Staff Selection System

1 — Last update: 26 September 2023

United Nations - DOS

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What's New!

The topics listed below provide an overview of what's new in the online version of the Staff Selection Manual since it's original publication. Content throughout this manual has been expanded, revised or is new.

- [Content changes on 2 Feburary 2021](#)

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Content changes on Feburary 2021

The following content changes were made to the manual.

Tip 7.11: Create a Final Assessment Record Using the Legacy inspira Tool (for Hiring Managers)

Two new tabs were added to the Manage Job Opening screen.

- Tests and Assessments tab
- Finalization tab

Last modified: 21 July 2021

About this Manual

This is a living document. It reflects the required processes and recommended best practices to implement the current Staff Selection System using the tools available within the Secretariat. Its contents are subject to change, including in response to amendments to the Staff Regulations and Rules, revisions to the Staff Selection System, lessons learned from jurisprudence of the United Nations Dispute and Appeals Tribunals.

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Chapter 1: The Staff Selection System

The following topics provide an overview of the Staff Selection System.

STAFF SELECTION MANUAL

MANAGEMENT DASHBOARD

PERFORMANCE TARGET: STAFFING TIMELINES

PERFORMANCE TARGET:
GENDER PARITY AND GEOGRAPHICAL DIVERSITY

INSPIRA BUSINESS ROLES

SYSTEM UPDATES AND ENHANCEMENTS

HR HANDBOOK

KNOWLEDGE GATEWAY

TRAINING

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Staff Selection Manual

This manual provides guidance to staff members responsible for the administration of the Staff Selection System according to Administrative Instruction ST/AI/2010/3 or as subsequently amended. Staff members should pay special attention to the chapters specified below according to their role:

- Hiring Manager 1, 2, 5, 6, 7, 8 ,9, 10
- Staffing Table Managers: 1, 2, 5, 8, 10, 12
- Senior recruiters and recruiters: **All chapters**
- Senior Review Group (SRG) and Central Review Body (CRB): 3, 9
- Heads of departments, offices, missions and other major organizational units up to D-1 (hereinafter, heads of entities): 1, 10, 11
- Occupational group managers may perform the hiring manager, staffing table manager and recruiter roles **refer to all the relevant chapters**

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

Heads of entities with full delegation for human resources management, and those to whom they delegate their authority, may approve exceptions from ST/AI/2010/3, or as subsequently amended, as long as they are consistent with General Assembly resolutions and the Staff Regulations and Rules. All such exceptions shall be fully documented, including the reasons thereof, and shall be reported within 24 hours to the Business Transformation and Accountability Division (BTAD), Department of Management Strategy, Policy and Compliance.

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

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Management Dashboard

1. The Secretary-General annually enters the Senior Managers' Compact with the heads of entities to hold them accountable for meeting several managerial priorities. Human resources management targets of the compact are monitored through the **Management Dashboard**.

2. Heads of entities, as well as the executive and administrative officers supporting them, should regularly monitor the performance of their respective work unit on staffing timelines, vacancy rate, geographical representation and representation of women to achieve the Senior Managers' Compact goals. Should there are any inquiry or question in using this Staff Selection Manual either pertaining to policies or procedures, including the administration of tests, please contact the Department of Operational Support (DOS) for advice (email: dos-hr-advice@un.org).

3. Considering the new delegation of authority framework stipulated in **ST/SGB/2019/2** and possible scenarios pertaining to investigations conducted by the Office of Internal Oversight Services (OIOS) in a number of cases related to recruitment. Process for generating applications, evaluating applicants, and developing rosters to support staff selection irregularities, all heads of entities and hiring managers should be duly aware on their respective roles and responsibilities in the recruitment process, bearing in mind that all heads of entities should ensure all recruitment processes falling within their areas of responsibility are subject to fair and transparent procedures. Any irregularities identified in this regard may lead to *Section 4.4* of the above SGB:

> *"Delegation of authority granted to a head of entity may be suspended, amended or revoked at any time by the Secretary-General on the advice of the Under-Secretary-General for Management Strategy, Policy and Compliance in consultation with the under-Secretary-General for Operational support."*

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Performance Target: Staffing Timelines

Heads of entities are accountable for completing relevant staff selection process within an average of **120 days** for fixed term selections. Field missions are encouraged to use the Recruit from Roster modality to reduce their timelines.

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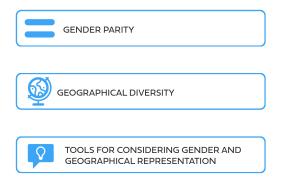
Performance Target: Gender Parity and Geographical Diversity

Heads of entities have pledged their commitment to achieve **50/50 gender parity** for fixed term, continuing, and permanent appointments at all levels in the Field Service and Professional and higher categories and to have a **geographically diverse workforce**. Conducting staff selection processes that take into consideration gender and geographic factors from beginning to end is essential to meet these objectives. *inspira* is equipped with the tools that show hiring managers and recruiters the diversity of candidate pools for the job openings they are working on.

