

AD 2008-45

ADMINISTRATIVE DIRECTOR

**DECISION ON ADAPTATION OF THE EXISTING EUROJUST SELECTION
PROCEDURE DOCUMENTS AND INTRODUCTION OF NEW SELECTION
PROCEDURE DOCUMENTS**

Following the new recommendation no 4 of the IAS Report 2007 of 30 January 2008 as regards "Documentation of recruitment files", Eurojust has developed the below listed selection procedure documents which will enhance transparency and completeness of the recruitment files. The overall purpose of the reformation of the documents is to provide as much information as possible regarding the relevant selection procedure in a transparent and concise way that presents a clear view of the selection process and thus maintaining clear evidence on how such process has been conducted. Furthermore, the monitoring control function is exercised by the Recruitment Coordinator.

The new forms were introduced on 1 June 2008 and will apply to all newly launched selection procedures and eventually will replace the current forms used.

Having regard to the above I hereby decide to introduce the following new documents:

1. **Vacancy Notice** (ANNEX I)
2. **Minutes of the Selection Procedure** (ANNEX II)
3. **Interview Evaluation Form** (ANNEX III)
4. **Screening Sheet** (ANNEX IV)
5. **Offer Letter** (ANNEX V)
6. **Offer Letter (Internal)** (ANNEX VI)
7. **Reserve List letter** (ANNEX VII)
8. **Refusal Letter** (ANNEX VIII)

Done at The Hague on 15 July 2008



Jacques J. J. M. M. Vos
Acting Administrative Director



EUROJUST

EUROJUST is a European Union body established to enhance the effectiveness of the competent authorities within Member States dealing with serious cross-border and organised crime. EUROJUST stimulates and improves the coordination of investigations and prosecutions and also supports the Member States in order to render their investigations and prosecutions more effective.

EUROJUST offers challenging and rewarding careers to enthusiastic, motivated and highly skilled people who want to work within an international environment and contribute to the vision of the organisation.

Title (F/M)

VACANCY NOTICE REF.: XX/EJ/xxx

Date of publication: dd/mm/yyyy	Deadline for applications: dd/mm/yyyy
Type of contract: XXXX Agent Function group and grade: XX X	Duty station: The Hague, The Netherlands
Duration of contract: X years, with possibility of extension	Monthly basic salary: X.XXX,XX EURO at step 1 plus, where applicable, various allowances.*
Organisational unit: XXXXXXX / XXXXXXX Unit	
Reporting to: XXXXXXXXXXX	

JOB RESPONSIBILITIES

- XXXXXXXXXXXXX
- XXXXXXXXXXXXX
- XXXXXXXXXXXXX
- XXXXXXXXXXXXX

JOB REQUIREMENTS

A. ELIGIBILITY CRITERIA

- XXXXXXXXXXXXX
- XXXXXXXXXXXXX

OR

]]

- Thorough knowledge of one of the languages of the Communities and a satisfactory knowledge of another language of the Communities to the extent necessary for the performance of his/her duties.

Furthermore, in order to be eligible, candidates must:

- Be a national of one of the Member States of the Communities;
- Enjoy his/her full rights as a citizen;
- Have fulfilled any obligations imposed on them by the laws on military service;
- Meet the character requirements for the duties involved;
- Be physically fit to perform their duties.

B. SPECIFIC COMPETENCES AND SKILLS

a) Essential

- 1. XXXXXXXXXXXXX
- 2. XXXXXXXXXXXXX

b) Advantageous

- 1. XXXXXXXXXXXXX
- 2. XXXXXXXXXXXXX
- 3. XXXXXXXXXXXXX
- 4. XXXXXXXXXXXXX

c) Personal qualities

- 1. XXXXXXXXXXXXX
- 2. XXXXXXXXXXXXX
- 3. XXXXXXXXXXXXX
- 4. XXXXXXXXXXXXX
- 5. XXXXXXXXXXXXX
- 6. XXXXXXXXXXXXX

APPOINTMENT AND CONDITIONS OF EMPLOYMENT [LINK 1] (<http://eurojust.europa.eu/recruitment.htm>)

HOW TO APPLY FOR THIS POSITION [LINK 2] (<http://eurojust.europa.eu/recruitment.htm>)

SUMMARY OF BENEFITS**

- 1. Expatriation allowance: 16% of basic salary.
- 2. Household allowance.
- 3. Dependant-child allowance.
- 4. Education allowance.
- 5.

