

# Application, Selection & Recruitment Process Guide for Candidates<sup>1</sup>

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<sup>1</sup> Different guidelines may apply for non-statutory staff such as Seconded National Experts and Trainees.



## 1. Who are we looking for?

We seek talented, motivated individuals with integrity, teamwork, and diverse skills to serve Europe. Our team will include experts in IT and Cybersecurity, Law, Economy and Finance, Data Science, Analysis and Statistics, Criminology, International Relations and more.

Joining AMLA in its start-up phase offers a unique chance to face new challenges and contribute your expertise and ideas, helping shape the future of this vital Agency.

## 2. How to apply

- Read the vacancy notice carefully and apply only for those jobs that match your experience, strengths and aspirations.
- Ensure that you meet all the minimum requirements laid down in the vacancy notice by the closing date for applications.
- Applications must be submitted electronically before the deadline indicated in the advertised vacancy notice. We do not process spontaneous applications.
- Applications should be submitted in English.

## 3. Minimum requirements

Minimum requirements, outlined as **eligibility and essential criteria** in the vacancy notice, **must be met**; otherwise, your application will be rejected. For further details please refer to Chapter 5.2.

## 4. Selection principles

### Competence

Our selection process is driven by a competence-based approach. We focus on evaluating the skills, knowledge, and abilities that align with the requirements of each role.

### Transparency

The reasoning behind decisions (such as shortlisting or rejecting candidates) is objective and consistent. All steps and decisions of the process are documented and can be explained if needed.

### Equal Treatment

Both interviewers and candidates shall uphold the highest standards of integrity throughout the selection process, ensuring fairness, transparency, and respect at all stages. All candidates are assessed using the same standards and criteria, ensuring that the process is free from bias or favoritism.

## 5. Selection process at AMLA

### 5.1 Selection Committee

An appointed Selection Committee (3 – 4 members) evaluates applications against the selection criteria of the vacancy, using solely the information provided in the application form. Candidates selected for the assessment phase will be informed about the composition of the Selection

Committee. Throughout the selection process, candidates are not allowed to contact members of the Committee.

## 5.2. Eligibility and essential criteria

To proceed, candidates applying for a position of Temporary or Contract staff **must** meet the following criteria by the deadline for application and on the date of filling the vacant post:

- **Nationality:** Must be an EU citizen with full civic rights.
- **Education & Professional experience:** Qualifications, diplomas, and professional experience must match the requirements in the vacancy. Non-EU diplomas must be recognized by an EU Member State authority.
- **Language Proficiency:** Knowledge of **two EU languages** out of which one must be at C1 level and the other one at B2 level. As English is the main working language of AMLA, knowledge of English must be at C1 level.
- **Military Obligations:** Compliant with national service requirements.

To check if you meet the minimum education qualifications required for the job, consult the information published by the European Personnel Selection Office (EPSO): [Examples of minimum qualifications](#).

## 5.3. Shortlisting

The Selection Committee will assess applications against the criteria specified in the vacancy. Following its evaluation, the Committee will establish a shortlist of candidates best matching the requirements for the role, and they will be invited to participate in the assessment phase.

## 5.4. Assessment phase

The assessment phase is designed to evaluate the specific knowledge and skills in relation to the role. It typically includes:

1. **A written competence test:** Shortlisted candidates will be invited to sit a written test, which is a qualifying step for the interview stage. The Selection Committee will assess the anonymized written tests. The candidates who obtain the highest marks in the written test will be invited to an interview. The tests will be conducted in English and administered remotely with assistance of an invigilation service. The tests usually consist of multiple-choice questions (MCQs) and essay writing.
2. **A competence-based interview with the Selection Committee:** lasts approximately 30 minutes and is conducted in English<sup>2</sup> and will, in principle, be held remotely.

**For management positions**, there is an additional step involving an Assessment Centre, where leadership competencies are evaluated by an external provider. Exercises may include personality questionnaires, a competency-based interview, interactive tasks, case studies, and self-reflection discussions. Assessments may be virtual or in-person, focusing on strengths and development needs.

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<sup>2</sup> Knowledge of the second EU language may be tested during the interview.

## 5.5 Verification of documents and scrutiny

The candidate's applications will be checked against supporting documents provided in order to confirm the accuracy and eligibility of the application. Proof of meeting specific criteria may be requested at any stage of the selection process. Failure to meet the eligibility and essential criteria or to submit the required documents will result in the disqualification of your application.

## 5.6. Reserve list

Following the interview, the selection panel will place the most suitable candidates on a reserve list. A **reserve list** is a pool of candidates who have successfully passed all stages of the selection process and are deemed qualified for the position. Depending on the recruitment needs of AMLA, the reserve list may be used to fill the same or a similar vacant position of the same grade. The reserve list typically remains valid for a certain period (e.g. 2 years). During this time, candidates may be contacted for job offers if suitable positions become available. Candidates should note that inclusion on the reserve list does not imply any entitlement to employment at AMLA. Prior to being offered a post, candidates on a reserve list may be required to undergo further evaluation (e.g. further interview).

