



Manual Staff Selection System



United Nations
Office of Human Resources, Department of Management Strategy, Policy and Compliance
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Chapter 1: The staff selection system

Staff selection manual

1. This manual provides guidance to staff members responsible for the administration of the staff selection system according to administrative instruction ST/AI/2010/3. Staff members should pay special attention to the chapters specified below according to their role:

- Hiring managers: 1, 2, 5, 6, 7, 8, 9, 10
- Staffing table managers: 1, 2, 5, 8, 10, 12
- Senior recruiters and recruiters: all chapters
- Senior Review Group (SRG) and central review body (CRB) members: 3, 9
- Heads of departments, offices, missions and other major organizational units who have direct delegation from the Secretary-General for staff selection decisions up to D-1 (hereinafter, heads of departments, offices and missions): 1, 10, 11

Occupational group managers may perform the hiring manager, staffing table manager and recruiter roles, and should refer to all the relevant chapters.

2. The manual explains the standard procedures and best administrative practices to be followed for the implementation of ST/AI/2010/3, including advice on how to use the UN talent management platform, Inspira. This manual shall not be construed to grant any entitlement to applicants. For D-2 level job openings, additional or different requirements to this manual may apply. Those requirements will be provided to relevant stakeholders of the staff selection process by the Secretariat of the Senior Review Group.

3. Heads of departments, offices and missions with full delegation for human resources management and their delegates may approve exceptions from ST/AI/2010/3 as long as they are consistent with General Assembly resolutions and the Staff Regulations and Rules. All such exceptions shall be fully documented, including the reasons thereof, and shall be reported to the Under-Secretary-General for Management Strategy, Policy and Compliance.

4. Exceptions from the current manual may also be approved by heads of offices, departments and missions with full delegation for human resources management in a manner consistent with General Assembly resolutions, the Staff Regulations and Rules and administrative issuances. Although there is no requirement to report exceptions from the manual to the Under-Secretary-General for Management Strategy, Policy and

Compliance, the exceptions should be fully documented and recorded internally.

Human Resources Management Scorecard

5. The Secretary-General annually enters the Senior Managers' Compact with the heads of department, office or mission to hold them accountable for meeting several managerial priorities. Human resources management targets of the compact are monitored through the Human Resources Management Scorecard, which is accessible through <https://hrinsight.un.org>.

6. Heads of department, office and mission, as well as the executive and administrative officers supporting them, should regularly monitor the performance of their respective work unit on staffing timelines, vacancy rate, geographical representation and representation of women to achieve the Senior Managers' Compact goals.

Performance target: staffing timelines

7. Heads of department, office and mission are accountable for completing relevant staff selection process within the following timelines from the first day of advertisement:

- 86 calendar days for recruit from roster job openings for positions in field missions;
- 126 calendar days for other job openings for positions in field missions; and
- 120 calendar days for all job openings for positions which are not in field missions.

Performance target: gender parity & geographical diversity

8. Heads of departments, offices and missions have pledged their commitment to achieve 50/50 gender parity at all levels in the Professional and higher categories and to have a geographically diverse workforce. Conducting staff selection processes that take into consideration gender and geographic factors from beginning to end is essential to meet these objectives. Inspira is equipped with the tools for considering applicants' gender and nationality.

Gender parity:

9. The latest gender parity data for each department, office or mission is available at <https://www.un.org/gender>. Efforts shall be made to ensure that the pool of applicants for each job opening is gender balanced.

Geographical diversity:

10. The UN Secretariat monitors the nationality of incumbents of approximately 3,600 established positions funded from the regular budget (i.e. geographical posts) in addition to staff members recruited through the young professionals programme. Based on this population, the geographical representation of Member States is determined as either unrepresented, underrepresented, within range (below midpoint), within range (above midpoint) or overrepresented. The heads of departments and offices have pledged to select applicants from unrepresented or underrepresented Member States for at least 50 per cent of geographical post vacancies in the Senior Managers' Compact with the Secretary-General.

11. In addition, the heads of departments, offices and missions have pledged to make progress towards achieving greater regional diversification among Africa, Asia Pacific, Eastern Europe, Latin America and the Caribbean and Western Europe and Others. For the classification of Member States per regional group, visit:

<http://www.un.org/depts/DGACM/RegionalGroups.shtml>

12. For geographical posts, efforts shall be made to ensure that due consideration is given to applicants from Member States which are unrepresented or underrepresented and from Member States from regional groups which are not well represented within the department or office.

Tools for considering gender and geographical representation:

13. The following tools are available in Inspira for each job opening (📌 **Inspira tip 1.1**) for the consideration of gender and geographical representation status:

- **Gender data:** above the applicant list on the job opening landing page, hiring managers will see the number of applicants per gender in each disposition (e.g. *Screen, Long List, Short List, Recommended*).
- **Gender column:** hiring managers can see the gender of each applicant in the job opening landing page in the *Gender* column.
- **Nationality column:** hiring managers can see the nationality of each applicant in the job opening landing page in the *Nationality* column.
- **Geographical representation column:** hiring managers can see the geographical representation status of applicant's country of nationality in the job opening landing page in the *Geo Rep* column.

Indicator	Description
Un	Unrepresented
Ud	Underrepresented

Wb	Within range, below midpoint
Wa	Within range, above midpoint
Ov	Overrepresented

- **Region column:** hiring managers can see the regional group to which the applicant's country of nationality belongs in the job opening landing page in the *Region* column.

Indicator	Description
AFG	African Group
APG	Asia-Pacific Group
EEG	Eastern European Group
GRULAC	Latin American and Caribbean Group
WEOG	Western European and Others Group

- **Gender, geographical and region summary reports:** these reports provide an overview of the applicants' gender, geographical representation and region information and a historical overview of how many applicants per gender and nationality were placed in different dispositions throughout the staff selection process (📌 **Inspira tip 1.2**).

Inspira business roles

14. Each department, office or mission has its own business unit established in Inspira. Appropriate business roles for the business unit should be granted to staff members to administer the staff selection process in Inspira. The requesting and approving of business role accesses are critical functions that ensure security, internal control and confidentiality of the information related to the staff selection process for the business unit.

15. The business role approvals are submitted through Inspira or Unite Service Desk using the form provided by the Office of Human Resources in the Department of Management Strategy, Policy and Compliance (📄 **Inspira tip 1.3**).

16. The table below provides the list of business roles related to recruitment:

Business role & type of role	Type of role and description
Recruitment roles	
Head of Department (HoD)	This role is given to heads of departments, offices and missions or other major organizational units, normally at USG, ASG or D-2 level, who have been delegated the authority to make selection decisions up to D-1 level directly from the Secretary-General. Such officials may subdelegate the staff selection authority and approve the granting of this role to other officials. The HoD role gives access to all historic and current job openings for the department, office or mission.
Hiring Manager/ Program Case Officer	This role is given to staff members who are tasked to manage the process of filling specific positions in a department, office or mission. This role is needed to request the issuance of job openings and record the evaluation and assessment process in Inspira. Staff members at the P-3 level and above are automatically granted this role. Hiring managers only have access to the specific job openings for which they are included in the hiring team.
Staffing Table Manager (STM)	This role is given to staff members who have the responsibility for managing the staffing table of the department, office or mission or other major organizational units, and have the requisite information to review and approve all aspects of the job requests submitted by the hiring managers, particularly funding availability and accuracy of post nature (e.g. geographical, language). STM role gives access to all historic and current job openings for the department, office or mission.

Senior Recruiter/ Senior Human Resources Case Officer (SHRCO)	This role is given to staff members responsible for reviewing job requests and deciding whether they could be further routed to recruiters for a detailed review. Senior recruiters should normally be staff members at P-3 level or above with human resources expertise. Senior recruiters only have access to the specific job openings for which they are included in the hiring team.
Recruiter/Human Resources Case Officer (HRCO)	This role is given to staff members responsible for conducting a detailed review of job requests for advertisements (in both English and French for positions subject to international recruitment); issuing job openings; conducting HR assessment (see Chapter 4); conducting compliance review; submitting recruitment cases to the central review bodies; and other ancillary tasks. Recruiters only have access to the specific job openings they are included in the hiring team.
Question Library Manager	This role is given to staff members who have the authority to add screening questions to the question library. Such questions may then be added to job openings and temporary job openings. Staff members with the senior recruiter role are normally granted this access.
Occupational Group Manager (OGM) [for generic/continuous job openings only]	This role is given to staff members in the human resources offices with the authority for issuing generic generic/continuous job openings advertised for the purposes of creating rosters for the field.
HR/Executive Office [for temporary job openings only]	This role is given to staff members responsible for reviewing, approving and issuing temporary job openings. This combines the staffing table manager, senior recruiter and recruiter roles in the regular recruitment process.
Authorized Selection Delegate [for temporary job openings only]	This role is given to heads of departments, offices and missions or other major organizational units, normally at USG, ASG or D-2 level, who have been delegated the authority to make selection decisions up to D-1 level directly from the Secretary-General. Such officials may subdelegate the staff selection authority and approve the granting of this role to other officials.

Central review body roles	
Central Review Body – Secretary	This role is given to staff members working in the Central Review Body Secretariat.
Central Review Body – Chair	This role is given to the Chairpersons of the Senior Review Group and the central review bodies.
Central Review Body – Member	This role is given to the members of the Senior Review Group and the central review bodies.
Human Resources Ex-Officio	This role is given to staff members with human resources expertise who are not part of the CRB Secretariat and who serve as ex officio non-voting member of the central review bodies.
Department Focal Point for Women	This role is given to the focal point for women designated by the department, office or mission to participate in advisory capacity in the meetings of the central review bodies.






17. Heads of departments, offices and missions may grant or revoke the recruitment business accesses for staff members in their respective organizational units. The senior executive, administrative or human resources officers who have the functional delegation for the management of the respective organizational units, have the authority for approving Inspira business roles except for the selection-associated roles, unless otherwise excluded by the relevant heads of departments, offices and missions. The signatories for Inspira business role requests should be mindful that they remain accountable and responsible for the exercise of delegated authority that they subdelegate by approving the granting of Inspira business roles particularly when higher level roles normally reserved for the senior managers are granted to other staff members.

18. All business roles should be removed from staff transferring out of a department, office or mission. Inspira will automatically remove the roles from staff who are separated.




System updates and enhancements

19. All staff members are given an employee account upon appointment. Inspira employee accounts give access to the *What's New* on the Inspira landing page. This page provides up-to-date information on system maintenance and downtime schedules. Staff members with business roles have access to the details of system enhancements, unless their role is limited to hiring manager.

Useful Links

-  [Staffing – F.A.Q](#)
-  [Performance Management Guide](#)
-  [Inspira Upgrade Quick Guide](#)
-  [What's New in Inspira](#) 

Application Guidelines

-  [Application Tips](#)
-  [Application Process](#)
-  [Download Offline Application](#)

Inspira tips

1.1: Find an existing job opening and go to the landing page

(1) In Main Menu, select Recruiting > Search Job Opening.



(2) Enter the search criteria and click 'Search.'



Search Job Openings

Browse Job Openings | Create Job Opening

Search Criteria

*Recruitment Framework: Regular Vacancy

Job Opening ID: _____

Posting Title: _____

Category: _____

Level: _____

Business Unit: _____

Department/Office: _____

Organisational Unit: _____

Recruiter: _____

Hiring Manager: _____

Job Opening Status: _____

Job Opening Status Reason: _____

Job Opening Type: _____

Position Number: _____

Job Network: _____

Job Family: _____

Job Code: _____

Duty Station: _____

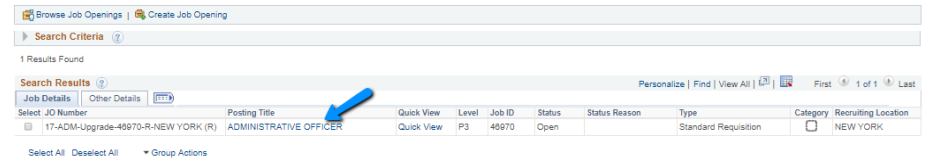
Posted Within: _____

Posting Expiry Within: _____

Search Clear

(3) Click the posting title of the job opening of choice.

Search Job Openings



(4) The job opening landing page appears.

Manage Job Opening

Return | Search Job Openings | Refresh | Add Note | No Category | Print Job Opening | Roster Search | Job Posting

Posting Title: ADMINISTRATIVE OFFICER, P3
 Job Opening Status: 010 Open
 Job Code: 1102 (ADMINISTRATIVE OFFICER)
 Job Opening Number: 17-ADM-Upgrade-49970-R-NEW YORK (R)
 Source Type: Approved JO
 Source Job Opening: 49952

Job Opening ID: 49970
 Job Type: Standard Requirement
 Business Unit: B0000 (UPGRADE)9900
 Posting Period: 6 November 2017 - 30 December 2017
 Staffing Exercise: N/A

Applicants | Applicant Search | Applicant Screening | Activity & Attachments | Details | Reports

Manage Applicants | Status Matrix | Assessments | Selection Certificate

All (18) (0 F / 18 M)	Applied (0)	Linked (0)	HR Assessment Required (0)	Screen (0)	Long List (0)	Short List (0)	Not Suitable (0)	Interview (0)	Recommended (0)	Not Recommended (0)	Endorsed (0)	Rostered (0)	Proposed for Selection (0)	Selection & Above (0)	Reject (18) (0 F / 18 M)	Withdrawn Application (0)	Disqualified (0)
A - D (1) E - K (0) L - Q (0) R - Z (17) Others (0) All Applicants (18)																	

Applicants

Select	Applicant Name	Applicant ID	Acct. Type	Int?	Application	View/Print P/HP	RM	Gender	Nationality	Acad	Lang	Exp	Test	Tests	Comments	Mark Disposition	Disposition	First Q Resp.
<input type="checkbox"/>	Bile, Mathieu	2852223	External					Male	United States								Reject	
<input type="checkbox"/>	Uat 1, Staff Member	2852518	External					Male	India								Reject	
<input type="checkbox"/>	Uat 20, Staff Member	2852522	External					Male	Cambodia								Reject	
<input type="checkbox"/>	Uat 6, Staff Member	2852525	External					Male	Australia								Reject	
<input type="checkbox"/>	Uat 8, Staff Member	2852527	External					Male	Afghanistan								Reject	
<input type="checkbox"/>	Uat 9, Staff Member	2852529	External					Male	Belgium								Reject	
<input type="checkbox"/>	Uat 12, Staff Member	2852531	External					Male	Belgium								Reject	
<input type="checkbox"/>	Uat 12, Staff Member	2852533	External					Male	India								Reject	
<input type="checkbox"/>	Uat 10, Staff Member	2852535	External					Male	China								Reject	
<input type="checkbox"/>	Uat 16_2, Staff Member	2852537	External					Male	Afghanistan								Reject	
<input type="checkbox"/>	Uat 2, Staff Member	2852587	Employee					Male	Algeria								Reject	

Run Report For: Click here to select the report

- Applicant Gender Ratio
- Applicant Nationality Summary
- Comparative Analysis Final Report
- Detailed Applicant Information
- Full Status Matrix
- HR Assessment
- Work Experience Criteria Report of Applicants
- Comparative Analysis of Preliminary Evaluation
- Keyword match Report for Applicants
- Gender Geographical and Region Summary

1.2: Generate gender, geographical and region summary reports

(1) To generate the reports, from the job opening landing page, click Reports from the landing page, and select the relevant report from the drop down.

Manage Job Opening

Return | Search Job Openings | Refresh | Add Note | No Category | Print Job Opening | Roster Search | Job Posting

Posting Title: UAT - STD - STD, G5
 Job Opening Status: 010 Open
 Job Code: 10043 (SECURITY TRAINING ASSISTANT)
 Job Opening Number: 18-SEC-ESCAP-47878-R-BANGKOK (G)
 Source Type: Approved JO
 Source Job Opening: 47552

Job Opening ID: 47878
 Job Type: Standard Requirement
 Business Unit: B0999 (UPGRADE)9999
 Posting Period: 18 December 2018 - 30 December 2020
 Staffing Exercise: N/A

Applicants | Applicant Search | Applicant Screening | Activity & Attachments | Details | Reports

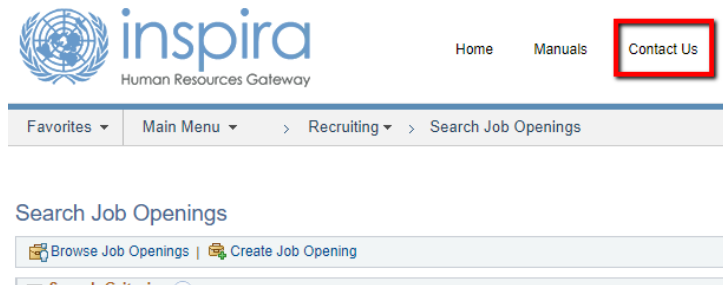
Reports on Job openings and Applicants

Run Report For: Click here to select the report

- Applicant Gender Ratio
- Applicant Nationality Summary
- Comparative Analysis Final Report
- Detailed Applicant Information
- Full Status Matrix
- HR Assessment
- Work Experience Criteria Report of Applicants
- Comparative Analysis of Preliminary Evaluation
- Keyword match Report for Applicants
- Gender Geographical and Region Summary

📁 1.2: Submit requests for Inspira business roles

- (1) In the main page of Inspira, click on the Inspira Role Request Instructions and Forms.
- (2) Fill out the form and obtain the signature of the official who has the role approving authority according to the instruction.
- (3) Scan the document in .pdf version.
- (4) Submit the request at:
 - (a) Inspira (<https://inspira.un.org>); or



- (b) Unite Self Service (<https://ineedservice.un.org>).

Chapter 2: Creating job openings

1. When a position is established, becomes vacant or is expected to become vacant, the hiring manager should initiate the staff selection process in Inspira by submitting a job request to the staffing table manager. The staffing timeline starts once the job request is submitted to the staffing table manager. Before initiating the staff selection process, the staffing table managers should ensure that positions are classified according to staff rule 2.1.

Creation of a job request by hiring managers

2. Hiring managers responsible for the staff selection process to fill vacant positions available for one year or longer initiate the process by creating a job request (🔗 [Inspira tip 2.1](#)).

Primary Job Opening Information

Job Details ?

*Recruitment Framework Regular Vacancy

*Job Opening Type Standard Requisition

*Business Unit B0026 ECE |0862

Position Number

*Job Code

Job Code Title

Create Job Opening Options

New Job Opening Based on GJP Based on approved Job Opening

Continue

3. When creating a job request, hiring managers should use one of the following job opening types:

- *Standard Requisition*: vacancy announcement for all positions which are not in the peacekeeping and special political missions and not at the D-2 level
- *Recruit from Roster*: vacancy announcement used in peacekeeping and special political mission positions
- *D2 level JO*: vacancy announcement for D-2 level positions
- *Continuous job opening*: vacancy announcement for generic job openings, which is used to create rosters for the field.

4. There is also the *Temporary Job Opening* which is used to fill short-term needs of less than one year, which is not within the scope of this manual.

5. A job opening must be based on an approved classification document (generic job profile, standard job description or an individually classified job

description) or a previously published job opening. These options are described below:

- (a) Generic job profile (GJP): If a GJP relevant to the position is available, hiring managers may utilize it as the basis for the creation of the job opening following a classifiable advice indicating that the position is associable to the GJP.
- (b) Standard job description (SJD): Once the evaluation criteria of a SJD based job opening are reviewed and approved by a central review body, subsequent job openings utilizing the same SJD may be reviewed and approved by recruiters if no major deviation exists (i.e. requirements remain unchanged while desirables may vary depending on the focus of the position in the specific location).
- (c) Individually classified job description: The evaluation criteria of job openings based on individually classified job description will be reviewed and approved by the central review bodies.
- (d) Previously published job opening: Job openings based on a previously published job opening within one year may be reviewed and approved by senior recruiters.

6. Hiring managers should choose a job code, which will be reviewed by the staffing table managers and recruiters. The job code is the functional title of the position. It should be aligned with the approved classification document for the position to be advertised. The choice of job code is important because it determines the relevant roster for the job opening. For more information on the roster, read [Chapter 12](#).

7. After the *Primary Job Opening Information*, hiring managers are asked to fill out three additional pages with the assistance of the staffing table managers: (1) *Job Details*; (2) *Evaluation Criteria*; and (3) *Job Postings*. Hiring managers should focus on filling out the mandatory fields marked with an asterisk (*) on the screen. The staffing table managers are responsible for ensuring all fields are correctly filled out.

Job Details:

8. The following table provides guidance on how to complete each field of the *Job Details* page (🔗 [Inspira tip 2.2](#)).

Openings to Fill (mandatory)	This represents whether there are limited or unlimited openings for this position. <i>Limited</i> should be used for standard requisitions, recruit from roster or D-2 level JOs and <i>Unlimited</i> should be used for continuous/generic job openings.
-------------------------------------	---

Target Openings	By default, the value of this field is 1. It indicates the number of openings expected to be filled by this job opening. For example, if the same job opening will be used to fill two distinct positions, the value should be 2.
Available Openings	By default, the value of this field is 1. It indicates the number of available vacancies and the maximum number of candidates that can be selected at the selection stage by this job opening. It must be the same number as the <i>Target Openings</i> at this stage.
Business Unit	This is auto-populated from the <i>Primary Job Opening Information</i> . If it is not populated or is incorrect, it should be changed to the correct business unit.
Company (mandatory)	This should always be <i>UNS</i> (United Nations Secretariat).
Department/ Office (mandatory)	From the dropdown menu, the correct department or office should be selected. It should normally align with the department or office selected for <i>Business Unit</i> .
Organizational Unit	This is auto-populated from the <i>Primary Job Opening Information</i> if the Umoja position number was entered in that page. Otherwise, the organizational unit may be entered in this field.
Duty Station (mandatory)	This indicates the duty station of the position. It is auto-populated from the <i>Primary Job Opening Information</i> if the Umoja position number was entered. If there are multiple positions in multiple duty stations, click on <i>Add Additional Duty Stations</i> to add other duty stations.


The screenshot shows the 'Job Opening Locations' form. On the left, there are input fields for 'Department/Office', 'Organisational Unit', 'Duty Station', 'Status Code' (005 Draft), 'Status Reason', and 'Status Date' (16/09/2018). A blue arrow points to the 'Add Additional Duty Stations' button. On the right, there is a table with columns for 'Description' and 'Primary Duty Station'. The table contains two rows: 'NEW YORK' and 'BEIRUT'. Below the table are buttons for 'Add Duty Station', 'Save', and 'Cancel'.

Status Code	This field is non-editable. It will show <i>005 Draft</i> at this stage.
Status Reason	This should remain blank.
Status Date	Non-editable. It will show the current date at this stage.
Desired Start Date	Optional. It reflects the date the selected candidate is expected to assume responsibilities for this position.
Projected Fill Date	Optional. It indicates the date the hiring manager expects the selection decision to be made.
Roster type	Non-editable. It will show <i>E-General</i> .
Source Type (mandatory)	This indicates the document that will be used as the basis for the creation of the job opening. One of the following three options should be selected: <ul style="list-style-type: none"> • <i>JD</i> – an individually classified job description or standard job description; • <i>GJP</i> – a generic job profile; • <i>Approved JO</i> – a previously published job opening.
Post Nature (mandatory)	<ul style="list-style-type: none"> • <i>Geographical (G)</i> – established regular budget positions in the Professional and higher category which are geographical posts subject to the system of desirable ranges; • <i>Language (L)</i> – language positions in the Professional and higher categories; • <i>Regular (R)</i> – regular budget or support account positions in the Professional and higher categories which are non-geographical and non-language, and which are not located in Special Political Missions. It may include General Temporary Assistance positions funded from the regular budget; • <i>Project (E)</i> – project funds positions, typically used for experts and advisors, in the field in the Professional and higher categories;

- *Extra-budgetary (X)* – positions financed through voluntary contributions or extra-budgetary resources other than project funds. It may include General Temporary Assistance, temporary or Temporary Assistance for Meetings type-posts in the Professional and higher categories;
- *Mission (M)* – positions in peacekeeping operations funded through peacekeeping budgets or in special political missions, in the Field Service and Professional and higher categories;
- *Other (O)* – positions in the General Service or related categories (regardless of funding), except the National Professional Officer category;
- *National Officer (N)* – positions in the National Professional Officer category.

Positions	The staffing table manager should fill this field with the Umoja post number.
Employee being replaced	The name of the regular incumbent who is being replaced should be entered here unless it is not applicable (e.g. for new positions).

Evaluation criteria:

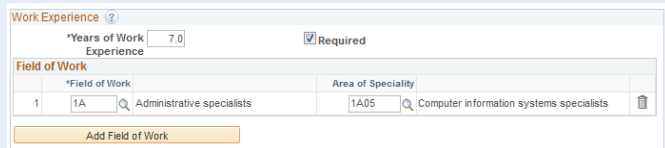
9. The *Evaluation Criteria* are the criteria against which applicants are screened, evaluated and assessed. The following table provides guidance on how to complete each field in this section ( **Inspira tip 2.3**).

Years of work experience (mandatory)	This field indicates the minimum number of years of work experience required for the position. It should be filled out in accordance with organizational standards regarding the number of years of work experience required for each level, as prescribed in Annex I of this manual. The <i>Required</i> checkbox must be marked to invoke automated screening of applicants.
Field of work (mandatory)	This field can be filled by the hiring manager or the staffing table manager. It reflects the applicable field of work (e.g. Economists, Jurists). This should match

the Common Classification of Occupational Groups (CCOG) code from the approved classification document. More than one field of work may be added. If the field of work cannot be found, *IP* (Professional, managerial and technical specialists for which no job family exists) should be selected.

Area of speciality

This field can be filled by the hiring manager or the staffing table manager. It reflects the area of speciality within the *Field of Work*. If *IP* is selected, this field should be blank.



The screenshot shows a form titled 'Work Experience' with a 'Required' checkbox checked. Below it is a table for 'Field of Work' with two columns: 'Field of Work' and 'Area of Speciality'. The first row contains '1A Administrative specialists' and '1A05 Computer information systems specialists'. An 'Add Field of Work' button is at the bottom.

