

Clinic:

Successfully preparing for competency-based interviews as an applicant

Presented by UNOV/UNODC and UNIDO

Tuesday, 17 June 2025

Today's hosts

UNIDO and UNOV/UNODC



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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 webpage](#)



Agenda

- Definition of a competency-based interview (CBI)
- Why it matters
- Competency frameworks / Values and Behaviours Frameworks
- One example
- Effective preparation for an interview
- Recommended behaviours during the interview
- Do's and Don'ts
- Motivational speech / Why I am a good candidate for this position
- Available resources

Poll

How do you feel before an interview? Please check all that apply to you.

- 🤔 Nervous – "I worry about saying the wrong thing."
- 😄 Excited – "I see it as a great opportunity!"
- 😊 Calm – "I've prepared and feel ready."
- 😟 Anxious – "My mind races with what-ifs."
- 🤔 Curious – "I'm eager to learn more about the organization and the position."
- 😎 Confident – "I know I've got this."

What Is a Competency-based Interview (CBI)?

Definition:

A structured interview that explores your **past behaviour to predict future performance**.

Key Principles:

- **Past behaviour & experience** = best predictor of future performance
- Based on **situational examples** that illustrate individual competencies
- Evaluates **behavioral & cultural fit** within the organization

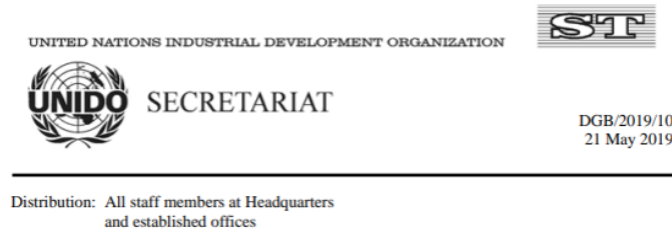
In other words, your history tells a story about you and demonstrates how you handle a variety of situations.

Why It Matters

Why does the UN rely so much on CBI?

- 1 **Mitigates bias** through structure
- 2 Increases **fairness**
- 3 Promotes **diversity & inclusion**
- 4 Focuses on **actual competencies**

UN Competency Frameworks



DIRECTOR GENERAL'S BULLETIN
COMPETENCY FRAMEWORK
UNIDO Core Values and Key Competencies



Assessing Teamwork / Connect and Collaborate



Positive Indicators

- ✓ **Actively listen to and take an interest** in the views, expertise, experiences and feelings of others
- ✓ **Seek out opportunities for collaboration** with others, using language and technology skills to the fullest
- ✓ Demonstrate ability and willingness to **identify with emotions and perspectives of others**
- ✓ Seek opportunities for **partnerships and collaboration** within and across different teams, thematic pillars and UN System organizations
- ✓ **Work collaboratively** with colleagues to achieve organizational goals
- ✓ **Place team agenda before personal agenda**
- ✓ Support and act in accordance with **final group decisions**
- ✓ **Share credit** for team accomplishments and accept joint responsibility for team shortcomings

Assessing Teamwork / Connect and Collaborate

Negative Indicators



- ✗ **Rarely offers support** to others
- ✗ Prefer to **work alone**
- ✗ Emphasize **achieving personal goals**
- ✗ Show limited consideration of the ideas of others
- ✗ **Take credit for team accomplishments** and pass on responsibility for team shortcomings
- ✗ **Place personal agenda before team agenda**
- ✗ Mostly **ignores emotions and perspectives of others**

Assessing Teamwork / Connect & Collaborate

Sample CBI Questions



Success & Strengths

“Describe a time when you worked in a really effective team.”

→ Follow-up: *“What made the team so effective?”*

→ Follow-up: *“What was your particular contribution to the team?”*

Setback & Reflection

“Tell me about an occasion when you had difficulties working with a team.”

→ Follow-up: *“What caused the problems?”*

Sample Question and Response: Teamwork / Connect & Collaborate

“Tell us about a time when you had difficulties working in a team.”



First Steps: Preparation

How to prepare for a CBI interview?



Research the Organization & Unit



Analyze the job opening



Understand the responsibilities



What is the hiring manager and the organization looking for?

How to Get Started With Your Preparation

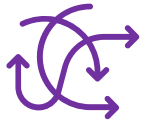
Reflect on your professional journey:



Skills you've developed or mastered



Accomplishments you're proud of



Mistakes you've learned from



Challenges/ problems you've faced & how you handled them

Use specific examples – they will become your interview answers!

