

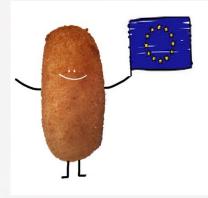
GENERALISTS'

ADVENTURE BEGIN

The following presentation focus exclusively on the new process



For AD5 generalists competition



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

- 1. What is going on?
- 2. Where should I start from ? What does a "generalist" do?
- 3. What tests?
 - 1.Application
 - 2.Reasoning Test (or CBT)
 - 3. Written test about the EU
 - 4. Digital skills
 - **5.MCQ EU knowledge**
- 4. How long is the process?
- 5. When should I start preparing the exams? And how many hours?
- 6. How can we help you in YaSemoseuropeos? The YSE-Aventure



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Upcoming selection procedures

EPSO is pleased to announce its indicative planning for 2025. Small changes may still be introduced, including additional competitions, in line with the needs of the EU institutions and bodies that EPSO serves

May 2025 (date to be confirmed)

The light at the end of the tunnel

Publication of a competition for lawyer-linguists (grade AD7) (Court of Justice of the EU) covering 8 languages: Czech (CS), Danish (DA), Estonian (ET), Finnish (FI), French (FR), Italian (IT), Latvian (LV) and Swedish (SV)

Interested candidates will only be able to apply to one of the languages.

June 2025 (dates to be confirmed)

Publication of a competition for building specialists (grade AD7). The competition will cover three field

- 1.Project management in the building sector
- 2.Architecture
- 3.Building services engineering

Interested candidates will only be able to apply to one of the fields.

Publication of a competition for assistants in the field of communication (grade AST3)

July 2025 (date to be confirmed)

Publication of a competition for generalist administrators (grade AD5)

October 2025 (date to be confirmed)

Publication of a competition for secretaries (grade AST/SC1)

To date, there were no significant issues in the competitions and examinations that have taken place.

Transport competition ended satisfactorily.

Generalists competition is expected by July this year.

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Where should I start?

Ask yourself:

- Do I want to work in international institutions?
- Do you identify with the European project?
 Do I want to work away from home, most likely in Brussels or **Luxembourg?**
- IV. Do I want to work with other cultures?
- v. Work on broad topics and learn new things continuously?
- VI. Are you willing to work hard?

