

# UNDERSTANDING AND PREPARING FOR EMPLOYMENT AT NATO

- Introduction to employment at NATO
- Recruitment Process
- Preparation
- Internship Programme

# INTRODUCTION



- NATO is present in all NATO member states, as well as in non-NATO states (e.g. Iraq, Afghanistan, Balkans, Russia, Ukraine)
- Largest NATO bodies that recruit civilian workforce:
  - NATO International Staff (Brussels (BEL))
  - NATO Communications and Information Agency (The Hague (NLD), Brussels and Mons (BEL))
  - NATO Support and Procurement Agency (Capellen (LUX))
  - Allied Command Operations (Mons (BEL)) and Allied Command Transformation (Norfolk (USA))



# *WHO CAN APPLY?*

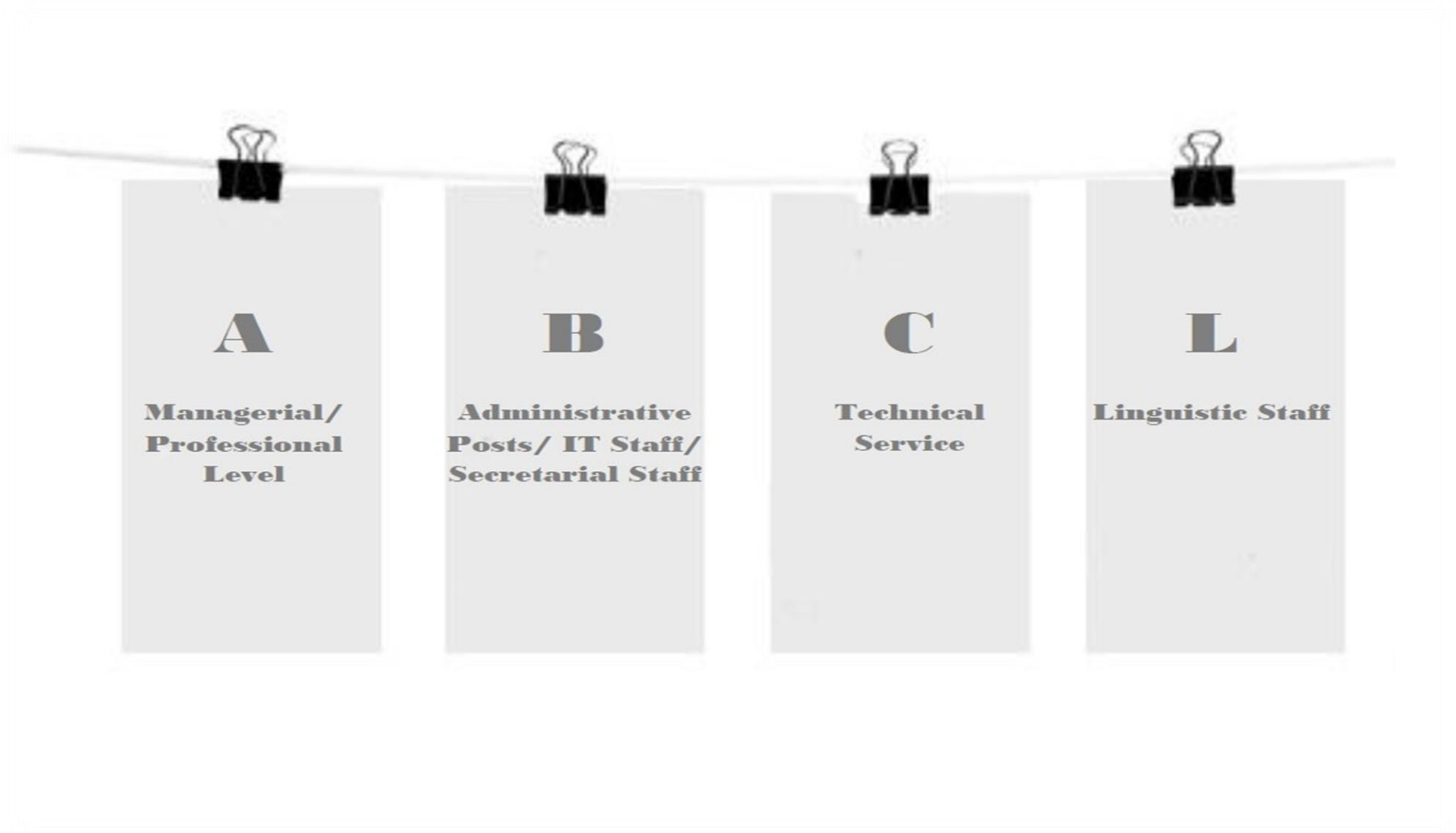
- Nationals of a NATO member country (Albania, Belgium, Bulgaria, Canada, Croatia, Czech Republic, Denmark, Estonia, France, Germany, Greece, Hungary, Iceland, Italy, Latvia, Lithuania, Luxembourg, Montenegro, Netherlands, Norway, Poland, Portugal, Romania, Slovakia, Slovenia, Spain, Turkey, United Kingdom, United States of America)
- Over 21 and under 60 years of age at the time of taking up their appointments
- Have completed any initial term of compulsory military service
- Fulfil the physical standards demanded by the job
- They have an adequate knowledge of at least one of the two official languages (English and French), and some knowledge of the other
- Security Cleared (this is only requested for selected candidates)