For more advice on how to manage a job opening that elicits a **diverse pool**, consult the **OHR Diversity Toolkit**. A link to the OHR Diversity Toolkit will be included in this manual once available.

The following topics provide more information on Gender Parity and Geographical Diversity:

GENDER PARITY

GEOGRAPHICAL DIVERSITY

TOOLS FOR CONSIDERING GENDER AND GEOGRAPHICAL REPRESENTATION

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Gender Parity

According to the UN system-wide **Gender Parity Strategy**, parity in the aforementioned categories is to be achieved by 2028 the latest. The Office of Human Resources has provided entities with targets toward parity by level, and entities have been requested to prepare action plans to realize the targets. Entities can monitor their progress on the Management Dashboard as well as using the **Gender Parity Dashboard** where the latest gender parity data for each entity is available. In accordance with *Sections 1.8. (a)* and *(d)* of **ST/AI/1999/9**, vacancies in the Professional category and above shall be filled, when there are one or more women candidates, by one of those candidates provided that:

- her qualifications meet the requirements for the vacant post; and
- her qualifications are substantially equal or superior to those of competing male candidates.

When the qualifications of one or more women candidates match the requirements for the vacant post and the department or office recommends a male candidate, the department or office shall submit a written analysis, with appropriate supporting documentation, indicating how the qualifications and experience of the recommended candidate, when compared to the core requirements of the post, are clearly superior to those of the female candidates who were not recommended. This shall be submitted as a note to the Executive Office of the Secretary-General for review and discussion prior to the head of entity making the selection. Efforts shall be made to ensure that the pool of applicants for each job opening is gender-balanced.

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Geographical Diversity

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

2. In addition, the heads of entities have pledged to make progress towards achieving greater regional diversification among Africa, Asia Pacific, Eastern Europe, Latin America and the Caribbean and Western Europe and Others.
For the classification of member states per **regional group**.

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

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Tools for Considering Gender and Geographical Representation

The following tools are available in *inspira* for each job opening for the consideration of gender and geographical representation status: TIPS Tip 1.1.

Using the *Candidate Summary* tool, hiring managers can see the diversity of the candidate pool of their job opening by gender and region. Filters (*Screen*, *Long List*, *Short List*) may be applied to view the impact of applying various evaluation criteria on the candidate pool.

Click image to open expanded view

Gender data

Above the applicant list on the job opening landing page, hiring managers will see the number of applicants per gender in each disposition (e.g., *Screen*, *Long List*, *Short List*, *Recommended*).

Gender column

Hiring managers can see the gender of each applicant in the job opening landing page in the *Gender* column.

Nationality column

Hiring managers can see the nationality of each applicant in the job opening landing page in the *Nationality* column.

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Geographical representation column

Hiring managers can see the geographical representation status of applicant's country of nationality in the job opening landing page in the *Geo Rep* column.

Geographical Representation Status

- *Un* – Unrepresented
- *Ud* – Underrepresented
- *Wb* – Within range, below midpoint
- *Wa* – Within range, above midpoint
- *Ov* – Overrepresented

Region column

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

Country of Nationality

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

Gender, geographical and region summary reports

These reports provide an overview of the applicants' gender, geographical representation and region information and a historical overview of how many applicants per gender and nationality were placed in different dispositions throughout the staff selection process.

TIPS inspira Tip 1.2

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inspira Business Roles

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

2. The business role approvals are submitted through *inspira* or **Unite Service Desk** using the form provided by the Office of Human Resources in the Department of Management Strategy, Policy and Compliance **TIPS** **Tip 1.3**.

3. Below is a list of business roles related to recruitment:

Recruitment Roles

Expand each item for a description:

Head of Department (HoD)

This role is given to heads of entities, normally at USG, ASG or D-2 level, who have been delegated the authority to make selection decisions up to D-1 level directly from the Secretary-General. Such officials may subdelegate the staff selection authority and approve the granting of this role to other officials. The HoD role gives access to all historic and current job openings for the entity.

Hiring Manager-Program Case Officer

This role is given to staff members who are tasked to manage the process of filling specific positions in an entity. This role is needed to request the issuance of job openings and record the evaluation and assessment process in *inspira*. Staff members at the P-3 level and above are automatically granted this role. Hiring managers only have access to the specific job openings for which they are included in the hiring team.

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Staffing Table Manager (STM)

This role is given to staff members who have the responsibility for managing the staffing table of the department, office or mission or other major organizational units, and have the requisite information to review and approve all aspects of the job requests submitted by the hiring managers, particularly funding availability and accuracy of post nature (e.g. geographical, language). STM role gives access to all historic and current job openings for the entity.

