

EU Careers - Jargon Buster

Administrator (AD): One of two roles in the EU civil service. An Administrator is in charge of formulating policy and legislation. The grades go from AD05 junior policy officer to AD16 director general.

Admissions: Word used to describe selection board members who check candidates' eligibility criteria.

Application: Process of doing the self assessment tests and filling your online application form. This is done electronically.

Assessment centre: Last stage of the selection process where your competences are tested through several exercises.

Assistant (AST): one of two roles in the EU Civil service. An Assistant is in charge of support or secretarial tasks; some may also be involved in policy work depending on their grade. People who want to become assistants would normally apply by December. The grades go from AST01 (Secretary) to AST11.

CAST: This is a specific process to select contractual agents to work for the Commission.

CBT booking: Process of going online to book your reasoning tests in one of the test centres.

Concours: French name for the selection procedure to become an EU civil servant.

Contractual agent: This is an employee of the EU recruited on contract for a max of 3 years. There are two types of contractual agents. To find out more, got to: http://ec.europa.eu/civil_service/job/contract/index_en.htm

Directorate General: the Commission and other EU institutions are divided into Directorates General (DG). Each DG is in charge of a policy area. For example, there is a DG Agriculture in charge of agricultural policy.

EPSO Account: The EPSO Account is the portal where potential candidates can apply to the selection process. It's also the main communication channel between EPSO and the candidates.

EPSO: European Personnel Selection Office is responsible for recruiting future EU civil servants via a selection process.

EU institutions: These consist of all the organizations that are part of the EU decision making process and include organizations such as the European Commission, the European Parliament, the Council of the EU, the Court of Justice and others

EU Official or 'fonctionnaire': This is a term to describe anyone working permanently in the EU civil service

Flagging: This is the operation by which a unit can reserve a candidate until they have met him/her for an interview. This gives this unit priority to recruit the candidate.

Geographical balance: EU staff must reflect, as far as is possible, the geographical balance of the member states. At the moment this only applies to recruitment and not to the selection process itself which has no nationality quota restrictions.

Indicative planning (EPSO): This is the calendar for current and future European Concours or selection process schedules. It gives you the time frame and is a good tool for you to plan your preparation.

Notice of competition: This is the official launch of the selection process detailing the criteria for selection and competences being tested.

Pre-selection tests = CBT tests: Computer based reasoning tests done in one of the test centres.

Reserve list: Candidates who have passed the selection tests are put on the reserve list. This is available to potential recruiters from the EU institutions. There are usually 20% more candidates than jobs. This reserve list for the general competition will be valid one year.

Selection board: A professionally trained panel, testing candidates' performance in the assessment centre.

Self-assessment: This step is part of the initial stages of the application to the EU civil service. It involves taking a mock reasoning test before filling in your online CV.

Situational Judgment Test: is designed to evaluate workplace-related behaviour. Each question describes a work-related scenario linked to a block of four possible actions. Out of these, you are asked to choose the most effective action AND the least effective action to take, in the light of the given situation.

Staff regulations: These are terms and conditions applying to EU officials and other staff of the EU. It contains information on salary, allowances, and leave.

'Stage': French for 'traineeship' in the EU. Most of the traineeships are paid and involve very interesting tasks like attending Commission or Council meetings, drafting working paper to help European negotiations, write the first draft of reports, represent their unit in some cases. They basically do what Junior EU civil servants at AD05 would do.

Temporary agent: This is an employee of the EU, recruited on a fixed-term contract of maximum 6 years (different terms and conditions to contractual agents). Temporary agents are recruited for a variety of jobs. To find out more, go to:

http://ec.europa.eu/civil_service/job/temp/index_en.htm

Verbal reasoning questions assess your ability to use words in a logical way. The questions measure your understanding of vocabulary.