- PERMANENT POSTS
  - Freelance
  - Seconded
- VNC (**V**oluntary **N**ational **C**ontribution)
- TEMPORARY STAFF
- INTERNS
  - NATO-funded
  - Grant-funded

## Contract Policy at NATO International Staff:

- Posts required for a limited period:
  - Project (Definite – Length of project)
  - Other (Definite – limited to the ST requirement)
- Posts in which turnover is desirable for political or technical reasons:
  - Technical (Definite – 6 years max)
  - ST assignment (Definite – 2 years max)
  - Secondees (Definite – 6 years max)
  - Senior posts (Definite – 6 years max)
  - All other A grade posts (6 years + possible indef.)
- All other posts (L/B/C grade) (3 years + possible other contract)

# *GRADES*





# GRADES

## A - Grades

- ☐ A7
- ☐ A6
- ☐ A5 (A4/5)
- ☐ A4 (A3/4)
- ☐ A3 (A2/3)
- ☐ A2 (A1/2)
- ☐ A1

## L - Grades

- ☐ LI5/LT5
- ☐ LI4/LT4
- ☐ LI3/LT3
- ☐ LI2/LT2

## B - Grades

- ☐ B6 (B5/6)
- ☐ B5 (B4/5)
- ☐ B4 (B3/4)
- ☐ B3 (B2/3)
- ☐ B2

## C - Grades

- ☐ C6
- ☐ C5
- ☐ C4
- ☐ C3 (C2/3)
- ☐ C2

# *PACKAGE*

- Working to fulfill NATO's mission
- International Team of professionals
- Development Opportunities
- Performance Management
- Code of conduct
- Competitive salaries (4116.25 Euro per month (A1) - 11,300.16 Euro per month (A7))
- Family allowances
- Expatriation allowances
- Education allowance
- Pension Scheme
- Medical and Life Insurance
- Leave (30 days plus home leave)

# *COMPETENCIES (examples)*

## For junior grades

- Achievement
- Customer Service Orientation
- Empathy
- Flexibility
- Self-Control
- Teamwork
- Organizational Awareness

## For senior grades

- Achievement
- Change leadership
- Conceptual thinking
- Impact and Influence
- Initiative
- Leadership
- Organizational Awareness

- University degree in an relevant discipline
- 2-10 years of professional experience (*depending on the grade*)
- Knowledge of the subject, preferably experience
- Competencies
- Management experience (*for senior grades*)
- Good drafting/writing skills
- Advanced level in one of the official NATO languages (EN/FR) and a beginner's level of the other – possibility to hire below requirements



