

YASEMOS EUROPEOS



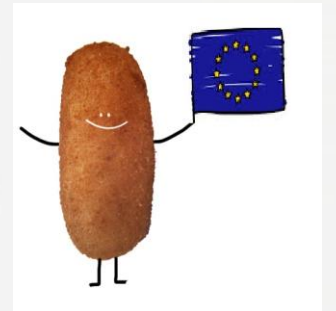
LET THE
GENERALISTS'
ADVENTURE BEGIN

The following presentation focuses exclusively on the new process for AD5 Generalists/Graduates competition.

Remember, at YSE we don't do what you want, but what you NEED to pass competitions. Probably we'll have an answer to your question but not in the slide you expect, just be patient.



YASEMOSEUROPEOS.COM



And the ppt can be downloaded from our [YouTube channel](#) / [blog](#)

- 1. What do I have to know before I begin?**
- 2. The new portal – Single Candidate Portal**
- 3. The organisation of the tests**
- 4. The test**
 - 1. Reasoning Test**
 - 2. Written test about the EU or EUFTE**
 - 3. Digital skills**
 - 4. MCQ – EU knowledge – where can I get free materials to study?**
- 5. Scoring**
- 6. How long is the process?**

BONUS – comments on the new platform

- 7. How can we help you in Ya Semos Europeos? The YSE-Aventura**



1. **What do I have to know before I begin?**
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7. **How can we help you in Ya Semos Europeos? The YSE-Aventura**



All profiles and CV have their place (provided you have a University degree)

European Public
Administration



Communication



Information
Technology



Science and
Research



Audit



External Relations



Economics, Finance
and Statistics



Law



And
more!

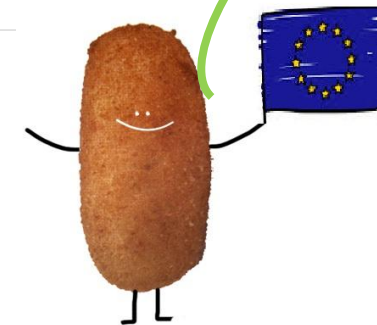
Languages



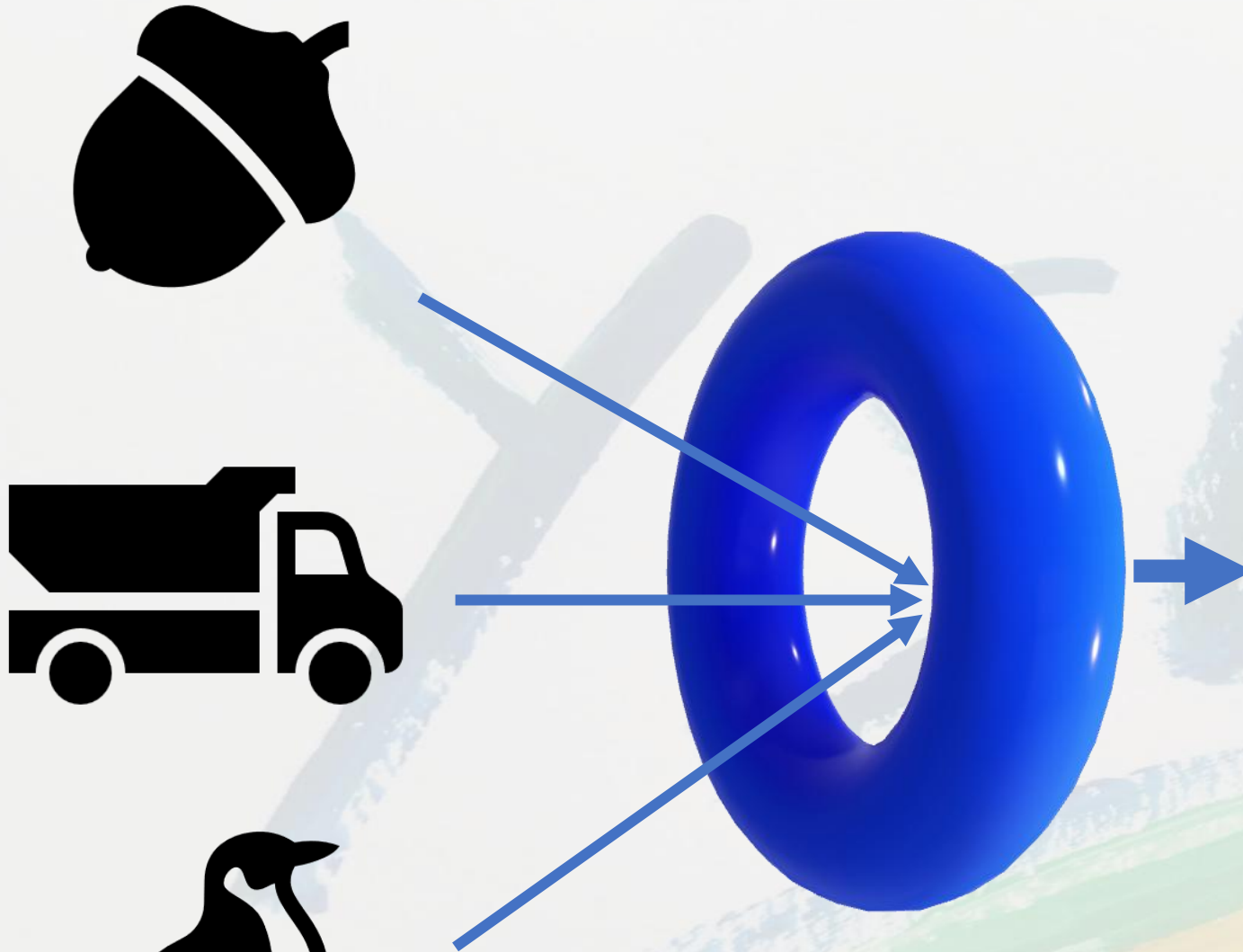
Support Staff



Human Resources



BUT



You will have to fit into the process

Your chances

Language	Seats	Candidates	Your chances
Administrators (AD 5) in all fields	1490	?	ALL

- A reserve list for institutions, bodies, and agencies of the European Union (EU)
- The reserve list gives you a right to be candidate, not a position. Focus on being on the list and later, you can think on your next steps
- **The chances for a well-prepared candidate are higher** than you may think

Key items and conditions for all

All candidates will be invited to the exam.

Your tests will be in 1 day! No chance of changing the date

You won't have any result until the end of the process

You will use the new platform TAO

General participation conditions are simple :

A candidate must:

- (1) be a national of one of the Member States of the EU and enjoy full rights as a citizen;
- (2) have fulfilled any obligations imposed on them by the laws concerning military service; and
- (3) meet the character requirements for the duties concerned.

3.2. Specific conditions – languages

A candidate must have knowledge of at least two official EU languages, as provided for in Section 4.2.

- (i) language 1: C1 (very good or native-speaker level)
- (ii) language 2 minimum B2 (you don't need a certificate)

What about the languages ?

