

Overview of the Recruitment process

Vacancy notices at EASA are regularly published on [EASA's website](#).

Applications to specific vacancy notices should be completed and submitted by the given deadline through our [e-recruitment tool](#). The online application tool is the only acceptable means of submitting an application and therefore, we cannot accept applications via e-mail.

May I submit an unsolicited/spontaneous application?

Answer

EASA does not accept unsolicited/spontaneous applications whether received by email or post. Only applications submitted through [our e-recruitment tool](#) for specific published vacancies will be taken into consideration.

Last updated:

20/02/2020

Link:

<https://www.easa.europa.eu/faq/19256>

How long are the vacancies open for applications?

Answer

Generally, vacancies are open for application for a period of 4 weeks. Exceptionally, this period may be extended. The exact deadline to apply is always indicated in each vacancy.

Last updated:

20/02/2020

Link:

<https://www.easa.europa.eu/faq/110287>

Nationals of which countries are eligible to apply for a vacancy advertised by the Agency?

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Answer

To apply for a position at EASA, you must be a national of a Member State of the European Union (Austria, Belgium, Bulgaria, Croatia, Cyprus, Czechia, Denmark, Estonia, Finland, France, Germany, Greece, Hungary, Ireland, Italy, Latvia, Lithuania, Luxembourg, Malta, The Netherlands, Poland, Portugal, Romania, Slovakia, Slovenia, Spain, Sweden) or a national of the European Economic Area (Norway, Iceland, Switzerland, Liechtenstein). Applicants of any other nationality will not be considered eligible, unless otherwise specified in the vacancy notice.

Last updated:

20/02/2020

Link:<https://www.easa.europa.eu/faq/110288>**Are all applications received by EASA treated in the same way?****Answer**

EASA is an equal opportunities employer, committed to diversity and non-discrimination. It accepts and evaluates 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.

Last updated:

20/02/2020

Link:<https://www.easa.europa.eu/faq/19245>**I have a degree from a country that is not a Member State of the European Union. Am I eligible for a vacancy advertised by the Agency?****Answer**

University diplomas and degrees that have been awarded in a country that is not an EU Member State should be officially recognized by one of the Member States of the European Union or Norway, Iceland, Liechtenstein or Switzerland in order to be

eligible for recruitment.

Last updated:

20/02/2020

Link:

<https://www.easa.europa.eu/faq/19246>

My degree/diploma will not be awarded until after the closing date for applications. May I apply?

Answer

You must fulfill all eligibility requirements of the vacancy notice by the closing date in order for your application to be assessed. Therefore if a specific degree is required (e.g. secondary or post-secondary education), this must have been awarded by the closing date. Qualifications gained after that date cannot be taken into consideration.

Last updated:

20/02/2020

Link:

<https://www.easa.europa.eu/faq/110289>

What language should I use in my application for a post at the Agency?

Answer

Applicants may use any of the official languages of the European Union when applying for a post advertised by the Agency. However, in order **to speed up the selection process and to reduce the amount of translations needed, applicants are encouraged to submit their application in English.** Nevertheless, applicants will not be disadvantaged even if they use other official languages of the European Union.

Last updated:

20/02/2020

Link:

<https://www.easa.europa.eu/faq/19248>

Do I need to send certified translations of my supporting documents?**Answer**

No, this is not necessary. Diplomas (and other supporting documents) in an official language of the EU do not need to be translated. Certified translations are required only in the case of non-EU languages).

Last updated:

20/02/2020

Link:

<https://www.easa.europa.eu/faq/19276>

Can I edit the information I inserted in my application after I submitted it?**Answer**

You can amend the information in your application only before the closing date (by entering into your candidate account). Just be aware that with any new change, you will be requested to attach again your motivation letter and to fill in the part with the supporting information once more, in order to be able to re-submit your application.

Last updated:

20/02/2020

Link:

<https://www.easa.europa.eu/faq/110290>

What should I do if I encounter technical problems while submitting my application via the e-recruitment tool?**Answer**

Please note that the browser does not allow the use of any special characters such as '<> ; : ' in any part of the application. Therefore, you should avoid using any

special characters while applying.

If however you still encounter technical issues, you are responsible to notify EASA as soon as possible and within the application period, by sending an e-mail to recruit [at] easa.europa.eu with a description of the problem and a screenshot of the error message. Any such communication after the closing date cannot be considered and your application will be excluded from the selection process.

Last updated:

20/02/2020

Link:

<https://www.easa.europa.eu/faq/19251>

Will I receive an acknowledgement that my application for a post at the Agency has been received?

Answer

After submission of your application, you will receive by email an automatic acknowledgement of receipt from the e-recruitment tool confirming that your application has been successfully submitted and a unique reference number is automatically generated. Please note that applications submitted after 23:55 (Cologne time) on the closing date are automatically rejected.

Last updated:

20/02/2020

Link:

<https://www.easa.europa.eu/faq/19250>

How can I check the status of my application?

Answer

Candidates may check the status of the selection procedures at [Updates on previous vacancies](#) on our website. Please note that no additional information will be given to candidates until the selection procedure has been closed.

Last updated:

20/02/2020

Link:

<https://www.easa.europa.eu/faq/110291>

Will I be notified if my application is unsuccessful?

Answer

All candidates will be informed about the outcome of the selection procedure, once it is completed.

