

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*



ANDRÁS BANETH

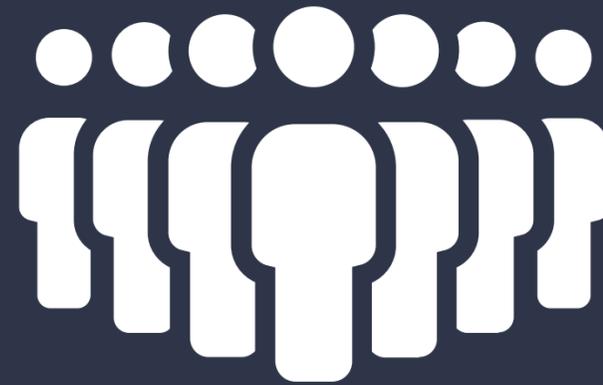


OPEN

ABOUT EU TRAINING



OUR COMMUNITY



100,000+
Registered Users

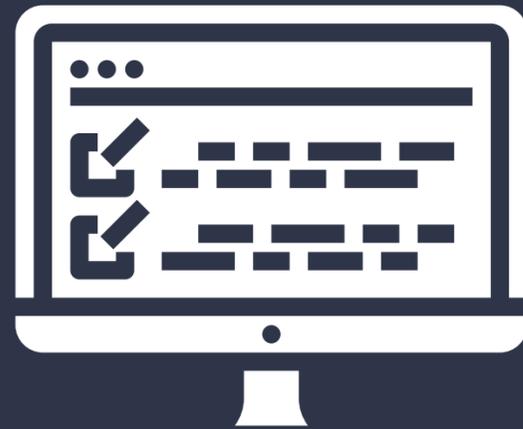


53,000+
Fans on Facebook
facebook.com/eustraining

TEST PACKAGES



25,000+
Question Database



Over 17 Million
Questions Used



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

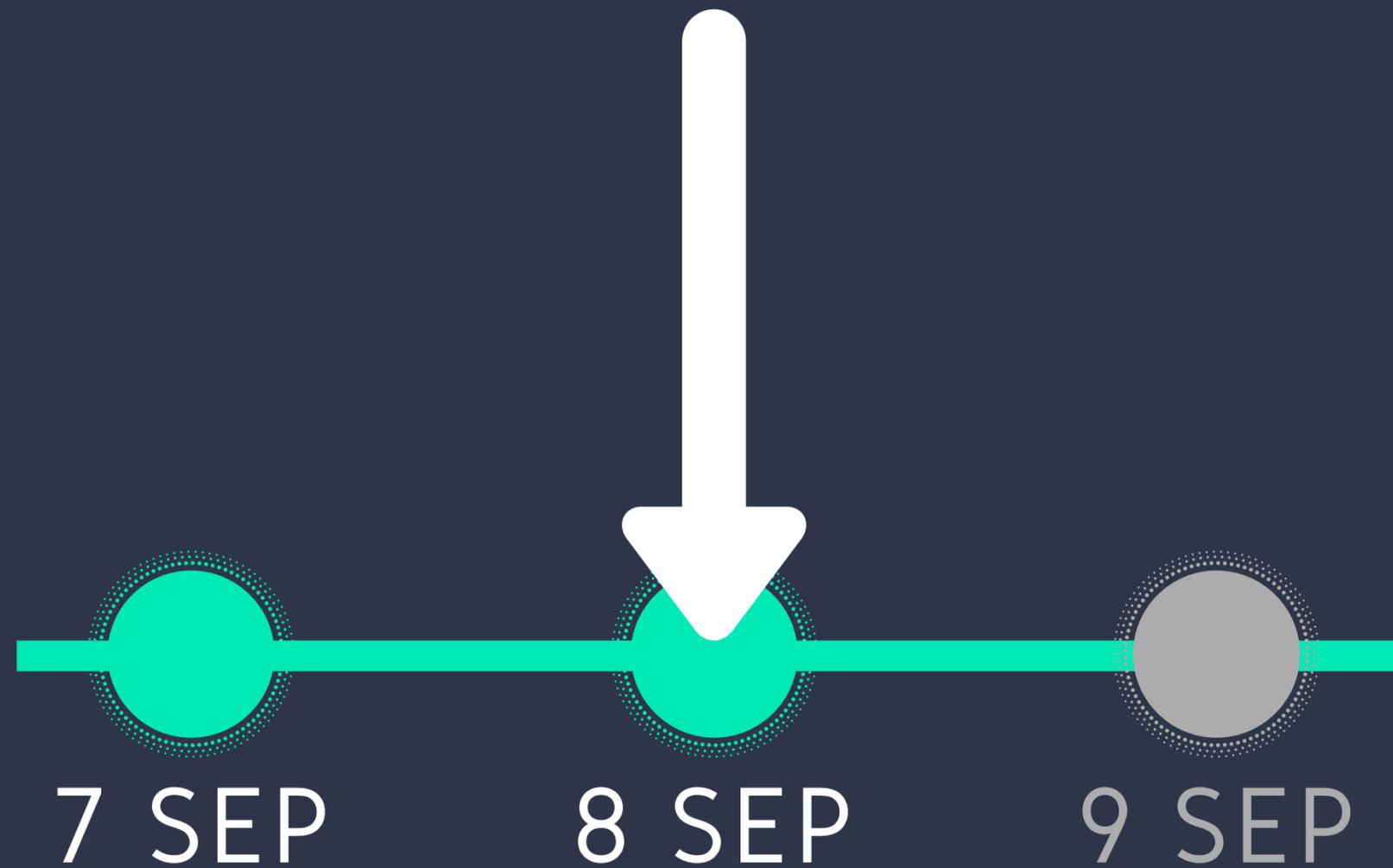
