

Europol Recruitment Guidelines



Recruitment and Selection Team
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1. INTRODUCTION

1.1. Aims and Objectives

The main purpose of this document is to provide prospective candidates interested in applying for a job at Europol with a clear picture of Europol's selection and recruitment process and to familiarize them with the main documents used in this process.

1.2. About Europol as an equal opportunity employer

Europol is an equal opportunity employer. We accept applications without distinction on grounds of gender, sexual orientation, national, ethnic or social origin, religion or beliefs, family situation, age, disability, or other non-merit factors. Our employment decisions are based on business needs, job requirements and qualifications, experience and skills.

We live diversity and provide an inclusive work environment to all. We strive to recruit, develop and retain a diverse and talented workforce through application of equal opportunity and impartiality.

1.3. Key documents related to the Selection and Recruitment process

Application documents:

1. **Application Form** – to be filled in on-line via the Europol e-recruitment system
2. **Self-Assessment Grid** on the **European levels of languages**
3. Examples of **secondary and post-secondary qualifications** in EU Member States

Legal documents:

- **Regulation (EU) 2016/794** of the European Parliament and of the Council of 11 May 2016 **on the European Union Agency for Law Enforcement Cooperation (Europol)** and replacing and repealing Council Decisions 2009/371/JHA, 2009/934/JHA, 2009/935/JHA, 2009/936/JHA and 2009/968/JHA, O.J., 24.05.2016, L.135, p.53 ('Europol Regulation')

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- **Staff Regulations** of Officials and the **Conditions of Employment of Other Servants** of the European Union
- Decision of the Management Board of Europol of 6 October 2020 **establishing the internal language arrangements of Europol**
- Decision of the Executive Director of 16 December 2019 **on the financial contribution to travel and accommodation expenses for candidates attending selection procedures and pre-employment medical examinations**
- Decision of the Deputy Executive Director of the Capabilities Directorate on the **pre-employment medical examination**

Temporary Agents:

- Decision of the Management Board of Europol of 28 February 2019 laying down **general implementing provisions on the procedures governing the engagement and use of temporary staff under Article 2(f) of the Conditions of Employment of Other Servants of the European Union** ('MB Decision on TA2f')
- Decision of the Executive Director of 28 March 2019 on the **Duration of Contracts of Employment for Temporary Agents** under Article 2(f) of the Conditions of Employment of Other Servants of the European Union at Europol
- Decision of the Management Board of Europol of 7 August 2020 defining the **Europol posts that can be filled only by staff engaged from the competent authorities of the Member States ("restricted posts")**, ('MB Decision on restricted posts')
- Decision of the Management Board of Europol of 4 October 2019 on **middle management staff**

Contract Agents:

- Decision of the Europol Management Board of 4 October 2019 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 under the terms of Article 3a thereof** ('MB Decision on CA3a')
- Decision of the Executive Director of 19 November 2019 **on the Duration of Contracts of Employment for Contract Staff under Article 3a of the Conditions of Employment of Other Servants of the European Union at Europol**

2. SELECTION AND RECRUITMENT PROCESS IN A NUTSHELL

Europol offers job opportunities under contracts of employment as **Temporary Agents** and **Contract Agents**¹.

Vacant Temporary Agent posts may be either **non-restricted** (open to all EU citizens), or **restricted** (open, in principle, to EU citizens who are members of the competent authorities of the Member States).

In accordance with Article 2(a) of the Europol Regulation, "**the competent authorities of the Member States**" means *all police authorities and other law enforcement services existing in the Member States which are responsible under national law for preventing and combating criminal offences. The competent authorities shall also comprise other public authorities existing in the*

¹ Contract Agent posts are either funded by Europol regular budget or external assigned revenue as further defined in Article 20(2) of the Decision of the Europol Management Board on the adoption of the Financial Regulation applicable to Europol.

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Member States which are responsible under national law for preventing and combating criminal offences in respect of which Europol is competent”.

Europol may also recruit candidates who are not members of a competent authority to restricted posts as defined in Annex II and III of the MB Decision on restricted posts.

