

GET READY FOR THE

2025 EPSO AD5 Generalist Exam



EU TRAINING

Free webcast | **RECORDING**



Today's speaker



- EU Training co-founder
- Expert on EU careers
- Author of The Ultimate EU Test Book
- Former EU Official



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András Baneth



EPSO

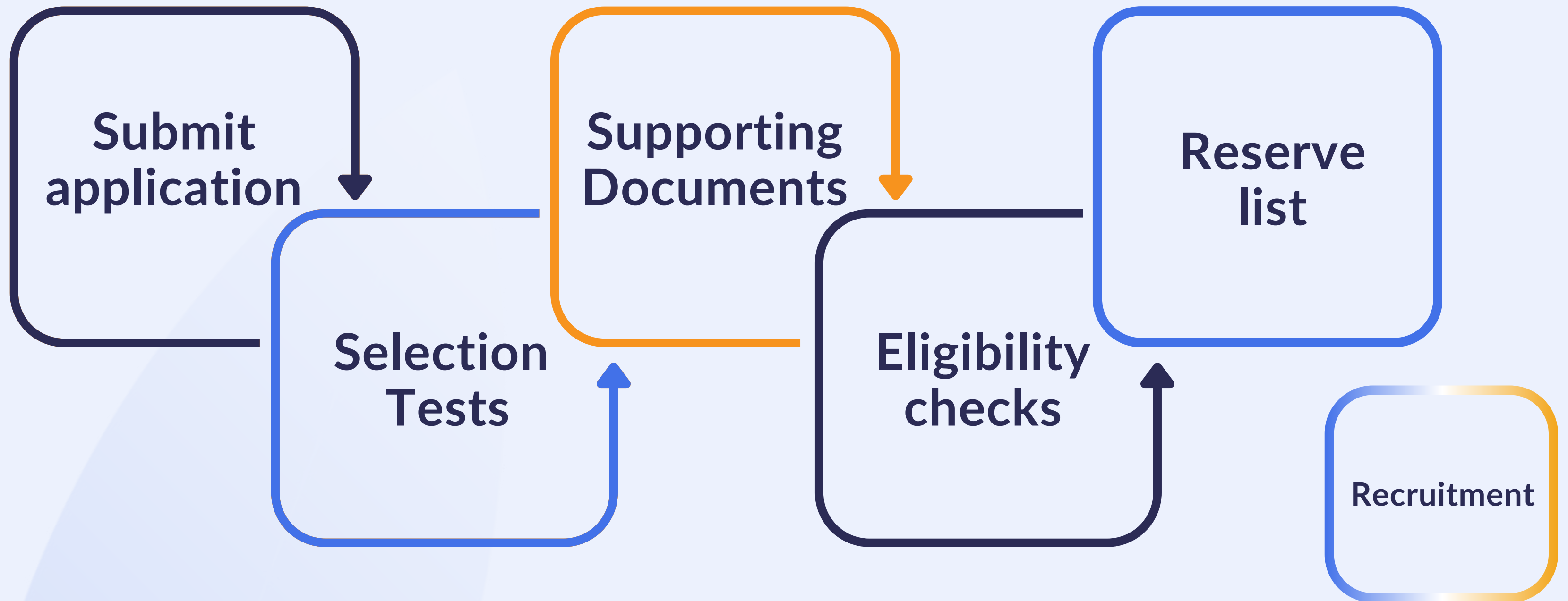
Selection process

AT A GLANCE



EU TRAINING

EPSO selection process



EPSO Generalist Administrators (AD5)

Competition overview



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Disclaimer :

The Notice of Competition in July 2025
will be the *official* source of information.
What we share today is subject to change.

Positions available



One single profile

AD5 Generalists

10000+ 





Where will you work?



Brussels



Luxembourg



EU representations, delegations



Place of work



What will you do?

EU OFFICIALS



WHAT MY FRIENDS THINK I DO



WHAT SOCIETY THINKS I DO



WHAT MY BOSS THINKS I DO



WHAT MY PARTNER THINKS I DO



WHAT I REALLY DO



Are you eligible?

GENERAL REQUIREMENTS

SPECIFIC REQUIREMENTS

General requirements

- ☒ EU citizenship
- ☒ Fulfilled military service requirements
- ☒ Meet the character requirements

Specific requirements



EU citizenship



Fulfilled military service requirements



Meet the character requirements



Knowledge of at least 2 EU languages



Qualifications and work experience



Language rules



→ You must know at least **two** official EU languages



✓ **Language 1**

Thorough knowledge (minimum C1 level) of one of the 24 official EU languages.*

✓ **Language 2**

Good command (minimum B2 level) of any of the remaining 23 official EU languages.*

*Official details of requirements will be in the Notice of Competition.

Qualifications



Completed 3 year university diploma in any field*

*Official details of requirements will be in the Notice of Competition.

WHY IS THIS A GREAT OPPORTUNITY?



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Great benefits



Health Insurance

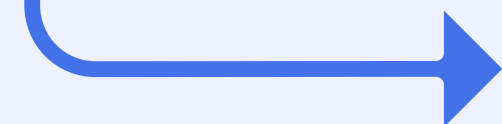


European Schools



Attractive salaries

**Let's
calculate:**



Salary calculator



Based in Brussels less than 6 months (eligible for expatriation allowance)?	YES
Which grade?	AD5
Salary step?	1
Eligible for household allowance?	NO
MONTHLY SALARY NET (rough estimate)	4 800 EUR

➔ Calculate your possible EU Salary:
EU Training Salary Calculator

**Actual monthly allowance you receive as an EU official may differ from the amounts indicated here. This is just an estimate.*

EPSO COMPETITION PHASES



EU TRAINING



EPOS competition phases



1

2

3

4



**Application
process**



EPSO tests



**Eligibility
checks**



Reserve list

Step 1: Application process

Single Candidate Portal

What you need to do:

- Create an EU Login account.
- Use it apply for this, and any other EPSO competition

EU Login

One account, many EU services

Create an account

[Help for external users](#)

First name

Last name

email

Confirm email

email language

NEW

Step 1: Application process

➔ Application submitted online in any of the 24 official EU languages

➔ Upload supporting documents directly to your EPSO Account (later)

The screenshot displays the EPSO account interface. At the top, a navigation bar includes 'My account' (marked with a yellow circle 1) and a 'Competitions' dropdown menu. Below this, a sidebar contains links for 'My profile', 'My CV', and 'My applications' (marked with a yellow circle 2). A red arrow points from the 'My applications' link to the 'My submitted applications' section below. This section features a table with columns for 'Unique id', 'Reference Number', 'Title', and a date/time column. The table lists five applications, with the last one (APP0001896) having a date/time of 31/10/2024 10:33:32 highlighted by a yellow box. A red dashed box and a warning message 'Modify or cancel the deadline is no' are visible on the right side of the table.

