comparative assessment of the merits of all the eligible candidates based on their answers in the ‘Talent Screener’ section of the application form. All candidates in this competition must answer the same set of questions in each field in the ‘Talent Screener’ section of the application form. These questions are related to the selection criteria listed in ANNEX III, and **include sub-questions covering duration, job title and function, roles and responsibilities.**

The answer to each question and its sub-questions of the ‘Talent Screener’ is limited to 3 000 characters (including spaces).

It is imperative that you address all questions and sub questions in your replies. The Selection Board will consider only the text filled in by the candidates in reply to each specific ‘Talent Screener’ question in order to perform the comparative assessment. You must therefore include all relevant information for each individual question in your ‘Talent Screener’. The Selection Board will disregard any reference to other parts of the application form or to other questions of the ‘Talent Screener’ or to documents attached to the application form or other references (such as links to websites).



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ONLINE APPLICATION FOR INTERNAL COMPETITION COM/AD10/2023 (AD10)

Step 11/2 to 14 - Talent Screener. Field 1 - European Green Deal (including the policies on climate, energy, environment, natural resources, agriculture, regional development, fisheries and oceans, mobility and transport, research and innovation)

Do you have professional experience in managing and implementing policies and/or programmes in the chosen field of the competition?

>> Talent Screener

The name of your employer:

The duration of your work experience, indicating the start and end dates:

From * to *

Your work arrangement (full-time, 80% part-time, 50% part-time, etc.):

--- Select --- *

Number of months full time equivalent:

*

Number of months full time equivalent (verify):

Your Job Title/Function:

Your Job Title/Function:

Your specific role and responsibilities:

Your specific role and responsibilities:

Current length 64 Max 3000

Cancel

Save

TALENT WARNING!!

3000 characters

Job +

Responsibilities

**Use as many
references as needed**

ONLINE APPLICATION FOR INTERNAL COMPETITION COM/AD8/2023 (AD8)

Step 11/1 to 14 - Talent Screener. Field 1 - European Green Deal (including the policies on climate, energy, environment, natural resources, agriculture, regional development, fisheries and oceans, mobility and transport, research and innovation)

>> Talent Screener

Do you have professional experience in policy development in the chosen field of the competition?

- Select - *

ONLINE APPLICATION FOR INTERNAL COMPETITION COM/AD8/2023 (AD8)

Step 11/1 to 14 - Talent Screener. Field 1 - European Green Deal (including the policies on climate, energy, environment, natural resources, agriculture, regional development, fisheries and oceans, mobility and transport, research and innovation)

Do you have professional experience in policy development in the chosen field of the competition?

>> Talent Screener

The name of your employer:

The duration of your work experience, indicating the start and end dates:

Your work arrangement (full-time, 80% part-time, 50% part-time, etc.):

Number of months full time equivalent:

Number of months full time equivalent (verify):

Your Job Title/Function:

Your specific role and responsibilities:



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Professional experience in **policy development** in the chosen field of the competition



Commission + EU institutions + Others

Duties as a reference

It requires explanation

Outside of the Institutions too



Professional experience in **managing and implementing** policies and/or programmes in the chosen field of the competition.

Professional experience in **drafting and/or monitoring and/or enforcing** EU legislation.



Commission inside (only? Look outside

EU legislation is not only the directives

It requires explanation

Outside of the Institutions too



Professional experience in contributing to the **Commission's policy coordination** **or** to **communication** aspects

Professional experience in the **decision-making process of the Commission** (Art. 12 Commission Rules of Procedures).

SECTION 2

Other decision-making procedures

Article 12

Decisions taken by written procedure

1. The agreement of the Members of the Commission to a draft text from one or more of its Members may be obtained by means of written procedure, provided that the approval of the Legal Service and the agreement of the departments consulted in accordance with Article 23 of these Rules of Procedure has been obtained.

Such approval and/or agreement may be replaced by an agreement between the Members of the Commission where a meeting of the College has decided, on a proposal from the President, to open a finalisation written procedure as provided for in the implementing rules.

2. For this purpose, the draft text shall be circulated in writing to all Members of the Commission as laid down by it in accordance with the implementing rules, with a time limit within which Members must make known any reservations they may have or amendments they wish to make.

