



Mapping Professional Achievements to Job Applications and Interviews

Building Your Evidence Vault

Today's Facilitators



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House Keeping Rules

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

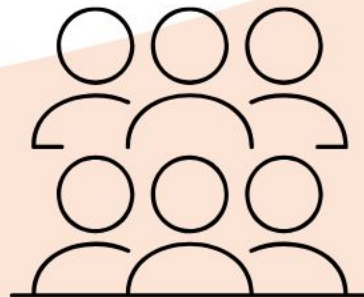
If you have any questions, please submit them through **Zoom Q&A button**.

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 you understanding.



What is in the Sessions

The Learning Objectives

01. Identify the common mistakes and misperceptions that contribute to unsuccessful job applications.
02. Create a systematic approach to improving your job application documents by leveraging the success factors.
03. Develop an Achievement Bank that enriches your application documents.
04. Analyse job description key parameters to compile a customised job application that matches job requirements.
05. Map your personal achievements with the job requirements to enrich your CV, covering letter, and thrive in job interviews.
06. Apply the job application documents review methods and tools to improve the quality of your applications.

Why Job Applications Fail?

Most job applications are rejected or fail due to common mistakes that can be easily avoided. Understanding these pitfalls is the first step to success.

*"Candidates will often submit a standard CV or covering statement which does not draw on the role description and person specification for the job and **therefore miss the opportunity to highlight or expand on key/essential criteria.**"*

— Stephanie Donaldson, Executive Director of Business Resources



75%

of applications are rejected by ATS before human review. Most large organizations use applicant tracking systems to filter resumes based on keywords. We forgot to mention an important parameter in the application documents.



54%

of candidates don't tailor their resume to the specific job, significantly lowering their interview chances.

Myths About Job Applications

Many job seekers believe common myths that negatively impact their chances of success. Let's debunk these misconceptions.



Mass Applying
Guarantees results



Perfect Resume
Alone wins
interviews



100% Requirements
Must meet all



Luck/ATS
It's all chance

What Actually Works Instead:

- ✓ **Prioritize quality applications:** Focus on customizing each resume and application to fit the company and role, rather than submitting dozens of generic applications.
- 🎯 **Clarify your value:** Make your skills, achievements, and role fit obvious in your resume and outreach by using language and keywords from the job posting.

- 👥 **Build genuine connections:** Approach networking as relationship-building by starting conversations or reaching out to people in your field.
- 💡 **Strategic approach:** The process is influenced by strategy, targeted applications, clear communication, and networking—not just luck.

Guiding Principles for Success

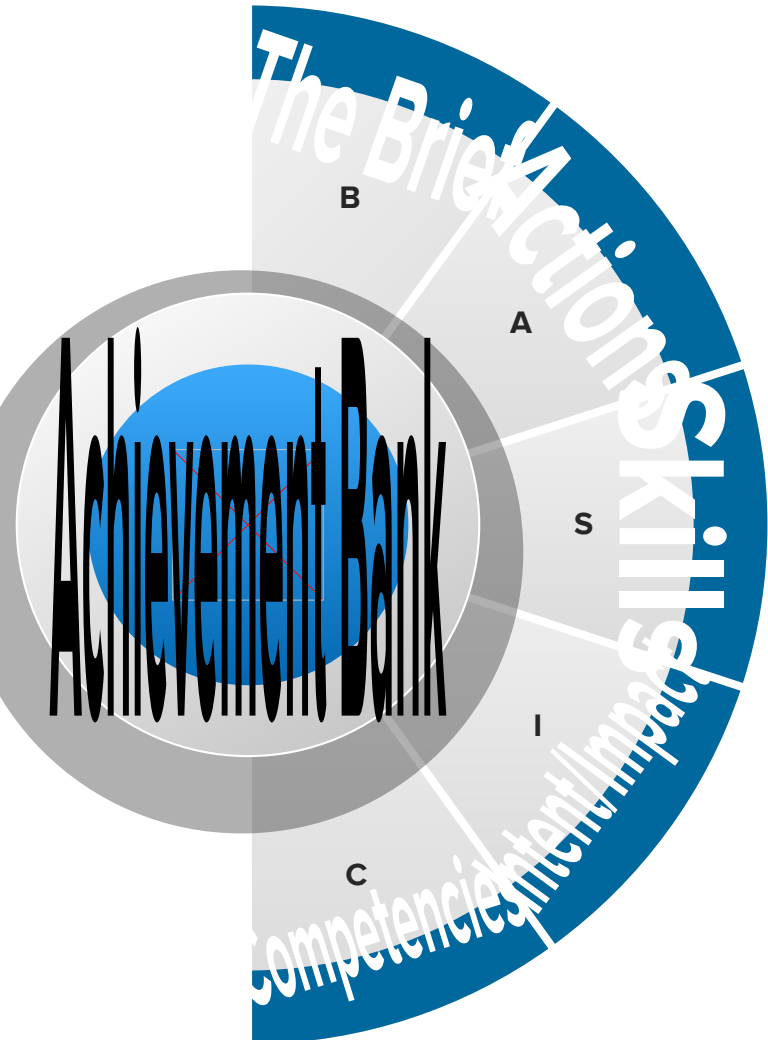
These principles will help you create targeted, effective job applications that stand out to recruiters and hiring managers.

