

PRESENTED BY EU TRAINING

2021 EPSO PROOFREADER / EDITOR EXAMS INFORMATION WEBCAST



19 FEBRUARY 2021

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*

Former EU Official



www.eutraining.eu



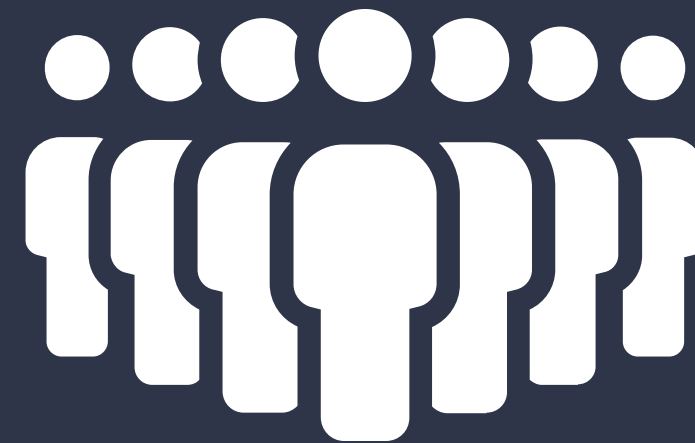
ANDRÁS BANETH

OPEN

ABOUT EU TRAINING



OUR COMMUNITY



100,000+
Registered Users



55,000+
Fans on Facebook
facebook.com/euttraining



TEST PACKAGES



25,000+
Question Database



Over 17 Million
Questions Used



www.eutrain.eu

WEBINARS



Over 100
Hours



10,000+
Participants



WHERE WILL YOU WORK?

PLACE OF WORK

European Parliament
European Court of Justice

LUXEMBOURG





**WHAT WILL
YOU DO?**

WHAT WILL YOU BE TASKED WITH?

Perform linguistic tasks, including executive and technical duties in the language of the competition.

Proofreading manuscripts, checking translated texts for consistency, prepare and check proofs for publication in various formats and media.

Check texts coherence, uniformity, compliance with stylistic conventions and rules.

Take part in terminology work and in the quality control process for translations of documents.