Administrators (AD-Generalists)

Candidates taking part in the Administrators (AD-Generalists) competition may have to pass the following tests:

▶ Reasoning tests for AD

Language 1 – 1 out 24 official EU languages

▶ EU Knowledge

**Language 2 - 1 out 24 official EU languages and
different from Language 1**

▶ Digital skills

▶ Written test

- Practice to check what is your most efficient approach and which language to choose
- Written test is not a language test
- You prove your knowledge by passing the exams

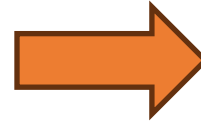
Graduate administrators

Reference number: EFSO/ADI427/26
 Open for application: 05/02/2026
 Type of contract: Permanent official
 Grade: AD 5
 Institution/Agency: EU institutions
 Location(s): Brussels (Belgium), Luxembourg (Luxembourg), Strasbourg (France)

[Notice of Competition](#)

Deadline: 10/03/2026 - 12:00 (Brussels time)
 Test provider: TAO by Open Assessment Technology (OAT)

Status: Open for application

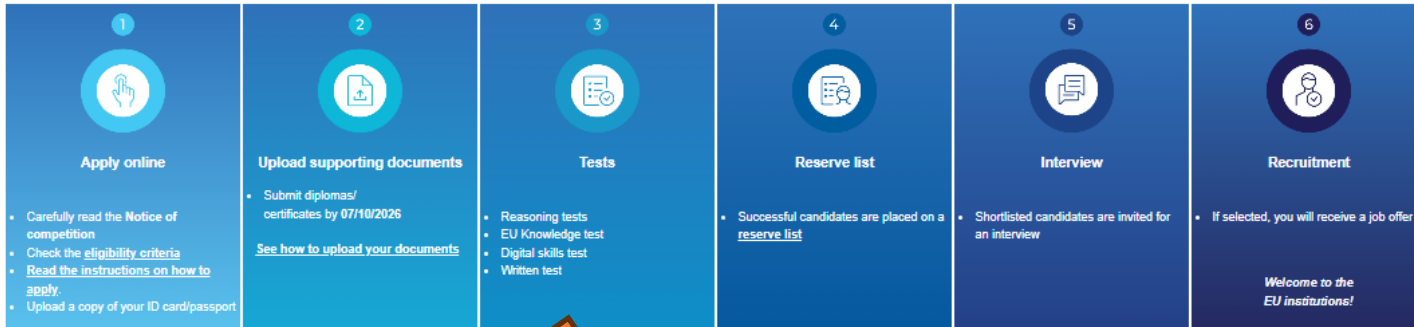


Apply



Selection process - step by step

INDICATIVE PLANNING



Your new "home" – The competition's web

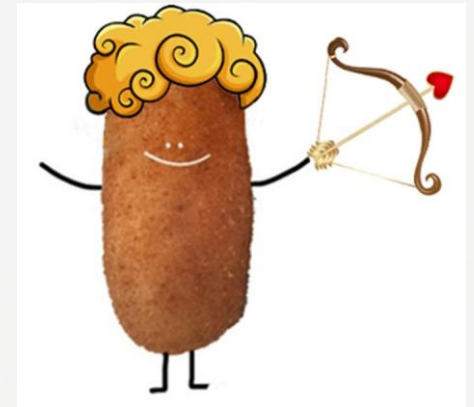
Competition overview - Key dates and figures

Dates in less than 1 month are indicated in red.
 Application period: 05/02/2026 - 10/03/2026
 Deadline to submit identity card or passport: 10/03/2026
 Deadline to submit supporting documents: 07/10/2026



Stay informed about this procedure.

By providing your e-mail address you agree to the [Data notification email](#).



What you need to read

[Specific privacy statement on personal data protection within the framework of an open competition](#)

Resources block

[Prepare for the online tests](#)

[Check the technical requirements for testing](#)

[Sample tests for practicing](#)



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BONUS – comments on the new platform

7. How can we help you in Ya Semos Europeos? The YSE-Aventura



The new portal (since January 2025)

https://eu-careers.europa.eu/en/my-account

website of the European Union How do you know? ▾



Insert at least 3 digits

English (EN) ▾

Your language of choice is not available?

My Account

Home About EPSO EU Careers ▾ About the selection process ▾ Work for the EU ▾ Information for candidates ▾ Equal opportunities Help ▾

Account

My Account

For competitions published:

- before 1 January 2025 and the Contract Agent selection procedure, use your [EPSO Account](#).
- after 1 January 2025, use your account in the [Single Candidate Portal](#). Please read [the instructions](#).



Time to register at the Single candidate portal (please, read the instructions)

Single Candidate Portal - Instructions

Below you will find important information on how to use the Single Candidate Portal.

The Portal is available in all 24 official EU languages. However, despite our best efforts, EPSO cannot rule out that in some cases certain sections may not be fully translated or that the translation may not be the most accurate. In such cases, English remains the reference language.

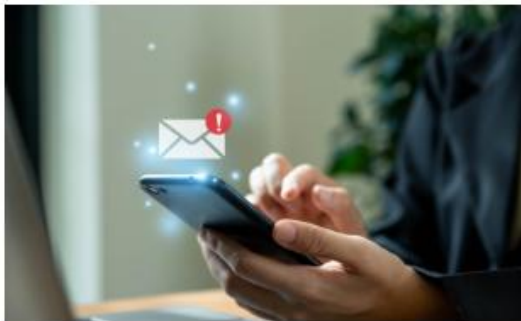
If you encounter any issues accessing the Portal or completing your application form, please [contact us](#).



How to create a Single candidate portal account



How to fill in the application form



How to communicate in the Single Candidate Portal

HERE – you can find this web
Give yourself 15 min to read them

Time to register at the Single candidate portal (please, read the instructions)

Single Candidate Portal

From January 2025, candidates must apply to open competitions organised by EPSO via the new [Single Candidate Portal](#) (also referred to as Portal). The first competition to use this new approach is the competition for administrators in the field of taxation, published by EPSO on 17 January 2025.

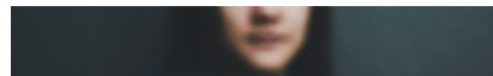
The Single Candidate Portal will replace the current EPSO Accounts for applications to open competitions. By introducing the Single Candidate Portal, EPSO wishes to provide candidates with a smoother application experience. The application process will be faster and more efficient, allowing candidates to, for instance, reuse information provided in previous applications.

The new application system is not applicable to all EPSO selection procedures yet. For instance, in the case of [selection procedures for contract staff](#), applicants must still submit their application via the [EPSO Account](#) until further notice. Moreover, in the case of open competitions published by EPSO until 31 December 2024, EPSO will continue to publish the relevant correspondence in the candidates' EPSO Accounts.

Important steps to follow before you can submit your application:

1. Create an external **EU Login Account** if you don't have one yet. The EU Login is essential to access the Portal.
2. Navigate through and become familiar with the Single Candidate Portal.
3. Complete your profile and set-up your CV in the Single Candidate Portal.
4. Apply for a competition by the deadline in the notice of competition.
5. Communicate with EPSO using the Single Candidate Portal.

By clicking on the sections below, candidates will receive very important information about the new Single Candidate Portal, as well as detailed instructions on how to apply via the Portal.



IMPORTANT INFORMATION:

You must not use any third-party sign-in option like the eID, Facebook or Google to create your EU Login account and Single Candidate Portal profile because you will eventually lose access to the account containing your application/s and risk not creating a valid account or to fail to reach the status of candidate in this competition (for detailed information please see [How to create an EU LOGIN account](#)).

Are you currently working for the EU institutions or bodies?

If so, then you already have a corporate (internal) EU LOGIN.

There are two important situations for you to consider:

1. You have a **permanent contract** as an EU official: in that case, you must use your current corporate (internal) EU LOGIN for your application via the Single Candidate Portal.
2. You have a **temporary contract** as EU staff: in that case, you must create a new EU LOGIN, using a private e-mail address.

You should also use a personal computer, otherwise, your professional computer will use your corporate (internal) EU LOGIN by default.

For instructions on how to set up authentication factors for your external EU LOGIN account, please read [Can I register the same mobile phone for two different EU LOGIN accounts?](#)

Candidates with a temporary contract must not use their corporate EU Login because they might eventually lose access

Caso 1. Ya tiene una cuenta EU Login:

- Compruebe que su **cuenta EU Login** está **correctamente configurada**. Consulte [¿Cómo puedo verificar que mi cuenta EU Login se ha creado correctamente para presentar una candidatura a través del Portal Único del Candidato?](#)
- Asegúrese de **no crear** su **cuenta EU Login** utilizando **opciones de terceros** como: identificación electrónica, Facebook o Google. **Las cuentas que utilicen credenciales de terceros no podrán presentarse a las opciones de la EPSO.**
- Está **permitido** tener **más de una cuenta** EU Login y del Portal Único del Candidato.

Si **no está seguro** de si ya tiene un **perfil de EU Login**, abra [EU Login](#) e introduzca su dirección de correo electrónico para verificarlo.

Si **su cuenta EU Login está correctamente configurada**:

- inicie sesión en el **Portal Único del Candidato** y proceda con el **paso 2** de las instrucciones que figuran a continuación.

