

UNDERSTANDING AND PREPARING FOR EMPLOYMENT AT NATO

- Introduction to employment at NATO
- Recruitment Process
- Preparation



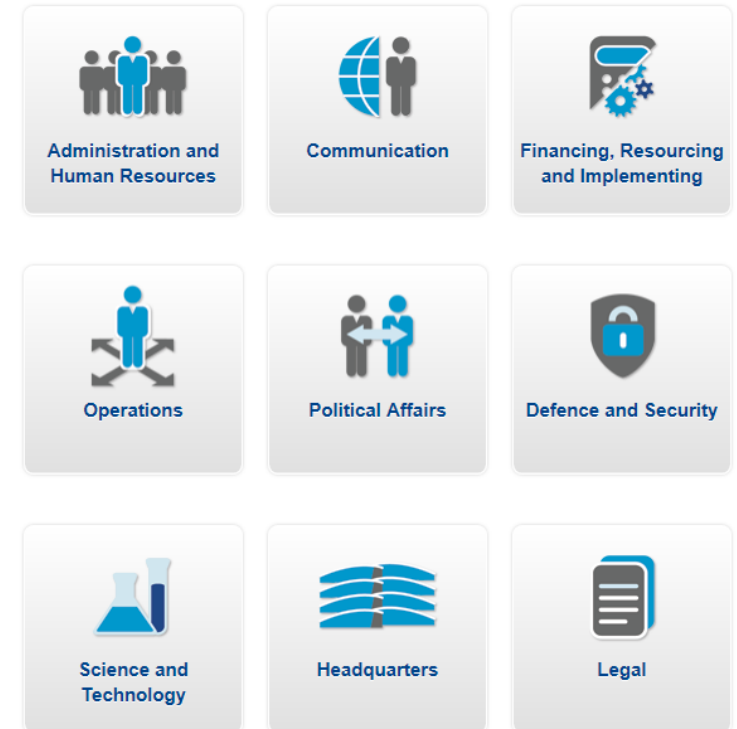
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PART 1

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)

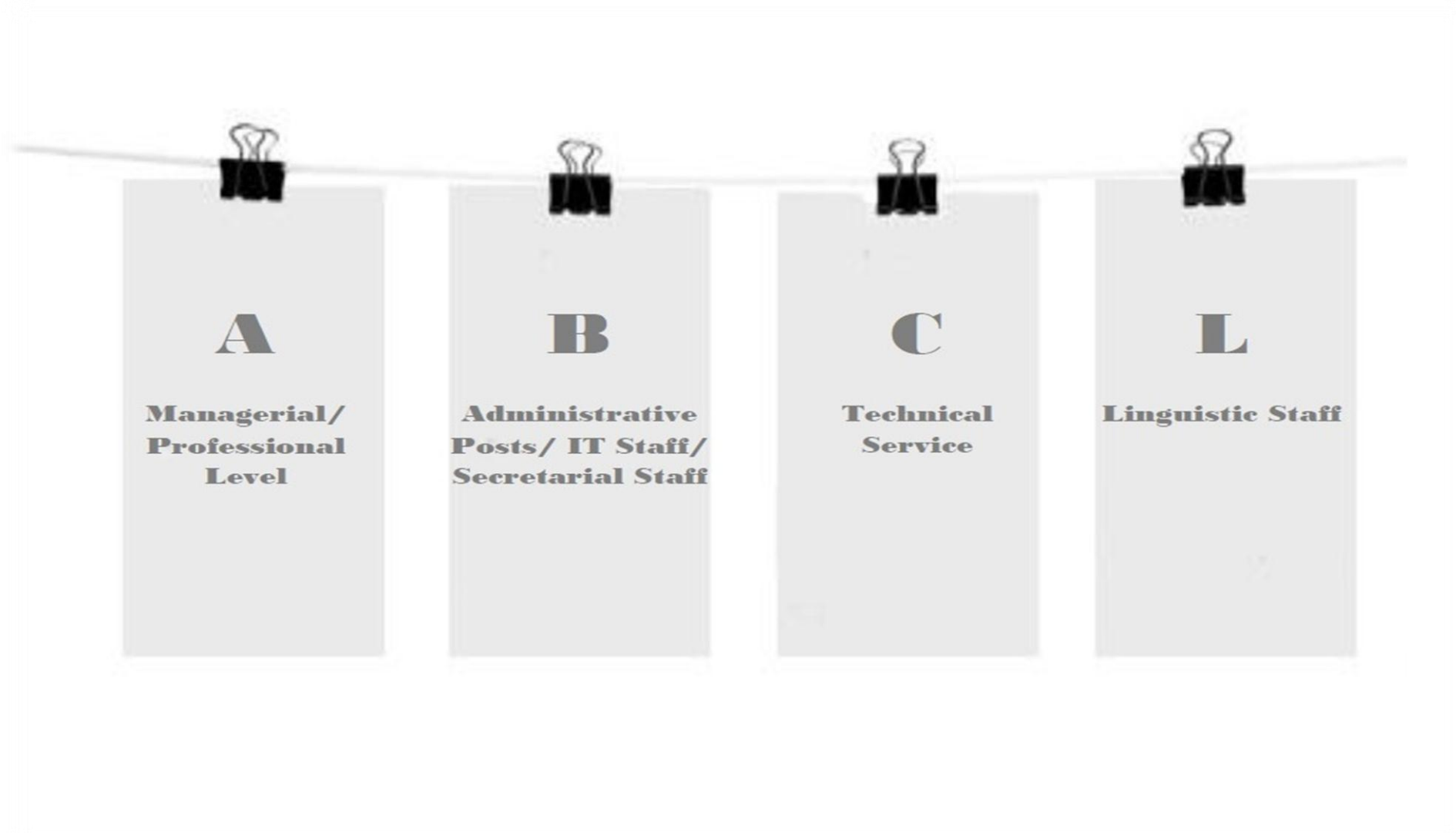
- PERMANENT POSTS
 - Freelance
 - Seconded
- VNC (**V**oluntary **N**ational **C**ontribution)
- TEMPORARY STAFF
- INTERNS
 - NATO-funded
 - Grant-funded

