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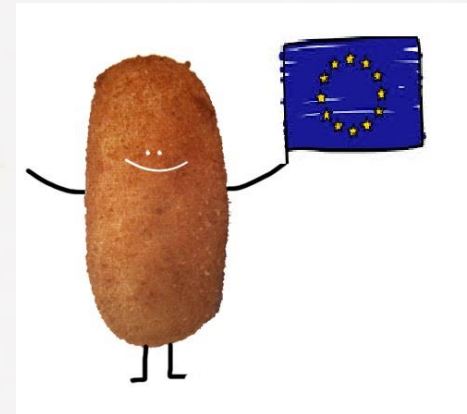
# PrEgUntas más comunes

## Edición oposiciones EPSO

# La siguiente presentación está basada en experiencias reales



YASEMOSEUROPEOS.COM



Y el ppt se podrá descargar desde nuestro canal de YouTube

- 1. ¿Qué está pasando?**
- 2. ¿Por dónde empiezo y a qué competiciones puedo presentarme?**
- 3. ¿Qué pruebas voy a enfrentar? ¿Cómo las supero?**
  - 1. Candidatura**
  - 2. CBT**
  - 3. Prueba escrita**
  - 4. Digital skills**
  - 5. MCQ**
- 4. ¿Cuánto tiempo dura el proceso de competición?**
- 5. ¿Cuándo debo empezar a preparar los exámenes?**
- 6. ¿Cuántas horas necesito para estudiar?**
- 7. ¿Cómo podemos ayudarte en YaSemosEuropeos?**
- 8. ¿Qué más quieres preguntar?**



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This report summarises the main developments at the European Personnel Selection Office (EPSO) since it decided to pause test delivery for open competitions on 16 October 2023. The pause occurred due to significant technical difficulties observed in the delivery of tests under EPSO's [new competition model](#) adopted on 31 January 2023.

Since then, EPSO has been working hard to find a better online test delivery system, capable of responding to the expectations of the EU institutions that it works for, as well as of the thousands of candidates who participate in EPSO's regular selection procedures.

This report covers the following topics:

- Towards a better online test delivery system
- CAST - ongoing test delivery
- Delivery of reserve lists
- Towards a full 24-language regime

### **Towards a better online test delivery system**

Throughout 2023, and since the very first technical difficulties with test delivery emerged, our services have collaborated intensively with EPSO's external contractor to address them. However, by October 2023, it became clear that the measures taken did not produce the required result.

At the end of February 2024, EPSO terminated unilaterally its test delivery contract, and reinforced its efforts to find a suitable gap solution as soon as possible. However, market prospecting to consider a wide range of alternative solutions for test delivery had already started much earlier.

Mindful of the strategic decision made by its interinstitutional Management Board to move all selection procedures **online** (a decision first taken in January 2023, when the new competition model was approved, and reaffirmed again, unanimously, in February 2024), EPSO is currently working on:

- **A gap solution:** a process has been launched with a view to finding a short-term solution. The objective is to ensure that testing can resume as soon as possible.
- **A long-term solution:** EPSO has been working on a Call for Tender aimed at finding a long-term solution for test delivery, one that would address the main technical difficulties observed previously. EPSO is aware that no perfect system exists. The priority is to make sure that candidates can focus on the content of their selection tests and not on troubleshooting technical problems during their testing sessions.

Llevamos unos  
cuantos baches

European Personnel Selection Office — Indicative Planning

Warning! This information is purely indicative. EPSO reserves the right to change the information shown at any time, and is regularly publishing updates at least once per month.

| Ref.nr. | Field | Open to | Grade | Application period |
|---------|-------|---------|-------|--------------------|
|---------|-------|---------|-------|--------------------|

**PERMANENT STAFF COMPETITIONS (CONCOURS)**

|                |  |       |     |                     |
|----------------|--|-------|-----|---------------------|
| EPSO/AD/410/23 | Administrators in the field of <b>Transport</b>  | EU-27 | AD7 | until 9 April 2024  |
| EPSO/AD/411/23 | Administrators in the field of <b>Nuclear Energy</b>                                     | EU-27 | AD7 | until 23 April 2024 |
| EPSO/AD/402/23 | Administrators in the field of <b>Economics</b>  | EU-27 | AD6 | 2024                |
| EPSO/AD/403/23 | Administrators in the field of <b>Crisis Management, Migration and Internal Security</b> | EU-27 | AD7 | 2024                |
| EPSO/AD/412/23 | <b>Generalist</b> Administrators (open to <b>all fields</b> )                            | EU-27 | AD5 | 2024                |

**CONTRACT STAFF SELECTIONS (CAST)**

|             |   |       |         |                                   |
|-------------|---|-------|---------|-----------------------------------|
| EPSO/CAST/P | Finance<br>Project/Programme Mgt<br>Secretaries/Clerks<br>Administration/HR<br>Communication<br>Political Affairs/EU Policies<br>Law<br>ICT<br>Manual and administrative support workers<br>Child care staff<br>Educational Psychologists<br>Translators<br>Proofreaders<br>Building management | EU-27 | FG I-IV | Permanently open for registration |
|-------------|---|-------|---------|-----------------------------------|

**TEMPORARY AGENT POSITIONS**

|  |                                |       |          |                |
|--|--------------------------------|-------|----------|----------------|
| European Court of Justice  | Secretary                      | EU-27 | AST-SC 2 | Luxembourg, LU |
| European Court of Justice  | Head of secretariat            | EU-27 | AST 3    | Luxembourg, LU |
| (EuroHPC) European High Performance Computing Joint Undertaking  | Programme Officer              | EU-27 | AD6      | Luxembourg, LU |
| European Court of Justice  | Lawyer linguist                | EU-27 | AD7      | Luxembourg, LU |
| (EMCDDA) European Monitoring Centre for Drugs and Drug Addiction | IT Project Officer             | EU-27 | AST 4    | Lisbon, PT     |
| (ACER) Agency for the Cooperation of Energy Regulators           | Policy Officer - Network Codes | EU-27 | AD5      | Ljubljana, SL  |
| (ESMA) European Securities and Markets Authority                 | Policy Officer                 | EU-27 | AD5      | Paris, FR      |

# Lo que está pasando

Información compartida por EPSO en abril 2024

El escenario que nos deja

- Reapertura de oposiciones de economistas, crisis y migración
- Generalistas a final de año
- **CAST a partir de 14 junio**
- **Aparición de múltiples procesos (no de oposición, ni de cast) para suplir la falta de personal**

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# ¿Por dónde empiezo?

Pregúntate :

- I. ¿Quiero trabajar en instituciones internacionales?
- II. ¿Te identificas con el proyecto europeo?
- III. ¿Quiero trabajar fuera de casa, lo más probable en Bruselas o Luxemburgo?
- IV. ¿Quiero trabajar con otras culturas?
- V. ¿Trabajar en temas amplios y aprender cosas nuevas continuamente?
- VI. ¿Estás dispuesto a trabajar duro?

