

Competency based Interviews (CBI) Applicant Guide

Definitions



CBI: A structured interviewing method, in which you are asked to share examples from past experiences describing your behavior in a specific situation.

Why CBI: Past behavior is the best indicator of future performance. We use CBI to determine how likely it is that you manage future situations in a specific manner based on how you behaved in the past.

Competencies: Combination of skills, attributes, and behaviour directly related to the successful job performance. We demonstrate our competencies by applying them in our actions and behavior.

Competency Types



Core: Relevant for all positions (e.g. *Communicating Effectively, Showing Team Spirit*)

Managerial: Positions with supervisory functions (e.g. *Planning and Managing Resources*)

Preparation



Reflect, prepare and practice!

- * Understand the organization; do some background reading
- * Reflect on your motivation for applying for the job
- * Read the job description well and identify competencies that will be key to being successful in the position.
- * Prepare examples from experience to demonstrate a high level of those competences.
- * Reflect on your background to identify skills and experiences related to the position
- * Think about your strongest accomplishment within those key competencies
- * Reflect on a situation, where you delivered a result, which you are proud of
- * Reflect on how you intend to meet the job requirements and challenges
- * Identifying 3-5 top attributes that set you apart- aim to point them out in the interview

The Interview



- * Share clear, structured, and relevant examples using **CAR method**: **Context, Action, Result**
- * Use "I" format to explain your role in the situation and the specific steps did you took.
- * Maintain good eye contact, be honest and specific; don't generalize!
- * Listen carefully to the question and be ready for probing questions
- * Use **action verbs** to describe concrete action and results; quantify when possible!

Practice



- * Review [sample interview questions](#)
- * Take a [self-paced online course on CBI](#)
- * Learn more about WIPO [Core Competencies](#) and [Managerial competencies](#)