



**Thursday 4 February 2016 at 6.00pm**

**Cardiff EDC, Guest Building, Colum Drive, Cardiff**

# **Careers in the EU Institutions**

## **Speakers**

**Delyth Evans**

**Press and Communications Manager, European Personnel Selection Office**

**Kim Feldewerth**

**Traineeship at the European Parliament, Autumn 2015  
(ex-student of Cardiff University and part-time intern at Cardiff EDC 2014-15)**

**Event organised jointly by the Cardiff EDC and Charles Whitmore, EPSO Ambassador to Cardiff University 2015-16**

**The Cardiff EDC is part of the University Library Service at Cardiff University**

**YOUR COMMITMENT. OUR 28 COUNTRIES.  
YOUR CAREER. OUR EUROPEAN UNION.**

Career opportunities  
with the European Institutions.

**European Personnel Selection Office**



# Why an EU Career?



✓ **Make a difference for Europe**



✓ **Career development  
and personal growth**



✓ **International working environment**

# Where can an EU Career lead?



EUROPEAN COURT OF AUDITORS



LUXEMBOURG



EUROPEAN DATA PROTECTION SUPERVISOR



European Ombudsman



Committee of the Regions



European Economic and Social Committee



**EU Agencies**

# Where can an EU Career lead?



**Brussels**



**Luxembourg**



**20% across Europe  
and the World**

# Who are we looking for?

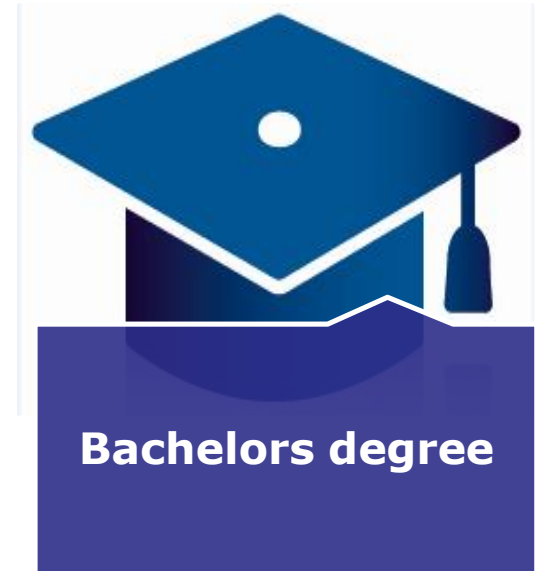
ICT specialists  
statisticians  
socio-economic analysts  
contract administrators project officers  
**auditors interpreters**  
**lawyers** policy officers  
scientific officers accountants  
lawyer-linguists **translators**  
communication & press officers  
**economists**  
financial specialists  
project managers



