



European Securities and  
Markets Authority

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# ESMA Recruitment Guidelines for Candidates



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## 1 INTRODUCTION

As a potential candidate for any type of position (temporary agent, contract agent and seconded national expert) published by the European Securities and Markets Authority (ESMA), you will find below information to facilitate your application and guide you through the recruitment process. You will also learn how your application will be treated and which kind of communication you can expect from us. We have deliberately repeated some of the information so that you can immediately jump to the right section depending on whether you apply for a position as temporary agent, contract agent, seconded national expert or trainee. Other information is general and concerns all types of selection procedures organised by ESMA.

The legal basis for recruitments is set out in the Staff Regulations (SR) and the Conditions of Employment for Other Servants of the European Union (CEOS)<sup>1</sup>. ESMA recruits its employees under two types of contracts: temporary agents (TA) on the basis of Article 2(f) of CEOS and contract agents (CA) on the basis of Article 3(a) of the CEOS.

The rules for national experts (SNEs) seconded to ESMA are governed by a specific ESMA Management Board Decision, also published on our career's website<sup>2</sup>.

ESMA trainees are selected through a traineeship call for applications which is published on the [ESMA careers website site](#).<sup>3</sup>

If a vacancy notice (VN) differs on one or more point(s) from these guidelines, the VN shall prevail.

## 2 PRINCIPLES OF SELECTION

Our aim is to ensure that the recruitment is based on the principles of competence, transparency, and equal treatment.

- **Competence**

Technical and behavioral competences will be assessed according to the specific requirements listed in the VN.

- **Transparency**

Each recruitment process will be documented. As a candidate you will have access to your relevant assessment, upon request and within a reasonable timeframe. See further information under 5.1 "Feedback information".

If you are selected, you will be required upon recruitment to make a declaration of commitment to act independently in the public interest and to make a declaration in relation to the interests that might be considered prejudicial to your independence.

- **Equal Treatment**

The selection process will be non-discriminatory and will be based upon a **comparison of the merits of all candidates**. The most suitable candidates will be selected in line with the criteria outlined in the VN. ESMA applies a policy of equal opportunities and accepts applications without bias on the grounds of gender, race, color, ethnic or social origin, genetic characteristics, language, religion or belief, political or any other opinion, belonging to a national minority, financial situation, birth, disability, age, sexual orientation, marital status or family situation.

The selection process will be directed towards the broadest possible range of nationalities from among EU Member States and the countries in the European Economic Area (EEA). No nationality quota will apply.

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<sup>1</sup> <http://eur-lex.europa.eu/LexUriServ/LexUriServ.do?uri=CONSLEG:1962R0031:20140101:EN:PDF>

<sup>2</sup> <https://www.esma.europa.eu/about-esma/careers>

<sup>3</sup> [ESMA traineeship policy \(europa.eu\)](#)

ESMA strives to ensure a balanced representation of men and women among its staff, at all levels.

If candidates have equal qualifications, gender and/or nationality may be used as additional criteria for the hiring decision. ESMA is committed to accommodate the needs of applicants and selected candidates who may have special requirements, (e.g. for reasons of disability).

### 3 ELIGIBILITY CRITERIA – WHO CAN APPLY?

You can apply to ESMA vacancies if you satisfy all eligibility criteria by the closing date for the submission of applications.

The eligibility criteria comprise a set of formal requirements which you **must fulfil** to be eligible for a specific selection procedure. These criteria are listed in part “3.A” of each vacancy notice.

The eligibility criteria are **variable** for each VN and depend on the function group and grade of the specific selection procedure.

To be eligible for a specific selection procedure, you must have the required level of education and, if applicable, you must also have the required duration of professional experience as set out in the VN.

#### 3.1 Professional experience

ESMA will calculate the duration of professional experience required in the VN starting from the date on which you acquired the **minimum required qualification/education**<sup>4</sup> until the deadline for application.

When calculating your professional experience, ESMA will take into account duly documented professional activities<sup>5</sup>. You must provide details of experience and of any work placements, training, research or PhD studies in your e-Recruitment application. Moreover, you must also indicate the exact dates (day/month/year) of obtaining any diploma(s) and exact start and end dates (day/month/year) of any professional experience that you claim.

When reviewing your application, ESMA will apply the following principles:

- The starting date of a professional experience corresponds to the starting date of the employment contract (even if the starting date was for example a Sunday and you therefore only started working on the following Monday).
- In case of part-time professional experience, you should indicate the corresponding working rate (percentage of full-time hours) in your application.
- If you worked at the university (e.g. as a teaching assistant) while studying towards your PhD, this period can be taken into account for the calculation of work experience up to a limit of three (3) years, on the condition that the PhD studies have been completed and that a diploma was awarded. You need to provide a proof (a certificate/work contract) of your PhD studies.
- For periods where you have worked as a freelancer or when you were self-employed, you must provide either a practicing certificate (or equivalent), or a copy of the entry in the relevant trade register, or any other official document (for example a tax document) showing clearly the length of the relevant work experience.
- Compulsory military service is also counted as work experience (even if obtained before the required education) and should likewise be documented.

