



# **Mobility Interview Guide 2025**

## **Selections of officials in the GSC**

### **Org.1 Human Resources**

---



Council of the European Union  
General Secretariat

# CONTENTS

---

<b>1.</b>	<b>Why a job interview?</b>	<b>03</b>
<b>2.</b>	<b>Competencies</b>	<b>05</b>
<b>3.</b>	<b>What should you expect from the interview?</b>	<b>06</b>
3.1.	Invitation	06
3.2.	Structure	06
3.3.	What are competency-based interview questions and why are they used?	07
3.4.	Why use evaluation grids?	08
3.5.	Equal opportunities and non-discrimination	08
<b>4.</b>	<b>What happens after your interview?</b>	<b>09</b>
<b>5.</b>	<b>Contact points</b>	<b>09</b>
<b>6.</b>	<b>GSC Competency Framework</b>	<b>10</b>


# 1. WHY A JOB INTERVIEW?

---

The purpose of the interview is to evaluate whether you are the right person for the job.

To explore if the job is right for you, we strongly recommend that you build on any advice you may have received from the recruiting department before you applied for the job. In addition, it is important to carefully review the vacancy notice and all available information on the department to analyze how your skills fit the required profile and job environment.

Think about suitable examples from your career up to this moment to illustrate how you could make effective use of your competencies for this job.



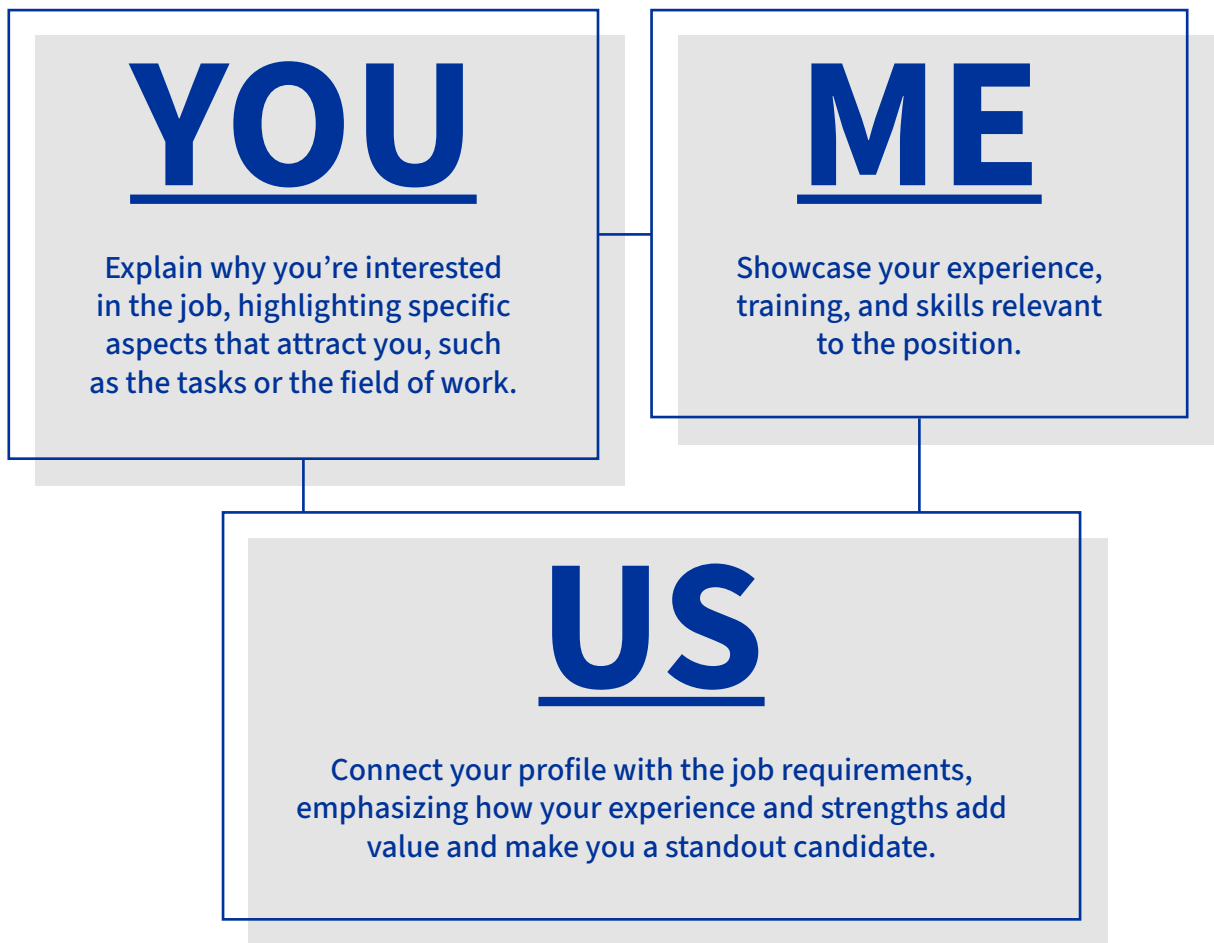
**TIP:** When analysing the future post, think about your transferable skills, find out about the nature of the tasks (e.g. individual vs team work) and give a call to the contact person in the vacancy notice or a person that holds that position.