3. ELIGIBILITY CRITERIA

3.1. General Requirements

Candidates are required to meet the following minimum conditions in order to be considered for a post at Europol:

- Be a national of one of the Member States of the European Union and enjoy full rights as a citizen;
- Have fulfilled any obligations imposed on him/her by the laws concerning military service;
- Produce appropriate character references as to his or her suitability for the performance of the duties;
- Be physically fit to perform the duties pertaining to the post.
- Produce evidence of a thorough knowledge of one of the languages of the European Union² and of a satisfactory knowledge of another language of the European Union;

All candidates are required to demonstrate knowledge of English, which is Europol’s main language of internal communication, and the language used in the selection procedure. The required level of English is assessed during the written test and/or practical test and at the interview, in accordance with the requirements of the Vacancy Notice and the level of command that is necessary to perform the duties of the post. In addition, all candidates must fulfil the language eligibility requirement and provide evidence of a satisfactory knowledge of another language of the European Union (corresponding at least to B1 level of the Common European framework of reference for the levels of languages). This requirement will be checked by the Selection Committee based on the certificates and diplomas obtained by the candidate and, where necessary, further assessed during the selection procedure.

In addition, for the restricted posts:

- Be a member of a competent authority in one of the Member States of the European Union within the meaning of Article 2(a) of the Europol Regulation.

3.2. Qualifications

The educational requirements of a given post are determined by Europol and set out in the corresponding Vacancy Notice on the basis of the Staff Regulations of Officials and the Conditions of Employment of Other Servants of the European Union as well as the respective implementing provisions.

There are different types of secondary education and post-secondary education (of which university studies are an example) and the terminology used to define them varies throughout the European Union. A table showing a list of examples of possible secondary, post-secondary and university qualifications is provided on Europol’s website. Please note that this list is not exhaustive and should be taken as a guide only.

Candidates should tick all boxes of the application form that match the level of qualification they have obtained.

² The official EU languages are: Bulgarian, Croatian, Czech, Danish, Dutch, English, Estonian, Finnish, French, Irish, German, Greek, Hungarian, Italian, Latvian, Lithuanian, Maltese, Polish, Portuguese, Romanian, Slovak, Slovenian, Spanish, and Swedish.

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Vacancy Notices may indicate that professional training in combination with additional professional experience may also be accepted for specific profiles. Where applicable, the conditions are set out in the respective Vacancy Notice.

For that purpose, professional training may be assessed on the following basis:

- AD5/AD6 Temporary Agent posts:

Duration of professional training	Additional professional experience required for equivalency
More than 6 months and up to 1 year	3 years
More than 1 year and up to 2 years	2 years
More than 2 years	1 year

- AD7 and above Temporary Agent posts:

Duration of professional training	Additional professional experience required for equivalency
More than 6 months and up to 1 year	4 years
More than 1 year and up to 2 years	3 years
More than 2 years and up to 3 years	2 years
More than 3 years	1 year

- FGIV Contract Agent posts:

Duration of professional training	Additional professional experience required for equivalency
More than 6 months and up to 1 year	3 years
More than 1 year and up to 2 years	2 years
More than 2 years	1 year

Secondary education generally marks the end of compulsory schooling. It follows on from elementary or primary education.

Post-secondary education is the non-compulsory educational level following the completion of a school curriculum providing secondary education. This may include an education provided by universities, colleges or vocational training relating to a specific trade, occupation or vocation. Vocational training is typically non-academic and provided by schools that teach skills that are needed to perform a particular job.

Some posts require candidates to possess a **university degree of a particular duration**. Candidates are required to tick the box indicating the minimum duration required to complete the degree. If the length of the curriculum is less than 3 years candidates must tick the box referring to any other degree.

Only diplomas issued by EU Member State authorities and diplomas recognised as equivalent by the relevant EU Member State bodies are accepted. If the main studies took place outside the European Union, the candidate's qualification must have been recognised by a body delegated officially for the purpose by one of the European Union Member States (such

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as a national Ministry of Education) and a document proving this must also be mentioned in the application form and uploaded in the attachments section to enable the Selection Committee to accurately assess the level of the qualification.

Diplomas obtained in the United Kingdom until 31/12/2020 are accepted without an equivalence. Diplomas awarded as from 01/01/2021 must be accompanied by an equivalence issued by a competent authority of an EU Member State.

Candidates currently enrolled in a course should mention the education or training provider, the title of the qualification to be obtained as well as main subjects of the course and the expected graduation date.

The formal requirements must be fulfilled by the closing date of the Vacancy Notice.

4. HOW TO APPLY

4.1. Application Form

Candidates applying for Temporary Agent and Contract Agent posts must use the e-recruitment tool available on Europol's website.

By clicking 'Apply', candidates are redirected to the Candidate Homepage, where they are required to create an account, activate it and complete the application form in English. To activate the account, a link is sent via email. Completing an application may take up to two hours initially. Candidates will not be able to submit the application if they omit any mandatory information required marked with a red *. Once the application is submitted, an email confirming receipt is sent within six hours. If no email confirming receipt is received, candidates are advised to contact C2-12@europol.europa.eu.

