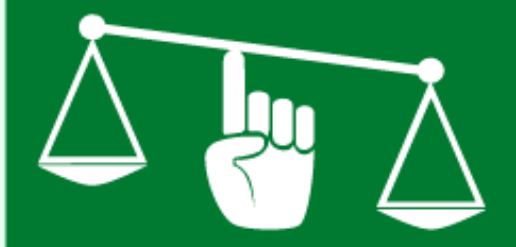




GENERATION 2004



**RECTIFYING INJUSTICE
STANDING FOR OUR RIGHTS
RESTORING UNITY**

Analysis of internal competition COM/AD/109/2026 - Assistants (AST3)

1

• Overview

2

• The application – eligibility

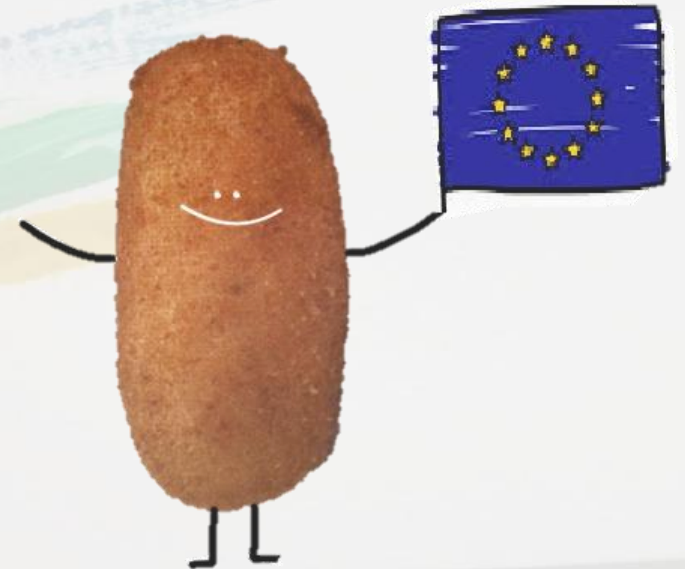
3

• Test and Resources

4

• Q & A

This presentation has been prepared following the notice of competition, real candidates experience, your doubts and our best advices. Probably we'll have an answer to your question but not in the slide you expect, just be patience



OUR GOAL



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

Most common fears & mistakes

Being your worst enemy – all your experience can be relevant

**Missing details and opportunities – lack of explanations
[You have to explain, even if it's an internal competition]**

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

Procrastination

Competition	Seats	Candidates	Your chances
Assistans (AST3)	70	?	ALL

- Thousands of potential candidates (with 2026 staff numbers : temporary, ASTs,AST/SCs, Cast FGIV??)
- The reserve list gives you a right to be candidate, not a position [unless you are an AD officer already]. Focus on being on the list

This is a new process. People tend to fail more.

Don't make silly mistakes and you will be in the list

Languages – don't overcomplicate yourselves

Form Sections

- 1 Information
- 2 Eligibility
- 3 **Registration Data**
- 4 My CV
- 5 Declaration

Your item has been saved as draft. [View Draft](#)

Administrators (AD7)

COM/AD/107/2026 (AD7) - Deadline Date/Time: 06/05/2026 12:00:00 CET - Institutions: European Commission

* Required

Registration Data:

* The nationality I am applying with ?

Only nationality of an EU (European Union) member country can be selected. ✕

n/a

Your main language

First Language in sysper

* Language 2 ?

EN/FR/DE for the competition – Usually your second Language in sysper. Different from language 1

Yes

* Do you require specific adjustments for the selection tests in connection with a disability or a medical condition, or related to pregnancy and breastfeeding?

-- None --

Link to Competition information ?

Please follow this link to see information regarding this competition ✕

https://digit.service-now.com/kb?id=kb_article_view&sysparm_article=KB0080082

[Previous](#)

[Next](#)

Languages

First language

Second language

Third language

Administrative language

Payslip language

History

First Language in sysper

Second Language in sysper

Third Language in sysper

n/a

n/a

- Check your sysper – if it's ok, don't touch it
- If not ok – check notice to change the language

Languages – don't overcomplicate yourselves

- **Check your SYSPER!! [YES! Mistakes happen in the Commission]**
- **If wrong –ask for a change a.s.a.p**

In the application for this competition, you must choose one language among English, French or German, as the language of competition (language 2).

The language of competition (language 2) will be used for the cognitive reasoning eligibility assessment and all the tests of this competition.

The language of competition (language 2) must always be different from your main or first language (language 1) as recorded in Sysper. Alternatively, candidates who wish to choose as language of competition a language that is encoded as first or main language in Sysper, they need to provide adequate documentary evidence of language proficiency at minimum C.1 level for another language, that will then be considered as their language 1 for this competition (for further details see point 1.2 of Annex III).

For more information on the languages of this competition, please see **Annexes II and III**.

