



## **Recruitment Procedure**

### **CONTENTS**

#### **A. ELIGIBILITY CRITERIA – WHO CAN APPLY?**

A.1. Professional Qualifications

A.2. Other Requirements

#### **B. OVERVIEW OF SELECTION AND APPOINTMENT PROCEDURE**

B.1. Admission to the selection procedure

B.2. Selection Committee

B.3. Screening

B.4. Interview and Tests

B.5. Reserve list and appointment

#### **C. HOW TO APPLY**

#### **D. GENERAL INFORMATION**

D.1. Equal opportunities

D.2. Communication with applicants

D.3. Approximate timetable

D.4. Reimbursement of travel expenses

D.5. Protection of personal data

D.6. FAQs and Contact

#### **E. APPEAL PROCEDURE**

#### **F. DISCLAIMER**

## **A. ELIGIBILITY CRITERIA – WHO CAN APPLY?**

The Agency's vacancies are open to applicants who satisfy the eligibility criteria by the closing date for the submission of applications.

The eligibility criteria comprise a set of formal requirements which applicants need to fulfil in order to be eligible for a specific selection procedure.

### **A.1. Professional Qualifications**

The criteria mentioned in the vacancy notice under A.1 are variable and depend on the function group, grade and profile of each post in question.

In order to be eligible for a specific selection procedure, applicants need to have the required level of education and, if applicable, the duration of professional experience as set out in the vacancy notice.

The duration of professional experience defined in the vacancy notice will be counted from the date on which the applicant acquired the minimum qualification granting admittance to the profile in question (e.g. secondary certificate or post-secondary diploma for AST profiles, university degree for AD profiles or if applicable, professional training in a relevant technical domain). When calculating professional experience, only duly documented professional activities can be taken into account. Compulsory military service shall also be counted as relevant work experience, and should likewise be documented. Only certificates issued by EU Member State authorities and certificates recognised as equivalent by the relevant EU Member State bodies are accepted. If studies took place outside the European Union, the applicant's qualification must have been recognised by a body officially delegated for this purpose by one of the European Union Member States (such as a national Ministry of Education) and a document attesting so must also be submitted. At any stage of the selection procedure, applicants may be required to provide documents in support of claimed educational certificates and/or work experience.

### **A.2. Other Requirements**

The criteria mentioned in the vacancy notice under A.2-7 are fixed and identical for all selection procedures<sup>1</sup>.

The applicants must:

- Be nationals of a Member State of the European Union or a national of Norway, Iceland, Liechtenstein or Switzerland<sup>2</sup>;

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<sup>1</sup> In accordance with Article 12, 2. of the Conditions of Employment of other Servants of the Communities

<sup>2</sup> The Member States of the European Union are: Austria, Belgium, Bulgaria, Cyprus, Czech Republic, Denmark, Estonia, Finland, France, Germany, Greece, Hungary, Ireland, Italy, Latvia, Lithuania, Luxembourg, Malta, The Netherlands, Poland, Portugal, Romania, Slovakia, Slovenia, Spain, Sweden and United Kingdom.

The four non-EU countries adopted European Union aviation safety legislation and are official EASA Members represented in the Agency's Management Board.

- Enjoy their full rights as a citizen<sup>3</sup>;
- Have fulfilled any obligations imposed by the laws concerning military service (if applicable);
- Produce the appropriate character references as to their suitability for the performance of their duties;
- Be physically fit to perform their duties<sup>4</sup>;
- Have a thorough knowledge of one of the official languages of the European Union<sup>5</sup> and a satisfactory knowledge of another official language of the European Union to the extent necessary for the performance of their duties.<sup>6</sup>

The predominant working language for internal and external communication in the Agency is English. Therefore, the ability to communicate in that language is an essential requirement in all profiles.

**Failure to comply with one or more of the eligibility criteria will result in disqualification of the concerned applicant.** Considering the high volume of applications, EASA does not inform applicants if their application has been rejected.

