

# ZAŽIJ STÁŽ V EVROPSKÉ KOMISI

8. února, 16:00-18:00

Univerzita Karlova, Karolinum

- PŘEDSTAVENÍ EVROPSKÉ KOMISE A BLUE BOOK STÁŽÍ
- ROZCESTNÍK EU CAREERS
- KROK ZA KROKEM PŘIHLÁŠKOU
- RECENZE ZE STÁŽÍ
- Q&A



MODERÁTOR: TOMÁŠ NOVOTNÝ, UK



**PAVOL KUKUČKA**

**ZASTOUPENÍ EVROPSKÉ KOMISE V ČR**

**PŘEDSTAVENÍ  
EVROPSKÉ KOMISE  
A BLUE BOOK STÁŽÍ**





**JACOB JANEK**

**ÚŘAD VLÁDY: SEKCE PRO EVROPSKÉ ZÁLEŽITOSTI**

**ROZCESTNÍK EU  
CAREERS**



# BLUE BOOK – ZAČÁTEK TVÉ KARIÉRY V INSTITUCÍCH EU

## Stáže v orgánech, institucích a jiných subjektech EU

### Využijte možnosti stáží pro EU!

Program stáží v orgánech, institucích a jiných subjektech EU představuje:

- jedinečnou příležitost dozvědět se, o čem kariéra v EU je
- možnost zlepšit si odborné dovednosti
- skvělou příležitost k osobnímu růstu

Stáže pro EU jsou k dispozici v celé řadě oblastí, např.:

- lidské zdroje
- komunikace
- informační a komunikační technologie
- právo hospodářské soutěže
- politika životního prostředí
- vnější vztahy
- rozvojová politika
- a mnoho dalších!

Většina stáží trvá 5–6 měsíců (některé mohou být kratší či delší). Stáže pro EU jsou placené (částky se liší podle hostitelské organizace).

Dostupné stáže si vyhledáte v rozevírací nabídce níže – nejdřív vyberete orgán, instituci či agenturu.

Budem vám držet palce!

*Vezměte prosím na vědomí, že informace uvedené na této stránce nemusí být vyčerpávající. Za řízení vlastních postupů výběru a naboru stážistů odpovídá v první řadě každý orgán, instituce a agentura EU samostatně.*

Start typing to search or select from the list.

Institution/EU  
body

- nezáleží -



Search

Select any filter and click on Apply to see results





European Personnel  
Selection Office

# STRATEGIE PODPORY ČECHŮ V INSTITUCÍCH EU



Ministerstvo financí  
České republiky

Úřad vlády České republiky



Ministerstvo zahraničních věcí  
České republiky



MINISTERSTVO VNITRA  
ČESKÉ REPUBLIKY



Online  
Na kulatých stolech  
V regionech

Zpravodajství ▾

Evropská unie ▾

Já a EU ▾

Kulaté stoly

Regiony ▾

Kariéra v EU ▾

20 let v EU ▾



Hlavní strana » Já a EU » Kariéra v EU

## KARIÉRA V EU

AKTUÁLNÍ NABÍDKY PRÁCE  
A STÁŽÍ

PŘEHLED INSTITUCÍ EU

JAK SE DOSTAT DO  
INSTITUCÍ EU?