## 5.7. Approximate selection timeline

AMLA strives to process applications as quickly as possible, though timelines may be extended during the start-up phase.

- **Shortlisting:** Within 2-3 weeks after the application deadline.
- **Written Tests:** Typically, within 2-3 weeks after shortlisting.
- **Interviews:** Generally, within 3-4 weeks after having passed the written tests.
- **Establishment of Reserve List:** Usually 2 weeks after the last interviews have taken place.

Timely communication is prioritised, and candidates are expected to ensure their availability for the written tests, which will be conducted online and organized for all candidates at the same time. Some flexibility may be offered for scheduling online interviews.

## 6. Hiring process

Candidates are selected from the reserve list based on AMLA's needs. Selected candidates receive a conditional offer of employment detailing the employment terms. The offer becomes legally binding once the following conditions are fulfilled:

- Meet the character requirements for the duties involved (enjoy full rights as a citizen): Candidates must provide an official certificate confirming the absence of any criminal record.
- Be physically fit to perform the duties linked to the post: Candidates who are not yet working for an EU institution will be invited to undergo a pre-employment medical examination.
- Identify and mitigate any personal interests that could impair the future staff member's independence or any other conflict of interest: Candidates are asked to submit a declaration of interest.
- Provide AMLA with the relevant documents: educational qualification(s) and evidence(s) of employment confirming work history. These documents are needed to verify candidates' eligibility and to complete their grading. Original documents may be requested at any time during the process.

## 7. Communication

We aim to ensure that candidates have a positive experience throughout the selection process. Applicants are notified in writing at each stage: acknowledgment of application, invitation to the next step, inclusion in the reserve list, rejection and offer. Travel expenses to undergo the pre-employment medical check, are reimbursed as per AMLA's rules. Candidates should ensure travel documents are complete to avoid delays.

## 8. Onboarding at AMLA

Newcomers can expect the following when starting at AMLA:

- **Location:** Positions are based at AMLA headquarters in Frankfurt am Main, Germany, offering a balance between office presence and telework options. It is not possible to work from abroad on a permanent basis. Employees are expected to reside in Frankfurt (or its surrounding areas). **Contract duration:** for Temporary/Contract Agent positions is defined with an initial term of 3 years, renewable for an additional 3 years, and the possibility of becoming indefinite thereafter.
- **Probation:** Generally, a nine-month probation period applies
- **Salary:** [Basic salary](#) with regular step increases every two years.
- **Allowances:** Possible expatriation, family, education, and preschool allowances. Relocation costs, installation allowance, and daily subsistence may apply to new staff who must change their place of residence to take up employment at AMLA.
- **Reimbursement:** In principle, moving costs are covered.

## 9. Appeals procedure

If candidates believe that a decision during the selection process has adversely affected their interests, they may take the following actions:

Candidates may **request a review** if they believe there has been an error regarding their non-admission or exclusion from a stage in the selection process. To do so, they must submit a request, quoting the selection procedure reference, within 10 calendar days from the notification date. Requests must be sent via email to [careers@amla.europa.eu](mailto:careers@amla.europa.eu). The Selection Committee will review the application and notify the candidate of its decision within 45 calendar days.

If the decision is upheld, the candidate may **file a complaint under Article 90(2) of the Staff Regulations** preferably via email to [careers@amla.europa.eu](mailto:careers@amla.europa.eu) (addressed to AMLA's Executive Director). The complaint must be lodged within three months from the receipt of the notification of the decision to the candidate. The appointing authority shall notify the candidate of its 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. The appeal must be lodged within three months from the date of notification to the following address:

[Court of Justice of the European Union](#)

Registry of the Court

Rue du Fort Niedergrünewald

L-2925 Luxembourg  
LUXEMBOURG

It is also possible to make a complaint to the **European Ombudsman**: Any citizen of the European Union or any natural or legal person residing in a Member State may make a complaint about maladministration pursuant to Article 228(1) of the Treaty of the Functioning of the European Union. The complaint must be lodged within two years of becoming aware of the facts on which the complaint is based on, to the following address:

[European Ombudsman](#)

1 Avenue du Président Robert Schuman  
CS 30403  
F-67001 Strasbourg Cedex  
FRANCE

Please note that complaints to the European Ombudsman do not have the effect of suspending the period mentioned in Articles 90 and 91 of the Staff Regulations of Officials and Conditions of Employment of Other Servants of the European Union for lodging complaints or submitting an appeal pursuant to Article 270 of the Treaty on the Functioning of the European Union. 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 European Ombudsman must be preceded by the appropriate administrative approaches to the institutions and bodies concerned.

## **12. Data protection**

Candidates' personal data are processed as required by the Regulation (EU) No 2018/1725 of the European Parliament and of the Council of 23 October 2018 on the protection of natural persons regarding the processing of personal data by the Union institutions, bodies, offices and agencies and on the free movement of such data. This applies in particular to the confidentiality and security of such data. For more information, please check the [data protection notice](#) on our website.