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<sup>4</sup> Secondary certificate or post-secondary diploma for AST or FGI-FGIII grades, a university degree for FGIV or AD grades (please refer to Annex 1 for more detailed information).

<sup>5</sup> Supporting documents (attestations, work contracts with start/end dates) will have to be provided upon receiving the official offer letter from ESMA.

- Any given period may be counted only once, there should be no overlapping dates in the application.
- Any professional experience will be calculated in years and months. Any fractions of a month will be calculated in days, taking into account the actual number of days in a given month (e.g. 30 for November and 31 for December). The different work periods will be added up to a total result. When calculating the total result, a sum of 30 days will be considered as a full month (e.g. 49 days equal 1 month and 19 days.)

An example of a calculation of professional experience is shown below:

A candidate for AD5 position has graduated from a bachelor’s degree on 15/07/2013 (prior starting his work experience), so all experience gained after the graduation date can be counted/taken into consideration, up to the closing date for application (which is stated in the relevant vacancy notice that the candidate is applying for).

Starting date	Ending date	Years	Months	Days
01/02/2015	13/09/2020	5	7	13
19/11/2014	29/12/2014		1	11
18/08/2013	14/11/2014	1	2	28
Sum:		6	10	52
<b>Total work experience:</b>		<b>6</b>	<b>11</b>	<b>22</b>

In the above calculation, the period 18/08/2013 – 14/11/2014 is calculated as follows: 18/08/2013 – 17/08/2014 equals 1 year, 18/08/2014 – 17/10/2014 equals 2 months and 18/10/2014 - 14/11/2014 equals 28 days.

Should the fraction of a month concern a leap year, February will be counted with 29 days as shown below:

Starting date	Ending date	Years	Months	Days
19/11/2016	28/12/2016		1	10
25/08/2013	14/03/2016	2	6	19
<b>Total work experience:</b>		<b>2</b>	<b>7</b>	<b>29</b>

In the above calculation, the period 25/08/2013 – 14/03/2016 is calculated as follows: 25/08/2013 – 24/08/2015 equals 2 years, 25/08/2015 – 24/02/2016 equals 6 months and 25/02/2016 - 14/03/2016 equals 19 days (2016 was a leap year, therefore February is counted with 29 days).

### 3.2 Other eligibility requirements

The other eligibility criteria<sup>6</sup>, apart from education and work experience, which are mentioned in part “3.A” of the VN, are **fixed** and identical for all selection procedures.

To fulfil the eligibility criteria, you must:

- Be a national of a Member State of the European Union or the EEA<sup>7</sup>;
- Enjoy full rights as a citizen<sup>8</sup>;

<sup>6</sup> According to the Article 12, 13 and Article 82(3), 83 of the CEOS

<sup>7</sup> EEA: European Economic Area (Norway, Lichtenstein, Iceland).

<sup>8</sup> Prior to the appointment, the successful candidate will be required to provide a recent official certificate confirming the absence of any criminal record:

1. from the country(ies) of nationality, unless he/she:
  - ✓ never resided in that country, or

- Have fulfilled any obligations imposed by the laws concerning military service<sup>9</sup>;
- Be physically fit to perform duties<sup>10</sup>;
- Have a thorough knowledge of one of the official languages of the European Union and a satisfactory<sup>11</sup> knowledge of another official language of the European Union.

Failure to comply with one or more of the eligibility criteria will result in disqualification of your application.

## 4 OVERVIEW OF SELECTION PROCEDURE

### 4.1 How to apply

For any open position at ESMA, we invite you to regularly check the ESMA careers website <https://esmacareers.adequasys.com/>

All VNs are published on ESMA's careers website for a period of at least 4 weeks. They are also published on the website of the European Personnel Selection Office (EPSO) [www.epso.europa.eu](http://www.epso.europa.eu) and may be published on other relevant websites and/or magazines/newspapers, as appropriate.

If you wish to apply for a position at ESMA, you must apply for a vacancy on the ESMA website, using the e-recruitment tool: <https://esmacareers.adequasys.com/>

When you visit the ESMA careers website, you will be invited to create an applicant profile, where you can add information on your qualifications and work experience. Please note that all information provided in your profile is important, as it will impact your eligibility when applying for vacancies at ESMA.

