

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

Publication History

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Initial Release

For questions about;

- Content contact <u>unmrr@un.org</u>
- iManual access or technical issues contact dos-cdots@un.org

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

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.

	Spira n Resources Gateway
	Forgot User ID
User ID	.
	Forgot Password
Password	6
Lo	ogin
New user? Cre	eate account here
Cont	tact us

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

🕢 inspira		Recruiter	Recruiter Activity Center					nspira	• UNMRR 🏫 🖡		
Overview of Job Openings			Quick Links		Recruiter Activity Center				Instructions		
Pre-Posting	Posted	> 120 Days	Cardidate Summary	\rightarrow	Staff Member Activity Center	\longrightarrow			To return to a previous screen in the UN button of your browser. Instead	MRR, please do <u>op</u> use the bac click on "Return" button.	
316	176	176	JOs Pending Approval		UNMRR						

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

🛞 inspira	Hiring Manager Activity Center		Hiring Manager Activity Center	inspira	• UNMRR 😭	• 🗗 🛛
Overview of Job Openings Pre-Posting Posted > 120 Days 449 190 190	Critocarding in Progress 2 Constancy Competency Based Interview Contending Databased	 →	Hiring Manager Activity Center Staff Member Activity Center	 Search for UNMRR Candidates	Instructions To return to a previous screen in the UMMRR please do <u>co</u> builton of your browser, instead dick on 'Return' bu	use the back flon.

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

inspira		▼ UNMRR
	Search for UNMRR Candidates	Instructions
		To return to a previous screen in the UNMRR, please do <u>not</u> use the back button of your browser. Instead click on "Return" button.



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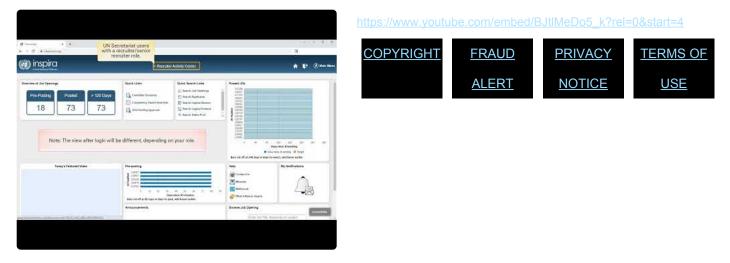
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3.1. Demonstration Video

Accessing the Mutual Recognition of Rosters Landing Page



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.

spira	Search for UNMRR Candidates	≜ ₽	Ø
			0
Search for UNMRR Ca			
UNMRR Job Titl First Name			
Gende		Q,	
Organizatio	n Q		
Search Reset			
	Select search filters and click on search button to view results		

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2022

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.

Cancel	Lookup	
Search for: UNMRR Job Title		
Search Criteria		
 Search Results 		
		2 row
UNMRR Job Code \Diamond	Job Title \Diamond	Level 🛇
MRR10000	Human Resources Officer	P3

2. The selected UNMRR job title displays.

inspira		Search for UNMRR Candidates	
✓ Search for UNMRR Candidate	•5		
UNMRR Job Title	Human Resources Officer F Q	Associated Jobs	
First Name:		Last Name:	
Gender	~	Nationality	Q
Organization	٩		
Search Reset			
		Select search filters and click on search button to view results	

3. 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			
Job Title	Human Resources Officer		
Level	P3		
			4 rows
Organization \Diamond	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

