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.

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.

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