Required and Desirable Work Experience/Work Experience Description

This field is optional. This tool may facilitate the evaluation of applicants. Its use has no impact on the automatic screening of applications.

The hiring manager may add required or desirable work experience criteria aligned with the job opening. The work experience descriptions are entered by the hiring manager using free text. At the evaluation stage, an Excel file with separate columns for each required and desirable criterion can be generated. For further information on how to use this tool at the evaluation stage, refer to **Chapter 6**.

Optional: Keywords

This field is optional. It is currently being used only for generic/continuous job openings. Hiring managers may add keywords aligned with the required or desirable work experience criteria of the job opening. The maximum number of keyword groups is 15. Each keyword group should include the keyword and all possible synonyms and variations, separated with a comma, in both English and French.

During the screening process, the system will identify the keywords in the work experience/employment section of the applications. The *Keyword Match* score for each applicant will be provided (e.g. 1/5; 2/10) in the job opening's applicant page. Applicants will be allocated one point for each keyword group match.

Keywords cannot be changed after the job opening is approved and posted.

Examples of keyword groups:

- Protection of civilians, POC, protecting civilians, protect civilians, protection des civils, PdC, protéger les civils
- Managing team, management of team, team management, managed team, team managed, équipe de gestion, direction d' équipe, gestion d'équipe, équipe gérée

**Education/
Minimum
Requirement
(mandatory)**

This indicates the minimum education requirement in accordance with organizational standards in **Annex I**. In general:

- For positions in the General Service and related categories: High school diploma (*HS Diploma*).
- For positions in the Professional and higher categories: *Recognised 1st level degree*.

The checkbox *Required* should be ticked.

**YPP only: Main
Course of
Study and
Field of Study
Required
checkbox**

This box should remain blank. This is only used for the young professionals programme examination.

**Competencies
(mandatory)**

Professionalism should always be added in addition to two core competencies. For positions with managerial responsibilities, the most relevant managerial competencies should be added:

normally two for the P-5, D-1 and D-2 levels and one for other levels with managerial responsibilities. Up to five competencies in total may be selected.

Tick the *Required* checkbox.

Degrees

For positions in the Professional and higher categories, *Advanced Level* should be selected.

**Languages
(mandatory)**

Basic language requirement:

This field reflects the language(s) in which proficiency is required or desirable to perform the job. As a minimum, the applicant must be fluent in one of the United Nations working languages (English or French). Fluency or knowledge in additional language(s) may be required or desirable depending on the position or the duty station.

Languages	Level of Knowledge	Required
French	Fluency	<input checked="" type="checkbox"/>
English	Knowledge of	<input checked="" type="checkbox"/>
Chinese (Mandarin)	Knowledge of	<input type="checkbox"/>

The *Level of Knowledge* required in this section can be:

- *Fluency* – equals a rating of “fluent” in all four areas (speak, read, write and understand), as indicated by the applicant in the PHP.
- *Knowledge of* – equals a rating of “confident” or “fluent” in at least two of the four areas, as indicated by the applicant in the PHP.

The *Required* checkbox must be ticked for the required language(s) to invoke automated screening of applicants. For languages that are considered desirable, the *Required* check box should not be checked.

Complex Language Combination

If a job opening requires different language combinations (for example, English or French instead of only English or only French), the hiring manager may utilize the *Complex Language Combination* tool. A summary of the combination will not appear on the *Evaluation Criteria* page. When this tool is used, there should be no language selected in the main *Languages* section.

Required Language Combination Find First 1-2 of 2 Last

English and French are the working languages of the United Nations Secretariat. Please enter the specific languages required for this Job Opening.

Applicants must meet the level of knowledge in at least one language in each language combination section to be eligible.

Applicants that do not meet the below requirements will be automatically rejected by pre-screening.

Language Combination

*Language: English Operator: OR *Level of Knowledge: Fluency

French

AND

Language Combination

*Language: Chinese (Mandarin) Operator: OR *Level of Knowledge: Knowledge of

Preview Language Combination

Preview Language Combination

(Fluency in English OR French) AND (Knowledge of Chinese (Mandarin))

OK Cancel

Licences and Certificates

The required or desirable licenses and certificates may be added here although this will not invoke automatic screening. It is not necessary to check the *Required* checkbox.

Tests or Examinations (mandatory)

This field reflects the assessment methods. *Competency-based interview* must always be added, and the *Required* checkbox checked for standard requisitions, recruit from roster and D2 level JOs.

In case other types of assessments will be conducted, the hiring managers should also add *Other Assessment Method* or the specific assessment type which will be conducted.

Tests or Examinations	Required
Competency-based Interview	<input checked="" type="checkbox"/>
Other Assessment Method	<input type="checkbox"/>

Add Tests or Examinations

Screening questions (mandatory)

Add at least one screening question from the screening questions library. Up to 15 questions corresponding to the evaluation criteria of the job opening may be selected. The questions may be eliminating if they correspond to the required evaluation criteria of the job opening. Applicants who incorrectly answer eliminating questions are automatically rejected.

Hiring managers, through the staffing table managers, may request recruiters for the creation of new screening questions. The request should include the text for the screening question in both English and French. The template to request the addition of screening questions can be downloaded from the **“Screening questions and Inspira role access” Unite Connections community**.

Recruiters should review the request to ensure that there is no existing pre-screening question which may be used for the requirement. After review and confirmation of the need for a new screening question, senior recruiters with the Question Library

Manager role are authorized to create the screening question (🔗 [Inspira tip 2.4](#)).

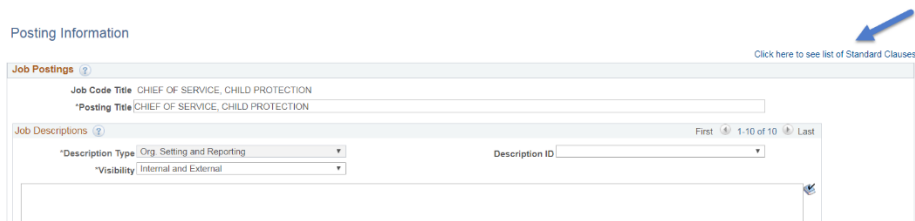
Job postings:

10. The job posting is the text that will be advertised on the Careers Portal and Inspira (🔗 [Inspira tip 2.5](#)). It must be aligned with the evaluation criteria and the approved classification document (generic job profile, individually classified or standard job description) or the previously published job opening. The hiring manager should ensure that the job opening contains the following information:

- Posting title and level
- Department/office
- Organizational settings and reporting line
- Responsibilities
- Competencies
- Education
- Work experience
- Languages
- Assessment methods
- Special notice

11. In case modifications have been made from the approved classification document or previously approved job opening, the hiring manager must highlight the changes to the staffing table manager and recruiters.

12. The list of commonly used standard clauses can be accessed and downloaded through a link that appears at the top of the *Job Postings* page or through the dropdown menus of each section of the *Job Postings* page.



13. The language of the job posting should reflect the evaluation criteria of the job opening and be crafted to facilitate the identification of suitable applicants. The evaluation criteria of the job posting should be clear, precise and objective.

14. In the areas of work experience and languages, mandatory criteria should be indicated as “required,” and any additional criteria which may or may not be applied to shortlist candidates should be indicated as “highly

desirable” or “desirable.” Depending on the quality of applications received, the “highly desirable” or “desirable” criteria could be used to create a shortlist. Criteria which are stated as an “asset” or “advantage” may be considered following recommendation at the time of selection decision.

15. Hiring managers should be mindful of the following considerations for the following areas:

Work experience: Work experience criteria should reflect the minimum number of years of work experience required in the substantive areas relevant to the functions of the position and the standard work experience requirements specified in **Annex 1** for the level and category of the position. The work experience criteria should not limit the eligibility of applicants to experience acquired in the UN, according to the General Assembly mandate to treat externals and internals equally.

Language: English and French are the two working languages of the United Nations Secretariat, and fluency in either language is required for staff positions. A specific working language may be required if necessary to perform the functions of the position. Fluency or knowledge of the other working language may be required, desirable or an advantage.

Fluency or knowledge of additional languages may be may be considered required, desirable or an advantage in the following scenarios:

- When there is an applicable duty station specific working language according to Secretary-General's Bulletin ST/SGB/201 for positions in the relevant regional commissions;
- For positions in the field, for the languages which are the official languages of the country of the duty station or spoken in the country of the duty station; or
- If any other languages are needed to perform the functions of the position.

Competencies: For positions at the P-5, D-1 and D-2 level, the standard approach is indicating five competencies including the core value of *professionalism* and two managerial competencies. For other positions the norm is three competencies including the core value of *professionalism*. A fourth competency which is a managerial competency may be included for P-4 positions with managerial responsibilities.

Having chosen the most important competencies, hiring managers may list all standard indicators for each competency or select the most relevant indicators. Indicators related to subject matter expertise and knowledge may be added as part of the core value of *professionalism*. The indicator

for gender should always be included under professionalism, except for the P-5, D-1 and D-2 level job openings in which the indicator should be added under the competency of *leadership*, if it is included.

Submitting job requests to staffing table managers:

16. After the hiring managers have completed the pages for *Job Details*, *Evaluation Criteria* and *Job Postings*, they should submit the job request to the staffing table managers for review and submission to the recruiter (📎 **Inspira tips 2.6 & 2.7**), and inform the staffing table managers.

17. The request will be routed to the staffing table managers of the hiring manager's department, office or mission based on the business unit chosen in the job request. The staffing table managers are in executive offices and local human resources and administrative offices.

Review of the job request by staffing table managers

18. The staffing table managers should review all aspects of the request before approving and submitting the job opening for advertisement (📎 **Inspira tip 2.8**):

- ensure funding availability of the position;
- ascertain post classification status and upload the approved classification document in the *Activity & Attachments* section;
- fill out the remainder of *Job Details*, *Evaluation Criteria* and *Job Postings*, and review and confirm the information provided by hiring managers;
- in the *Hiring Team* tab, assign the primary hiring manager and add the relevant senior recruiter as an *Interested Party*); and
- obtain and provide the names of any persons who hold or have held a temporary appointment within the last six months and who have been on the post in the *Comments Text* box of the *Approvals* sub-tab under the *Details* tab.

Approve or deny job requests:

19. The staffing table manager may approve or deny a job request (📎 **Inspira tip 2.8**). If the request is approved, the job opening will be routed to the senior recruiter for further review and approval. Denying the job request will send it back to the hiring manager.

Inspira tips

2.1: Initiate the creation of a job request (for hiring managers)

- (1) In *Main Menu* of Inspira, select *Recruiting > Create Job Opening*.
- (2) On the next page, titled *Primary Job Opening Information*, enter the information for each field in the *Job Details* section, as follows:

Primary Job Opening Information

Job Details

(a) *Recruitment Framework

(b) *Job Opening Type

(c) *Business Unit DPI |0452

(d) Position Number PRESS OFFICER

(e) Job Code PRESS OFFICER

Job Code Title PRESS OFFICER

Source

Create Job Opening Options

New Job Opening Based on GJP Based on approved Job Opening

Select GJP

- (a) *Recruitment framework* – it defaults to *Regular Vacancy*.
- (b) *Job opening type* (mandatory) – it defaults to *Standard Requisition*, but in case the position is approved for selection exclusively from a roster, the option *Recruit from Roster* should be chosen. In case the position is at D-2 level, the option *D2 Level JO* should be selected.
- (c) *Business Unit* (mandatory) – it defaults to the user's business unit. It can be changed by entering a different business unit number or clicking on the search icon to find the correct one.
- (d) *Position number* – enter the Umoja position number. Although this field is not mandatory at this stage, it is highly recommended to enter it as it would populate several other fields (e.g. job title, job code, organizational unit). These auto-populated fields will be later reviewed by the staffing table managers and recruiters to ensure that the Umoja job title and job code match the approved classification document associated with the position.
- (e) *Job code* (mandatory) – if a position number was entered, the job code is automatically populated. If not, enter the job code associated with the position. Hiring managers can

click on the search icon to find the appropriate job code. The job code determines the appropriate roster.

- (3) In the *Create Job Opening Options* section, select the basis of the job opening as appropriate. It is mandatory to select one of the options. Hiring managers can select among the following:
 - (a) *New Job Opening* – applicable when an individually classified job description or standard job description has been associated with the position, and it has been decided to use such job description as the basis of the evaluation criteria and job posting/advertisement. This option may also be used when there is no Generic Job Profile (GJP) or approved job description available.
 - (b) *Based on GJP* – applicable when a Generic Job Profile has been associated with the position. When chosen, the hiring manager will be required to click on *Select GJP*, and on the next page, enter the search criteria of the GJP and click on *Search* to find and select the appropriate GJP. If the desired GJP cannot be found, the hiring manager should use the *New Job Opening* option.

Primary Job Opening Information

Create Job Opening Options

New Job Opening Based on GJP Based on approved Job Opening

Enter Search Criteria

Posting Title

Job Network

Job Family

Category P

Level P3

- (i) Click on the posting title to select the appropriate GJP.

Primary Job Opening Information

Create Job Opening Options

New Job Opening Based on GJP Based on approved Job Opening

Enter Search Criteria

[Return to Previous Page](#)

1 Results Found

Search Results Personalize | Find | View All | First 1 of 1 Last

Posting Title	Level	Job Family
Political Affairs Officer	P3	POL

- (ii) Click *Select GJP*.

Source Job Opening

Select GJP  Return to Previous Page

Job Title: Political Affairs Officer, P3
 Job Code: 5119
 Source Type: GJP

Job Posting Description

United Nations Core Values: Integrity, Professionalism, Respect for Diversity

Org. Setting and Reporting

These posts are found primarily in the Department of Political Affairs (DPA), the Department of Peacekeeping Operations (DPKO), both at Headquarters and in the field and the Department of Disarmament (DDA). They generally report to a Senior Political Affairs Officer or Chief of section/unit.


Responsibilities



Within delegated authority, the Political Affairs Officer will be responsible for the following duties: (These duties are generic and may not be carried out by all Political Affairs Officers.)

- Gathers, selects and analyses information contained in communications and publications received from different sources, including the press.

- (c) Based on approved Job Opening – when this option is chosen, the hiring manager will be required to click on *Select Approved Job Opening*. On the next page, enter the search information (e.g. *Job Opening ID*) to find and select the previously approved job opening.

Primary Job Opening Information

Job Details 

*Recruitment Framework: Regular Vacancy
 *Job Opening Type: Standard Requisition
 *Business Unit: B0021  DPI 0452
 Position Number: 10196034  PUBLIC INFORMATION OFFICER
 Job Code: 5560 PUBLIC INFORMATION OFFICER
 Job Code Title: PUBLIC INFORMATION OFFICER
 Source

Create Job Opening Options

New Job Opening Based on GJP Based on approved Job Opening
 *Select Approved Job Opening*


Continue


Primary Job Opening Information

Create Job Opening Options

New Job Opening Based on GJP Based on approved Job Opening

Enter Search Criteria


Recruitment Framework: Regular Vacancy 

Job Opening ID: 

Posting Title: PUBLIC INFORMATION OFFICER


Category: P
 Level: P3

Business Unit:

Department: 


Created Within:


Job Opening Type:

Position Number: 

Job Network: Public Information and Conference Management


Job Family: Public Information

Job Code: 

Location: 

Posted Within:

Posting Expiry Within:

Search Reset 

- (i) Click *Search*, and then select the appropriate job opening by clicking on the posting title.

Primary Job Opening Information

Create Job Opening Options

New Job Opening Based on GJP Based on approved Job Opening

Enter Search Criteria

245 Results Found Return to Previous Page

Search Results	Personalize	Find	View 100	First	1-8 of 245	Last
Job Opening number	Posting Title	Level	Created	Date Posted	Date Expiring	Days Remaining
18-PUB-UNEP-100291-R-ATHENS (O)	PUBLIC INFORMATION OFFICER	P3	05/07/2018	01/09/2018	15/09/2018	44
18-PUB-UNEP-99784-R-NAIROBI (O)	PUBLIC INFORMATION OFFICER (Graphic Designer)	P3	26/05/2018	31/07/2018	14/09/2018	43
18-PUB-OCHA-94212-R-NEW YORK	Public Information Officer (Campaigns)	P3	05/03/2018	12/07/2018	26/08/2018	24
18-PUB-UNEP-97473-R-MANAMA(O)	Public Information Officer	P3	10/05/2018	02/07/2018	16/08/2018	14
18-PUB-DPI-99748-R-NEW YORK	Public Information Officer	P3	25/06/2018	29/06/2018	13/08/2018	11
18-PUB-MINUSCA-101065-F-Bna (O)	PUBLIC INFORMATION OFFICER	P3	19/07/2018	25/07/2018	09/08/2018	7
18-PUB-OCHA-100055-J-SANA'A	Public Information Officer	P3	02/07/2018	02/07/2018	17/07/2018	
18-PUB-MINUSMA-100526-F-TOMBOUTOU	PUBLIC INFORMATION OFFICER	P3	10/07/2018	13/07/2018	28/07/2018	

- (ii) Click *Select Approved Job Opening*.

Source Job Opening

Select Approved Job Opening  Return to Previous Page

Posting Title: PUBLIC INFORMATION OFFICER (Graphic Designer), P3
 Job Opening ID: 99784
 Job Opening Status: 010 Open
 Job Type: Standard
 Job Code Title: PUBLIC INFORMATION OFFICER
 Job Code: 5560
 Position Number: 10336648 PUBLIC INFORMATION OFFICER
 Job Opening number: 18-PUB-UNEP-99784-R-NAIROBI (X)
 Business Unit: B0072 UNEP J230
 Source Type: JD
 Posting Period: 31 July 2018-13 September 2018
 Source Job Opening:

Department/ Office: UNEP
 Location: NAIROBI
 Staffing Exercise: N/A

Job Posting Description


United Nations Core Values: Integrity, Professionalism, Respect for Diversity



Org. Setting and Reporting

The United Nations Environment Programme (UN Environment) is the leading global environmental authority that sets the global environmental agenda, promotes the coherent implementation of the environmental dimension of sustainable development within the United Nations system and serves as an authoritative advocate for the global environment. UN Environment's Communication Division

- (iii) Click *Continue*.


Primary Job Opening Information

Job Details 

*Recruitment Framework: Regular Vacancy
 *Job Opening Type: Standard Requisition
 *Business Unit: B0021  DPI 0452
 Position Number: 10196034  PUBLIC INFORMATION OFFICER
 Job Code: 5560 PUBLIC INFORMATION OFFICER
 Job Code Title: PUBLIC INFORMATION OFFICER
 Source: JO 99784 - PUBLIC INFORMATION OFFICER (Graphic Designer), P3

Create Job Opening Options

New Job Opening Based on GJP Based on approved Job Opening
Select Approved Job Opening

Continue 

📁 2.2: Complete the Job Details page (for hiring managers)

- (1) Fill out the fields of the *Job Details* page including the mandatory fields (marked with an asterisk *).
- (2) For the fields *Position* and *Employees being replaced*, the hiring manager can conduct a search by clicking on the search icon 🔍.
- (3) Once the information is complete, click on *Save*. Make a note of the job opening number so that it is easy to find later.

📁 2.3: Complete the Evaluation Criteria page (for hiring managers)

- (1) Fill out the fields of the *Evaluation Criteria* page including the mandatory fields (marked with an asterisk *).
- (2) In *Years of Work Experience*, enter the number of years required for the position. The *Required* checkbox must be marked to invoke automated pre-screening of applicants.
- (3) In *Field of Work*, select the field by clicking on the search icon and finding the appropriate field. Hiring managers may also add an *Area of Specialty* by clicking on the search icon and finding the appropriate area.
- (4) (Optional) In *Required and Desirable Work Experience*, input a *Work Experience Description* by entering a free text. Click on *Add Experience* to add additional work experience descriptions. The descriptions should be aligned with the language of the job opening. In case the description is a requirement, mark the *Required* checkbox.
- (5) (Optional only for generic/continuous job openings). In *Optional: Keywords*, click on *Add/Edit Keywords*. In the next screen, in the *Keyword Group(s)* box, enter the keywords. Make sure to enter all synonyms and variations of the keywords separated by a comma in both English and French. Ensure that the keywords are reflected in the work experience evaluation criteria of the job opening. To add additional keyword groups, click on *Add another group*. The maximum number of keyword groups is 15.
- (6) In *Education*, select the minimum educational requirement, in accordance with the level of the position. Tick the *Required* checkbox for automated screening.
- (7) Do not enter information in the fields *YPP only*, *Main Course of Study*, and *Field of Study*.
- (8) In *Competencies*, add *Professionalism* and other competencies.
- (9) In *Degrees*, for positions in the Professional and higher categories, add the required degrees for the position. Alternatively, the hiring manager may use the generic option, *Advanced Level*.
- (10) In *Languages*, the required language with the *Level of Knowledge* marked as *Fluency*. Add additional languages stated in the job posting and indicate the *Level of Knowledge* sought. Mark the

Required checkbox to trigger automated pre-screening. Use the *Complex Language Combination* tool for additional options (for example, when English OR French are required).

- (11) In *Licences and Certificates*, add any required or desirable. The *Required* checkbox can remain unmarked as there is no automated screening for this criterion.
- (12) In *Tests or Examinations*, select *Competency-based interview* and mark the *Required* checkbox. Click on *Add Tests or Examinations* and select *Other Assessment Method* or any other specific type of test or examination that will be conducted (e.g. Essay Exercise).
- (13) In *Screening Questions*, click on *Add Screening Question*. On the next page, search relevant screening questions by job network, job family, category and level, keyword, question ID number or description. After finding a screening question to add, mark the checkbox and click on *Add questions to JO*. At least one screening question must be added.

Job Network: All Job Networks
Job Family: All Job Families
Category: P Level: P3
Keyword:
Question ID: 1060
Description: Contains

Search Return to previous page Number of questions already added: 1.00

Add questions to JO

Question ID	Question	Description	Eliminating
<input checked="" type="checkbox"/>	1060	Do you have five years of experience in administrative services, finance, accounting, audit, human resources or related area?	Yes

Select All Deselect All

📁 2.4: Add a new screening question into the Inspira library (for senior recruiters with the role of Question Library Manager)

- (1) Under *Main Menu*, click on *Set Up HCM > Product Related > Recruiting > Screening > Question Definition* and click on *Add a New Value*.
- (2) On the next page, populate the fields with the relevant information. If it is an eliminating question, select *Yes* for *Eliminating*.

Question Definition

Enter any information you have and click Search. Leave fields blank for a list of all values.

Find an Existing Value Add a New Value

Search Criteria

Question ID: [dropdown] [input]
Description: begins with [dropdown] [input]

Search Clear Basic Search Save Search Criteria

Question Definition

Question ID
*Status: Active Status Date 01/02/2016

Scroll Area Find | View All First 1 of 1 Last

Job Network All Job Networks

Job Family All Job Families

Category Level

*Eliminating: No Yes

*Description

Question

Answers Personalize | Find | First 1 of 1 Last

*Answer	Correct Answer	Default Points
		0
		0

Save Notify Refresh Add Update/Display

- (3) When creating a Yes/No screening question, the answer options should be listed as shown below, with the correct answer marked accordingly in the corresponding checkbox.

*Answer	Correct Answer	Default Points
1060	<input checked="" type="checkbox"/>	0
1061	<input type="checkbox"/>	0

- (4) Senior recruiters can look for other answers depending on the question they are creating by clicking on the search icon to conduct a search.
- (5) Click on Save and it should update with a new Question ID number.
- (6) For new screening questions for positions at the Professional and higher categories, the senior recruiters should make sure to log into the French version of Inspira by clicking on the *Français* link on the welcome page.
- (7) Include the translation of the newly created screening question by following: *Menu Principal > Paramétrage HCM > Tables spécifiques produits > Recrutement > Sélection > Définition question* and inserting the ID of the new screening question.
- (8) Enter the French text.

2.5: Complete the Job Postings page (for hiring managers)

- (1) Click on the *Job Postings* section at the top of page.
- (2) Click on the existing job posting or *Add Job Posting*.

- (3) In *Posting Title*, choose between maintaining the default job code title and making a minor change (the change should reflect the job title used in Umoja or in the classified job description). Use initial capitalization for the first word of each word (e.g. Human Rights Officer).
- (4) For each mandatory item to complete in the *Job Descriptions* section (i.e. Org. Setting and Reporting, Responsibilities, Competencies, Education, Work Experience, Languages, Assessment), leave the *Visibility* dropdown menu defaulted to *Internal and External*.
- (5) *Description ID* may be left blank. If the hiring manager selects one of the options under the *Description ID*, it will populate the field with a generic default text.
- (6) In the text box for each item of the job description, enter the language to be used in the job posting. If a generic job profile or approved job opening is being used, some of the texts will be populated. For a consolidated list of standard clauses, click on the link at the top of the *Job Postings* page.
- (7) If there is no text box for each of *Assessment* and *Special Notice*, add them by clicking on *Add Posting Description*. Select *Assessment* and *Special Notice* from the drop down for *Description Type*. In the *Description ID* dropdown menu, choose the applicable language.

- (8) Click *Preview*, review the job posting and click *Return to Previous Page*.
- (9) Click *OK*, and on the next page, click on *Save*.
- (10) Once the *Job Details* and *Evaluation Criteria* sections are completed, click on *Submit*.

2.6: Find a job request that was previously saved (for hiring managers)

- (1) Under *Main Menu*, click on *Recruiting > Search Job Openings*.
- (2) On the next page, if the hiring manager knows the job opening number, enter it under *Job Opening ID*; if not, jump to the next step.
- (3) Click on *Search* at the bottom of the page. Normally, the hiring managers will have only one pending job opening; however, if the results show more than one as pending, the hiring managers should



find the appropriate job opening based on the information displayed on the screen.

- (4) At this point, the job request/job opening would have been assigned a job opening number. Hiring managers are advised to take note of it for future reference.
- (5) Click on the posting title, and the hiring managers will be able to access the draft job request.

2.7: Submit a job request to the staffing table manager (for hiring managers)

- (1) Make sure that all fields in the *Job Details*, *Evaluation Criteria* and *Job Postings* are filled out.
- (2) Click on *Save* at the bottom of the page.
- (3) Click on *Submit* at the bottom of the page.
- (4) Inform the staffing table manager.

