

Step 1: the application form

- Read the vacancy notice carefully.
- You can save the application form as a draft and edit it as many times as you wish before submitting it.
- Do not wait until the final moment to press the submit button, in case there are technical issues.
- If you try to edit or submit the form after the deadline, the changes will be rejected by the online recruitment system.
- NATO will only evaluate the information you write in the text boxes on the application form, so make sure you provide clear answers and mention the most important information. Do not write "please see my CV."
- You may upload documents to support your application form (such as your CV), but they will not be formally evaluated.
- Use bullet points or paragraphs to structure your answers and make them easier to read.
- Prepare your answers to the pre-screening questions in a separate document to easily check for spelling or grammar mistakes and ensure your answers respect the character limits.

Step 2: the recorded video interview

- Choose a good place to record the interview. Ideally in a quiet and well-lit room, free from distractions.
- Test your computer's camera and microphone to make sure they are working properly.
- Try the practice questions on the online platform before you do the real interview. This will help you get used to talking to the camera and answering questions within time limits. You can attempt the practice questions as many times as you wish.
- Look at the camera when recording your answers. If you find this difficult, place a photo or an object behind your computer screen in line with the camera, so you have something to make eye contact with.

Step 3: the written exercise

- Re-read the vacancy notice and look carefully at the job description. The questions in the written exercise will be in line with the responsibilities mentioned in the job description.
- Organise your time effectively. Read through the exercise first, to see how many questions there are and how the marks are distributed.
- Do not use ChatGPT, similar tools or any other forms of outside help during the written exercise. If the use of outside help is detected, you will be disqualified.

Step 4: the panel interview

- Re-read the vacancy notice carefully. Make sure you are familiar with the job description and the requirements.
- Read up on NATO, the division and recent events or topics that might be relevant.
- NATO has 16 key competencies for international civilian staff. The interview questions are designed based on the competencies listed in the vacancy notice. Be prepared to give recent examples of how you demonstrated these competencies.
- Project yourself in the role. Be prepared to talk about your motivation, your approach to certain tasks and why your professional experience makes you a good fit for the role.
- Listen carefully to the questions and take a few seconds to organise your thoughts, perhaps jotting down a few bullet points before answering. Ask for clarification if the question is not entirely clear to you.
- Prepare one or two relevant questions for the hiring manager to find out more about the position and its context, or NATO in general.
- Be yourself and act naturally.

Feedback on your application

Please note that we cannot provide feedback on every single application. But if you make it to step 2 (recorded video interview) or further, you may ask to receive personalized feedback at the end of the recruitment process.