Office of Human Resources - JPOSC

DEFINITIONS

Competencies: Combination of skills, attributes and behavior directly related to the successful job performance. We demonstrate our competencies by applying them in our actions and behavior. (Activity: read more about the UN Competency Framework)

CBI: structured interviewing method, where interviewees are asked to share examples from past experience describing their behavior in a specific situation.

Why CBI: Past behavior is the best indicator of future performance. We are most likely to repeat our behavior.

TYPE OF COMPETENCIES

Core/Personal: relevant for all positions (communication-teamwork-self-management)

Functional/technical: specific to a position (project management-resource mobilization)

PREPARING FOR INTERVIEW

Understand the organization; do some homework!

- Read the job description well and identify the position’s key competencies
- Think about your strongest accomplishment within those key competencies
- Prepare examples from experience to demonstrate a high level of those competences.

Reflect on:

- Your background and identify your skills and experiences related to the position
- A situation where you delivered a result that impacted others, which you are proud of
- Your motivation for applying for the job
- How you think you can and will meet with the job requirements
- Identifying 3-5 top attributes that set you apart- aim point them out in the interview

AT THE INTERVIEW

- Share clear, structured, and relevant examples using CAR method: Context, Action Result
- Use “I” format; what was your role in the situation; what specific steps did you take.
- Maintain good eye contact, be honest and specific; don’t generalize!
- Practice but do not memorize and prepare for a competency and not a question...
- Listen carefully to the question and be ready for probing questions
- Use action verbs to describe concrete action and results; quantify when possible!
- Activity: Click here for examples of interview questions and here for CBI online course