

PRESENTED BY EU TRAINING

**2022 EPSO
HEADS OF
ADMINISTRATION
IN EU DELEGATIONS**



15 JULY 2022



Before we start...

SOUND CHECK!

Please test your sound: Can you hear Andrés speaking?

IF your sound is not working:

- Make sure your speakers / headphones are properly plugged in and the volume is on.
- Try logging out and back in via a different browser (Explorer, Chrome, Firefox).
- If you are joining from an office computer, firewalls could be preventing you from participating.
- 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 chatbox using the current slides for reference.



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

In case you miss something...
...you will receive within 1 day of the event



FULL RECORDING



PRESENTATION SLIDES

Within 1 week the webcast transcript

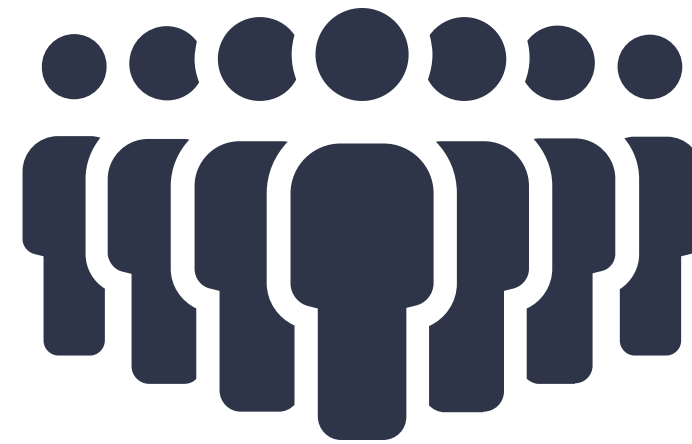


OPEN

ABOUT EU TRAINING



OUR COMMUNITY



100,000+
Registered Users

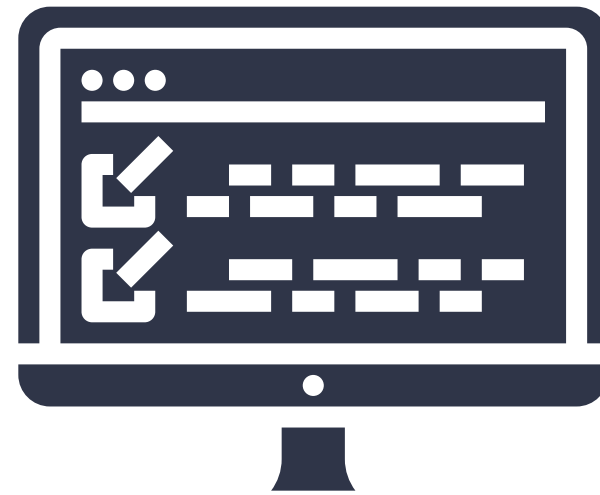


56,000+
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TEST PACKAGES



25,000+
Question Database



Over 17 Million
Questions Used



WEBINARS



Over 100
Hours



10,000+
Participants





**WHERE WILL
YOU WORK?**

PLACE OF WORK

EEAS
(European External Action Service)



Map image source: https://www.eeas.europa.eu/eeas/about-european-external-action-service_en



