



Your Career
at the European Food
Safety Authority

Frequently Asked Questions

This document is designed to be a reference for all applicants and potentially interested aspirants for a career within the European Food Safety Authority.

It provides answers to the most frequently asked questions received by the European Food Safety Authority on recruitment process and employment related issues.

We recommend that you read this document carefully and in case your answer cannot be found here, write to us at recruitment@efsa.europa.eu and we would be happy to deal with your query.



Disclaimer: *The information provided herein is for general informational purposes only. It is not intended and should not be considered as legally binding. The European Food Safety Authority reserves the right to modify the information contained here at any time without prior notice.*

INTRODUCTION

Who is EFSA?

The European Food Safety Authority (EFSA) is the keystone of European Union (EU) risk assessment regarding food and feed safety. In close collaboration with national authorities and in open consultation with its stakeholders, EFSA provides independent scientific advice and clear communication on existing and emerging risks.

EFSA is an independent European agency funded by the EU budget that operates separately from the European Commission, European Parliament and EU Member States.

It was set up in January 2002, following a series of food crises in the late 1990s, as an independent source of scientific advice and communication on risks associated with the food chain.

The European Food Safety Authority is located in Via Carlo Magno 1A, 43126, Parma, Italy.

How many people work at EFSA?

EFSA currently employs around 450 staff members and works alongside over 1500 external experts.

What is the working language of EFSA?

The working language in EFSA is English (ref. EFSA Executive Director's Decision concerning the linguistic regime of EFSA).

Candidates applying for posts at EFSA must have an excellent command of oral and written English and a satisfactory knowledge of another official language of the European Union to the extent necessary for the performance of the duties for the job profile - [Staff Regulations and Conditions of Employment of Other Servants \(SR and CEOS\)](#).

ACQUISITION OF BEST TALENT

To achieve its mission in ensuring food safety in Europe EFSA relies on its talent community and is constantly searching for a passionate and committed workforce.

Which are the possible employment opportunities?

EFSA launches recruitment procedures for Temporary Agents and Contract Agents through the announcement of vacant posts on EFSA Careers pages at careers.efsa.europa.eu. The vacancy notice of the selection procedure provides information on the job requirements and the conditions of employment.

EFSA may also recruit Officials and Contract Agents from the European Personnel Selection Office - EPSO's reserve lists.

The working and contractual conditions of EFSA staff are based on the [SR and CEOS](#).

How can I apply for a position at EFSA?

Vacancy notices at EFSA are regularly published on [Careers.efsa.europa.eu](https://careers.efsa.europa.eu)

Candidates are requested to submit their application by means of the EFSA online application tool found on the careers pages.

The online application tool is the only acceptable means of submitting job applications and allows candidates to enter their application and update it until the deadline. Applications sent via email or post are not accepted.

How long are the vacancies open for applications?

Generally vacancies are online for one month during which candidates can submit their applications ([SR, Annex III, Art. 1](#)). Exceptionally, this period may be extended. The exact deadline to apply for a job is indicated in each vacancy.

May I submit an unsolicited/spontaneous application?

EFSA does not consider unsolicited/spontaneous applications whether received by post, e-mail or fax. Only applications for published vacancies can be taken into consideration.

EFSA will publish all vacancies on its careers pages [Careers.efsa.europa.eu](https://careers.efsa.europa.eu).

Unsolicited/spontaneous applications will not receive any response.

Are all applications and applicants for a position at EFSA treated in the same way?

EFSA applies a policy of equal opportunities and accepts applications without bias on the grounds of gender, race, colour, ethnic or social origin, genetic features, religion or belief, political or any other opinion, membership of a national minority, property, birth, disability or sexual orientation.

What does a recruitment procedure consist of?

The selection procedure and the conditions of recruitment will be clearly set out in all EFSA's vacancy notices ([SR, Annex III, Art. 1](#)).

