

ECDC candidate guide

**A guide to the recruitment and selection process of statutory
staff members at ECDC**

Table of Contents

1. Introduction	3
2. The vacancy notice	3
2.1 Formal requirements – are you eligible?	3
2.2 Selection criteria	3
3. How to apply	4
4. Selection procedure	4
4.1 The Selection Committee	4
4.2 Eligibility screening by HR	5
4.3 Selection screening by the Selection Committee	5
4.4 Screening interview	5
4.5 Written test	5
4.6 Interview	6
4.7 Additional stages in the selection procedure	6
4.8 Appointment decision and reserve list	6
5. Offer and conditions of employment	7
5.1 Declaration- Conflict of Interest	7
5.2 Offer	8
5.3 Contractual conditions	8
6. Documents and calculation of grade	8
6.1 Documents required prior to start date	8
6.2 Establishing your grade/step and entitlements	9
7. Pre-employment medical examination	10
8. Appeal procedure	10
9. Data protection	11
Annex 1: Minimum requirements for recruitment grades/steps	12

1. Introduction

We are happy that you are interested in applying for a position at the European Centre for Disease Prevention and Control (ECDC). This guide provides you with an overview of the different steps in ECDC's selection procedure for statutory staff members (contract and temporary agents) and explains what is required from you as a candidate.

2. The vacancy notice

The vacancy notice is the foundation of the entire selection procedure. It includes a job description and defines the requirements for the post.

2.1 Formal requirements – are you eligible?

The vacancy notice contains a set of formal requirements that you need to fulfil in order to be eligible for a post at ECDC. For all posts you must:

- Have a thorough knowledge of one of the official EU language (C1) and a satisfactory knowledge of another official EU language (B1) (see [Common European Framework of Reference for Languages](#));
- Be a national of a Member State of the European Union or a national of Norway, Iceland, or Liechtenstein;
- Be entitled to your full rights as a citizen;
- Have fulfilled any obligations imposed by the laws concerning military service;
- Meet the character requirement for the duties involved;
- Be physically fit to perform your duties;

These formal requirements are essential to be considered for any post at ECDC. If you do not meet all the formal requirements on the closing date of the vacancy, your application will be ineligible and cannot be considered for further steps of the selection process.

In addition to the above-mentioned formal requirements almost all posts also have a required level of education and some require a specific duration of professional experience.

2.2 Selection criteria

The vacancy notice also contains a set of selection criteria that you need to fulfil in order to be considered for the post. These selection criteria include professional experience/knowledge and personal characteristics/interpersonal skills that are essential for the position.

While the selection criteria differ for each vacancy, a very good or Excellent level of English (both written and spoken) is a criterion that is required in all profiles, as English is the language of day-to-day operations at ECDC.

3. How to apply

If you are interested in working as a staff member at ECDC, you must apply for a specific vacancy published on ECDC's recruitment website:

https://www.ecdc.europa.eu/en/vacancies?f%5B0%5D=deadline_date%3A1.

ECDC does not accept spontaneous applications.

In order for your application to be considered you must:

- Use ECDC's e-recruitment system
- Complete all mandatory parts of the application (personal and contact information, education, work experience, language skills, letter of motivation and eligibility and declaration of honour).
- Submit your application in the e-recruitment system before the application deadline.

When completing the dates of your studies and professional experience in the application please put precise dates as these will be checked against your documents if you are successful in the selection process. If, at any stage in the procedure, it is established that the information provided in your application is incorrect, you will be disqualified from the selection.

Once you have submitted your application you will receive an automatic email, within a few minutes, acknowledging receipt of your application. In case you do not receive an automatic e-mail please e-mail recruitment@ecdc.europa immediately and request for confirmation that your application has been received by ECDC. We advise you to submit your application well ahead of the deadline, in order to avoid potential problems due to transmission delays or technical errors.

Due to the large volume of applications received, you will only be notified in the next steps of the selection procedure if you are selected for an interview.

