

Selection and recruitment of Temporary and Contract Agents at the EUI

A Guide for Candidates



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INTRODUCTION

This Guide has the purpose of guiding candidates to temporary and contract agent positions through the various stages of the EUI's selection process, from the application phase to the final selection.

It complements the vacancy notice and candidates are advised to read it carefully.

Unless otherwise specified, for the purpose of this document the terms "applicants" and "candidates" are used interchangeably.

For general information about 'non-academic' careers at the EUI, please consult the following link: [Work and Life EUI staff](#)

1. GENERAL PRINCIPLES

The Institute's staff selection-making process through open competitions/selection procedures¹ involves a series of competitive examinations.

Competitions are organised to select candidates for specific vacant posts and/or to set up a reserve list of suitable candidates that may be used for future recruitments.

The EUI is an international organisation committed to creating a multinational environment also in its administrative structure. The competitions are open to all **citizens of European Union Member States**² who meet the specified eligibility requirements. This procedure gives all applicants a fair chance to demonstrate their abilities and guarantees selection based on merit while observing the principles of equal treatment and non-discrimination.

The EUI is an Institution created and built to promote diversity, equity and inclusion. Our multicultural community strives for pluralism and represents different backgrounds, life experiences and personal characteristics.

As part of our values, the EUI applies a policy of equal opportunities and treats applications without discrimination on any grounds, such as sex, gender, gender identity or expression, race, colour, ethnic or social origin, genetic features, language, religion, belief, political or any other opinion, membership of a national minority, birth, health conditions including mental health, disability, age, or sexual orientation.

The EUI aims to ensure that people of all characteristics feel welcome to work at the Institute,

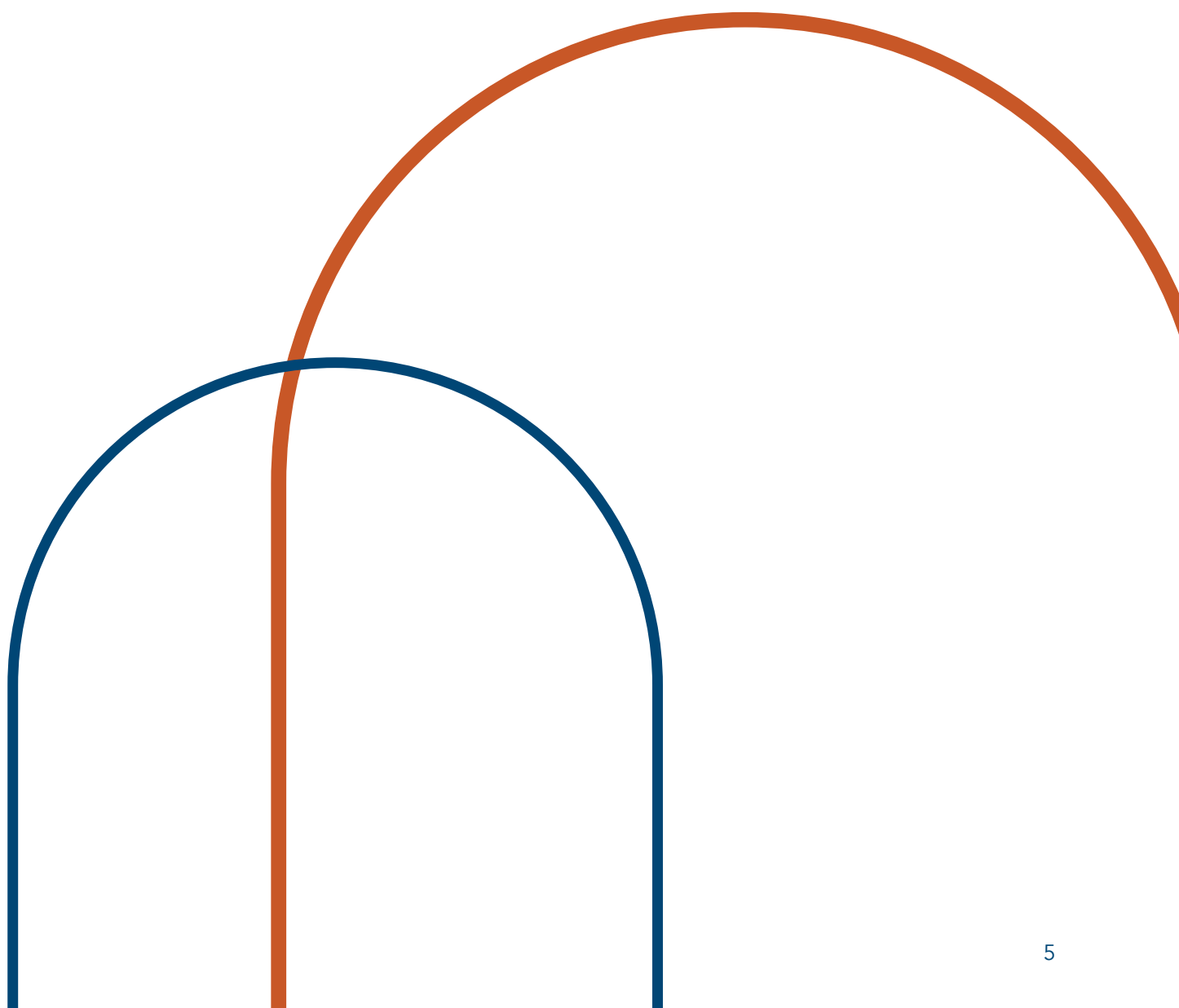
¹ For the purpose of this document, the terms "competitions" and "selection procedures" are used interchangeably.