**SI**

**sigue con  
nosotros**

**No**

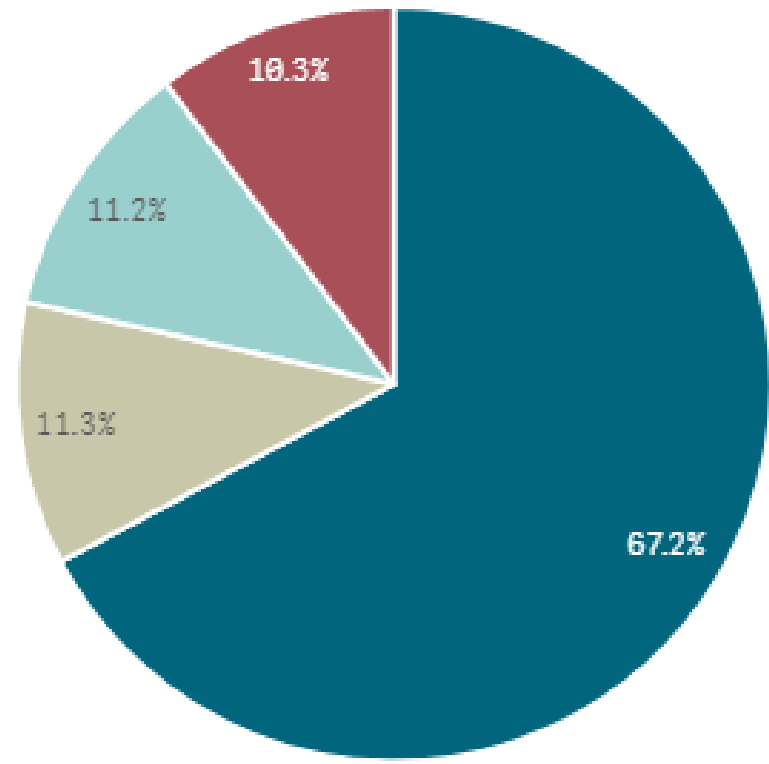
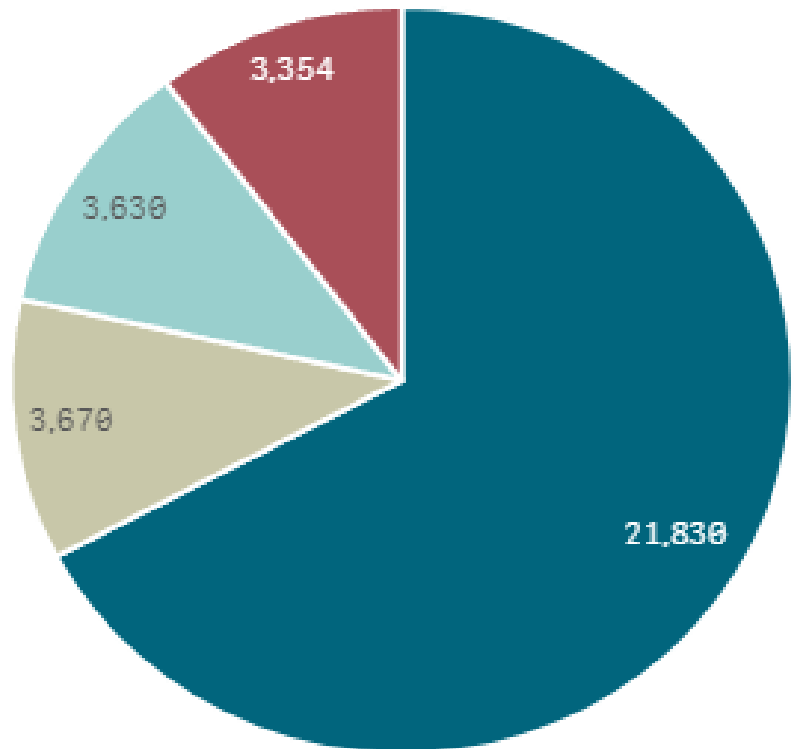
**hasta luego, ha  
sido un placer**



# Y el trabajo se encuentra en...



## PLACE OF EMPLOYMENT



- BRU
- EU Except BRU & LUX
- LUX
- Non-EU

Comisión Europea

# Con mi perfil, ¿a qué competiciones puedo aplicar?

| Job title                                     | Domain(s)                      | Grade    | Institution/Agency  |
|---|--------------------------------|----------|---|
| Security Officer                              | Security                       | AD 5     | (eu-LISA) European Union Agency for the Operational Management of Large-Scale IT Systems in the Area of Freedom, Security and Justice |
| Communications Assistant                      | Communication                  | AST 2    | (Eurojust) European Union Agency for Criminal Justice Cooperation   |
| Assistants/Secretaries                        | Support Staff                  | AST-SC 1 | Court of Justice  |
| Assistants/Secretaries                        | Support Staff                  | AST-SC 1 | Court of Justice  |
| IT Administrator                              | Information Technology         | AD 7     | Court of Justice  |
| Chief Communication Officer                   | Communication                  | AD 7     | Clean Aviation Joint Undertaking  |
| Clinical Trials Specialist                    | Science and Research           | AD 6     | (EMA) European Medicines Agency   |
| IT Administrator                              | Information Technology         | AD 5     | (Eurojust) European Union Agency for Criminal Justice Cooperation   |
| Head of Sector                                | European Public Administration | AD 7     | (Eurojust) European Union Agency for Criminal Justice Cooperation   |
| Team Leader                                   | Information Technology         | AD 6     | (Eurojust) European Union Agency for Criminal Justice Cooperation   |
| Internal Communications Team Leader           | Communication                  | AD 7     | (FRONTEX) European Border and Coast Guard Agency  |
| Coordinator of control operations             | European Public Administration | AST 4    | (EFCA) European Fisheries Control Agency  |
| Senior Media Officer – Spokesperson           | Communication                  | AD 9     | (FRONTEX) European Border and Coast Guard Agency  |
| Head of Administration and Finance            | European Public Administration | N/A      | Clean Aviation Joint Undertaking  |
| Senior Officer Strategy and Business Planning | European Public Administration | AD 9     | (FRONTEX) European Border and Coast Guard Agency  |
| IT Service Officer                            | Information Technology         | AD 7     | European Commission   |
| IT Service Officer                            | Information Technology         | AD 7     | European Commission   |

- “Definición informal” de perfiles de especialistas: aquellos con experiencia profesional en el campo.
- El diploma no suele ser un impedimento, pero lo más probable es que necesites un título universitario o equivalente.
- La falta de un título específico a veces se compensa con más años de experiencia.
- Cada nivel equivale a 3 años de experiencia.
- Clave – Contar con documentos que demuestren lo que hemos hecho.

## Con mi perfil, ¿a qué competiciones puedo aplicar?

**En los últimos años hemos visto**

- **Abogados**
- **Diplomáticos**
- **Ingenieros ... De todo tipo**
- **Expertos en marítimo**

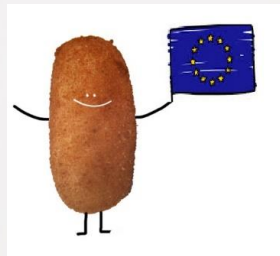
- **Expertos en seguridad y defensa**
- **Expertos en temas espaciales**
- **Cooperación**
- **Educación**
- **Expertos en Química, física, matemática.**

# Presta atención a los aspectos clave

- 2 idiomas (nivel C1 y B2)
- Toda la información en la convocatoria de la competición
- Puedes participar en diferentes competiciones al mismo tiempo

Niveles según la experiencia requerida:

- AD5 – Título universitario
- AD6- 3 años de experiencia relevante
- AD7- 6 años de experiencia relevante...