Statutory Criteria

Eligibility



Work experience + Qualifications



cognitive reasoning assessment



You are eligible

Eligibility conditions – Statutory criteria

On the deadline for applications, you must:

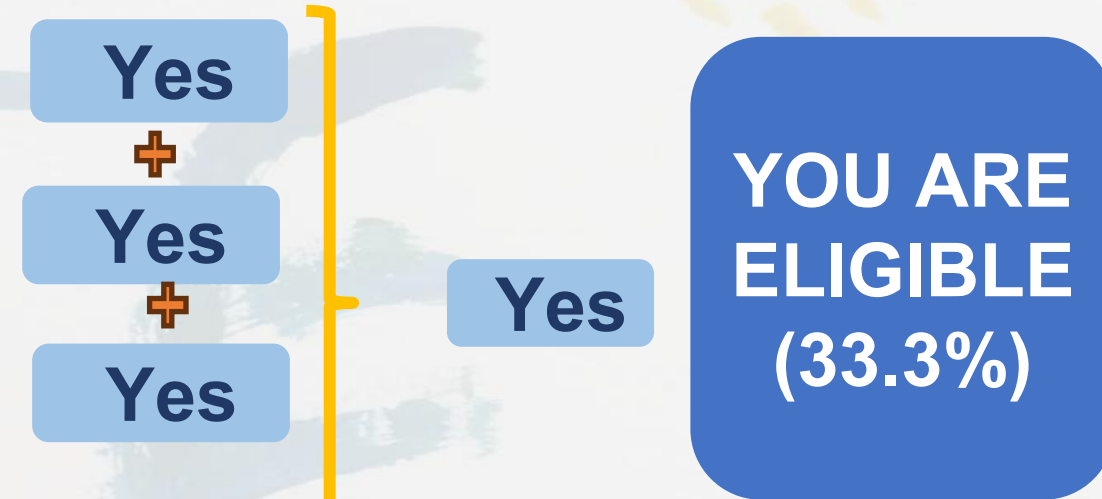
- (a) be an **official or temporary agent** in any grade in the **AST/SC or AST function groups**, or a **contract agent** in any grade in the **function group IV** in the Commission, **AND**
- (b) have applied for the position in the **function group IV** in any combination of these categories, **AND**

1 year in the Commission, of which last 6 months as AST or AST/SC (official or TA) or CA-FG IV

- (c) have served **at least the last 12 full consecutive months** prior to the deadline for applications as an **official, temporary agent or contract agent** in the Commission, or in any combination of these categories,

If you are FGIV, on top of the year, you need 24 months more (total 36) in the Commission

- (d) have served for **at least 36 full months, which do not have to be consecutive**, as an **official or a temporary agent or a contract agent** in the Commission, OR as any combination of these categories.



Yes (if you are contract agent)

CHECK all your time in the Commission is visible in your file, otherwise get your documents ready

Today, we don't comment on fair/unfairness of these rules – please read G2004 article : **Breaking the glass ceiling: structural barriers facing contract agents in internal competitions**

Eligibility conditions – work experience

2.2) Specific eligibility criteria – qualifications and professional experience

On the deadline for applications, you must demonstrate:

(a) a level of post-secondary education, attested by a diploma, AND at least two (2) years of professional experience relevant to the tasks described in Section I and Annex I, acquired after the final decision to award the diploma;

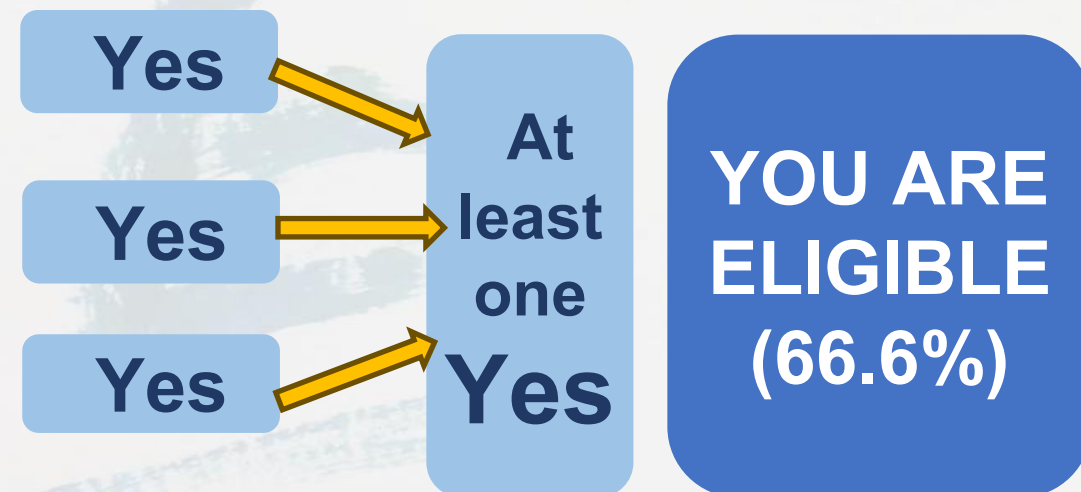
OR

(b) a level of secondary education attested by a diploma giving access to post-secondary education, AND at least four (4) years professional experience relevant to the tasks described in Section I and Annex I, acquired after the final decision to award the diploma;

OR

(c) attested vocational training equivalent to post-secondary education², AND at least two (2) years professional experience relevant to the tasks described in Section I and Annex I, acquired after the final decision to award the certification.

Please note that **ONLY** diplomas that have been awarded in EU Member States³ or that are the subject of equivalence certificates issued by the authorities of a Member State shall be taken into consideration.



It's an easy requirement, don't make silly mistakes
Experience must be relevant to the position

TYPICAL AST3 ASSISTANTS TASKS

AST3 assistants contribute to performing the functions of the Commission under the supervision of an administrator and are called upon to carry out executive, implementation, support and logistical tasks in various fields of activity.