2.8: Review and approve a job request that has been submitted (for staffing table managers)

- (1) Under *Main Menu*, click on *Recruiting > Pending Approvals*.
- (2) On the next page, identify the relevant job request, and click on the *Job Opening* column link.
- (3) Under the *Details* page, review the information entered by the hiring manager in the sections *Job Details*, *Evaluation Criteria* and *Job Postings*, and make any changes as required. In *Job Postings*, make sure to click on the posting title and add any necessary *Special Notice*.
- (4) Under the *Details* page, in the *Hiring Team* section:
 - (a) Add the primary hiring manager in the *Hiring Managers* section by clicking on the search icon  and entering the staff ID number in the *Empl ID* field or the staff name in the *Display Name* field and click *Look Up*. Mark the *Primary* checkbox next to the primary hiring manager's name.
 - (b) Add the senior recruiter in the *Interested Parties* section by clicking on the search icon  and entering the staff ID number in the *Empl ID* field or the staff name in the *Display Name* field, and click *Look Up*.
- (5) In the *Activity & Attachments* page, click on *Add Attachment* under the *Attachments* section and upload the approved classification document associated with the position (generic job profile, standard job description or individually classified job description).
- (6) In the *Details* section, click on *Approvals*, and take one of the following actions:
 - (a) To approve the job request, in the *Comments Text* box, enter the names of any persons who hold or have held a

temporary appointment within the last six months and who have been on the post; and click on *Approve*. For job openings created based on a standard job description, provide the job opening number for which the evaluation criteria were approved by a central review body.

- (b) To deny the job request, provide comments or reasons for rejecting the request in the *Comments Text* box, and click on *Deny*.
 - (c) Alternatively, click on *Save* and return to the job request for review later.
- (7) If the job request is approved, inform the senior recruiter (*Interested Party*).

Chapter 3: Approving job openings

1. After the staffing table managers approve and submit the job request, the senior recruiters and recruiters will review the *Job Details*, *Evaluation Criteria* and *Job Posting*. The senior recruiters and recruiters should check their *Pending Approvals* page on a daily basis to ensure all submitted job openings are reviewed and approved expeditiously (👉 **Inspira tip 3.1**).

Approve, push back or deny job requests

2. The senior recruiters and recruiters may approve, push back or deny a job request at any stage of the job opening approval process (👉 **Inspira tip 3.2**). The job request is approved to the next stage when the requisite areas are completed according to **Chapter 2** of this manual. The push back and deny functionalities should be used depending on whose further action is necessary: pushing back will return the job opening to the immediately preceding stage, and denying will return it directly to the hiring manager. The deny functionality may also be used when the request to fill a position is withdrawn.

Review of the job details

3. When reviewing a job request, the senior recruiters should ensure that the staffing table managers have properly completed the *Job Details* page. The senior recruiter should assign a primary recruiter and additional recruiters (👉 **Inspira tip 3.3**) before approving the request.

Review of evaluation criteria and job posting

4. After a job request is approved by the senior recruiter, the recruiter reviews the evaluation criteria and job posting.

5. If a job opening is based on an individually classified job description, the central review bodies will review the evaluation criteria following the preliminary review of the recruiters. The recruiters route these job openings to the central review bodies for approval (👉 **Inspira tip 3.4**).

6. If the job opening is based on a generic job profile, a previously approved standard job description or a previously published job opening (within one year), the central review body review is not required, and the job opening is sent directly the next steps of the process, i.e. translation and publication (👉 **Inspira tip 3.5**).

Review of evaluation criteria by the central review bodies

7. The central review bodies review the evaluation criteria of a job opening created on the basis of a job description. The central review body members may submit a recommendation or request for clarification as necessary and provide comments (👉 **Inspira tip 3.6**).

8. After the central review bodies approve the evaluation criteria and job posting in the system, the senior recruiters and recruiters will receive an automatic notification from the system of the approval.

Translation in English or French

9. Following the review of the job opening, the recruiter will coordinate the translation of the job posting for positions in the Professional and higher categories in French if the original text is in English or in English if the original text is in French (👉 **Inspira tip 3.7**).

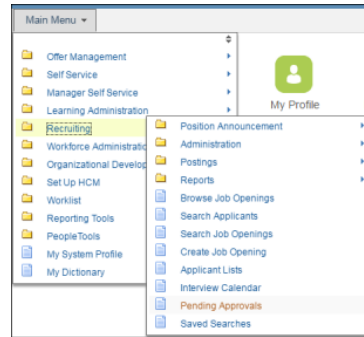
Publishing job openings

10. Before publishing a job opening, recruiters should ensure that the language and the format are correct by checking the preview of the job opening. Once the recruiters post the job opening, it will be published online within the next few hours (👉 **Inspira tip 3.8**). Senior recruiters are ultimately responsible for the quality of the job posting.

Inspira tips

3.1: Find and access a job opening pending approval

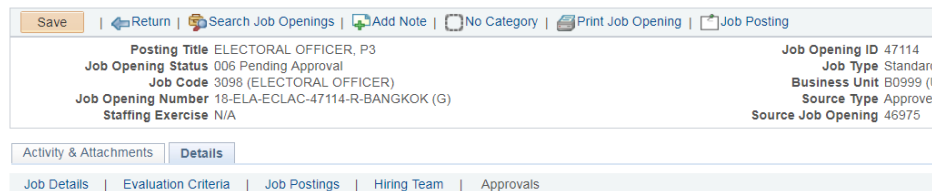
- (1) In *Main Menu*, select *Recruiting > Pending Approvals*.
- (2) On the next page, click on the posting title.



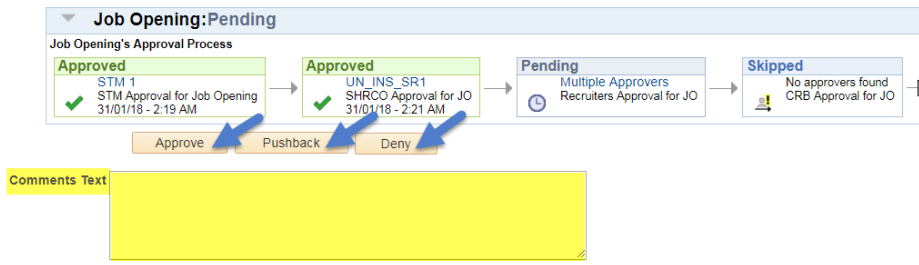
3.2: Approve, push back or deny a job request

- (1) In the job opening, click on *Details > Approvals*.
- (2) If the case will be sent for *Pushback* or *Deny*, comments or reasons could be entered in the *Comments Text* box. Click one of the following options:
 - o *Approve* – sends the job request to the next stage;
 - o *Pushback* – sends the job request to the immediately preceding stage;
 - o *Deny* – sends the job opening to the hiring manager directly.

Manage Job Opening



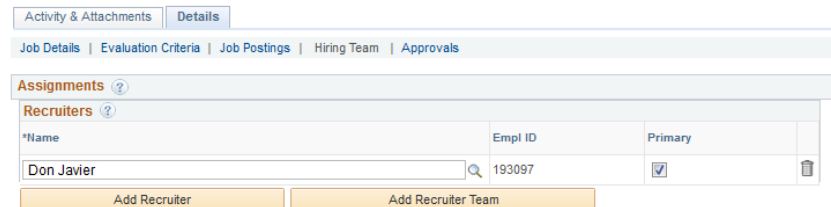
Job Opening's Approval Process



3.3: Add a primary recruiter and additional recruiters

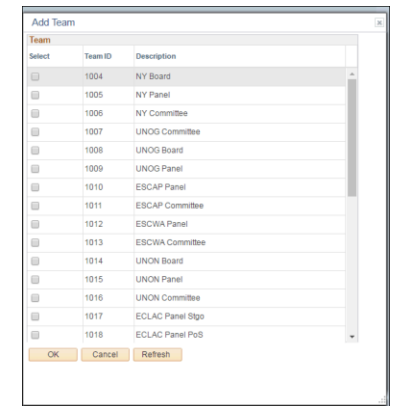
- (1) In the job opening, click on *Details > Hiring Team*.
- (2) In the *Recruiters* section, click on *Add Recruiter*.

- (3) In the new field created, click on the search icon.
- (4) On the next page, enter the recruiter's name in the *Display Name* field and click *Look Up*.
- (5) Click on the recruiter's name.
- (6) If two recruiters or more were added, select one to be the primary recruiter by clicking on the *Primary* checkbox.
- (7) Once finished, click on *Save*.



3.4: Submit a job opening for the review of a central review body

- (1) In the job opening page, click on *Details > Hiring Team*.
- (2) In the *CRB / SRG* section, click on *Add CRB / SRG Secretary Team*.
- (3) On the next page, check the *Select* checkboxes for the CRB team that will be coordinating the review of the job opening.
- (4) Click *OK*.
- (5) Once finished, click on *Save* at the top or bottom of the page to save the entries.
- (6) Click on *Job Details*.
- (7) Change the *Status Reason* to *010 Awaiting CRB/SRG Review*.
- (8) Once finished, click on *Save* at the top or bottom of the page to save the entries. If the entries are not saved, the job opening will not be properly routed to the next reviewer/approver.
- (9) Click on *Approvals*. The recruiter box will be marked as *Approved* and CRB box status will change from *Not Routed* to *Pending*. The job opening should be routed to the relevant central review body for review and approval.
- (10) If the central review body returns the job opening at the preliminary review stage, an automatic notification will be sent to the recruiter. The status reason should be changed to *055 Return to Recruiter*.
- (11) After the central review bodies approve the evaluation criteria and job posting in the system, an automatic notification will be



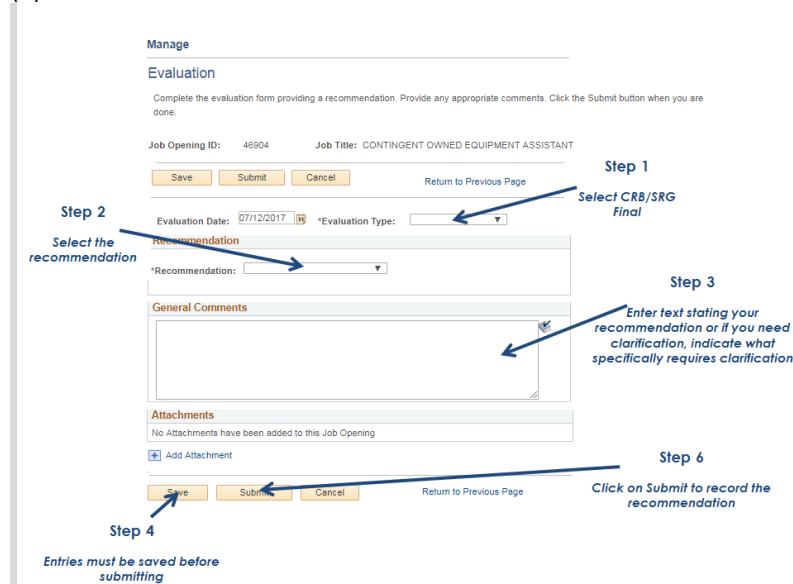
sent. The Central Review Body approval step under *Approvals* will also change from *Pending* to *Approved*.

3.5: Go to the next step when review by a central review body is not required

- (1) As long as a CRB / SRG Secretary Team is not added in the *Hiring Team* of the *Details* tab, the job opening will not be routed automatically to the central review body for review and approval.

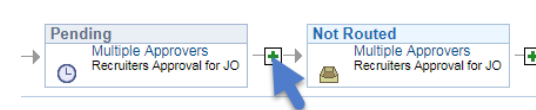
3.6: Record a recommendation regarding the evaluation criteria and the job posting (for CRB members)

- (1) Click on *Main Menu > Recruiting > CRB/SRG > CRB/SRG Reviews*.
- (2) Locate and open the review. If the review cannot be found, insert the Review ID number and click *Refresh*.
- (3) From the *Manage CRB/SRG Review Schedule* page, locate the job opening and select *Manage Evaluations > Create New Evaluation*.
- (4) In the *Evaluation Type* field, select *CRB/SRG Members*.
- (5) In *Recommendation*, select between *Endorse* or *Request Clarifications to HM*.
- (6) In the *General Comments* box, state the CRB recommendation or if clarification is needed, indicate specifically what requires clarification.
- (7) Click on *Save*.
- (8) Click on *Submit* to record the recommendation.

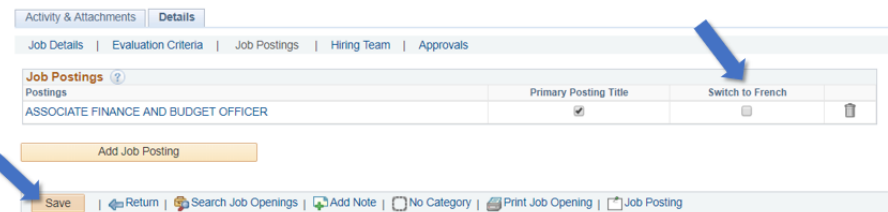
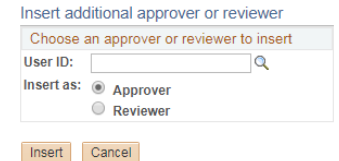


3.7: Submit the text of a job posting for translation

- (1) In the job opening page, click on *Details > Approvals*.
- (2) Scroll down to the *Job Opening's Approval Process* section.
- (3) Click on the insert icon, shown as a small cross, located after the *Pending Multiple Approvers* box.



- (4) On the *Insert additional approver or reviewer* page, complete the following:
 - (a) *User ID*: click on the search icon and search for the recruiter.
 - (b) *Insert as*: select *Reviewer* (recommended option). A reviewer can only review the job opening information.
- (5) Click on *Insert*. The selected recruiter will be added to the workflow.
- (6) Once finished, click on *Save* at the top or bottom of the page to save the entries. If the entries are not saved, the job opening will not be routed to the next reviewer/approver.
- (7) Click on *Approve*.
- (8) The recruiters should request for translation outside of the Inspira system.
- (9) Once the translation is completed, to upload the translation, in the job opening, click on *Details > Job Postings*.
- (10) Tick the box under *Switch to French* in the English page or *Changer de langue* in the French page. Click *Save*.



- (11) Click on the job posting title. This should prompt the job posting details of the alternative language.
- (12) Copy and paste the translation into the applicable fields. The recruiter will need to delete or modify auto-populated text as appropriate.
- (13) After the relevant fields of the job posting have been populated, click *Ok*.

3.8: Publish a job opening

- (1) In the job opening, click on *Details > Job Postings*.
- (2) Click on the job posting/title that has been created for the job opening.
- (3) Scroll down to the *Job Postings Destinations* section.
- (4) Complete the following fields:
 - (a) *Posting Type – Add Posting Destination* to add another row. One row should indicate *Posting Type External* and the other row *Posting Type Internal*.
 - (b) *Relative Open Date* – select *Approve Dt* so the job opening will be posted on the same date as the date of final approval.
 - (c) *Posting Duration (Days)* – enter the number of days the job opening in accordance to the standard posting period. This will populate the *Post* and *Remove Dates*.
- (5) Click *Preview* to conduct a final review.
- (6) Once finished, click *OK*.

*Destination	*Posting Type	Relative Open Date	Post Date	Post End Date	Remove Date	Posting Duration (Days)
Internet	Internal	Approve Dt	2008/2018	03/10/2018	04/10/2018	45
Internet	External	Approve Dt	2008/2018	03/10/2018	04/10/2018	45

Buttons: Add Posting Destination, OK, Cancel, Preview

- (7) On the next page, click on *Save* at the top or bottom of the page to save the entries.
- (8) Click on the *Approvals* tab.
- (9) When the job opening is ready for publication, click *Approve*.
- (10) The job opening will be published within the next few hours and an automatic notification will be sent to the Hiring Team indicating the staff selection benchmark timelines for the job opening.

Chapter 4: Screening applications

1. Applications are automatically screened by the system. The screening occurs through the application of screening rules based on the eligibility requirements in the Staff Regulations and Rules and administrative issuances including ST/AI/2010/3 and the evaluation criteria of the job opening. Applicants rejected through this process are not eligible to be considered. Some screening may require the recruiters' manual review, called "HR Assessment."

2. Applicants will have the following status during the screening stage (📌 **Inspira tip 4.1**):

- *Applied* – the applicant has applied but is awaiting the automated screening to be executed;
- *Screen* – the applicant has passed all the screening rules and has been released to the hiring manager;
- *Reject* – the applicant did not pass at least one of the screening rules and has not been released to the hiring manager;
- *HR Assessment Required* – the recruiter's manual review is required before releasing the application to the hiring manager;
- *Wdraw App* – the applicant withdrew his or her application.

Automated screening rules

3. The automatic screening is conducted in the following areas:

Age	Level	Academics	Experience	Screening question Responses
Former UN staff members	National Professional Officer positions	Consultants, individual contractors, interns, gratis personnel	GS applying to P and above	Family relationship
Lateral moves	Language staff applying to non-language post	Criminal record, human rights or humanitarian law violation	FS applying to P positions	Temporary appointee applying to current job
	Sexual exploitation and abuse	Young professionals programme 2 year initial assignment	Workplace investigation, disciplinary process	

- **Age:** ensures the applicant is older than 18 and have at least one year before reaching the mandatory age of separation at 65

- **Level:** ensures staff members apply only one level higher than their current grade in accordance with section 6.1 of ST/AI/2010/3. For job opening level determination of eligibility, refer to **Annex II**
- **Academics:** ensures the academic qualifications requirement is met
- **Experience:** ensures the work experience length requirement (e.g. 5 years) is met
- **Screening question responses:** ensures only applicants who have provided appropriate responses to the eliminating screening questions are released to hiring managers
- **Former UN staff members:** ensures applicants who are former UN staff members are eligible for employment with the Organization considering their reason for separation
- **Positions in the National Professional category:** ensures the applicants are nationals of the country of the duty station
- **Consultants, individual contractors, interns and gratis personnel:** ensures these applicants are eligible for the position in accordance with section 6.11 of ST/AI/2010/3
- **General Service (GS) staff applying to positions in the Professional and higher categories:** ensures applicants in the GS and related categories (except the National Professional category) are eligible for the position in accordance with staff rule 4.16 (b)
- **Family relationships:** ensures the applicant complies with the provisions of staff rule 4.7
- **Lateral moves (for P-5 job openings):** ensures the applicant meets the lateral move requirements described in section 6.3 of ST/AI/2010/3
- **Language staff applying to non-language job openings:** ensures applicants who are staff serving against language position meet the 5-year service requirement in a language position in accordance with section 6.9 of ST/AI/2010/3
- **Criminal record:** facilitates the review of applicants who have indicated in their application having committed crimes or violations of human rights or humanitarian laws
- **Field Service staff applying to positions in the Professional and higher categories:** ensures applicants at the FS-6 or FS-7 levels have served for at least one year at their current level in accordance with section 6.4 of ST/AI/2010/3

- Temporary appointees applying to their current position in the Professional and higher categories: ensures compliance with section 6.10 of ST/AI/2010/3
- Sexual exploitation and abuse: screens applicants who may be possible perpetrators of sexual exploitation and abuse
- Young professionals programme 2-year initial assignment: ensures compliance with the 2-year service requirement for the staff members in accordance with section 7.11 of ST/AI/2012/2/Rev.1
- Workplace investigation, disciplinary process question: screens out non-staff members who have self-reported involvement in workplace disciplinary processes or investigations

4. The result of applying each screening rule for applicants who are at *Screen*, *Reject* or *HR Assessment Required* status can be reviewed by the recruiters in the *Screening results matrix* page (🔗 **Inspira tip 4.2**). The result is shown for each applicant as follows:

- “Y”: the applicant passed the screening rule
- “N”: the applicant has failed the screening rule
- “HR”: HR Assessment is required for that particular screening rule
- “N/A”: the rule did not apply to the applicant
- (Blank): the applicant applied to the job opening before the introduction of the screening rule

Age	Level	Acad	Lang	Exp	Q Resp	Skills	Former Position UN SIM as NO	Position Consultants, ICs, Inters & Grats Personnel	GS applying to P and above	Fam. Rel.	UNV	Lang staff to Non lang JO	Criminal Record	FS applying to P positions	Temp Applying to Current Job	Rosteree	YPP: Nationality	YPP: 5 Yrs of Cont. Service	YPP: Current Contract Expiration	YPP: 2 Yr	Sexual exploitation or abuse	Discip. Q.
Y	HR	Y	Y	Y	Y	Y	N/A	N/A	N	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A		

Screening based on mandatory questions related to integrity and performance standards

5. Applicants are required to answer questions which shed light on their integrity and performance standards before submitting an application. Applicants may be screened out on the basis of these standards.

Crimes or violation of human rights or humanitarian laws:

6. Applicants are asked if they have ever committed, been convicted of, or prosecuted for, any criminal offence, or have been involved, by act or omission, in the commission of any violation of international human rights law or international humanitarian law, and if so, to provide details. Only the applicants who do not have anything to report and who are screened in with the approval of the senior recruiters are released to hiring manager.

Sexual exploitation and abuse:

7. Applicants are asked if they have ever committed, been investigated for, been prosecuted for, had a finding against them, or been convicted of an offence for, engaging in sexual exploitation and/or abuse and provide details. Applicants who have been convicted or have had an adverse finding against them are screened out. Applicants who have a case pending or in other status and are not current staff members of the UN system organizations will be screened out. Applicants who have been pardoned or acquitted are released to the hiring manager for further consideration. Further details may be made available during the reference verification process.

Workplace disciplinary processes or investigations:

8. Serving UN Secretariat staff members are asked to state if they have been issued a disciplinary or administrative measure, and if so, to provide details. Staff members are not screened out for truthfully reflecting previously issued measures. Other applicants are asked whether they have been subject to a workplace disciplinary process, workplace investigation or similar processes. Those who have been subject to these processes are automatically screened out.

HR Assessment

9. Recruiters should conduct HR assessment throughout the posting period (🔗 **Inspira tip 4.3**). A list of applicants who have been flagged for HR assessment can be generated from Inspira (🔗 **Inspira tip 4.4**). The applicants under HR Assessment should be released within **five** days after the end of the posting period.

10. The following table is the list of reasons for which applicants are marked for HR assessment. Staff information may require a review of Umoja personnel actions.

Reason	Description
Age	UN staff members who are younger than 18 years of age will be sent to HR assessment for further analysis on how the staff member was appointed previously.
Level	UN Secretariat staff members will be marked for HR assessment if they (1) apply with an external account or (2) reference information in Umoja is not available. Staff members whose level is not one level lower than, equal to or one level higher than the job

	<p>opening will be marked for HR assessment. For determination of eligibility per job opening level, refer to Annex II.</p> <p>Staff members on temporary promotion in a mission who appear to have served in the mission for less than 12 continuous months are marked for HR assessment. Only those with 12 continuous months of service are eligible for job openings two levels higher than their original grade.</p>
Former UN S/M - Separation reasons for former UN staff members	<p>A former staff member of the UN system who has been previously dismissed or separated for misconduct, abandonment of post or who has retired after reaching his or her mandatory age of separation is not eligible for consideration. In addition, applicants from a UN system organization who have separated following a mutually agreed termination, unless otherwise specified in the agreement, are ineligible for re-employment for a period of three years following their separation. To support this review, Inspira marks for HR assessment all former staff members from the UN system who have indicated in their PHPs that the reason for separation was not “end of contract,” “resignation” or “appointment expiration.”</p>
Fam. Rel - Family relationships	<p>A current staff member applying to a job opening who has indicated to have a family member (siblings, children, parents, step-siblings, step-children or step-parents), other than a spouse, working in the Secretariat is marked for HR assessment. In these cases, manual review will be required to further investigate whether the staff members and their family members were (1) legitimately selected or appointed before 1 July 2009 and have been continuously employed by the Secretariat; or (2) selected and appointed after that date but were appointed because they did not provide the requisite family relationship information. The latter may result in a finding of facts anterior to the appointment.</p>

Lateral moves - Promotion to P-5 positions	<p>For consideration for positions at the P-5 level, staff members at the P-4 or FS-7 level (including staff members on SPA at P-5 level), other than staff members holding a temporary appointment, are marked for HR assessment. A count of lateral moves in Umoja is required in these cases.</p>
Lang staff to Non-lang JO - Language staff member applying to non-language positions	<p>A language staff member in the Professional and higher categories should have served at least five years in language positions before applying for non-language positions. When the requirement is not met, the staff members are marked for HR assessment.</p>
Criminal Record	<p>Applicants who have indicated to have been convicted of or prosecuted for any criminal offence or involved by act or omission in the commission of any violation of international human rights law or international humanitarian law, will be marked for HR assessment. The details should be reviewed by the senior recruiter for determination.</p>
FS applying to P positions - Staff members in the Field Service category applying to Professional positions	<p>A staff member at the FS-6 and FS-7 in the Field Service category who applies to a Professional category position and who may be a staff member in the General Service and related categories on a field assignment is marked for HR assessment. No staff member who holds a lien to a position in the General Service and related categories should be screened in.</p>
Temp Applying to Current Job - Serving staff member holding a temporary appointment applying to the same department	<p>Staff members holding a temporary appointment applying to a position in the same department or office as their current position which are not in a peacekeeping or special political mission are marked for HR assessment. Such staff are not eligible to apply or be appointed to the same position within six months of the end of their service on the same position.</p>
YPP 2 yr - 2-year minimum service requirement in the position of initial assignment for the	<p>Young professionals programme staff members (as identified in Umoja with the YPP flag) who may not have not completed two years of initial assignment are marked for HR assessment. Such staff members who have not fulfilled the</p>

**young
professionals
programme**

mandatory two-year initial assignment period in the position of their young professionals programme placement are not eligible to apply for any other positions.