Each application will be screened for compliance with the vacancy notice (e.g. concerning the required educational qualifications, years of work experience etc.). Any application which does not meet the requirements specified in a vacancy notice (i.e. incomplete applications or those which do not meet the detailed criteria listed under the 'eligibility criteria') will be rejected.

Following evaluation of the eligible applications, on the basis of the specific competences and skills required for the post, the best-qualified applicants will be called for an interview and a written test. Further to the assessment phase, a reserve list may be established.

The Executive Director takes the final decision to offer the job to a selected candidate from the reserve list established by the selection board.

Before confirming employment at EFSA, candidates will have to undergo a pre-employment medical visit in order to attest that they are physically fit to perform the duties linked to the post.

How long does a recruitment procedure last?

As an average estimation only, a recruitment procedure for a given vacancy may take around six months from the date on which a position is first advertised to the final offer being made.

Can I apply for two vacancies at the same time?

Vacancies advertised by EFSA are independent from each other and if not indicated otherwise, candidates are welcome to apply to any of them should they satisfy the eligibility criteria.

I am a national of a country that is not a Member State of the EU. Am I eligible to apply for a vacancy advertised by EFSA?

In order to apply for a position at EFSA it is mandatory to be a citizen of a Member State of the EU, Iceland or Norway as stated in the vacancies. Applicants with nationalities other than those indicated in the vacancies will be considered as not eligible.

I have a degree from a country that is not a Member State of the EU. Am I eligible to apply for a vacancy advertised by EFSA?

Candidates that possess university diplomas and degrees awarded in a country that is not a Member State of the EU, Iceland or Norway should have the degree officially recognized in one of the Member States of the EU, Iceland or Norway in order to be eligible to apply for a position which requires such degree.

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

To be eligible to apply, you must have gained the minimum entry qualifications required in the vacancy notice by the closing date. Qualifications gained after that date cannot be taken into consideration.

I do not have the required number of years of professional experience at the closing date for the online applications however, I will have them soon after. May I apply?

You must meet all the eligibility requirements by the closing date for submission of applications. Professional experience acquired after this date cannot be taken into account and therefore the application will be considered as not eligible.

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

Applicants may use any of the official languages of the European Union when applying for a post advertised by EFSA. However, in order to speed up the selection process and to reduce the amount of translations needed, applicants are invited to use English, which is the working language of EFSA.

Can I change the information I inserted in my application after I submitted it?

Yes you can modify your application, by entering your candidate account and click on Edit application. You will be able at all times to revisit your application as well as the job description of the position you applied for.

How can I check the status of my application?

EFSA publishes regularly the status of recruitment procedures on its website. No additional information can be given to candidates until the selection procedure has been concluded.

Candidates are invited to regularly check the website for any updates on the status of procedures by clicking [here](#).

Will I be notified if my application is unsuccessful?

Candidates that have been shortlisted for an interview will receive an invitation by email, whereas those candidates that are not selected for interviews will be notified via email of the outcome once the procedure has been concluded.

How is the personal information I enter in my application being processed?

The personal information EFSA requests from candidates will be processed in line with Regulation (EC) N° 45/2001 of the European Parliament and of the Council of

18 December 2000 on the protection of individuals with regard to the processing of personal data.

For more information on this please click [here](#).

When may I expect to receive an invitation for an interview?

The time taken to invite applicants for an interview depends on the number of applications received for a particular vacancy notice. Applicants short-listed for an interview will be informed once all applications have been evaluated. It may take around eight weeks from the closing date of the vacancy notice before the invitations for interviews can be sent out.

I am invited for an interview. How can I reach EFSA and where can I stay?

In order to facilitate your travel arrangements, please click [here](#) to get information about finding accommodation. For indications to Parma, please click [here](#).

What shall I study for the written test and interview?

As a recommendation you should use the vacancy notice for your preparation.

The written tests are designed to assess some of the competencies indicated in the vacancy notice under the essential and advantageous criteria.

