

FAQs on recruitment and joining ESMA

Table of Contents

1	BEFORE APPLYING TO ESMA	4
1.1	Can I apply if I am not an EU citizen?	4
1.2	My degree/diploma will not be awarded until after the closing date for applications. Can I apply?	4
1.3	Can I apply if I do not have an EU diploma?	4
1.4	What is the working language of ESMA?	4
1.5	Can I apply if I am over-qualified for the position?	4
1.6	Is there an age limit for the candidates?	5
1.7	How do I apply?	5
1.8	Can I apply for several positions/similar profiles published at the same time?	5
1.9	Which supporting documents should I provide?	5
1.10	Will I receive an acknowledgement that my application has been received?	5
1.11	Are spontaneous applications considered?	6
1.12	What is a 'reserve list'?	6
1.13	Can I be placed on several reserve lists?	6
1.14	Can I re-apply for a position if I am already placed on an ESMA reserve list for the same profile?	6
1.15	What language should I use in my application?	6
1.16	Will I be notified when new vacancy notices are published?	6
1.17	How long are the vacancies open for applications?	6
1.18	How can I contact ESMA if I have questions related to my application?	7
1.19	Are all applications received by ESMA treated in the same way?	7
2	DURING THE RECRUITMENT PROCESS	7
2.1	What does the recruitment process look like?	7
2.2	Where can I check the Selection Board composition for each selection procedure (who are the panel members)?	7
2.3	How is the written test run?	8
2.4	How do I know if I am selected after the interview?	8

2.5	What is the interview about?	8
2.6	I am placed on the reserve list, but I don't receive any offer. What does it mean? ..	8
2.7	How can I check if the reserve list on which I am placed is still valid or has been extended?	8
2.8	Can I still apply for other positions if I have (or not) been selected for an interview/written test?	9
2.9	Can I edit the information I inserted in my application after I submitted it?	9
2.10	What if I am blocked and cannot access my e-recruitment profile?	9
2.11	Will I be informed about the outcome of my application in any case?	9
2.12	Can I postpone the starting date to a later period?	9
2.13	I have been offered a position. Can I decline the offer and still be placed on the reserve list?	9
3	JOINING ESMA	10
3.1	Does ESMA reimburse travel expenses for relocation?	10
3.2	Does ESMA provide any assistance in finding accommodation in Paris?	10
3.3	Will ESMA help me in registering my children at the European School in Paris or in the nursery?	10
3.4	What will be the length of my employment?	10
3.5	Is there a probationary period at ESMA?	10
3.6	What benefits am I entitled to?	11
3.7	Will I have a health insurance?	11
3.8	What are the working hours?	11
3.9	What is the leave regime? (Number of leave days + public holidays)	11
3.10	Is teleworking from home possible?	12
3.11	Can I progress in my career (promotion/salary increase/internal mobility)?	12
3.12	Will I get pension rights?	12
3.13	What kind of training opportunities will I get at ESMA?	12
3.14	Is ESMA offering French classes?	13

1 BEFORE APPLYING TO ESMA

1.1 Can I apply if I am not an EU citizen?

You must be a national of a Member State of the European Union or the European Economic Area (Norway, Lichtenstein, Iceland) to apply to ESMA.

1.2 My degree/diploma will not be awarded until after the closing date for applications. Can I apply?

If a diploma is required, your degree must be completed by the application deadline. You may submit the diploma certificate at a later date, as long as the degree's completion date is prior to the deadline.

1.3 Can I apply if I do not have an EU diploma?

If you completed your studies outside the EU, your qualification must be recognized by an officially designated authority in an EU Member State (such as a national Ministry of Education), and you must provide proof of this recognition. For UK qualifications obtained after Brexit (from 1 January 2021), an equivalence certificate with the corresponding EU qualification is required.

1.4 What is the working language of ESMA?

The working language of ESMA is English. Additionally, a satisfactory knowledge (B2) of another language of the EU is required.

1.5 Can I apply if I am over-qualified for the position?

You are welcome to apply for any positions listed on our website for which you meet the eligibility criteria. If there are no current openings that align with your skills, we recommend regularly checking our [Careers page](#) for new opportunities that may be a better fit for your qualifications.

1.6 Is there an age limit for the candidates?

There is no age limit. We welcome applications from all qualified candidates, irrespective of their age, gender, ethnicity, or social origin, political or religious affiliation, disability, or sexual orientation.

1.7 How do I apply?

You must apply for a vacancy on the ESMA website, using the e-recruitment tool: <https://esmacareers.adequasys.com/>.

When visiting the ESMA careers website, you will have the option to create an applicant profile where you can enter details about your qualifications and work experience. Once your profile is set up, you'll be able to apply for future vacancies at ESMA without needing to re-enter your personal information.

For more detailed information, please consult our [Candidate Guidelines](#).

1.8 Can I apply for several positions/similar profiles published at the same time?

Yes, you may apply for multiple positions at the same time, as long as you meet the eligibility requirements for each. A decision made in one recruitment process will not impact your participation in other selection processes.