POSITIONS AVAILABLE

AST3

Estonian Language Profile

11

Greek Language Profile

17

Irish Language Profile

18

Italian Language Profile

14

Portuguese Language Profile

17

Spanish Language Profile

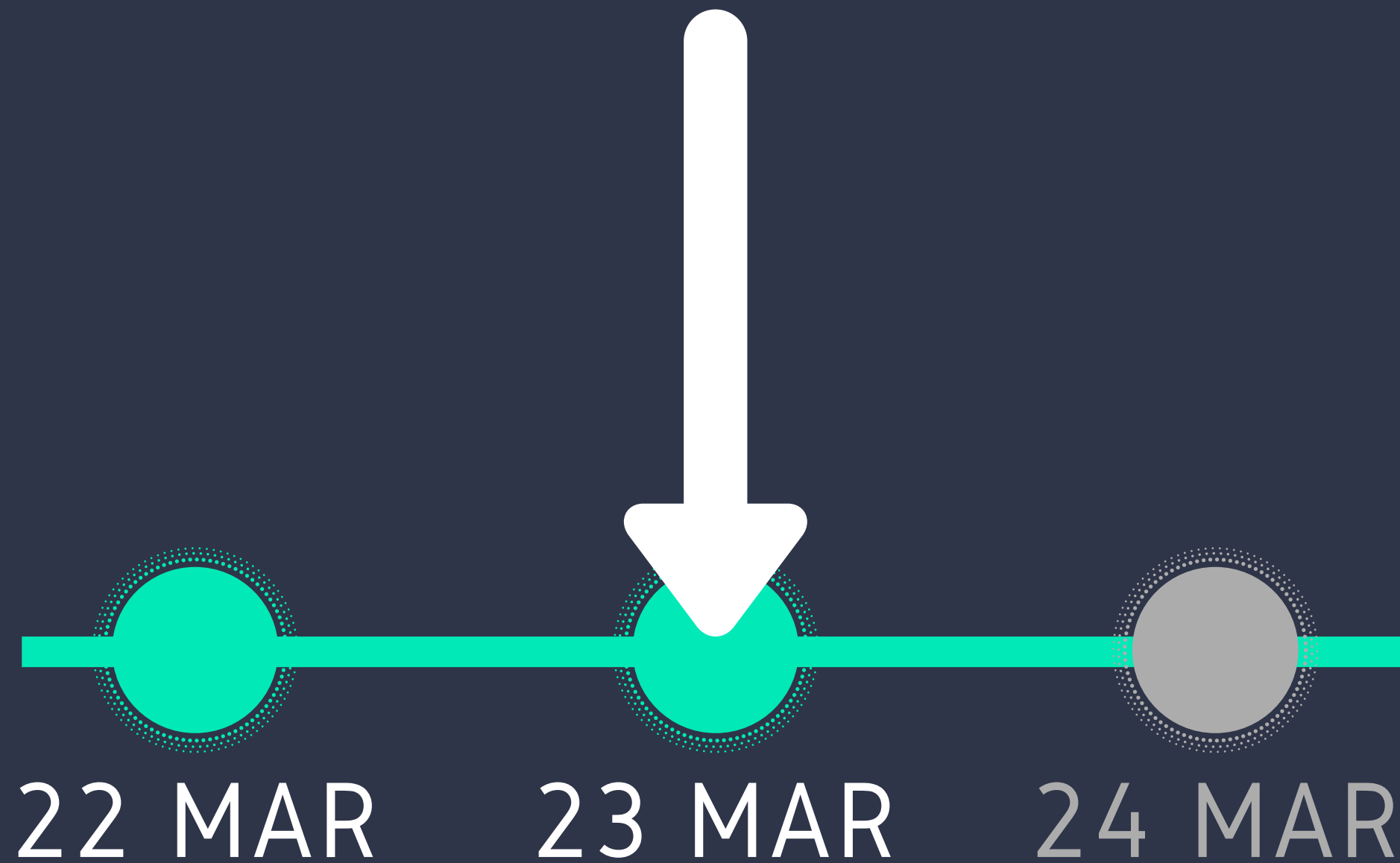
18

*This competition covers 6 language profiles - you can only apply to one



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APPLY BEFORE
23 March 2021





**ARE YOU
ELIGIBLE?**

GENERAL CONDITIONS

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



LANGUAGE RULES

LANGUAGE 1

Language of the competition (C2 level - perfect knowledge)

LANGUAGE 2

Must be English OR French (minimum B2 level)

LANGUAGE 1 & 2 MUST BE DIFFERENT!



QUALIFICATIONS

Post-secondary education attested by a diploma.
PLUS a minimum of 3 years professional experience in a field directly related to the nature of the duties described in the Notice of Competition.

Diploma + Professional Experience must have been gained in the chosen language of the competition.

IF NOT...

Diploma giving access to post-secondary education must have been gained in the chosen language of the competition.



QUALIFICATIONS

OR

Secondary education attested by a diploma giving access to post-secondary education.
PLUS a minimum of 6 years professional experience - of this 3 years must be in a field directly related to the nature of the duties described in the Notice of Competition.

Diploma + Professional Experience must have been gained
in the chosen language of the competition.





WHY IS THIS A GREAT OPPORTUNITY?

