

# EPSO Specialist Competitions

FREE INFORMATION SESSION



Presented by EU TRAINING

AIU  
EJK  
HPL  
KEE  
NAH  
QOP  
TIK  
WIG  
AHD

1,822  
1,680  
1,062  
485  
69  
6,602  
890  
60  
2,36

9,000  
102,698,000  
24,697,000  
76,002,000  
57,110,000

AIU 1,822 (-35)	HJI 20,369 (+580)	(-20)	(-200)	(+580)	(-15)	(-115)
MBC 3,605 (+210)	LJH 9,542 (-128)	MJB 2,609 (+35)	PON 7,654 (+169)	NFR 6,522 (+122)	UGH 1,632 (-54)	OMJ 3,652 (+182)
YBV 3,204 (-33)	QMN 5,211 (+156)	MMJ 7,100 (-60)	IIT 7,150 (-150)	KLM 782 (+74)	CCX 1,901 (+101)	EMH 3,280 (-120)
MPB 3,320 (-120)	WFF 712 (+12)	HJM 134 (+5)	QLC 2,022 (-18)	LSD 631 (+40)	SDH 6,287 (-57)	GHS 12,630 (+330)



# Before we start...SOUND CHECK!

**Please test your sound: Can you hear Andras speaking?**

**IF your sound is not working:**

- Make sure your speakers / headphones are properly plugged in and the volume is on.
- Try logging out of the webinar and logging back in.
- Try a different browser (Explorer, Chrome, Firefox).
- If you are joining from an office environment, it could be the firewalls in the organisation's server is preventing you from participating.
- Please contact your local IT support.
- You can access the webinar on your smartphone via the link posted in the Chat Box and Room ID.

**IF you still can't hear**, you will be able to view the full recording after the event, and you are still able to ask questions in the chat box using the current slides for reference.

# TODAY'S TRAINERS

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# Webinar Intro:

- Live Q&A any time via the chat box
- Technical issues email: [support@support.eustraining.eu](mailto:support@support.eustraining.eu)
- Interactive Training
- Recording within 24 hours
- Slides, Q&A and transcript in follow-up document

**Duration: approximately 90 minutes**

# Agenda

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- How do EPSO Specialist Competitions differ from other competitions?
- How to fill out the Talent Screener effectively?
- How to prepare for the Computer-Based Tests?
- What does the Case Study look like?
- How does a Group Exercise work?
- Differences between the Field Related Interview & Competency Based Interview?
- Questions you always wanted to ask about the Interview In The Field
- The Golden Rule of preparation
- Questions & Answers
- Special offer!



**HOW DO EPSO SPECIALIST  
COMPETITIONS DIFFER FROM  
OTHER COMPETITIONS?**

**EPSO now organises these types of selections more frequently.**

In 2019, out of 34 selection procedures only one was a generalist competition.

Aim is to select people who are operational from day one in a particular field (e.g. research, security, taxation).

This process is used to select officials at both assistant and administrator levels.

Usually smaller selections than the generalist competitions. With lower number of candidates on a reserve list.

Fewer number of applications than for the generalist competitions. Specific area of specialty is required.

Often more targeted, well-prepared candidates.

Includes tests for assessing competency in a particular field.

Almost always includes an assessment of applications via a Talent Screener.



Depending on application numbers, the computer-based tests will generally only take place at the Assessment Centre.

Candidates usually only need to reach a pass mark in their Verbal, Numerical and Abstract Reasoning Tests.

The Interview in the Field has the highest overall importance.

**Assistants**

100 points out of 170

**Administrators**

100 points out of a 180

Competition may include other field related tests such as a written exercise.



**HOW TO FILL OUT THE TALENT  
SCREENER EFFECTIVELY?**

# THE EPSO TALENT SCREENER:

- Online questionnaire.
- Very detailed, alternative CV.
- Pre-selection tool.
- Structured framework to evaluate candidates.
- Questions based on 'Selection Criteria' in the 'Notice of Competition'.
- Best matches will be invited to next phase of the competition.
- All candidates checked against the same questions in an objective way.
- Selection based on qualifications (i.e. education, professional experience, publications, special courses etc).
- Forced to stick to measurable figures.
- Less options to put a 'favourable gloss' on reality.
- Indirectly also checks the motivation of candidates.