The interviews aim to give an opportunity to bring forward the range of competencies and skills for the position you have applied to. The interviews are being held in English. If your mother tongue is English, knowledge of the second EU language that you indicated in your application will be assessed during the interview.

How long will the test and interview last?

The written tests usually take between 45 minutes to 2 hours depending on the job specificity.

The interviews last on average 45 minutes depending on the vacancy notice applied for and the complexity of the questions.

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

All candidates who attend an interview and have their place of residence/departure more than 200 km distance from Parma, are eligible to receive a contribution to their travel and subsistence expenses.

Travel expenses are to be paid by the candidate and afterwards, showing the proof or travelling, reimbursed by EFSA. The contribution, in a lump sum, shall be processed according to the rules laid down by EFSA which can be consulted on EFSA's website by clicking [here](#).

The accommodation costs have to be considered as covered by the contribution mentioned above. Additional accommodation expenses will only be reimbursed if the candidate is invited to attend an interview that lasts more than one day.

I am on an EFSA reserve list. When shall I expect an offer of employment?

Inclusion on the reserve list does not guarantee a job offer. As long as the reserve list remains valid, EFSA may offer a position to a successful candidate who best matches the specific needs of EFSA. Candidates' profiles will be considered with all due care each time a position for which they are qualified becomes available. You can check the status concerning the validity of existing reserve lists on EFSA's website by clicking [here](#).

Is it possible to lodge an appeal against the decision of the Selection Board?

If a candidate considers that s/he has been adversely affected by a particular decision, s/he can:

- lodge a **complaint** under Article 90(2) of the [SR](#) at the following address:

The Executive Director
EFSA

Selection procedure Ref.:
Via Carlo Magno, 1/A
I-43126 PARMA

The complaint must be lodged within three months. The time limit for initiating this type of procedure (see [SR](#) as modified by Council Regulation No 723/2004 of 22 March – <http://eur-lex.europa.eu>) starts running from the time the candidate is notified of the act adversely affecting him/her.

- submit a **judicial appeal** under Article 270 of the TFEU and Article 91 of the [SR](#) to the:

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: <http://curia.europa.eu/jcms/jcms/Jo16308/>.

The time limits for initiating this procedure (see [SR](#) as amended by Council Regulation (EC) No 723/2004 of 22 March 2004, published in Official Journal of the European Union L 124 of 27 April 2004 – <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

<http://www.ombudsman.europa.eu>

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 [SR](#) 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.

MODERN AND EFFICIENT PERSONNEL POLICY

What is a Temporary Agent?

Information concerning temporary staff within the meaning of Article 2 of the [CEOS](#) can be found on the website of the European Commission at: http://ec.europa.eu/civil_service/job/temp/index_en.htm

Temporary Agent contracts are generally offered for five years with the possibility of renewal for another definite period. Any further renewal would be for an indefinite period.

Temporary Agent posts are classified according to the nature and importance of the duties in:

- Administrators' function group (AD): comprises twelve grades from AD 5 to AD 16 corresponding to technical, administrative, advisory, linguistic and scientific duties;
- Assistants' function group (AST): comprises eleven grades from AST 1 to AST 11 corresponding to administrative, technical and clerical duties.

Please note that EFSA has adopted and is implementing updated rules for the engagement of Temporary Agent Posts.

What is a Contract Agent?

Information concerning contract agents as contract staff members under the provisions of title IV, Article 80 of the [CEOS](#) can be found on the website of the European Commission's Directorate General of Personnel and Administration at: http://ec.europa.eu/civil_service/job/contract/index_en.htm

Contract Agent positions are classified in four function groups corresponding to the duties and responsibilities involved:

- Function group IV: comprises six grades corresponding to administrative, advisory, linguistic and equivalent technical tasks;
- Function group III: comprises five grades corresponding to administrative tasks, drafting, accountancy and other equivalent technical tasks;
- Function group II: comprises four grades corresponding to clerical and secretarial tasks, office management and other equivalent tasks;
- Function group I: comprises three grades corresponding to manual and administrative support service tasks.

