European Institute of
Innovation & Technology

EIT Guide for applicants

1. Where to find the vacancies for the EIT

Vacancy notices for posts at the EIT are regularly published on the EIT's Website at:
https://eit.europa.eu/collaborate/careers/vacancies

Please check regularly for updates and new publications on the EIT website if you are interested in opportunities at the EIT. The website contains all the necessary information concerning open vacancies and the status of recruitment of staff by the Institute.

2. How to create an account on EU CV Online

Before you can submit an application for a vacancy at the EIT, you need first to create an account at EU CV Online. If you already have an account on EU CV Online, you can skip this section and go directly to the next ("How to submit your application"). Please note that you can change the language (English, French or German) in the top right-hand corner of the page.

Creating an account on EU CV Online

Once you identify a vacancy of your interest on the EIT website, you will see a link that will take you to the EU CV Online website[1].

Tip: If you are following a recruitment process at the EIT, we recommend that you save the link to EU CV Online under your bookmarks in your web browser for future connections.

To create a new account, click on the link "create an account" on top of the start page of EU CV Online. You will then need to provide your e-mail address and choose a password, which should be at least 8 characters long. At this stage, you will also be required to provide a question, which you will be asked in case you forget your password and its answer. You are advised to choose a question that

---

[1] To connect to EU CV Online, you may click on:
https://ec.europa.eu/dgs/personnel_administration/open_applications/CV_Cand/index.cfm?fuseaction=premierAcces&CFID=43272198&CFTOKEN=59090936&jsessionid=f4306b041d5468642323TR&langue=EN

you can easily answer but that it is not obvious to other people (i.e. name of your elementary school, second family name, etc.)

Once you submit your e-mail address and a password, you will receive an e-mail notification, on the address you have indicated. This e-mail will also contain your log-in and password, which will allow you to access the EU CV Online on future occasions. We strongly recommend you to keep a copy of this information for future reference.

To validate your registration, click on the link you will receive in the e-mail notification.

Filling in your profile

After validating your registration, you can start filling in the fields required to complete your profile.

In the first section of the form, fill in your personal and contact data for identification purposes. Only the fields marked with an asterisk (*) are mandatory.

> Tip: To enter correctly you telephone number, please follow the model provided in the form. For example, for Belgium, enter the international code in brackets (32) and then sequence of numbers with spaces in between them.

The second section, ("e-cv") allows you to fill in your CV following several steps. As a first step, if you have successfully completed an EPSO competition, you can fill in the information at the space provided. In most positions advertised at the EIT, the information provided in this section will not be evaluated. However, please note that this information may be relevant in those vacancies for Contract Agent requiring that candidates be on the reserve lists of EPSO competitions for contractual agents[2].

To complete your e-cv, you will need to fill in information for the following sections:

- Experience[3]
- Education
- Training
- Languages
- Skills and competences

Furthermore, if you wish so, you can provide information on:

- Publications
- Referees
- Additional information

> Tip: the form e-cv has the same format as the Europass CV[4]. If you already have a CV in Europass CV format, you can easily copy the relevant fields (i.e. from your Europass CV in word format) and paste them on the corresponding field on EU CV Online. This will help you save time!

---

[2] In such cases, you are strongly advised to respond to the question "Are you registered for the call for expressions of interest launched by EPSO to compile a database of candidates to be recruited as "contract staff" ?", and provide the corresponding reference to the competition and candidate number.

[3] Please note that the system has an automatic filter and does not allow to send applications if the applicant does not have the minimum of requested experience.

[4] You can find more information about the Europass CV format, and templates to download, at the address: https://europass.cedefop.europa.eu/documents/curriculum-vitae

For a more detailed explanation of what is required at each field, you can click on the help icon ⑦. A text will then appear with further instructions.

