



Annex to the vacancy note

How to submit your application

- Candidates need to submit their application online by means of the EFSA online application tool at careers.efsa.europa.eu
- The online tool is the only acceptable means of submitting applications and allows to enter the application until the deadline in order to make changes.
- Applications sent via email or post are not accepted. The evaluation of a candidature will be based solely on the online application.
- In order to submit their application, applicants will have to create an EFSA account and fill in an application form. The application form will contain specific questions related to the position and they are meant to verify and assess the eligibility and the suitability of the candidate to the fellowship.
- The application form is only available in English. Candidates are kindly invited to fill in their application form in English, in order to facilitate the selection procedure.
- Candidates are requested to ensure that they provide in their application form the correct email address as this will be the main channel of communication for correspondence relating to the selection procedure.

It is the responsibility of the applicants to complete the online applications before the submission deadline stated in the vacancy notice. You are strongly advised not to wait until the last few days before the deadline since heavy internet traffic or a problem with your internet connection could lead to not being able to submit the application on time.

- Information concerning the status of the selection procedure can be found at the following address: <http://www.efsa.europa.eu/en/careers/staff>.
- The personal information EFSA requests from candidates will be processed in line with Regulation (EU) 2018/1725 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. The purpose of processing personal data is to manage applications in view of possible pre-selection and recruitment at EFSA. More information can be found in the Data Protection Notice on the EFSA website: <https://www.efsa.europa.eu/sites/default/files/TMTdataprocessing.pdf>
- All candidates will be informed of the outcome of the selection procedure.
- All questions regarding this selection procedure for EFSA European Food Risk Assessment Fellowship Programme (EU-FORA) can be sent to EU-FORA Team at EU-FORA@efsa.europa.eu.
- In case candidates encounter technical issues while filling-in an application form or their candidate profile, they should contact EFSA Service Desk at servicedesk@efsa.europa.eu. The service is active Monday to Friday from 8.30 AM to 6.00 PM.



What is the selection procedure?

The selection procedure includes the following main steps:

1. Evaluation

- The Evaluation Committee (which can be assisted by an external consultant at any step of the process) will evaluate the eligible applications against the selection criteria.
- The Evaluation Committee shall then draw up a list of the most suitable and highest scored candidates to be invited for the next phase of assessment.

2. Assessment

- The assessment phase usually comprises an online or video recorded interview. The interview will be held in English and candidates will be scored according to the evaluated criteria as stated in the call.
- Candidates will be ranked as a result of the average of the scores obtained in the evaluation and assessment phases.

3. Reserve list

- On the outcome of the evaluation and assessment phases, the Evaluation Committee shall draw a reserve list of the highest ranked candidates completing the selection procedure.
- This reserve list will be used to select candidates to be matched and proposed to the different available work programmes in the different selected hosting sites (selected via a Call for Proposals).
- This reserve list will also be used to select candidates in case of withdrawals or early drop-outs of proposed candidates and selected fellows.
- Candidates should note that inclusion in the reserve list does not guarantee a position as an EU-FORA fellow, and that this reserve list will expire at the end of the 3-week induction training organized at the beginning of the EU-FORA cycle to which the call applies.

4. Final selection and appointment

- The Evaluation Committee shall propose a minimum of two (2) candidates for each work programme in each hosting site. Candidates shall not be proposed to a hosting site in their country of residence (in the 12 months preceding application) and, if avoidable, not in their native country.
- The final selection of the most suitable candidate is performed by the hosting site. On this regard, the candidates' application and interview may be shared with the hosting site to facilitate the selection process.
- Proposed candidates may be invited by the hosting site to an online or phone interview.
- Proposed but not selected candidates return to the reserve list unless otherwise indicated by the candidate.

In the course of the fellowship, successful candidates may be requested to provide EFSA with original or certified copies of all relevant documents proving the eligibility requirements.



EFSA takes care to avoid any form of discrimination. 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. If you have a disability or a condition which might require special arrangements for taking the interview, please fill in the relevant information on the online application form.

Complaints

If a candidate considers that he/she has been adversely affected by a particular decision, he/she can request a **review** of any decision of the Evaluation Committee that establishes his/her results and/or determines if he/she can proceed to the next stage of the competition or is excluded therefrom.

Requests for review may be based on one or more of the following reasons:

- a material irregularity in the competition process,
- non-compliance, by the Evaluation Committee with the vacancy note or its Annex.

Candidates are not allowed to challenge the validity of the Evaluation Committee's assessment concerning the **quality** of their performance in the interview or the **relevance** of their qualifications and professional experience for the fellowship and/or for the available work programmes. This assessment is a value judgment made by the Evaluation Committee and disagreement does not prove that it has made an error. Requests for review submitted on this basis will not lead to a positive outcome.

Arrangements for requests for review are as follows:

- Requests for review should be sent to EU-FORA@efsa.europa.eu within 10 calendar days of the date on which the contested decision is notified to the concerned candidate, indicating clearly the decision the candidate wish to contest and on what grounds.
- Requests received after the deadline will not be considered.
- Candidates having requested a review will receive an acknowledgment of receipt within 15 working days. The Evaluation Committee will analyse and decide on the requests and candidates will receive a reasoned reply as soon as possible.
- If the outcome is positive, candidates will be re-entered in the selection procedure at the stage at which they were excluded regardless of how far the selection has progressed in the meantime.