



ANNEX TO THE VACANCY NOTICE

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 job applications and allows you to enter your 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 job.
- 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 recruitment 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 selection procedures can be sent to Talent Selection Team at recruitment@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 under the Selection Board's responsibility.

Evaluation

- The Selection Board (which can be assisted by an external consultant at any step of the process) will evaluate the eligible applications.
- The best-qualified applicants can be invited for a pre-assessment interview phase, which may be conducted online or by telephone and may also involve further testing. The Selection Board will then draw up a list of the most suitable candidates to be invited for the next phase of assessment.

Assessment

- The assessment phase usually comprises an interview and written test. The interview will mainly be held in English, but knowledge of other EU languages may also be tested. Mother tongue English speakers will be expected to demonstrate their knowledge of a second EU language¹.
- As a result thereof, the Selection Board shall draw a shortlist of candidates.
- In the case of managerial positions, shortlisted candidates are invited to an interview with the Executive Director. All candidates invited to the interviews with the Executive Director shall take part in an assessment centre. The assessment centre is carried out by an external consultant.

Talent pool (Reserve list)

- On the outcome of the assessment phase(s), a talent pool of suitable candidates is established completing the selection procedure.
- The talent pool may be used for the recruitment of a similar position depending on the needs of EFSA, and will be valid until the date indicated in the relevant vacancy (the validity of the talent pool may be extended).
- Candidates should note that inclusion in the talent pool does not guarantee recruitment.

Please note that at all stages of the recruitment procedure, the Selection Board's (SB) work and deliberations are strictly confidential and any contact with its members is not allowed.

¹ Article 28(f) of the Staff Regulations of Officials of the European Communities.



Appointment

- Candidates in the talent pool may be invited for an interview with the Line Manager and/or the Executive Director.
- Selected candidate(s) from the talent pool will be requested to complete a declaration of interest in order to be considered for any positions arising at EFSA².
- The Executive Director will appoint the selected candidate(s) from the talent pool.
- Prior to contract signature, the successful candidate(s) will be requested to provide EFSA with original or certified copies of all relevant documents proving the eligibility requirements.

EFSA is an equal opportunities employer and 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 tests, please fill in the relevant information on the online application form.

HOW IS EFSA COMMITTED TO INDEPENDENCE

EFSA is committed to avoid any bias in delivering its mission. EFSA upholds the value of independence as one of the core values guiding its staff in all their activities and deploys a set of policies and processes to live up to that commitment.

Staff members are required to submit regularly for assessment any interests that might affect her/his capacity to act in full independence or raise concerns on the perception of that independence. In line with Articles 11 and 11a of the Staff Regulations and EFSA's Policy on Independence³, this might affect the capacity of EFSA to assign candidates adequately skilled on some tasks.

Before recruiting a member of staff, EFSA will examine whether the candidate has any personal interest such as to impair his independence or any other conflict of interest. The candidate, using a specific form, will be required to inform EFSA of any actual or potential conflict of interest. In such cases, EFSA shall take this into account in a duly reasoned opinion and if necessary take mitigating measures as appropriate.

COMPLAINTS

1. Internal review

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 Selection Board or EFSA that that

² Article 11 of Staff Regulations at:

<http://eur-lex.europa.eu/LexUriServ/LexUriServ.do?uri=CONSLEG:1962R0031:20140101:EN:PDF>

³ <https://www.efsa.europa.eu/en/howwe/work/independentscience>



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 Selection Board or EFSA, with the Staff Regulations and relevant implementing rules, the vacancy notice, its annex and/or case-law.

Please note that candidates are not allowed to challenge the validity of the Selection Board's assessment concerning the quality of their performance in a test or the relevance of their qualifications and professional experience. This assessment is a value judgment made by the Selection Board and disagreement with the Selection Board's evaluation of the tests, experience and/or qualifications 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:

- **procedure:** requests for review should be sent to recruitment@efsa.europa.eu ;
- **deadline:** within **10 calendar days** of the date on which the contested decision is notified to the concerned candidate;
- **additional information:** indicate clearly the decision you wish to contest and on what grounds.

Requests received after the deadline will not be taken into account.

Candidates having requested a review will receive an acknowledgment of receipt within 15 working days. The instance which took the contested decision (either the Selection Board or EFSA) 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.

2. Administrative complaints

Candidates to a selection procedure have the right to address an administrative **complaint** under Article 90(2) of the Staff Regulations of Officials and Conditions of employment of Other Servants of the European Union to the Executive Director of EFSA.

A complaint can be submitted against any decision, or lack thereof, that directly and immediately affects the legal status as candidate, only if the rules governing the selection procedure have clearly been infringed. The Executive Director of EFSA cannot overturn a value judgment made by the Selection Board.

Arrangements for administrative complaints are as follows:

- **procedure:** complaints shall be submitted at the following address: recruitment@efsa.europa.eu



The Executive Director
EFSA

Selection procedure Ref.: **(please provide the relevant reference of the vacancy)**

Via Carlo Magno, 1/A
I-43126 PARMA

- **deadline:** complaints must be lodged within 3 months of the notification of contested decision or of the date by which a decision should have been made,
- **additional information:** the complainant shall indicate clearly the decision he/she wishes to contest and on what grounds.

Complaints received after the deadline will not be taken into account.

3. Judicial appeals

Candidates to a selection procedure have the right to submit a judicial appeal to the General Court, under Article 270 of the TFEU and Article 91 of the Staff Regulations of Officials and Conditions of employment of Other Servants of the European Union.

Please note that appeals against decisions taken by EFSA rather than by the Selection Board will not be admissible before the General Court unless an administrative complaint under Article 90(2) of the Staff Regulations has first been made.

Arrangements for judicial appeals are as follows:

- **procedure:** please consult the website of the General Court (<http://curia.europa.eu/jcms/>).

4. European Ombudsman

make a complaint to the **European Ombudsman**:

All EU citizens and residents can make a complaint to the European Ombudsman.

Before submitting a complaint to the Ombudsman, candidates must first make the appropriate administrative approaches to the institutions and bodies concerned (see Sections 1 and 2).

Making a complaint to the Ombudsman does not extend the deadlines for lodging administrative complaints or judicial appeals.

Arrangements for complaints to the Ombudsman are as follows:

- **procedure:** please consult the website of the European Ombudsman (<http://www.ombudsman.europa.eu>)