## EPSO TALENT SCREENER TIPS:

- Be short and precise.
- Follow the exact order EPSO requires.
- For structure: number the different points, use spacing (bold, underline, italics will not work in the system).
- Bullet points are appreciated.
- Be specific.
- Make sure to cover the duties that are mentioned in the 'Notice of competition'.
- Make the life of the Selection Board EASY.
- Create a document where it is simple and intuitive to find all relevant information.



# Everything You Need To Know About EPSO's Talent Screener

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## WEBINAR RECORDING

This webinar explores the topic of the Talent Screener in great details and offers a wealth of insights into how to prepare a stellar Talent Screener.

# WOULD YOU LIKE SOME EXPERT GUIDANCE ON HOW TO ENHANCE YOUR EPSO APPLICATION AND TALENT SCREENER?

Our EU career expert is on hand to review these  
and offer personally tailored advice.

## Application Assistance

Send a request any time.



# HOW TO PREPARE FOR THE COMPUTER-BASED TESTS?



May sit these tests at the start of the competition  
OR during the Assessment Centre phase.

## VERBAL REASONING

You'll be presented with a short passage of text. The correct statement out of four options needs to be established.

## NUMERICAL REASONING

Using a table with semi-complex data, the correct answer to each problem is attained by using basic calculations.

## ABSTRACT REASONING

Required to identify which image comes next in the sequence, based on an inherent logic between the images presented.

## PRACTICE

**Regular and consistent practice is key in building processing speed and efficiency.**





# 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

# Simulated EPSO Practice Tests

These simulated practice tests will serve as an excellent tool to improve your skills and enhance your performance in the **verbal, numerical and abstract reasoning tests.**

**Verbal Reasoning Tests available in 19 languages**



A man in a dark suit and tie stands in a meeting room, smiling and pointing with a pen at a line graph on a whiteboard. He is addressing a group of people whose backs are to the camera. The room has large windows in the background. The overall image has a light blue and grey color scheme with a yellow geometric shape in the bottom left corner.

# PRACTICE MAKES PERFECT.

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**MASTER THE EPSO COMPUTER-BASED TESTS**

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# WHAT DOES THE CASE STUDY LOOK LIKE?

**WRITTEN SIMULATION  
EXERCISE**

On the same day for everyone

Relatively lower importance

To assess the generic  
competencies

**THE EPSO  
CASE STUDY IS...**

Based on a "realistic" scenario

With multiple background  
information

To answer questions in an  
essay format

**UNDER TIME PRESSURE**

## EPSO CASE STUDY TIPS:

- Make sure you manage your time.
- Pay attention to the structure of your document.
- Focus on the core questions.
- Don't get distracted by unnecessary information.
- Strike a balance between detail and conciseness.
- Base yourself on the background information.
- Complete some practice simulations under time pressure.



# EPSO Case Study Exam Insights

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## WEBINAR RECORDING

This webinar offers a detailed overview of the Case Study component of the EPSO Assessment Centre and explores the methodologies to get the highest scores, offers practical advice on how to structure your time and manage difficulties.

# EPSO CASE STUDY SIMULATIONS

Available in English and French

## + have your Case Study evaluated

Receive feedback with comments and suggestions for improvement.

Evaluation within 5 days or less.

Send a request any time.





# HOW DOES A GROUP EXERCISE WORK?



# THE EPSO GROUP EXERCISE:

- 15 minutes to read the background briefing.
- 40 or 50 minutes for the exercise.
- The background documents stay with you during the exercise.
- You can take notes, write on the background documents.
- Everyone gets the same briefing 95%.
- Last page: different.
- No hierarchy: everyone is equal.
- Assignment is the same.
- Group task: reach a conclusion by the end of the 40/ 50 min.

## EPSO GROUP EXERCISE TIPS:

- It is an exercise about cooperation, collaboration.
- Good idea to start with a round table discussion.
- Make sure to demonstrate all the competencies.
- Body language is very important in this exercise: engage with others.
- Make your voice heard regularly, ask questions, manage, give input.
- Use the 15 mins of preparation to read the assignment and the last page.
- Manage the time.
- Make sure to reach a conclusion.



# EPSO Group Exercise Insights

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## WEBINAR RECORDING

This webinar offers a detailed overview of the Group Exercise component of the EPSO Assessment Centre and explores the methodologies to get the highest scores, gives practical advice on how to prepare for this exercise and how to navigate the complexities of this test.

A grayscale photograph of a person with long hair writing in a spiral notebook on a desk. A white coffee cup is visible on the left. The image is overlaid with a semi-transparent dark blue filter and a yellow diagonal graphic element in the bottom-left corner.

