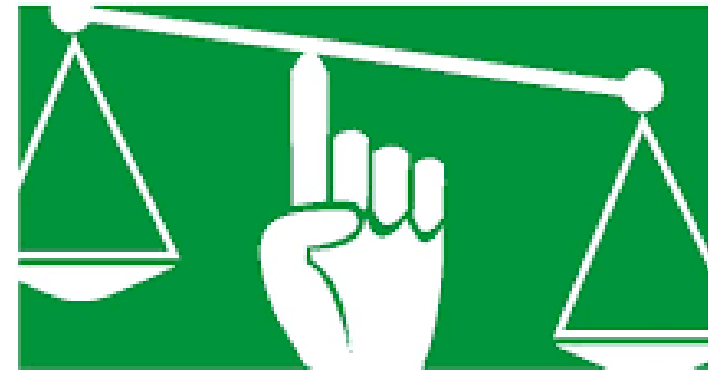


# AD5 Generalists/Graduates competition



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GENERATION 2004



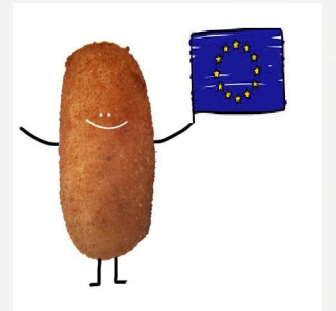
RECTIFYING INJUSTICE  
STANDING FOR OUR RIGHTS  
RESTORING UNITY

# The following presentation focuses exclusively on the new process for AD5 Generalists/Graduates competition.

Remember, at YSE we don't do what you want, but what you **NEED** to pass competitions. Probably we'll have an answer to your question but not in the slide you expect, just be patient.



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And the ppt can be downloaded from our **YouTube channel / blog**

- 1. Initial considerations**
  - 2. The application – Single Candidate Portal**
  - 3. The organisation of the tests**
  - 4. The test**
    - 1. Reasoning Test**
    - 2. Written test about the EU or EUFTE**
    - 3. Digital skills**
    - 4. MCQ – EU knowledge – where can I get free materials to study?**
  - 5. Scoring**
  - 6. How long is the process?**
- BONUS – A plan and comments on the new platform**
- 7. How can we help you in Ya Semos Europeos?**



# All profiles and CV have their place (provided you have a University degree)

European Public  
Administration



Communication



Information  
Technology



Science and  
Research



Audit



External Relations



Economics, Finance  
and Statistics



Law



And  
more!

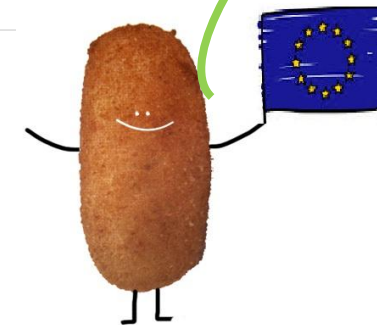
Languages



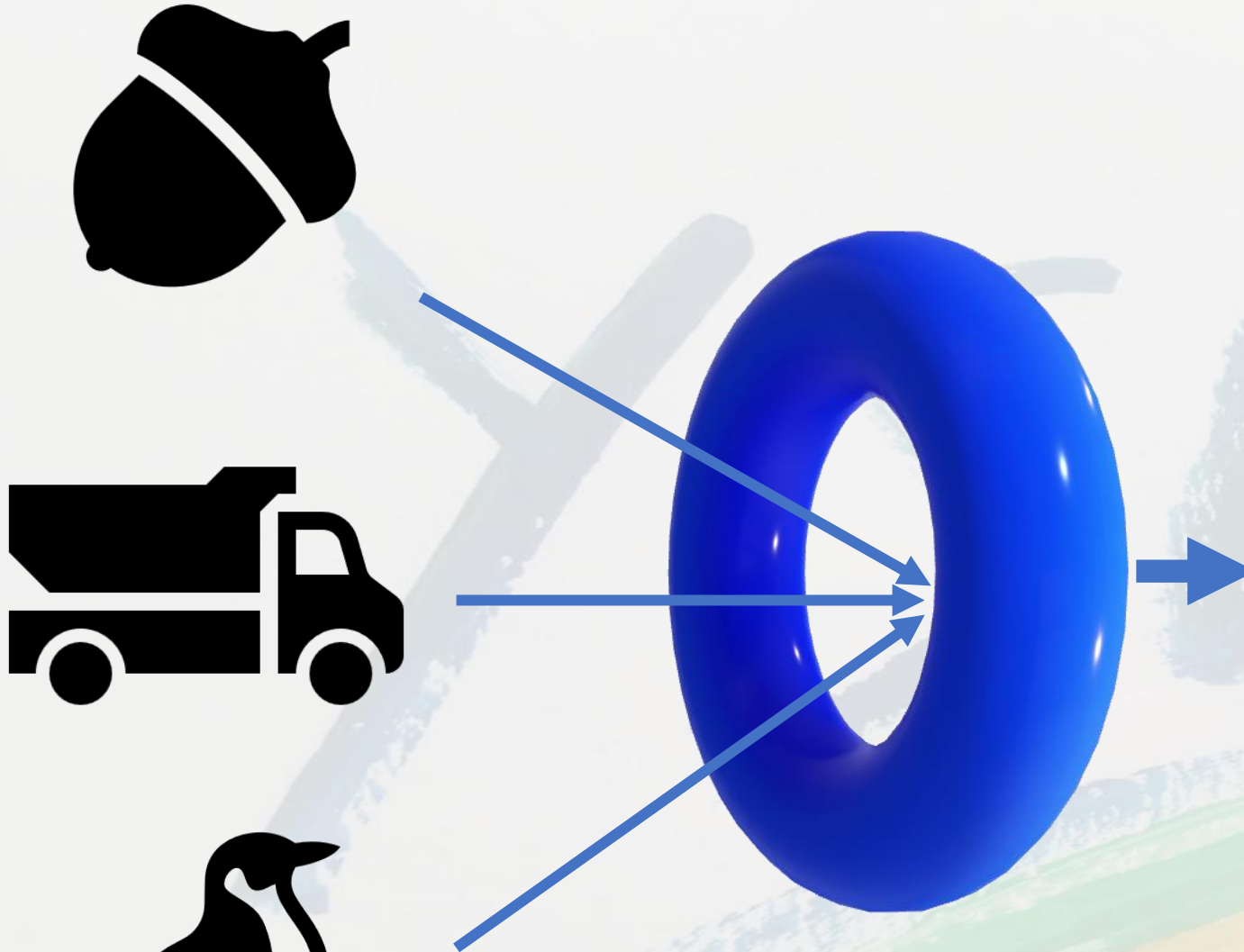
Support Staff



Human Resources



**BUT**



**You will have to fit into the process**



## Your chances

Language	Seats	Candidates	Your chances
Administrators (AD 5) in all fields	1490	?	<b>ALL</b>

- A reserve list for institutions, bodies, and agencies of the European Union (EU)
- The reserve list gives you a right to be candidate, not a position. Focus on being on the list and later, you can think on your next steps
- **The chances for a well-prepared candidate are higher** than you may think

# Key items and conditions for all

All candidates will be invited to the exam.

Your tests will be in 1 day! No chance of changing the date

You won't have any result until the end of the process

You will use the new platform TAO

General participation conditions are simple:

A candidate must:

- (1) be a national of one of the Member States of the EU and enjoy full rights as a citizen;
- (2) have fulfilled any obligations imposed on them by the laws concerning military service; and
- (3) meet the character requirements for the duties concerned.

### 3.2. Specific conditions – languages

A candidate must have knowledge of at least two official EU languages, as provided for in Section 4.2.

- (i) language 1: C1 (very good or native-speaker level)
- (ii) language 2 minimum B2 (you don't need a certificate)

# What about the languages?

## Administrators (AD-Generalists)

Candidates taking part in the Administrators (AD-Generalists) competition may have to pass the following tests:

▶ Reasoning tests for AD

Language 1 – 1 out 24 official EU languages

▶ EU Knowledge

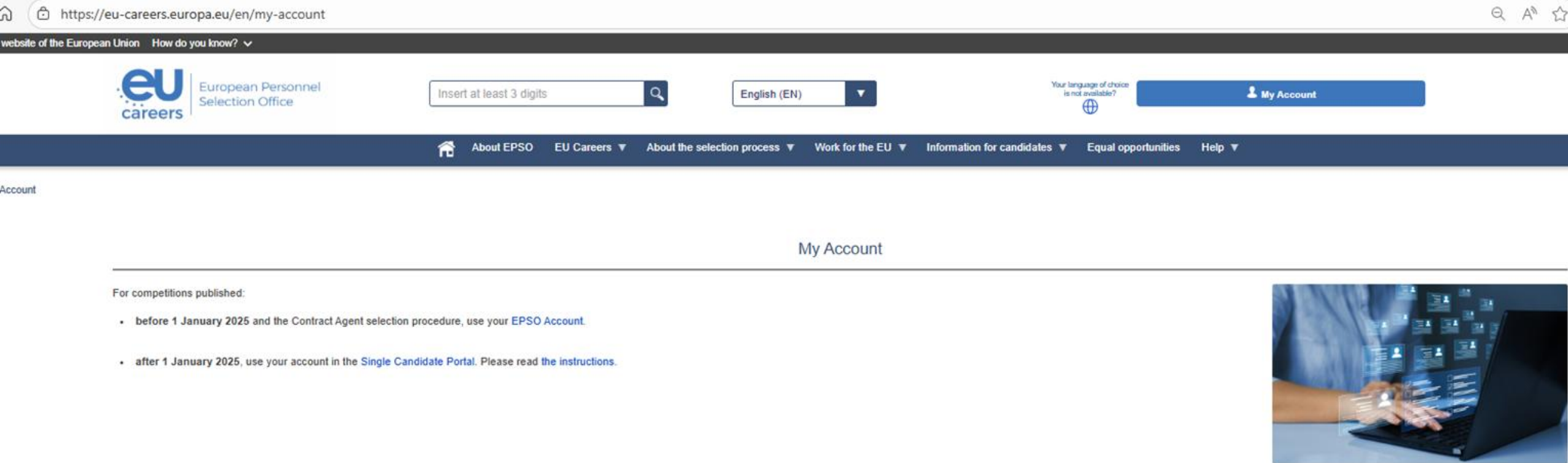
Language 2 - 1 out 24 official EU languages and  
different from Language 1

▶ Digital skills

▶ Written test

- **Practice to check what is your most efficient approach and which language to choose**
- **Written test is not a language test**
- **You prove your knowledge by passing the exams**

# The new portal (since January 2025)



The screenshot shows the 'My Account' page on the EU Careers website. The browser address bar displays 'https://eu-careers.europa.eu/en/my-account'. The page header includes the 'eu careers' logo, a search bar with the placeholder 'Insert at least 3 digits', a language dropdown set to 'English (EN)', and a 'My Account' button. A navigation menu below the header lists: 'About EPSO', 'EU Careers', 'About the selection process', 'Work for the EU', 'Information for candidates', 'Equal opportunities', and 'Help'. The main content area is titled 'My Account' and contains the following text:

Account

For competitions published:

- before 1 January 2025 and the Contract Agent selection procedure, use your [EPSO Account](#).
- after 1 January 2025, use your account in the [Single Candidate Portal](#). Please read [the instructions](#).