opening¹, 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 UNM	RR Candidat	les										
												Next > 50 ro
Download Basic	Profile	Downlo	ad Full Profile	Send C	Corresponder	ice .						
Organization O	UNMRR Job C	ode Ö	UNMRR Job Title ்	6	dit Profile O	Candidate Name O	View Email Correspondence $\hat{\circ}$	Gender O	Nationality O	E-mail O	UNMRR Status O	Candidate Interest O
UNS	MRR10000		Human Resources Office	r P3 E	dit Profile	FIRST_NAME354118 LAST_NAME354118	View Email Correspondence	Male	France	saeem puthiyathoppilakath@un.org	Active	No
UNS	MRR10000		Human Resources Office	rP3 E	dit Profile	FIRST_NAME133801 LAST_NAME133801	View Email Correspondence	Male	France	oict-test-noreply-inspira@un.org	Active	Yes
UNS	MRR10000		Human Resources Office	r P3 🛛	dit Profile	FIRST_NAME506445 LAST_NAME506445	View Email Correspondence	Female	Canada	oict-test-noreply-inspira@un.org	Active	Yes
UNS	MRR10000		Human Resources Office	rP3 E	dt Profile	FIRST_NAME161548 LAST_NAME161548	View Email Correspondence	Male	Japan	oict-test-noreply-inspira@un.org	Active	No
UNS	MRR10000		Human Resources Office	r P3 E	dt Profile	FIRST_NAME797292 LAST_NAME797292	View Email Correspondence	Male	Canada	oict-test-noreply-inspira@un.org	Active	No
) UNS	MRR10000		Human Resources Office	rP3 E	dt Profile	FIRST_NAME118728 LAST_NAME118728	View Email Correspondence	Male	Mexico	oict-test-noreply-inspira@un.org	Active	Yes

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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.

										<< < Previous Next
ownload Basic P	Trofile Download Fe	Il Profile Send Correspond	lence							
Organization 0	UNMRR Job Code O	UNMRR Job Title O	Edit Profile 0	Candidate Name 0	View Email Correspondence O	Gender 0	Nationality A	E-mail 0	UNMER Status 0	Candidate Interest 0
UNS	MRR10000	Human Resources Officer P3	Edit Profile	Kratin Saetang	View Email Correspondence	Female	Afghanistan	nhamsaelang@gmail.com	On Hold	No
UNS	MRR 10000	Human Resources Officer P3	Edt Profile	FIRST_NAME880346 LAST_NAME880346	View Email Correspondence	Male	Australia	cicl-test-noreply-inspira@un.org	Active	Ves
UNS	MRR 10000	Human Resources Officer P3	Edit Profile	chris swanson	View Email Correspondence	Male	Austria	nhamsaelang@gmail.com	On Hold	Yes
UNS	MRR10000	Human Resources Officer P3	Edit Profile	FIRST_NAME117743 LAST_NAME117743	View Email Correspondence	Male	Bangladesh	oicl-test-noreply-inspira@un.org	Adlive	Ves
UNS	MRR 10000	Human Resources Officer P3	Edit Profile	FIRST_NAME100324 LAST_NAME100324	View Email Correspondence	Male	Cameroon	cicl-test-noreply-inspira@un.org	Adlive	Ves
UNS	MRR 10000	Human Resources Officer P3	Edit Profile	Yuna Kim	View Email Correspondence	Female	Canada	nhamsaelang@gmail.com	Adive	Ves

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*.