PRŮVODCE EPSO TESTY

PRŮVODCE EPSO TESTY

SPOJTE SE S NÁMI

NEWSLETTER O KARIÉŘE V EU



TVOŘÍME  
EVROPU

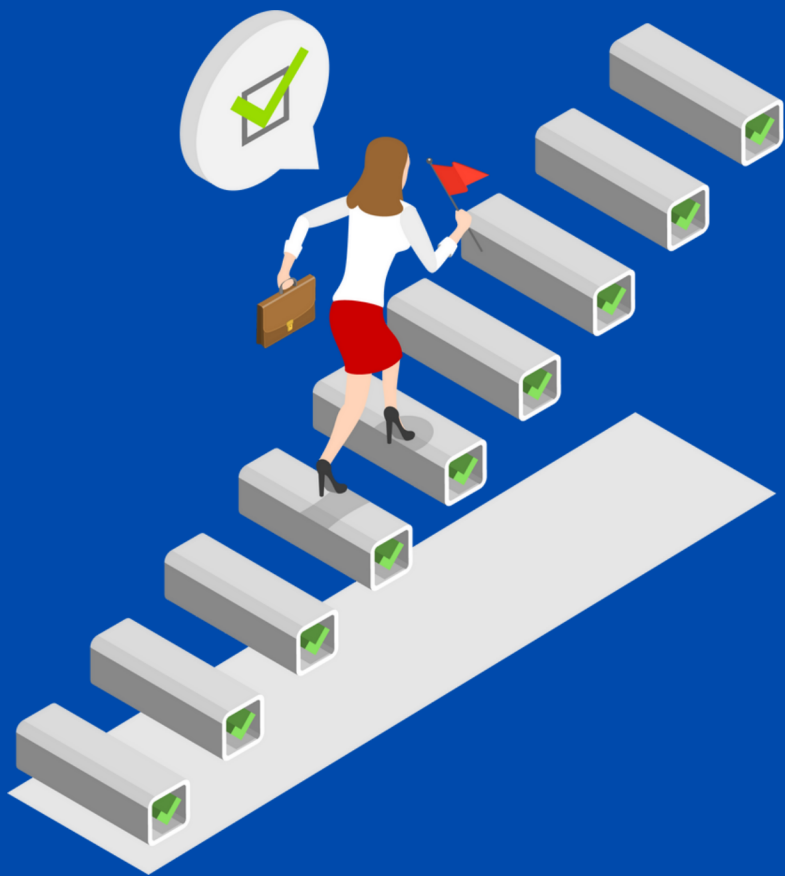
*již 20 let*



• • • • • • • • • •  
• • • • • • • • • •

# TEREZA SANJUAN

## ZASTOUPENÍ EVROPSKÉ KOMISE V ČR



# KROK ZA KROKEM PŘIHLÁŠKOU

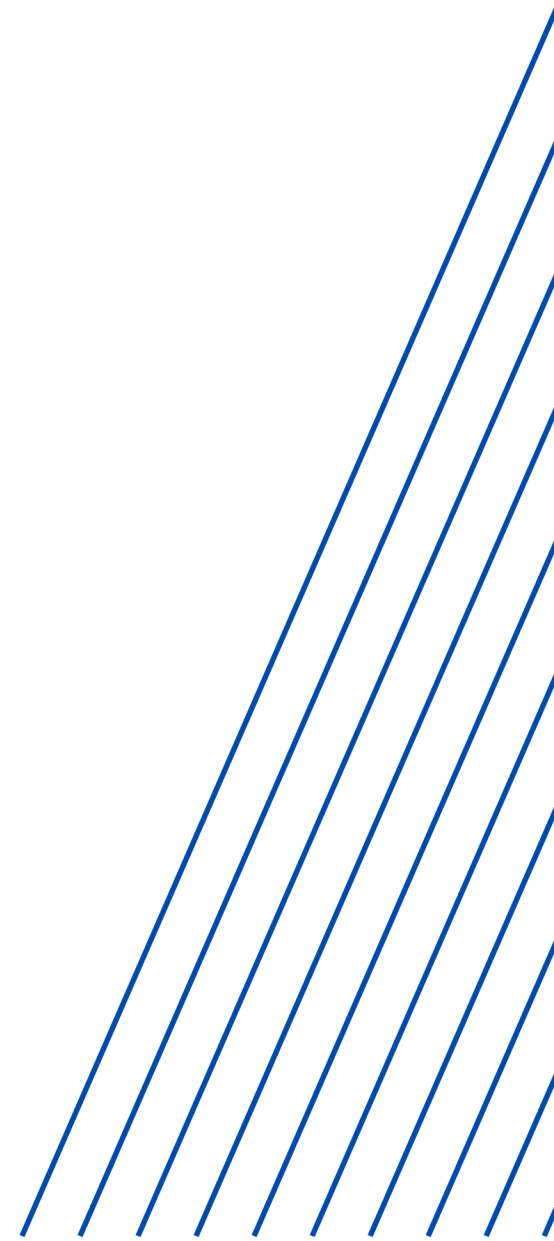
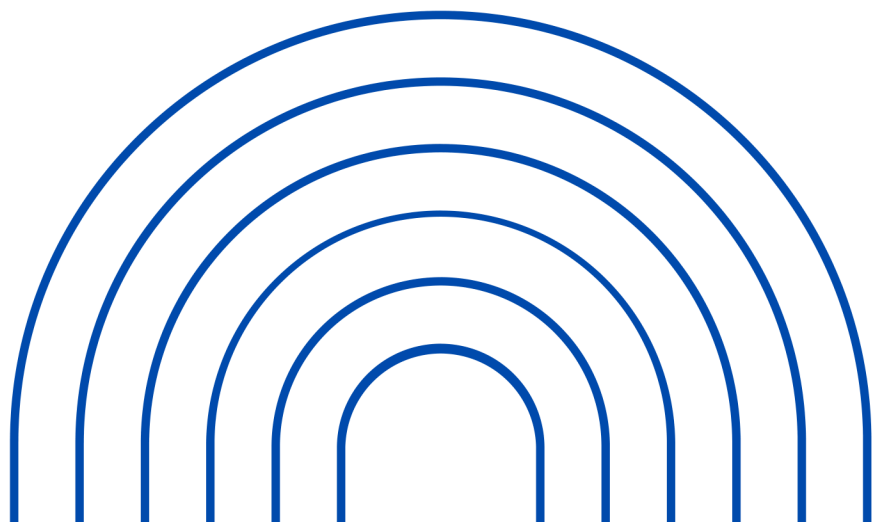
# KRITÉRIA PRO PŘIHLÁŠENÍ

**01.** JAZYKY: 1. PRACOVNÍ – AJ/FJ/NJ (C1)  
2. EU/MATEŘSKÝ JAZYK

**02.** STUDIUM: BAKALÁŘSKÝ TITUL (180 ECTS)

**03.** POKUD PRACOVNÍ ZKUŠENOST U EU:  
MÉNĚ NEŽ 42 DNÍ

JINÉ ZKUŠENOSTI ANI DOVEDNOSTI NEJSOU  
PODMÍNKOU





# ADMINISTRÁTOŘI / PŘEKLADATELÉ

## LOKALITA, NÁPLŇ PRÁCE, JAZYKOVÁ VYBAVENOST

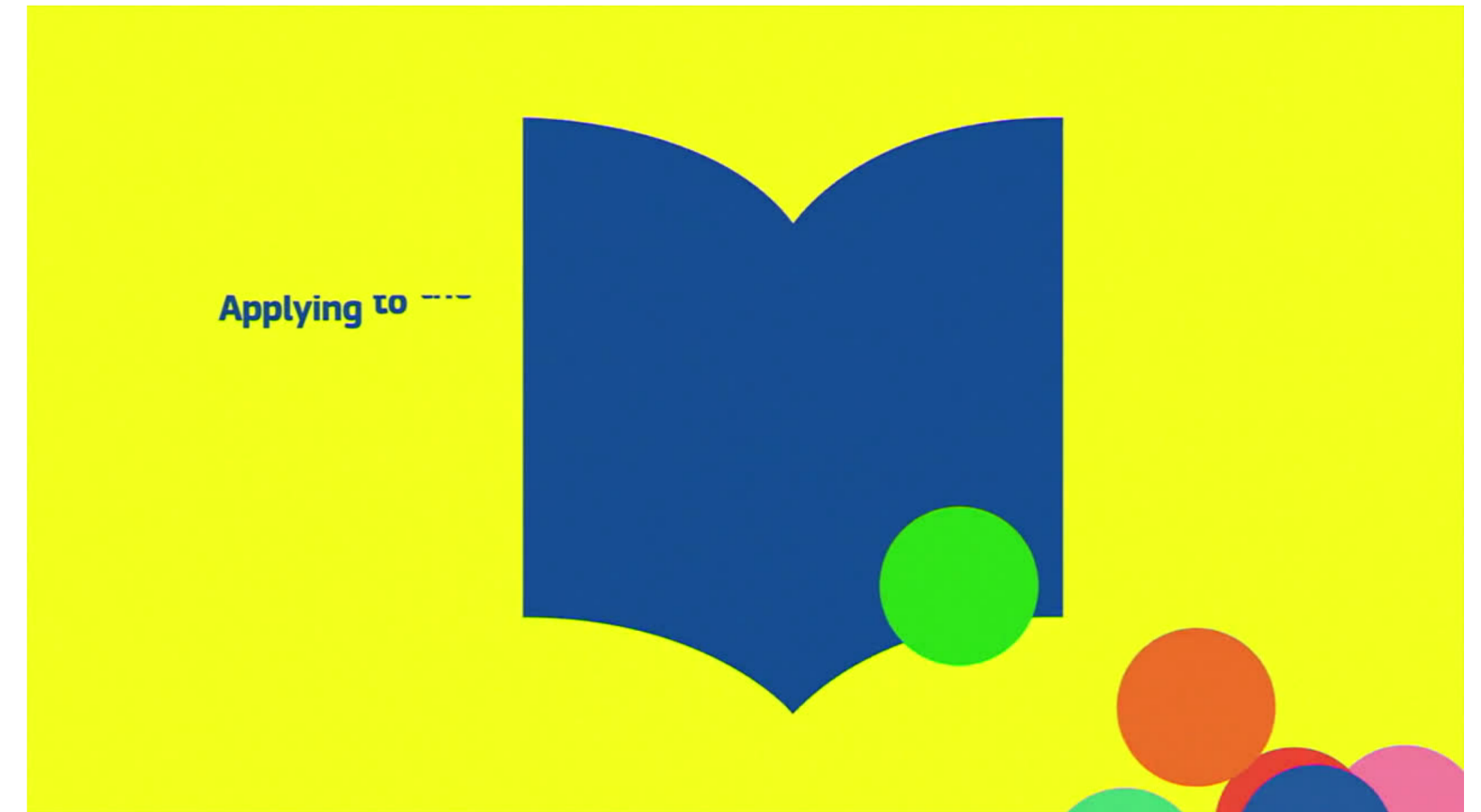


Evropská komise (Brusel a Zastoupení EK)  
Evropská služba pro vnější činnost (Brusel)  
Evropský úřad pro ochranu údajů (Brusel)  
Frontex (Varšava)  
Agentura EU pro otázky azylu (Valletta)  
Evropský úřad pro kontrolu rybolovu (Vigo)  
Evropská agentura pro životní prostředí (Kodaň)  
Společné výzkumné centrum (Sevilla)

