
	Standard Operating Procedure on the Recruitment and Selection of statutory staff
Public	

Scope	<p>This SOP defines the main steps involved in the recruitment and selection of statutory staff (EPA E07.01.02 Process Selection and Recruitment of staff). In view of the common features and, hence, potential for synergies and convergence between the selection procedures for officials as well as temporary and contract staff respectively, this SOP seeks to provide a common and actionable procedural framework to facilitate best practices, promote consistency and ensure equal treatment in the selection of EFSA statutory staff. However, when consulting this SOP, regard must be always had to the specific rules governing the engagement of each type of statutory staff as set out in the relevant EFSA Decisions and the Staff Regulations. In case the provisions of this SOP and cannot be interpreted consistently with corresponding statutory provisions, the latter shall prevail.</p>
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Special Requirements	<p>This procedure is a controlled document maintained by Quality Management. It may not be deleted without comparable controls.</p> <p><i>Please note that this document becomes uncontrolled once printed. Make sure by always referring only to the Repository that you have the right version in use.</i></p>
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Abbreviations and definitions


BuS	Business Services Department
CA	Contract Agent
CEOS	Conditions of Employment of Other Servants
COI	Conflict of Interest
DOI	Declaration of interest
ED	Executive Director (Appointing Authority)
EPSO	European Personnel Selection Office

	<p align="center">Standard Operating Procedure</p> <p align="center">on the Recruitment and Selection of statutory staff</p>
<p>Public</p>	

HM	Hiring Manager
HoD	Head of Department
HoU	Head of Unit
HUCAP	Human Capital Unit
IAJM	Inter-Agency Job Market
LA	Legal & Assurance Services
LM	Line Manager
RA	Recruitment Adviser
Recruitment tool	EFSA Recruitment tool, Oracle Recruiting System - Taleo
RL	Reserve List (Talent pool)
SB	Selection Board, also referred to as Selection Committee
SR	Staff Regulations of Officials
TA	Temporary Agent
VN	Vacancy Notice/Notice of competition


Procedure

	Previous SOPs in the process: N/A
Recruitment and selection of statutory staff	
Step 1	PLANNING
HUCAP, ED, Resource Analyst	<p>1.1 Preparation and approval of the recruitment plan</p> <p>By December year n-1 HUCAP elaborates a recruitment plan for year n that is based on the analysis of the workforce needs, the current gaps and the available reserve lists. When defining the recruitment plan the following components are also taken into account:</p> <ul style="list-style-type: none"> -impact of the statistical turnover, -budgetary constraints that are translated in average occupancy rate targets. <p>The recruitment plan is continuously updated during the relevant budget year according to the process described in SOP 042 on post management.</p>


	Standard Operating Procedure on the Recruitment and Selection of statutory staff
Public	

	<p>1.2 Options for filling a post</p> <p>When a position becomes vacant, the Resource Analyst prepares the ED Decision on a vacant post for ED approval to populate the post and define the sourcing method(s) among the following sourcing methods available¹:</p> <ul style="list-style-type: none"> a) <u>Internal publication of a post.</u> b) <u>Use of valid RL/EPSO interinstitutional database.</u> c) <u>External publication of a post.</u> Ex-novo selection procedures/competitions may be launched to fill an empty post but also for the purpose of constituting a RL for future recruitment. d) (for temporary staff posts) <u>interagency publication</u>, with a view to attracting staff that is employed by all other agencies referred to in Article 1a(2) of the SR. e) (for contract staff posts), <u>direct engagement</u> of (i) candidates on reserve lists of officials or temporary staff or ii) established officials or temporary staff under Article 2(f) CEOS who have been granted leave on personal grounds or unpaid leave respectively. <p>If required by law, account should be taken of the order of priority assigned to the abovementioned sourcing methods.</p>
Step 2	SELECTION PROCEDURE
Step 2.1	Preparation of VN, selection methods and tools
RA, HM	<p>2.1.1 The RA prepares the VN as well as the selection methods and tools in agreement with the HM and in accordance with EFSA's Standard Job Profiles and Competency Framework. In case of selection procedures/competitions organised jointly by EFSA and one or more agencies, the VN is prepared in collaboration with the respective responsible functions in these agencies. When provided for by the applicable framework the Joint Committee is consulted. The guiding principle is that the method of assessment should be appropriate to the nature and level of the position. Both technical and behavioral competences are to be assessed. The selection</p>


¹ A vacant post can always be filled in by a reassignment in the interest of the service. The latter is not covered by the present SOP.

	<p style="text-align: center;">Standard Operating Procedure</p> <p style="text-align: center;">on the Recruitment and Selection of statutory staff</p>
<p>Public</p>	


