TIPS

QUESTIONS
Typically, most organizations have identified three to five primary questions targeting each critical competency area that interviewers may use to get the information from the candidate needed to assess their level of competency.

COMPETENCIES
UNDP have identified competencies for their positions, and they are listed as part of their online advertisements.

PRE-INTERVIEW
Before the interview you need to think about how you can provide evidence to the interviewer that you are competent in the areas the organizations needs to be successful.

1. Can you do the job? Do you have the right experience and education for the work?
2. Will you do the job? You may have a great educational background and the best technical experience, but may lack motivation. Being disciplined, hard-working, and determined still counts for quite a bit with most interviewers.
3. How well do you fit with their people, department, organization and culture. This category covers social skills and communication style. You need to consider the following when getting ready to answer a competency-based interview question:

   - Listen well and respond to the question being asked. Be smart with the language you use in the interview.
   - Be prepared to answer follow-up questions probing your initial answer for additional details or competency-related information.
   - Choose examples you are willing to talk about in detail.
   - Prioritize the parts of an answer and always make your most critical points first.

The first style is the most widely used type where the interviewers ask candidates behavioral questions targeting each competency area identified as being important to being successful in the position. Candidates have the opportunity to talk about a number of accomplishments.

The second style asks the candidate to look at an accomplishment and then probes for additional information; including looking at accomplishments from the perspective of different competencies.

Traditionally most interviewers look for three things

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