Generally, you should allow at least 30 minutes for completing your full profile. Once done, you do not need to replicate the information there for every vacancy.
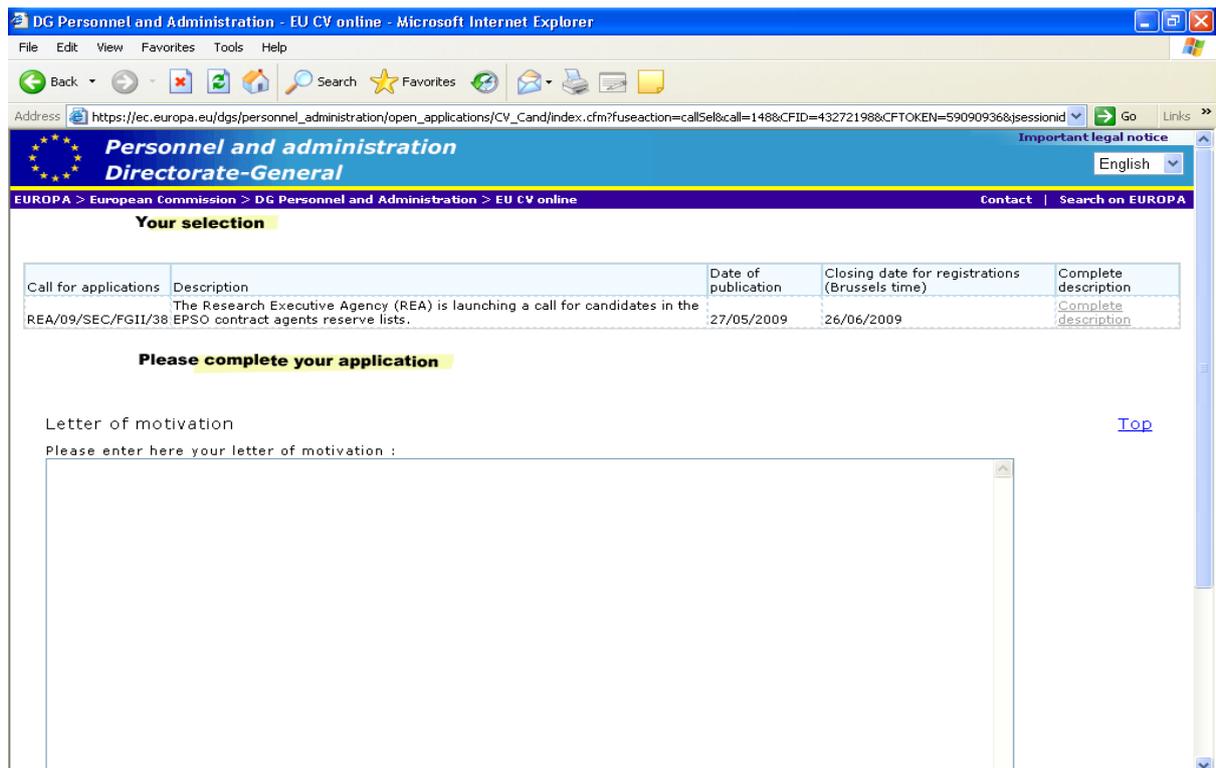
3. How to submit your application

Only when you have completed all required sections of your e-cv you can proceed to apply. Select the link "apply for a vacancy" from the start page of EU CV Online. You can also find this link on your personal profile, after logging in to EU CV Online. On the vacancies' page, select the vacancy you are interested in by clicking on the reference number which appears on the left hand-side (see image below).

On the following page, you will see the vacancy you have selected. To complete your application, you need to provide a **letter of motivation**, explaining why you want to apply for the vacancy and why you believe you are a suitable candidate. You can copy and paste the text from common word processing software.

Once you click the "submit" button, at the bottom of the page, your application will be registered and a confirmation number will appear on screen. We recommend that you note down this number, as this is the reference of your application.

The system will then make a copy of the data of your e-cv to create your application for the selected vacancy at the EIT. You can update your application until the closing date of the selected vacancy without modifying the data in your e-CV. However, please be careful: if you modify the data of the e-CV after having created an application, the data of the application for the EIT vacancy will not be modified!

An automatic acknowledgement of receipt of your application will be sent to the e-mail address you provided, containing your confirmation number.

Language

You are kindly invited to complete your application in English in order to facilitate the selection procedure.

4. The recruitment procedure

Appointment of the Selection Board

A selection board (consisting of at least 3 members including the chair) is appointed for all selection procedures published by the EIT and carries out the selection procedure according to the principles of independence, transparency, confidentiality, equal treatment and non-discrimination.

Screening of Applications
All applications are screened against the eligibility criteria established in the vacancy notice. Following the eligibility screening, the selection board will then evaluate the eligible applications on the basis of the selection criteria specified in the vacancy notice, and will decide which candidates will be called for an interview and/or further testing. To be considered for a vacancy, you must meet the required eligibility requirements and selection criteria (for example concerning the required educational qualifications or years of experience) by the closing date mentioned in each vacancy notice.