<p>RA</p> <p>SB</p> <p>RA</p>	<p>2.4.1 HUCAP performs the eligibility screening of applications in the recruitment tool and makes the results available to the SB for endorsement.</p> <p>2.4.2 The SB endorses the eligibility screening and evaluates eligible applications against the selection criteria and draws up a shortlist of candidates to invite for the next phase. The outcome of the evaluation of applications is recorded in the recruitment tool.</p> <p>2.4.3 The RA informs the unsuccessful candidates of the outcome following the evaluation phase.</p>
<p>Step 2.5</p>	<p>Assessment phase: Testing and interviewing candidates</p>
<p>RA</p> <p>SB</p> <p>SB</p> <p>RA</p> <p>RA</p> <p>SB</p>	<p>2.5.1 The RA invites shortlisted candidates to a testing stage, as defined in step 2.1.1, which includes at least one of the following tests: recorded video interview, telephone screening, competency written test, computer-based tests (verbal/abstract/numerical reasoning, psychometrics).</p> <p>2.5.2 The competency written test can be performed at this stage or in parallel with the live interview and will be scored anonymously by the SB.</p> <p>2.5.3 The SB evaluates candidates' performance in the testing stage. On the basis of the results, the SB draws up a shortlist of candidates to invite for the live interview (if applicable). The outcome of the testing is recorded in the recruitment tool.</p> <p>2.5.4 The RA informs the unsuccessful candidates of the outcome following the testing phase.</p> <p>2.5.5 The RA invites shortlisted candidates to live interviews with the SB (at EFSA premises or remote).</p> <p>2.5.6 The SB interviews and assesses the candidates. The outcome of the interviews is recorded in the recruitment tool.</p>
<p>Step 2.6</p>	<p>Establishment of RL/shortlist for middle management staff</p>
<p>RA</p>	<p>2.6.1 Based on the overall assessment, the RA prepares the Selection Procedure Report outlining the different phases of the procedure and the decision</p>

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<p>Public</p>	

SB	<p>on the RL ("shortlist" for middle management/advisory functions) of suitable candidates, as established by SB and sends it to the SB for approval.</p> <p>2.6.2 The SB approves the RL ("shortlist" for middle management/advisory functions). If no suitable candidates are found, the SB does not establish any RL/shortlist.</p>
Step 2.7	Additional steps for middle management selection procedures: assessment centre and interview with the ED
RA, ED	<p>2.7.1 The RA shares the Selection Procedure Report and the shortlist of candidates selected by the SB with the ED.</p> <p>2.7.2 The RA invites the shortlisted candidates to an interview with the ED and one member of a grade and management function equal or superior to that of the function to be filled. The ED may decide to invite also other eligible candidates.</p> <p>2.7.3 All candidates invited to the interviews with the ED and the other member are invited to take part in an assessment centre (if applicable). The results of the assessment centre shall be taken into consideration by the ED.</p> <p>2.7.4 The ED and the other member interview the invited candidates.</p> <p>2.7.5 The RA prepares the outcome of the interview with the ED and records the decision in the recruitment tool and in an Annex to the Selection Procedure Report.</p>
Step 2.8.	Conclusion of the selection procedure
RA	<p>2.8.1 The RA creates the pipeline RL requisition and sends it together with the Selection Procedure Report (including Annex in case of middle management selection procedures) to the ED for acknowledgement.</p> <p>2.8.2 The ED acknowledges the outcome of the selection procedure by acknowledging the relevant RL in the recruitment tool.</p>
ED	
RA	

	<p align="center">Standard Operating Procedure</p> <p align="center">on the Recruitment and Selection of statutory staff</p>
<p>Public</p>	

	<p>2.8.3 The RA informs the successful and unsuccessful candidates at the assessment phase of the outcome of the assessment phase (and interview with the ED in case of middle management selection procedures) and updates the recruitment status available on EFSA's website.</p>
Step 2.9	Procedure for filling a post based on a valid RL/EPSCO interinstitutional database.
RA, HM	<p>2.7.1 In this case the selection procedure is the same except for the following steps:</p> <ul style="list-style-type: none"> -There is no publication of the VN. A job description is prepared, based on the standard job profile and selection criteria agreed with the HM. -The RA filters applications in the relevant database on the basis of the job description and shortlists candidates to be invited to the assessment phase (EPSCO testing/interview with SB). The keywords used to filter applications are documented in the selection procedure report.
Step 2.10	Handling requests for feedback, requests for re-assessment and administrative complaints
<p>RA</p> <p>LA</p>	<p>2.8.1 The RA on behalf of the SB provides feedback when requested by candidates on the basis of the information available in the recruitment tool and the Selection Procedure Report.</p> <p>2.8.2 Requests for internal review of the assessment of candidates in the context of either one of the three main steps of the selection procedure, i.e. (i) the evaluation phase, (ii) the testing stage and (iii) the interview stage, as well as administrative complaints filed under Art. 90 of SR, are acknowledged and handled by LA.</p>
STEP 3	JOB OFFER
Step 3.1	Selecting the candidate from the RL
<p>RA</p> <p>RA, HM</p>	<p>3.1.1 The initiation of the procedure leading to a job offer can be made immediately following the establishment of the RL or at a later stage using an already established and valid RL.</p>

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<p>Public</p>	

RA	3.3.5 RA sends to the selected candidate the offer letter via the recruitment tool.
Step 3.4	Temporary Agents employed in another EU agency
RA HR Specialist	<p>3.4.1 In case the selected candidate is already a Temporary Agent 2(f) in another EU agency in the same type of post and function group as the published type of post and function group, and in a grade corresponding to the published grade bracket, the offer letter will specify the possibility to join in continuity of contracts subject to establishment plan availability.</p> <p>3.4.2 If the candidate has opted to join EFSA without interruption of contract, i.e. while maintaining grade and step, the procedure will entail the signature of a three-party (i.e. EFSA, agency of origin, concerned candidate) subrogation agreement and the conclusion of a contract between EFSA and the concerned candidate amending the contract between the latter and the agency of origin.</p>
	Following SOPs in the process: N/A