"What Skills Are Needed to Work in International Organizations?" #3

Sharing tips for CV, Cover Letter and Interview

17 November 2023
GSIS
Korea University

- CV

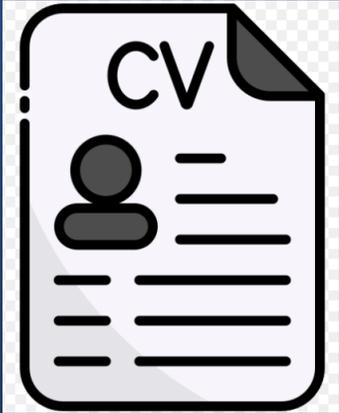- Cover Letter

- Interview

- Useful Links
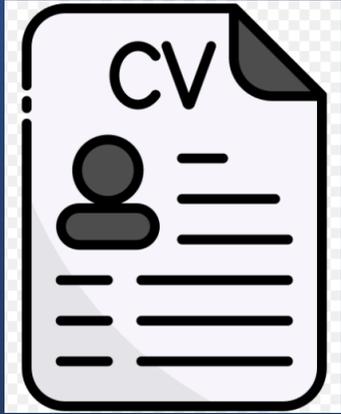
- Q&A

What they want to know is….

NOT who you are

If you're **a good fit** for them!

They are busy and will not **READ**, they will **SKIM**

selective and **organized** to show fitness
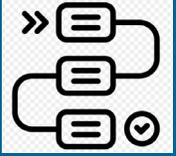…and **concise** because they are busy people

You cannot have everything they are looking for....

FOCUS on what you have

SHOW interest in learning what you don't have

General Recruitment Process

Apply
- Application platform
- CV
- Employment History (UN)
- Cover Letter

Written test
- 2 hours, 2-3 questions
- Data or country context
- Situation analysis and policy recommendations

Interview
- 30 to 60 minutes
- Technical + soft skills
- General HR questions

Reference check
- Checking work ethics of the candidate from professionals

CONTEXT

- **International Organization**

- **Based on experiences with IOs**

- **ToR**

- **CV > online format**

6

CV

What are they trying to test?

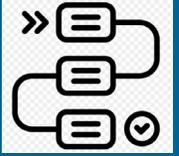|	CV	Cover Letter	Written test	Interview
	1. Areas of expertise (Subject knowledge)	O	1. Areas of expertise (Subject knowledge)	O
	2. Technical competencies (functions)	O	2. Technical competencies (functions) *drafting	O
	3. Requirements (Must vs. plus)	O	X	O
	4. Core competency X	A story that connects 1, 2, 3 and 4 in a written form	X	Competency-based interview → A story that connects 1, 2, 3 in a verbal form

Key points

1. Work vs. Education first? – more marketable!

2. Bullet points (with headings) are okay: "Research"

3. 1 page (junior) → 2-3 pages (middle to senior

4. Measurable results: …and contributed to 2 reports…

5. USE THEIR LANGUAGE ! (1 CV per 1 job): NO buzzwords/Clichés

6. Add a well-groomed LinkedIn Profile

CV

1. **ToR (Terms of Reference)**
2. Make alignment table
3. Do research (their ongoing projects, "keywords")
4. Find a good template
5. Draft, ensuring alignment
6. Show it to at least 2 people

1. ToR (Terms of Reference) = Job Posting

We need to find……..

1. **Areas of expertise (= subject knowledge)**
2. **Technical competencies (= functions)**
3. **Requirements (must vs. plus)**
4. **Core competencies (= soft skills)**

Let's look at a sample!

CV

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Making an alignment table (based on ToR)

| 1. Areas of expertise (Subject knowledge)	2. Technical competencies (functions)	3. Requirements (Must vs.	4. Core competencies (soft skills)
National skills strategy	Research and drafting skills	Policy analysis	Achievement focus (Results-oriented)
Skills analysis	Project management	Expertise in education, skills policy	Teamwork
Vocational Education and Training (VET)	Representation and dissemination	Used PISA, PIAAC data	Diplomatic skills
Adult learning		Statistical skills (Plus)	Networking

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Do research (their ongoing projects, "keywords")

1. Website: ongoing projects → this might be your work

2. Find related personnel on LinkedIn

   → See what qualifications they have: "Similar profile"

3. Publications, events (workshops, conferences, speeches)
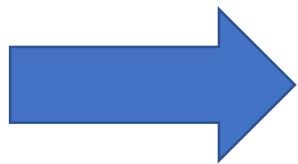
You can also use information later in the interview when they as you "Do you have any questions for us? "

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Let's look at a sample!

CV

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Let's look at a sample! (Heading!)

Creating Heading as applicable

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Key points

1. Work vs. Education first? – more marketable!

2. Bullet points (with headings) are okay

3. 1 page (junior) → 2-3 pages (middle to senior level)

4. Measurable results:

5. USE THEIR LANGUAGE ! (1 CV per 1 job): NO buzzwords/Clichés

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COVER LETTER

What are they trying to test?