4. Selection procedure

Selection procedures at ECDC are organised to select candidates for specific vacant posts and to establish a reserve list of suitable candidates that may be used for future recruitments. ECDC conducts a structured recruitment process that aims to select candidates that best match the requirements of the vacant post.

4.1 The Selection Committee

Each selection procedure at ECDC has an appointed Selection Committee. The main task of the Selection Committee is to assess the applicants and determine their suitability for the vacant post according to the criteria outlined in the published vacancy notice.

Each Selection Committee has a minimum of three members consisting of a Chairperson, a member from the administration of ECDC (usually from the Human Resources Section) and one member representing the Staff Committee. Each selection procedure also has a recruitment coordinator (from HR) that is responsible for coordinating the entire recruitment process.

The names of the Selection Committee are published on:

<https://www.ecdc.europa.eu/en/about-us/work-with-us/selection-committees-ongoing-recruitments>

As a candidate, you are not allowed to make any direct or indirect contact with the Selection Committee members regarding the selection procedure.

4.2 Eligibility screening by HR

HR reviews all applications received for the vacant post. During this process HR does an eligibility screening, checking to see whether you have followed all the application instructions and whether your application meets all the formal requirements stated in the vacancy notice. If everything is fine your application will make it through to the next part of the selection process.

4.3 Selection screening by the Selection Committee

HR sends all applications and screening documents for the vacancy to the Selection Committee. The Selection Committee members review and confirm the ineligible applications and then screen all eligible applications to determine whether they meet the specific selection criteria listed in the vacancy notice.

In a screening meeting, the Selection Committee members collectively agree on which candidates best meet the requirements of the vacant post and depending on the number of applications received the Selection Committee may decide to apply stricter parameters within the selection criteria. During this process only the information provided in your application will be considered. At the end of the screening meeting, the Selection Committee collectively decides which candidates to invite to the next stage of the recruitment process.

4.4 Screening interview

The Selection Committee *may* decide to conduct screening interviews (typically via a phone call) after the screening meeting. These interviews are usually used when there are many candidates who meet the selection criteria and to gain more clarity on the extent to which the criteria are met. If you are selected for a screening interview you will receive an invitation e-mail from HR with the interview date, time and the names of the Selection Committee members that will be interviewing you. Please respond and confirm your availability and phone number as soon as possible.

The screening interviews are very brief (approximately 10-15 minutes long) and are used by the Selection Committee to assess areas such as your experience, knowledge, motivation, personal characteristics, English and communication skills. All candidates are assessed against each other based on the information their responses in the phone interview. These interviews are used to determine which candidates to invite for a more in-depth face to face interview.

4.5 Written test

Following either the screening meeting or phone interviews, successful candidates are invited for a written test and videoconference interview. If you are selected, you will receive an invitation e-mail from HR with information for both the written test and interview e.g. date,

time and Selection Committee member names. Please confirm your availability as soon as possible.

The written test assesses professional expertise and English language proficiency and the pass rate is 50%. Candidates who obtain lower scores in the written test cannot be considered for the final shortlist even if they have performed well in the interview.

The test is timed (typically between 45 minutes and one hour but it can be longer) and it is done remotely via an online platform or via e-mail. It should be completed by you without consulting any additional resources and any detected plagiarism will result in disqualification from the selection process.

The written tests are anonymous- in order to ensure the objectivity of the assessment, completed tests are scored with candidate IDs (instead of names) by each member of the Selection Committee.

4.6 Interview

ECDC currently conducts all interviews via Videoconference. If you have been selected for a face to face interview, after you have confirmed your availability for the interview, you will receive videoconference login details and instructions.

The interview is an in-depth interview that assesses candidates against the competencies (professional experience and knowledge and personal characteristics) specified in the vacancy notice. The interview is typically 45 minutes (but can be longer) and is held in English. All candidates are asked the same set of pre-defined questions and the Selection Committee may ask follow up questions to gain more in-depth information. For some recruitments the interview may also include a presentation, which is prepared by the candidate in advance of the interview. At the end of the interview you, as a candidate, will have the opportunity to ask questions.