Reporting to an administrator or to a more experienced or senior assistant, the assistant will be expected to perform complex assistance and technical tasks that may vary from one department to another and may include for instance:

- managing and following up projects, processes and procedures relating to the management of resources;
- drafting notes or minutes and drawing up administrative reports in the different fields of the activities of the Commission;
- assisting in preparing, holding and following up meetings, events or conferences;
- assisting with the design, implementation and management of accounting, financial and HR procedures, and IT systems;
- providing administrative support to management and services;
- processing documentation and preparing reports and statistics;
- providing assistance, support and logistics for internal and/or external communication and information;
- providing assistance, support and logistics for management of equipment and buildings;
- assisting with the preparation of programmes and work programmes;
- assisting with the preparation of projects, cases and contracts and monitoring their continuity, contributing to reports and their implementation;
- assisting with the supervision and/or evaluation of the implementation of programmes/projects/cases/contracts;
- preparing/verifying calls for proposals/invitations to tender, and calls for expressions of interest, with a view to concluding contracts or agreements relating to grants;
- preparing and monitoring procurement procedures, including the evaluation of tenders;
- contributing to the design and delivery of learning and development activities.

**Eligibility
conditions –
work
experience**

- **Explain your working experience according to this tasks**
- **Don't give it for granted**

Filling in the application – Follow the instructions

- complete or update the 'education & training', 'work experience', and 'language skills' profile in 'My CV' via the 'My Account' tab on the [Single Candidate Portal](#)
- complete the application form via the 'Internal Competitions' tab under 'Competitions' on the [Single Candidate Portal](#)
- fill in all the parts of the application form, including your choice of language of this competition (language 2 - English, French or German);
- attach:
 - o copies of the diploma(s) attesting the successful completion of studies or certificates attesting completed Commission certification programme or vocational training of an equivalent level to university degree, required in point 2.2.) of Section II 'Qualifications and professional experience'
 - o copies of contracts, certificates of employment, letters or evidence of recruitment clearly indicating the nature of the tasks performed and the start and end dates of periods of professional experience relevant to the tasks described in Section I and Annex I, as required in point 2.2.) of Section II 'Qualifications and professional experience'. Please see **Annex II** for further details.

A step-by step guide and a tutorial on the application process are available on [Staff Centre](#).

[Tutorial single candidate portal.VIDEO](#)

How to provide evidence of our experience (filling in your CV)

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

If you introduce experience, you have to provide evidence.

More Details

Main activities and responsibilities

Paragraph B I [Text alignment icons] [List icons] [Link icon] [Image icon] [Table 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)



Organisation website

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

Add links to relevant videos that showcase your achievements.

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

EU LOGIN issue – leaving the Commission

▼ In which languages can I communicate with the Secretariat of the internal competition?

You can communicate with the Secretariat in English, French, or German.

▼ How should I communicate with the Secretariat of the internal competition?

You must communicate with the Secretariat exclusively via the Single Candidate Portal under the "Contact us" tab by clicking on "Ask a question".

▼ How will I receive notifications and updates during the competition?

You can keep track of communications by regularly checking notifications via the Single Candidate Portal by clicking on "My Communications". Furthermore, you must regularly check the competition dedicated page on MyIntraComm to keep track of the general news and updates about the competition.

▼ I am leaving the Commission before the end of the competition. What should I do to keep informed about the competition?

You must notify the Secretariat by submitting a question via the Single Candidate Portal under the "Contact us" tab by clicking on "Ask a question" and make the necessary changes in Sysper to get the "EU login for life" account.

▼ I will not have access to my Europa.eu-mailbox throughout the whole duration of this competition. How will I be informed about the next steps of this competition?

You must notify the Secretariat by submitting a question via the Single Candidate Portal under the "Contact us" tab by clicking on "Ask a question" and make the necessary changes in Sysper to get the "EU login for life" account, in order to keep having access to the Single Candidate Portal.

▼ How do I request more information about the competition?

Requests for more information may be submitted via the Single Candidate Portal under the "Contact us" tab by clicking on "Ask a question". But only questions not covered by the notice of competition nor by these FAQs or webpages in Staff Centre, will be answered.

▼ I have contacted the Secretariat via the Single Candidate Portal, but I have not received an answer. What can I do?

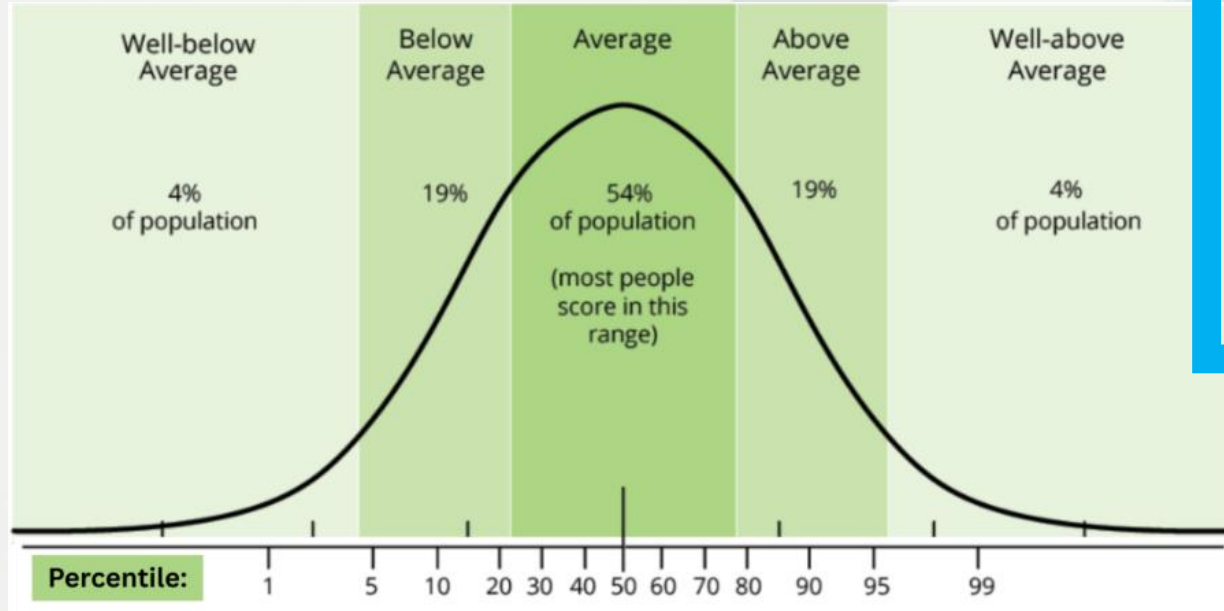
You are invited to check if your query is covered by the available information. The Secretariat will not respond to enquiries that are clearly covered by the information available to all on the competition pages -including FAQs- or in the invitations to the tests. If your question is not covered, the Secretariat will answer as soon as possible.

