



DEPARTMENT OF  
MANAGEMENT STRATEGY,  
POLICY AND COMPLIANCE

# Mutual Recognition of Rosters

1 — Last update: 9 January 2024

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# 1. What's New

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## Publication History

25.10.2022	Initial Release
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For questions about;

- Content contact [unmrr@un.org](mailto:unmrr@un.org)
- iManual access or technical issues contact [dos-cdots@un.org](mailto:dos-cdots@un.org)

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## 2. About the United Nations Mutual Recognition of Rosters (UNMRR)

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The United Nations Mutual Recognition of Rosters (UNMRR) interface tool is a technology solution provided under the mutual recognition initiative within the UN System Chief Executives Board for Coordination.

The objective of the UNMRR interface tool is to provide access to a broader, more diverse pool of pre-assessed candidates that are mutually recognized across the UN System for selection considerations. Organizations participating in the UNMRR gain more efficiencies in their recruitment, offer more opportunities for candidates, and promote inter-organizational mobility.

The UNMRR interface tool includes pre-assessed, i.e., rostered candidates who went through a competitive recruitment process that includes an independent compliance review mechanism in the participating UN organizations. Intended users are hiring managers and recruiters in the participating UN organizations.

The interface tool follows a simple design approach to ensure flexible use and easy integration into the participating UN organizations' application systems regardless of the underlying software.

The interface tool allows hiring managers and recruiters to:

1. search for potential candidates in the joint rosters by gender and nationality,
2. review candidate profiles,
3. communicate with candidates their job openings, and
4. identify the UNMRR candidates in their applicant pool for selection considerations should they apply for their job openings.

Participating UN organizations may;

- commit, if applicable, to supply their rostered candidates and consider those in the UNMRR for their job openings as pre-assessed and ready for selection.
- decide on how to benefit from the pre-assessed candidate pool according to their needs, readiness, and recruitment processes and policies.

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## 3. Landing Page

### Access and Login to the UNMRR Interface Tool

#### UN Secretariat (UNS) users

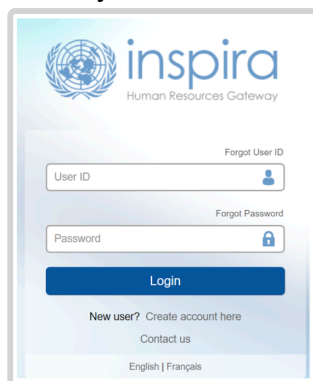
- [inspira](#) users with recruiter and/or senior recruiter roles and/or hiring manager role with active job openings are automatically given access to the UNMRR interface tool.

#### Non-UNS users

- Users from participating UN organizations will be given access to the UNMRR interface tool with their login information.

The UNMRR interface tool can be accessed through Chrome, Microsoft Edge, Mozilla Firefox, and Safari web browsers. To login to the UNMRR Interface Tool:

1. Go to the [inspira portal](#)
2. Enter your User ID and Password.



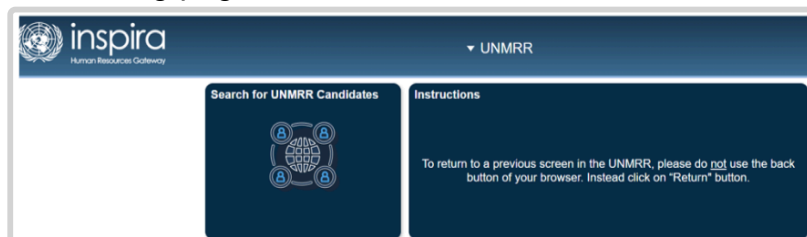
3. UNS users with recruiter/senior recruiter role: Click on *Recruiter Activity Center* and select *UNMRR*.



4. UNS users with hiring manager role: Click on *Hiring Manager Activity Center* and select *UNMRR*.



5. Non-UNS users, upon entering their login information, will be automatically directed to the landing page for the UNMRR.



If you are an authorized user of the UNMRR interface tool, yet cannot access it, please refer to the [Technical Support](#) section.

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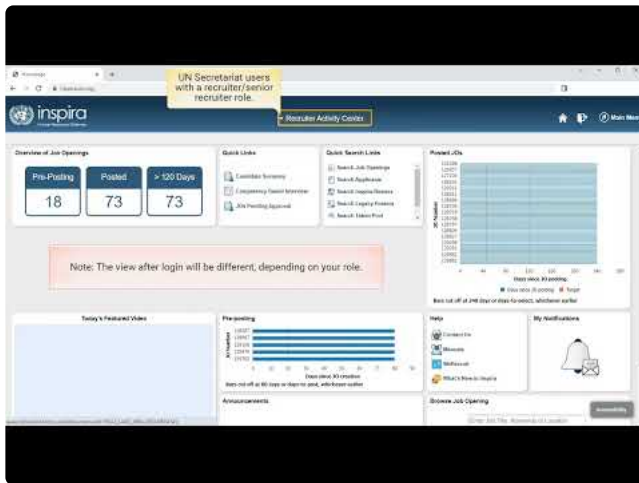
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## 3.1. Demonstration Video

### Accessing the Mutual Recognition of Rosters Landing Page



[https://www.youtube.com/embed/BJtlMeDo5\\_k?rel=0&start=4](https://www.youtube.com/embed/BJtlMeDo5_k?rel=0&start=4)

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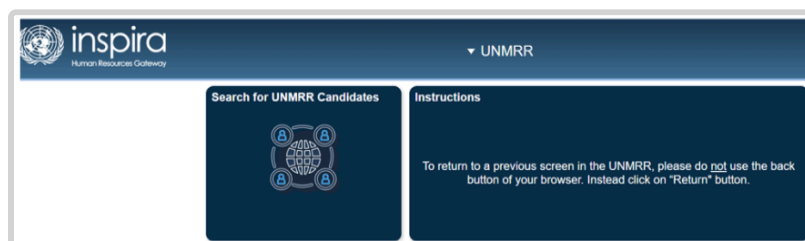
[USE](#)

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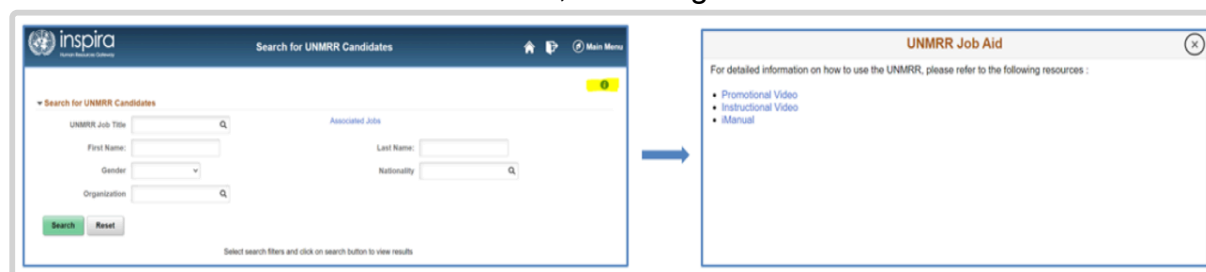


## 4. Navigation

While navigating in the UNMRR interface tool, please do not use the back button of your browser. Instead, click on *Return*.



