



EIT GUIDE TO APPLICANTS

1. WHERE TO FIND THE VACANCIES FOR THE EIT

Vacancy notices for posts at the EIT are regularly published on the EIT's Website at:

[Open Vacancies | EIT](#)

Please note that the EIT may use shared reserve list of other EU Agencies or Joint Undertakings to fill vacant positions. You are invited to check regularly the EUAN job portal for job opportunities, under the above website.

In case the reserve list of the vacancy is intended to be shared amongst EU Agencies and Joint Undertakings, the list of participating Agencies will be listed in the Vacancy Notice.

Please check regularly for updates and new publications on the EIT website if you are interested in opportunities at the EIT. The website contains all the necessary information concerning open vacancies and the status of recruitment of staff by the Institute.

2. HOW TO CREATE AN ACCOUNT ON EU CV ONLINE

Before you can submit an application for a vacancy at the EIT, you need first to create an account at EU CV Online. If you already have an account on EU CV Online, you can skip this section and go directly to the next ("How to submit your application"). Please note that you can change the language (English, French or German) in the top right-hand corner of the page.

CREATING AN ACCOUNT ON EU CV ONLINE

Once you identify a vacancy of your interest on the EIT website, you will see a link that will take you to the EU CV Online website.¹

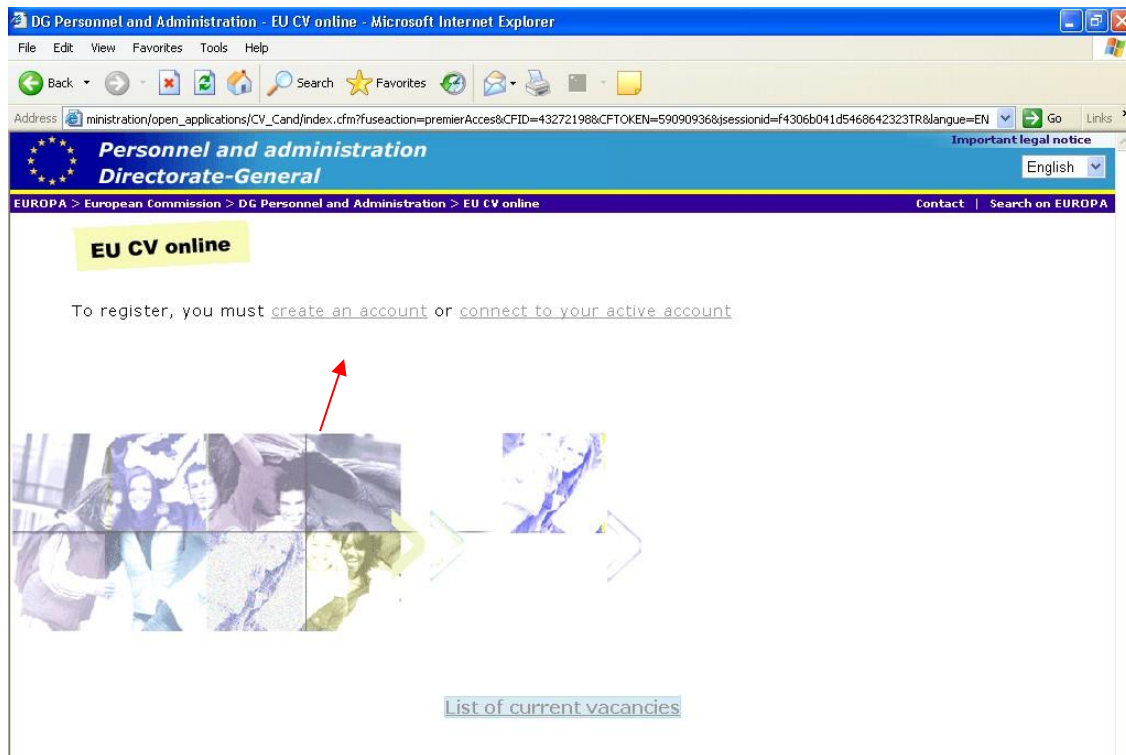
Tip: If you are following a recruitment process at the EIT, we recommend that you save the link to EU CV Online under your bookmarks in your web browser for future connections.

