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# GUIDE FOR APPLICANTS

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The recruitment policy of Cedefop aims to select candidates on their merit in accordance with the criteria and requirements related to our values and the job offered. To achieve this goal our selection procedures are streamlined to guarantee maximum transparency and equal treatment for all candidates. This guide for external applicant provides comprehensive information and aims at guiding applicants through the selection process <sup>(1)</sup>.

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(<sup>1</sup>) It has been produced for information purposes only and it is not legally binding.

## Who we are

Our actions are inspired by our core values:

- proactive and responsive: we deliver relevant, high-quality and timely evidence, expertise and tools, addressing our stakeholders' and users' needs, building inclusive partnerships, cooperating with other key players to tap synergies and avoid duplication and proactively supporting EU policy objectives.
- well-run and ambitious: we are an efficient and compliant Agency that is committed to transparency, scientifically sound research and analysis and the highest standards of ethics and integrity. We empower and engage our staff and continuously improve our processes.
- open-minded and adaptable: we develop new ideas, embrace change and innovation, and view European Union values founded on human dignity, freedom, democracy, equality, the rule of law and respect for human rights as fundamental in all our activities.

We believe in, and foster, diversity, equity and inclusion, and are committed to providing equal opportunities to all employees and applicants for employment and to preventing discrimination on any grounds.

We place high importance on the professional development of our staff and offer diverse learning opportunities in-house and externally.

We value the well-being and work-life balance of our staff and offer flexible working arrangements, hybrid working and part-time working possibilities.

**If you recognise yourself in our mission and values, we invite you to visit  
our [vacancies page](#) <sup>(<sup>2</sup>)</sup>**

**Cedefop might be your next career opportunity!**

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<sup>(2)</sup> If you wish to receive notifications every time a new vacancy is posted, you may subscribe [here](#).

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## CHAPTER 1. How to apply

Cedefop vacancy notices for open selection procedures for Temporary Agent and Contract Agent <sup>(3)</sup> positions are published on [Cedefop's website](#), Cedefop's social media channels and on the [EPSO website](#). Vacancy notices are also published on other relevant websites, as appropriate.

Applications are considered only if submitted through the online tool for applications (OLEEO), completed in English (no special symbols should be used) and submitted by the deadline stipulated in the vacancy notice.

A new application needs to be filled in for each selection procedure.

To apply to an open post, follow the instructions below.

### **Before applying**

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Make sure you comply with the eligibility requirements. Those can be found [here](#).

Make sure you comply with the selection criteria required for the post. Those can be found in each vacancy notice.

Visit Cedefop's webpage on '[Vacancies](#)', select the procedure you wish to apply to and click on the application button.

If you are not registered in OLEEO, you must first register to create an online profile. If you have already registered, sign-in to start the application process.

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### **Application process**

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The application has a number of sections. The online recruitment tool guides you through the application form and provides instructions on how to complete it. You are required to complete each step before continuing to the next. At any stage, you can save your application and continue later. As part of the application, you are required to declare that the information you provided is truthful.

Before submitting the application, we recommend that you carefully review the information and, if needed, make corrections. Please ensure that your contact details are up to date, especially your e-mail address as most correspondence will be by e-mail.

No supporting documents (as CV, diplomas, etc.) are to be annexed to an online application or sent separately by any other means. In case documents are required for specific profiles (e.g. samples of scientific articles for certain positions), the necessary instruction is provided.

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### **After applying**

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After successfully submitting your application, you will receive an automatically generated e-mail as acknowledgement of receipt, sent to the e-mail address that you provided when registering.

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<sup>(3)</sup> Cedefop may also recruit Contract Agents through the EPSO CAST list procedure. Please visit [EPSO Contract Agents CAST](#). In this procedure Cedefop selects suitable candidates from the CAST permanent database.

You are strongly advised to submit your applications well in advance of the deadline, since heavy internet traffic or fault with the internet connection could lead to difficulties in submission. Cedefop cannot be held responsible for any problems related to such issues.

For any questions or problems with the submission of your application, please contact Cedefop's HR-service at [HR-recruitment@cedefop.europa.eu](mailto:HR-recruitment@cedefop.europa.eu).

Frequently asked questions are available [here](#).

## CHAPTER 2. Selection procedure

### 2.1. Admission to the selection procedure

Your application must be completed and validly submitted by the closing date for applications specified in each vacancy notice.

Applications that do not meet the Eligibility criteria specified in each vacancy notice are rejected.

If, at any stage in the procedure, it is established that the information in the application is not true, the applicant is disqualified from the selection.

### 2.2. Assessment of applications

If you pass the eligibility phase, your application will be assessed by a Selection Board appointed by the Executive Director of the Agency.

The Selection Board acts independently, with a high degree of discretion, in an objective, impartial and transparent manner and respects the principles of equality and equity between the candidates.

The detailed assessment criteria are specified in each vacancy notice.

The Selection Board's assessment is based exclusively on the information given in your application form. If your application is not properly completed, you will be excluded from the process.

The Selection Board's assessment will result in a list of the highest scored candidates to be invited to the written test and interview.

The deliberations of the Selection Board are confidential.

### 2.3. Written test and interview

Written tests and interviews are conducted in English, but the knowledge of other languages may also be tested, based on the vacancy notice.

The vacancy notice describes the criteria that will be assessed during the written test and the interview. The respective weights given to the written test and the interview in the total score are stated in the vacancy notice.

The written tests and interview questions are prepared by the Selection Board members before they are given access to the applications.

The duration of the written test and interview can vary from one selection procedure to another, and invited candidates are duly informed.

Preselected candidates are usually first invited to take the written test, which are corrected blind by the Selection Board.

