

PRESENTED BY EU TRAINING

**2022 ICT ASSISTANTS &
ADMINISTRATORS EPSO EXAMS
INFORMATION WEBCAST**



18 FEBRUARY 2022

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



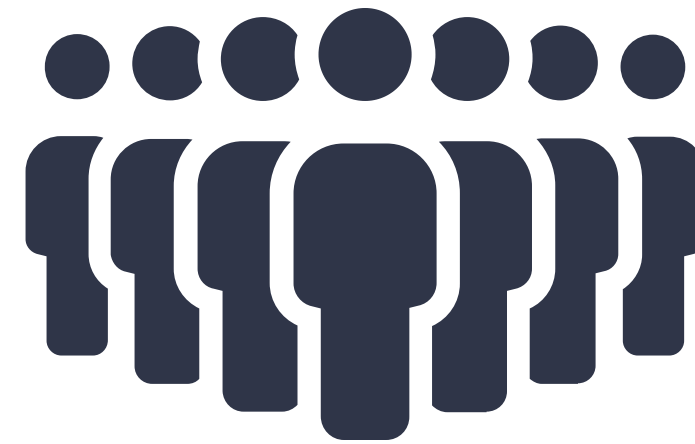
ANDRÁS BANETH

OPEN

ABOUT EU TRAINING



OUR COMMUNITY



100,000+
Registered Users



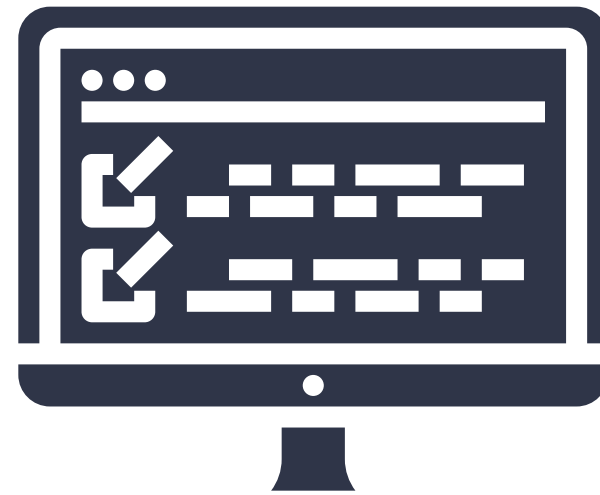
56,000+
Fans on Facebook
facebook.com/eustraining



TEST PACKAGES



25,000+
Question Database



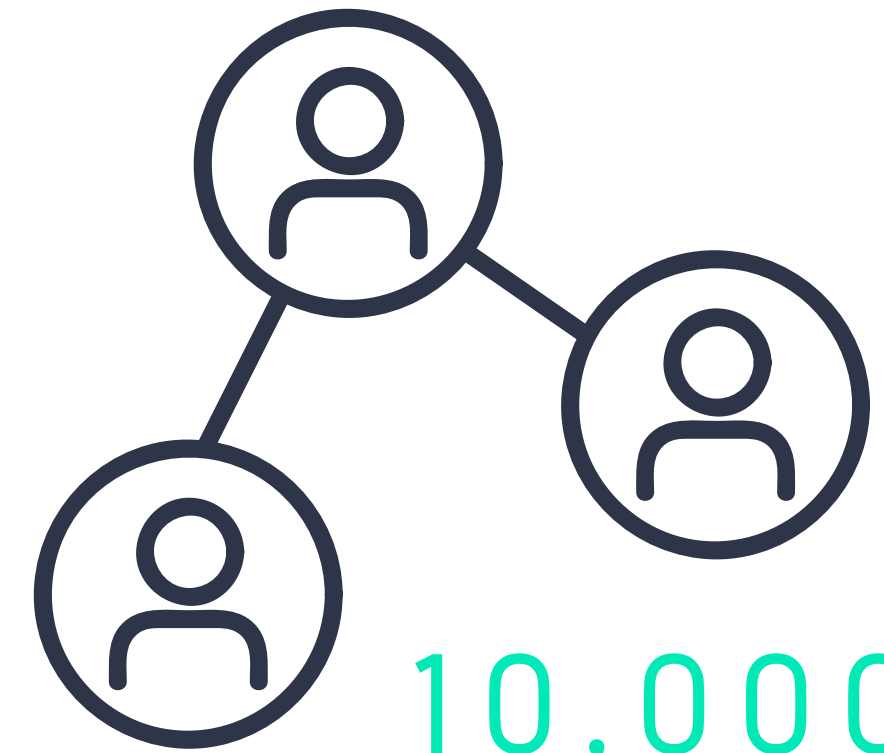
Over 17 Million
Questions Used



WEBINARS



Over 100
Hours



10,000+
Participants



TWO competitions have been released...