1. Click on *Search for UNMRR Candidates* on the landing page.
2. On the top right corner of the screen, you will see an Information icon, if you click on it, you will see the list of resources available for users to refer to for more information on how to use the UNMRR interface tool, including this Manual.


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## 4.1. Searching for the UNMRR Candidates

- Under Search for UNMRR Candidates, click on the magnifier in the UNMRR Job Title and select the applicable job from the list provided: e.g., MRR10000 Human Resources Officer, MRR10001 Finance and Budget Officer. This field is mandatory to fill in to initiate a search.

The 'Lookup' window displays search results for 'UNMRR Job Title'. It includes a 'Cancel' button and a 'Lookup' title. Below the search criteria, the search results are shown in a table with 2 rows.

UNMRR Job Code	Job Title	Level
MRR10000	Human Resources Officer	P3
MRR10001	Finance and Budget Officer	P3

- The selected UNMRR job title displays.

The 'Search for UNMRR Candidates' window displays search filters. It includes the Inspira logo and the title 'Search for UNMRR Candidates'. Below the title, the search filters are shown, including 'UNMRR Job Title' (Human Resources Officer F), 'First Name', 'Last Name', 'Gender', 'Nationality', and 'Organization'. There are 'Search' and 'Reset' buttons at the bottom.

- UNS users can see the associated jobs with the selected job title by clicking on Associated Jobs. All candidates on a roster of associated jobs are included in the UNMRR. In the example below, the P-3 Human Resources Officer UNMRR candidates include candidates from the rosters of associated jobs, such as UNICEF HRP3, UNS P-3 Chief of Unit (Human Resources Management), P-3 Human Resources Officer, and P-3 Staff Development Officer. For the UNS, the existing job code associations and subsequent roster associations apply.

Associated Jobs

UNMRR Job Code MRR10000

Job Title Human Resources Officer

Level P3

4 rows

Organization	Organization Job Code	Organization Job Titles
UNICEF	HRP3	UNICEF HRP3
UNS	10230	CHIEF OF UNIT, HUMAN RESOURCES MANAGEMENT P3
UNS	3819	HUMAN RESOURCES OFFICER P3
UNS	6532	STAFF DEVELOPMENT OFFICER P3

- If your purpose is to conduct a search in the UNMRR for targeted outreach purposes for your job openings, you may further narrow down your search with gender and nationality by selecting applicable values from the drop-down menu provided in the Search menu.

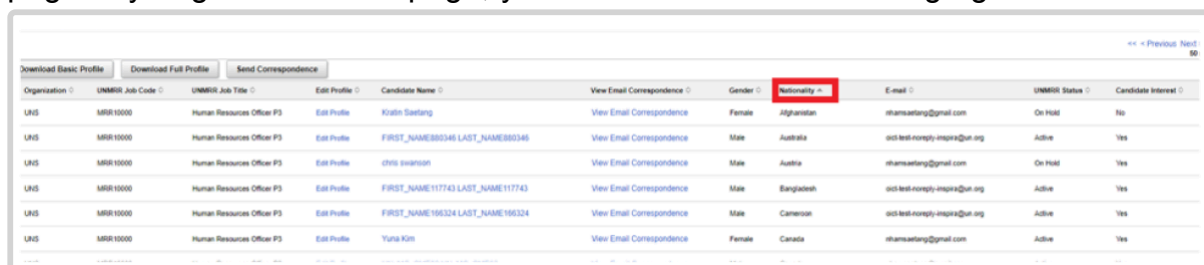
- If your purpose is to conduct a search in the UNMRR after closing of a job opening to determine whether any of the UNMRR candidates are in the long list of that job opening<sup>1</sup>, then you may consider conducting your search with first and last name of the candidates in the long list and use gender and nationality to verify candidates' identity as additional variables if need be.

UNS users do not have to conduct this search: UNMRR candidates will be flagged as Roster Member (RM) in the applicants list when they apply for associated jobs in Inspira.

4. Upon selecting the relevant search parameters, click on *Search*.
5. The search command will display all the candidates retrieved by Organization, UNMRR Job Title, Candidate Name, Gender, Nationality, E-mail, and Candidate UNMRR Status and Interest. Fifty candidates are displayed. You may see the remaining candidates retrieved by clicking on *Next* in the top right corner of the search results.

Search for UNMRR Candidates										
Download Basic Profile			Download Full Profile			Send Correspondence				
<input type="checkbox"/> Organization	<input type="text"/> UNMRR Job Code	<input type="text"/> UNMRR Job Title	<input type="text"/> Edit Profile	<input type="text"/> Candidate Name	<input type="text"/> View Email Correspondence	<input type="text"/> Gender	<input type="text"/> Nationality	<input type="text"/> E-mail	<input type="text"/> UNMRR Status	<input type="text"/> Candidate Interest
<input type="checkbox"/> UNS	MRR10000	Human Resources Officer P3	<a href="#">Edit Profile</a>	FIRST_NAME354118 LAST_NAME354118	<a href="#">View Email Correspondence</a>	Male	France	saem.puthiyathopplakath@un.org	Active	No
<input type="checkbox"/> UNS	MRR10000	Human Resources Officer P3	<a href="#">Edit Profile</a>	FIRST_NAME133801 LAST_NAME133801	<a href="#">View Email Correspondence</a>	Male	France	slct-test-noreply-inspira@un.org	Active	Yes
<input type="checkbox"/> UNS	MRR10000	Human Resources Officer P3	<a href="#">Edit Profile</a>	FIRST_NAME506445 LAST_NAME506445	<a href="#">View Email Correspondence</a>	Female	Canada	slct-test-noreply-inspira@un.org	Active	Yes
<input type="checkbox"/> UNS	MRR10000	Human Resources Officer P3	<a href="#">Edit Profile</a>	FIRST_NAME161548 LAST_NAME161548	<a href="#">View Email Correspondence</a>	Male	Japan	slct-test-noreply-inspira@un.org	Active	No
<input type="checkbox"/> UNS	MRR10000	Human Resources Officer P3	<a href="#">Edit Profile</a>	FIRST_NAME797292 LAST_NAME797292	<a href="#">View Email Correspondence</a>	Male	Canada	slct-test-noreply-inspira@un.org	Active	No
<input type="checkbox"/> UNS	MRR10000	Human Resources Officer P3	<a href="#">Edit Profile</a>	FIRST_NAME118728 LAST_NAME118728	<a href="#">View Email Correspondence</a>	Male	Mexico	slct-test-noreply-inspira@un.org	Active	Yes