According to Article 85 of the [CEOS](#), contracts can be offered for a fixed period of at least three months and not more than five years. EFSA generally offers contracts for five years with the possibility of renewal for another definite period. Any further renewal would be for an indefinite period.

Where can I find more information related to grades and salary of EFSA staff?

Please find below a recap table of basic salary for Temporary and Contract Agents:

Basic salary table for Temporary Agents recruited at EFSA (AST/AD)

1/7/16		Step				
Grade		1	2	3	4	5
AD/AST	11	9.729,43	10.138,26	10.564,29	10.858,21	11.008,23
AD/AST	10	8.599,20	8.960,54	9.337,08	9.596,85	9.729,43
AD/AST	9	7.600,25	7.919,63	8.252,42	8.482,01	8.599,20
AD/AST	8	6.717,35	6.999,62	7.293,75	7.496,68	7.600,25
AD/AST	7	5.937,01	6.186,49	6.446,46	6.625,81	6.717,35
AD/AST	6	5.247,33	5.467,83	5.697,59	5.856,11	5.937,01
AD/AST	5	4.637,77	4.832,65	5.035,72	5.175,82	5.247,33
AST	4	4.099,01	4.271,25	4.450,73	4.574,56	4.637,77
AST	3	3.622,83	3.775,07	3.933,71	4.043,14	4.099,01
AST	2	3.201,98	3.336,53	3.476,74	3.573,47	3.622,83
AST	1	2.830,02	2.948,94	3.072,85	3.158,35	3.201,98

Basic salary table for Contract agents recruited at EFSA

1/7/16		Step						
Function Group	Grade	1	2	3	4	5	6	7
IV	18	6.218,85	6.348,17	6.480,18	6.614,94	6.752,51	6.892,93	7.036,27
	17	5.496,38	5.610,68	5.727,35	5.846,46	5.968,04	6.092,15	6.218,85
	16	4.857,84	4.958,85	5.061,98	5.167,25	5.274,71	5.384,41	5.496,38
	15	4.293,48	4.382,77	4.473,91	4.566,95	4.661,92	4.758,87	4.857,84
	14	3.794,69	3.873,61	3.954,17	4.036,39	4.120,34	4.206,01	4.293,48
III	13	3.353,84	3.423,60	3.494,78	3.567,47	3.641,65	3.717,38	3.794,69
	12	4.293,42	4.382,70	4.473,84	4.566,87	4.661,83	4.758,77	4.857,73
	11	3.794,66	3.873,56	3.954,11	4.036,33	4.120,27	4.205,95	4.293,42
	10	3.353,83	3.423,58	3.494,76	3.567,44	3.641,62	3.717,35	3.794,66
	9	2.964,22	3.025,86	3.088,78	3.153,02	3.218,59	3.285,51	3.353,83
II	8	2.619,87	2.674,35	2.729,97	2.786,73	2.844,69	2.903,84	2.964,22
	7	2.964,15	3.025,81	3.088,74	3.152,98	3.218,57	3.285,51	3.353,84
	6	2.619,75	2.674,24	2.729,86	2.786,64	2.844,59	2.903,76	2.964,15
	5	2.315,36	2.363,51	2.412,67	2.462,86	2.514,07	2.566,37	2.619,75
	4	2.046,33	2.088,89	2.132,34	2.176,70	2.221,96	2.268,18	2.315,36
I	3	2.520,92	2.573,23	2.626,65	2.681,16	2.736,80	2.793,60	2.851,59
	2	2.228,59	2.274,85	2.322,06	2.370,26	2.419,45	2.469,67	2.520,92

	1	1.970,18	2.011,08	2.052,81	2.095,41	2.138,90	2.183,30	2.228,59
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What benefits does EFSA offer?

