

EU Careers Online Application Manual



1. Your EPSO Account

- Your EPSO account holds all your personal details, and is the way that we communicate with you. It's vital that you check it regularly.
- You can create your online account on EPSO's web site.
- You can only have one EPSO account. If you create more than one, you may be excluded from applying for competitions, or disqualified from those that you have already entered. If you think you have already created an EPSO account you can contact us to check.
- Choose a memorable login (your email address, for example), and a password with at least 8 characters. If you forget your password, it can be reset via the website.
- The personal details that you enter must match those on your official identity documents.
- Citizenship (and dual citizenship, if applicable) must be the same as on your identity documents.
- Your main language must be one of the official languages of the EU. You can change your language choice when applying for a specific competition.
- Your address must be current and updated if it changes.
- Don't forget the international and area codes in your telephone number.
- If, after your account has been created, you need to change your name, date of birth, or citizenship, you will need to fax or email us a copy of an official document (passport, national identity card, legal decision) justifying the change.

For changes in personal data only:

epso-pers-data@ec.europa.eu

Fax: +32 2 2984481

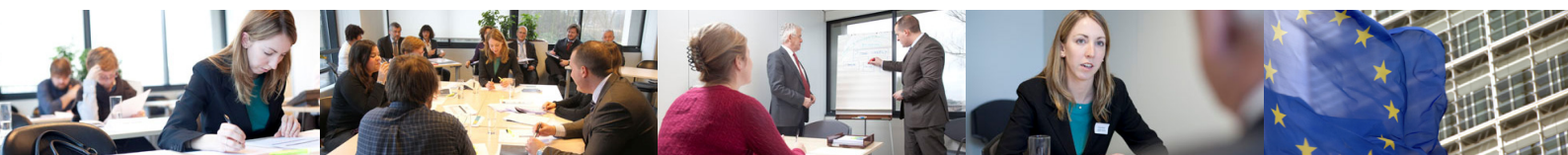
Your EPSO Account

User name:

Password:

[Forgot your password?](#)

[Create your EPSO Account](#)



2. Self Assessment

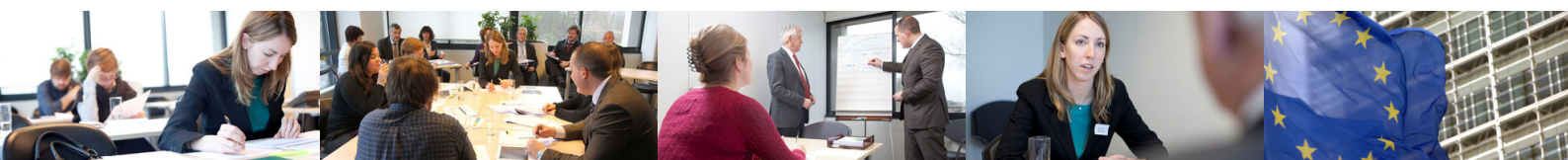
- Your competition / selection procedure might require you to take computer-based admission tests in:
 - Verbal reasoning,
 - Numerical reasoning,
 - Abstract reasoning,
 - Situational judgment.
- To help you prepare, we provide self-assessment tests in English, French, and German.
- The tests are timed and should help to familiarise you with the format of the computer-based tests.
- At the end of the tests, you'll receive feedback to help you decide whether to apply. EPSO does not record or use the results of self-assessment tests.

3. The Application Form

- Before starting an application, check that the details in your EPSO account are up-to-date.
- Carefully read the competition notice and the Guide to open competitions or the call for expression of interest to make sure you fill the admission conditions.
- Start your application on the EPSO web site (www.eu-careers.eu, "Apply"), not in your EPSO account.
- Leave yourself plenty of time to complete the application, as it requires considerable work.
- Applications should be completed in English, French, or German.
- Use the on-screen buttons to move through the form, rather than your 'forward' or 'back' browser buttons.
- EPSO's systems support the most commonly used Internet browsers. If you encounter issues, please first consider changing the browser before contacting us.
- As soon as you start your application, you will receive an application number. Please always mention this number in your correspondence with EPSO.

Registration data

- Check you have chosen the right competition or selection procedure and field.
- Your passport / identity card number must match the one you will be asked to provide later in the process.
- You might be asked to choose which city you would like to take the admission tests in. You can change this later if needed.



- Your main language (language 1) must be one of the official EU languages. It can be your mother tongue, or another language that you have at least a thorough knowledge (C1) of. For some competitions, you will need a perfect (C2) command of your main language.
- Your second language (language 2) must be different from your main language. You will need at least a satisfactory knowledge (B2). Some competitions may require a thorough knowledge (C1).
- You can evaluate your skills at <http://europass.cedefop.europa.eu/en/resources/european-language-levels-cefr>
- For some competitions, notably linguist competitions, language requirements may vary.
- If you need any special assistance, please indicate this in the 'special requirements' field and check the dedicated page http://europa.eu/epso/apply/how_apply/equal/index_en.htm

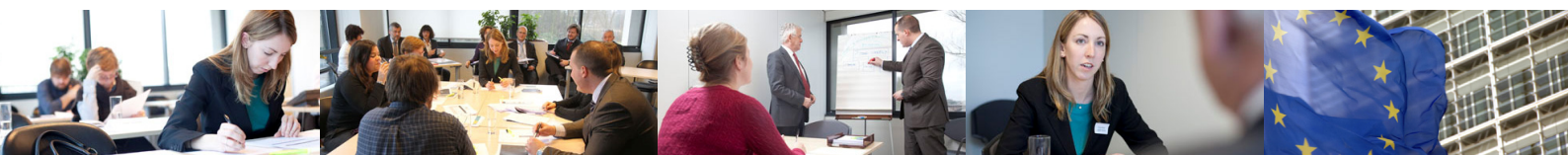
My Profile

Education and training

- Enter each stage of your education that you have a certificate for, starting with the most recent. You don't need to mention your primary schooling, but you do need to ensure you include the qualification that qualifies you for the competition or selection procedure.
- If you have followed an uncertified course that you think is relevant, you can mention this in the 'motivation and strengths' section.