Candidates are encouraged to submit their application well before the deadline indicated in the Vacancy Notice and not to wait until the last minute since exceptional internet traffic or other malfunctions could lead to difficulties in submission. Europol shall not be held responsible for such difficulties.

Only information contained in the application form is considered. Information submitted through CVs accompanying the application form will not be taken into account.

5. OVERVIEW OF THE SELECTION AND RECRUITMENT PROCEDURE

5.1. Selection Committee

The **Authority Authorised to Conclude Contracts of Employment ('AACC')** sets up a Selection Committee, composed of at least three members consisting of one chair and at least one member from the administration and one member designated by the Staff Committee.

In specific cases, in particular for the selection procedures of experts, additional members may be designated from Europol or concerned agencies, from outside Europol or from outside the Union institutions.

For **middle management posts**, the Executive Director shall set up at pre-selection stage, a Pre-Selection Committee comprising of at least three members of a grade and management function equal or superior to that of the function to be filled, including one member from another Department. Where there are no Temporary Agents in the agency fulfilling the requirement of management function and grade, the Executive Director may decide to designate officials or Temporary Agents from another agency or institution who fulfil that condition. At the interview stage, the interviews are conducted by the Executive Director and two members of a grade and management function equal or superior to that of the function to be filled ('Interview Committee').

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For **restricted** Temporary Agent posts, the AACC shall designate up to two additional members of the Selection Committee (or Pre-Selection Committee/Interview Committee for middle management posts) if so requested by the Chairperson of the Management Board. The additional members shall consist of a representative of the Presidency of the Council of the European Union or one representative of the Presidency and one representative of another Member State.

The candidates who are invited to participate in the interview are informed about the names and function of the (Pre-)Selection Committee and/or Interview Committee.

The names and functions of (Pre-) Selection Committee members may be made available to non-shortlisted candidates or those not interviewed following a written test upon request and following a decision by Europol on a case-by-case basis.

5.2. Assessment of applications

The Selection Committee³ will assess the applications received in order to make an initial selection of those candidates meeting all eligibility criteria and matching best the selection criteria (suitability) set out in the Vacancy Notice.

Candidates' qualifications, experience and skills are examined by the Selection Committee against the requirements and profile of the advertised post.

For Temporary Agents, the total number of years of professional experience requested in the Vacancy Notice **for eligibility purposes** will be counted as follows:

Any duly certified experience (paid or unpaid, full-time or part-time) acquired before the deadline for applications indicated in the Vacancy Notice is taken into account, as outlined below:

- *PhDs* are assimilated to professional experience for a duration of three years maximum, provided that the PhD has been successfully completed.
- Periods of *voluntary work or internships* will only be taken into consideration if they are comparable to full-time work, both in terms of number of hours worked and duration.
- Non-salaried professional activities (e.g. self-employed, liberal professions) will be considered on a case-by-case basis, taking into account their nature and duration. Such consideration will be based on formal data such as tax returns, statements of fees from national bodies, or any other supporting document of an official nature.
- *Compulsory military service or equivalent civilian service* shall be taken into consideration
- Professional activities pursued *part-time* shall be calculated *pro rata*, on the basis of the certified percentage of full-time hours worked.
- In the case of freelance translators, the length of professional experience shall be calculated, within the limits of the period spent on such activities, on the basis of the number of pages translated converted into days worked; five pages translated will be considered to be equivalent to one day's work.
- In the case of freelance interpreters, the length of professional experience shall be based on both the number of days worked as an interpreter and the time spent on the necessary preparations; 100 days of actual interpretation work will be considered to be equivalent to one year's professional experience.
- A given period can be counted only once.

For Contract Agents, length of professional experience does not form part of the eligibility criteria. Specific experience required for certain posts is outlined in the relevant Vacancy Notice as **selection criteria**.

³ Pre-Selection Committee, as defined in Section 5.1, for the middle management selection procedure(s).

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Candidates scoring above the pass-mark pre-defined in the respective Vacancy Notice⁴ and whose scores are amongst the highest are shortlisted and invited to participate in a post-related selection procedure. The number of candidates to be invited is specified in the concerned Vacancy Notice.

Candidates may view the date of the planned shortlisting meeting on [Europol's website](#).

In case of candidates shortlisted for **restricted** posts, who had indicated membership of a competent authority in one of the Member States, Europol will seek confirmation from the relevant Europol National Unit⁵ to ensure that those candidates indeed belong to a competent authority. While this confirmation is necessary to verify the eligibility of candidates shortlisted for restricted posts defined in Annex I of the MB Decision on restricted posts, it is also carried out for candidates shortlisted for restricted posts defined in Annex II and III of that Decision, in order to comply with the provisions of the MB Decision on TA2f.