Caso 2. Todavía no tiene una cuenta EU Login:

PASO 1: crear una cuenta EU Login.

- Haga clic en [este enlace](#) (si ya está conectado, se producirá un error).
- Rellene los campos requeridos.
Los datos personales de su cuenta EU Login (apellidos, nombre, fecha de nacimiento) deben coincidir con los datos de su documento de identidad o pasaporte. Si su documento de identidad contiene varios apellidos o nombres, debe incluirlos todos.
- Consulte su correo electrónico.
Una vez que se haya registrado, recibirá un correo electrónico del servicio de autenticación de la Comisión Europea en la dirección de correo electrónico que haya facilitado. Si no encuentra el correo, revise la carpeta de mensajes no deseados.
- Creación de la contraseña.
Haga clic en el enlace del correo electrónico para crear su contraseña. La pantalla de EU Login se abre en su navegador, pidiéndole que la cree. Introduzca y confirme su contraseña y haga clic en «Proceder» (Proceder) para iniciar sesión.
- Configure la autenticación de segundo factor.
Una vez que haya iniciado sesión en su cuenta EU Login con su contraseña, deberá configurarla con un método de verificación adicional. **Para las oposiciones de la EPSO, solo se aceptará uno de los siguientes métodos de autenticación:**
 - Aplicación móvil EU Login (recomendada):**
Para añadir un dispositivo móvil a su cuenta EU Login, consulte [Cómo añadir un dispositivo móvil y la aplicación EU Login](#).
Si ya ha vinculado su dispositivo móvil a otra cuenta EU Login, utilice el método de la plataforma de confianza.
 - Plataforma de confianza:**
Para añadir una plataforma de confianza, consulte [Cómo añadir una plataforma de confianza](#).

También recomendamos no utilizar la identificación electrónica como método de autenticación de segundo factor. En la [página de ayuda de EU Login](#) encontrará más información así como las preguntas frecuentes sobre EU Login. En caso de problemas de acceso, póngase en contacto con la EPSO.

PASO 2: iniciar sesión en el Portal Único del Candidato.

- Haga clic en [este enlace](#).
- Acepte la [política de privacidad de datos personales](#) (solo cuando inicie sesión); la [declaración](#) también está disponible en nuestro sitio web.

PASO 3: complete sus datos personales en su cuenta personal.

Algunos de sus datos personales ya aparecen cumplimentados. Compruebe que la información es correcta e idéntica a la que figura en su documento de identidad o pasaporte.

Si no es el caso, actualice sus datos personales inmediatamente después de crear su cuenta presentando una solicitud a través del botón «Solicitar la actualización de mis datos personales» en la sección **«Contacto»**. Los campos obligatorios están marcados con un asterisco *.

Si solo tiene un número de teléfono, puede copiarlo en ambos campos. Utilice exclusivamente el formato siguiente: + código de país, seguido del número.

Debe añadir al menos una nacionalidad; las fechas de inicio y finalización no son obligatorias.

Añada una copia actualizada de su documento de identidad o pasaporte en cualquier momento a través del botón **«Añadir nacionalidad»**. Si utiliza un correo electrónico corporativo de la UE, esto no es necesario.

Subir una foto no es obligatorio.

Una vez completado su perfil, puede hacer clic en «Guardar y entrar en el portal».

**Time to register at the Single
candidate portal**
(please, read the instructions)



Available in the 24 official languages

STEP 1 - Log-in to the Single Candidate Portal using your EU Login account. If you don't have one, you will need to **create one first**.



STEP 2 - Update your Profile

1. Go to My account --> My Profile
2. Check that your personal data are correct. If not:
 - Internal candidates: to request an update, contact your HR service
 - External candidates: to request an update, click on "Request to update your personal data"
3. If needed, edit your **Personal Contact Information** by clicking into the respective field and saving the updated information
4. Select your **User preferences**
5. **Nationalities**: add at least one EU nationality
 - Click on Add Nationalities
 - Choose from the drop-down menu
 - *Start and end dates are optional*
 - Click Save
 - Click Back
6. Select your **Application Preferences**
7. Click on Save

Time to register at the Single candidate portal
(please, read the instructions)

Available in the 24 official languages

STEP 3 - Create your CV

You only need to fill in your CV **once** — it will be saved in your **Single Candidate Profile** and can be updated or reused for future applications. You can complete your CV in any of the 24 official EU languages. If you are applying for the first time via the Single Candidate Portal, allow enough time to complete it carefully.

- Go to **"My account"** → **"My CV"**, and fill in your work experience, education and training, and language skills.
 - If you already work for an EU institution or body, you can open **SYSPER** to copy and paste your experience into your CV.
- Upload a **valid ID document**.
- You can add links to webpages in different sections of your CV. Click the **lock symbol** to open it, insert the link, and lock it again.
- Click **"Save"** at the end of the form each time you add a record to your CV.

You can update your CV at any time. Make sure it's up to date when you apply. If you edit your CV after submitting an application, you must **resubmit** it before the deadline so that the new version is linked to your application.

If you work in the European institutions read this

Important information

You are currently logged in with your corporate account. If you work for a European Institution, Body or Agency on a temporary basis, or you are planning to change institution, or end your contract or go on long-term leave for any reason during the next 18 months, using this account to apply to an EPSO competition may result in losing access to your candidate account and all correspondence linked to the competition. We strongly recommend creating a new account using a personal e-mail address. EPSO cannot be held responsible for any consequences resulting from this loss. For more information, click [here](#).

OK

The new portal

The screenshot shows a web browser window with the URL https://digit.service-now.com/eu_institutions_single_candidate_portal. The page features the European Union logo in the top left and a navigation menu with "My account", "Competitions", and "Contact us". The main heading is "Single Candidate Portal" with the subtitle "Your place to apply for competitions". On the right side, there are three menu items: "Access your profile", "Apply for a competition", and "My Communications". At the bottom right, there is a blue button labeled "My Applications". A large orange text box is overlaid on the page, containing the message: "If you had an account in the old portal, you will need to open a new account in this one".

European Union

My communications

My account ▾ Competitions ▾ Contact us

Single Candidate Portal

Your place to apply for competitions

- Access your profile
- Apply for a competition
- My Communications

If you had an account in the old portal, you will need to open a new account in this one

My Applications

Back

Form Sections

- 1 Eligibility
- 2 Registration Data
- 3 My CV
- 4 Motivation & Strengths
- 5 Declaration

Profile Requirement Notice

Candidates MUST indicate at least two official EU languages in "Language Skills" AND at least one "Education & Training" entry on their profile before applying for a competition. Please also upload a copy of your ID Document under My CV. Candidates must also provide their personal email address under My Profile section.

OK

Eligibility:

I fulfil the general admission conditions:

- * I am a national of a Member State of the European Union (or of a country explicitly specified in the Notice of Competition or Call for an expression of Interest)
- * I enjoy my full rights as a citizen
- * I have fulfilled any obligations imposed by the applicable laws concerning military service
- * I meet the character requirements for the duties involved

I fulfil the specific admission conditions

- * I meet the minimum requirements concerning Qualifications as specified in the Notice of Competition/Call for expression of interest (if applicable)

Simple application – it won't allow you to register until your profile has the minimum requirements filled in

Back

- 1 Registration Data
- 2 My CV
- 3 Motivation & Strengths
- 4 Declaration

EPSO/AD/427/26 (AD5) - Graduates

EPSO/AD/427/26 (AD5) - Deadline Date/Time: 10/03/2026 12:00:00 CET - Institutions: EU institutions

* Required

Eligibility:

I fulfil the general admission conditions:

- * I am a national of a Member State of the European Union (or of a country explicitly specified in the Notice of Competition or Call for an expression of Interest)
- * I enjoy my full rights as a citizen
- * I have fulfilled any obligations imposed by the applicable laws concerning military service
- * I meet the character requirements for the duties involved

I fulfil the specific admission conditions

- * I meet the minimum requirements concerning Qualifications as specified in the Notice of Competition/Call for expression of interest (if applicable)
- * I meet the requirements concerning Professional experience as specified in the Notice of Competition/Call for expression of interest (if applicable)
- * I meet the language requirements as mentioned in the Notice of Competition/Call for expression of interest

* Diploma giving access to the competition

-- None --

Link to Competition information ⓘ

Please follow this link to see information regarding this competition ✕

<https://eu-careers.europa.eu/en/job-opportunities/graduate-administrators>

Previous

Next

Update Draft

Submit

Required information

I am a national of a Member State of the European Union (or of a country explicitly specified in the Notice of Competition or Call for an expression of Interest)

I enjoy my full rights as a citizen

I have fulfilled any obligations imposed by the applicable laws concerning military service

I meet the character requirements for the duties involved

applicable)

CV

Home > My CV

Quick links

Sysper eCV data ⓘ
If you need to refer to your existing eCV data in Sysper,...