In addition to the basic salary, EFSA staff may receive various benefits depending on their personal circumstances.

The benefits package contains family allowances for spouse and dependent children, worldwide medical insurance cover for staff members and dependents, accident insurance for staff members, flexible working hours, parental and family leave, final-salary pension scheme, work-life balance policy and well-being initiatives, access to the European school for parents who wish their children to benefit from an education at European level near their working environment.

The final salary is calculated by adding the relevant allowances and by deducting social security contributions (health and accident insurance, pension rights, unemployment) and other taxes.

Salaries and allowances paid by EFSA staff are exempt from any national taxation in all EU Member States, but are subject to a European tax (deducted at source) for the benefit of the European Communities.

The main benefits, deductions and contributions can be consulted in the [SR and CEOS](#).

HEALTHY WORKING ENVIRONMENT

Wellbeing is a dynamic state in which the individual is able to develop their potential, work productively and creatively, build strong and positive relationships with others and contribute to their community.

How is EFSA taking care of employees' wellbeing?

Staff wellbeing is an increasingly relevant and important consideration in a modern workplace.

Wellbeing at its simplest level is about personal happiness – feeling good and leading a balanced and healthy lifestyle. This means not allowing work to undermine the basic purposes and needs in our lives and by extension those of our families and loved ones.

In this respect wellbeing is a hugely significant aspect of our work and careers.

Wellbeing is a key area of engagement for EFSA. In particular, we promote and encourage a culture oriented to healthier lifestyles, boosting your overall mental and physical wellbeing. In this context, we bring together a comprehensive range of resources on health and wellbeing in the workplace, highlighting their relevance to our employees.

What about life-work balance at EFSA?

EFSA enables staff members to reconcile family and professional life by offering flexible work arrangements, part-time work and parental leave.

EFSA staff members are entitled to annual leave as well as EFSA holidays. On top of this entitlement, additional leave days are granted for age and distance from the place of origin. Special leave is granted for certain circumstances such as marriage, birth or adoption of a child, death of a close relative etc.

The Scuola per l'Europa located in Parma was set for all parents who wish their children to benefit from an education at European level near their working environment. The Scuola per l'Europa in Parma covers from nursery to baccalaureate.

ENHANCEMENT OF INDIVIDUAL KNOWLEDGE AND COMPETENCES

EFSA makes every effort to develop the competences of its staff in order to actively and significantly contribute to the achievement of EFSA's goals as well as to enhance their career prospects.

Are there any training and development opportunities at EFSA?

To provide EFSA staff and experts with an exceptional learning offer and experience, a centre of knowledge for Risk Assessment through the EFSA Academy was created, where knowledge and experiences can be shared.

In order to develop employees' professional skills and performance and to better contribute to EFSA's mission, learning and development at EFSA includes the full development spectrum from formal to informal learning of both general and technical nature:

- Instructor-led face-to-face training through EFSA's procured training providers;
- Web-based training;
- Group learning via communities of practice;
- Self-managed learning via e-learning, reading and further education;
- On the job learning such as demonstration and observation, coaching and mentoring;
- Role change, secondments, transfers, exchange with universities and attendance to conferences.

Is there a career and performance appraisal system at EFSA?

Temporary, Contract Agents and Seconded National Experts at EFSA are subject to an annual performance appraisal system called 'Performance Dialogue'.

The Performance Dialogue is a key moment of the year where line managers and staff build new opportunities for professional growth together and set priorities of the year through an open and constructive dialogue. The Performance Dialogue is a moment of sound reflection and exchange between both actors. In general terms, the purpose of the Performance Dialogue is to bring alignment and consistency between EFSA's long, medium and short-term objectives and the motivations and aspirations of staff members – if staff members are continuously developing their skills and abilities, so is EFSA.

Linked to the performance appraisal dialogue is a merit-based promotion policy applied on an annual basis.