## **B. OVERVIEW OF SELECTION AND APPOINTMENT PROCEDURE**

### **B.1. Admission to the selection procedure**

Applications must be complete and validly submitted by the deadline according to the instructions set out in Part C. For more detailed information on how to apply for a vacancy, applicants are advised to consult [eRecruitment User Guide](#). Valid applications will be checked to verify their compliance with the eligibility criteria as described in section A.

### **B.2. Selection Committee**

For each selection procedure, the Executive Director of the Agency appoints a Selection Committee consisting of three to five members. The Committee's deliberations are confidential and applicants are strictly forbidden to contact its members.

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<sup>3</sup> Prior to appointment, successful applicants will be required to provide a police certificate confirming the absence of any criminal record.

<sup>4</sup> Before the appointment, successful applicants will be required to be medically examined by one of the institution's medical officers in order to ensure that they fulfil the requirements of article 12 (2) (d) of the Staff Regulations of the Officials of the European Communities.

<sup>5</sup> Official EU languages are: Bulgarian, Czech, Danish, Dutch, English, Estonian, Finnish, French, Irish, German, Greek, Hungarian, Italian, Latvian, Lithuanian, Maltese, Polish, Portuguese, Romanian, Slovak, Slovenian, Spanish, and Swedish.

<sup>6</sup> In addition, in order to be eligible for their first promotion, staff members have to have a working knowledge of a third EU language, as described in the applicable Staff Regulations and Implementing Rules (Article 45 (2) of the Staff Regulations).

### **B.3. Screening**

Eligible applications admitted to the selection procedure will be assessed by the Selection Committee in an objective, impartial and transparent manner against the specific competences and skills (essential and advantageous) set out in the vacancy notice. **Failure to show compliance with one or more of the essential criteria will result in disqualification of the concerned application.** Due to the large volume of applications, only candidates selected for the interviews will be contacted.

On the basis of this assessment, the Selection Committee will draw up a list of the most suitable applicants, who may be invited to an interview. Applicants may be contacted and required to provide further clarification needed for the assessment.

### **B.4. Interview and Tests**

If invited to attend an interview, applicants will receive an invitation by e-mail indicating all relevant information. The interview sessions are held at EASA in Cologne and are conducted in English. However, knowledge of other languages may also be tested.

Moreover, applicants will be required to undergo a competency assessment exercise related to the requirements indicated in the vacancy notice.

Each Selection procedure for Temporary and Contract Agents carried out by EASA also includes a European Union Knowledge Test usually consisting of multiple-choice questions.

Applicants invited to an interview will be required to provide originals and certified copies of every educational certificate and work experience claimed in the application form, including start and end dates of previous positions and the start date and continuity of the current position held (e.g. copy of last payslip).

### **B.5. Reserve list and appointment**

Following the interview, the Selection Committee will assess applicants on the basis of their performance in the interview and, if applicable, in the test.

The Selection Committee will reach an overall judgement on each applicant's suitability for the profile in question. Applicants who are judged to be most suitable will be placed on a draft reserve list which will be forwarded for approval to the Executive Director. Jobholders will be selected and engaged by the Executive Director based on the list of suitable candidates.

Candidates should note that the proposal may be made public and that inclusion on the reserve list does not guarantee recruitment. The validity of the reserve list is indicated in the vacancy notices and its duration

might be extended if deemed necessary. To check if a reserve list was extended applicants are invited to consult the [update on previous vacancies](#). The established list may be used later on for the recruitment of a similar post depending on the needs of the Agency. Where a similar post becomes available, the Agency may select applicants from the list according to their knowledge, experience and personal qualities in relation to the specific requirements of the post in question.

## **C. HOW TO APPLY**

If not indicated otherwise, all applicants must register their applications online at the following web address: <https://erecruitment.easa.europa.eu/>

For more detailed information on the online application tool applicants are advised to read carefully the instructions set out in the [eRecruitment User Guide](#).

## **D. GENERAL INFORMATION**

### **D.1. Equal opportunities**

EASA applies a policy of equal opportunities and accepts applications without bias on the grounds of gender, race, colour, ethnic or social origin, genetic features, language, religion or belief, political or any other opinion, membership of a national minority, property, birth, disability, age or sexual orientation.