3. Any Member of the Commission may, in the course of the written procedure, request that the draft text be discussed. He shall send a reasoned request to that effect to the President.

4. A draft text on which no Member has made and maintained a request for suspension up to the time limit set for the written procedure shall stand adopted by the Commission.

▼ M14 ↓

5. Any Member of the Commission wishing to suspend a written procedure in the field of coordination and surveillance of the economic and budgetary policies of the Member States, in particular of the euro area, shall send a reasoned request to that effect to the President, explicitly indicating the aspects of the draft decision to which it relates, based on an impartial and objective assessment of the timing, structure, reasoning or result of the proposed decision.

If the President considers that the reasons given are not well-founded, and if the request for suspension is maintained, he or she may refuse to allow the suspension and may decide that the written procedure shall continue; in that case, the Secretary-General shall ask the other Members of the Commission for their position to ensure that the quorum laid down in Article 250 of the Treaty on the Functioning of the European Union has been met. The President may also include the item on the agenda of the next Commission meeting with a view to its adoption.

Commission inside

Think of any EC written procedure



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Professional experience in the **interinstitutional decision-making** process.



The more trilogues the better but not only

Not only being seat at the table counts

It requires explanation

What? When? Who?



Professional experience in **representing officially the Commission.**

Relevant professional experience within the Commission.



Duties = relevant

Broad explanation, no single task



Professional experience in equivalent roles within other EU institutions or bodies.

An academic degree in the field of the competition, in addition to the level of education required for access to the competition.



To the point, if not clear - explain



- Professional experience with monitoring of financial agreements (contracts, grant agreements, other financial agreements) and/or providing financial guidance or training.
 - Professional experience in the preparation, execution, and monitoring of the annual budget and/or in drawing up financial reports/statistics.
 - Professional experience in assisting and documenting audits and in implementing audit recommendations, financial recommendations or discharge resolutions and the resulting action plans.
 - Professional experience in internal control and risk management.
-
- Proficiency in compiling files, working papers, and drafting various documents.
 - Experience in drafting briefings, speeches, and notes.
 - Experience in managing Commission decision-making procedures.
 - Proficiency in preparing files for internal and external communication

Broad explanation, no single task.

Clarity of task (list)

- Experience in organizing impactful political and corporate communication, events, and presentations.
 - Experience in electronic and personal information services.
 - Proficiency in using social media for content promotion, creation, analysis, and community management.
 - Experience in managing media contacts and working with spokespersons, Press Offices, or public relations agencies
-
- Experience in monitoring and controlling existing EU legislation and its implementation in Member States or relevant countries.
 - Experience with the drafting of new or amended legislation.
 - Experience in providing legal advice or collecting evidence and preparing documentation for legal affairs or for anticompetitive practices.

Broad explanation, no single task.

Clarity of task (list)

In the application

Final Steps



The screenshot shows the 'Finalisation of application' step of the recruitment process. It includes sections for a declaration of honour, consent to provide information to EU member states, and application validation. At the bottom, there are buttons for 'Previous Step' and 'Submit application'.

 **JOINT RESEARCH CENTRE**
External Staff Recruitment Application
European Commission > EU Science HUB > ESRA

ONLINE APPLICATION FOR INTERNAL COMPETITION COM/AD8/2023 (AD8)

Step 14 to 14 - Finalisation of application

» Finalisation of application

Declaration of honour

☐ I hereby declare that the information provided is true and correct. I understand that if I knowingly made any false or unsupported declaration it may lead to my disqualification from this internal competition and compromise my eligibility for any future competition. *

Consent to provide information to the EU Member States

Do you give your consent for the Selection Board and the Secretariat of this internal competition to disclose your first and last name, e-mail address, and the reference of the competition you are applying for, to the national authorities of the EU Member State(s) of which you are a citizen, so that they can contact you to offer support for your participation in this competition.

☐ Yes, I agree that my first and last name, e-mail address, and the reference of the competition I am applying for is disclosed to the national authorities of the EU Member State(s) of which I am a citizen. *

☐ No, I do not agree that my first and last name, e-mail address, and the reference of the competition I am applying for is disclosed to the national authorities of the EU Member State(s) of which I am a citizen. *

Application validation

☐ I hereby validate and submit my application. *

Please note that once the application is validated you will not be able to change the information provided. You will automatically receive an application number, which will be used for any further correspondence.