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

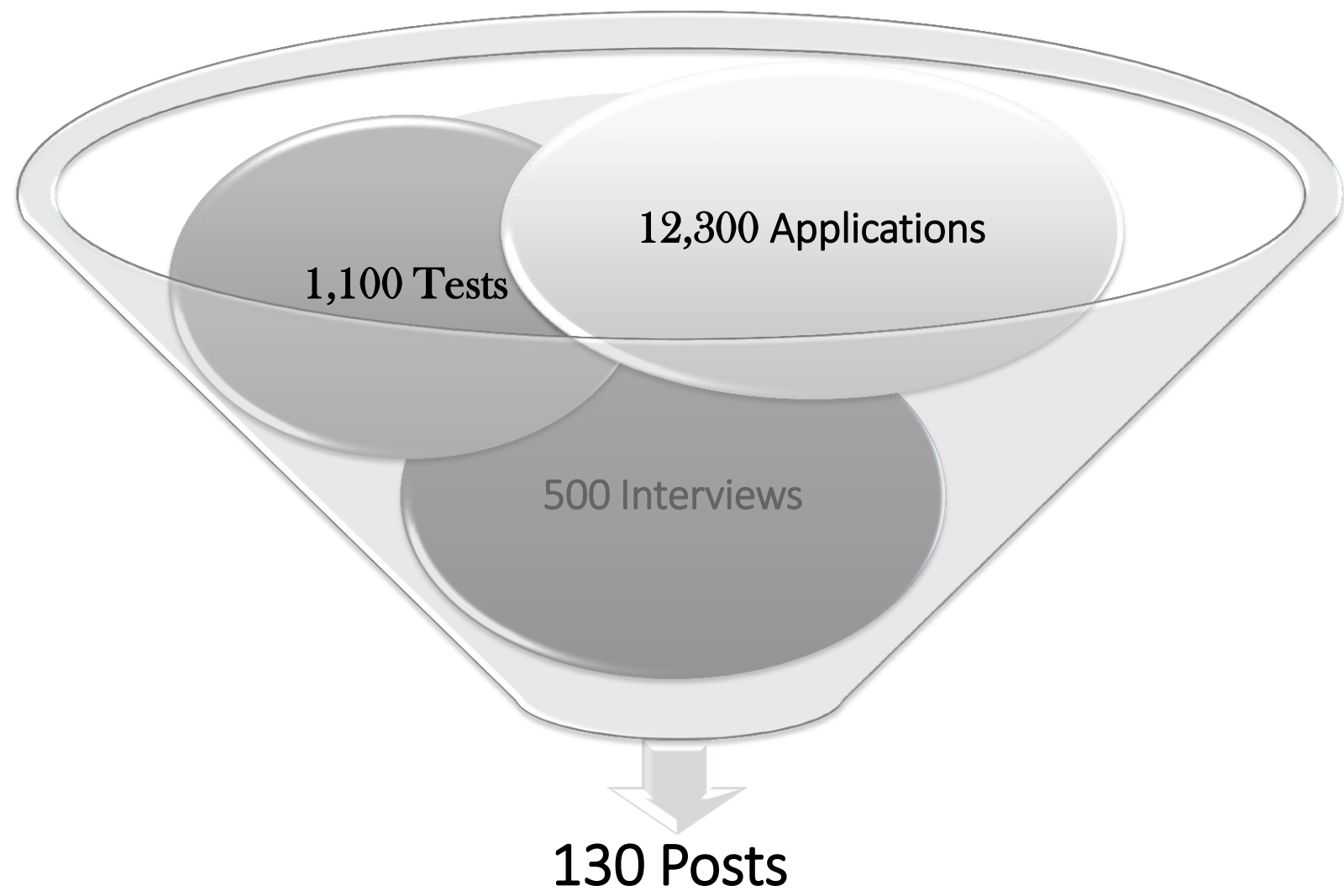
DESIRED DIVERSITY

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
- 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

- Application only through e-recruitment system (www.nato.int/recruitment)

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)

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?