Please also note, that to create the applicant's profile you will need to create an account in the [ESMA e-recruitment tool](#) and to complete your inscription, you will be asked to validate your account by clicking on the link received from the tool. If you do not receive an email with the validation link or if you receive an error message after clicking on the link, please try to log into the account anyway (using the log in details you have set up whilst creating the account) and you should be able to log in without any problems. If you are still not able to log in, please send an email to [vacancies@esma.europa.eu](mailto:vacancies@esma.europa.eu) and we will help you.

After creating your applicant profile, you will be able to apply for any future vacancies at ESMA without having to re-enter your information.

All sections of the application must be completed in English. Mandatory fields are marked with an “\*”.

Please fill out the dates of your studies and employment carefully, as these will be checked against your documents before you will be offered a post. If at any stage of the procedure we find out that information which you provided is incorrect, you will be disqualified from the selection procedure.

We may also, at any stage of the selection procedure, ask you to provide documents in support of claimed educational certificates and/or work experience.

You can save your application at any stage and complete it later by logging into your applicant's profile and selecting “My applications: continue”.

For each period of professional experience, you should briefly outline the main responsibilities of your role

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✓ resided in that country only until the age of 18  
and

2. from the country(ies) where he/she resided for more than 6 months in the 2 years preceding the recruitment or appointment.

<sup>9</sup> If applicable for the candidate' nationality(ies).

<sup>10</sup> Before the appointment, the successful candidate shall be examined in a medical center indicated by ESMA in order to confirm that the requirements of Article 12(2) (d) of the CEOS of EU are met (fit for work).

<sup>11</sup> At least at the level of B2, according to the Common European Framework of Reference for Languages

[http://www.coe.int/t/dg4/education/elp/elp-reg/Source/Key\\_reference/CEFR\\_EN.pdf](http://www.coe.int/t/dg4/education/elp/elp-reg/Source/Key_reference/CEFR_EN.pdf)

[http://www.coe.int/t/dg4/education/elp/elp-reg/cefr\\_EN.asp](http://www.coe.int/t/dg4/education/elp/elp-reg/cefr_EN.asp)

which relate to the vacancy notice.

Please be informed that the term “working rate” refers to the amount of hours you worked per week for a given position. This means that if you worked approximately 8 hours per day, 5 days per week, the relevant percentage will be 100% (full-time). Part-time positions must be adapted to this calculation accordingly.

In the motivation letter you should explain your motivation for applying at ESMA and why you think you are suited for the role. When explaining your motivation, try to be specific about your particular interest in ESMA as an organisation and your interest in the specific position you are applying for.

Please note that ESMA does not accept any additional documents (e.g. curriculum vitae, letters of recommendation) and that the Selection Board’s shortlisting decision is based solely on the information provided in your application.

After submitting your application, you will receive an automatic email acknowledging receipt of your application.

If you want to correct or amend an already submitted application (within the deadline for applications for the given vacancy notice), you must withdraw your application and resubmit it after you have made the desired changes by logging into your applicant profile and selecting “My applications”. Please note that this is only possible until the deadline for applications indicated in the vacancy notice. It is not possible to change/amend the application after the deadline for applications.

If you change your mind, you also have the possibility to withdraw your application completely. The same restriction applies, i.e., you can only withdraw your application before the deadline for applications indicated in the VN. Should you wish to withdraw your application after the deadline indicated in the VN, please email us at [vacancies@esma.europa.eu](mailto:vacancies@esma.europa.eu).

ESMA will only consider applications received by **23:59:59 CET** on the closing date indicated in the VN. We advise you to **submit your application well ahead of the deadline**, to avoid last minute problems due to heavy traffic on the website.

All correspondence concerning your application will take place by email, so please ensure that the email address associated with your applicant account is correct and that you check your email account regularly.

The selection procedure may take up to several months from the date on which a vacancy notice is first advertised to the final offer being made. ESMA will communicate with the candidates after each stage of the selection procedure (reviewing of CV’s, written test, interviews) to inform them whether they made it to the next stage of the selection procedure or not.

All queries or requests for information in relation to a selection procedure should be addressed to the ESMA HR Unit at [vacancies@esma.europa.eu](mailto:vacancies@esma.europa.eu)

If you want to **check the status of a specific selection procedure**, you can consult the follow-up table “Overview Recruitments” under <https://www.esma.europa.eu/about-esma/careers>.

## 4.2 Selection Board

ESMA’s recruitment is based on the principles of transparency and equal treatment for all applicants. The procedure is non-discriminatory and based upon a comparison of the merits of all candidates. The evaluation of each applicant for the specific selection procedure is made based on a comparative assessment of all applicants for that vacancy.

For each selection procedure, the ESMA Executive Director appoints a Selection Board consisting of at least three members (Chair, Member and Staff Committee Representative)., In each Selection Board there will be an HR representative who will ensure the correct application of the relevant rules.

The Selection Board members will evaluate each application in accordance with the requirements outlined in the VN.