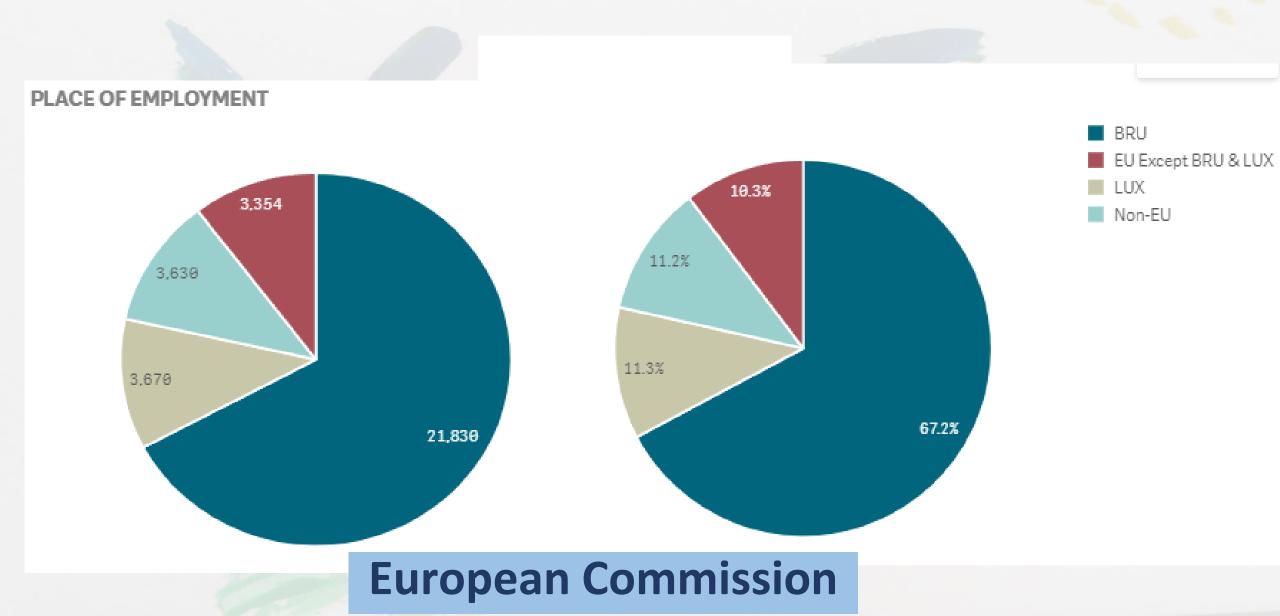
YES

Stay with us

No

See you! It's been a pleasure

You will find the jobs at...



All profiles have their place

European Public Administration



Communication



Information Technology



Science and Research



Audit



External Relations



Economics, Finance and Statistics



Law



And more!



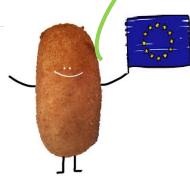


Support Staff



Human Resources





Key aspects

- 2 languages (level C1 and B2)
- All information in the call for competition (national member state, university degree, other...)
- You can take part in different competitions at the same time
- Levels according to experience required:
- ➤ AD5 University degree
- ➤ AD6-3 years of relevant experience
- ➤ AD7-6 years of relevant experience



Table of the amounts of basic monthly sala

Article 66 of the Staff Regulations, applical

Official Journal of the European Union

C 466 A

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English edition Information and Notices

Volume 64 18 November 2021

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V Announcements

ADMINISTRATIVE PROCEDURES

European Personnel Selection Office (EPSO)

2021/C 466 A/01 Notice of open compe

Notice of open competition - EPSO/AD/396/21 - Irish-language (GA) lawyer-linguists (AD 7) 1

1.1.2024 2 GRADES 16 22 065.99 22 993,24 23 959,44 15 19 502,65 20 322,19 21 176,13 21 765,29 22 065,99 14 19 502.65 17 237.05 17 961.41 18716.16 19 236,87 13 17 237,05 15 234,71 15 874.88 16 541.94 17 002,20 12 13 464.92 14 030,73 14 620,34 15 027.08 15 234,71 11 11 900,73 12 400.81 12 921.91 13 281.43 13 464,92 10 10 518.29 10 960,26 11 420.84 11 738,57 11 900,73 9 296,39 9 687,04 10094.12 10 374,93 10 518.29 8 216,45 8 561,72 8 921,49 9 169,71 9 296,39 8 216,45 7 261,98 7 567,14 7 885,11 8 104,50 6 418,36 7 261,98 6 6 8 8 , 0 9 6969.11 7 163,02 5 11.15 5 672,78 6 159,54 6 3 3 0 , 9 3 6 418,36 5 224,46 5 672,78 5 013,79 5 444.00 5 595.48

