



Additional information on the UEFA recruitment process and testing

Join the football family

Our people are committed to supporting our 53 member associations and to the success of all UEFA competitions. In return, we offer a unique and exciting working environment at the heart of the European game that ensures you are making a difference to the future of football.

Our recruitment process





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1. Application Entry

We have now made it even simpler for you to apply for positions at UEFA. Before you start, please ensure you have your CV in PDF format as this will save you time when it comes to uploading it. If you do not have your CV in this format already you can click on the link below for a free online convertor.

http://office.microsoft.com/en-us/word-help/save-as-pdf-HA010354239.aspx?CTT=1#_Toc312311154

Once you have submitted your application, you will receive an email through our recruitment system confirming that this has been received by our recruitment team. Please note that we only process applications received via our online recruitment portal. Any applications received by email or post will not be formally considered.

2. Assessments

As part of our recruitment process, we use different assessments before each of the two stages of our interview process. Before your interview you will be sent an email with a link in order to complete the assessments.

The four assessments we use at the first-stage interview are as follows.

Numerical reasoning

"Verify numerical reasoning" is designed to measure your ability to make correct decisions or inferences from numerical or statistical data. The test is intended to measure a candidate's ability to work with numerical data in a realistic workplace context.

Verbal reasoning

"Verify verbal reasoning" is designed to measure your ability to evaluate the logic of various kinds of argument as presented in written form. The test measures a candidate's ability to determine the support for conclusions drawn using content that typifies a variety of work settings.

MS Word

The Microsoft Word 2007 Essentials assessment evaluates your experience of using templates to create new documents, saving documents written in previous versions of Word for other users, printing and viewing documents, creating, organising and formatting tables, paragraphs, font styles, graphics, bulleted and numbered lists and using mail merge features to create documents for mass mailings.

MS Excel

The Microsoft Excel 2007 Essentials assessment evaluates your experience of sorting and filtering data, entering basic formulas, modifying cell formatting and content, inserting and labelling charts, using templates, saving workbooks written in earlier versions of Excel and managing workbooks and worksheets. The test utilises a simulation format and consists of the 20 most important, most frequently performed tasks.



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The assessment we use at the second-stage interview is as follows.

The occupational personality questionnaire (OPQ)

OPQ32 is one of the most widely used measures of behavioural style in the world. It provides detailed information on 32 specific personality characteristics that underpin an individual's behaviour at work and their performance against key competencies. Unlike other personality questionnaires, the OPQ is an occupational model of personality designed solely for use in a business environment.

How to prepare and practice

You can go onto the SHL website to practise and prepare for your tests using the link below:

http://www.shldirect.com/practice_tests.html

3. First-stage interview

Regardless of your location, we hold all first-stage interviews via Skype. This ensures fairness and consistency in our recruitment process to all candidates located both locally and internationally, and makes for a much more interactive discussion, ensuring you are able to best present yourself at this stage. Skype interviews generally last 25–30 minutes.

4. Second-stage interview

For the second-stage interview you will be invited to our headquarters in Nyon, Switzerland. This stage is much more in-depth: it will build on the first stage, exploring in more detail your skills and experience linked to the position. Depending on the role, our second-stage interview structure can vary, but it will normally include:

- a one-hour interview with the Recruiting Manager and HR Business Partner;
- a 30-minute assessment – a technical exercise or presentation, for example;
- a 30-minute interview with a member of the senior management team of the unit or division.

We will also provide more information on UEFA and its activities as its important for us that you leave having all the necessary information to make the right decision on your next career move.

5. Offer

Congratulations! Reaching this stage means you have demonstrated the skills, experience and behaviour we look for in our new staff. We look forward to you joining the European football family and contributing to the success and development of European football.