**INFORMATION AND
COMMUNICATION
TECHNOLOGY EXPERTS
(EPSO/AD/398/22)**

**INFORMATION AND
COMMUNICATION
TECHNOLOGY
ASSISTANTS
(EPSO/AST/151/22)**



WHERE WILL YOU WORK?

PLACE OF WORK

Posts based in multiple locations

BRUSSELS

LUXEMBOURG



INSTITUTIONS & AGENCIES

OF THE EUROPEAN UNION



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





APPLICATION



COMPETITION

EPSO / AD / 398 / 22

INFORMATION & COMMUNICATION TECHNOLOGY EXPERTS



POSITIONS AVAILABLE

INFORMATION & COMMUNICATION TECHNOLOGY EXPERTS (EPSO/AD/398/22)

Administrators - ICT infrastructures, cloud, networks & middleware (AD7)

71

Administrators - Digital workplace, office automation & mobile computing (AD7)

49

Administrators - IT and data governance, programme/portfolio and project management, project management office (PMO), business & enterprise architecture (AD7)

70

Administrators - Design, development/configuration, testing, operation and maintenance of IT applications & off-the-shelf solutions; Data management, data analytics & artificial intelligence (AD7)

73

Administrators - ICT security (AD8)

87

*This competition covers 5 FIELDS - you can ONLY APPLY TO ONE





COMpetition

EPSo / AST / 151 / 22

INFORMATION & COMMUNICATION TECHNOLOGY ASSISTANTS



POSITIONS AVAILABLE

INFORMATION & COMMUNICATION TECHNOLOGY ASSISTANTS (EPSO/AST/151/22)

Assistants - ICT infrastructures, cloud, networks & middleware (AST4)

47

Assistants - Digital workplace, office automation & mobile computing (AST4)

55

Assistants - Development/configuration, testing, operation and maintenance of IT applications and off-the-shelf solutions; Data management, data analytics & artificial intelligence (AST4)

74

Assistants - ICT security (AST4)