To create a new account, click on the link "create an account" on top of the start page of EU CV Online. You will then need to provide your e-mail address and choose a password, which should be at least 8 characters long. At this stage, you will also be required to provide a question, which you will be asked in case you forget your

¹To connect to EU CV Online, you may click on: [DG Ressources humaines et sécurité - EU CV Online](#)



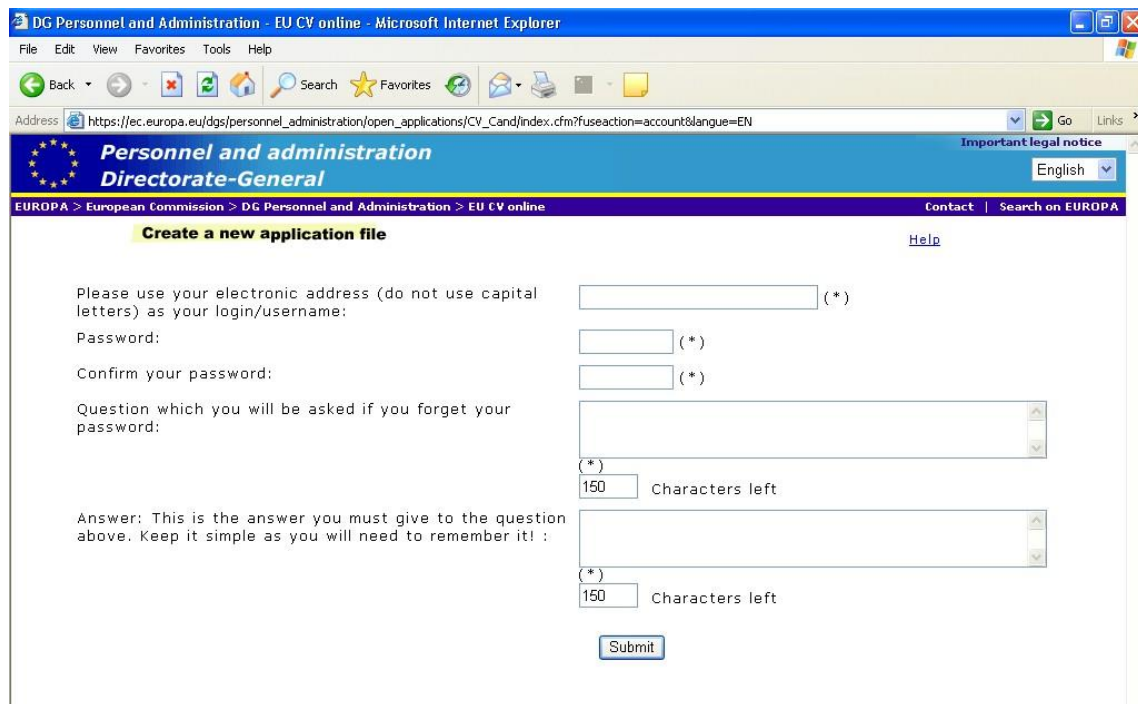
password and its answer. You are advised to choose a question that you can easily answer but that it is not obvious to other people (i.e. name of your elementary school, second family name, etc.).



EU CV online

To register, you must [create an account](#) or [connect to your active account](#).

[List of current vacancies](#)



Create a new application file [Help](#)

Please use your electronic address (do not use capital letters) as your login/username: (*)

Password: (*)

Confirm your password: (*)

Question which you will be asked if you forget your password: (*)
150 Characters left

Answer: This is the answer you must give to the question above. Keep it simple as you will need to remember it! : (*)
150 Characters left



Once you submit your e-mail address and a password, you will receive an e-mail notification, on the address you have indicated. This e-mail will also contain your log-in and password, which will allow you to access the EU CV Online on future occasions. We strongly recommend you to keep a copy of this information for future reference.