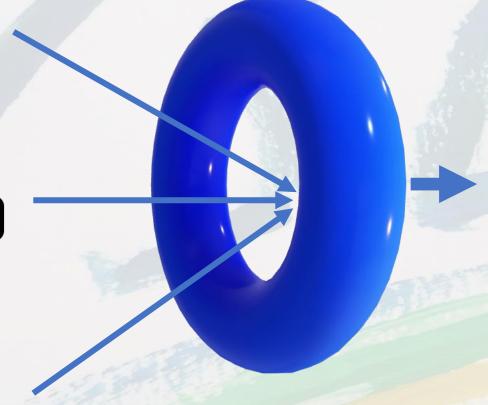


Salary



Your CV is great but no one has time to appreciate it









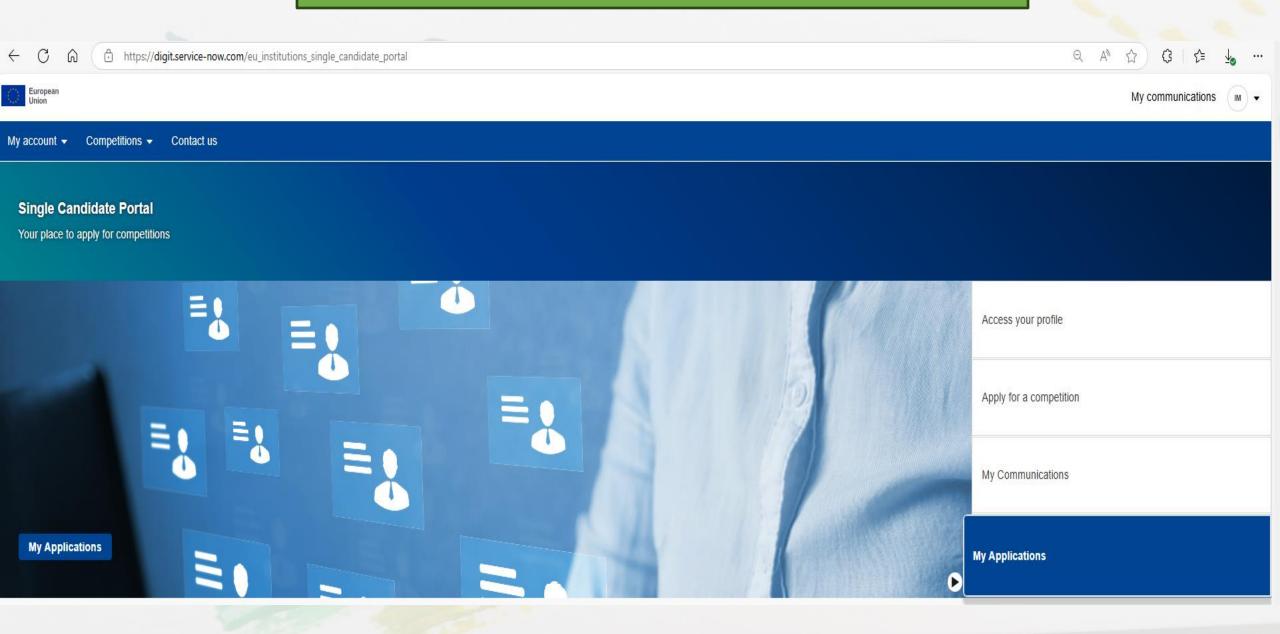
You will have to fit in the process



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The new portal



Phase 0 – The notice of the competition



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Volume 65

17 February 2022

Information and Notices

Announcements

ADMINISTRATIVE PROCEDURES

European Personnel Selection Office (EPSO)

Notice of open competition – EPSO/AD/398/22 – Information and Communication Technology (ICT)

Experts (AD 7/AD 8) in the following fields: 1. ICT infrastructures: cloud. networks and middleware Notice of open competition – EPSO/AD/398/22 – Information and Communication Technology (ICT)

(AD 7), 2. Divital workplace. office automation and mobile computing (AD 7), 3. IT and data Experts (AD 7/AD 8) in the following fields: 1. ICT infrastructures, cloud, networks and middleware governance. Droiect management. Droiect management office (PMO). (AD 7), 2. Digital workplace, office automation and mobile computing (AD 7), 3. IT and data business and enterprise architecture (AD 7), 4. Design. development/configuration. testing. Operation governance, programme/portfolio and project management, project management office (PMO), and maintenance of IT applications and off-the-shelf solutions; Data management, data analytics and

business and enterprise architecture (AD 7), 4. Design, development/configuration, testing, operation artificial intelligence (AD 7), 5. ICT security (AD 8)

A Design, development/configuration, testing, operation artificial intelligence (AD 7), 5. ICT security (AD 8) Notice of open competition - EPSO/AST/151/22 - Assistants (AST 4) in Information and in the following fields: 1. ICT infrastructures: cloud. networks Notice of open competition – EPSO/AST/151/22 – Assistants (AST 4) in Information and middleware. 2. Divital workplace. office automation and mobile computing. 3. Development/ Communication Technology (ICT) in the following fields: 1. ICT infrastructures, cloud, networks configuration. testing. Operation and maintenance of IT applications and off-she-shelf solutions: data configuration, testing, operation and maintenance of IT applications and off-the-shelf solutions; data analytics and artificial intelligence, 4. ICT security

Reasoning skills for AD

Main Tests

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:

- Written test (WT) related to the field(s) of the competition, assessing only written communication skills.
- 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.

