Join the football family

Our people are committed to supporting our 55 member associations and making a 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.

1. Submitting an application
   - You can find details of all vacancies in our recruitment portal and set up job alerts to ensure that you are the first to know about new positions. All applications will be carefully screened against the criteria of the relevant position, and applicants will always receive feedback on the status of their applications.

2. First-stage interview
   - This interactive discussion, which will take place via Skype, will allow us to gain an insight into all your skills, experience and achievements that are relevant to the position you have applied for.

3. Assessments
   - We use online assessments to measure your skills. Prior to any second-stage interview, you will be asked to complete an online skills test and a personality profile assessment.

4. Second-stage interview
   - These face-to-face interviews and technical assessments will give you a further opportunity to showcase your professional experience and abilities.

5. Offer
   - Congratulations! Reaching this stage means you have demonstrated that you are the best person for the job. We will therefore be inviting you to join our team.
OUR RECRUITMENT PROCESS

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 English) in PDF format as this will save you time when it comes to uploading it.

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. First-stage interview

We conduct all first-stage interviews via Skype, regardless of where applicants live, thereby ensuring that local and international candidates are treated equally. At the same time, Skype interviews allow for a much more interactive discussion than standard telephone interviews, giving you a better opportunity to present yourself. Skype interviews generally have a duration of 25 to 30 minutes.

3. Assessments

As part of our recruitment process, we ask candidates to complete behavioural and cognitive assessments before attending second-stage interviews. Before your interview, you will be sent an email with a link to those assessments. The two assessments we use, which have been designed by The Predictive Index (PI), are as follows:

**PI behavioural assessment**
The PI behavioural assessment is an untimed, free-choice stimulus response tool that measures a person’s motivating drives and needs.

*How does the PI behavioural assessment work?*
You are given two lists of adjectives. Using the first list, you select the words that best describe the way others expect you to act. Using the second list, you then select the words that you think best describe you. Each adjective is associated with one of the four key factors that determine workplace behaviour: dominance, extraversion, patience or formality.

Once you have completed the assessment, PI will assign you a reference profile – a snapshot of the way that you think and work.


**PI cognitive assessment**
The timed PI cognitive assessment measures a person’s general cognitive ability.

*How does the PI cognitive assessment work?*
You are given 50 problems to solve and tasked with completing as many as you can in 12 minutes. The resulting score indicates your ability to process complex information and your capacity to deal with the cognitive demands of a given position. Essentially, it measures the rate at which you are able to learn and acquire knowledge.

The PI cognitive assessment consists of 50 multiple-choice questions measuring three types of cognitive ability: verbal, numerical and abstract reasoning.

Second-stage interview

For the second-stage interview, you will be invited to our headquarters in Nyon, Switzerland. This second interview will be much more in-depth. It will build on the first one, taking a more detailed look at all skills and experience that is relevant to the position. The structure of the second-stage interview may vary depending on the role in question, but it will normally include the following:

- A one-hour interview with the recruiting manager and their HR business partner
- A 30-minute assessment (e.g. a technical exercise or a presentation)
- A 30-minute interview with a senior manager from the recruiting unit or division

This will also be an opportunity for us to provide more information on UEFA and its activities, as it is important to us that you have all the information you need to make the right decision regarding your next career move.

Offer

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