To validate your registration, click on the link you will receive in the e-mail notification.

FILLING IN YOUR PROFILE

After validating your registration, you can start filling in the fields required to complete your profile.

In the first section of the form, fill in your personal and contact data for identification purposes. Only the fields marked with an asterisk (*) are mandatory.

Tip: To enter correctly your telephone number, please follow the model provided in the form. For example, for Belgium, enter the international code in brackets (32) and then sequence of numbers with spaces in between them.

The second section, ("e-cv") allows you to fill in your CV following several steps. As a first step, if you have successfully completed an EPSO competition, you can fill in the information at the space provided. In most positions advertised at the EIT, the information provided in this section will not be evaluated. However, please note that this information may be relevant in those vacancies for Contract Agent requiring that candidates be on the reserve lists of EPSO competitions for contractual agents¹.

To complete your e-cv, you will need to fill in information for the following sections:

- Experience²
- Education
- Training
- Languages
- Skills and competences

Furthermore, if you wish so, you can provide information on:

- Publications
- Referees
- Additional information

² In such cases, you are strongly advised to respond to the question "Are you registered for the call for expressions of interest launched by EPSO to compile a database of candidates to be recruited as "contract staff" ?", and provide the corresponding reference to the competition and candidate number.

³ Please note that the system has an automatic filter and does not allow to send applications if the applicant does not have the minimum of requested experience.



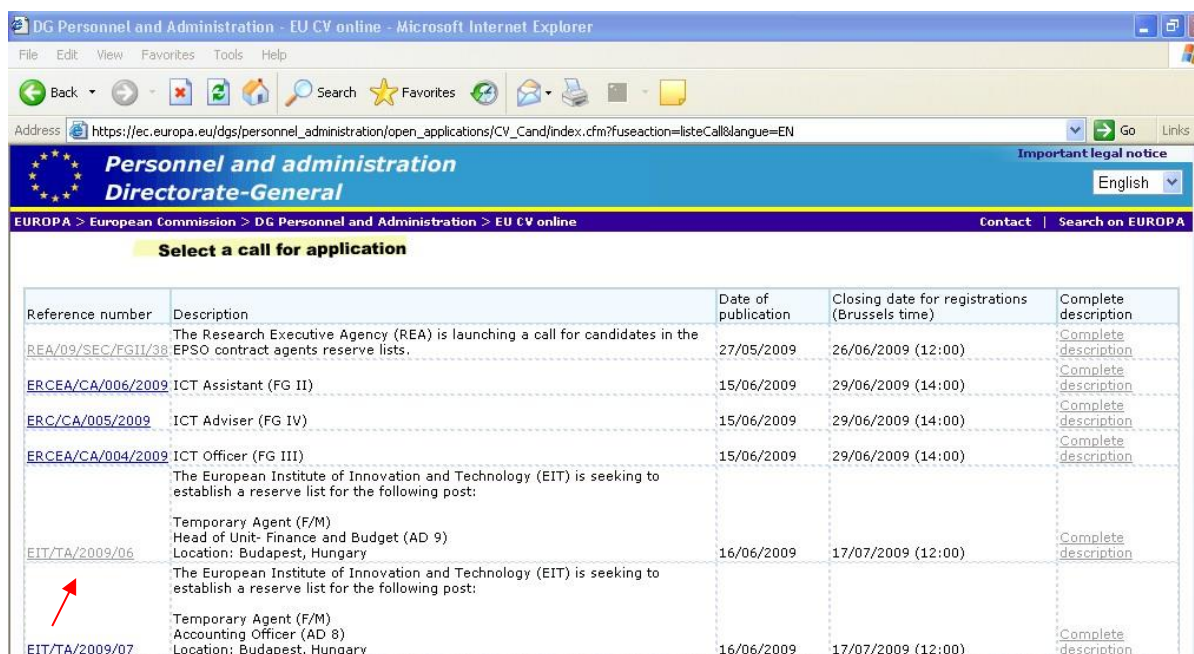
Tip: the form e-cv has the same format as the Europass CV¹. If you already have a CV in Europass CV format, you can easily copy the relevant fields (i.e. from your Europass CV in word format) and paste them on the corresponding field on EU CV Online. This will help you save time!

