

Selection procedure step by step

In order to ensure that everyone has an equal chance, a transparent and objective selection procedure has been established. The procedure works as follows:

Step 1: Submitting the application form: using the online interface on the CoR website:

<http://www.cor.europa.eu/>. Once you have submitted your application form, you will receive an e-mail with your status: "**Confirmation of Registration**". Using the personal access code, you can check the status of your application at any time.

Step 2: Validation of the application form: The Traineeships Office checks whether applications meet the criteria laid down in the Regulation. If the admission criteria are met, you will receive an e-mail "**Application valid**".

If the admission criteria are not met, you will receive an e-mail with the status "**Application invalid**".

Step 3: Pre-selection of candidates by different units of the CoR: the database of admitted candidates is now opened for selection by CoR departments. This selection is anonymous and based upon objective criteria. Each department sends the list with pre-selected applicants to the Traineeships Office.

The short-listed candidates will be informed by the Traineeships Office of their pre-selection and will be requested to upload electronically the justifying documents before a specific deadline.

Applicants will receive an e-mail with the status: "**Pre-selected – awaiting documents**".

In case you did not receive a message of pre-selection, your application will be recorded in the database of non-pre-selected candidates. This database may be used as a reserve at a later stage of the selection process only in exceptional circumstances, to be decided by the Traineeships Office. In such a case, you will be contacted directly by the Traineeships Office. The status of the applicants who are not pre-selected will remain "valid" until the start of next traineeship. Your status will change to "**Reserve list**".

Step 4: Interviews:

Departments are encouraged to contact (but this is not obligatory) one or more pre-selected candidates in order to check their overall qualifications including motivation and linguistic skills.

Based on the outcome of this short telephone interview, the departments establish an order of preference.

Step 5: Checking of documents:

The Traineeships Office checks whether the documents are consistent with the information in the application form of the pre-selected trainee in order of priority.

Step 6: Final Selection Round - Assignment:

The first candidate for whom the administrative file is deemed complete will be selected.

The Traineeships Office will notify the successful candidate with an assignment letter. You will receive an e-mail with the status "**Selected**".

Other pre-selected candidates will receive an e-mail with the status "**Pre-selected – reserve list**". In case the first selected candidate terminates his/her assignment, the Traineeships Office will contact the other candidates on the pre-selection list in order of preference.

Step 7: Contract

On the first day of your traineeship, you will receive a contract signed by the Secretary General and yourself with an official decision appointing you as trainee within a specific unit.

Candidates whose application was not pre-selected or selected may re-apply for a subsequent traineeship period at the Committee of the Regions.

! Not being selected does not mean you are not qualified. A selection process involves finding the right match between the unit's search criteria and the available candidates. When someone has not been selected, it means that there was a better match, not a better candidate.