Professional experience

- Describe all the jobs you have had that are relevant to your application, starting with the most recent. You can use up to 1500 characters for each job (including spaces and special characters (ç, ^, ß, ö, ü, etc.).
- If your professional experience is on-going, enter the end date as 'Today' (at the bottom of the calendar).
- If no professional experience is required, you do not need to mention it as it will not be taken into account during the selection process.
- Computed values: this is the duration of your professional experience calculated by our system. Only add "Your values" if they are different from the computed values, for example in case of part-time work: part-time work is calculated on a pro-rata basis of the time worked. For instance, if you have worked part-time for six months, your experience should be three months.



Language skills

- Make sure you enter all your languages here, even though you have already mentioned some in the 'registration data' section.
- You must also re-enter your main language.

Motivation and strengths

- The Selection Board will read these answers, and they may be used in later stages of selection, so you should complete them carefully. Each section allows up to 2000 characters (including spaces and special characters (ç, ^, ß, ö, ü, etc.).

1. Experience and background

- How is your education and experience relevant to this particular profile?

2. Interest to apply

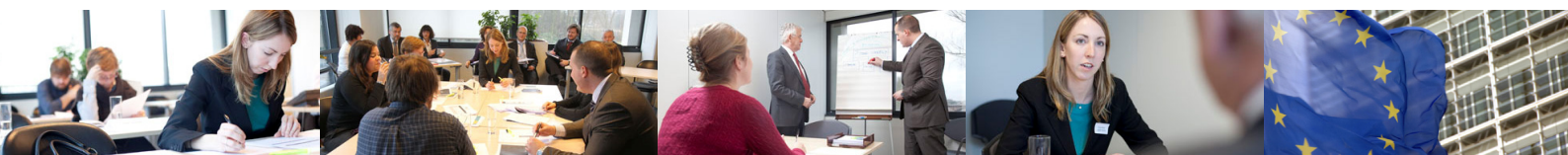
- Why have you decided to apply to the European Institutions?
- Why does this particular profile interest you?

3. Contribution to EU

- What specific contribution could you make to the work of the EU Institutions?
- In which role could you best contribute?
- What particular strengths would you bring to your work?

4. Strengths

- Outline two of your main achievements. Describe the process you went through and their positive outcomes for you and others.
- For AD and AST3 competitions, you should describe a project or activity where you took a leading role or made a decisive contribution. Set out the main steps and explain your input. This can equally be non-professional experience such as team leader of a volleyball club, chair of a student organisation etc.



Eligibility

You need to fulfil all of the following conditions and to be able to provide proof on request.

1. I am a citizen of an EU member state.
2. I enjoy my full rights as an EU citizen.
3. I have fulfilled any military service obligations. If you have no such obligations, answer 'yes'.
4. I meet the character requirements for the duties involved
(See title II of the Staff regulations for detailed information:
<http://eur-lex.europa.eu/LexUriServ/site/en/consleg/1962/R/01962R0031-20060701-en.pdf>)
5. I meet the minimum requirements concerning qualifications / professional experience, as specified in the Notice of Competition. (If no professional experience is required, answer 'yes'.)
6. I meet the language requirements, as given in the Notice of Competition.

Talent Screener

- Some selection procedures require you to answer some further questions about your qualifications and experience. You can use up to 4000 characters in each section (including spaces and special characters (ç, ^, ß, ö, ü, etc.).
- This information will be used by the Selection Board as they decide which candidates to invite to the Assessment Centre.

Overview

- Please check all the information you have entered. If something is in red, it has not been correctly completed. Make sure you have kept within the character limits.
- It will not be possible to validate your application until all compulsory sections have been completed.
- Please also check that all information you entered is saved before you validate your application.

Declaration

- You must declare that your application is true and complete. Everything you enter in the application form must be consistent with the supporting documents you will be asked to provide later in the process.
- In order to have your application considered, you must click on the 'validate application' button. Validation is not immediate and can take several minutes, so leave yourself enough time.
- It is your responsibility to validate your application before the deadline. EPSO cannot accept applications from candidates who fail to meet the deadline.



4. Communication

- You can view your application form at any time, by going to your EPSO account.
- All messages from EPSO (invitations to tests, test results etc.) will be published in your EPSO account under the relevant application.
- It is your responsibility to monitor the progress of the competition or selection procedure, and to check your EPSO account at least twice a week during the whole competition procedure period.
- If you have applied for a competition that requires computer-based admission tests, you'll receive a letter in your EPSO account telling you how to book them, and when to do so.

5. My CV

- This is neither a spontaneous application nor an application form for an open competition or selection procedure. It is only used for successful candidates on a reserve list to upload their CVs, which are then transmitted to the recruiting Institutions and bodies.

Further Information

- There's a lot more information on the application process on our website (www.eu-careers.eu) and in our frequently asked questions.
- If you still have questions, you can post them online or get in touch with our Candidate Contact Service: http://europa.eu/epso/about/contact/index_en.htm

