

QUESTIONS/ANSWERS

RECRUITMENT

1. What documents do new staff members need to submit?

The list of documents that must be uploaded to the *People* portal is included in the offer that you received/will receive via the portal.

2. What should I do if I have problems logging on to People (the link in the job offer does not work/an anti-virus warning pops up)

- Make sure you are using one of the following browsers: Mozilla Firefox or Google Chrome.
- Watch carefully the video explaining how to use the portal. You will find the link in the email that contains the link to People: http://m.europarl.europa.eu/EPMobile/img/PEOPLE_Tutorial_EN.mp4
- If the problem persists, you can send a message to PEOPLE_ITproblem_RTU@ep.europa.eu. If possible, send a screenshot displaying the 'error' message or showing that you cannot access the portal.

If you receive an 'anti-virus' warning when uploading your documents, close the portal and re-open it a few minutes later. The document will probably have been uploaded in the meantime.

3. Where should I send my recruitment documents?

You should hand in the originals or certified true copies of your documents at the offices of the Unit for Relations with Personnel in Brussels, Rue Montoyer 70, when you sign your contract.

If you do not receive your documents until after your contract start date, you can send them through the internal mail in an envelope marked 'ASSISTANTS PARLEMENTAIRES, Documents' to the following address:

Contract Staff and Accredited Parliamentary Assistants Recruitment Unit
GEO 02B012
Luxembourg

4. What happens if I cannot hand in the originals/certified true copies of my recruitment documents when I sign my contract?

You must hand in your documents within three months of your contract start date.

Your personnel file will be kept by the Contract Staff and Accredited Parliamentary Assistants Recruitment Unit until you have handed in the originals/certified true copies of the documents required (see point 3). It will consequently take longer to calculate your full salary, including your individual entitlements. Until then, you will receive only your basic salary.

If you fail to hand in the originals/certified true copies of your documents by the end of the three-month period, your contract will be terminated.

5. What happens if I am offered a job as an accredited parliamentary assistant, but am not an EU national?

An MEP may wish to recruit you as an accredited parliamentary assistant even if you are a non-EU national. In that case, the MEP makes a duly substantiated request to the authority empowered to conclude contracts of employment (AECE). The latter has the power to make an exception to the 'EU national' rule and informs the MEP of the outcome of the request. The MEP can then make a request to recruit you via the [normal channel](#).

6. I have not (yet) completed my higher education. Can I be recruited?

No. If your MEP asks to recruit you as a grade 14-19 staff member.

Yes. If you can provide a secondary school certificate which qualifies you for higher education and you have at least three years' relevant professional experience in a full-time, paid position. The highest grade you can be recruited at is grade 13.

7. What happens if I am re-recruited with/without a break (what documents are required)?

Re-recruitment with a break:

The [recruitment](#) procedure described above applies.

You must upload the following documents to *People*: an up-to-date extract from your criminal record, a new confidentiality declaration and, if applicable, a valid identity document (if the identity document you submitted when you were previously recruited has expired). You can retrieve your degree certificate and/or proof of professional experience from your personal *Streamline* account if you did not close the account when your previous contract ended.

Re-recruitment without a break:

The re-recruitment request is identical to a [recruitment](#) request, but you do not need to provide any documents.

You will receive an email inviting you to sign your new contract.

8. I am struggling to obtain a copy of my criminal record and/or proof that I completed military service (compulsory for nationals of Austria, Cyprus, Denmark, Estonia, Finland, Greece, Lithuania and non-EU countries, including those with dual nationality) within a short time frame. What should I do?

If you are unable to upload one or either of these documents to the *People* portal at the latest five working days before the contract start date, the AECE will accept a duly completed, dated and signed copy of the declaration available on the *People* portal. You must hand in the original/s (or certified true copy/copies) either when you sign your contract or within three months of your contract start date.

9. Who has the authority to certify copies of the documents that I am required to send you?

National public authorities, including local and regional authorities; diplomatic and consular representations and judicial and police authorities; the following international organisations: UN, NATO, OECD, OSCE; bodies belonging, in whole or in part, to a Member State which have been authorised or recognised by that state to offer public services to citizens (e.g. national postal services); universities and other educational institutions, but only as regards diplomas they have issued; certain human resources departments of EU institutions and equivalent bodies; notaries and lawyers, only in countries where they are legally entitled to do so, namely:

- 'barristers' and 'solicitors' in the United Kingdom and the Republic of Ireland;
- 'advocates' in Malta;
- 'advogados' in Portugal.