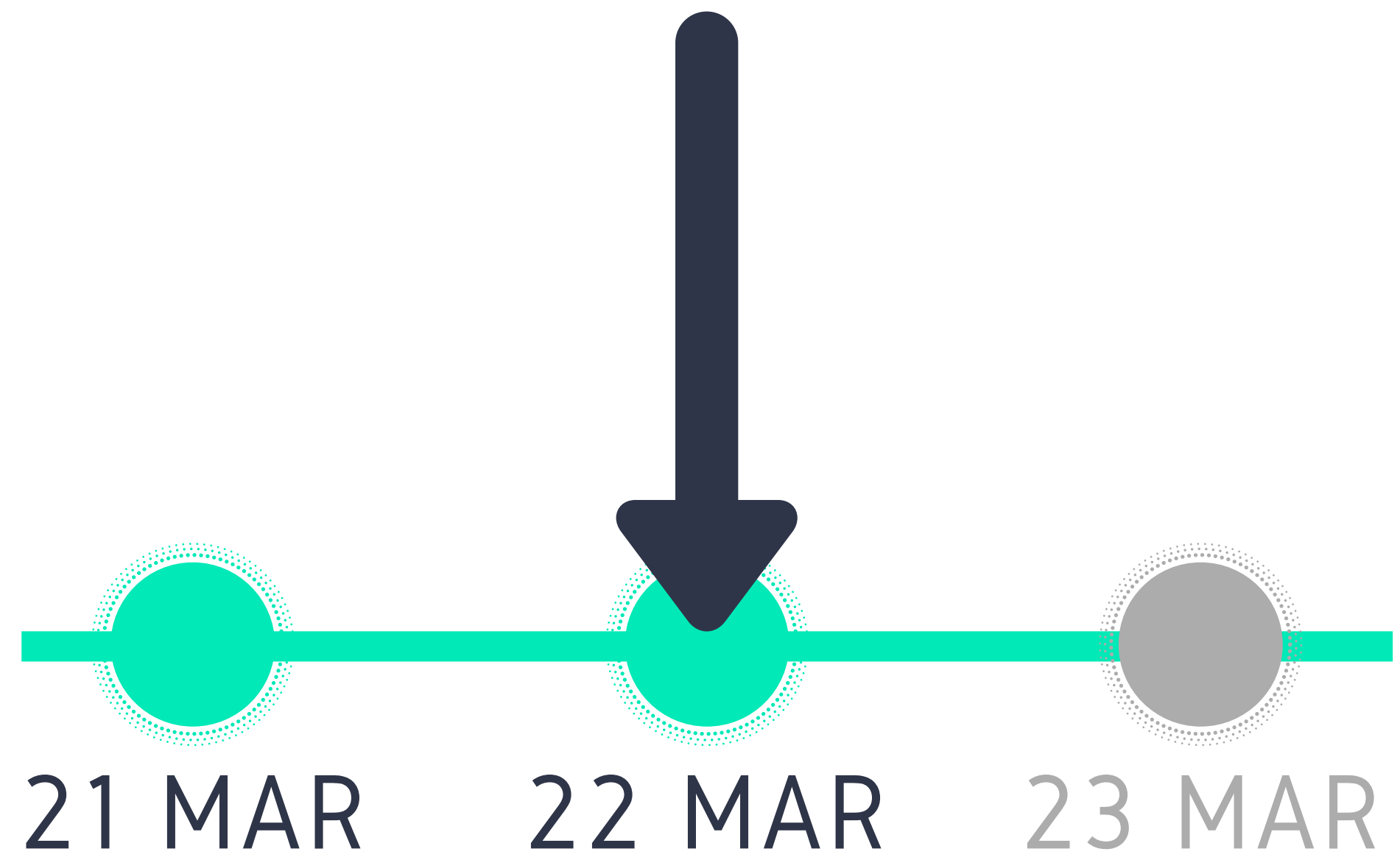
29

*This competition covers 4 FIELDS - you can ONLY APPLY TO ONE



www.euttraining.eu

**APPLY BEFORE
22 March 2022**





**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!



COMPETITION

EPSO / AD / 398 / 22

INFORMATION & COMMUNICATION TECHNOLOGY EXPERTS



QUALIFICATIONS

FIELDS 1 - 4:

Grade

AD7

Completed university studies of at least **4 years** in ICT and/or related areas with a diploma.

PLUS a minimum of **6 years** professional experience in ICT of which a minimum of **3 years** needs to be in the chosen field and related to the duties of the chosen field as described in Annex I.

OR

Completed university studies of at least **3 years** in ICT and/or related areas with a diploma.

PLUS a minimum of **7 years** professional experience in ICT of which a minimum of **4 years** needs to be in the chosen field and related to the duties of the chosen field as described in Annex I.



QUALIFICATIONS

FIELD 5:

Grade

AD8

Completed university studies of at least **4 years** in ICT and/or related areas with a diploma.

PLUS a minimum of **9 years** professional experience in ICT of which a minimum of **3 years** needs to be in ICT security and related to the duties of the field as described in Annex I.

OR

Completed university studies of at least **3 years** in ICT and/or related areas with a diploma.

PLUS a minimum of **10 years** professional experience in ICT of which a minimum of **4 years** needs to be in ICT security and related to the duties of the field as described in Annex I.





COMpetition

EPSo / AST / 151 / 22

INFORMATION & COMMUNICATION TECHNOLOGY ASSISTANTS



QUALIFICATIONS

FIELDS 1 - 4:

Grade

AST4

Post-secondary education of at least **2 years** with a diploma relevant to the duties of the chosen field.

PLUS a minimum of **6 years** professional experience in ICT of which a minimum of **3 years** needs to be in the chosen field and related to the duties of the chosen field as described in Annex I.

OR

Secondary education with a diploma giving access to post-secondary education.

PLUS a minimum of **9 years** professional experience in ICT of which a minimum of **3 years** needs to be in the chosen field and related to the duties of the chosen field as described in Annex I.