5.3. Selection procedure

Selection procedures may be conducted remotely or on-site at Europol. They generally consist of:

- **Written tests** (generally between 2.5h - 4h, depending on the profile)
and/or
- **Practical tests** (generally between 0.5h - 4h, depending on the profile)
and
- **Competency-based interviews** (generally between 0.5h - 1h).

Written tests are organised in a way that ensures the anonymity of candidates in line with principles of impartiality, objectivity, and equal treatment.

Copies of the written tests are marked anonymously, without reference to candidates' names. They are sent to the Selection Committee for grading, in a way that does not reveal the identities of the candidates. Any failure of the candidates to comply with the rule of anonymity, by adding their name or any specific information unambiguously identifying them, or failure to comply with any of the instructions provided before the written test, may result in their exclusion from the selection procedure.

Competency-based interviews are structured interviews in which questions are directed at post-related behaviours (competencies), as defined in the Vacancy Notice. Questions usually focus on eliciting specific examples from candidates describing situations where they might have demonstrated required behaviours in the past. These are probed in a systematic way by the Selection Committee to establish the level of competencies demonstrated.

Selection procedures for middle management posts consist of different stages. The specific method of testing therefore depends on the stage of the selection procedure. In the pre-selection stage, the written and/or practical test and competency-based interview are carried out. The pre-selected candidates are then invited to participate in the Assessment Centre⁶. The Assessment Centre evaluates, through a series of individual and/or group exercises and in-depth interviews focused on management skills, whether pre-selected candidates possess the competencies required. All pre-selected candidates, who are invited to the Assessment Centre are also invited to the interviews with the Interview Committee as defined in Section 5.1.

Candidates invited to a written/practical test and / or interview will be required to provide, before or on the day of the test(s)/interview, the following documents **in original or (certified) copy**:

⁴ Being set in all Vacancy Notices at 60% of the total maximum score.

⁵ The definition of Europol National Units is contained in Article 7 of the Europol Regulation.

⁶ Unless the candidate has already taken part in such an Assessment Centre in the course of the two years preceding the closing date for the receipt of applications. If a candidate has taken part in an Assessment Centre within this two-year period, but not within the 18 months preceding the closing date for the receipt of applications, he/she may at his/her request be admitted to the Assessment Centre.

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- **A document proving nationality** (e.g. passport);
- **Certificates attesting educational and professional qualifications with the information on the duration of the education** mentioned in the application form;
- **Documentary evidence of professional experience acquired** after the date on which the qualification giving access to the specific profile was obtained, indicating the start and end dates, whether paid, full or part time, and the nature of the duties carried out. Moreover, candidates may be required to provide a copy of the latest payslip as evidence of an ongoing employment contract.

If the Selection Committee considers that the language certificate(s) or diploma(s) referred to in the application, as subsequently submitted by the candidates, do not provide sufficient evidence of the required knowledge of another official language of the Union, they will be invited to complete part of the selection procedure in one of the official languages of their choice.

Candidates who have a disability and might require special assistance during the selection procedure are kindly requested to inform the Recruitment and Selection Team, without sharing any medical data, so that support can be provided where possible. The Recruitment and Selection Team shall involve the Europol Medical Service wherever necessary.

5.4. Outcome of the Selection procedure: Appointment and Reserve List

After the selection procedure has taken place, the Selection Committee will establish a list of successful candidates, i.e. those scoring above the pre-defined pass-mark⁷, which is shared with the AACC. The Selection Committee may also make a proposal to the AACC on the candidate(s) to appoint, if the purpose of the selection procedure, as stated in the Vacancy Notice, is to fill one or more similar posts. Following that proposal, the AACC makes a decision of appointment.

For middle management posts, the list of successful candidate(s) is established by the AACC, taking into account the outcome of the Pre-selection, Assessment Centre and the Interview. The AACC makes a decision of appointment.

Apart from the possibility of being appointed, successful candidates are placed on a Reserve List, where established. The establishment of a Reserve List depends on the purpose of the selection procedure, as stated in the Vacancy Notice (i.e. to fill one or more similar posts or to constitute a Reserve List of successful candidates). In view of the list of successful candidates established by the Selection Committee (or the AACC for middle management posts), the AACC retains the discretion to constitute a Reserve List, even where the purpose of the selection procedure is only to fill one or more vacant posts.

A Reserve List is valid for 24 months. The list of selection procedures for which Reserve Lists have been established is accessible on [Europol's website](#).

