



AI Prompts & Tools for Career Management

Today's panel



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House Keeping Rules

You are muted by default. The chat function is disabled.

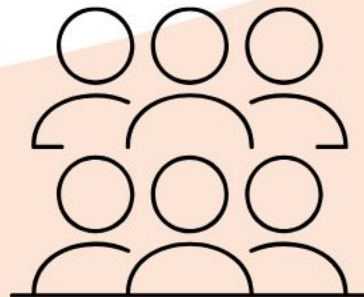
If you have any questions, please submit them through **Zoom Q&A button**.

The session will be **recorded**. The recording and presentation will be available on: [Inter-Agency Career Week 2026 webpage](#)



Due to the large number of participants in this session, we might not be able to respond to all of your questions.

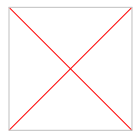
Thank you for your understanding.



WHAT WE WILL COVER

- **Assess role fit** using AI prompt
- **Address skill gaps** with LinkedIn Career Hub and AI Coach
- **Build a development cadence** with calendar-based actions
- **Contextualize AI outputs** with real-world HR insights
- **Provide ready to use prompts** for personal use

Prompt on Career Gap Analysis



<https://docs.google.com/document/d/1U4kiKJoWnvqlrLcCSK87eCJbAJcPKNLy8TvknaR2zkg/edit?usp=sharing>

Three things to keep in mind when writing your prompts:

Be specific about your level. Don't just say *"explain marketing."* Say *"explain digital marketing fundamentals to someone with no prior experience, using real-world examples."* The more context you give, the more relevant the output.

Ask for structure. Prompt it to give you a **learning roadmap** books, free courses, key concepts to master, in what order. Treat it like a mentor, not a search engine.

Challenge it to go deeper. After any explanation, ask: *"What are common misconceptions about this?"* or *"What would an expert know that a beginner wouldn't?"*, that's how you get insight that actually sets you apart.

What do I need to define when creating a Roleplay Scenario with AI

What is this conversation about?

What makes this conversation successful?

Who the conversation is between?

What is the character of the persona I am talking to?

Recruitment Reality	What's Happening in Practice	Key Insight
Where AI is currently used	<ul style="list-style-type: none"> • CV keyword matching and screening • Candidate sourcing/search • Automated communications • Skills clustering/pattern recognition • Initial application ranking 	“AI helps recruiters process volume faster — but not necessarily understand people better.”
What remains strongly human-driven	<ul style="list-style-type: none"> • Shortlisting decisions • Interviews and assessments • Reference checks • Context interpretation • Judging leadership, credibility, and readiness 	“The closer you get to hiring decisions, the more human judgment matters.”
Where humans override AI	Recruiters manually validate: <ul style="list-style-type: none"> • Relevance of experience • Actual level of responsibility • Complexity of work • Credibility and consistency • Evidence behind claims 	“AI may identify a match. Humans decide whether the match is believable.”
Top things recruiters manually check	1. Eligibility/non-negotiables 2. Relevant experience 3. Evidence of impact/results 4. Career consistency 5. Context and scale of work	“Recruiters are not looking for effort — they are looking for evidence.”
Signals that increase credibility	<ul style="list-style-type: none"> • Specific achievements/results • Quantified impact • Clear progression • Consistency between CV and role • Strong contextual examples 	Example: “Led regional rollout across 12 countries” is stronger than “Supported projects.”
Signals that reduce credibility	<ul style="list-style-type: none"> • Generic AI-heavy language • Inflated claims without proof • Keyword stuffing • Inconsistent timelines/titles • Broad claims with no measurable outcomes 	“The faster a CV sounds overly polished but empty, the faster credibility drops.”
What strong candidates do differently	<ul style="list-style-type: none"> • Tailor applications strategically • Focus on critical requirements • Show evidence, not responsibilities • Demonstrate contextual fit • Use AI to refine — not replace — their thinking 	“Strong candidates don’t try to look perfect. They make it easy to trust their evidence.”

Prompt on UN Career Sprint Architect

 <https://docs.google.com/document/d/1hOvefyCPCWI8ny-h8g7lsH25shytVyUYx-gVWI8lofs/edit?usp=sharing>

What is hardest for me right now?

When I see a vacancy, I am not sure if I really **fit the role**.

I am not sure what my **main skill gaps** are or what would help me progress.

I know what I should work on, but I struggle to **make time and stick to it**.