01. Apply to the right fit — not just any job
02. Show proof of your proposition
03. No generic CV or cover letter
04. Describe achievements with quantified results
05. Take your time and be prepared for any outcome

Key Success Factors:

- ✓ Target roles that match 70%+ of your skills
- ✓ Customize each application to the job description
- ✓ Use metrics to quantify your achievements
- ✓ Learn from rejections and iterate

A living repository of accomplishments you can tailor per role. Use the BASIC framework to structure your achievements.



B

The Brief - Context and Justification

Explain what and why of the story. What was the situation that required action?

A

Action - Key Activities Carried Out

Outline the specific steps taken to achieve the result.

S

Skills/Technical

What expertise and knowledge were used to attain the result?

I

Intent/Impact- Key Outputs & Alignment

What were the key outputs and their alignment with overall goals? The implication of the achievement to the goal of the team or the organizational goal.

C

Competencies/Behaviours/soft skills

Behaviours that express how it was executed and contributed to the success

How to Build Your Achievement Bank:

1

Recall your success stories from past or current roles

2

Record the BASIC details of each story

3

Quantify results with metrics and numbers

4

Tag achievements by thematic areas

5

Update regularly with new accomplishments

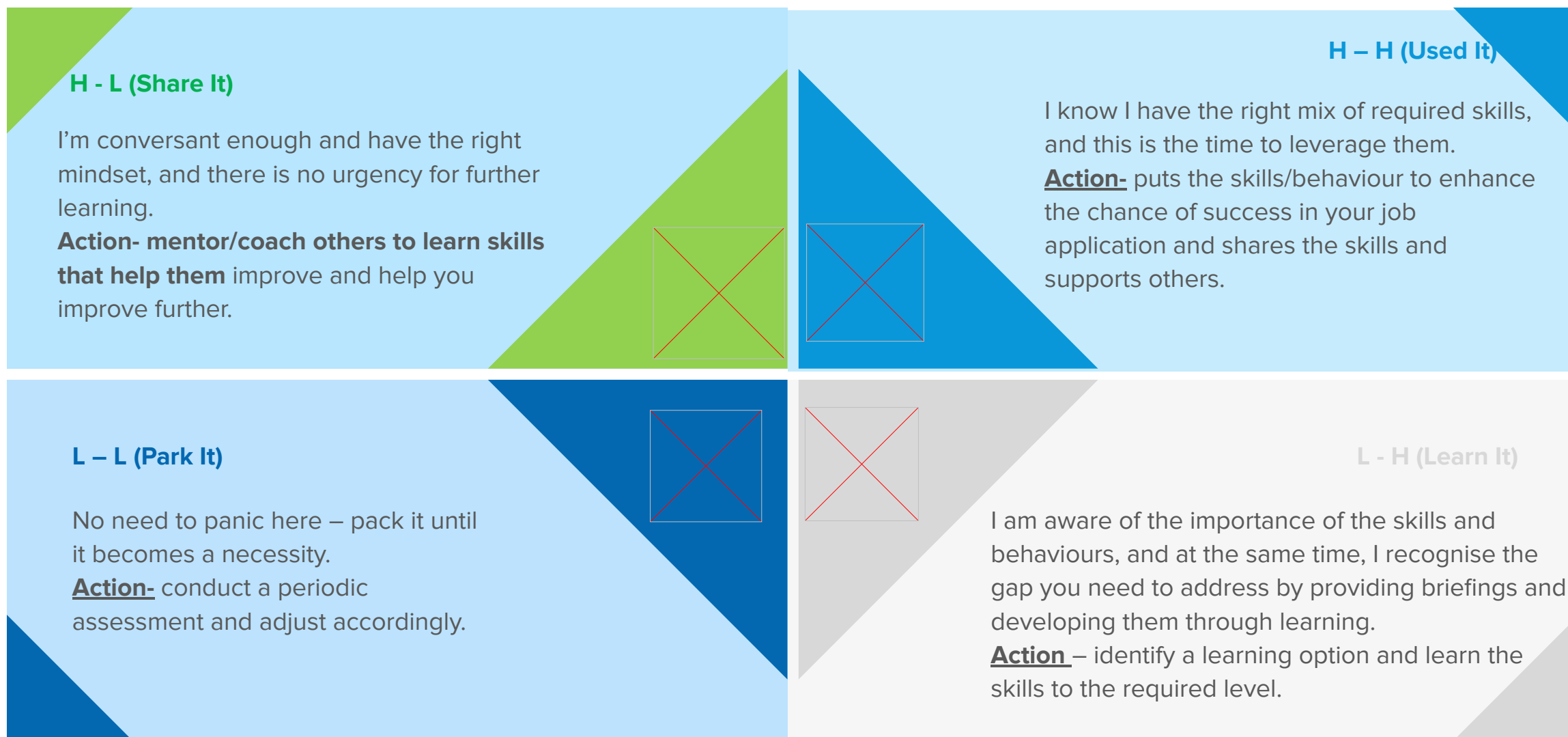
The BASIC Approach					
Title : Short title of the assignment of task					
The Brief	A simple description of the achievement, answering the question "What was it, what was the specific context, and what was your role?"				
Actions	The actionable items and indicate what you have done to deliver effectively.	Skills			
			The key technical skills you deployed that made the task a success.		
Intent & Impact	The essence of the task and its alignment with the bigger picture of what the organisation strives to achieve, and why it is important to staff, management and the organisation.				
Competencies	Outline behaviours or soft skills and specify how they helped you to make the task a success.				
	<i>Personal Note</i>				
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<i>Organization</i>	<i>Last update</i>				
The organisation you work for	The last time you have updated the achievement				