Search for UNMR	R Candidates									
										<< < Previous Next > >> 50 rows
Download Basic P	Profile Download Fu	Il Profile Send Correspond	lence							
rganization 0	UNMRR Job Code	UNMRR Job Title O	Edit Profile 0	Candidate Name O	View Email Correspondence O	Gender	Nationality **	E-mail 0	UNMRR Status	Candidate Interest 0
UNS UNS	MRR 10000	Human Resources Officer P3	Edit Profile	FIRST_NAME119427 LAST_NAME119427	View Email Correspondence	Female	United States of America	oict-test-noreply-inspira@un.org	Adive	Yes
UNS	MRR 10000	Human Resources Officer P3	Edit Profile	FIRST_NAME879166 LAST_NAME879166	View Email Correspondence	Female	United States of America	oict-test-norepty-inspira@un.org	Active	Yes
UNS	MRR 10000	Human Resources Officer P3	Edit Profile	FIRST_NAME171005 LAST_NAME171005	View Email Correspondence	Female	United States of America	oict-test-noreply-inspira@un.org	Active	Yes
uns uns	MRR 10000	Human Resources Officer P3	Edit Profile	FIRST_NAME1402598 LAST_NAME1402598	View Email Correspondence	Female	United States of America	oict-test-noreply-inspira@un.org	Active	Yes
UNS	MRR 10000	Human Resources Officer P3	Edit Profile	FIRST_NAME2618146 LAST_NAME2618146	View Email Correspondence	Male	United States of America	oict-test-noreply-inspira@sin.org	Active	Yes
uns	MRR 10000	Human Resources Officer P3	Edit Profile	FIRST_NAME1300585 LAST_NAME1300585	View Email Correspondence	Male	United States of America	oict-test-noreply-inspira@un.org	Active	Yes
UNS	MRR 10000	Human Resources Officer P3	Edit Profile	FIRST_NAME1740857 LAST_NAME1740857	View Email Correspondence	Male	United States of America	oict-test-noreply-inspira@un.org	Active	Yes
uns uns	MRR 10000	Human Resources Officer P3	Edit Profile	FIRST_NAME341445 LAST_NAME341445	View Email Correspondence	Male	United States of America	oicl-test-noreply-inspira@un.org	Active	Yes
UNICEF	MRR 10000	Human Resources Officer P3	Edit Profile	EUNICE RACHEL WANJIKU NDWARU	View Email Correspondence	Female	United States of America	oicl-test-noreply-inspira@un.org	Withdrawn	Yes
uns Uns	MRR 10000	Human Resources Officer P3	Edit Profile	FIRST_NAME167149 LAST_NAME167149	View Email Correspondence	Female	United Kingdom	oicl-test-noreply-inspira@un.org	Active	Yes
UNS	MRR 10000	Human Resources Officer P3	Edit Profile	FIRST_NAME169430 LAST_NAME169430	View Email Correspondence	Female	Uganda	oict-test-noreply-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.