1.9 Which supporting documents should I provide?

In the initial stages of the application, you won't need to submit any documents. HR will request the necessary documents only if you are being considered for a position.

1.10 Will I receive an acknowledgement that my application has been received?

Yes, after submitting your application, you will receive an automatic confirmation at the email address you registered in our recruitment tool.

1.11 Are spontaneous applications considered?

No, only applications for open vacancies submitted through the e-recruitment tool will be accepted.

1.12 What is a ‘reserve list’?

If you are successful in a selection procedure, you will be placed on a “reserve list” within the specified function group (FG for Contract Agents or Grade for Temporary Agents), listed alphabetically. This reserve list serves as a pool of eligible candidates who have completed a selection process and may be considered by ESMA or other agencies to fill similar vacancies.

1.13 Can I be placed on several reserve lists?

Yes, if you successfully go through a few recruitment procedures, you can eventually be on several reserve lists.

1.14 Can I re-apply for a position if I am already placed on an ESMA reserve list for the same profile?

A reserve list remains valid for at least one year and may be extended by the Executive Director. If you are on a reserve list, hiring managers can view your profile, and you may be contacted for an informal discussion if your qualifications match an open position. You are welcome to re-apply for new positions with the same profile or submit an updated CV if you prefer.

1.15 What language should I use in my application?

All sections of the application must be completed in English.

1.16 Will I be notified when new vacancy notices are published?

No, we recommend you regularly check our Careers page to stay updated on new open vacancies.

1.17 How long are the vacancies open for applications?

The vacancy notices published on our Careers page are usually open for a period of at least 4 weeks.

1.18 How can I contact ESMA if I have questions related to my application?

You can write an email to the following address: vacancies@esma.europa.eu.

1.19 Are all applications received by ESMA treated in the same way?

Yes, all applications are welcome and treated in the same way irrespective of candidates' age, gender, ethnicity, or social origin, political or religious affiliation, disability or sexual orientation.

2 DURING THE RECRUITMENT PROCESS

2.1 What does the recruitment process look like?

Our recruitment process consists of 6 stages:

1. Publication of the vacancy on the [ESMA Website](#) (at this stage you can submit your application while the Vacancy Notice (VN) remains open);
2. Screening of CVs based on the requirements listed in the VN;
3. Invitation and assessment of the written tests against the competencies listed in the VN;
4. Invitation of shortlisted candidates to interviews (covering technical and people/organisational skills);
5. Placement of successful candidates on a reserve list in the given function group. This placement happens if you reach at least 60% of the total points in the written test as well as in the interview.
6. Recruitment: you may be contacted for an informal call with a hiring manager and recommended as a candidate for recruitment. The established reserve list may be used to fill similar positions based on ESMA's needs.

2.2 Where can I check the Selection Board composition for each selection procedure (who are the panel members)?

The Selection Board composition is available [here](#). Candidates are forbidden to make direct or indirect contact with the Selection Committee, or for anyone to do so on their behalf.

2.3 How is the written test run?

During the written test, selection criteria will be evaluated. The written tests are conducted online and are designed to assess your technical knowledge and your ability to understand, analyse, summarise, and draft in English.

2.4 How do I know if I am selected after the interview?

After the interview, the Selection Board will create a reserve list of successful candidates. HR will inform you of the outcome via email, including whether you have been placed on the reserve list.

2.5 What is the interview about?

During both the written test and the interview, the Selection Board will evaluate your competencies and technical knowledge relevant to the job profile, along with general aptitudes, required language skills, communication, interpersonal and problem-solving skills, and your motivation and understanding of the position.

2.6 I am placed on the reserve list, but I don't receive any offer. What does it mean?

If you are not contacted, it may mean there is not a suitable position for your profile at the moment. However, as long as you remain on the reserve list, hiring managers can still access your profile and may consider you for recruitment if a suitable role arises. Please note that inclusion on the reserve list does not guarantee recruitment.

2.7 How can I check if the reserve list on which I am placed is still valid or has been extended?

You can check the validity of a reserve list in the documents "Overview Recruitments" and "ED Decision on the Extension of the Reserve Lists" on our Careers page. The reserve list's validity is also specified in the VN (typically valid until the end of the year following the decision date, i.e., 31 December n+1) and may be extended if necessary.

2.8 Can I still apply for other positions if I have (or not) been selected for an interview/written test?

Yes, you are welcome to apply. A decision made in one recruitment process will not impact your eligibility to participate in any future selection procedures.

2.9 Can I edit the information I inserted in my application after I submitted it?

You can edit your application within the deadline for applications for the given VN. For this, you must withdraw your application and re-submit it after you have made the desired changes by logging into your applicant profile and selecting “My applications”. It is not possible to change/amend the application after the deadline for applications.

2.10 What if I am blocked and cannot access my e-recruitment profile?

You may email vacancies@esma.europa.eu explaining any issues with your profile so we can assist you in resolving them.