# PRACTICE MAKES PERFECT.

JOIN OUR NEXT GROUP EXERCISE SIMULATION  
**EPSO AC GROUP EXERCISE MASTER CLASS**

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**DIFFERENCES BETWEEN THE  
FIELD RELATED INTERVIEW &  
COMPETENCY BASED INTERVIEW?**

# INTERVIEW IN THE FIELD

Used only for specialist competitions.

Usually an interview of 40-60 minutes conducted by specialists in the field.

Has a relatively high importance compared to other tests.

Assessors will read your Talent Screener before the interview.

May or may not start with a short introduction.

Structured interview.

Assesses competencies in a particular field.

Applied knowledge.

Often example based.

Rapid interview, with many follow-up questions.



# EVALUATORS:

Specialists in the field  
**BUT**  
may come from a related area.

Two assessors similarly to the Competency Based Interview.

Trained by EPSO.

Minimum level of the competition or higher grade.

Conflict of interest.

List is always published on the EPSO website.



# COMPETENCY BASED INTERVIEW

Used at every EPSO competition.

Assesses EPSO General Competencies:  
usually 5 for AST and 6 for AD competitions.

Two assessors.

Assessors won't read your Talent Screener before the interview.

Always starts with a short introduction.

Structured interview.

Each question is linked to an EPSO competency.

Example based questions.

Response: based on the STAR method.

Rapid interview, with many follow-up questions.





# EPSO Competency Based Interview Insights

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## WEBINAR RECORDING

This webinar offers a detailed overview of both the General Competency Based Interview, and the Interview in the Field components of the EPSO Assessment Centre. It explores the methodologies to get the highest scores, gives practical advice on how to prepare for these types of interviews and how to effectively present the information assessors are looking for.

**PRACTICE MAKES  
PERFECT.**

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# QUESTIONS YOU ALWAYS WANTED TO ASK ABOUT THE INTERVIEW IN THE FIELD...





**#1**

**IF I GOT ZERO POINTS FOR  
A QUESTION ON THE TALENT SCREENER,  
WILL THEY ASK ME FURTHER  
QUESTIONS ON THAT?**



#2

# WHAT IF I KNOW AN EVALUATOR ON THE BOARD?



#3

IF THEY ASK FOR AN EXAMPLE,  
CAN I ALSO USE THE STAR METHOD  
FOR RESPONSE?



#4

**THIS IS AN INTERVIEW OF MY FIELD,  
DO I STILL NEED TO PREPARE FOR IT?**





**#5**

**IF I'M SPECIALISED IN ONE PARTICULAR AREA  
AND I KNOW THAT THE ASSESSORS  
ARE SPECIALISED IN ANOTHER,  
WHAT SHOULD I DO?**



#6

**WHAT SHOULD I REVIEW  
BEFORE THIS INTERVIEW?**



#7

HOW CAN I PRACTISE  
FOR THIS INTERVIEW?



**THE GOLDEN RULE OF  
PREPARATION...**

# THE MAIN SOURCES OF PREPARATION FOR THE FIELD INTERVIEW IS THE OFFICIAL NOTICE OF COMPETITION

It is a legally  
binding document.

This is the basis of  
their evaluation.

Whatever is  
mentioned among  
the listed duties  
could be a potential  
question.



Join an EPSO community.

## **"EPSO SPECIALISTS EXAMS" FACEBOOK PAGE**

Engage with other candidates and  
learn from their experiences.

A grayscale photograph of a business meeting simulation. In the foreground, a woman with her hair in a bun and a man with a beard are looking at a document together, both smiling. Behind them, other participants are visible, some looking at documents. The scene is set in a modern office environment with a window in the background. A yellow diagonal graphic element is present in the bottom-left corner.

# PRACTICE MAKES PERFECT.

JOIN OUR NEXT EPSO ASSESSMENT CENTRE SIMULATION  
**INTENSIVE EPSO ASSESSMENT CENTRE SIMULATION**

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# Personal Coaching

FOR ALL STAGES OF THE EPSO SELECTION PROCESS

- One-on-one coaching sessions with an EPSO expert
- Sessions are tailored according to your needs, but can include:
  - Highlighting improvement opportunities
  - Exam strategies development and best practices
  - Exam methodology clarification
  - Practice simulations
- Coaching sessions available via Skype, or in person at our training venue in Brussels





**QUESTIONS PLEASE...**

THANK YOU FOR PARTICIPATING.

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