**WHY IS THIS
A GREAT
OPPORTUNITY?**

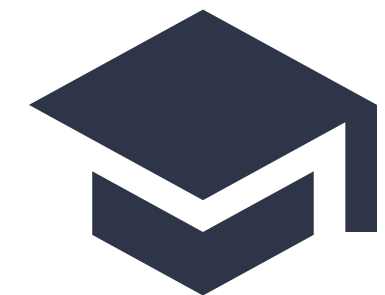
Attractive Salaries



Good Benefits



Health
Insurance



European
Schools



HOW TO GET ONE OF THESE JOBS



STEP ONE

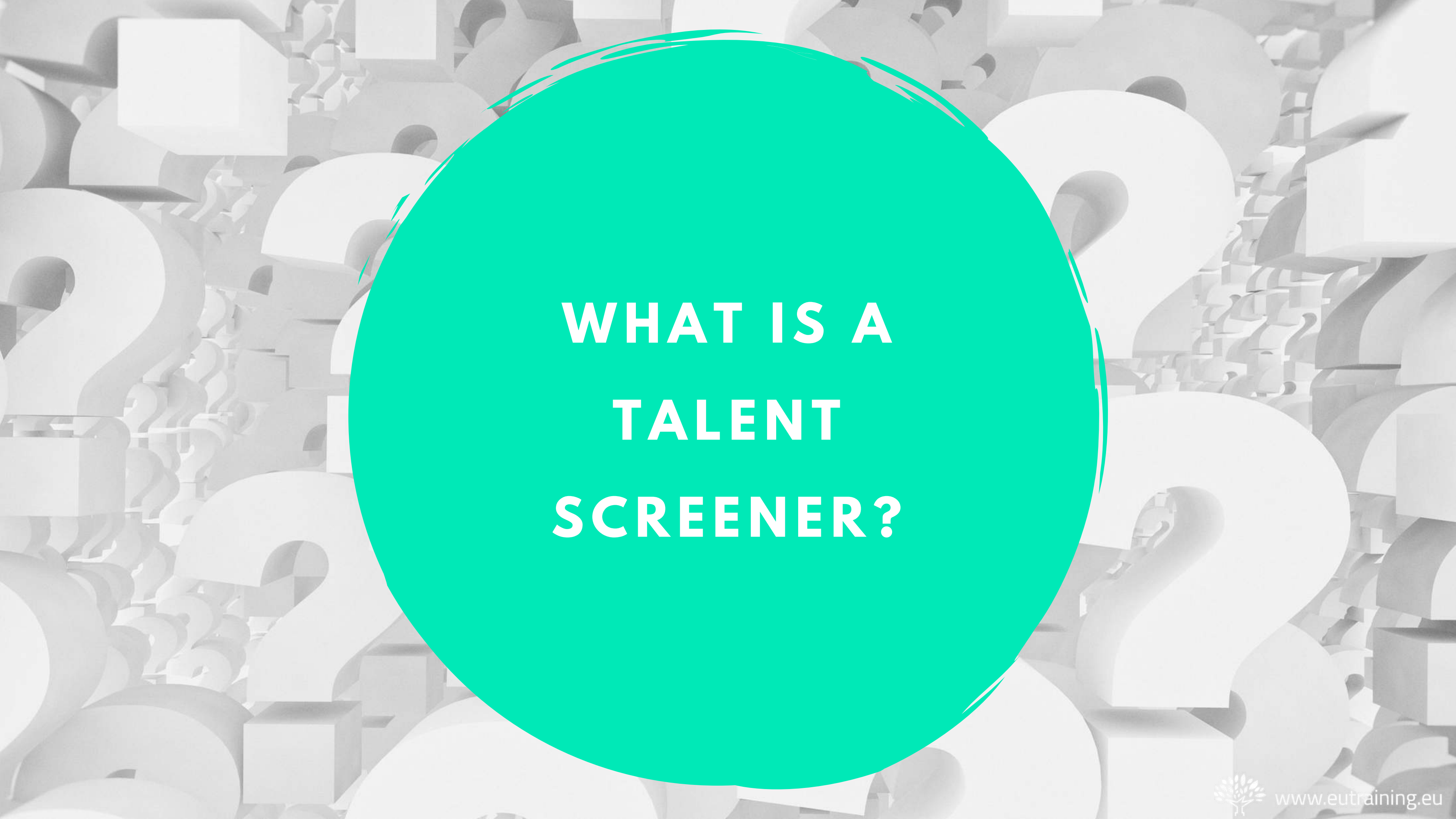
APPLICATION PROCESS

- 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

22 MARCH 2022





**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 join our 9 March LIVE Webinar:
"Everything You Need To Know About EPSO's Talent Screener"



NO

Pre-Selection CBT
Exam stage for either
competition!

STEP TWO

TALENT SCREENER REVIEW

Will only be scored for those candidates that are deemed eligible as described under the section 'Am I eligible to apply?' of the Notice of Competition.