kutoSave 💽 🖉	🖬 9 · C · 🔹		UN_MRR_CNBAS +		2	Search (Alt+Q)								
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RMIII Cuedidates Bo Ingualization	unic D United fill Job Code	URMER Juk Tools	Rource Job Code	Organization Job Title	Cuadidate ID	Cuadidate Nume	Grader	Date of Birth	Mutteaulit T	C-aul	UNIMITAL Environ	Coadidate Interest	Uninellifi Eatry Date	Date
78	M##10000	Human Resources Officer P3	0532	STATE DEVELOPMENT OFFICER P3	1555	HRS1_NAREIN02630 LAS1_NAREIN02630	Fenale	01-01-1980	States of	okot-tast- notepily- inspira®un.org	Actue	Ver.	94-02-2022	H-02-20
NS	MFIF:10000	Human Resources Officer P3	0532	STATF DEVELOPMENT OFFICER P3	1336	FIRST_NAME194933 LAST_NAME194933	Fenale	01-01-1980	Gemany	nopragran.org	Active	No.	H-02-2022	94-02-200
NS	MER(0000	Human Resources Officer P3	0532	STATE DEVELOPMENT OFFICER P3	1054	Kratin Saetang	Fenale		an.	nhansaetang @gnail.com		No	10-02-2022	94-02-201
	MER10000	Human Resources Officer P3	6532	STAFF DEVELOPMENT OFFICER P3	1815	UNLIMO_SMED6 UNLIMO_SMED6	Hale			nhansaetang @gnal.con		Yes	18-02-2022	H-02-200
				STAFF DEVELOPMENT	1029	YunaKim	Female	01-10-1983	Canada	rhansaetang @gnal.com		Yes	10-02-2022	H-02-20
85	MEE10000	Human Resources Officer P3	00.02	OFFICER P3									18-02-2022	14-02-203
N5 N5	MRIP10000	Human Resources Officer P3	3819	HUMAN RESOURCES OFFICER P3	1622	Judy Woodkall	Fenale			nhansaetang @gnal.com		Yes		
R5 R5 R5	MER(0000 MER(0000	Human Resources Officer P3 Human Resources Officer P3	2010	HUMWRESOURCES OFFICERP3 HUMWRESOURCES OFFICERP3	1623	Judy Woodhall ohris svanson	Male	03-10-1983	Autria	@gnal.com nhansaerang @gnal.com	On Hold	Yes	10-02-2022	94-02-200
185 185 185 185 185	MRR10000 MRR10000 MRR10000	Human Resources Officer P3 Human Resources Officer P3 Human Resources Officer P3	3619	HUMAN RESOLACES OFFICERP3 HUMAN RESOLACES OFFICERP3 HUMAN RESOLACES OFFICERP3	1623 1824	Judy Woodkull ohris swanson UN_HO_SME01 UN_HO_SME01	Male Male	03-10-1903 01-01-1901	Aumie Gemany	@gnal.com nhansartang @gnal.com nhan.sartang @gnal.com	On Hold Active		NI-02-2022 NI-02-2022	H-02-200 H-02-200
NS NS NS NS	MER10000 MER10000 MER10000 MER10000	Human Resources Officer P3 Human Resources Officer P3 Human Resources Officer P3 Human Resources Officer P3	3819 0532	HUMAN RESOLACES OFFICERP3 HUMAN RESOLACES OFFICERP3 HUMAN RESOLACES OFFICERP3 STAFF DEVELOPMENT OFFICERP3	N20 N24 N24	Judy Voodwill ohis svanson URUMD_SMED1 URUMD_SMED1 URUMD_SMED1 URUMD_SMED1	Male Male Male	03-10-1903 01-01-1901 05-01-1901	Austria Gernany Gernany	©gnal.com rifiansaetarg ©gnal.com rifian.saetarg ©gnal.com rifian.saetarg ©gnal.com	On Hold Active Active	Yes	NI-02-2022 NI-02-2022 NI-02-2022	H-02-200 H-02-200 H-02-200
NS NS NS NS	MRR10000 MRR10000 MRR10000	Human Resources Officer P3 Human Resources Officer P3 Human Resources Officer P3	3619	HUMAN RESOURCES OFFICER P3 HUMAN RESOURCES OFFICER P3 HUMAN RESOURCES OFFICER P3 STAFF DEVELOPMENT	1623 1824	Judy Voodraff ohrs svanson UNUNO_SME01 UNUNO_SME01 UNUNO_SME01	Male Male	03-10-1903 01-01-1901 05-01-1901	Austria Gernany Gernany	©gnal.con nhansaetang ©gnal.con nhan.saetang ©gnal.con nhan.saetang	On Hold Active Active Active	Yes Yes	NI-02-2022 NI-02-2022	H-02-200 H-02-200

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.

earch for UI	NMRR Candida	les								Next > >> Strows
lownload Bar	sic Profile	Download Full Profile	Send Co	orrespondence						
Organization 0	UNMRR Job Code 0	UNINR Job Title 0	Edt Profix	Candidate Name O	View Email Correspondence	Gender 0	Nationality 0	E-mail 0	UNMER Status 0	Candidate Interest 0
UNS	MPRI10000	Human Resources Officer P3	Edit Profile	FIRST_NAME354118 LAST_NAME354118	View Email Correspondence	Mér	France	saeen puhyahopolakah@unorg	Attre	N
UNS	14RR10000	Haman Resources Officer P3	Esk Profile	FRST_NAME133801 LAST_NAME133801	Vew Email Correspondence	Male	Fance	oict-test-norephy-irrepira@un.org	Active	Yes
045	MR970000	Human Resources Officer P3	Edt Profile	FIRST_NAMES06445 LAST_NAMES06445	View Email Correspondence	Fersie	Canada	oict-test-romply-impira@un.org	Attre	76
UNS	MRR10000	Human Resources Officer P3	Edt Profie	FIRST_NAME161548 LAST_NAME161548	View Email Correspondence	Male	Japan	oich test nonsply-impira@un.org	Active	No

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.

arch Job Openings
UNMRR Search
Job Opening ID 132775
Job Type Standard Requisition
Business Unit B0999 (Inspira Default BU)
Posting Period 12 October 2022 - 30 December 2022
Staffing Exercise N/A

¹ 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.