- 6. Daily allowance.
- 7. Salary exemption from national taxes. Leave: (2 days per calendar month + additional days for age, grade and distance from the place of origin.)
- 8. Installation allowance and reimbursement of removal costs.

* Higher step is possible depending on the years of professional experience

** Where applicable



The Hague, dd/mm/yyyy
EJ/AD/HoU/ASY/xxx

MINUTES OF THE SELECTION PROCEDURE 08 EJ XXX

Objective of the selection procedure

The selection procedure has been launched on dd/mm/yyyy. The objective and main features of the selection procedure are the following:

Number of post(s) to be filled	Reserve list
Reason	New position(s) 2008
Type of Contract	Temporary Agent
Category & Grade	AST 2
Type of procedure	External
Unit	All Units
Title of post	Secretary

Selection Board

The Selection Board appointed to carry out the selection procedure was composed as follows:

Board Role	Name	Unit	Cat. & Grade
Chairperson	X. XXXX	XXXX	AD/AST X
Member	X. XXXX	XXXX	AD/AST X
Member (HR)	X. XXXX	XXXX	AD/AST X
Member (SC)	X. XXXX	XXXX	AD/AST X

External assessors.

None

Vacancy notice

The vacancy notice of the selection was authorized by the Administrative Director on dd/mm/yyyy, with a closing date for sending in applications of dd/mm/yyyy. The vacancy notice was advertised as follows:

- Eurojust website from dd/mm/yyyy to dd/mm/yyyy
- Eurojust All Staff (sent on dd/mm/yyyy)
- EPSO website (sent on dd/mm/yyyy)
- Permanent Representations to the EU (sent on dd/mm/yyyy)
- EU Agencies (sent on dd/mm/yyyy)

Pre-Screening phase and statistics

On dd/mm/yyyy, the HR recruitment team prepared the pre-screening of applications against the formal requirements of eligibility and timeliness published in the vacancy notice. On this basis, the main indicators of the selection procedure are:

1. Number of applications received	XXX	100%
1.a. of which: filed by men	XX	XX.XX%
1.b. of which: filed by women	XX	XX.XX%

2. Number of eligible applications	XXX	100%
2.a. of which: filed by men	XX	XX.XX%
2.b. of which: filed by women	XX	XX.XX%

Other comments:

none

Screening phase

On dd/mm/yyyy, the Selection Board met to complete the pre-screening of applications against the eligibility criteria, and to screen eligible applications against the essential and advantageous requirements published in the vacancy notice. The screening grid includes the detailed assessment carried out by the Board on each application received. The grid is signed by all members of the Board.

Eligible candidates were ranked on the basis of screening points awarded as follows:

For **essential** requirements

- 0: criteria not met
- 1: insufficient fulfilment of criteria
- 2: sufficient fulfilment of criteria
- 3: good fulfilment of criteria
- 4: very good fulfilment of criteria
- 5: outstanding fulfilment of criteria

For **advantageous** requirements

- 0: criteria not met
- 0.5: insufficient fulfilment of criteria
- 1: sufficient fulfilment of criteria
- 1.5: good fulfilment of criteria
- 2: very good fulfilment of criteria
- 2.5: outstanding fulfilment of criteria

On the basis of its assessment and ranking of candidates, the Selection Board decided to invite to the test phase the candidates short listed below.