Senior Recruiter/Senior Human Resources Case Officer (SHRCO)

This role is given to staff members responsible for reviewing job requests and deciding whether they could be further routed to recruiters for a detailed review. Senior recruiters should normally be staff members at P-3 level or above with human resources expertise. Senior recruiters only have access to the specific job openings for which they are included in the hiring team.

Recruiter/Human Resources Case Officer (HRCO)

This role is given to staff members responsible for conducting a detailed review of job requests for advertisements (in both English and French for positions subject to international recruitment); issuing job openings; conducting HR assessment (see **Chapter 4**); conducting compliance review; submitting recruitment cases to the central review bodies; and other ancillary tasks. Recruiters only have access to the specific job openings they are included in the hiring team.

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Downsizing Administrator

This role is given to staff members in the human resources offices of an entity that will be undergoing restructuring or downsizing as decided by the Head of Entity. The Downsizing Administrator will be responsible for entering in inspira those staff members who will be terminated as a result of restructuring or downsizing to ensure that they receive priority consideration in their applications for job openings, refer to the Priority consideration and selection of downsized staff members chapter.

Occupational Group Manager (OGM)

This role is given to staff members in the human resources offices with the authority for issuing generic generic/continuous job openings advertised for the purposes of creating roster for the field.

HR/Executive Office

(for temporary job openings only) This role is given to staff members responsible for reviewing, approving and issuing temporary job openings. This combines the staffing table manager, senior recruiter and recruiter roles in the regular recruitment process.

Authorized Selection Delegate

(for temporary job openings only) This role is given to heads of entities, normally at USG, ASG or D-2 level, who have been delegated the authority to make selection decisions up to D-1 level directly from the Secretary-General. Such officials may subdelegate the staff selection authority and approve the granting of this role to other officials.

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Central Review Body Roles

Expand each item for a description:

Central Review Body – Secretary

This role is given to staff members working in the Central Review Body Secretariats.

Central Review Body – Chair

This role is given to the Chairpersons of the Senior Review Group and the Central Review Bodies.

Central Review Body – Member

This role is given to the members of the Senior Review Group and the Central Review Bodies.

Human Resources Ex-Officio

This role is given to staff members with human resources expertise who are not part of the CRB Secretariat and who serve as ex officio non-voting member of the Central Review Bodies.

Department Focal Point for Women

This role is given to the focal point for women designated by the entity to participate in advisory capacity in the meetings of the central review bodies.

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

5. All business roles should be removed from staff transferring out of an entity. *inspira* will automatically remove the roles from staff who are separated.

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System Updates and Enhancements

All staff members are given an employee account upon appointment. *inspira* employee accounts give access to the

What's New in Inspira on the *inspira* landing page. This page provides up-to-date information on system maintenance and downtime schedules. Staff members with business roles have access to the details of system enhancements, unless their role is limited to hiring manager.

Application Guidelines

- Application Tips
- Application Process
- Download Offline Application

Quick Links

- Staffing – F.A.Q
- Performance Management Guide
- Inspira Upgrade Quick Guide
- What's New in Inspira

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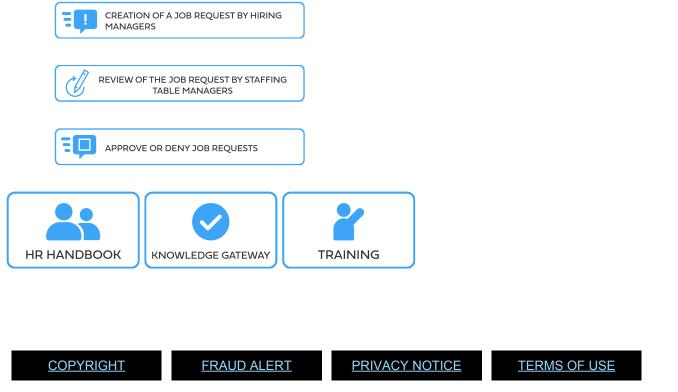
Chapter 2: Creating Job Openings

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

The following topics provide more information on creation of a job request by hiring managers, and approve or deny job requests:

CREATION OF A JOB REQUEST BY HIRING MANAGERS

REVIEW OF THE JOB REQUEST BY STAFFING TABLE MANAGERS

APPROVE OR DENY JOB REQUESTS

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Creation of a Job Request by Hiring Managers

1. Hiring managers responsible for the staff selection process to fill vacant positions available for one year or longer initiate the process by creating a job request **TIPS** **Tip 2.1**.

Click image to open expanded view

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

   - *Standard Requisition*: Vacancy announcement for all positions which are not in the peacekeeping and
     special political missions and not at the D-2 level.
   - *Recruit from Roster*: Vacancy announcement which may be used by entities with approval to use
     roster-based recruitment, peacekeeping operations, special political missions and other field operations.
   - *D2 Level Job Opening*: Vacancy announcement for D-2 level positions.
   - *Continuous Job Opening*: Vacancy announcement for generic job openings, which is used to create rosters for the field.