CANDIDATES FROM 29 NATO MEMBER STATES

NON QUOTA SYSTEM

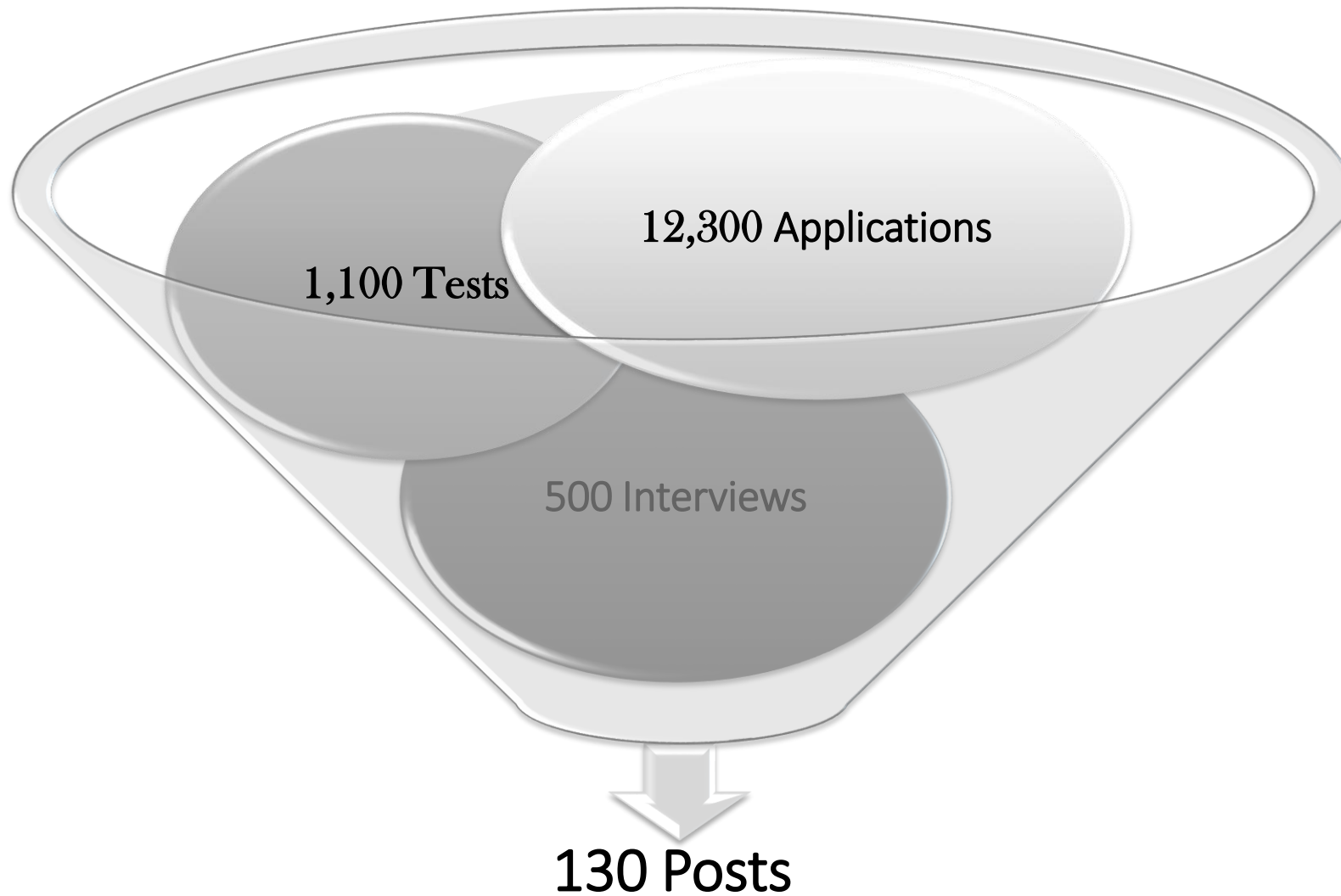
MERIT BASED SELECTION

DESIRED DIVERSITY

ALWAYS RELEVANT TO THE JOB

Attract, select and hire the best  
qualified candidates to ensure  
proper staffing of the NATO  
International Staff permanent posts

# *AVERAGE INDICATORS*





A three-phase process:

1. **Attraction**

- ❑ Describe post reality
- ❑ Advertise post on relevant recruitment channels

2. **Selection**

- ❑ Longlist candidates (selective tests/interviews)
- ❑ Shortlist candidates
- ❑ Select candidates (tests/interview/AC/briefing exercise)

3. **On boarding**

- ❑ Nomination process
- ❑ Completion of security and medical file
- ❑ Offer process

Where to find our advertisements:

- Nato.int
- [www.nato.int/recruitment](http://www.nato.int/recruitment)
- LinkedIn
- Specialized media (e.g. Jane's Defense Weekly)
- National support via National Delegations to NATO

- Summary of post
- Qualifications and Experience
- Main Accountabilities
- Interrelationships
- Competencies
- Details about recruitment process and conditions of employments

Pre-selection (remote – single or in combination):

- Online written test
- Phone/Skype interviews
- Digital asynchronous interviews (provided by Hirevue - [http://hirevue.force.com/E2Candidate?lang=en\\_US](http://hirevue.force.com/E2Candidate?lang=en_US))

Selection (standard, onsite):

- Written test
- Language test (up to and including A.7)
- Interview panel

Targeted tools:

- Presentation/briefing exercise
- Assessment Centre (A.5 and above)
- Practical tests (i.e. CPU, Journalists)
- Essay on key challenges (A.5 and above)

# *EXAMPLES OF WRITTEN TESTS*

- The Assistant Secretary General for Public Diplomacy is due to deliver a briefing on NATO's current agenda and challenges to a group of leading think tankers from Allied nations. You are tasked to provide speaking notes in the form of bullet points (no more than one page).
- What do you think are the most significant challenges facing NATO as it is preparing for the Warsaw Summit? What would you – a citizen of an Allied country - like that Summit to accomplish?
- Please prepare 3 slides explaining the role of the PASP Division that could be used to brief a group of students visiting NATO HQ.
- What role does arms control play in achieving NATO's strategic objectives?

# *EXAMPLES OF WRITTEN TESTS*

- What role does arms control play in achieving NATO's strategic objectives?
- Develop a checklist for a speech by the ASG on how the Alliance contributes to international efforts to eradicate illicit trafficking in small arms and light weapons?
- Attached is an article from the Financial Times entitled "Europe better prepared to weather gas supply storm". Please prepare a summary of this article.
- You are asked to give a speech to a public audience explaining how NATO is resourced and how those resources are employed. Please provide an outline of your remarks, of not more than 2 pages.

- PANEL COMPOSITION (up to 6 people, various roles)
- VERBAL AND NON-VERBAL COMMUNICATION
- PANEL EXPECTATIONS
- QUESTIONS
  - **INTRODUCTORY**
  - COMPETENCY BASED
  - TECHNICAL/ JOB - RELATED



# *TYPICAL INTERVIEW TOPICS*

- Motivation
- Background (education, experiences)
- Competencies/Behaviours
- Technical knowledge
- Languages
- Extra-curricular activities



- One-day session with all candidates for a post
- Focused primarily on behaviour and management competencies
- Variety of exercises (cognitive testing, group exercise, briefing, case study, etc.)
- Conducted by an external provider (HUDSON)
- No specific preparation