DGT – Brusel a Lucemburk

[https://traineeships.ec.europa.eu/index\\_en](https://traineeships.ec.europa.eu/index_en)

The screenshot shows the homepage of the European Commission's 'Blue Book' traineeship programme. At the top left is the European Commission logo and the text 'European Commission'. To the right is a search bar with the word 'Search' and a language selector set to 'English'. Below this is a navigation menu with links for 'Home', 'About', 'Who can apply', 'Process overview', 'Calendar', 'FAQ', and 'Contact us'. The main content area features a large banner with the title 'Blue Book traineeships' and a sub-header 'Twice a year, the Commission offers 5-month paid traineeship'. A yellow button labeled 'Discover what's on offer' is positioned below the text. The banner background is a collage of four portraits of diverse young people against colorful circular backdrops. Below the banner is a section titled 'Equal opportunities' with the text 'At the European Commission's Traineeships Office, we believe in equality and diversity' and a button 'Find out what we're doing'. A prominent blue box contains the text 'Registration for the October 2024 session' and 'will open on February 16, 2024, at 10:00 a.m. CET', with a yellow button 'Check your account'. At the bottom, there are three columns of quick links: 'Who can apply?' with a button 'Am I eligible?', 'How can I apply?' with a button 'Application procedure', and 'Your questions answered' with a button 'Frequently asked questions'. A large QR code is positioned to the right of the 'Equal opportunities' section.



A step-by-step Video Guide

1



## Applications

Twice a year.

- For traineeships beginning in October, registration opens in **February**.
- For traineeships beginning in March, registration opens in **July-August** of the previous year.

You must submit all supporting documents at the same time as the application form.

[How to apply?](#)

**19 /2 (10:00) – 15/3 (10:00)**

2



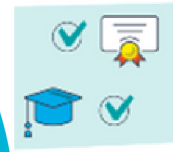
## Assessment

Your application is assessed on basis of academic profile, language skills and additional competences, skills and qualities, such as having an international profile, work experience, certificates and other achievements.

Quotas by nationality are applied to EU candidates to ensure a spread of nationalities, with safeguards to ensure that smaller countries are adequately represented.

Third countries are grouped together in a single quota.

3



## Eligibility check & Virtual Blue Book

Your supporting documents are verified by a preselection committee against the information you declared on your application.

- Applications not meeting eligibility criteria or unsupported or supported only partially by justification documents are rejected.
- All candidates who passed the eligibility checks are included in the Virtual Blue Book (VBB).

4



## Application & Selection in VBB

Once in the Blue Book, you can apply for up to 3 traineeship positions.

Interviews may be conducted by phone at the initiative of the recruiting entity.

There are 3 times more candidates in VBB than places available.

[How does the VBB work?](#)

5



## Recruitment

If selected, the Traineeships Office issues the placement offer. Your selection becomes final only when your placement offer is published in your account.

You may accept or refuse it; refusing it will exclude you automatically from the pool of candidates for that session.

Any unofficial communication between applicants and DGs/Agencies/Bodies does not constitute an offer.



**OCTOBER 2024**

### Applications

From 19 February 2024 (10:00 a.m. CET)

To 15 March 2024 (10:00 a.m. CET)

### Preselection

March - April

### Selection

May - September

### Traineeship

1 October 2024 - 28 February 2025

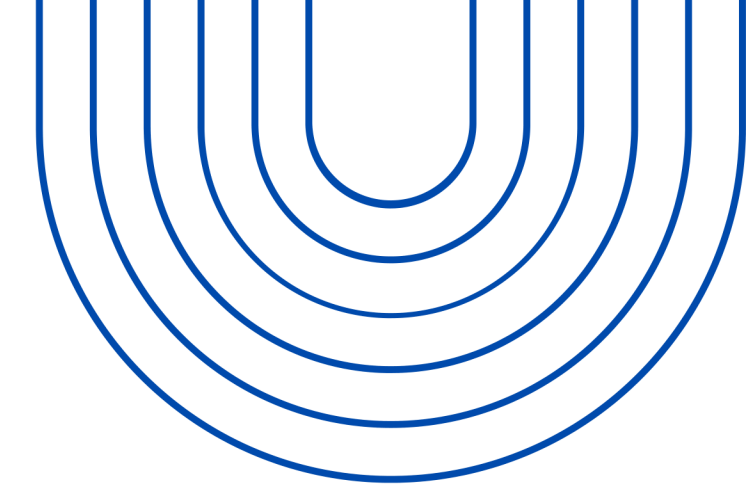
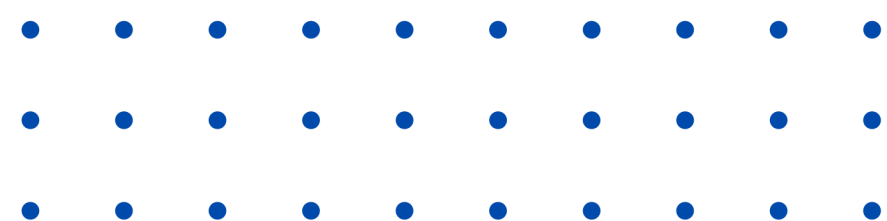
**01.** PERSONAL DATA

