

ANNEX TO THE VACANCY NOTICE

(Version October 2024)

HOW TO SUBMIT YOUR APPLICATION

- Candidates need to submit their application online using the EFSA online application tool at careers.efsa.europa.eu.
- Candidates must fill in the entire online application form including the section "Job specific questions".
- Applications sent via email or post are not accepted. The evaluation of a candidature will be based solely on the online application.
- In order to submit their application, candidates have to create an EFSA account and fill in an application form. The application form contains questions related to the position; these questions are meant to verify and assess the eligibility and the suitability of the candidate to the job.
- The application form is only available in English. Candidates are encouraged to fill in their application in English, in order to facilitate the selection procedure.
- Candidates are requested to ensure that they provide a valid and up to date email address in their application form as this will be the channel of communication for correspondence relating to the selection procedure. Candidates are required to regularly monitor the email address provided to EFSA in the context of this selection procedure, and to notify EFSA in case they wish to replace the email address indicated in the application form with another one.

It is the responsibility of the candidate to timely complete and submit the online application, before the submission deadline stated in the vacancy notice expires. Candidates are strongly advised not to wait to submit their application until the last few hours before the deadline expires.

- Information concerning the status of the selection procedure can be found at the following link: <https://www.efsa.europa.eu/sites/default/files/documents/calls/recruitstatus.pdf>
- The personal information EFSA requests from candidates is processed in accordance with [Regulation \(EU\) 2018/1725 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](#). The purpose of processing personal data submitted by candidates is to assess and handle applications in view of possible pre-selection and recruitment by EFSA. More information about Protection of Personal Data in EFSA Talent Selection and Recruitment Processes can be found in the Data Protection Notice on the EFSA website: <https://www.efsa.europa.eu/sites/default/files/TMTdataprocessing.pdf>
- Candidates with a disability or a condition which might require special arrangements for taking part in the selection procedure are kindly invited to fill in the relevant information in the online application form.
- All candidates will be informed of the outcome of the selection procedure.

- Questions regarding selection procedures can be sent to EFSA Talent Selection through [Ask EFSA a Question](#).
- In case candidates encounter technical issues while filling-in the application form or their candidate profile or during the selection procedure, they must contact EFSA's Service Desk at servicedesk@efsa.europa.eu. The service is active Monday to Friday from 8.30 AM to 6.00 PM.

SELECTION PROCEDURE

The selection procedure includes the following main steps under the Selection Board's responsibility.

Evaluation of the applications

The Selection Board (which can be assisted by an external consultant at any step of the process) will evaluate the eligible applications.

The screening of the applications will be carried out using the information provided by candidates in the online application form.

Assessment

Following the evaluation of the eligible applications, the best qualified candidates will be invited to an assessment phase conducted online and comprising a written test and an interview with the Selection Board, unless specified differently in the vacancy notice.

Further assessments such as asynchronous interviews, psychometric testing or assessment centres may be organised for certain positions.

The interview will mainly be held in English, however knowledge of other EU languages may also be tested, to the extent if it is indicated as selection criterion in the vacancy notice or if necessary for mother tongue English speakers to demonstrate their knowledge of a second EU language. ²

As a result, the Selection Board shall draw up a shortlist of candidates.

In the case of managerial positions, shortlisted candidates are invited to an interview with the Executive Director and one member of a grade and management function equal or superior to that of the function to be filled. All candidates invited to the interview with the Executive Director shall take part in an assessment centre. The assessment centre is carried out by an external consultant.

Candidates are responsible for ensuring that they have a stable internet connection throughout the online assessments.

Talent pool (Reserve List)

On the outcome of the assessment phase(s), a talent pool of suitable candidates is established, completing the selection procedure.

The talent pool may be used for the recruitment of a similar position depending on the needs of EFSA and will be valid until the date indicated in the relevant vacancy. This notwithstanding, EFSA may extend the validity of the talent pool and the decision is published on:

<https://www.efsa.europa.eu/sites/default/files/documents/calls/rlistextension.pdf>

Candidates should note that inclusion in the talent pool does not guarantee recruitment.

Please note that at all stages of the recruitment procedure, the Selection Board's work and deliberations are strictly confidential and any contact between its members and the candidates is not allowed.

Appointment

Candidate(s) included in the talent pool may be invited for an interview with the Line Manager and/or the Executive Director.

Candidate(s) selected from the talent pool will be requested to complete a declaration of interest in order to be considered for any positions arising at EFSA¹.

The Executive Director will appoint the selected candidate(s) from the talent pool.

Prior to contract signature, the successful candidate(s) will be requested to provide EFSA with copies of all relevant documents proving the eligibility requirements.

