



JFQ QUICK GUIDE

How to create an effective Job Fit Questionnaire

ABOUT THE JOB FIT QUESTIONNAIRE (JFQ)

The Job Fit Questionnaire (JFQ) is an Inspira tool that helps you as a hiring manager to gather more information about your candidates and filter them based on the Organization's needs. Use this step-by-step quick guide to build a JFQ that will help you differentiate between suitable and less suitable candidates, based on their own self-assessments.

To use this tool effectively, you should carefully plan your requirements and think about how you will be screening applicants. You should first determine what will be used as the base for the job opening (JO). Will you be using a Generic Job Profile (GJP), a previously approved JO or a newly classified Job Description (JD)?

You should then meet with your recruiter and determine effective questions as part of an overall assessment plan. Take into consideration how many applicants you expect will apply and think carefully about the number and types of questions that will elicit the most useful information for distinguishing suitable from unsuitable candidates. Inspira gives the option of 2 main kinds of questions: (1) those mirroring the JO language, and (2) custom questions.

(1) QUESTIONS BASED ON REQUIRED AND DESIRABLE WORK EXPERIENCE

These are straightforward. Start by copying and pasting the required and desirable work experience criteria language from your GJP, previously approved JO or newly classified JD, into the JFQ section highlighted below.

This language will be turned into questions for candidates to answer and will also populate the work experience part of the JO posted on the UN Careers portal. You will have the same flexibility to amend the work experience as you previously did. Consulting with your recruiter will ensure that you are staying within allowed parameters.

Required and Desirable Work Experience		
Work Experience Description	Required	
1 A minimum of seven years of progressively responsible experience in investigatory work is require	<input checked="" type="checkbox"/>	
2 Experience in investigation management and administration, together with supervisory functions, is	<input checked="" type="checkbox"/>	
3 Experience with international investigation activities is desirable.	<input type="checkbox"/>	
4 Experience with an international or multilateral public institution is desirable.	<input type="checkbox"/>	

Add Experience

Custom Questions		
Work Experience Description	Eliminatory?	
1 The position is located in duty station Mogadishu in Somalia. This duty station has been	<input checked="" type="checkbox"/>	

Add Custom Questions

Preview JFQ Export to JO Text

Criteria should be formulated as complete sentences. Inspira will automatically convert them into questions by appending the sentence "Please explain below how your experience meets this criterion using examples".

When crafting any deviations from the JO criteria, think about what is truly *Required* (i.e. essential to the function) versus what is merely *Desirable* (i.e. not essential but enables candidates to better fulfil the function). This will help you screen based on the true requirements of the position. The entry for required and desirable criteria is limited to 10 items.

The years of work experience and the field of work are mandatory evaluation criteria fields. They are always required as the Organization attributes a specified length of experience to certain levels. They must, therefore,



also be included in your questionnaire and will always be eliminatory. More information on how to determine the right criteria can be found in Annex I of the Staff Selection Manual. You may combine the two criteria in one question and it is recommended that you start your questionnaire with this question

Note that *Required* criteria are always eliminatory, meaning that Inspira will automatically screen out candidates that do not provide a written response. By contrast, *Desirable* criteria are never eliminatory in this way¹. You will also be able to decide which *Desirable* criteria to apply later on, once you have a better feel of the applicant pool.

(2) CUSTOM QUESTIONS

You also have the option to add up to two custom questions in the JFQ. These questions should be directly related to the job opening and position and may focus on (a) finding the right organizational fit for the team or duty station, or (b) delving more deeply into specific dimensions of candidate experience relevant to the position.

You should use your professional judgment to design questions that will effectively screen out unsuitable candidates, given the specific requirements of the role in the context of your team, duty station, and unit tasks. You may choose to make custom questions eliminatory, meaning that Inspira will automatically screen out candidates failing to provide a written response, or not.

Custom questions are approved by the recruiter before the JO is posted, but they are not included in the JO itself, and should be formulated as questions. Inspira will append the sentence “Please explain below” to each.

(2)(A) CUSTOM QUESTIONS RELATED TO SPECIFIC REQUIREMENTS IN YOUR TEAM OR YOUR WORK ENVIRONMENT

These should be tailored to check that the candidate is prepared for the specific requirements in your team or work environment. You should ensure that you are describing specific settings in the JO to ensure that questions and descriptions are consistent. Examples are:

- “The position is located in duty station xxx in country yyy. This duty station has been designated as “non-family”, i.e., the UN Department of Safety and Security has declared this duty station as restricted for all eligible dependants for security reasons. Are you willing to serve in this duty station? Please explain.”
- “The position is in a newly established team. The work will include building of new organizational structures, networks and processes. Have you ever worked in a similar environment? Please explain.”
- “The position is in a team that is dispersed over several duty stations in different countries and time zones. Work may require occasional meetings outside regular working hours. Most collaboration will take place in our virtual team space. Are you willing to work in such an environment? Please explain.”

(2)(B) CUSTOM QUESTIONS RELATED TO SPECIFIC REQUIREMENTS OF YOUR UNIT

These should be designed to identify candidates with experience and skills that match specific needs arising from the tasks performed in your organizational unit, in more detail than those listed in the JO. You should think about the ways in which such questions might be answered, and **avoid** questions with easy answers, such as:

- “Are you able to work independently without detailed guidance from a supervisor? Please explain.”
- “Are you able to build a website? Please explain.”
- “What is your proficiency level in Microsoft Excel? Beginner/Intermediate/Advanced? Please explain.”

The above examples do not really challenge applicants to provide robust answers that demonstrate their capabilities, and so provide little basis for evaluating their ability to carry out the specific tasks arising in your organizational unit.

Better questions zero in on the specific skills needed by your team that also take significant time to learn, such as:

- “Have you independently managed a successful project. Please explain.”
- “Do you have experience working with HTML? Please explain.”
- “Have you worked with PivotTables in MS Excel? Please explain.”

¹ Note that other formulations such as ‘highly desirable’, ‘is an asset’, ‘is an advantage’ are no longer permitted in the system.



For example, while you may be able to teach someone how your office processes articles to be published on iSeek, you will not be able to teach someone quickly how to write an article. If writing iSeek articles is essential to their function, then you may want to ask a question that ascertains an applicant's ability to write articles (necessary for them to come into the job with this), but could probably exclude a question regarding whether or not they have processed an iSeek article (can be easily taught).

The questions should be specific enough to narrow down your pool of applicants but not so restrictive as to limit the consideration of applicants. If you are looking for a candidate with graphic design skills, you may be looking at a range of desirable software skills. Asking for one specific software may restrict your pool artificially. You should also ensure that you are not restricting your required or desirable criteria by using additional custom questions.