An image on the right side of the page shows a person's hands typing on a laptop keyboard, with a futuristic digital interface overlaid on the screen.

Same portal as for the internal competitions

## For those working in the European institutions

### Important information

You are currently logged in with your corporate account. If you work for a European Institution, Body or Agency on a temporary basis, or you are planning to change institution, or end your contract or go on long-term leave for any reason during the next 18 months, using this account to apply to an EPSO competition may result in losing access to your candidate account and all correspondence linked to the competition. We strongly recommend creating a new account using a personal e-mail address. EPSO cannot be held responsible for any consequences resulting from this loss. For more information, click [here](#).

OK

# For those working in the European institutions – FOLLOW THE INSTRUCTIONS

## EU Login instructions for EU internal staff

### Key points to keep in mind before applying

To apply for an EPSO Competition, you must:

- use an email address to create an EU Login Account
- create an EU Login Account to login to the Single Candidate Portal
- create a profile in the Single Candidate Portal (SCP)

If you expect any changes in your contractual status within the next 18 months, it is very important that you use the correct email address.

Such changes may include, for example:

- expiration of contract (for Contract or Temporary Agents)
- unpaid leave (CCP)
- change of institution
- any other changes affecting the access to your EU email address

### Why this is important

EPSO competitions typically take several months before final results are published. If in the meantime your contractual status changes, and your EU email address becomes inactive, you will no longer receive EPSO notifications, including the competition results.

To avoid this risk, we strongly recommend that you:

- use a **private** email address (ie Gmail, Yahoo, Outlook)
- do **not** use your EU Login Account linked to your EU email address (ending in **.europa.eu**), which you use to log in EU systems (ie Sysper)

If necessary, create a **new EU Login Account** using your **private** email address, and use it to:

- create your profile in the Single Candidate Portal
- apply for the EPSO competition

### Further guidance

To make the process easier, and ensure you are on the safe side, we developed **step-by-step instructions** in [EN](#) and [FR](#) and [DE](#). Please read them carefully.

You can create a 2nd account

Instructions for  
internal candidates  
v.3 EN.pptx

Back

Form Sections

- 1 Eligibility
- 2 Registration Data
- 3 My CV
- 4 Motivation & Strengths
- 5 Declaration

### Profile Requirement Notice

Candidates MUST indicate at least two official EU languages in "Language Skills" AND at least one "Education & Training" entry on their profile before applying for a competition. Please also upload a copy of your ID Document under My CV. Candidates must also provide their personal email address under My Profile section.

OK

#### Eligibility:

I fulfil the general admission conditions:

- \* I am a national of a Member State of the European Union (or of a country explicitly specified in the Notice of Competition or Call for an expression of Interest)
- \* I enjoy my full rights as a citizen
- \* I have fulfilled any obligations imposed by the applicable laws concerning military service
- \* I meet the character requirements for the duties involved

I fulfil the specific admission conditions

- \* I meet the minimum requirements concerning Qualifications as specified in the Notice of Competition/Call for expression of interest (if applicable)

Simple application – it won't allow you to register until your profile has the minimum requirements filled in

Back

2 Registration Data

3 My CV

4 Motivation & Strengths

5 Declaration

## EPSO/AD/427/26 (AD5) - Graduates

EPSO/AD/427/26 (AD5) - Deadline Date/Time: 10/03/2026 12:00:00 CET - Institutions: EU institutions

\* Required

### Eligibility:

I fulfil the general admission conditions:

- \* I am a national of a Member State of the European Union (or of a country explicitly specified in the Notice of Competition or Call for an expression of Interest)
- \* I enjoy my full rights as a citizen
- \* I have fulfilled any obligations imposed by the applicable laws concerning military service
- \* I meet the character requirements for the duties involved

I fulfil the specific admission conditions

- \* I meet the minimum requirements concerning Qualifications as specified in the Notice of Competition/Call for expression of interest (if applicable)
- \* I meet the requirements concerning Professional experience as specified in the Notice of Competition/Call for expression of interest (if applicable)
- \* I meet the language requirements as mentioned in the Notice of Competition/Call for expression of interest

\* Diploma giving access to the competition

-- None --

Link to Competition information ⓘ

Please follow this link to see information regarding this competition ✕

<https://eu-careers.europa.eu/en/job-opportunities/graduate-administrators>

Previous

Next

Update Draft

Submit

Required information

I am a national of a Member State of the European Union (or of a country explicitly specified in the Notice of Competition or Call for an expression of Interest)

I enjoy my full rights as a citizen    I have fulfilled any obligations imposed by the applicable laws concerning military service

I meet the character requirements for the duties involved

applicable

# CV

Home > My CV

### Quick links

Sysper eCV data ⓘ  
If you need to refer to your existing eCV data in Sysper,...

### Work Experience

Add Work Experience

### Education & Training

Add Education & Training

### Language Skills

Add Language Skills

- Follow the instructions
- If you already filled in your CV, you can bring it into your application
- You choose the language (be consistent)
- **TO APPLY you just need your education and some basic items. No need for your working experience**
- Education and work experience require supporting documents

# How to provide evidence of our education

24 official languages of the EU are valid for your documents.

- (5) As a proof of their educational qualifications, candidates will have to provide:
- (a) a copy of their diploma(s) and/or certificate(s) attesting to educational qualifications giving access to the competition (see section 'Am I eligible' in the notice of competition). In the absence of an official diploma, a statement of award or an equivalent document confirming the successful completion of the programme and the conferral of a title, degree, or diploma will be accepted as sufficient evidence;
  - (b) in cases of diplomas/certificates issued in a non-EU country, a statement of equivalency issued by a competent authority of a Member State;
  - (c) a letter, certificate, or equivalent evidence from the educational institution attesting to the standard duration of the completed study programme. This evidence must indicate the number of years required to complete the programme, as referred to in the specific point of the notice of competition on which the candidate relies to establish their eligibility for the competition.

**EVEN IF ITS REDUNDANT - They need to know what is the length of your studies (3 or more years)**

# How to provide evidence of our experience (if you introduce any)

**A 20MB file size restriction applies to EACH file you wish to attach to your work experience details. Allowed file formats are PNG, JPG, and PDF.**

## Occupation

### Instructions

A 20MB file size restriction applies to EACH file you wish to attach to your work experience details. Allowed file formats are PNG, JPG, and PDF.

\*Occupation or position held

Describe all your work experiences. You can also include unpaid work, volunteering, internships, apprenticeships, freelancing and other activities. Fill in as much information as you can.

Employer

Add the name of your employer ( e.g. a company, institution or organisation).

\*City

\*Country

Please select the country from the list. The list contains countries and territories. It is not limited to countries formally recognised by the EU.

## Address Details

\*Address line 1

Address line 2

\*Postal code

## More Details

## More Details

Main activities and responsibilities

← → Paragraph **B** *I* [List icons] [Link icon] [Image icon] [Quote icon] [Code icon]

**Use it. Explain your experience**

Describe your tasks and responsibilities (e.g. computer maintenance, relations with suppliers, coaching a junior ice hockey team).

Business or sector

-- None --

Department

Organisation email

Link to file or video

(empty)



Add links to relevant videos that showcase your achievements.

Organisation website

Add a website address relevant for this work experience, e.g. of your employer, organisation or a project you worked on.

## Dates

\*From date

DD/MM/YYYY

\*To date

DD/MM/YYYY

If you do not remember the exact date you can choose the first working day of the month.

Ongoing experience

**Dates should be easy to reflect**

Save (Ctrl + s)

Required information Occupation or position held City Country Address line 1 Postal code From date To date

# How to provide evidence of our experience

24 official languages of the EU are valid for your documents.

(6) All periods of professional activity must be covered by originals or certified copies of the following documents:

**Originals = scanned originals**

(a) documents from former and/or current employer(s): employment contract(s) indicating the start and end dates of employment and/or first and last pay slips. These documents should indicate the nature, level, as well as a detailed description of duties performed, and they should bear an official header and stamp of the employer, and the name and signature of the person in charge;

**Consider a combination of documents, the more official they are, the better**

(b) for non-salaried work, e.g. self-employed/liberal professions: invoices or order forms detailing the work performed or any other relevant official supporting documents specifying the nature and period of the duties performed or services rendered;

(c) for freelance translators: documents attesting the time periods worked and the number of pages translated;

**Budgets/ invoices / projects etc...info must be consistent**

(d) for freelance interpreters: documents attesting the number of days worked, and the languages interpreted from and into.

# Once you are on the reserve list

## How to apply for a job once I am on the reserve list?

**Question categories:** [Successful candidates / recruitment](#)

**Check your EPSO account regularly**, as institutions can upload vacancies, related to the competition(s) in which you have been successful, at any time and there may only be a limited application period. You will not be notified automatically when new vacancies have been published.

When institutions publish vacancies, the "Show vacancies" button will appear **on the Applications' overview page** under the relevant competition in your EPSO account.

You can apply for these vacancies until your reserve list expires.

If applying for a vacancy **please ensure that you are eligible** (ex. if the post is at AST3 level, but you are on an AST1 reserve list then you are not eligible), **that your CV is up-to-date** and that you **mention the relevant competition in your cover letter**.

If you have any questions about your eligibility, or any other details relating to the vacancy or the recruitment procedure, please contact the recruiting service using the contact details in the vacancy notice.

Please **send your application to the recruiting institution only** and **not to EPSO** as all recruitment is handled by the institutions directly.

If [quotas](#) are applied to your reserve list, you may not have access to vacant posts until the quotas have been lifted.

You may be invited for an interview by several institutions (for reserve lists open to multiple institutions).

For practical reasons, candidates may also undergo a medical examination before any decision on appointment is taken.

You have the right to refuse any offer, but there is no guarantee of another offer before the reserve list expires.

