

PRESENTED BY EU TRAINING

# 2020 EPSO SECRETARIES EXAMS INFORMATION WEBCAST



25 JUNE 2020

# TODAY'S SPEAKER

EU Training Co-founder

Author of Europe's best selling prep  
book: *The Ultimate EU Test Book*

Co-author of: *The Ultimate EU Test  
Book - Assessment Centre edition*



[www.eutraining.eu](http://www.eutraining.eu)



**ANDRÁS BANETH**



OPEN

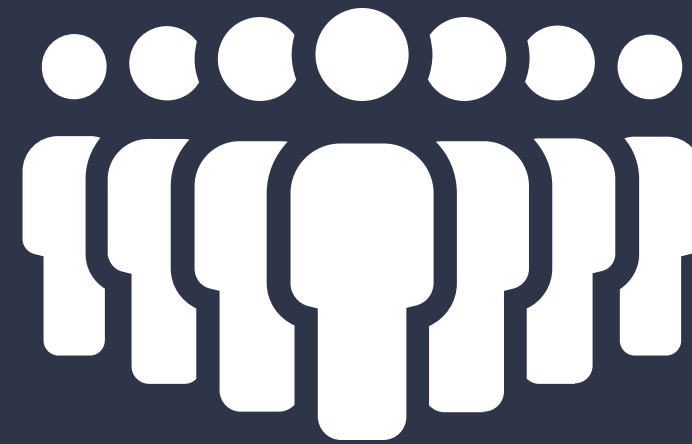
# ABOUT EU TRAINING

---





# OUR COMMUNITY



100,000+  
Registered Users



53,000+  
Fans on Facebook  
[facebook.com/euttraining](https://facebook.com/euttraining)

# TEST PACKAGES



25,000+  
Question Database



Over 17 Million  
Questions Used



[www.eutraining.eu](http://www.eutraining.eu)

# WEBINARS



Over 100  
Hours



10,000+  
Participants







**WHERE WILL  
YOU WORK?**

---



# PLACE OF WORK

Posts based in multiple locations

BRUSSELS

LUXEMBOURG





# EU INSTITUTIONS

SELECTION & RECRUITMENT TO...