Unique id	Reference Number	Title	
APP0001106	EPSO/AD5/322/2024	Test language incompatibility	
APP0001112	ESPO/PIMM/184/201	PIM TEST 1109 v1	04/10/2024 10:03:55
APP0001133	HR/rew/234	Test admission creation for CM	30/09/2024 08:39:29
APP0001229	ESPO/PIMM/184/201	PIM TEST 1109 v1	04/10/2024 10:03:55
APP0001896	epl/test/pagination/application/1	epl/test/pagination/application/1 title	31/10/2024 10:33:32

Step 2: EPSO tests



**Reasoning Skills
Test**

**EU Knowledge
Test**

EUFTE
(Written Test)



Reasoning skills test



Language 1*

Pass/fail*

Does not count
towards final score*



Verbal reasoning



Numerical reasoning



Abstract reasoning

*Official details of requirements will be in the Notice of Competition.



Verbal reasoning



20 (?) QUESTIONS

35 (?) MINUTES



Text passage

Outside
information



Question

Generalisations



Statements

Possibility vs.
fact



**One correct
answer**

Similar wording

Numerical reasoning



10 (?) QUESTIONS

20 (?) MINUTES



Data
interpretation



Reasoning



Estimation



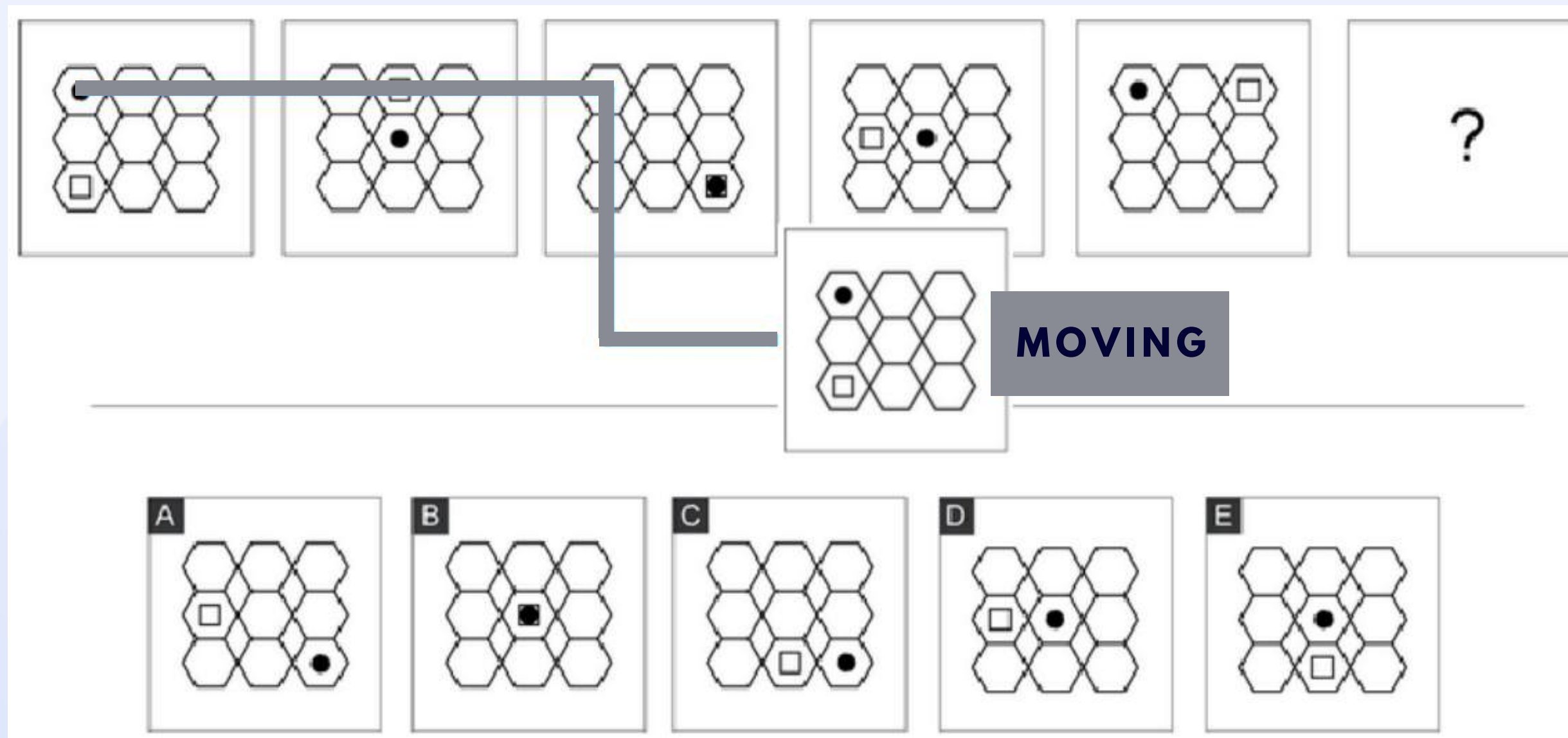
Calculation

Abstract reasoning



10 (?) QUESTIONS

10 (?) MINUTES



Reasoning skills test scoring



A/V/N SCORING

pass / fail

PASS MARK ? / 10	COMBINED PASS MARK (?)	
Numerical Reasoning 0/10	Verbal reasoning 0/20	Abstract Reasoning 0/10

Purpose of the reasoning skills tests




Reveals aptitudes
and abilities



Helps find suitable
candidates



‘Selecting out’



Most
efficient/unbiased
method

General rules for time management



DON'T GET STUCK!