One or more observers/external experts (from ESMA or from other Institutions) may also be appointed to the Selection Board, and in that case can also be present at the Selection Board meetings. Observers do not have a full right and may be present at the meetings/interviews of the Selection Board in a support role (not having a decision-making role), providing an expertise in the relevant field (e.g. helping in drafting written/oral questions or evaluating the written tests).

To comply with the European Ombudsman's guidelines, the **composition of the Selection Board members** and their alternates will be published on the **ESMA's website** sufficiently in advance of the interviews.

Any attempt made by a candidate or third parties to contact or influence a Selection Board member/alternate, will result in disqualification of the candidate from the selection procedure.

### 4.3 Evaluation of applications

Only applications submitted through the e-recruitment tool (or if otherwise explained in the vacancy notice) by the closing date for applications will be examined by the Selection Board. The goal of the Selection Board is to evaluate all applications in an objective, impartial and transparent manner, and to identify the shortlisted candidates to be invited for the written test and the interview.

Applications are evaluated against the requirements listed under the part 3 "Professional qualifications and other requirements" of the VN (parts A & B). Only the information provided in the application will be evaluated.

The part "3.B" of the VN consists of 3 types of selection criteria: essential requirements, advantageous requirements and supplementary requirements. Only the essential and the advantageous requirements will be evaluated at the screening phase, the supplementary requirements will be evaluated during the written test and/or the interview.

The comparative assessment of applications is performed in the following three stages:

#### 4.3.1 Eligibility criteria (3.A.)

After the closing date, each application is checked to confirm that the applicant meets the eligibility criteria (part "3.A" of the VN). For more information on the eligibility criteria, please check section 3 of these guidelines.

#### 4.3.2 Essential requirements (3.B.1)

At the next stage, all the applications which fulfil the eligibility criteria will be assessed and scored against the selection criteria (part "3.B" of the VN).

The essential requirements are the criteria which list core requirements for the profile published (e.g. specialised education/training, years of relevant work experience in a specific function and any other specific requirements etc.). They are obligatory requirements, which means that you will be excluded from the selection process if you do not fulfill them. Only those candidates who fulfil all essential criteria will then be further evaluated against the advantageous criteria (3.B.2).

#### 4.3.3 Advantageous requirements (3.B.2)

The advantageous requirements are any additional requirements, which are not core for the post published (e.g. knowledge or experience in a specific field, multicultural experience, good command of French etc.).

Following the comparative evaluation of applications, the best candidates<sup>12</sup>, who obtain the highest scores will be invited first for the written test (1<sup>st</sup> part of the selection procedure). All candidates who reach a minimum score of 60% for the written test, will then be invited for the interviews with the ESMA Selection Board (2<sup>nd</sup> part of the selection procedure).

#### 4.4 Written tests and interviews

During the written test and interviews, the selection criteria (part “3.B” of the VN) will be assessed.

At the interview, the Selection Board will also assess the supplementary requirements (3.B.3, so called “soft skills”) from the VN to evaluate whether the candidate can demonstrate the behavioral competences required for the published position.

The written tests and interviews will usually be held in English. Please note that if English is your native language, we will test your second EU language during the interview<sup>13</sup>.

Written tests are designed to test your technical knowledge, as well as your ability to understand, analyse, summarise and draft in English, or in other languages if appropriate.

During the test and interview phase, the Selection Board will examine you:

- competencies and technical knowledge with reference to the job profile;
- general aptitudes and language abilities necessary for the specific position;
- communication, inter-personal and problem-solving skills;
- motivation and understanding of the position.

The Selection Board will also assess if your skills are adequate for the profile in question according to the selection criteria (part 3.B) published in the VN.

Within the selection procedure, it is possible that either the Selection Board and/or the Executive Director contact you to schedule additional interviews/phone interviews/tests.

#### 4.5 Remote tests and interviews

ESMA may organise the written test and/or the interviews for any selection procedure either on site (at its premises in Paris or at other designated locations) or remotely (via dedicated IT tools or applications).

We invite you to read the following principles to which you must adhere if you choose to participate in a remote written test or interview:

- during the **written test** you must submit your own work which you drafted during the time allocated to you, you are not allowed to copy any text from other materials (including text of your own authorship), and you must refrain from using any kind of help; and
- during the **interview**, you must refrain from reading your replies from your notes (for example when explaining your motivation to join ESMA) and you are not allowed to use any kind of help.

If you fail to comply with the above requirements, we will either attribute 0 points for the particular question or disqualify you from the selection process.

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<sup>12</sup> The number of candidates to be invited is specified in the VN.

<sup>13</sup> To comply with the eligibility criterion on satisfactory level of a 2<sup>nd</sup> EU language (see footnote 11).

## 4.6 Reserve list and appointment

As a result of the interviews, the Selection Board proposes the reserve list<sup>14</sup> of successful candidates to the Appointing Authority (ESMA Executive Director). You will only be placed on the reserve list if you reached at least 60% of the total points in the written test as well as in the interview.

