

# NATO's Recruitment Process

## Step 1: Application phase (4 - 6 weeks)

- Applications must be submitted in English or French via NATO's online recruitment platform.
- The deadline to apply is usually 4-6 weeks after the publication of the vacancy notice.
- The exact date and time of the deadline is mentioned in the vacancy notice.

### Review of applications (2 - 4 weeks)

The hiring manager and representatives from NATO's HR department review the applications and decide on a long-list of candidates. They use an assessment sheet with a grading system to evaluate the candidates and make an objective decision.

## Step 2: Recorded video interview (1 - 2 weeks)

- All candidates on the long-list receive an invitation to complete a recorded video interview.
- The interview contains 3-4 questions, takes around 20 minutes to complete in total.
- Candidates get 1 or 2 minutes to prepare for each question and up to 3 minutes to record each answer.
- Once a candidate has seen a question they must record their answer immediately.
- It is not possible to re-do questions.
- The questions also assess the language skills required for the position.
- Depending on the position, some of the questions might require a written answer.
- The questions do not have to be completed all at once. It is possible to pause the interview between questions.
- The deadline to complete the interview is usually 1-2 weeks after receiving the invitation.

### Review of recorded video interviews (2 - 4 weeks)

The recorded video interviews are assessed and marked by at least 2 evaluators - usually the hiring manager and a representative from NATO's HR department. The candidates with the highest marks make it onto the short-list.

## Step 3: Written exercise and language test

- All candidates on the short-list receive invitations to do an online written exercise and language test, as well as an invitation to a panel interview (step 4).
- The written exercise and language test are scheduled for a specific day and time. Invitations are sent 2 weeks in advance.
- The written exercise usually lasts 1-3 hours. The questions are designed to test the knowledge and skills required for the job.
- The language test is a multi-choice test in English or French – whichever is the candidate's weaker language.

- The written exercise is marked by the members of the interview panel.
- The answers are marked anonymously before the panel interviews.
- Candidates will not be asked questions about the written exercise during the panel interview.

#### Step 4: Panel interview

- This is scheduled for a specific day and time and lasts for approximately 45 minutes. Most interviews take place via video call but, in some cases, it may be in-person.
- Candidates are interviewed by a panel, who take it in turns to ask questions.
- The panel normally includes at least four people: the hiring manager, a representative from NATO's HR department, a representative from another division and a panel secretary.
- The questions are designed to test the competencies mentioned in the vacancy notice.
- Candidates have the opportunity to ask questions at the end of the interview.

#### What happens next?

- The panel gives each candidate a score for their performance in the interview.
- Results of the written exercise are revealed – the panel finds out which answers belong to which candidate.
- The panel prepares an evaluation report which considers the merits of each candidate, based on their assessment of the written exercise as well as the interview.
- The panel recommends a first-choice candidate for the role.
- The evaluation report and recommendation are submitted for formal approval.
- Once there is formal approval, the first-choice candidate receives a conditional job offer and the other candidates are notified about the outcome of the selection process.
- The conditional job offer is subject to completing medical checks (conducted by a doctor) and obtaining a security clearance (conducted by the national authorities of the candidate's home country). If a candidate passes these checks, they receive a final job offer.

#### Important points to note:

- Due to the administrative formalities explained above, candidates may have to wait several weeks or months for news following the interview.
- It takes 3-6 months on average (but sometimes even longer) to obtain a security clearance certificate. The waiting time will depend partly on the national authority conducting the security clearance, and also on the candidate's personal situation.
- Candidates are not permitted to use ChatGPT, similar tools or any other forms of outside help during any phase of the recruitment process. If their use is detected, the candidate will be disqualified.
- This factsheet describes how NATO's recruitment process works in general, but there may be some differences in the process for specific positions.