Candidates who attend the selection procedure will be informed of the outcome, i.e. whether they have been successful or not.

Europol retains the right to make use of the Reserve List to select candidates for similar posts within the organisation, should business needs require so. Inclusion on the Reserve List does not guarantee employment.

In exceptional cases, where justified in the interests of the service, the AACC may recruit as Contract Agent, a candidate who is a successful candidate in a selection procedure for a Temporary Agent post, if such selection is considered to be appropriate to the duties to be performed.

Before the employment contract is concluded by Europol, successful candidates will have to declare any conflict of interest.⁸

⁷ Being set by the Selection Committee during the shortlisting meeting.

⁸ A conflict of interest is an apparent (actual) or potential incompatibility between the responsibilities of the post recruited and personal interests which could impair professional independence. This could, for instance, be a financial or family relationship with an existing staff member or a supplier of Europol.

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Engagement also remains conditional upon undergoing a pre-employment medical examination to confirm a candidate is physically fit to perform the duties pertaining to the post⁹.

Lastly, before they can be engaged in the post, candidates for restricted posts may be subject to a national approval procedure to ensure that their posting at Europol is in conformity with national provisions for secondment, special leave or temporary outplacement.

5.5. Enquiries related to the selection procedure

The Selection Committee's work and deliberations are confidential. It is forbidden for candidates to make direct or indirect contact with the members of the Selection Committee or for anyone to do so on their behalf.

All enquiries related to a selection procedure, should be addressed to the Europol Selection and Recruitment Team at the following email address: C2-12@europol.europa.eu. As regards requests for the reason(s) candidates were found to be ineligible, or for the scores they obtained at specific stages of the selection procedure, the following deadlines¹⁰ are applicable:

Stage of the selection procedure	Type of request	Deadline
After the decision on the outcome of the shortlisting (eligibility)	Request for the reason for decision (not eligible) made by the Selection Committee	2 months as of notification of the outcome
After the decision on the outcome of the shortlisting (suitability)	Request for the scoring of the application by the Selection Committee	2 months as of notification of the outcome
After the decision on the outcome of the written and/or practical tests not qualifying candidate for the interview	Request for the scoring of written and/or practical tests by the Selection Committee	2 months as of notification of the outcome
After the decision on the outcome of the pre-selection procedure (middle management posts only)	Request for the scoring of written and/or practical tests, and interview by the Pre-selection Committee	2 months as of notification of the outcome
After the decision on the outcome of the selection procedure	Request for the scoring of written and/or practical tests, and interview by the Selection Committee	2 months as of notification of the outcome

5.6 Contribution to expenses incurred during the selection procedure

Accommodation and travel related expenses incurred by candidates taking part in a selection procedure organized by Europol shall be processed in accordance with the Decision of the Executive Director of 16 December 2019 on the financial contribution to travel and accommodation expenses for candidates attending selection procedures and pre-employment medical examinations available on Europol's website.

5.7 Measures of redress

5.7.1. Request for review

Candidates who feel that an error has been made in relation to their non-admission to the selection procedure (i.e. not eligible) or to their exclusion from the selection procedure (i.e. not

⁹ This requirement shall be considered as satisfied and confirmed by Europol in writing, should the conditions laid down in the Decision of the Deputy Executive Director of the Capabilities Directorate on the pre-employment medical examination be fulfilled.

¹⁰ Please also note the deadline to lodge a request for review in section 5.7.1.

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shortlisted or successful), may request a review within **20 calendar days as of notification to them of the decision they wish to have reviewed.**

The request for review may be submitted by email to C2-12@europol.europa.eu, quoting the number of the selection procedure concerned and addressed to the Selection Committee. The Selection Committee will review the decision on the application or the written and/or practical tests and/or interview, and notify the candidate of its new decision.

5.7.2. Complaint

5.7.2.1 Against decisions of the Selection Committee

Candidates affected adversely by a decision of the Selection Committee, may lodge a complaint to the AACC¹¹ pursuant to Article 90(2) of the Staff Regulations of Officials and Articles 46 and 117 of the Conditions of Employment of Other Servants, i.e. within a **period of 3 months** following notification of the decision they wish to contest.

Such complaints may be submitted by email to C2-141@europol.europa.eu. The AACC shall notify the candidate of a reasoned decision within four months from the date on which the complaint was lodged. If, at the end of that period no reply to the complaint has been received, this shall be deemed to constitute an implied decision rejecting it, against which an appeal may be lodged under Article 91 of the Staff Regulations of Officials of the European Union.