	Monday, 04 May	Tuesday, 05 May	Wednesday, 06 May	Thursday, 07 May	Friday, 08 May
03:00-04:00 (New York) 09:00-10:00 (Europe) 10:00-11:00 (Nairobi) 14:00-15:00 (Bangkok)	Pres (E) - From the UN to the Private Sector: Skills that enable Career Transition	Pres (E) - Thriving in Uncertainty	Pres (E) - Beyond the algorithm: Preparing your career for Life 3.0	Pres (E) - Habits under Pressure: working more intentionally	Pres (E) Behavioural Science for Career Development: Evidence-Based Steps for Action
04:30-05:30 (New York) 10:30-11:30 (Europe) 11:30-12:30 (Nairobi) 15:30-16:30 (Bangkok)	PD (E) - Inside the Recruiter's Mind: How Hiring Really Works in the UN and Beyond	PD (E) - Private Sector Unlocked: How to Enter, Adapt, and Succeed	Pres (E) - Upskilling for the Future: How to Stay Marketable Inside and Beyond the UN	Pres (E) - Becoming a UN Volunteer; What is in it for you? The Hidden Benefits of Volunteering.	PD (E) - Beyond the UN Blue: Navigating Your Career Transition to Other IGOs
06:00-07:00 (New York) 12:00-13:00 (Europe) 13:00-14:00 (Nairobi) 17:00-18:00 (Bangkok)	PD (E) - Talent on the Move: Growing your career through mobility	Pres (F) - Recherche d'emploi optimisée par l'IA : éthique, sécurisée et tournée vers l'avenir	Clinic (E) - AI for Your Career: Practical Tools and Prompts for Career Management	Pres (E) - Leading from Within: Self-Awareness, Authenticity, and Inner Resilience	Pres (F) - Maîtriser les entretiens d'embauche: Transformer son expérience en levier de réussite
07:30-08:30 (New York) 13:30-14:30 (Europe) 14:30-15:30 (Nairobi) 18:30-19:30 (Bangkok)	Clinic (E) - Mapping Your Motivators for Career Choices	Pres (E) - Mapping Professional Achievements to Job Application and Interview	Pres (E) - Breaking Down Job Descriptions	Pres (E) - What remains when everything changes: Insights from Third Culture and Global Nomad Research	Clinic (E) - The skills shift: What skills-based hiring and AI agents might mean for a UN career
09:00-10:00 (New York) 15:00-16:00 (Europe) 16:00-17:00 (Nairobi) 20:00-21:00 (Bangkok)	Pres (E) - Your Career, Your Conversation	Pres (E) - Strengthening Your Adaptability Muscles - AQ: The Adaptability Quotient	Pres (E) - Managing Your Saboteurs: Removing Barriers to Your Career Growth	Pres (E) - Use Your Strengths to Boost Your Career	Pres (E) - Activating Inner Resources in Uncertain Times
10:30-11:30 (New York) 16:30-17:30 (Europe) 17:30-18:30 (Nairobi) 21:30-22:30 (Bangkok)	Pres (E) - A Mind-Blowing Tour of AI Tools to Accelerate Your Career	Pres (E) - From Sat Nav to Compass: Navigating Your Career in a Changing UN System	Pres (S) - Construye tu Asistente de Carrera con IA	Pres (E) - Building a winning profile from application to interview	Pres (E) - Mentoring 2.0: From Top-Down to All-Around
13:00-14:00 (New York) 19:00-20:00 (Europe) 20:00-21:00 (Nairobi) 00:00-01:00 ⁻¹ (Bangkok)	Pres (F) - Opportunités de carrière aux Nations Unies pour les jeunes professionnels et conseils pour réussir sa candidature	PD (E) - Thriving Globally - The human side of relocation	Pres (E) - Career Development: How you can turn a Psychosocial Hazard into a Thriving Strategy	Pres (E) - Youth Engagement: Put in Practice! (Young Talents in the UN System)	Pres (E) - Working for Justice
14:30-15:30 (New York) 20:30-21:30 (Europe) 21:30-22:30 (Nairobi) 01:30 ⁻¹ -02:30 ⁻¹ (Bangkok)	Pres (E) - Mastering Job Interviews: Turning Your Experience into Impact	Pres (S) - Cómo dominar las entrevistas de trabajo: refleja tu experiencia con impacto	Clinic (S) - Desarrollo de habilidades y redes profesionales a través de la mentoría	Pres (E) - Make career moves with confidence using the 5i Framework	Pres (E) - Own your Future, Make your Role Matter