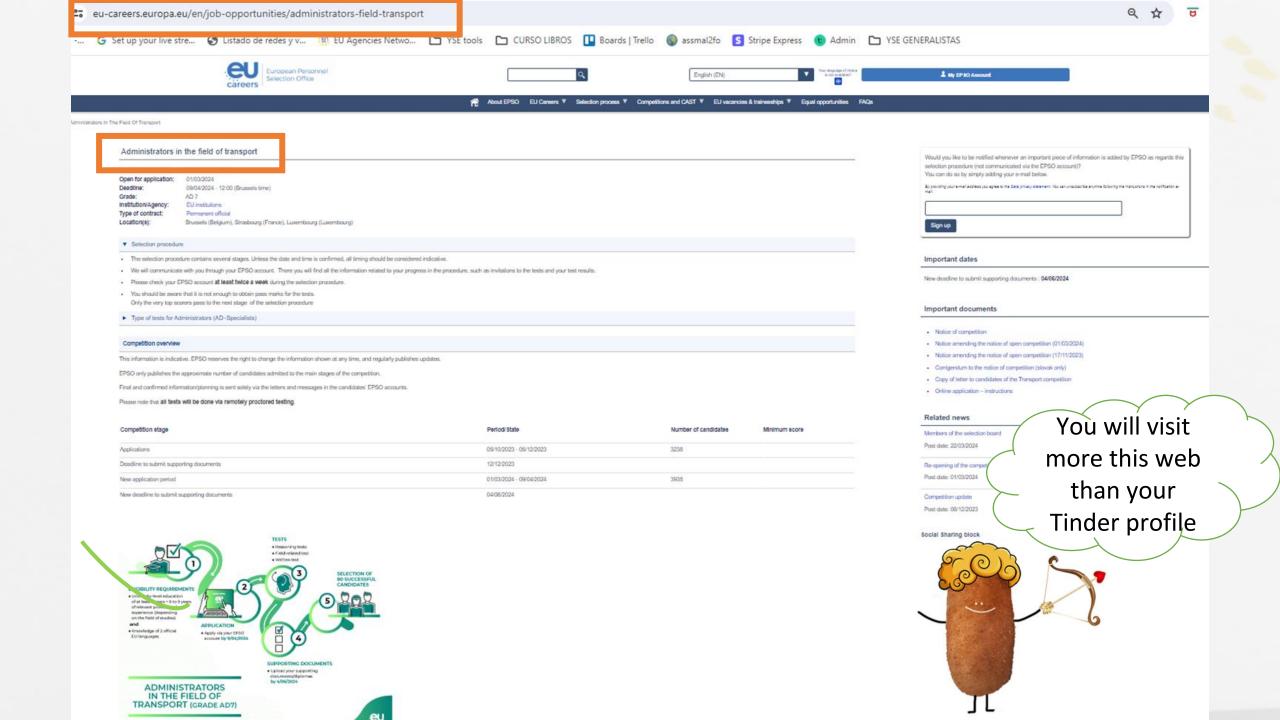
This test may cover the following 5 fields:

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

EU Knowledge



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



Languages

Languages will be used in different phases of the competition as follows:

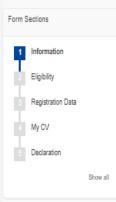
Competition phase	Tests	Language	
Application		Any of the 24 official EU languages	
Testing	Reasoning tests	Language 1	
	Field-related MCQ test	Language 2	
	Written test	Language 2	

Choose among 24 official languages

Language 1 and 2 NEVER can be the same

Usually Language 1 – level C1/C2; Language 2 – level B2 or C1





Administrators (AD5)

COM/AD5/101/2024 - Deadline Date/Time: 20/12/2024 12:00:00 CET - Institutions: European Commission

Indicates required

Since this is an internal competition, candidates are presumed to meet all the general recruitment conditions referred to in Article 12(2) paragraphs b) to e) of the of the Conditions of Employment of Other Servants (CEOS) regarding temporary agents.