Grade SC-1 **328**

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

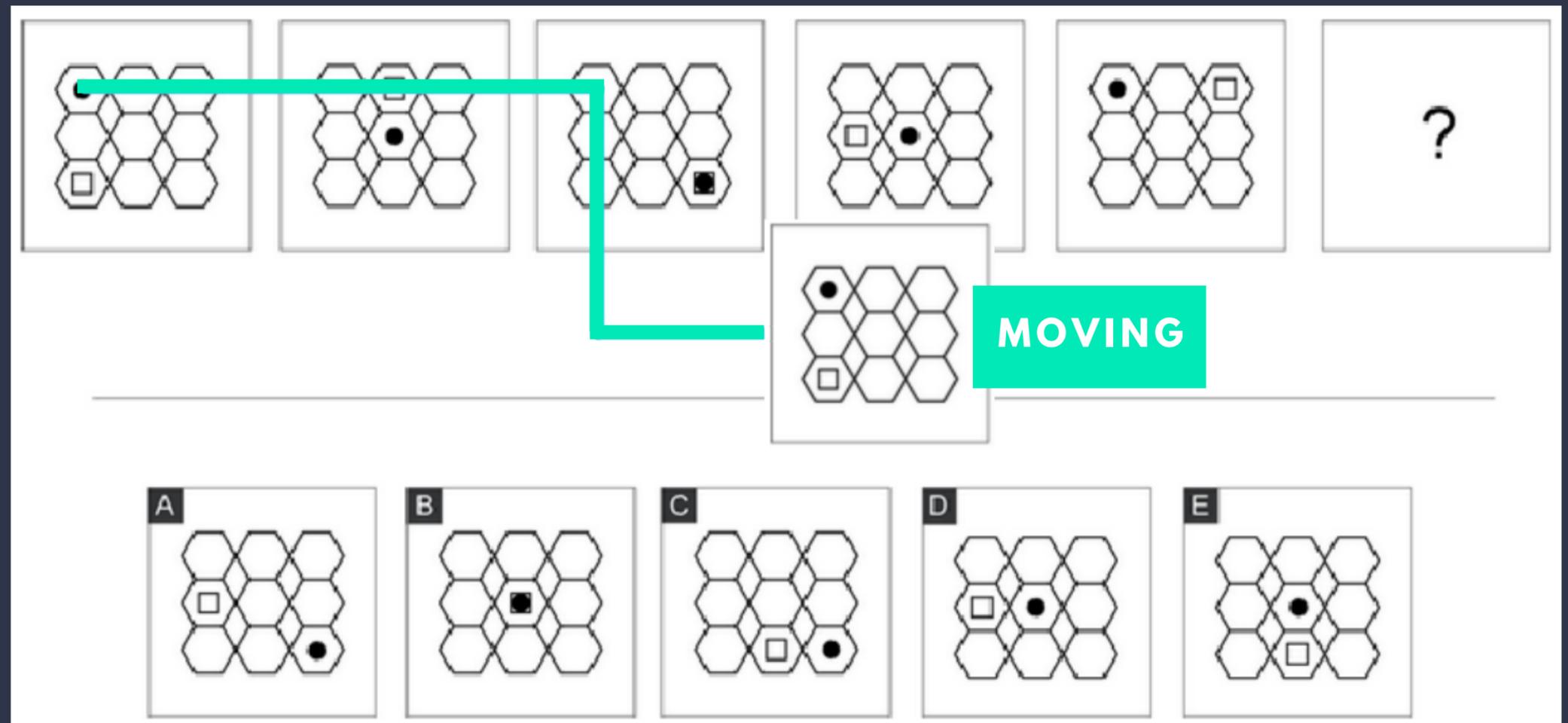
Language 1

Questions

10

Minutes

10



The puzzle consists of a sequence of six boxes. Each box contains a 3x3 grid of hexagons. The first five boxes show a pattern of a black dot and a white square moving across the grid. A teal line connects the dot in the first box to the square in the second box, and then to the dot in the third box, indicating a 'MOVING' pattern. The sixth box contains a question mark. Below the sequence are five options labeled A, B, C, D, and E, each showing a different arrangement of the dot and square.

MOVING

A B C D E

ACCURACY & PRECISION

Language 2

Questions

40

Minutes

6

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





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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