2.11 Will I be informed about the outcome of my application in any case?

Yes, we will inform you about the outcome of your application.

2.12 Can I postpone the starting date to a later period?

Following ESMA’s practice of onboarding newcomers, the starting date could be agreed either on the 1st or 16th of the month.

2.13 I have been offered a position. Can I decline the offer and still be placed on the reserve list?

If you receive an offer from ESMA and choose to decline it, your profile will be removed from the reserve list unless you specifically request to remain on it.

3 JOINING ESMA

3.1 Does ESMA reimburse travel expenses for relocation?

We will reimburse your travel expenses and pre-employment medical examinations as long as you provide all necessary forms and supporting documents. Incomplete travel documents/forms may result in delaying the reimbursement.

3.2 Does ESMA provide any assistance in finding accommodation in Paris?

For Temporary Agents (TAs), Contract Agents (CAs), and Seconded National Experts (SNEs), ESMA offers partial reimbursement for relocation expenses if you engage a relocation agent of your choice. You are responsible for covering the service costs upfront and may then claim reimbursement from ESMA within the specified limit. Please review the decision on the reimbursement of relocation services for new ESMA staff members for details on eligible expenses.

3.3 Will ESMA help me in registering my children at the European School in Paris or in the nursery?

Children of ESMA staff members receive priority admission to the European School, with free enrolment. However, parents are responsible for the enrolment process, and the application form and admissions policy are available on the European School's [website](#).

3.4 What will be the length of my employment?

In general, the duration of your initial fixed-term contract is five years or shorter. The duration of this first contract may be adjusted to meet service needs and may be renewed for a second fixed term. In such cases, the total combined duration of the first and second contracts will usually be five years. Any subsequent renewal will be on an indefinite period.

3.5 Is there a probationary period at ESMA?

Yes, the probationary period at ESMA is usually 9 months for TAs and CAs.

3.6 What benefits am I entitled to?

Depending on your contract, you will benefit from:

- Competitive salary;
- Medical insurance & final salary pension;
- Financial support;
- Access to the European school in Courbevoie;
- Career development;
- Flexible working hours;
- Part time;
- Paternity & parental leave;
- Special leave under certain circumstances such as marriage, birth or adoption of a child and other family events;
- Unpaid leave; and
- Teleworking.

3.7 Will I have a health insurance?

As a TA or CA, you will be entitled to several types of insurance:

- Sickness insurance (JSIS: Joint sickness insurance scheme): for you and (in certain cases) your family members;
- Accident insurance: in case of an accident, you will be covered 24/7 worldwide;
- Unemployment insurance: in case your contract ends.

3.8 What are the working hours?

The default regime for a standard 40-hour working week for all members of ESMA staff allows you to choose your working hours, provided that you are reachable between 9.30 and 12.00 and between 15.00 and 16.30 (16.00 on Wednesdays and Fridays) unless you have agreed otherwise with your line manager.

3.9 What is the leave regime? (Number of leave days + public holidays)

TAs and CAs are entitled to 2 days of annual leave per month. Additional entitlement for age and grade is applicable up to 6 days. Also, 2.5 days of supplementary home leave are granted every year to TA/CA entitled to the expatriation or foreign residence allowance to visit their

home country. Additionally, each year the European Commission issues a list of 15 to 17 days of public holidays for the following calendar year.

3.10 Is teleworking from home possible?

Yes, you can telework from the place of employment minimum 20% and up to 60% per week if agreed with the line manager.

3.11 Can I progress in my career (promotion/salary increase/internal mobility)?

Yes, your performance will be assessed annually based on objectives agreed with your line manager. To support career development, ESMA is actively creating tailored learning paths for different job profiles, facilitating continuous professional growth. In the meantime, we encourage staff members to reach out individually for career guidance. As ESMA expands, opportunities for internal mobility are also growing, allowing employees to establish long-term careers within the Authority.

3.12 Will I get pension rights?

Yes, as an EU staff member, you contribute to the EU pension scheme and can transfer in previous pension contributions to this system. Should you leave the EU system earlier, you will have the option to transfer-out your contributions to a pension scheme of your choice. The pension is granted after completing a minimum of ten years' service or reaching the pensionable age.

3.13 What kind of training opportunities will I get at ESMA?

We develop an annual training plan that aligns identified learning needs from staff appraisals with ESMA's strategic goals. This comprehensive approach supports ongoing professional development and highlights available learning opportunities within the organisation. We offer a range of training programs covering core competencies, technical and organisational skills, leadership and management through various formats: classroom and virtual courses, webinars, e-learning, blended learning, on-the-job training, team-building activities, knowledge-sharing events, coaching, and support for self-initiated studies.

3.14 Is ESMA offering French classes?

We organise French language classes in-house to cover levels from A1 to B2 of CEFRL (twice a week of 90 minutes). Every member of ESMA staff is eligible to attend, and the time spent in class is considered as working time.