AD5 Generalists/Graduates competition – Q/A

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GENERATION 2004

RECTIFYING INJUSTICE
STANDING FOR OUR RIGHTS
RESTORING UNITY

Can you apply to AD5 and AD6 competitions? what happens if you are successful in both? does the first reserve list you make automatically cancels the second?

- You can apply to all competitions of which you meet the requirements
- **IF** there is any exclusion criteria, it must be said in the notice.
  [following our candidates experience]
- Check if there is any limitation to the reserve list. Some lists are only for recruitment from specific institutions or DG.
- But it can be derogated/negotiated [in the interest of service]
- If you are in two or more reserve lists, be sure when they recruit you, the pick you from the highest one.

where can I indicate international experience (such as Erasmus)?

The form in the Single candidate portal doesn't allow to introduce ERAMUS separately
BUT it was part of your main diploma, right? Then you can introduce the info there, inside the overall diploma.

Education

* Required

Education
Instructions
A 20MB file size restriction applies to EACH file you wish to attach to your education and training details.
Allowed file formats are PNG, JPG, and PDF.

* Title of qualification awarded

Add the title of any qualification or achievement gained as part of this experience.

Level in EQF
-- None --

Select the European Qualifications Framework (EQF) level of your qualification. To read more about what EQF is and how it helps you go to this website: https://europa.eu/europass/en/description-eight-eqf-levels

* Organisation providing education

Add the name of the organisation providing the education or training experience.

Website

* 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

Main subject / occupational skills covered

Describe the skills that you obtained through your study.

Dates
* From date   * To date

ANNEXE III

EXEMPLES DE QUALIFICATIONS MINIMALES

(Exemples de qualifications minimales par État membre et pour le Royaume-Uni par grade correspondant, en principe, à celles exigées par les avis de concours)

Veuillez cliquer ici pour une version «facile à lire» de ces exemples.

PAYS	AST-SC 1 à AST-SC 6 AST 1 à AST 7	AST 3 à AST 11		AD 5 à AD 16
	Enseignement secondaire (donnant accès à l'enseignement supérieur)	Enseignement supérieur (cycle supérieur non universitaire ou cycle universitaire court d'une durée de deux ans minimum)	Enseignement de niveau universitaire (de trois ans au moins)	Enseignement de niveau universitaire (de quatre ans ou plus)
Belgique — België — Belgien	Certificat de l'enseignement secondaire supérieur (CESS)/Diploma secundair onderwijs Diplôme d'aptitude à accéder à l'enseignement supérieur (DAES)/Getuigschrift van hoger secundair onderwijs Diplôme d'enseignement professionnel/Getuigschrift van het beroepssecundair onderwijs	Candidature/Kandidaat Graduat/Gegradueerde Bachelor/Professioneel gerichte Bachelor	Bachelor académique (180 crédits) Academisch gerichte Bachelor (180 ECTS)	Licence/Licentiaat Master Diplôme d'études approfondies (DEA) Diplôme d'études spécialisées (DES) Diplôme d'études supérieures spécialisées (DESS) Gediplomeerde in de Voortgezette Studies (GVS) Gediplomeerde in de Gespecialiseerde Studies (GGS) Gediplomeerde in de Aanvullende Studies (GAS) Agrégation/Aggregaat Ingénieur industriel/Industrieel ingenieur Doctorat/Doctoraal diploma

- **All questions related to the validity of your studies – check ANNEX III**

- **should I still indicate experience that I made which is not falling within the requirements that it was made after the 3 years education needed and that was not remunerated? Just to be able to show that you have experience in certain fields for when you pass the tests?**
- **does that mean that the working experience gained before obtaining the diploma will not be considered even though it's relevant? In that case, is there even any point in adding any work experience at all?**

- **Point 3 tells you the eligibility criteria**
- **No professional experience is required**
- **COMMON SENSE ALWAYS APPLIES**

3. AM I ELIGIBLE?

Candidates must meet all the general and specific eligibility conditions (see Sections 3.1 to 3.3) on the closing date for applications except where stated otherwise in Section 3.3.

3.1. General conditions

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.

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 minimum qualifications.

(b) No professional experience is required.

should I still indicate experience that I made which is not falling within the requirements that it was made after the 3 years education needed and that was not remunerated? Just to be able to show that you have experience in certain fields for when you pass the tests?

- **What are the requirements of working experience in the competition?**
- **If it doesn't match the requirements from the notice – why do you want to add it?**
- **Please CHECK point 2.3 ANNEX I**
- **COMMON SENSE ALWAYS APPLIES**

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.

