

ANNEX TO THE VACANCY NOTICE

HOW TO SUBMIT YOUR APPLICATION

- Candidates need to submit their application online using the EFSA online application tool at careers.efsa.europa.eu.
- The online tool is the only way of submitting job applications. It allows candidates to enter their 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, candidates will have to create an EFSA account and fill in an application form. The application form will contain specific questions related to the position; these questions 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 the correct email address in their application form as this will be the main channel of communication for correspondence relating to the selection procedure.

It is the responsibility of the candidate to complete the online application before the submission deadline stated in the vacancy notice. Candidates are strongly advised not to wait until the last few days before the deadline as heavy internet traffic or internet connection issues could lead to an impossibility for them to submit their applications 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 submitted by candidates 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>
- Candidates with a disability or a condition which might require special arrangements for taking the tests are kindly invited to fill in the relevant information in the online application form.
- All candidates will be informed of the outcome of the selection procedure.

- Questions regarding selection procedures can be sent to the Talent Selection Team through [Ask EFSA a Question](#). In case candidates encounter technical issues while filling-in the application form or their candidate profile or during the selection procedure, 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.

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 screening of applications will be carried out using the information provided by candidates in the online application form, and in particular the information indicated in the section "Job specific questions". This section should be mandatorily filled-in by candidates.
- The best-qualified candidates will be invited for a pre-assessment phase conducted online and comprising a video/telephone interview and a written test, unless differently specified in the vacancy.
- Mother tongue English speakers will be expected to demonstrate their knowledge of a second EU language¹.
- Further assessments such as psychometric testing or assessment centres may be organised for certain positions.
- 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 with the Selection Board. The interview will mainly be held in English, but knowledge of other EU languages may also be tested. As a result, the Selection Board shall draw up a shortlist of candidates.
- In the case of managerial positions, shortlisted candidates are invited to an interview with the Executive Director and one member of a grade and management function equal or superior to that of the function to be filled. All candidates invited to the interview with the Executive Director shall take part in an assessment centre. The assessment centre is carried out by an external consultant.

Candidates should ensure that they have a stable internet connection throughout the online assessments.

Talent pool (Reserve List)

- On the outcome of the assessment phase(s), a talent pool of suitable candidates is established, completing the selection procedure.

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

- 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 between its members and the candidates is not allowed.

Appointment

- Candidate(s) included in the talent pool may be invited for an interview with the Line Manager and/or the Executive Director.
- Candidate(s) selected 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 copies of all relevant documents proving the eligibility requirements.

EFSA is an equal opportunities employer and takes great 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.

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 their 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 of Officials (Staff Regulations), Articles 11 and 81 of the Conditions of Employment of Other Servants of the European Union (CEOS) 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.

² Article 11 of the Staff Regulations of Officials, Articles 11 and 81 of the Conditions of Employment of Other Servants of the European Union at:

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

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

REQUESTS, COMPLAINTS AND APPEALS

1. Requests for feedback

Candidates to a selection procedure can request feedback regarding their results. They should expect to receive an answer at the latest within 15 working days from the request.

Please note that the request for feedback does not extend the deadlines to submit a request for internal review or administrative complaint under Article 90(2) of the Staff Regulations.

2. Requests for internal review

Candidates can request a **review** of any decision of the Selection Board or EFSA that establishes their results and/or determines if they can proceed to the next stage of the selection procedure or are excluded therefrom.

Requests for internal 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** from the date on which the contested decision is notified to the concerned candidate;
- **Information to be provided:** the candidate shall clearly indicate the decision she/he wishes 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 in accordance with [EFSA Code of good administrative behaviour](#).

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.

3. Administrative complaints

Candidates to a selection procedure have the right to address an administrative **complaint** under Article 90(2) of the Staff Regulations 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. The Executive Director of EFSA cannot overturn a value judgment made by the Selection Board concerning the assessment of the relevance of candidates' qualifications and professional experience and of their performance in a test.

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 from the date on which the contested decision was notified to the candidate or from the date by which a decision should have been made,
- **Information to be provided:** the complainant shall clearly indicate the decision she/he wishes to contest and on what grounds.

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

4. 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.

Please note that appeals against decisions taken by EFSA will not be admissible before the General Court unless an administrative complaint under Article 90(2) of the Staff Regulations has first been submitted and rejected by express decision or by implied decision.

Arrangements for judicial appeals are as follows:

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

5. European Ombudsman

All EU citizens and residents can make a complaint to the European Ombudsman **pursuant to Article 228 of the TFEU**.

Before submitting a complaint to the Ombudsman, candidates must first make the appropriate administrative approaches to the institutions and bodies concerned (see Sections 2 and 3).

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>)