Work Experience

Add Work Experience

Education & Training

Add Education & Training

Language Skills

Add Language Skills

- Follow the instructions
- If you already filled in your CV, you can bring it into your application
- You choose the language (be consistent)
- You don't have to go beyond your education and some basic items. No need for your working experience
- Education and work experience require supporting documents

How to provide evidence of our education

24 official languages of the EU are valid for your documents.

- (5) As a proof of their educational qualifications, candidates will have to provide:
- (a) a copy of their diploma(s) and/or certificate(s) attesting to educational qualifications giving access to the competition (see section 'Am I eligible' in the notice of competition). In the absence of an official diploma, a statement of award or an equivalent document confirming the successful completion of the programme and the conferral of a title, degree, or diploma will be accepted as sufficient evidence;
 - (b) in cases of diplomas/certificates issued in a non-EU country, a statement of equivalency issued by a competent authority of a Member State;
 - (c) a letter, certificate, or equivalent evidence from the educational institution attesting to the standard duration of the completed study programme. This evidence must indicate the number of years required to complete the programme, as referred to in the specific point of the notice of competition on which the candidate relies to establish their eligibility for the competition.

They need to know what is the length of your studies (3 or more years)

How to provide evidence of our experience (if you introduce any)

A 20MB file size restriction applies to EACH file you wish to attach to your work experience details. Allowed file formats are PNG, JPG, and PDF.

Occupation

Instructions

A 20MB file size restriction applies to EACH file you wish to attach to your work experience details. Allowed file formats are PNG, JPG, and PDF.

*Occupation or position held

Describe all your work experiences. You can also include unpaid work, volunteering, internships, apprenticeships, freelancing and other activities. Fill in as much information as you can.

Employer

Add the name of your employer (e.g. a company, institution or organisation).

*City

*Country

Please select the country from the list. The list contains countries and territories. It is not limited to countries formally recognised by the EU.

Address Details

*Address line 1

Address line 2

*Postal code

More Details

More Details

Main activities and responsibilities

← → Paragraph **B** *I* [List icons] [Link icon] [Image icon] [Quote icon] [Code icon]

Use it. Explain your experience

Describe your tasks and responsibilities (e.g. computer maintenance, relations with suppliers, coaching a junior ice hockey team).

Business or sector

-- None --

Department

Organisation email

Link to file or video

(empty)



Add links to relevant videos that showcase your achievements.

Organisation website

Add a website address relevant for this work experience, e.g. of your employer, organisation or a project you worked on.

Dates

*From date

DD/MM/YYYY [Calendar icon]

*To date

DD/MM/YYYY [Calendar icon]

If you do not remember the exact date you can choose the first working day of the month.

Ongoing experience

Dates should be easy to reflect

Save (Ctrl + s)

Required information Occupation or position held City Country Address line 1 Postal code From date To date

How to provide evidence of our experience

24 official languages of the EU are valid for your documents.

(6) All periods of professional activity must be covered by originals or certified copies of the following documents:

Originals = scanned originals

(a) documents from former and/or current employer(s): employment contract(s) indicating the start and end dates of employment and/or first and last pay slips. These documents should indicate the nature, level, as well as a detailed description of duties performed, and they should bear an official header and stamp of the employer, and the name and signature of the person in charge;

Consider a combination of documents, the more official they are, the better

(b) for non-salaried work, e.g. self-employed/liberal professions: invoices or order forms detailing the work performed or any other relevant official supporting documents specifying the nature and period of the duties performed or services rendered;

(c) for freelance translators: documents attesting the time periods worked and the number of pages translated;

Budgets/ invoices / projects etc...info must be consistent

(d) for freelance interpreters: documents attesting the number of days worked, and the languages interpreted from and into.

2 Registration Data

3 My CV

4 Motivation & Strengths


5 Declaration


EPSO/AD/427/26 (AD5) - Deadline Date/Time: 10/03/2026 12:00:00 CET - Institutions: EU institutions


* Required


Motivation & Strengths:

This information is very important as your answers will be read by the Selection Board and may be used at subsequent stages of the selection process. Please take time to think carefully about how you want to present yourself and what you want to write here. You may use up to 2 000 characters (including spaces and special characters (ç, ^, etc.) in each of the four sections.

* Experience and Background 

* Interest to apply 

* Contribution to EU 

* Strengths 


[Link to Competition information !\[\]\(3e20e1de1ec46120aff11818eeebf90e_img.jpg\)](#)

Where to go in case you want to ask EPSO

European Union

My account ▾ Competitions ▾ Contact us

Home > Contact us



YASEMOSEUROPEOS.COM

Ask a question

Request deletion or withdrawal

File a complaint/ request for review

Upload supporting document

If you do not have an account in the Single Candidate Portal use [EPSO contact form](#).

Application – don't forget **(others already did)**

You can edit your application until the day of submission/end period of application

Check the status of your application- It should be confirmed by the deadline. If you reopen it , you have to confirm again

After the application period, you CAN'T TOUCH your application, only submit&upload your documents

Any reflected working experience (if you decided to add) needs to have an associated evidence to be taken into account

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6. How long is the process?

BONUS – comments on the new platform

7. How can we help you in Ya Semos Europeos? The YSE-Aventura



All your tests will take place in 1 day but there could be several days

Tests	Language	No of questions	Duration	Scoring	Pass scores
Verbal reasoning test	Language 1	20 questions	35 minutes	0 to 20	10/20
Numerical reasoning test		10 questions	20 minutes	0 to 10	Combined pass score for numerical and abstract reasoning tests: 10/20
Abstract reasoning test		10 questions	10 minutes	0 to 10	

Table 4

Test	Language	No of questions	Duration	Scoring	Pass score
Digital skills test	Language 2	40 questions	30 minutes	0 to 40	20/40

Table 3

Test	Language	No of questions	Duration	Scoring	Pass score
EU knowledge test	Language 2	30 questions	40 minutes	0 to 30	15/30

Table 5

Test	Language	Duration	Scoring	Pass score
EUFTE	Language 2	40 minutes	0 to 10	5/10

**175 min = 65 min
+ 30 min + 40 min + 40 min
Expect it will
take the whole
day (long breaks
in between)**

The order of exams will be arranged by EPSO – they will inform when you get the invitation for the exam

EPSO keeps a joker to introduce some customization on how to organise the exam, so be alert (read EPSO communications)

5. Testing

- (1) EPSO will inform candidates on the testing modalities as well as any necessary details and instructions at the latest when inviting the candidates to the tests.
- (2) If and when instructed, candidates must book a test appointment following the instructions received from EPSO. The booking and testing periods are limited.
- (3) Candidates must complete all the necessary steps referred to in the instructions issued prior to the tests, such as installing software, performing the required synchronisation(s), undergoing a connectivity trial, technical prerequisites' test, or a systems' check and/or taking a mock test. Compliance with instructions will allow to check the readiness of the candidate's IT environment and the compatibility of the candidate's device with the testing platform or application. Failure to complete the mandatory steps may prevent the candidate from taking the tests and will impede the ability of the test delivery provider to address effectively any technical issues encountered by the candidate during testing.
- (4) In cases where candidates fail to book, sit or complete one or more of the tests, it will be considered that their participation in the competition has come to an end, unless the candidates can prove that the failure to book, sit or complete a test was due to circumstances beyond the candidates' control or due to a situation of *force majeure*. They should contact EPSO as soon as possible, preferably before the test, and must provide the necessary justification, including, where applicable, proof that they contacted the technical support services.
- (5) Failure to comply with the terms and conditions applicable in relation to testing, specified in the instructions and information made available to candidates, will not be considered as a circumstance beyond the candidates' control or a situation of *force majeure*.
- (6) Candidates are also invited to consult [EPSO's website](#) ⁽⁹⁾ to become more familiar with EPSO's selection procedures, including general requirements applicable to testing.

And the tests?



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Verbal Reasoning

Question 1

Moldavia is a region in north-eastern Romania. A former independent state until its union with Wallachia in 1859, Moldavia now forms much of the modern state of Romania. Moldavia has, at various times in its history, included the regions of Bessarabia and Bukovina. The larger part of Bessarabia is today the Republic of Moldova while the rest of it and the northern part of Bukovina are territories of Ukraine.

Which of the following statements is correct?

- Parts of what historically was Moldavia are split over at least three countries
- Moldova was part of Moldavia until 1859
- Moldavia covers the same area as the independent state of Moldova
- Bessarabia and Bukovina are now Moldova and Ukraine respectively

What does it measure?

- Ability to understand key concepts
- Reasoning capacity from written information
- Interpret key points correctly

Key points

- Don't confuse language level with verbal reasoning
- Distinguish between false and doubtful
- Read the question well, extract the info contained, don't assume anything
- Omission of information in a reply does not make it incorrect
- Frequency (always, usually sometimes...)

What does it measure?

- Identify relevant data
- Identify the quickest way to solve the problem
- Ability to make rapid mental calculations

The keys

- Review basic mathematical concepts: fractions, percentages, equations, 3 rules
- Identify the data required
- In some cases it is possible to use the estimate
- The solution to the problem here

-Numerical Reasoning

Fishery products purchased in a Spanish seaside town (2002)

	Households (tonnes)	Hotels and restaurants (tonnes)	Institutions (tonnes)	Total quantity purchased (tonnes)	Total per capita (kg)
Total fishery products	1 120	330	50	1 500	37.50
Total fresh and frozen fish	680	135	35	850	21.25
Fresh fish	560	105	5	670	16.75
Frozen fish	120	30	30	180	4.50
Tinned fish	160	45	5	210	5.25
Shellfish	280	150	10	440	11.00

Question 4

What is the population of the town to which the table relates?

25 000

30 000

37 500

40 000

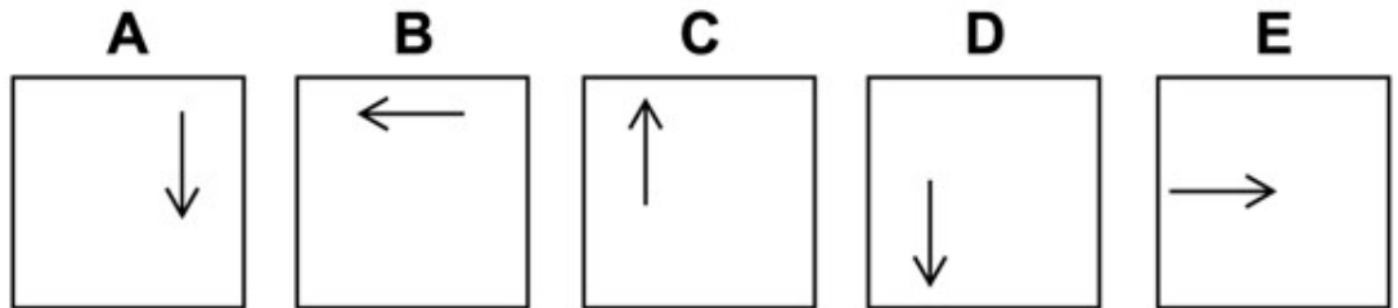
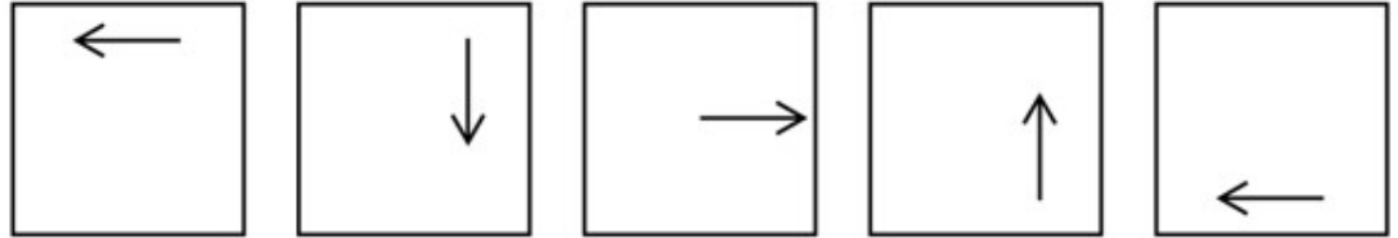
Abstract reasoning

About abstract reasoning

- Colour blindness adapted
- 5 figures and you need to find the 6th
- 5 possible answers

Key aspects

- Isolate elements
- Search for rules
- Delete what can't be

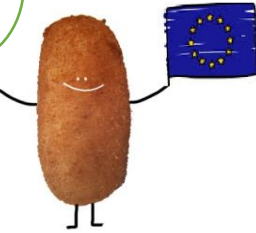


Question 3

From the options available, please choose which diagram would come next in the series above.

Final tips for reasoning

Simple?
But not
easy



Tip 1

Get familiar with your environment

Tip 2

The calculator doesn't have the solution

Tip 3

Think first, then choose or calculate

Tip 4

It's about reasoning

Tip 5

Panicking: the worst thing you can do

Written test / EUFTE

Written test

With EPSO's move towards a full 24-language regime a new type of test will be introduced by EPSO in its selection procedures, as of 2024: **the written test, a test aimed at assessing candidates' written communication skills**. The written test will replace the case study*.

Under the term written test, there are three different types of tests that EPSO will use according to the needs expressed by the recruiting services for each competition:

1. **Written test (WT)** related to the field(s) of the competition, assessing **only** written communication skills.
2. **Field-related written test (FRWT)**, assessing written communication skills **and** knowledge in the relevant field of the competition.
3. **Free-text Essay on EU matters (EUFTE)**, assessing **only** written communication skills.

Candidates will be required to respond to the test assignment(s) based on the documentation provided by EPSO and related to the field(s) of the competition, as specified in the notice of competition.

The written test is **not** a language test. Candidates will be assessed on the basis of the specific 'anchors' listed below ('anchors' are the elements taken into consideration by test markers (i.e. assessors) when assessing a given competency).

'Anchors' for written communication skills:

The candidate:

- Writes concisely without use of unnecessary words and sentences.
- Presents subject-matter in an understandable way.
- Adapts/tailors their writing to match the intended audience and purpose.
- Uses the information provided to deal with the assignment.
- Written communication is structured with a logical flow of ideas.

*Case studies will continue to be used for some ongoing competitions.

The written test / Essay / EUFTE

Point 1

Reference document will be provided (2 weeks before the exam). Focus on practice

Point 2

Take your time to prepare this test (it's not a simple 40min practice)

Point 3

Once you know the date of the exam, block hours to work on this test.

Point 4

You don't need inside knowledge but you need practice to finish the assignment in time

Point 5

The assignment is about handling the information provided and addressing specific audience.

Question 1

Information and data literacy: What do you call a software needed to access the internet?

- A spreadsheet
 - A modem
 - An explorer
 - A browser
 - A communicator
-

- **40 questions**
- **30 minutes (more than enough)**
- **Only the correct answers count**
- **Just be careful – the framework makes the list but not the whole content**

Knowledge exam/MCQ (multiple choice exam)

Keys

- **Broad knowledge of the EU: Institutions, policy and history of the EU**
- **The trick is not to fail the easy ones.**
- **EPSO freezes the content the day the notice is published**

Structure

- **30 questions**
- **40 minutes**
- **Only the correct answers count**
- **The final rules are in the notice (if any)**

EU knowledge – Few days ago

EU careers: study materials

Eager to embark on a career in the EU institutions? The EU publications section provide information that can help you prepare for selection procedures advertised by the European Personnel Selection Office (EPSO).