Application N°	Name	First Name	Gender	Nationality	Screening points (max: XX)
XXX/XXX	EEEE	Eeee	F/M	XX	XX

Invitations to the test phase were sent to short listed candidates on dd/mm/yyyy.

Test phase

The tests took place on dd/mm/yyyy and were organized as follows:

- Oral tests of 45 minutes per candidate.
Assessing, in particular, the candidate's a) presentation and motivation; b) technical knowledge and c) language skills and general aptitudes.
- Written test of 30 minutes per candidate.
Assessing, in particular, IT skills, drafting skills and EU Knowledge, technical

On the basis of their performance, the Selection Board has scored the candidates as shown in the table below. The individual score cards for each of the candidates are appended in **Annex 1**.

Applic ation I.D. N°	Name	First Name	Oral test (max points in bracket)			Written test	Total Score (100)
			Score part 1 (max:)	Score part 2 (max:)	2 nd EU langu age (pass/ fail)	Score (max:)	
XXX/XX	EEEE	Eeee	XX	XX	pass	X	XX

Other relevant comments:

None



Conclusions

On the basis of its proceedings, the Selection Board recommends the following names to the list of suitable candidates.

Merit Rank	Application I.D. N°	Name	First Name	Gender	Nationality	Total Score (max: 100)
1	XXX/XXX	EEEE	Eeee	X	XX	XX
2	XXX/XXX	BBBB	Bbbb	X	XX	XX

In accordance with the information published in the vacancy notice, the list will be valid until 31/12/200X.

Additional observations of the Selection Board:

none

The Hague, dd/mm/yyyy

.....
Name
Chairperson

.....
Name
Member

.....
Name
Member (HR)

.....
Name
Member (SC)

Decision of the Authority Habilitated to Conclude Contracts

I authorise the establishment of the reserve list of suitable candidates as proposed by the Selection Board and sending **one** offer of employment to the candidate included in the list **according to the merit rank**.

I authorise the establishment of the reserve list of suitable candidates as proposed by the Selection Board and sending **one** offer of employment to the following candidate included in the list for the following reasons:

**Application
ID N°**

Name, First Name

.....
.....
.....
.....

I do not endorse the report of the Selection Committee as such and request the following action:

.....
.....
.....
.....

The Hague,

.....
J.J.J.M.M. VOS
Acting Administrative Director

Individual Evaluation Form – Interview**08/EJ/XXX
Post Title**

Phase 1 - General Questions	Comments positive/negative	Marks
1.		<i>Mark out of 10</i>
2.		<i>Mark out of 10</i>
3.		<i>Mark out of 10</i>
4.		<i>Mark out of 10</i>
<u>Total Mark Phase 1</u>		/40

Candidate:

Confidential

Phase 2 – Technical Questions (related to the job description)	Comments positive/negative	Marks
5.		<i>Mark out of 10</i>
6.		<i>Mark out of 10</i>
7.		<i>Mark out of 10</i>
8.		<i>Mark out of 10</i>
<u>Total Mark Phase 2</u>		/40

Candidate:

Confidential

Phase 3 – Written Test results		Marks
		/20

Phase 4 – Assessment of the second working language in order to be eligible.		Eligible
		YES - NO

General Conclusions:	
	Mark phase 1: / 40
	Mark phase 2: / 40
	Mark phase 3: / 20

	TOTAL MARK : /100

Suitable candidate:

YES - NO

(Delete where inapplicable)

Date and signatures of the Selection Committee Members: The Hague, day month year

Name
Chairperson

Name
Member

Name
Member (HR)

Name
Member (SC)