3. There is also the *Temporary Job Opening* type which is used to fill short-term needs of

less than one year, which is not within the scope of this manual.

4. A job opening must be based on an approved classification document (generic job profile, standard job description or an individually classified job description) or a previously published job opening. These options are described below:

Classification options

Expand each item for a description:

Generic job profile (GJP)

If a GJP relevant to the position is available, hiring managers may utilize it as the basis for the creation of the job opening following classifiable advice indicating that the position is associable to the GJP.

Standard job description (SJD)

Once the evaluation criteria of an SJD based job opening are reviewed and approved by a Central Review Body (CRB), subsequent job openings utilizing the same SJD may be reviewed and approved by recruiters if no major deviation exists (i.e. requirements remain unchanged while desirables may vary depending on the focus of the position in the specific location).

Individually classified job description

The evaluation criteria of job openings based on the individually classified job description will be reviewed and approved by the central review bodies.

Previously published job opening

Job openings based on a previously published job opening within one year may be reviewed and approved by senior recruiters.
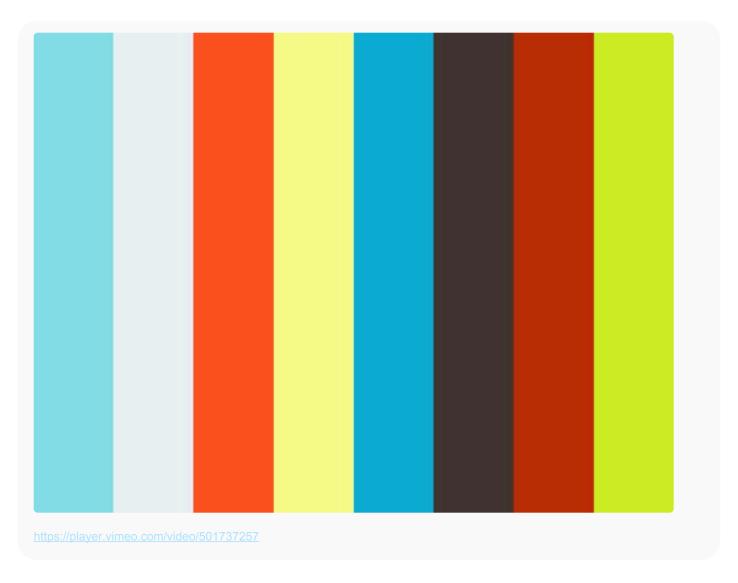
5. Hiring managers should choose a job code, which will be reviewed by the staffing table managers and recruiters. The job code is the functional title of the position. It should be

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aligned with the approved classification document for the position to be advertised. The choice of job code is important because it determines the relevant roster for the job opening. For more information on the roster, read **Chapter 12**.

6. After the Primary Job Opening Information, hiring managers are asked to fill out three additional pages with the assistance of the staffing table managers:

    a. **Job Details**;

    b. **Evaluation Criteria**; and

    c. **Job Postings**.

    Hiring managers should focus on filling out the mandatory fields marked with an asterisk (*) on the screen. The staffing table managers are responsible for ensuring all fields are correctly filled out.

▶ BUILDING THE NEW JOB OPENING IN INSPIRA

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https://player.vimeo.com/video/501737257

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Job Details

The following fields provides guidance on how to complete each field of the *Job Details* page TIPS**Tip 2.2**.

Expand each item for a description:

Openings to Fill

This represents whether there are limited or unlimited openings for this position. *Limited* should be used for standard requisitions, recruit from roster or D-2 level job openings and *Unlimited* should be used for continuous/generic job openings.

Target Openings

By default, the value of this field is **1**. It indicates the number of openings expected to be filled by this job opening. For example, if the same job opening will be used to fill two distinct positions, the value should be **2**.

Available Openings

By default, the value of this field is **1**. It indicates the number of available vacancies and the maximum number of candidates that can be selected at the selection stage by this job opening. It must be the same number as *Target Openings* at this stage.

Business Unit

This is auto-populated from the *Primary Job Opening Information*. If it is not populated or is incorrect, it should be changed to the correct business unit.

Company

This should always be *UNS* (United Nations Secretariat).

Department/Office

From the dropdown menu, the correct department or office or entity should be selected. It should normally align with the department or office or entity selected for *Business Unit*.

Organizational Unit

This is auto-populated from the *Primary Job Opening Information* if the Umoja position number was entered in that page. Otherwise, the organizational units who have direct delegation from the Secretary-General for staff selection decisions may be entered in this field.

Duty Station

This indicates the duty station of the position. It is auto-populated from the *Primary Job Opening Information* if the Umoja position number was entered. If there are multiple positions in multiple duty stations, click on *Add Additional Duty Stations* to add other duty stations.