The Executive Director takes the decision on the establishment of the reserve list of successful candidates, and on the offer of contract of employment to individual candidates (following a recommendation from the hiring manager).

If you are placed on the reserve list, a hiring manager interested in your profile may contact you for an informal call/exchange. Following this call, he/she may recommend you to the Executive Director as a candidate for recruitment.

**Please note that being included in the reserve list does not necessarily mean that you will receive an offer of employment from us.**

The validity of the reserve list is indicated in the vacancy notice (as general rule, a reserve list is valid until the end of the following year, from the date of the signature of the decision, i.e. 31 December n+1). The validity of the reserve list may be extended if deemed necessary. To check the validity of a reserve list or the current status of a selection procedure, we invite you to consult the following recruitment documents: "Overview Recruitments" and "ED decision on the extension of the reserve lists" available on the Careers part of ESMA website under <https://www.esma.europa.eu/about-esma/careers>.

Depending on ESMA's needs, we may use the established reserve list at a later stage for the recruitment for a similar post. Where a similar post becomes available, ESMA may select applicants from the reserve list according to their profile in relation to the specific requirements of the post to be filled.

## 4.7 Specific provisions applicable for the selection of SNE

ESMA publishes SNE vacancy notices in its website as well. To apply for a SNE position, you must submit your application through [e-Recruitment](#) within the given deadline. Only applications submitted through this tool will be considered for a secondment at ESMA.

Your application must be completed in English.

All candidates who fulfill the eligibility criteria stated in the VN will be placed on the reserve list of successful candidates and might be contacted for an interview if their profile matches with ESMA's business needs.

Please read carefully the eligibility criteria stated in the VN before applying for the vacancy. You are only eligible for a secondment at ESMA if you have been employed in a public entity for a minimum period of 12 months.

Before we can invite you for an interview, you must provide, upon request, the prior authorisation from your employer stating that they are in principle in favor of a potential secondment at ESMA. Otherwise, we cannot schedule the interview with you.

For additional information on the rules concerning Seconded National Experts in ESMA, please find [here the Management Board Decision on Secondment of National Experts](#).

## 4.8 Specific provisions applicable for the selection of trainees

If you want to apply for a traineeship at ESMA, you must submit your application through our [e-Recruitment](#) tool. Only applications submitted through this tool will be considered for ESMA's traineeship programme.

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<sup>14</sup> "Reserve list" – a list of candidates, established in an alphabetical order, who passed both a written test and interview part.

Your application must be completed in English.

When filling your application form, please note that the work experience section is not a mandatory field and it will not affect your eligibility for the position if you do not complete it. However, if you have work experience that you would like to list under this section, please be informed that the term “working rate” refers to the amount of hours you worked per week for a given position. This means that if you worked approximately 8 hours per day, 5 days per week, the relevant percentage will be 100% (full-time). Part-time positions must be adapted to this calculation accordingly.

Once you submit your application, you will receive an automatic email acknowledging the receipt of your application.

Every traineeship profile advertised at ESMA is an open call without a specific deadline and applications are regularly assessed by the hiring Departments. While you can submit your application at any time during the traineeship call, we must advise you that we cannot define the exact starting date of any traineeship nor when the interviews will take place.

Furthermore, only shortlisted candidates will be contacted by ESMA whilst the others will remain available in the e-Recruitment tool database for future recruitment needs.

Please refer to section 4.1 for further details on How to apply.

#### 4.9 Specific provisions for the recruitment of contract agents via the EPSO CAST reserve list

For the recruitment of contract agents (both in assistant and officer functions), ESMA uses primarily [the EPSO \(European Personnel Selection Office\) Permanent Calls](#). There are two possibilities: either ESMA will search directly in the EPSO CAST Permanent database of applications, or we will publish a specific vacancy notice.

When we publish a vacancy notice, it will be clearly indicated that for this specific profile, ESMA will conduct a search in the EPSO CAST database among the registered and eligible candidates. In such a case, you must apply to the EPSO profile indicated in our VN and include the ESMA Vacancy Notice number in your motivation. This will allow us to filter our research and to easily find you in the database. We may also use the essential and advantageous criteria indicated in the vacancy notice as a filter to identify the candidates with the right profile for the position.

When we are looking to fill a contract agent position, we will consider both candidates who applied for the specific vacancy notice and candidates who are already registered in the database.

Therefore, if you are interested in a contract staff position at ESMA, we highly recommend that you submit your application to one or more CAST Permanent profiles and/or function group(s) and that you clearly indicate in your profile/application your continued interest in working for ESMA in Paris, France so that we can find you in the EPSO database.