11. When conducting HR assessment, it is sometimes necessary to communicate with the applicant for clarification or further information. Recruiters may use the *Manual Notifications* to utilize standard templates. The notification will be sent directly from the system with the primary recruiter's name in the signature line. These *Manual Notifications* can be used to inquire about lateral moves, criminal record information or to request a performance document, among others (🔗 **Inspira tip 4.5**). Alternatively, the recruiters may create customized and editable notifications or messages in Inspira through the *Send Correspondence* function (🔗 **Inspira tip 4.6**). The correspondence should be signed by the person who prepares and sends the message. Using Inspira to communicate has the advantage of having all communication filed in the system.

Changing dispositions after HR Assessment

12. For each applicant under HR Assessment, the recruiter must change the disposition status to *Screen* or *Reject*. The disposition of the applicants should be changed to *Screen* if they are determined eligible for the job opening. If the applicants are not eligible, the disposition should be changed to *Reject* with the applicable reason (🔗 **Inspira tip 4.7**). Applicants marked as *Screen* are released for the hiring managers' review.

Completing HR assessment

13. HR assessment should be concluded within five days after the job posting period has ended. The recruiters should notify the hiring manager that the eligible applicants have been released for evaluation and assessment (🔗 **Inspira tip 4.8**).

14. Applicants who are released to the hiring managers following the application of the automated screening rules and HR assessment are deemed eligible to apply for the job opening. However, having been released to the hiring manager does not constitute the final determination of eligibility. Applicants are subject to eligibility review at various stages of the staff selection process.

Inspira tips

4.1: View the disposition given by the automated screening

- (1) In the job opening, click *Manage Job Opening > Applicants > Manage Applicants*.
- (2) Look for the column *Disposition* on the right side of the page.

4.2: Review the detailed screening results for each screening rule

- (1) In the job opening, click on *Applicant Screening*.
- (2) On the next page, click on *Screening results matrix* on the lower left side of the page.

Disposition	# of Applicants
1 010 Applied	0
2 025 HR Assessment Required	0
3 030 Screen	1
4 110 Reject	0

Screening results matrix Notify HM Total: 1

- (3) In *Display*, choose between *Reject*, *Screen* or *HR Assessment Required*.
- (4) Each rule will be marked with one of the following indicators:
 - o Y – passed the screening rule
 - o N – failed the screening rule
 - o N/A – Not applicable to this applicant
 - o HR – HR Assessment required

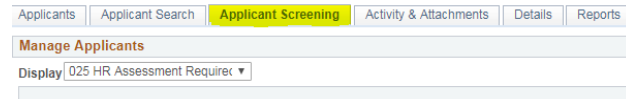
Name	Appl. Type	PHP	Application	RM	Age	Level	Acad	Lang	Exp	Q Resp	Skills	Former UN S/M	Posit as NT
[Table content obscured]													

4.3: Access applicants under HR Assessment Required and identify which screening rule needs to be assessed

- (1) In the job opening, click on *Status Matrix > Applicant Screening*.
- (2) Click on *Screening Results Matrix*.
- (3) In the *Display* field, select *HR Assessment Required* to see the list of applicants under this disposition.

4.4: Generate the HR Assessment list in Excel

- (1) Click the *Applicant Screening* tab.

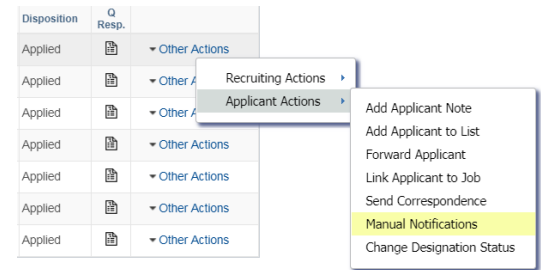


- (2) The list of applicants who are in HR Assessment can be downloaded to Excel by clicking on the spreadsheet icon located on the upper right side.

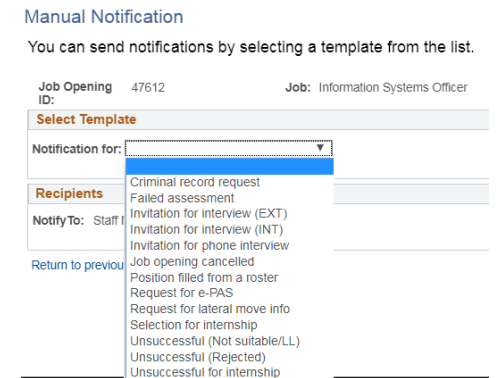


4.5: Generate a Manual Notification for communications with applicants

- (1) In the job opening, for the relevant applicant, click on *Other Actions > Applicant Actions > Manual Notifications* on the right side of the page.
- (2) Click on *Applicant Actions > Manual Notifications*.
- (3) In the *Notification for* field, select *Criminal record request*, *Request for e-PAS* or *Request for lateral move info* as appropriate.



- (4) Click on *Preview* to see a preview of the notification that will be sent.
- (5) Click on *Send* when the notification is finalized.



📌 4.6: Use Send Correspondence (editable) for communications with the applicants

- (1) In the job opening, click on *Other Actions > Applicant Actions > Send Correspondence* on the right side of the page of the relevant applicant.
- (2) Write a subject message and add attachments if necessary.
- (3) The *Contact Method* field should always be *Email*. The *Letter* field should remain blank. The *Access* field should remain *Public*.
- (4) Click on *Preview* to review the message that will be sent.
- (5) Click on *Send* when the message is finalized.

📌 4.7: Change the disposition of an applicant after HR assessment

- (1) In the job opening, click on *Applicant Screening > Screening results matrix*.
- (2) Click *Take Action* (on the right side of each applicant) and in the dropdown menu, select *Screen* or *Reject*.
- (3) On the next page, if the applicant is being screened in, select *Final Screen* in the *Status Reason* dropdown menu.

- (4) If the applicant will be placed in the disposition of *Reject*, select the applicable reason for rejection in the *Status Reason* dropdown menu.
- (5) Click *OK*.

📌 4.8: Notify the hiring manager of the completion of the HR assessment

- (1) In the job opening, click on *Applicant Screening > Notify HM*.
- (2) On the next page, click *Send*.

Disposition	# of Applicants
1 010 Applied	0
2 025 HR Assessment Required	0
3 030 Screen	1
4 110 Reject	0

Notify Hiring Managers

☑ Notifications have been sent to all recipients.

- (3) To view a record of the notifications sent to the hiring manager, in the job opening, click on *Activity & Attachments* and scroll down to the *Notification History*.

Chapter 5: Recommending roster candidates

Identifying roster candidates

1. Following the advertisement of a job opening up to the D-1 level, hiring managers may immediately recommend the selection of eligible roster candidates, who have applied to the job opening, to the head of department, office or mission. Roster candidates at all levels appear with the following marks under the RM column, as explained below:

R - Z (586) Others (4) | All Applicants (2895)

Acct. Type	Int?	Application	ViewPrint PHP	RM	Gender	Nationality
Employee				RM	Male	France
External				GX	Male	Fiji
Employee				GX	Male	Nigeria
Employee				GX	Female	Uganda
External				GX	Male	Philippines
External					Male	Nepal

- RM: candidates who have been placed on a roster following a position specific or generic job opening process in Inspira (post-2010)
- GX: candidates who have been placed on a roster following a position specific or generic job opening process in Galaxy (pre-2010)
- IY: internal young professionals programme candidates for the P-1 and P-2 level, i.e. staff who passed the examination as G-to-P candidates
- YP: external young professionals programme candidates for the P-1 and P-2 levels who are not staff, or staff who passed the examination as G-to-N (from unrepresented or underrepresented Member State and 32 or below at the time of the examination)
- LC: candidates who passed the language competitive examination awaiting placement to language positions at the P-2 or P-3 levels

2. Applicants who do not appear in the job opening with the above marks are not roster candidates. The recommendation or selection of such applicants as though they are roster candidates is not policy compliant and may be successfully challenged by other applicants.

Consideration of roster candidates

3. The recommendation of roster candidates does not require preliminary evaluation, assessment and review by a central review body. However, hiring managers should ensure that the roster candidates meet the requirements of the job opening for which they are recommended. Prior to making a recommendation from the roster, hiring managers should give due consideration to the roster candidates whose applications have been released for review. It is recommended to maintain the records of such consideration because staff selection decisions may be contested through the administration of justice system.

4. Where multiple positions are advertised under one job opening, the hiring managers may immediately recommend the selection of one or more roster candidates, and then continue with the evaluation and assessment of other applicants for the remaining positions.

5. In case the hiring manager decides to conduct the preliminary evaluation and assessment of released applicants, the roster candidates who are not recommended shall be considered through the same procedures as other applicants. If the hiring managers wish to recommend roster candidates for selection during or after the evaluation and assessment, they may do so before the submission of the job opening to the central review bodies.

Preparing for the recommendation of roster candidates

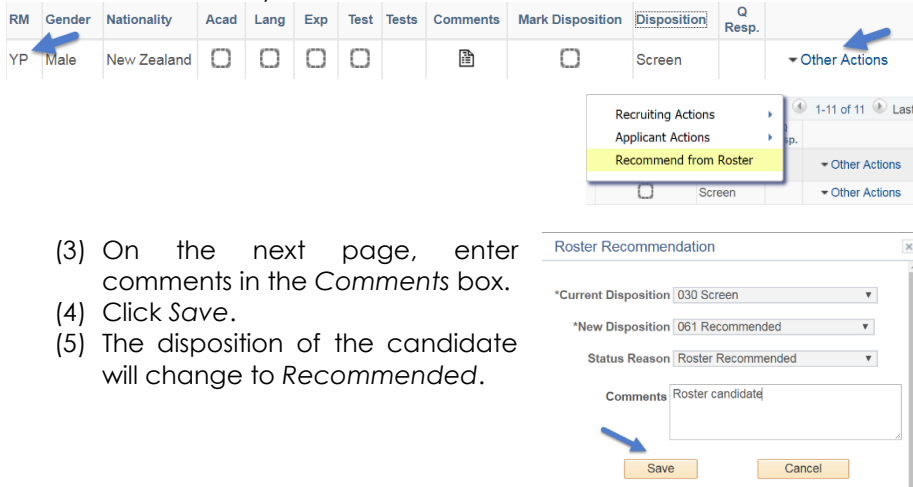
6. Once the decision is made to recommend roster candidates, the hiring manager changes the status of the candidates (**Inspira tip 5.1**), and advises the recruiter.

7. The recruiter should ensure that the recommended roster candidate has a roster mark in Inspira, and the Status Matrix for the recommended roster candidate is updated (**Inspira tip 5.2**).

8. After the review, the recruiters change the status of the job opening to *No CRB / SRG required* and inform the hiring manager and staffing table manager via e-mail that the head of department, office or mission may proceed with the roster selection (**Inspira tip 5.3**).

 **5.1: Immediately recommend a roster candidate for selection**

- (1) In the job opening, identify roster candidates with a roster mark (RM, GX, YP, IP) in the column RM for recommendation.
- (2) Click on *Other Actions* > *Recommend from Roster*. This option is available only for candidates with a roster mark.



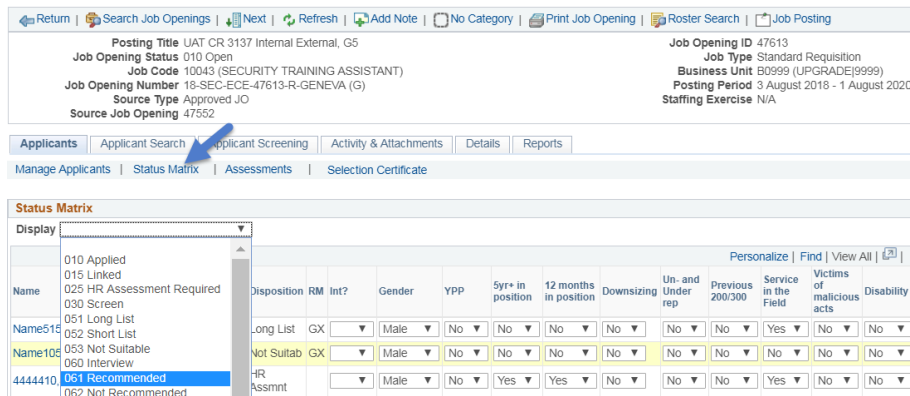
The screenshot shows a table of candidates with columns: RM, Gender, Nationality, Acad, Lang, Exp, Test, Tests, Comments, Mark Disposition, Disposition, and Q Resp. A candidate with RM 'YP' is highlighted. A dropdown menu is open under 'Other Actions', showing 'Recommend from Roster' highlighted. Below, the 'Roster Recommendation' form is shown with fields for Current Disposition (030 Screen), New Disposition (061 Recommended), Status Reason (Roster Recommended), and Comments (Roster candidate). A blue arrow points to the 'Save' button.

- (3) On the next page, enter comments in the *Comments* box.
- (4) Click *Save*.
- (5) The disposition of the candidate will change to *Recommended*.

 **5.2: Access and update the Status Matrix**

- (1) In the job opening, click on the *Status Matrix* under *Applicants*.
- (2) Choose *061 Recommended* from the dropdown list.

Manage Job Opening

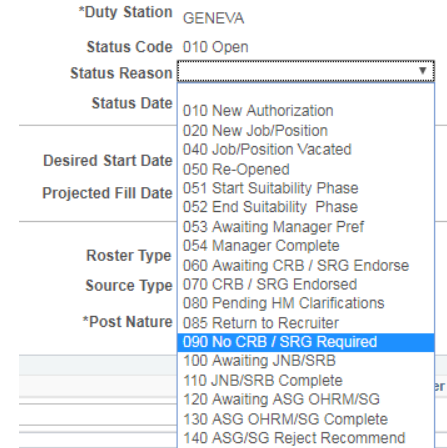


The screenshot shows the 'Manage Job Opening' page with a navigation bar. The 'Applicants' tab is selected, and the 'Status Matrix' link is highlighted. Below, the 'Status Matrix' table is shown with a dropdown menu open, listing various status codes. The '061 Recommended' option is highlighted. The table columns include Name, Disposition, RM, Int?, Gender, YPP, 5yr+ in position, 12 months in position, Downsizing, Un- and Under rep, Previous 200/300, Service in the Field, Victims of malicious acts, and Disability.

- (3) Update and change the current values of each field of the *Status Matrix*.

 **5.3: Prepare the job opening for roster selection**

- (1) In the job opening, click on *Details* > *Job Details*.
- (2) In the *Status Reason* dropdown menu, select *No CRB / SRG Required*.
- (3) Inform the hiring managers and staffing table managers that the head of department, office or mission may make the selection (for further details on selection, refer to **Chapter 10**).



The screenshot shows the 'Job Details' page with a dropdown menu for 'Status Reason'. The dropdown list includes options like '010 New Authorization', '020 New Job/Position', '040 Job/Position Vacated', '050 Re-Opened', '051 Start Suitability Phase', '052 End Suitability Phase', '053 Awaiting Manager Pref', '054 Manager Complete', '060 Awaiting CRB / SRG Endorse', '070 CRB / SRG Endorsed', '080 Pending HM Clarifications', '085 Return to Recruiter', '090 No CRB / SRG Required', '100 Awaiting JNB/SRB', '110 JNB/SRB Complete', '120 Awaiting ASG OHRM/SG', '130 ASG OHRM/SG Complete', and '140 ASG/SG Reject Recommend'. The '090 No CRB / SRG Required' option is highlighted.

Chapter 6: Preliminary evaluation

1. Once job openings are published, the evaluation of applicants can be conducted on a rolling basis as applications are released, based on the pre-established evaluation criteria of the job opening.

Recording evaluation results

2. During the evaluation process, the hiring manager changes the dispositions of the released applicants from *Screen* to *Not Suitable*, *Long List*, *Remain in Long List* or *Short List*. The easiest and fastest method to record the evaluation results is changing the dispositions of candidates without recording ratings or comments functionality (👉 **Inspira tip 6.1**).

3. Hiring managers may choose to leave specific evaluation rating for each area of academic, work experience and language or leave comments (👉 **Inspira tip 6.2**). This may also be done offline using an Excel template (👉 **Inspira tip 6.3**). Hiring managers deciding to leave specific rating should do so consistently for the applicants to the same job opening. Ratings and comments are required according to paragraph 5 of the current chapter to easily distinguish candidates who are not eligible for consideration on the basis of the Global General Service Test (GGST) and local recruitment principle.

4. Hiring managers may view the details of the preliminary evaluation including the date, the recording hiring manager, and the disposition, ratings and comments (👉 **Inspira tip 6.4**).

Disposition definitions: not suitable, long list, remain in long list, short list

5. Applicants are given the following dispositions following evaluation:

Not Suitable: These applicants do not meet one or more required evaluation criteria of the job opening for academics, experience or language. At least one of these areas should be unsatisfactory.

The following applicants for the General Service and related category positions should also be marked *Not Suitable*, and given an unsatisfactory rating in the *Test* column, and the specific reason in the comments:

- Applicants who have not passed the Global General Service Test (GGST) or other standardized examination approved by the Department of Operational Support for the positions in the General Service category and other functional areas
- Applicants who do not meet the local recruitment principle under staff rule 4.4(a)

Long List: Applicants who meet all required evaluation criteria of the job opening for academics, experience and language.

From the *Long List*, applicants who meet the applied desirable criteria should be moved to the *Short List*. As a result, the applicants who remain in the *Long List* are those who do not meet the desirable criteria.

If the job opening includes no desirable criteria or none is applied, the applicants who meet the required evaluation criteria should be placed on the *Short List* rather than on the *Long List*. This may be done from the outset of the preliminary evaluation process (i.e. no *Long List* is created) or after the *Long List* is created.

Remain in Long List: At the time of applying the desirable criteria, the hiring managers may choose to use this disposition to mark applicants who will not be moved to the *Short List* for further assessment. This disposition provides an option for flagging those who will remain on the *Long List*.

Short List: These applicants meet the required and any applied desirable evaluation criteria of the job opening for academics, experience and language. The applicants on the short list will be subject to further assessment including a competency-based interview.

Not Suitable	Long List and Remain in Long List	Short List
<p>Applicants who do not meet one or more required evaluation criteria in the areas of academics, work experience and language.</p> <p>Applicants in the GS and related categories who have not or do not pass the GGST or who do not meet staff rule 4.4 on local recruitment.</p>	<p>Applicants who meet the evaluation criteria requirements but who do not meet all or some of the applied desirable criteria of the job opening.</p> <p>If no desirable criteria is raised, no candidate should be left in the long list.</p>	<p>Applicants who meet the required and any applied evaluation criteria of the job opening for academics, experience and language.</p> <p>The applicants on the short list will be subject to further assessment which includes a competency-based interview.</p>

Evaluating academic qualifications

6. Applicants who have indicated having the minimum education level specified in the job opening are released to the hiring managers irrespective of the area of the studies, i.e. a high school diploma, or a first level degree (Bachelor's degree or equivalent) or an advanced degree (Master's or Doctorate degree, or equivalent) with the corresponding length of work experience. The standard academic qualification and work experience requirements are shown in **Annex I**. It is the hiring managers' responsibility to determine who possesses the qualification in the areas specified in the job opening.



7. Most applicants choose degrees which are preloaded in Inspira. However, hiring managers may encounter academic qualifications with the following statements and marks in the PHP, which mean the following:

- (a) I certify that my education qualification was not recognized as a degree but I have been granted an amnesty to apply and be considered and selected for positions at my current personal grade according to section 6.4 of ST/AI/2018/5 on listing and recognition of academic degrees. In my applications, I will attach a copy of the decision to grant the amnesty in the "Cover letter & Attachments" tab.
 - o This means the staff members are deemed to meet the minimum education requirement for their current level and category.
- (b) * I cannot find my university or degree but the UN has recognized my degree at the level I have specified in this application (Attach a copy of the decision in the "Cover letter & Attachments" tab).
 - o This means the applicants have been advised by the UN that their degree is recognized at that level.
- (c) ** I cannot find my university or degree but I certify that (1) this degree was conferred by an institution which was accredited to issue such a degree by the competent national authorities of the country where the institution was based; and that (2) at the time of its conferral, this degree was recognized as being at the level I have specified in this application by the competent national authorities of the country where the degree issuing institution was based.
 - o This means the applicants are confident that their degree is issued by an institution accredited to issue it.
- (d) *** The degree is pending accreditation review pursuant to sections 4.2 to 4.5 of ST/AI/2018/5 on listing and recognition of academic degrees.
 - o This means the staff members have requested for a review of their degree to the Executive Office or local human resources office, and no decision has been made yet.

8. Hiring managers may accept the academic qualifications associated with the above statements and marks at face value during evaluation but may also direct specific queries to the recruiters if deemed necessary. Academic qualifications are generally reviewed by the recruiter following the recommendation of candidates especially through reference verification.

Evaluating work experience

9. Applicants who meet the minimum work experience requirement as specified in **Annex I** are released to the hiring managers. The hiring managers are responsible for identifying applicants who meet the work experience criteria of the job opening, i.e. relevance and content of the work experience, professional or non-professional.

10. For job openings where the *Required and Desirable Work Experience* tool has been activated in the *Evaluation Criteria* ( **Inspira tip 2.3**), hiring managers may generate an Excel file with the list of applicants and separate columns for each work experience criterion identified. The Excel file will indicate at the top of the column the language/text entered by the hiring managers and whether the criterion is required or desirable. This tool helps hiring managers to record evaluation results offline. Hiring managers can easily identify applicants who meet the requirements and applicable desirable criteria using filters ( **Inspira tip 6.5**).

Evaluating language proficiency

11. Applicants are released to the hiring managers only if they meet the language proficiency requirement prescribed in the job opening, as specified by the applicants in their PHPs. Applicants indicate their language proficiency level in the four specific areas of "Reading", "Speaking", "Understanding" and "Writing." To be considered fluent in a language, the proficiency level in all four specified areas must be "Fluent". To be considered to have knowledge, the proficiency level in at least two out of the four specified areas must be "Confident" or "Fluent." The hiring managers are responsible for identifying applicants who are proficient in any desirable languages.

Evaluation tools

Downloading PHPs in batches:

12. Hiring managers may download up to 100 PHPs at once ( **Inspira tip 6.6**).

Lists of applicants with roster, gender and nationality information:

13. Hiring manager may generate reports, such as a list of all candidates in Excel (📎 **Inspira tip 6.7**). Hiring managers may utilize the list for the Global General Service Test, explained next, if contact information is necessary.

Lists of applicants for the Global General Service Test:

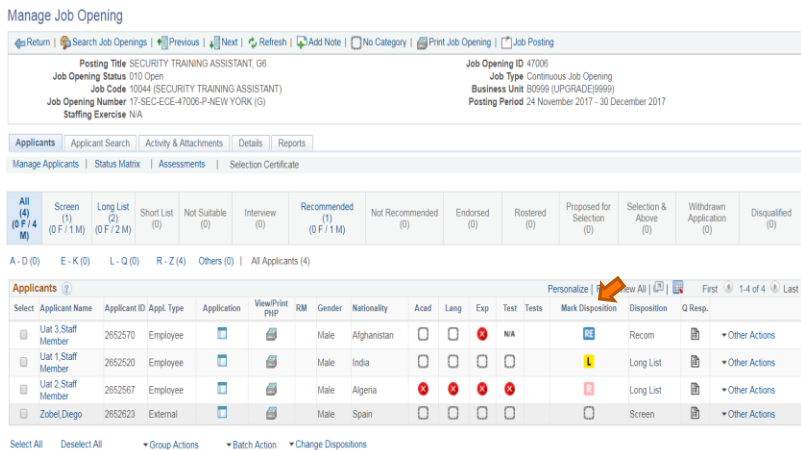
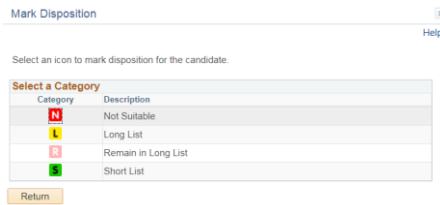
14. The *Download GGST Request Form* tool may be used to generate an Excel file containing applicants' information (📎 **Inspira tip 6.8**). This will provide the telephone number, permanent and current address, e-mail address and nationality of applicants. For positions in the General Service and related categories that require passing the Global General Service Test (GGST), the hiring managers or staffing table managers should use this form as a template.

Applicant search:

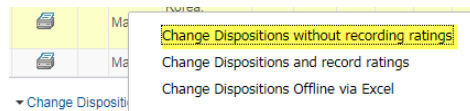
15. Hiring managers may utilize the *Applicant Search* tool to find applicants based on different search elements, such as language proficiency levels or specific keywords used by the applicant in the application. Hiring managers wishing to find applications with certain keywords may enter them in the *Keyword* search box. The result of the search will provide all applicants who have used the keyword in their application in the cover letter or work experience sections of their PHP. The search will only render results which match the exact keywords specified by hiring managers. For example, searching "Political Affairs" will render the results where the two words appear together consecutively in the exact sequence. The hiring manager may download the list of applicants (📎 **Inspira tip 6.9**). Currently, criteria related to Member States' geographical representation status, troop/police contributing status and UN employment status (internal vs. external) cannot be used.

6.1: Change dispositions of applicants without recording ratings or comments

- (1) On the landing page of the job opening, identify the applicant to be evaluated. Click on the box in the *Mark Disposition* column.
- (2) A pop-up will open. Choose the icon reflecting the appropriate disposition. The pop-up will close, and the chosen icon will reflect in the *Mark Disposition* column on the landing page.

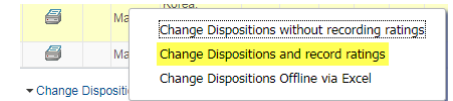


- (3) To return to the applicant list without choosing an icon, click *Return* at the bottom or the X button at the top right corner of the pop-up.
- (4) The *Mark Disposition* icon does not automatically reflect in the *Disposition* column. When the hiring managers are ready to confirm the result of their preliminary evaluation and carry over the chosen status in *Mark Disposition* column to the actual *Disposition* column, click *Change Dispositions* at the bottom of the page.
- (5) From the dropdown, select *Change dispositions without recording ratings*.
- (6) A pop-up will indicate that the dispositions have been changed successfully. Click OK.