2 Registration Data

3 My CV

4 **Motivation & Strengths**

5 Declaration


EPSO/AD/427/26 (AD5) - Deadline Date/Time: 10/03/2026 12:00:00 CET - Institutions: EU institutions

\* Required


### Motivation & Strengths:

This information is very important as your answers will be read by the Selection Board and may be used at subsequent stages of the selection process. Please take time to think carefully about how you want to present yourself and what you want to write here. You may use up to 2 000 characters (including spaces and special characters (ç, ^, etc.) in each of the four sections.

\* Experience and Background 

\* Interest to apply 

\* Contribution to EU 

\* Strengths 


[Link to Competition information !\[\]\(bb57180dea8b51f2cabbaadafb467a2e\_img.jpg\)](#)

# Where to go in case you want to ask EPSO

European Union

My account ▾ Competitions ▾ Contact us

Home > Contact us



YASEMOSEUROPEOS.COM

Ask a question

Request deletion or withdrawal

File a complaint/ request for review

Upload supporting document

If you do not have an account in the Single Candidate Portal use [EPSO contact form.](#)

# Application – don't forget **(others already did)**

You can edit your application until the day of submission/end period of application

Check the status of your application- It should be confirmed by the deadline. If you reopen it , you have to confirm again

**After the application period, you CAN'T TOUCH your application,** only submit&upload your documents

Any reflected working experience (if you decided to add) needs to have an associated evidence to be taken into account

# All your tests will take place in 1 day but there could be several days

Tests	Language	No of questions	Duration	Scoring	Pass scores
Verbal reasoning test	Language 1	20 questions	35 minutes	0 to 20	10/20
Numerical reasoning test		10 questions	20 minutes	0 to 10	Combined pass score for numerical and abstract reasoning tests: 10/20
Abstract reasoning test		10 questions	10 minutes	0 to 10	

Table 4

Test	Language	No of questions	Duration	Scoring	Pass score
Digital skills test	Language 2	40 questions	30 minutes	0 to 40	20/40

Table 3

Test	Language	No of questions	Duration	Scoring	Pass score
EU knowledge test	Language 2	30 questions	40 minutes	0 to 30	15/30

Table 5

Test	Language	Duration	Scoring	Pass score
EUFTE	Language 2	40 minutes	0 to 10	5/10

**175 min = 65 min  
+ 30 min + 40 min + 40 min  
Expect it will  
take the whole  
day (long breaks  
in between)**

The order of exams will be arranged by EPSO – they will inform when you get the invitation for the exam

## EPSO keeps a joker to introduce some customization on how to organise the exam, so be alert (read EPSO communications)

### 5. Testing

- (1) EPSO will inform candidates on the testing modalities as well as any necessary details and instructions at the latest when inviting the candidates to the tests.
- (2) If and when instructed, candidates must book a test appointment following the instructions received from EPSO. The booking and testing periods are limited.
- (3) Candidates must complete all the necessary steps referred to in the instructions issued prior to the tests, such as installing software, performing the required synchronisation(s), undergoing a connectivity trial, technical prerequisites' test, or a systems' check and/or taking a mock test. Compliance with instructions will allow to check the readiness of the candidate's IT environment and the compatibility of the candidate's device with the testing platform or application. Failure to complete the mandatory steps may prevent the candidate from taking the tests and will impede the ability of the test delivery provider to address effectively any technical issues encountered by the candidate during testing.
- (4) In cases where candidates fail to book, sit or complete one or more of the tests, it will be considered that their participation in the competition has come to an end, unless the candidates can prove that the failure to book, sit or complete a test was due to circumstances beyond the candidates' control or due to a situation of *force majeure*. They should contact EPSO as soon as possible, preferably before the test, and must provide the necessary justification, including, where applicable, proof that they contacted the technical support services.
- (5) Failure to comply with the terms and conditions applicable in relation to testing, specified in the instructions and information made available to candidates, will not be considered as a circumstance beyond the candidates' control or a situation of *force majeure*.
- (6) Candidates are also invited to consult [EPSO's website](#) <sup>(9)</sup> to become more familiar with EPSO's selection procedures, including general requirements applicable to testing.

# And the tests?



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# Verbal Reasoning

## Question 1

Moldavia is a region in north-eastern Romania. A former independent state until its union with Wallachia in 1859, Moldavia now forms much of the modern state of Romania. Moldavia has, at various times in its history, included the regions of Bessarabia and Bukovina. The larger part of Bessarabia is today the Republic of Moldova while the rest of it and the northern part of Bukovina are territories of Ukraine.

Which of the following statements is correct?

- Parts of what historically was Moldavia are split over at least three countries
- Moldova was part of Moldavia until 1859
- Moldavia covers the same area as the independent state of Moldova
- Bessarabia and Bukovina are now Moldova and Ukraine respectively

## What does it measure?

- Ability to understand key concepts
- Reasoning capacity from written information
- Interpret key points correctly

## Key points

- **Don't confuse language level with verbal reasoning**
- **Expect a VERY DIFFICULT TEST**
- Distinguish between false and doubtful
- Read the question well, extract the info contained, don't assume anything
- Omission of information in a reply does not make it incorrect
- Frequency (always, usually sometimes...)

## What does it measure?

- Identify relevant data
- Identify the quickest way to solve the problem
- Ability to make rapid mental calculations

## The keys

- **Choose your battle – go for the feasible exercises first**
- Review basic mathematical concepts: fractions, percentages, equations, 3 rules
- Identify the data required
- In some cases it is possible to use the estimate
- The solution to the problem here

## -Numerical Reasoning

Fishery products purchased in a Spanish seaside town (2002)

	Households (tonnes)	Hotels and restaurants (tonnes)	Institutions (tonnes)	Total quantity purchased (tonnes)	Total per capita (kg)
Total fishery products	1 120	330	50	1 500	37.50
Total fresh and frozen fish	680	135	35	850	21.25
Fresh fish	560	105	5	670	16.75
Frozen fish	120	30	30	180	4.50
Tinned fish	160	45	5	210	5.25
Shellfish	280	150	10	440	11.00

### Question 4

What is the population of the town to which the table relates?

25 000

30 000

37 500

40 000

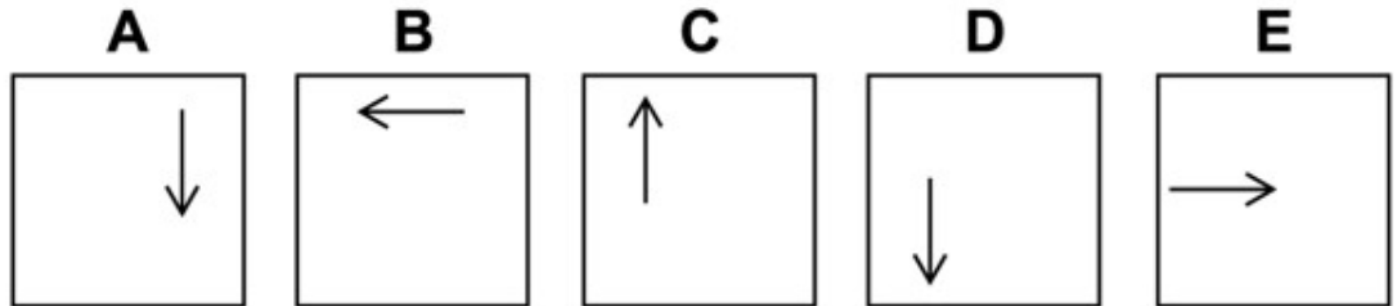
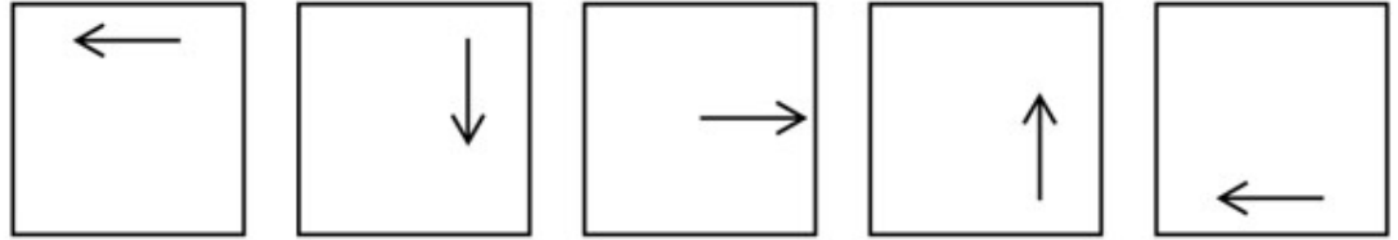
# Abstract reasoning

## About abstract reasoning

- Colour blindness adapted
- 5 figures and you need to find the 6th
- 5 possible answers

## Key aspects

- **TIME IS THE KEY**
- Isolate elements
- Search for rules
- Delete what can't be

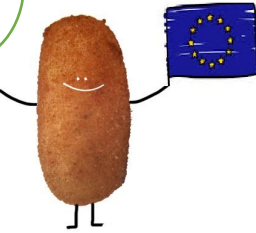


Question 3

From the options available, please choose which diagram would come next in the series above.

# Final tips for reasoning

Simple?  
But not  
easy



Tip 1

Get familiar with your environment

Tip 2

The calculator doesn't have the solution

Tip 3

Think first, then choose or calculate

Tip 4

It's about reasoning

Tip 5

Panicking: the worst thing you can do

# Written test / EUFTE

## Written test

With EPSO's move towards a full 24-language regime a new type of test will be introduced by EPSO in its selection procedures, as of 2024: **the written test, a test aimed at assessing candidates' written communication skills**. The written test will replace the case study\*.

Under the term written test, there are three different types of tests that EPSO will use according to the needs expressed by the recruiting services for each competition:

1. **Written test (WT)** related to the field(s) of the competition, assessing **only** written communication skills.
2. **Field-related written test (FRWT)**, assessing written communication skills **and** knowledge in the relevant field of the competition.
3. **Free-text Essay on EU matters (EUFTE)**, assessing **only** written communication skills.

Candidates will be required to respond to the test assignment(s) based on the documentation provided by EPSO and related to the field(s) of the competition, as specified in the notice of competition.

The written test is **not** a language test. Candidates will be assessed on the basis of the specific 'anchors' listed below ('anchors' are the elements taken into consideration by test markers (i.e. assessors) when assessing a given competency).

### 'Anchors' for written communication skills:

The candidate:

- Writes concisely without use of unnecessary words and sentences.
- Presents subject-matter in an understandable way.
- Adapts/tailors their writing to match the intended audience and purpose.
- Uses the information provided to deal with the assignment.
- Written communication is structured with a logical flow of ideas.

\*Case studies will continue to be used for some ongoing competitions.

# The written test / Essay / EUFTE

## Point 1

Reference document will be provided (2 weeks before the exam). Focus on practice

## Point 2

**Take your time to prepare this test** (it's not a simple 40 min practice)

## Point 3

Once you know the date of the exam, block hours to work on this test.