Questions are not in order of increasing difficulty



SKIP



MARK



RULE OUT

Verbal Reasoning Test | How to Prepare



Increase reading speed!

Use peripheral vision

Stop subvocalising

Word-chunking

**Read.
A lot!**

- Use a timer and set a goal**
- 45 seconds to read the text
 - 4 to 5 seconds per statement
 - 25 seconds per question

Speed improvement sites: [readspeeder.com](https://www.readspeeder.com) / [spreader.com](https://www.spreader.com)

Numerical Reasoning Test



**10 - 20
questions
(check NoC)**

**Questions are
not in
increasing
difficulty
order**

**Data
interpretation**

**2:00 minutes
per question**

**Reasoning +
calculus**

Numerical Reasoning Test



General Tips

Multiple
solution
methods

Fastest
solution
method

ONLINE
calculator
only

Numerical Reasoning Test | Concepts



Addition

Subtraction

Multiplication

Division

Percentage

Percentage Point

Ratios

Per Capita Calculation

Speed-Time-Distance

Unit Exchange

Deduction

Estimation

Ranking

Rounding

Abstract Reasoning Test



10 - 20 questions
(check NoC)

Set of 5 steps -
what is the next
step?

1 minute
per question

Biggest issue:
wasting time on
first few questions

Abstract Reasoning Test | Time Breakdown



1

PHASE I:
6-7 minutes

- 5-10 seconds per question
- No pattern? SKIP!
- Found a rule? SOLVE!

2

PHASE II:
2-3 MINUTES

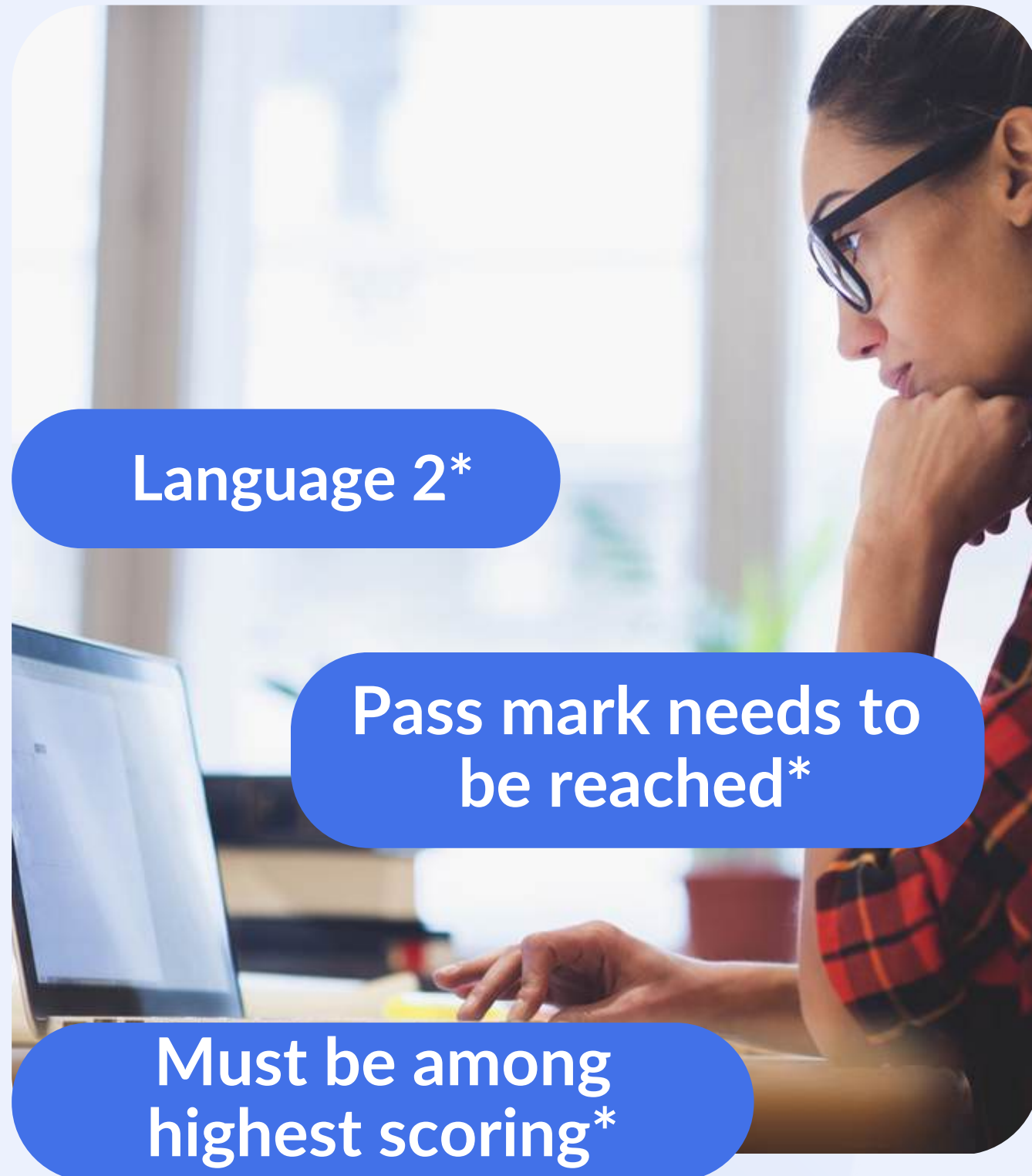
- Problematic questions
- More complex rules

3

PHASE III:
1-2 MINUTES

JOLLY JOKER

EU Knowledge Test*



Language 2*

Pass mark needs to be reached*

Must be among highest scoring*

Duration	General EU knowledge	Pass mark
40 (?) minutes	30 (?) questions	15 (?) / 30 (?)