	Candi	idate Details				
Candidate Unique ID 1	166		Organization UNS			
Gender M	lale		First Name FIRST_	NAME354118		
Date of Birth 0	1/01/1980		Last Name LAST_N	IAME354118		
UNMRR Job Code N	IRR10000 Human Resources Officer P3	Organiza	tion Job Code 3819 HL	IMAN RESOURCES OFFICER P3		
Track Candidate Selection						
eturn to Search for UNMRR Candidates						
ucation Details						
						2 1
Name of Institution O	Degree Obtained \diamond	City \diamond	Country O	Start Date (DD/MM/YY) O	End Date (DD/MM/YY) \diamond	
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		
rk Experience Details						
						3 1
Job Title and Employer	Work Location: City and Country	Start-End Da	te (DD/MM/YY) and Emp	oloyment Type		
Senior GLobal HR Manager	Seoul	01/09/2007				
	Korea, Republic of					

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 Bas	Download Basic Profile Download Full Profile			Send Correspondence										
C	Organization	UNMRR Job Code 〇	UNMRR Job Title 🗘	Edit Profile	Candidate Name O	View Email Correspondence	Gender O	Nationality \Diamond	E-mail 🗘	UNMRR Status 🗘	Candidate Interest 〇				
C	UNS	MRR10000	Human Resources Officer P3	Edit Profile	FIRST_NAME354118 LAST_NAME354118	View Email Correspondence	Male	France	saeem.puthiyathoppilakath@un.org	Active	No				
E	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				
C	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				
C	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				
C	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 L	letails			
neral Details						
Candidate ID: 1177	Org	anization: S	UNMRR Job Title: HUMAN RESOUR OFFICER P3	CES		
Last Name: LAST_NAME133801		t Name: ST_NAME133801	Middle Name:		Date of Birth(DD-MM- YYYY): 1/01/1980	
Gender: Male		ail Address: -test-noreply-inspira@un.	Country of Nationality: France			
Education						
lame of Institution: lean 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 National	e	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: Jniversité Jean-Moulin Lyon III		Degree obtained: Master in Law 'Carrières administratives'	Judiciaires et	From (DD-MM-YYYY)/To (DD-MM YYYY): 1/09/2005 / 1/07/2006		
City Lyon		Country: France				
Employment						
lob Title: Jeutenant of the French Nationa	I Police	From(DD-MM-YYYY)/ To(D 1/01/1998 / 1/09/2002	D-MM-YYYY):	Ministry o	mployer (Type of Business): f Interior, International Police Cooperation Service	
Duty Station/ Work Location Nanterre		Country France				
Job Title: Criminal Investigator		From(DD-MM-YYYY)/ To(D 1/08/1994 / 1/01/1998	D-MM-YYYY):	Name of Employer (Type of Busines Ministry of Interior, Central Direct for Public Security		
Duty Station/ Work Location Argenteuil		Country France				

Ż

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

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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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 available².

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*.