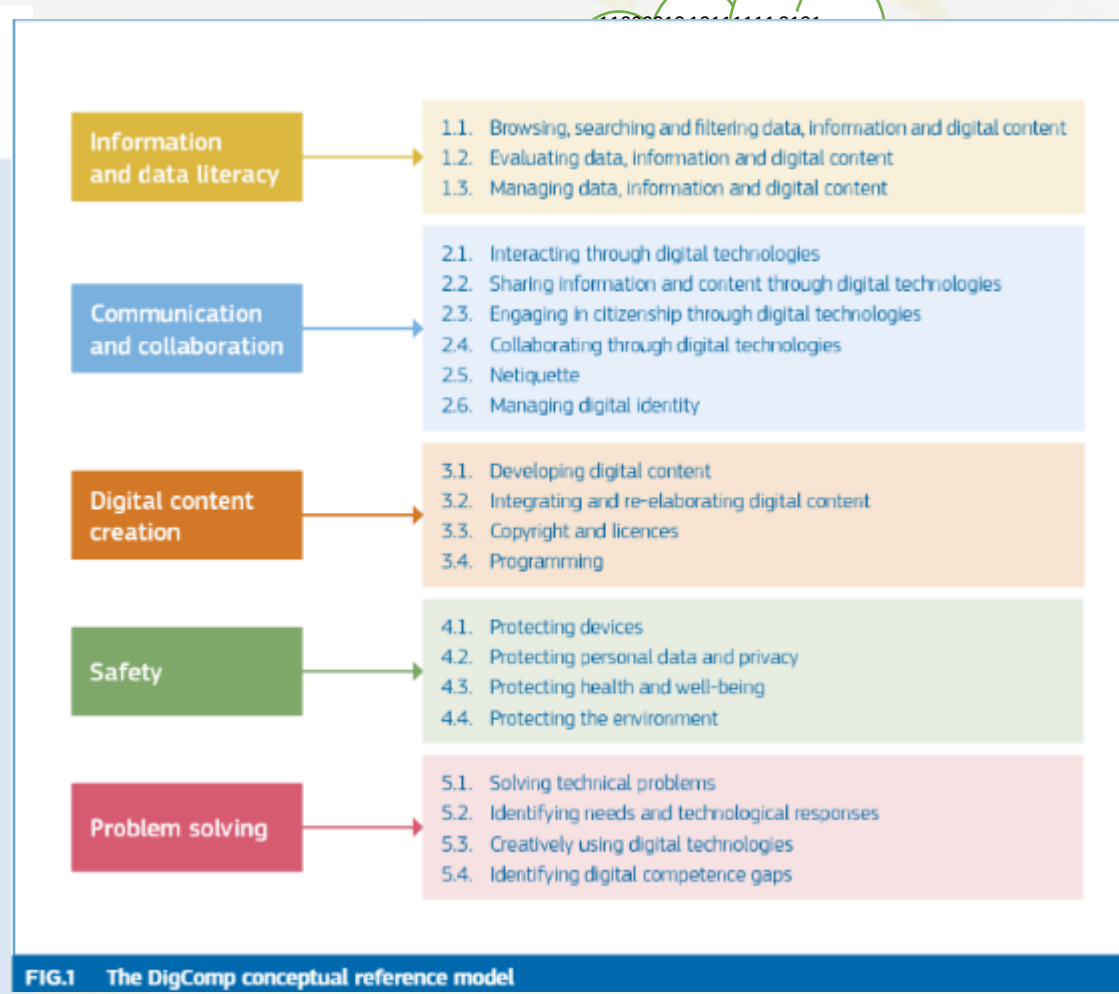
## Point 4

You don't need inside knowledge but **you need practice** to finish the assignment in time

## Point 5

The assignment is about handling the information provided and addressing specific audience.

# Digital skills – framework v2.2



➤ EPSO provided the DIGITAL SKILLS framework

## Question 1

Information and data literacy: What do you call a software needed to access the internet?

- A spreadsheet
- A modem
- An explorer
- A browser
- A communicator

- **40 questions**
- **30 minutes (more than enough)**
- **Only the correct answers count**
- **Just be careful – the framework makes the list but not the whole content. Use the framework to make a list of content**

# Knowledge exam/MCQ (multiple choice exam)

## Keys

- **Broad knowledge of the EU: Institutions, policy and history of the EU**
- **The trick is not to fail the easy ones.**
- **EPSO freezes the content the day the notice is published**

## Structure

- **30 questions**
- **40 minutes**
- **Only the correct answers count**
- **The final rules are in the notice (if any)**

# EU knowledge – Latest news

- EPSO said in its video for the competition that they will publish a study guide 2 months ahead of the exam
- **This information is indicative** (time could be different) or even change their mind, but we think the intention is accurate and they'll deliver
- In the meantime, we recommend to study with the resources available on their website

# EU knowledge – EPSO updated the sources

EPSO materials cover (almost) everything. Not very practical if not handled with care. There is a lot of redundancy /overlaps in the content when using EU-documents

Policy content

Institutional content

History content



## Highlights from the first year in office The von der Leyen Commission 2024-2029

On 1 December 2024, the second von der Leyen Commission took office with a clear commitment: to make Europe more independent, more competitive and more secure, as the world becomes more confrontational...

Date: 2025

Authors: Directorate-General for Communication (European Commission)



## State of the Union 2025

Date: 2025

Authors: Directorate-General for Communication (European Commission)



## The European Council and the Council of the European Union The house of the Member States

The European Council and the Council of the European Union are the two institutions representing the Member States in the European Union. They bring EU countries' leaders and ministers together to share...

Date: 2025

Authors: General Secretariat of the Council (Council of the European Union)



## The Court of Justice of the European Union Ensuring the protection of EU law

Date: 2025

Authors: Court of Justice of the European Union



## History of the Council of the European Union and of the European Council

The beginnings of the European Union date back to the 1950s, when six countries devastated by the Second World War committed themselves to working together to prevent further conflicts and build their...

Date: 2025

European Union)



## The EU in 2024 General report on the activities of the European Union

Would you like to know how the EU addressed the challenges of 2024 and what it achieved during the year? Are you curious about the main policy developments and how citizens benefited from them? You can...

Date: 2025

Authors: Directorate-General for Communication (European Commission)



## Schengen Your gateway to free movement in Europe

Schengen, a village in southern Luxembourg on the river Moselle, is located where the territories of the initial contracting parties of the Schengen Agreement (France, Germany and the Benelux states) ...

Date: 2025

Authors: General Secretariat of the Council (Council of the European Union)



## A short guide to the EU

Ever wondered which EU countries use the euro or what means to be part of the Schengen area? What the European Green Deal is and how it will make your life better? What exactly the EU does for you ...

Date: 2024

Authors: Directorate-General for Communication (European Commission)

# EU knowledge – EPSO updated the sources



## European Court of Auditors Guardians of the EU's finances

Who checks that EU policies meet their objectives and taxpayers' money is well spent? How do the EU Auditors help improve the EU's financial management? Who are the EU Auditors? How do the EU Auditors...

Date: 2024

Authors: European Court of Auditors

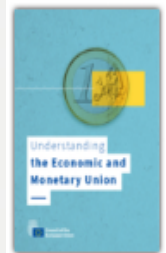


## The ABC of EU law

The legal order created by the European Union shapes our political life and society. Individuals are not merely citizens of their country, town or district; they are also EU citizens. The ABC of EU La...

Date: 2023

Authors: Directorate-General for Communication (European Commission)  
Research author(s): Berghardt, Klaus-Dieter



## Understanding the Economic and Monetary Union

The Economic and Monetary Union (EMU) is an essential part of the European integration process. The EMU contributes to economic stability, balanced economic growth, high employment and sustainable pub...

Date: 2023

Authors: General Secretariat of the Council (Council of the European Union)



## EU careers

Competency framework : anchors

The new EPSO Competency Framework defines the 8 general competencies that EU officials are expected to demonstrate throughout their career. Each general competency is composed of various observable el...

Date: 2023

Authors: European Personnel Selection Office (European Commission)



## 70 years of EU law A union for its citizens

This book celebrates 70 years of EU law. It is written by lawyers whose daily work in the Commission Legal Service ensures that EU law is correctly applied and properly implemented within the Union. E...

Date: 2023

Authors: Legal service (European Commission)



## EU pioneers

The trailblazers who helped build today's Europe

From resistance fighters and Holocaust survivors to politicians and even a movie star, the visionary leaders described in this booklet inspired the creation of the Europe we live in today. The EU pion...

Date: 2021

Authors: Directorate-General for Communication (European Commission)

EPSO materials cover (almost) everything. Not very practical if not handled with care. There is a lot of redundancy /overlaps in the content when using EU-documents

Policy content

Institutional content

History content

# EU knowledge -MCQ

Publications Office | EU law | European data | EU tenders | EU research results | EU Whoiswho | EU publications

Publications Office > EU publications > eucareersmaterial

Share ?



European Personnel  
Selection Office

## EU careers: study materials

Eager to embark on a career in the EU institutions? The EU publications in this section provide information that can help you prepare for selection procedures advertised by the [European Personnel Selection Office \(EPSO\)](#).

See the [summaries of EU legislation](#) on EUR-Lex as well as the European Commission's library guides on [EU Sources and Information](#) or [European Integration](#) for more insights.

Those links open the field of study to almost all policy details

EPSO materials cover (almost) everything. Not very practical. Don't drive yourself crazy and build a good base

# EU knowledge - MCQ

Publications Office | EU law | European data | EU tenders | EU research results | EU Whoiswho | EU publications

Publications Office > EU publications > eucareersmaterial

### EU careers: study materials

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**A short guide to the EU**  
Ever wondered which EU countries use the euro or what it means to be part of the Schengen area? What the European Green Deal is and how it will make y...

**The EU in 2024**  
General report on the activities of the European Union  
Would you like to know how the Commission addressed the challenges of 2024 and what it has achieved during the year?

## Summaries of EU legislation


Summaries of EU legislation are short, easy-to-understand explanations of the main legal acts passed by the EU – intended for a general, non-specialist audience.


Most cover the main types of legislation passed by the EU: directives, regulations and decisions. But some cover other documents, such as international agreements.


The summaries are grouped into 32 policy fields, and each links to the full, official version of the act. Summaries are not available for legal acts that we consider to be:

- already sufficiently short/clear, or
- aimed exclusively at a specialist audience

## Summaries by topic

 Agriculture

 Audiovisual and media

 Budget

## Agriculture



In the early years of European integration, a shared desire to increase food production and restructure agriculture led to the development of the [common agricultural policy](#) (CAP). 60 years later, the CAP is the longest-running [European Union](#) (EU) policy, providing vital support to farmers, rural areas and the entire agri-food system across the EU. It accounts for 31% of the total [EU budget for the 2021–2027 period](#).

