

UNITED NATIONS

SOCIAL DEVELOPMENT NETWORK

United Nations Headquarters New York NY 10017 United States of America

**INTERVIEW FORM**

**Instructions?** Fill in the appropriate answer giving only the most recent and correct details. Completed forms should be sent to:

[staffing@un-sdn.org](mailto:estaff@unswc.org)

**Q1. Tell me about you?**

……I am a hardworking person and computer literate with excellent knowledge in msword, excel, PowerPoint and internet packages, I work well in teams and maintain my deadlines. {add more}

**Q2. Why do you want to leave your current job?**

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I am looking for an opportunity to grow, add onto my experience and expertise.

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**Q3. Why do you want to leave your current position?**

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I do desire to take on more responsibilities than my current position offers to me and I am looking for a career change.

**Q4. Why do you want to work for us?**

{Look at roles and responsibilities and see how you can pick in what to offer}

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**Q5. Why should UNSDN hire you?**

Why do you want to be employed?

1. To put my skills into practice
2. To grow with this company/ organization and become a part of it.
3. To increase on my earnings

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**Q6. Where do you see yourself in the next ten years from now?**

I would have grown with the company, moved to another senior position in the company.

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**Q7. What makes you want to work hard?**

I am motivated with achieving my goals and completing my tasks and being appreciated for work well done and cautioned onto where I am lacking as well.

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**Q8. What are your long term career goals?**

{What are your career goals in terms of this position?}

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**Q9. How confident are you that you can successfully perform the duties of this position and why?**

……For example I am computer literate, I am able to you the following applications, word, internet, etc and that will help me execute my duties.

{add more}

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**Q10. Describe a situation that would exemplify your integrity?**

Integrity is the quality of being honest and having strong moral principles or moral uprightness. I am an honest person, I find satisfaction in the money I have worked very hard for. { add more}

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**Q11. How would you communicate the implementation of performance measurements so as not to panic a staff under your supervision?**

I would opt for a suggestive method, with my fellow staff. And we all come to an agreement.

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**Q12. What means of communications may be used to effectively establish a new policy?**

1. Face to face contact or upfront; through meetings
2. Ask for feedback thought company pamphlets and manuals
3. Via company website
4. Through company emails

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**Q13. What type of decisions do you make in your current job?**

{What decisions are you taking at your office in regards to the position you applied for?}

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**Q14. What are the benefits you can receive as a superior when you delegate work to your subordinates?**

1. Boosts morale among subordinates and team work
2. Delegating work frees up more time to create and develop new ideas
3. Aids communications as a team
4. There is balanced work among members
5. There is efficiency in delivery of work loads

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**Q15. Describe a situation when your work was criticized and how you responded to the situation?**

I had a delay in delivery of an assignment. …..

{Mention why you are flexible and professional when working with others with whom you may at times disagree, Talk about how you listened and made changes when a client critiqued your work.}

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**Q16. What measures would you implement to encourage employee involvement in a quality improvement program?**

1. Encourage positive feedback
2. Asking for feedback from colleagues or customers.
3. Economic performance incentives.

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**Q17. Describe a politically sensitive situation that you were in and how you handled the situation?**

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**Q18. Describe a situation when you are conducting a meeting and two participants are disrupting the meeting, what would you do?**

In a meeting and there are other small meetings going on, you call the meeting to attention, re-emphasize the ground rules set before the meeting started, allow one person to speak at a time, keep the agreed time frames.

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**Q19. Describe the most significant responsibility you have had in your career and what it taught you?**

{What have you achieved as a manager at your company, what have you learnt from it?}

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**Q20. What experiences have you had in collecting data and writing reports based on the data?**

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**Q21. If you where to start your own company, what would that company do?**

{Put the roles in relation to the position you are applying for}

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