(2) Professional experience, as listed below, will also be considered in the light of specific rules, including certain exemptions from the requirements referred to in paragraph (1) above:

(a) in the case of **voluntary work**, 'remuneration' is to be understood as any financial contribution received, including cost reimbursement and insurance coverage. Furthermore, voluntary work must involve weekly hours and have a duration similar to a regular job;

(b) in the case of **traineeships**, 'remuneration' is to be understood as any financial contribution received, including cost reimbursement and insurance coverage. A **compulsory traineeship which is part of a studies programme**, may be taken into account provided that (i) the traineeship is undertaken after achieving the minimum educational qualification indicated in the notice of competition, and (ii) the traineeship is remunerated;

(c) a **compulsory traineeship** which is part of a programme leading to, or which is a precondition for, registration with a professional association in order to obtain **a right to practise a profession** (for example, admission to the lawyers' bar association) may be taken into account irrespective of whether the work was remunerated. However, where the work was not remunerated, the traineeship period may only be considered provided that the programme was successfully completed and the right to practise obtained. In all cases, only the minimum compulsory duration will be taken into account;

(d) **compulsory military service** that occurred before or after obtaining the required minimum educational qualification indicated in the notice of competition will be taken into account, even where it does not meet the relevance criteria defined in the notice of competition, but only for a period not exceeding the obligatory duration in the relevant Member State;

(e) **maternity, paternity, adoption, or parental leave** may be taken into account if covered by an employment contract;

(f) in the case of **doctorate studies**, the period taken into account shall not exceed 3 years, provided that the doctorate was obtained, and irrespective of whether the work was remunerated;

(g) the period taken into account in cases of **part-time work** shall be calculated *pro rata*, e.g. half-time work for 6 months will count as 3 months.

In the form, you are asked to reply to a number of questions. For instance: "why do you want to work at the EU?" At which point in the procedure will these questions play a role?

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.

- **Questions will help you to focus and stay on the relevant info**
- **FOR AD5 graduates - Very unlikely the recruitment services will check your application. You apply by sending your CV (updated) and motivation letter**
- **FOR Specialist competitions – the questions help the board to understand your experience (CV) providing some context**

What kind of evidence I need for …
- ➢ **Languages**
- ➢ **Studies**
- ➢ **Work experience**

- **You don't need supporting documents for languages**

- **For your studies you need :**
  - ➢ **DIPLOMA**
  - ➢ **Attestation of the standard duration of your studies**

(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.

2.2. Education

(1) Degrees, diplomas and/or certificates, whether issued in Member States or non-EU countries, must be recognised by a competent authority of a Member State.

(2) The differences between national education systems, in particular the differences between the titles given to degrees, diplomas and certificates, will be taken into account when assessing whether candidates have the qualifications required by the notice of competition.

What kind of evidence I need for …
- ➢ **Languages**
- ➢ **Studies**
- ➢ **Work experience**

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

(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;

(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;

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

- **For work experience :**
- ➢ **Recommendation letters duly signed, identified and stamped can be used**
- ➢ **You can use several complementary documents to prove your experience**
- ➢ **If not paid, it doesn't count**
- ➢ **As you don't need experience in this competition usual criteria of working experience after degree doesn't apply**

REMEMBER – it doesn't matter how special you are

You will have to fit into the process

Will they check my working experience if I pass?
[for AD5 graduates]

▼ How do the institutions recruit from EPSO lists?

As job opportunities arise, the institutions check the profiles of the successful candidates in the 'reserve list' to identify those who best match their needs (for example, in terms of education, professional experience and language skills).

The institutions may also choose to publish available vacancies to successful candidates of relevant selection procedures via their EPSO account.

The publication of vacancies in your EPSO account is the responsibility of the EU institutions. They decide which vacancies to open to which reserve list(s).

- **From experience , it's very unlikely the recruitment services will check your application to see your experience**
- **You apply by sending your CV (updated) and motivation letter to each vacancy once in the reserve list**

When an issue with EPSO account access occur, how to solve it if there is only AI assistant or web form?

Contact us

Do you have questions about your selection procedure, application or tests?

- Ask our AI assistant or check our FAQs
  (Immediate help with the most common questions)

- Didn't find the answer you need?
  → Contact the: EUROPE DIRECT Contact Centre (Available in all 24 official EU languages)
  → Write to us via your account in the Single Candidate Portal.
     If you do not have an account in the SCP please use our contact form.