Only candidates succeeding to the written test are invited for an interview. Interviews are conducted by the Selection Board. For some positions, during the interview, the Selection Board may decide to ask you to simulate a professional situation, such as making a presentation on a particular topic proposed by the Selection Board.

A second interview is organised with the Executive Director. It focuses on the overall suitability of the candidate for the post, covering motivation as well as relevant technical and behavioural competences, in line with the selection criteria established in the vacancy notice.

Depending on the needs of each selection process, the various assessment steps may be organised onsite or remotely (Teams or similar).

## 2.4. Results and communication

You will receive communication and notices concerning your application by e-mail. You will not receive feedback regarding your application before the end of the process. You can see the status of selection procedures from the [dedicated webpage](#).

You are kindly requested to check your e-mail regularly for updates and also notify Cedefop in the event of any change in your postal or e-mail address.

Selection procedures may take up to 6 months from the closing date for applications to the approval of the reserve list of suitable candidates.

Within 10 working days of the notification of your results, you have the possibility to request feedback on your application or performance in the selection process. Feedback requests received after the deadline will not be considered.

Requests for feedback should be addressed to: [HR-recruitment@cedefop.europa.eu](mailto:HR-recruitment@cedefop.europa.eu)

Although the names of the Selection Board members are disclosed to all candidates at the end of the process, during the selection process it is strictly forbidden for a candidate to make any contact with members of a Selection Board, either directly or indirectly. Any infringement of this rule leads to disqualification from the selection procedure <sup>(4)</sup>.

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<sup>(4)</sup> The same applies to contacting the Executive Director, or members of Cedefop's management.

Communication between applicants and the Selection Board should be sent in writing and in English to the following e-mail address: [HR-recruitment@cedefop.europa.eu](mailto:HR-recruitment@cedefop.europa.eu)

## 2.5. Middle management positions

The selection process for middle management positions follows the requirements of the implementing rules and includes an assessment centre.

## 2.6. Reserve list of suitable candidates

After the written test and interview, candidates who are judged to be most suitable are proposed to be placed on a reserve list by the Selection Board.

To be placed on the reserve list of suitable candidates <sup>(5)</sup> you must score a minimum total score as defined in the vacancy notice. This minimum total score is usually 60%, but may vary according to the procedure.

The Executive Director decides on the final reserve list, as well as on the extension (or not) of its validity.

Inclusion on the reserve list does not imply any entitlement to employment in the Agency.

Cedefop may recruit staff from a reserve list during the period of its validity. When a post becomes available, the Agency may select applicants from the list, of the grade at which the position was published, and subject to the suitability of the applicants' competencies to the post in question.

To promote collaboration among EU agencies, Cedefop may share the reserve list with other EU agencies, with candidate consent. Cedefop will inform candidates which agency or agencies will receive their data.

Before being offered a job, candidates from the reserve list are required to provide documents concerning their nationality, academic qualifications and professional experience.

Recruited candidates are requested to sign a declaration of commitment to act independently in the public interest and to make a declaration with respect to any interests which might be considered prejudicial to their independence.

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<sup>(5)</sup> Further below mentioned as reserve list.



## 2.7. Assistance from external consultants

The Selection Board may be assisted by external consultants during the selection process. In such cases, applicants are required to cooperate with consultants duly mandated by the Agency. The consultants' role is limited to providing information and advice to the Selection Board which retains all decision-making power.

The external consultants are bound by the same principles and confidentiality rules as the Selection Board. See our [privacy statement](#).

## 2.8. Travel expenses

Travel expenses incurred for written test, interview, assessment centre (if applicable) and pre-recruitment medical examination are reimbursed by Cedefop in accordance with its rules. Detailed information is sent to invited applicant.

## CHAPTER 3. General information

### 3.1. Equal opportunities

The European Union institutions and other bodies apply a policy of equal opportunities and accept applications without distinction on the grounds of gender, race, colour, ethnic or social origin, genetic features, language, religion, political or any other opinion, membership of a national minority, property, birth, disability, age or sexual orientation.

Whilst there is no national quota system in place, the Staff Regulations require agencies to strive for a broad balance among nationalities.

### 3.2. Protection of personal data

The information submitted during the selection process is used solely for the purpose of selections.

Cedefop ensures that applicants' personal data is processed in line with [Regulation \(EC\) 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.

Detailed information on how personal data is processed in the context of selection procedures can be found in the [privacy statement](#).

## CHAPTER 4. Appeals

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

Within 3 months of the date of the notification of the decision, the applicant may lodge a complaint under Article 90(2) of the Staff Regulations of Officials of the European Union.

Complaints must be addressed by email to the Chairperson of Cedefop's Appeals Committee using the following email address: [selections-appeals@cedefop.europa.eu](mailto:selections-appeals@cedefop.europa.eu).

Should the complaint be rejected, a candidate may request judicial review of the act pursuant to Article 270 of the Treaty on the Functioning of the European Union and Article 91 of the Staff Regulations of Officials of the European Union. For details on how to submit an application for the judicial review and how to determine the deadlines, please consult the website of the [General Court](#).

Any citizen of the European Union or any natural or legal person residing in a Member State may make a complaint for maladministration pursuant to Article 228(1) of the Treaty on the Functioning of the European Union. Please consult the website of the [European Ombudsman](#) for further information on the arrangements for complaints to the Ombudsman.

Please note that under Article 2(3) of the [Statute of the European Ombudsman](#), before complaining to the Ombudsman, the candidate must make a complaint under Article 90(2) of the Staff Regulations of Officials of the European Union.

Complaints to the European Ombudsman do not have the effect of suspending the period for submitting an application to the General Court.