Status Code (mandatory)

This field is non-editable. It will show *005 Draft* at this stage.

Status Reason (mandatory)

This should remain blank.

Status Date (mandatory)

Non-editable. It will show the current date at this stage.

Desired Start Date (optional)

It reflects the date the selected candidate is expected to assume responsibilities for this position.

Projected Fill Date (optional)

It indicates the date the hiring manager expects the selection decision to be made.

Roster Type (mandatory)

Non-editable. It will show *E-General*.

Source Type

This indicates the document that will be used as the basis for the creation of the job opening. One of the following three options should

be selected:

- *JD* – an individually classified job description or standard job description;
- *GJP* – a generic job profile;
- *Approved JO* – a previously published job opening.

Post Nature (mandatory)

This indicates how the position will be funded. One of the following options should be selected:

- *Geographical (G)* – established regular budget positions in the Professional and higher category which are geographical posts subject to the system of desirable ranges;
- *Language (L)* – language positions in the Professional and higher categories;
- *Regular (R)* – regular budget or support account positions in the Professional and higher categories which are non-geographical and non-language, and which are not located in Special Political Missions. It may include General Temporary Assistance positions funded from the regular budget;
- *Project (E)* – project funds positions, typically used for experts and advisors, in the field in the Professional and higher categories;
- *Extra-budgetary (X)* – positions financed through voluntary contributions or extra-budgetary resources other than project funds.
  It may include General Temporary Assistance, temporary or Temporary Assistance for Meetings type-posts in the Professional and higher categories;
- *Mission (M)* – positions in peacekeeping operations funded through peacekeeping budgets or in special political missions, in the
  Field Service and Professional and higher categories;
- *Other (O)* – positions in the General Service or related categories (regardless of funding), except the National Professional Officer category;

Positions

The staffing table manager should fill this field with the Umoja post

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number.

Employee Being Replaced

The name of the regular incumbent who is being replaced should be entered here unless it is not applicable (e.g. for new positions).

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Evaluation Criteria

The Evaluation Criteria are the criteria against which applicants are screened, evaluated and assessed. The following fields provides guidance on how to complete each field in this section **TIPS Tip 2.3**.

Expand each item for a description:

Years of Work Experience (mandatory)

This field indicates the minimum number of years of work experience required for the position. It should be filled out in accordance with organizational standards regarding the number of years of work experience required for each level, as prescribed in **Annex I** of this manual.

The *Required* checkbox must be marked to invoke automated screening of applicants (see **Chapter 4** of this manual).

Field of Work (mandatory)

This field can be filled by the hiring manager or the staffing table manager. It reflects the applicable field of work (e.g. Economists, Jurists). This should match the Common Classification of Occupational Groups (CCOG) code from the approved classification document. More than one field of work may be added. If the field of work cannot be found, *1P* (Professional, managerial and technical specialists for which no job family exists) should be selected.

Area of Speciality

This field can be filled by the hiring manager or the staffing table manager. It reflects the area of speciality within *Field of Work*. If *1P* is selected, this field should be blank.

Job-Fit Questionnaire (JFQ) (mandatory)

The JFQ includes customizable pre-screening questions that allow the hiring manager to elicit targeted open text responses from candidates on how they meet the evaluation criteria in the job opening. This information facilitates the evaluation of candidates' eligibility and suitability. The JFQ lists the required and desirable work experience criteria which will be displayed in the job opening (at least 1 "required", maximum 10) **TIPS Tip 2.4**. It also includes up to two

optional custom questions related to the responsibilities, professionalism, education, language, skills, and/or duty station of the position **TIPS** Tip 2.5. After entering the JFQ items, the hiring manager reviews them **TIPS** Tip 2.6 *, then export them to the job posting **TIPS** *Tip 2.7 with the possibility to translate them **TIPS** Tip 2.8.

Candidates who report in the JFQ that they do not meet a required criterion or do not fill in the JFQ for a required criterion are not released to the hiring manager for further assessment.

To use the JFQ tool effectively, the hiring manager is encouraged to liaise with the recruiter to carefully plan the job opening work experience requirements and desirables using a classification base document. The hiring manager should consider how the evaluation criteria may impact the candidate pool (size, diversity) and the envisaged assessments (tests and/or interviews).

For specific consideration of the JFQ custom questions, refer to Annex III.

Optional: Keywords

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

During the screening process, the system will identify the keywords in the work experience/employment section of the applications. The *Keyword Match* score for each applicant will be provided (e.g. 1/5; 2/10) in the job opening's applicant page. Applicants will be allocated one point for each keyword group match. Keywords cannot be changed after the job opening is approved and posted.

Examples of keyword groups:

- Protection of civilians, POC, protecting civilians, protect civilians, protection des civils, PdC, protéger les civils.

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- Managing team, management of team, team management, managed team, team managed, équipe de gestion, direction d' équipe, gestion d'équipe, équipe gérée.

Education/ Minimum Requirement (mandatory)

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

- For positions in the General Service and related categories: High school diploma (HS Diploma).
- For positions in the Professional and higher categories:

Recognised 1st level degree.

The *Required* checkbox should be ticked.

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

This box should remain blank. This is only used for the young professional's programme examination.

Competencies (mandatory)

Professionalism should always be added in addition to two core competencies. For positions with managerial responsibilities, the most relevant managerial competencies should be added: normally two for the P-5, D-1 and D-2 levels and one for other levels with managerial responsibilities. Up to five competencies in total may be selected.

Tick the *Required* checkbox.

Degrees

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

Languages

Basic language requirement

This field reflects the language(s) in which proficiency is required or desirable to perform the job. As a minimum, the applicant must be fluent in one of the United Nations working languages (English or

French). Fluency or knowledge in additional language(s) may be required or desirable depending on the position or the duty station. The *Level of Knowledge* required in this section can be:

- *Fluency* – equals a rating of "fluent" in all four areas (speak, read, write and understand), as indicated by the applicant in the PHP.
- *Knowledge of* – equals a rating of "confident" or "fluent" in at least two of the four areas, as indicated by the applicant in the PHP.
- The *Required* checkbox must be ticked for the required language(s) to invoke automated screening of applicants. or languages that are considered desirable, the *Required* checkbox should not be checked.

Complex language combination

If a job opening requires different language combinations (for example, English or French instead of only English or only French), the hiring manager may utilize the *Complex Language Combination* tool.

A summary of the combination will not appear on the *Evaluation Criteria* page. When this tool is used, there should be no language selected in the main *Languages* section.
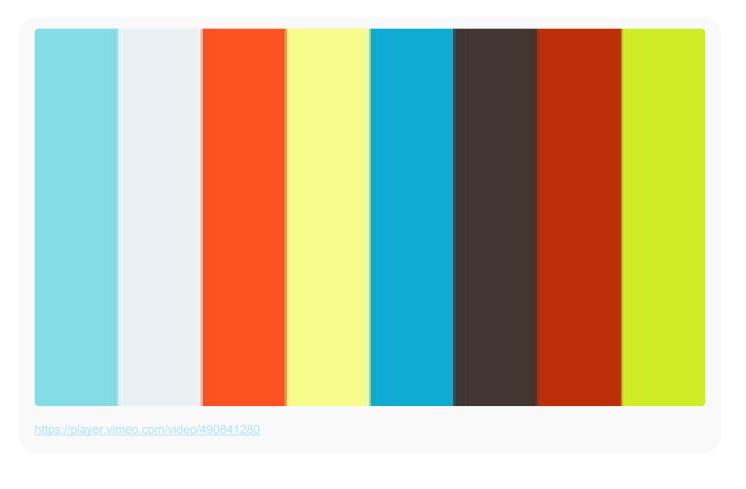
Licences & Certificates

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

Tests or Examinations (mandatory)

This field reflects the assessment methods. *Competency-based interview* should normally be added, and the *Required* checkbox checked for standard requisitions, recruit from roster and D2 level job openings. In case other types of assessments will be conducted, the hiring managers should also add *Other Assessment Method* or the specific assessment type which will be conducted.

> ▶ TIP 2.4: ENTER WORK EXPERIENCE CRITERIA IN THE JOB-FIT QUESTIONNAIRE (FOR HIRING MANAGERS) IN VIDEO

https://player.vimeo.com/video/490841280

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Job Postings

1. The job posting is the text that will be advertised on Careers Portal and *inspira* TIPS Tip 2.9 . It must be aligned with the evaluation criteria and the approved classification document (generic job profile, individually classified or standard job description) or the previously published job opening.
The hiring manager should ensure that the job opening contains the following information:

   a. Posting title and level

   b. Department/office

   c. Organizational settings and reporting line

   d. Responsibilities

   e. Competencies

   f. Education

   g. Work experience

   h. Languages

   i. Assessment methods

   j. Special notice

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

3. The list of commonly used standard clauses can be accessed and downloaded through a link that appears at the top of the *Job Postings* page or through the dropdown menus of each section of the *Job Postings* page. Hiring managers should download the standard clauses on a regular basis as there may be updated language to the standard clauses which will need to be reflected in the job opening.

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Posting Information

Job Postings ⑦

Job Code Title	SENIOR ADMINISTRATIVE ASSISTANT
*Posting Title	SENIOR ADMINISTRATIVE ASSISTANT

Job Descriptions ⑦   ◁ ◁ 1 of 10 ▽ ▷ ▷▷

*Description Type   [Org. Setting and Reporting ▽]   *Description [_____ 🔍]

*Visibility   [Internal and External ▽]

Click image to open expanded view

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

5. In the areas of work experience and languages, mandatory criteria should be indicated as **required**, and any additional criteria which may or may not be applied to shortlist candidates should be indicated as **desirable**.