Attractive Salaries



Good Benefits



Health
Insurance



European
Schools





HOW TO GET ONE OF THESE JOBS



STEP ONE

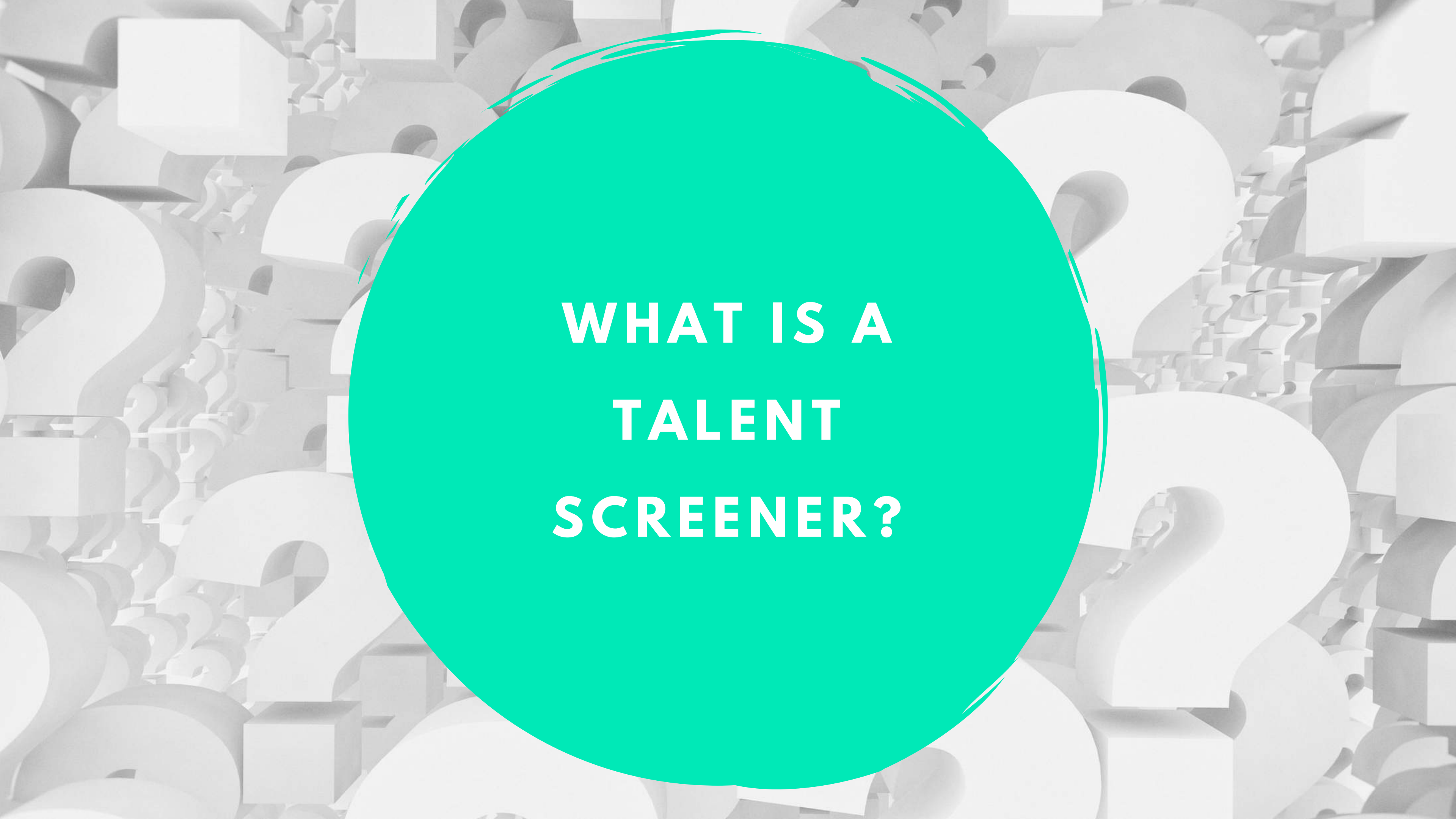
APPLICATION PROCESS

- Eligibility declaration
- Pick your Language 1 & 2
- Application can be submitted in any of the 24 EU languages
- BUT the **Talent Screener** needs to be in either English OR French.

VALIDATE BY APPLICATION DEADLINE

23 MARCH 2021






WHAT IS A TALENT SCREENER?



**HOW IS THE
TALENT SCREENER
SCORED?**



**HOW DO YOU
MAXIMISE YOUR
TALENT SCREENER
SCORE?...**

A FEW TIPS...

Try to answer 'YES' as much as possible, but only if you can back it up with truthful and relevant information.

Provide lots of valuable information, but give only relevant and meaningful answers. Leave out space fillers.

Concrete vs. Abstract answers.
Scores are based on hard evidence - facts, figures, places and dates.

Do not copy-paste previous answers. You can use the same experience again if you can manage to present it from a different angle than before.



A FEW TIPS...

Readability and clear communication will influence your assessors' understanding of your professional background:

- Use a structured layout with bullet points.
- Clear references.
- Short but to-the-point descriptions.

EU institutions and EPSO are formal and terminology-driven. Learn the lingo and use it.

What's in it for them...make sure to link your personal background and work experience with the needs of the EU or institution you are applying to.

