

# 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 behavior directly related to the successful job performance. We demonstrate our competencies by applying them in our actions and behavior.

## List of Competencies



**Organizational competencies:** Communicating effectively; showing team spirit; demonstrating integrity; valuing diversity; producing results; showing service orientation; seeing the big picture; seeking change and innovation; and developing yourself and others.

## 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 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](#)
- \* Learn more about [WIPO Core Values and Organizational Competencies](#)