

FOREIGN SERVICE OFFICER ORAL ASSESSMENT PREP KIT

Table of Contents

| | |
|--|----|
| COPYRIGHT ADVISORY | 5 |
| INTRODUCTION | 6 |
| FSO JOBS and HIRING CRITERIA | 7 |
| Introduction: 5 Career Tracks, Oral Assessment and “Dimensions” Review | 8 |
| Career Track Description Interpreted re: “Dimensions” Tested | 14 |
| Oral Assessment Summary | 16 |
| Global Application of “Dimensions” Tested | 26 |
| GENERAL ADVICE ON ADVANCE PREPARATION | 27 |
| Pre-Interview Day Reminders | 28 |
| Basic Interview Tips | 29 |
| GROUP EXERCISE | 30 |
| Introduction | 31 |
| Overview | 32 |
| Approximate Timetable | 33 |
| Binder Containing Your Project | 34 |
| Fundamentals Underlying Projects | 35 |
| SWOT/PEST Adaptation to Group Exercise: Your Project | 36 |
| Sample SWOT/PEST Application | 37 |
| SWOT/PEST Adaptation to Group Exercise: Other Candidates’ Projects | 38 |
| Structuring Your Group Exercise Project Presentation | 39 |
| Tactics to Consider | 40 |
| Additional Sample Projects | 41 |

| | |
|---|----|
| STRUCTURED INTERVIEW | 43 |
| Introduction | 44 |
| Room Layout Relevance to Questioning/Eye Contact | 45 |
| Structured Interview: Experience and Motivation Component | 46 |
| Sample “Statement of Interest” Form | 47 |
| Developing Your Personal Answer to “Why Hire You?” | 48 |
| Developing Your Personal Answer to a “Career Track” Question | 49 |
| Structured Interview: Hypothetical Scenarios Component | 50 |
| Introduction | 51 |
| Situational Question/Answer Process | 52 |
| Visual “Net Out” of Response Structure | 53 |
| Workplace “Culture” Informing Structured Interview Scenarios & Case Management Exercise | 54 |
| Levels of Responsibility in Situational Questions Hierarchy | 56 |
| Situational Questions: Non-Variables & Variables | 57 |
| Situational Question Variables: Key Considerations to Analyze | 58 |
| Situational Questions – Tips to Handle Types | 59 |
| Situational Questions: Tactics Re-Cap | 60 |
| Sample Situational Questions | 61 |
| Example Scenario #1 | 62 |
| Example Scenario #2 | 63 |
| Example Scenario #3 | 64 |
| Example Scenario #4 | 65 |
| Example Scenario #5 | 66 |
| Example Scenario #6 | 67 |
| Example Scenario #7 | 68 |
| Example Scenario #8 | 69 |

| | |
|--|----|
| Structured Interview: Past Behavior Component | 70 |
| Foreign Service Past Behavior “Dimensions” vs. your Background | 71 |
| Past Behavior Answer Preparation Tool | 72 |
| | |
| CASE MANAGEMENT EXERCISE | 73 |
| Introduction | 74 |
| Breakdown of Materials and Processing Tips | 75 |
| Sample Generic Embassy Organization Chart | 77 |
| Frameworks for Focusing | 78 |
| Memo Structure | 79 |
| Sample Introduction to Memorandum on Case Management Exercise | 80 |
| Definitive Case-Processing Matrix | 81 |
| | |
| CONCLUDING ADVICE | 82 |
| Delivery Skills for All Aspects of the Oral Assessment | 83 |
| Why People “Fail” the Oral Assessment | 84 |
| Closing Advice Re: Your Oral Assessment | 85 |
| | |
| PERSONAL DEVELOPMENT PLAN | 86 |
| | |
| POSTSCRIPT | 87 |