6.2: Change dispositions of applicants and record ratings and comments in online page

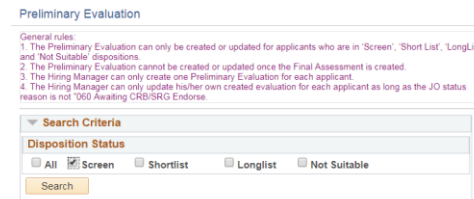
- (1) At the bottom of the job opening landing page, click on the *Change Dispositions* menu and then on *Change Dispositions and record ratings*.



- (2) Select the current disposition of applicants that will be further evaluated. For the initial review of applications, choose *Screen*. If the hiring managers already have a long list and need to review applicants to determine the short list, choose *Long list*. Then, click *Search*.

Giving individual ratings for each area

- (3) A preliminary evaluation pop-up screen with a list of applicants of the chosen disposition will appear. By clicking the box in the



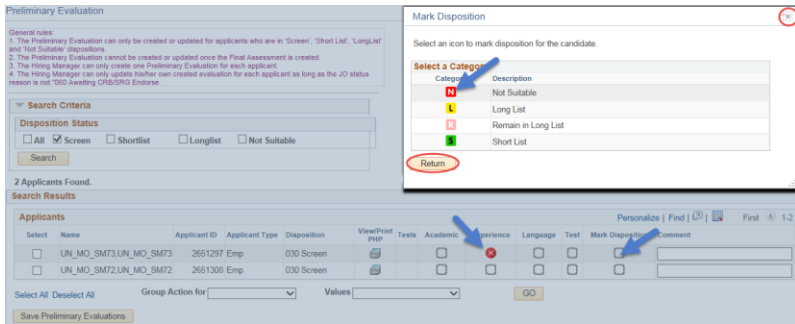
Return to Previous Page

relevant column, hiring managers may give unsatisfactory rating for each area of academics, experience or language. This symbol represents unsatisfactory rating.

- (4) Applicants who do not pass the GGST or do not meet the local recruitment principle should be given an unsatisfactory rating under *Test* and comments should be added.

Change disposition

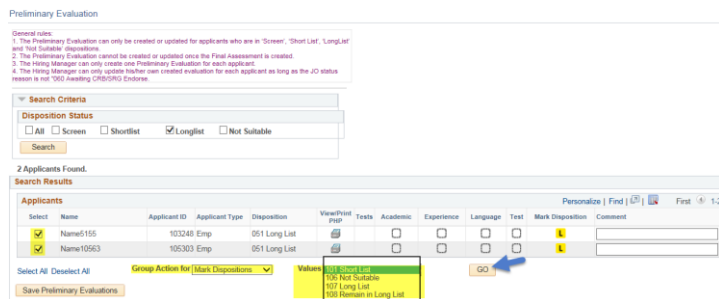
- Once individual ratings have been given for academics, experience or language, hiring managers may change the disposition by clicking in the box under the *Mark Disposition* column.



- A pop-up screen will open. Choose the icon reflecting the appropriate disposition. The pop-up will close, and the chosen icon will reflect in the *Mark Disposition* column.
- To return to the applicant list without choosing an icon, click *Return* at the bottom or the X button at the top right corner of the pop-up screen.

Entering ratings, comments or dispositions in bulk

- Check the applicants in the *Select* column on the left side of the table.
- Click the *Group Action* for menu at the bottom of the page.
- Select the area to change in bulk, among *Comments*, *Mark Dispositions*, *Academic*, *Experience*, *Language* or *Test*. The *Values* menu will change depending on the group action of choice.
- Enter comments, if the chosen group action is *Comments*. Otherwise, choose the appropriate value from the dropdown menu.
- Click on *GO*. The page should reflect the changes for all checked candidates.

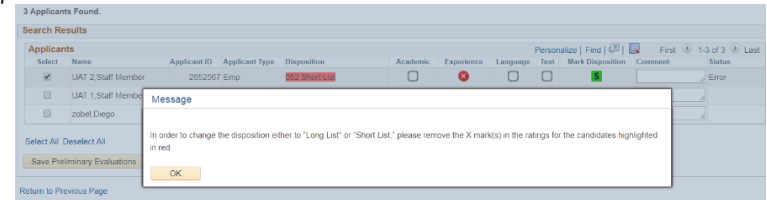


Saving preliminary evaluation results

- Once the individual ratings, comments and relevant icons for disposition are given, click *Save Preliminary Evaluations*. Ensure that

the *Select* column boxes are ticked for the applicants that the hiring managers have reviewed.

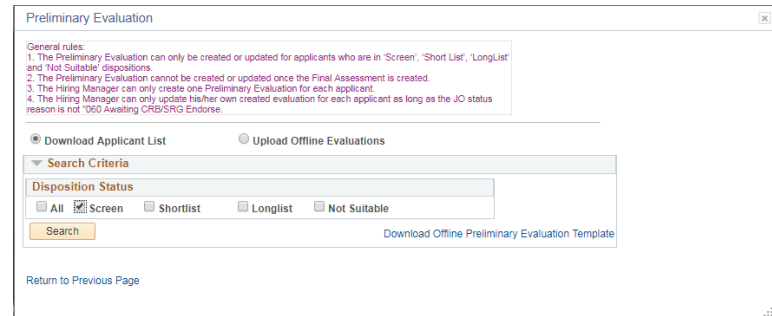
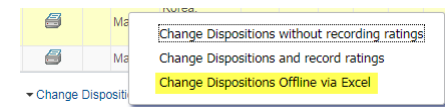
- The system will validate that unsatisfactory ratings are given to the applicants who were marked as *Not Suitable*. Any errors will be highlighted in red and will prompt the user for correction. When no errors are found, the applicants' dispositions will change in the *Disposition* column.



- Click *Return to Previous Page* to go back to the job opening landing page. The new dispositions will be reflected for each applicant in this page.

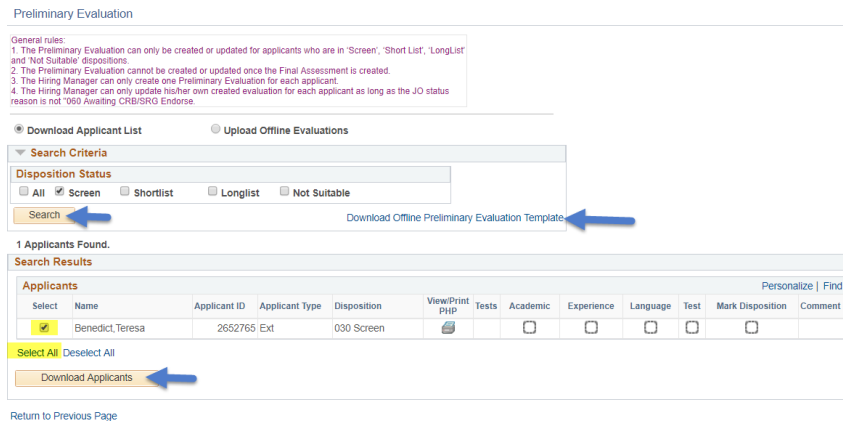
6.3: Change dispositions of applicants and record ratings and comments using offline Excel template

- At the bottom of the job opening landing page, click the *Change Dispositions* menu and then select *Change Dispositions Offline via Excel*.
- Check the types of applicants for which the preliminary evaluation upload will be conducted (e.g. Screen, Longlist).
- Click *Search*.

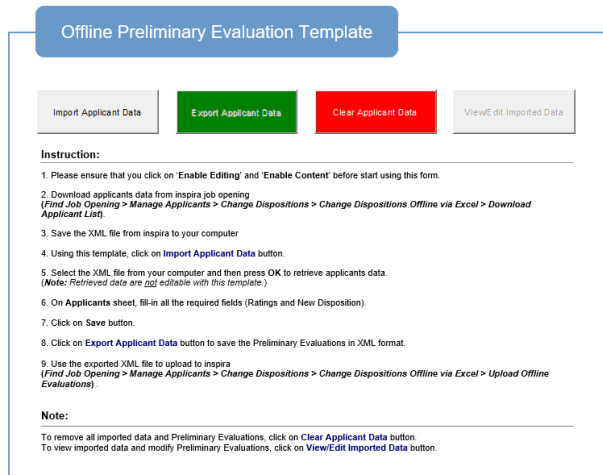


- On the next page, click *Select All* at the bottom of the page to conduct preliminary evaluation on all applicants with the chosen disposition. The evaluation may be conducted in smaller batches.
- Click on *Download Applicants*.
- A file will be downloaded and will appear at the bottom of the screen. Save the file in a preferred location. Make sure that the document is saved with an .xml extension, which is the default.

- (7) At the top of the page, click *Download Offline Preliminary Evaluation Template*. An Excel file will download.



- (8) Save the Excel file in a preferred location and open the file. The Excel file has two worksheets: "Introduction" and "Applicants".
 (9) In the "Introduction" worksheet of the Excel file, click on *Import Applicant Data*, the first grey rectangle.



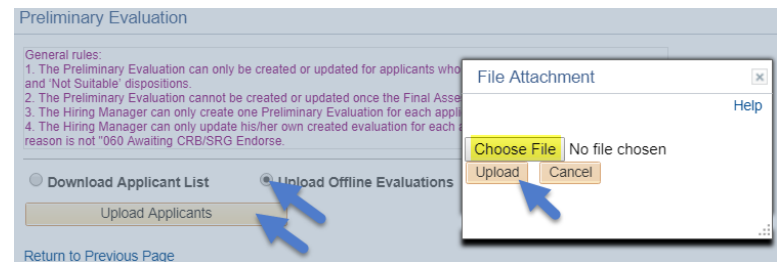
- (10) When prompted, find and open the .xml file which was previously downloaded. The applicant information will be automatically uploaded into the "Applicants" worksheet of the Excel file.
 (11) Proceed to fill the fields in the "Applicants" worksheet (e.g. ratings, comments, dispositions).
 (12) Enter ratings only if the rating for academics, experience or language is unsatisfactory. Otherwise, a blank field in any of these areas would represent a satisfactory rating.
Upload

- (13) Once the template is filled out, in the "Introduction" worksheet of the Excel file, click *Export Applicant Data*, the green rectangle.

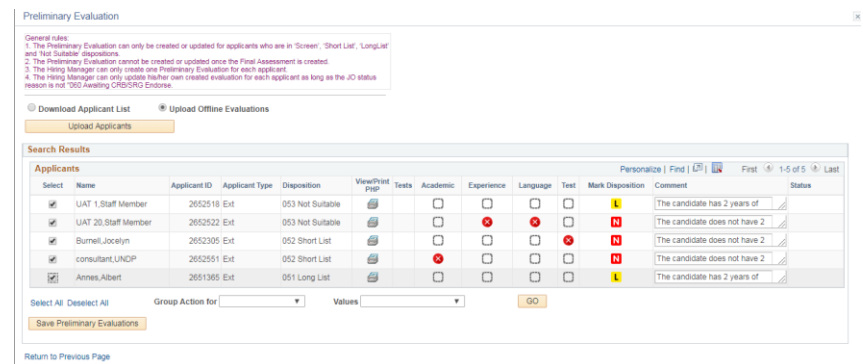
The screenshot shows the 'Job Opening ID' page with a table of applicants. The table has columns for No., Name, Applicant ID, Applicant Type, Tests, Current disposition status, Academic, Experience, Language, Test, New disposition, and General Comments. The table contains 5 rows of data.

No.	Name	Applicant ID	Applicant Type	Tests	Current disposition status	Academic	Experience	Language	Test	New disposition	General Comments
1	UAT 1 Staff Member	265218	Ext		051 Not Suitable					Long List	The candidate has 2 years of experience as Lecturer.
2	UAT 20 Staff Member	265222	Ext		053 Not Suitable		Unsatisfactory	Unsatisfactory		Not Suitable	The candidate does not have 2 years of experience as Lecturer.
3	Burnell Jocelyn	265205	Ext		052 Short List				Unsatisfactory	Not Suitable	The candidate does not have 2 years of experience as Lecturer.
4	consultant LINDP	265251	Ext		052 Short List		Unsatisfactory			Not Suitable	The candidate does not have 2 years of experience as Lecturer.
5	Annes Albert	2651365	Ext		051 Long List					Long List	The candidate has 2 years of experience as Lecturer.

- (14) This will create an .xml file named "export". Save it in a preferred location. Make sure that the document is saved with an .xml extension, which is the default.
 (15) At the bottom of the job opening landing page, click on the *Change Dispositions* menu, and choose *Change Dispositions Offline via Excel*.
 (16) This time, mark the check box *Upload Offline Evaluation*.
 (17) Click on *Upload Applicants*.
 (18) A pop-up will appear for choosing the "export" file, which was previously created.
 (19) Find and open the "export" file. Click *Upload*.



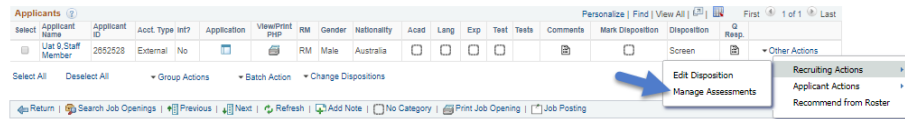
- (20) The online preliminary evaluation screen will appear, which should now be populated with the information from the offline excel template. Review and spot check.
 (21) Click on *Select All* on the lower left side of the page.
 (22) Click on *Save Preliminary Evaluations*.



(23) A pop-up will provide the status of the upload and errors, if any. Click OK. Click *Return to Previous Page*.

6.4: View details of the preliminary evaluations given to applicants

(1) In the job opening, for the desired applicant, click on *Other Actions* > *Recruiter Actions* > *Manage Assessments* on the right-hand side of page.



(2) On the next page, under *Assessments*, find *Preliminary Evaluations* assessment type, and click *View Assessment*.

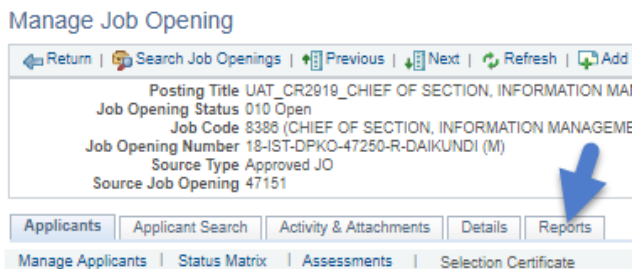
Assessment Type	Recommendation	Score	Overall Rating	Assessor	Assessment Date	Action
Preliminary Evaluation	Long List	12.000	Satisfactory	Hiring Manager UAT 2	17/12/2017 11:13AM	View Assessment

(3) The next page will display the assessment date, assessor name, dispositions and ratings for each area.

(4) If the preliminary evaluations were conducted without recording ratings and comments (👉 **Inspira tip 6.1**), applicants who were given dispositions of Long List or Short List will show ratings of *Satisfactory* for all four areas of Academic, Experience, Language and Test (if any). Applicants who were given dispositions of Not Suitable or Remain in Long List will show ratings in all four areas of *Not Applicable*.

6.5: Generate and use the Work Experience Criteria Report of Applicants

(1) In the job opening, click *Reports*.



- Click on *Click here* to select the report and select *Work Experience Criteria Report of Applicants*.
- Select the disposition of the applicants to evaluate (normally applicants with disposition Screen or Long List).
- Click on *Generate Report*. An Excel file will be generated.
- After opening the Excel file, go through each applicant to mark whether he or she meets the requirement or desirable criteria previously identified starting in column I of the Excel file.

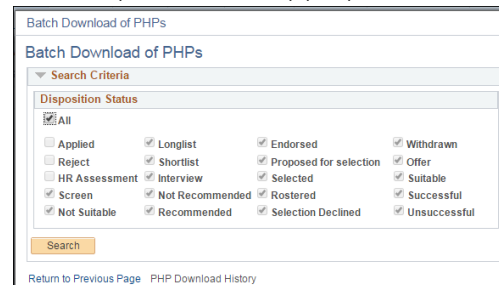
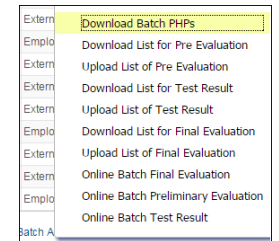
(6) Once the hiring managers have evaluated applicants for work experience criteria, they may decide to use Excel filters to identify applicants who meet the criteria and decide whether to raise certain desirables or not.

No.	Name	Applicant	Applicant Type	Gender	Nationality	RM	Disposition	Text of Experience criteria 1 (Required)	Text of Experience criteria 2 (Desirable)
1	Name27056	349628	Employee	Female	Japan		Screen	Yes	Yes
2	Name3458	102507	Employee	Male	Spain	RM	Suitable	No	No
3	Name36642	106516	Employee	Male	Argentina	GX	Suitable	Yes	No
4	Name8217	288996	Employee	Male	Spain		Long List	Yes	No

(7) This file cannot be uploaded to change the rating for work experience.

6.6: Download all PHPs

- In the job opening, click *Batch Actions* at the bottom of the page.
- Click on *Download Batch PHPs*.
- Check *Screen* to download the PHPs of only the screened applicants or choose other dispositions, as appropriate.



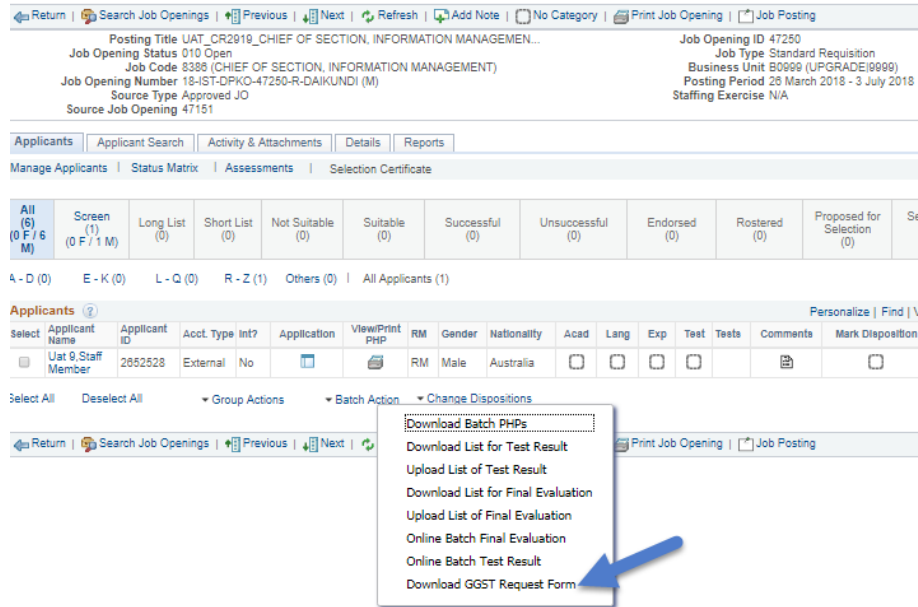
- Click on *Search*.
- On the next page, click on *Select All* or choose individual PHPs to download.
- Click on *Download PHPs*.
- PHPs are downloaded in a compressed .zip folder.

6.7: Generate applicant list with roster, gender and nationality info

- In the job opening, click on the spreadsheet icon on the upper right-hand side of the page, above the list of applicants.
- An Excel file will be generated.

6.8: Generate the GGST Request Form with contact information

- (1) In the job opening, click on *Batch Action* at the bottom of the page.
- (2) Click on *Download GGST Request Form*.

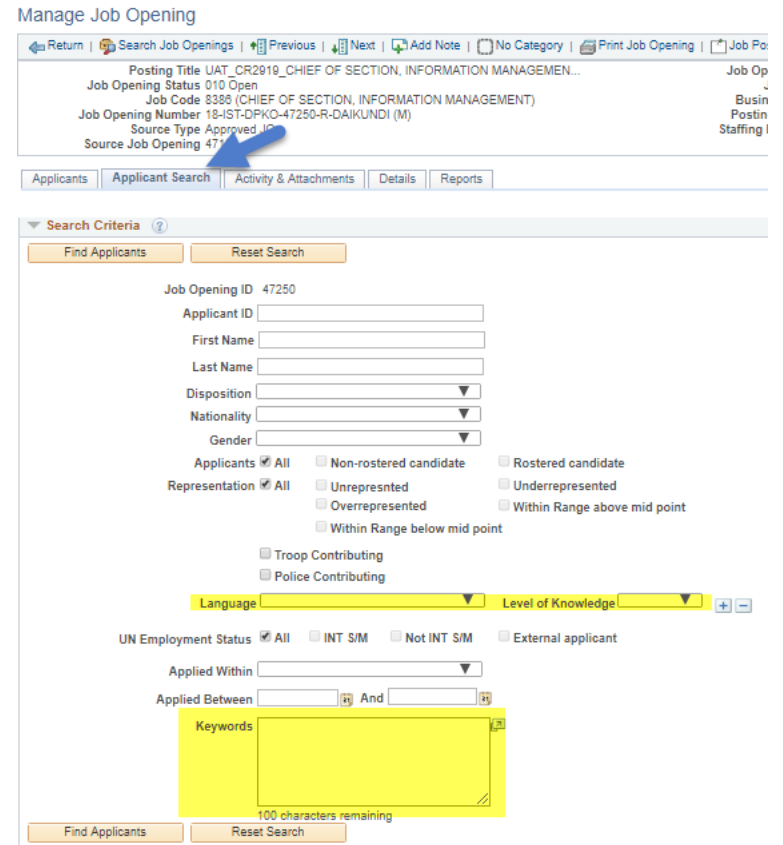


- (3) On the next page, check the types of applicants for which information needs to be obtained (e.g. Screen, Longlist, Shortlist).
- (4) Click *Generate Request Form*. The file will be generated in an Excel format.

6.9: Use the Applicant Search tool

- (1) In the job opening, click on *Applicant Search*.
- (2) On the next page, enter search criteria, such as language (including level of knowledge) and keywords.
- (3) In the keywords field, enter the keywords to be searched. The search results will provide applicants who have used the keyword in their applications in the cover letter and work experience or employment sections of their applications/PHP. When searching keywords with two or more words, the search will provide applicants who have written such key words in the exact consecutive form.

- (4) Click on *Find Applicants*.



- (5) The next screen will show the search results. To download the list of results to an Excel file, click on the spreadsheet icon at the top of the page.

Chapter 7: Assessments

1. Applicants who have been placed on the short list following the evaluation are subject to one or more assessments. Although assessments other than competency-based interviews (CBI) generally precede the interviews, the interviews and other assessments may be held simultaneously or in reverse order.

Assessment panel

2. An assessment panel undertakes assessments. This means that the assessment panel has the ultimate responsibility for the management of assessments including creation, administration and evaluation. This does not mean that the assessment panel is required to send invitations and instructions to applicants, administer tests or collect responses. The assessment panel may be assisted by the human resources and administrative offices, hiring managers and support staff. The assessment panel may also adopt questions and assessment methods prepared and proposed by hiring managers, for instance.

3. The assessment panels should retrieve and keep records of every stage of assessment delivery as well as their contents and results. This includes invitations, instructions or other communication sent to applicants, test taking logs as well as questions in tests.

4. The hiring manager, who is usually part of the assessment panel, should ensure that the requirements for assessment panel composition in ST/AI/2010/3 are met. The names of all panel members must be updated in the hiring team details of the job opening (👉 **Inspira tip 7.1**).

Inviting applicants for assessment

5. Applicants are normally invited for assessments using e-mail or the *Send Correspondence* function in Inspira with a minimum of five days' notice (👉 **Inspira tip 7.2**). Applicants should be informed about the date, time, location (if any), duration and method of the assessment, and should confirm receipt of the invitation.

6. Applicants who do not respond to the invitation as required, cannot be reached by phone or do not participate in an assessment may be disqualified by creating a final assessment record with the disposition of *Not Recommended* (👉 **Inspira tip 7.3**). The hiring managers should exercise their discretion in accommodating applicants, particularly those in field operations or developing countries without stable internet connection. In any case, it is not required to give applicants more than five days' notice.

Assessments other than competency-based interviews

7. Assessments may test the cognitive abilities, situational judgement, personality, integrity, substantive or technical knowledge and skills, communication or drafting skills, language proficiency or any other areas relevant to the evaluation criteria of the job opening. Any assessment methodologies or techniques may be used including assessment centres. Assessments should be designed not to introduce gender, cultural or geographical bias into the recruitment outcomes.

8. The panel should have a consensus on the grading methodology.

9. Grading is normally anonymous, unless the panel lacks the means to do so or when the nature of the specific assessment type entails revealing the identity of the applicants, such as in cases of interviews or presentations. Examples of anonymous grading include the double-blind method for written response assessments, which involves taking the following steps:

(a) A moderator (e.g. Administrative or Team Assistant) assigns unique identification numbers to each response in place of the applicants' names.

(b) Two panel members mark the candidate's response separately and without knowledge of the applicant's identity.

(c) If the moderator finds a discrepancy of 20 per cent or more between the two marks for an applicant, then the moderator can request that the graders to review their initial marks. The graders should not be made aware of the extent of the discrepancy.

(d) Once all discrepancies are resolved, the moderator can reveal the names of the successful applicants who achieved the passing score. The passing score may be determined by the assessment panel members once the assessments have been marked.

Competency-based interviews

10. The CBI is a mandatory assessment conducted on the competencies listed in the job opening. The shortlisted applicants or a smaller group of applicants who passed one or more preceding assessments, if any, are invited to the interview. In duty stations where CBI training for the interviewers is offered or available remotely, all panel members should have taken the training. Depending on the location of the applicant and availability of communication methodologies, a mix of in-person, video or phone interviews may occur.

11. Through the CBI, the panel gathers objective evidence from the applicants' past when they had an opportunity to demonstrate the competency indicators specified in the job opening. The panel uses behavioural questions to specifically ask applicants how they handled or

addressed a situation or task. For at least one of the competencies, the panel should ask for both positive and negative examples. Appraisal and comparison questions may also be utilized. The panel should also ask probing or follow-up questions until sufficient information is gathered or until the applicant has nothing else to add.

Types of questions used during CBI:

Behavioural	<ul style="list-style-type: none"> • Give me an example of... • Please describe a situation when you had to... and how did you go about it?
Appraisal	<ul style="list-style-type: none"> • What was the feedback you received from your team members? • What feedback did you receive about your role in this project?
Comparison	<ul style="list-style-type: none"> • In relation to leadership specifically, what makes you stand out as compared to others around you? • Which of your previous experiences working in a team was the best as compared to others, and why?
Probing/ follow-up	<ul style="list-style-type: none"> • What happened next? • What were your specific responsibilities in the team?