For a more detailed explanation of what is required at each field, you can click on the help icon . A text will then appear with further instructions.

Generally, you should allow at least 30 minutes for completing your full profile. Once done, you do not need to replicate the information there for every vacancy.

3. HOW TO SUBMIT YOUR APPLICATION

Only when you have completed all required sections of your e-cv you can proceed to apply. Select the link "apply for a vacancy" from the start page of EU CV Online. You can also find this link on your personal profile, after logging in to EU CV Online. On the vacancies' page, select the vacancy you are interested in by clicking on the reference number which appears on the left hand-side (see image below).



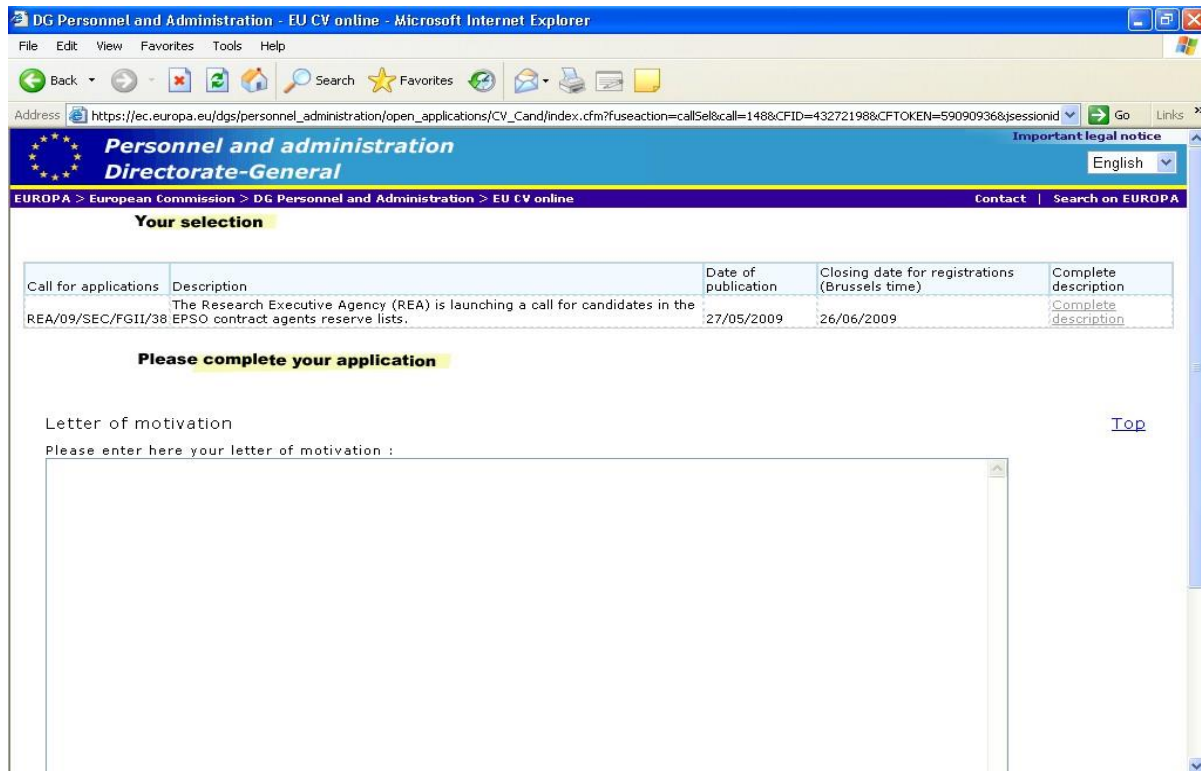
The screenshot shows a web browser window titled "DG Personnel and Administration - EU CV online - Microsoft Internet Explorer". The address bar shows the URL: https://ec.europa.eu/dgs/personnel_administration/open_applications/CV_Cand/index.cfm?fuseaction=listeCall&langue=EN. The page header includes the European Union flag and the text "Personnel and administration Directorate-General". Below the header, there is a navigation bar with "EUROPA > European Commission > DG Personnel and Administration > EU CV online" and links for "Contact" and "Search on EUROPA". The main content area is titled "Select a call for application" and contains a table with the following data:

Reference number	Description	Date of publication	Closing date for registrations (Brussels time)	Complete description
REA/09/SEC/FGII/38	The Research Executive Agency (REA) is launching a call for candidates in the EPSO contract agents reserve lists.	27/05/2009	26/06/2009 (12:00)	Complete description
ERCEA/CA/006/2009	ICT Assistant (FG II)	15/06/2009	29/06/2009 (14:00)	Complete description
ERC/CA/005/2009	ICT Adviser (FG IV)	15/06/2009	29/06/2009 (14:00)	Complete description
ERCEA/CA/004/2009	ICT Officer (FG III)	15/06/2009	29/06/2009 (14:00)	Complete description
EIT/TA/2009/06	The European Institute of Innovation and Technology (EIT) is seeking to establish a reserve list for the following post: Temporary Agent (F/M) Head of Unit- Finance and Budget (AD 9) Location: Budapest, Hungary	16/06/2009	17/07/2009 (12:00)	Complete description
EIT/TA/2009/07	The European Institute of Innovation and Technology (EIT) is seeking to establish a reserve list for the following post: Temporary Agent (F/M) Accounting Officer (AD 8) Location: Budapest, Hungary	16/06/2009	17/07/2009 (12:00)	Complete description

On the following page, you will see the vacancy you have selected. To complete your application, you need to provide a letter of motivation.

¹ You can find more information about the Europass CV format, and templates to download, at the address:
<https://europass.cedefop.europa.eu/documents/curriculum-vitae>

You should ensure that you clearly indicate how you meet the selection criteria in your application and motivation letter. You can copy and paste the text from common word processing software.



Address: https://ec.europa.eu/dgs/personnel_administration/open_applications/CV_Cand/index.cfm?fuseaction=call&call=148&CFID=43272198&CFTOKEN=59090936&jsessionid=

**Personnel and administration
Directorate-General**

EUROPA > European Commission > DG Personnel and Administration > EU CV online

Your selection

Call for applications	Description	Date of publication	Closing date for registrations (Brussels time)	Complete description
REA/09/SEC/FGII/38	The Research Executive Agency (REA) is launching a call for candidates in the EPSO contract agents reserve lists.	27/05/2009	26/06/2009	Complete description

Please complete your application

Letter of motivation

Please enter here your letter of motivation :

[Top](#)

Once you click the "submit" button, at the bottom of the page, your application will be registered and a confirmation number will appear on screen. We recommend that you note down this number, as this is the reference of your application.

The system will then make a copy of the data of your e-cv to create your application for the selected vacancy at the EIT. You can update your application until the closing date of the selected vacancy without modifying the data in your e-CV. However, please be careful: if you modify the data of the e-CV after having created an application, the data of the application for the EIT vacancy will not be modified.

An automatic acknowledgement of receipt of your application will be sent to the e-mail address you provided, containing your confirmation number.

You must submit your application electronically solely via the EU CV Online tool within the deadline. Applications by any other means (hard copy or e-mail) or submitted after the deadline will not be accepted.

