



## 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**