

## TIPS FOR GENDER SENSITIVE INTERVIEWING

**Non-discrimination principle** means that differences in age, race, sex, geographical origin, (dis)ability should not result in inequality of opportunities, responsibility and rights (discrimination). Positive discrimination towards less represented categories is not considered discriminatory if it contributes to achieving equality.

**Important features** of non-discriminatory interview process include:

1. Asking all interviewees similar questions;
2. Ensuring that interviewing panels and interviewees team are gender balanced; and
3. If in doubt, skipping the tricky question.

Questions touching on the following categories are considered **discriminatory**: family status, sex, age, (dis)ability. Here is a sample of such question:

Factor	Discriminatory question
<i>Age</i>	<ul style="list-style-type: none"> <li>▪ You are so young/old, do you feel confident about this job?</li> <li>▪ Is your age an issue in working with young/old office?</li> <li>▪ How will you work with younger boss?</li> <li>▪ How do you work with female/male boss?</li> </ul>
<i>Personal questions</i>	<ul style="list-style-type: none"> <li>▪ What is your plan in terms of family/personal life?</li> <li>▪ You are pregnant, how do you plan to work?</li> </ul>
<i>Disability</i>	<ul style="list-style-type: none"> <li>▪ Are you disabled?</li> <li>▪ Will your disability affect your work?</li> <li>▪ Will your appearance influence your communication/travel?</li> </ul>
<i>Sex</i>	<ul style="list-style-type: none"> <li>▪ Why are you applying to a typical man's/woman's job?</li> <li>▪ Why has this job interested you as a woman/man?</li> <li>▪ Will you be able to travel to regions/work overtime as a married/single woman/man with kids?</li> </ul>
<i>Family status</i>	<ul style="list-style-type: none"> <li>▪ Are you married?</li> <li>▪ Do you have kids?</li> <li>▪ Will your husband/wife let you work late?</li> </ul>

UNDP uses a **competency based interview** process to assess the candidates. Such interviews are based on the concept that past behavior and experience is the best indicator of future performance. Here is a sample of competency-based questions:

- Tell us about a situation when you went above and beyond your manager's expectations.
- Give an example of a time when you used your problem solving abilities to resolve an issue?
- Tell us about a time where you had a number of demands being made on you at the same time? How did you handle it?
- Give us an example of a time when you needed to adjust quickly. What did you do and how did it turn out?
- When you have been told, or discovered for yourself, a problem in your job performance, what have you typically done? Can you give us an example?
- What are some examples of important types of decisions you have been called upon to make?
- Describe to us a situation of when you have worked with (or led) colleagues of different gender, nationality, religion or culture. What was the situation and what was your role? What challenges were most difficult and how did you overcome them?

Additional information: <https://careers.un.org/lbw/home.aspx?viewtype=AYI>