CBI Preparation

Any of these frameworks can work successfully in the case of CBIs:



SMART

S = Situation

M = Mission

A = Action

R = Result

T = Time-bound



STAR + L

S = Situation

T = Task

A = Action

R = Result

L = Learning



CAR + L

C = Context

A = Action

R = Result

L = Learning





Motivational Speech: Tell Me About Yourself!

What is it?



A 60 second self-introduction that clearly explains **who you are, what you do, and why you are qualified** for this position. **Express your motivation!**

How to Create Yours:

-  Be authentic
-  Write it down
-  Practice aloud
-  Memorize key phrases

Sample Motivation Statement for an HR Officer



*"My **passion**, and one of my **greatest strengths** lies in helping colleagues develop themselves to reach their full potential in support of Organizational mandates, through professional development, career support, performance management, coaching and other learning solutions.*

I currently provide these services for all staff at UNOV/UNODC in Vienna, and for 2500 staff and personnel in over 115 global Field location. As an experienced learning solutions designer, facilitator, trainer and certified coach with more than 10 years in Human Resources and training in the UN, I am ready to face a new challenge, and would like to bring my passion, dedication and creative problem-solving skills to the position of Talent Development Officer in your organization".

What Should I do?

Before the interview



Logistics

- Confirm **date, time, location** (or virtual link)
- **Know who you'll be meeting** and for how long
- Choose a **quiet room**
- Check/install software, test audio-visual tools
- Find uninterrupted time to complete a pre-recorded interview



Mindset, Message & Mental Prep

- Think about the **professional image** you want to convey
- Prepare for **difficult questions** (e.g. gaps, weaknesses)
- Focus on your **strengths and successes**
- Think **positive thoughts** about your skills and experience



Practice!

- Rehearse your **STAR stories** (time yourself – about 3 minutes)
- Practice **body language**: posture, eye contact, calm gestures
- Do a **mock interview** with a colleague / career coach

What Should I do?

During the interview



- ✓ **Dress professionally** (neutral colours look better on camera).
- ✓ **Look into the camera.**
- ✓ **Ask** if you can use a pen and paper to **take notes** (this way interviewers know why you are not looking at them sometimes).
- ✓ Be **confident**.
- ✓ **Establish rapport** with the interviewers (eye contact, smiling, body language , respond with interest and enthusiasm).
- ✓ **Listen carefully** to the questions (ask for clarification if not clear).
- ✓ Use tone, pitch and silence effectively.
- ✓ Consider standing during the interview – it helps the energy in your voice.
- ✓ Speak in a **conversational voice**, treat it like a normal face-to-face meeting.
- ✓ **Smile** if/when appropriate.
- ✓ Choose the **most relevant example** (STAR story).
- ✓ Be **concise, structured and clear**.
- ✓ **Focus on your role** in the examples you provide (watch for “we” vs. “I”).
- ✓ Be **sensitive to the verbal and nonverbal communication** of your interviewer(s).
- ✓ Your **accuracy and responsiveness as a listener** also demonstrates strong communication skills.
- ✓ **Prepare a question to ask** to the interview panel.
- ✓ Having the last word - **ending on a positive note** (if you did not have a chance to give your motivational speech yet, do it now!).

What Should I Not Do?

During the interview



- ✗ Be overly explicit and not address the question presented.
- ✗ Forget to highlight your own contributions.
- ✗ Assume the interviewer has the same technical knowledge.
- ✗ Assume everyone is familiar with the structure of educational institutions / work environment in your home country.
- ✗ Using acronyms (especially specific ones not known to the panel).