LANGUAGE

You may apply in any of the official languages of the European Union, but to facilitate the selection procedure you are kindly invited to complete your application in English.



4. THE RECRUITMENT PROCEDURE

APPOINTMENT OF THE SELECTION BOARD

A Selection Board (consisting of at least 3 members including the chair) is appointed for all selection procedures published by the EIT and carries out the selection procedure according to the principles of independence, transparency, confidentiality, equal treatment and non-discrimination. The proceedings of the Selection Board is strictly confidential, any contact with them might result in exclusion from the selection procedure.

SCREENING OF APPLICATIONS

All applications are screened against the eligibility criteria established in the vacancy notice. Following the eligibility screening, the Selection Board will then evaluate the eligible applications on the basis of the selection criteria specified in the vacancy notice and will decide which candidates will be called for an interview and/or further testing. To be considered for a vacancy, you must meet the required eligibility requirements and selection criteria by the closing date mentioned in each vacancy notice. Please note that non-compliance with at least one of the essential selection criteria will result in the exclusion from the selection process. Advantageous criteria constitute additional assets and will not result in exclusion, if not fulfilled.

The Selection Board will invite to the interview a maximum of 12 candidates, who scored the highest and who meet the minimum threshold score set by the Selection Board. Except in those cases where there are various candidates scoring the same number of points in the 12th ranking, respecting the principle of equal treatment of candidates, the Selection Board should ensure that candidates with the same score are treated in the same manner.

INTERVIEWS AND TESTS

Following the screening of applications, candidates who best fit the selection criteria requirements of the job profile, will be invited for an interview which may take place at the EIT premises or online. The interview date will be set within a reasonable time after the closing date for submission of applications. Those candidates who have not been invited for the interview will also be notified.

All shortlisted candidates will need to undergo an interview with the Selection Board as well as a written test. The aim of the interview and written test is to assess the suitability of candidates according to the selection criteria as set out in the vacancy notice.

RESERVE LISTS

Following the interviews, the most suitable candidates will be placed on a reserve list without ranking. The validity of reserve lists will be specified in each vacancy notice. Staff members may be recruited from the



reserve list established for the published vacancy. Please note however, that inclusion on the reserve list does not guarantee recruitment.

Candidates who passed the interview phase will receive an information letter of the outcome of their application.

For certain posts, candidates placed on the reserve list may be invited to a second-level interview with the aim to clarify motivation, overall fit to the specific role and organisation as well as behavioural skills, before the Director can decide on an appointment.

In the case of middle management selection procedures, following the interview phase as mentioned above, the Selection Board will propose a shortlist of candidates suitable to be invited for an interview with the Director of the EIT and other members. The most suitable candidates will be placed on a reserve list for approval by the Appointing Authority of the EIT. All shortlisted candidates will also take part in an assessment centre.

In case explicitly specified in the vacancy notice, reserve list resulting from the selection may be used by other Agencies and/or Joint Undertakings. In this case the vacancy notice shall contain the list of participating Agencies and/or Joint Undertakings at the time of publication of the vacancy notice with whom the reserve list can be shared. If included in the reserve list, and only upon their explicit consent, that candidates' personal data may be shared with the participating Agencies that are interested in using the reserve list for further recruitment purposes.

To meet its recruitment needs, please note that the EIT may also use shared reserve lists from other participating EU Agencies or Joint Undertakings to fill vacant positions, in case the EIT is listed as participating Agency in those vacancy notices.

The EIT is an equal opportunities employer. Staff is selected without prejudice as to sex, racial or ethnic origin, religion or belief, disability, age or sexual orientation. The EIT is a disability-friendly workplace.

TYPES OF CONTRACT

Temporary Agent

The EIT recruits Temporary Agents according to article 2(f) of the Conditions of employment of other servants¹. The EIT typically offers Temporary Agents a 5-year contract with the possibility of renewal. Any second renewal is for an indefinite period².