Download B			Send Co	rrespondence								From sumptionality and
Organization	UNMRR Job Code 0	UNMER Job Title O	Edit Profile	Candidate Name	View Email Correspondence	Gender O	Nationality O	E-mail 0	UNMRR Status 0	Candidate Interest ©		namen subschoppinkeligen og och kel norspje- regendjut og och kel norspje og och kel norspje-
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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		acc
O UNS	MRR10000	Human Resources Officer P3	Edit Profile	FIRST_NAME5064451AST_NAME506445	View Email Correspondence	Female	Canada	oich lest-noreply-inspira@un.org	Active	Yes		aljed
UNS	MRR10000	Human Resources Officer P3	Edd Profile	FIRST_NAME101548 LAST_NAME101548	View Email Correspondence	Maie	Japan	oichtest-norephy-inspira@un.org	Active	No		
UNS	MRR10000	Human Resources Officer P3	Edit Profile	FIRST_NAME797292 LAST_NAME797292	View Email Correspondence	Male	Canada	old test noreply-inspira@un.org	Active	No		
O UNS	MRR10000	Human Resources Officer P3	Edit Profile	FIRST_NAME118728 (AST_NAME118728	View Email Correspondence	Male	Mesca	old-lest-norephy-inspira@un.org	Active	Yes		
O UNS	MRR10000	Human Resources Officer P3	Edit Profile	FIRST_NAME142528 LAST_NAME142528	View Email Correspondence	Male	Kenya	oict-test-noreply-inspira@un.org	Active	Yes	Send Cancel	

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.

Email sent success	fully to the selected list of candidate	es.
	ОК	

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.

[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.

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	-	100 hours (8x 1)	-		the local interactions.	-	-		-	-		ALL MELT MANY	Name and Address of the Address of t



² _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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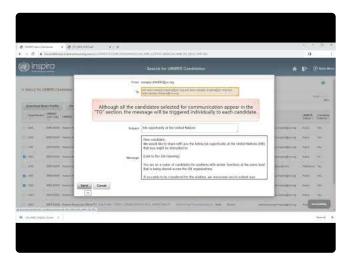
4.5. Demonstration Videos

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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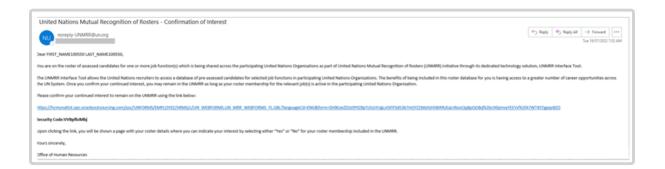
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5. Editing Candidate Roster Status and Interest

The UNMRR Interface Tool includes and displays those candidates with an active roster membership in the participating UN organizations.

- · 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.



UNMRR users with recruiter role can update the candidate roster status and interest also manually to reflect the information received from the candidates by following the steps below. This is particularly relevant for the participating UN organizations that do not have a roster expiration time.

- 1. Locate the candidate in the search dashboard following the steps in <u>Searching for the</u> <u>UNMRR Candidates</u>.
- 2. Select the candidate by checking the box next to their Organization column, click on *Edit Profile*.

Download Basic P	Profile Download	Full Profile Send Corr	espondence							
Organization A	UNMRR Job Code O	UNMRR Job Title O	Edit Profile 0	Candidate Name O	View Email Correspondence \Diamond	Gender O	Nationality O	E-mail O	UNMRR Status O	Candidate Interest O
UNS	MRR10000	Human Resources Officer P3	Edit Profile	FIRST_NAME1351466 LAST_NAME1351466	View Email Correspondence	Male	France	oict-test-noreply-inspira@un.org	Active	Yes
UNS	MRR10000	Human Resources Officer P3	Edt Profile	FIRST_NAME1396422 LAST_NAME1396422	View Email Correspondence	Female	Zimbabwe	oict-test-noreply-inspira@un.org	Active	Yes
O UNS	MRR 10000	Human Resources Officer P3	Edt Profile	FIRST_NAME168086 LAST_NAME168086	View Email Correspondence	Female	Belgium	oict-test-noreply-inspira@un.org	Active	Yes
UNS	MRR10000	Human Resources Officer P3	Edt Profile	FIRST_NAME1234467 LAST_NAME1234467	View Email Correspondence	Female	United States of America	oict-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*.