**02.** STATEMENT OF ELIGIBILITY

**03.** EDUCATION

**04.** PROFESSIONAL EXPERIENCE

**05.** INTERNATIONAL EXPERIENCE



**06.** LANGUAGES

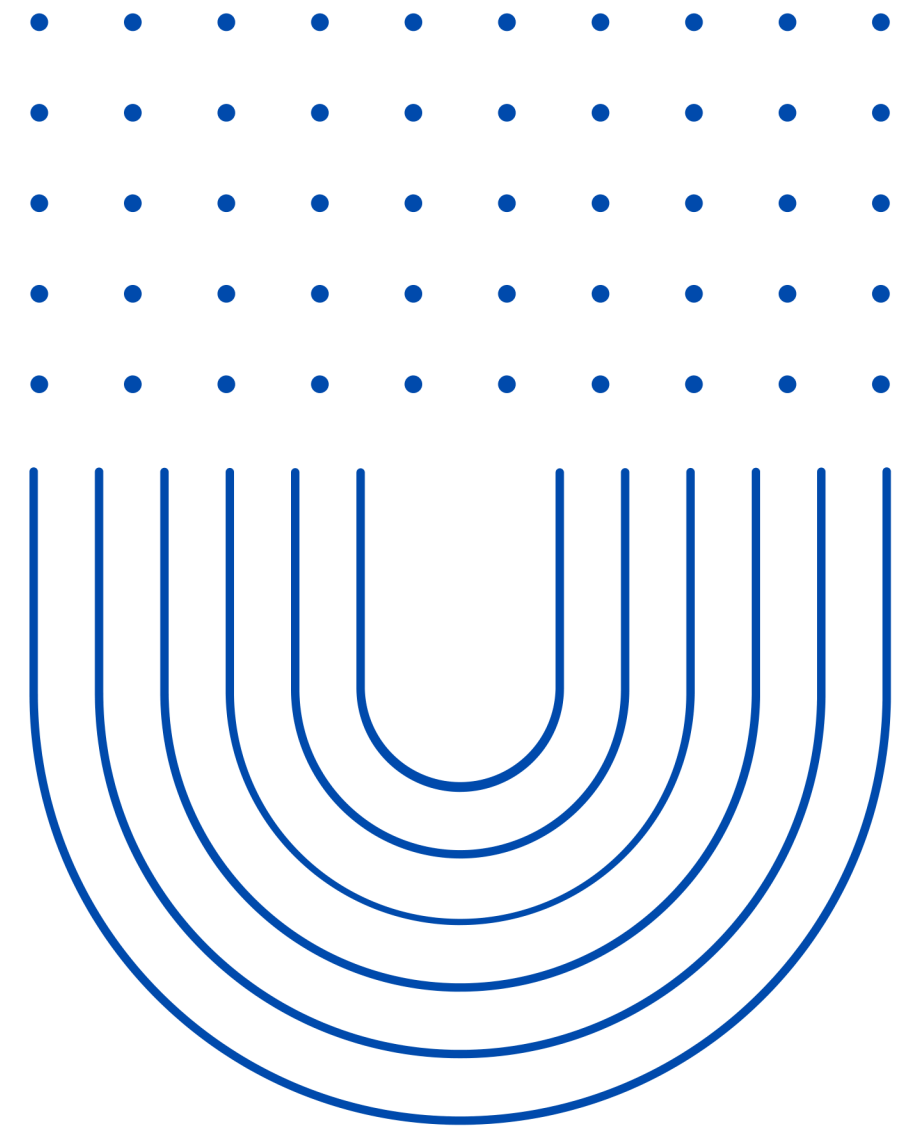
**07.** SKILLS

**08.** OTHER ACHIEVEMENTS

# ČÁSTI PŘIHLÁŠKY

**ZÁKLADNÍ POUČKA:  
VŠE V PŘIHLÁŠCE MUSÍ BÝT  
DOLOŽENO ODPOVÍDAJÍCÍMI  
DOKUMENTY**

**POKUD NEMOHU DOLOŽIT = NEUVÁDÍM  
NEVÍM CO A JAK ? POMŮŽE FAQ**



# DOKLADY



## JAZYKY

mezinárodní certifikáty,  
studium v daném jazyce,  
certifikát z jazykové školy/  
úroveň a test

~~doporučující dopis, certifikát o  
absolvování kurzu~~

## STUDIUM

diplom,  
výpis známek  
diploma supplement

## PRACOVNÍ ZKUŠENOSTI

pracovní smlouva  
výplatní pásky  
daňové přiznání  
faktura pro OSVČ  
osvědčení o praxi/stáži/  
dobrovolnické činnosti

## MEZINÁRODNÍ ZKUŠENOSTI

doklad, smlouva, diplom,  
výpis ze studia atd.

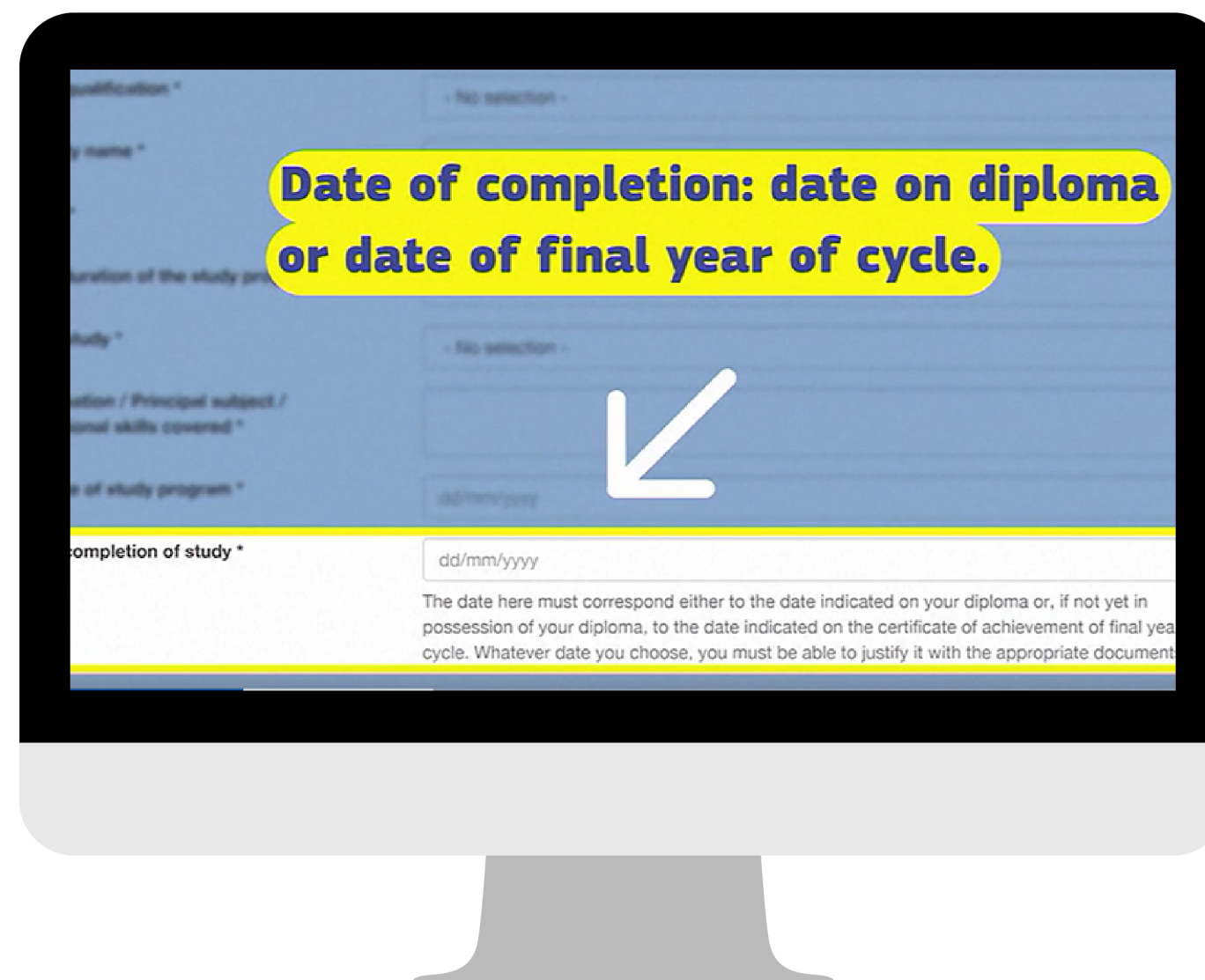
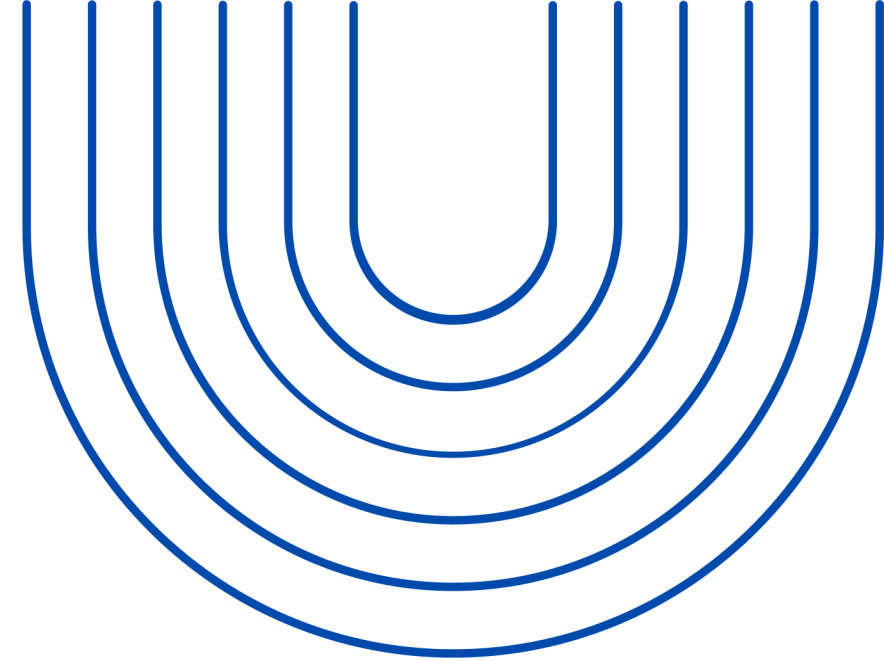
## JINÉ/ OTHER

