SELECTION PROCEDURE

The Agency selects future staff members through competitions open to all citizens of the European Union, Iceland and Norway who meet the eligibility criteria specified in the vacancy notice. The procedure gives all candidates a fair chance to demonstrate their abilities and guarantees selection based on merit while observing the principle of equal treatment and transparency. Normally, the recruitment procedure can take up to 6 months from the date on which a position is advertised to the final offer being made. All candidates will be notified about the outcome of their application, at the latest after the selection procedure is closed.

STAGES IN THE SELECTION PROCEDURE

Application

- Create your account in the EUSPA e-recruitment tool and submit your online application within the deadline set for the position. Only application submitted within the given deadline can be considered. **We advise you to submit your application well in advance before the deadline to allow enough time for technical support if needed;**
- Any request for technical support must be sent to: jobs@euspa.europa.eu minimum **two working days** before the vacancy notice's deadline. Please note, that if you submit your request for technical support later, we may not be able to assist you;
- If you have any personal relationship within EUSPA, you have the possibility to declare such situation to **jobs@euspa.europa.eu**.

Evaluation

- Your application will be checked to verify if you satisfy the eligibility criteria specified in the vacancy notice ("VN") – this check is performed by HR and verified by the selection board once having access to the applications;
- A selection board is appointed by the Authority Authorised to Conclude Contracts to select the best candidates in the light of the selection criteria specified in the vacancy notice. To ensure the selection board's independence, it is strictly forbidden for anyone outside the board to attempt to contact any of its members;
- Before the start of the selection process , the selection board members fill in a declaration with reference to confidentiality;
- Before having access to the candidates' applications, the selection board decides which criteria will be assessed in which stage of the selection process (assessment of applications, video-recorded interview (if applicable), written test and interview);
- The selection board also determines a weighting for each selection criterion defined in the VN according to the importance attached to the criterion and the stage of the selection process.

Assessment of applications (screening)

- Once having the access to applications, the members of the selection board fill in a declaration with reference to conflict of interest and confirm that they have no conflict of interest or bias whatsoever with regard to the individual candidates and that they can maintain impartiality and independence;
- Subsequently, the selection board examines the content of the candidates' applications and awards points (0-10) for each criterion. The points are then multiplied by the defined weighting for each criterion and added up;
- In this stage, the selection board assesses the eligible applications and pre-selects candidates whose qualifications (in particular diplomas and professional experience) best match the duties and selection criteria, considering their motivation as well. After evaluating all applications independently, **the selection board performs a comparative assessment among all eligible applicants**. The candidates with the highest total number of points will be short-listed for the next selection stage;
- **Please note that at this stage your candidacy is evaluated based solely on the information provided in your application. It is important that you specify the nature of the duties you performed so that the selection board can assess the relevance of your experience for the duties for which you are applying. The relevance of your experience will be evaluated based on the "selection criteria" as defined in the VN and related job-specific questions may be introduced in the application form. Your motivation will as well be assessed based on your motivation letter which is an integral part of the application. Your language proficiency may also be assessed at this stage, based on the self-declared level and the command of English demonstrated in your application**;
- In some selection procedures candidates are invited to complete an online video-recorded interview used as a second screening (stage) which allows validation of candidates' motivation, technical knowledge and/or expertise in line with the selection criteria mentioned in the vacancy notice. The questions in the video-recorded interview assess selected criteria and each of the candidate's responses is awarded between 1 and 5 points for respective criteria by the selection board. Based on the performance during the video-recorded interviews, the best-qualified candidates, those who obtained the highest scoring will be short-listed for the next stage - an interview and a written test which will assess the specific technical competences, behavioural competences, motivation and language abilities;
- This stage usually lasts for about two (2) to eight (8) weeks depending on the number of applications received and whether a second screening (stage) is organised due to a high number of applications.

Interview and written test

- The applicants scoring highest from the screening stage will be invited for a written test and an interview with the selection board. The number of invited candidates shall be a maximum of sixteen (16). In case of equal merit, the number of candidates invited may be exceeded at the

discretion of the selection board;

- Prior to the day of the interview candidates will be requested to provide copies of all the supporting documents for their educational qualifications and employment necessary to prove that they meet the eligibility criteria. The Agency has the right to disqualify applicants who fail to submit all the required documents;
- The dates of the interview and of the written test will be determined by EUSPA with regard to the availability of the selection board members. Please note that the dates are not being set with the intention to provide time for preparation for the interview and for the written test – the candidates should be preparing for them continuously in the period following the submission of their application;
- The questions for an interview and a written test are based on the "selection criteria" listed in the vacancy notice and your answers are assessed by the selection board. All candidates in their respective selection procedure answer the same set of questions. In this way, the selection board is presented with each candidate's answers in the same structured framework helping the board to carry out a careful objective assessment of the comparative merits of all candidates interviewed. This assessment is made solely on the basis of responses to the specific questions in interview and written test;
- The interviews are taking place mostly via a video-conferencing tool. The interview and written test are to be performed solely by the candidate and without the aid of other people or sources of information. The candidate may be disqualified if these conditions are not respected;
- Interviews and written test will be held in English, however, knowledge of another EU language may also be tested. Those candidates who have English as their mother tongue will be expected to demonstrate knowledge of a second EU language, in line with Article 28(f) of the Staff Regulations;
- The selection board assesses the applicants' performance, competencies and aptitudes in order to identify the most suitable candidate to perform the tasks and responsibilities laid down in the vacancy notice. The evaluation is always a comparative assessment among all candidates assessed in the particular stage of the selection process. It is mandatory to pass the written test in order to be eligible for the next stage of the selection process. The minimum threshold to pass is 50%;
- As a result of the interview and of the written test (disregarding the amount of points attributed to the candidate in the first stage of the procedure), the Selection Board will recommend those candidates who performed best and obtained the highest scores, to be placed on a reserve list for this post;
- Based on the past experience, the maximum number of suitable candidates put on the reserve list is 12 considering the highest marks achieved in the interview and written test. In case of equal merit, the number of candidates placed on the reserve list may be exceeded;
- The best-ranked candidates may be invited for a final interview with the Authority Authorised to Conclude Contracts. The interview will focus on the overall suitability of the candidate for the post covering motivation and relevant technical and behavioural competencies, in line with the selection criteria established in the vacancy notice. The final interview maybe organised either via

a video-conferencing tool or in person;

