



Frequently Asked Questions on Human Resources and Recruitment issues

How many people work at the Agency?

The Agency currently employs around 90 staff members. Once fully staffed, the Agency shall count 99 staff members.

What does the recruitment procedure consist of?

The selection procedure and the conditions of recruitment are clearly set out in all of the Agency's vacancy notices. The Agents of TEN-T EA will be appointed by the Director on the basis of short lists established by the selection committees. Any applications which do not meet the requirements specified in the vacancy notice (e.g. application sent out of deadline, incomplete application,...) will be rejected.

What selection criteria will be applied?

Applicants will be selected on the basis of the eligibility and selection criteria specified in the vacancy notice. Applicants must meet the eligibility and selection criteria by the closing date of the vacancy notice.

Applicants short-listed for an interview as well as the candidate not retained for an interview will be informed once all applications have been carefully examined. The interview date will be set within a reasonable time after the closing date for the applications.

What language should I use in my application?

Applicants may use any official language of the European Union when applying for a position. However, as recommended in all our vacancy notices, applicants are invited to use English in order to speed up the selection process and to reduce the amount of the translations needed. Nevertheless, applicants are not disadvantaged in any way if they use one of the other official languages of the Union.

How long does the recruitment procedure take?

As rough information only, the recruitment procedure can take up to 3 months from the date when the position is advertised to the final offer being made.

I come from a country that is not a Member State of the European Union – may I apply?

To apply for a position, it is mandatory to be a citizen of a Member State of the European Union.

How do I know that my application has well been delivered?

As soon as an application is received in the mailbox mentioned in the vacancy notice, an acknowledgement of receipt in FR, EN and DE is sent to the applicant.

May I send applications for more than one position in the same time?

Applicants may apply for more than one vacancy at the same time but it is mandatory to send separate e-mails for each application.

Where can I find more information related to entitlements and benefits?

For more information on grades, salaries,..., please consult the following link on staff regulations:

http://ec.europa.eu/civil_service/job/temp/index_en.htm

What is a Temporary Agent?

Information concerning temporary staff within the meaning of Article 2 of the Conditions of Employment of Other Servants of the European Communities can be found on the website of the European Commission's Directorate General of Personnel and Administration at:

http://ec.europa.eu/civil_service/job/temp/index_en.htm

Contact

For further information, please contact TENEA-HR-INFO@ec.europa.eu

**Important – please note that that this document has been produced for information purposes only. It is not legally binding. Only the vacancy notices for positions to be filled may be considered definitive.*