➔ ***Ranking determines...****

...if EUFTE is scored

...if eligibility is checked

...reserve lists

*Official details of test requirements will be in the Notice of Competition.

Which topics covered?



<ul style="list-style-type: none"> History of the EU* 	<ul style="list-style-type: none"> Legislative procedures of the EU: Budgetary procedure 	<ul style="list-style-type: none"> Institutions of the European Union: CJEU
<ul style="list-style-type: none"> Legislative procedures of the EU: OLP 	<ul style="list-style-type: none"> Institutions of the European Union: European Commission 	<ul style="list-style-type: none"> Institutions of the European Union: EEAS
<ul style="list-style-type: none"> Legislative procedures of the EU: Special legislative procedures 	<ul style="list-style-type: none"> Institutions of the European Union: European Parliament 	<ul style="list-style-type: none"> EU course script Institutions of the European Union: other institutions, bodies & EU agencies
<ul style="list-style-type: none"> Legislative procedures of the EU: Comitology 	<ul style="list-style-type: none"> Institutions of the European Union: Council of the EU & European Council 	



Which topics covered?



- The Euro & Economic governance

- Better Regulation

- Digital Economy

- Energy policy

- Internal Market

- Migration & Asylum

- Climate Change

- Competition

- Research

- Environment

- Enlargement

- Agriculture

- External Action & CSDP

Resources



➡ **Consultancies:** Some consultancies like Publyon, Lanzcape etc. give analysis of policies as soon as they come out. Check their website & LinkedIn

➡ **Books:** Check on John Harper Publishing's website

➡ **European Legislative Observatory:** Detailed updates on ongoing legislation and nifty summaries.

➡ **Legislative Train Schedule:** Useful with great quick updates.

➡ **European Parliament Research Service:** Excellent site on EU Legislation in Progress and a database with ready-made analyses you can use.

➡ **EU Policy Briefings:** 18 briefings available on EU Training, 2 are free

Resources



➔ **EU Press Corner** has a searchable database which you can use as an ultimate cheatsheet as the press releases also serve as summaries, FAQs, and infographics.

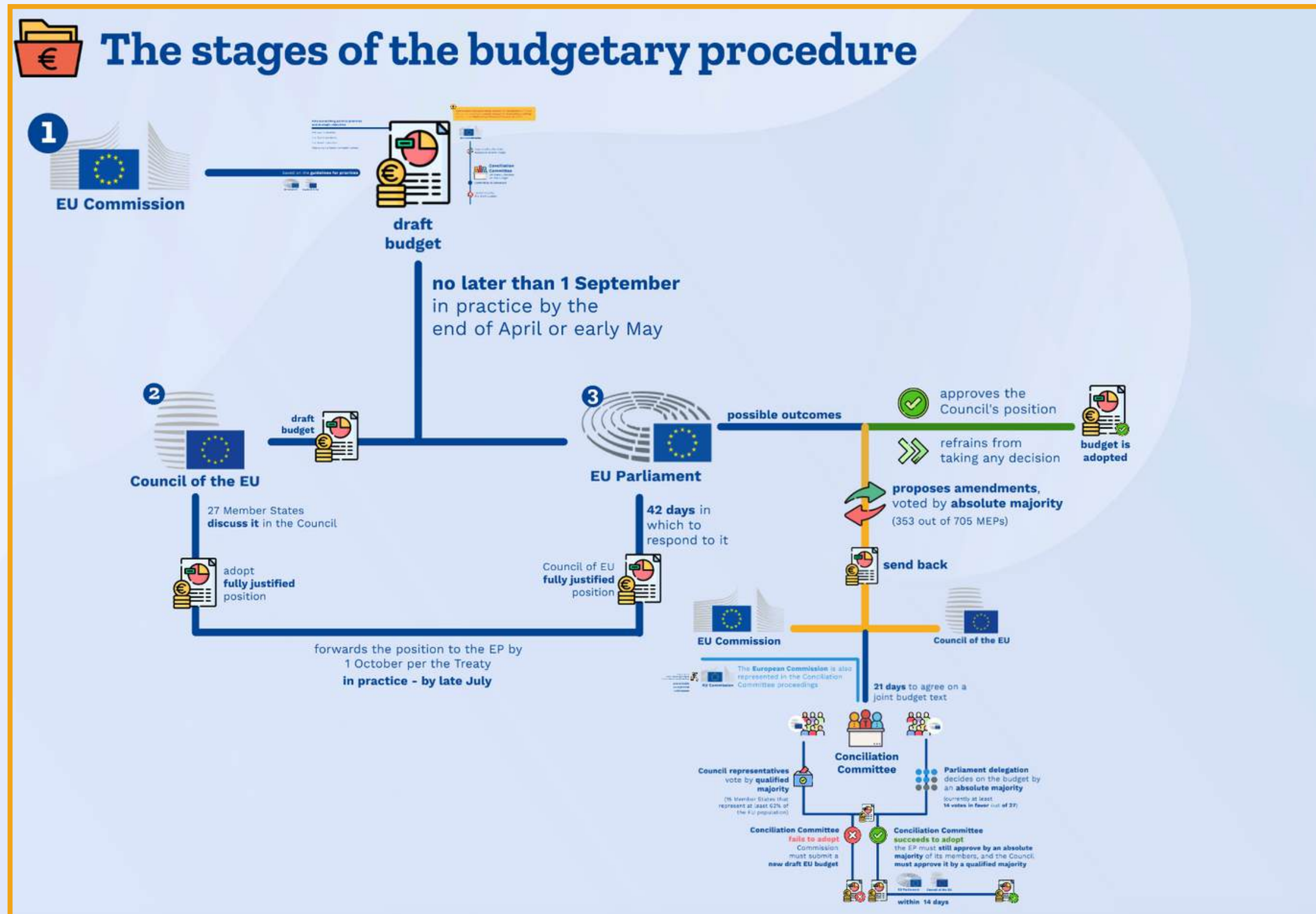
➔ **EURACTIV & Politico:** Policy briefings and newsletters.

