

## **Staff recruitment**

### **Background information**

#### **Useful tips for candidates using our e-Recruitment platform**

In order to apply through our online recruitment system (managed by an external service provider Oleeo plc), you are required to complete the following steps:

- You must first create a secure, password-protected account in the electronic recruitment system ('e-Recruitment').
- Complete the application online via a secure server and submit it, with the possibility of editing your information prior to the vacancy deadline.
- Within Eurofound, only Human Resources (HR) staff have access to all the areas of the e-Recruitment system. The members of the Selection Committee appointed for the specific selection and recruitment procedure also has access to the system via secure, password-protected accounts.
- After you have submitted your application, you can no longer edit the data yourself through your account. Instead any changes made to the application can only be requested by email to [recruit@eurofound.europa.eu](mailto:recruit@eurofound.europa.eu).

### **Description of recruitment process**

#### **Recruitment and Selection of Officials, Temporary Agents and Contract Agents up to submission of Reserve List to the Appointing Authority**

It is the policy of the European Foundation to fill posts in the staff table by the recruitment of Temporary Agents who are employed on fixed term contracts that are renewable. Contract Agents are used to meet other staffing needs and are engaged on fixed term contracts, also renewable.

- Establish a selection procedure, indicating to the Staff Committee the job description, and nature and level of post; (Temporary Agent (TA) and Contract Agent (CA))
- Appoint a Selection Committee; (Official/TA/CA) Each Selection Committee consists of a Chair (usually the Head of HR), a management representative, a staff representative and, if appropriate, an Advisor.
- Advertise the post through Internal Competition; (Official/TA)
- Launch an Interinstitutional Competition, for publication on IntraComm and in the Agencies; ; (Official/TA)
- Vacancies may, where appropriate, be published on the Interagency Jobs Market when the relevant agreement is in place; (TA)
- Launch an Open selection procedure, to be published on the Eurofound and EPSO websites. Where it is considered useful, the notice may also be published in the media (TA); In the case of Contract Agents, the vacancies are published on both the Eurofound and EPSO websites;

#### **E-Recruitment:**

- Candidates for TA and CA positions apply through the Eurofound online application system (E-recruitment),

- At midnight of the closing date for the competition the vacancy closes and no further applications are accepted.  
Applications are pre-screened for eligibility by HR, are shortlisted by the Selection Committee and are invited for testing and interview (TA/CA).
- Candidates are required to take written tests in both language and EU knowledge. Where appropriate, other tests may be administered. Candidates may be invited to more than one interview. Prior to appointment they are interviewed by either the Appointing Authority or their representative.

#### **Selection procedure:**

1. Applications are accessed on-line by each member of the Selection Committee who read and score each application and log individual marks on a central spreadsheet. One or two meetings are held to discuss and agree shortlist of candidates to be invited for interview.
2. For specific posts candidates are invited to take psychometric testing online (current provider is SHL).
3. First Interviews are organised and invitations issue to candidates, by email. (/TA/CA)
4. Following the interviews, the (anonymised) written tests are corrected and checked. The Selection Committee discusses and agrees on final scoring for all interviewees.
5. Unsuccessful candidates are informed of the outcome at the appropriate stage of the competition i.e. after shortlisting, after first interview or after second/final interview.
6. The recommendation of the Selection Committee is sent to the Appointing Authority who sends their decision regarding establishment of reserve list to the Head of HR.
7. An offer of employment is made to the successful candidate, requesting original documentation to support application. A pre-recruitment medical examination is organised – in Brussels.
8. Candidates who have been placed on the reserve list are informed of that fact and also that the reserve list will:
  - be in place for a period of 2 years from the closing date for the competition and may be extended for a further year;

## **Processing of personal data for selection and recruitment of Eurofound staff (including trainees)**

### **1. Introduction**

Personal data supplied by candidates as part of selection and recruitment procedures is collected and further processed in accordance with Regulation (EU) 2018/1725 of the European Parliament and of the Council 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>1</sup>.