Resources Available in Many UN Organisations



[UN Careers: How to Apply](#)

EXTENDED ECERTIFICATE IN LEADERSHIP AND MANAGEMENT

Pursuing your career in the UN

★ 5 (4 RATINGS)

[Add your rating](#)



[UNSSC Blue Line: Pursuing Your Career in the UN](#)



[YouTube: How to Answer Tell Me About Yourself](#)

Recommended Sessions (1/2)

#Presentation

Effective Interviewing Skills in the UN

17 June, Tuesday

New York 15:00-16:00
Copenhagen 21:00-22:00
Nairobi 22:00-23:00
Bangkok 02:00-03:00



Gabriel Tuan
Manager for Learning and Development,
UN Women

Register from the Inter-Agency Career Week 2025 page

DAY 2/SESSION 9 - EFFECTIVE INTERVIEWING SKILLS IN THE UN

🕒 Tuesday, June 17, 2025 - 21:00 to 22:00

🗣️ English

📄 Presentation

🏢 UN Women

#Presentation

Your application and the process

19 June, Thursday

New York 06:00-07:00
Copenhagen 12:00-13:00
Nairobi 13:00-14:00
Bangkok 17:00-18:00



Aicha Abdoulhaziz
Human Resources Officer,
OCHA

Register from the Inter-Agency Career Week 2025 page

DAY 4/SESSION 3 - YOUR APPLICATION AND THE PROCESS (OCHA)

🕒 Thursday, June 19, 2025 - 12:00 to 13:00

🗣️ English

📄 Presentation

🏢 OCHA

#Panel Discussion

Navigating and supporting the careers of women in the UN system

19 June, Thursday

New York 13:30-14:30 Copenhagen 19:30-20:30
Nairobi 20:30-21:30 Bangkok 00:30-01:30



Christian F. Saunders
Under-Secretary-General and
Special Coordinator on Improving
the United Nations response to
sexual exploitation and abuse,
OSCEA



Tolulope Agiri
Deputy Director and Head
of Human Resources,
ICAO



Obianuju Osode
Diversity, Equity, and
Inclusion Specialist,
UNOPS

Register from the Inter-Agency Career Week 2025 page

DAY 4/SESSION 8 - NAVIGATING AND SUPPORTING THE CAREERS OF WOMEN IN THE UN SYSTEM (ICAO, UNOPS, UN SECRETARIAT)

🕒 Thursday, June 19, 2025 - 19:30 to 20:30

🗣️ English

📄 Panel Discussion

🏢 ICAO, UNOPS, UN Secretariat

Recommended Sessions (2/2)

#Presentation

Demystifying Job Searching in the UN System

20 June, Friday

New York 04:30-05:30
Copenhagen 10:30-11:30
Nairobi 11:30-12:30
Bangkok 15:30-16:30



Danijela Milić
Chief of the HR Business Partnering and Culture Division, IOM

Register from the Inter-Agency Career Week 2025 page

DAY 5/SESSION 2 - DEMYSTIFYING JOB SEARCHING IN THE UN SYSTEM (IOM)

- 🕒 Friday, June 20, 2025 - 10:30 to 11:30
- 🌐 English
- 📄 Presentation
- 🏢 IOM

#Presentacion

CBI para solicitantes

Viernes 20 de junio

Nueva York 12:00-13:00
Copenhague 18:00-19:00
Nairobi 19:00-20:00
Bangkok 23:00-00:00

Regístrate desde la página de la Semana de la Carrera Interagencial 2025

DAY 5/SESSION 7 - CBI PARA SOLICITANTES (UNDP)

- 🕒 Friday, June 20, 2025 - 18:00 to 19:00
- 🌐 Spanish
- 📄 Career Clinic
- 🏢 UNDP

#Presentation

CV writing – transforming tasks into achievements

20 June, Friday

New York 13:30-14:30
Copenhagen 19:30-20:30
Nairobi 20:30-21:30
Bangkok 00:30-01:30

Register from the Inter-Agency Career Week 2025 page

DAY 5/SESSION 8 - CV WRITING – TRANSFORMING TASKS INTO ACHIEVEMENTS (UNESCO)

- 🕒 Friday, June 20, 2025 - 19:30 to 20:30
- 🌐 English
- 📄 Presentation
- 🏢 UNESCO