ACHIEVEMENTS  
certifikáty, licence,  
výhry, vydané články

**DATUM/PODPIS/RAZÍTKO !**



# DRUHÁ ZÁKLADNÍ POUČKA: ČTĚTE KOMENTÁŘE V PŘIHLÁŠCE



**JAK VYPLNIT  
PŘIHLÁŠKU**

**+**

**ČASTÉ CHYBY  
KANDIDÁTŮ**







# STATEMENT OF ELIGIBILITY= KRITÉRIA PŘIJETÍ

Diplom/studium

Jazyky

Předchozí pracovní  
zkušenost u EU

Personal data

Statement of eligibility

Education

Professional experience

International experience

Languages

Attached files

Save

Statement of eligibility

Have you already obtained a full University Degree of at least three years of duration? If yes, you must indicate it under Education / Eligibility criteria section. \*

- No selection -

English, French and German are the working languages at the European Commission. Is any of these languages your mother tongue? Or do you have proof of a C1 or C2 level in one of these 3 languages? \*

- No selection -

Have you worked for more than 42 days in any EU institution, body or agency, delegation, with Members of the European Parliament (MEPs), or Advocates General at the Court of Justice of the European Union (EUCJ) regardless your status? \*

- No selection -

I declare that all information provided in this application is accurate. \*

# EDUCATION

Personal data

Statement of eligibility

Education

Professional experience

International experience

Languages

Attached files

Save

## A. Eligibility criteria

In order to apply for a traineeship at European Commission you must have completed a full accredited 3-year university degree (minimum) or equivalent, requiring a minimum higher education institution or equivalent recognised as such in the national context, at

Indicate here the degree you obtained first which meets the eligibility criteria (in most be excluded.

To be eligible, it must be a diploma of minimum 180 ECTS.

If you have followed classes préparatoires (France) allowing you to obtain a degree (Ba comments section below.

Type of qualification \*

- No selection -

University name \*

Country \*

- No selection -

Official duration of the study programme \*

- No selection -

Field of study \*

- No selection -

Specialisation / Principal subject / Occupational skills covered \*

Start date of study program \*

dd/mm/yyyy

Date of completion of study \*

dd/mm/yyyy

The date here must correspond e possession of your diploma, to th cycle. Whatever date you choose.

Pouze dokončené vzdělání a tituly!  
Nedokončené uvést v jiné kategorii

Nepatří sem stáže ani mezinárodní  
výměnné pobyty/Erasmus

Data se musí shodovat s  
tím, co je na diplomu

Důležité informace o studiu, např.  
pokud je studium v cizím jazyce

Stručně uvést specializaci studia, pouze  
nejdůležitější předměty

Není-li uveden přesný začátek/konec  
studia, lze vysvětlit v komentáři

# SOUČÁSTÍ EDUCATION: INFORMAL EDUCATION

to declare? \*

### C. Informal education - certifications

You may indicate here up to 5 professional certificates (eg. IT certifications, TOGAF, ITIL, Bar exams, CPA, CFA...) . In order to be taken into account, the certificate must clearly state that the holder has passed the exam. Simply attending the course does not suffice and participation certificates are not considered.

How many certificates would you like to declare? \*

### Professional experience

You may indicate here up to 3 professional experiences in your home country in line with the nationality declared above. These may include voluntary work, activities in NGO and political parties, unpaid internships, provided that they have lasted for more than 15 calendar days without interruption.

Please note that this fellowship is not open to candidates who have already had professional experience in another European institution, EU body, EU Agency or EU institution.

**Participation certificates are not sufficient proof.**

Declare all your experiences from the longest to the shortest.

How many items (professional experiences) would you like to declare? \*



IT certifikáty, TOGAF, CPA, CFA, ITIL, Bar exams atd.



Jazykové osvědčení zde NEPATŘÍ

# PROFESSIONAL EXPERIENCE

agency, EU delegation or for members of Parliament (MEPs) for a period of 43 staff member, interim, intra-muros consultant or researcher activities.

Declare all your experiences from the longest to the shortest.

How many items (professional experiences) would you like to declare? \*

Duration (calendar days) \*

From \*

To \*

The duration of professional experiences must be greater than 15 days. If you have not yet reached an end date, you must indicate the date you are applying for: either 31/08/2023 or 31/12/2023.

Occupation or position held \*

Employment type \*

Organisation / Company \*

Location \*

Main activities and responsibilities \*

Personal data

Statement of eligibility

Education

Professional experience

International experience

Languages

Attached files

Save

Musí být doloženo (smlouva atd.)