**Salario**



Official Journal C 466 A  
of the European Union



English edition Information and Notices Volume 64  
18 November 2021

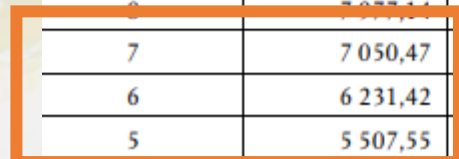
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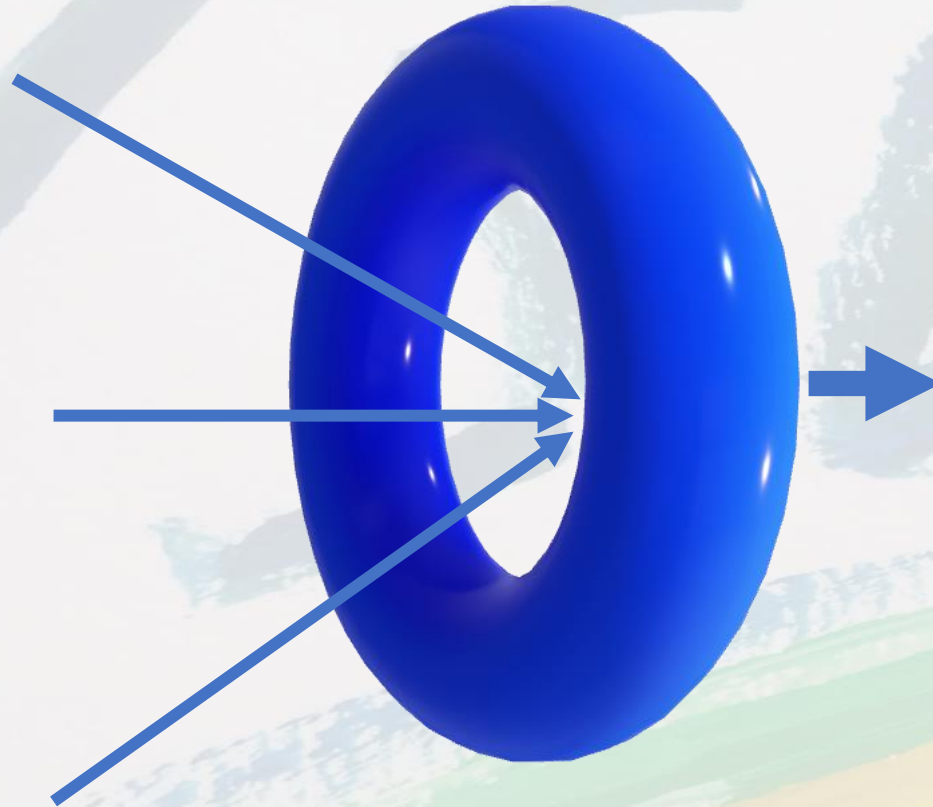
ADMINISTRATIVE PROCEDURES

European Personnel Selection Office (EPSO)

| 1.7.2023 | STEPS     |           |           |           |           |
|----------|-----------|-----------|-----------|-----------|-----------|
| GRADES   | 1         | 2         | 3         | 4         | 5         |
| 16       | 21 423,29 | 22 323,53 | 23 261,59 |           |           |
| 15       | 18 934,61 | 19 730,28 | 20 559,35 | 21 131,35 | 21 423,29 |
| 14       | 16 735,00 | 17 438,26 | 18 171,03 | 18 676,57 | 18 934,61 |
| 13       | 14 790,98 | 15 412,50 | 16 060,14 | 16 506,99 | 16 735,00 |
| 12       | 13 072,74 | 13 622,07 | 14 194,50 | 14 589,40 | 14 790,98 |
| 11       | 11 554,11 | 12 039,62 | 12 545,54 | 12 894,59 | 13 072,74 |
| 10       | 10 211,93 | 10 641,03 | 11 088,19 | 11 396,67 | 11 554,11 |
| 9        | 9 025,62  | 9 404,89  | 9 800,12  | 10 072,75 | 10 211,93 |
| 8        | 7 977,14  | 8 312,35  | 8 661,64  | 8 902,63  | 9 025,62  |
| 7        | 7 050,47  | 7 346,74  | 7 655,45  | 7 868,45  | 7 977,14  |
| 6        | 6 231,42  | 6 493,29  | 6 766,13  | 6 954,39  | 7 050,47  |
| 5        | 5 507,55  | 5 738,98  | 5 980,14  | 6 146,53  | 6 231,42  |



**Tu CV es genial pero nadie tiene tiempo para apreciarlo**



**Tendrás que pasar por el aro del proceso**

# Antes de seguir, lee esto

La principal fuente de información

- **El documento secreto** (la convocatoria de la oposición o comunicación de la vacante) donde vendrán :
  - Las pruebas
  - Los requisitos
  - Los idiomas
  - Las tareas
  - Y más detalles
- Siendo paciente, no esperes saberlo y entenderlo todo en 1h

The diagram illustrates the flow of information. An orange arrow points from the 'El documento secreto' section to the 'Official Journal of the European Union' page. Another orange arrow points from the 'El documento secreto' section to a 'VACANCY NOTICE' graphic. A third orange arrow points from the 'VACANCY NOTICE' graphic to a detailed vacancy notice for an Administrative Assistant.

**Official Journal of the European Union** C 466 A

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European Personnel Selection Office (EPSO)

2021/C 466 A/01 Notice of open competition – EPSO/AD/396/21 – Irish-language (GA) lawyer-linguists (AD 7) . . . . . 1

**VACANCY NOTICE**

The EDPS is looking for an  
**Administrative Assistant**

|                               |  |
|-------------------------------|--|
| Vacancy notice n°             | EDPS-CA-21-2023                                  |
| Type of post/type of contract | CA (1 year renewable)                            |
| Grade/function group          | FGIII  |
| Publication under             | Article 3b of the CEOS                           |
| Place of employment           | Brussels (Belgium)                               |
| Deadline for applications     | 04/10/2023 (Brussels time GMT+1) at 12:00 midday |

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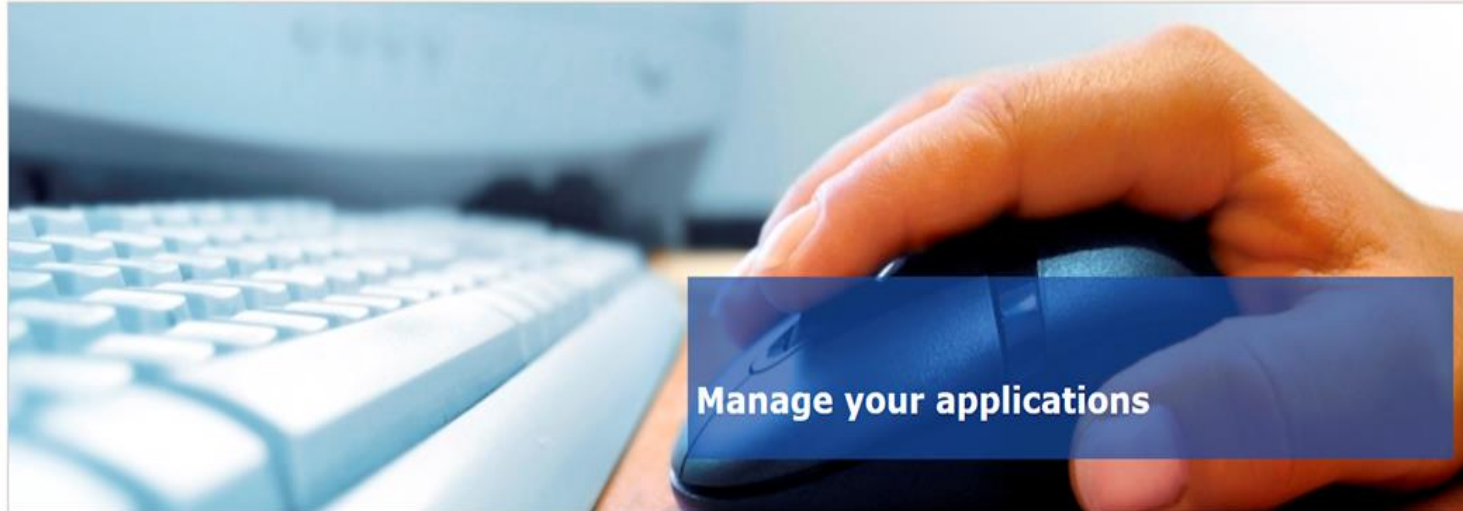


# CAREERS WITH THE EUROPEAN UNION

by the European Personnel Selection Office



Europa > EPSO > Applications



Manage your applications

## Your EPSO Account

User name

Password

Sign in

[Forgot your username/login?](#)

[Forgot your password?](#)

[Create your EPSO Account](#)

[Online Application Manual](#)





## Reasoning skills for AD

### Reasoning skills tests:

- Verbal (assesses your ability to think logically and understand verbal, numerical information).
- Numerical (assesses your ability to think logically and understand numerical information).
- Abstract (assesses your ability to think logically and understand the relations between concepts involving no linguistic, spatial or numerical elements).