OTHER COLLABORATION OPPORTUNITIES

What is a Seconded National Expert (SNE)?

Seconded National Experts are seconded to EFSA while remaining in the service of their national employer. Secondment is not equivalent to employment at EFSA, nor does it lead to employment by the Authority.

SNEs receive from the Authority a daily subsistence allowance per calendar day as well as a monthly travel allowance for the duration of their secondment. Candidates for an SNE post must be supported by their national authorities or governments.

The duration of a secondment to EFSA is limited to a maximum of four years. The place of secondment is Parma.

For further information on this please click [here](#).

Any further enquiries on this subject should be sent to the e-mail address: SNE@efsa.europa.eu

What is a National Expert in Professional Training (NEPT)?

National experts in professional training are staff from the public administrations of EU Member States or, depending on the places available, of countries with which the Council has decided to open accession negotiations and which have concluded a specific agreement with EFSA on staff secondments, or from public intergovernmental organisations ('IGOs' such as the United Nations) or from EFTA Member States (Norway, Switzerland, Iceland and Liechtenstein).

The purpose of such in-service professional traineeship is:

- To give NEPT experience of the European working methods and European Food Safety Risk Assessment;
- To enable NEPT to develop experience and understanding of the day-to-day work of EFSA;
- To enhance and harmonize the knowledge of EFSA's Risk Assessment in the Member states;
- To strengthen the scientific cooperation between EFSA and its partners.

The in-service professional traineeship shall last up to 5 months maximum and shall take place under the supervision of a 'Tutor'. The NEPT shall be posted in one of the three scientific Departments according to the areas indicated in the expression of interest form.

For further information on this please click [here](#).

Any further enquiries on this subject should be sent to the e-mail address: NEPTs@efsa.europa.eu

Are there any interim opportunities at EFSA?

The European Food Safety Authority is additionally assisted by external providers (e.g. recruiting agencies) for the short-term placement of interim staff. Interim staff is not directly employed by EFSA and is usually contracted by the recruiting agency while working at EFSA for a fixed amount of months. Interim positions are not published on EFSA website and are only available to respond to temporary specific needs of the agency. Interim staff usually works in a variety of roles depending on EFSA needs.

TRAINEESHIP: GENERAL QUESTIONS

Are there any traineeship opportunities at EFSA?

Yes, a traineeship period spent at the European Food Safety Authority enables trainees to acquire practical experience by means of their work and to put into practice the knowledge they have acquired during their academic studies or professional careers in the areas of science, communication or administration.

EFSA launches every year a traineeships call in order to create a database of eligible candidates in order to select the best talents for traineeship openings.

How long is the traineeship?

The traineeship programme lasts a minimum of 6 and a maximum of 12 months. Usually, it is for 12 months. The traineeship finishes automatically at the end of the given period and shall not be extended.

Is the EFSA traineeship paid?

Yes, trainees are awarded a monthly grant. The amount of the grant is updated on a yearly basis and stated in the traineeship call. They are also entitled to reimbursement of the travel expenses upon arrival and departure. The amount to be reimbursed is calculated according to the distance between EFSA and the place of origin.

Are trainees insured?

EFSA does not cover sickness insurance and trainees must provide proof that they are covered either by the European Health Insurance Card (for nationals of the EU Member States) or a private sickness insurance scheme for the entire duration of the traineeship at the Authority.

During the traineeship, the trainees are insured against the risk of accidents according to the EFSA insurance policy.

I am a national of a country that is not a Member State of the EU. Am I eligible to apply for a traineeship advertised by EFSA?

Yes, EFSA is offering a few positions to non-EU university graduates. Therefore, your application is welcome.

What is the annual leave entitlement?

Trainees are entitled to two (2) days leave per month. Thus, they are entitled to a total of 24 days for one year.

Is there an age limit for applying?

No, age is not an eligibility criterion. Thus, all candidates who fulfill the eligibility criteria (regardless of age) are welcome to apply for the traineeship programme.