As for any other selection procedure, the applications of the identified candidates will first be screened against the Eligibility criteria (part 3.A) and then be assessed and scored against the Essential requirements (part 3.B.1). The candidates who do not meet all the Essential requirements (part 3.B.1) will be excluded from the selection process.

The candidates who meet all the Essential requirements (part 3.B.1) will be scored against the Advantageous requirements (part 3.B.2).

Within this comparative evaluation of applications, the best candidates (the exact number will be specified

in the vacancy notice), who confirm their interest in working for ESMA, will be invited for the EPSO test<sup>15</sup>.

Depending on the selection procedure, the EPSO test may be followed by a **written test** organised by ESMA. If there is a written test, the pass mark is 60% of the total points. All candidates who pass the written test, are then invited for an **interview** with the ESMA Selection Board.

As a result of the interviews, the Selection Board proposes the reserve list<sup>16</sup> of successful candidates to the Appointing Authority (ESMA Executive Director). Please refer to section 4.6 for more information on the reserve list and what it means to be placed on the reserve list.

## 5 GENERAL INFORMATION

### 5.1 Feedback information

You will receive all communications and notices concerning the selection procedure you have applied for by email. We may, for example, send an invitation to written test/interview, reserve list letter, intention to hire or offer letter to the email address indicated in your application. Therefore, it is very important that you notify ESMA in the event of any change in your contact details and that you check your mail account regularly to see whether you have received any communication from ESMA.

You also have the possibility to check the validity of a reserve list or the current status of a selection procedure in the document “Overview Recruitments” and “ED decision on the extension of the reserve lists” available on the Careers part of ESMA website under <https://www.esma.europa.eu/about-esma/careers>.

If you have not been shortlisted for written test and interview (see section 4.3), we will notify you by email during the course of the selection procedure.

If you have attended a written test and/or interview, we will inform you about the outcome of your application after the establishment of the reserve list.

According to Article 6 of Annex III of the Staff Regulations, the proceedings of the Selection Board shall be secret. Therefore, ESMA will not communicate the detailed reasons for not placing you on the reserve list and we will also not share with you the assessment and recommendations which relate to the comparative elements of the selection procedure. However, you can request to receive your scores for the different stages of the selection procedure.

You should address all enquiries or requests for further information in relation to a selection procedure to the ESMA HR Unit at [vacancies@esma.europa.eu](mailto:vacancies@esma.europa.eu).

### 5.2 Approximate timing of each selection procedure

In average, a recruitment procedure takes 3 to 5 months from the date on which the VN is published to the establishment of the reserve list of successful candidates.

After the deadline for submitting applications, you may expect the following indicative timeline, unless exceptional circumstances will cause a delay:

1. Assessment of applications and shortlisting will normally happen within 3-5 weeks after the application deadline.
2. Written tests will normally happen 3 to 5 weeks after the assessment of applications.
3. Interviews will normally happen 3 to 5 weeks after the assessment of the written tests
4. The establishment of the reserve list of successful candidates will normally take place within 2 weeks after completion of the interviews.

<sup>15</sup> Including the shortlisted candidates who passed the test before (with the status “tested” and “valid”).

<sup>16</sup> “Reserve list” – a list of candidates, established in an alphabetical order, who passed both a written test and interview part.

To be able to provide this timely outcome, we rely on your availability and flexibility. Candidates invited for interviews are normally given 2 weeks' notice if the written test/ interview is held at ESMA's premises and not less than 1 week (including the weekend) if the written test/interview is held remotely.

In this context it is of utmost importance that you provide us with up-to-date contact details (mobile phone number, email address, etc.) so that we can quickly reach you. We will try as much as possible to accommodate your specific requirements concerning your availability. However, we ask for your understanding that we may not always be able to find alternative time slots with the Selection Board, especially at a short notice.

### 5.3 Reimbursement of travel expenses

We will reimburse your travel expenses for interviews and pre-employment medical examinations in accordance with the ESMA policy on reimbursement of travel and subsistence expenses for candidates and trainees<sup>17</sup>. We invite you to carefully read these provisions and to provide the HR Unit with all necessary forms (legal and bank forms - LEF/BAF) and supporting travel documents. Incomplete travel documents/forms may result in a delay in reimbursement of travel costs.

### 5.4 What happens after the interview?

#### 5.4.1 Intention to hire email

If you are among the successful candidates who are placed on the reserve list, ESMA will send you a so called "intention to hire" email. This email does not yet constitute a legally binding offer from ESMA. The purpose of the intention to hire email is to express ESMA's interest to hire you and to request from you the following supporting documents needed to confirm your eligibility:

- **EU/EEA nationality:** ID card or passport;
- **Education:** required diploma with clear indication of the official duration of studies and level obtained (bachelor or master's degree).