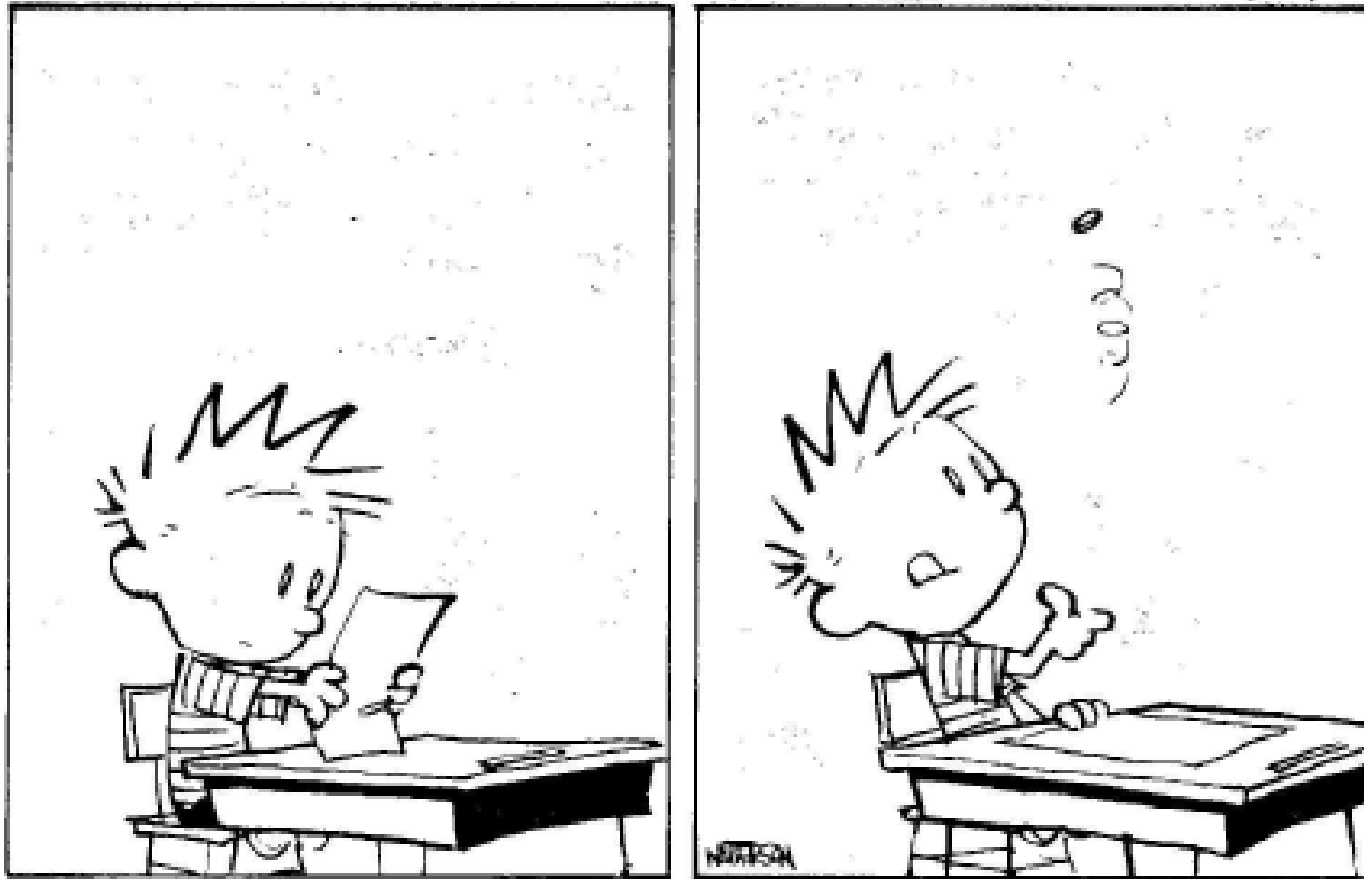
# *PART III - PREPARATION*



# *DUE DILIGENCE*

- KNOWLEDGE
- SKILLS
- BEHAVIOURS
- MOTIVATION

*LUCK...*



- APPLICATION
- TESTS
- INTERVIEWS
- ASSESSMENT CENTRES

# *Good candidate ≠ Good applicant*

## Good candidate

A person with background and experience matching the job

## Good applicant

A good candidate that can communicate his value and the match to the job

# *Solution! Not a problem!*



Demonstrate that you are a solution to the hiring manager's problem



# *TIPS FOR APPLICATIONS*



- Read carefully the vacancy notice, both accountabilities and requirements
- Personalise/align your job application to the requirements of the position
- Answer all pre-screening questions accurately
- Review and correct any typos and misspellings
- Ask the opinion of a friend or your mentor

## The don'ts

- Poor application
- Lack of (realistic) self-assessment
- Restricted range of applications
- Applying for too wide a range of jobs
- Unrealistic expectations
- Applications limited geographically

# ONLINE APPLICATION FORM

Online application form consists of several parts:

Eligibility criteria – after acknowledging our privacy statement, you will need to confirm your nationality and age

## Eligibility Criteria

To help us to determine whether you meet the eligibility criteria as outlined in our regulations, please answer the following questions.

\*1. Employment on the establishment of a NATO body can only be offered to candidates who are over 21 and under 60 years of age at the time of taking up their appointments: notwithstanding this provision, in exceptional circumstances:  
a. candidates may be appointed to junior posts in the B and C categories under the age of 21;  
b. appointments of definite duration may be offered to candidates of 60 years of age or more provided that the expiry date of the contract is not later than the date at which the candidate attains the age of 65.  
Do you meet this requirement?