- Want to submit a complaint?
  → Submit your complaint via your account in the Single Candidate Portal.
     If you do not have an account in the SCP or you are submitting a complaint for a contract staff selection procedure, please use our complaint form.

If you do not receive an automated confirmation email within 15 minutes, please submit your message again.
Our standard reply time is **5 working days**, but more complex or incomplete enquiries may *require additional time*.

If you can take the tests in both EN and FR, is there a recommendation on which ones you should do in which language?

Reasoning Tests - Language 1 – 1 out 24 official EU languages

EU Knowledge, Digital Skills, EUFTE - Language 2 - 1 out 24 official EU languages and different from Language 1

- **Practice to check what is your most efficient approach** and which language to choose
- There are not right and wrong languages.
- In which language do you pay special attention? i.e sometimes being native on a language we have tendency to go faster than we should to pay careful attention. Some other times, being native helps us to pay that attention - be honest with yourself and check what you do most
- EU knowledge - on which language do you usually study/read about the EU?
- Written - you only have 40 min to be very efficient, which language fits you better on that?

where there is proctoring monitoring the candidate's behaviour in front of the screen, is it allowed to touch the screen with your hand?

⚠ Listed behaviours can lead to disqualification without retesting ⚠

- Incorrect peripheral setup
- Not completing technical prerequisite check
- Missing valid ID
- Not following ID/environment and desk check procedures

- Moving out of camera view
- Another person in room
- Talking or reading out loud
- Using unauthorized devices

Even if not listed, anything that can be suspicious / out of ordinary in front of the camera, better to avoid it.

Verbal reasoning: do they ask 'Which of the following statements is correct?' During the CAST (in Polish), this sentence seemed to be formulated in a different way – more 'Which of the following statements is the most correct?'.

Verbal Reasoning test

The Verbal Reasoning test consists of several short texts, usually one or two paragraphs, accompanied by a question with 4 to 5 answer options. Candidates must choose the answer that best reflects the information given in the text. This test is part of the three reasoning pre-selection tests (VNAR).
See also the related FAQs.

- **'Which of the following statements is the most correct?' –reflects better what is required from the verbal reasoning.**
- **Verbal reasoning is not mathematics – it has a certain degree of interpretation so always choose the most correct option**

How can we prepare for the digital skills test? Like, what specific content should we study? (Examples: shortcuts, types of files...) what questions are expected and how to prepare for the digital literacy test?

FIG.1   The DigComp conceptual reference model
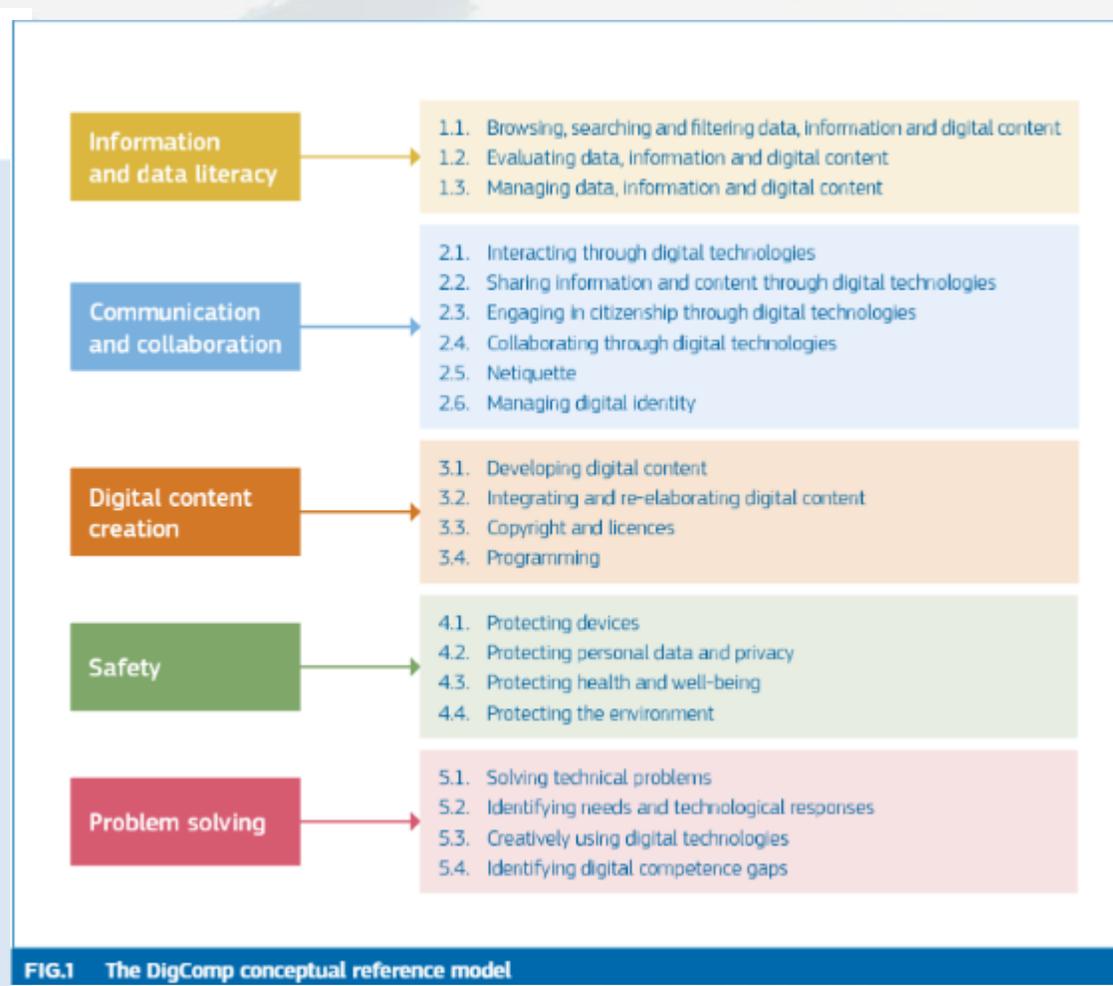
How can we prepare for the digital skills test? Like, what specific content should we study? (Examples: shortcuts, types of files...) what questions are expected and how to prepare for the digital literacy test?