## MOTIVATION

When answering the question on your motivation, explain why you're applying and why you're a strong candidate. A structured reply reveals your attitude, self-awareness, understanding of the role, and communication skills.

Use the “YOU-ME-US” structure:



Keep it concise, focusing on enthusiasm and fit for the role without repeating details from other sections of your CV.

## 2. COMPETENCIES

---

The competencies found in vacancy notices are based on the **GSC Competency Framework**. We all possess a combination of competencies at certain levels and we express these in our behaviour. The selection panel will look for indicators of this behaviour in you from the answers you give during the interview.

Example: You indicate a competency **managing data and information** if your answers show that you have successfully learned and used new IT tools on a particular project/task. A successful candidate should possess the best combination of specific knowledge and personal competencies. The knowledge and competencies that are key to the job can be found in the vacancy notice.

You should keep these in mind when preparing for your interview as you will be asked questions relating to them.



## 3. WHAT SHOULD YOU EXPECT FROM THE INTERVIEW?

---

### 3.1. INVITATION

You will receive the invitation for the interview shortly after the application deadline, **unless you are not among the candidates retained for an interview**. Please note that you may be excluded from the procedure if you are unavailable or cannot be reached in the two weeks following the application deadline.

### 3.2. STRUCTURE

Job interviews in the General Secretariat of the Council (GSC) are carried out jointly by the recruiting department (usually two panel members: a line manager and another representative), an HR representative and a Staff Committee representative. An interview will usually take **35 to 45 minutes**.

The panel members will prepare the interview in advance and establish an evaluation grid based on the requirements of the post as set out in the vacancy notice. All candidates for a specific job will be asked the same questions.

During the interview they will evaluate your learning mindset and competencies from the answers you give to their questions.

A genuine interest in the domain of work of the recruiting department, and the motivation to capitalize on your experience from other domains, will also contribute to making the mobility a success.

#### **A typical interview structure could be like this:**

First, you are invited to introduce yourself, to highlight the aspects of your experience and training which are relevant to the job, and to explain your interest for the post and **what you could contribute to it** (think about it in terms YOU-ME-US: why are you interested in this post, your strong points related to the post and common points between you and the recruitment service or what added value do you bring to the post).

After this, you will be asked to reply to some questions to explore whether you possess the specific knowledge required for the job and/or your capacity to learn the necessary tools etc. Three to six competency-based questions might follow, exploring whether you possess the personal competencies required for the job, as set out in the vacancy notice.

In the end, you are given the chance to comment or ask questions.

During the interview, panel members will take notes and fill in the evaluation grids.

### 3.3. WHAT ARE COMPETENCY-BASED INTERVIEW QUESTIONS AND WHY ARE THEY USED?

Competency-based interview questions are based on the principle that past behaviour predicts future performance (check out the **STAR** interview technique).