² Subject to any exceptions provided for in Art 28 (a) of the Staff Regulations and Art 82.3 of the Conditions of Employment of the Other Servants.

and we commit to recognise and address unconscious bias. Particularly, the EUI strives to ensure a balanced representation of genders among its staff, at all levels.

The selection process is based upon a comparison of the **merits** of all candidates. The most suitable candidates will be selected in line with the selection criteria outlined in the vacancy notice.

If two candidates are equally qualified on the basis of merit, aspects like gender, minority ethnic background and/or nationality may be used as additional criteria for the hiring decision.



2. THE VACANCY NOTICE

The vacancy notice is the foundation of the selection procedure. If a vacancy notice differs on one or more point(s) from this guide, the vacancy notice shall **prevail**.

The vacancy notice and, where applicable, its annex(es) include a **job description**, sets out the **eligibility and selection requirements**, and indicates **the type and duration of the contract** and the function group and/or grade.

A Selection Board is appointed to select the best candidates in the light of the requirements set out in the vacancy notice.

The vacancy notice and the names of the Selection Board members are published on the EUI website.

A **contact email** address is provided for any questions related to the selection procedure in question. **Under no circumstances may candidates make direct or indirect contact with members of the Selection Board on the selection procedure.**

2.1. ELIGIBILITY REQUIREMENTS

Meeting the eligibility requirements specified in the vacancy notice is essential to be admitted to the competition or selection procedure.

The eligibility requirements **vary** according to the function group and grade of the specific selection procedure.

For all posts candidates must:

- Have a thorough knowledge of one of the official EU languages³ (minimum C1) and a satisfactory knowledge of another official EU language (B1/B2) ([see Common European Framework of Reference for Languages](#));
- Be a national of a Member State of the European Union;
- Be entitled to full rights as a citizen;⁴
- Have fulfilled any obligations imposed by the laws concerning military service;
- Be physically fit to perform the duties.⁵

³ The languages of the EU are: Bulgarian, Croatian, Czech, Danish, Dutch, English, Estonian, Finnish, French, Irish, German, Greek, Hungarian, Italian, Latvian, Lithuanian, Maltese, Polish, Portuguese, Romanian, Slovak, Slovene, Spanish, and Swedish.

⁴ Prior to the appointment, a successful candidate will be asked to provide a police certificate confirming the absence of any criminal record.

⁵ As a condition for the engagement, the successful candidate shall be medically examined in order for the EUI to prove that they fulfil the requirement of Article 12(2)(d) of the Conditions of Employment of Other Servants.

In addition to the above formal requirements, candidates must have the required **level of education** and, if applicable, the required duration of **professional experience** as set out in the vacancy notice.

All eligibility criteria must have been fulfilled on the closing date for online applications. Candidates who do not fulfil all the eligibility requirements by the closing date for the submission of applications will be deemed ineligible and will be excluded from the selection process.