[CHECK FAQ's](#)

- 
- You need to be in the system when you apply
 - **READ THIS** - If, at any moment of the 18th months after the deadline of the competition, you will be outside of the Commission
 - Once the competition begins it's possible to be outside the Commission
 - Be sure you contact the Secretariat and follow all steps
 - Get a EU-login for life

Eligibility conditions – cognitive reasoning

An external company, with recognised expertise in psychometric tests, is entrusted with the task to carry out the assessment. To measure the candidates' general cognitive ability, it assesses numerical, inductive, and deductive reasoning skills through 24 questions in 36 minutes



The assessment lasts 36 minutes.

The company expresses the outcome of the assessment as a percentile of the established benchmark population (population of university graduates with several years of professional experience).

Candidates whose percentile rank is equal or higher than 40th percentile of the benchmark population will be eligible to take the tests of this competition as described from point 2) to 5) of Section IV of the notice of competition, subject to fulfilment of other eligibility criteria described in points 1 and 2.1) of Section II.

If you are here, above 40% – you are eligible

**YOU ARE
ELIGIBLE
(100%)**

**Same exam as
AD5 or AD7,
lower threshold**

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 needs to have an associated evidence to be taken into account

Timeline (indicative)



Remember HR committed to announced each test (cognitive and MCQ+Written) at least 2 weeks before it actually takes place

And the tests?



YASEMOSEUROPEOS.COM



cognitive reasoning - numerical

Numerical Ability: The Numerical Ability questions are designed to measure the ability to solve problems involving numerical data by using the proper mathematical methods and the ability to interpret data presented in charts, graphs, and tables. Candidates will be asked to make correct decisions or inferences from numerical or statistical data. This ability is commonly required to support work and decision-making in many different types of jobs at many levels.

Numerical Ability Sample Question

A car dealership lowered all of its car prices by 15%.

Given the above information, what was the original price of a car now priced at £9500?

- A. £8075.00
- B. £10,925.00
- C. £11,000.00
- D. £11,176.47
- E. £12,322.13

To answer the question, the candidate must calculate the full price of the car before the 15% discount. The price £9500 is 85% of the full price (100%-15%). So, the calculation is the cost of the car post-discount divided by 85 (to find 1% of the full price), then multiplied by 100 to obtain the full cost pre-discount. So the answer is D: £11,176.47

**Very similar to
the EPSO
numerical
reasoning
Reading the
problem is key
Despite the
format**

Example of Numerical – follow some conditions

- Sales for each employee per month. Each month is considered of 4 weeks.
- Online sales are distributed equally among the 10 employees
- If the employee sells more than 25% above the shop average per employee of the Quarter, all included, they get a 200€ bonus
- If the employee sells more than 50% above the shop average per employee of the quarter, all included, they get a 500€ bonus

	Employee A - Sales on the shop	Employee b - Sales on the shop	Employee C - Sales on the shop	Employee D - Sales on the shop
April	€18,000	€11,000	€19,000	€29,000
May	€23,000	€28,000	€25,000	€18,000
June	€11,000	€10,000	€19,000	€25,000
Online sales (weekly) for Q2	€3,000			
Average sales for Q2	€45,000			
Bonus				

N/A

200€

500€

We'll post the solution on
[Linkedin](#) and [youtube](#) –
 follow us

Example of Numerical - % distribution

Plastic toys – thirteen times more than teddy bears sold

Teddy bears

Construction games – nine times more than teddy bears sold

Baby toys – double amount as the teddy bears sold

Galleries Inno sold 15.000 items in their toyshop last Christmas. Adjust the pie chart according to the information on the left.