European  
Commission



European  
Parliament



Council  
of Ministers



European Court  
of Justice



European Court  
of Auditors



Committee of  
the Regions



European Economic  
& Social Committee



**Only decided at the moment of recruitment**



# POSITIONS AVAILABLE

Grade SC-1 **328**

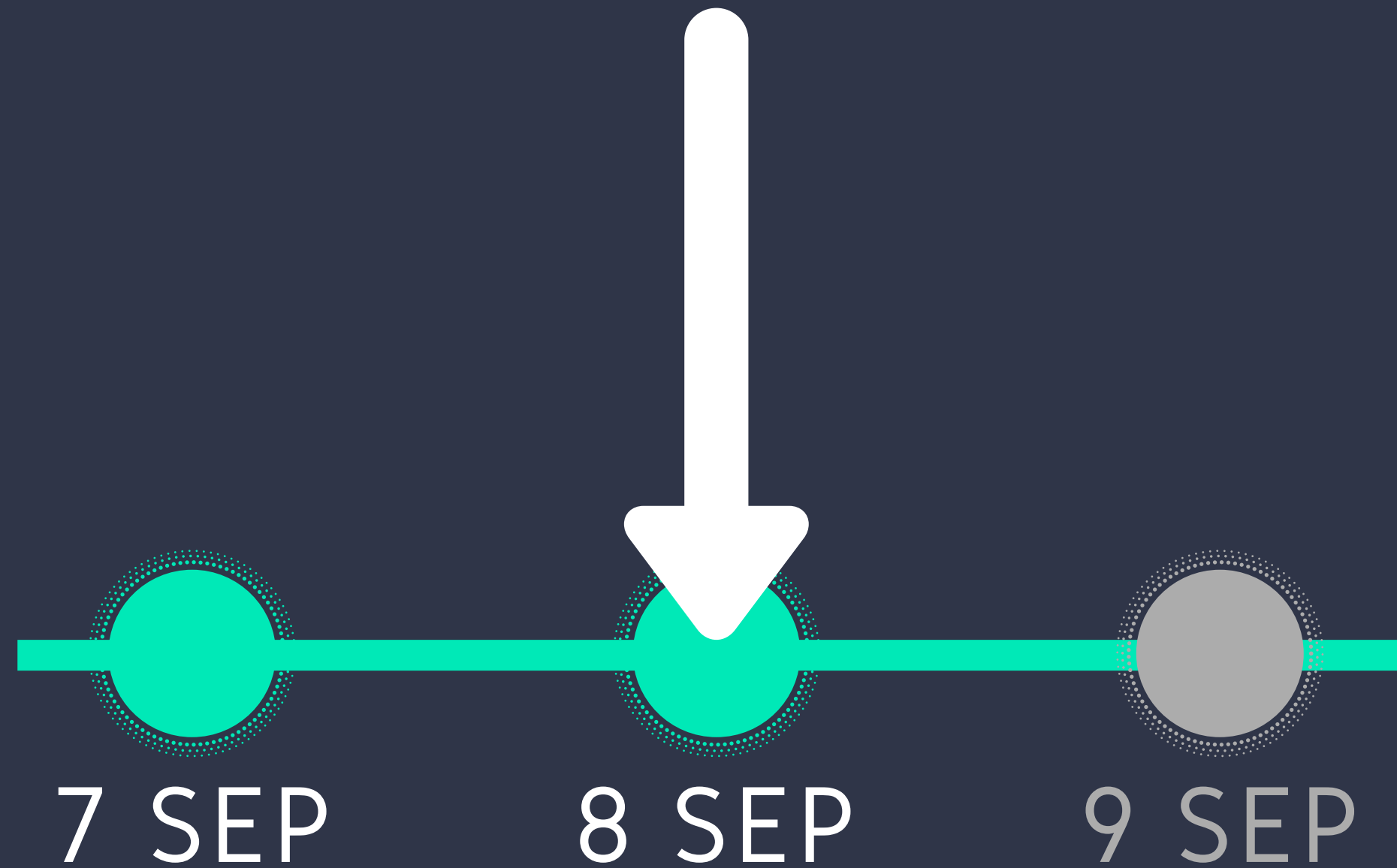
Grade SC-2 **207**

\*This competition covers two grades - you can only apply to one





**APPLY BEFORE**  
**8 September 2020**







**ARE YOU  
ELIGIBLE?**

---



# GENERAL CONDITIONS

- Must have EU citizenship
- Completed military service requirements
- Meet the character requirements of the job



# LANGUAGE RULES

## LANGUAGE 1

**Any of the 24 official EU languages (minimum C1 level)**

## LANGUAGE 2

**Must be English or French (minimum B2 level)**

**LANGUAGE 1 & 2 MUST BE DIFFERENT!**



# QUALIFICATIONS & WORK EXPERIENCE

## Grade SC-1

Secondary education attested by a diploma  
+ minimum 3 years relevant professional experience.

OR

Professional training = European Qualification Framework Level 4  
+ minimum 3 years relevant professional experience.



# QUALIFICATIONS & WORK EXPERIENCE

## Grade SC-2

Secondary education attested by a diploma  
+ minimum 7 years relevant professional experience.

OR

Professional training = European Qualification Framework Level 4  
+ minimum 7 years relevant professional experience.







# WHY IS THIS A GREAT OPPORTUNITY?

---



# Attractive Salaries



## Good Benefits



Health  
Insurance



European  
Schools







# HOW TO GET ONE OF THESE JOBS



STEP ONE

# APPLICATION PROCESS

- Eligibility declaration
- Pick your Language 1 & 2
- Application can be submitted in any of the 24 EU languages