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

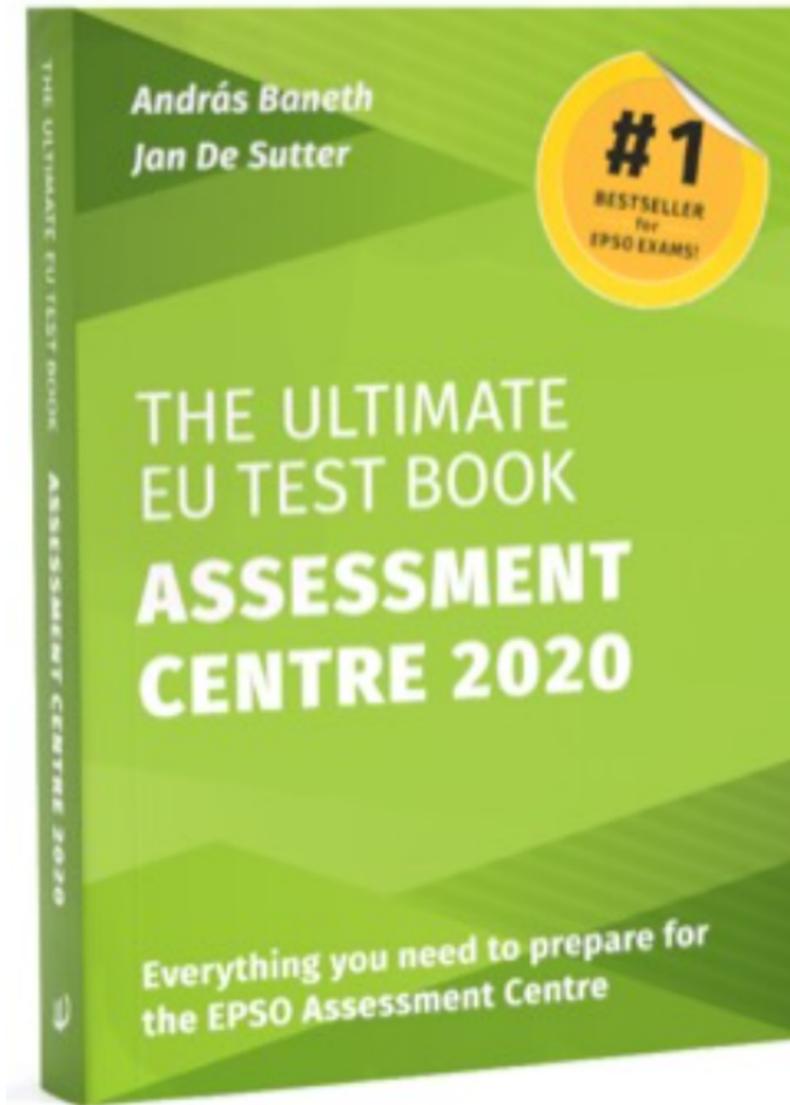
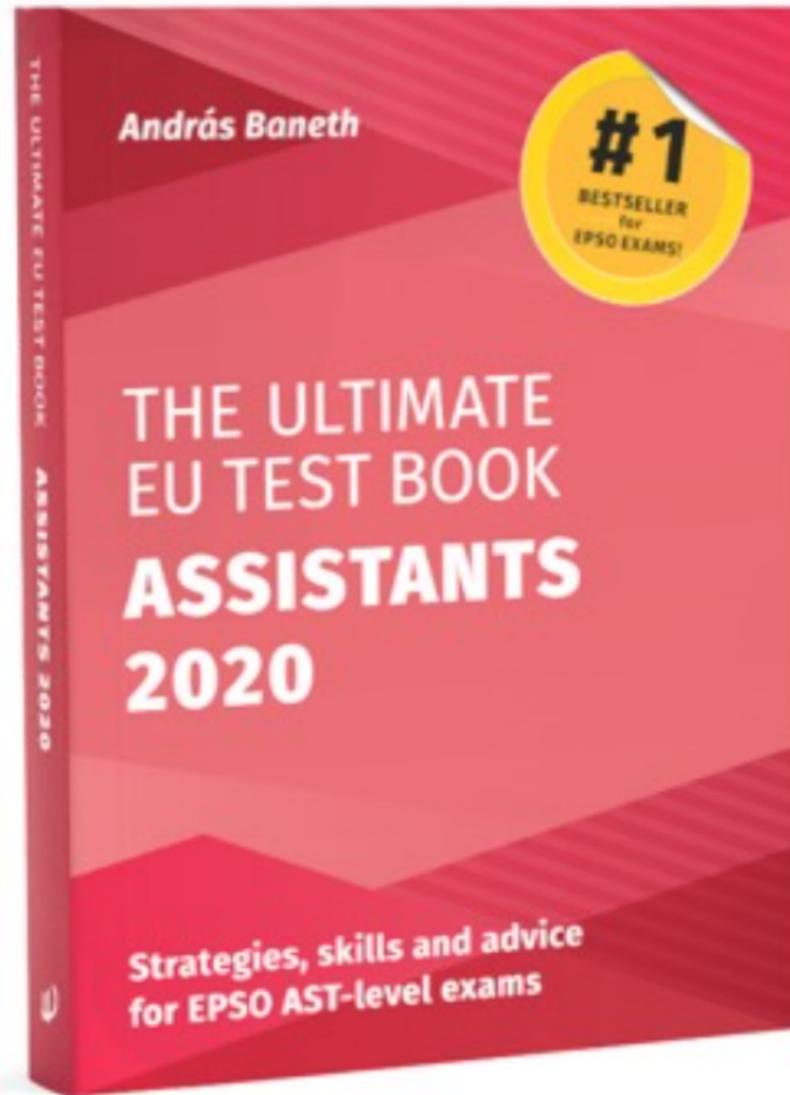


Join an EPSO community.

"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.

