

# 2025 EP Internal Competitions

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Presentation slides

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# Today's presenter

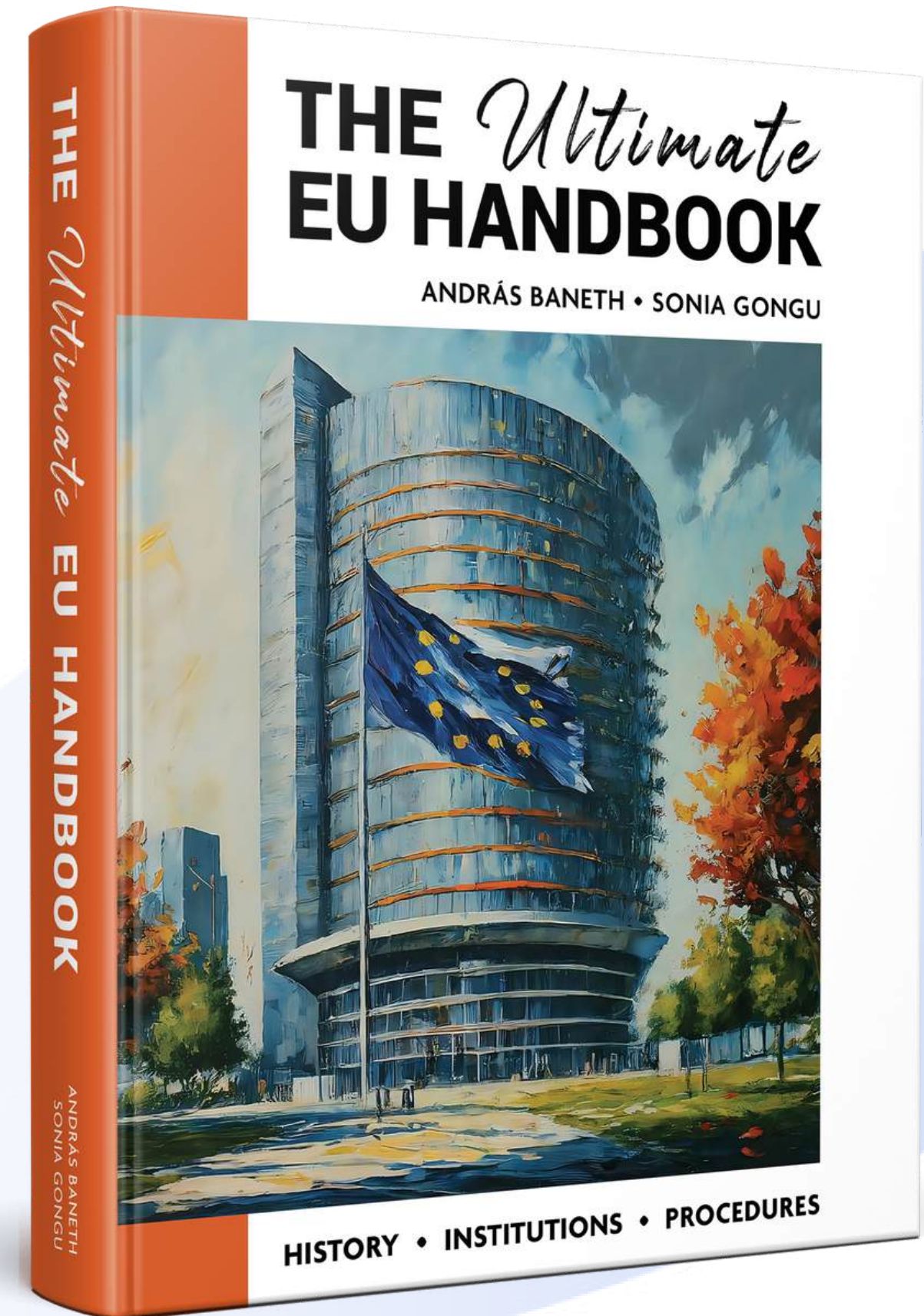
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# 2025 EP Internal Competitions OVERVIEW