	liqate Details	Can	idate Details
Candida Unique ID 1236 Beer Male Date of Bittle 0105/1900 UMBRID, also Cole MRP10000 Human Resources Officer P3 Tack Candidate Selection Stark Status, and Candidates Interest Candidate Interest Candidate Interest Save Changes Return to Search for UMRRP Candidates	Organization UKB Furi Nimer KRST JAME1351468 Last Nimer LAST JAME1351468 Organization UKB Code 3165 HJAMAN RESOURCES OFFICER P: Code 3165 HJAMAN RESOURCES OFFICER P:	Curdiade Unique (1) (124 Guerri Mar Guerri Mar Stand S	Organization UKB Pret Name 7987, AMME (33468 Los TA Name 2007, AMME (33468 Organization Adv Code 3839 HAMAN RESOURCES OFFICER

4. 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 UN	MRR Can	didates							
Download Bas	sic Profile	Download Full Profil	e Se	end Correspondence					
Organization	UNMRR Job Code	UNMRR Job Title 🛇	Edit Profile 🗘	Candidate Name 🗘		View Email Correspondence	Gender O	Nationality 🗘	E-mail 🗘
UNS	MRR10000	Human Resources Officer P3	Edit Profile	FIRST_NAME1351466			e Male	France	oict-test-noreply-inspira@un.or
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UNS	MRR10000	Human Resources Officer P3	Edit Profile	FIRST_NAME1234467	LAST_NAME1234467	View Email Correspondence	Female	United States of America	oict-test-noreply-inspira@un.or
UNS	MRR10000	Human Resources Officer P3	Edit Profile	FIRST NAME169429 L	AST NAME169429	View Email Correspondence	e Male	Nigeria	oict-test-noreoly-inspira@un or

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		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	Orga	inization Job Code	3819 HUMAN RESOURCES OFFICER P3			
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1 10/08/22 4:46PM	UN_MRR_UAT1	MRR UAT User 1 Expired		Active			
Save Changes Return to Sear	rch for UNMRR Candidates						
and the second second second second second							

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 Inte	erest					
	Roster Status Active Candidate Interest Yes					
Roster Status Audit Details Save Changes Return to Sea	rch 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 UI	MRR Can	didates							
Download Bas	sic Profile	Download Full Profil	e Se	and Correspondence					
Organization ≜	UNMRR Job Code 승	UNMRR Job Title 🛇	Edit Profile ≎	Candidate Name 🗘		View Email Correspondence	Gender ¢	Nationality \Diamond	E-mail 🛇
UNS	MRR10000	Human Resources Officer P3	Edit Profile	FIRST_NAME1351466		View Email Correspondence	Male	France	oict-test-noreply-inspira@un.or
UNS	MRR10000	Human Resources Officer P3	Edit Profile	FIRST_NAME13	Changes Saved Suc	spondence	Female	Zimbabwe	oict-test-noreply-inspira@un.or
UNS	MRR10000	Human Resources Officer P3	Edit Profile	FIRST_NAME168	ок	spondence	Female	Belgium	oict-test-noreply-inspira@un.or
UNS	MRR10000	Human Resources Officer P3	Edit Profile	FIRST_NAME1234467	LAST_NAME1234467	View Email Correspondence	Female	United States of America	oict-test-noreply-inspira@un.or
UNS	MRR10000	Human Resources Officer P3	Edit Profile	FIRST NAME169429 L	LAST NAME169429	View Email Correspondence	Male	Nideria	oict-test-noreply-inspira@un.or

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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https://www.youtube.com/embed/uW54TU2shNs?rel=0&start=6



6. Selecting a UNMRR Candidate from the Applicant Pool

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 <u>Staff Selection Manual – Chapter 5: Recommending Roster Candidates</u>.

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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 <u>Searching for the UNMRR</u> <u>candidates</u>).
- 2. Click on *Edit* for the candidate.
- 3. Click on Track Candidate Selection.