12. The panel should prepare the questions relating to the competency indicators before the CBI. The panel should avoid asking generic and untailed questions, which tend to encourage memorized responses that are not useful in objective evaluation.

13. Except for probing or follow-up questions, the applicants should be asked the same questions. The number of additional follow-up or probing questions may vary depending on the applicant's experience and depth of responses.

14. The applicants should be given equal opportunities to provide responses. The best practice is to allow 15 minutes per competency.

15. For each applicant who is interviewed, the panel should rate each competency as *Unsatisfactory*, *Partially Satisfactory*, *Satisfactory* or *Outstanding*, which are defined as follows:

- *Outstanding*: the applicant demonstrated all indicators

- *Satisfactory*: the applicant demonstrated almost all indicators
- *Partially Satisfactory*: the applicant demonstrated approximately half of the indicators
- *Unsatisfactory*: the applicant demonstrated less than half or none of the indicators

16. Each rating is represented by a number in Inspira: 1 for *Unsatisfactory*, 2 for *Partially Satisfactory*, 3 for *Satisfactory* and 4 for *Outstanding*. Because ratings should be given according to the definition, half points should not be used, e.g. 2.5 is the same as 2 because both are *Partially Satisfactory*.





17. The final rating recorded in Inspira for each competency should be based on the panel's agreed scoring methodology: it may be based on the consensus score of the entire panel based on the definition or the average of the scores given by each member of the panel.

18. When averaging multiple scores, it is recommended for each panel member to allocate a rating (without half points) for each competency based on the definition. The panel's final rating would depend on where the average score for each competency fall among the following ranges:

- 1 or higher but less than 2: *Unsatisfactory*
- 2 or higher but less than 3: *Partially Satisfactory*
- 3 or higher but less than 4: *Satisfactory*
- 4: *Outstanding*

Finalizing and recording assessment results

19. Assessments other than the CBI may occur before or after the competency-based interview or at the same time as the interview. It is possible for applicants who have passed the CBI to be eliminated for failing another assessment. Applicants may also be given a combined score using a weighted average of more than two assessments including the competency-based interview. In all cases, all recommended candidates should have passed the CBI.

20. Following the assessments, an *Assessment Record* must be created for the assessed applicants: applicants are either *Recommended* or *Not Recommended* depending on the assessment results. No applicant should remain in the *Short List* disposition ( **Inspira tip 7.4**). The results of assessments other than the CBI should be recorded as *Test Results* ( **Inspira tip 7.5**). The *Assessment Record* or *Test Results* may be transcribed in Inspira in batches ( **Inspira tip 7.6**). This may also be done by completing an excel template offline and uploading it ( **Inspira tip 7.7**).

21. The final disposition of shortlisted applicants should be as follows:

	Final Disposition		
	Recommended	Not Recommended	
		Participated in assessments	Did not participate in assessments
Assessments other than CBI	Passed all	Failed at least one	No record required
CBI	<i>Satisfactory or Outstanding for all competencies</i>	<i>Unsatisfactory or Partially Satisfactory for at least one competency</i>	<i>Not applicable</i>
Overall rating	<i>Satisfactory or Outstanding</i>	<i>Unsatisfactory or Partially Satisfactory</i>	<i>Not applicable</i>

Inspira tips

7.1: Add names of the assessment panel

- (1) In the job opening, click on *Details > Hiring Team*.
- (2) Under the *Interviewers* section, add the names of the interviewers by clicking on *Add Interviewer* and then clicking on *Look Up* to find the staff member.

7.2: Send correspondence (blank, editable communication tool)

- (1) On the landing page for the relevant applicant, click *Other Actions > Applicant Actions > Send Correspondence*.

The screenshot shows the 'Manage Job Opening' page for 'ELECTORAL OFFICER, P3'. The 'Recruiting Actions' dropdown menu is open, highlighting the 'Send Correspondence' option. Other options include 'Add Applicant to List', 'Manual Notifications', and 'Applicant Actions'.

- (4) Write a subject and message, and add attachments if necessary.
- (5) Leave the *Contact Method* field as *Email*; the *Letter* field blank; and the *Access* field as *Public*.
- (6) Click *Preview* and preview the message that will be sent.

7.3: Disqualify short listed applicants who do not participate in assessments including CBI

- (1) On the landing page for the relevant applicant, click *Other Actions > Recruiting actions > Manage Assessments*.
- (2) Click on *Create Assessment Record*.
- (3) On the next page under *Interview Ratings*, for each competency, select *Not Applicable*.
- (4) On the left side of the page, under the *Evaluation* section, from the *Assessment Type* dropdown menu, select *Final*.
- (5) In the *Overall Rating* dropdown menu, select *Not Applicable*.
- (6) In the *Recommendation* dropdown menu, select *Not Recommended*.

- (7) A new field named *Reason* will appear. Select *Declined to attend assessment, Disqualified* or *No response to invitation*.
- (8) In the *Comments* box, add a comment detailing the situation.
- (9) Click *Save*. Once the assessment is saved, it cannot be changed.

The screenshot shows the 'Evaluation' form for 'Assessment Date 18/11/2016'. The 'Assessment Type' is 'Final'. The 'Recommendation' is '105 Not Recommended'. The 'Reason' dropdown menu is open, showing options: 'Declined to attend assessment', 'Disqualified', 'Failed assessment', 'No response to invitation', and 'Unsuccessful interview'. 'Declined to attend assessment' is selected.

7.4: Create a final assessment record (for hiring managers)

- (1) On the landing page for the relevant applicant, click *Other Actions > Recruiting actions > Manage Assessments*.

The screenshot shows the 'Manage Job Opening' page for 'ELECTORAL OFFICER, P3'. The 'Recruiting Actions' dropdown menu is open, highlighting the 'Manage Assessments' option. Other options include 'Edit Disposition' and 'Applicant Actions'.

- (2) Click on *Create Assessment Record*.
- (3) On the next page under *Interview Ratings*, for each competency, select from *Unsatisfactory, Partially Satisfactory, Satisfactory* or *Outstanding* from the dropdown menu. *Not Applicable* should be selected if the applicant did not participate in the interview.
- (4) Describe the example the applicant gave for each competency in the *Comment* box to substantiate the rating given.
- (5) On the left side of the page, under the *Evaluation* section, from the *Assessment Type* dropdown menu, select *Final*.
- (6) In the *Overall Rating* dropdown menu, select *Unsatisfactory, Partially Satisfactory, Satisfactory, Outstanding* or *Not Applicable*. If there is at least one competency rated *Unsatisfactory* or *Partially Satisfactory*, the *Overall Rating* should be either one.
- (7) In the *Recommendation* dropdown menu, select either *Recommended* or *Not Recommended*. If the *Overall Rating* is *Unsatisfactory* or *Partially Satisfactory*, the candidate should be given a *Not Recommended* disposition.
- (8) In the *Comments* box, enter an overall comment.
- (9) Click *Save*. Once the assessment is saved, it cannot be changed except by the person who created the assessment record.

Assessment
 Complete the evaluation form by providing an assessment rating for each category, an overall rating and a recommendation. Provide any appropriate comments. Click the Save button when you are done.

Save | Return

Name: UN_MO_BM21 UN_MO_BM21
 Applicant ID: 2651072
 Applicant Type: Employee

Job Posting Title: 817 1572 - Permitter, postn number, no job code
 Job Opening ID: 46130
 Job Opening Status: 010 Open

Evaluation

Assessment Date: 27/10/2016

*Assessment Type: [Dropdown]

Recommendation

*Overall Rating: [Dropdown]

*Recommendation: [Dropdown]

Comments: [Text Area]

Interview Ratings

Category: Academic
 Interview Rating: [Dropdown] Score: 0
 Comment: [Text Area]

Category: Experience
 Interview Rating: [Dropdown] Score: 0
 Comment: [Text Area]

Category: Language
 Interview Rating: [Dropdown] Score: 0
 Comment: [Text Area]

Category: Communication
 Interview Rating: [Dropdown] Score: 0
 Comment: [Text Area]

Category: Professionalism
 Interview Rating: [Dropdown] Score: 0
 Comment: [Text Area]

Category: Respect for Diversity
 Interview Rating: [Dropdown] Score: 0
 Comment: [Text Area]

Save | Return | Top of Page

7.5: Record results of assessments other than CBI

- On the landing page for the relevant applicant, click *Other Actions > Recruiting actions > Manage Assessments*.
- Click on *Add Test Results* under *Test Results*.
- In the *Test* dropdown menu, select the test or type of test taken by the applicant.
- In *Test Date*, select the date when the test was administered.
- In *Test Score*, enter the score.
- Tick the *Passed Test* column for applicants who passed
- If there are more test results, click on *Add Test Results*.
- When finished, click *Save*.

Test Results

No Test Results have been added to this applicant's profile.

Add Test Results

7.6: Online batch input of test and final assessment results

- In the job opening, click on *Batch Action* at the bottom of the page.
- Click on *Online Batch Test Result* or *Online Batch Final Evaluation*, depending on the stage of the staff selection process.
- On the next page, select the types of applicants for which online batch will be used (e.g. for final assessment, normally *Shortlist*).

- Download Batch PHPs
- Download List for Test Result
- Upload List of Test Result
- Download List for Final Evaluation
- Upload List of Final Evaluation
- Online Batch Final Evaluation
- Online Batch Test Result
- Download GGST Request Form

7.7: Offline batch input of test and final assessment results (Excel)

To download:

- In the job opening, click on *Batch Action* at the bottom of the page.
- Click on *Download List of Test Result* or *Download List of Final Evaluation*, depending on the stage of the staff selection process.
- On the next page, check the types of applicants, normally *Shortlist*, for recording the results.
- Click on *Search*.
- On the next page, click on *Select All* at the bottom center of the page. The evaluation may be conducted in smaller batches.
- Click on *Download Applicants*.

- Download Batch PHPs
- Download List for Test Result
- Upload List of Test Result
- Download List for Final Evaluation
- Upload List of Final Evaluation
- Online Batch Final Evaluation
- Online Batch Test Result
- Download GGST Request Form

Download List for Test Result

General Rules:
 1. The Test Result can be entered only for applications in disposition 'Screen' and above.
 2. Only one Test Result for each Test Description can be created per applicant.
 3. The Test Result will be overwritten if it already exists. Otherwise, a new Test Result will be created.
 4. The Test Result can be updated by all Hiring Manager / NST Member in the same Job Opening.

Search Criteria

Disposition Status

All

Applied Longlist Endorsed Withdrawn

Reject Shortlist Proposed for selection Offer

HR Assessment Interview Selected Suitable

Screen Not Recommended Rostered Successful

Not Suitable Recommended Selection Declined Unsuccessful

Search | Download Offline Test Result Template

1 Applicants Found.
 Search Results

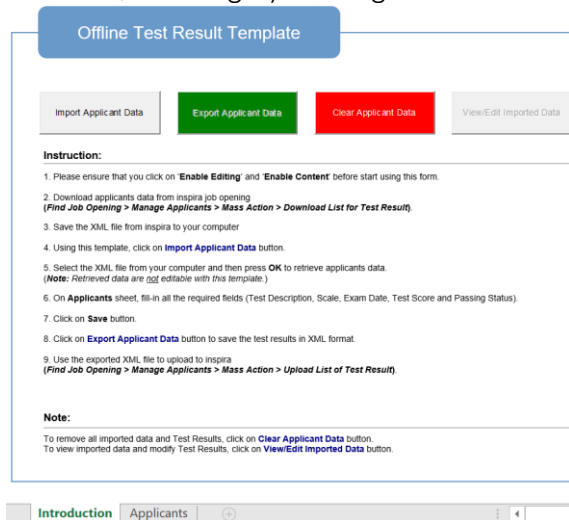
Applicants	Name	Applicant ID	Applicant Type	Disposition Status	Test Date	Test Score	Passed Test
1	Internal User 20	2652701	Emp	Short List			<input type="checkbox"/>

Select All | Deselect All

Download Applicants

- When prompted by the system, save the file in a preferred location. Make sure that the document is saved with an *.xml* extension, which is the default.

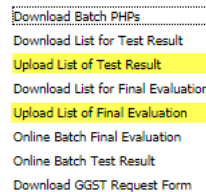
- (8) At the top of the page, click on *Download Offline Test Result Template* or *Download Offline Final Evaluation Template*, as applicable.
- (9) Save the Excel file in a preferred location and open the file. The Excel file has two worksheets: "Introduction" and "Applicants".
- (10) In the "Introduction" worksheet of the Excel file, click on *Import Applicant Data*, the first grey rectangle.



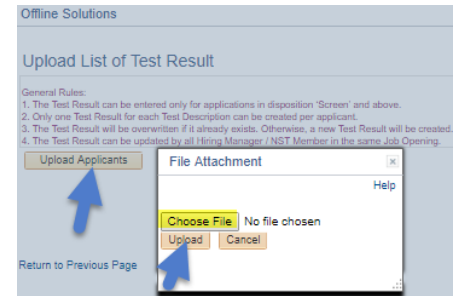
- (11) When prompted, find and open the .xml file which was previously downloaded. The applicant information will be automatically uploaded into the "Applicants" worksheet of the Excel file.
- (12) Proceed to fill the fields in the "Applicants" worksheet (e.g. ratings, comments, test scores, assessment date).

To upload:

- (13) Once the template is filled out, in the "Introduction" worksheet of the Excel file, click *Export Applicant Data*, the green rectangle.
- (14) In the job opening, click on *Batch Action* at the bottom of the page.
- (15) Click on *Upload List of Test Result* or *Upload List of Final Evaluation*, as appropriate.
- (16) On the next page, click *Upload File*.
- (17) This time, mark the check box *Upload Offline Evaluation*.
- (18) Click on *Upload Applicants*.



- (19) A pop-up will appear for choosing the "export" file, which was previously created.
- (20) Find and open the "export" file.
- (21) Click *Upload*.
- (22) Click on *Select All* on the lower left side of the page.
- (23) On the next page, review and spot check that the fields have been filled correctly and click *Select All* on the lower left side of the page.




Acad	Lang	Exp	Test	Tests	Comments	Mark Disposition	Disposition	Res
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	N/A			RE	Recom	
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>			R	Long List	
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>			R	Long List	

- (24) Click on *Save*. The next page will provide a status of the upload and errors, if any. Click *OK*.
- (25) Click on *Return to Previous Page*.

Chapter 8: Preparing for compliance review


1. Unless a recommendation is made to select a roster candidate according to **Chapter 5**, the preliminary evaluation and assessment results should be properly documented for the compliance review of the job opening by the review bodies established under staff rule 4.15, and for selection consideration. Submissions to the Senior Review Group for job openings at the D-2 level should be prepared according to the instructions provided by Secretariat of the Senior Review Group.

Preparing the transmittal memo

2. Hiring managers prepare a transmittal memo providing a summary of the staff selection process for the review by the central review bodies ( **Inspira tip 8.1**). Recorded preliminary evaluation and assessment results are automatically populated in the memo. Additionally, hiring managers should provide the following information in the appropriate text boxes:

- the name, gender, grade level, work unit and index number of the assessment panel members;
- a confirmation that all panel members hold an appointment other than a temporary appointment;
- whether the assessment panel members have attended the interviewers' training, and if not, if they are otherwise allowed to conduct the interview (e.g. the training is not available or exception has been granted);
- a brief explanation of assessment methods, the passing scores, and if there was a written test, confirmation that the marking was done anonymously; and
- if any, the desirable evaluation criteria applied to arrive at the shortlist.

Comparative analysis report review and final checks

3. Hiring managers and staffing table managers should also review the Comparative Analysis Report – CAR ( **Inspira tip 8.2**). This report provides a consolidated view of the assessment results for all *Recommended* and *Not Recommended* candidates.

4. Finally, hiring managers and staffing table managers should ensure that:

- all released applicants are in the final disposition of *Recommended*, *Not Recommended*, *Long List*, *Remain in Long List*, *Not Suitable* or *Withdrawn*;

- for positions in the Professional and higher categories, no recommended candidate has encumbered the same position while holding a temporary appointment within six months of applying for the position, except in peacekeeping and special political missions;
- other aspects of the process have been conducted according to the standard procedures.

Internal approval of recommendations

5. Any required internal approvals should have been granted according to the procedures instituted by the head of department, office or mission e.g. an internal compliance review by the staffing table manager or other recommendation approval process. If a preferred candidate for selection is approved by the head of department, office or mission through the internal approval process, hiring managers should request reference verification for the candidate at the time of transmittal memo submission. This is recommended to expedite the transfer process following the selection.

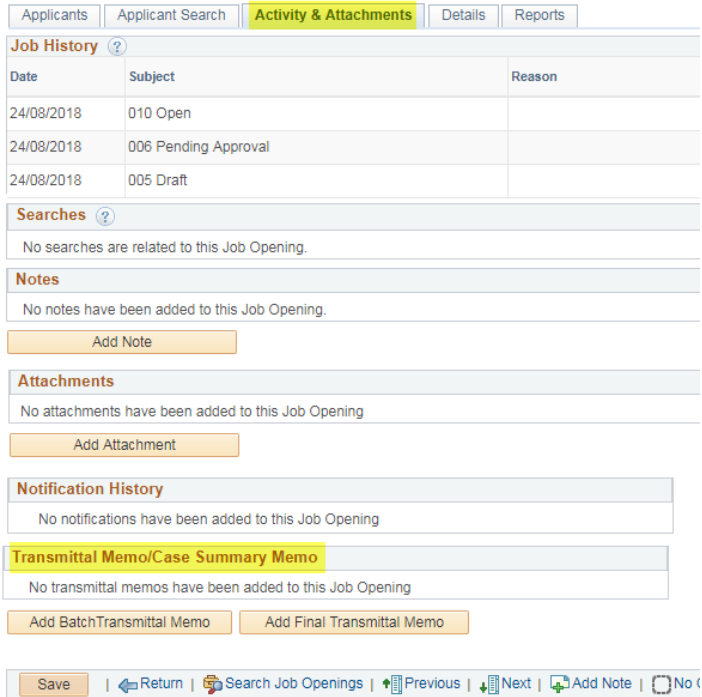
Submission of the transmittal memo

6. The recruiters should be immediately informed via email once the transmittal memo is submitted ( **Inspira tip 8.1**). If more than two business days have passed since the submission of a transmittal memo, the hiring managers are required to resubmit a new memo.

Inspira tips

8.1: Prepare and submit a transmittal memo (for hiring managers)

- (1) On the job opening landing page, click on the *Activity and Attachments* link.
- (2) Scroll down to the *Transmittal Memo/Case Summary Memo* section and click *Add Final Transmittal Memo* (for position specific job openings) or *Add Batch Transmittal Memo* (for generic job openings).




Date	Subject	Reason
24/08/2018	010 Open	
24/08/2018	006 Pending Approval	
24/08/2018	005 Draft	

- (3) Review the fields of the *Transmittal Memo* and click *Save* for saving the changes for later or *Submit* to submit the transmittal memo.

8.2: Generate the Comparative Analysis Final Report

- (1) On the job opening landing page, click on *Reports* on the upper right-hand side.
- (2) In the dropdown menu, select *Comparative Analysis Final Report*.
- (3) Click on *Generate Report*.




Chapter 9: Compliance review

1. Once the transmittal memo is submitted, recruiters conduct a preliminary review to ensure that the information necessary for the central review body review and subsequent selection decision is reflected in the job opening. The central review bodies ensure the proper application of evaluation criteria and applicable procedures. Submissions to the Senior Review Group for job openings at the D-2 level should be prepared according to the instructions provided by Secretariat of the Senior Review Group.

Checklist for recruiters

2. The recruiters shall complete the review of the recommendation and submit the job opening to the central review bodies within three days of receiving the transmittal memo. Recruiters should go over the following checklist to ensure that the hiring managers have demonstrated that the process was conducted according to the evaluation criteria and applicable procedures.

Items	Considerations
Disposition of candidates	There are no applicants with <i>Screen</i> or <i>Short List</i> disposition.
Recommended candidates	All recommended candidates meet the eligibility requirements under the Staff Regulations and Rules, and ST/AI/2010/3 and other administrative issuances. For example, the list of recommended candidates does not include temporary incumbents of the position for the last six months or a family member of a staff member. Reviewing Umoja data may be necessary.
Assessment	<ul style="list-style-type: none"> All candidates on the shortlist have been invited to one or more assessments. A competency-based interview was conducted.
Transmittal Memo ( Inspira tip 9.1)	<ul style="list-style-type: none"> The transmittal memo was created and uploaded within the last two days. The transmittal memo is of the right type, as follows: <ul style="list-style-type: none"> For standard requisitions, recruit from roster or D2 level JO, a <i>Final Transmittal Memo</i> should have been created; For generic job openings (continuous job openings), a <i>Batch Transmittal Memo</i> for the batches, except for the last batch of candidates assessed, and a <i>Final Transmittal</i>

Memo for the last batch should have been created.



- The assessment panel was composed according to policy and standard procedures.
- The memo specifies if any desirable evaluation criteria were applied.
- There is a brief explanation on the assessment methods used, other than interview, if any, and the passing score thereof.

Comparative Analysis Report - CAR

( **Inspira tip 8.2**)

- In case there was an assessment in addition to the interview, the scores have been entered under *Test Results*.
- All candidates on the recommended list passed the interview and other assessments.
- There is a brief description of the examples and findings of the panel for each competency for each interviewed candidate.
- The panel should conclude by stating if the candidate demonstrated the competency or not. Speculative language such as “seems to be,” “most likely,” “appears to be” or “looks like” should be avoided.


Status Matrix update by recruiters

3. The Status Matrix provides information regarding the recommended candidates for consideration by the head of department, office or mission when making the selection. Recruiters are responsible for reviewing and updating the Status Matrix ( **Inspira tip 9.2**) before the central review body review and selection decision. In case of continuous/generic job openings where many applicants are recommended, recruiters may generate reports to review the Status Matrix ( **Inspira tip 9.3**).

4. The recruiters should update the following elements for each recommended candidate. Some elements apply to staff and former staff only. Umoja access may be necessary to confirm the information.

Element	Description
Int S/M (staff only)	<p>This field indicates whether an individual is an internal candidate (<i>INT</i>). An internal candidate is a staff member serving in the Secretariat who:</p> <ul style="list-style-type: none"> holds an appointment other than a temporary appointment; has been recruited after a process involving a review body under staff rule 4.15 or through a

	<p>competitive examination under staff rule 4.16, or has been appointed upon meeting other regular requirements for the duty station, job level, category and functional area if a review body was not required (e.g. staff members at G-4 level or below or GS staff members in peacekeeping operations or special political missions); and</p> <ul style="list-style-type: none"> holds an appointment which not limited to service with a specific organizational unit of the Secretariat. <p>Associate Experts, Junior Professional Officers, and staff holding a temporary appointment are not internal candidates.</p>
YPP (for P-3 positions) (staff only)	This field indicates whether a staff member has been recruited through the young professionals programme or the former National Competitive Recruitment Examination (NCRE). The heads of department, office or mission are encouraged to give priority consideration to these candidates applying for P-3 positions in making the selection decision.
5 yrs + in position (staff only)	This field indicates whether the staff member has served 5 consecutive years or more in his or her current position.
12 months in position (staff only)	This field indicates whether the staff member has served 12 consecutive months or more in his or her current position.
Disability	This field indicates whether the candidate has a physical disability as per information provided by the applicant.
Downsizing (staff and former staff only)	<p>This field flags staff members serving in a Secretariat entity that is subject to downsizing as predetermined by the Assistant Secretary-General for Human Resources Management.</p> <p>The <i>Downsizing Indicator</i> is an attribute of the position and not the staff member. After the staffing table managers activate this indicator for specific positions, the staff members encumbering the positions are automatically flagged in the <i>Status Matrix</i> of the job openings they apply to. In cases where the indicator is activated by the staffing table manager after the staff</p>

	member applies, the recruiters may manually change the <i>Status Matrix</i> ( Inspira tip 9.4).
Un - and Under rep	This field indicates whether the candidate is a national of an unrepresented or underrepresented Member State for positions subject to the system of desirable ranges (Professional and higher category posts funded by the regular budget in the Headquarters, offices away from Headquarters and regional commissions). The information should be updated by the recruiter based on the most recent representation status made available by the Office of Human Resources.
Previous 200/300 (staff only)	This field indicates whether the staff member has served under the former 200 or 300 series of the Staff Rules and has not yet been recruited through a process including a central review body review under staff rule 4.15. Most staff should have been regularized by now.
Service in the field (staff and former staff only)	This field indicates whether a current or former staff member has served in a “field operation” according to ST/AI/2010/3. This information should be updated by the recruiter based on the PHP and as necessary in Umoja. This is a highly desirable appointment criterion for positions at the D-1 and D-2 levels in departments and offices which provide backstopping or policy guidance to the field missions.
Victims of malicious act (staff only)	This field indicates whether the candidate has been a victim of a malicious act, natural disasters or an emergency, as determined by the Secretary-General.
Spouse (staff only)	This field indicates whether the candidate is a spouse of a currently serving staff member, as indicated in the PHP.
Police Cont Country & Troop Cont Count	These fields indicate whether the candidate is from a police or troop contributing country which should be considered for peacekeeping operation or Headquarters support account-funded positions. The recruiter may find the most up-to-date information in: https://peacekeeping.un.org/en/troop-and-police-contributors .

Submission to the central review bodies

5. After the preliminary review and status matrix update, the recruiters submit the job opening to the central review bodies (👉 **Inspira tip 9.5**).

Review by the central review bodies

6. Upon receipt of the job opening, the review body secretariat will ensure that it meets the requirements for submission to the central review body members. If so, the job opening will include it in the next available agenda for the members to review and possibly endorse.

7. The central review body members will review the proposals for the filling of job openings to ensure that the applicants were reviewed based on pre-approved evaluation criteria and that the applicable procedures were followed. The members will then proceed to endorse a recommendation or request for clarification (👉 **Inspira tip 9.6**).