# 2025 EP Internal Competitions Overview



Official source of information  
is **ALWAYS** the  
Notice of Competition

# 2025 EP Internal Competitions

## Human Resources



AD-AST/1/2025  
**AD6 Administrators**

- **40** places on the reserve list
- Duties to expect (see section 2.1 for full list):
  - HR policy application
  - staff recruitment, training
  - payroll management

AD-AST/1/2025  
**AST3 Assistants**

- **80** places on the reserve list
- Types of duties (see section 2.2 for full list):
  - supporting HR operations, recruitment, training modules



# 2025 EP Internal Competitions

## Finance



AD-AST/2/2025  
**AD6 Administrators**

- **40** places on the reserve list
- Duties to expect (see section 2.1 for full list):
  - procurement and grant procedures
  - carrying out internal audits
  - accounting and treasury operations

AD-AST/2/2025  
**AST3 Assistants**

- **66** places on the reserve list
- Types of duties (see section 2.2 for full list):
  - assisting with annual budgets and financial reports
  - assisting in financial control
  - preparation of reports and statistical analyses

# 2025 EP Internal Competitions

## Parliamentary Assistance



AD-AST/2/2025  
**AST3 Assistants**

- **DG PRES** and **DLA**
- **20** places on the reserve list
- Types of **duties** (see section 2.1 for full list):
  - contributing to the organisation and running of plenary sessions
  - assisting in the reception, registration and analysis of documents
- Types of **skills** required (see 2.2 for full list)
  - very good planning, organisational and prioritising skills

# 2025 EP Internal Competitions

## Candidates sought



**246**  
**places**  
**total**



# 2025 EP Internal Competitions

## **Eligibility** | Open only to staff of the European Parliament



### **General**

NoC Section 3.1

- Article 28 of the Staff Regulations
- Status and seniority

### **Specific**

NoC Section 3.2

- Education
- Professional Experience
- Languages

# 2025 EP Internal Competitions

## Staff Regulations Compliance



**EU National**

**Full  
citizenship  
rights**

**Fulfilled  
military  
service  
requirements**

**Meet the  
character  
requirements**

# 2025 EP Internal Competitions Status



You must serve either: as an ***official*** in one of the following administrative statuses:

**Active employment**

**Secondment**

**Leave for  
military  
service**

**Parental  
or family  
leave**

# 2025 EP Internal Competitions Status



You must serve either: as an ***official*** in one of the following administrative statuses:

**Active employment**

**Secondment**

**Leave for  
military  
service**

**Parental  
or family  
leave**

***Or*** as **temporary staff** member under the CEOS rules

# 2025 EP Internal Competitions

## Seniority



You must have at least **3 years of service** in any of the following roles:

***And...***

**Official**  
(as one  
of the 4  
statuses  
listed)

**Temporary  
staff  
member**

**Contract  
staff  
member**

# 2025 EP Internal Competitions

## Status + Seniority | Option 2



*In the Finance and HR competitions there's an option 2 for both grades:*

**Status:**  
Contract Staff  
FG IV

***And...***

**Seniority:** At  
least 3 years  
service as  
temp. staff





# 2025 EP Internal Competitions

## Specific conditions: Education

**AD6**

- You must have completed a university degree lasting at least three years
- Your diploma must be officially recognised in an EU Member State.

**AST3**

*You must have one of the following:*

- A **post-secondary education diploma** (such as a college or vocational qualification), or
- A **secondary education diploma** (high school qualification) allowing access to higher education, **plus at least three years of professional experience** in a relevant field
  - *(does not count towards professional experience requirements).*

*\*Please see section 3.2 in the Notice of Competition for all conditions and requirements*



# 2025 EP Internal Competitions

## Specific conditions: Professional experience

### AD6

- Minimum **2 years of relevant experience** after completing the required education.
- **Must relate to duties** listed in Section 2.1.
- **Proof required:** Guide (Section 2.2.2.1).
  - *AST 5+ officials can submit staff reports for review.*

### AST3

- Minimum **3 years of relevant experience** after completing the required education.
- **Must relate to duties** listed in the NoC