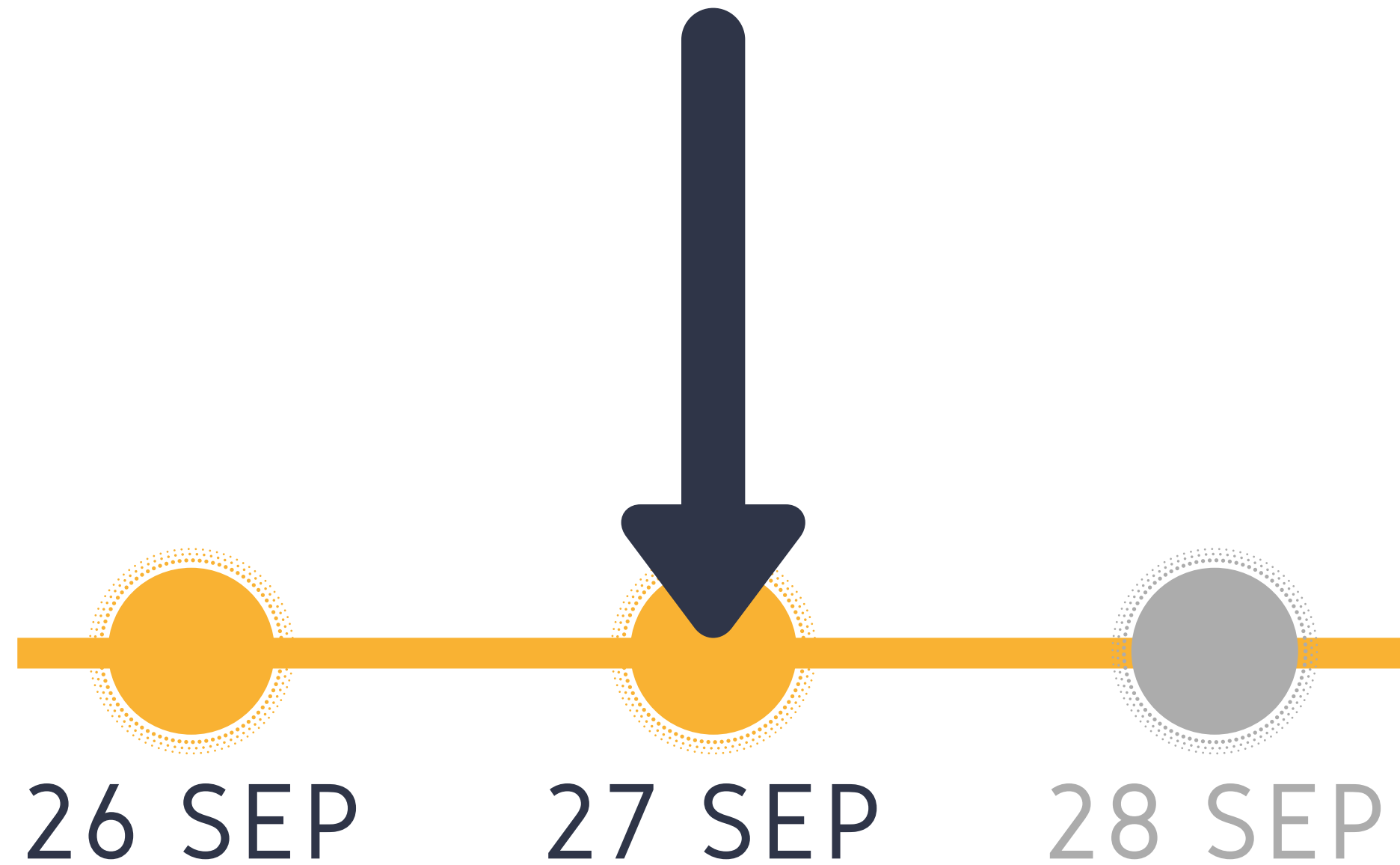
APPLICATION

POSITIONS AVAILABLE

Grade AST4

40

APPLY BEFORE
27 September 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!



QUALIFICATIONS

A level of post-secondary education of at least two years attested by a diploma in one of the following areas: law, business administration, human resources management, finance, accounting, logistics, building management, or engineering, followed by at least **six years** of relevant professional experience related to the duties described in Annex I.