The collection of personal data is done initially through a web-based application called ‘e-Recruitment’.

The controller of the processing operation is the Head of Resources Unit at Eurofound. The Head

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<sup>1</sup>. OJ L 295 21.11.2018, p. 39–98.

of Human Resources is responsible for managing internally the processing operation on behalf of the controller.

## 2. Why do we process your personal data?

Your personal data is processed for the purpose of preparing the selected candidates' files and finalising recruitment procedures launched to fill posts authorised in Eurofound's budget (Officials/Temporary Agents), to meet other staffing needs not catered for by the authorised staffing list (e.g. Contract Agents) and to select candidates for traineeships offered.

## 3. What is the legal basis for processing your personal data?

The legal bases for processing your personal data are the following:

- Title III, Chapter I (Articles 27-34) and Annex III of the Staff Regulations of the European Union<sup>2</sup> as regards permanent staff;
- Articles 12-15 and 82-84 of the Conditions of Employment of Other Servants (CEOS) of the European Union<sup>3</sup> with regard to temporary and contract agents;
- Model decision of 23.11.2015 laying down general implementing provisions on the procedure governing the engagement and use of temporary staff under Article 2(f) of the CEOS as regards decentralised agencies and joint undertakings;
- Commission decision C(2011) 1264 of 2.3.2011 on the general provisions for implementing Article 79(2) of the Conditions of Employment of Other Servants of the European Union, governing the conditions of employment of contract staff employed by the Commission under the terms of Articles 3a and 3b of the said Conditions<sup>4</sup>.
- Rules governing the 2019 official traineeships scheme of the European Foundation for the Improvement of Living and Working Conditions

The processing is necessary for the management and functioning of Eurofound and therefore lawful in accordance with Article 5(a) of Regulation (EU) 2018/1725. In addition, since the participation in this type of procedures is not mandatory, the processing is also lawful under Article 5(d) of the Regulation insofar as it is based on consent given by the applicant(s).

## 4. Which personal data do we collect and process?

Pre-selection phase

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<sup>2</sup>. Council Regulation (EEC, Euratom, ECSC) No. 259/68 of the Council of 29 February 1968 laying down the Staff Regulations of Officials and the Conditions of Employment of Other Servants of the European Communities and instituting special measures temporarily applicable to officials of the Commission (OJ L 56, 4.3.1968, p. 1), as last amended by Regulation (EU, Euratom) No 1023/2013 of the European Parliament and of the Council of 22 October 2013 (OJ L 287, 29.10.2013, p.15), hereinafter referred to as "Staff Regulations" and the "CEOS".

<sup>3</sup>. *Idem*.

<sup>4</sup>. As amended by Commission decision C(2013) 8967 of 16.12.2013 amending Commission Decision of 2 March 2011 on the general provisions for implementing Article 79(2) of the Conditions of Employment of Other Servants of the European Union, governing the conditions of employment of contract staff employed by the Commission under the terms of Articles 3a and 3b of the said Conditions

The following types of personal data are collected through our e-Recruitment system and further processed in relation to your application:

- Personal (identification and contact) details: name, surname, nationality, gender<sup>5</sup>, date of birth, email address, postal address, phone, mobile and fax number;
- Educational background, including knowledge of languages, training skills, etc.;
- Career history/work experience;
- Names of referees;
- Certificates of proficiency in ICT software, when relevant;
- Level of knowledge of EU languages;
- Personal data related to the selection criteria set for each specific profile.
- Additional information relating to a physical disability (at the discretion of the candidate).
- Data on motivation (in a motivation letter that is compulsory).
- Answers to numerical, verbal and abstract reasoning tests and personality assessments (limited to specific recruitment procedures).

#### Admission and selection

- copy of passport or identity card, copy of the diploma(s) or certificate(s) of the required level of education;
  - employment certificates proving the length of professional experience.
- Failing this, copies of the following documents, for example, will be accepted – employment contracts, accompanied by the first and last pay slips and the final monthly pay slip for each intermediate year in the case of a contract of more than one year, official letters or acts of appointment, accompanied by the final salary slip, employment records, tax declarations.