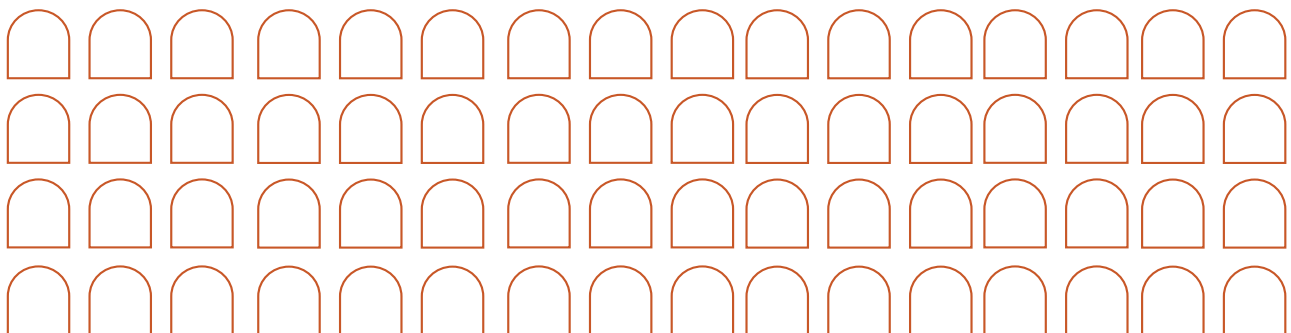


2.1.1.1. EDUCATIONAL QUALIFICATIONS

Only diplomas issued by EU Member State authorities and diplomas recognised as equivalent by the relevant EU Member State bodies are accepted. If the main studies took place outside the European Union, the candidate's qualification must have been recognised by a body delegated officially for the purpose by one of the European Union Member States (such as a national Ministry of Education) and a document attesting so must be submitted if the candidate has been invited for an interview. This will enable the selection board to assess accurately the level of the qualifications.

Candidates who have a diploma recognised in an EU Member State don't need NARIC recognition for their lower-level diploma(s). For example: If they have a Bachelor's degree from a university outside the EU, and a Master's degree from an EU university, they don't need NARIC recognition for the Bachelor's degree.

Diplomas awarded in the UK until 31/12/2020 are accepted without further recognition. For diplomas awarded after this date (from 01/01/2021), a NARIC recognition is required: <https://www.enic-naric.net/>. Candidates must meet this requirement on the closing date of application.



2.1.1.2. PROFESSIONAL EXPERIENCE

To be eligible for a specific profile and the related grade, applicants must have the professional experience as defined in the vacancy notice, if applicable.

Professional experience will be counted **from the date on which the applicant acquired the minimum qualification for access to the profile in question** (e.g. secondary certificate or post-secondary diploma for FG I/II/III and AST profiles, university degree for FGIV and AD profiles). Examples of **minimum educational qualifications** per member state and per grade can be found [here](#).

When calculating professional experience for the purpose of **determining eligibility**, EUI will take into account **remunerated professional activities** that can be duly documented, applying the principles in the following page:

Principles

- Any given time period can be counted **only once**;
- **Traineeships** will be considered as professional experience if a salary or a subsistence allowance is paid;
- **Compulsory military service** will be counted as work experience (even if completed before the award of the diploma required for admission to the competition) for a period not exceeding the statutory duration of compulsory military service in the Member State of which the candidate is a national;
- **Voluntary work:** voluntary work will only be taken into consideration if there is a form of compensation. Voluntary work must be comparable to full-time work, both in terms of number of hours worked and the duration of the assignment.
- **Maternity/paternity/adoption leave:** will be taken into account if it was taken while the candidate had an employment contract. If the event (birth or adoption) took place while the candidate was seeking employment, the leave will not be considered as professional experience;
- **Doctorate:** all doctorates, whether or not they involve remuneration, will be considered as professional experience **up to a maximum of three years**, provided that the doctorate degree was actually obtained by the closing date for applications;
- **Part-time work:** part-time work will be calculated pro rata based on the number of hours worked. If, for example, the candidate worked half-time for six months, that experience will be accounted for as three months.

2.2. SELECTION CRITERIA

As a rule, candidates who meet all the eligibility requirements are assessed by the Selection Board against both the **essential and advantageous selection criteria** specified in the vacancy notice.

However, the vacancy notice may also indicate that the candidates who do not meet all or some of the essential selection criteria are not assessed further and are excluded from the selection process.

Likewise, the Selection Board may decide to exclude from the shortlisting evaluation grid any requirements that cannot be adequately assessed on the basis of the application form, and that can be better evaluated at the test and/or interview stage.

In addition to the essential and advantageous requirements, the vacancy notice may list some of the key **competencies** specific to the recruiting unit and to the advertised position. These are usually assessed at the written test and/or interview stage and can be an integral part of the evaluation.

While the selection criteria differ for each vacancy, a very good or excellent level of **English** (both written and spoken) is a criterion that is required in virtually all profiles.

Shortlisted candidates may be asked to sit a language test, oral and/or written.

2.3. COMPETENCIES

The EUI is looking for candidates who are talented, motivated and highly qualified in their respective professional field, and who possess the key competencies that are shared at EUI level, i.e.:

- Ethics and integrity
- Working in a multicultural environment
- Accountability
- Delivering quality and results

Additional competencies specific to the recruiting unit and to the vacant position may be indicated in the vacancy notice.

Read more on [EUI Competency Framework](#).

3. APPLICATION PROCEDURE

All vacancy notices are published on the EUI website for a period of at least **one calendar month**. Exceptionally, for duly justified operational reasons, the application period may be reduced to a minimum of 10 working days.