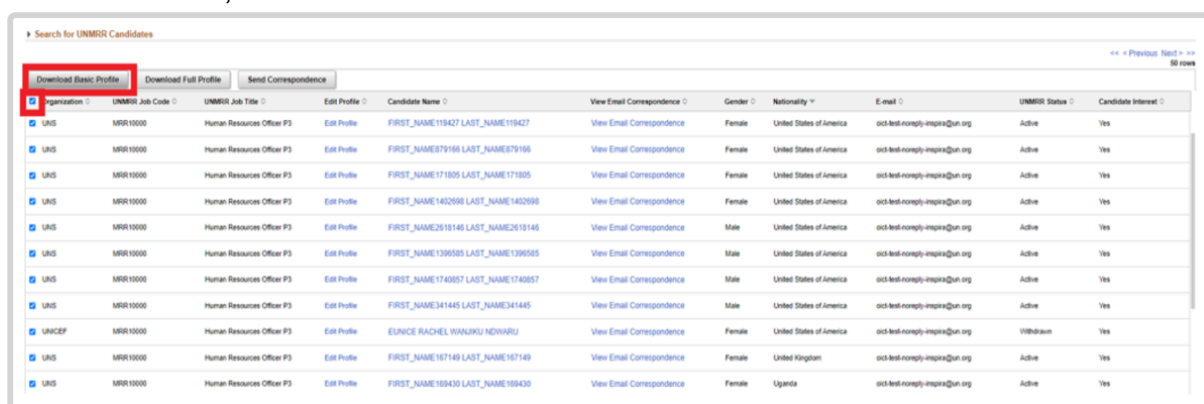
6. You may sort candidates by Organization, Candidate Name, Gender, Nationality, UNMRR Status and Candidate Interest by clicking on the up and down icons next to them. In the example below, candidates have been sorted based on nationality in alphabetical order. Sorting can be done for one variable of interest at a time and per page. If you go to the Next page, you will need to do the sorting again.



The screenshot shows a table of candidates with the 'Nationality' column highlighted in red. The table has columns for Organization, UNMRR Job Code, UNMRR Job Title, Edit Profile, Candidate Name, View Email Correspondence, Gender, Nationality, E-mail, UNMRR Status, and Candidate Interest. The candidates are sorted by nationality in alphabetical order.

Organization	UNMRR Job Code	UNMRR Job Title	Edit Profile	Candidate Name	View Email Correspondence	Gender	Nationality	E-mail	UNMRR Status	Candidate Interest
UNH	MRH10000	Human Resources Officer P3	Edit Profile	Karim Saitang	View Email Correspondence	Female	Afghanistan	karimsaitang@gmail.com	On Hold	No
UNH	MRH10000	Human Resources Officer P3	Edit Profile	FIRST_NAME380348 LAST_NAME380348	View Email Correspondence	Male	Australia	ick-test-norply-inspira@un.org	Active	Yes
UNH	MRH10000	Human Resources Officer P3	Edit Profile	Chris Swanson	View Email Correspondence	Male	Austria	chris.swanson@gmail.com	On Hold	Yes
UNH	MRH10000	Human Resources Officer P3	Edit Profile	FIRST_NAME117743 LAST_NAME117743	View Email Correspondence	Male	Bangladesh	ick-test-norply-inspira@un.org	Active	Yes
UNH	MRH10000	Human Resources Officer P3	Edit Profile	FIRST_NAME196324 LAST_NAME196324	View Email Correspondence	Male	Cameroon	ick-test-norply-inspira@un.org	Active	Yes
UNH	MRH10000	Human Resources Officer P3	Edit Profile	Yuna Kim	View Email Correspondence	Female	Canada	chris.swanson@gmail.com	Active	Yes

7. If you would like to save your search results with the candidates' basic information displayed on screen in an Excel, check on the box next to the Organization to select all the candidates, then click on *Download Basic Profile*.



The screenshot shows the same table of candidates, but with the 'Download Basic Profile' button highlighted in red. The table has columns for Organization, UNMRR Job Code, UNMRR Job Title, Edit Profile, Candidate Name, View Email Correspondence, Gender, Nationality, E-mail, UNMRR Status, and Candidate Interest. The candidates are sorted by nationality in alphabetical order.

Organization	UNMRR Job Code	UNMRR Job Title	Edit Profile	Candidate Name	View Email Correspondence	Gender	Nationality	E-mail	UNMRR Status	Candidate Interest
UNH	MRH10000	Human Resources Officer P3	Edit Profile	FIRST_NAME119427 LAST_NAME119427	View Email Correspondence	Female	United States of America	ick-test-norply-inspira@un.org	Active	Yes
UNH	MRH10000	Human Resources Officer P3	Edit Profile	FIRST_NAME79196 LAST_NAME79196	View Email Correspondence	Female	United States of America	ick-test-norply-inspira@un.org	Active	Yes
UNH	MRH10000	Human Resources Officer P3	Edit Profile	FIRST_NAME171805 LAST_NAME171805	View Email Correspondence	Female	United States of America	ick-test-norply-inspira@un.org	Active	Yes
UNH	MRH10000	Human Resources Officer P3	Edit Profile	FIRST_NAME140299 LAST_NAME140299	View Email Correspondence	Female	United States of America	ick-test-norply-inspira@un.org	Active	Yes
UNH	MRH10000	Human Resources Officer P3	Edit Profile	FIRST_NAME2616146 LAST_NAME2616146	View Email Correspondence	Male	United States of America	ick-test-norply-inspira@un.org	Active	Yes
UNH	MRH10000	Human Resources Officer P3	Edit Profile	FIRST_NAME139585 LAST_NAME139585	View Email Correspondence	Male	United States of America	ick-test-norply-inspira@un.org	Active	Yes
UNH	MRH10000	Human Resources Officer P3	Edit Profile	FIRST_NAME174057 LAST_NAME174057	View Email Correspondence	Male	United States of America	ick-test-norply-inspira@un.org	Active	Yes
UNH	MRH10000	Human Resources Officer P3	Edit Profile	FIRST_NAME341445 LAST_NAME341445	View Email Correspondence	Male	United States of America	ick-test-norply-inspira@un.org	Active	Yes
UNICEF	MRH10000	Human Resources Officer P3	Edit Profile	EUNICE RACHEL WANJUKU NDUNGU	View Email Correspondence	Female	United States of America	ick-test-norply-inspira@un.org	Withdrawn	Yes
UNH	MRH10000	Human Resources Officer P3	Edit Profile	FIRST_NAME167149 LAST_NAME167149	View Email Correspondence	Female	United Kingdom	ick-test-norply-inspira@un.org	Active	Yes
UNH	MRH10000	Human Resources Officer P3	Edit Profile	FIRST_NAME168430 LAST_NAME168430	View Email Correspondence	Female	Uganda	ick-test-norply-inspira@un.org	Active	Yes

8. An Excel file will automatically be downloaded with the basic candidate details displayed on screen. Make sure that pop-up windows are allowed for the UNMRR in your web browser. If you do not see the Excel file downloaded, check the Downloads folder of device. UNMRR database is updated on a regular basis and users are advised to work always with the latest search results.