Candidates should note that a complaint to the AACC against a decision of the Selection Committee cannot result in overturning a value judgment made by the latter related to the scores given to candidates.

5.7.2.2 Against decisions of the AACC

Candidates affected adversely by a decision of the AACC, may lodge a complaint pursuant to Article 90(2) of the Staff Regulations of Officials of the European Union and Articles 46 and 117 of the Conditions of Employment of Other Servants, i.e. within a **period of 3 months** following notification of the decision they wish to contest.

Such complaint may be submitted by email to C2-141@europol.europa.eu. The AACC competent to decide on the complaint, shall notify the candidate of a reasoned decision within four months from the date on which the complaint was lodged. If, at the end of that period no reply to the complaint has been received, this shall be deemed to constitute an implied decision rejecting it, against which an appeal may be lodged under Article 91 of the Staff Regulations of Officials of the European Union.

5.7.3 Appeal

Candidates who have submitted a prior complaint to the AACC and have received a decision they consider to affect them adversely, may appeal such a decision before the **General Court of the EU** within a **period of 3 months** following notification of the contested decision.

Candidates who consider that they have been adversely affected by a particular decision of the Selection Committee, may also file an appeal **directly** (i.e. without having lodged a prior complaint to the AACC) before the **General Court of the EU** within a **period of 3 months** following notification of the contested decision.

Registry of the General Court of the European Union

Rue du Fort Niedergrünwald

L-2925 LUXEMBOURG, Luxembourg

¹¹ The AACC in each case is determined by the delegation arrangements of AACC powers in Europol.

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5.7.4. European Ombudsman

It is also possible to file a complaint for **maladministration** to the European Ombudsman (www.ombudsman.europa.eu) subject to fulfilling the conditions applicable to its activities.

Please note that complaints made to the European Ombudsman have no suspensive effect on the time limits laid down in Articles 90(2) and 91 of the Staff Regulations of Officials of the European Union.

Before lodging a complaint with the European Ombudsman, candidates must have submitted a complaint to Europol (AACC) under Article 90(2) of the Staff Regulations of Officials of the European Union and received a negative reply.

Candidates should note that notification of decisions related to the selection procedure shall be made via the email address that is stated in their application form. Therefore, candidates must indicate their acceptance to use email for such purpose, and acknowledge responsibility to regularly check it, before submitting the application form.

The following table provides an overview of the redress measures.

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Redress measure	Stage of the selection procedure	What can be contested?	Who took the contested decision?	Time-limits	Who decides?	Outcome
Request for review	Eligibility	Decision on ineligibility	Selection Committee	Request to be sent to Europol within 20 calendar days of notification of decision	Decision taken by Selection Committee	When review results in scores leading to candidates being shortlisted, they may be reintegrated at the step of the selection procedure where they were excluded
	Shortlisting	Decision not to shortlist				When review results in scores leading to candidates being successful, they may be reintegrated at the step of the selection procedure where they were excluded
	Written and/or practical test needed to qualify for interview	Decision establishing the scores				When review results in scores leading to candidates being successful, they will be considered successful
	Written and/or practical test and interview (including at pre-selection stage for middle management posts)	Decision establishing the scores				
Complaint (Article 90(2) Staff Regulations of Officials of the European Union)	Adverse decisions of the Selection Committee or of the AACC	Decision which negatively affects legal status as a candidate	Selection Committee or AACC	Complaint to be sent to the AACC within 3 months from the notification of the decision candidates wish to contest	Decision taken by the AACC	If the grounds on which a decision is contested are upheld, the AACC may annul it, but it cannot overturn a value judgment made by the Selection Committee related to the scores given to candidates.
Judicial appeal (Article 91 Staff Regulations of Officials of the European Union)	Any	Decision which negatively affects legal status as a candidate	Selection Committee or AACC	Appeal to be sent to the EU General Court within 3 months from the notification of the decision candidates wish to contest	Decision taken by the General Court of the EU	A challenged decision can be annulled but not amended by the General Court of the EU
Complaint to the European Ombudsman	Any	Suspected maladministration	Not applicable	Complaint to be sent to the European Ombudsman within 2 years of the date on which the facts on which it is based came to the attention of the complainant	Recommendations made by the Ombudsman	The Ombudsman makes recommendations with a view to putting an end to suspected maladministration.

6. GENERAL INFORMATION

6.1. Privacy Notice

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, and repealing Regulation (EC) No 45/2001 and Decision No 1247/2002/EC, applies to the processing of personal data carried out in the process of selection and recruitment of staff at Europol, following the application of this Regulation to all administrative personal data held by Europol in accordance with Article 46 of the Europol Regulation.