#### Recruitment phase

- original criminal record extract (executed within the preceding 3 months of the starting date of the contract) issued by the competent authorities of country of origin. Should the candidate not be living in a country other than his/her country of origin for more than 12 months, a further criminal record extract issued by the competent authorities of this country will be required.
- updated curriculum vitae
- birth certificate
- copy of passport or identity card
- civil status certificate
- residence certificate

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<sup>5</sup> Data related to gender and nationality might be processed, not only for identification purposes, but in order to ensure proper geographical and gender balance among the agency's staff and for statistical reporting..

- proof of residence of family members as required to claim certain entitlements
- marriage certificate – if applicable
- birth certificate of children – if applicable
- document proving the fulfilment of any obligations imposed on the candidate by the laws concerning military service
- all diplomas considered relevant
- all previous working contracts with exact dates and functions. A salary slip will only be collected as further evidence if a doubt arises during the determination of the grading
- professional experience form
- Legal Entity form
- Financial Identification form
- Reimbursement of travel and subsistence expenses form

## **5. How long do we keep your personal data?**

### **General**

- The administrative file from the recruitment procedure, which contains a complete record of the recruitment procedure including shortlist, long-list, marks received by candidates in any tests or interviews, correspondence with candidates and results of recruitment procedure, is retained for 5 years from closure of the relevant procedure (i.e. when the successful candidate takes up the post).
- During this retention period, data in the administrative file (usually in the form of spreadsheets) may be used to produce statistical reports to the Management Board. These reports are compiled for statistical purposes only and contain only anonymised data: the reports reflect the overall flow chart of nationality, gender and educational qualifications of applicants.

### **Online applications**

- Applications of candidates are held in the online system for 2 years from closure of the procedure, i.e. from recruitment of successful candidate(s). Any printed copies are destroyed immediately.

### **Offers declined**

- For candidates declining the offer of a post, personal data are retained for a period of 5 years in line with the retention period for the administrative file above.

### **Reserve Lists**

- Applications of and correspondence with candidates who have been selected for interview/written test(s) and placed on a reserve list, but have not been appointed, are held for 5 years from closure of procedure i.e. from recruitment of successful candidate(s).

- The validity of the reserve lists is open for up to 2 years from the closing date of the selection procedure and may be extended. In most cases, the reserve lists remain valid for another 12 months.

#### **Recruited candidates.**

- Personal data of recruited candidates are held in their personal file (Article 26 of the Staff Regulations) for 10 years as of the termination of employment or as of the last pension payment.

#### **Processing for reimbursement**

- Personal data related to the payment of travel and/or accommodation expenses of candidates invited for interviews are kept for the period required for budget discharge (7 years).

#### **Traineeships**

- Applications for traineeships are retained for 2 years from the closing date.

### **6. Who has access to your personal data and to whom is it disclosed?**

Your personal data may be disclosed to the following categories of recipients:

- HR Staff: Head of HR (usually Chairperson of the Selection Committee); Secretary to Selection Committee and other authorised HR staff (i.e. staff replacing the Secretary); Each Selection Committee has access only to the relevant sections of your application, e.g. in order to rate each individual application independently of each other.
- Other members of the Selection Committee.
- Appointing Authority (Eurofound's Executive Director and Deputy Director).
- Oleeo Plc staff may have access to your data in order to provide technical support to candidates and Eurofound staff.
- Any of the supervisory instances of the Agency (i.e. the European Court of Auditors, the Internal Audit Service, and in case of controversy, the European Union Civil Service Tribunal, the European Ombudsman, etc.) might be granted access to personal data of candidates upon request.

The e-Recruitment platform is provided by [Oleeo Plc](#) which acts as the data processor on behalf of Eurofound in relation to the collection of your personal data through this platform.