08 EJ XXX - Title (Grade)

Personal Information						Application		Eligibility Requirements			E L I G I B L E	Essential Requirements - Scale: 0 - 1 - 2 - 3 - 4 - 5			Advantageous Requirements - Scale: 0 - 0.5 - 1 - 1.5 - 2 - 2.5					Total Points	Comments	To be invited for interview YES / NO
Candidate Number	Family Name	First name	Gender	Nationality	Year of Birth	Current Post	On time	Complete Documents	A level of post-secondary education attested by a diploma, and after having obtained the diploma, X years of relevant professional experience; OR	A level of secondary education attested by a diploma giving access to post-secondary education, and appropriate professional experience of at least X years		Thorough knowledge of one of the languages of the Communities and a satisfactory knowledge of another language of the Communities to the extent necessary for the performance of his/her duties	Professional experience and knowledge in the areas mentioned above under "job responsibilities"									
1	AAAA	Aaaa	F	XX	XXXX	Title	Y	Y	Y		Y		0							0		No
2	BBBB	Bbbb	M	XX	XXXX	Title	Y	N	Y		Y		0							0	No motivation letter	No
3	CCCC	Cccc	M	XX	XXXX	Title	Y	Y		N	N										Insufficient professional experience after the diploma	No
4																						
5																						
6																						
7																						

The Selection Committee: The Hague, (Day Month Year)

Name
Chairperson

Name
Member

Name
Member (HR)

Name
Member (SC)



The Hague, dd month yyyy
EJ/AD/ASY/001

Mr/Ms Name SURNAME
Address No
Post code city
COUNTRY

Subject: Post Title (Ref. No)

Dear Mr/Ms Surname,

With reference to your application and interview for the above-mentioned position, I am pleased to inform you that, after detailed appraisal, you have been selected.

However, before you will be appointed to the post by signing a contract of employment you will [be required to undergo a medical examination in order to verify / have to demonstrate] that you are physically fit to perform your duties.

Should you be interested in accepting this offer, please note that this offer is conditional and a contract of employment will only be concluded subject to a confirmation of your medical aptitude and the completion of your personal file.

To this end, you will find enclosed with this letter a list of all documents for which we kindly require you to provide us together with all originals or certified copies evidencing your academic and professional experience stated in your application clearly indicating the starting and ending dates. Please take into account that the date proposed above for the starting of your contract may be postponed if all the documents listed in the Annex have not been submitted to the Human Resources Unit on time. These documents are necessary for determining your eligibility for this position as well as for your grading and entitlements.

Following the signature of your contract, you will be employed under the status of Temporary Agent for a period of 5 years, which may be renewed, commencing on [date] and you will be required to serve a probationary period of 6 months.

You are kindly requested to inform us by [date] whether you accept this offer of employment. Should you not contact EUROJUST by the above-mentioned deadline, we will assume that you are not interested in the position.

For your information, the basic monthly salary for an **AST 3** position in the first step of the career bracket is approximately EUR **3170**. Nevertheless, this basic salary is adapted through a series of allowances according to your personal situation (i.e. marital status, whether or not you have dependent children, whether or not you are a national of the State hosting Eurojust, etc). In addition, your grading will depend on the years of your professional experience and this could entitle you to a higher salary. Please do not hesitate to consult the Human Resources Unit for any information you might need in relation with the contract offered to you.

Yours sincerely,

J.J.J.M.M. VOS
Acting Administrative Director



Please note that no contract will be concluded until all the documents listed below have been submitted to the Human Resource Unit and that the date proposed for the starting of your contract may be postponed if all the documents are not submitted on time.

**THE FOLLOWING DOCUMENTS ARE REQUIRED
BEFORE A CONTRACT CAN BE ISSUED**

(Please be informed that EUROJUST may certify the copies if you bring the original documents with you or send them by registered mail to EUROJUST).

