



Interview at EUROCONTROL:

How to best prepare?

The interview is the core and last phase of EUROCONTROL selection process. It serves as a two-way exchange between you and the Selection Board, assessing your suitability for the role.

Who will interview you?

The Selection Board consists of:

- The line manager
- A second representative from the recruiting business area (depending on the position)
- A representative from another business area/directorate
- A Staff Committee representative
- The Human Resources representative, who chairs the Selection Board.

How long is the interview?

The duration of the interview is typically an hour.

What is the content of the interview?

At EUROCONTROL, we use competency-based methodology to assess how a person will fit in a specific role. Typically, the interview is structured in 4 main parts.

- 1. Introduction and motivation** (10 min approx.):
Brief introduction of the panel members and presentation of yourself. This is your opportunity to make a great summary of your professional career and goals which should take no longer than 5 minutes.
- 2. Technical competencies** (20 min approx.):
Focuses on your expertise and knowledge relevant to the job. For certain positions, you may be asked to make a presentation on a specific topic. In that case, you would be informed before the interview.
- 3. Behavioural competencies** (20 min approx.):
Questions focused on specific behaviours and attitudes needed for the job.
- 4. Your questions** (10 min approx.):
This is your turn to clarify all questions that you may have about the role, the team, the agency, etc.

How to prepare for a competency-based interview?

At EUROCONTROL, we believe that **recent past behaviour is a predictor of future behaviour**. The interview is designed to obtain information about how you have demonstrated the relevant behaviours and attitudes (competencies) in your professional experience. The panel will expect that you provide evidence of those behaviours from the recent past. This information is used by the panel of interviewers to assess how you could perform in the new job.

Therefore, the best way to prepare yourself is to, **before the interview**:

1. Review the job description thoroughly, focusing on the list of responsibilities, technical and behavioural competencies.
2. Prepare examples from your recent professional experience when you demonstrated those competencies. Following the STAR technique will help you to structure and to be concise in your example:

Situation	Tasks	Actions	Result
What was the situation (when, where, who)?	What was the task or objective?	What actions did you take? What were your inputs?	What was the outcome/impact of your actions?

Example:

Could you share a situation when you had to complete a project with a tight deadline?

Situation	Tasks	Actions	Result
At my previous position as a Finance Analyst at ABC, it was decided to implement a new accounting software system to improve efficiency and accuracy in financial reporting. The project had a tight deadline of just six weeks from planning to full implementation due to budget constraints.	My task was to select the vendor and ensure a smooth transition of the system.	Recognising the urgency of the project, I began by conducting a thorough needs assessment and vendor evaluation to select the most suitable software solution. I also collaborated closely with other departments to gather relevant information and ensure an effective communication throughout the whole process. I took charge of data migration, user training, and system testing with all impacted teams. I remained focused and committed to meeting key milestones.	Through meticulous planning and close collaboration with stakeholders, I successfully completed the implementation within the deadline, enabling the organisation to realise immediate benefits in terms of efficiency and accuracy in financial reporting.

What are the next steps after the interview?

Once your interview is complete, we may need additional days to continue interviewing other candidates. After all necessary interviews are conducted and the Selection Board has made its decisions, we will provide you with feedback. We aim to keep you informed and will contact you as soon as possible.

TIPS FOR SUCCESS:

- ✓ Listen to the questions carefully. If anything isn't clear, don't hesitate to ask the interviewer to explain it again.
- ✓ Answer each question with honesty and accuracy. Remember, it's perfectly okay to pause and gather your thoughts before responding.
- ✓ Talk about real situations you've faced rather than hypotheticals. It's your chance to shine by discussing what you've personally achieved.
- ✓ Talk about your individual actions and your impact rather than your team/employer actions.
- ✓ Spend some time on our website before the interview. It's a great way to understand who we are and what we do.
- ✓ Treat the interview as an opportunity to learn as much as possible about our agency, the role and the team you would be working with.
- ✓ Whatever the outcome, look at the interview as a valuable experience. Relax, be yourself, and even have a little fun!