

Frequently Asked Questions

• How do I apply?

Visit www.eu-careers.eu or see our separate leaflet 'EU Careers: The Selection Procedure' for more information on how to apply, the tests during the competition and the different kinds of careers we offer.

• How good does my second language need to be?

No formal qualification is needed. However you need to be reasonably fluent in your second language (English, French or German) and you will be required to sit the assessment tests in that language.



• Can I apply before my degree has been awarded?

Yes, in Spring 2012 this is possible for the Administrators competition.

You will need to have completed your studies by July 31st 2012.

• What if I have a disability?

The EU institutions apply a policy of equal opportunities without discrimination on any grounds, including disability. We make every effort to meet the specific needs of candidates wanting to work for the EU.

• Where will I work?

The majority of staff are based in Brussels and Luxembourg. Approximately 15% of EU officials work both across Europe and the World.

Useful links

• Visit our website: www.eu-careers.eu

• Learn more about what it's like to live and work in Brussels or Luxembourg on our **Facebook "EU-Raconteurs"** page. You can also ask questions on our **EU Careers Facebook** page.

• More on Europe, all EU institutions and Agencies on www.europa.eu



European Personnel Selection Office

The European Personnel Selection Office (EPSO) delivers a staff selection service to the highest professional standards on behalf of the EU Institutions.



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EUROPEAN PERSONNEL
SELECTION OFFICE

What do you want from a Career?



EU Careers Face a bigger challenge



Why EU Careers?

A career with the EU Institutions gives you:

- A lifetime of different jobs
- Interesting and challenging work that makes a real difference for Europe
- An environment where you are encouraged to learn new skills and languages
- The opportunity to work and travel abroad, and work with people from all over Europe
- An attractive benefits package

We offer careers for graduates and non-graduates in a broad range of jobs.

Graduate candidates are typically suited for what we term Administrator careers, involving drafting policies and implementing EU law, managing projects, developing communication strategies, providing legal advice and many other tasks in different fields of responsibilities.

Jobs involving key supporting roles in fields such as Finance, human resources, ICT, secretariat and communication are called "Assistants" and are usually for non-graduates.

What we look for

We are looking for the best personnel across Europe.

- You have a motivation to work for Europe
- You have strong analytical, organisational and communication skills and can adapt easily to a variety of environments and stakeholders.
- You have the drive to deliver results and the ability to work effectively as part of a multi-cultural team.
- You are eager to learn and develop your knowledge and skills.
- You would like to use and enhance your language abilities



My name is Silvoja and I work in the Legal Unit of DG Environment.

After finishing my studies in EU law it was the experience as a trainee at the Commission's Legal Service that inspired me to take the next step and apply for a job in the Institutions. I am responsible for the

handling of infringement procedures to ensure compliance with EU Environmental law. This involves close co-operation with national authorities and EU citizens.

Brussels has a great variety of cultural events and is also ideally located for visiting London, Paris, Cologne, Amsterdam and almost anywhere else in Europe you can think of!

I'm Charles and I work as a translator in DG Translation. I work in the English Language Department here and I translate from Maltese, Spanish, French, Greek, Italian, Estonian and Swedish.



I participated in a selection procedure as soon as I finished my BA degree in Modern Languages. I translate from a range of source languages into English on all kinds of subjects, mostly to facilitate the work of my Commission colleagues in other DGs.

I am very happy living in Brussels not just because it is a wonderful place in itself, but also because it is great to work and live in such a multicultural (and multilingual!) environment.

Silvoja and Charles are two of our Raconteurs. Follow them on Facebook to learn more about their work and that of other Raconteurs from across the EU Institutions.

How to apply

Our selection procedure is organised as an open competition. We believe this is the fairest and most transparent selection procedure. The competition aims to measure your competencies through a series of tests and assessments based on a competency framework. Our competitions have the following cycle:

Spring:	Administrators (generalist)
Summer:	Linguists
Winter:	Assistants

The profiles we are looking for (e.g. Law, Audit) may vary from year to year as well as the languages for the competitions for translators and interpreters (Linguists). There are also several smaller selection procedures for specialist profiles during the year.



Open competitions in 2012

Administrators (Spring): European Public Administration, Law, Audit, Communication, External relations
Linguists (Summer): Translators: English, Estonian, French, Gaelic, Italian, Latvian, Polish
Interpreters: Danish, German, English, Slovak

Specific details and more competitions will be published during the year on: www.eu-careers.eu