### **7. How do we protect and safeguard your personal data?**

The Agency has several security controls in place to protect your personal data from unauthorised access, use or disclosure.

Online applications are stored in our secure online recruitment system ('e- Recruitment'), which is managed by Oleeo Plc.

An electronic administrative file is stored in Eurofound's secure electronic document and records management system (Microfocus Content Manager) on servers located in Eurofound's on-site data centre. In Eurofound, security restrictions are in place for access to data stored both in e-Recruitment system and Microfocus Content Manager. Access is limited to the members of the Selection Committee and the HR staff managing the recruitment process. Members of the Selection Committee sign confidentiality declarations.

Some data (e.g. relating to the issuing of invitation letters) may be stored temporarily on secured shared drives on Eurofound's network during the selection procedure.

Physical files are stored by the Chair and Secretary of the Selection Committee in physically secure areas such as locked cabinets, or confidentially destroyed as described above accessible only to authorised staff.

### **8. Do we transfer any of your personal data to third countries or international organisations (outside the EU/EEA)?**

Any personal data collected through our e-Recruitment platform is stored in Oleeo's certified data centres within the UK. You may find more information about how your personal data are processed by Oleeo [here](#).

In the case of psychometric assessments your data is processed by SHL, whose data centres are within the EU. You may find more information about how your personal data are processed by [SHL here](#).

### **9. What are your rights as data subject and how can you exercise them?**

According to Regulation (EU) 2018/1725, you are entitled to access your personal data and to rectify it in case the data is inaccurate or incomplete.

More specifically:

- You may access your personal data in the e-Recruitment system at any time during the selection procedure. You also have the right to receive confirmation whether we process or not personal data relating to you by means other than our e-Recruitment platform and access such data, as well as obtain copies of your data undergoing processing by such other means.
- As a candidate you have the right to access your assessment report/evaluation grid from the selection (pre-selection, interview and written tests, where applicable) phase, but access cannot be granted to comparative data concerning other applicants (comparative results) nor to the individual opinions of the members of the Selection Committee if such access would prejudice the rights of other applicants or the impartiality and independence of the Selection Committee or the confidentiality of its proceedings. Where possible, you will be provided you with aggregated results.
- You may exercise your right to rectify any identification data that is inaccurate or incomplete in your application during the recruitment procedure and after the closing date for submission of applications by contacting [recruit@eurofound.europa.eu](mailto:recruit@eurofound.europa.eu).

- Given the need to ensure equal treatment of all candidates, you are not allowed to request rectification of personal data submitted by you as proof that you fulfil the eligibility and selection criteria after the closing date for submission of applications

If your personal data is no longer needed by Eurofound or if the processing operation is unlawful, you have the right to erase your data.

Under certain circumstances, such as if you contest the accuracy of the processed data or if you are not sure if your data is lawfully processed, you may ask the controller to restrict the data processing. You may also object, in compelling legitimate grounds, to the processing of data relating to you.

Additionally, you have the right to data portability which allows you to obtain the data that the controller holds on you and to transfer it from one controller to another. Where technically feasible, Eurofound will do this work for you.

You have the right not to be subject to a decision based solely on automated processing, including profiling, which results in legal consequences for you or significantly affects you in a similar way.

If you wish to exercise your rights or wish to submit a query regarding the processing of your personal data, feel free to contact the Head of Resources of Eurofound by using the following e-mail address: [recruit@eurofound.europa.eu](mailto:recruit@eurofound.europa.eu).

You may always submit queries, remarks or complaints relating to the processing of your personal data to Eurofound's Data Protection Officer (DPO) by using the following e-mail address: [dataprotectionofficer@eurofound.europa.eu](mailto:dataprotectionofficer@eurofound.europa.eu).

In case of conflict, complaints can be addressed to the European Data Protection Supervisor (EDPS) using the following e-mail address: [edps@edps.europa.eu](mailto:edps@edps.europa.eu).