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United Nations Office on Drugs and Crime

# How to Prepare an Effective Personal History Profile (PHP)

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## What is the PHP?

- An online CV used by the UN Secretariat that allows you to demonstrate your experience and achievements
- Written evidence of your **eligibility** for particular posts
- Tool used to evaluate your **suitability** for a job opening



## Before we go any further...

- Updated version(s) of PHP, cover letters
- Performance evaluations
- Letters of recommendation
- Email “kudos”, etc.
- Copies of diplomas and other relevant documents



- Update it regularly to reflect newest achievements and developments
- Be ready for when that perfect opportunity arises

# Preparing your PHP





## Process for Writing your PHP

1

**Know  
Yourself**

2

**Understand  
the Position**

3

**Prepare  
the PHP**



## UN Competencies

The United Nations has 3 Core Values, 8 Core Competencies and 6 Managerial Competencies.

### Core Values

Integrity  
Professionalism  
Respect for Diversity

### Core Competencies

Communication  
Teamwork  
Planning & Organising  
Accountability  
Client Orientation  
Creativity  
Technological Awareness  
Commitment to Continuous Learning

### Managerial Competencies

Vision  
Leadership  
Empowering Others  
Building Trust  
Managing Performance  
Judgement / Decision Making



## Step 1: Know Yourself

- What did I do? (duties)
- What competencies did I use and/or demonstrate?
- What results did I achieve (both individually, and as a member of a team)?





## Step 2: Understand the Position



- Do an analysis of the Job Opening
- Take the “Is It Worth My Time To Apply” Quiz
- Put yourself in the shoes of the hiring manager: what are they looking for?
- Analyse the Job Opening against your qualifications





## The importance of understanding the position

- Invest time in understanding the position requirements
- Target your PHP and cover letter



### Benefits:

- Time savings and reduced frustration from applying for jobs not suited to your strengths and aspirations
- Improved ability to position yourself as a good fit to the hiring manager

## Is It Worth My Time To Apply?

1. *Do I meet the minimum qualifications?*
2. *Do I have the competencies for the position?*
3. *Do I have a thorough understanding of the job mandate and the experience required?*
4. *Do I know **why** am I really interested in the position?*
5. *Am I interested in the job for the right reasons?*
6. *Do I know enough about the Organization/Department/Unit?*
7. *Does it make sense for me to apply **now**?*
8. *Does it fit in with my future career goals?*





## Evaluation criteria

*In line with the requirements stated in the Job Opening, an applicant is assessed against the following evaluation criteria:*

- a. Required years of work experience
- b. Required education
- c. Required languages
- d. Assessment methodologies
- e. Competencies and skills
- f. Pre-screening questions







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# What a cover letter should demonstrate



Why are you interested in *this* position?

Why should we consider you?

**An effective cover letter must answer these 2 critical questions**



## Cover Letter Structure

1. OPEN with statement of interest
2. SUMMARIZE qualifications, experience and competencies
3. RELATE to Job Opening for which you are applying
4. CLOSE with a brief recap



***A cover letter should not exceed 3-5 short paragraphs!***



## Cover Letter Tips

- Draft in MS Word and save an electronic file before sending it in with your application
- Ask someone to review your cover note and provide feedback
- Be specific and get to the point
- Be positive, polite and professional and confident, but not arrogant
- Proofread!!!





## Step 3: Prepare the PHP

### Education and Experience



### Education and Work Experience

- Include all information on education and work experience (*also internships and other unpaid work*)
- Used for pre-screening
- Basis for evaluating eligibility and suitability for Job Opening
- No gaps!





## Employment History

- Kind of employees directly supervised
- Description of Duties
- Summary of Achievements
- Reasons for leaving





## Employment History

### Kind of employees directly supervised

- Highlight the number of staff reporting to you and their category

### Description of Duties (*up to 2500 characters*)

- Highlight your duties in descending order of importance
- Use the language of the UN competencies and relate your past experiences to the job you seek
- Be specific and use action verbs



# Employment History

## Summary of Achievements (*up to 3700 characters*)

- Provide concrete examples of how you have provided value and/or made an impact, highlighting your successes
- Provide the context, the specific actions and the results you achieved in carrying out your duties
- Quantify and qualify your achievements
- Be specific and use action verbs



# Example: Duties vs. Achievements

Duties	Achievements
Plan and support training programmes	<ul style="list-style-type: none"> <li>-Successfully secured \$2 million from member state contributions to establish new fund for training global HIV educators.</li> <li>-Planned, organized, and administered 20 training programmes, with approximately 50 participants per training, in 8 international offices, successfully managing all logistics.</li> </ul>
Managed a team of 5 staff members as First Reporting Officer and 38 staff members as Second Reporting Officer.	Organized annual team-building exercise, instituted monthly staff meetings, and initiated Performance Management training and coaching for all supervisors in Section, which has improved communication, established trust and developed strong morale among staff, resulting in increased productivity and improved client service.



## Use action verbs

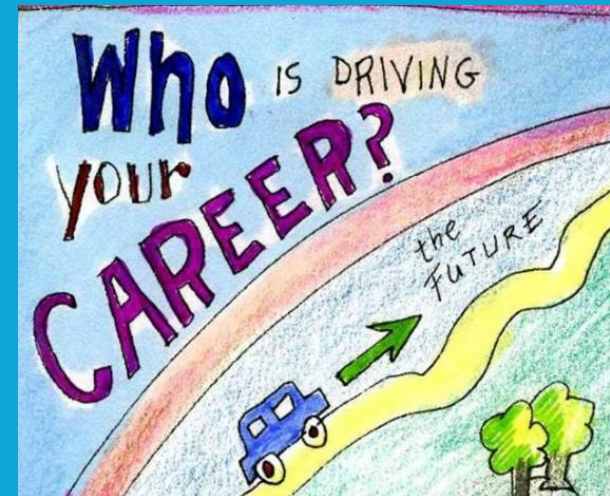
- Initiated
- Developed
- Streamlined
- Analyzed
- Recommended
- Managed
- Organized
- Implemented
- Designed
- Devised
- Administered
- Executed
- Produced
- Strengthened
- Demonstrated
- Investigated



# Employment History

## Reasons for leaving (*up to 1500 characters*)

- Cite your reasons for leaving previous positions (*e.g. offered a promotion, and/or opportunity for professional development*)
- Describe in specific terms your motivation for applying to *this* Job Opening
- Use positive wording
- Show that *you* are driving your career



# Other mandatory fields on the PHP

## Skills



Indicate:

- training courses
- languages
- recognized publications
- licenses/certificates
- professional memberships, etc.,

## References



- List at least three references
- Try to demonstrate diversity in your referees (gender, national/cultural background, level)
- Consider them carefully



## General PHP Tips

- Avoid “I” and “My” in your PHP
- Keep it concise
- Make your words count (use action verbs)
- Make the most of your experience
- Quantify when possible (size of budget, team, number of conferences, number of readers of publication, etc...)
- Target. Target. Target.
- Proofread!







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Be **POSITIVE**,  
**PATIENT** *and*  
**PERSISTENT.**

A white seagull with a red beak and feet is shown in flight, soaring over a blue ocean. The bird's wings are spread, and it is positioned behind the text.



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**Thank you**

**Merci**

**شكرا**

**谢谢**

**Gracias**

**Спасибо**