An agreement on the sixth major reform of the CAP was formally adopted in December 2021, with the new CAP due to apply from 2023. It will seek to ensure a sustainable future for European farmers, provide more targeted support to small farms, and allow greater flexibility for EU [Member States](#) to adapt measures to local conditions.

This will pave the way for a fairer, greener and more performance-based CAP, which will provide a stable, safe and healthy food supply for EU citizens. Agriculture and rural areas are central elements of the [European Green Deal](#), and the new CAP will be a key tool in reaching the ambitions of the [farm-to-fork](#) and [biodiversity strategies](#).

Expand all Collapse all

### Common Agricultural Policy (CAP)

- Rules and financial support for CAP Strategic Plans
- Future of the common agricultural policy (CAP)
- Agriculture in the EU – financing, managing and monitoring rules
- Agricultural and food supply chain – unfair business-to-business trading practices
- The common organisation of agricultural markets in the EU

### Funding & support schemes

- Promotion of EU farm products

You can't cover everything in such level of detail. Apply common sense

# Our favourite resources (if we depart from scratch)

- [The treaties: TUE y TFUE](#)
- [ABC of the EU law](#)
- [SOTEU 2025](#)
- [EU Pioneers](#)
- [The EU in 2024](#)

## Complementary

- [Factsheets of EU parliament](#)
- [2019-2024 Summaries \(VDL-1\)](#)



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# How is the competitions evaluated? Let's do some math

Table 6

Test	Included in the preliminary combined score?	Weighting in the preliminary combined score	Included in the final combined score?	Weighting in the final combined score
Verbal reasoning test	Yes	40 %	Yes	35 %
Numerical and abstract reasoning tests	No	n/a	No	n/a
EU knowledge test	Yes	30 %	Yes	25 %
Digital skills test	Yes	30 %	Yes	25 %
EUFTE	No	n/a	Yes	15 %

- You need to pass each test separately
- Each test is relevant on its own (don't sacrifice one for another)

# How is the competitions evaluated? Let's do some math

Table 6

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Digital skills test	Yes	30 %	Yes	25 %
EUFTE	No	n/a	Yes	15 %

**Combined score (before EUFTE) =**

**(Verbal x 0.4) + (EU knowledge x 0.3) + (Digital x 0.3) =**

**Max score 29 points**

**2235 candidates will see their EUFTE reviewed (or more)**

# How is the competitions evaluated? Let's do some math

Table 6

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Digital skills test	Yes	30 %	Yes	25 %
EUFTE	No	n/a	Yes	15 %

**Final score =**

$$(\text{Verbal} \times 0.35) + (\text{EU knowledge} \times 0.25) + (\text{Digital} \times 0.25) + (\text{EUFTE} \times 0.15) =$$

**Max score 26 points**

**1490 candidates will be placed on the reserve list (or more)**

# How is the competitions evaluated? Let's do some math

	Pass and Max Score	COMBINED SCORE (to pass to EUTE review)		FINAL SCORE to rank on the reserve list	
		For the best 2235 candidates		For the best 1490 candidates	
Verbal	10 - 20 points	40%	4-8 points	35%	3.5- 7 points
Numerical + Abstract	10 - 20 points	0%	0	0%	0
EU knowledge	15 - 30 points	30%	4.5- 9 points	25%	3.75-7.5 points
Digital	20 - 40 points	30%	6 - 12 points	25%	5-10 points
EUFTE	5 - 10 points	N/A	N/A	15%	0.75-1.5 points
<b>TOTAL</b>			<b>14.5 – 29 points</b>		<b>13 – 26 points</b>

**Passing marks will depend on:**

- Number of candidates
- Difficulty of the exam

# How long does the opposition process take? The new EPSO model



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**Publication of the  
EU knowledge**

**Application  
time  
(5th Feb –  
10th March)**

**Reasoning  
tests+ EU -  
Knowledge  
MCQ test+  
Digital skills +  
Written  
exercise**

**Exams  
correction and  
verification of  
requirements**

**Reserve list  
(valid for at  
least 2 years)**

**Mini-selection  
process for an  
institution**

**1+/- month**

**1-2 months**

**6-7 months**

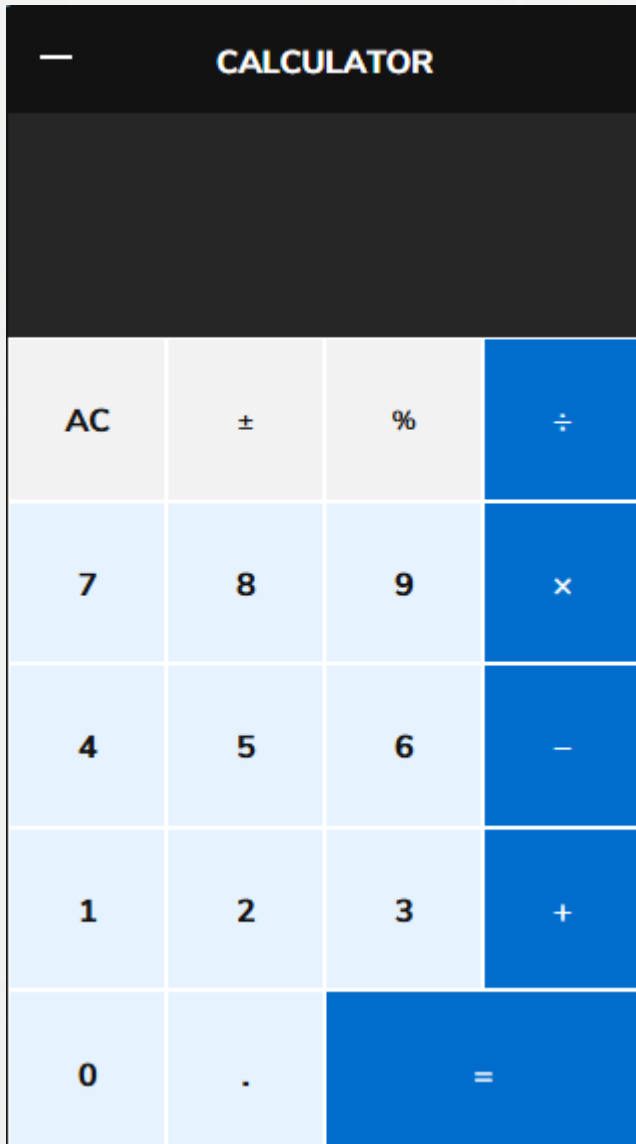
**After 8 months**

**End of 2026**

**Publication of  
the notice**

**May-June-1<sup>st</sup> half  
July  
alerted 2 months  
and 2 weeks  
before**

# BONUS - Some lessons learnt on the new platform



CALCULATOR			
AC	±	%	÷
7	8	9	×
4	5	6	-
1	2	3	+
0	.	=	

- New platform is still in “BETA” phase
- Several problems with the launch of the exam
- Interface very basic
- Calculator rudimentary – no C button
- Use of keyboard – unstable
- Reasoning – panic is your worst enemy
- Limited visibility with the calculator + notepad

## For the Written

- NO COPY PASTE AT ALL
- NO EDITING at the written test
- NO SHORTCUTS
- It’s possible to have the doc (written) and the space for the exercise open at the same time

# What to do - A plan (even from 0) in 14 steps

This is a proposal based in our experience, feel free to organise yourself following a different plan

1.- REASONING TESTS + study TUE + TFUE (or) History of Institutions

2.- **Priority I**  
Practice MCQ + Written

3.- **Priority II+ III**  
Practice MCQ + Written

4.- **Priority IV+V**

5.- **Priority VI+VII** + Digital Skills

REFERENCE: PRIORITIES 2024-29. EACH STEP SHOULD BE 1 WEEK (we consider quality time - several hours per week)

# What to do - A plan (even from 0)

6.- Agencies and institutions + Reasoning Tests



7.- History of the EU + Elections + Commissioners selection process



8.- Eurostat + Anniversaries  
+ Reasoning Tests



9.- Practice MCQ + Written + Reasoning tests



10.- Mock test

# What to do - A plan (even from 0)

11.- [after assessing your mock exam] list the weakness and work on them. Focus on MCQ part



12.- Practice Written + Digital skills



13.- Last review of the MCQ content



14.- Practice MOCK EXAM in exam conditions  
(after closure for registration once per week)



Don't forget to rest too. Give yourself some time

# What can YSE do for you?

Free webinars and materials –  
[www.yasemoseuropeos.eu](http://www.yasemoseuropeos.eu)



- Reasoning exam trainings and Competition (CBT+MCQ+Case) (in English and Spanish)
- Study groups and Workshops for MCQ and EUFTE /Written test
- All info about internal competition trainings

# Follow YSE

TELEGRAM channel (EN/ES): and WhatsApp channel (EN/ES) to keep you updated on vacancies, new competitions and all kinds of useful information for you.

Also in our social media:

- Instagram
- LinkedIn
- Facebook
- YouTube (don't forget to subscribe and click on «like» ).



# What can YSE do for you?

Right now, for **AD5 Generalists / Graduates**, our study groups are **fully booked** (ES+EN), but still seats available in EN.

👉 The good news: we continue to offer **SELF-STUDY training options**, allowing you to:

- prepare **each test module separately**,
- study at **your own pace**,
- organise your preparation using study and practice materials.

The self-study [options available](#) cover:

- Reasoning tests
- MCQ on European Union knowledge
- MCQ on Digital Skills
- Written test (EUFTE / Essay)



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# What can YSE do for you?

## REASONING TESTS

*(Verbal · Numerical · Abstract)*

Self-study training available in [ENGLISH](#) and [SPANISH](#)

### Course content:

- Explanatory videos for each reasoning test type (verbal, numerical and abstract)
- 200 verbal reasoning questions (10 online tests)
- 100 numerical reasoning questions (10 online tests)
- 100 abstract reasoning questions (10 online tests)

### Access:

- Videos and materials available for **1 year**



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# What can YSE do for you?

## MCQ — EUROPEAN UNION KNOWLEDGE

Self-study training to prepare the **MCQ test on knowledge of the European Union and its institutions**, available in **two versions**:

- **English version (EN)**
- **ES + EN version** (*explanatory videos in Spanish*)

### Content common to both versions:

- More than **1200 MCQ questions** (approx. 40+ online tests)
- Each question includes **feedback / additional information**
- **YSE Study Guides** on EU knowledge and institutions
- Compilation of study materials
- **Updated with the latest developments (including EPSO Guide when available)**
- Access to videos and materials for **1 year**



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# What can YSE do for you?