Please note that we will only take into consideration qualifications that have been awarded in EU Member States or that are subject to equivalence certificates issued by the authorities of EU Member States. Also, we only accept education certificates issued by competent authorities of an EU Member State, or recognised as equivalent by those authorities. If your studies took place outside the European Union, the qualification that you obtained must have been recognised by a body officially delegated for this purpose by one of the EU Member States (such as a national Ministry of Education) and you must submit a document attesting so.

If you have obtained your education certificate in the UK after the Brexit (1 January 2021) you will also need to provide the certificate of equivalence with the EU qualification.

- **Work certificates:** work attestations/certificates/letters from your previous employer(s), confirming the length of each professional experience (start/end dates) and if possible, an indication of the working regime (full/part time employment and percentage). If you don't have this kind of documentation, you can also provide a pay slip/proof of remuneration for each month of service.

If we find out that the information you provided in your application is incorrect, we will remove you from the reserve list.

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<sup>17</sup> [esma63-46-716\\_policy\\_on\\_the\\_reimbursement\\_of\\_candidates\\_and\\_trainees.pdf \(europa.eu\)](#)

## 5.4.2 Offer letter

After you submitted all required supporting documents and, and on their basis, we confirmed your eligibility, ESMA will send you an official offer of employment. Generally, you will have 5 working days to confirm that you accept our offer and to indicate the earliest possible date when you would be available to commence employment with ESMA. The starting date can be either on the 1<sup>st</sup> or 16<sup>th</sup> of a month.

If you reject the offer from ESMA, we will remove you from the reserve list, unless you specifically request to remain on the reserve list.

## 5.4.3 Administrative formalities

Before you can start working at ESMA, you need to complete the following administrative formalities:

- the **pre-employment medical examination**: you need to undergo a pre-employment medical check, usually it takes around 2 weeks to receive a medical clearance and medical exams may take the whole day.
- a certificate of **no-criminal record** from your country of citizenship/nationality(ies) (depending on the country, a certificate can be obtained at the Police, Justice Court, or Court or Ministry. If you have multiple nationalities, the no-criminal record must be obtained for all nationalities, also for nationalities outside EU);
- a legal document which shows **no military obligation** in the country/ies of your nationality(ies) OR a document showing the fulfilment of this obligation (you must fulfil any obligations imposed by the applicable laws concerning military service. If you have multiple nationalities, the military service obligation must be met for all nationalities, also for nationalities outside EU).
- the **confidentiality form** filled and signed: as member of ESMA staff you are subject to strict professional secrecy obligations while working at ESMA and after having left ESMA;
- the **declaration of interests**' form filled and signed: you are required to provide information of any potential or actual conflict of interests you might have before you are recruited by ESMA.<sup>18</sup>

Don't worry, we will guide you through these administrative formalities and you will receive all the necessary information from us when you are at this stage of our recruitment process.

## 5.5 Conditions of employment

### 5.5.1 Contract

Temporary agents and contract agents will normally be engaged under their first contract for a fixed period of 5 years. Any further renewal shall in principle be for an indefinite duration period. ESMA can also offer contracts with a different duration, in such a case, this will be clearly stated in the VN and/or in the offer of employment.

For other categories of staff:

- **SNEs**: In general, agreements are normally concluded for an initial period of up to 2 years with the possibility for extension, up to a total period not exceeding 4 years.
- **Trainees**: agreements are signed for the initial period of 6 months, which can be extended for up to 6 months. The total duration of the traineeship cannot exceed 12 months.

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<sup>18</sup> [ESMA's Conflict of Interests and ethics Policy for Staff](#) is available on ESMA's website.

### 5.5.2 Probationary period

Your contract of employment is subject to a 9-month probationary period (for temporary and contract agents<sup>19</sup>).

Seconded national experts or trainees have no probationary period.

### 5.5.3 Pay and welfare benefits for temporary and contract agents

If you are recruited as a temporary or contract agent, your remuneration will consist of a basic salary (depending on your function group and grade) supplemented with various allowances (depending on your personal and family circumstances).

Basic Salary: there is a basic salary scale for each grade, divided into a number of seniority steps. Staff members progress automatically to the next seniority step every two years until they reach the top of the scale for that grade.

Allowances: depending on your nationality, your individual family situation and the place of origin, you may be entitled to: expatriation allowance (16% of the basic salary), household allowance, dependent child allowance, education allowance, pre-school allowance, installation allowance, reimbursement of removal costs, initial temporary daily subsistence allowance and other benefits.

Under certain circumstances, in particular if you are obliged to change your place of residence to take up employment, ESMA may also reimburse various expenses incurred on recruitment, notably removal expenses.

For further information, please consult the conditions of employment indicated in the VN or on [ESMA's website](#).