Any application submitted after the closing deadline specified in the vacancy notice shall not be taken into consideration and will be rejected as inadmissible.

Applications must be submitted through the **EUI e-recruitment tool** using an application form available on the Institute's website. In order to be able to apply via this system each potential applicant must first create an account by using a valid e-mail address and password.

All sections of the application should ideally be completed in English. Mandatory fields are marked with an **"*"**.

The application can be saved at any stage and completed later.

EUI will only consider applications received by **23:59:59 CET/CEST** on the closing date indicated in the vacancy notice.

The selection procedure may take up to several months from the date on which a vacancy notice is first advertised to the final offer being made.

As a rule, all candidates are informed about the outcome of their application once the selection procedure has been completed.

The status of each selection procedure can be consulted on the EUI website.

3.1. APPLICATION FORM

The application form must be completed with great care, also ensuring that the information provided is correct.

When filling out the application form, candidates are **strongly advised** to:

- Include only qualifications and professional experience which can be evidenced by supporting documents (see 4.4.);
- For each period of professional experience, outline the main responsibilities of their role which relate to the vacancy notice;
- Include any unremunerated activities (e.g. unpaid traineeships) and any other relevant information under the "Further experiences" section of the application form;
- Demonstrate how they meet each of the selection criteria by giving **specific examples** of where/how the skill and knowledge in question were acquired;

- When explaining their motivation, try to be specific about their particular interest in the EUI as an organisation and their interest in the specific position they are applying for;
- In line with the anonymised applications process, not provide their personal details (nationality, age or other personal characteristics) in their supporting statement;
- List referees who may be contacted by the EUI at any stage of the procedure, as references are usually obtained, only for shortlisted candidates, prior the test/interview.

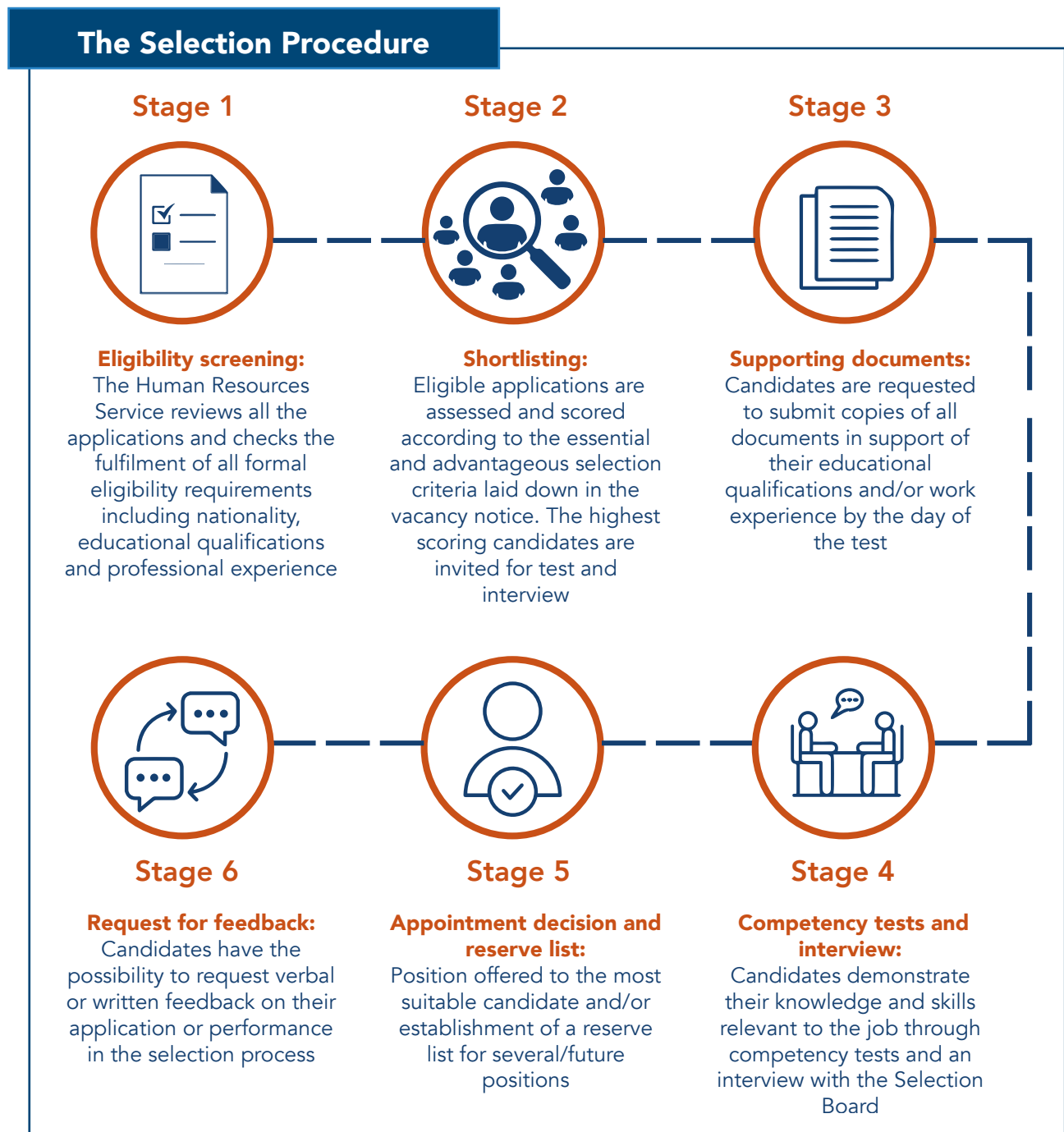
Any candidates found making a false declaration or giving incomplete information in the application can be immediately disqualified at any stage of the selection procedure.