The use of this type of interview questions is recommended in the GSC, because they are the most effective way to get a full picture of you as a candidate. In practice it means that you will be asked to give a detailed account of how you have acted in a certain context or specific situation in the recent past.

For instance, if **initiative** and ethical excellence is key to the job, a simple competency-based interview question could be:

- *Could you tell us about a time where you showed initiative?*

Depending on the situation you choose to tell the panel about, you should expect follow-up questions, such as:

- *What was your specific role? How did you do it?*
- *What was the result?*
- *Would you do anything differently next time?*

The interviewers are interested in the specifics regarding your role, your actions and the outcome of your actions. They will also be interested in hearing if you would do something differently if you found yourself in the same situation again.

Competency-based questions can also explore more tricky situations, where things did not go according to plan, such as:

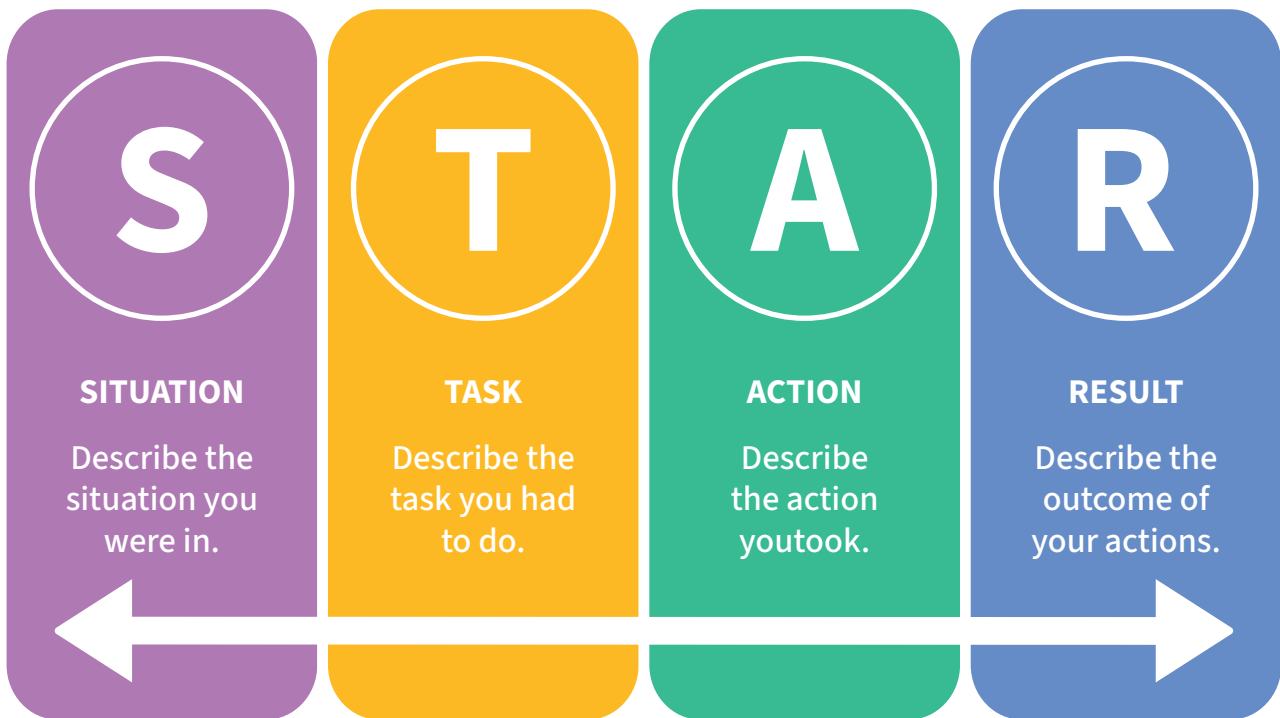
- *Could you tell us about a time where you were under a lot of stress?*
- *Could we talk about a time where you were not satisfied with the work you had done?*

You can prepare for competency-based questions by thinking about situations in your past work, studies or other activities where you have shown the competencies required in the vacancy notice. Do not panic if you go blank and cannot come up with an example. Try not to focus on what you think the interviewers want to hear.