Yes ▼

\*2. NATO can only employ nationals of a NATO member country (Albania, Belgium, Bulgaria, Canada, Croatia, Czech Republic, Denmark, Estonia, France, Germany, Greece, Hungary, Iceland, Italy, Latvia, Lithuania, Luxembourg, Montenegro, Netherlands, Norway, Poland, Portugal, Romania, Slovakia, Slovenia, Spain, Turkey, United Kingdom, United States of America). Are you a national of one of those 29 countries?

Yes ▼

**Pre-screening questions** – these are customised questions to help you and hiring manager to assess your match with the requirements of the post. Some pre-screening questions are multiple choice, single choice or text answers.

## Prescreening

Pre-screening questions are specifically designed to help us further assess your qualifications for the position you are applying for. Please answer the following questions as accurately as possible.

\*1. Please indicate your availability: Important Note: It is important to update this information on a regular basis, in order to make sure your profile is accurate.

- ☐ Available now
- ☐ Available in the next 3 months
- ☐ Available in the next 6 months
- ☐ Available in the next 9 months

\*2. Please indicate the domain(s) you wish to work in (multiple answers possible):

- ☐ Administration, Assistant, Committee work

# ONLINE APPLICATION FORM

Personal Information – for reporting purposes, we ask you to provide us with some basic personal information

## Personal Information

Information below concerns NATO International Civilians. Your answers will only be visible to NATO Human Resources. If you are not a NATO International Civilian, please answer "Not Applicable" to those questions.

\*Are you currently working for NATO?

Not Specified

\*Current NATO Grade

Not Applicable

\*If you are a NATO civilian staff member, do you currently hold a "redundant" status?

Not Specified

\*What is your current step?

Not Applicable

Which NATO body do you work for?

Not Specified

If Other, please specify

\*Title

Miss

\*First Name

Test

Middle Name

\*Last Name

Test

Maiden Name

\*Gender

Female

\*Date of Birth

01 Jan 1980

\*NATO Nationality

Polish

Second Nationality

\*Native Language

\*Street Address (line 1)

TEST

Address (line 2)

\*Zip/Postal Code

TEST

# ONLINE APPLICATION FORM

**Work experience** – Please make sure that you provide dates, and that description of duties and accomplishments does refer to the requirements of the post.

Please note that the evaluation of your application will be done on the basis of the information you will provide here-under. Attachments may serve as additional information but not as principal reference. Expressions such as "please see attachment, annex, enclosed document, CV, etc.", are not acceptable.

## Work Experience

List relevant work experience below, starting with the most recent.

### Work Experience 1

☐ Current Job

Start Date

Month  Year

End Date

Month  Year

\*Employer

TEST [Select](#)

\*Place of employment

TEST



\*Job Title

TEST

Type of business

Not Specified

Type of appointment

Not Specified

\*Responsibilities & Achievements

TEST

\*Reason for leaving

TEST



**Education** – list any relevant education and certifications, make sure you mention highest education level required for the post

## Education 1

\*Start Date

Apr ▼ 2010 ▼

\*Graduation Date

Apr ▼ 2013 ▼

☒ Anticipated Graduation Date

\*Institution

TEST [Select](#)

\*Program

TEST [Select](#)



\*Location

Country  
Belarus ▼  
State/Province  
Brest Voblast ▼  
Region  
Baranovichi ▼



\*Education Level

Associate's Degree/College Diploma ▼

**References** – you are required to provide the name of at least one person that knows you personally or professionally, Make sure to inform this person that you gave their contact details

## References

List your references below in the order of contact preference, starting with the most relevant one. References are individuals that are familiar with your work capabilities and/or your educational training. You must specify at least 1 reference.

### Reference 1

*First Name	*Last Name
<input type="text" value="TEST"/>	<input type="text" value="TEST"/>
*How long have you known this person?	*Relationship
<input type="text" value="One year"/> <input type="button" value="v"/>	<input type="text" value="TEST"/>
	<input data-bbox="1676 886 1709 919" type="button" value="?"/>
*Email Address	Phone Number
<input type="text" value="TEST@YOPMAIL.COM"/>	<input type="text"/>
Employer	Job Title
<input type="text"/>	<input type="text"/>



**Attachments** – you can attach certificates, reference letters, etc. Note that even if you attach your CV, you will still be required to complete WORK EXPERIENCE part of your application form.