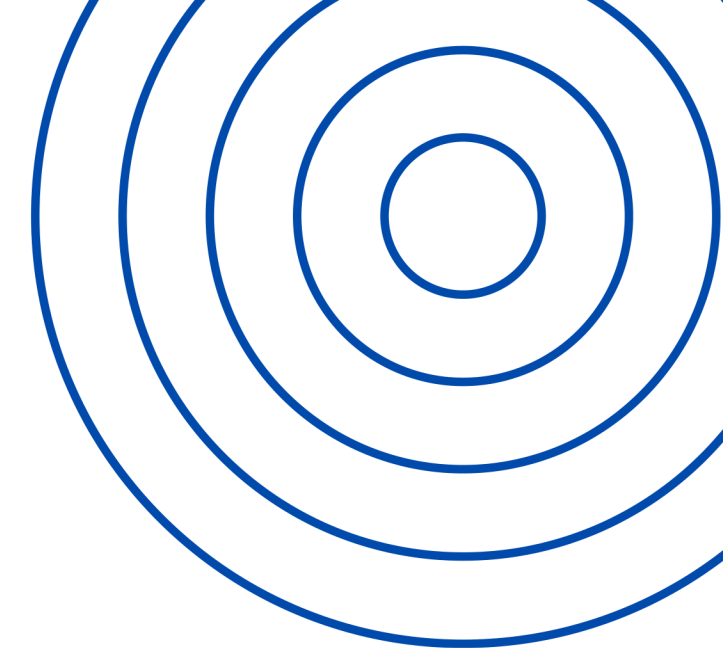
> 15 dní

Dobrovolnictví, NGOs, neplacené stáže

Údaje se musí shodovat s podpůrnými dokumenty

Ve vaší zemi/shodné s uvedenou státní příslušností

# INTERNATIONAL EXPERIENCE



Mimo zemi shodnou s uvedenou státní příslušností

Stáž/dobrovolnictví/práce studium/Erasmus

**International experience**

You may indicate here up to 5 international (outside your home country in line with the n undergraduate exchange programmes, university studies, paid or unpaid internships, as and political parties, provided that they have lasted for more than 15 calendar days with

Please note that this traineeship is not open to candidates who have already had profes agency, EU delegation or for Members of Parliament (MEPs) for a period of 43 days or n staff member, interim, intra-muros consultant or researcher activities.

Declare all your experiences from the longest to the shortest.

How many international experiences would you like to declare? \*

Duration (calendar days) \*

Type \*

Institution / Organisation \*

Location \*

From \*

To \*

The duration of professional exper have not yet reached an end date applying for: either 31/08 (for Marc

Occupation or position held \*

Specific international skills acquired \*

Save

Pokud zkušenost není ukončena, uvést datum uzávěrky přihlášek

Inspirujte se "occupational skills", které EK hledá k různým pozicím

# LANGUAGES

## Languages

You may declare up to 6 languages, including your mother tongue(s). You must have adequate knowledge according to the [Common European Framework of Reference for Languages](#) or mother tongue. Please check our [FAQ](#).

Your first language must be an EU working language, ie. English, French or German (C level as defined by the [Common European Framework of Reference for Languages](#) or mother tongue).

Your second language can be any other official EU language (minimum B2 level as defined by the [Common European Framework of Reference for Languages](#) or mother tongue).

Candidates from third countries must have a very good knowledge of at least one working language of the European Commission (German, English or French) - level C as defined by the [Common European Framework of Reference for Languages](#).

You may use the free text field at the end of this section to declare any other language that is not present in the predefined lists below.

Knowledge of the languages declared, other than the mother tongue, must be supported by adequate supporting documents. For further details on accepted supporting documents and other information on how to assess your language skills, please see our [FAQ](#).

## Languages - Eligibility criteria

Are you from a Member State of the European Union? \*

- No selection -

Language no. 1 \*

- No selection -

Global scale \*

- No selection -

Other EU language(s) NOT declared above

How many additional languages would you like to declare?

- No selection -

Non-EU language(s)

Your first language must be an EU working language, ie. English, French or German (C level as defined by the [Common European Framework of Reference for Languages](#) or mother tongue).  
Your second language can be any other official EU language (minimum B2 level as defined by the [Common European Framework of Reference for Languages](#) or mother tongue).

Candidates from third countries must have a very good knowledge of at least one working language of the European Commission (German, English or French) - level C as defined by the [Common European Framework of Reference for Languages](#).

You may use the free text field at the end of this section to declare any other language that is not present in the predefined lists below.

Knowledge of the languages declared, other than the mother tongue, must be supported by adequate supporting documents. For further details on accepted supporting documents and other information on how to assess your language skills, please see our [FAQ](#).

**First declared language must be mother tongue or C-level.**

**Second declared language must be minimum B2-level.**

Od úrovně B1 potřeba doložit, vyjma mateřského j. (shodný s uvedenou státní příslušností)

AJ, FR, NJ na úrovni min. C1

Úroveň A, B, C

Úroveň jazyka A1 a A2 není třeba dokládat, ale nejsou za ní ani body



# SKILLS: SOFT SKILLS

Prodejte své schopnosti !

Bez certifikátů!

“Justification”: stručně,  
ale výstižně, příklady

Nevybírat si příliš podobné  
dovednosti x-krát po sobě

Inspirace: 8 kompetencí EPSO /  
STAR metoda prezentace

**A. Soft skills**

How many soft skills would you like to declare?

Skill \*

Specific Skills \*  
Accountability  
Commitment  
Integrity  
Strong work ethics

Skill \*

Specific Skills \*  
Autonomous  
Collaborative  
Multicultural mindset  
Positive attitude  
Self-disciplined  
Team player

Skill \*

Specific Skills \*  
Adaptability  
Agility & flexibility in thinking and operating style  
Analytical thinking  
Eager to learn  
Growth mindset  
Open minded  
Results oriented

Please justify your choice here: \*

Save

PŘÍKLAD: ZBYTEČNÉ UVÁDĚT MINDSET VÍCKRÁT, UKAŽTE JINOU SILNOU STRÁNKU



**B. Digital skills**

Office Productivity

- GAMS
- LibreOffice
- Microsoft suite (advanced Word, Power Point, Excel user)
- MindManager
- PSPad
- UltraEdit
- Web editors
- XmiPad
- Other

Please justify your choice here: \*

Financial analysis

- Macrobond Financial
- QuickBooks
- SAP BO Data Services
- SAP Business Objects XI 4.2 SP3
- SAP Business Planning & Consolidation (BPC)
- SAP Disclosure Management Client
- TeamMate AM
- Other

Data science

- ACL
- Data Structure Wizard (DSW)
- Denodo ITPIlot, Denodo Admin Client, Denodo ODBC
- MarketMap Analytic Platform (FAME)
- Matlab