Contract Agent

The EIT recruits Contract Agents according to article 3(a) of the Conditions of employment of other servants, either from the list of eligible candidates of one of EPSO's competitions dedicated to this, or as a result of an

¹ Article 8 of the Conditions of employment of other servants (CEOS)

² Article 8 of the Conditions of employment of other servants (CEOS)



open selection procedure. The EIT typically offers Contract Agents a 5-year contract, with the possibility of renewal. Any second renewal is for an indefinite period.^{1 2}

LENGTH OF THE PROCESS

Please note that the selection process may take several months to be completed and that no information will be released during this period.

As a guide, the recruitment procedure is expected to take up to 6 months from the date when a position is first published to when a final offer of employment is made.

The time taken to invite applicants for an interview depends on the number of applications received for each vacancy notice. It may take up to 8 weeks before candidates are contacted for an interview.

5. MEANS OF REDRESS

REQUESTS FOR REVIEW

Applicants may submit a request for review after having received notification that they have not been shortlisted for an interview or that they have not been placed on a reserve list. Applicants have five (5) working days to request a review of their candidature from the date of notification in any of the above situations via email to the following email address: jobs@eit.europa.eu, quoting the vacancy reference number of the relevant selection procedure. The outcome of this review is then communicated to the candidate.

APPEAL PROCEDURES

If you consider that you have been adversely affected by a particular decision, you can lodge an administrative complaint under Article 90(2) of the Staff Regulations of Officials of the European Communities at the following address:

The Director
European Institute of Innovation and Technology (EIT)
Infopark , Neumann János utca 1/E
1117 Budapest, Hungary

¹ Article 85(1) of the Conditions of employment of other servants (CEOS).

² The EIT can also offer contracts with shorter length, typically in case of project funded posts. If the position is project funded, the contract shall run for a limited period for the corresponding duration of the project implementation until a fixed period. The contract may be renewed once for a fixed period subject to the continuation and funding of the project, with no possibility for further renewal. The offer letter shall specify if the position is project funded.



In order to speed up the procedure, it is recommended to use the following address: jobs@eit.europa.eu.

The complaint must be lodged within 3 months. The time limit for initiating this type of procedure starts to run from the time you are notified of the act adversely affecting your application.

If the complaint is rejected by express or implied decision you may submit a judicial appeal under Article 236 of the EC Treaty and Article 91 of the Staff Regulations of Officials of the European Communities to the:

Registry
The General Court
Rue du Fort Niedergrünwald
L-2925 Luxembourg

For details of how to submit an appeal, please consult the website of the General Court: [Court of Justice of the European Union- curia](http://eur-lex.europa.eu/curia/en/)

Please note that the Appointing Authority (the Director of the EIT) does not have the power to amend the decisions of a Selection Board. The Court has consistently held that the wide discretion enjoyed by Selection Boards is not subject to review by the Court unless rules which govern the proceedings of Selection Boards have clearly been infringed.

Furthermore, you also have the option to make a complaint to the European Ombudsman:

European Ombudsman
1 avenue du Président Robert Schuman – BP 4003
67001 Strasbourg Cedex, France <http://www.ombudsman.europa.eu>

Please note that complaints made to the Ombudsman have no suspensive effect on the period laid down in Articles 90(2) and 91 of the Staff Regulations for lodging complaints or for submitting appeals to the Civil Service Tribunal under Article 236 of the Treaty establishing the European Community. Please note also that, under Article 2(4) of the general conditions governing the performance of the Ombudsman's duties, any complaint lodged with the Ombudsman must be preceded by the appropriate administrative approaches to the institutions and bodies concerned.

Important Notice: This document has been produced for information purposes only. It is meant to help you through the application procedure. However, it is not legally binding. Only the vacancy notices for positions to be filled may be considered definitive.