When does the traineeship program start?

Starting dates of the traineeships will be discussed during the interview.

What is the traineeship program/work like?

The content of the traineeship depends on the Unit/Team the trainees are assigned to according to their preference and qualifications. The work might be in the field of Plant Health, Food Ingredients, Pesticides, Emerging Risks, GMO, Communications, Human Resources, Legal Affairs, etc.

Where can I find more details about traineeships and conditions for admission?

The *Traineeship Decision*, which provides more information about traineeships, is available on our website at

<https://www.efsa.europa.eu/en/careers/youngprofessionals>

TRAINEESHIP: ELIGIBILITY CRITERIA

What are the eligibility criteria?

(A) Having a full university degree of at least three years by the closing date for applications;

(B) Have a good knowledge of English (at least B2 level according to the Common European Framework of Reference for Languages – CEFR: <http://europass.cedefop.europa.eu/en/resources/european-language-levels-cefr>;

(C) Not have been awarded any other paid traineeship at EFSA, or not have been employed by EFSA in any capacity, not having worked for EFSA as an interim staff or intra-muros expert for more than six weeks;

(D) Meet the character requirements for the duties involved (e.g. not to have a criminal record).

I have already done three years, but my university program is four/five years long. Can I apply?

No, in order to apply you must have obtained a full university degree (of at least three years).

I have completed my studies but have not yet received a diploma. What kind of document should I provide?

You should provide a formal statement from your university confirming that you have obtained your degree.

Do I have to provide a certificate for my language skills?

No, you are required to indicate your level in your application form without attaching any certificates. The language skills in English are assessed during the telephone or on-line interview.

In case I don't have a B2 level in English, will I be considered eligible?

No, B2 in English is a mandatory eligibility criterion.

Is work experience necessary? What kind of work experience may I declare in the application form?

Work experience is not considered an eligibility criterion but it can be an asset.

I have already done an internship in another European Institution. Can I still apply for the traineeship at EFSA?

Yes.

Can I apply for other EU traineeship schemes at the same time as I apply to the EFSA traineeship program?

Yes.

I have applied for a traineeship call but I have not been selected. Can I apply again for the next call?

Yes. It is necessary, though, to submit a new application form.

I have been selected but I declined the offer. Can I apply again for the next traineeship call?

Yes. You can apply again for the new call.

TRAINEESHIP: APPLICATION SUBMISSION

What is the application deadline?

The deadline is available in the relevant call.

How can I apply for a traineeship at EFSA?

You can apply through the online recruitment tool found on EFSA careers pages <http://careers.efsa.europa.eu/youngprofessionals>

Can I choose areas of interest for my traineeship?

Yes, you can specify – in order of preference – two areas of interest that will be the basis for your application screening. For detailed information about the main activities of our departments and units, you can consult [EFSA Organisational Structure](http://www.efsa.europa.eu/) on EFSA's website <http://www.efsa.europa.eu/>.

Do I need to send any supporting documents when applying?

No, you should not send any supporting documents when you submit your electronic application form. Supporting documents will be requested only if you are offered a traineeship at a later stage.

Should I contact EFSA to check the status of my application?

No, there is no need to contact the EFSA to check the status of your application. You will be informed in case you have been selected for a traineeship at EFSA.

TRAINEESHIP: SELECTION PROCEDURE

EFSA applies a policy of equal opportunities and accepts applications without bias on the ground of gender, race, colour, ethnic, or social origin, genetic features, religion or belief, political or any other opinion, membership of a national minority, property, birth or sexual orientation.

The selection is made on the basis of the eligibility criteria and of the candidates' qualifications with due regard to an appropriate balance of nationality and gender.

Which are the steps of the selection procedure?

1. Candidates apply electronically within the specified deadline selecting 2 areas of interest.
2. After the deadline the applications are screened against eligibility criteria defined in the Traineeship Call.
3. Eligible candidates are placed in a database, which serves as a reference basis for EFSA's Units and Teams to shortlist candidates considering candidates' areas of interest and their competencies.