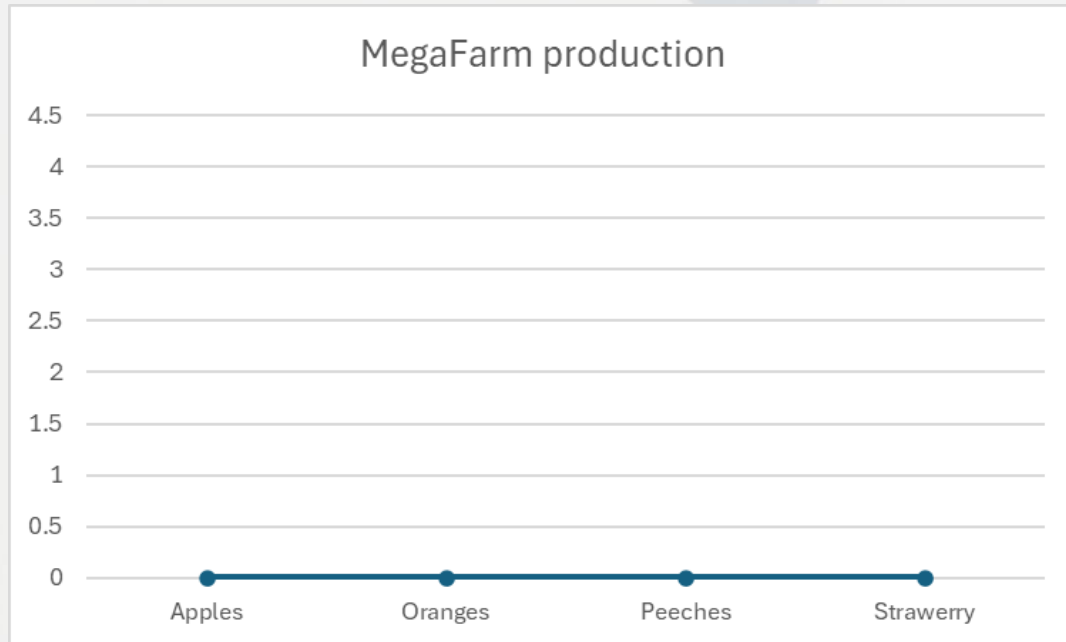
- Problem is easier that you may think
- You don't need long calculations.

You can find the solution on [youtube](#) and [Linkedin](#) – follow us

Type of exercise – Graphic

Plot the graphic showing the strongest variations in production for each fruit

	Mega Farm Production (Tonns)			
	Apples	Oranges	Peeches	Strawerry
Year 1	1040	700	1240	796
Year 2	1066	676	1200	802
Year 3	1088	650	1158	804
Year 4	1062	624	1198	812



- Problem is easier that you may think
- Without fast mental calculation, this problem become long, very long

cognitive reasoning - Deductive

Deductive Reasoning: These questions are designed to assess the candidate's ability to draw logical conclusions based on information provided, identify strengths and weaknesses of arguments, and complete scenarios using incomplete information. It provides an indication of how an individual will perform when asked to develop solutions when presented with information and draw sound conclusions from data.

Deductive Reasoning Sample Question

Review the facts below.

- Jane drives a red car.
- Susan drives a blue car.
- There are no red cars in Ohio.
- Blue cars get 33 miles per gallon of gasoline.

Based on the information above, which of the following **MUST** be true?

1. Jane lives in Ohio.
2. Susan lives in Ohio.
3. Red cars get 36 miles per gallon of gasoline.
4. Susan's car gets 33 miles per gallon of gasoline.
5. Jane and Susan live in the same state.

The correct answer is D. Since blue cars get 33 miles per gallon of gas, the fact that Susan drives a blue car means that her car gets 33 miles per gallon of gas.

- Reading is key too.
- EPSO verbal reasoning can help you to practice but this one contains more details in less text
- Also exercises type dragging and dropping elements to construct your answer. [that imply close reading]

Example of Deductive

- A table with the calendar (hours or days) showing occupancy and free slots
- Not very time consuming
- Check the block slots on their content as they maybe linked to conditions
- Text will describe the conditions – get all info
- KEY to identify the minimal fulfilment condition [without or with it – it can / can't happen]

			Post			Call		Grocery S.				Online French							
9		10		11		12		1		2		3		4		5		6	

Schedule your task to end as soon as possible. Note you need to pass by grocery shop and two activities (batch cooking and dinner for the family) can't be done before you go to the shop

Diner with family – 1.5h

Batch cooking – 1h

Gym– 1h

Online lesson – 1.5h



			Post			Call		Grocery S.				Online French							
9		10		11		12		1		2		3		4		5		6	

Remember - Schedule your task to end as soon as possible

Example of Deductive

- A calendar of 1 month (from 28 to 31 days) – Check day distribution – US calendar begins on Sunday
- Instructions may say “for the 30 Day calendar items, you may select up to 5 dates”
- Text will describe the conditions – get all info
- Conditions previous to the exam may indicate the working week is from Monday to Friday (general assumptions)
- KEY to identify the minimal fulfilment condition [cancel all dates when it can't happen]

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29						



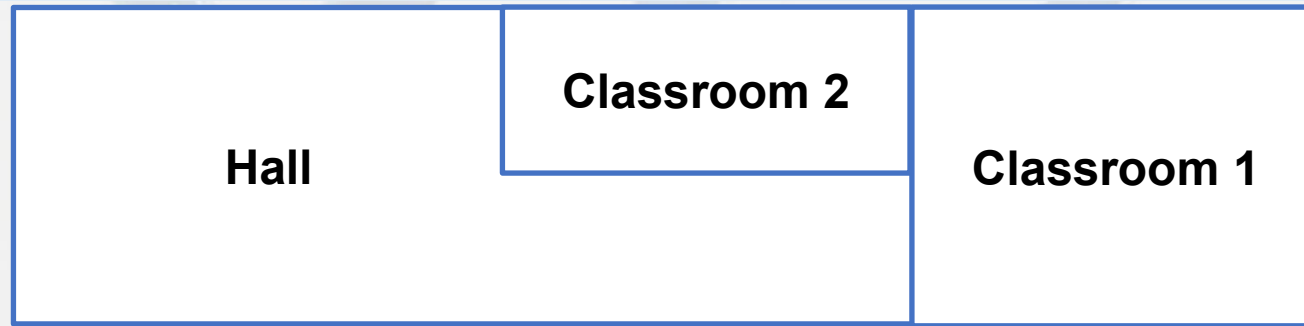
A group of soldiers takes turns to be on duty in the watch tower for 4 consecutive days (excluding weekends) What are the first and last dates when Basurto is on duty?