Organization	UNMRR Job Code	UNMRR Job Title	Source Job Code	Organization Job Title	Candidate ID	Candidate Name	Gender	Date of Birth	Nationality	E-mail	Status	Candidate Network	UNMRR Entry Date	UNMRR Expiry Date
UNS	HRP10000	Human Resources Officer P-3	HS32	STAFF DEVELOPMENT OFFICER(P)	1333	FIRST_NAME1333(LAST_NAME1333)	Female	01-01-1980	United States of America	joan-joan-morgan@un.org	Active	Yes	14-02-2022	14-02-2027
UNS	HRP10000	Human Resources Officer P-3	HS32	STAFF DEVELOPMENT OFFICER(P)	1338	FIRST_NAME1338(LAST_NAME1338)	Female	01-01-1980	Germany	joan-joan-morgan@un.org	Active	No	14-02-2022	14-02-2027
UNS	HRP10000	Human Resources Officer P-3	HS32	STAFF DEVELOPMENT OFFICER(P)	1341	Kram Searang	Female	01-05-1980	Afghanistan	joan-joan-morgan@un.org	On Hold	No	14-02-2022	14-02-2027
UNS	HRP10000	Human Resources Officer P-3	HS32	STAFF DEVELOPMENT OFFICER(P)	1319	ULINOL_SHE06 UN_MRR_SHE06	Male	01-01-1981	Canada	joan-joan-morgan@un.org	Active	Yes	14-02-2022	14-02-2027
UNS	HRP10000	Human Resources Officer P-3	HS32	STAFF DEVELOPMENT OFFICER(P)	1321	Yara Kim	Female	01-10-1983	Canada	joan-joan-morgan@un.org	Active	Yes	14-02-2022	14-02-2027
UNS	HRP10000	Human Resources Officer P-3	HS33	HUMAN RESOURCES OFFICER(P)	1322	Audi Woodruff	Female	10-08-1980	Ecuador	joan-joan-morgan@un.org	Active	Yes	14-02-2022	14-02-2027
UNS	HRP10000	Human Resources Officer P-3	HS33	HUMAN RESOURCES OFFICER(P)	1323	Shirley Inaracion	Male	01-10-1980	Australia	joan-joan-morgan@un.org	On Hold	Yes	14-02-2022	14-02-2027
UNS	HRP10000	Human Resources Officer P-3	HS33	HUMAN RESOURCES OFFICER(P)	1324	ULINOL_SHE01 UN_MRR_SHE01	Male	01-01-1981	Germany	joan-joan-morgan@un.org	Active	Yes	14-02-2022	14-02-2027
UNS	HRP10000	Human Resources Officer P-3	HS33	STAFF DEVELOPMENT OFFICER(P)	1324	ULINOL_SHE01 UN_MRR_SHE01	Male	01-01-1981	Germany	joan-joan-morgan@un.org	Active	Yes	14-02-2022	14-02-2027
UNICEF	HRP10000	Human Resources Officer P-3	HRP3	UNICEF HRP3	2250	Bach Le	Female	05-04-1971	Viet Nam	joan-joan-morgan@un.org	Active	Yes	02-09-2021	02-09-2026
UNICEF	HRP10000	Human Resources Officer P-3	HRP3	UNICEF HRP3	2252	ELANKE TSACHEL WINKUNWUNU	Female	05-06-1970	United States of America	joan-joan-morgan@un.org	Withdrawn	Yes	09-08-2019	09-08-2024

9. If you want to run a new search with different parameters, click on the play button next to **Search for UNMRR Candidates** on the top left corner, click on **Reset** and follow the steps above.

10. UNS recruiters and senior recruiters can conduct this search for their specific job opening also through the **UNMRR Search** link located under **Manage Job Opening** menu.

<sup>1</sup> Your applicant tracking system is able to flag only the candidates in your rosters, who may also be in the UNMRR, when they apply for an applicable position. Candidates supplied to the UNMRR from other participating UN organizations cannot be flagged as rostered at the moment when they apply for your vacancies. Therefore, their UNMRR membership is to be checked and confirmed through the interface tool if they are in your long list for selection considerations.

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## 4.2. Viewing the Candidate Details

1. Click on *Candidate Name*. This will display candidate details such as source organization, first name, last name, gender, date of birth, education and work experience details.

Candidate Unique ID 1166

Gender Male

Date of Birth 01/01/1980

UNMRR Job Code MRR10000 Human Resources Officer P3

Organization UNS

First Name FIRST\_NAME354118

Last Name LAST\_NAME354118

Organization Job Code 3819 HUMAN RESOURCES OFFICER P3

Track Candidate Selection

[Return to Search for UNMRR Candidates](#)

Education Details

Name of Institution	Degree Obtained	City	Country	Start Date (DD/MM/YY)	End Date (DD/MM/YY)
Paris 1 Pantheon-Sorbonne	Master Expertise économique en politiques et projets de développement	Paris	France	01/09/2003	
Korea University Business school	MBA	Seoul	Korea, Republic of	31/08/2007	

Work Experience Details

Job Title and Employer	Work Location: City and Country	Start-End Date (DD/MM/YY) and Employment Type
Senior Global HR Manager	Seoul	01/09/2007
SK Telecom	Korea, Republic of	Full Time

2. To return to the search results and view another candidate's profile, click on *Return to Search for UNMRR Candidates*.

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## 4.3. Downloading Candidate Full Profile(s)

1. Check the box next to the Organization for the candidate whose full profile you would like to download.
2. Click on *Download Full Profile*.

Download Basic Profile <b>Download Full Profile</b> Send Correspondence										
<input type="checkbox"/> Organization	UNMRR Job Code	UNMRR Job Title	Edit Profile	Candidate Name	View Email Correspondence	Gender	Nationality	E-mail	UNMRR Status	Candidate Interest
<input type="checkbox"/> UNS	MRR10000	Human Resources Officer P3	Edit Profile	FIRST_NAME354118 LAST_NAME354118	View Email Correspondence	Male	France	saeem.puthiyathopplakath@un.org	Active	No
<input checked="" type="checkbox"/> UNS	MRR10000	Human Resources Officer P3	Edit Profile	FIRST_NAME133801 LAST_NAME133801	View Email Correspondence	Male	France	oict-test-noreply-inspira@un.org	Active	Yes
<input type="checkbox"/> UNS	MRR10000	Human Resources Officer P3	Edit Profile	FIRST_NAME506445 LAST_NAME506445	View Email Correspondence	Female	Canada	oict-test-noreply-inspira@un.org	Active	Yes
<input type="checkbox"/> UNS	MRR10000	Human Resources Officer P3	Edit Profile	FIRST_NAME161548 LAST_NAME161548	View Email Correspondence	Male	Japan	oict-test-noreply-inspira@un.org	Active	No
<input type="checkbox"/> UNS	MRR10000	Human Resources Officer P3	Edit Profile	FIRST_NAME797292 LAST_NAME797292	View Email Correspondence	Male	Canada	oict-test-noreply-inspira@un.org	Active	No

3. A pdf file will be generated with the full profile of the candidate including source organization, gender, nationality, date of birth, first and last name, and a detailed version of the education and work experience history.

Candidate Details			
<b>General Details</b>			
Candidate ID: 1177	Organization: UNS	UNMRR Job Title: HUMAN RESOURCES OFFICER P3	
Last Name: LAST_NAME133801	First Name: FIRST_NAME133801	Middle Name:	Date of Birth(DD-MM-YYYY): 1/01/1980
Gender: Male	Email Address: oict-test-noreply-inspira@un.org	Country of Nationality: France	
<b>Education</b>			
Name of Institution: Jean Moulin Lyon III	Degree obtained: DEUG 1st year	From (DD-MM-YYYY)/To (DD-MM-YYYY): 1/10/1990 / 1/08/1992	
City: Lyon	Country: France		
Name of Institution: Ecole Nationale Supérieure des Inspecteurs de la Police Nationale	Degree obtained: Graduated from ENSP	From (DD-MM-YYYY)/To (DD-MM-YYYY): 1/09/1993 / 1/08/1994	
City: Cannes-Ecluses	Country: France		
Name of Institution: Université Jean-Moulin Lyon III	Degree obtained: Master in Law "Carrières Judiciaires et administratives"	From (DD-MM-YYYY)/To (DD-MM-YYYY): 1/09/2005 / 1/07/2006	
City: Lyon	Country: France		
<b>Employment</b>			
Job Title: Lieutenant of the French National Police	From(DD-MM-YYYY)/ To(DD-MM-YYYY): 1/01/1998 / 1/09/2002	Name of Employer (Type of Business): Ministry of Interior, International Technical Police Cooperation Service	
Duty Station/ Work Location: Nanterre	Country: France		
Job Title: Criminal Investigator	From(DD-MM-YYYY)/ To(DD-MM-YYYY): 1/08/1994 / 1/01/1998	Name of Employer (Type of Business): Ministry of Interior, Central Directorate for Public Security	
Duty Station/ Work Location: Argenteuil	Country: France		





This is not the latest profile of the candidate. It is the one submitted at the time of their application to the job opening in the participating organization through which they were rostered. If the candidate applies for a job opening you posted, you will see their latest profile in their application.