Candidates are responsible for notifying any change in their e-mail address and contact details by sending an e-mail to applyjob@eui.eu or an alternative e-mail address specifically indicated in the vacancy notice.



4. SELECTION PROCEDURE

Applications must be complete and validly submitted by the closing date for applications as specified in Section 3. Applications that do not meet the above criteria will be rejected.



Permanent “calls for expressions of interest” aimed at the creation of pools of suitable candidates for mainly general profiles in FG I to IV may be subject to different procedures, the details of which shall be provided in the call itself.

4.1. ELIGIBILITY SCREENING BY HUMAN RESOURCES SERVICE

The Human Resources Service (HRS) reviews all the applications received for the vacant post. During this process HRS carries out an eligibility screening, checking the information provided in the application form for compliance with the eligibility requirements, as well as the answers provided by the candidates to the screening questions at the end of the application form.

4.2. SHORTLISTING BY THE SELECTION BOARD

The applications that fulfil all the eligibility requirements by the closing date for applications are then scored by the Selection Board against the essential and advantageous selection criteria, as envisaged in the vacancy notice. The personal details of applicants to open competitions are **anonymised** at this stage.

The Selection Board may decide to assess/score certain criteria only for shortlisted candidates during the test and/or interview stage.

To carry out its assessment the Selection Board assigns each selection criterion a number of points that reflects its relative importance. Each application is scored against all the shortlisting criteria accordingly.

In a shortlisting meeting, the Selection Board members collectively agree on which candidates best meet the requirements of the vacant post. Depending on the number of applications received, the Selection Board may decide to apply stricter parameters within the selection criteria.

During this process the evaluation of the applications is made **solely** on the basis of the information provided by candidates in their application.

Following a **comparative evaluation** of applications, the candidates with the highest total scores in the shortlisting stage are invited to sit for **test and interview**, the number of candidates to be shortlisted having been specified in the vacancy notice.

Candidates deemed eligible or shortlisted in previous selection procedures will not automatically be shortlisted in another selection procedure.

Invitations are sent only to the e-mail address(es) indicated in the application, therefore it is the candidate's responsibility to check their email regularly.

The non-shortlisted candidates will be notified by e-mail that they have not qualified for admission to the tests after the selection procedure is finalised.

4.3. SUPPORTING DOCUMENTS

It is the candidate's responsibility to provide the Human Resources Service with all the information and required documents in order to verify that all the conditions laid down by the vacancy notice on the date specified in it are fulfilled.

Candidates may be requested to submit photocopies of all documents in support of their educational certificates and/or work experience at any stage of the selection procedure.

Applicants who are **shortlisted** for interview will be requested to submit electronic uncertified copies of the following documents **by the date of the tests**:

Document proving citizenship (e.g. passport, identity card or any other official document specifying citizenship, which must be valid on the closing date for online applications).

Diplomas and/or certificates attesting successful completion of studies and/or training, in particular those giving access to the profile in question.

Professional experience (if required in the vacancy notice): Documentary evidence of professional experience gained after the date on which the qualification giving access to the specific profile was obtained. The documents should clearly indicate the start and end dates, whether remunerated, full or part-time, and the nature of the duties carried out. These may include:

- References and/or certificates from former employers and current employers stating the nature of the duties performed, the start and end dates, and the level; and/or
- Photocopies of the employment contract(s) and first and last payslips, accompanied by a detailed description of the duties performed;
- in the case of non-salaried work (e.g. self-employed, liberal professions), invoices or order forms detailing the work performed or any other relevant official supporting documents may be accepted as evidence.