We'll post the solution on [LinkedIn](#) and [youtube](#) – follow us

- ***Basurto is on a mission from 9th to 13th included***
- ***Uxue must be on duty before Mikel***
- ***Danel goes after Uxue***
- ***Gorka goes after Mikel***
- ***Mikel, his last day on duty is a Monday***

Example of Deductive

- A setting – rooms / resources
- 4 to 6 characters /objects
- Each item with its own conditions and/or the conditions introduction in the text
- Pay attention to the details – with that cover, solution should be fast.



Classroom 1 can't host science laboratory. Classroom 2 can't host History of art. Put each student in the corresponding classroom

Jaione will attend history of arts and philosophy

Amaia must be in the same class as Patxi

Igor can't be in same class as Amaia

Patxi must attend his mathematic course

Uxue will attend literature and History

Markel needs to attend science lab



cognitive reasoning - inductive

Inductive Reasoning: Ten questions are completely non-verbal and feature only shapes and figures. These questions are designed to measure the ability to detect regularities, patterns, and generalizations and infer rules that can be applied to different situations. Individuals high in this ability tend to excel in global and strategic thinking and are good at finding errors in work processes.

Inductive Reasoning Sample Question

▽	○	□	△	☆
○	△	▽	☆	□
□	▽	☆	○	△
☆	□	?	▽	○
△	☆		□	▽

☆

△

○

a

△

▽

○

b

△

○

○

c

○

△

○

d

△

☆

○

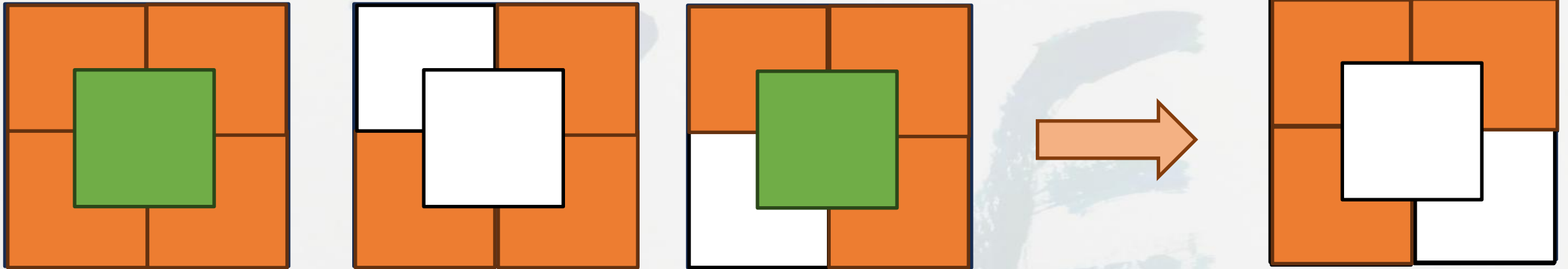
e

Next

The correct answer is C. Each row contains 1 of 5 different shapes in no particular order. The only shape missing in the 4th row is a triangle and the only shape missing in the 5th row is a circle.

Same mechanics as the abstract reasoning by EPSO
Patterns may be very different + linking elements, following a logic

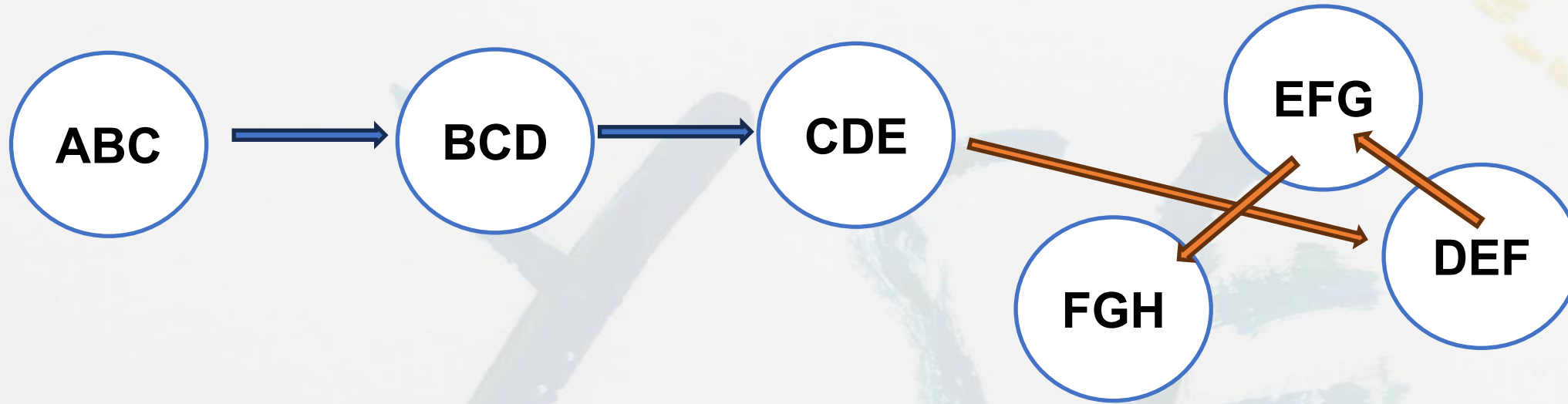
Example of Inductive



Shapes to fill in a specific colour (3 variables – colour 1, colour 2, blank)