**Be yourself.** Often, the first example that comes to mind is the best. Take a minute to think about it if needed. In the worst case you can always come back to the question later in the interview.

Remember that all persons involved in the selection process are bound by confidentiality and information will only be shared when strictly necessary and appropriate, e.g. with the Mobility Committee if it is asked to issue an opinion on the procedure in which you are participating.

## STAR INTERVIEW TECHNIQUE



### 3.4. WHY USE EVALUATION GRIDS?

The grids ensure that the selection panel members remain objective and help them to record their observations fully. They also provide transparent and clear documentation in case of complaint. The grids will be useful for the HR representative and the line manager when giving feedback to candidates who have requested it.

### 3.5. EQUAL OPPORTUNITIES AND NON-DISCRIMINATION

All candidates have the right to be treated equally and fairly. Interviewers should only ask you appropriate questions relevant for the job. Inappropriate or irrelevant questions would include direct questions about your private or family life. The interviewers should not ask a woman questions that they would not ask a man, and vice versa.

However, it may be relevant and appropriate to ask all candidates if they can meet certain availability requirements for that job, e.g. in case the vacancy notice mentions missions or late working hours or if during certain periods the department is faced with an intense workload requiring extra availability.

## 4. WHAT HAPPENS AFTER YOUR INTERVIEW

---

The selection panel will go through the evaluation grids and rank the candidates that are deemed suitable for the job. Candidates who do not reach the minimum requirements will not be ranked. The conclusions are then sent to the Appointing Authority for decision.

The Staff Committee (SC) representative will participate in the discussion and may add comments to the conclusions sent to the Appointing Authority. If the HR or the SC representative is of the opinion that the selection process has not been carried out according to the rules, they can refer the matter to the Mobility Committee. In such cases, a decision on the selection will not be taken until the Committee has issued an opinion.

It may also happen that it is decided to widen the choice of candidates. In such cases, you will be informed individually. There will be a new publication of the post and it will take a bit longer before you know the outcome of your application. All candidates will be informed of the outcome of their applications in writing.

## 5. CONTACT POINTS

---

If you have further questions about the procedure, you are welcome to contact the Selection of Officials Office by telephone (6470) or by e-mailing [\*\*selection.officials@consilium.europa.eu\*\*](mailto:selection.officials@consilium.europa.eu).