- Original or certified copy of your birth certificate.
- Original or certified copy of birth certificate(s) for your child or children (if applicable).
- Original or certified copy of your marriage certificate (if applicable).
- Original or certified copy of divorce or separation final documents (if applicable).
- Document proving your nationality (for example, a certified copy of the relevant pages of your passport).
- Police certificate of good character.¹
- Certificate of residency or similar document proving where you currently reside (for example, local tax document, rental contract, mortgage payment documents). This document must not be older than 3 months and is needed to confirm your place of recruitment.
- Proof of past residency in relation to expatriation allowance. Please provide a certificate of residency or similar document (for example, local tax document, rental contracts, mortgage payment documents) proving where abroad (i.e. outside the Netherlands) you have resided in the previous five years ending six months before joining EUROJUST. It should be noted that to qualify for expatriation allowance one only needs to have resided outside the Netherlands for part of the five years ending six months prior to employment with EUROJUST and be a non-Dutch national. Therefore, proof of the whole period of five years is not needed to properly establish this allowance.
- Certified copy of proof of past military service. If you are currently serving in the armed forces or may have any military obligations for reserve service, please forward a document certifying your future position.
- Original or certified copies of all your educational qualifications (showing the highest level attained in each particular branch of study).
- Certified statements of employment from your present employer and all of your past employers indicating the precise dates of your period of employment.
- References from employers or any other testimonials that you would like to have included in your personnel file.
- One passport photograph.
- Original or certified copy of spouse's taxable income.

Please forward these documents to Ms Name Surname
If you have any questions, please call her at +31 70 412 XXXX or e-mail her at
NSurname@eurojust.europa.eu

¹ Regarding police certificates of good character, you may need to apply at your local police station for a statement of prosecution history. In some cases, you may have to wait 6 – 8 weeks to receive this statement. In the meantime, you should send us the receipt from the police station where you have made your application.



EUROJUST
P.O. Box 16183
NL-2500 BD The Hague
THE NETHERLANDS

The Hague, dd month yyyy
EJ/AD/ASY/001

Mr/Ms Name SURNAME
Address No
Post code city
COUNTRY

Subject: Post Title (Ref. No)

Dear Name,

With reference to your application and interview for the above-mentioned position, I am pleased to inform you that, after detailed appraisal, you have been selected.

On the basis of the documents you have provided concerning your academic background and your professional experience your new grade will be **AD 5, step 2.**

If you wish to accept the offer you are kindly requested to confirm this in writing by **[date]**. The absence of such confirmation may result in the withdrawal of the offer.

Yours sincerely,

J.J.J.M.M. VOS
Acting Administrative Director



EUROJUST
P.O. Box 16183
NL-2500 BD The Hague
THE NETHERLANDS

The Hague, dd month yyyy
EJ/AD/ASY/001

Mr/Ms Name SURNAME
Address No
Post code city
COUNTRY

Subject: Post Title (Ref. No)

Dear Mr/Ms Surname,

With reference to your application for the above mentioned selection procedure, and to the interview to which you were invited, I am pleased to inform you that, after detailed appraisal, you have been retained on the reserve list of successful candidates.

This reserve list will be valid until **31 December 2009** and it may be extended should the requirements of Eurojust so dictate.

As long as the reserve list remains valid, Eurojust may award a contract to successful candidates on this list with the profile and professional experience most relevant to the vacancies arising in Eurojust's departments concerned.

I would like to take this opportunity to thank you for the interest you have shown in the activities of EUROJUST.

Yours sincerely,

J.J.J.M.M. VOS
Acting Administrative Director



EUROJUST
P.O. Box 16183
2500 BD The Hague
THE NETHERLANDS

The Hague, dd month yyyy
EJ/AD/ASY/001

Mr/Ms Name SURNAME
Address No
Post code city
COUNTRY

Subject: Post Title (Ref. No)

Dear Mr/Ms Surname,

With reference to your application for the above mentioned position, and to the interview to which you were invited, I regret to inform you that, after detailed appraisal, EUROJUST was unable to place your name on the reserve list.

The decision taken in this selection procedure in no way affects your participation in any future selection procedures organised by EUROJUST and for which you satisfy the eligibility conditions. You have to submit a new application for each selection procedure in which you are interested.

I would like to take this opportunity to thank you for the interest you have shown in the activities of EUROJUST and wish you every success in your future career.

Yours sincerely,

J.J.J.M.M. VOS
Acting Administrative Director