## 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.

## Tests principales

### Digital skills

The digital skills test is aimed at assessing candidates' digital literacy and practical knowledge, as relevant.

This test may cover the following 5 fields:

- Information & data literacy
- Communication & collaboration
- Digital content creation
- Safety
- Problem solving

### EU Knowledge

A multiple-choice questionnaire about the EU, the EU institutions and EU main policies.

### Field-related multiple choice questionnaire

The field-related multiple choice questionnaire includes a series of questions, which are designed to test the inherent competence to the duties required for the specific profile. Each question is linked to four different answer options, only one of which is correct.

Further information is indicated in the notice of competition and in the invitation letter.

**Hoy hablaremos de:  
Generalistas  
(Conocimiento de la  
UE), transporte y  
nuclear**

# Fase 0 – Convocatoria de la competición

## Official Journal of the European Union



English edition

### Information and Notices

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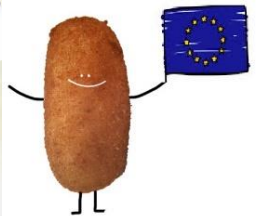
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Notice of open competition – EPSO/AD/398/22 – Information and Communication Technology (ICT) Experts (AD 7/AD 8) in the following fields: 1. ICT infrastructures, cloud, networks and middleware (AD 7), 2. Digital workplace, office automation and mobile computing (AD 7), 3. IT and data governance, programme/portfolio and project management, project management office (PMO), business and enterprise architecture (AD 7), 4. Design, development/configuration, testing, operation and maintenance of IT applications and off-the-shelf solutions; Data management, data analytics and artificial intelligence (AD 7), 5. ICT security (AD 8) ..... 1
- 2022/C 76 A/02  
Notice of open competition – EPSO/AST/151/22 – Assistants (AST 4) in Information and Communication Technology (ICT) in the following fields: 1. ICT infrastructures, cloud, networks and middleware, 2. Digital workplace, office automation and mobile computing, 3. Development/configuration, testing, operation and maintenance of IT applications and off-the-shelf solutions; data management, data analytics and artificial intelligence, 4. ICT security ..... 32



Administrators in The Field Of Transport

### Administrators in the field of transport

Open for application: 01/03/2024  
 Deadline: 09/04/2024 - 12:00 (Brussels time)  
 Grade: AD 7  
 Institution/Agency: EU institutions  
 Type of contract: Permanent official  
 Location(s): Brussels (Belgium), Strasbourg (France), Luxembourg (Luxembourg)

#### Selection procedure

- The selection procedure contains several stages. Unless the date and time is confirmed, all timing should be considered indicative.
- We will communicate with you through your EPSO account. There you will find all the information related to your progress in the procedure, such as invitations to the tests and your test results.
- Please check your EPSO account **at least twice a week** during the selection procedure.
- You should be aware that it is not enough to obtain pass marks for the tests. Only the very top scorers pass to the next stage of the selection procedure.

#### Type of tests for Administrators (AD-Specialists)

#### Competition overview

This information is indicative. EPSO reserves the right to change the information shown at any time, and regularly publishes updates.

EPSO only publishes the approximate number of candidates admitted to the main stages of the competition.

Final and confirmed information/planning is sent solely via the letters and messages in the candidates' EPSO accounts.

Please note that **all tests will be done via remotely proctored testing**.

| Competition stage                           | Period/State            | Number of candidates | Minimum score |
|---|-------------------------|----------------------|---------------|
| Applications                                | 05/10/2023 - 05/12/2023 | 3238                 |               |
| Deadline to submit supporting documents     | 12/12/2023              |                      |               |
| New application period                      | 01/03/2024 - 09/04/2024 | 3835                 |               |
| New deadline to submit supporting documents | 04/06/2024              |                      |               |

Would you like to be notified whenever an important piece of information is added by EPSO as regards this selection procedure (not communicated via the EPSO account)? You can do so by simply adding your e-mail below.

By providing your e-mail address you agree to the Data privacy statement. You can unsubscribe anytime following the instructions in the notification e-mail.

Sign up

#### Important dates

New deadline to submit supporting documents - 04/06/2024

#### Important documents

- Notice of competition
- Notice amending the notice of open competition (01/03/2024)
- Notice amending the notice of open competition (17/11/2023)
- Corrigendum to the notice of competition (slovak only)
- Copy of letter to candidates of the Transport competition
- Online application - instructions

#### Related news

Members of the selection board

Post date: 22/03/2024

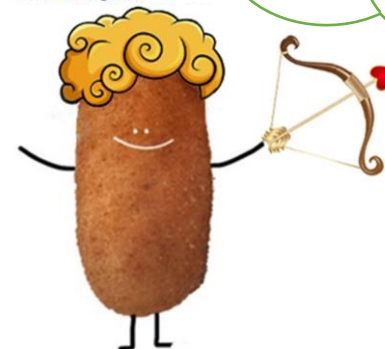
Re-opening of the competition

Post date: 01/03/2024

Competition update

Post date: 09/12/2023

#### Social sharing block



Vas a visitar esta página más que tu perfil de tinder



## Los idiomas

Languages will be used in different phases of the competition as follows:

| Competition phase | Tests                  | Language                            |
|-------------------|------------------------|-------------------------------------|
| Application       | —                      | Any of the 24 official EU languages |
| Testing           | Reasoning tests        | Language 1                          |
|                   | Field-related MCQ test | Language 2                          |
|                   | Written test           | Language 2                          |

## Los idiomas

Lengua 1 – las 24 lenguas oficiales → CBT test

Lengua 2 – las 24 lenguas oficiales  
excepto la lengua 1 → ¿MCQ? ¿Prueba escrita? ¿Otra?  
Será indicado en la convocatoria

**Lengua 1 y 2 NUNCA puede ser la misma**

## Fase I – Candidatura

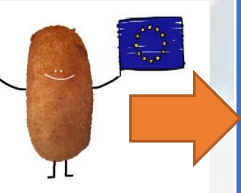
El proceso empieza al inscribirse  
(en cualquier vacante)

Candidatura

CV -  
experiencia

### Las claves

- No hay posibilidad de modificar
- Requiere algo de tiempo para rellenar
- Mucha atención a los errores tontos
- Toda la información está en la convocatoria
- Sólo la información relevante



# Consejos para la candidatura

¿Simple?  
Pero no  
siempre  
fácil

Tip1

Tomate tu tiempo

Tip2

Asegúrate de tener los documentos que lo acreditan

Tip3

Usa las palabras de la convocatoria del puesto en tu candidatura

Tip4

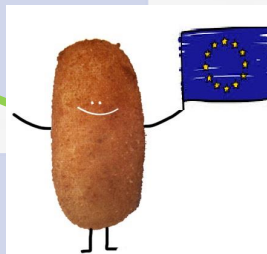
Explica con claridad tu experiencia (no es tan obvio)

Tip5

Evita el uso de argot y acrónimos

Tip6

Eres muy buen perfil pero no lo saben



## Fase 2.- CBT

| Test                | Language                                | No of questions | Duration | Pass score                                       |
|---------------------|---|-----------------|----------|--|
| Verbal reasoning    | Official EU language other than English | 20 questions    | 35 min   | 10/20  |
| Numerical reasoning |   | 10 questions    | 20 min   | Numerical and abstract reasoning combined: 10/20 |
| Abstract reasoning  |   | 10 questions    | 10 min   |  |

To succeed in the reasoning tests, a candidate needs to reach **both** a pass score of at least 10/20 in the verbal reasoning test **and** a combined pass score of at least 10/20 in the numerical and abstract reasoning tests.