To be eligible for this internal competition, you must be a national of a Member State of the European Union (EU).

Privacy Statement for Selection, by internal competitions, of permanent staff for the European Commission

• I have read the above "Privacy Statement for Selection, by internal competitions, of permanent staff for the European Commission"

Link to Competition information @

Please follow this link to see information regarding this competition *

https://myintracomm.ec.europa.eu/staff/EN/talent-management/recruitment/competitions/internal-competition/AD5-internal-competition-2024/Pages/index.aspx

Previ

Next

Save as Draft

Submit

Required information

I have read the above "Privacy Statement for Selection, by Informal competitions, of permanent staff for the European Commission"

Language 2 Declaration

I have knowledge of at least two official EU languages: a thorough knowledge of one language (minimum C1 level) and a satisfactory knowledge of another language (minimum B2 level).

I am a temporary agent in the AD function group in the Commission

I have served at least the last 12 consecutive full months prior to the deadline for applications as a temporary agent or contract agent in the AD function group in the Commission.



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

Reasoning tests

Test	Language	No of questions	Duration	Pass score
	Official EU language other	20 questions	35 min	10/20
Numerical reasoning	than English	10 questions	20 min	Numerical and abstract
Abstract reasoning		10 questions	10 min	reasoning combined: 10/20

To succeed in the reasoning tests, a candidate needs to reach **both** a pass score of at least 10/20 in the verbal reasoning test **and** a combined pass score of at least 10/20 in the numerical and abstract reasoning tests.

Candidates who do not reach the required pass scores in the reasoning tests will not have the results of their field-related MCQ test processed.

Passing score differs from one competition to another

25% - 35% of the candidates fail in this test

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?

O Parts of w	hat historically was	Moldavia are split ov	er at least three	countries	
--------------	----------------------	-----------------------	-------------------	-----------	--

- Moldova was part of Moldavia until 1859
- O Moldavia covers the same area as the independent state of Moldova
- O 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

- Not embracing concepts that are not in the wording
- Distinguish between false and doubtful
- Read the question well
- Omission of information in a reply does not make it incorrect
- Frequency (always, usually sometimes...)

Numerical Reasoning

What does it measure?

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

The keys

- 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 problema here

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?

O 25 000

O 30 000

O 37 500

O 40 000

Abstract reasoning

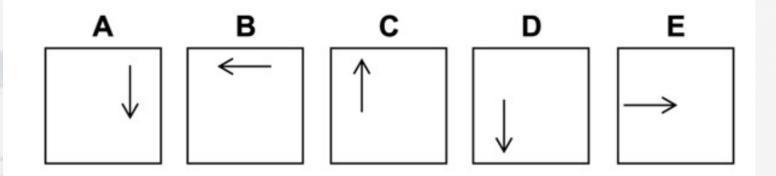
About abstract reasoning

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

Key aspects

- Search for rules
- Delete
- Search for logics
- Isolate elements

Find an example here
And another one here



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, act later

Tip 4

It's about reasoning

Tip 5

Panicking, worst thing you can do

Written test / Essay

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*.

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- 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.

Essay/Written test

When?

Keys

It is done with the other tests but the source documents are available in advance (2 weeks)

- No external knowledge needed although documents will be connected to the competition (generalist = general).
- It is a communication competency test
- Understand instructions
- Know how to handle a lot of information
- Know how to work under time pressure

Exam

- 1. It is written on an interface (not Word)
- 2. Time: 45 minutes (or 40 the notice will state)
- 3. No self-correction

Essay/Written test

- In the new format, with an European Union source document, you will have to answer a set of objectives or questions marked with a real background
- Document available at least 2 weeks before the exam
- For specialists document is linked to the subject of the competition.
- But "Only" evaluates communication
- Key to prepare in advance
- English or other language (24)
- It is done on the same day of the exam.



