

## Recruitment procedure at EASA

### Contents

A. ELIGIBILITY CRITERIA – WHO CAN APPLY?.....	2
A.1. General Requirements.....	2
A.2. Educational Qualifications and Professional Requirements.....	2
B. OVERVIEW OF SELECTION AND APPOINTMENT PROCEDURE .....	3
B.1. Publication of the selection procedure.....	3
B.2. Submission of an application .....	3
B.3. Selection Board .....	3
B.4. Selection procedure steps .....	4
B.5 Length of the selection procedure.....	5
C. GENERAL INFORMATION .....	5
C.1. Communication with the applicants.....	5
C.2. Reimbursement of travel expenses .....	6
C.3. Equal Opportunities .....	6
C.4. Data Protection.....	6
C.5. FAQs and Contacts .....	6
D. APPEAL PROCEDURE.....	6
E. DISCLAIMER.....	7

## A. ELIGIBILITY CRITERIA – WHO CAN APPLY?

The eligibility criteria consist of a set of formal requirements, which applicants need to fulfil on the closing date for application in order to be eligible. The eligibility criteria are always clearly stated in the Annex of every vacancy notice. **Only applicants who meet all eligibility criteria will be considered.**

### A.1. General Requirements<sup>1</sup>

The candidate must:

- Be a national of a Member State of the European Union, Iceland, Liechtenstein, Norway or Switzerland<sup>2</sup>;
- Be entitled to full rights as a citizen<sup>3</sup>;
- Have fulfilled any obligations imposed by the applicable laws on military service (if applicable);
- Meet the character requirements for the duties involved;
- Be physically fit to perform the duties linked to the post<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 language of the EU to the extent necessary to perform your duties<sup>6</sup>.

Please also note, the working language at EASA with regard to recruitment and selection procedures is English, therefore a good command is essential for all profiles.

### A.2. Educational Qualifications and Professional Requirements

Each type of contract (function group/grade) is linked to a specific level of education and, when applicable, of duration of professional experience.

Therefore, to be eligible for a specific selection procedure, in addition to the criteria mentioned under A.1., the applicants must comply also with these criteria, as set out in the specific vacancy notice of their interest.

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

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<sup>1</sup> In accordance with Articles 12(2) and 82(3) of the Conditions of Employment of Other Servants of the European Union.

<sup>2</sup> The Member States of the European Union are: Austria, Belgium, Bulgaria, Croatia, 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.

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

<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> Prior to recruitment, successful candidates shall be examined in a medical centre indicated by EASA.

<sup>5</sup> Official EU languages are: Bulgarian, Croatian, Czech, Danish, Dutch, English, Estonian, Finnish, French, German, Greek, Hungarian, Irish, 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 Article 45 (2) of the Staff Regulations.

question (e.g. secondary certificate or post-secondary diploma for AST or CA 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.

## B. OVERVIEW OF SELECTION AND APPOINTMENT PROCEDURE

### B.1. Publication of the selection procedure

The Agency launches external selection procedures through the announcement of vacancies on its [website](#). The vacancy notices of selection procedures may also be advertised on other channels (e.g. [LinkedIn](#), [Twitter](#), [Facebook](#), specialized job boards). In order to be informed about the published vacancy notices, applicants are encouraged to register to the [EASA recruitment email notifications](#).

### B.2. Submission of an application

Candidates must apply **exclusively** online through the Agency's [e-recruitment tool](#), where they will be requested to create an account and enter their information. For further details about how to use the portal and apply for a job, please refer to the EASA [e-recruitment User Guide](#).

Curricula vitae (CVs) or any other information sent via email or post cannot be considered.

The candidates should assess and check, before submitting their application, whether they fulfil all the eligibility criteria, as well as the essential criteria of the relevant selection procedure.

Candidates can change or edit any part of their application before the deadline for application. However, applications or requests to change/add information in the applications after the deadline for application has expired cannot be considered.

### B.3. Selection Board

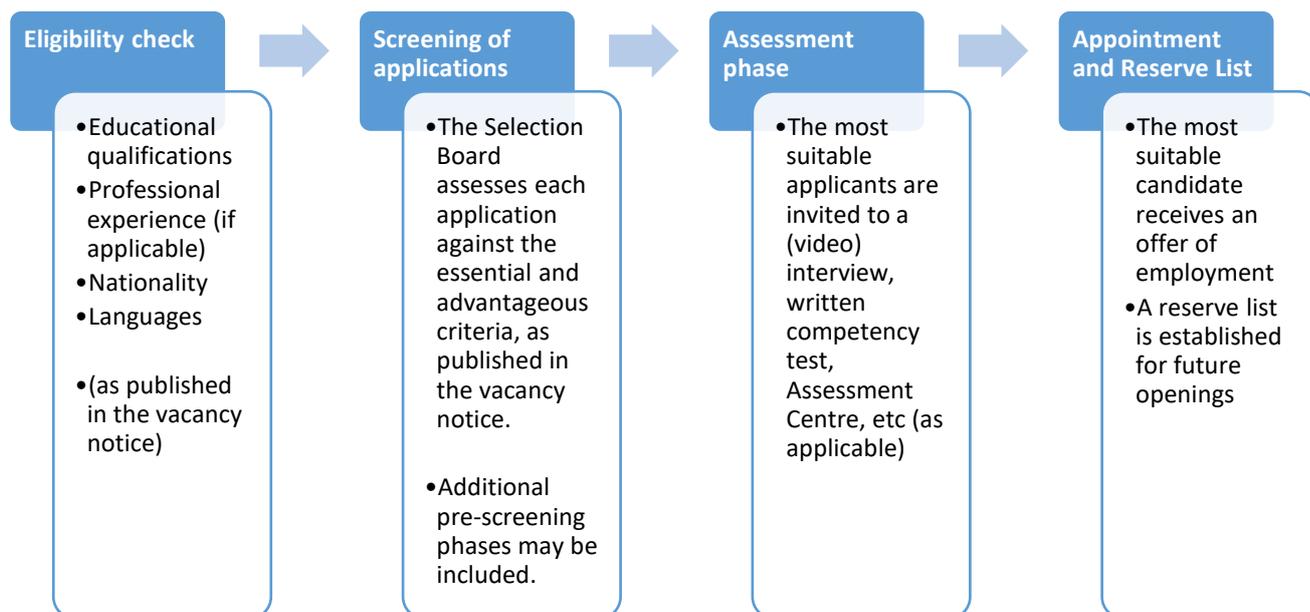
For each selection procedure, the Authority Authorised to Conclude Contracts (AACC) appoints a Selection Board composed of at least three members (Chairperson and Selection Board Member(s)) and the Staff Committee (Staff Committee Representative).