## MCQ — EUROPEAN UNION KNOWLEDGE - Available versions

### Version 1 — In English

- Self-study course **fully in English**
- MCQ questions, feedback, Study Guides and materials in **English**
- Explanatory videos on each EU political priority

### Version 2 — ES + EN

- MCQ questions, feedback, Study Guides and materials in **English**
- **Explanatory videos in Spanish** on each EU political priority



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# What can YSE do for you?

## MCQ — DIGITAL SKILLS

Self-study training to prepare the **MCQ test on Digital Skills**, available in **two versions**:

- **English version (EN)**
- **ES + EN version** (*introductory video in Spanish*)

### Content common to both versions:

- More than **200 MCQ questions**  
(distributed across **5 online tests**)
- Each question includes **comments / additional information**
- Access to videos and materials for **1 year**



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# What can YSE do for you?

## MCQ — DIGITAL SKILLS - Differences between versions

### Version 1 — In English

- Course entirely **in English**
- MCQ questions and comments in English

### Version 2 — ES + EN

- **Introductory video in Spanish**
  - Explains what Digital Skills are
  - Presents the **5 competence areas**
- MCQ questions and comments in **English**
- Materials and exercises available **only in English**



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# What can YSE do for you?

## WRITTEN TEST — EUFTE / ESSAY

Training to prepare the **written test (EUFTE / Free-text Essay)** of the EPSO AD5 Generalist competition.

### Format:

- [Self-study course in English \(EN\)](#)
- Includes **one live online workshop** (*the session is recorded*)

### Access:

- Videos and materials available for **1 year**



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# What can YSE do for you?

## WRITTEN TEST — EUFTE / ESSAY

### Course content

- **Introduction and theory video**
  - Understanding the written test
  - Strategies to approach the essay
- **5 original YSE essay exercises, with:**
  - Dedicated analysis
  - Examples on how to tackle them
  - Explanations in English
  - Reference texts available in the 24 official EU languages
- **Online workshop (Zoom) to analyse the text proposed by EPSO**
  - Live session (recorded)
  - **Date to be confirmed**



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# What can YSE do for you? YSE study group

## NEW YSE - STUDY GROUP for GRADUATES/GENERALISTS

- 6 live sessions + video material
- Reasoning tests
- Written tests (EUFTE) for practice with with a dedicated analysis and examples on how to tackle them. Dedicated analysis to the text for the exam.
- 200 MCQ questions for Digital Skills
- 1200 questions for EU knowledge tests + YSE material
- We begin on **5th March**. Write to [Yasemoseuropeos@gmail.com](mailto:Yasemoseuropeos@gmail.com) for further info or book your place



Only your  
work  
matters  
(VDL...+/-)



[YASEMOSEUROPEOS.COM](http://YASEMOSEUROPEOS.COM)

# Application


Competitions ▾ Contact us


Back

- 2 Registration Data
- 3 My CV**
- 4 Motivation & Strengths
- 5 Declaration

CV part is in your profile,  
you need to fill in all the  
details for this  
competition there.

\* Indicates required


Link Guidance 


*Following the link below will allow you to view and update information relating to your CV data (Work experience, Languages and Education details).* 

*The link will open in a separate tab in your browser, please do NOT close this tab, as your application progress so far will be lost.*

*On submission of this application, a snapshot of the data contained in your "My CV" area of this portal will be attached to your application for review.*

My CV Portal Link

Link to Competition information 

Please follow this link to see information regarding this competition 

<https://eu-careers.europa.eu/en/job-opportunities/french-language-fr-lawyer-linguists>

## Reasoning skills for AD

### Reasoning skills tests:

- Verbal (assesses your ability to think logically and understand verbal, numerical information).
- Numerical (assesses your ability to think logically and understand numerical information).
- Abstract (assesses your ability to think logically and understand the relations between concepts involving no linguistic, spatial or numerical elements).

## Written test

With EPSO's move towards a full 24-language regime a new type of test will be introduced by EPSO in its selection procedures, as of 2024: **the written test, a test aimed at assessing candidates' written communication skills**. The written test will replace the case study\*.

Under the term written test, there are three different types of tests that EPSO will use according to the needs expressed by the recruiting services for each competition:

1. **Written test (WT)** related to the field(s) of the competition, assessing **only** written communication skills.
2. **Field-related written test (FRWT)**, assessing written communication skills **and** knowledge in the relevant field of the competition.
3. **Free-text Essay on EU matters (EUFTE)** assessing **only** written communication skills

## Digital skills

The digital skills test is aimed at assessing candidates' digital literacy and practical knowledge, as relevant.

This test may cover the following 5 fields:

- Information & data literacy
- Communication & collaboration
- Digital content creation
- Safety
- Problem solving

**We could use fancy colors and graphics, but we prefer to go to the source (screenshots), and you should always do it too**

## EU Knowledge

A multiple-choice questionnaire about the EU, the EU institutions and EU main policies.

# What do we know about the test?

## Content

## Mark

### Reasoning

- Verbal 20 questions
- Numerical 10 questions
- Abstract 10 questions

- 20 points (pass mark 10)
- Pass/not pass (5/10)
- Pass/not pass (5/10)

### MCQ – EU Knowledge

- 30 questions

- 30 points

### Digital Skills

- 42 questions

- 42 points???

### EUFTE / written

- 1 exercise

- 10 points (pass mark 5)

Right answer = 1 point // Wrong answer = 0 points

In total, it could be up to 102 points BUT the weight of each tests hasn't been confirmed yet, so final scoring system may differ

## Work Experience - new record

\* Indicates required

**Occupation**

Instructions

A 20MB file size restriction applies to EACH file you wish to attach to your work experience details.  
Allowed file formats are PNG, JPG, and PDF.

\*Occupation or position held

Describe all your work experiences. You can also include unpaid work, volunteering, internship, apprenticeship, freelancing and other activities. Fill in as much information as you can.

Employer

Add the name of your employer (e.g. a company, institution or organization).

\*City

\*Country

Please select the country from the list. The list contains countries and territories. It is not limited to countries formally recognised by the EU.

**Address Details**

\*Address line 1

Address line 2

\*Postal code

**More Details**

Main activities and responsibilities

Paragraph

Describe your tasks and responsibilities (e.g. computer maintenance, relations with supplier, coaching a junior ice hockey team).

Business or sector

-- None --

Department

Organization email

Link to file or video

(empty)

Organization website

Add links to relevant videos that showcase your achievements.

Add a website address relevant for this work experience, e.g. of your employer, organization or a project you worked on.

**Dates**

\*From date

\*To date

If you do not remember the exact date you can choose the first working day of the month.

Ongoing experience

Save (Ctrl + s)

### 3.3. Specific conditions – education and experience

(a) To be eligible, a candidate must have a level of education corresponding to completed university studies of at least three years, attested by a diploma the award of which was decided no later than 30 September 2026. Please see Annex III for examples of

#### (d) Digital skills test

(i) The digital skills test is a multiple-choice-question test aimed at assessing the candidates' digital literacy – the ability to understand and use digital technologies for various tasks and purposes, in line with the [European Digital Competence Framework](#) <sup>(4)</sup> (DigComp).

(ii) The digital skills test will include questions from the following areas:

- Information and data literacy;
- Communication and collaboration;
- Digital content creation;
- Safety;
- Problem solving.

(iii) The test will be organised as indicated in Table 4.

*Table 4*

Test	Language	No of questions	Duration	Scoring	Pass score
Digital skills test	Language 2	40 questions	30 minutes	0 to 40	20/40

# How many hours do I have to devote to the competition? Ideal scenario

H

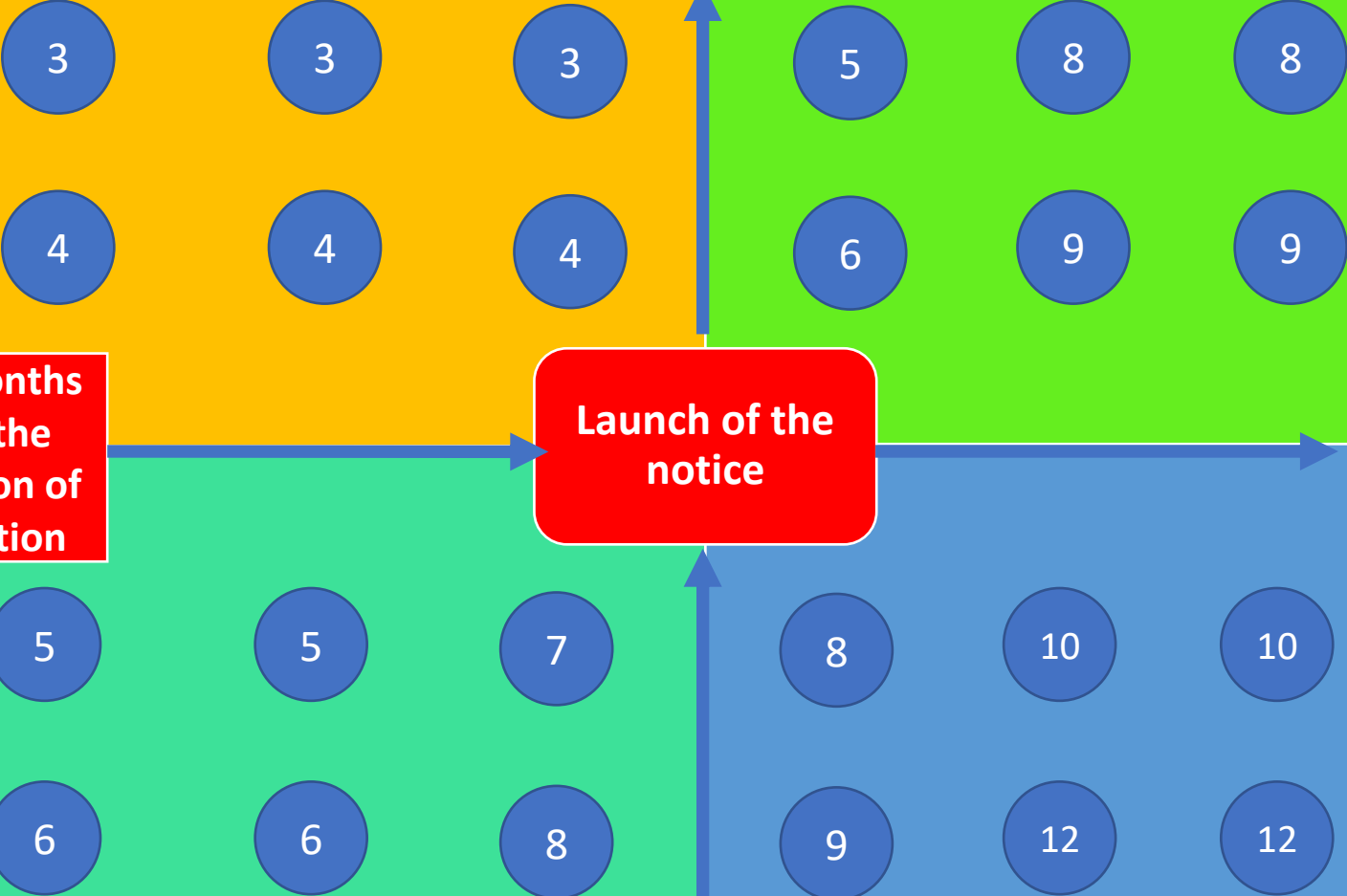
Veteran

Rookie

5 to 2 Months before the publication of competition

Launch of the notice

Registrations closure and exam (2 months later)