If you want to write a stellar Talent Screener view this webinar recording:
"Everything You Need To Know About EPSO's Talent Screener"



STEP TWO



PRE-SELECTION CBT EXAM



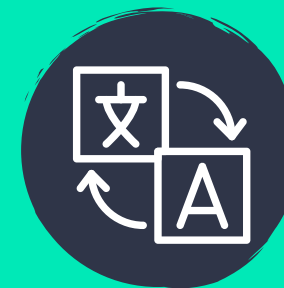
Verbal
Reasoning



Numerical
Reasoning



Abstract
Reasoning

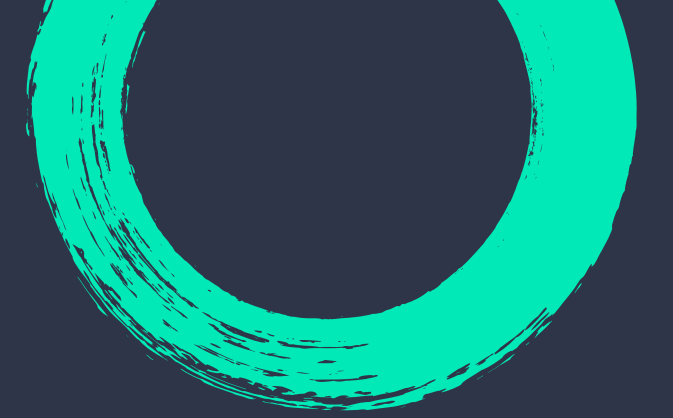


Language
Comprehension

*May be held at the Assessment Centre if candidate applications do not exceed a certain threshold.



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 where a black dot and a white square move from one box to the next. A red line connects the dot in the first box to the square in the second box, and another red line connects the square in the third box to the dot in the fourth box, illustrating a 'MOVING' pattern. The sixth box contains a question mark. Below the sequence are five answer options labeled A, B, C, D, and E, each showing a different arrangement of the dot and square in the hexagonal grid.

MOVING

A B C D E



LANGUAGE COMPREHENSION

Language 1

Questions

24

Minutes

60

2 sets of 12 questions each.
30 minutes each set.



LANGUAGE COMPREHENSION

Language 1

Questions

24

Minutes

60

Verbal Reasoning

Verbal Comprehension

Verbal Fluency

Text Passage

Understanding and reasoning:

Which of the following statements is TRUE?

Meaning of words:

In paragraph 6, what does the word 'expatiate' mean?

Understanding the broad concept:
'What does the author think...?'



CBT SCORING

Pass Mark: 10/20

VERBAL
REASONING
0/20

Pass Mark: COMBINED 10/20

NUMERICAL
REASONING
0/10

ABSTRACT
REASONING
0/10

Pass Mark: 28/48

LANGUAGE
COMPREHENSION
0/48

PASS MARK ENOUGH!

...BUT only for the Numerical
and Abstract Reasoning tests.

CBT SCORING

Pass Mark: 10/20

VERBAL
REASONING
0/20

Pass Mark: COMBINED 10/20

NUMERICAL
REASONING
0/10

ABSTRACT
REASONING
0/10

Pass Mark: 28/48

LANGUAGE
COMPREHENSION
0/48

PASS MARK IS NOT ENOUGH!

Must get one of the highest
Verbal Reasoning and Language
Comprehension scores to make
it to the next stage.

STEP THREE

TALENT SCREENER REVIEW

Those who got the highest scores in the computer-based tests and make it through the Eligibility Check will have their Talent Screener reviewed.



STEP FOUR

ASSESSMENT CENTRE

Approximately 3 times the number of candidates sought will be invited.

Tests: Language 1 & 2

Location: online or in-person



ASSESSMENT CENTRE TASKS

Four types of exercises:



Case Study
Exam



Competency-Based
Interview (CBI)



Situational
Competency-Based
Interview (SCBI)



Proofreading Test
in L1 & L2



ASSESSMENT CENTRE SCORING

Pass Mark: 35/70

7 GENERAL
COMPETENCIES
(each worth 10 points)

Pass Mark: 30/50

FIELD-RELATED
TEST: Part 1
0/50

Pass Mark: 30/50

FIELD-RELATED
TEST: Part 2
0/50

Those who get the highest overall score
will 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
- Language Comprehension - 13 LANGUAGES!