You may select more than one candidate or select all candidates and download their full profiles in a single pdf file. Regardless of the number of candidates selected, the download will be in a single pdf file.

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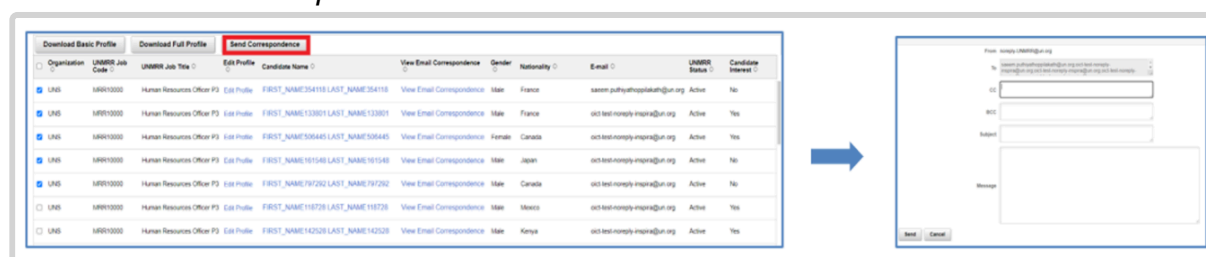
*Last modified: 22 August 2022*

## 4.4. Sending Candidate Communications

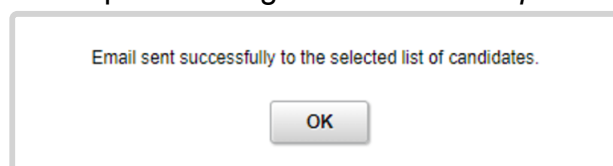
You may communicate with the UNMRR candidates through the Interface Tool for targeted outreach, i.e., sharing your job opening(s) with the suitable candidates and encouraging them to apply should they be interested and available<sup>2</sup>.

To do so,

1. Select the candidate(s) of interest, i.e., whose profile(s) indicate that they may be suitable for your job opening by checking the box next to their Organization column and click on *Send Correspondence*.



2. The communication will appear as sent from `noreply-unmrr@un.org` and the candidates will not be able to respond to you unless you put contact information in your message. If you want to receive a copy of the communication sent to the candidates either in your mailbox or in a generic mailbox, you may put the appropriate email address on the BCC line. Upon clicking on *Send Correspondence*, the confirmation will appear on the screen.



Although all the candidates selected for communication appears in “TO” section, the messages will be triggered individually by the system and candidates will not see any other candidates who were sent the communication in the “TO” section.

For candidate communications, you may use the draft template below prepared for the UNS users and revise it as you wish/applicable to your organization. The parts that will require modification as per the user in the draft are **highlighted**.

+++++  
Draft Outreach E-mail to the UNMRR Candidates

[Subject line]: **Job opportunity at the United Nations [or your organization name]**

Dear candidate,

We would like to share with you the below job opportunity at the **United Nations (UN)** [or **your organization name**] that you might be interested in:

[Link to the Job Opening]

You are on a roster of candidates for positions with similar functions at the same level that is being shared across the UN organizations.

If you wish to be considered for the position, we encourage you to submit your application as soon as possible through **the UN Careers Page (<https://careers.un.org/lbw/Home.aspx>)** [your organization system]. Please note that your inclusion on the mutually recognized roster does not guarantee your selection for the job opening you may apply. In your application, please indicate that you are a UNMRR candidate and list all your relevant experience and language skill(s) required by the position. Should you be not interested in this opportunity, you do not need to take any action.

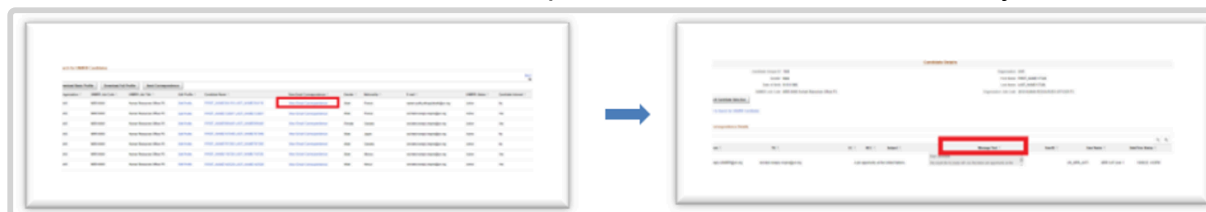
If your roster membership is with the UN Secretariat and at this time you are not available or not interested in similar positions at the same level at which you were rostered, you may place your roster membership on hold. To do this, log into your Inspira account, click on “Roster Memberships” and then click on “Put on Hold”.

Should you be no longer interested in maintaining your UNMRR membership, you may opt out via the next email to be sent from UNMRR asking you to confirm your interest and availability.

Thank you for considering the opportunity above.

+++++

3. To view the email you sent or all the previous emails sent to the candidates for targeted outreach, click on *View Email Correspondence* for the candidate of your interest.





Only candidates with “Active” UNMRR Status and confirmed interest should be contacted for the available job opportunities. Candidates whose interest reads as “No” should not be reached out to by hiring managers and recruiters.

<sup>2</sup> \_Automated notifications of relevant job openings to the UNMRR candidates is not possible due to differences in systems used by the participating UN organizations. Therefore, a proactive, targeted outreach via the UNMRR interface tool is recommended.

