

ONLINE

01 JAN 2024 - 31 DEC 2024

# UN Competency-based Interviews for Panel Members

MANAGEMENT

LEADERSHIP



**LANGUAGE**  
English



**DURATION**  
2 months from  
date of  
receiving login  
information



**ENROLL BY**  
31 Dec 2024



**PRICE**  
750 USD



**LOCATION**  
ONLINE



**TARGET**  
UN Only

 **CONTACT** [leadershipandmanagement@unssc.org](mailto:leadershipandmanagement@unssc.org)

A self-paced training tailor-made for UN staff to serve as panel members in competency-based interviews (CBI).

## Introduction

The "Competency-based Interviews for Panel Members" course can be offered to individuals or groups.

For individual participants, they need to complete the self-paced online learning (3-4 hours learning time), followed by a one-on-one coaching/mentoring session with an experienced mentor to practice CBI skills.

For groups, we can combine the online module with dedicated group webinar sessions to leverage peer-to-peer learning and exchange.

The focus of the online phase is to help participants understand the key concepts of CBI. The one-to-one mentoring session focuses on the practical application of the concepts.

## Objectives

Upon successful completion of this course, participants will be able to:

- Gain an in-depth understanding of the UN competency framework and CBI;
- Understand and perform their roles as panel members (including HR representatives);
- Have interview questions and useful templates ready to conduct CBI;
- Manage CBI successfully and make justifiable selection decisions.

# Course methodology

This programme follows learner-centered design principles, and applies adult learning, such as case-based learning, simulation-based learning, reflection and social learning.

The online phase is self-paced. Participants can start at any time and complete activities at their own pace within a two month period.

When participants have completed all the online activities, a one-to-one coaching/mentoring session will be scheduled. A final certificate of completion will be issued.

This module forms part of Blue Line, UNSSC's personalized learning hub. Upon successful completion of this module, participants can access the Extended E-Certificate on Leadership and Management, Resource Management, or other e-learning paths in Blueline. Please contact [emc@unssc.org](mailto:emc@unssc.org) for further information.

# Course contents

- UN selection system
- UN competency framework
- The roles of hiring managers and HR representatives in CBI
- Before, during and after the interview
- Building rapport and communicating through non-verbal language
- Good questions and bad questions
- Probing
- Assessing candidates' responses
- Making the selection decision
- Being aware of biases in selection decision making
- Writing reports

# Target audience

UN personnel at headquarters and in the field who serve as panel members in competency-based interviews.

# Cost of participation

The programme fee for individual participants is \$750, which includes online learning and a one-to-one mentoring session.