See the [summaries of EU legislation](#) on EUR-Lex and the publications section's library guides on [EU Sources and Information](#) or [European Integration](#) for more information.



A short guide to the EU

Ever wondered which EU countries use the euro or what it means to be part of the Schengen area? What the European Green Deal is and how it will make y...

2024

Directorate-General for Communication (European Commission)



The European Council and the Council of the European Union The house of the Member States

The European Council and the Council of the European Union are the two institutions representing the Member States in the European Union. They bring E...

2024

General Secretariat of the Council (Council of the European Union)



European Court of Auditors Guardians of the EU's finances

Who checks that EU policies meet their objectives and taxpayers' money is well spent? How do the EU Auditors help improve the EU's financial managemen...

2024

European Court of Auditors



The ABC of EU law

The legal order created by the European Union shapes our political life and society. Individuals are not merely citizens of their country, town or dis...

2023

Directorate-General for Communication (European Commission)
Borchardt, Klaus-Dieter



Schengen Your gateway to free movement in Europe

Schengen, a small village in Luxembourg close to the border with Germany and France, has become synonymous with the free movement of people in Europe....

2025

General Secretariat of the Council (Council of the European Union)



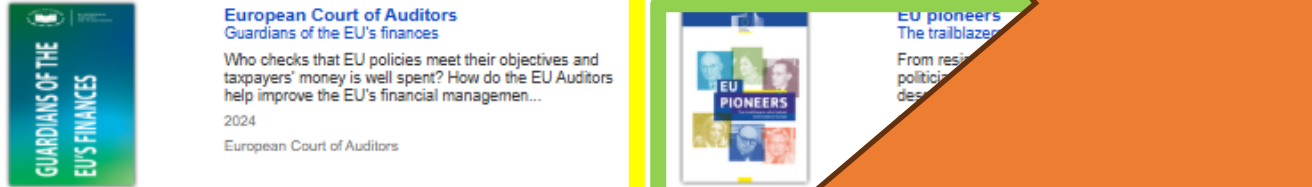
The European Union

Addressed the...
during the year?
pp...



EU pioneers The trailblazers

From res...
political...
des...



Understanding the Economic and Monetary Union

The Economic and Monetary Union (EMU) is an essential part of the European integration process. The EMU contributes to economic stability, balanced ec...

2023

General Secretariat of the Council (Council of the European Union)

EPSO materials cover (almost) everything. Not very practical if not handled with care. Beware of redundancy in content when using EU-documents

Not the most useful. Key info should be in the TEU or other documents. Figures maybe of interest

For legal or good reference

EU knowledge – Latest news

- EPSO said in its video for the competition that they will publish a study guide 2 months ahead of the exam
- **This information is indicative** (time could be different) or even change their mind, but we think the intention is accurate and they'll deliver
- In the meantime, we recommend to study with the resources available on their website

EU knowledge – EPSO updated the sources

EPSO materials cover (almost) everything. Not very practical if not handled with care. There is a lot of redundancy /overlaps in the content when using EU-documents

Policy content

Institutional content

History content



Highlights from the first year in office The von der Leyen Commission 2024-2029

On 1 December 2024, the second von der Leyen Commission took office with a clear commitment: to make Europe more independent, more competitive and more secure, as the world becomes more confrontational...

Date: 2025

Authors: Directorate-General for Communication (European Commission)



State of the Union 2025

Date: 2025

Authors: Directorate-General for Communication (European Commission)

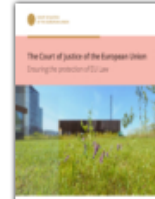


The European Council and the Council of the European Union The house of the Member States

The European Council and the Council of the European Union are the two institutions representing the Member States in the European Union. They bring EU countries' leaders and ministers together to share...

Date: 2025

Authors: General Secretariat of the Council (Council of the European Union)



The Court of Justice of the European Union Ensuring the protection of EU law

Date: 2025

Authors: Court of Justice of the European Union



History of the Council of the European Union and of the European Council From their foundation to the present day

The beginnings of the European Union date back to the 1950s, when six countries devastated by the Second World War committed themselves to working together to prevent further conflicts and build their...

Date: 2025

Authors: European Union



The EU in 2024 General report on the activities of the European Union

Would you like to know how the EU addressed the challenges of 2024 and what it achieved during the year? Are you curious about the main policy developments and how citizens benefited from them? You can...

Date: 2025

Authors: Directorate-General for Communication (European Commission)



Schengen Your gateway to free movement in Europe

Schengen, a village in southern Luxembourg on the river Moselle, is located where the territories of the initial contracting parties of the Schengen Agreement (France, Germany and the Benelux states) ...

Date: 2025

Authors: General Secretariat of the Council (Council of the European Union)



A short guide to the EU

Ever wondered which EU countries use the euro or what means to be part of the Schengen area? What the European Green Deal is and how it will make your life better? What exactly the EU does for you ...

Date: 2024

Authors: Directorate-General for Communication (European Commission)

EU knowledge – EPSO updated the sources



European Court of Auditors Guardians of the EU's finances

Who checks that EU policies meet their objectives and taxpayers' money is well spent? How do the EU Auditors help improve the EU's financial management? Who are the EU Auditors? How do the EU Auditors...

Date: 2024

Authors: European Court of Auditors

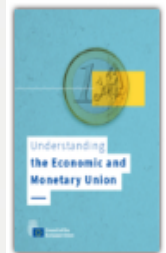


The ABC of EU law

The legal order created by the European Union shapes our political life and society. Individuals are not merely citizens of their country, town or district; they are also EU citizens. The ABC of EU La...

Date: 2023

Authors: Directorate-General for Communication (European Commission)
Research author(s): Berghardt, Klaus-Dieter



Understanding the Economic and Monetary Union

The Economic and Monetary Union (EMU) is an essential part of the European integration process. The EMU contributes to economic stability, balanced economic growth, high employment and sustainable pub...

Date: 2023

Authors: General Secretariat of the Council (Council of the European Union)



EU careers

Competency framework : anchors

The new EPSO Competency Framework defines the 8 general competencies that EU officials are expected to demonstrate throughout their career. Each general competency is composed of various observable el...

Date: 2023

Authors: European Personnel Selection Office (European Commission)



70 years of EU law A union for its citizens

This book celebrates 70 years of EU law. It is written by lawyers whose daily work in the Commission Legal Service ensures that EU law is correctly applied and properly implemented within the Union. E...

Date: 2023

Authors: Legal service (European Commission)



EU pioneers

The trailblazers who helped build today's Europe

From resistance fighters and Holocaust survivors to politicians and even a movie star, the visionary leaders described in this booklet inspired the creation of the Europe we live in today. The EU pion...

Date: 2021

Authors: Directorate-General for Communication (European Commission)

EPSO materials cover (almost) everything. Not very practical if not handled with care. There is a lot of redundancy /overlaps in the content when using EU-documents

Policy content

Institutional content

History content

EU knowledge -MCQ

Publications Office | EU law | European data | EU tenders | EU research results | EU Whoiswho | EU publications

Publications Office > EU publications > eucareersmaterial

Share ?



European Personnel
Selection Office

EU careers: study materials

Eager to embark on a career in the EU institutions? The EU publications in this section provide information that can help you prepare for selection procedures advertised by the [European Personnel Selection Office \(EPSO\)](#).

See the [summaries of EU legislation](#) on EUR-Lex as well as the European Commission's library guides on [EU Sources and Information](#) or [European Integration](#) for more insights.

Those links open the field of study to almost all policy details

EPSO materials cover (almost) everything. Not very practical. Don't drive yourself crazy and build a good base

EU knowledge -MCQ

Publications Office | EU law | European data | EU tenders | EU research results | EU Whoiswho | EU publications

Publications Office > EU publications > eucareersmaterial

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The EU in 2024
General report on the activities of the European Union addressed the challenges of 2024 and what...

Summaries of EU legislation


Summaries of EU legislation are short, easy-to-understand explanations of the main legal acts passed by the EU – intended for a general, non-specialist audience.


Most cover the main types of legislation passed by the EU: directives, regulations and decisions. But some cover other documents, such as international agreements.