Interviews and tests

Following the screening of applications, candidates who best fit the selection criteria requirements of the job profile, will be invited for an interview. Those candidates who have not been invited will also be notified. The interview date will be set within a reasonable time after the closing date for submission of applications.

The interview with the selection board will take place following the completion of a written test. The aim of the interview and written test is to assess the suitability of candidates according to the selection criteria as set out in the vacancy notice.

Reserve Lists

Following the interviews, the most suitable candidates will be placed on a reserve list. The validity of reserve lists will be specified in each vacancy notice. The Director of the EIT will appoint new staff on the basis of reserve lists of the published vacancies. For certain posts, it is possible that candidates on a reserve list need to undergo additional evaluation (e.g. including a further interview), with the aim to clarify motivation, overall fit to the specific role and organisation as well as behavioural skills, before the Director can decide on an appointment.

In the case of middle management selection procedures, following the interview phase as mentioned above, the selection board will propose a shortlist of candidates suitable to be invited for an interview with the Director of the EIT and other members. Candidates who participate in middle management positions, will also take part in an assessment centre. The most suitable candidates will be placed on a reserve list for approval by the Appointing Authority of the EIT.

Types of contract

Temporary Agent
Temporary Agent Posts in the EIT are normally for a fixed period of 5 years, renewable once. However, the maximum length of employment, including renewals, may not exceed 10 years.

Contract Agent
The EIT may select contract agents from the list of eligible candidates of one of EPSO's competitions dedicated to this, or as a result of an open selection procedure, including its own testing. Eligibility conditions for each position are detailed in the vacancy notice for the position. The usual duration for Posts as Contract Agent is 5 years, with a possible extension for 5 more years. However, the maximum length of employment for Contract staff at the EIT, including renewals, may not exceed 10 years.

Length of the process

As a guide, the recruitment procedure is expected to take up to 6 months from the date when a position is first published to when a final offer of employment is made.

The time taken to invite applicants for an interview depends on the number of applications received for each vacancy notice. It may take up to 8 weeks before candidates are contacted for an interview.

5. Means of redress

Requests for review

Applicants may submit a request for review after having received notification that they have not been shortlisted for an interview or that they have not been placed on a reserve list. Applicants have 5 working days to request a review of their candidature from the date of notification in any of the above situations via email to the following email address: jobs@eit.europa.eu, quoting the vacancy reference number of the relevant selection procedure. The outcome of this review is then communicated to the candidate.

Appeal procedures

If you consider that you have been adversely affected by a particular decision, you can lodge an **administrative complaint under Article 90(2) of the Staff Regulations** of Officials of the European Communities at the following address:

The Director
European Institute of Innovation and Technology (EIT)
Infopark , Neumann János utca 1/E
1117 Budapest, Hungary

In order to speed up the procedure, it is recommended to use the following address: jobs@eit.europa.eu. However, we strongly encourage you to undertake this step if, following the conclusion of the request for review, you have not received a satisfactory answer to your request.

The complaint must be lodged within 3 months. The time limit for initiating this type of procedure starts to run from the time you are notified of the act adversely affecting your application.

If the complaint is rejected by express or implied decision you may submit a **judicial appeal** under Article 236 of the EC Treaty and Article 91 of the Staff Regulations of Officials of the European Communities to the:

Registry
The General Court
Rue du Fort Niedergrünewald
L-2925 Luxembourg

For details of how to submit an appeal, please consult the website of the European Union Civil Service Tribunal: https://curia.europa.eu/jcms/jcms/index.html .

Please note that the Appointing Authority (the Director of the EIT) does not have the power to amend the decisions of a selection board. The Court has consistently held that the wide discretion enjoyed by selection boards is not subject to review by the Court unless rules which govern the proceedings of selection boards have clearly been infringed.

Furthermore, you also have the option to make a **complaint to the European Ombudsman**:

European Ombudsman
1 avenue du Président Robert Schuman – BP 4003
67001 Strasbourg Cedex, France
http://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 complaints or for submitting appeals to the Civil Service Tribunal under Article 236 of the Treaty establishing the European Community. Please note also 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.

Important Notice: *This document has been produced for information purposes only. It is meant to help you through the application procedure. However, it is not legally binding. Only the vacancy notices for positions to be filled may be considered definitive.*