## 5.6 Protection of personal data

ESMA will ensure that your personal data is processed as required by Regulation (EU) 2018/1725 of the European Parliament and of the Council of 23 October 2018, on the protection of natural persons with regard to the processing of personal data by the Union institutions, bodies, offices and agencies and on the free movement of such data<sup>20</sup>. This applies in particular to the confidentiality and security of such data.

Please note that we will return supporting documents that you provided us. We will keep them on for a limited period of time after which they will be destroyed. For more information on the protection of your personal data, please consult the [central register of all ESMA activities processing personal data](#) published on the ESMA website.

## 5.7 Appeal procedure

If, at any stage of the selection procedure, you consider that your interests have been prejudiced by a particular decision, you can take the following action:

- Lodge an **administrative complaint** under Article 90(2) of the Staff Regulations of Officials of the European Union<sup>21</sup>, by sending it to [vacancies@esma.europa.eu](mailto:vacancies@esma.europa.eu) within three months from the date you have been notified of the challenged decision. Please quote the job title and reference number of the selection procedure;
- Make a complaint to the **European Ombudsman**:

<sup>19</sup> For contract agents this applies only when the contract duration is one year or more.

<sup>20</sup> <https://eur-lex.europa.eu/legal-content/EN/TXT/?uri=CELEX%3A32018R1725>

<sup>21</sup> <http://eur-lex.europa.eu/LexUriServ/LexUriServ.do?uri=CONSLEG:1962R0031:20140101:EN:PDF>



European Ombudsman  
1 avenue du President Robert Schuman  
CS 30403  
67001 Strasbourg CEDEX  
France  
<https://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 an administrative complaints or for submitting appeals to the General Court of the European Court of Justice under Article 270 of the Treaty establishing the European Union. Please also note 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.

In case of any questions, please contact [vacancies@esma.europa.eu](mailto:vacancies@esma.europa.eu) or consult our website.

## ANNEX 1 – Minimum eligibility requirement for recruitment grades Temporary Agents

Function group	Level	Recruitment grade	Eligibility requirement
Administrators (AD)	Officers	AD5	3-year degree + 1 year's professional experience
		AD6	3-year degree + 3 years' professional experience
	Senior Officers (AD7-AD8) Team Leaders (AD8-AD9)	AD7	4-year degree + 6 years' professional experience OR 3-year degree + 7 years' professional experience
		AD8	4-year degree + 9 years' professional experience OR 3-year degree + 10 years' professional experience
	Heads of Unit (AD9-AD10) Heads of Department (AD12)	AD9	4-year degree + 12 years' professional experience OR 3-year degree + 13 years' professional experience
		AD10	3-year degree + 13 years' professional experience
		AD11	4-year degree + 15 years' professional experience OR
		AD12	3-year degree + 16 years' professional experience

Function group	Level	Recruitment grade	Eligibility requirement
Assistants (AST)	Assistants (carrying out administrative, technical or training activities requiring a certain degree of autonomy, in particular with regards to the implementation of rules and regulations or as personal assistant)	AST1	Post-secondary education OR Secondary education + 3 years' Professional experience
		AST2	Post-secondary education + 1-year professional experience OR Secondary education + 4 years' professional experience
		AST3	Post-secondary education + 3 years' professional experience OR Secondary education + 6 years' professional experience
		AST4	Post-secondary education + 6 years' professional experience OR Secondary education + 9 years' professional experience

Function group	Level	Recruitment grade	Eligibility requirement
Secretary/Clerk (SC)	Secretaries/clerks (carrying out clerical and secretarial tasks, office management and other equivalent tasks requiring a certain degree of autonomy)	SC1	Post-secondary education OR Secondary education + 3 years' professional experience
		SC2	Post-secondary education + 1-year professional experience OR Secondary education + 4 years' professional experience

### Contract Agents

Function group	Level	Recruitment grade	Eligibility requirement	
<b>FGI</b>	<b>Junior Assistants</b> (manual and administrative support service tasks, performed under supervision)	1	Compulsory education	
<b>FGII</b>	<b>Assistants</b> (clerical and secretarial tasks, office management and other equivalent tasks, performed under supervision)	4	Post-secondary education OR Secondary education + 3 years professional experience	Less than 5 years professional experience
		5		5 years or more professional experience
<b>FGIII</b>	<b>Assistants<sup>22</sup></b> (executive tasks, drafting, accountancy and other equivalent technical tasks, performed under supervision)	8		Less than 5 years professional experience
		9		5 years or more professional experience
		10		15 years or more professional experience
<b>FGIV</b>	<b>Officers<sup>23</sup></b> (administrative, advisory, linguistic and equivalent technical tasks, performed under supervision)	13		University studies of at least 3 years + 1-year professional experience
		14	Less than 5 years professional experience	
		16	17 years or more professional experience	

<sup>22</sup> Comparable to the level of AST1-AST3 posts.

<sup>23</sup> Comparable to the level of AD5-AD7 posts.