Candidates who do not reach the required pass scores in the reasoning tests will not have the results of their field-related MCQ test processed.

## Los idiomas

Lengua 1 – las 24 lenguas oficiales → CBT test

Lengua 2 – las 24 lenguas oficiales excepto la lengua 1 → ¿MCQ? ¿Prueba escrita? ¿Otra?  
Será indicado en la convocatoria

**La lengua 1 y 2 NUNCA puede ser la misma**



## 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

## ¿Qué mide?

- Capacidad de entender conceptos clave
- Capacidad de deducción
- Interpretar correctamente puntos clave

## Las claves

- No asumir conceptos que no están en el enunciado
- Diferenciar entre falso y dudoso
- Leer bien la pregunta
- Omisión de información en una respuesta no la convierte en incorrecta
- Frecuencia (siempre, normalmente, a veces...)

## CBT -Razonamiento numérico

### ¿Qué mide?

- Identificar datos relevantes
- Identificar la vía más rápida para solucionar el problema
- Habilidad para hacer rápidos cálculos mentales

### Las claves

- Repasar conceptos básicos matemáticos: fracciones, porcentajes, ecuaciones, reglas de 3
- Identificar los datos que son necesarios
- En algunos casos es posible usar la estimación
- Solución al problema aquí
- [Otros ejemplos](#)

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

## CBT - Razonamiento abstracto

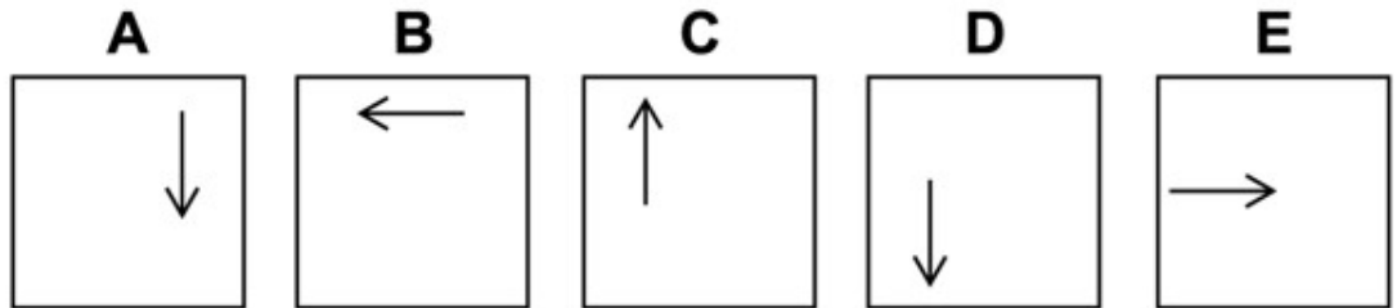
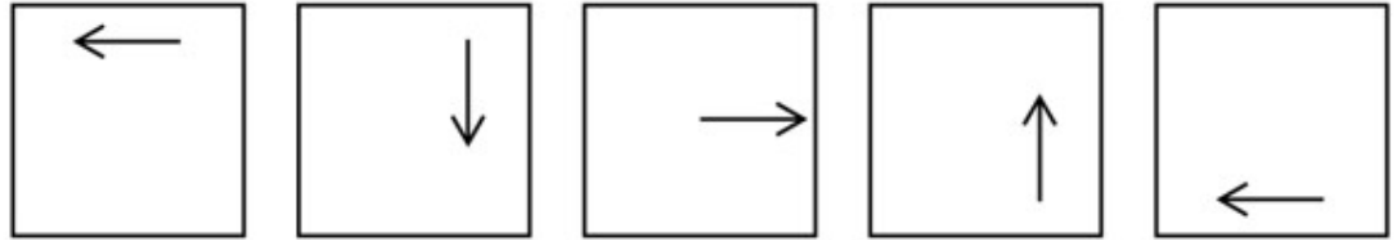
### ¿Cómo son las preguntas?

- Sólo figuras en blanco y negro
- Sólo de tipo serie
- 5 figuras y hay que encontrar la sexta
- 5 respuestas

### Las Claves

- Buscar reglas
- Ir eliminando
- Buscar pautas
- Aislar elementos

Más video -ejemplos [1](#) ; [2](#) ; [3](#) ; [4](#) ; [5](#)

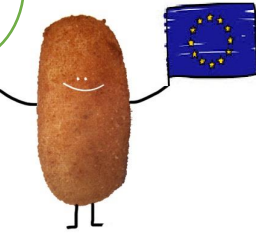


Question 3

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

# Consejos para el CBT

¿Simple?  
Pero no  
siempre  
fácil



Tip 1

Familiarízate con el entorno

Tip 2

La calculadora no te da la solución

Tip 3

Piensa primero, actúa después

Tip 4

Es razonamiento, nada más

Tip 5

Los nervios son tu peor enemigo

# Written test/case study

## 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.

# Written test/case study

## when

Se hace con las demás pruebas pero los documentos están disponibles con antelación (2 semanas)

## Key

- No se necesitan conocimientos externos aunque los documentos estarán conectados a la competición (especialista). Es una prueba de competencia
- Comprende las instrucciones
- Saber manejar mucha información
- Saber trabajar contrarreloj

## Structure

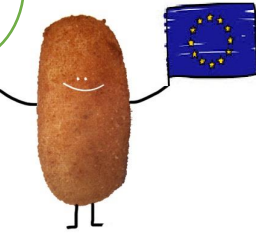
1. Múltiples documentos (sin número fijo)
2. Está escrito en una interfaz (no en Word)
3. Tiempo: **45** minutos
4. Sin autocorrección, sin fuentes externas

# Written test/Case study

- Con un conjunto de datos, informes, correos electrónicos u otros, habrá que responder a un conjunto de objetivos o preguntas marcadas con un trasfondo real
- Documentos disponibles al menos 1 semana antes del exámen
- **Para especialistas – los documentos están vinculados al tema del concurso**
- Pero **“Sólo”** evalúa comunicación
- Clave para prepararse con antelación
- Inglés u otro idioma (pero EPSO recomienda inglés)
- Se realiza el mismo día del exámen

# Consejos para Written

No es  
poesía, es  
un ejercicio  
muy  
práctico



Tip1

Practica

Tip2

Reserva horas para trabajar antes del exámen

Tip3

El tema no es un problema

Tip4

Practica más. Para un examen de 45 minutos es la única manera



### 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
- 

### Question 2

Communication and collaboration: How can I automatically move all e-mails I receive from a certain address to a certain folder?

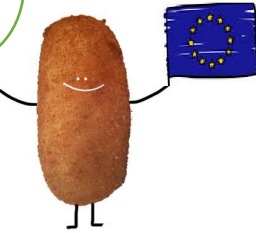
- Using a rule
- Using an alert
- Using a quick step
- Using a HTTP protocol
- Using a RSS feed



|                                 |  |
|---------------------------------|--|
| Information and data literacy   | <ul style="list-style-type: none"><li>1.1. Browsing, searching and filtering data, information and digital content</li><li>1.2. Evaluating data, information and digital content</li><li>1.3. Managing data, information and digital content</li></ul>   |
| Communication and collaboration | <ul style="list-style-type: none"><li>2.1. Interacting through digital technologies</li><li>2.2. Sharing information and content through digital technologies</li><li>2.3. Engaging in citizenship through digital technologies</li><li>2.4. Collaborating through digital technologies</li><li>2.5. Netiquette</li><li>2.6. Managing digital identity</li></ul> |
| Digital content creation        | <ul style="list-style-type: none"><li>3.1. Developing digital content</li><li>3.2. Integrating and re-elaborating digital content</li><li>3.3. Copyright and licences</li><li>3.4. Programming</li></ul>   |
| Safety                          | <ul style="list-style-type: none"><li>4.1. Protecting devices</li><li>4.2. Protecting personal data and privacy</li><li>4.3. Protecting health and well-being</li><li>4.4. Protecting the environment</li></ul>  |
| Problem solving                 | <ul style="list-style-type: none"><li>5.1. Solving technical problems</li><li>5.2. Identifying needs and technological responses</li><li>5.3. Creatively using digital technologies</li><li>5.4. Identifying digital competence gaps</li></ul>   |