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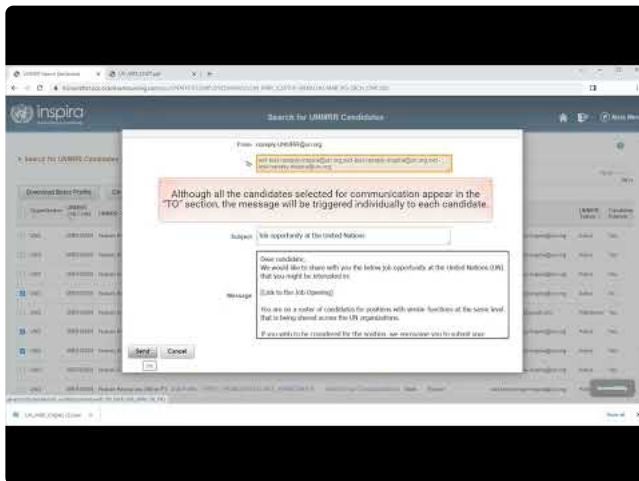
## 4.5. Demonstration Videos

### Mutual Recognition of Rosters Navigation



<https://www.youtube.com/embed/Dbxi3m6k6jc?rel=0&start=3>

### Sending Candidate Communications



<https://www.youtube.com/embed/p0BX07rbRYU?rel=0&start=8>

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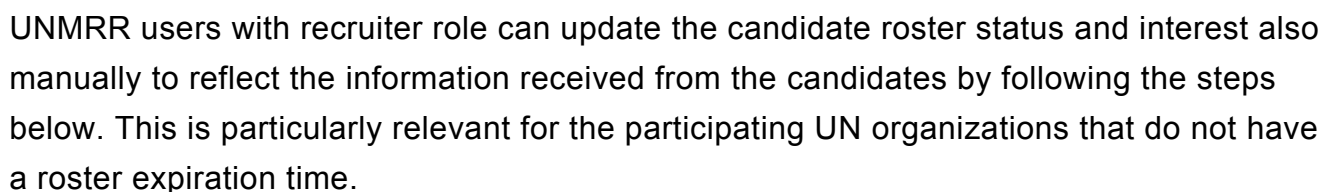
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- Candidate roster status will be automatically updated for the UNS users.
- Until their automated integration, the candidate roster status for participating UN organizations will be updated periodically based on the arrangements in place at the participating UN organizations. Changes to candidates' roster status between these periodic updates (either due to expiration or removal from the roster upon being placed into a position) will be reflected by the authorized users manually in the UNMRR.
- On a weekly basis, for each new candidate added to the UNMRR, the email shown below will be automatically sent asking the candidate(s) to confirm their interest in the UNMRR. After the initial confirmation email, candidates will receive the same email once a year.



- Page 22 of 36

Download Basic Profile			Download Full Profile	Send Correspondence						
<input type="checkbox"/> Organization	UNMRR Job Code	UNMRR Job Title	Edit Profile	Candidate Name	View Email Correspondence	Gender	Nationality	E-mail	UNMRR Status	Candidate Interest
<input checked="" type="checkbox"/> UNS	MRR10000	Human Resources Officer P3	Edit Profile	FIRST_NAME1351466 LAST_NAME1351466	View Email Correspondence	Male	France	oic-test-noreply-inspira@un.org	Active	Yes
<input type="checkbox"/> UNS	MRR10000	Human Resources Officer P3	Edit Profile	FIRST_NAME1396422 LAST_NAME1396422	View Email Correspondence	Female	Zimbabwe	oic-test-noreply-inspira@un.org	Active	Yes
<input type="checkbox"/> UNS	MRR10000	Human Resources Officer P3	Edit Profile	FIRST_NAME168086 LAST_NAME168086	View Email Correspondence	Female	Belgium	oic-test-noreply-inspira@un.org	Active	Yes
<input type="checkbox"/> UNS	MRR10000	Human Resources Officer P3	Edit Profile	FIRST_NAME1234467 LAST_NAME1234467	View Email Correspondence	Female	United States of America	oic-test-noreply-inspira@un.org	Active	Yes

3. Click on *Roster Status* and change the status as applicable using the drop-down menu, i.e., Active, Expired, On Hold, Withdrawn. In the example below, the roster status has been changed from *Active* to *Expired*.

**Candidate Details**

Candidate Unique ID: 1236

Gender: Male

Date of Birth: 01/01/1980

UNMRR Job Code: MRR10000 Human Resources Officer P3

Organization: UNS

First Name: FIRST\_NAME1351466

Last Name: LAST\_NAME1351466

Organization Job Code: 3819 HUMAN RESOURCES OFFICER P3

Track Candidate Selection

Roster Status and Candidate Interest

Roster Status: **Active**

Candidate Interest: ☒ Yes

Save Changes

Return to Search for UNMRR Candidates

**Candidate Details**

Candidate Unique ID: 1236

Gender: Male

Date of Birth: 01/01/1980

UNMRR Job Code: MRR10000 Human Resources Officer P3

Organization: UNS

First Name: FIRST\_NAME1351466

Last Name: LAST\_NAME1351466

Organization Job Code: 3819 HUMAN RESOURCES OFFICER P3

Track Candidate Selection

Roster Status and Candidate Interest

Roster Status: **Expired**

Candidate Interest: ☒ Yes

Save Changes

Return to Search for UNMRR Candidates

4. Click on *Save Changes*. With the confirmation that changes saved successfully, you will be returned to the main menu with your search results.

Download Basic Profile			Download Full Profile			Send Correspondence		
Organization	UNMRR Job Code	UNMRR Job Title	Edit Profile	Candidate Name	View Email Correspondence	Gender	Nationality	E-mail
UNS	MRR10000	Human Resources Officer P3	Edit Profile	FIRST_NAME1351466 LAST_NAME1351466	View Email Correspondence	Male	France	oic-test-noreply-inspira@un.org
UNS	MRR10000	Human Resources Officer P3	Edit Profile	FIRST_NAME1351466 LAST_NAME1351466	View Email Correspondence	Female	Zimbabwe	oic-test-noreply-inspira@un.org
UNS	MRR10000	Human Resources Officer P3	Edit Profile	FIRST_NAME168086 LAST_NAME168086	View Email Correspondence	Female	Belgium	oic-test-noreply-inspira@un.org
UNS	MRR10000	Human Resources Officer P3	Edit Profile	FIRST_NAME1234467 LAST_NAME1234467	View Email Correspondence	Female	United States of America	oic-test-noreply-inspira@un.org
UNS	MRR10000	Human Resources Officer P3	Edit Profile	FIRST_NAME169429 LAST_NAME169429	View Email Correspondence	Male	Nigeria	oic-test-noreply-inspira@un.org

5. To check whether your changes have been saved, click on *Edit Profile* for the candidate concerned, click on *Roster Status Audit Details* and check the records displayed.

**Candidate Details**

Candidate Unique ID: 1236

Gender: Male

Date of Birth: 01/01/1980

UNMRR Job Code: MRR10000 Human Resources Officer P3

Organization: UNS

First Name: FIRST\_NAME1351466

Last Name: LAST\_NAME1351466

Organization Job Code: 3819 HUMAN RESOURCES OFFICER P3

Track Candidate Selection

Roster Status and Candidate Interest

Roster Status: **Expired**

Candidate Interest: ☒ Yes

**Roster Status Audit Details**

1 row

Updated DateTime	User ID	Description	Current Roster Status	Previous Roster Status
1 10/08/22 4:46PM	UN_MRR_UAT1	MRR UAT User 1	Expired	Active

Save Changes

Return to Search for UNMRR Candidates

6. Click on *Candidate Interest* and change as needed: Yes or No. In the example below, the candidate has been changed from Yes to No.

**Candidate Details**

Candidate Unique ID 1236      Organization UNS

Gender Male      First Name FIRST\_NAME1351466

Date of Birth 01/01/1980      Last Name LAST\_NAME1351466

UNMRR Job Code MRR10000 Human Resources Officer P3      Organization Job Code 3819 HUMAN RESOURCES OFFICER P3

[Track Candidate Selection](#)

**Roster Status and Candidate Interest**

Roster Status: Active

Candidate Interest: ☒ Yes ☐ No

[Roster Status Audit Details](#)

[Save Changes](#) [Return to Search for UNMRR Candidates](#)

7. Click on *Save Changes*. With the confirmation that changes saved successfully, you will be returned to the main menu with your search results.