Following the interviews, the Selection Committee agrees on scores for each candidate- all the candidates are assessed against each other. The minimum score required for candidates to be considered for shortlisting is 70%. Candidates who obtain at least 70% in the interview and 50% in the written test are recommended for the shortlist.

4.7 Additional stages in the selection procedure

In addition to the written test and interview(s), the Director may choose additional types of assessment tools (such as assessment centres, psychometric testing, etc.) if deemed necessary for the post. This will be indicated in the vacancy notice if applicable.

4.8 Appointment decision and reserve list

After the interviews the Selection Committee proposes a shortlist with a final ranking of candidates. The Director of ECDC considers the recommendations of the Selection Committee and when making a final selection and appointment decision the Director also takes in to account other factors, such as gender balance, geographical equilibrium, business

requirements, etc.

In certain instances, the Director may hold individual meetings with all or some of the shortlisted candidates proposed by the Selection Committee, prior to making a final appointment decision. A representative from HR is present during such meetings and the Director may also request the presence of other staff members in order to take a considered, well-informed appointment decision.

The Director will appoint one candidate (or more in case of multiple vacancies). The other shortlisted candidates, considered to be suitable by the Director, are placed in alphabetical order on the reserve list.

The reserve list may be used when ECDC needs to fill similar positions at the same level in the future. The validity of the reserve list is indicated in the vacancy notice and its duration might be extended by the Director.

In case a similar position becomes available, the Director makes an appointment decision based on the requirements of the specific vacancy and the experience, knowledge and skills of the candidates placed on the reserve list. In some cases, candidates on the reserve list may be invited to a second informal interview. Inclusion on a reserve list does not guarantee future employment at ECDC.

5. Offer and conditions of employment

5.1 Declaration- Conflict of Interest

Prior to ECDC sending an offer to candidates, all candidates must first complete a declaration-conflict of interest. If the Director takes a decision to appoint you to a post at ECDC you will be contacted by HR and receive an e-mail with the declaration attached. You will need to complete the Conflict of Interest by indicating whether there are any potential or actual conflicts of interest you may have in relation to the position you have been selected for. Please respond to this request as soon as possible and latest within two weeks.

Once you send the declaration back it is assessed by the Head of the Unit where the post will be. In case of a potential conflict of interest it will also go through a final review by the Director of ECDC.

At this stage, you *may* also be required, to provide the following documents:

- Proof of your proficiency in a second EU language i.e. secondary/post-secondary/university diplomas or a language certificate
- Employment certificates and/or educational diplomas to confirm your eligibility for the post

If everything is fine, ECDC will send you an offer via e-mail.

5.2 Offer

If you are offered a position at ECDC you are given two weeks to respond to the offer. During this time you are welcome to contact the line manager of the position with any questions that you have about the job and HR with questions about the working conditions at ECDC. The offer you receive will be conditional on you providing all required documentation (see section 6) a minimum of one month prior to your start date.

5.3 Contractual conditions

The standard contract length at ECDC is five years. This five year contract may be renewed once for another fixed period and if renewed for a second time, the second renewal will be for an indefinite period.

Currently ECDC also has project posts and the contract length of these project posts are for a limited time period (typically between two to four years). These posts *may* be renewed depending on the project funding.

The contract length for the post that you been offered will be indicated in the offer letter.

The probationary period for all statutory staff is nine months.

If you are offered a position, it is important to note that the place of employment is Stockholm, Sweden, where the Centre has its activities and all ECDC staff members are required to reside and work from the place of employment.

Further information on the contractual and working conditions of temporary and contract agents at ECDC can be found in the Staff Regulations (<https://eur-lex.europa.eu/legal-content/EN/TXT/?uri=CELEX%3A01962R0031-20140501>).