- **Make list of concepts using different chapters of the guide**
- **Take a look at the glossary**
- **Some resources (linked in the guide)**
  - ➢ **http://europa.eu/europass/en/how-describe-my-digital-skills**
  - ➢ **https://digital-skills-jobs.europa.eu/digitalskills**

5. GLOSSARY

Algorithm
a finite sequence of well-defined instructions, typically used to solve a class of specific problems or to perform a computation. Modified from: en.wikipedia.org/wiki/Algorithm

Artificial intelligence
"AI refers to machine-based systems that can, given a set of human-defined objectives, make predictions, recommendations, or decisions that influence real or virtual environments. AI systems interact with us and act on our environment, either directly or indirectly. Often, they appear to operate autonomously, and can adapt their behaviour by learning about the context." Source: UNICEF, 2021, p.16

If interested in our training for digital – you can find it here

Could you explain what is expected from the EUFTE written test? How will it be structured and what they mean with the "Clear communication" instruction? Do spelling and grammar count toward the grade?

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.

- **As simple as difficult as fulfil the 5 anchors following the assignment given**
- **Provided mistakes don't hinder the 5 anchors, they don't count**

If interested in our training for EUFTE – you can find it here

Which measures will EPSO take to avoid that somebody cheats with AI?

6. Disqualification from the competition

(1) Candidates may be disqualified at any stage of the competition on the following grounds:

   (a) applying more than once to the same competition;

   (b) making false declarations or declarations unsupported by the appropriate documents;

   (c) cheating during the tests, recording online tests or attempting to manipulate the fair conduct of tests, or compromising the integrity of the competition process in any other way;

   (d) contacting or attempting to contact a member of the Selection Board in an unauthorised manner;

   (e) failing to inform EPSO of a potential conflict of interest with a Selection Board member or with an EPSO staff member;

   (f) signing or making a distinctive mark on written or practical tests despite being instructed otherwise.

(2) Candidates for recruitment by the EU institutions are expected to act with the highest possible integrity, in accordance with Article 27, first paragraph, and Article 28(c) of the Staff Regulations. In case of fraud or attempted fraud, EPSO may decide to declare a candidate ineligible for future competitions for a limited period of time.

- **These are reasoning tests, it's easier to pass them preparing yourself than cheating.**

When is going to take place the exam?

Publication of the EU knowledge

Publication of the notice

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	
	May-June-1st half July alerted 2 months and 2 weeks before		End of 2026	

- **EPSO wants to have the exam before summer break (15/7 +/-)**

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What can YSE do for you?

Free webinars and materials –
www.yasemoseuropeos.eu

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- **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?

👉 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 [soon exercises will be available in other languages IT-FR and more]

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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