➔ **Think Tanks: Bruegel, EPC, Epicenter...** offer insightful publications on various topics.

➔ **Thought Leaders:** Follow experts on LinkedIn for real-time insights.

➔ **Dutch Government BNC Fiches:** Summaries of EC proposals (for Dutch speakers)

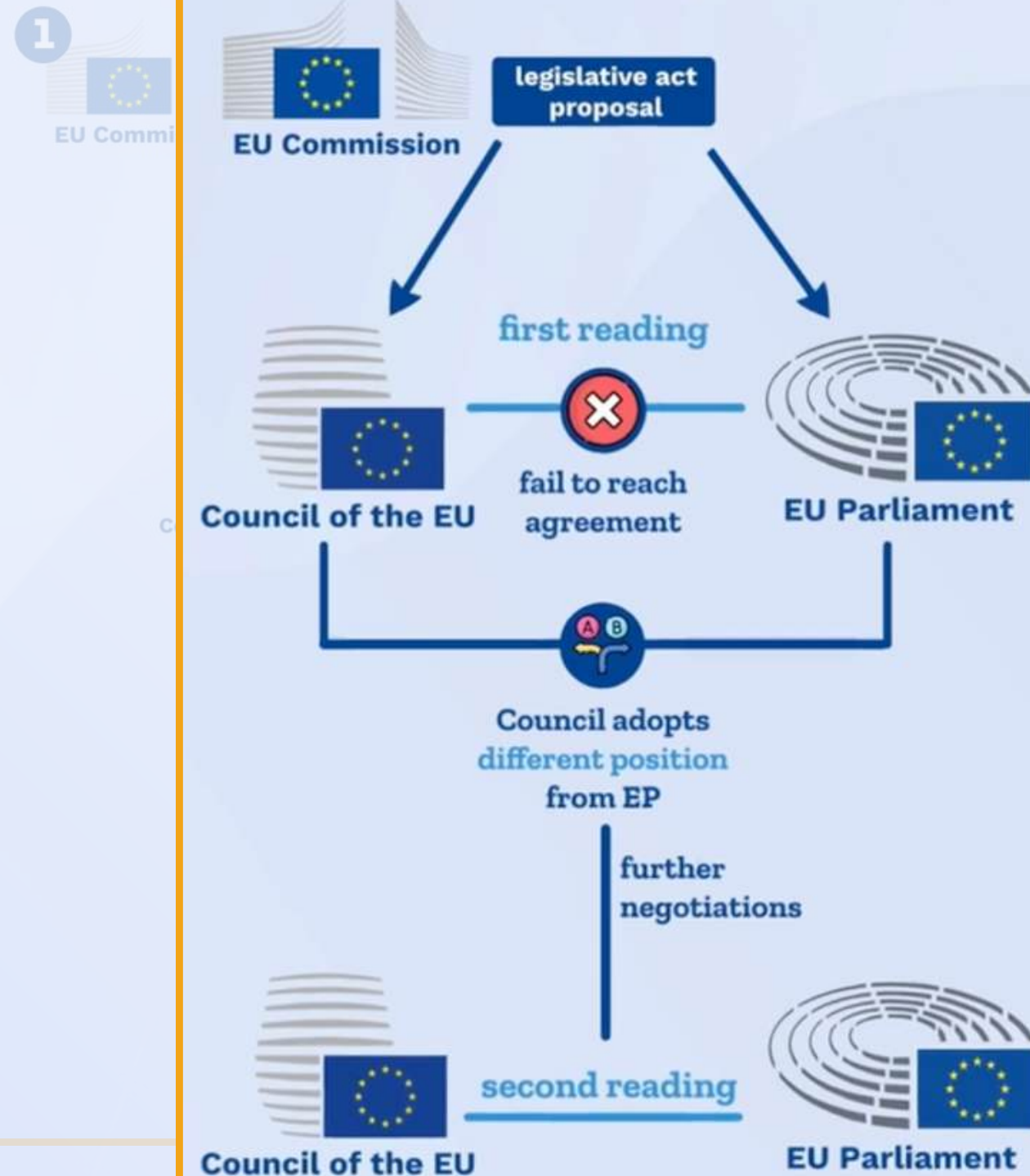
How to prepare: EU Course (on EU Training)



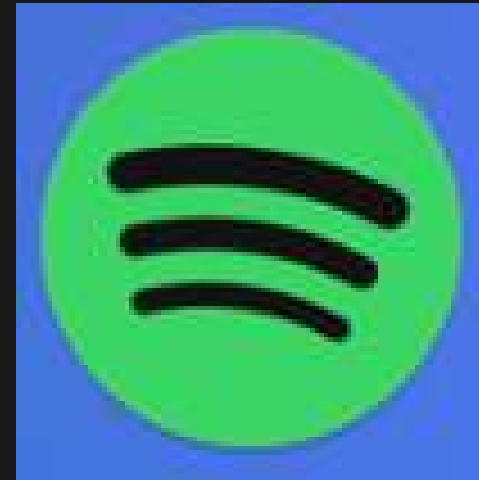
How to prepare: EU Course (on EU Training)



The stages of the budgetary procedure



How to prepare: EU Course on Spotify



EU Course: History, Institutions, Procedures

Podcast • Andras Baneth

EUFTE | Essay on General EU Matters*



Language 2*

Public document ahead
of time*

Pass/fail*
(must reach pass mark)

Duration	Scoring*	Pass mark*
40 (?) minutes	0 (?) / 10 (?)	5 (?) / 10 (?)

- ➔ Assignment based on public document released two weeks before exam
- ➔ Only written communication skills assessed
- ➔ Not a language test

*Official details of test requirements will be in the Notice of Competition.