# Consejos para DIGITAL

```
11000010 10111111 01010011  
01101001 01101101 0111000  
0 01101100 01100101 001111  
11 00100000 01010000 01100  
101 01110010 01101111 0010  
0000 01101110 01101111 001  
00000 01110011 01101001 01  
100101 01101101 01110000 0  
1110010 01100101 00100000  
01100110 11000011 10100001  
01100011 01101001 0110110  
0 00001010
```



Tip1

Comprueba lo que sabes

Tip2

Programas y tutoriales más comunes

Tip3

La referencia es el entorno Windows-office

# Examen de conocimientos/MCQ (opciones múltiples)

## Claves

- Se corresponde con el perfil de la oposición (generalistas: conocimiento de la EU/especialistas: conocimiento del campo de especialización)
- Solo generalistas tendrá un “tema”/fuentes de información
- Calidad antes que cantidad

## Estructura

- 30 preguntas
- 40 minutos
- Solo cuentan las respuestas correctas
- Las reglas finales en la convocatoria (hay diferencias de una competición a otra)

# MCO – Conocimientos del campo de especialización

- EPSO no ha facilitado ningún documento
- Excepción – AD5 Generalistas (EPSO se compromete a publicar la lista de contenidos)
- La convocatoria es clave para guiar
- 30 preguntas
- Las respuestas incorrectas no penalizan
- Criterio clave para aprobar la competición
- Idiomas – 24 pero piensa que la fuente es el idioma

## RECURSOS

- [DG MOVE web](#) (and [EC websites about transport](#))
  - [Aviation](#)
  - [Maritime](#)
  - [Rail](#)
  - [Road](#)
- [TEN-T](#)
- Agencias: [ES](#), [EMSA](#), [EASA](#), [CINEA](#)
- [Eurostat](#) y la Cartera estadística de transportes 2023  
(Statistical pocketbook 2023)



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The **professional experience** referred to in points 3.3.1(a)(i) to (iv) above will be considered relevant if it **satisfies both criteria — A and B**:

A. The professional experience must be **acquired in one or more of the following areas**:

- (i) Nuclear and/or any other energies engineering;
- (ii) Nuclear fuel cycle and/or non-proliferation;
- (iii) Nuclear safeguards and/or forensics;
- (iv) Containment and surveillance in nuclear and/or non-nuclear domain;
- (v) Safeguards data and related IT technology;
- (vi) Nuclear physics and ionizing radiation including measurement techniques;
- (vii) Nuclear material accounting and/or control;
- (viii) Nuclear safety;
- (ix) Nuclear security, including physical protection;
- (x) Nuclear fuel cycle and research industry;
- (xi) R&D in SMRs (Small Modular Reactors);
- (xii) Nuclear decommissioning and waste management;
- (xiii) Nuclear fusion technology;
- (xiv) Research and development (R&D) in nuclear fuel cycle, technology and materials;
- (xv) Management of nuclear projects.

B. The professional experience must be **related to one or more of the following activities**:

- (i) Carrying out safeguards inspections, audit inspections, engineering, construction, commissioning, operation, decommissioning, and quality control activities;
- (ii) Carrying out research and development (R&D) activities and projects;
- (iii) Coordination, negotiation, representation, and liaison;
- (iv) Leadership and decision making on complex issues and/or in unforeseen and rapidly developing situations;
- (v) Development or coordination of projects (for example, design of new reactors, new nuclear fuel, etc.);
- (vi) Carrying out a state function in relation to Euratom, for example involvement in licencing, safeguard authority tasks, technical support, etc.

# Field 1 – Inspectores de control de la seguridad nuclear



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## ANNEX II

### TYPICAL DUTIES

#### Field 1 – nuclear safeguards inspectors

1. Carrying out inspections at all stages of the nuclear fuel cycle in nuclear facilities. This involves checking the technical features of installations, accuracy and consistency of the nuclear accounting statements as well as examining the supporting evidence and verifying the physical inventory by carrying out and analysing quantitative and qualitative measurements, taking samples, applying containment and surveillance measures and drafting detailed reports.
2. Taking part in the development of safeguards approaches and techniques specific to each nuclear installation.
3. Developing, preparing, calibrating, installing and maintaining safeguards equipment and instruments for their use on-site, portable, and at headquarters.
4. Implementing the Nuclear Cooperation Agreements (NCAs) with third parties (tracking of items such as nuclear material, non-nuclear material, nuclear equipment, and nuclear technology) subject to the NCA.
5. Preparing, participating in and following-up on meetings as well as coordinating and negotiating with internal and external stakeholders: other Commission services and EU institutions, EU Member State authorities, non-EU governments (departments responsible for energy, export control authorities, etc.), nuclear operators, international organisations (in particular International Atomic Energy Agency), International Thermonuclear Experimental Reactor project (ITER).
6. Fostering the nuclear safeguards culture by providing feedback to nuclear operators.
7. Developing and implementing a strategic vision, setting objectives and leading/motivating a team in a multicultural, multilingual, and multidisciplinary environment.
8. Performing data analysis (using Excel, Business Object, etc.) and statistical analysis on nuclear material accountancy.
9. Participating in the design and delivery of nuclear safeguards training initiatives.
10. Conducting research-oriented duties related to nuclear safety, nuclear safeguards activities
11. Managing nuclear projects, e.g. in the area of decommissioning and waste management.



## Field 2 – Responsables de políticas en el ámbito de la energía nuclear

MCQ- Nuclear



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The professional experience referred to in points 3.3.2(a)(i) to (iii) above will be considered relevant if it satisfies both criteria — A and B:

A. The professional experience must be acquired in one or more of the following areas:

- (i) Nuclear energy;
- (ii) Radiation protection;
- (iii) Nuclear safety;
- (iv) Medical and other non power uses of radiation technology;
- (v) Monitoring of radioactivity;
- (vi) Nuclear engineering;
- (vii) Nuclear materials;
- (viii) Nuclear fuel cycle;
- (ix) Waste management and decommissioning;
- (x) Economic analysis related to nuclear energy and/or non power uses;
- (xi) Legal matters related to nuclear energy, non power uses, and/or radiation protection;
- (xii) Fusion technologies, experimental installations (design, construction, operation), fusion power plants (design, construction, operation).

B. The professional experience must be related to one or more of the following activities:

- (i) Developing policy and legislation (including carrying out preparatory analyses and consultations);
- (ii) Implementing, monitoring and evaluating existing policies and legislation;
- (iii) Coordination, negotiation, representation, and liaison;
- (iv) Carrying out political/policy, legal, economic, or scientific analyses and providing advice. This includes liaising with experts/committees, and translating scientific and technical analysis into relevant policy, legal, and/or operational measures;
- (v) Legal work other than referred to above;
- (vi) Operational activities in radiation protection, nuclear safety, nuclear fuel cycle and other non-power uses of radiation technology;
- (vii) Emergency preparedness and response, crisis management;
- (viii) Project and/or contract management;
- (ix) Scientific research, including experimental activities and/or scientific modelling, attested by publications in peer reviewed journals.