Knowledge of languages: When not assessed through specific language tests forming part of the selection process, knowledge of the required languages is to be certified in the form of a diploma or a written note explaining how knowledge of these languages was acquired.

Candidates who are **offered a post** immediately or who are placed on a reserve list and are subsequently offered a post will be asked to submit the **originals and/or certified copies** of all the requisite documents for certification before they can be recruited.

If, at any stage in the procedure, it is found that the information provided in the application is incorrect, the candidate will be disqualified from the competition.

4.4. COMPETENCY ASSESSMENT TESTS AND INTERVIEW

The second stage of selection generally includes both a **written competency assessment test** and an **interview**, the weighting of which is specified in the vacancy notice. Other testing methodology, including presentations, pre-recorded video interviews or practical exercises, may be used if appropriate for the vacant position.

The Selection Board may decide to hold the tests and interviews either **at the EUI's premises or remotely** via a web conferencing tool, the chosen modality being applicable to all shortlisted candidates to guarantee equal treatment.

The purpose of competency assessment tests is to evaluate the candidate's knowledge, skills, attitude and abilities relevant to the job, and support the result of the interviews exercise.

The written tests and interviews are usually held in English, but knowledge of other languages may also be tested. Candidates whose first language is English are expected to demonstrate their knowledge of a second EU language.

Detailed information and instructions about the testing process is provided in the invitation letter.

Depending on the needs of each selection process, assessment steps may follow a different order than the one previously specified (for example, a written test exercise may be an eliminatory step before an interview).

Candidates are evaluated solely on the results of their tests and interview, and marking is attributed in an anonymised way by observing the principles of reliability and transparency according to criteria commonly agreed by the Selection Board.

Shortlisted candidates who need special adjustments in the selection tests and/or interview due to a disability or medical condition are invited to notify the HR Service upon confirmation of their participation in the selection procedure.

4.5. APPOINTMENT DECISION AND RESERVE LIST

The Selection Board will place on the final list suitable candidates with the highest aggregate marks in the assessment of qualifications and professional experience, and in the written and oral tests. The list shall wherever possible contain at least twice as many names as the number of posts to be filled. As a rule, the Selection Board sets the **threshold** for inclusion on the final list between 65 and 75 out of 100 points.

It is at the exclusive discretion of the **Appointing Authority** to decide which of those successful candidates to appoint to the vacant posts on the basis of the list drawn up by the Selection Board.

Further interviews may be arranged before a final offer is sent to the successful candidate(s). Apart from fulfilling the requirements of the post, other factors, such as gender balance, geographical equilibrium, business requirements, etc. may be taken into account. The validity of the appointment and subsequent offer is subject to necessary documentation being submitted by the successful candidate(s).

Where the object of the competition was to create a **reserve list**, placement on the reserve list does not constitute a right to nor a guarantee of recruitment. Recruitment from reserve lists is carried out in accordance with the statutory and relevant implementing provisions (cf. [President's decision 15/2021 laying down a procedure for the use of reserve lists](#)), and according to posts and funds becoming available.

The initial period of validity of the reserve list and any extension thereof is published on the Institute's website.

Each candidate who participated in the written and/or oral tests will be notified by e-mail whether or not they have been included in the list of successful candidates or reserve list.

4.6. REQUEST FOR FEEDBACK

Candidates have the possibility to request verbal and/or written feedback on their application or performance in the selection process. An answer (written or verbal) is usually provided within 15 working days from the request.

For confidentiality and data protection reasons, candidates are only provided with information regarding their own application and the outcome of their test and interview and/or the marks obtained in the shortlisting phase. For the same reasons, names and scores of other candidates placed on the reserve list, if applicable, cannot be disclosed.

Candidates should send an email to the following email address applyjob@eui.eu or to an alternative address as specified in the vacancy notice by indicating on the subject line: "Request for feedback of (name of candidate) for the vacancy notice reference number (vacancy notice reference number)" and clearly state their request in the body of the email.

A request for feedback does not extend the deadline to submit a request for review or an administrative complaint.

5. REQUESTS FOR REVIEW, COMPLAINTS AND APPEALS

Applicants who consider that their interests have been prejudiced by any decision related to the selection procedure can take the following actions:

A. REQUEST FOR REVIEW

Candidates can request a review of a decision taken by the Selection Board in relation to their non-admission to the selection procedure (e.g. not eligible) or to their exclusion from the selection procedure (e.g. not invited for an interview/written test) within **10 calendar days** from the date on which they are notified about the decision.

The purpose of a review procedure is to allow the Selection Board to amend the contested decision in cases where there is a reason to do so (such as a mistake in the assessment). In the review procedure, the Selection Board will review its assessment of the candidates' merit and will either confirm its initial conclusions or provide a revised assessment.