STEP THREE

ASSESSMENT CENTRE

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

Tests: Languages 1 & 2

Location: online or in-person





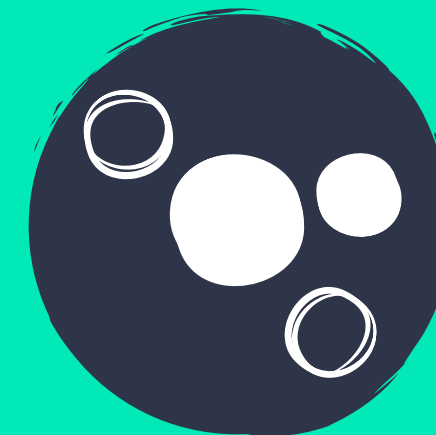
COMPUTER-BASED MULTIPLE-CHOICE REASONING TESTS



Verbal
Reasoning

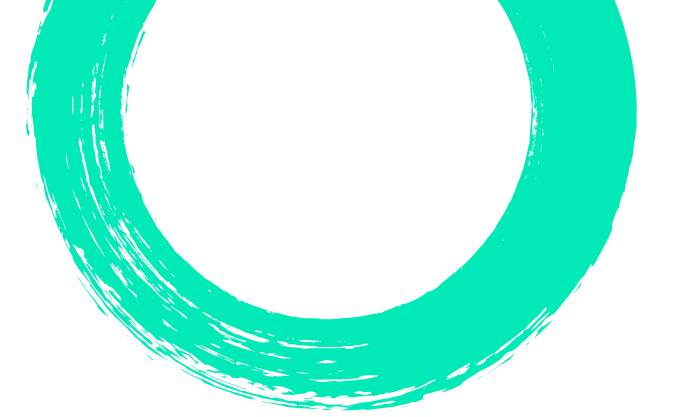


Numerical
Reasoning



Abstract
Reasoning

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

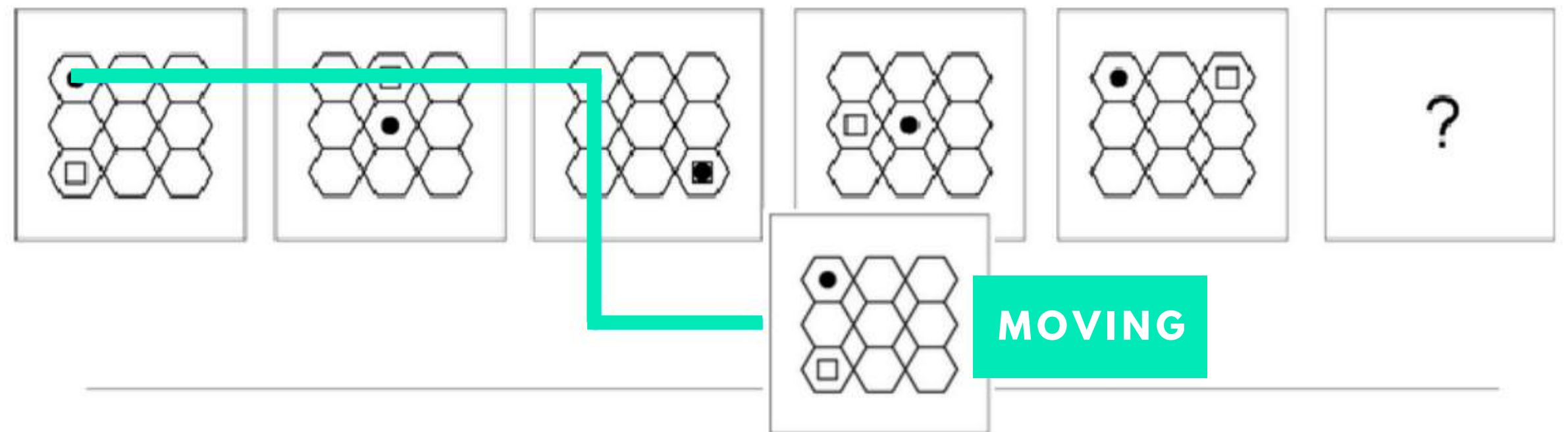
Language 1

Questions

10

Minutes

10



- A
- B
- C
- D
- E

CBT SCORING

PASS MARK IS ENOUGH!

Pass Mark: 20/40

VERBAL
REASONING
0/20

NUMERICAL
REASONING
0/10

ABSTRACT
REASONING
0/10

Need to attain the pass mark in this exam to be invited to sit the other Assessment Centre tests.

CBT scores will NOT be added to your final Assessment Centre score.