How to prepare



- Study 'clear writing' methods and techniques'
- Look at background files based on EPSO's real WT files
- Do EUFTE simulations
- EUFTE Insights Webinar on 4 June 2025
- Allocate time to analyse document 2 weeks before exam*



Step 3: Eligibility checks

Candidate's eligibility only checked IF they have:*

- ☒ Reached the passmark in AVN
- ☒ Highest scores on EU Knowledge test
- ☒ Reached the passmark on the EUFTE

Declarations

Vs

Documents

*Official details of eligibility checks will be in the Notice of Competition.



Step 4: Reserve list



Not ranked, in alphabetical order



Notification in your EPSO account



Recruitment services

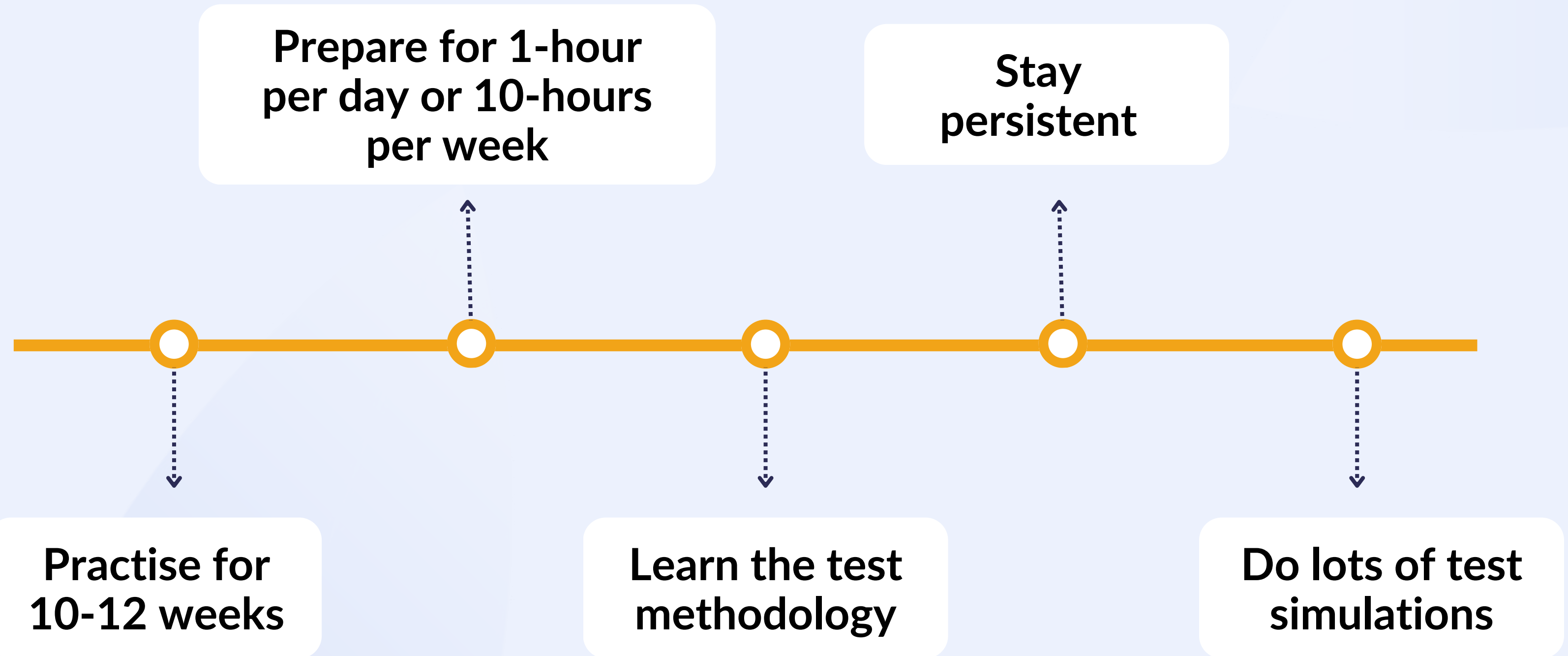
HOW TO GET THE JOB



EU TRAINING



How to get the job



Reasoning skills



- ➔ Practice questions
 - Verbal Reasoning - 24 LANGUAGES!
 - Numerical Reasoning
 - Abstract Reasoning
- ➔ Reasoning Skills Workshops
- ➔ Personal Coaching
- ➔ Webinars
 - **FREE** Beginners' webinars
 - Pro Tips webinars

REGULARLY SCHEDULED WORKSHOPS

Master the EPSO REASONING SKILLS

- Verbal, Numerical, Abstract reasoning
- Test methodology + time management
- EPSO-style simulations