Last updated:

20/02/2020

Link:

<https://www.easa.europa.eu/faq/110292>

How does the assessment of applications look like?

Answer

- At the European Union Aviation Safety Agency the selection procedures for Temporary Agents and Contract Agents are carried out in line with the respective implementing rules on the engagement and use of Temporary and Contract Agents.
- An appointed Selection Committee invites to interviews and written test the candidates that are considered as most suitable for the position in question.
- To determine the most suitable candidates, the Selection Committee assesses the applications of the candidates focusing, on the one hand on the correlation and on the other hand on a comparative assessment of their profiles against the essential and advantageous selection criteria listed in the vacancy notice.
- If the candidate does not meet one or more of the essential criteria, as stated in the vacancy notice, this automatically disqualifies the application from further assessment.

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20/02/2020

Link:

<https://www.easa.europa.eu/faq/110293>

What does the Assessment phase consist of?

Answer

The highest scoring applicants are invited to the test phase, which consists of an interview (sometimes also a video interview) and a written competency test.

The interview and the competency test are held in English.

The interview usually has a duration of 45 minutes and the written competency test around 45 -60 minutes depending on the job requirements. This test is evaluated anonymously.

If your mother tongue is English, you will be required to evidence satisfactory knowledge of a second EU language before you are invited to the on-site interview.

Last updated:

20/02/2020

Link:

<https://www.easa.europa.eu/faq/110294>

I am invited for an interview at EASA. How can I prepare myself?

Answer

It is advisable to use the vacancy notice of the respective position as a basis of your preparation. The interview questions and the written tests aim at assessing the main competencies needed to successfully perform the duties of the position you have applied for.

Last updated:

20/02/2020

Link:

<https://www.easa.europa.eu/faq/110295>

Can I apply for two vacancies at the same time?

Answer

Vacancies advertised by EASA are treated as separate selection procedures and therefore, candidates are welcome to submit their application to any vacancy of

their interest for which they satisfy the eligibility criteria.

Last updated:

20/02/2020

Link:

<https://www.easa.europa.eu/faq/110296>

When may I expect an invitation for an interview?**Answer**

The time taken to invite applicants for an interview depends on the number of applications received for a particular vacancy notice. Please also bear in mind that we often publish a considerable number of vacancies simultaneously and that each application undergoes a detailed evaluation. Therefore, it may take up to 8 weeks from the closing date of the vacancy notice until the invitations for interviews are sent out.

Last updated:

20/02/2020

Link:

<https://www.easa.europa.eu/faq/19252>

When and where do the interviews and written tests take place?**Answer**

The invitations to the short-listed candidates for an interview are sent once the evaluation of applications is completed (this may take up to two months after closure of the vacancy notice). Interviews and written test take place at the EASA headquarters in Cologne, Germany.

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20/02/2020

Link:

<https://www.easa.europa.eu/faq/19253>

Will my travel expenses be reimbursed if I am invited for an interview?

Answer

All candidates who attend an interview and whose correspondence address is at a distance of 150 km or more from Cologne are reimbursed according to the [EASA rules on travel reimbursement](#).

Last updated:

20/02/2020

Link:

<https://www.easa.europa.eu/faq/19255>

I am on an EASA valid reserve list. When can I expect an offer of employment?

Answer

Being part of a reserve list does not guarantee recruitment and the receipt of an offer of employment. Should there be a vacant post, the hiring Department consults the available reserve list(s) and checks, which is the best fit at the time of recruitment.

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20/02/2020

Link:

<https://www.easa.europa.eu/faq/110297>

I have successfully passed the European Personnel Selection Office (EPSO) Contract Agent Selection (CAST) exams and I am on an EPSO reserve list. Can I apply for a vacancy at EASA?

Answer

At EASA, we use the EPSO database very rarely to recruit candidates since EASA runs its own selection procedures and all vacancies are published on the EASA webpage. Therefore, we would suggest that you consult regularly our [website](#), where vacant positions are published and in case you find a vacancy matching your

interests and competencies, you may apply on-line using [our e-recruitment tool](#).

Last updated:

20/02/2020

Link:<https://www.easa.europa.eu/faq/110298>**How does EASA protect my personal data during the selection procedures?****Answer**

The European Union Aviation Safety Agency ensures 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](#).

Last updated:

20/02/2020

Link:<https://www.easa.europa.eu/faq/110299>**Does EASA have any age limit for people to apply?****Answer**

According to the 2014 Reform of the Staff Regulations the normal pensionable age within the EU-pension system is set at 66 years. Candidates who have not reached this pensionable age are eligible to apply to any published vacancy notice of their interest. are reimbursed according to the EASA rules on travel reimbursement.

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20/02/2020

Link:<https://www.easa.europa.eu/faq/19247>**How can I be notified when new vacancy notices are published?**

Answer

If you wish to be notified on our newly published selection procedures, you may subscribe to our [EASA updates](#).

Last updated:

20/02/2020

Link:

<https://www.easa.europa.eu/faq/19263>

Where can I find more information related to grades and salary?**Answer**

If you want to find more information regarding grades and salaries at EASA, please consult the following [link](#).

Additionally, you may consult the [Working for EASA](#) section on our website.

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20/02/2020

Link:

<https://www.easa.europa.eu/faq/19258>