## Ámbito 2 – Responsables de políticas en el ámbito de la energía nuclear



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### Field 2 — policy officers in the area of nuclear energy

1. Developing EU policy and legislation in the area of nuclear energy, including in particular safety of nuclear facilities, safe management of spent fuel and radioactive waste, decommissioning of nuclear facilities, safe transport of nuclear material, radiation protection, medical and other non power applications of radiation technologies, emergency preparedness and response, environmental radioactivity, investments, thermonuclear fusion.
2. Supporting from a legal perspective the development and ensuring the correct transposition and implementation of Euratom legislation in the nuclear energy area addressing legal issues arising in the field of nuclear energy.
3. Representing Euratom in international organisations in nuclear energy, developing and steering fora and projects, and participation in their governance.
4. Preparing, participating in and following-up meetings with internal and external stakeholders (other Commission services, other EU institutions, Member States' national authorities, nuclear operators, etc.).
5. Negotiating with third countries or international organisations, including multilateral and bilateral Euratom agreements.
6. Conducting analysis and initiating and steering studies related to nuclear energy and nuclear safety matters.
7. Conducting scientific research, including experimental activities and/or scientific modelling research in the nuclear field: nuclear materials, nuclear fuel cycle, non-proliferation (including dual use export control), medical, space and other non-power applications (e.g. use of laboratory equipment, and/or scientific software, publications in peer reviewed journals and professional research reports).
8. Managing the legal, procurement and licensing dimensions of nuclear decommissioning and waste management contracts and following up the authorisation processes with the competent national authorities.

## RECURSOS – NUCLEAR

### Científico

- [Introduction Nuclear Physics](#)
- [IAEA technical publications](#)

### Marco regulatorio (también técnico)

- [Overview of regulation](#)
- [Treaty on the European Atomic Energy Community \(Euratom\)](#)
- [Convention on Nuclear Safety](#)
- [Safety of nuclear installations](#)

### Entidades

- [Euratom Supply Agency](#)
- [The EU's Fusion for Energy Joint Undertaking \(F4E\)](#)



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# FUENTES PUBLICADAS PARA COMPETICIONES INTERNAS

COM/AST3/2024

## Recommended documentation

Computer-based Multiple-Choice Question pre-selection test  
on knowledge of EU policies and institutions

1. [Priorities 2019-2024 - European Commission \(europa.eu\) \(search political guidelines bottom page\) 063d44e9-04ed-4033-acf9-639ecb187e87 en \(europa.eu\)](#)
2. [Commission work programme 2024 - European Commission \(europa.eu\)](#)
3. [The EU in 2023 - Publications Office of the EU \(europa.eu\)](#)
4. [Schengen - Publications Office of the EU \(europa.eu\)](#)
5. [Institutions, law, budget | European Union \(europa.eu\)](#)
6. [Policy, law – decision-making process | European Union \(europa.eu\)](#)
7. [Types of institutions, bodies and agencies | European Union \(europa.eu\)](#)
8. [In focus - What Europe does for me \(europa.eu\)](#)
9. [The ABC of EU law - Publications Office of the EU \(europa.eu\)](#)
10. [A short guide to the EU \(europa.eu\)](#)
11. [The EU - what it is and what it does \(europa.eu\)](#)
12. [The European Union - Publications Office of the EU \(europa.eu\)](#)
13. [Rights and obligations \(11-26a\) \(europa.eu\)](#)
14. [Individual obligations \(europa.eu\)](#)



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**EPSO publicará un  
folleto (500-600  
páginas con la  
información)**

# Dónde encontrar recursos – MCQ contenidos UE

- The Treaties: TEU y TFEU
  - EU website
  - ABC of the EU law
  - Factsheets of EU parliament
  - 2019-2024 Summaries
- (con estos ya tienes para meses)



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# Consejos finales sobre MCQ

They work!

Tip1

Tómate tu tiempo

Tip2

Verifica la información del MCQ en la notice

Tip3

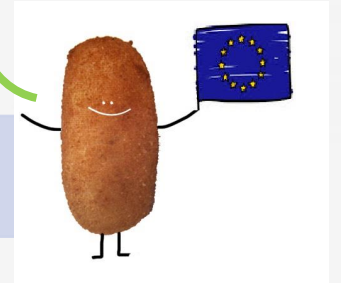
Usa tu experiencia (no es tan obvio) para pensar en temas

Tip4

Calidad antes que cantidad

Tip5

Los errores cometidos mientras se estudia son los mejores maestros



# Y recuerda leer con atención

- **El documento secreto** (la convocatoria de la oposición o comunicación de la vacante) te dirá :
  - **Las pruebas**
  - Los requisitos
  - Los idiomas
  - Las tareas
  - **Y más detalles**
- Se paciente, no esperes saberlo y entenderlo todo en 1h

## Official Journal of the European Union

C 466 A



English edition

Information and Notices

Volume 64

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Contents

V Announcements

ADMINISTRATIVE PROCEDURES

European Personnel Selection Office (EPSO)

2021/C 466 A/01

Notice of open competition – EPSO/AD/396/21 – Irish-language (GA) lawyer-linguists (AD 7) . . . . . 1

The EDPS is looking for an  
**Administrative Assistant**

|                               |  |
|-------------------------------|--|
| Vacancy notice n°             | EDPS-CA-21-2023                                  |
| Type of post/type of contract | CA (1 year renewable)                            |
| Grade/function group          | FGIII  |
| Publication under             | Article 3b of the CEOS                           |
| Place of employment           | Brussels (Belgium)                               |
| Deadline for applications     | 04/10/2023 (Brussels time GMT+1) at 12:00 midday |

1. ¿Qué está pasando?
2. ¿Por dónde empiezo y a qué competiciones puedo presentarme?
3. ¿Qué pruebas voy a enfrentar? ¿Cómo las supero?
  1. Candidatura
  2. CBT
  3. Prueba escrita
  4. Digital skills
  5. MCQ
4. ¿Cuánto tiempo dura el proceso de competición?
5. ¿Cuándo debo empezar a preparar los exámenes?
6. ¿Cuántas horas necesito para estudiar?
7. ¿Cómo podemos ayudarte en YaSemosEuropeos?
8. ¿Qué más quieres preguntar?





# ¿Cuánto dura el proceso de oposición? En el modelo 2023

## Administrators in the field of intellectual property

**Reference number:** EUIPO/AD/01/23  
**Open for application:** 20/07/2023  
**Deadline:** 29/08/2023 - 12:00 (Brussels time)  
**Grade:** AD 6  
**Institution/Agency:** (EUIPO) European Union Intellectual Property Office  
**Type of contract:** Permanent official  
**Location(s):** Alicante (Spain)

▶ Selection procedure

▶ Type of tests for Administrators (AD–Specialists)

### Competition overview

This information is indicative. EPSO reserves the right to change the information shown at any time, and regularly publishes updates.

EPSO only publishes the approximate number of candidates admitted to the main stages of the competition.

Final and confirmed information/planning is sent solely via the letters and messages in the candidates' EPSO accounts.