 **eutraing.eu**
Prepare · Improve · Succeed



András Kőrözs



László Pápai

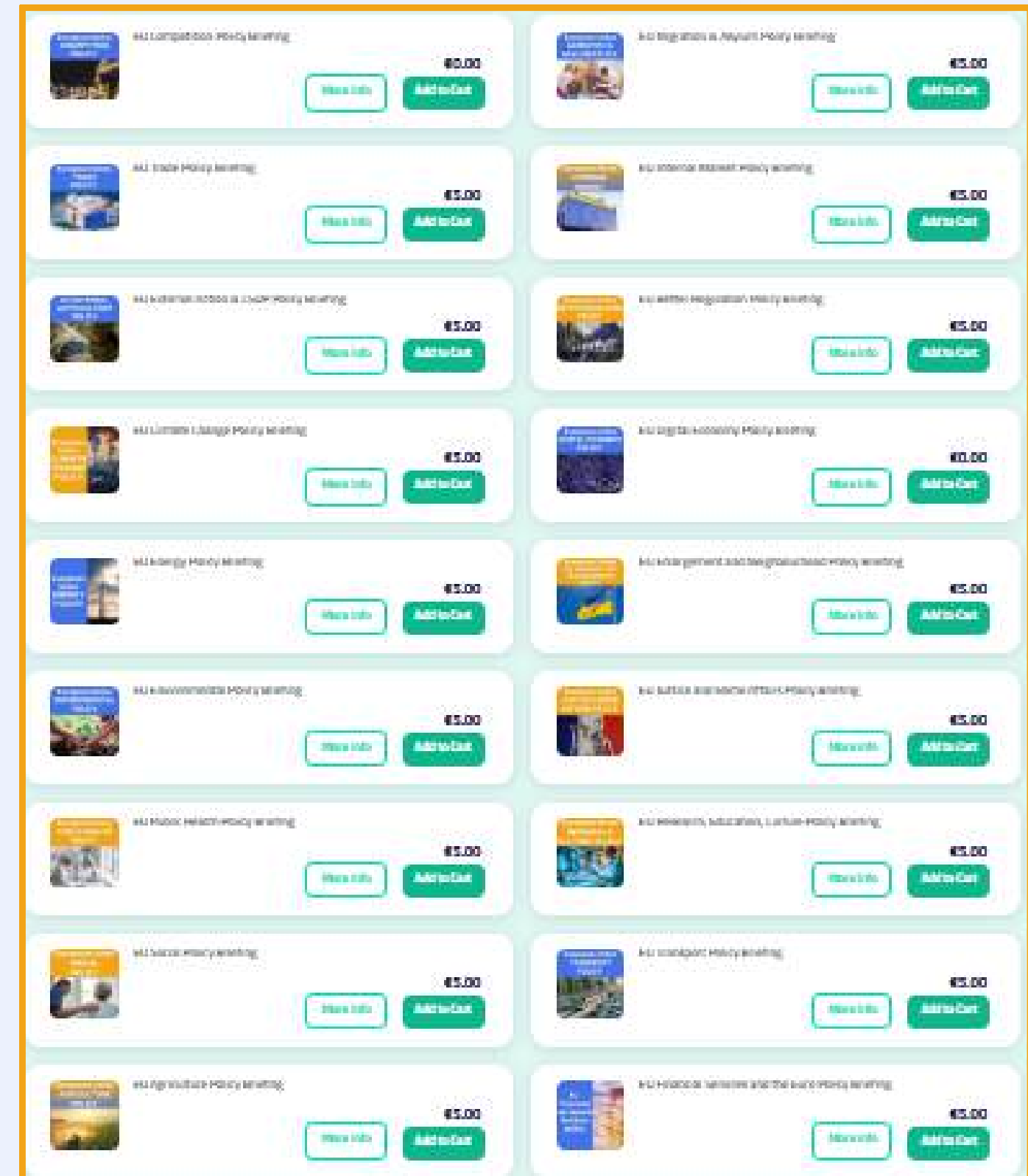
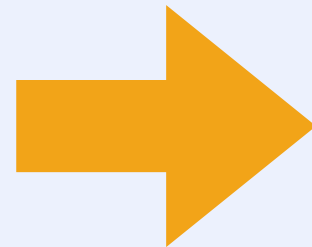


Thomas Williams

EU Knowledge



- ➔ EU Knowledge Test
 - 1500+ practice questions
- ➔ EU Course
 - Over 12 hours of elearning
 - ALSO available on Spotify
- ➔ EU Policy Briefings
 - 18 total | 2 for FREE
- ➔ **Webinar:** How to Best Prepare for the EU Knowledge Test



EUFTE (Written Test)



- ➔ ***EUFTE Simulations*** with or without personalised, individual Evaluation
- ➔ ***Clear Writing Workshop***
 - Improve Written Communication Skills
 - Not linked to a specific EPSO WT
- ➔ ***Webinar: EPSO EUFTE Insights***