CV	Cover Letter	Written test	Interview
1. Areas of expertise (Subject knowledge)	O	1. Areas of expertise (Subject knowledge)	O
2. Technical competencies (functions)	O	2. Technical competencies (functions) *drafting	O
3. Requirements (Must vs. plus)	O	X	O
Core competencies X	A story that connects 1, 2, 3 and 4 in a written form	X	Competency-based interview → A story that connects 1, 2, 3 in a verbal form

Let's look at a sample!

Key points

- Leading sentences = functions
- Then add your "technical area" and "core competencies" where you can
- 1 page
- USE THEIR LANGUAGE ! (write a new CL for each application)
- **English writing near perfection!**
- **Show to at least 2 people!**

Key points

1. Why you for this job?

2. Real examples, relevant (1,2,3,4)

3. Don't be shy about using heading sentences

4. 1 page

5. USE THEIR LANGUAGE !

INTERVIEW

ONLINE Interviews

- Be ready for **Zoom** or **Microsoft Teams** Interview
- Connect at least 5 minutes before (waiting room)
- Check your Mic and Camera before – have a test run!
- Your full name
- Neat background, good lighting
- Manage good distance
- Practice in front of a mirror (your gestures, movement)

Interview Preparation

Section	Purpose	Questions like….
1. Greetings & Thanks	• First impression	• Thanks for coming to….
2. Introduction & Motivation	• Pleasant to work with • Deliver clear messages • Good communicator • Overall fitness • Motivation	• Can you give us a brief introduction about yourself? • Why do you think we should hire you?
3. Technical competencies (functions) and Subject knowledge (area of expertise)	• Your concrete fitness with their work	• **Tell us about your work (experiences) that is relevant to this project**
4. Core competencies (Competency-based interview)	• Core competencies most valued for their team	• Tell us about your experience where you demonstrated….
5. HR questions	• Time alignment	• When can you start?
6. Questions for them	• Your real interest in being hired	• Any questions for us?

Interview Preparation (Introduction!!)

Your name, affiliation, projects, your role relevant to their work	• Korea University • Work, Thesis topic (area) • I've also worked on….Work/TA/TA: Drafting, project management (functions)	• Showing fitness • Simulate their interest → lead them to ask follow-up questions in areas of your strengths! → Oh, can you tell us more about….
Your knowledge about their organization and work	• I'm applying for this job as I know your team is working on…	• Shows your interest and preparedness
Linkage between you and them	• Interested in this job given my background and I think I can be a good fit based on skills I've developed	• Reaffirm your fit and show motivation

Answering technical & competency-based questions

Do you have relevant experience?

Give us an example of a time when your team was not able to meet the target deadline and how you resolved the situation?

CONTEXT: When I had a team project in _____ course….my role was to….and we couldn't meet…

ACTION: So what **I did** was, **I created** a weekly plan which I also transformed into a daily and hourly plan…

RESULTS: Thanks to this new time management technique that **I proposed**, the team was able to…

Interview Preparation (**Core competencies**)

1 Identify core competencies for this job (ToR, Google)

2 **And prepare yourself for these questions**

COMPETENCY	ACHIEVEMENT ORIENTED QUESTION	ADVERSITY ORIENTED QUESTION
Communication	Describe a situation in the past when you were able to influence someone who was difficult to persuade.	Describe a time when you were not able to influence someone on an important issue.
Teamwork	Give us a specific example when you were able to proactively resolve a conflict within a team.	Give us an example of a time when you were not able to satisfactorily resolve a conflict with a member of your team.
Results focus	Tell us about a time when you used the resources assigned to you in the most cost effective way.	Describe a situation where you were not able to meet the target deadline that you set for a project.

3 Prepare your answers with based on concrete stories!

Interview Preparation

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1. Greetings & Thanks	• First impression	• Thanks for coming to….
2. Introduction & Motivation	• Pleasant to work with • Deliver clear messages • Good communicator • Over all fitness • Motivation	• Why do you think we should hire you?
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How to answer "Questions for us?"

- Do NOT ask questions that they may not be able to answer
  - Will this project be extended?
  - Will your project also cover ____ countries?
- Ask questions that they can answer, even if you already know the answer
- ❑ What are some immediate tasks I will be assigned to?
- ❑ I saw in your recent publication that….will the report that I will be assigned to be in a similar format?

Key points

1. Be on time

2. Good energy, pleasant to work with

3. Good introduction leaves a good impression (MEMORIZE)

4. Respond to what they are asking! (double questions)

5. USE THEIR LANGUAGE !

USEFUL LINKS

- **https://unitedcareercoalition.org/**

- **https://www.undp.org/jposc/applications-tips**

- **https://www.un.org/womenwatch/osagi/pdf/preparing%20resumes.PDF**