- Hours per week according to point of departure/time
- Quality (no cell phone, no distractions)
- The key is learning from mistakes
- Other factors may influence in the time you need



## 6. INFORMATION ON PLACE OF EMPLOYMENT UPON RECRUITMENT IN LUXEMBOURG AND ON TRANSFERS

- (a) Successful candidates on the reserve list will be recruited as probationer officials to posts based in Luxembourg.
- (b) Article 29(1)(a)(i) and (b) of the Staff Regulations provide that, at any time in their career, officials may apply for a transfer within the same EU institution or agency or to another EU institution or agency.
- (c) However, candidates should note that, in the interests of the service:
  - (i) during an official's first three years of service after starting work as a probationer official, a transfer to another EU institution or agency that does not involve a change of place of employment will only be possible in exceptional, duly justified cases;
  - (ii) during an official's first four years of service after starting work as a probationer official, a transfer within the same EU institution or agency or to another EU institution or agency that involves a change of place of employment will only be possible in exceptional, duly justified cases.
- (d) It should also be noted that any such transfer between EU institutions or agencies will be conditional upon the agreement of the official's original institution or agency and the institution or agency to which they wish to transfer.
- (e) In order to be able to perform their duties under the best possible conditions, newly recruited officials must be given the opportunity to integrate as effectively as possible into the culture and working environment of the place of employment and the EU institution or agency that recruits them.
- (f) Moreover, recruiting EU institutions or agencies invest resources in induction and training for new officials and in helping them to integrate both at work and in the place of employment. It is thus necessary to ensure a certain degree of continuity and predictability in the filling of posts by requiring newly recruited officials to complete a minimum period of service both in the recruiting EU institution or agency and in their place of employment.

**Don't  
forget  
WHERE you  
are  
applying  
for  
LUXEMBOURG**

#### 4.2. Languages used in this competition

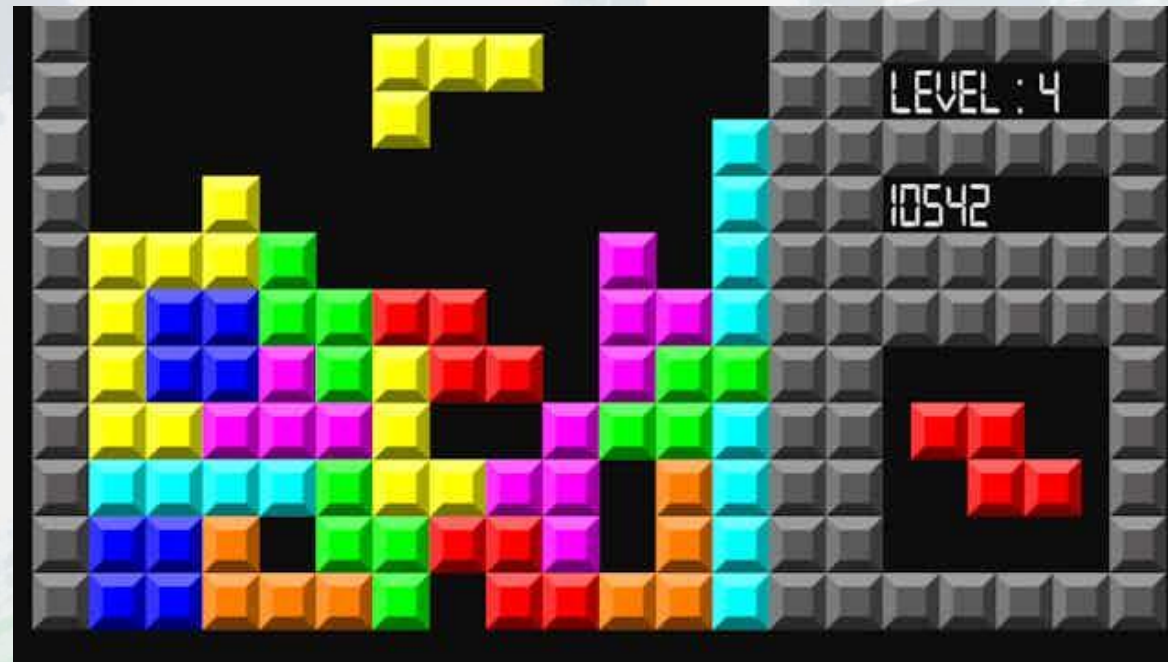
### Practice with the languages to see what fits you

- (a) The [Staff Regulations](#) <sup>(1)</sup> stipulate that an official may only be appointed on condition that they produce evidence of a thorough knowledge of one of the EU languages and a satisfactory knowledge of another EU language to the extent necessary for the performance of their duties.
- (b) Therefore, in this competition, a candidate must have a thorough knowledge (minimum C1 level) of at least one of the 24 official EU languages and a satisfactory knowledge (minimum B2 level) of a different language to be chosen among the remaining 23 official EU languages. The minimum levels indicated here apply to each linguistic ability (listening, reading, spoken interaction, spoken production, and writing) requested in the application form. These abilities reflect those of the [Common European Framework of Reference for Languages](#) <sup>(2)</sup>.
- (c) For ease of reference, those languages will be referred to as 'language 1' and 'language 2'.
- (d) The languages will be used in different phases of the competition as indicated in Table 2.

Competition phase	Tests	Language
Application	—	Any of the 24 official EU languages
Testing	Reasoning tests	Language 1
	Field-related MCQ test	Language 2
	EUFTE	Language 2

Now let's talk about relevant experience and how to demonstrate it.

**Reminder** - We have edited some of the texts to fit in the ppt, then you are advised to read the notice! **The notice is the only valid document of reference**



# How to provide evidence of our experience

Please, read the ANNEX I – instructions are there and if you fail to follow them, it's not EPSO's fault.

## 2.3. *Professional experience*

- (1) To be taken into account, professional experience must meet the following general conditions:
  - (a) it must be acquired after obtaining the required minimum educational qualification indicated in the notice of competition;
  - (b) it must constitute genuine and effective work;
  - (c) it has to be remunerated;
  - (d) it must involve a professional relationship, i.e. being part of an organisational structure or supplying a service;
  - (e) it must comply with the relevance criteria defined in the notice of competition. If only a part of the tasks carried out during a given period of professional experience can be considered relevant, the following rules will apply:
    - (i) if more than 75 % of tasks are relevant, the whole period of professional experience will be considered relevant;
    - (ii) if more than 50 % but less than or equal to 75 % of tasks are relevant, the given period of professional experience will be counted at the rate of 75 %;
    - (iii) if 25-50 % of tasks are relevant, the given period of professional experience will be counted at the rate of 50 %;
    - (iv) if less than 25 % of tasks are relevant, the given period of professional experience will not be taken into account.

# Evaluation for each field

You will take all the tests

Tests	Language	No of questions	Duration	Scoring	Pass scores
Verbal reasoning test	Language 1	20 questions	35 minutes	0 to 20	10/20
Numerical reasoning test		10 questions	20 minutes	0 to 10	Combined pass score for numerical and abstract reasoning tests: 10/20
Abstract reasoning test		10 questions	10 minutes	0 to 10	

You pass reasoning tests

You get MCQ scored

You are among 357 best scores

Your written is reviewed, as well as your eligibility by MCQ scoring order

(i) The field-related MCQ test will be specific to the field chosen by the candidate. It will be organised as indicated in Table 4.

Table 4

Test	Language	No of questions	Duration	Scoring	Pass score
Field-related MCQ test	Language 2	30 questions	40 minutes	0 to 30	15/30

Table 4

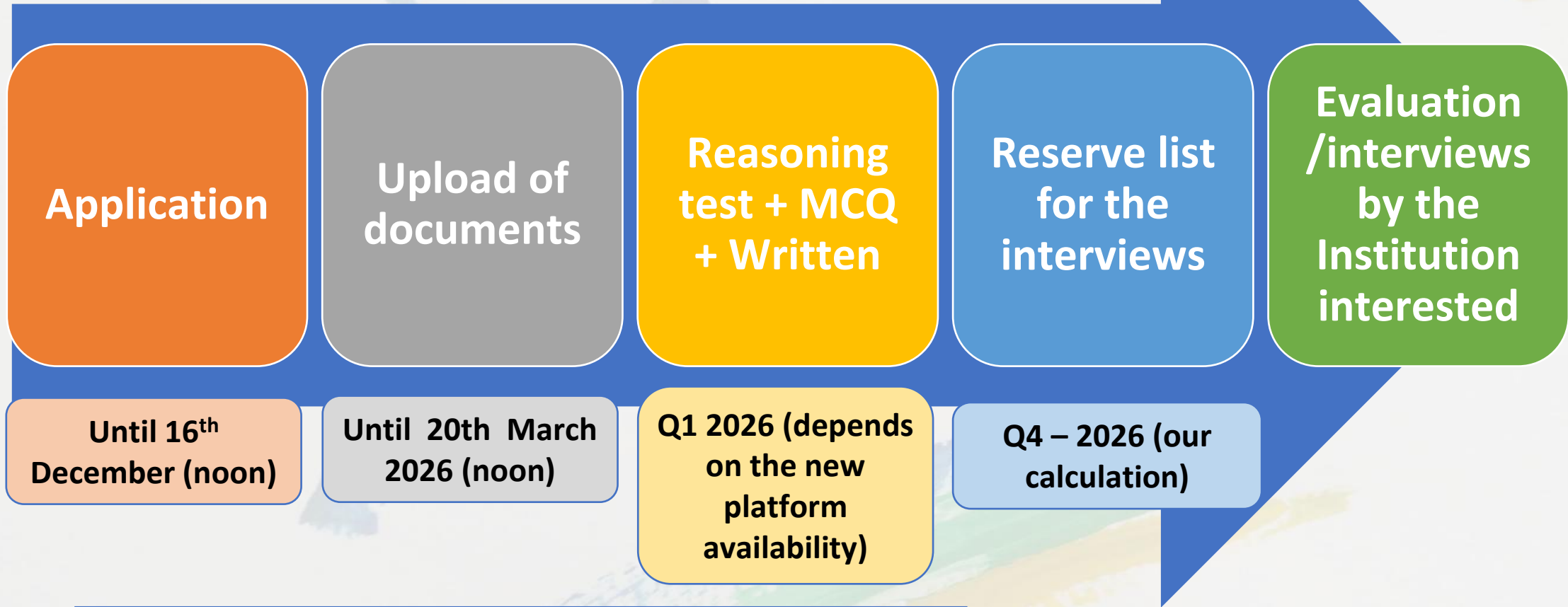
Test	Language	Duration	Scoring	Pass score
EUFTE	Language 2	40 minutes	0 to 10	5/10

The whole process takes time, be patient



Candidates who were found to be eligible and have obtained at least all the required pass scores as well as one of the highest scores in the field-related MCQ test will be on the list

# Timeline (indicative)



Candidates receive time-sensitive information in their candidate accounts. They should check their candidate account at least every 3 calendar days to keep track of their progress during the competition and to avoid missing a deadline.