Job Application Success Factors

Plotting Matrix

Availability

Do I have the right mindset and skills?



Urgency

How critically important and urgently needed for me at this moment to support of succeeding in my job applications?

Analysing Job Descriptions:

Roles, Responsibilities & Competencies

Key Components to Analyze

- ✓ **Responsibilities:** What outcomes must be delivered
- ✓ **Relevant Experience:** Scope, scale, contexts required
- ✓ **Competencies:** Technical + behavioral skills
- ✓ **Qualifications:** Education, certifications, training

Matching Process

Steps to Match Your Profile:

1. Read & Analyse

Carefully analyze JD



2. Extract

Key requirements



3. Map

To your achievements

How to Map Effectively

Align with criteria

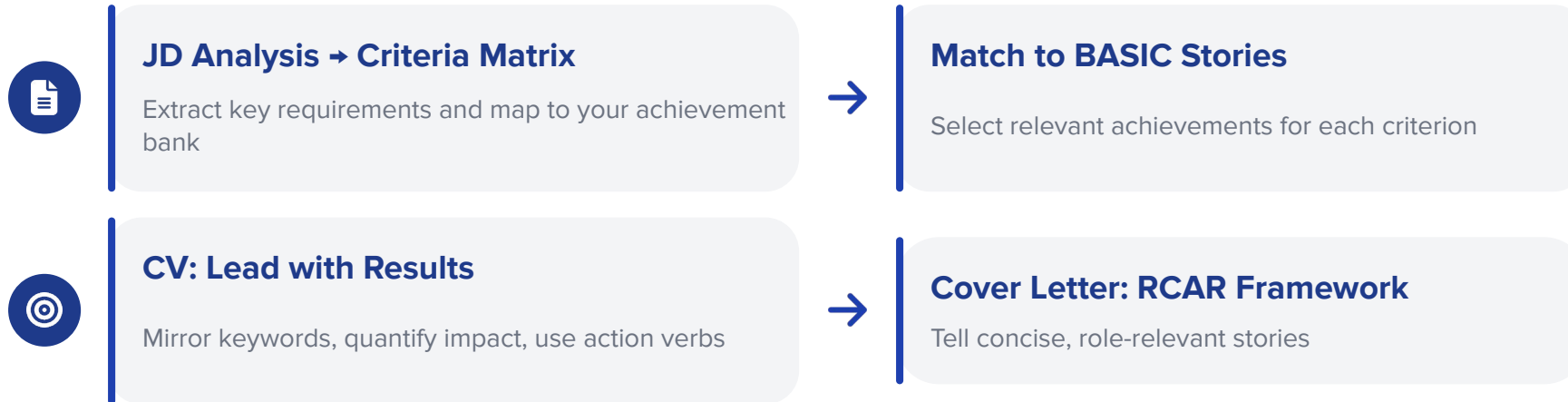
Story Telling /Use
bullet points

Quantify achievements

Mirror keywords

Mapping Achievements to CV & Cover Letter

Transform your achievements into compelling application materials using the BASIC framework and RCAR storytelling method.



Key Elements:

- ✓ Quantify achievements with metrics
- ✓ Use keywords from the job description
- ✓ Match skills to role requirements
- ✓ Customize for each application

RCAR Framework for Storytelling

R

Result

Lead with achievement

C

Context

Explain situation

A

Action

Detail steps taken

R

Reinforce

Connect to role

The Third Eye Principle

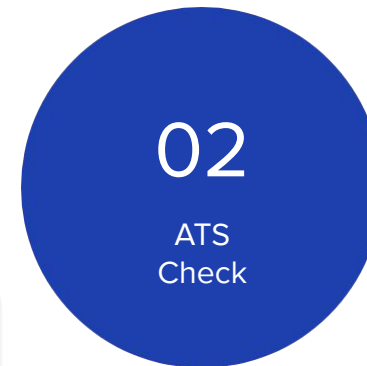
Independent Review Process

Before submitting any application, implement a systematic review process to catch errors, ensure ATS compatibility, and validate alignment with job requirements.

- ✓ **Peer Review:** Have a colleague or mentor review against JD criteria
- ✓ **ATS Compatibility:** Check formatting, keywords, and file type
- ✓ **Proofreading:** Grammar, tone, and professionalism check

Keep Doing It Again

Track responses, refine mapping, and update your achievement bank. Convert rejections into feedback and next experiments.



Resources and AI Tools

Leverage technology to enhance your job application process. From AI-powered drafting tools to ATS optimization, these resources help you create compelling, tailored applications.

⚠ Privacy & Security Caution

- Remove personal data from AI prompts
- Verify AI-generated content for accuracy
- Keep human judgment in the loop
- Use secure, reputable tools only