The Selection Board will not reply to any legal arguments, whether related to the contested assessment or not. Any arguments of a legal nature and claims related to the legal framework of the competition process may be put forward in the form of an administrative complaint (see Article 90(2) of the [Staff Regulations](#), Articles 46 and 117 of the [Conditions of Employment of Other Servants \(CEOS\)](#)).

The request, stating the grounds on which it is based, must be submitted electronically to the HRS secretariat of the competition using the following e-mail address applyjob@eui.eu or the alternative mail address indicated in the vacancy notice.

Candidates are requested to quote in the subject line of their request:

- the Competition number;
- their application number;
- the phrase "request for review";
- what stage of the competition their complaint concerns (e.g. written/oral tests, admission refused, etc.).

The Selection Board's assessment concerning the quality of candidates' performance in a test or the relevance of their qualifications and professional experience is a value judgment made by the Selection Board, and disagreement with the Selection Board's evaluation of the tests, experience and/or qualifications does not prove that it has made an error.

In fact, the Selection Board enjoys wide powers of discretion in its assessments both in evaluating the respective merits of candidates based on their application files, and in determining whether and to what extent answers given in the course of tests are correct or incorrect.

If a request for review comes within the Selection Board's remit, the HRS secretariat will forward the candidate's letter to the Chair of the Selection Board, and a swift reply will be sent as soon as possible in the spirit of good administrative behaviour (indicatively within 15 - fifteen - working days from the date of receipt of the request unless the complexity of the file or other compelling grounds justify an extended deadline. In this latter case, the applicant will be notified in advance about the extended deadline and the reasons for it).

If the outcome of the request for review is positive, candidates will be re-entered in the selection procedure at the stage at which they were excluded regardless of how far the selection has progressed in the meantime.



B. OTHER FORMS OF REVIEW

B.1. ADMINISTRATIVE COMPLAINT EX ARTICLE 90(2) OF THE STAFF REGULATIONS, ARTICLES 46 AND 117 OF THE CONDITIONS OF EMPLOYMENT OF OTHER SERVANTS (CEOS)

Candidates may lodge an administrative complaint against a measure (a decision or an absence of it) if:

- they consider that the rules governing the competition procedures have been infringed; and
- the contested measure adversely affects the candidate concerned, i.e. directly and immediately affects their legal status as a candidate (i.e. establishes their results, determines whether they can proceed to the next phase of the competition, or affects their legal status as a candidate in another way).

The complaint can be made against the absence of a decision in those cases where there is an obligation to take a decision within a deadline specified in the Staff Regulations and CEOS.

Candidates who have submitted a request for review (see section A) must wait until they are notified of the reply to the request of review before introducing an administrative complaint. In such cases, the deadline for introducing an administrative complaint starts running from the date of notification of the reply to the request for review.

The administrative complaint is examined by the President of the Institute acting as Appointing Authority.

The purpose of the administrative complaint's procedure is to verify if the legal framework of the competition has been respected.

The candidates should note that the President cannot overturn a value judgement made by a Selection Board and has no legal powers to change the substance of a Selection's Board decision. If the President finds a procedural mistake or a manifest error of assessment, the case will be referred back to the Selection Board for reassessment.

To introduce an administrative complaint, a candidate should send by post or via email (EU.complaints@eui.eu) to the President of the Institute at the following address within the deadline set in Article 90(2) of the Staff Regulations, i.e. 3 months counting from (i) the date of notification of the contested decision or (ii) the date on which such a decision should have been taken.

The President of the EUI
European University Institute
Badia Fiesolana
Via dei Roccettini 9
I-50014 San Domenico di Fiesole

The complaint should clearly quote:

- “Complaint under Article 90(2) of the SR”;
- the candidate/application number;
- the reference of the selection procedure;
- the stage of the selection procedure to which it refers;
- the decision or the absence of a decision, which the candidate wishes to contest and the grounds for contesting it.

Administrative complaints received after the deadline set will be considered inadmissible.

The President shall notify the candidate of their reasoned decision within four months from the date on which the complaint was lodged. If, at the end of that period no reply to the complaint has been received, this shall be deemed to constitute an implied decision rejecting it.

B.2. JUDICIAL APPEAL

Candidates have the right to submit a judicial appeal before the Court of Justice of the European Union (CJEU) under Article 91 of the Staff Regulations, Articles 46 and 117 of CEOS within three months of notification of the decision of the Selection Board which adversely affects them, or, for decisions taken by the President of the Institute.

Please note that judicial appeals against decisions taken by the Institute must be preceded by an administrative complaint (see section B.1).