ASSESSMENT CENTRE TASKS

8 General Competencies will be
tested through two exercises:



Case Study
Exam



Situational
Competency-Based
Interview (SCBI)

LANGUAGE 2



ASSESSMENT CENTRE TASKS

Field-Related Competencies will
be assessed by one exercises:



Field-Related
Interview

LANGUAGE 2



ASSESSMENT CENTRE SCORING

ICT Assistants Competition (EPSO/AST/151/22)

Pass Mark: 35/70

7 GENERAL
COMPETENCIES
(each worth 10 points)



Pass Mark: 60/100

FIELD-RELATED
INTERVIEW
0/100



ASSESSMENT CENTRE SCORING

ICT Experts Competition (EPSO/AD/398/22)

Pass Mark: 40/80

8 GENERAL
COMPETENCIES
(each worth 10 points)



Pass Mark: 60/100

FIELD-RELATED
INTERVIEW
0/100



ASSESSMENT CENTRE SCORING

**ICT Assistants
(EPSO/AST/151/22)**

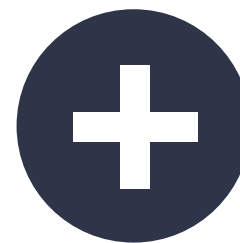
Pass Mark: 35/70

7 GENERAL
COMPETENCIES
(each worth 10 points)

**ICT Experts
(EPSO/AD/398/22)**

Pass Mark: 40/80

8 GENERAL
COMPETENCIES
(each worth 10 points)



Pass Mark: 60/100

FIELD-RELATED
INTERVIEW
0/100

**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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Everything You Need to Succeed

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EU TRAINING IS HERE TO HELP YOU GET INTO PRACTICE MODE





SIMULATED PRACTICE TESTS

- Verbal Reasoning - 24 LANGUAGES!
- Numerical Reasoning
- Abstract Reasoning

- Case Study Simulations + Evaluation
- SCBI & FRI Workshops

WWW.EUTRAINING.EU

WEBINARS...

FREE - BEGINNER'S GUIDE WEBINARS:

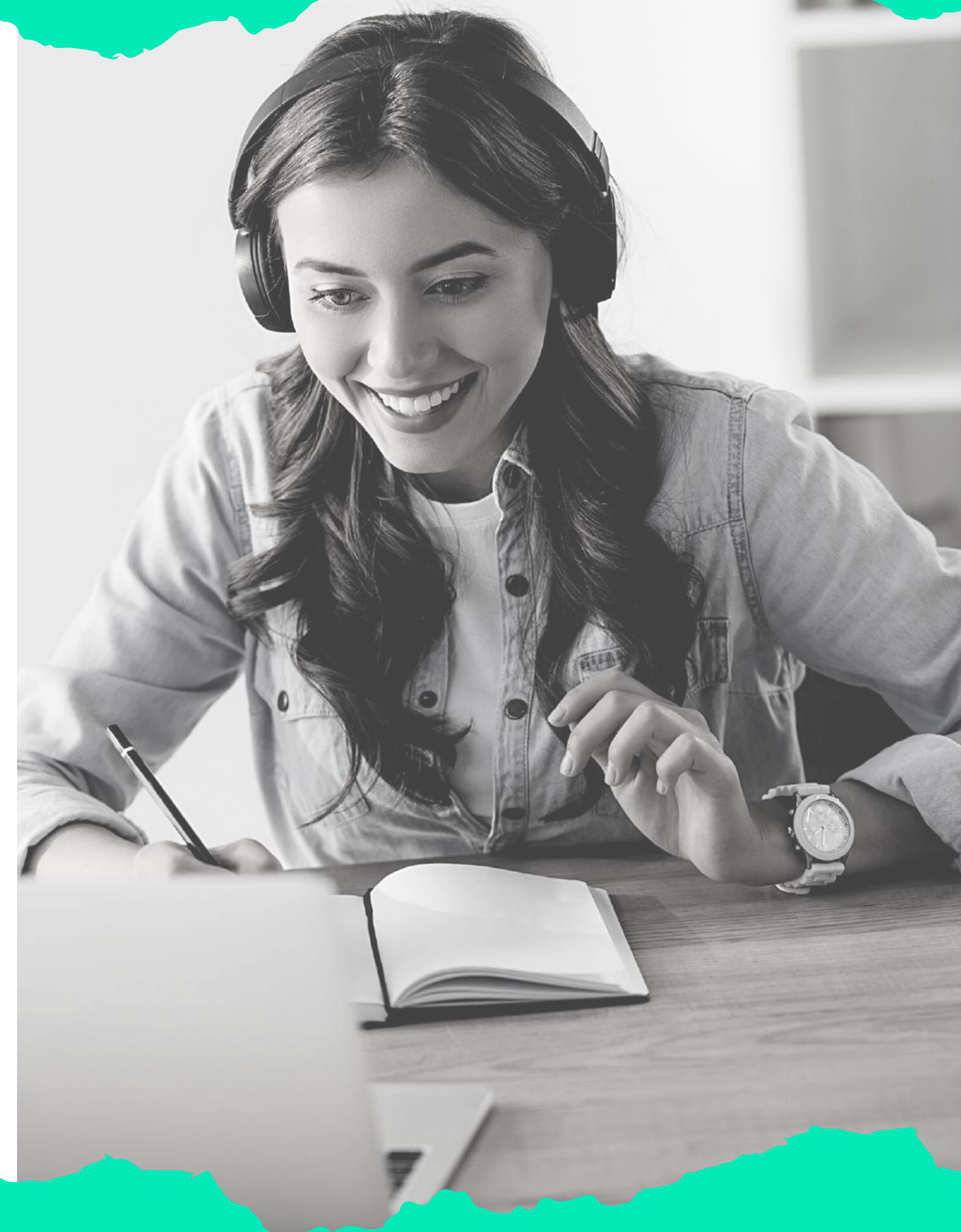
- Beginner's Guide To The EPSO Verbal Reasoning Test
- Beginner's Guide To The EPSO Numerical Reasoning Test
- Beginner's Guide To The EPSO Abstract Reasoning Test