EFSA is an equal opportunities employer and takes great care to avoid any form of discrimination. EFSA applies a policy of equal opportunities and accepts applications without bias on the grounds of gender, race, colour, ethnic or social origin, genetic features, religion or belief, political or any other opinion, membership of a national minority, birth, disability or sexual orientation.

INDEPENDENCE

EFSA is committed to avoid any bias in accomplishing its mission. EFSA upholds the value of independence as one of the core values guiding its staff in all their activities and deploys a set of policies and processes to live up to that commitment.

EFSA staff act in the public interest and are subject to several obligations under the Staff Regulations of Officials (Staff Regulations) and the Conditions of Employment of Other Servants of the European Union (CEOS) including that of acting impartially, with integrity and of avoiding conflicts of interest.

In accordance with Articles 11 and 11a of the Staff Regulations, Articles 11 and 81 of the CEOS and EFSA's Policy on Independence², EFSA future employees are subject to conflict of interest checks prior to receiving a job offer, as well as to Annual Declaration of Interest and screening requirements when employed. In particular, before recruiting a member of staff, EFSA will examine whether the candidate has any personal interest such as to impair their independence or any other conflict of interest. The candidate, using a specific form, will be required to inform EFSA of any actual or potential conflict of interest. In such cases, EFSA shall take this into account in a duly reasoned opinion and if necessary, shall take mitigating measures as appropriate.

Staff members shall, after leaving the service, continue to be bound by the duty to behave with integrity and discretion as regards the acceptance of certain appointments or benefits, in line with Article 16, first paragraph, of the Staff Regulations³ applicable to temporary and contract staff by virtue of Article 11 of the CEOS.

¹ Article 11 of the Staff Regulations of Officials, Articles 11 and 81 of the Conditions of Employment of Other Servants of the European Union at:

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

² <https://www.efsa.europa.eu/en/howwework/independentscience>

³ Article 16 of the Staff Regulations at:

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

Pursuant to the second paragraph of Article 16 of the Staff Regulations, staff members intending to engage in occupational activities, whether gainful or not, after leaving service are required to notify EFSA. This duty of notification applies for two years after having left the service. If that activity is related to the work carried out by the staff member during the last three years of service and could lead to a conflict with the legitimate interests of the Authority, EFSA may, having regard to the interests of the service, either forbid the (former) staff member from undertaking it or give its approval subject to any conditions it thinks fit.

Finally, in case of (former) staff members falling within the category of senior officials and other senior staff members, pursuant to the third paragraph of the same Article, EFSA shall, in principle, prohibit them, during the 12 months after leaving the service, from engaging in lobbying or advocacy vis-à-vis staff of EFSA for their business, clients or employers on matters for which they were responsible during the last three years in the service.

REQUESTS, COMPLAINTS AND APPEALS

1. Requests for feedback

Candidates to a selection procedure can request feedback regarding the results of the assessments of their application, tests or interviews. They should expect to receive an answer at the latest within 15 working days from the request.

Please note that the request for feedback does not extend the deadlines to submit a request for internal review or an administrative complaint under Article 90(2) of the Staff Regulations.

2. Requests for internal review

Candidates can request a **review** of a decision of the Selection Board or EFSA concerning the assessment of their application, tests or interview and/or determines if they can proceed to the next stage of the selection procedure or are excluded therefrom.

Requests for internal review may be based on one or more of the following reasons:

- a material irregularity in the competition process,
- non-compliance, by the Selection Board or EFSA, with the Staff Regulations and relevant implementing rules, the vacancy notice, its annex and/or case-law of the General Court of the European Union or Court of Justice of the European Union.

Please note that requests for review of candidates are unlikely to succeed should they be limited to challenge the validity of the Selection Board's assessment concerning the quality of their performance in a test or the relevance of their qualifications and professional experience. This assessment is a value judgment made by the Selection Board and the mere subjective disagreement with the Selection Board's evaluation of the tests, experience and/or qualifications does not, per se, prove that the Selection Board made an error.

Arrangements for requests for review are as follows:

- **Procedure:** requests for review should be sent to recruitment@efsa.europa.eu;
- **Deadline:** within **10 calendar days** from the date on which the contested decision is notified to the concerned candidate;
- **Information to be provided:** the candidate shall clearly indicate the decision they wish to contest and on what grounds.

Requests received after the deadline will not be taken into account.

Candidates having requested a review will receive an acknowledgment of receipt within 15 working days. The instance which took the contested decision (either the Selection Board or EFSA) will analyse and decide on the requests and candidates will receive a reasoned reply in accordance with [EFSA Code of good administrative behaviour](#) not later than two months from the submission of the request for review.

Depending on the outcome of the request for review, candidates may be re-entered in the selection procedure at the stage at which they were excluded regardless of how far the selection has progressed in the meantime.

3. Administrative complaints

Candidates to a selection procedure have the right to address an administrative **complaint** under Article 90(2) of the Staff Regulations to the Executive Director of EFSA.

