

## RECRUITMENT PROCESS IN EUROCORPS

### 1. **The hiring process comprises four phases:**

- (1) Definition of the recruitment need,
- (2) The vacancy notice,
- (3) Applicant selection,
- (4) Finalization.

### 2. **Definition of the recruitment need**

1. Once the new position is integrated into the PE and the budget is committed, COMEC may order to proceed with the hiring.
2. G1 MN PERS MGT may then publish a vacancy notice with appropriate organizations and, if required, a targeted vacancy notice in the media.

### 3. **Applicant selection**

1. ACOS G1 is in charge of setting up a Selection Board, which he will chair.
2. The Selection Board will assess applicants in the following areas:
  - (a) technical skills required for the position to be filled, and experience,
  - (b) language skills,
  - (c) Soft skills, hard skills, social skills, compatibility with the military environment...
3. The Selection Board will be composed of:
  - (a) ACOS G1 (Chairman),
  - (b) Chief MN PERS MGT (Secretary),
  - (c) LEGAD representative,
  - (d) G2 representative,
  - (e) G8 representative,
  - (f) SLEK representative(s) (depending on the languages required),
  - (g) employing branch representative(s).
4. No individual employed at HQ EC may take part in the Selection Board if a conflict of interest exists that could compromise their ability to objectively assess applicants. This includes, but is not limited to, situations in which family members, acquaintances, or individuals with personal ties to the HQ EC employees are applicants, or where such individuals have expressed the intent to apply and could benefit from the procedure being unsuccessful.
5. The selection process takes place in two phases:
  - (1) ***Preselection meeting based on the application documents:*** The Selection Board reviews the application documents submitted and shortlists those determined to be most relevant.

- (2) **Job interviews:** HQ EC will conduct job interviews with each selected applicant. This job interview will contain:
- (a) an introductory briefing by the representative of G1, including a presentation of the Selection Board,
  - (b) a presentation by the applicant on their background, including their education and professional experience, and motivations,
  - (c) a technical portion conducted by the representation of the employing branch,
  - (d) a language portion conducted by the representatives of SLEK.
6. After the job interviews, the Selection Board drafts a report indicating the ranking of the applicants.
  7. The report will then be submitted to COMEC for adoption. After adoption by COMEC, the first two applicants on the list are selected. The first-ranked applicant is placed on the main list, while the second-ranked applicant is placed on a reserve list.
  8. Once the recruitment process is completed, the personal data of unsuccessful applicants may be retained for three months before being transferred to an archive that is cut off from normally used networks. Said data can be stored for five years, starting from the date of hiring.
  9. However, unsuccessful applicants may request that their personal data be kept for two years in HQ EC's common archives for the purpose of being contacted for future recruitment opportunities.

#### **4. Finalization phase**

1. After COMEC's approval, G1 MN PERS MGT organizes a meeting with the two selected applicants in order to launch the administrative procedures (personal data sheet, PSC request form, etc.).

**Obtaining a personal security clearance is mandatory and is the most intricate aspect of the process, as lead times can be very lengthy.**

2. The successful applicant will receive a presentation on the terms of the employment contract.

The process for the applicant on the reserve list will be on hold until the hiring process is completed.