VALIDATE BY APPLICATION DEADLINE

**8 SEPTEMBER 2020**





# STEP TWO



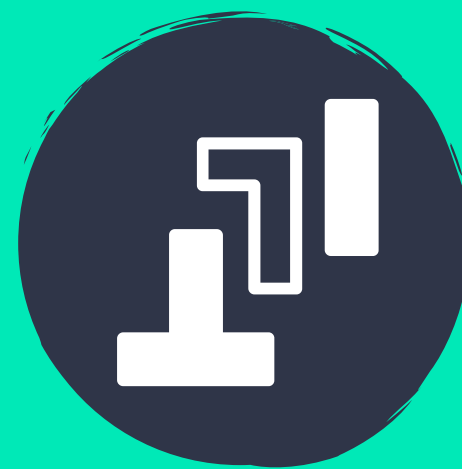
## PRE-SELECTION CBT EXAM



Verbal  
Reasoning



Numerical  
Reasoning



Abstract  
Reasoning



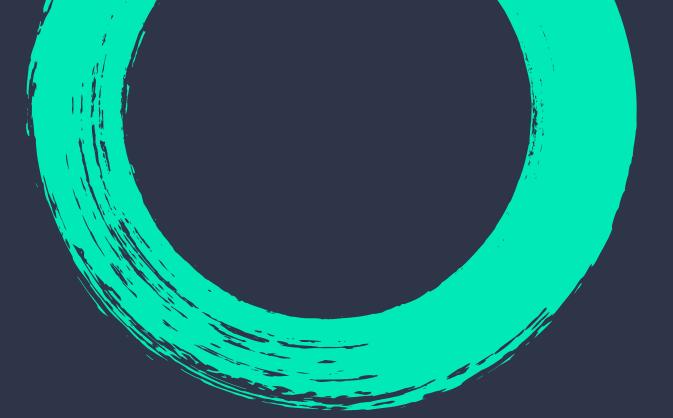
Accuracy &  
Precision



Prioritising &  
Organising



# VERBAL REASONING



Language 1

Questions

20

Minutes

35

**Text  
Passage**

**Question**

**Four  
Statements**

**One Correct  
Answer**

Outside  
Information

Generalisations

Possibility  
vs. Fact

Similar  
Wording





# NUMERICAL REASONING

Language 1

Questions

10

Minutes

20

**Data  
Interpretation**

**Reasoning**

**(Estimation)**

**Calculation**





# ABSTRACT REASONING

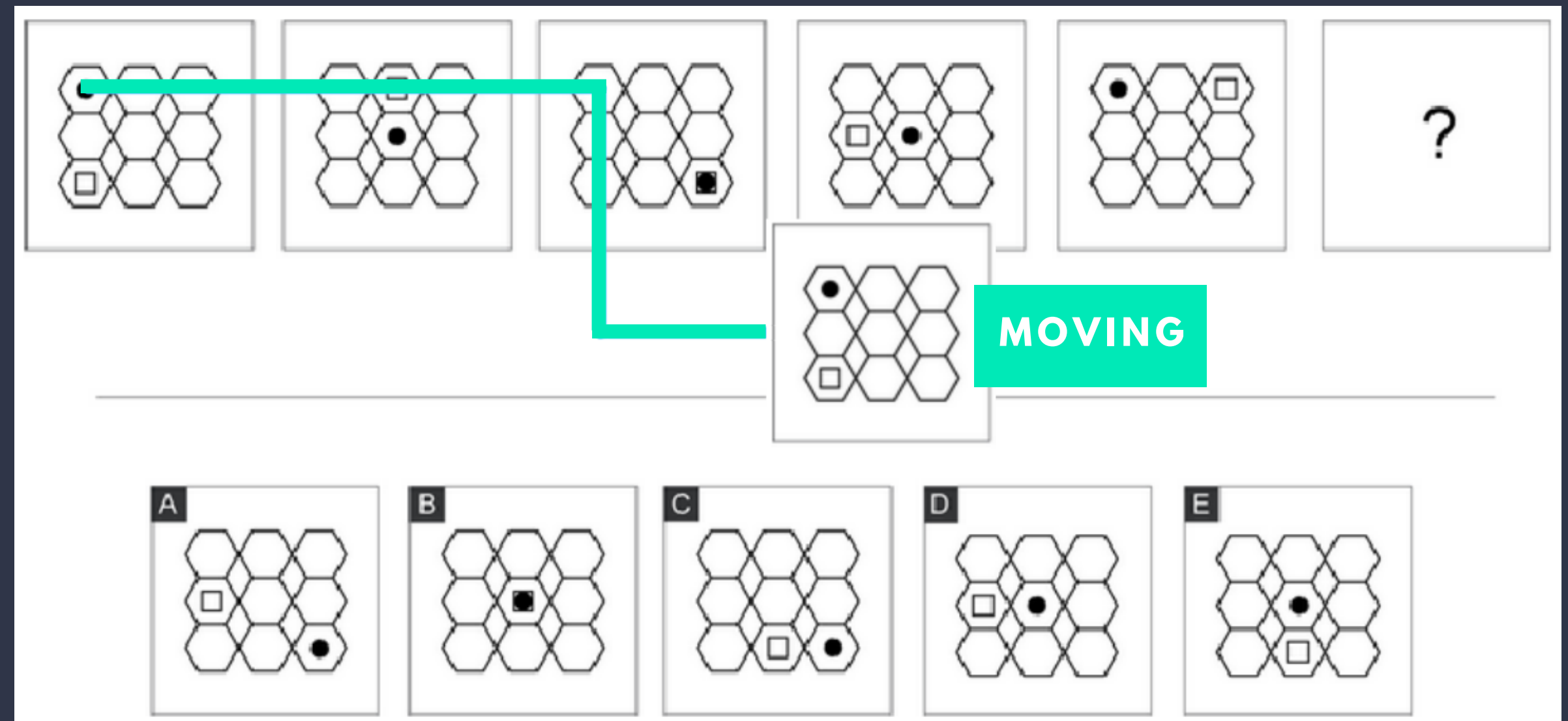
Language 1

Questions

10

Minutes

10



The puzzle consists of a sequence of six boxes, each containing a 3x3 grid of hexagons. The first five boxes show a pattern of a black dot and a white square moving from one box to the next. In the first box, the dot is at (1,1) and the square is at (3,1). In the second box, the dot is at (2,2) and the square is at (2,3). In the third box, the dot is at (3,3) and the square is at (3,2). In the fourth box, the dot is at (2,2) and the square is at (1,2). In the fifth box, the dot is at (1,1) and the square is at (3,3). The sixth box contains a question mark. A red line connects the dot in the first box to the dot in the fourth box, and another