

# CONFIDENTIAL COMPETENCY BASED INTERVIEW REPORT

(for Temporary International Professional Staff and Temporary National Professional Officers)

Vacancy Notice	Title, Grade	Location:

In interviewing candidates it is important to do more than just discuss their Personal History Form. Your questions should explore the candidate's competencies; the technical skills and performance skills of the candidate in similar situations to those that the candidate will face in the post you are recruiting for.

An interview protocol is the list of "starting questions" that we will ask all candidates in order to assess their ability on those competences that we deemed critical selection elements. It is on these critical selection elements that a selection decision will be made.

To prepare an interview protocol, you need to develop specific targeted questions for each competency and put them in the order that they will be asked. You also must come up with a list of behaviours that act as evidence of the competency so that you can then translate those into specific words, phrases and body language to look for from the interviewer.

Prior to the interview, the manager should:

1. Write down and agree on the competencies that have been identified as critical for success.
2. For each Competency, write a couple of job related questions that would allow the candidate to demonstrate that they possess and have used the necessary competency.
  - a. Questions that direct a candidate to describe specific experiences in the past begin with opening statements such as the following:
    - i. Give me an example of a time when...
    - ii. Describe for me a situation in which you...
    - iii. Tell me about a time when...
    - iv. Have you ever had an experience where...Tell me about it.
3. Example:
  - a. Competency: Persistent problem solving.
  - b. Definition: The individual sticks with problems until they are solved and tries many alternative paths to find a solution.
  - c. Question: Tell me about the most complex or difficult problem you've had to solve in the recent past.

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Name of the Candidate	Date of Interview

Personal Qualities	Not acceptable (0)	Acceptable (Good) (1-4)	Excellent (5)
1. General first impression	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2. Self-confidence	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3. Does the candidate show initiative (evaluation based on responses to questions)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4. Inspires confidence	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Sub-Total (out of 20 marks)			

Key competencies to be assessed	Not Acceptable (0)	Acceptable (1-5)	Excellent (6-8)
1.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
5.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Sub-Total			
Interview Total			
Grand Total			

In conclusion, please list the strengths and weaknesses of this candidate in relation to the competencies required for the post.

List maximum 3 key strengths	List maximum 3 key weaknesses

Overall, we consider this candidate to be:

Not acceptable	Acceptable (Good)	Excellent
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

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Manager

Date: