

SELECTION PROCEDURE

The Agency selects future staff members through competitions open to all citizens of the European Union 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 deadline. Please note, that if you submit your request for technical support later, we may not be able to assist you.

Evaluation

- ◆ Your application will be checked to verify if you satisfy the eligibility criteria specified in the vacancy notice (“VN”);
- ◆ A selection board is appointed by the Authority Empowered 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 evaluation of the applications, the selection board members 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 their appointment in the selection procedure and that they can maintain impartiality and independence.

Assessment of applications

- ◆ Before having access to the candidates’ applications, the selection board decides on a weighting for each selection criterion defined in the VN (that will be assessed from the application) according to the importance attached to the criterion;

- ◆ 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;
- ◆ 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 weighting for each criterion and added up;
- ◆ In this stage, the selection board assesses the 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 applicants and assigns points to them based on their comparison to other candidates.** 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 in as much detail as possible 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. Your motivation will as well be assessed based on your motivation letter which is an integral part of the application. Your language proficiency will be assessed 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. Based on the answers provided during the video-recorded interviews, the best-qualified candidates, those who obtained the highest scoring within the evaluation described above, 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 organized due to a high number of applications.

Interview and written test

- ◆ All candidates short-listed for an interview may also be requested to complete an online Business Attitude Questionnaire;
- ◆ Prior to the day of the interview candidates will be requested to provide photocopies 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 competition 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. This assessment is made solely on the basis of responses to the specific questions in interview and written test;
- ◆ Interviews and written test will be held in English, however, knowledge of another EU languages 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 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;
- ◆ 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;
- ◆ The best-ranked candidates may be invited for a final interview with the Authority Empowered 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 Authority Empowered to Conclude Contracts will ultimately decide on the successful candidate to be appointed to the post;
- ◆ 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 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 Empowered 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 competition procedure, you encounter a serious technical or organisational problem which is likely to impact your participation in the competition, please inform us immediately, in order to allow us to investigate the issue and take any corrective measures.

Competition for posts in the EU bodies is intense and it can happen that only few candidates succeed. Because of the very nature of the competition procedure, the comparative assessment that it involves, the majority of the candidates in any competition will inevitably be unsuccessful even if they are 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 competition process,
- non-compliance by the selection board with the rules governing the competition procedure as laid down by the Staff Regulations 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 a candidate considers that he/she has been adversely affected by a particular decision, he/she 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 she/he wishes to contest and on what grounds.
- ◆ Administrative complaints are assessed by the 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.