red line connects the square in the first box to the square in the fourth box, illustrating the movement pattern. Below the sequence is a red box labeled "MOVING". At the bottom, five options labeled A, B, C, D, and E are shown, each with a 3x3 grid of hexagons containing a black dot and a white square in different positions.

?

MOVING

A B C D E















# ACCURACY & PRECISION

Language 2

Questions40

Minutes6

FIND THE ERROR

	Socks	Jacket	T-Shirt	Trousers	Top
					
	Origin	Ref. No.	Arrival	Humanitarian Items	
1	Montepulciano	DR-15	16/04, 08:00		
2	Stratford	ER-14	14/04, 09:15		
3	Caen	FG-94	12/04, 08:30		
4	Budapest	FR-27	12/04, 09:45		
5	Praha	PE-12	04/04, 10:00		

	Origin	Ref. No.	Arrival	Socks	Jacket	T-Shirt	Trousers	Top
4	Budapest	FG-94	12/04, 10:00					✓

Assesses your ability to process information quickly



# PRIORITISING & ORGANISING

Language 2

Questions

24

Minutes

30

Interpret  
Schedules

Recognise  
Important  
Considerations

Manage  
Logistic  
Problems

Achieve  
Desired  
Outcome

Assesses your ability to organise and prioritise work





# CBT SCORING

**Pass Mark: 5/10**

NUMERICAL  
REASONING  
0/10

**Pass Mark: COMBINED 15/30**

VERBAL  
REASONING  
0/20

ABSTRACT  
REASONING  
0/10

Marks obtained in these tests will NOT COUNT towards your overall CBT score. PASS MARK IS ENOUGH!

But NEED TO reach the pass marks for these tests to qualify for the next stage of the competition.