OR

A level of secondary education attested by a diploma giving access to post-secondary education followed by at least **nine years** of relevant professional experience related to the duties 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

27/SEPT/2022

STEP TWO



PRE-SELECTION CBT EXAM



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

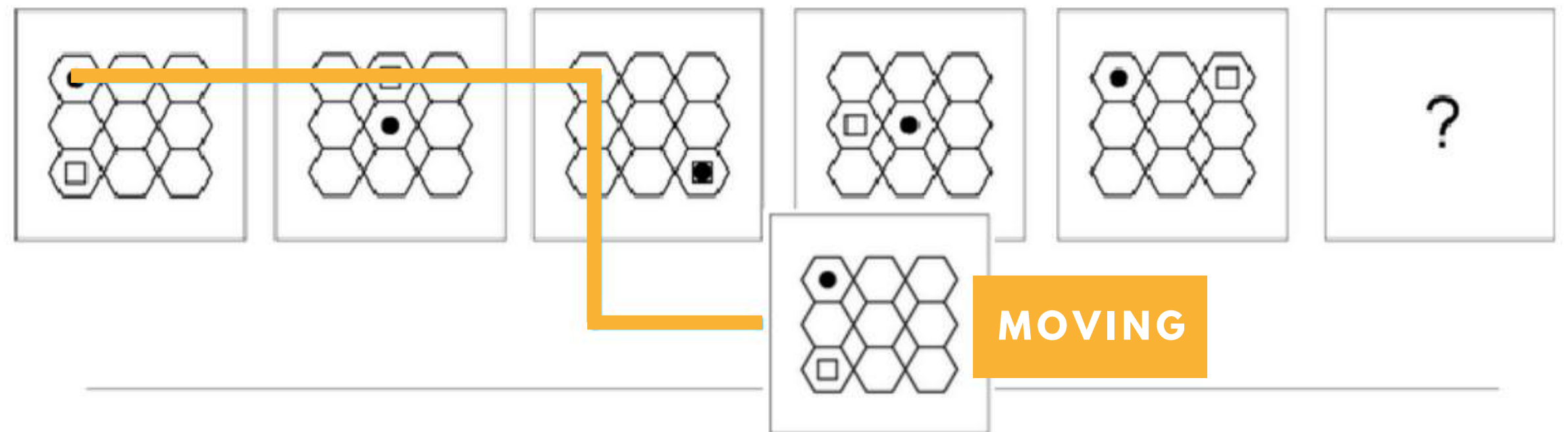
Language 1

Questions

10

Minutes

10



- A
- B
- C
- D
- E



CBT SCORING

PASS MARK IS ENOUGH!

Pass Mark: COMBINED 20/40

VERBAL
REASONING
0/20

NUMERICAL
REASONING
0/10

ABSTRACT
REASONING
0/10

Need to attain the pass marks in this exam to undergo the Eligibility Check.

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

STEP THREE



TALENT SCREENER REVIEW



The candidates that make it through the Eligibility Check and get the highest scores will be invited to the assessment centre.





**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 FOUR

ASSESSMENT CENTRE

A maximum of three times the number of successful candidates sought will be invited.

Tests: Language 1 & 2

Location: online or in-person



ASSESSMENT CENTRE TASKS

7 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 exercise:



Field-Related
Interview

LANGUAGE 2



ASSESSMENT CENTRE SCORING

Pass Mark: 35/70

7 GENERAL
COMPETENCIES
(each worth 10 points)

Pass Mark: 50/100

FIELD-RELATED
INTERVIEW
0/100

*Those who get the highest overall score will have their supporting documents checked and then candidates with the highest overall scores 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





We help you pass the **EPSO** exams and get an EU job

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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
- CBI Workshops

WWW.EUTRAINING.EU

WEBINARS...

FREE - BEGINNER'S GUIDE WEBINARS:

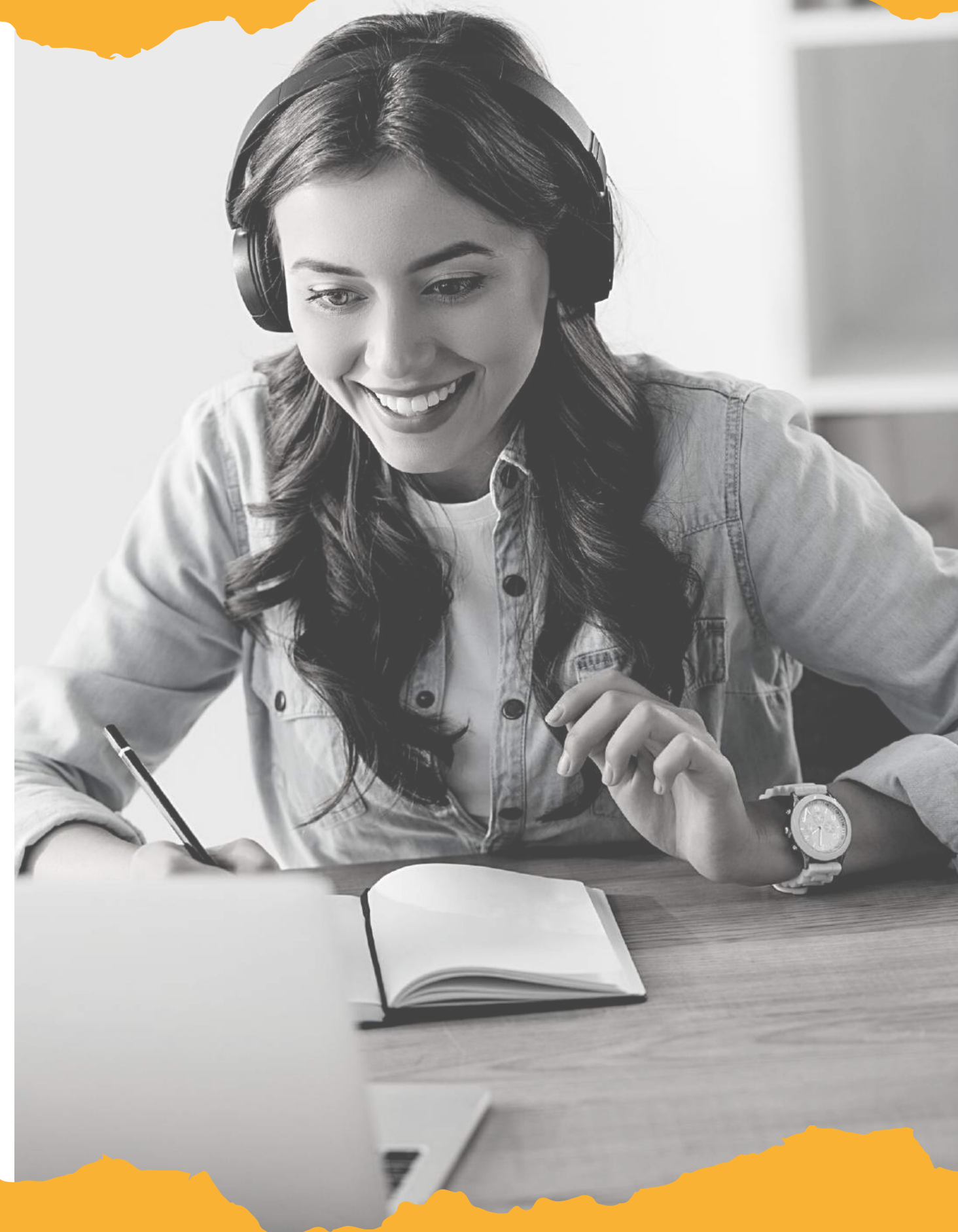
- Beginner's Guide To The EPSO Verbal Reasoning Test
- Beginner's Guide To The EPSO Numerical Reasoning Test
- Beginner's Guide To The EPSO Abstract Reasoning Test