Tips for the written test / Essay

It's a practical exercise, not poetry.

Tip1

Practice

Tip2

Book hours to work before the exam

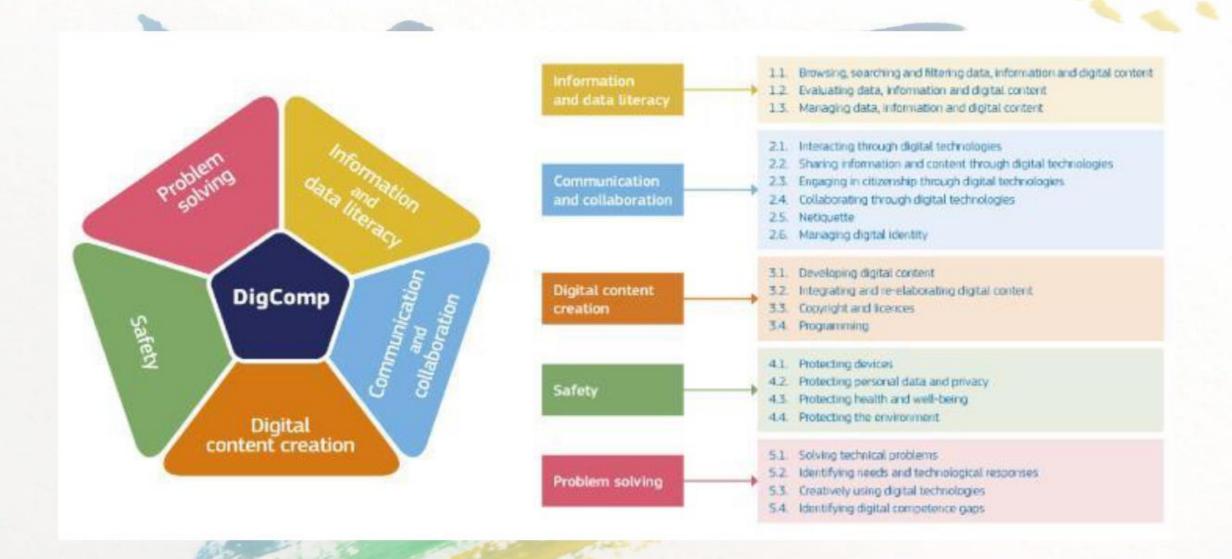
Tip3

The topic is not a problem

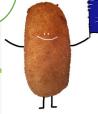
Tip4

Practice more. For a 45 min exam, it is the only way

Digital skills



Advice for DIGITAL



Tip1

Check what you know

Tip2

Most common programms and tutorials

Tip3

The reference is Windows-office environment

Knowledge exam/MCQ (multiple choice exam)

Keys

- It matches the profile of the competition (generalists: Knowledge of the EU/specialists: knowledge of the field of specialisation)
- Only generalists will have a "theme"/sources of information [said by EPSO]
- Quality before quantity

Structure

- 30 questions
- 40 minutes
- Only the correct answers count
- The final rules in the notice (there are differences from one competition to another)

COM/AST3/2024

SOURCES PUBLISHED FOR INTERNAL COMPETITIONS

Recommended documentation

Computer-based Multiple-Choice Question pre-selection test on knowledge of EU policies and institutions

- Priorities 2019-2024 European Commission (europa.eu) (search political guidelines bottom page) 063d44e9-04ed-4033-acf9-639ecb187e87 en (europa.eu)
- 2. Commission work programme 2024 European Commission (europa.eu)
- The EU in 2023 Publications Office of the EU (europa.eu)
- 4. Schengen Publications Office of the EU (europa.eu)
- Institutions, law, budget | European Union (europa.eu)
- 6. Policy, law decision-making process | European Union (europa.eu)
- 7. Types of institutions, bodies and agencies | European Union (europa.eu)
- In focus What Europe does for me (europa.eu)
- 9. The ABC of EU law Publications Office of the EU (europa.eu)
- A short guide to the EU (europa.eu)
- 11. The EU what it is and what it does (europa.eu)
- 12. The European Union Publications Office of the EU (europa.eu)
- 13. Rights and obligations (11-26a) (europa.eu)
- 14. Individual obligations (europa.eu)



