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# Introduction

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## 1. WHO IS THIS BOOK FOR?

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This book is aimed at all candidates taking European institution competitions who wish to prepare in the best possible way for the case study test.

## 2. NATURE OF THE TEST

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The case study is a written test. The candidate must answer a number of questions based on the information contained in the documents provided. The duration of the test is 90 minutes.

The case study forms part of the tests conducted at the assessment centre. It is usually taken on a computer. It aims to assess certain competencies, in particular:

- analysis and problem solving;
- delivering quality and results;
- communication;
- and, where appropriate, prioritising and organising.

## 3. CHALLENGES OF THE TEST

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The main challenge of this test is the time allowed to complete it. The candidate must deal with all the questions correctly in 90 minutes. However, the file on which he must base his answers is relatively long (a varied range of ten or more documents). The candidate must therefore possess a good analytical mind and display strong synthetic thinking in order to succeed in the test.

This written test is primarily a technical test. To obtain a maximum score in each of the competencies, the candidate must:

- analyse the questions correctly to avoid going off topic;
- rapidly identify the most relevant documents and extract their key ideas;
- structure his responses;
- write in a clear and precise style.

## 4. GIVE YOURSELF EVERY CHANCE OF SUCCESS

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This book will give you every opportunity to be successful in the case study exercise.

Part I explains how the tests are conducted at the assessment centre. It also looks at the specific nature of the case study: types of question, kinds of document, assessment of competencies, equipment.

The detachable booklet gives you the chance to practise: it contains a sample case study.

Part II provides a stage-by-stage methodology, based on the sample assignment in the detachable booklet.

A competency evaluation grid is provided in the annex.

**Good luck with your preparation!**