



DEFINITIONS

Competencies: Combination of skills, attributes and behavior directly related to the successful job performance. We demonstrate our competencies through our actions and behavior. (**Activity:** read more about the [UNDP Competency Framework](#))

CBI: structured interviewing method, requiring interviewees 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 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 and the office you want to join; **do the homework!**

- Study the job description and identify the position's *key competencies*
- Think about your strongest accomplishment within those competencies
- Prepare examples that demonstrate a high level of those competences.

Reflect on:

- Your background, and your skills and experiences that best relate 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 plan to meet with the job requirements and challenges
- Identifying 3-5 top attributes that set you apart- aim point them out in the interview



AT THE INTERVIEW

- Share structured and relevant examples using **STAR method: Situation, Task, Action, Results**
- Use **"I"** format to explain **your** role in the situation and specific steps **you** took.
- 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 sample interview questions](#), [here for more prep tips](#)