	Candidate Details	т	rack Candidate Selection
andidate Unique ID 1977 Gender Female Date of Birth 01:01/1980 UNMBR Job Code MRR10000 frack Candidate Selection	Organization UNB First Name FRST_NAME167149 Last Name UAST_NAME167149 Organization Nob Code \$728	First Name FIRST_NA Last Name LAST_NA Organization UNS UNMRR Job Code MRR10000	/E167149
er Status and Candidate Interest Roster Status Active Candidate Interest Yes Save Changes Return to Search for UNMRR Candidates		Selecting Organization Selection Date (DD/MM/YY) Selection Status Save Return to Candidate Details	v m

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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			Last modified: 25 October 2022

7.1. Demonstration Video

Tracking Candidate Selections

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Fill in the requested information, including the: • Name of the organization that selected or recommended the UNNRR condicient: • Selection date, and					
UNMRR candidate.					
Status.					
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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:

Recruiter Activity Center	United Nations		
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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*.

	rs		
Quick Guide for Applicants	Contact us		
The Application Process	If you are seeking	t help with regard to a United Nations examination	n or test, please click here
The Applicant's Manual	Select the category/subcategory you need help with so we can better serve you:		
E-Performance for staff members	* Category:	Recruitment Administration (author	rized persc 🖌
Tandbook	* Subcategory:	UNMRR enquiry	~
Rollback Quick Guide Useful Tips Compatible Browsers How to save a screen capture	Please try again	Sorry, we did not find any FAQ for the above sele with a different selection or 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*.

Careers		
Quick Guide for Applicants	Contact us	
The Application Process	* Your Location:	Select your location
The Applicant's Manual	Title:	Select your title
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Useful Tips	* Index Number:	
How to save a screen capture	* Deportment:	Select your Department
	* Are you contacting us an Behalf of another staff Member?	If yes, please select
	* Category:	Recruitment Administration (authorized pers
	* Subcategory:	UNMRR enquiry
	* Comment / Question:	
		You have 1000 characters left.
	* Upload supporting document:	Choose File No file chosen
	* Word verification:	Maximum file size: 8 MB
		Enter the code shown above in the box below

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.

	Search for UNMRR Candidates		Contact Us
✓ Search for UNMRR Candidates			0
UNMRR Job Title	Q	Associated Jobs	
First Name:		Last Name:	
Gender	~	Nationality	٩
Organization	Q		
Search Reset			

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*.

	@careers
Useful information Contact US Compatible Browses Select the Agency you need help with so we can better serve you: Coulds guide for orpsizonts * Agency: Network informance for copilure * Agency: Enformance for statt members * Ferformance ther Cuide	Useful information Contact us Ideals gate for approximate branch reprinting Carbonatics for approximate a screen capter Select the Agency: Interact / Useful the screen approximate a screen capter Interact / Useful the approximate a screen capter If Andom acces for addition capter Carbonation (Select the Agency): Interact / Useful the approximate a screen capter Interact / Useful the approximate a screen capter Interact / Useful the approximate a screen capter If Andom acces for addition capter Environments for addition capter Interact / Useful the approximate a screen capter Service add not find any IAA to the above selection. Brance by again with a different welcon or clack on "Contact us" to get in buckt with us. Interact welcon or clack on "Contact us" to get in buckt with 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*.

Careers			
eful information	Contact us		
Compatible Browsers	* Your Location:	Select your location	~
Quick guide for applicants	Title:	Select your title	~
How to save a screen capture	* First nome:		
Performance for staff members	* Last name:		
	* Email:		
	* Index Number:		
	* Deportment:	Select your Department	~
	" Are you contacting us on Behalf of another staff Member?	If yes, please select	
	* Category:	UNMRR enquiry	~
	* Subcategory:	UNMRR Administration	~
	* Comment / Guestion:		
	* Upload supporting document;	You have 1000 characters left. Chaose File No file chosen Maximum file size: 8 M8	ŀ
	* Word verification:	Refresh Enter the code shown obove in the box below	

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

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8.1. Demonstration Video

Technical Support

https://www.youtube.com/embed/v=ijKyUCkBIA8?rel=0&start=9

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9. FAQs

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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