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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 Language Comprehension 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

OTHER:

- Maths Refresher For Numerical Reasoning



A WEALTH OF RESOURCES



**FREE
E-BOOKS**



**LOTS OF
TIPS & TRICKS**



**FREE
DEMO TESTS**



**TRAINING
SESSIONS**



**PERSONAL
COACHING**

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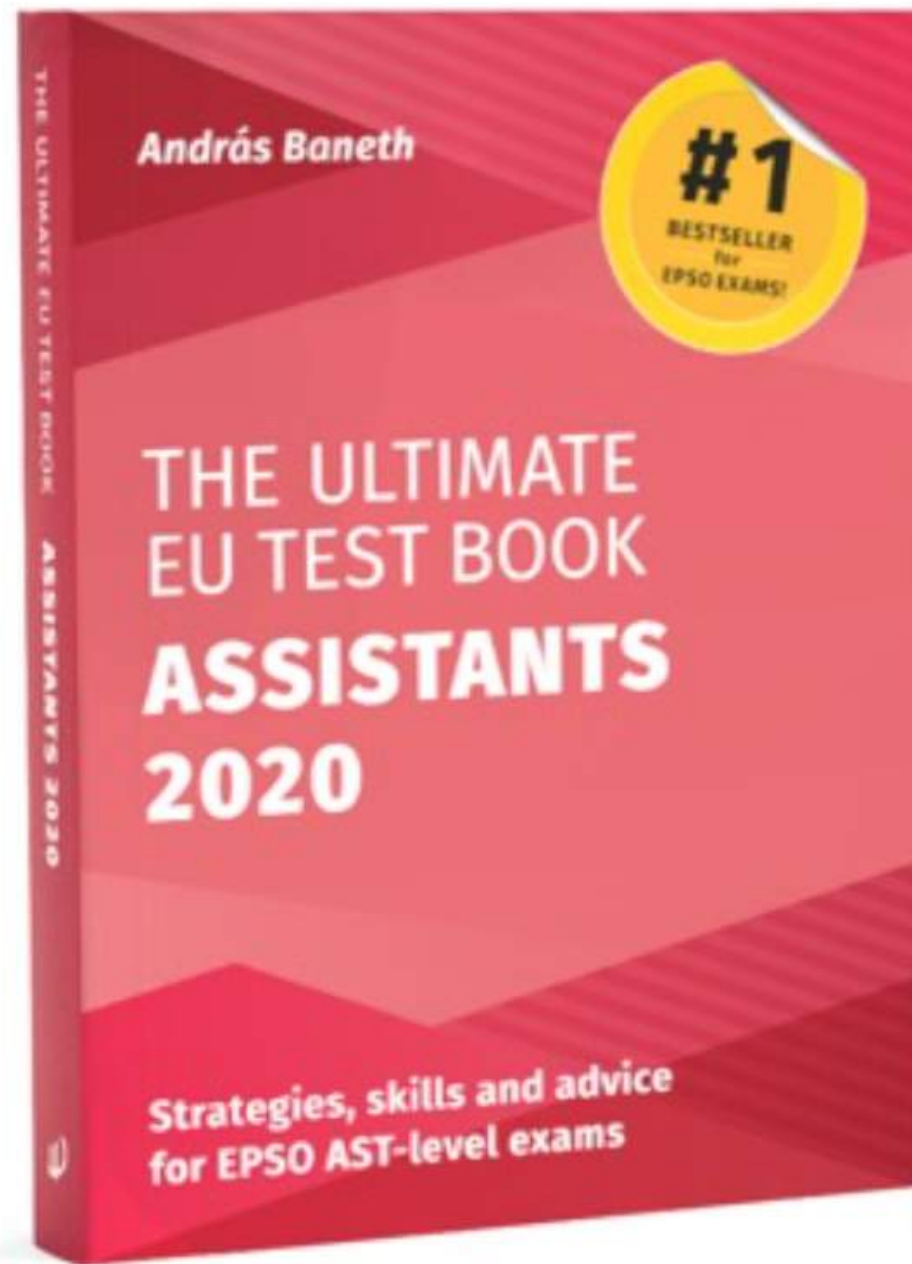


Join an EPSO community.

**"EPSO PROOFREADER & EDITOR 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.