6. Documents and calculation of grade

6.1 Documents required prior to start date

As already mentioned in section 5.2 the offer you receive from ECDC is *conditional* on you providing all required documents. Prior to your start date you will be requested to send HR electronic copies of:

- Your birth certificate
- Proof of no criminal record (an official document issued by the respective authority)
- A document proving your nationality (i.e. copy of ID card or passport confirming your EU nationality)
- An official statement of your position regarding any military service obligations or reserve status (if you were not required to complete military service you can provide a self-declaration)
- Copies of your degrees, diplomas or educational certificates. **If your diploma was issued outside the EU, you must provide a certificate of equivalency from an EU Member State.**

- Employment certificates from your previous and current employers stating the start and end date of employment, the position and whether it was full time or part-time (for part-time, the percentage worked must be indicated). For internships the certificate needs to state whether the internship was remunerated or unpaid. If you are unable to obtain an employment certificate from your current employer you can provide your contract along with your latest payslip. For periods of self-employment, you must provide evidence of the type and duration of work and proof of payment received e.g. service contracts, accounting statements, tax declarations etc.

If you are missing any of the above-mentioned documents please request these as soon as possible as you may not be eligible for the position otherwise.

There are additional documents that you will be required to provide for your salary entitlements:

- Financial Identification (provided by ECDC once the offer is accepted): a document that confirms the bank account that your salary will be paid to
- Legal entities form (provided by ECDC once the offer is accepted): a document that specifies your name, date of birth, nationality etc.
- 'Form 1' (provided by ECDC once the offer is accepted): a form that includes all information regarding your personal situation e.g. current and previous countries of residence, number of and ages of children etc.
- An official document(s) specifying your usual place(s) of residence for a period of five years expiring 6 months prior to taking up your appointment or a document from your previous employer if an EU Institution, establishing your place of origin¹
- Marital status proven by: marriage certificate, divorce act, legal separation or maintenance judgements
- Spouse's latest tax declaration and current salary statement
- Birth certificate of children (for whom you have financial responsibility)
- School/university certificate for children above 18 who continue full-time education

When you take up duty you will be required to show originals or certified copies of all of your documents.

6.2 Establishing your grade/step and entitlements

Once you have provided all your documents to ECDC, HR will first confirm your eligibility for the position you have applied for. The documents you submit should correspond to the declarations made in your application form.

After confirming your eligibility, HR will use the information provided in your educational diplomas and employment certificates to determine your grade or step and some of the other documents will be used to determine your entitlements and allowances (e.g. expatriation, household allowance etc.).

Contract agents will be assigned to different grades, according to the length of their

¹ According to the Commission Decision No. 54/2004 on determining the place of origin, the place of origin as decided at the first recruitment to the Community Institutions remains.

professional experience. Temporary agents will be assigned to either Step 1 or Step 2 of their grade, according to the length of their professional experience (see Annex 1 for more details).

The grading of successful candidates will be established according to ECDC's applicable implementing rules to the Staff Regulations. A few of the key rules for you, as a candidate, to be aware of:

- Only certificates issued by EU Member State authorities and equivalency certificates issued by the relevant EU Member State bodies are accepted.
- The duration of professional experience is counted from the date on which you acquired the minimum education qualification required for the vacant post (see Annex 1 for minimum education requirements for each contract type and grade).
- Only duly documented paid professional activities connected with one of ECDC's areas of activity can be counted.
- Part-time work is counted proportionally.
- Completed PhD studies are counted as experience up to a maximum of three years.
- Statutory maternity leave, paternity leave and compulsory military service are not deducted from the total professional experience.
- Any given time period is only counted once and ECDC does not take into account work experience exceeding 100% FTE (40 hours) per week.

7. Pre-employment medical examination

Prior to taking up duties, you will also be required to undergo a medical examination with ECDC's medical provider to establish that you are physically fit to perform your duties.

The medical examination will take place in Stockholm, Sweden. ECDC will handle the arrangements and costs associated with the medical exam.