A complaint can be submitted against any decision, or lack thereof, that directly and immediately affects the legal status as candidate. Please be informed that the Executive Director of EFSA cannot overturn a value judgment made by the Selection Board limited to the assessment of the relevance of candidates' qualifications and professional experience and of their performance in a test.

Arrangements for administrative complaints are as follows:

- **Procedure:** complaints shall be submitted at the following address: recruitment@efsa.europa.eu

The Executive Director

EFSA

Selection procedure Ref.: ***(please provide the relevant reference of the vacancy)***

Via Carlo Magno, 1/A

I-43126 PARMA

- **Deadline:** complaints must be lodged **within 3 months** from the date on which the contested decision was notified to the candidate or from the date by which a decision should have been made,

- **Information to be provided:** the complainant shall clearly indicate the decision she/he wishes to contest and on what grounds.

Complaints received after the deadline will not be taken into account.

4. Judicial Review

Candidates to a selection procedure have the right to lodge a direct action before the General Court of the European Union, under Article 270 of the TFEU and Article 91 of the Staff Regulations.

Please be informed that for what concerns decisions taken by EFSA's Selection Boards and concerning your results, the submission of an administrative complaint under Article 90(2) of the EU SR, or of a request for review are not procedural pre-requisites for lodging a direct action before the General Court.

However, in case an administrative complaint is lodged under Article 90(2) of the Staff Regulations, it defines the scope of the direct action to be lodged under Article 270 TFEU.

Please note, instead, that a direct action against decisions taken by EFSA and negatively affecting your legal status as candidate will not be admissible before the General Court unless an administrative

complaint under Article 90(2) of the Staff Regulations has first been submitted and rejected by express decision or by implied decision.

Arrangements for judicial appeals are as follows:

Procedure: please consult the website of the General Court (<http://curia.europa.eu/jcms/>).

5. European Ombudsman

All EU citizens and residents can make a complaint to the European Ombudsman **at the conditions set out in Article 228 of the TFEU**.

Before submitting a complaint to the Ombudsman, candidates must first give EFSA the opportunity to address the merits of the complaint they intend bringing to the Ombudsman's attention. This may be done either by submitting a request for review under section 2 of this document, or an administrative complaint as indicated in section 3.

Please be informed that submitting a complaint to the Ombudsman does not extend the deadlines for lodging administrative complaints or direct actions for judicial review, and that submissions to the Ombudsman must be filed not later than two years from the moment the complainant become aware of the relevant decision or omission.

Arrangements for complaints to the Ombudsman are as follows:

Procedure: please consult the website of the European Ombudsman (<http://www.ombudsman.europa.eu>)

Summary table of appeals available to candidates:

Type of appeal	What can be contested?	Who took the contested decision?	Procedure	Who takes the decision on the complaint	Outcome
Request for review	Decision not to admit you to a step of the evaluation / assessment procedure / Decision establishing your results	Selection Board	Request to be sent to recruitment@efsa.europa.eu within 10 calendar days from the date on which the contested decision is notified to the concerned candidate	Selection Board	In cases of readmission, candidates are reintegrated at the step of the selection where they were excluded.
Administrative complaint (Article 90(2) of the EU Staff Regulations)	Decision which negatively affects your legal status as a candidate	Selection Board or Appointing Authority	Administrative complaint to be sent to the Appointing Authority (i.e. Executive Director of EFSA) within three months from the notification of the decision you wish to contest	Appointing Authority	A Selection Board's decision cannot be annulled or amended by the Appointing Authority following an administrative complaint. However, if the

					Executive Director of EFSA finds a procedural irregularity or a manifest error of assessment, the case will be referred back to the Selection Board for re-assessment.
Judicial Review (Article 270 of the Treaty on the Functioning of the EU and Article 91 of the EU Staff Regulations)	Decision which negatively affects your legal status as a candidate	Selection Board or Appointing Authority	Appeal to be sent to the General Court of the European Union within three months and ten days from the notification of the decision you wish to contest.	General Court of the EU	A challenged decision can be annulled but not amended by the General Court.
Complaint to the European Ombudsman (Article 228 of the Treaty on the Functioning of the EU) (alternative to judicial review)	Suspected maladministration	Selection Board or Appointing Authority	Complaint must be sent directly to the European Ombudsman within two years of the date on which the facts on which it is based came to the attention of the person lodging the complaint. The complaint may be submitted only after having given the Authority the possibility of addressing it.	European Ombudsman	The Ombudsman may make recommendations with a view to putting an end to suspected maladministration or close the complaint in the absence of conclusive findings. However, the acceptance of the recommendation is voluntary, and the Ombudsman does not have the power of annulling a decision or referring the case back to the Selection Board.