UN Inter- Agency Career Week 2025 Agenda

16 - 20 June



	Monday, 16 June	Tuesday, 17 June	Wednesday 18 June	Thursday 19 June	Friday, 20 June
03:00-04:00 (New York) 09:00-10:00 (Europe) 11:00-12:00 (Nairobi) 15:00-16:00 (Bangkok)	Pres (E) - Embracing Your Career Journey in a VUCA World - Unlocking the Power of Learning Agility	Pres (E) - Your career is more than your next job	PD (E) - Career Conversations with colleagues on Inter-Agency mobility	Pres (E) - Skills for the Future of Work	Pres (E) - NextGEN Talent Acquisition: Insights from Recruiters
04:30-05:30 (New York) 10:30-11:30 (Europe) 12:30-13:30 (Nairobi) 16:30-17:30 (Bangkok)	Pres (E) - Charting your Blue Ocean: Identifying Emerging Opportunities and In-Demand Roles	PD (F) - Conversation de Carrière (Parcours Leadership)	Pres (E) - Navigating Inter-agency moves: key questions to consider	PD (F) - Conversations de carrière avec des collègues sur la mobilité inter-agences	Pres (E) - Demystifying Job Searching in the UN System
06:00-07:00 (New York) 12:00-13:00 (Europe) 14:00-15:00 (Nairobi) 18:00-19:00 (Bangkok)	Clinic (F) - Optimisez votre PHP : Clés pour une Candidature Réussie	Clinic (F) - Entretien basé sur les compétences pour les candidats	Clinic (F) - Réseautage Stratégique : Créer des liens, créer des chances	Pres (E) - Your application and the process	PD (E) - Recruitment for Global Impact: Insights from Non-Governmental Organizations
07:30-08:30 (New York) 13:30-14:30 (Europe) 15:30-16:30 (Nairobi) 19:30-20:30 (Bangkok)	Clinic (E) - Successfully crafting your Personal History Profile / P11	Clinic (E) - CBI for applicants	Clinic (E) - Demystifying Networking for Career growth	Clinic (E) - Career Pivot into the Private Sector	PD (E) - How Volunteering Shapes Future Careers
09:00-10:00 (New York) 15:00-16:00 (Europe) 17:00-18:00 (Nairobi) 21:00-22:00 (Bangkok)	Keynote Speakers (E) - Pursuing your Success : Skills for Career Development	Keynote Speakers (E) - Unlocking Career Potential: The Power of Continuous Learning and Training	Keynote Speakers (E) - A holistic approach to career development	Keynote Speakers (E) - Onto the Balcony: Leadership Insights from a Personal Journey	Keynote Speakers (E) - Keynote Address by David Bearfield (UNDP)
10:30-11:30 (New York) 16:30-17:30 (Europe) 18:30-19:30 (Nairobi) 22:30-23:30 (Bangkok)	Pres (E) - Your Personal Journey	PD (E) - The Leadership Equation: Integrity, Innovation, and Impact	PD (E) - Getting into the international professional category - Moving to a different UN Organization	PD (E) - Career Conversations with colleagues on Interns and Fellows	Pres (E) - Creating Your Personal Learning Strategy
12:00-13:00 (New York) 18:00-19:00 (Europe) 20:00-21:00 (Nairobi) 00:00-01:00 (Bangkok)	Pres (S) - El CV como herramienta de impacto	Pres (E) - Branding from the Inside Out: Authenticity and EQ in Action	Clinic (S) - Desmitificando el Networking para el Crecimiento Profesional	Pres (E) - From Federal to Civilian: Resumes & Job Search Strategies	Clinic (S) - CBI para solicitantes
13:30-14:30 (New York) 19:30-20:30 (Europe) 21:30-22:30 (Nairobi) 01:30-02:30 (Bangkok)	Pres (E) - A Mind-Blowing Tour of AI Tools to Accelerate Your Career	PD (S) - Voces de Impacto: Liderazgo que Transforma	Pres (E) - Resilience and Adaptability in times of change: "Bending without breaking"	PD (E) - Navigating and supporting the careers of women in the UN system	Pres (E) - CV writing - transforming tasks into achievements
15:00-16:00 (New York) 21:00-22:00 (Europe) 22:00-23:00 (Nairobi) 02:00-03:00 (Bangkok)	Pres (S) - Entrevistas de trabajo eficaces en el sistema de las Naciones Unidas	Pres (E) - Effective Interviewing Skills in the UN	Pres (S) - Cómo completar un perfil para solicitar un puesto de manera efectiva	Pres (E) - Step Into your Future: How to set big goals and unlock your potential as a leader	Pres (E) - Reset and Recharge: Reconnecting with what grounds us

Questions?





THANK YOU! MERCI ! ¡GRACIAS!

The presentation, recording and other resources will be shared on our dedicated Inter-Agency Career Week Page.

Please fill out the [Evaluation Survey](#). Your feedback matters to us!



If you have any questions, please reach out to learning@unido.org