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

Expand each item for a description:

Work experience

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

Language

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

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

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

Competencies

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

Having chosen the most important competencies, hiring managers must list all standard indicators for each competency. Indicators related to subject matter expertise and knowledge may be added as part of the core value of professionalism. The indicator for gender should always be included under professionalism, except for the P-5, D-1 and D-2 level job openings in which the indicator should be added under the competency of leadership, if it is included.

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Submitting Job Requests to Staffing Table Managers

1. After the hiring managers have completed the pages for *Job Details*, *Evaluation Criteria* and *Job Postings*, they should submit the job request to the staffing table managers for review and submission to the recruiter

    TIPS **Tips 2.10** and **2.11**, and inform the staffing table managers.

2. The request will be routed to the staffing table managers of the hiring manager's entity based on the business unit chosen in the job request. The staffing table managers are in executive offices and local human resources and administrative offices.

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Review of the Job Request by Staffing Table Managers

The staffing table managers should review all aspects of the request before approving and submitting the job opening for advertisement ![TIPS]Tip 2.12:

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

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Approve or Deny Job Requests

The staffing table manager may approve or deny a job request [TIPS] Tip 2.12 . If the request is approved, the job opening will be routed to the senior recruiter for further review and approval. Denying the job request will send it back to the hiring manager.

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Chapter 3: Approving Job Openings

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

The following topics provide more information on approving or deny job requests, review of the job details and evaluation criteria by the CRB:

APPROVE, PUSH BACK OR DENY JOB REQUESTS

REVIEW OF THE JOB DETAILS

REVIEW OF EVALUATION CRITERIA AND JOB POSTING

REVIEW OF EVALUATION CRITERIA BY THE CENTRAL REVIEW BODIES

TRANSLATION IN ENGLISH OR FRENCH

PUBLISHING JOB OPENINGS

HR HANDBOOK

KNOWLEDGE GATEWAY

TRAINING

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Approve, Push Back or Deny Job Requests

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

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Review of the Job Details

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

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Review of Evaluation Criteria and Job Posting

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

2. If a job opening is based on an individually classified job description, the Central Review Bodies (CRB) will review the evaluation criteria following the preliminary review of the recruiters. The recruiters route these job openings to the central review bodies for approval **TIPS Tip 3.4**.

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

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Review of Evaluation Criteria by the Central Review Bodies

1. The central review bodies review the evaluation criteria of a job opening created on the basis of a job description. The central review body members may submit a recommendation or request for clarification as necessary and provide comments [TIPS]Tip [3.6](#).

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

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Translation in English or French

Following the review of the job opening, the recruiter will coordinate the translation of the job posting for positions in the Professional and higher categories in French if the original text is in English or in English if the original text is in French **TIPS** **Tip 3.7**.

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Publishing Job Openings

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

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Chapter 4: Screening Applications

1. Applications are automatically pre-screened by the system to determine whether they meet the minimum requirements of the job openings. The screening occurs through the application of screening rules based on the eligibility requirements in the Staff Regulations and Rules and administrative issuances including h4. Staff Selection System – **ST/AI/2010/3** and the evaluation criteria of the job opening. Applicants rejected through this process are not eligible to be considered. Some screening may require the recruiters manual review, called **HR Assessment**.

2. Applicants will have the following status during the screening stage **TIPS** **Tip 4.1**:

Screening stage status

Expand each item for a description:

Applied

The applicant has applied but is awaiting the automated screening to be executed.

Screen

The applicant has passed all the screening rules and has been released to the hiring manager.

Reject

The applicant did not pass at least one of the eligibility screening rules, checked *I do not meet this criterion* for a required criterion or an eliminatory custom question in the job fit questionnaire, or failed to answer a required question or an eliminatory custom question in the job fit questionnaire. These candidates are not released to the hiring manager for assessment.

HR Assessment Required

The recruiter's manual review is required before releasing the application to the hiring manager.

Wdraw App

The applicant withdrew his or her application.

The following topics provide more information on screening applications:

AUTOMATED SCREENING RULES

SCREENING BASED ON MANDATORY QUESTIONS RELATED TO INTEGRITY AND PERFORMANCE STANDARDS

HR ASSESSMENT

CHANGING DISPOSITIONS AFTER HR ASSESSMENT

COMPLETING THE HR ASSESSMENT

HR HANDBOOK

KNOWLEDGE GATEWAY

TRAINING

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Automated Screening Rules

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

Click on each tile for more information:

Age	Level	Academics	Experience	JFQ Responses

Former UN Staff Members	National Professional Officer Positions	Consultants, Individual Contractors, Interns and Gratis Personnel	GS Applying to P and Above	Family Relationship

Lateral Moves	Language Staff applying to non-language post	Criminal Record, Human Rights, or Humanitarian Law Violation	FS Applying to P Positions	Temporary Appointee Applying to Current Job