EPSO said they will publish a booklet? (500-600 pages with the information)

Where to find (free) resources – MCQ on EU knowledge

- The Treaties: TUE y TFUE
- EU website
- ABC of the EU law
- Factsheets of EU parliament
- <u>2019-2024 Summaries</u>

(with these, you have enough for months)



And remember to read carefully

- The secret document (notice of competition or notice of vacancy) will tell you:
 - The tests
 - The requirements
 - Languages
 - Tasks
 - And more details
- Be patient, do not expect to know and understand everything in 1h



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How long does the competition process take? In 2023 model

Administrators in the field of transport

Reference number: EPSO/AD/410/23

Open for application: 01/03/2024

Deadline: 09/04/2024 - 12:00 (Brussels time)

Grade: AD

Institution/Agency: EU institutions
Type of contract: Permanent official

Location(s): Brussels (Belgium), Strasbourg (France), Luxembourg (Luxembourg)

Selection procedure

Type of tests forAdministrators (AD-Specialists)

Competition overview

Please note that this information is indicative. EPSO regularly publishes updates.

The number of candidates admitted to the main stages of the competition, as published here, is approximate.

Indicative dates for the testing sessions will be published in this dedicated section as soon as they are confirmed.

All tests will be done through remotely proctored testing.

Please note that the order in which the tests are administered may differ from the order in which they are listed in the competition notice.

Final and confirmed information, including planning details, will be communicated exclusively via letters and messages in the candi

The invitation letter for your tests will be published on your account two weeks before the test date at the latest.

Period/State Start time Competition stage Applications 05/10/2023 - 05/12/2023 Deadline to submit supporting documents 12/12/2023 New application period 01/03/2024 - 09/04/2024 Feasoning skills tests, field-related MCQ test and written test 25/09/2024 10:00 New deadline to submit supporting documents 04/10/2024 Signature of the reserve list by EPSO's director mid 2/2025 - mid 3/2025 (indicative)

- The plan is 6 months
- Pay attention to holiday periods (August and Christmas) do not count.
- From transport to AST156
 we see the acceleration
 (from closing to testing 1 to 2 months)

Competition stage	Period/State	Start time	
Applications	25/07/2024 - 03/09/2024		
Deadline to submit supporting documents	15/10/2024		
Reasoning tests	18/12/2024	10:00	
Field-related MCQ test	18/12/2024	13:00	
EUFTE	18/12/2024	15:30	

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



Application period

Reasoning tests+ Knowledge MCQ test+ Digital skills + Written exercise

Exams correction and verification of requirements

Reserve list (valid for at least 1.5 years) Mini-selection process for an institution

1-1.5 month

1-2 months

4-5 months

After 6 months

Publication of the call

Online examination – all on the same day

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When should I start preparing the competition?

First time in an EPSO competition

When the date of publication of your competition is announced (3 or 2 months before the notice)

- Start with CBT get familiar with the tests
- Start reading on the Essay (EPSO has some examples or pay attention to other open competitions)
- Review European sources

Once the notice of the competition is published

- Practice the tests (MCQ, Essay, Digital, CBT)
- Verify topics and sources for the knowledge exam (MCQ)
- When the deadline for registration is closed, practice regularly a complete set of tests (4 tests) – 1 per week

When should I start preparing the competition?