Data controller

The controller of the processing operation related to the processing of personal data in relation to the recruitment and selection process is the Head of the Human Resources Unit.

Purpose of the collection of data

The data submitted is processed in order to assess the suitability of candidates for a post at Europol as Temporary Agent or Contract Agent, and to administrate the documentation related to the selection. The data collected in order to comply with this purpose are the ones required in the application form plus all data provided by the data subject in paper or electronic format.

Where needed, the purpose of the verification made by the Europol National Units for candidates shortlisted for restricted posts, who had indicated membership of a competent authority in one of the Member States is to ensure the conformity of the application process with the Europol Implementing Rules in force (Decision of the Management Board of Europol of 28 February 2019).

Legal bases for processing personal data

The legal bases for the processing of personal data for Temporary Agents are:

- Staff Regulations of Officials of the European Union, and Articles 10, 12, 13, 53 and 56 of the Conditions of Employment of Other Servants of the European Union;
- Decision of the Management Board of Europol of 28 February 2019 laying down general implementing provisions on the procedures governing the engagement and use of temporary staff under Article 2(f) of the Conditions of Employment of Other Servants of the European Union;
- Decision of the Management Board of Europol of 7 August 2020 defining the Europol posts that can be filled only by staff engaged from the competent authorities of the Member States ("restricted posts");
- Decision of the Management Board of Europol of 04 October 2019 on middle management staff;
- Decision of the Executive Director of 16 December 2019 on the financial contribution to travel and accommodation expenses for candidates attending selection procedures and pre-employment medical examinations.

The legal bases for the processing of personal data for Contract Agents are:

- Staff Regulations of Officials of the European Union, and Articles 82, 83 and 86 of the Conditions of Employment of Other Servants of the European Union;
- Decision of the Management Board of Europol 04 October 2019 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 under the terms of Article 3a thereof;
- Decision of the Executive Director of 16 December 2019 on the financial contribution to travel and accommodation expenses for candidates attending selection procedures and pre-employment medical examinations;

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Recipients of the data

Recipients of the data related to the Recruitment and Selection process for the posts of Temporary Agents and Contract Agents are Europol staff employed in the Administration Department dealing with HR and financial matters, the members of the Selection Committee (or Pre-Selection Committee/Interview Committee for middle management posts), the Deputy Executive Director of the Capabilities Directorate, the Office of the Executive Director and the Executive Director. Access to the personal data of the successful non-recruited candidates on the Reserve List may be provided to other Europol hiring managers, in connection with a possibility of employment at Europol.

Europol licenses an electronic recruitment platform from an external provider (Insight Technology Solutions Belgium Inc., Belgian Branch of Insight Direct USA Inc., Romeinsesteenweg 468, 1853 Grimbergen, Belgium). The provider and its subcontractors administer the platform on behalf of Europol and may access candidate data in case of technical queries.

For middle management posts, access to the personal data of the successful candidates in the first stage of the selection procedure are provided to an external assessment centre (Hudson, Avenue Marcel Thiry 75, 1200 Brussels, Belgium). The scope and purpose of the processing of personal data are defined in a contract between Europol and Hudson Belgium.

The personal data (name, citizenship, date/ place of birth, address, e-mail, telephone number, current employment) of the candidates shortlisted for restricted posts, who had indicated membership of a competent authority in one of the Member States will be provided to the concerned Europol National Unit with the purpose of issuing the Europol National Unit Confirmation.

Data may be disclosed on a need to know basis to the Head of Administration Department, Europol Legal Team, Internal Audit Capability, European Ombudsman, General Court of the EU and European Data Protection Supervisor.

Data storage and retention

All documents and information provided to Europol will be kept in Europol's files and will not be returned to the candidate. Applications of non-shortlisted candidates are kept for at least 4 full calendar years and up to a maximum of 5 years as from the year the candidates are informed about the outcome of the shortlisting. Data of Reserve List candidates are kept for at least 4 full calendar years and up to a maximum of 5 years (validity of the Reserve List plus maximum 3 years), as from the year the final proposal is signed by the Authority Authorised to Conclude Contracts of Employment ('AACC').

Other data (e.g. shortlisting matrix) related to the recruitment and selection process will be kept for at least 4 full calendar years and up to a maximum of 5 years as from the year the final proposal is signed by the AACC.

Data of recruited candidates will be transferred to their personal file. The list of personal data (name, citizenship, date/place of birth, address, e-mail, telephone number, current employment) of the candidates shortlisted for restricted posts, who had indicated membership of a competent authority in one of the Member States, is shared with the concerned Europol National Units, with the purpose of issuing the Europol National Unit Confirmation or to certify the validity of the status declared in the applications (member of a Competent Authority), will be retained by the respective Europol National Units for maximum one week. They have the responsibility to delete the data after this period.