Please note that **all tests will be done via remotely proctored testing.**

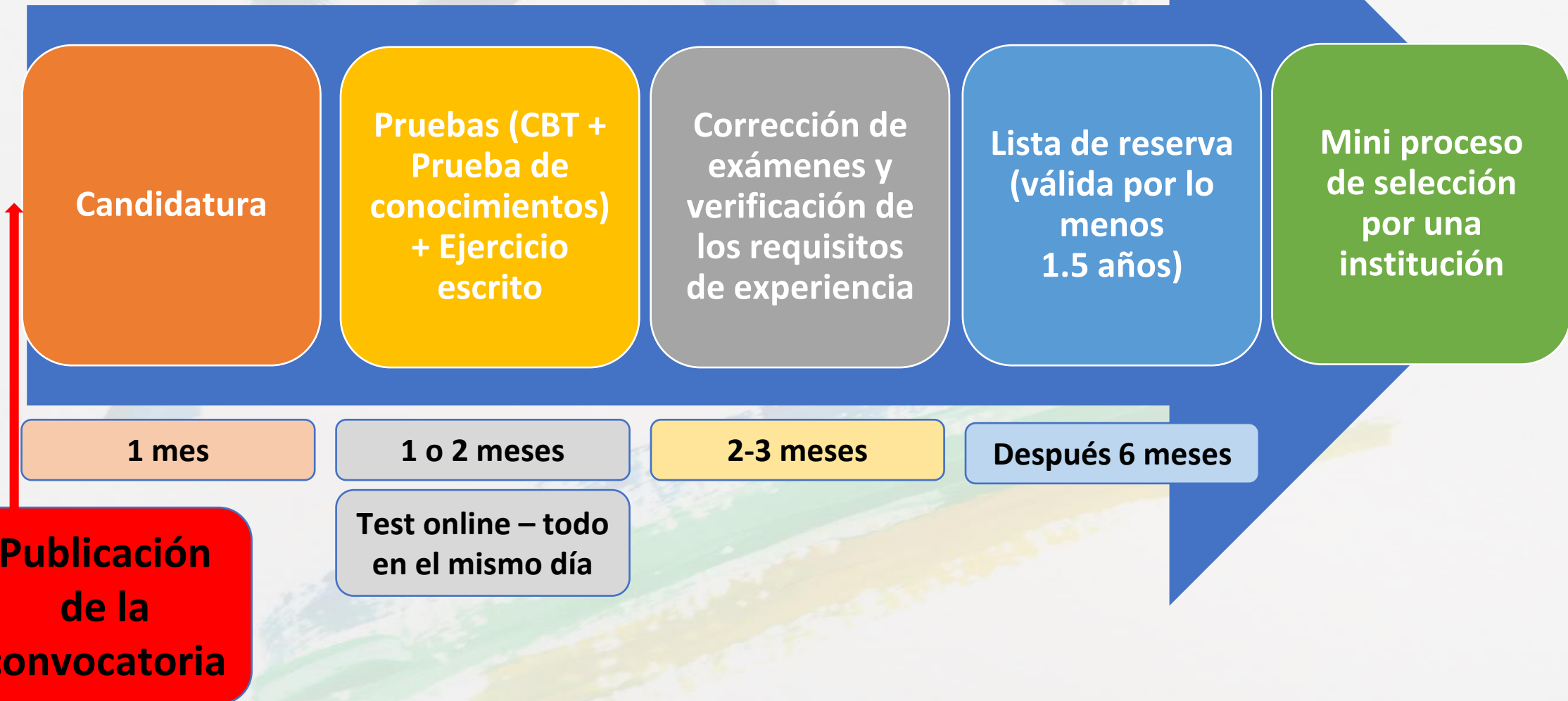
| Competition stage  | Period/State                  | Number of candidates | Minimum score |
|--|-------------------------------|----------------------|---------------|
| Applications   | 20/07/2023 - 29/08/2023       | 2420                 |               |
| Computer-based multiple choice tests and case study – booking period | 14/09/2023 - 20/09/2023       |                      |               |
| Computer-based multiple choice tests and case study – testing period | 26/09/2023                    |                      |               |
| Deadline to submit supporting documents                              | 02/10/2023                    |                      |               |
| Signature of the reserve list  | beginning 2/2024 (indicative) |                      |               |

- El plan es de 6 meses
- Atención a los períodos vacacionales (Agosto y Navidad) no cuentan.

# ¿Cuánto dura el proceso de oposición? En el modelo 2023



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1. ¿Qué está pasando?
2. ¿Por dónde empiezo y a qué competiciones puedo presentarme?
3. ¿Qué pruebas voy a enfrentar? ¿Cómo las supero?
  1. Candidatura
  2. CBT
  3. Prueba escrita
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6. ¿Cuántas horas necesito para estudiar?
7. ¿Cómo podemos ayudarte en YaSemosEuropeos?
8. ¿Qué más quieres preguntar?



# ¿Cuándo debo empezar a preparar la competición?

## Primera vez en una competición de EPSO

### Cuando se anuncie la fecha de publicación de la convocatoria (3 o 2 meses antes del aviso)

- Empieza por el CBT – familiarízate con los test
- Prueba o comienza a leer sobre el estudio de caso (EPSO tiene algunos ejemplos o presta atención a otros concursos abiertos)
- Revisa fuentes europeas sobre el tema que te interesa (tu competencia)

### Una vez publicada la convocatoria de la competición

- Practica las 3 pruebas (MCQ, Written, CBT)
- Verifica temas y fuentes para la prueba de conocimientos (MCQ)
- Cuando el plazo de inscripción esté cerrado, practica regularmente (mañana o tarde) de forma completa (3 pruebas) – 1 vez por semana



# ¿Cuándo debo empezar a preparar la competición?

## Si has participado anteriormente en una competición de EPSO

### 1 mes antes de la publicación de la convocatoria

- Prueba o comienza a leer un estudio de caso (EPSO se suma a los ejercicios de los concursos abiertos)
- Revisa fuentes europeas sobre el tema que te interesa
- Retoma nuevamente la CBT (poco a poco)

### Una vez publicada la convocatoria de la competición

- Practica todas las pruebas
- Verifica temas y fuentes para la prueba de conocimientos (MCQ)
- Cuando el plazo de inscripción esté cerrado, practica regularmente (mañana o tarde) de forma completa (3 pruebas) – 1 vez por semana



1. ¿Qué está pasando?
2. ¿Por dónde empiezo y a qué competiciones puedo presentarme?
3. ¿Qué pruebas voy a enfrentar? ¿Cómo las supero?
  1. Candidatura
  2. CBT
  3. Prueba escrita
  4. Digital skills
  5. MCQ
4. ¿Cuánto tiempo dura el proceso de competición?
5. ¿Cuándo debo empezar a preparar los exámenes?
6. ¿Cuántas horas necesito para estudiar?
7. ¿Cómo podemos ayudarte en YaSemosEuropeos?
8. ¿Qué más quieres preguntar?



# ¿Cuántas horas tengo que dedicarle?

H



- Horas semanales según punto de salida/tiempo
- Calidad (sin móvil, sin distracciones)
- La clave es aprender de los errores
- Otros factores pueden influir en el tiempo que necesitas

1. ¿Qué está pasando?
2. ¿Por dónde empiezo y a qué competiciones puedo presentarme?
3. ¿Qué pruebas voy a enfrentar? ¿Cómo las supero?
  1. Candidatura
  2. CBT
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  5. MCQ
4. ¿Cuánto tiempo dura el proceso de competición?
5. ¿Cuándo debo empezar a preparar los exámenes?
6. ¿Cuántas horas necesito para estudiar?
7. ¿Cómo podemos ayudarte en YaSemosEuropeos?
8. ¿Qué más quieres preguntar?





# ¿Qué puede hacer YSE por ti?



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- **Webinars y materiales gratuitos**
- **Formación para el CBT con material y ejercicios propios**
- **Formación Written Test y MCQ (Generalistas y otros perfiles)**
- **Oposiciones internas de las Instituciones**
- **Revisión de candidatura**
- **Preparación de entrevistas**

# Recursos oficiales

- Para saber más: <https://eu-careers.europa.eu/en>
- Vacantes: [https://eu-careers.europa.eu/en/job-opportunities/open-vacancies/ec\\_vacancies](https://eu-careers.europa.eu/en/job-opportunities/open-vacancies/ec_vacancies)
- Prácticas: <https://eu-careers.europa.eu/en/job-opportunities/traineeships>

## No son eficientes pero sí son efectivas

- Sobre EPSO y las oposiciones: [www.yasemoseuropeos.com/epso](http://www.yasemoseuropeos.com/epso)
- Para plantear dudas [yasemoseuropeos@gmail.com](mailto:yasemoseuropeos@gmail.com) y para enterarte de todo siguiéndonos en: [Twitter](#), [Instagram](#), [Youtube](#); [LinkedIn](#) y [Telegram channel](#)





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