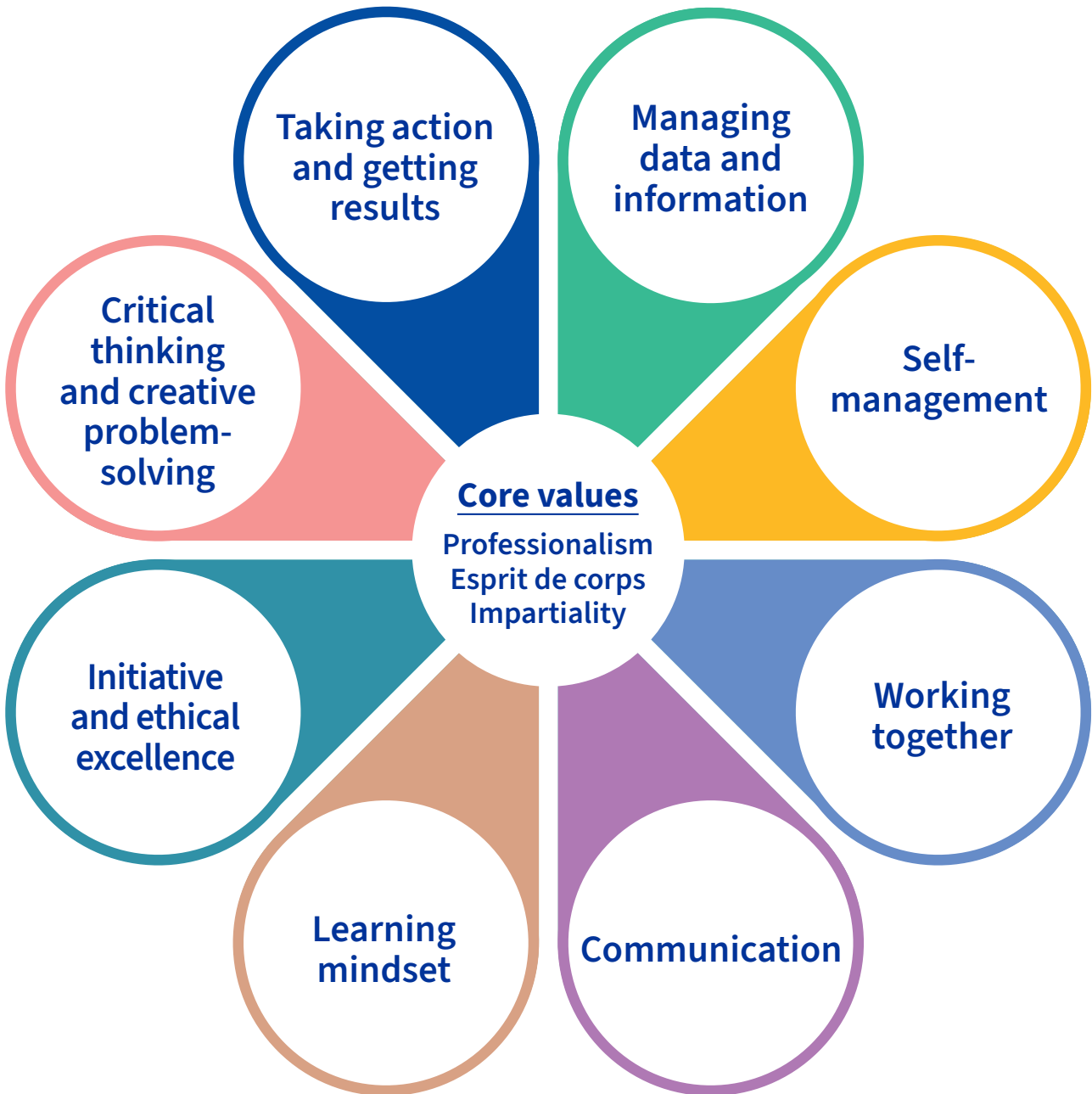
If you feel you would need to refresh your skills regarding interviews and that it would help to know more about the set up itself, you are welcome to contact the Staff Development Unit which offers [\*\*career guidance services to GSC staff\*\*](#).

They can help you to prepare for interview situations. Do this well in advance. You can contact them by e-mailing [\*\*staff.development@consilium.europa.eu\*\*](mailto:staff.development@consilium.europa.eu).

# 6. GSC COMPETENCY FRAMEWORK

---

Skills, attitudes and behaviours for all staff to develop and have.  
Each job also requires specific knowledge and skills.



## NOTICE

This publication is produced by the General Secretariat of the Council and is intended for information purposes only. It does not involve the responsibility of the EU institutions or the member states.

—  
It has been created using a template designed by vis.net, the GSC's internal network of visual communication practitioners.

—  
For further information, please contact:

—  
[vis.net@consilium.europa.eu](mailto:vis.net@consilium.europa.eu)

—  
Previous editions: 2005

© European Union, 2025  
Reproduction is authorised provided the source is acknowledged.

For use or reproduction of photos or other material that is not under the EU copyright, permission must be sought directly from the copyright holders.



Rue de la Loi/Wetstraat 175

1048 Bruxelles • Brussel

Belgique • België

Tel. +32 (0)2 281 61 11



[www.consilium.europa.eu](http://www.consilium.europa.eu)

[!\[\]\(f1ee6d81bdeaf50ad3989e9a2b0d9b21\_img.jpg\) !\[\]\(9ecb78e56cb69120e723e10b45976ebf\_img.jpg\) !\[\]\(2c8cef1ad681cb48bee0833c4bcd334d\_img.jpg\) !\[\]\(616b81d1d3ce4cd945729e2886c03c76\_img.jpg\) /eucouncil](#)