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- 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



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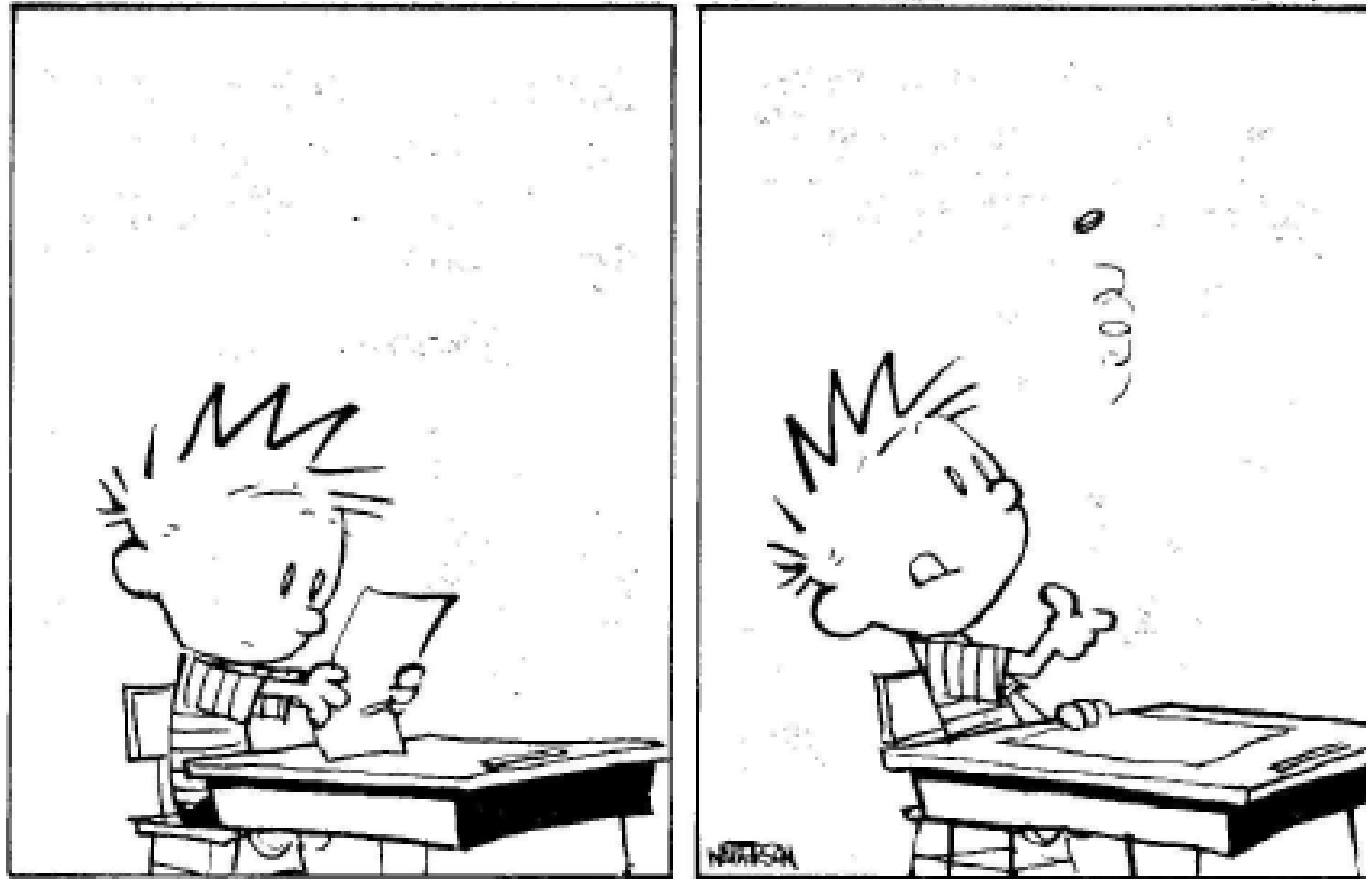
PART III - PREPARATION



- 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



- 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

- 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

- 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
- Follow NATO and its agencies on the social media



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ENJOY!