Remember to TICK whether documents you uploaded are RELEVANT to the post you are applying for.

## Attachments

Please note that the attachments uploaded here will serve as additional information to your application. They will NOT be considered as the main source of information.

You can attach files to your candidate profile (e.g.: cover letter, CV, references, transcripts, etc.). Once a file is attached, you can overwrite it by attaching a file with exactly the same name and extension. Please note that attachments should not be larger than 1024 KB.

Select the file to attach

Comments about the file



This section displays basic information regarding the files attached to your candidate profile. The "Relevant Files" column allows you to select the files relevant to this job submission. Use "Delete" to permanently remove files from your profile and any job submissions you have made so far. Also, please indicate which of the attached documents is your Resume.

Relevant Files	Resume	File Name	Date	Comments	Actions
<input type="checkbox"/>	<input type="checkbox"/>	180230 Vacancy Notice.pdf	03-Apr-2018		<a href="#">Delete</a>

# ONLINE APPLICATION FORM

At any stage you may SAVE THE DRAFT to continue later, but remember to finalize and submit your application form before closing date! If you QUIT, all information will be lost.



Save and Continue Save as Draft Quit

At the end you will be able to review and submit your application.

## Review and Submit

The following information will be submitted after you click the Submit button. Where an Edit link is displayed, you can modify the corresponding information.



Submit Save as Draft Quit

# *THE INTERVIEW - BEFORE*

- Prepare! Prepare! Prepare!
- Structure your answers and rehearse (in front of the mirror or with a friend)
- Refer to the job description (duties and requirements) and base your answers on concrete examples
- Align your experience with the job description
- Prepare questions to the interviewer
- Expect introduction question (“Why are you the best candidate for this position”)

- Keep calm and positive
- Don't get intimidated – international organizations often have panel interviews
- Be aware of your body language and maintain eye contact with the panel members
- Listen carefully to all the questions being asked (taking notes is recommended)
- Be consistent and keep to the point (structure your answers)
- Don't be afraid to ask for clarification

# *COMMON INTERVIEW MISTAKES*

- Poor preparation
- Poor time management
- Candidate does not “read” the panel
- Candidate assumes we know
- Candidate is not concrete enough
- Poor closure



# *HOW?*

- READ
- WATCH
- LISTEN
- NETWORK
- PRACTICE

## *WHAT NEXT?*

- Review NATO websites (<http://nato.int/cps/en/natohq/recruitment.htm>)
- Register to RSS feed at the NATO Talent Acquisition Platform to receive latest vacancies
- Consider applying for the next edition of Internship Programme
- Follow NATO and its agencies on the social media

# *Internship Programme - Purpose*

- Create of a more diverse workforce
- Provide the opportunity to learn about NATO from the inside.
- Provide NATO with access to cutting-edge theoretical knowledge and apply it to practical work assignments.
- Expand the understanding of NATO in Alliance countries.



# *Internship Programme - Areas of work*

- Defence Investment
- Defence Policy & Planning
- Emerging Security Challenges
- Executive Management
- NATO Office of Security
- NATO Office of Resources
- Operations
- Political Affairs and Security Policy
- Public Diplomacy
- Private Office

# *Internship Programme - Eligibility Criteria*

- Nationality: NATO member states
- Age: min 21 years of age at the time of the application
- Qualification: completed two years of post-secondary studies, and currently in their 3rd year; highest degree obtained not longer than 1 year ago
- Language: English/French; working knowledge of the other desirable

# *Internship Programme - Profile*

- High-level education in a relevant field
- Some relevant “professional” experience
- Some international exposure
- Proficiency in one official language, knowledge of the other one

# *Internship Programme - Overview*

- 60-70 interns per year
- Duration of Internship: 6 months, starting in March or September
- Lump sum: 25% of A1 step 1 grade
- Travel expenses reimbursed

- On-line Application Package
- One application per one internship placement
- Timeframe: Spring (April/May)
- Security Clearance is a requirement, but will be requested when a candidate is selected

Apply at

<https://nato.taleo.net/careersection/5/jobsearch.ftl?lang=en&alt=1>

*ENJOY!*