- Shapes can be of any type
- Number of references can vary (3 to 5)
- Logics (very similar to EPSO)
 - Movement / displacement
 - Overlap
 - Numbers
 - Symmetries
 - Alternatives

Example of Inductive



- Follow the logic type
- 2 to 5 items inside the circle : letter, numbers or signs . Alone or combined
- 2 to 4 circles to catch the logic

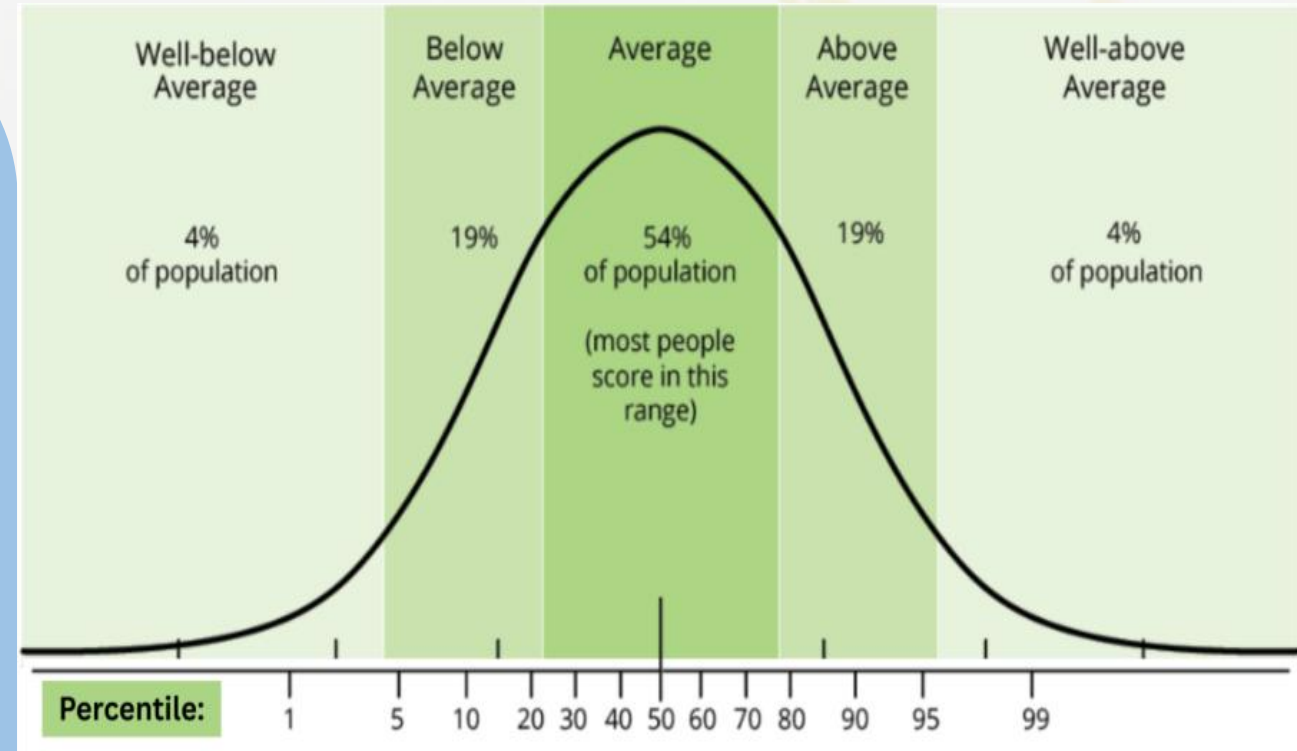
Logics:

- Adding / subtracting
- Letters movement (letters can have a numerical value)
- Instructions



cognitive reasoning – conclusions (after Ad7)

- Check SHL for further examples [free access]
- Physical paper and calculator will be allowed during the exam
- The exam is easier than it may seem at first. **Panic kills**
- Wrong questions doesn't discount points
- Better to finish all 36 questions
- Good Practice (quality not quantity) will help you for:
 - Accurate answers
 - Fit in the time (36 is tight but not impossible)



**If you are here,
above 40% – you
are eligible**

The company expresses the outcome of the assessment as a percentile of the relevant benchmark population (population of university graduates with several years of professional experience).

Computer-based multiple-choice question ('MCQ') test on EU knowledge

2) Computer-based multiple-choice question ('MCQ') test on EU knowledge

The details of the MCQ test are as follows:

Test	Language 2	Questions	Duration	Pass score
MCQ on EU knowledge	English, French or German	30 questions	40 min	15/30

The MCQ test consists of 30 questions designed to assess candidates' EU knowledge. Candidates will be tested on their knowledge of EU institutional setup, the Commission's roles and powers under the EU treaties, the Commission's governance, decision-making and procedures, as well as the Commission's policy priorities. Guidance for preparation and a sample of questions will be shared on the competition's dedicated page on Staff Centre prior to the date of the test.

We can use EPSO sources as they cover very similar topics

EU knowledge – EPSO updated the sources



The EU in 2025

General report on the activities of the European Union

Would you like to know how the EU addressed the challenges of 2025 and what it achieved during the year? Are you curious about the main policy developments and how citizens benefited from them? You can...

Date: 2026

Authors: Directorate-General for Communication (European Commission)



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 your life better? What exactly the EU does for you ...