**Search for UNMRR Candidates**

[Download Basic Profile](#) [Download Full Profile](#) [Send Correspondence](#)

Organization	UNMRR Job Code	UNMRR Job Title	Edit Profile	Candidate Name	View Email Correspondence	Gender	Nationality	E-mail
UNS	MRR10000	Human Resources Officer P3	<a href="#">Edit Profile</a>	FIRST_NAME1351466 LAST_NAME1351466	<a href="#">View Email Correspondence</a>	Male	France	oict-test-noreply-inspira@un.org
UNS	MRR10000	Human Resources Officer P3	<a href="#">Edit Profile</a>	FIRST_NAME1351466 LAST_NAME1351466	<a href="#">View Email Correspondence</a>	Female	Zimbabwe	oict-test-noreply-inspira@un.org
UNS	MRR10000	Human Resources Officer P3	<a href="#">Edit Profile</a>	FIRST_NAME1351466 LAST_NAME1351466	<a href="#">View Email Correspondence</a>	Female	Belgium	oict-test-noreply-inspira@un.org
UNS	MRR10000	Human Resources Officer P3	<a href="#">Edit Profile</a>	FIRST_NAME1234467 LAST_NAME1234467	<a href="#">View Email Correspondence</a>	Female	United States of America	oict-test-noreply-inspira@un.org
UNS	MRR10000	Human Resources Officer P3	<a href="#">Edit Profile</a>	FIRST_NAME169429 LAST_NAME169429	<a href="#">View Email Correspondence</a>	Male	Nigeria	oict-test-noreply-inspira@un.org

**Changes Saved Successfully**

[OK](#)



Authorized users can edit the roster status and interest for only the candidates provided by their organization.

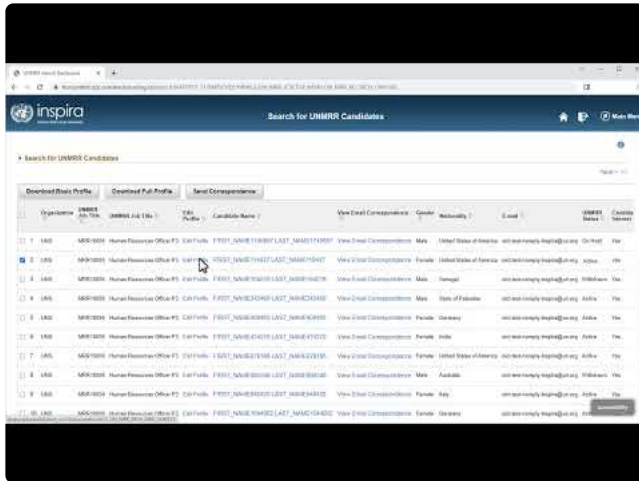
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# 5.1. Demonstration Video

## Editing Candidate Roster Status and Interest



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## 6. Selecting a UNMRR Candidate from the Applicant Pool

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In principle, the UN organizations participating in the UNMRR initiative commit to treating all candidates equally, those rostered candidates sourced from their own recruitment process as well as those sourced from other UN organizations. Operationally, it is up to the participating organizations to decide how to proceed, as per their needs and in accordance with their recruitment processes and policies.

For selection considerations from the UNMRR, there are three necessary steps:

1. Having the UNMRR candidates applied to the specific job opening of a participating UN organization,
2. Identifying the UNMRR candidates in the list of applicants for the respective job opening (if they applied) for selection considerations, and
3. Determining how to proceed if any UNMRR candidates are identified in the list of applicants. If the decision is to select a candidate from the UNMRR, then the necessary processes and policies must be in place to allow for the selection of a UNMRR candidate directly from a list of applicants in a participating UN organization. Each participating UN organization is responsible for mapping these processes and aligning their policies with them.

UNS has made the necessary enhancements to Inspira, its application management system. Now, UNMRR candidates who are not on a UNS roster are automatically flagged with the Roster Member (RM) tag when they apply for jobs associated with their UNMRR membership.

The RM tag ensures that:

1. UNMRR candidates are indistinguishable from the UNS roster candidates and are treated equally when they apply for UNS job openings, and
2. UNS hiring managers and recruiters may recommend UNMRR candidates for selection from roster in Inspira (if applicable) using the existing process.

Step-by-step instructions on recommending roster candidates in Inspira is available for UNS users in the [Staff Selection Manual – Chapter 5: Recommending Roster Candidates](#).

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## 7. Tracking the UNMRR Candidate Selections

When a candidate is selected from the UNMRR, users are asked to record the selection information in the UNMRR interface tool. The selection data entered will provide valuable insights about the uptake of the UNMRR candidates and the utility value of the UNMRR initiative. The recorded selection information also informs other users about the current status of those candidates.

To record candidate selections:

1. Search for the candidate by first and last name (see [Searching for the UNMRR candidates](#)).
2. Click on *Edit* for the candidate.
3. Click on *Track Candidate Selection*.

The image shows two side-by-side screenshots of the UNMRR interface, connected by a blue arrow pointing from left to right. The left screenshot, titled 'Candidate Details', shows a form with fields for Candidate Unique ID (1977), Gender (Female), Date of Birth (01/01/1980), UNMRR Job Code (MRR10000), Organization (UNS), First Name (FIRST\_NAME167149), Last Name (LAST\_NAME167149), and Organization Job Code (8728). A red box highlights the 'Track Candidate Selection' button. Below this, there are sections for 'Roster Status and Candidate Interest' with dropdowns for 'Roster Status' (set to 'Active') and 'Candidate Interest' (set to 'Yes'). At the bottom are 'Save Changes' and 'Return to Search for UNMRR Candidates' buttons. The right screenshot, titled 'Track Candidate Selection', shows a form with fields for First Name (FIRST\_NAME167149), Last Name (LAST\_NAME167149), Organization (UNS), and UNMRR Job Code (MRR10000). It also has dropdowns for 'Selecting Organization' and 'Selection Status', a date field for 'Selection Date (DD/MM/YY)', and a calendar icon. At the bottom are 'Save' and 'Return to Candidate Details' buttons.

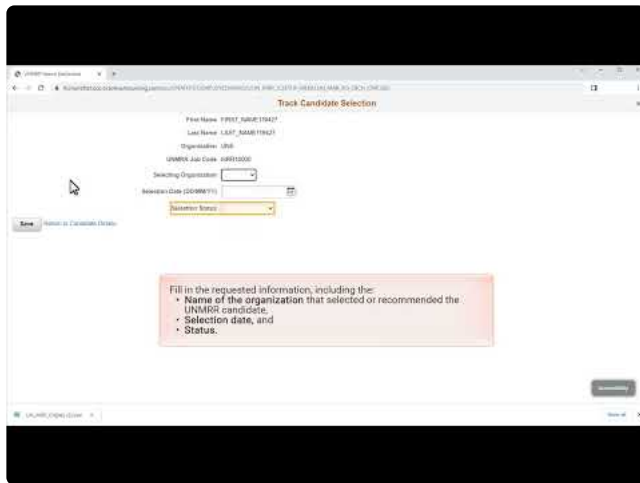
4. Fill in the requested information and click on *Save*. The candidate record you entered will be displayed on screen. Please confirm that it is accurate. If not, follow the same steps and correct the record and be sure to click on *Save* and then on *Return*.