4. The short-listed candidates are required to undergo a telephone or on-line interview for discussing suitability for the role as well as mutual expectations and possible starting date of the traineeship.
5. As a result of the interview you can be selected, rejected or placed in a reserve list for future openings for the specific and/or similar profile you have applied for.
6. Successful candidates receive an offer in the on-line recruitment tool (in the candidate's profile), stating the starting date, the tasks and duration of the traineeship.
7. Candidates who receive and accept a traineeship offer will be asked to provide a series of documents (e.g. copy of university degree, proof of health insurance, copy of criminal record etc.), which prove their eligibility for applying for the traineeship at EFSA.

SHORT-TERM STUDY VISIT

What is a short-term study visit?

A short-term study visit gives the opportunity to students, young graduates and PhD researchers to acquire practical expertise in their field of study by opening its doors to interesting researches. If you believe that your studies and projects could acquire a positive input from an experience in EFSA, try to propose your project. Depending on EFSA's availability and opportunities, you could have the occasion to develop your expertise in a scientific and active multicultural environment.

EFSA has launched a permanent study visits call in order to create a database of eligible candidates (eligibility criteria defined on the 'Decision on the traineeship and short-term study visit schemes at EFSA'). The database will be used by the Authority in order to select the study visitor applications which better suit EFSA's scientific projects.

How can I apply for a short-term study visit at EFSA?

Please, see section "Traineeship: selection procedure" because the procedure is similar and has to be done through the online recruitment tool.

What is the application deadline?

There is no deadline. There is an open call for the short-term study visit.

Do I need to send any supporting documents when applying?

No, supporting documents will be requested if you are offered a short-term study visit at a later stage.

When does the short-term study visit take place?

The period is agreed with the short-term study visitor depending on the opportunities within EFSA.

What are the eligibility criteria?

(a) be a university student or have a full university degree;

(b) have good knowledge of English (at least B2 level according to the Common European Framework of Reference for Languages (CEFR):

<http://europass.cedefop.europa.eu/en/resources/european-language-levels-cefr>. In case the candidate's mother tongue is English, he/she must have good knowledge of another European language (B2 level as minimum level).

What is the difference between the traineeship and the short-term study visit scheme?

	Traineeship	Short-term study visit
Participants	Young university graduates	University students, young graduates and PhD students
Duration	6-12 months	1-6 months
Grant	Provided	Not provided (provided only for PhD students)
Start date	Discussed during the interview	Any time of the year

Can I apply for both a short-term study visit and a traineeship?

Yes, you can apply to both if you satisfy the eligibility conditions.

I have already done a short-term study visit in EFSA. Can I still apply for the traineeship at EFSA?

Yes, you can.

Is it guaranteed that I will be selected as a short-term study visitor if I apply for the program in the frame of compulsory internship of my university studies?

Even if you apply for the short-term study visit as part of a compulsory course, it is not guaranteed that you will be offered the program. Due to the limited number of short-term study visits foreseen and due to the high number of application forms we usually receive, there is no guarantee that you will be selected. We do not need to receive any confirmation related to the compulsory course from your professor when you apply for the short-term study visit.

Whom should I contact, if I still have a question after having checked the FAQs?

If your query is not related to any issue dealt with in the FAQs, please feel free to contact us at study-visit@efsa.europa.eu.

The Staff Regulations for Officials and the Conditions of Employment of Other Servants of the European Union have been amended by a proposal of the European Commission and published as Regulation (EU, EURATOM) No. 1023/13 in the Official Journal J No. L 287, 29.10.2013.

The amended Staff Regulations will impact the conditions of employment and the careers of officials and other servants. Selected candidates may receive a job offer based on the new provisions of the Staff Regulations without prejudice to other consequences of a legal or financial nature.