**ANNEX III**

**UNV INTERVIEW REPORT FORM**

The UNV interview and report should be completed in accordance with the guidelines provided in this booklet “Interviewing UNV Candidates”.

|  |  |
| --- | --- |
| **Name of Candidate:**  | **Roster Number:**  |
| **Nationality:**  | **Gender:**  |
| **Duty Station:**  | **Host Agency:**  |
| **UNV Assignment Title:**  | **Interview Date:** **Interview Duration:**  |

**Section I: Motivation and Commitment:** (The candidate shows interest in the host institution and country of assignment; distinguishes between employment and volunteering engagements; and understands how volunteerism contributes to peace and development)

**Section II: Technical and Functional Skills:** (Professional and technical knowledge/expertise; specific skills required for the assignment; educational background, work experience; and language ability assessment if applicable)

**Section III: Volunteer “soft skills” (individual and interpersonal competencies):** (For example: communication skills, adaptability, flexibility, working in teams, self-management, knowledge sharing, cross-cultural, gender and social exclusion awareness)

**Section IV: General information** (Confirmation of availability, travel date, duty station, special issues, etc.)

**In conclusion:**

1. **We recommend the candidate for this UNV assignment**

Please indicate order of preference if applicable:

First: Second Third: Fourth:

1. **We do not recommend the candidate for this UNV assignment**

Please provide a brief explanation why:

**Interview Panel Members:**

|  |  |  |
| --- | --- | --- |
| Name | **Title** | **Signature** |
| 1. |  |  |
| 2. |  |  |
| 3. |  |  |