The Agency does not have a national quota system, but we strive to recruit on the broadest possible geographical basis and welcome applications from all sectors: industry, National Aviation Authorities, public or private sectors, self-employment, etc.

### **D.2. Communication with applicants**

Applicants receive all communications and notices concerning the selection procedure they have applied for by e-mail. The result of the interview and test process is communicated by ordinary mail.

Applicants are advised to check their mail regularly to see whether they have received any communication and also to notify EASA in the event of any change in their contact details.

All enquiries or requests for information or documentation in relation to a selection procedure should be addressed to EASA's Recruitment Office - [recruit@easa.europa.eu](mailto:recruit@easa.europa.eu).

In order to check the status of selection procedures, applicants are invited to follow the [update on previous vacancies](#).

### D.3. Approximate timetable

As a rough guide only, the recruitment procedure can take up to 6 months from the date on which a position is first advertised to the final offer being made.

### D.4. Reimbursement of travel expenses

Travel expenses incurred for interviews and medical examinations will be reimbursed by the Agency according to its [rules for the reimbursement of travel expenses](#). Applicants are kindly requested to take careful note of these rules.

### D.5. Protection of personal data

Applications and supporting documents will not be returned to the applicant but will be kept on file by the Agency.

The Agency will ensure on its part that applicants' personal data are processed as required by Regulation (EC) No 45/2001<sup>7</sup> of the European Parliament and of the Council of 18 December 2000 on the protection of individuals with regard to the processing of personal data by the Community institutions and bodies and on the free movement of such data (Official Journal of the European Union L 8 of 12 January 2001). This applies in particular to the confidentiality and security of such data.

### D.6. FAQs and Contact

For further information please also consult our [FAQs](#).

If you have questions that are not covered by the information provided on our website please contact [recruit@easa.europa.eu](mailto:recruit@easa.europa.eu).

## E. APPEAL PROCEDURE

If, at any stage of the competition, you consider that your interests have been prejudiced by a particular decision, you can take the following action:

- Applicants can lodge an **administrative complaint** under Article 90(2) of the Staff Regulations of Officials of the European Communities, at the following address:

European Aviation Safety Agency (EASA)  
Human Resources - Recruitment Section  
Selection Procedure/ (quote the job title and competition number)  
Postfach 10 12 53  
D-50452 Cologne, Germany

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<sup>7</sup>[http://www.eurlex.europa.eu/smartapi/cgi/sga\\_doc?smartapi!celexplus!prod!CELEXnumdoc&numdoc=32002D1247&lg=en](http://www.eurlex.europa.eu/smartapi/cgi/sga_doc?smartapi!celexplus!prod!CELEXnumdoc&numdoc=32002D1247&lg=en)

- Applicants can submit a **judicial appeal** under Article 236 of the EC Treaty and Article 91 of the Staff Regulations of Officials of the European Communities to the:

European Union Civil Service Tribunal  
Boulevard Konrad Adenauer  
LUXEMBOURG 2925  
Luxembourg

For details of how to submit an appeal, please consult the website of the European Union Civil Service Tribunal:  
[http://curia.europa.eu/jcms/jcms/Jo1\\_6308/](http://curia.europa.eu/jcms/jcms/Jo1_6308/).

The time limits for initiating these two types of procedure (see Staff Regulations as amended by Council Regulation (EC) No 723/2004 of 22 March 2004, published in Official Journal of the European Union L 124 of 27 April 2004 — <http://eur-lex.europa.eu>) start to run from the time you become aware of the act allegedly prejudicing your interests.

- Applicants can make a complaint to the **European Ombudsman**:

European Ombudsman  
1 avenue du Président Robert Schuman  
CS 30403  
67001 Strasbourg Cedex  
France  
<https://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 236 of the Treaty establishing the European Community. 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.

## **F. DISCLAIMER**

This document has been produced for information purposes only. It is not legally binding. Only published vacancy notices may be considered definitive.

Your safety is our mission