If a candidate cannot check their candidate account due to a technical problem on the part of EPSO, they must notify EPSO immediately via the [online contact form](#) <sup>(1)</sup>.

**Check ANNEX I**

# And the tests?



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Tests	Language	No of questions	Duration	Scoring	Pass scores
Verbal reasoning test	Language 1	20 questions	35 minutes	0 to 20	10/20
Numerical reasoning test		10 questions	20 minutes	0 to 10	Combined pass score for numerical and abstract reasoning tests: 10/20
Abstract reasoning test		10 questions	10 minutes	0 to 10	

**Verbal reasoning -> don't get overconfident**

**Worst enemy -> Panic & Getting nervous**

**Check our youtube channel for examples**



# EU knowledge – how i would do it?

5th February – content frozen

I will write my scheme/diagram – one per priority + history + treaties (= institutions)

History or Treaty of Lisbon (it helps to lay the foundations)

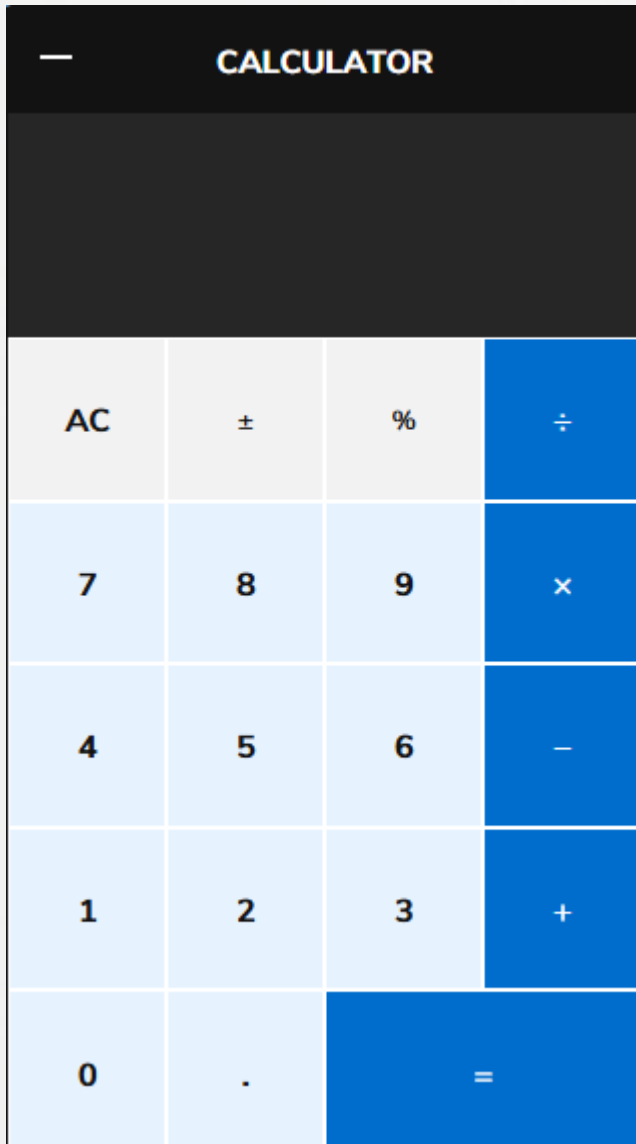
Treaty of Lisbon or History (it helps to lay the foundations)

If Political Priorities are too heavy – go from 7th to 1- Use YSE guides + EU in 2024 + SOTEU

Try different approaches – layers of knowledge

MCQ tests are “holes” detectors – not a source of knowledge by themselves

# Some lessons learnt



The image shows a screenshot of a basic calculator application. The title bar at the top reads "CALCULATOR". The interface consists of a grid of buttons. The top row contains "AC", "±", "%", and "÷". The second row contains "7", "8", "9", and "×". The third row contains "4", "5", "6", and "-". The fourth row contains "1", "2", "3", and "+". The bottom row contains "0", ".", and "=". The buttons are arranged in a standard 12-column layout.

AC	±	%	÷
7	8	9	×
4	5	6	-
1	2	3	+
0	.	=	

- New platform is still in “BETA” phase
- Several problems with the launch of the exam
- Interface very basic
- Calculator rudimentary – no C button
- Use of keyboard – unstable
- Reasoning – panic your worst enemy
- Limited visibility with the calculator + notepad

## Written

- NO COPY PASTE AT ALL
- NO EDITING at the written
- NO SHORTCUTS
- It's possible to have the doc (written) and the space for the exercise open at the same time

# Visual examples

Barriers to trade in the form of differing and sometimes conflicting import/export rules and requirements from country to country can, and do, make it difficult for food businesses to get started in overseas markets. Food safety and public health concerns are frequently given by individual nations as the explanation for food legislation and for building trade barriers that restrict free trade in food. Unfortunately, in some cases, the science used to justify food-safety policymaking can be inconsistent or contradictory. This often means that governments can be accused of choosing to listen to the science which best suits their agenda of protecting local suppliers from foreign competition.

Which of the following statements is correct?

- A. Global free trade is often restricted by import and export legislation put in place under the pretext of protecting public health. Aa
- B. Legislation assists food companies to expand into new markets by removing barriers to trade. ↶
- C. Some nations can pass food-safety laws only based on clear scientific evidence that a law is necessary to benefit the health of the population. Aa
- D. Food-safety legislation is only implemented if it is based on consistent scientific research. Aa

Country	R & D expenditure by country						
	R&D expenditure (% of GDP)		% of R&D funded by government		Number of patent applications (per million inhabitants)	R&D expenditure (€ million)	GDP per head (€)
	2000	2003	2000	2003	2000	2000	2000
Belgium	1.97	1.89	22.9	23.5	145.6	3 900	19 330
Finland	3.34	3.43	26.2	25.7	350.8	3 725	21 582
France	2.15	2.17	38.7	39.0	139.5	24 075	18 874
Germany	2.45	2.52	31.4	31.2	307.0	41 100	20 261
Netherlands	1.82	1.76	34.2	36.2	246.3	6 075	21 003

If Germany's GDP increased by 2% between 2000 and 2003, how much did government R&D spending increase during this period?

- A. 1.35 % Aa
- B. 2.20 % Aa
- C. 3.25 % Aa
- D. 4.25 % Aa
- E. None of the above Aa



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## Field-related MCQ test

MCQ

- (i) The field-related MCQ test will be organised as indicated in Table 3.

Table 3

Test	Language	No of questions	Duration	Scoring	Pass score
Field-related MCQ test	Language 2	30 questions	40 minutes	0 to 30	15/30

- (ii) To proceed to the next step in the competition (see Section 4.3.3), a candidate needs to:

- obtain at least a pass score of 15/30, **and**
- be amongst the candidates who score the highest.

**CHECK ANNEX II (all candidates get the same questions)**

### ANNEX II

#### TYPICAL DUTIES

The duties outlined below largely reflect those typically associated with roles in data management and data knowledge in both private and public contexts. The successful candidates may be assigned any of the duties listed below, either individually or in combination, depending on the needs of the service. Similar or related duties may be assigned if required by the needs of the service.

1. Data architecture and interoperability. Designing and structuring data systems to ensure interoperability and compliance with the EU standards:

# Some source materials

## Don't forget the EU aspects

- GDPR
- EU AI act
- EU Data Act
- DMA and DSA
- EU Data strategy
- EU eGovernment Action Plan
- EU data courses

[all sources are free access]



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Remember EPSO doesn't publish an official list of items for the exam. This competition engulfs very different backgrounds

## (d) EUFTE

(i) The EUFTE is aimed at assessing a candidate's written communication skills. It will be organised as indicated in Table 4.

Table 4

Test	Language	Duration	Scoring	Pass score
EUFTE	Language 2	40 minutes	0 to 10	5/10

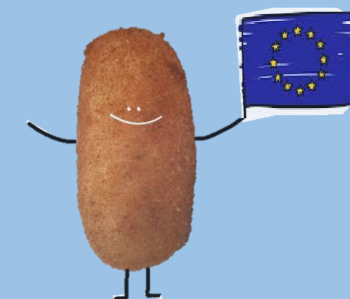
same file(s) for all

(ii) Candidates will be required to respond to the test assignment(s) based on the documentation related to EU matters. The documentation will be made available on the EPSO website ahead of the test date. Candidates will receive the same documentation during the test, along with the assignment(s) based on it.

(iii) The EUFTE is neither a language test nor a test of factual knowledge. The assessment will be based on the [specific anchors published on the EPSO website](#) <sup>(5)</sup>.

Candidates will be assessed based on the specific 'anchors' listed below. ('Anchors' refer to the elements considered by test markers (i.e., assessors) when evaluating a given competency.)

1. Structures written communication with a logical flow of ideas.
2. Writes concisely, avoiding unnecessary words and sentences.
3. Presents subject matter in a clear and understandable way.
4. Adapts and tailors writing to suit the intended audience and purpose.
5. Uses the information provided effectively to address the assignment.



The real challenge is to do it in 40 min



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# What can YSE do for you?

Free webinars and materials and trainings (lots of)

- All our trainings here
- Working group (2<sup>nd</sup>) for Building and PM competition (in –progress previous sessions were recorded)
- Reasoning tests (Verbal, Numerical, Abstract)– Self study course
- MCQ EU knowledge for AD5 generalist – Self study
- EUFTE – written test – Self study
- Working group for AD5 generalist
- More on internal competition trainings



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**Thanks!**