8. Appeal procedure

Applicants who consider that their interests have been prejudiced by any decision related to the selection procedure can take the following actions:

A candidate who feels that he/she has been treated incorrectly in any way may ask to have his/her application reconsidered by sending, within 20 calendar days of the date of notification, a request for review via email to: recruitment@ecdc.europa.eu. The candidate should quote the number of the selection procedure concerned and address the request to the Chairperson of the Selection Committee. Candidates who are not selected for interview will normally not be notified by ECDC. Should such candidates wish to request a review, they are requested to ascertain that they have not been selected for interview by writing to recruitment@ecdc.europa.eu. The date of the ECDC response to this email will be considered as the date of notification.

The Committee will reconsider the application and notify the candidate of its decision within 45 calendar days of receipt of the request.

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 (which applies according to Article 46 of the CEOS), at the following address:

Director of ECDC
European Centre for Disease Prevention and Control
Gustav III:s Boulevard 40
16 973 Solna
Sweden
Email: Director@ecdc.europa.eu

The complaint must be lodged within 3 months from the notification of the decision (i.e. from the time the candidate is first informed of the outcome of the recruitment procedure).

If the complaint is rejected the candidate may bring a case under Article 236 of the EC Treaty and Article 91 of the Staff Regulations (which applies according to Article 46 of the CEOS) before:

Court of Justice of the European Union
L-2925 Luxembourg

The Director as Appointing Authority does not have the power to amend the assessment decisions of a Selection Committee. The Court has consistently held that the wide discretion enjoyed by Selection Committees is not subject to review by the Court unless rules which govern the proceedings of Selection Committees have been infringed.

It is also possible to complain to the European Ombudsman. Information on the procedure and rules for making a complaint to the Ombudsman is available on

<https://www.ombudsman.europa.eu/en/make-a-complaint>

9. Data protection

The personal information requested from applicants during the selection process is processed in line with REGULATION (EU) 2018/1725 OF THE EUROPEAN PARLIAMENT AND OF THE COUNCIL of 23 October 2018 on the protection of natural persons with regard to the processing of personal data by the Union institutions, bodies, offices and agencies and on the free movement of such data, and repealing Regulation (EC) No 45/2001 and Decision No 1247/2002/EC.

Annex 1: Minimum requirements for recruitment grades/steps

Temporary Agents

Recruitment grade	Eligibility requirement	Step	Required years of experience for each step
AST/SC 1	Post-secondary education <u>OR</u> Secondary education + 3 years' professional experience	1	
		2	3 years
AST 1	Post-secondary education <u>OR</u> Secondary education + 3 years' professional experience	1	
		2	3 years
AST 4	Post-secondary education + 6 years' professional experience <u>OR</u> Secondary education + 9 years' professional experience	1	6 years
		2	12 years
AD5	3-year degree	1	
		2	3 years
AD8	4-year degree + 9 years professional experience <u>OR</u> 3-year degree + 10 years professional experience	1	9/10 years
		2	12 years
AD10	4-year degree + 12 years professional experience	1	12 years
		2	15 years
AD11	4-year degree + 15 years' professional experience <u>OR</u> 3-year degree + 16 years' professional experience	1	
		2	15/16 years
AD12		1	15/16 years
		2	18 years

Contract Agents

Function group	Grade	Eligibility requirement	Required years of experience for each grade
FG I	1	Compulsory education (Secondary education)	Always engaged in grade 1
FG II	4	Post-secondary education OR	Minimum 3 years up to 5 years professional experience
	5		5 years or more professional experience
FGIII	8		Minimum 3 years up to 5 years professional experience
	9	Secondary education + 3 years professional experience	5 years or more professional experience
	10		15 years or more professional experience
FGIV	13	University studies of at least 3 years	Minimum 3 years Up to 5 years' professional experience
	14		More than 5 years professional experience
	16		More than 17 years professional experience