Personal data received as a result of unsolicited applications are destroyed immediately. Financial data related to the selection procedure (e.g. invoices, reimbursement requests) are kept for a period of 5 years after the budget discharge, as required by the Financial Regulations.

Data stored in the e-recruitment tool might be further stored in HR electronic and paper files related to the selection procedure.

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Rights as data subject

Candidates have the right to access, rectify, block and erase their personal data in accordance with the applicable data protection rules via the e-recruitment tool –where possible- or via e-mail sent to C2-12@europol.europa.eu.

Contact in case of queries concerning the processing of personal data

In case of queries regarding the processing of personal data, please contact the data controller at C2-12@europol.europa.eu or the Europol Data Protection Function (DPF): DPF, PO Box 90850, 2509LW, The Hague e-mail: DPF@europol.europa.eu

You also have the right of recourse at any time to the European Data Protection Supervisor (EDPS): edps@edps.europa.eu

6.2. Security Screening

Candidates who have been recruited to a post at Europol are required to furnish a valid certificate of good conduct before the start of their employment. The certificate of good conduct must be provided to Europol prior to the signature of the employment contract. The certificate of good conduct must be issued by the relevant authorities of the country of nationality of the candidate and not be older than three months at the time of submission to Europol. Europol reserves the right not to proceed with the signature of the contract based on the content of the certificate or if the candidate fails to provide the certificate to Europol.

The certificate of good conduct does not substitute a valid security clearance required for all Europol staff at the level indicated in the Vacancy Notice. Failure to obtain the requisite security clearance before the expiration of the probationary period may be cause for termination of the employment contract.

Candidates who currently hold a valid security clearance at the level indicated in the Vacancy Notice or above do not need to obtain a certificate of good conduct or a new security clearance and must provide a copy of the current security clearance certificate to Europol prior to the signature of the employment contract. Europol shall verify and confirm the continued validity of the security clearance. In case Europol determines that the security clearance is not valid, the candidate will be required to provide a valid certificate of good conduct prior to the signature of the employment contract. Europol may at any time terminate the employment contract if the result of the security screening is not positive and the necessary clearance level is not granted/extended.

Europol reimburses the expenses incurred in case of a request for (a) certificate(s) of good conduct.

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7. ANNEXES

7.1. Annex A: "Certificate of Good Conduct" - EU Member States

Country	Name of Certificate
Austria	<i>Strafregisterbescheinigung</i>
Belgium	<i>Extrait du Casier Judiciaire/Uittreksel uit het Strafregister</i>
Bulgaria	<i>Свидетелство за съдимост</i>
Croatia	<i>Potvrda o podacima iz kaznene evidencije</i>
Cyprus	<i>Προτοποιητικό Ποινικού Μητρώου</i>
Czech Republic	<i>Výpis z rejstříku trestů</i>
Denmark	<i>Privat straffeattest</i>
Estonia	<i>Karistusregistri teatis</i>
Finland	<i>Criminal records extract: visa, work permit etc.</i>
France	<i>Extrait de casier judiciaire (bulletin numéro 3)</i>
Germany	<i>Führungszeugnis (Privatführungszeugnis)</i>
Greece	<i>Αντίγραφο ποινικού μητρώου</i>
Hungary	<i>Erkölcsi bizonyítvány</i>
Ireland	<i>Police Certificate</i>
Italy	<i>Certificato del casellario giudiziario - certificato penale</i>
Latvia	<i>Izziņa par (ne)sodāmību</i>
Lithuania	<i>Pažyma apie teistumą (neteistumą)</i>
Luxembourg	<i>Extrait du casier judiciaire (FR) / Strafregisterauszug (DE)</i>
Malta	<i>Conduct Certificate / Ċertifikat tal-Kondotta</i>
Poland	<i>Zaświadczenie o niekaralności</i>
Portugal	<i>Certificado de Registo Criminal</i>
Romania	<i>Certificat de cazier judiciar</i>
Slovak Republic	<i>Výpis z registra trestov</i>
Slovenia	<i>Potrdilo o nekaznovanosti</i>
Spain	<i>Certificado de Antecedentes Penales</i>
Sweden	<i>Utdrag ur belastningsregistret (för utlandsändamål)</i>
The Netherlands	<i>Verklaring Omtrent het Gedrag</i>
United Kingdom	<i>Basic Disclosure</i>