- Candidates proposed to be placed on the reserve list for management positions will be invited to an assessment centre, run by external consultants, prior to the interview with the Authority Authorised to Conclude Contracts;
- The Authority Authorised to Conclude Contracts will ultimately decide on the successful candidate to be appointed to the post(s). The number of available posts planned at the date of publication of the vacancy notice is stated in each vacancy notice but may evolve over time depending on the operational needs;
- If, at any stage of the procedure, it is established that any of the information the candidate has provided is incorrect, the candidate in question will be disqualified.

Reserve list

- The established reserve list may be used for recruitment of similar posts in various Agency's sites depending on the Agency's needs. The aim of the selection procedure, then, is not to fill a specific post only, but also to constitute a reserve pool for a potential additional recruitment. When a similar post becomes available, the Authority Authorised to Conclude Contracts may select applicants from the list according to their profile in relation to the specific requirements of the post to be filled. However, inclusion on the reserve list does not guarantee an employment;
- The validity of the reserve list is indicated in the vacancy notice and its duration might be extended if deemed necessary.

We do our best to guarantee fair and objective procedures. However, despite our best efforts, at times technical problems or human mistakes may occur. If, at any stage of the selection procedure, you encounter a serious technical or organisational problem which is likely to impact your participation in the selection procedure, please inform us immediately, in order to allow us to investigate the issue and take any corrective measures.

Competition for posts in the EU institutions, bodies and agencies is intense and it can happen that only few candidates succeed.

Because of the very nature of the selection procedure, the comparative assessment that it involves, the majority of the candidates in any competition will inevitably be unsuccessful even if they may be generally competent.

This is a normal aspect of the competition, rather than an indication that something has gone wrong.

However, you can request a review of any decision linked to your application that directly and immediately affects your status in the competition (that is to say, that establishes your results and/or determines if you can proceed to the next stage of the competition or are excluded therefrom).

Requests for review may be based on one or more of the following reasons:

— a clerical error in the selection process,

— non-compliance by the selection board with the rules governing the selection procedure as laid down by the governing rules or the vacancy notice.

Please note that the selection board's assessment concerning the quality of your performance or relevance of your qualification is the expression of a value judgment and falls into the wide discretion enjoyed by the selection board. Such discretion can only be subject to administrative or judicial review, in case of manifest errors of assessment.[1]

We wish you best of luck in the selection process and look forward to receiving your application!

[1] Case F-127/07, *Coto Moreno* v *Commission*, judgment of 11 September 2008, published in European Court Reports — Staff Cases 2008 FP-I-A-1-00295; FP-II-A-1-01563 (paragraph 33 of the judgment).

APPEAL PROCEDURE

Administrative complaints

If candidates consider that they have been adversely affected by a particular decision, they can lodge a complaint under Article 90(2) of the Staff Regulations of Officials of the European Union and Conditions of employment of other servants of the European Union;

Arrangements for administrative complaints are as follows:

- **Procedure:** complaints shall be submitted at the following address: jobs@euspa.europa.eu

  European Union Agency for the Space Programme (EUSPA)
  Human Resources Department
  Janovského 438/2
  170 00 Prague 7
  Czech Republic

- **Deadline:** complaints must be lodged within 3 months from the date on which the contested decision was notified to the candidate or from the date by which a decision should have been made. Complaints received after the deadline will not be taken into account;
- **Information to be provided:** the complainant shall indicate clearly the decision they wish to contest and on what grounds.
- Depending on who has taken the contested decision, the administrative complaints are assessed by the Appointing Authority or Complaints Committee composed of the representatives of the Administrative Board of the Agency.

Judicial appeals

- Candidates have the right to submit a judicial appeal under Article 270 of the Treaty on the Functioning of the EU (ex Art. 236 of the EC Treaty) and Article 91 of the Staff Regulations of Officials of the European Union to the:

  General Court of the European Union
  Boulevard Konrad Adenauer
  Luxembourg 2925
  LUXEMBOURG

  For details on how to submit an appeal, please consult the website of the General Court of the European Union: http://curia.europa.eu

European Ombudsman

- All EU citizens and residents can make a complaint to the European Ombudsman:

  European Ombudsman
  1 avenue du Président Robert Schuman
  CS 30403

67001 Strasbourg Cedex
FRANCE
http://www.ombudsman.europa.eu

Please note that complaints made to the Ombudsman have no suspensive effect on the period laid down in Articles 90(2) and 91 of the Staff Regulations for lodging complaints or for submitting appeals to the Civil Service Tribunal under Article 270 of the Treaty on the Functioning of the EU (ex Art. 236 TEC). Please note also that, under Article 2(4) of the general conditions governing the performance of the Ombudsman's duties, any complaint lodged with the Ombudsman must be preceded by the appropriate administrative approaches to the institutions and bodies concerned.