8. When conducting the review, the central review body members may refer to the following checklist:

Element	Description
Preliminary evaluation	<ul style="list-style-type: none"> • Have all candidates been assessed by the hiring manager in an objective, fair and transparent manner against the stipulated requirements in terms of academics, experience and language? • Have the candidates been evaluated consistently against the required versus desirable elements? • Is the evaluation complete and clear, e.g. not vague and not based on assumptions, using descriptors "seems to be," "most likely," "appears to be," "looks like," etc.? • Has any negative language in an evaluation of a recommended candidate been used? • Have all the findings been properly recorded and justified? • Have the candidates been compared against one another and/or ranked?
Assessments including competency-based interview	<ul style="list-style-type: none"> • Have all candidates who merit equal consideration been invited to undertake the assessment? • Have the assessment methods indicated in the evaluation criteria been applied? • Have all candidates who merit equal consideration been invited to the competency-based interview? • Have all candidates on the recommended list been successful in the competency-based interview?

	<ul style="list-style-type: none"> • Have all candidates who merit equal consideration based on the assessment exercise and the competency-based interview been recommended? • Have all competencies listed in the evaluation criteria been evaluated in the interview process? • If other assessment(s) was/were used, have the total and passing scores been clearly indicated?
Assessment panel	<ul style="list-style-type: none"> • Has the assessment panel been composed in line with the necessary provisions? • Have the assessment panel members remained consistent for the applicants for one job opening?
Transmittal memo	<ul style="list-style-type: none"> • Has the transmittal memo been created and uploaded? • Does the memo specify if there were any desirable evaluation criteria applied in the job opening? • Does the memo include a brief explanation on the assessment methods used, other than interview, if any, and the passing score thereof?

 **9.1: Access a submitted transmittal memo**

- (1) In the job opening, click on *Activity and Attachments*.
- (2) Scroll down to the *Transmittal Memo/Case Summary Memo* section; find the *Transmittal Memo* and click on *View*.

Transmittal Memo/Case Summary Memo				
Last Updated	Version:	Current Status:	Hiring Manager	View:
16/06/2016	Final Transmittal Memo	Submitted	HM name	View

 **9.2: Access and update the Status Matrix**

- (1) In the job opening, click on the *Status Matrix* under *Applicants*.
- (2) Choose *061 Recommended* from the dropdown list.

Manage Job Opening

Posting Title	UAT CR 3137 Internal External, G5	Job Opening ID	47613
Job Opening Status	010 Open	Job Type	Standard Requisition
Job Code	10043 (SECURITY TRAINING ASSISTANT)	Business Unit	B0999 (UPGRADE)9999
Job Opening Number	18-SEC-ECE-47613-R-GENEVA (G)	Posting Period	3 August 2018 - 1 August 2020
Source Type	Approved JO	Staffing Exercise	N/A
Source Job Opening	47552		

Applicants | Applicant Search | Applicant Screening | Activity & Attachments | Details | Reports

Manage Applicants | Status Matrix | Assessments | Selection Certificate

Status Matrix

Name	Disposition	RM	Int?	Gender	YPP	5yr+ in position	12 months in position	Downsizing	Un- and Under rep	Previous 200/300	Service in the Field	Victims of malicious acts	Disability
010 Applied													
015 Linked													
025 HR Assessment Required													
030 Screen													
051 Long List	Long List	GX		Male	No	No	No	No	No	No	Yes	No	No
052 Short List													
053 Not Suitable	Not Suitab	GX		Male	No	No	No	No	No	No	No	No	No
060 Interview													
4444410 061 Recommended	HR Assmnt			Male	No	Yes	Yes	No	No	No	Yes	No	No
062 Not Recommended													

- (3) Update and change the current values of each field of the *Status Matrix*.

 **9.3: Download the full Status Matrix**

Excel format

- (1) In the job opening, click on the *Status Matrix* under *Applicants*.
- (2) When all candidates are displayed, click on the spreadsheet icon  at the top of the page.

- (3) Save and open the file.

PDF format

- (4) Before generating the report, make sure to refresh the *Status Matrix* by opening the job opening and clicking on *Status Matrix* under *Applicants*.

- (5) Under *Main Menu*, click on *Recruiting > Reports > Summary Reports*. Alternatively, in the job opening, click on *Reports* on the upper right-hand side of the page.
- (6) In the *Run Report For* dropdown menu, choose *Full Status Matrix*.

Applicants | Applicant Search | Applicant Screening | Activity & Attachments | Details | Reports


Reports on Job openings and Applicants

Run Report For [Click here to select the report](#)

Return | Search Job Openings | Refresh

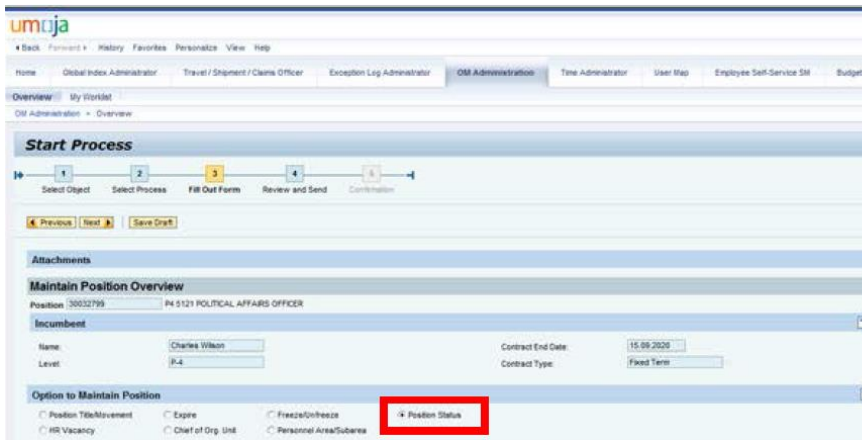
- Applicant Gender Ratio
- Applicant Nationality Summary
- Comparative Analysis Final Report
- Detailed Applicant Information
- Full Status Matrix**
- HR Assessment
- Work Experience Criteria Report of Applicants
- Comparative Analysis of Preliminary Evaluation
- Keyword match Report for Applicants

- (7) If prompted, in the *Job Opening ID*, enter the job opening number.
- (8) Mark *All* or choose *Recommended*.
- (9) Click *Generate Report*.

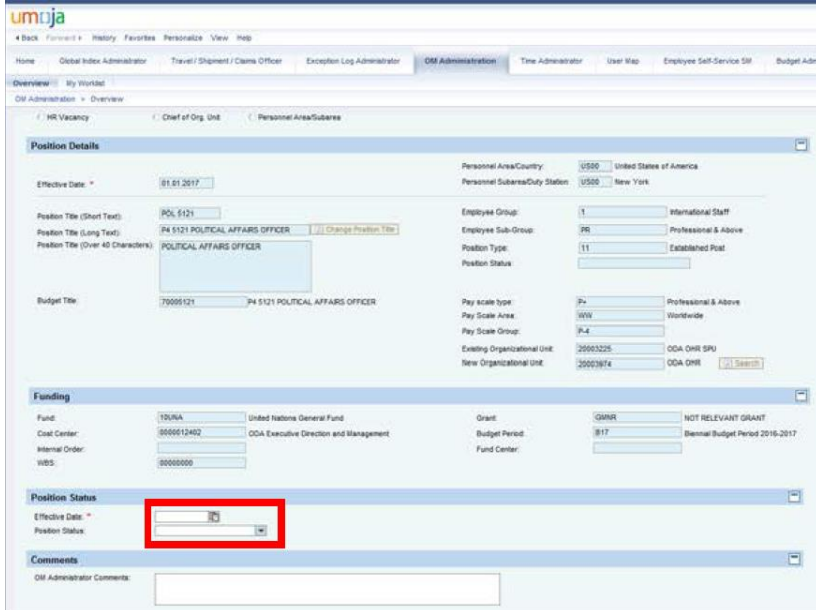
 **9.4: Activate or deactivate the Umoja downsizing field for positions in Umoja (for staffing table managers)**

- ❖ For further detailed information on how to activate the downsizing flag, refer to *Umoja Job Aid "OM – Maintain Position,"* steps 1 to 6 and 50 to 56 (which can be found in this link: <https://umoja.un.org/content/job-aids>).

- (1) In *Umoja*, log in with the enterprise role *OM Administrator*.
- (2) Click *OM Administration*.
- (3) Click *OM Processes*.
- (4) Click *Maintain Position*.
- (5) Scroll down to the organizational structure (department or office) where a position in an organizational unit needs to be maintained (example: *OCHA*).
- (6) Click on the name of the department or office and on the name of the specific organizational unit (example: *OCHA CRD GDS AFRICA II*).
- (7) Click on the row that shows the details of the position.
- (8) Click *Next*.
- (9) Click *Maintain Position*.
- (10) Click *Next*.
- (11) In the *Maintain Position Overview* page, choose *Maintain Position – Position Status*.

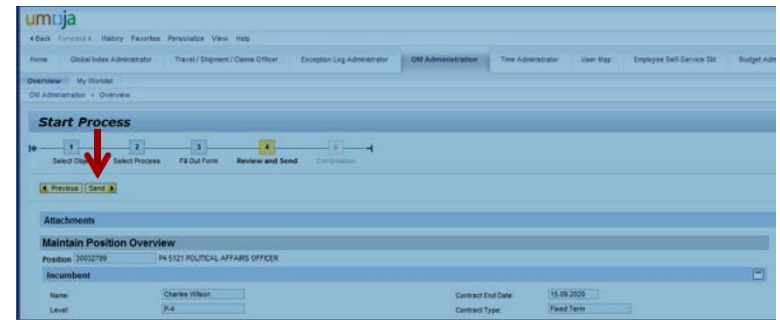


(12) On the next page, under the *Position Status* dropdown menu, select *Downsizing* (or select blank to remove the downsizing flag).



- (13) Enter the effective date of the position status.
- (14) In the comments box, enter "Approval dated [date] that this position is being downsized"; "Maintain Position" and the name of the staffing table manager.
- (15) Scroll up and click *Next*.

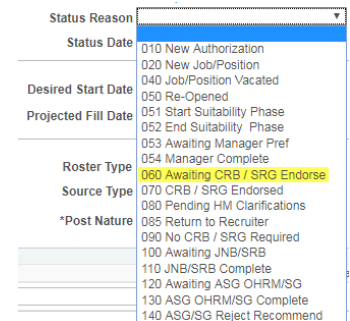
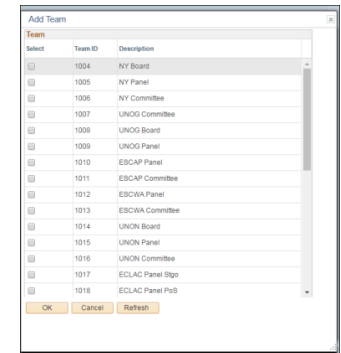
- (16) Review the information entered.
- (17) Click *Send*.



(18) The process progresses to "5 Confirmation" and the process reference number is created and displayed.

9.5: Submit the recruitment case to the relevant central review body

- (1) In the job opening page, click on *Details > Hiring Team*.
- (2) In the CRB / SRG section, click on *Add CRB / SRG Secretary Team*.
- (3) On the next page, check the *Select* checkboxes for the CRB team that will be coordinating the review of the job opening.
- (4) Click *OK*.
- (5) Click *Save* at the top or bottom of the page to save the entries.
- (6) Click on *Details > Job Details*.
- (7) In the *Status Reason* dropdown menu, select *060 Awaiting CRB / SRG Endorse*.
- (8) Click *Save*. An automatic notification is sent to the secretariat of the relevant central review body.



📁 9.6: Record a recommendation regarding the list of recommended candidates (for CRB members)

- (1) Click on *Main Menu > Recruiting > CRB/SRG > CRB/SRG Reviews*.
- (2) Locate and open the review. Otherwise, insert the Review ID number and click *Refresh*.
- (3) From the *Manage CRB/SRG Review Schedule* page, locate the job opening and select *Manage Evaluations > Create New Evaluation*.
- (4) In the *Evaluation Type* field, select *CRB/SRG Members*.
- (5) In *Recommendation*, select either *Endorse* or *Request Clarifications to HM*.
- (6) In the *General Comments* box, state the recommendation or if clarification is needed, indicate specifically what requires clarification.
- (7) Click on *Save*.
- (8) Click on *Submit* to record the recommendation.

Manage

Evaluation

Complete the evaluation form providing a recommendation. Provide any appropriate comments. Click the Submit button when you are done.

Job Opening ID: 46904 Job Title: CONTINGENT OWNED EQUIPMENT ASSISTANT

Save Submit Cancel Return to Previous Page

Evaluation Date: 07/12/2017 *Evaluation Type: **Step 1**
Select CRB/SRG Final

Recommendation

*Recommendation: **Step 2**
Select the recommendation

General Comments

Step 3
Enter text stating your recommendation or if you need clarification, indicate what specifically requires clarification

Attachments

No Attachments have been added to this Job Opening

Add Attachment

Save Submit Cancel Return to Previous Page

Step 4
Entries must be saved before submitting

Step 6
Click on Submit to record the recommendation

Chapter 10: Selection

1. The Secretary-General and the head of department, office or mission may make the selection decision following the recommendation of the Senior Review Group or the endorsement of the central review bodies (📌 **Inspira tip 10.1**). No selection is made for generic or continuous job openings advertised for creation of rosters. For job openings up to the D-1 level, if a roster candidate is recommended according to **Chapter 5**, the heads of department, office or mission may make the selection decision without preliminary evaluation, assessment and compliance review.

2. Before selection decision is made, the hiring managers and for D-2 level job openings, the heads of department, office or mission, should take note of information concerning the integrity and competence of the recommended candidates, and advise the official who will be exercising the staff selection authority.

Considering integrity and performance

3. Any notable information gathered from the applicants' responses to the mandatory questions in the PHP, performance evaluation reports and reference verification results should be brought to the attention of the official exercising the staff selection authority.

Crimes or violation of human rights or humanitarian laws:

4. Applicants are asked if they have ever committed, been convicted of, or prosecuted for, any criminal offence, or have been involved, by act or omission, in the commission of any violation of international human rights law or international humanitarian law, and if so, to provide details. Although senior recruiters have already screened and released applicants who have indicated having had such records, any notable responses should be brought to the attention of the officials exercising the selection authority.

Sexual exploitation and abuse:

5. Applicants are asked if they have ever committed, been investigated for, been prosecuted for, had a finding against them, or been convicted of an offence for, engaging in sexual exploitation and/or abuse and if so, to provide details. There may be recommended candidates who are staff members of the UN system organizations who have been pardoned or acquitted, or have a case pending or in other status. Other applicants may only reach this stage of the staff selection process if they have been pardoned or acquitted.

Disciplinary and administrative measures:

6. Serving UN Secretariat staff members who have indicated having been issued a disciplinary or administrative measure against them are not prejudiced during the evaluation and assessment process. For selection consideration, the head of department, office or mission or the Secretary-General should review the self-reported information to make an informed decision.

7. Staff members who have been issued a disciplinary measure in the form of deferment of eligibility for consideration for promotion shall be excluded from such consideration for the relevant period.

Performance evaluation reports

8. Staff members may have attached two most recent performance evaluation documents. Particularly, less than satisfactory ratings and negative comments should be shared with the head of department, office or mission or the Secretary-General to inform the selection decision.

Reference verification:

9. Normally, the human resources offices initiate the reference verification process before submitting the recommendation to the review bodies, if the candidate who has been internally approved for selection has been identified. When a roster candidate is recommended for selection, the reference verification process should start as candidates are recommended. For the D-2 level, all recommended candidates are subject to reference verification. Any qualitative feedback from supervisors and other professional referees is to be shared with the hiring managers as they are received.

10. Hiring managers and heads of department, office or mission may independently seek feedback from the candidates' supervisors, references, employers and education institutions and inform the head of department, office or mission or the Secretary-General. Consent for reference verification is secured at the time of application, with the possible exception for current employment and supervisor, which allows conducting reference verification without seeking additional consent. To check whether or not the current employer or supervisor may be contacted before a candidate is selected, hiring managers should check the work experience section in the PHP.

Other selection considerations: Status Matrix

11. In making the selection decision, heads of department, office or mission should give due consideration to the Human Resources Management Scorecard, as well as the Status Matrix elements, which are as follows:


Element	Description
Int S/M	Indicates whether the candidate is internal or external. Internal staff should be given fullest regard.
Gender	Indicates the gender of the candidate. Gender parity must be achieved by 2021, or with the Secretary-General's approval, by 2026.
Young professionals programme (for P-3 positions)	Indicates whether the staff member has been appointed through the young professionals programme or the former National Competitive Recruitment Examination (NCRE). The heads of department, office or mission are encouraged to give priority consideration to these staff for selection to P-3 positions.
5 yrs + in position	Indicates whether the staff member has served 5 years or more in the current position.
12 months in position	Indicates whether the staff member has served 12 months or more in the current position.
Disability	Indicates whether the candidate has a physical disability.
Downsizing	Indicates whether the candidate is a current or former staff member in an entity that is downsizing.
Un - and Under rep	Indicates whether the candidate is from an unrepresented or underrepresented member state, which must be considered for positions subject to the system of desirable ranges (established posts funded by the regular budget in Headquarters, offices away from Headquarters and regional commissions).
Previous 200/300	Indicates whether the staff member has served under the former 200 or 300 series of the Staff Rules, and has not yet been recruited through a process including a central review body review under staff rule 4.15.
Service in the field	Indicates whether the candidate has served or currently serves in a field operation, which is a highly desirable appointment criterion for positions at the D-1 and D-2 levels in departments and

	offices which provide backstopping or policy guidance to field missions.
Victims of malicious act	Indicates whether the candidate has been a victim of a malicious act, natural disasters or an emergency, as determined by the Secretary-General.
Spouse	Indicates whether the candidate is a spouse of a currently serving staff member.
Police Cont Country & Troop Cont Country	Indicates whether the candidate is a national of a police or troop contributing country, which is relevant for positions in a peacekeeping operation or Headquarters support account-funded positions.



Notification to candidates after selection

12. Following the selection decision, applicants are notified as follows:

Type	Type of notification	Signatory
Selected candidates	System-generated e-mail is automatically sent immediately after selection.	Staffing table manager
Candidates placed on the roster	System generated e-mail is automatically sent generally within 24 hours of selection.	Primary hiring manager / occupational group manager
Not recommended applicants	For position-specific job openings, a system-generated e-mail is automatically sent generally within 24 hours of selection. For generic/continuous job openings, the notification is sent manually at the discretion of the Occupational Group Manager.	Primary hiring manager / occupational group manager
Longlisted or not suitable applicants	For position-specific job openings, a system-generated e-mail is automatically sent generally within 24 hours of selection. For generic/continuous job openings,	Hiring department

	the notification is sent manually at the discretion of the Occupational Group Manager.	
Rejected applicants	System-generated e-mail is automatically sent generally within 24 hours of selection.	United Nations
Applicants other than the selected roster candidate recommended according to Chapter 5	Manual notification should be sent by the recruiter after all available positions have been filled from the roster and on-boarding of the selected candidates has been initiated ( Inspira tip 10.2).	United Nations

Selection or offer decline, or departure of selected candidate

13. In case a selected candidate declines the selection or offer ( **Inspira tip 10.3**) or vacates the position within one year of selection ( **Inspira tip 10.4**), the heads of department, office or mission may select another candidate as follows:

- For a job opening endorsed by the central review bodies where there are one or more remaining endorsed candidates, an endorsed candidate from the job opening may be selected.
- For a job opening with no remaining endorsed candidate available or willing to take up the functions, or a job opening for which the original selection was made from the roster, a roster candidate who applied for the job opening may be selected.

14. Alternatively, the head of department, office or mission may decide to re-advertise the position.

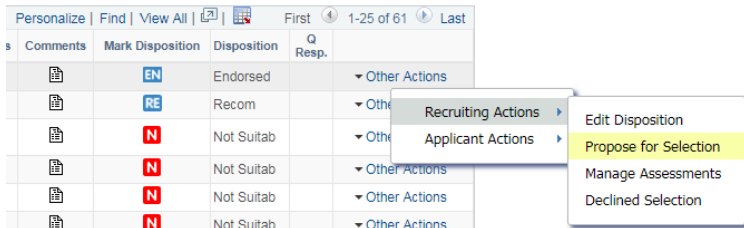
10.1: Make a selection decision

- (1) In the *Main Menu*, click *Recruiting > Search Job Openings*.
- (2) Enter the job opening number and click *Search*.
- (3) Click on the posting title.
- (4) In the job opening, click on *Status Matrix* under *Applicants*.
- (5) Review the *Status Matrix* elements for the endorsed candidates, or in case of roster selection, the recommended candidate(s).



Name	Acct. Type	Application	View/Print PHP	Disposition	RM	Int?	Gender	YPP	5yr+ in position	12 months in position	Downsizing	Un- and Under rep	Previous 200/300	Service in the Field	Victims of malicious acts	Disability	Spouse	Police Cont Country	Troop Cont Country	Last Updated
Name1816	Emp			Endorsed	RM	No	Male	No	No	No	No	No	No			No	No	Yes	Yes	25/06/2018 11:56PM

- (6) After completing the review, click on *Manage Applicants* at the top of the job opening page.
- (7) Click on *Other Actions* for the candidate that will be selected. Only candidates with the disposition *Endorsed* (or *Recommended* in cases of roster selection) can be proposed for selection.
- (8) Click on *Recruiting Actions > Edit Disposition > Propose for Selection*. The candidate's disposition will change to *Proposed*.

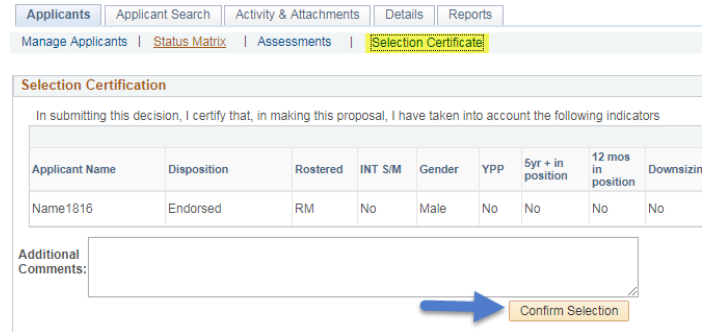


Comments	Mark	Disposition	Q Resp.	Other Actions
	EN	Endorsed		Other Actions
	RE	Recom		Other Actions
	N	Not Suitab		Other Actions
	N	Not Suitab		Other Actions
	N	Not Suitab		Other Actions

Recruiting Actions

- Edit Disposition
- Propose for Selection
- Manage Assessments
- Declined Selection

- (9) If the job opening is for multiple positions, repeat the steps above until all proposed candidates to fill all positions are marked with the appropriate disposition.
- (10) Click on *Selection Certificate* under *Applicants* at the top of the job opening page.
- (11) Verify that the candidate(s) for selection have the disposition *Proposed* and click on *Confirm Selection*. The candidate(s) with the disposition *Proposed* will be selected, and their disposition will change to *Selected*.
- (12) Click on *Confirm Selection*.



Selection Certification

In submitting this decision, I certify that, in making this proposal, I have taken into account the following indicators

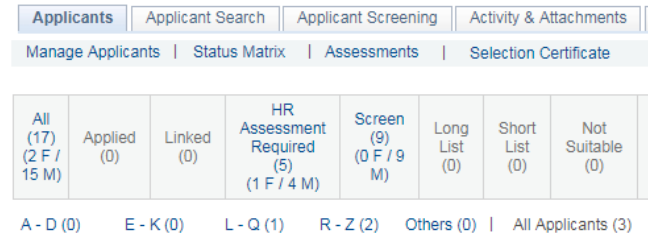
Applicant Name	Disposition	Rostered	INT S/M	Gender	YPP	5yr + in position	12 mos in position	Downsizing
Name1816	Endorsed	RM	No	Male	No	No	No	No

Additional Comments:

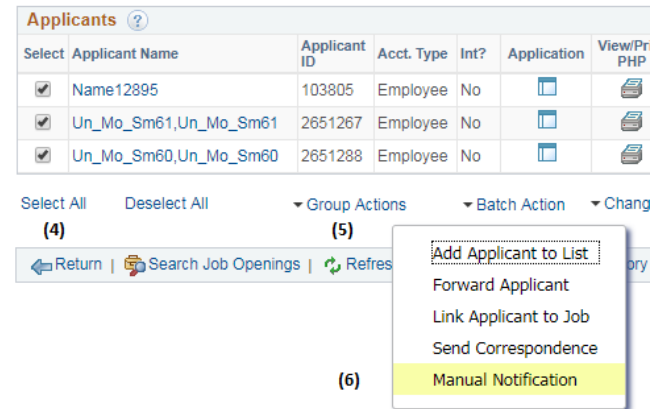
[Confirm Selection](#)

10.2: Send manual notification to candidates other than the selected roster candidate in case of roster selection (for recruiters)

- (1) In *Main Menu*, click *Recruiting > Search Job Openings*.
- (2) Enter the job opening number and click *Search*.
- (3) Click on the posting title.
- (4) At the job opening page, click on *Select All* but make sure to remove the check mark of the selected rostered candidate(s).
- (5) Click on *Group Actions* at the bottom of the page.



All (17) (2 F / 15 M)	Applied (0)	Linked (0)	HR Assessment Required (5) (1 F / 4 M)	Screen (9) (0 F / 9 M)	Long List (0)	Short List (0)	Not Suitable (0)
A - D (0) E - K (0) L - Q (1) R - Z (2) Others (0) All Applicants (3)							



Select	Applicant Name	Applicant ID	Acct. Type	Int?	Application	View/Pr PHP
<input checked="" type="checkbox"/>	Name12895	103805	Employee	No		
<input checked="" type="checkbox"/>	Un_Mo_Sm61,Un_Mo_Sm61	2651267	Employee	No		
<input checked="" type="checkbox"/>	Un_Mo_Sm60,Un_Mo_Sm60	2651288	Employee	No		

Select All Deselect All Group Actions Batch Action Chang

(4) (5)

Add Applicant to List
 Forward Applicant
 Link Applicant to Job
 Send Correspondence
Manual Notification

- (6) Select *Manual Notification* and on the next page, in the *Notification for:* dropdown menu, select *Position filled from a roster*.
- (7) Click *Preview* or *Send*.