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
- Case Study Insights



A WEALTH OF RESOURCES



**FREE
E-BOOKS**



**LOTS OF
TIPS & TRICKS**



**FREE
DEMO TESTS**



**VIRTUAL TRAINING
SESSIONS**



**PERSONAL
COACHING**

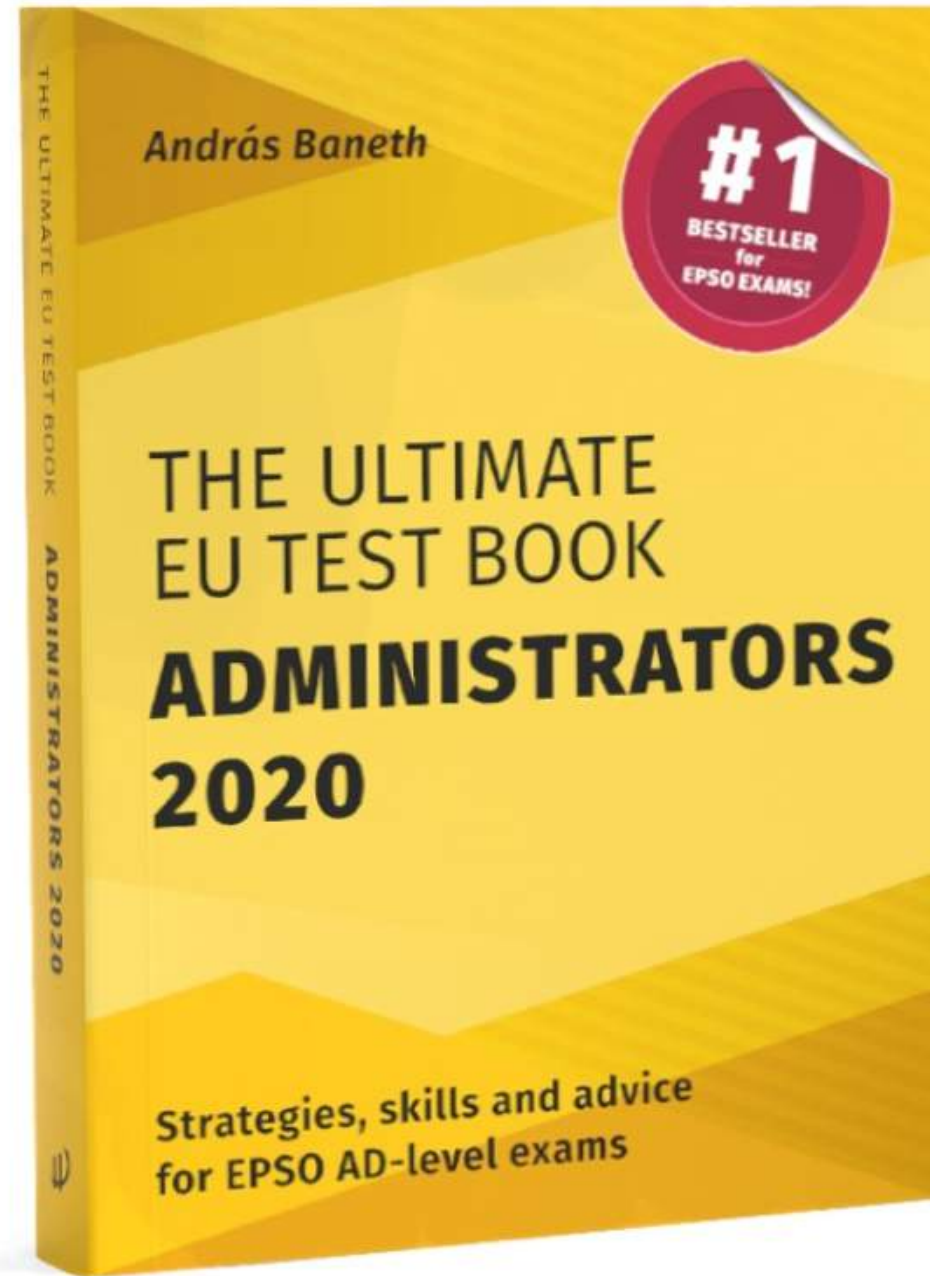
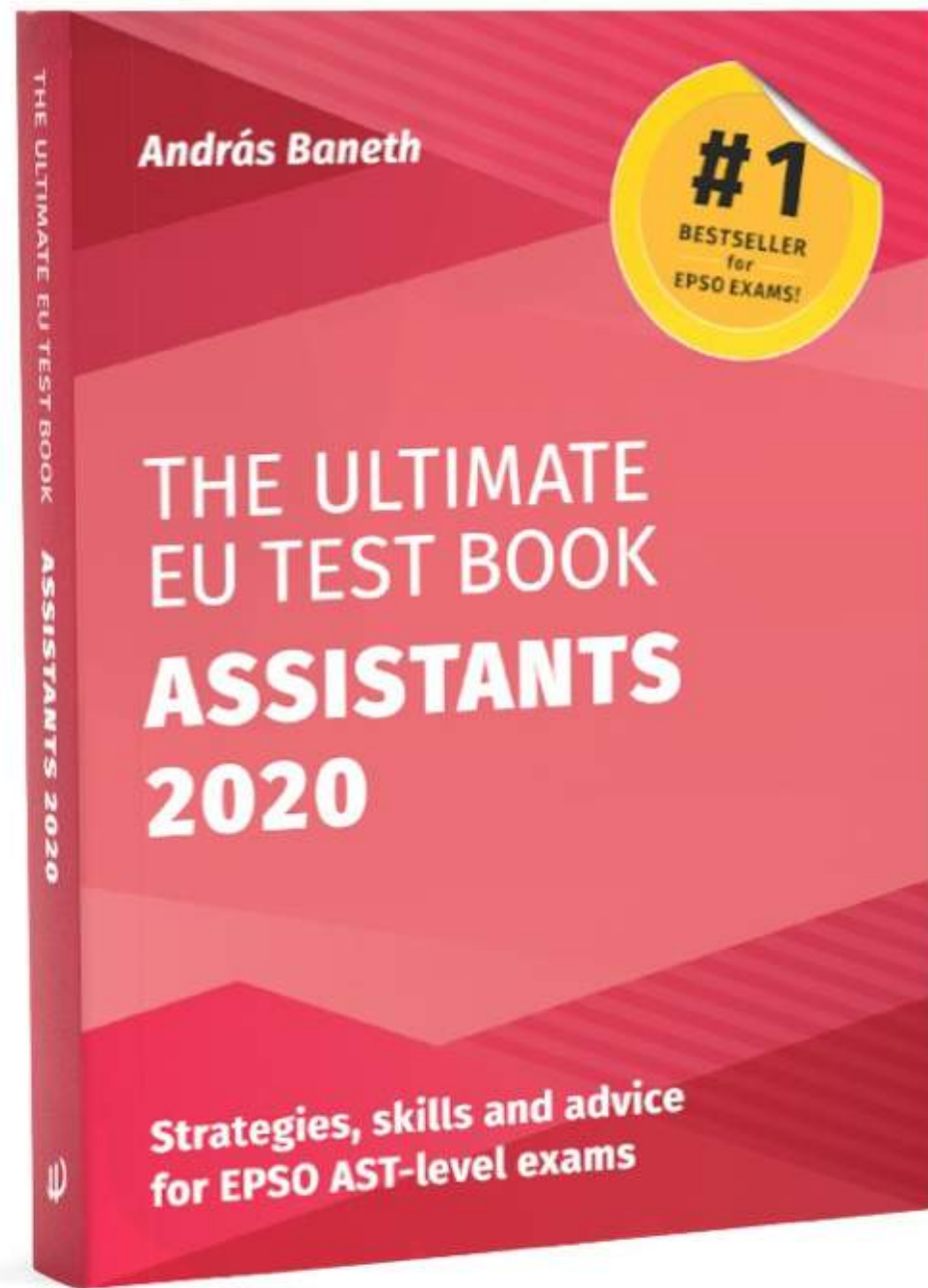
WWW.EUTRAINING.EU

Join an EPSO community:

**"ICT ASSISTANTS & EXPERTS - EPSO 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.