The summaries are grouped into 32 policy fields, and each links to the full, official version of the act. Summaries are not available for legal acts that we consider to be:

- already sufficiently short/clear, or
- aimed exclusively at a specialist audience

Summaries by topic

 Agriculture

 Audiovisual and media

 Budget

Agriculture



In the early years of European integration, a shared desire to increase food production and restructure agriculture led to the development of the [common agricultural policy](#) (CAP). 60 years later, the CAP is the longest-running [European Union](#) (EU) policy, providing vital support to farmers, rural areas and the entire agri-food system across the EU. It accounts for 31% of the total [EU budget for the 2021–2027 period](#).

An agreement on the sixth major reform of the CAP was formally adopted in December 2021, with the new CAP due to apply from 2023. It will seek to ensure a sustainable future for European farmers, provide more targeted support to small farms, and allow greater flexibility for EU [Member States](#) to adapt measures to local conditions.

This will pave the way for a fairer, greener and more performance-based CAP, which will provide a stable, safe and healthy food supply for EU citizens. Agriculture and rural areas are central elements of the [European Green Deal](#), and the new CAP will be a key tool in reaching the ambitions of the [farm-to-fork](#) and [biodiversity strategies](#).

Expand all Collapse all

Common Agricultural Policy (CAP)

- Rules and financial support for CAP Strategic Plans
- Future of the common agricultural policy (CAP)
- Agriculture in the EU – financing, managing and monitoring rules
- Agricultural and food supply chain – unfair business-to-business trading practices
- The common organisation of agricultural markets in the EU

Funding & support schemes

- Promotion of EU farm products

You can't cover everything in such level of detail. Apply common sense

1. What do I have to know before I begin?
2. The new portal – Single Candidate Portal
3. The organisation of the tests
4. The test
 1. Reasoning Test
 2. Written test about the EU or EUFTE
 3. Digital skills
 4. MCQ – EU knowledge – where can I get free materials to study?
5. Scoring
6. How long is the process?

BONUS – comments on the new platform

7. How can we help you in Ya Semos Europeos? The YSE-Aventura



How is the competitions evaluated? Let's do some math

Table 6

Test	Included in the preliminary combined score?	Weighting in the preliminary combined score	Included in the final combined score?	Weighting in the final combined score
Verbal reasoning test	Yes	40 %	Yes	35 %
Numerical and abstract reasoning tests	No	n/a	No	n/a
EU knowledge test	Yes	30 %	Yes	25 %
Digital skills test	Yes	30 %	Yes	25 %
EUFTE	No	n/a	Yes	15 %

- You need to pass each test separately
- Each test is relevant on its own (don't sacrifice one for another)

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EU knowledge test	Yes	30 %	Yes	25 %
Digital skills test	Yes	30 %	Yes	25 %
EUFTE	No	n/a	Yes	15 %

Combined score (before EUFTE) =

(Verbal x 0.4) + (EU knowledge x 0.3) + (Digital x 0.3) =

Max score 29 points

2235 candidates will see their EUFTE reviewed (or more)

How is the competitions evaluated? Let's do some math

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Digital skills test	Yes	30 %	Yes	25 %
EUFTE	No	n/a	Yes	15 %

Final score =

$$(\text{Verbal} \times 0.35) + (\text{EU knowledge} \times 0.25) + (\text{Digital} \times 0.25) + (\text{EUFTE} \times 0.15) =$$

Max score 26 points

1490 candidates will be placed on the reserve list (or more)

How is the competitions evaluated? Let's do some math

	Pass and Max Score	COMBINED SCORE (to pass to EUTE review)		FINAL SCORE to rank on the reserve list	
		For the best 2235 candidates		For the best 1490 candidates	
Verbal	10 - 20 points	40%	4-8 points	35%	3.5- 7 points
Numerical + Abstract	10 - 20 points	0%	0	0%	0
EU knowledge	15 - 30 points	30%	4.5- 9 points	25%	3.75-7.5 points
Digital	20 - 40 points	30%	6 - 12 points	25%	5-10 points
EUFTE	5 - 10 points	N/A	N/A	15%	0.75-1.5 points
TOTAL			14.5 – 29 points		13 – 26 points

Passing marks will depend on :

- Number of candidates
- Difficulty of the exam

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BONUS – comments on the new platform

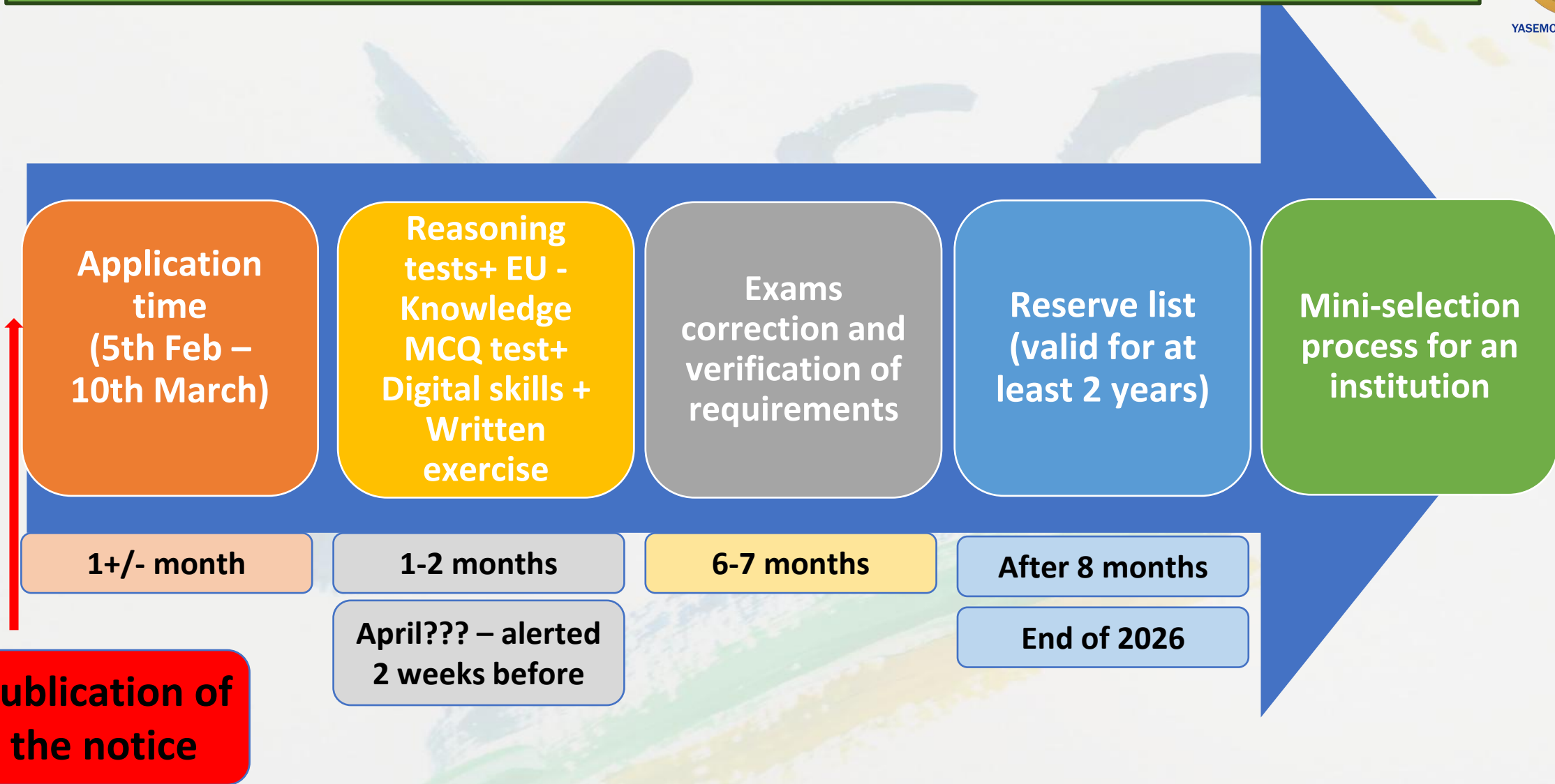
7. How can we help you in Ya Semos Europeos? The YSE-Aventura