Date: 2026

Authors: Directorate-General for Communication (European Commission)



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)
Personal author(s): Leyen, Ursula von der



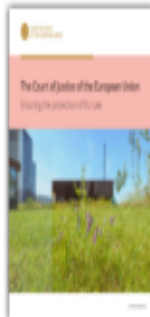
The European Council and the Council of the European Union

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

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 – [EPSO updated the sources](#)



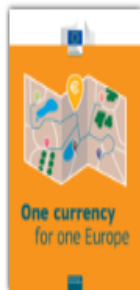
History of the Council of the European Union and of the European Council

From their foundation to the present day

The Council of the European Union and the European Council are key players in the EU's decision-making process. This publication traces their history from their origins in the 1950s in Paris, through ...

Date: 2025

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



One currency for one Europe

The Member States that joined the EU after the introduction of the euro are part of EMU, which means that they coordinate their economic policymaking with the other Member States and that their centra...

Date: 2026

Authors: Directorate-General for Economic and Financial Affairs (European Commission)



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



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)



The euro area

Euro map poster showing the main features of the euro area as a geographical and economic entity and providing an overview of its scope and development, both past and future. The euro is the currency ...

Date: 2026

Authors: Directorate-General for Economic and Financial Affairs (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)

www.yasemoseuropeos.eu

Don't forget to add the treaties, they have EU institutional setup, the Commission's roles and powers under the EU treaties, the Commission's governance, decision-making and procedures

Policy content

Institutional content

History content

Written test (old case study)

3) Written test

The written test will consist of:

Test	Language 2	Maximum Duration	Pass score
A written assignment (e.g. a summary report, minutes, letter or note).	English, French or German	90 min	26/50

The written test will be based on a set of documents to test the following general competencies required to perform the tasks of an assistant in the Commission:

- Critical thinking, analysing & creative problem-solving;
- Written communication.

Your **written test will be assessed** only if you

- obtain the required pass score in the computer-based multiple-choice question ('MCQ') test **and**
- obtain one of the highest scores in the MCQ test, up to a maximum of **2.5 times** the number of successful candidates sought in this competition.

The computer-based multiple-choice question ('MCQ') test on EU knowledge, and the written test will take place online, on the same day. The instructions and information relating to the conduct of the tests will be set out in the invitation.

- Briefing , summary, policy analysis, action plan
- You get a set of documents at the exercise (15-25 pages)
- Any topic
- Key aspects :
 - Structure and clarity
 - Answering the assignment
 - Quality
- Or you can use EPSO anchors
 - Structures written communication with a logical flow of ideas.
 - Writes concisely, avoiding unnecessary words and sentences.
 - Presents subject matter in a clear and understandable way.
 - Adapts and tailors writing to suit the intended audience and purpose.
 - Uses the information provided effectively to address the assignment.

What can YSE do for you?

Free webinars and materials and trainings (lots of)
Our trainings :

- Working group for Internal cognitive test (3 sessions, original SHL tests included)- [registration here or in our web www.yasemoseuropeos.eu

All info will be shared in:

- TELEGRAM;
- WhatsApp channel;
- LinkedIn



Our Working group are open for registration [sessions begin in August] for :

- Cognitive reasoning
- EU knowledge and Written Suitable for all competitions AST3, AD5

Self study for the written test training

What can YSE do for you?

Free webinars and materials and trainings (lots of)

- [All our trainings here](#)
- [Working group for auditors](#)
- [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](#)



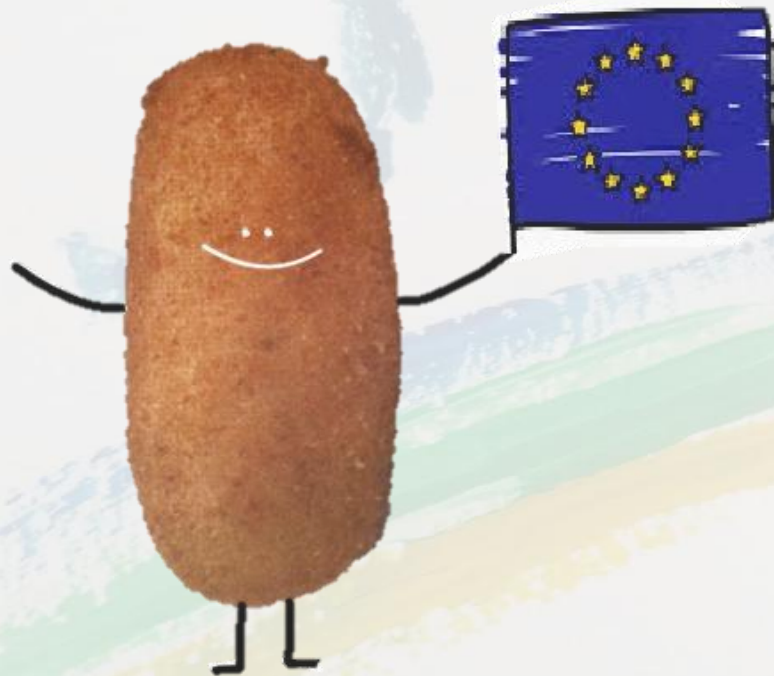
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TELEGRAM channel (EN/ES) and WhatsApp channel (EN/ES) to keep you updated on vacancies, new competitions and all kinds of useful information for you. Also in our social media :

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



And about the oral part we'll talk in another webinar, now it's time for your questions





WE WANT YOU!