# 2025 EP Internal Competitions

## Specific conditions: Languages\*

You must have knowledge of at least **2** official EU languages

01

### Language 1

- Thorough knowledge
- Minimum C1 level
- Any of the EU's official languages

02

### Language 2

- Satisfactory knowledge
- Minimum B2 level
- ***Must be English or French***

*\*Please see section 3.2.3. in the Notice of Competition for all conditions and requirements*

# 2025 EP Internal Competitions

## Language 1 & 2 further conditions



- The language registered as your main language in the HRM Portal (*Streamline*) will be considered your Language 1. This cannot be changed.
- If your Language 1 is either English or French, you are required to have satisfactory knowledge of Language 2 (*English or French*).
- **All tests will be in Language 2**

# 2025 EP Internal Competitions

## Selection process



### Applications

*All 3 competitions*

Due on  
**6 March 2025**  
at noon  
(Brussels time)

### Pre-selection MCQ

- *For Finance and HR competitions only*

### Eligibility checks

*All competitions*

### Tests

- Written Test
- Oral Test
  - Interview
  - Situational Test (AST3 Parliamentary Ast. only)

# 2025 EP Internal Competitions

## Comparison chart



	AD6 HR & Finance	AST3 HR & Finance	AST3 Parliamentary Assistance
MCQ	MCQ: 60 min, 40 questions based on <b>Section 2.1</b> and specifics in section 4.1.1. of the NoC	MCQ: 60 min, 40 questions based on <b>Section 2.2</b> and specifics in section 4.1.1. of the NoC	None
Written Test	<b>120 min</b> , 0/50 points, pass mark 25, assessing various competencies	<b>90 min</b> , 0/50 points, pass mark 25, assessing various competencies	<b>3 hours</b> , 0/50 points, pass mark 25, assessing various competencies
Oral Test	Interview, in person or online	Interview, in person or online	Interview + Situational test, in-person or online





# PRE-SELECTION MCQ TEST



# Summary of duties from Section 2.1

## Human Resources

AD6

- Assess staffing needs and ensure HR compliance.
- Direct HR policies, manage operations, and oversee recruitment.
- Lead HR projects, collaborate with departments and EU bodies.
- Draft and analyse HR reports for strategic decisions.
- Manage training programmes and staff development.

# Summary of duties from Section 2.2

## Human Resources

AST3



- Support HR strategies, staffing, and metrics.
- Assist with HR policies, recruitment, payroll, and entitlements.
- Help coordinate HR projects and interdepartmental cooperation.
- Prepare HR reports and assist with communications.
- Support staff training and career development.



# Summary of what you need to know for the MCQ Human Resources

AD6 & AST3

- **European Parliament Structure & HR Governance:** Understanding the EP's main bodies, HR decision-making levels, and reporting lines.
- **EP HR-Specific Policies & Guidelines:** Internal mobility rules, probation periods, working hours, and leave entitlements.
- **Staff Rights & Obligations:** Code of Conduct, confidentiality, ethical guidelines, and obligations under the Staff Regulations.



# How to prepare for the Pre-Selection MCQ

## Human Resources

- **Review HR Duties:** Study the detailed HR duties outlined in Section 2, focusing on the specific tasks for your chosen grade
- **Understand the European Parliament:** Familiarise yourself with the structure, functions, and key policies of the European Parliament.
- **Study the Staff Regulations:** Thoroughly read and understand the Staff Regulations of Officials of the European Union.
- **Learn EP HR Rules:** Review the European Parliament's compendium of HR-related rules, focusing on operational and policy aspects.
- **Practice MCQs:** Use the sample questions provided
- **Language Proficiency:** Ensure your knowledge of English or French is at the required level
- **Time Management:** Practice completing multiple-choice questions within a set timeframe (60 minutes for the MCQ).



# Summary of duties from Section 2.1

## Finance



### AD6

- Budget planning, monitoring, and supervision for the European Parliament.
- Financial management, including procurement, grants, Members' allowances, and political structure financing.
- Internal financial operations, controls, audits, accounting, treasury, and risk assessments.
- Drafting and revising financial reports, procedures, and rules.
- Training Parliament staff on budgetary, financial, and procurement processes.