Application Tools



JD Parsing

Tools like Jobscan analyze job descriptions and match keywords



ATS Checkers

Verify your resume passes Applicant Tracking Systems



AI Drafting

ChatGPT/Claude for cover letters and content



Grammarly

Grammar and style checking for professional writing



LinkedIn

Networking and company research platform



Research

Employer's websites and UN competency models



Key Benefits

- Time-saving automation
- Consistency in messaging
- Data-driven insights



Best Practices

- Customize for each role
- Review AI suggestions
- Keep backup copies

Conclusion & Q&A

Your Playbook for Success

- 1 **Target the right roles and people** - Research companies, connect with hiring managers, engage with their content
- 2 **Map JD → Achievement Bank → Tailored CV/Letter** - Use RCAR/BASIC frameworks for storytelling
- 3 **Third eye review** - Get peer feedback, check ATS compatibility, proofread
- 4 **Submit, learn and iterate** - Track responses, refine mapping, update your bank

✓ Clarity

✓ Relevance

✓ Impact

Questions & Discussion


What questions do you have about:

Mapping your achievements to specific roles?

Using the BASIC framework effectively?

Optimising your CV for ATS systems?

Preparing for interviews?

 **Key Takeaway:** Success comes from strategic preparation, targeted applications, and continuous improvement.

Inter- Agency Career Week 2026 Agenda

04 - 08 May

	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) - Career Trend Coaching: Preparing for What's Next	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	Pres (E) - From Sat Nav to Compass: Navigating Your Career in a Changing UN System	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	Clinic (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	Pres (F) - Réussir les entretiens basés sur les compétences : un guide avec des conseils pratiques pour se préparer
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: A Counselling Framework for global nomad staff facing adversity and transition	Pres (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) - Navigating Competency-Based Interviews: A Practical Preparation Guide	Pres (S) - Entrevistas basadas en competencias: guía práctica de preparación	Clinic (S) - Desarrollo de habilidades y redes profesionales a través de la mentoría		