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# 7.1. Demonstration Video

## Tracking Candidate Selections



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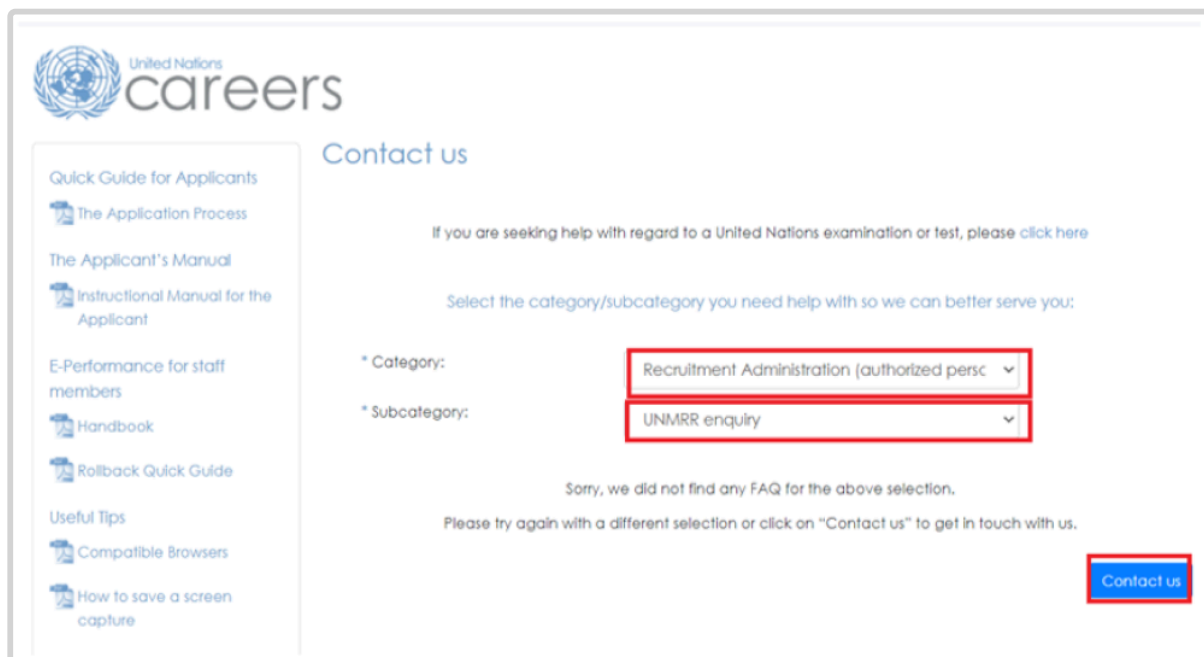
## 8. Technical Support

If you are a UNS user with hiring manager, recruiter/senior recruiter role, yet cannot access the UNMRR Interface Tool under Hiring/Recruiter Activity Center or have other technical issues, please follow the steps below:

1. Click on *Contact Us* under Help on the landing page:



2. From the drop-down menu, for Category select *Recruitment Administration* (authorized personnel only) and for Subcategory, select *UNMRR enquiry* and then click on *Contact Us*.



3. Complete all the fields with the required information and upload any supporting documents along with a screenshot (if applicable), enter the code given on screen and click on *Send*.

If you are a non-UNS approved user of the UNMRR interface tool, yet cannot access it or have other technical issues, please follow the steps below:

1. Click on *Contact Us* in the top right corner of the landing page for Search for UNMRR Candidates.

2. From the drop-down menu, select applicable Agency; for Category select *UNMRR enquiry*; for Subcategory select *UNMRR Administration* and then click on *Contact Us*.

The diagram illustrates the progression of the contact form. On the left, a simplified version shows a 'Contact us' section with a 'Select Agency' dropdown menu. An arrow points to the right, where a more detailed version of the form is shown. This detailed form includes dropdown menus for 'Agency' (selected: UNCTAD), 'Category' (selected: UNMRR enquiry), and 'Subcategory' (selected: UNMRR Administration). It also features a 'Contact us' button and a message: 'Sorry, we did not find any FAQ for the above selection. Please try again with a different selection or click on "Contact us" to get in touch with us.'

- Complete all the fields with the required information and upload any supporting documents along with a screenshot (if applicable), enter the code given on screen and click on **Send**.

The detailed contact form is titled 'Contact us' and includes the following fields and options:

- Useful information:** Links to 'Compatible browsers', 'Quick guide for applicants', 'How to save a screen capture', 'E-Performance for staff members', and 'E-Performance User Guide'.
- \* Your Location:** A dropdown menu with 'Select your location'.
- Title:** A dropdown menu with 'Select your title'.
- \* First name:** A text input field.
- \* Last name:** A text input field.
- \* Email:** A text input field.
- \* Index Number:** A text input field.
- \* Department:** A dropdown menu with 'Select your Department'.
- \* Are you contacting us on Behalf of another staff Member?** A checkbox labeled 'If yes, please select'.
- \* Category:** A dropdown menu with 'UNMRR enquiry'.
- \* Subcategory:** A dropdown menu with 'UNMRR Administration'.
- \* Comment / Question:** A large text area for the user's message.
- \* Upload supporting document:** A 'Choose File' button and a 'No file chosen' status. Below it, it states 'Maximum file size: 8 MB'.
- \* Word verification:** A CAPTCHA image showing the letters 'AWLPG'. Below it is a 'Refresh' button and a text prompt: 'Enter the code shown above in the box below'.

A character count at the bottom of the comment field states: 'You have 1000 characters left.'





If you have general inquiries on the UNMRR Initiative, you may send them to: [unmrr@un.org](mailto:unmrr@un.org).

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## 8.1. Demonstration Video

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### Technical Support

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## 9. FAQs

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***Which browser should I use to access the UNMRR interface tool?***

You may use Chrome, Microsoft Edge, Mozilla Firefox, and Safari.

***Can I filter/sort the candidates on screen by gender, nationality, and name in alphabetical order?***

Yes, you can by clicking on the up and down icons next to gender, nationality, and name columns. Sorting can be made for one column at a time and per page. 50 candidates are displayed per page. For the candidates displayed on the Next pages (if any) on screen, you will need to do sorting again.

***Can I save my search results with the candidates' basic information displayed on screen in an Excel file?***

Yes, you can. Simply check the box next to the Organization column to select all the candidates in your search results, click on Download Basic Profile. An Excel file will automatically be downloaded with the basic candidate details displayed on screen. Make sure that pop-up windows are allowed for the UNMRR in your web browser. If you do not see the Excel file downloaded, check the Downloads folder of device.

***Where can I see the communication I sent to the candidate(s) in the UNMRR interface tool?***

You can see all the communications sent to the candidates by clicking on View Email Correspondence for each candidate.

***I have accidentally changed a candidate roster status. What should I do?***

You can go back and change the candidate status to its original record. Roster Status Audit Details for the candidate will display all the changes made for you to check and confirm.

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