10. What is the purpose of the conflict of interest declaration that accredited parliamentary assistants are required to complete and submit when they are recruited?

It is a declaration provided for under the Staff Regulations that the AECE reviews to check you have no personal interests that could compromise your impartiality or any other conflicts of interest. You must therefore declare all professional activities carried out and posts held prior to taking up your duties at Parliament, so that potential conflicts of interest can be ruled out. The information provided must cover a continuous period of five years prior to your joining Parliament (including, where applicable, periods of study and periods of unemployment).

11. Does the Contract Staff and Accredited Parliamentary Assistants Recruitment Unit also deal with my allowances and salary?

No. You should contact the Individual Entitlements and Payroll Unit (INFONAP@europarl.europa.eu for payroll, PERSDI@europarl.europa.eu for individual entitlements).

12. Can the pre-employment medical examination be conducted outside Parliament's premises (by my own doctor, for example)?

No. You must follow the instructions in the *People* notification you received/will receive informing you that your parliamentary assistant contract is ready.

However, if you have previously had a medical examination in another EU institution, please get in touch as soon as possible with Parliament's Medical Service, which will decide whether or not another examination is necessary. For more information on medical examinations, please contact:

Brussels Medical Service
bmedical@europarl.europa.eu
Rue Wiertz, B-1047 Brussels
ASP 02F343
Tél. : +32 228 42 123

Luxembourg Medical Service
lmedical@europarl.europa.eu
Plateau du Kirchberg, L-2929 Luxembourg
KAD 00E831 ES
Tél. : +352 43 00 22 878

13. Can the Contract Staff and Accredited Parliamentary Assistants Recruitment Unit help me to find accommodation in the city in which I am to be employed?

No, but we do have an institutional welcome desk for accredited parliamentary assistants posted to Brussels that can be contacted at the following email address:
AccueilBru@europarl.europa.eu

14. How do I find out if I am eligible for other allowances (expatriation or foreign residence allowance, household allowance, dependent child allowance)? What documents do I have to provide?

The list of documents you must provide so that your allowances can be calculated is attached to the offer which was sent to you via the *People* portal. After you take up your duties, these documents will be reviewed by the Individual Entitlements and Payroll Unit (PERSDI@europarl.europa.eu), which will inform you of the allowances and other payments to which you are entitled.

15. I received an email with forms concerning the payment of my salary, health and accident insurance, etc. What should I do with these documents?

You must complete the original documents and when you sign your contract, hand them in at the offices of the Unit for Relations with Personnel in Brussels, Rue Montoyer 70.

16. When and where should I hand in the documents I have to complete in order for my individual entitlements (allowances) to be calculated?

The original documents or certified true copies can be handed in when you sign your contract at the offices of the Unit for Relations with Personnel in Brussels, Rue Montoyer 70

or sent by post to

the Individual Entitlements and Payroll Unit
GEO 03B032
22-24 rue Edward Steichen
L-2540 Luxembourg

in an envelope marked 'ASSISTANTS PARLEMENTAIRES, Documents'.

We advise you to send us these documents as soon as possible to ensure that there are no delays in calculating your entitlements.

17. Can I carry out or continue to carry out an activity outside Parliament whilst working as an accredited parliamentary assistant (e.g. self-employment, other paid jobs, a local or national political role)?

You can work full time or part time at Parliament.

If you are employed as a part-time assistant at the request of your MEP, you can continue your current activity or take on a new one with the prior written consent of your MEP and Parliament's appointing authority. The activity must not affect the duties you perform for that MEP or run counter to Parliament's interests. In order to rule out conflicts of interest, you are not usually permitted to work as both an accredited parliamentary assistant and either a local assistant for a national MP, a member of a pressure group or a paying agent for local assistants.

If you are given permission to work part time after making a request, you may not engage in paid work other than that as an elected public official.

If you would like to carry out an external activity or hold elected public office, you must submit a request for prior authorisation, using the relevant form (available on the *People* portal or on the Intranet), to the Rights and Duties of the Staff Management and Careers Unit section (droitsetobligations@ep.europa.eu).