# Summary of duties from Section 2.2

## Finance

AST3



- Supporting budget preparation, execution, and financial reporting.
- Assisting with budgetary, treasury, and accounting transactions.
- Providing support in public procurement, grants, and financial monitoring.
- Assisting in financial controls, audits, and preparation of financial reports.
- Supporting finance-related training and delivering training modules.

# Summary of what you need to know for the MCQ Finance

AD6 & AST3



- Knowledge of the EP's structure, Financial Regulations, internal rules, and procedures.
- Understanding MEPs' allowances and political structure financing rules.
- *Maybe:* Numerical reasoning and familiarity with financial management IT systems.

# How to prepare for the Pre-Selection MCQ Finance



- **Study** the European Parliament's Financial Regulations, internal rules, and procedures.
- **Review** budget planning, procurement, accounting, and financial management concepts.
- **Familiarise** yourself with MEPs' allowances and political structure financing guidelines.
- **Practise MCQs:** Use the sample questions provided with a timer
- **Learn** the financial management IT systems used by the European Parliament.
- **Practise numerical reasoning** exercises and workshops.



# WRITTEN TEST



# Written Test

## What to expect



**Set of  
documents**

**Assignment/task  
based on the  
documents**

**Assessing  
competencies**

**Must reach  
pass mark**

**Language 2**

**Time limit**

# 2025 EP Internal Competitions

## Written Test



	AD6 HR & Finance	AST3 HR & Finance	AST3 Parliamentary Assistance
0/50	Pass mark 25	Pass mark 25	Pass mark 25
Duration	120 min	90 min	3 hours
Competencies	<ul style="list-style-type: none"> <li>No choice of topic</li> <li>Assessing: Critical thinking, analysing &amp; creative problem-solving, Written Communication Skills</li> </ul>	<ul style="list-style-type: none"> <li>No choice of topic</li> <li>Analytical and problem-solving abilities, Written Communication Skills</li> <li><b>Plus</b> attention to detail, Task prioritisation for Finance profile</li> </ul>	<ul style="list-style-type: none"> <li>Based on up to 20 pages of documents.</li> <li>Assessing problem-solving</li> <li>You will have a choice of administrative, legislative, or technical topics</li> </ul>





# Written Test

## How to prepare



### Practise!

- Peer support, P2P mock exams
- EU Training **Written Test Simulation**
- Add an **Evaluation**

**COMING SOON**



Plan time management



Writing effectively and avoiding plagiarism - *Free article*



Personal coaching



EU Style guide / Clear writing toolbox helpful



Clear Writing Workshops



# ORAL TEST





### INTERVIEW

**≠** job interview

- **Suitability** -> Do you have the skills and abilities needed?
- *Study Section 2 of NoC*
- **Alignment** -> core competencies for EP staff

#### ***Duration***

*40-60 minutes*

#### ***Pass mark***

*25/50*

# Oral Test | Language 2

## AST3 Parliamentary Assistance



### INTERVIEW

**≠** job interview

- **Suitability** -> Do you have the skills and abilities needed?
- Study Section 2 of NoC
- **Motivation** -> What are the assessors looking for?
- 40-50 minutes
- Pass mark 15/30

### Situational Test

- **Work-related scenario** requiring immediate action or resolution.
- Tests **competencies** from Section 2.2, **related to duties** in Section 2.1.
- 20-25 minutes
- Pass mark 10/20

# Oral Test

## How to prepare



### **Speaking skills**

- speaking speed
- speaking style

### **Study the Notice of Competition**

- Know the duties listed
- Know the competencies

**Tip:** ask someone to interview you, record yourself, evaluate



# How to prepare For the Oral Test

## Personal Coaching

- pinpoint areas for improvement
- reinforce strengths
- tailored, practical, expert advice

## Interview Simulations

- **Practical tips** on how to strategically prepare
- **Interactive** Interview simulation with debrief and feedback.
- Each participant have a go in the '**hot seat**'
- **Recording** of your interview
- Limited to a **small group** for maximum interaction
- Tailored to **collective learning** and group feedback.







# More resources



# Community



➔ Join the dedicated Facebook group to be part of a collaborative community and to get the latest news, advice and offers.