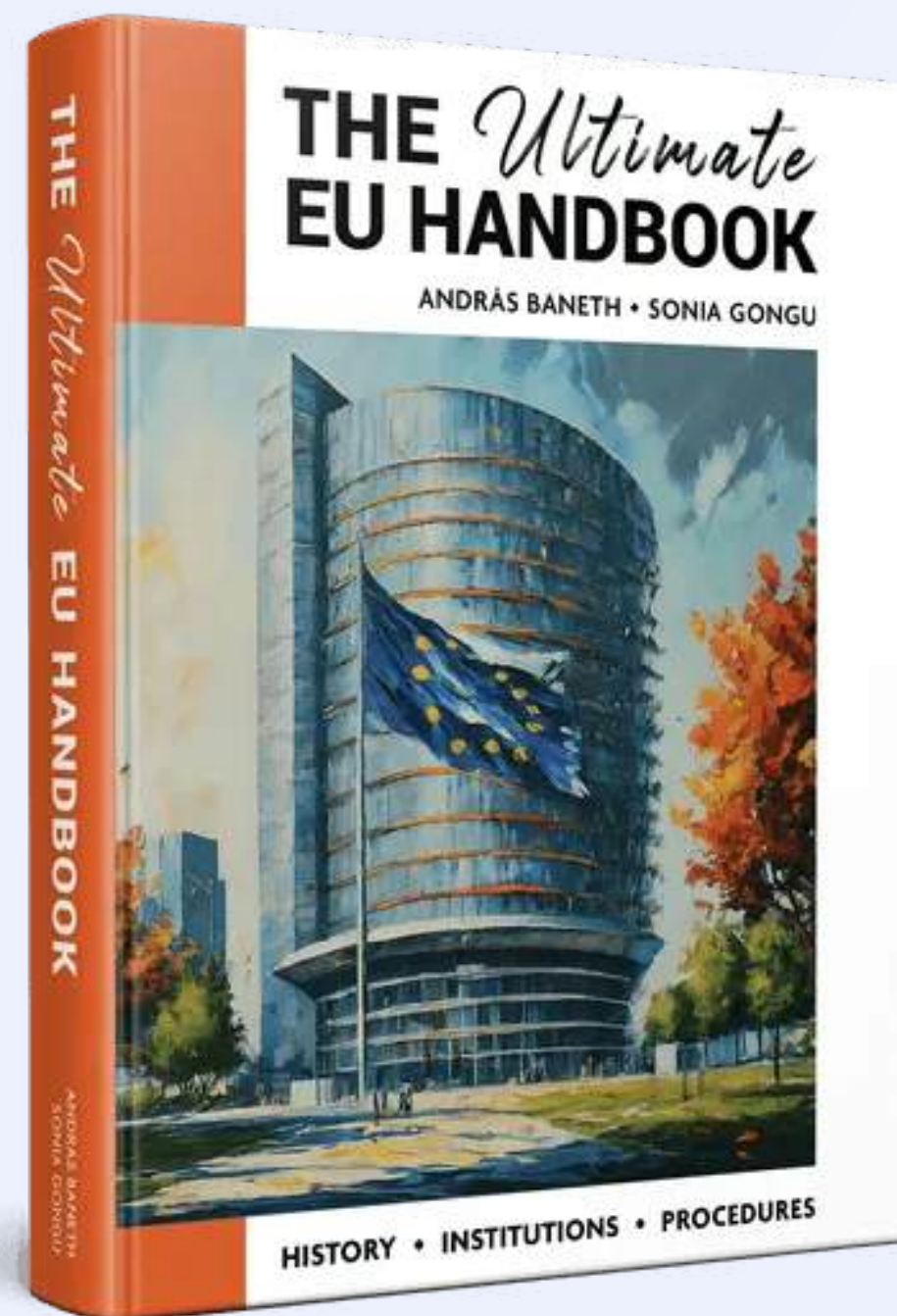
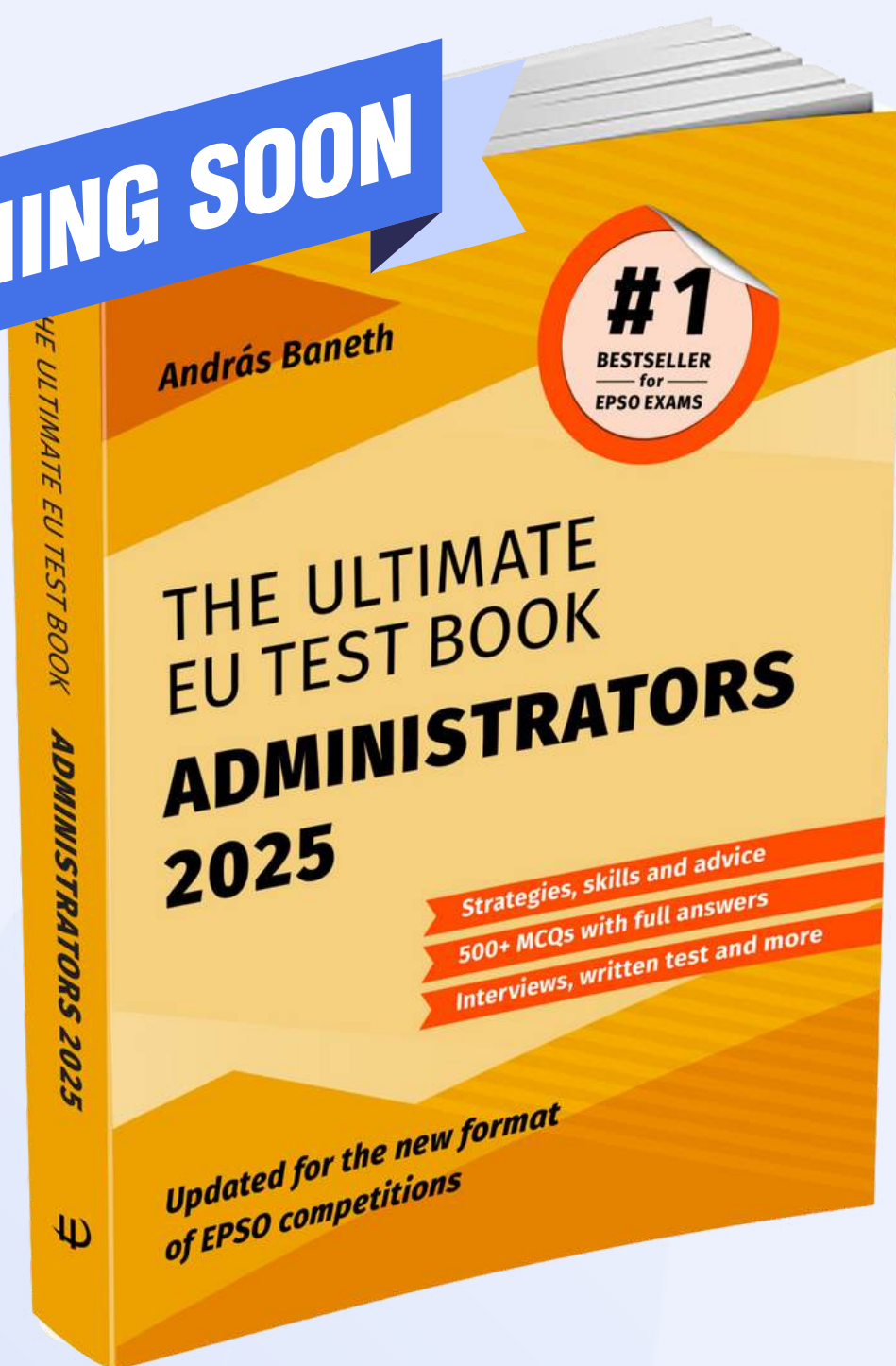


4 June 2025
at 18:30 Brussels time

Books



COMING SOON



Free resources



➔ EPSO Reasoning Skills Tips & Tricks



➔ EU Knowledge Briefing Series

EU Exams Preparation Planner

Select your competition *

Generalist (AD5)

Do you know the exam date?

Yes No

How much time until your exams?

How much time do you have to prepare?

I don't know yet 1-2 hours a week

➔ AI Exams Prep Planner



➔ Regular webcast series
Next one: 17 April



➔ Connect with other candidates, share information and stay updated



EPSO Administrator Generalist Exam (AD5)

AD5 Generalist Prep Package



Abstract Reasoning

Numerical Reasoning

EU Knowledge Test

Verbal Reasoning: 24
LANGUAGES!

*Included in
the
discount
packages*

EUFTE
Simulation+Evaluation



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THANK YOU FOR PARTICIPATING.

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