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



TRAINING
SESSIONS



PERSONAL
COACHING

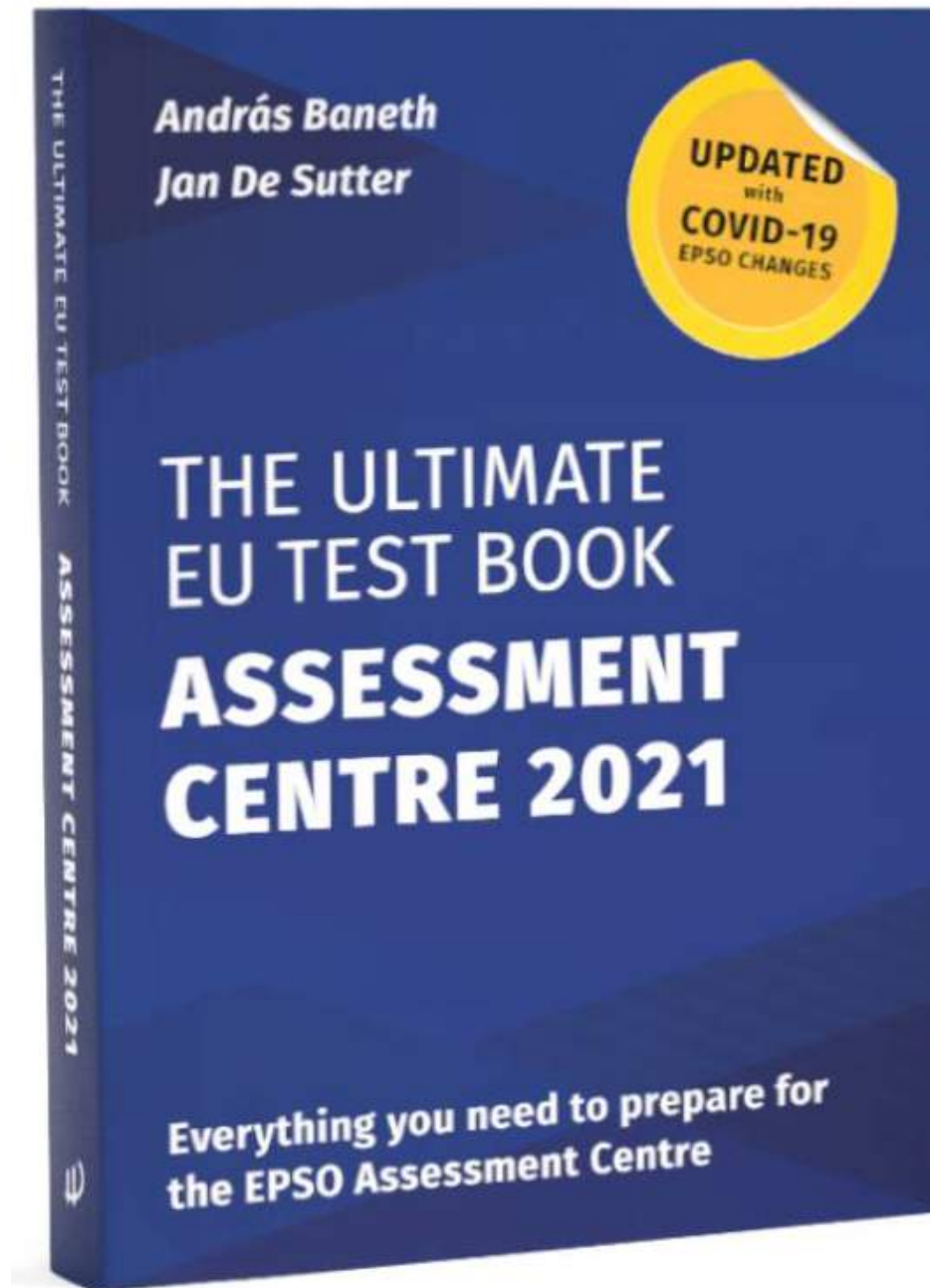
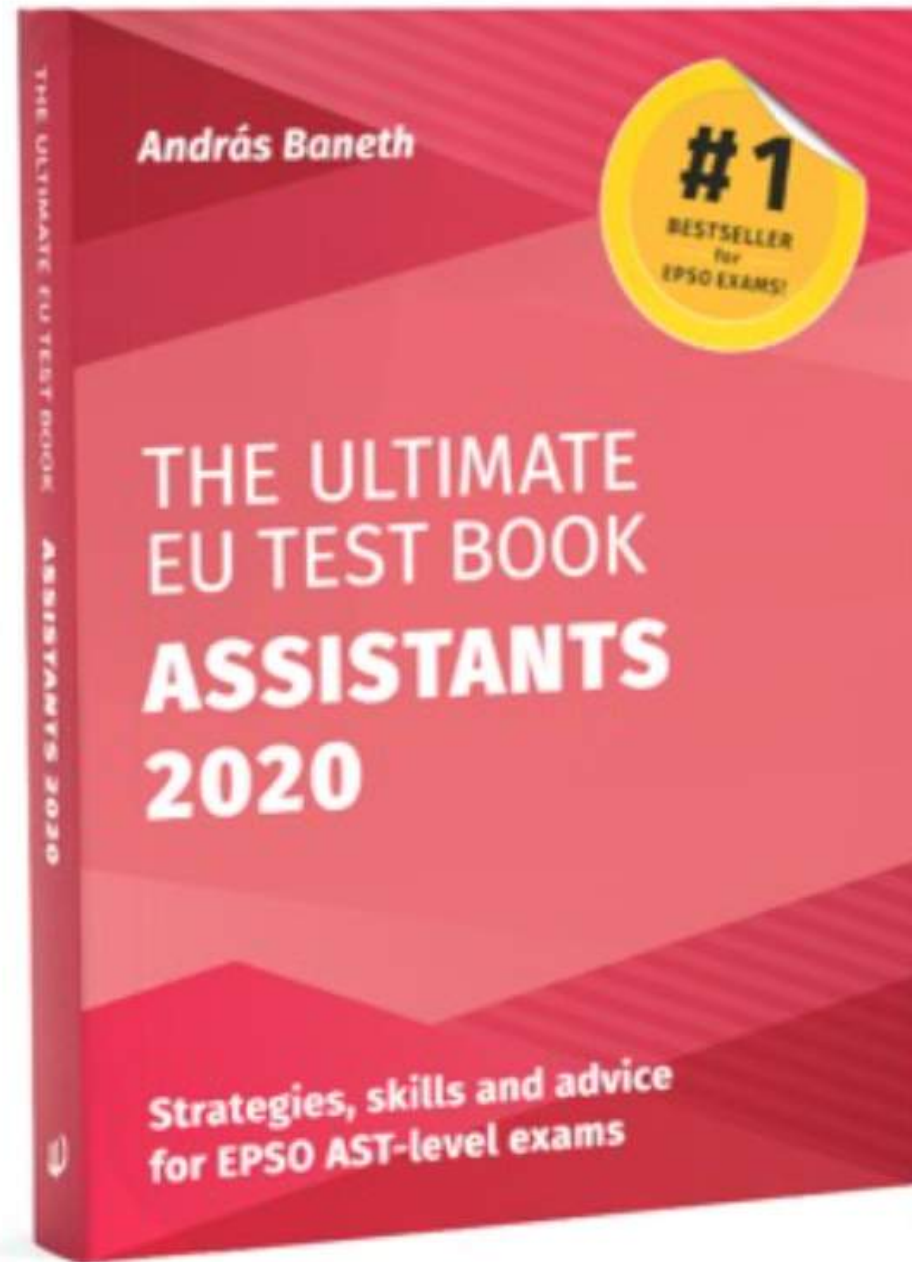
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Join an EPSO community.

"HEADS OF ADMINISTRATION IN EU DELEGATIONS"
FACEBOOK GROUP

**Engage with other candidates and
learn from their experiences.**

BOOKS



SPECIAL DISCOUNT OFFER

20% OFF

EPSO PRACTICE TEST PACKAGES
AND WEBINAR RECORDINGS

Use code: 2022EEAS

Valid for 48 Hours!
(until 17 JULY @ 6pm-CET)

THANK YOU FOR PARTICIPATING

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.