# Graduate profiles



# Who are we looking for?





# Who are we looking for?



Analysis &  
problem solving



Communication



Delivering quality &  
results



Learning &  
Development



Prioritising &  
organising



Resilience

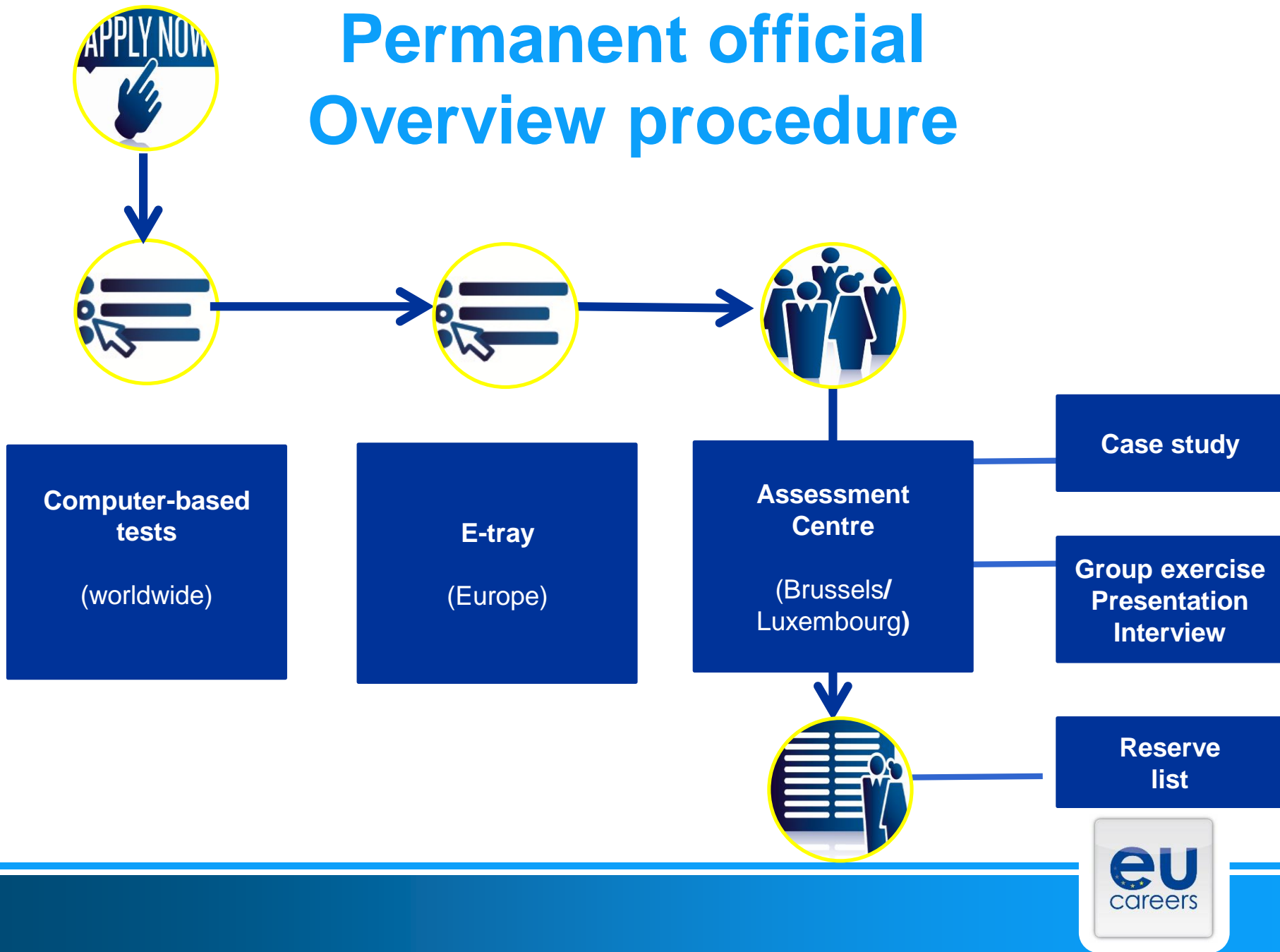


Working with others



Potential to lead

# Permanent official Overview procedure



# Contract Agent Overview procedure



**Short list  
by recruiters**

**Computer based  
tests  
in test centres  
in Europe**

**Interview**

# Traineeships

**5 months (paid)  
internships**

**All EU Institutions  
& Agencies**



**B**

**Brussels  
Luxembourg  
Elsewhere**



**Gain EU  
experience**



**Practical  
day-to-day  
work**

**Competitive  
procedure**

# Other procedures

**Permanent  
official**

**Contract  
agent**

Trainee

**Seconded  
national  
expert**

Freelance/  
interim

Temporary  
agent

# When to apply?



**Spring** – Generalists, Audit



**Summer** – Linguists: Translators, Interpreters



**Winter** - Assistants



**Year round** – Specialists, Contract/Temporary Agents,  
Trainees

# Find out more

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Europa > EPSO > Apply > Sample\_test

Discover Apply

## Sample tests and training

Please check the **Notice of Competition** (or **Call for Expression**) included in your specific selection procedure. The following sample the type of questions you may face.

We do not provide any preparatory courses or material apart from any other organisations' publications or training courses.

Some EU member states offer training and support for EU nationals, their **Permanent Representation to the EU**.

### Assistants (AST-SC)

- Reasoning skills tests: [verbal, numerical and abstract interactive](#)
- Professional skills tests:
  - [Accuracy and precision](#)
  - [Prioritising and organising](#)
- E-tray exercise: [sample E-tray question](#)
- Language tests: [English](#), [French](#), [German](#)
- Office skills test: [English](#), [French](#), [German](#)
- Finance skills test: [English](#), [French](#), [German](#)
- MS Word and Excel test: [English](#), [French](#), [German](#)

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Administrators Administrators Contract agents Linguists Management Why this site?

## Administrators 2015

On this page you will find general information on our competitions for **administrators**, including access to our **Frequently Asked Questions**. If you need information on a specific competition, please refer to the dedicated page (access via the bar above).

If you cannot find an answer to your question in any of our pages or on our **web** questions via:

- [EU-Careers info](#): for questions on specific competitions and selection procedures candidates. If your question is not already answered, consider posting it online.
- [Candidate Contact Service](#): if you still can't find what you're looking for or you have concerns your personal candidate file.

Like this:

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### 64 Comments

**Eleonora**  
APR 18, 2015 @ 18:51:33

I've just done the previous tests for my Administrators' application, but when epso account, the system didn't permit me to apply. What can I do? And, is it possible to do another time the tests?



A day at the assessment centre

# Find out more

This page is available in 24 languages

## Traineeships




### What are traineeships?

Traineeships (or internships) are available in all Member States of the EU. The content of the job largely depends on the field of competition law, but there are many more. Most traineeships last around 5 months, depending on the agency you work for.


### What would I be doing?

Trainees ('stagiaires') are given the same tasks as their colleagues. They can mean organising working groups and meetings, writing reports and answering queries, as well as performing tasks more specific to the particular department. For example, they might be doing different things to economists at the Court of Auditors.



### Quick Guide to EU Traineeships

Institution	Duration	Paid?	Application deadline
<a href="#">European Commission</a>	5 months	Yes, around 1100€	31 January 31 August
<a href="#">European Parliament</a>	5 months	Yes, around 1200€	15 May 15 October
<a href="#">European External Action Service</a>	Up to 3 months (unpaid)	No	At least 3 months before start date
<a href="#">European External Action Service</a>	9-18 months	2300-3000€	See website for updates
<a href="#">European Council</a>	5 months	Mostly	31 August in the year before the traineeship
<a href="#">Court of Justice</a>	5 months	Yes	1 October 1 May
<a href="#">Court of Auditors</a>	5 months	Usually around 1100€	On-going







# Find out more!





[www.eu-careers.eu](http://www.eu-careers.eu)





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