# CBT SCORING

**Pass Mark: COMBINED 44/88**

ACCURACY &  
PRECISION  
0/40

PRIORITISING &  
ORGANISING  
0/48

PASS MARK IS NOT ENOUGH!

Need to get one of the highest combined marks in these tests  
to make it to the next stage of the competition.





# STEP THREE

## INTERMEDIATE TEST: CBT MICROSOFT OFFICE WORD SKILLS TEST

Approximately 5 times the number of candidates sought for each grade will be invited to this stage.

Language 2

Questions

50

Minutes

60







# INTERMEDIATE TEST SCORING

**Pass Mark: 25/50**

MICROSOFT OFFICE  
WORD SKILLS  
0/50

PASS MARK IS NOT ENOUGH!

Need to get one of the highest marks in this test  
to make it to the next stage of the competition.



# STEP FOUR

## ASSESSMENT CENTRE

Approximately 2 times the number of candidates sought for each grade will be invited.

Tests: Language 2

Location: Brussels





# ASSESSMENT CENTRE TASKS

Two types of exercises:



Role Play  
1 & 2



Field-Related  
Interview



# ASSESSMENT CENTRE SCORING

**Pass Mark: 35/70**

7 GENERAL  
COMPETENCIES  
(each worth 10 points)

**Pass Mark: 35/70**

FIELD-RELATED  
INTERVIEW  
0/70

Those who get the highest scores  
make it onto the RESERVE LIST.





**SUCCESS!**

# RESERVE LIST

**Number of  
places on the  
Reserve List**

**Validity**

**Recruitment**







# HOW TO GET THE JOB?

---

**PRACTICE FOR 10-12 WEEKS**

**PREPARE FOR 1-HOUR PER DAY OR 10-HOURS PER WEEK**

**LEARN TEST METHODOLOGY**

**PERSISTENCE IS KEY**

**DO LOTS OF TEST SIMULATIONS**







# We help you pass the **EPSO** exams and get an EU job

100% realistic EPSO-style test simulations, 1000+ successful candidates, 150+ free study materials.  
Register today and join the largest EU career community.

[Try Free Demo](#)[View Packages](#)

## Everything You Need to Succeed

*Simulated EPSO exams, performance tracking, proven methodology*

# EU TRAINING IS HERE TO HELP YOU GET INTO PRACTICE MODE







# SIMULATED PRACTICE TESTS

---

- Verbal Reasoning - 19 LANGUAGES!
- Numerical Reasoning
- Abstract Reasoning
- Accuracy & Precision
- Prioritising & Organising
- Microsoft Office Word Skills

[WWW.EUTRAINING.EU](http://WWW.EUTRAINING.EU)

# WEBINARS...

---

## FREE - BEGINNER'S GUIDE WEBINARS:

- Beginner's Guide To The EPSO Verbal Reasoning Test
- Beginner's Guide To The EPSO Numerical Reasoning Test
- Beginner's Guide To The EPSO Abstract Reasoning Test
- Beginner's Guide To The EPSO Organising & Prioritising Test

## PRO TIPS WEBINARS:

- Pro Tips For The EPSO Verbal Reasoning Test
- Pro Tips For The EPSO Numerical Reasoning Test
- Pro Tips For The EPSO Abstract Reasoning Test
- Pro Tips For The EPSO Organising & Prioritising Test

## OTHER:

- Maths Refresher For Numerical Reasoning





# A WEALTH OF RESOURCES



**FREE  
E-BOOKS**



**LOTS OF  
TIPS & TRICKS**



**FREE  
DEMO TESTS**



**TRAINING  
SESSIONS**



**PERSONAL  
COACHING**

**[WWW.EUTRAINING.EU](http://WWW.EUTRAINING.EU)**





**Join an EPSO community.**

**"EPSO AST AND SC EXAMS" FACEBOOK PAGE**

**Engage with other candidates and  
learn from their experiences.**



# BOOKS





# THANK YOU

---

**CONTACT FOR FREE ADVICE:**  
**SUPPORT@SUPPORT.EUTRAINING.EU**

Please note that the official source of information on EU competitions is the European Personnel Selection Office (EPSO). We do everything in our power to provide you with the most accurate and up-to-date information possible.