[Previous Step](#) [Submit application](#)

**READ
EVERYTHING!!!
(Again)
Before
validating your
application**

Eligibility & talent

AD12

AST4

AD8

AD10

Eligibility

Talent



**Interviews
(2,5 or 3 x post)**

2nd TEST

Reserve list

AST4

Interview + presentation :

- Motivation
- Competences

4) Oral test

A maximum of 3 times the number of successful candidates sought in each field will be invited to the oral test (based on the total scores obtained in the selection based on qualifications – ‘Talent Screener’).

You will be invited to take part in the oral test if you obtained one of the highest scores in the selection based on qualifications in your field of the competition. Where several candidates tie for the last available place, all those candidates will be invited to the oral test.

The oral test will be held remotely and will consist of two parts:

- a short oral presentation on a subject related to the chosen field of the competition, and
- a field-related interview with the Selection Board.

The oral test assesses:

- your motivation
- the skills you have acquired during your career while performing your duties
- your ability and competencies to perform the duties of an assistant 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 Selection Board may give the candidate the opportunity to use any other of these three languages depending on the language in which you have claimed proficiency at work in your application.

The purpose of the oral test is not to assess your knowledge of languages.

The two parts of the oral test will be marked as follows:

	Maximum mark	Minimum pass mark
Oral presentation	30	15
Interview	70	35
Total	100	

The overall score for the oral test will be the sum of the marks obtained for the oral presentation and the field-related interview.



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The Exam

AD8



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A maximum of 2.5 times the number of successful candidates sought in each field will be invited to the oral test (based on the total scores obtained in the selection based on qualifications – ‘Talent Screener’).

You will be invited to take part in the oral test if you obtained one of the highest scores in the selection based on qualifications in your field of the competition. Where several candidates tie for the last available place, all those candidates will be invited to the oral test.

The oral test will be held remotely and will consist of two parts:

- a short oral presentation on a subject related to the chosen field of the competition, and
- an interview with the Selection Board.

The oral test assesses:

- your motivation
- your resilience
- your oral communication skills
- the skills you have acquired during your career while performing your duties
- your ability and competencies to perform the duties of an administrator, 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 Selection Board may give candidates the opportunity to use any other of these three languages depending on the language in which you have claimed proficiency at work in your application.

The purpose of the oral test is not to assess your knowledge of languages.

The two parts of the oral test will be marked as follows:

	Maximum mark	Minimum pass mark
Oral presentation	40	20
Interview	60	30
Total	100	55

The overall mark for the oral test will be the sum of the marks obtained for the oral presentation and the interview. **However, the combined pass mark for the two parts of the oral test is 55/100.**

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

Interview + presentation :

- Motivation
- Competences

AD10

AD12

Interview + presentation :

- Motivation
- Competences



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4) Oral test

A maximum of 3 times the number of successful candidates sought in each field will be invited to the oral test (based on the total scores obtained in the selection based on qualifications – ‘Talent Screener’).

You will be invited to take part in the oral test if you obtained one of the highest scores in the selection based on qualifications in your field of the competition. Where several candidates tie for the last available place, all those candidates will be invited to the oral test.

The oral test will be held remotely and will consist of two parts:

- a short oral presentation on a subject related to the chosen field of the competition, and
- an interview with the Selection Board.

The oral test assesses:

- your motivation
- your resilience
- your oral communication skills
- the skills you have acquired during your career while performing your duties
- your ability and competencies to perform strategic and managerial duties of an administrator, 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 Selection Board may give candidates the opportunity to use any other of these three languages depending on the language in which you have claimed proficiency at work in your application.

The purpose of the oral test is not to assess your knowledge of languages.
The two parts of the oral test will be marked as follows:

	Maximum mark	Minimum pass mark
Oral presentation	40	20
Interview	60	30
Total	100	55

The overall mark for the oral test will be the sum of the marks obtained for the oral presentation and the interview. **However, the combined pass mark for the two parts of the oral test is 55/100.**

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

Only your work matters



What can YSE do for you?

- Free webinars and materials
- Internal competition – Trainings for all the tests (extra groups will open soon)
- Training for the Assessment Centre- Assessment sessions
- Interview preparation

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