- (8) A notification will be sent to all non-selected candidates for the specific job opening.

📌 10.3: Select another candidate when the initially selected candidate declines the offer (for the heads of department, office or mission)

- (1) In *Main Menu*, click *Recruiting > Search Job Openings*.
- (2) Enter the job opening number and click *Search*.
- (3) Click on the posting title.
- (4) In the job opening, locate the candidate who declined the selection and click *Other Actions > Recruiting Actions > Declined Selection*.

- (5) In the confirmation page, enter relevant comments and click OK. The candidate's disposition will change to *Declined*.

Please confirm that you want to change the disposition of applicant to "Selection Declined".

Click on <OK> to confirm or on <Cancel> to cancel this action.

You may also add any relevant comment in the text box below.

Additional Comments:

OK Cancel

- (6) To proceed with selecting another candidate, follow the steps under **📌 Inspira tip 10.1** above.

📌 10.4: Select another candidate when the initially selected candidate vacates the position within one year of selection (for senior recruiters and heads of department, office or mission)

- (1) In *Main Menu*, click *Recruiting > Search Job Openings*.
- (2) Enter the job opening number and click *Search*.
- (3) Click on the posting title.
Senior recruiter:
- (4) In the job opening, click on the *Details* tab.
- (5) Under the *Job Details* default page, change both fields *Target Openings* and *Available Openings* to add one additional opening (for example, from 1 to 2).

- (6) Click on *Preview* and then on *Save*.
- (7) Inform the hiring department and the head of department, office or mission to proceed with the selection.
Head of department, office or mission:
- (8) Proceed to select another candidate following the steps under **📌 Inspira tip 10.1** above.
- (9) In the *Selection Certificate* step, make sure to indicate the reasons for selecting another candidate in the *Additional Comments* textbox.

Chapter 11: Cancelling job openings

1. Job openings may be cancelled as decided appropriate by the respective heads of department, office or mission under whose authority the job opening was advertised.

Before compliance review by the review bodies

2. A request for cancellation before the review body compliance review may be approved based on the following reasons:

- Insufficient funding of the job opening
- Abolition of posts or reduction of staff
- Significant changes to the functions of the advertised job opening
- Changes to the organizational structure affecting the advertised job opening
- No eligible or suitable candidate
- No qualified candidates of the gender which is underrepresented for the job opening level
- For geographical posts, no qualified candidates from unrepresented, underrepresented or within range Member States
- The head of department, office or mission has decided to laterally reassign a staff member to the position

During or after compliance review by the review bodies

3. The hiring managers and heads of department, office or mission should submit cases for compliance review only if the position is (1) available, (2) not subject to change of functions or reclassification, or (3) not subject to the reassignment of a staff member under the authority of the head of department, office or mission.

4. Following central review body review, cancellation is only approved in unexpected circumstances very exceptionally, for example:

- Funding for the post is discontinued
- Abolition of posts or reduction of staff
- Non-endorsement of the job opening by the review bodies

Other reasons for cancellation

5. Any other reasons for cancellation besides those listed in paragraphs 2 and 4 would be reviewed on a case-by-case basis by heads of department, office or mission.

Reflecting cancellation decisions in Inspira

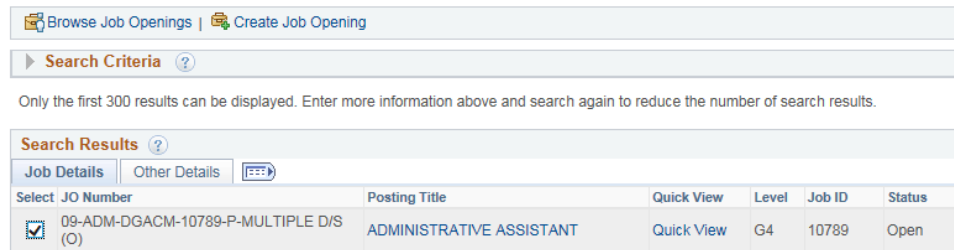
6. Once cancellation is approved, the senior recruiter reflecting the cancellation decision should ensure that the rationale and supporting documents considered by the head of department, office or mission are

attached in the job opening. ( **Inspira tip 11.1**). Recruiters should inform all applicants that the job opening is cancelled ( **Inspira tip 11.2**).

11.1: Cancel a job opening after advertisement (for senior recruiters)

- (1) The hiring team checks that the senior recruiter is included in the *Interested Party* for the job opening.
- (2) Under *Main Menu*, click on *Recruiting > Search Job Openings*.
- (3) On the next page, enter the job opening number under *Job Opening ID*.
- (4) Select the job opening that should be cancelled by clicking on the checkbox under the *Select* column.

Search Job Openings



Browse Job Openings | Create Job Opening

Search Criteria ?

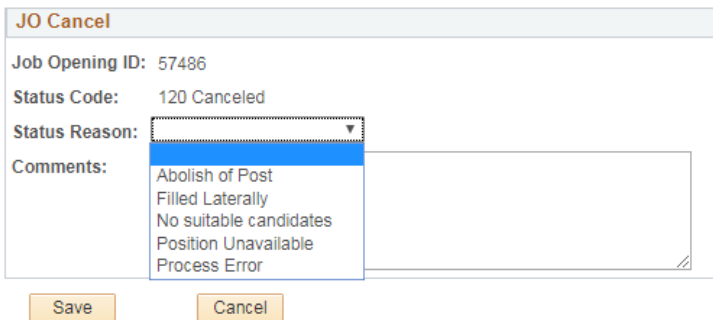
Only the first 300 results can be displayed. Enter more information above and search again to reduce the number of search results.

Search Results ?

Select	JO Number	Posting Title	Quick View	Level	Job ID	Status
<input checked="" type="checkbox"/>	09-ADM-DGACM-10789-P-MULTIPLE D/S (0)	ADMINISTRATIVE ASSISTANT	Quick View	G4	10789	Open

- (5) Click *Group Actions* at the bottom of the page.
- (6) Click *Cancel*.
- (7) When asked “Do you want to cancel the JO(s),” click *OK*. There will still be an option to confirm the cancellation in the next page.
- (8) Under *Status Reason*, select the reason for cancellation.

JO Cancel- Confirmation



JO Cancel

Job Opening ID: 57486

Status Code: 120 Canceled

Status Reason: Abolish of Post
Filled Laterally
No suitable candidates
Position Unavailable
Process Error

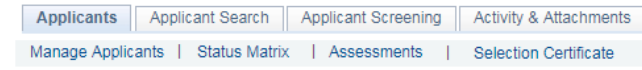
Comments:

Save Cancel

- (9) Include comments in the text box.
- (10) Attach relevant documentation justifying the cancellation in the *Activity & Attachments* tab of the job opening.
- (11) Click on *Save*. The job opening is cancelled.

11.2: Notify applicants of job opening cancellation (for recruiters)

- (1) After a job opening has been cancelled, manual notifications will need to be sent to all applicants (except withdrawn applicants).
- (2) Under *Main Menu*, click on *Recruiting > Search Job Openings*.
- (3) On the next page, enter the job opening number under *Job Opening ID*. Select the job opening that has been cancelled by clicking on the posting title.
- (4) At the job opening page, click on *Select All* but make sure to remove the check mark of the withdrawn candidate(s).
- (5) Click on *Group Actions* at the bottom of the page.



Applicants | Applicant Search | Applicant Screening | Activity & Attachments

Manage Applicants | Status Matrix | Assessments | Selection Certificate

All (17) (2 F / 15 M)	Applied (0)	Linked (0)	HR Assessment Required (5) (1 F / 4 M)	Screen (9) (0 F / 9 M)	Long List (0)	Short List (0)	Not Suitable (0)
--------------------------	-------------	------------	---	---------------------------	---------------	----------------	------------------

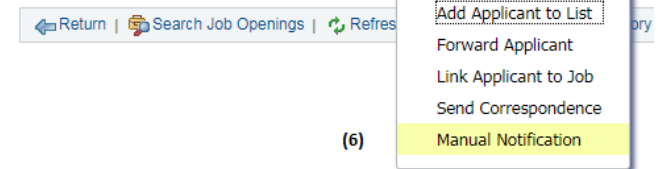
A - D (0) | E - K (0) | L - Q (1) | R - Z (2) | Others (0) | All Applicants (3)

Applicants ?

Select	Applicant Name	Applicant ID	Acct. Type	Int?	Application	View/Pr PHP
<input checked="" type="checkbox"/>	Name12895	103805	Employee	No	<input type="checkbox"/>	
<input checked="" type="checkbox"/>	Un_Mo_Sm61,Un_Mo_Sm61	2651267	Employee	No	<input type="checkbox"/>	
<input checked="" type="checkbox"/>	Un_Mo_Sm60,Un_Mo_Sm60	2651288	Employee	No	<input type="checkbox"/>	

Select All Deselect All Group Actions Batch Action Change

(4) (5)

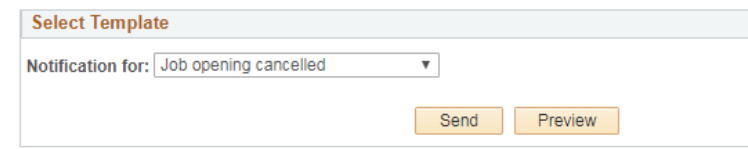


Return | Search Job Openings | Refresh

- Add Applicant to List
- Forward Applicant
- Link Applicant to Job
- Send Correspondence
- Manual Notification**

(6)

- (6) Select *Manual Notification* and on the next page, in the *Notification for:* dropdown menu, select *Job opening cancelled*.
- (7) Click *Preview* or *Send*.
- (8) A notification will be sent to all non-selected candidates for the specific job opening from the hiring department.



Select Template

Notification for: Job opening cancelled

Send Preview

Chapter 12: Rosters

Roster candidates and roster

1. Roster candidates are pre-approved for selection for similar functions at a specific level and job category as defined by the Office of Human Resources. A roster is the pool of such candidates.

2. Each roster in Inspira is built on a job code representing a unique combination of functional title, job family, category and level. For example, candidates who are pre-approved for a Political Affairs Officer position at the P-3 level would be included in the roster for the Political Affairs Officer, P-3 (job code No. 5119), in the Political Affairs job family in the Political, Peace and Security Job Network.

3. The Office of Human Resources may associate a roster to other rosters with similar profiles at the same level and job category, normally within the same job family. Such job codes are referred to as “associated titles”. As a result, candidates who belong to a roster which is associated to another roster are considered part of the latter roster as well. For example, job code No. 5119 (Political Affairs Officer, P-3) is currently associated to job code No. 4463 (Liaison Officer, P-3). Roster candidates for the former positions are considered as such for the latter positions. The Office of Human Resources may discontinue associations of rosters at any time.

4. Roster candidates may view their existing roster membership and the associated titles in the *My Roster Memberships* page from the Inspira home page. On this page, candidates may also withdraw from the roster or place their membership on hold.

My Roster Memberships									
Application	Level	Status	Membership Start Date	Membership Expiration Date	Date Withdrawn	Associated Titles	View/Print PHP*	Withdraw	Put on Hold
CHIEF OF SERVICE, POLITICAL AFFAIRS	D1	Rostered	06/04/2016	06/04/2023					

5. When candidates apply to a job opening advertised with the same job code title or associated titles for which they are rostered, Inspira displays a corresponding roster mark (e.g. RM, GX) to identify them for the hiring managers. For further information on roster marks, refer to [Chapter 5](#).

Inclusion in the roster

6. Candidates who are recommended and endorsed by the central review bodies for positions up to the D-1 level, including the selected candidates, are placed on the roster as follows:

- For position-specific job openings (standard requisition), inclusion in the roster occurs immediately following the selection by the head of department, office or mission.

- For continuous/generic job openings (continuous job opening), inclusion in the roster occurs immediately following the endorsement of the central review bodies.

7. Roster candidates receive an automatic notification inviting them to apply for job openings for which they are rostered.

Roster search

8. A search of both Inspira and Galaxy rosters may be conducted by the senior recruiters, recruiters, staffing table managers or occupational group managers ([Inspira tip 12.1](#)).

9. Staff members who have transferred their roster membership from external accounts to their employee account will appear in the roster search with a “Yes” in the column *Transferred from external account*. To transfer roster memberships acquired on an external account to an employee account, staff members should go to either 1) *Main Menu > Self Service > Transfer roster memberships*; or 2) *My Roster Memberships* and click *Transfer Roster Memberships*. Staff members should complete their employee account profiles prior to initiating the transfer and follow the instructions to verify that they are the owner of both accounts.

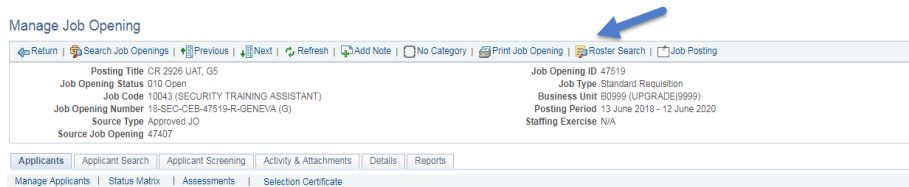
Find Applicants		Clear															
8 Results found												Personalize		Find View All		First 1-8 of 8 Last	
Select	ID	Name	Int/Ext	Gender	Entry Date	Expiry Date	Transferred from external account	PHP	Application	Source Job Opening	Disposition	Take Action					
<input type="checkbox"/>	2652504	Staff Member UAT 19	Ext Employee	Male	28/03/2018	28/03/2025	Yes		Application	UAT_CR2919_ASSOCIATE CIVIL AFFAIRS OFFICER_Do not Touch-47256	065 Rostered						
<input type="checkbox"/>	2652507	Staff Member UAT 12	Ext Employee	Male	27/03/2018	27/03/2025	Yes		Application	UAT_CR2919_ASSOCIATE CIVIL AFFAIRS OFFICER_Do not Touch-47256	065 Rostered						
<input type="checkbox"/>	2652502	Staff Member UAT 10	Ext Employee	Male	27/03/2018	27/03/2025	Yes		Application	UAT_CR2919_ASSOCIATE CIVIL AFFAIRS OFFICER_Do not Touch-47256	065 Rostered						
<input type="checkbox"/>	2652501	Staff Member UAT 16	Ext Employee	Male	27/03/2018	27/03/2025	Yes		Application	UAT_CR2919_ASSOCIATE CIVIL AFFAIRS OFFICER_Do not Touch-47256	065 Rostered						
<input type="checkbox"/>	2652521	Staff Member UAT 20	External Applicant	Male	27/03/2018	27/03/2025			Application	UAT_CR2919_ASSOCIATE CIVIL AFFAIRS OFFICER_Do not Touch-47256	065 Rostered						
<input type="checkbox"/>	2652528	Staff Member UAT 9	External Applicant	Male	27/03/2018	27/03/2025			Application	UAT_CR2919_ASSOCIATE CIVIL AFFAIRS OFFICER_Do not Touch-47256	065 Rostered						

12.1: Perform a roster search (for senior recruiters, recruiters, staffing table managers and occupational group managers)

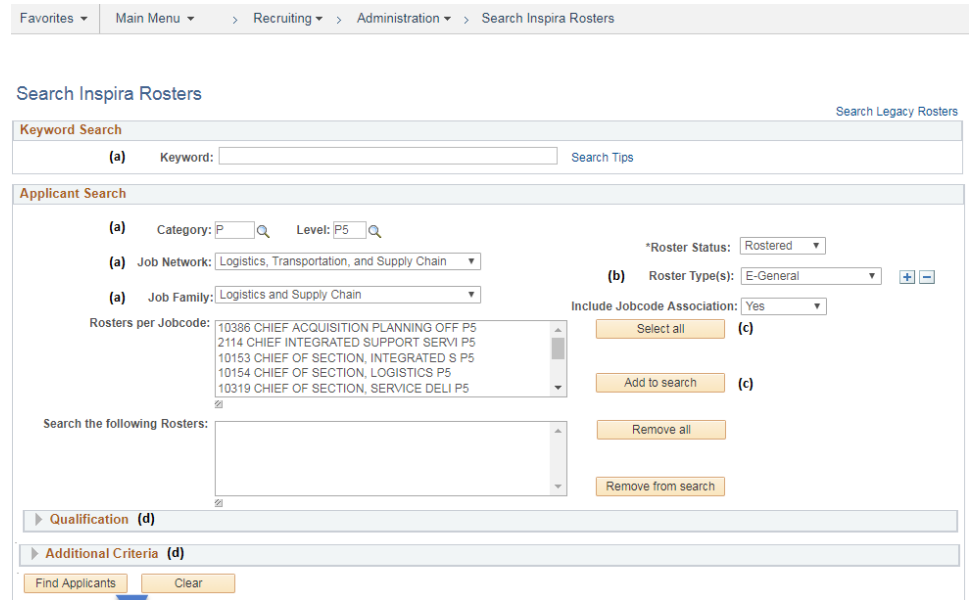
- (1) In *Main Menu*, click *Recruiting > Administration*.
- (2) Select either *Search Inspira Rosters* or *Search Legacy Rosters*. Click on the link on the upper right-hand side to switch between searching Inspira rosters and Galaxy rosters.



- (3) Alternatively, roster search can be accessed by clicking on *Roster Search* at the top of a job opening.



- (4) Define search criteria fields:
 - (a) Complete the fields that define the roster, i.e. keyword, category, level, job network and job family.
 - (b) In the *Roster Type(s)* field, use the default *E-General* unless searching against other rosters, such as the young professionals programme rosters.
 - (c) In the *Rosters per Job code* field, select the desired job code/roster to search. Click on *Add to search*. The associated job codes will be added for the search at the same time. To search all rosters in the job family, click *Select All* and then *Add to search*.
 - (d) Click *Qualification* or *Additional Criteria* to set more specific criteria for the search.
- (5) Once the criteria have been selected, click on *Find Applicants*.
- (6) Review the list of roster candidates
- (7) Download up to 100 PHPs at once by choosing *Group Action > Download Batch PHPs*.



8 Results found

Select	ID	Name	Int/Ext	Gender	Entry Date	Expiry Date	Transferred from external account	PHP	Application	Source Job Opening	Disposition	Take Action
<input type="checkbox"/>	2652528	Staff Member UAT 9	External Applicant	Male	27/03/2018	27/03/2025			Application	UAT_CR2919_ASSOCIATE CIVIL AFFAIRS OFFICER_Do not Touch-47256	065 Rostered	Take Action
<input type="checkbox"/>	2652521	Staff Member UAT 20	External Applicant	Male	27/03/2018	27/03/2025			Application	UAT_CR2919_ASSOCIATE CIVIL AFFAIRS OFFICER_Do not Touch-47256	065 Rostered	Take Action
<input type="checkbox"/>	2148916	Staff Member UAT 18	External Applicant	Male	27/03/2018	27/03/2025			Application	UAT_CR2919_ASSOCIATE CIVIL AFFAIRS OFFICER_Do not Touch-47256	065 Rostered	Take Action
<input type="checkbox"/>	1340938	Staff Member UAT 17	External Applicant	Male	27/03/2018	27/03/2025			Application	UAT_CR2919_ASSOCIATE CIVIL AFFAIRS OFFICER_Do not Touch-47256	065 Rostered	Take Action

2 Results found

Select	ID	Name	Int/Ext	Gender	Entry Date	Expiry Date	Transferred from external account	PHP	Application	Source Job Opening	Disposition	Take Action
<input type="checkbox"/>	29988*	Name3258	External Applicant	Male	01/09/2012				Application	INFORMATION SYSTEMS OFFICER-23548	065 Rostered	Take Action
<input type="checkbox"/>	29988*	Name3258	External Applicant	Male	24/10/2012				Application	INFORMATION SYSTEMS OFFICER-23862	065 Rostered	Take Action

Select All Deselect All Group Action

Add Applicant to New List

Add Applicant to Saved List

Send Correspondence

Download Batch PHPs

Annexes

Annex I Education and work experience requirements

1. The standard education and work experience requirements are shown in the tables below. These standards are applied through the automatic screening process. Only the applicants who meet these requirements are eligible to apply for the respective level and category of job openings.

(a) Professional and higher categories:

Level	Minimum relevant work experience with advanced degree (Master's or higher degree)	Minimum relevant work experience with first-level degree (Bachelor's degree)
D-2	Over 15 years	Over 17 years
D-1	15 years	17 years
P-5	10 years	12 years
P-4	7 years	9 years
P-3	5 years	7 years
P-2	2 years	4 years
P-1	0 years	2 years

(b) Field Service category:

Level	Minimum relevant work experience after high school or equivalent	Minimum relevant work experience with first-level degree (Bachelor's or higher degree)
FS-7	12 years	7 years
FS-6	10 years	5 years
FS-5	8 years	N/A
FS-4	6 years	N/A
FS-3	4 years	N/A
FS-2	2 years	N/A
FS-1	None	N/A

(c) National Professional Officer category:

Level	Minimum relevant work experience with advanced degree (Master's or higher degree)	Minimum relevant work experience with first-level degree (Bachelor's degree)
NO-D	7 years	9 years
NO-C	5 years	7 years
NO-B	2 years	4 years
NO-A	0 years	2 years

(d) General Service and related categories excluding the National Professional Officer category:

(i) General Service category

Level	Minimum relevant work experience after high school or equivalent
GS-7	10 years
GS-6	7 years
GS-5	5 years
GS-4	3 years
GS-3	2 years
GS-2	1 year
GS-1	N/A

(iii) Public Information Assistant category

Level	Minimum relevant work experience with a Bachelor's or higher degree
PIA-3	2 years
PIA-2	1 year
PIA-1	0 years

(iv) Trades and Crafts category

Level	Minimum relevant work experience after high school or equivalent
TC- 8	12 years
TC-7	10 years
TC-6	7 years
TC-5	5 years
TC-4	3 years
TC-3	N/A
TC-2	N/A
TC-1	N/A

(ii) Security Service category

Level	Minimum relevant work experience after high school or equivalent
S-7	18 years
S-6	15 years
S-5	12 years
S-4	9 years
S-3	5 years
S-2	2 years
S-1	2 years in a police force or 3 years in a military force

(v) Language Teacher category

Level	Minimum relevant work experience with Master's or higher degree
LT-1	5 years

2. Relevance of work experience to the areas specified in the job opening is determined according to the evaluation criteria of the job opening.

3. For a job opening in the Professional and higher categories and National Professional Officer category, only professional experience must be considered for preliminary evaluation. The determination of whether experience is professional is made by reviewing the level of complexity, and the knowledge and skill requirement of the work. Work experience acquired before obtaining a degree is counted for automatic screening by Inspira, so that relevant professional work experience acquired before university graduation could be reviewed by hiring managers.

4. In the UN system or related organizations applying the common system job classification standards, only work experience obtained in the following levels and categories is considered professional:

- (a) Professional and higher categories
- (b) FS-4 and above in the Field Service category
- (c) National Professional Officer category
- (d) GS-6 and above in the General Service category
- (e) S-5 and above in the Security Service category
- (f) TC-6 and above in the Trade and Craft category
- (g) Language Teacher category

4. In the event an applicant to the Professional and higher categories and National Professional Officer category does not have a relevant advanced degree (Master's or Doctorate), a Bachelor's or equivalent degree with two additional years of relevant professional experience may be accepted in lieu of the advanced degree. The Bachelor's or equivalent degree must be obtained in the specified areas of studies if the job opening requires that.

6. For a job opening in the General Service and related categories (other than the National Professional Offer category) and the Field Service category, only work experience obtained following the granting of a high school diploma is recognized.

7. Different types of work experience are counted automatically by Inspira as follows, and subsequently subject to a determination of relevance in terms of work area and level:

- (a) Full time work is counted at a 100 per cent rate.
- (b) One part-time employment is counted at 50 per cent rate of full time work. Two or more part-time employments held at the same time are counted as full time work.
- (c) One or more internships held during the same time is recognized at maximum 50 per cent rate of full time work.
- (d) Full time volunteering experience is recognized at the full rate, or in case of part-time work, at 50 per cent rate.
- (e) If full time work has been recognized for a time period, no further experience is recognized for the same period for additional work.

Annex II Eligibility determination based on job opening level, and staff level and job category

Level of job opening	Staff members at the same (or equivalent) level as the job opening	Staff members at one level lower (or equivalent to one level lower) than the job opening	Remarks
D-2	D-2	D-1	
D-1	D-1	P-5	
P-5	P-5	P-4, NO-D, FS-7	
P-4	P-4, NO-D, FS-7	P-3, NO-C, FS-6	
P-3	P-3, NO-C, FS-6	P-2, NO-B	
P-2	P-2, NO-B	P-1, NO-A	In addition, staff members from the General Service and related categories and Field Service category who have passed the young professionals programme examination as G-to-N and G-to-P are eligible for P-2 and P-1 positions.
P-1	P-1, NO-A	n/a	
FS-7	FS-7	FS-6	In addition, staff members in all job categories other than the Field Service category may apply irrespective of their level.
FS-6	FS-6	FS-5	
FS-5	FS-5	FS-4	
FS-4	FS-4	FS-3	
FS-3	FS-3	FS-2	
FS-2	FS-2	FS-1	
FS-1	FS-1	n/a	
NO-D	NO-D, P-4	NO-C, P-3	In addition, staff members from the Field Service and other General Service and related categories are eligible for National Professional Officer category positions at any level.
NO-C	NO-C, P-3	NO-B, P-2	
NO-B	NO-B, P-2	NO-A, P-1	
NO-A	NO-A, P-1	n/a	
<p>Job openings in the General Service, Trades and Crafts, Security Service, Public Information Assistant, Language Teacher categories ("specified categories")</p> <ul style="list-style-type: none"> • Staff members in the specified categories are eligible for job openings: <ul style="list-style-type: none"> ○ up to one level higher than their current grade when they apply to a job opening in their own category; and ○ at any level in the specified categories which are not their own category. • Staff members in the Professional and higher, Field Service and National Professional Officer categories are eligible for job openings in the specified categories at any level. 			