If you have been part on an EPSO competition before

1 month prior to the publication of the competition

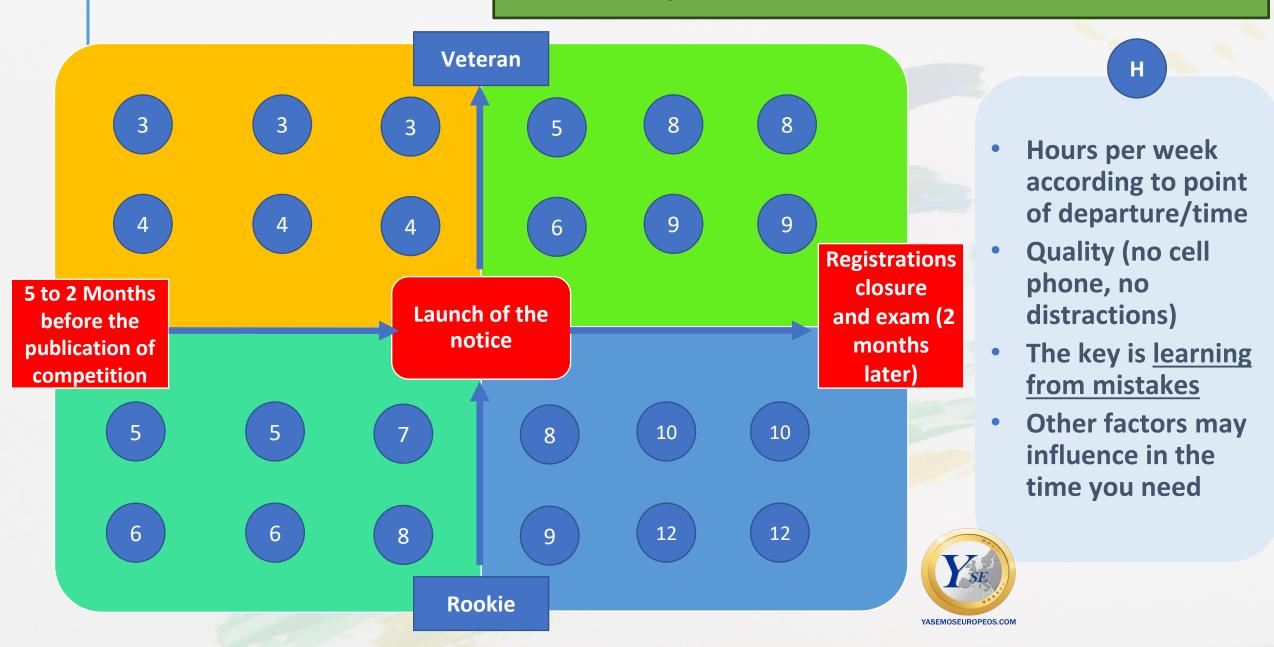
- Test or start reading a case study (EPSO joins the exercises of open competitions)
- Review European sources on the topic that you are interested in
- Resume again the reasoning tests (little by little)

Once the notice of the competition is published

- Practice all the tests
- Verify topics and sources for the knowledge exam (MCQ)
- When the deadline for registration is closed, practice regularly (morning or afternoon) a complete set of tests (4 tests) – 1 per week



How many hours do I have to devote to this?



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How are we going to do it? Our methodology

- A course including all the tests
- Limited study (and work) group
- Weekly sessions to view content
- Specific sessions for each test
- Complete mock exam
- In 5 months you will be ready for the competition by studying a few hours a week (quality before quantity).

Registration open. Course starts on April 3rd Write us to yasemoseuropeos@gmail.com



How are we going to do it? Our content

- **☐** YSE own-materials
- Reasoning exercises
- **■** EU Essay exercises
- 4 written exercises individually reviewed
- **☐** Digital skills exercises
- Exercises on EU knowledge (with study guides and more than +1500 questions)

Registration open. Course starts on April 3rd Write us to yasemoseuropeos@gmail.com

What else can YSE do for you?



- Free webinars and materials
- CBT reasoning tests training with our own materials and exercises
- Written Test and MCQ trainings (Generalists and other profiless)
- Internal competitions of the Institutions
- Application review
- Interview preparation

08/05/2024

Official resources

- To find out more: https://eu-careers.europa.eu/en
- Vacancies: https://eu-careers.europa.eu/en/job-opportunities/open-vacancies/ec vacancies
- Traineeships: https://eu-careers.europa.eu/en/job-opportunities/traineeships

Non official but very effective

- On EPSO and competitions:
 www.yasemoseuropeos.com/epso
- To raise questions
 <u>yasemoseuropeos@gmail.com</u> and to
 stay tuned by following us on: <u>Twitter</u>,
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