How long does the opposition process take? The new EPSO model



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Publication of the notice

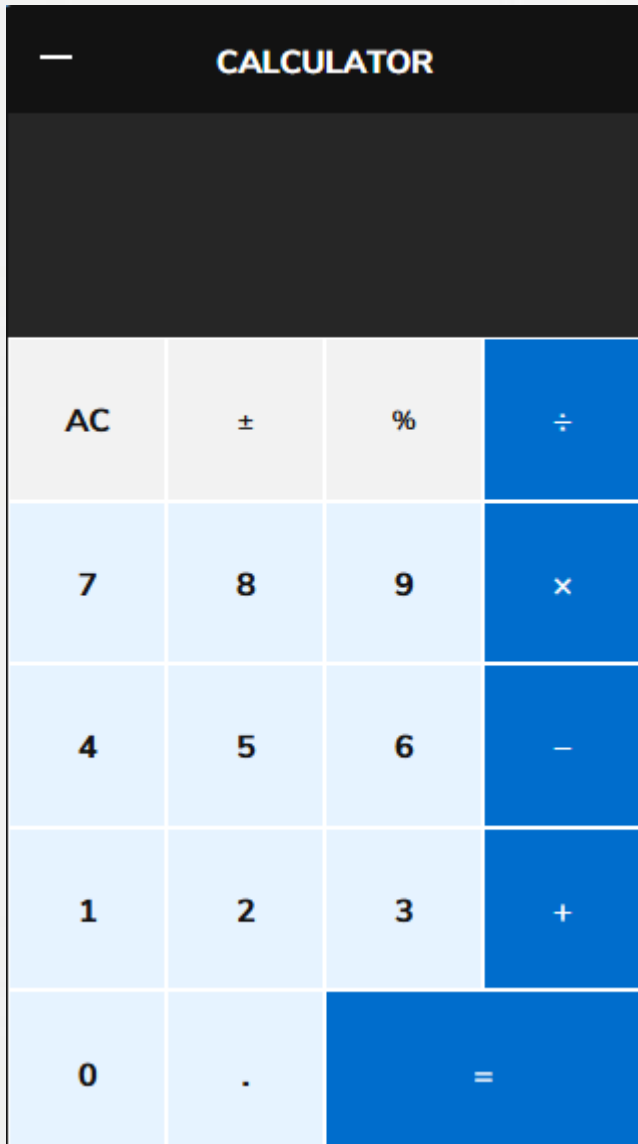
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BONUS – comments on the new platform

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BONUS - Some lessons learnt on the new platform



CALCULATOR			
AC	±	%	÷
7	8	9	×
4	5	6	-
1	2	3	+
0	.	=	

- New platform is still in “BETA” phase
- Several problems with the launch of the exam
- Interface very basic
- Calculator rudimentary – no C button
- Use of keyboard – unstable
- Reasoning – panic is your worst enemy
- Limited visibility with the calculator + notepad

For the Written

- NO COPY PASTE AT ALL
- NO EDITING at the written test
- NO SHORTCUTS
- It's possible to have the doc (written) and the space for the exercise open at the same time

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7. **How can we help you in Ya Semos Europeos? The YSE-Aventura**



What can YSE do for you?

Free webinars and materials –
www.yasemoseuropeos.eu



- Reasoning exam trainings and Competition (CBT+MCQ+Case) (in English and Spanish)
- Study groups and Workshops for MCQ and EUFTE /Written test
- All info about internal competition trainings

Follow YSE

TELEGRAM channel (EN/ES): and WhatsApp channel (EN/ES) to keep you updated on vacancies, new competitions and all kinds of useful information for you.

Also in our social media :

- Instagram
- LinkedIn
- Facebook
- YouTube (don't forget to subscribe and click on «like»).



What can YSE do for you?

Right now, for **AD5 Generalists / Graduates**, our study groups are fully **booked**.

👉 The good news: we continue to offer **SELF-STUDY training options**, allowing you to:

- prepare **each test module separately**,
- study at **your own pace**,
- organise your preparation using study and practice materials.

The self-study [options available](#) cover:

- Reasoning tests
- MCQ on European Union knowledge
- MCQ on Digital Skills
- Written test (EUFTE / Essay)



YASEMOSEUROPEOS.COM

What can YSE do for you?

REASONING TESTS

(Verbal · Numerical · Abstract)

Self-study training available in [ENGLISH](#) and [SPANISH](#)

Course content:

- Explanatory videos for each reasoning test type (verbal, numerical and abstract)
- 200 verbal reasoning questions (10 online tests)
- 100 numerical reasoning questions (10 online tests)
- 100 abstract reasoning questions (10 online tests)

Access:

- Videos and materials available for **1 year**



YASEMOSEUROPEOS.COM

What can YSE do for you?

MCQ — EUROPEAN UNION KNOWLEDGE

Self-study training to prepare the **MCQ test on knowledge of the European Union and its institutions**, available in **two versions**:

- **English version (EN)**
- **ES + EN version** (*explanatory videos in Spanish*)

Content common to both versions:

- More than **1200 MCQ questions** (approx. 40+ online tests)
- Each question includes **feedback / additional information**
- **YSE Study Guides** on EU knowledge and institutions
- Compilation of study materials
- **Updated with the latest developments (including EPSO Guide when available)**
- Access to videos and materials for **1 year**



YASEMOSEUROPEOS.COM

What can YSE do for you?

MCQ — EUROPEAN UNION KNOWLEDGE - Available versions

Version 1 — In English

- Self-study course **fully in English**
- MCQ questions, feedback, Study Guides and materials in **English**
- Explanatory videos on each EU political priority

Version 2 — ES + EN

- MCQ questions, feedback, Study Guides and materials in **English**
- **Explanatory videos in Spanish** on each EU political priority



YASEMOSEUROPEOS.COM

What can YSE do for you?

MCQ — DIGITAL SKILLS

Self-study training to prepare the **MCQ test on Digital Skills**, available in **two versions**:

- **English version (EN)**
- **ES + EN version** (*introductory video in Spanish*)

Content common to both versions:

- More than **200 MCQ questions**
(distributed across **5 online tests**)
- Each question includes **comments / additional information**
- Access to videos and materials for **1 year**



YASEMOSEUROPEOS.COM

What can YSE do for you?

MCQ — DIGITAL SKILLS - Differences between versions

Version 1 — In English

- Course entirely **in English**
- MCQ questions and comments in English

Version 2 — ES + EN

- **Introductory video in Spanish**
 - Explains what Digital Skills are
 - Presents the **5 competence areas**
- MCQ questions and comments in **English**
- Materials and exercises available **only in English**



YASEMOSEUROPEOS.COM

What can YSE do for you?

WRITTEN TEST — EUFTE / ESSAY

Training to prepare the **written test (EUFTE / Free-text Essay)** of the EPSO AD5 Generalist competition.

Format:

- [Self-study course in English \(EN\)](#)
- Includes **one live online workshop** (*the session is recorded*)

Access:

- Videos and materials available for **1 year**



YASEMOSEUROPEOS.COM

What can YSE do for you?

WRITTEN TEST — EUFTE / ESSAY

Course content

- **Introduction and theory video**
 - Understanding the written test
 - Strategies to approach the essay
- **5 original YSE essay exercises, with:**
 - Dedicated analysis
 - Examples on how to tackle them
 - Explanations in English
 - Reference texts available in the 24 official EU languages
- **Online workshop (Zoom) to analyse the text proposed by EPSO**
 - Live session (recorded)
 - **Date to be confirmed**



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What can YSE do for you? YSE study group

NEW YSE - STUDY GROUP for GRADUATES/GENERALISTS

- 6 live sessions + video material
- Reasoning tests
- Written tests (EUFTE) for practice with with a dedicated analysis and examples on how to tackle them. Dedicated analysis to the text for the exam.
- 200 MCQ questions for Digital Skills
- 1200 questions for EU knowledge tests + YSE material
- We begin on 18 February . Write to Yasemoseuropeos@gmail.com for further info



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Only your
work
matters
(VDL...+/-)



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