The Selection Board's deliberations are confidential and its Members should act under the principles of impartiality, objectivity, transparency and should ensure the equal treatment of all candidates.

The candidates are strictly forbidden to make any contact with the members of the Selection Board, either directly or indirectly through third parties. Any infringement of this rule will lead to disqualification from the selection procedure.

#### B.4. Selection procedure steps

The Selection procedures steps can be summarised as follows:



#### Screening of applications

**The Selection Board only screens the applications of the eligible candidates.**

Eligible applications admitted to the selection procedure will be assessed by the Selection Board in an objective, impartial and transparent manner against the essential and advantageous criteria, as published on the specific vacancy notice. Only candidates meeting all essential requirements will be admitted to the assessment phase.

On the basis of this assessment, the Selection Board will draw up a list of the most suitable applicants to be invited to an interview. Due to the large volume of applications, only candidates invited for the assessment phase will be contacted at this stage. Applicants may be contacted and required to provide further clarification needed for the assessment.

#### Assessment Phase

If invited to attend the assessment phase, applicants will receive an invitation by e-mail indicating all relevant information. The interview sessions are held at EASA HQ in Cologne, Germany and are conducted in English. However, knowledge of other languages may also be tested. If there is a high volume of suitable candidates, the Selection Board may also decide to hold video interviews as an additional assessment to shortlist the most suitable candidates for the on-site assessment.

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

For some posts, the Selection Board may decide to use other tools to assess candidates' qualifications and suitability (e.g. work-related personality questionnaire, ability tests, Assessment Centres, etc.).

Applicants invited to an interview will be required to provide scanned copies of every educational certificate and work experience claimed in the application form, including start and end dates each job position held.

### Appointment and Establishment of the Reserve List

Following the assessment phase, the Selection Board will evaluate the applicants on the basis of their overall performance and will recommend the most suitable candidate(s) for the vacancy in question to the Authority Authorised to Conclude Contracts (AACC) of the Agency.

The Selection Board 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 AACC.

Each candidate having reached the final step of the selection procedure will be notified via e-mail whether he/she has been placed on the reserve list. **Candidates should note that the placement on a reserve list does not guarantee an employment offer.** The validity of the reserve list is indicated in the vacancy notices and its duration might be extended if deemed necessary. The established list may be used later on for the recruitment of a similar post depending on the needs of the Agency. If and when a vacancy, corresponding to the function group and grade of the selection procedure that they have passed, 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.

## B.5 Length of the selection procedure

The selection procedure may take up to 6 months, from the date on which the position is first advertised, to the day the reserve list of successful candidates is established/a candidate is selected.

## C. GENERAL INFORMATION

### C.1. Communication with the applicants

Candidates receive all communications concerning the selection procedure they have applied for by e-mail.

Applicants are advised to check their e-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 Selection & Mobility Section - [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](#).

### C.2. 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.

### C.3. 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.

To further enhance the diversity of its workforce, the Agency particularly encourages applications from female candidates.

### C.4. Data Protection

The European Union Aviation Safety Agency will ensure on its part that applicants' personal data is processed as required by Regulation (EC) 2018/1725 with regard to the processing of personal data by the Union institutions, bodies, offices and agencies and on the free movement of such data. For more information please read the relevant information which is available on our website.

### C.5. FAQs and Contacts

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).

## D. APPEAL PROCEDURE

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

Lodge an **administrative complaint** under Article 90(2) of the Staff Regulations of Officials of the European Union, at the following address:

European Aviation Safety Agency (EASA)

Human Resources - Selection & Mobility Section  
Selection Procedure/ (quote the job title and vacancy reference number)  
Postfach 10 12 53  
D-50452 Cologne, Germany

Submit a **judicial appeal** under Article 236 of the EC Treaty and Article 91 of the Staff Regulations of Officials of the European Union to:

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](#).

The time limits for initiating these two types of procedure (see Staff Regulations published in Official Journal of the European Union of 01 January 2014 — <http://eur-lex.europa.eu>) start to run from the time you become aware of the act allegedly prejudicing your interests.

Make a **complaint** to the European Ombudsman:

European Ombudsman  
1 avenue du Président Robert Schuman  
CS 30403  
67001 Strasbourg Cedex  
France

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.

## E. DISCLAIMER

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