Personal data

Statement of eligibility

Education

Professional experience

International experience

Languages

**Skills**

Other achievements

Attached files

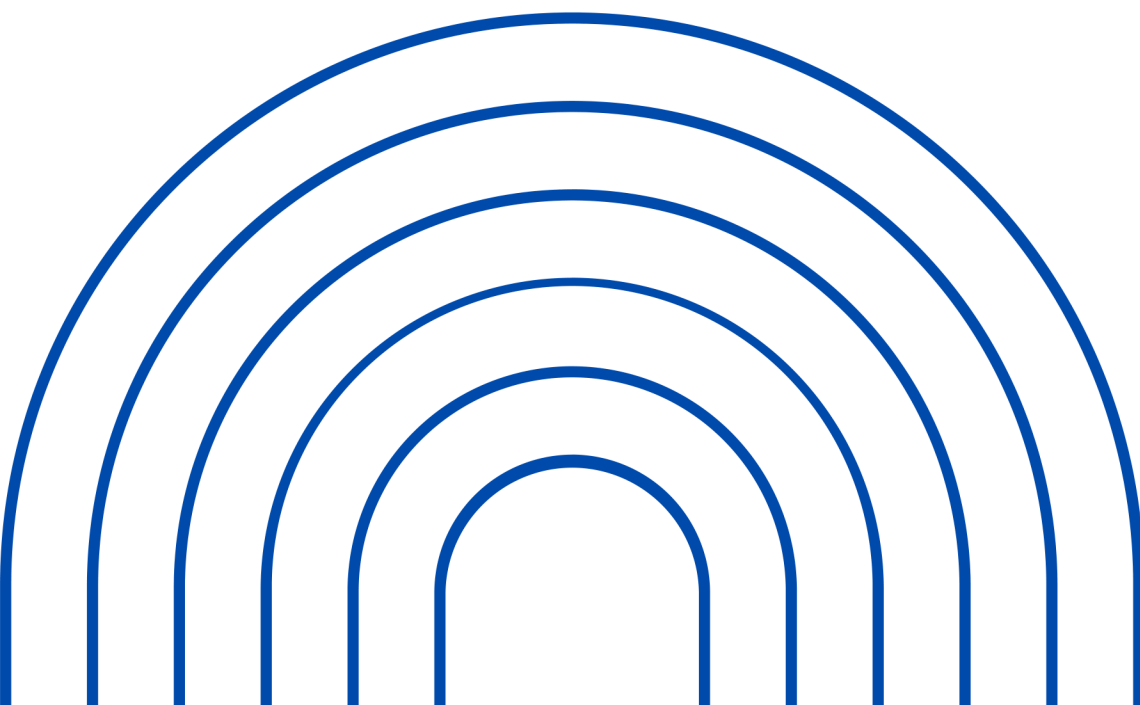
Save

# SKILLS: DIGITAL SKILLS

Bez certifikátů

Vše, s čím máte zkušenosti

Vysvětlit, kde a jak využíváte



# OTHER ACHIEVEMENTS



Personal data
Statement of eligibility
Education
Professional experience
International experience
Languages
Skills
<b>Other achievements</b>
Attached files
Save

## Other achievements

You may indicate here any other achievement(s) which you have not yet mentioned that might be of interest to services selecting trainees: scholarship grants and awards, independent projects, publications, short term courses, etc.

Indicate here your achievements:

2.521 characters

## Attached files

Maximum file size per file: 10240 KB, allowed formats: .pdf

Supporting documents \*

**SELECT FILE**

You must provide all the justification documents required in a single PDF file together with your application. No additional documents or justifications will be accepted after reception of your application.

Please refer to the list of the required documents in the FAQs.

Adhere to the naming of your file as *Nationality\_FamilyName\_FirstName.pdf* (eg. *French\_Dupont\_Jean.pdf*). No accents or spaces in the naming of this file – shorten the spelling of your name if necessary. Favour black and white over colour; double check to ensure legibility of your attachment; you risk exclusion if evaluators are not able to read all elements of the file, in full.

You are about to send personal data. It will be processed fairly and lawfully by the European Commission, which has taken the necessary measures to protect it. The data will be secured and treated confidentially, in accordance with the provisions of [Regulation \(EU\) 2018/1725 of the European Parliament and of the Council of 23 October 2018](#). The data will be used for recruitment purposes, to determine a level of experience and suitability for a traineeship. It is intended for use by the European Commission and will not be communicated to third parties, with the exception of any subcontractors or other competent services.

Např. členství ve spolcích, organizacích, výhry v olympiádách, články (odborné i neodborné)



Stručně, jasně, výstižně.

# ATTACHED FILES

1 PDF dokument s obsahem na začátku

Pořadí dokumentů uvedeno v FAQs

Součástí mohou být i dopisy o přijetí na právě probíhající studia

Můžete přidat dokumenty i v kategorii "other achievements"

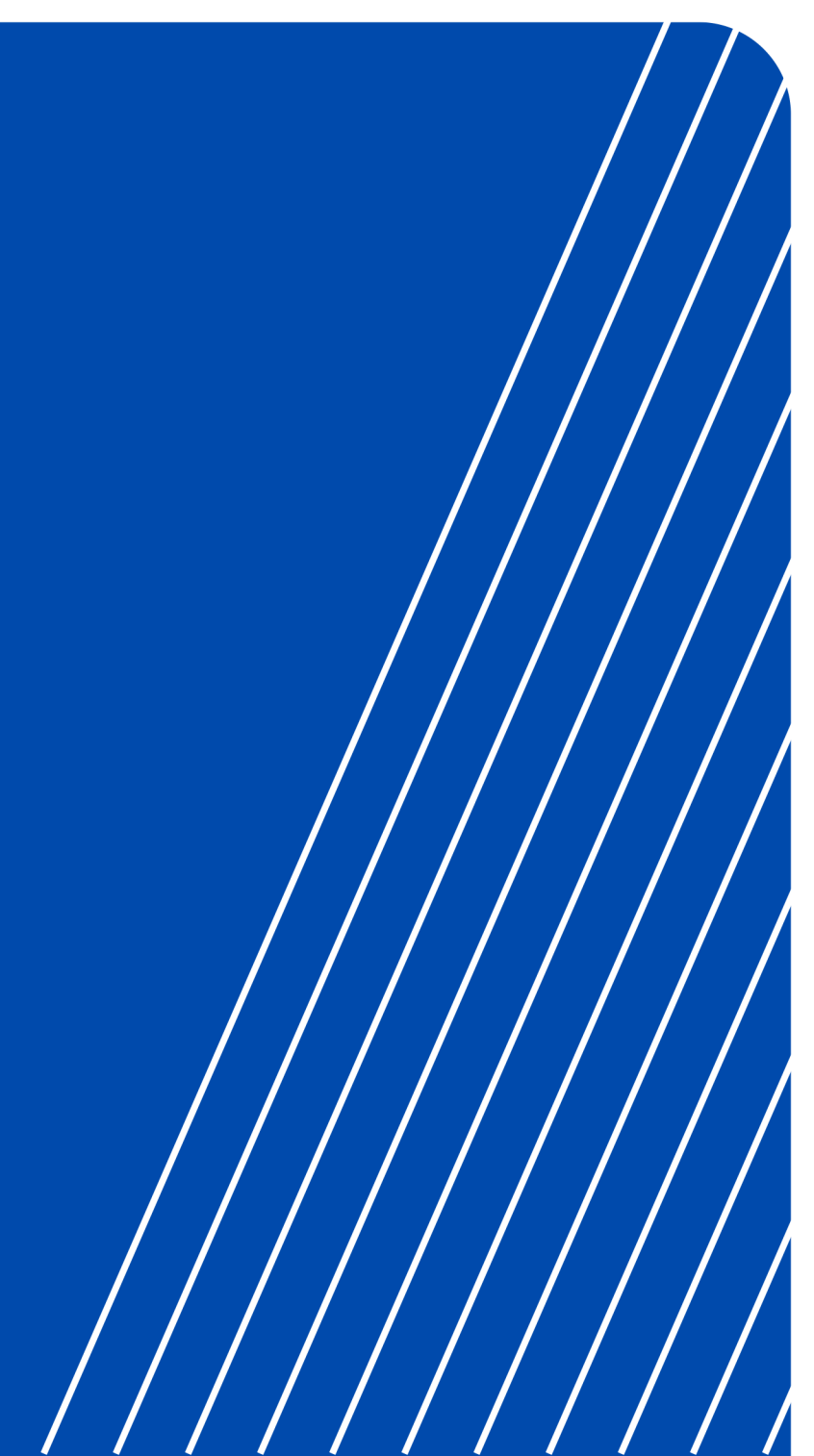
Je vhodné dokumenty orientovat horizontálně