**European Parliament Competitions**



# Preparation mastery webinar



## EU Exams Preparation Mastery 6 key strategies

*A practical approach to exam preparation*



eutraining.eu

### 1 Understand the exam process/methodology



Selection exams process

- Ask Me Anything Free monthly webcast series
- How to Deal with EPSO Exam Stress Free eBook
- EU Career Compass Free article series

CBT (reasoning skills)

- Beginner's webinars Free
- Workshops focusing on each type of reasoning skill

Field-related MCQ

- List of study resources Free

### 3 Fix procrastination



Study

Time

Physical

Social &

### 2 Identify specific knowledge gaps



Abstract, verbal, numerical reasoning methodology?

Field-related knowledge?

Do you know what you don't yet know?

Can you map out the building blocks?

Where can you get the information from?

### 4 Overcome fear



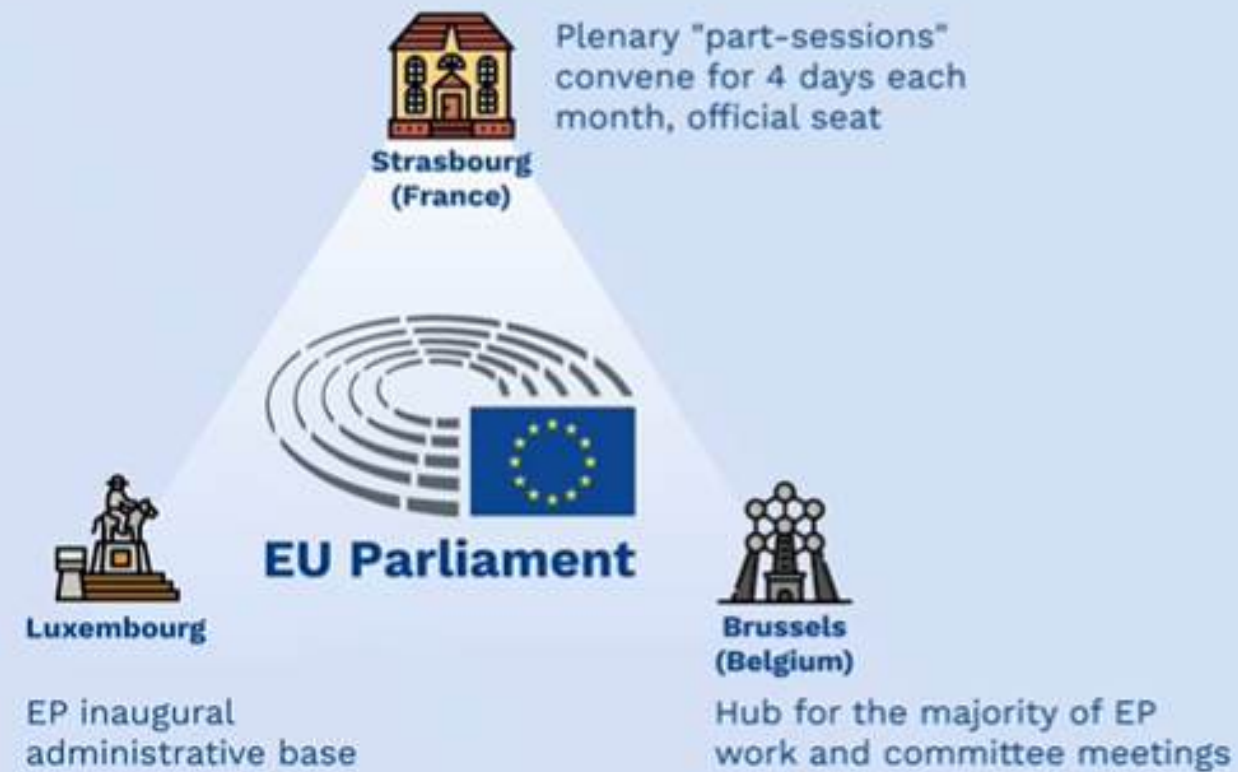
Self-management technique to handle mental challenges

Thoughts

Emotions



## The European Parliament's internal structure





# Practice tests



**EP Internal Profile  
Packages:**

Pre-Selection MCQ

Numerical Reasoning

Written Test Simulations



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when the profile packages  
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# Best of luck on your exams!

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