

## Overview of the Recruitment process

Visit our [Careers portal](#) where jobs are regularly posted. The online application tool is the only acceptable means of submitting an application and therefore, applications received through another channel will not be considered. Before submitting your application check out our [tips for applying](#).

### May I submit an unsolicited/spontaneous application?

#### Answer

EASA does not accept unsolicited/spontaneous applications. Only applications submitted through our [Careers portal](#) for specific published vacancies will be taken into consideration.

#### Last updated:

14/03/2023

#### Link:

<https://www.easa.europa.eu/sl/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 shorter or longer. The exact deadline to apply is always indicated in each vacancy.

#### Last updated:

14/03/2023

#### Link:

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

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

#### Answer

To apply for a position at EASA, you must be a national of a Member State of the [European Union](#) or of an EASA Member State (Iceland, Liechtenstein, Switzerland or Norway). Applicants of any other nationality will not be considered eligible, unless otherwise specified in the vacancy notice.

**Last updated:**

14/03/2023

**Link:**<https://www.easa.europa.eu/sl/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/sl/faq/19245>**I have a degree from a country that is not a Member State of the European Union nor an EASA Member State. Am I eligible for a vacancy advertised by the Agency?****Answer**

If your application is found eligible on the basis of diploma(s) obtained outside these countries, we might ask you to provide proof of accreditation by one of the European Union Member States. This applies also to diplomas obtained in the UK after 31 December 2020. Failure to provide such accreditation will result in your application being disqualified from the selection procedure. For further information on diploma accreditation, please visit [ENIC-NARIC - gateway to recognition of qualifications](#).

**Last updated:**

14/03/2023

**Link:**<https://www.easa.europa.eu/sl/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 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:**

14/03/2023

**Link:**<https://www.easa.europa.eu/sl/faq/110289>**What language should I use in my application for a post at the Agency?****Answer**

We can only accept applications that are submitted in English through our [Careers portal](#).

**Last updated:**

14/03/2023

**Link:**<https://www.easa.europa.eu/sl/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:**

14/03/2023

**Link:**

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

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

You can update your CV data at any time: log in to your candidate profile on the [Careers portal](#). However, data demonstrating compliance with the eligibility and selection criteria may be updated or corrected only until the closing date for the respective selection procedure.

You can follow the status of your application in your candidate profile (login > Jobs Applied). For future correspondence it is important that you keep your contact details up to date.

**Last updated:**

14/03/2023

**Link:**

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

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

Should you encounter technical issues please notify EASA as soon as possible and within the application period, by sending an e-mail to recruit [at] easa.europa.eu (recruit[at]easa[dot]europa[dot]eu) :

1. With a description of the problem
2. Attach a screenshot of the error message/ of the page where the issue occurs.

Any such communication after the closing date cannot be considered and your application will be excluded from the selection process.

**Last updated:**

14/03/2023

**Link:**

<https://www.easa.europa.eu/sl/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 confirming that your application has been successfully submitted and a unique application ID is automatically generated. Please note that if you do not meet all eligibility criteria by the closing date, your application will be automatically rejected for that position.

**Last updated:**

14/03/2023

**Link:**

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

**How can I check the status of my application?****Answer**

Candidates that applied before 9 March 2023 may check the status of the selection procedures at [Updates on previous vacancies](#).

Candidates applying after that date can follow the status of their application in the candidate profile (login > Jobs Applied).

In both cases it is important that you keep your contact details up to date for future correspondence.

**Last updated:**

14/03/2023

**Link:**

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

**Will I be notified if my application is unsuccessful?****Answer**

If your application has been rejected for not meeting all the eligibility requirements you will be notified immediately via Email and in your candidate profile.

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

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14/03/2023

**Link:**

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

**How does the assessment of applications look like?****Answer**

Get prepared for your assessments and read the detailed information about our [Selection process \(europa.eu\)](#).

- At EASA 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](#).
- On the basis of your responses to the pre-screening questions we will first check whether you are an eligible candidate.
- A nominated Selection Board will then go through the eligible applications and decide which candidates to shortlist for the next stage(s) of the selection process. The Selection Board assesses applications against the selection criteria of the vacancy, using solely the information provided in the application form. The competences and skills defined in the vacancy are critical to perform the job, but candidates who do not meet all of them will not automatically be excluded. The Selection Board may therefore accept candidates that do not fulfil all the criteria listed. Based on a pre-defined methodology, the Selection Board shortlists the most suitable candidates for the next stage.
- To better identify the most suitable candidates to be invited to the last step of the process, the Selection Board may invite you to complete one or more pre-

selection exercises.

- At the last step of the process you will be interviewed by the Selection Board, and you may be invited to sit computer-based test(s) related to the skills listed in the vacancy notice. Note that if your mother tongue is English, you will be required to evidence satisfactory knowledge of a second EU language (at least level B2) before you are invited to the final step.

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14/03/2023

**Link:**

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

**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. In addition, get prepared for your assessments and read the detailed information about our [Selection process \(europa.eu\)](#).

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14/03/2023

**Link:**

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

## **When may I expect an invitation for a pre-selection assessment or interview?**

### **Answer**

The time taken to invite shortlisted applicants for the next step 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 invitations are sent out.

### **Last updated:**

14/03/2023

### **Link:**

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

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

### **Answer**

The invitations to the shortlisted candidates are sent once the evaluation of applications is completed (this may take up to two months after closure of the vacancy notice). Pre-selection exercises, online tests and interviews with the Selection Board usually take place remotely.

### **Last updated:**

14/03/2023

### **Link:**

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

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

### **Answer**

If you are travelling for an interview, Assessment Centre or pre-employment medical check, we will reimburse your expenses in line with our [provisions](#).



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14/03/2023

**Link:**<https://www.easa.europa.eu/sl/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.

**Last updated:**

20/02/2020

**Link:**<https://www.easa.europa.eu/sl/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. Therefore, you may still apply for a job opening at EASA by applying through our [Careers portal](#).

**Last updated:**

14/03/2023

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

When creating an account in our Careers portal and accepting the data privacy statement you will give your consent to process your personal data as described in the EASA Privacy notice [033 V1 eRecruitment](#).

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14/03/2023

**Link:**<https://www.easa.europa.eu/sl/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 job of their interest.

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

[Sign up](#) to show your interest and receive notifications when the next exciting opportunity opens at EASA.

**Last updated:**

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**Link:**<https://www.easa.europa.eu/sl/faq/19263>**Where can I find more information related to grades and salary, working at EASA and living in Cologne?**

**Answer**

Check out our comprehensive information on [benefits](#), get to know [our people](#) and find out how [life in Cologne](#) is like.

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14/03/2023

**Link:**

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