

UNESCO Young Professionals Programme (YPP)

Some application and interview tips



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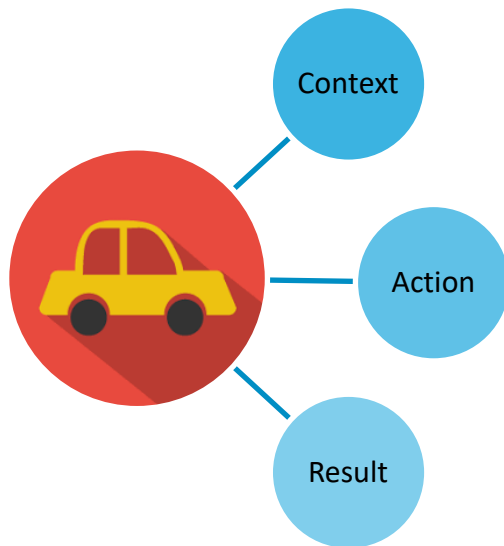
Application process: some dos' and don't

- **Target, Target, Target : Be specific. Tailor each application** to highlight the match between you and the job
- **Make the most of your experience:** Focus on what you have accomplished using mesurables
- **Be concise:** address the job's needs with clearly written phrases
- Indicate **all previous experience**, as well as volunteer, internship, un-paid work
- Indicate your **level** of language skills



What is a competency-based interview?

- Also known as behavioral interviews, they feature questions designed to gauge your ability to handle the job and handle specific situations, based on past performance.
- Structure answers by focusing on the Context, Action, Result and lessons learned.



Examples of
Competency-
Based
Questions

-Tell me about a time when you worked as part of a team.

-What experience have you had with working with people with different background?

-Tell me about a time when you had to meet a tight deadline.

-Please describe a time when you identified a creative solution to a problem.

Preparing for the interview

- Ensure to have a good knowledge and understanding of the Organization's mandate, mission, vision and possible differences from other UN agencies
- Research information on the programme areas related to the position
- Prepare good motivation/skills replies
- Think about your strongest accomplishments relevant to the post
- Review your CV for examples to demonstrate the required skills
- Search for the key words in the vacancy that you need in the interview