More information on the complaint procedure and on further means of appeal under the Institute’s judicial review framework available at:

<https://www.eui.eu/ServicesAndAdmin/PersonnelService/RulesRegulations/ComplaintsAndAppeals/Requests-Complaints-Appeals>

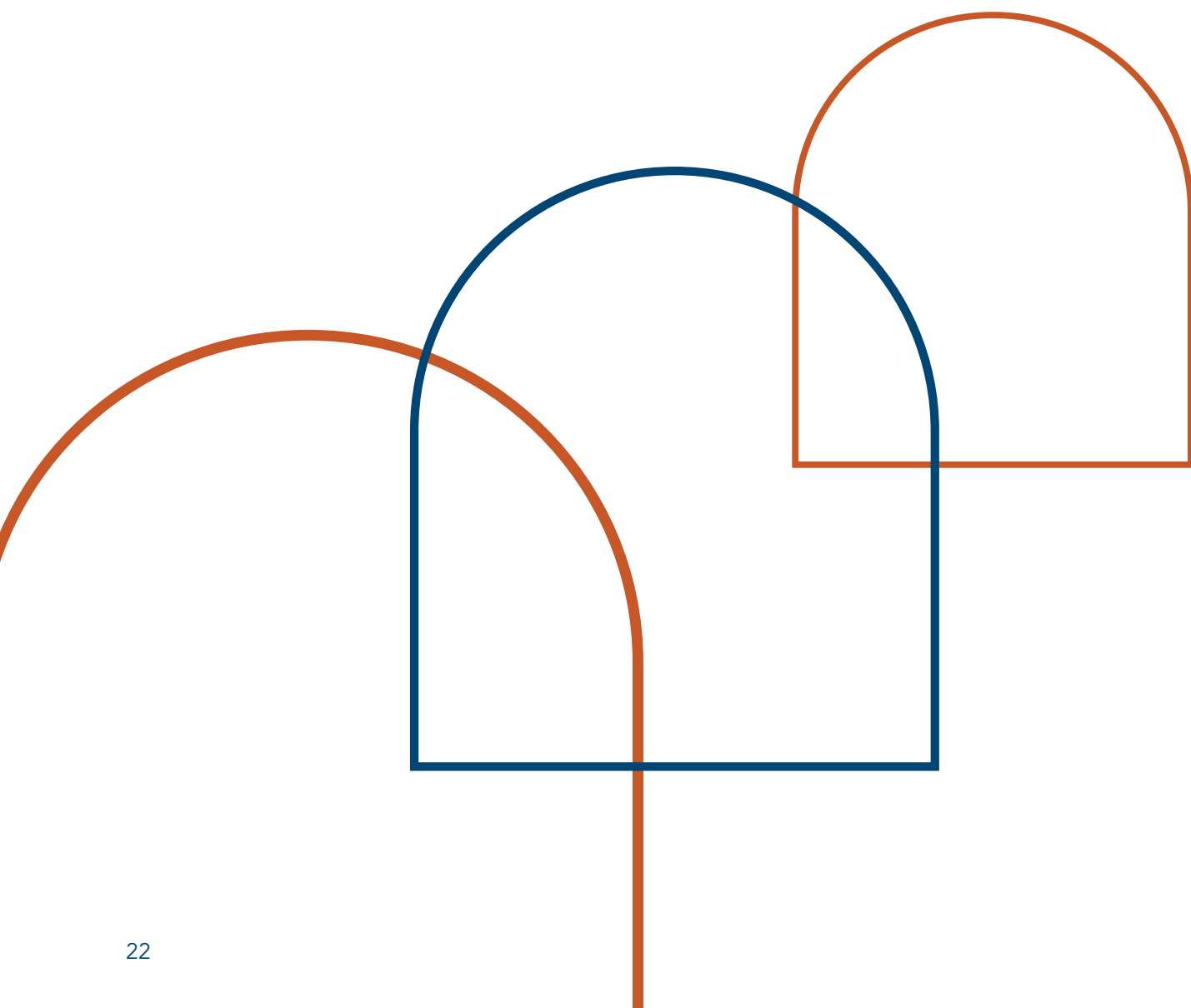
6. PROTECTION OF PERSONAL DATA

The purpose of processing of the data submitted by candidates is to manage their application in view of a possible pre-selection and recruitment by the EUI.

The information candidates provide in their application form is collected for the purpose of the selection procedure.

The EUI will ensure that candidates' personal data are processed as required by its Data Protection Policy ([President's Decision No. 10/2019 of 18 February 2019 regarding Data Protection at the EUI](#) ; [Privacy Statement for Selection and Recruitment of Temporary and Contract Staff at the EUI](#)).

This applies in particular to the confidentiality and security of such data.





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