Raději skenovat černobíle

Není potřeba překládat dokumenty (vyjma 24 úředních jazyků EU)

Nezapomenout přihlášku odeslat :-)

**NEXT PHASE: PŘIJETÍ  
DO BLUE BOOK A  
PŘIHLÁŠKY NA  
JEDNOTLIVÉ POZICE**



# PRŮBĚH DRUHÉ PŘIJÍMACÍ FÁZE



# PŘIHLAŠOVÁNÍ NA POZICE – TIPY A TRIKY



Max 50 přihlášek na pozici  
(počet uchazečů se zobrazuje)

Obsazené pozice mizí během  
3 týdenního přihlašování

WHO is WHO



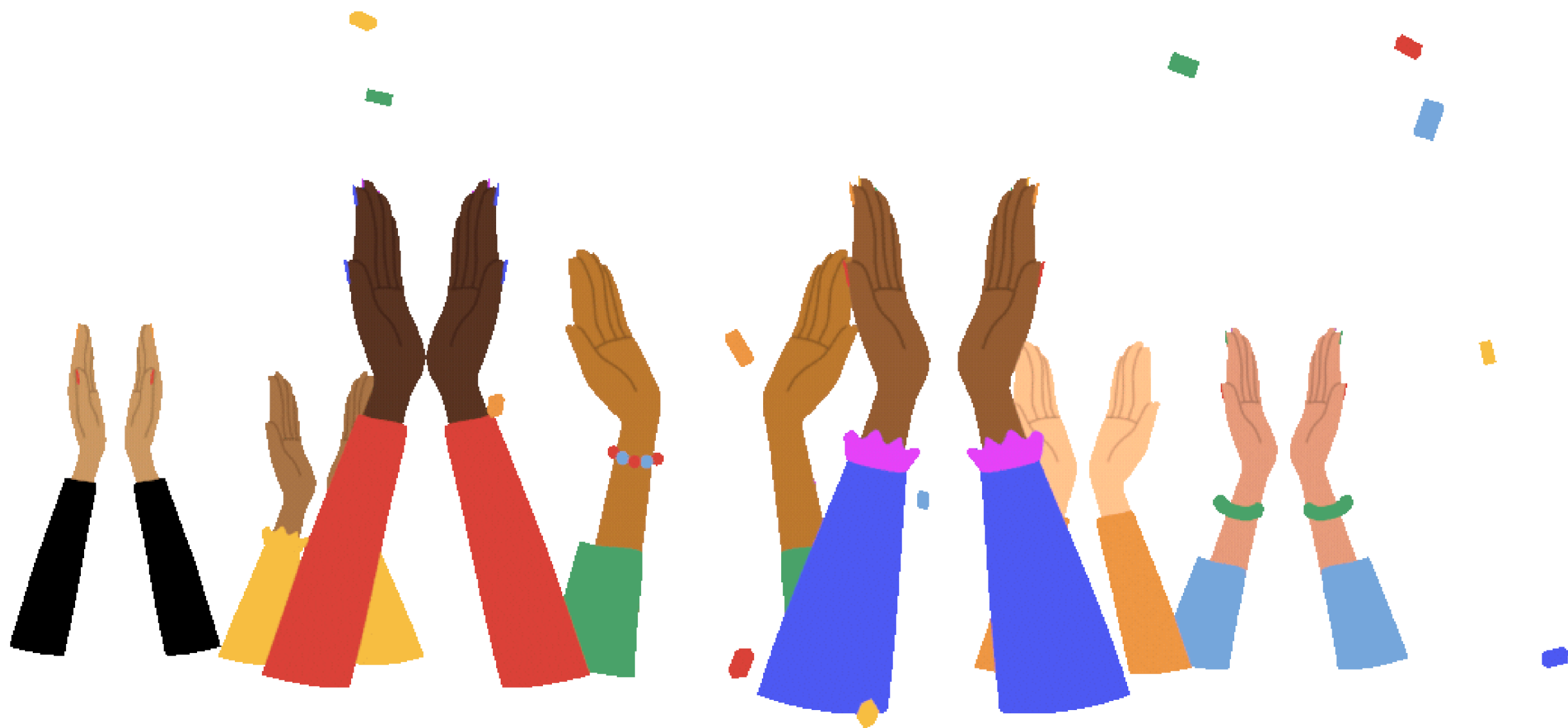
Všeobecný motivační dopis  
(500–1500 znaků)

Specifický motivační dopis  
na danou pozici

Přihlásit se na pozici  
“strategicky”

Čekat na  
oslovení

# ŠTĚSTÍ PŘEJE PŘIPRAVENÝM



# DŮLEŽITÉ ZDROJE V PŘÍPADĚ NEJASNOSTÍ



BLUE BOOK TRAINEESHIP: FAQ





# DISKUZE: RECENZE ZE STÁŽÍ

**LUCIE VINAŘSKÁ**

STÁŽISTKA NA DG CLIMA (JARO 2023)

**JAKUB FIŠER**

STÁŽISTA V KABINETU MÍSTOPŘEDSEDKYNĚ EK  
VĚRY JOUROVÉ (JARO 2023)

**ALENA NAGYOVÁ**

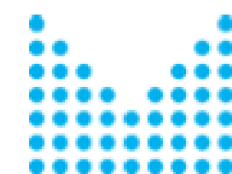
STÁŽISTKA NA ZASTOUPENÍ EK V PRAZE (PODZIM 2023)

# DĚKUJEME ZA ÚČAST

HODNĚ ŠTĚSTÍ



Ministerstvo zahraničních věcí  
České republiky



MINISTERSTVO VNITRA  
ČESKÉ REPUBLIKY



UNIVERZITA  
KARLOVA



TVOŘÍME EVROPU