Sexual Exploitation and Abuse	YPP 2 Year Initial Assignment	Workplace Investigation, Disciplinary Process

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

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

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

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Screening Based on Mandatory Questions Related to Integrity and Performance Standards

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

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Crimes or Violation of Human Rights or Humanitarian Laws

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

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Sexual Exploitation and Abuse

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

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Workplace Disciplinary Processes or Investigations

Serving UN Secretariat staff members are asked to state if they have been issued a disciplinary or administrative measure, and if so, to provide details. Staff members are not screened out for truthfully reflecting previously issued measures. Other applicants are asked whether they have been subject to a workplace disciplinary process, workplace investigation or similar processes. Those who indicate that they have been subject to these processes are automatically screened out, unless they indicate that they have been formally notified that the case was closed, or the allegations were not established.

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HR Assessment

1. Recruiters should conduct HR assessment throughout the posting period [TIPS]Tip 4.3. A list of applicants who have been flagged for HR assessment can be generated from *inspira* [TIPS]Tip 4.4. The applicants under HR assessment should be released within **five days** after the end of the posting period.

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

Age

UN staff members who are younger than 18 years of age will be sent to HR assessment for further analysis on how the staff member was appointed previously.

Level

UN Secretariat staff members will be marked for HR assessment if they:

- apply with an external account or
- reference information in Umoja is not available.

Staff members whose level is not one level lower than, equal to or one level higher than the job opening will be marked for HR assessment.

For determination of eligibility per job opening level, refer to **Annex II**.

Staff members on temporary promotion in a mission who appear to have served in the mission for less than 12 continuous months are marked for HR assessment. Only those with 12 continuous months of service are eligible for job openings two levels higher than their original grade.

Former UN S/M – Separation reasons for former UN staff members

A former staff member of the UN system who has been previously dismissed or separated for misconduct, abandonment of post or who

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has retired after reaching his or her mandatory age of separation is not eligible for consideration. In addition, applicants from a UN system organization who have separated following a mutually agreed termination, unless otherwise specified in the agreement, are ineligible for re-employment for a period of three years following their separation. To support this review, *inspira* marks for HR assessment all former staff members from the UN system who have indicated in their PHPs that the reason for separation was not "end of contract," "resignation" or "appointment expiration."

Fam. Rel – Family relationships

A current staff member applying to a job opening who has indicated to have a family member (siblings, children, parents, step-siblings, step-children or step parents), other than a spouse, working in the Secretariat is marked for HR assessment. In these cases, manual review will be required to further investigate whether the staff members and their family members were:

- legitimately selected or appointed before 1 July 2009 and have been continuously employed by the Secretariat; or
- selected and appointed after that date but were appointed because they did not provide the requisite family relationship information.

The latter may result in a finding of facts anterior to the appointment.

Family relationship issues are complex, and may require in-depth review on a case-by-case basis for these specific relationships taking into account the prior dependency status of such "family members". Policy advice may be sought in complicated situations.

Lateral moves – Promotion to P-5 positions

For consideration for positions at the P-5 level, staff members at the P-4 or FS-7 level (including staff members on SPA at P-5 level), other than staff members holding a temporary appointment, are marked for HR assessment. A count of lateral moves in Umoja is required in these cases.

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Lang staff to Non-lang JO – Language staff member applying to non-language positions

A language staff member in the Professional and higher categories should have served at least five years in language positions before applying for non language positions. When the requirement is not met, the staff members are marked for HR assessment.

Criminal Record

Applicants who have indicated to have been convicted of or prosecuted for any criminal offence or involved by act or omission in the commission of any violation of international human rights law or international humanitarian law, will be marked for HR assessment. The details should be reviewed by the senior recruiter for determination.

FS applying to P positions – Staff members in the Field Service category applying to Professional positions

A staff member at the FS-6 and FS-7 in the Field Service category who applies to a Professional category position and who may be a staff member in the General Service and related categories on a field assignment is marked for HR assessment. No staff member who holds a lien to a position in the General Service and related categories should be screened in.

Temp Applying to Current Job – Serving staff member holding a temporary appointment applying to the same department

Staff members holding a temporary appointment applying to a position in the same department or office as their current position which are not in a peacekeeping or special political mission are marked for HR assessment. Such staff are not eligible to apply or be appointed to the same position within six months of the end of their service on the same position.

YPP 2 yr – 2-year minimum service requirement in the position of initial assignment for the young professionals programme

Young professionals programme staff members (as identified in Umoja with the YPP flag) who may not have not completed two years

of initial assignment are marked for HR assessment. Such staff members who have not fulfilled the mandatory two-year initial assignment period in the position of their young professionals programme placement are not eligible to apply for any other positions.

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

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Changing Dispositions after HR Assessment

For each applicant under HR Assessment, the recruiter must change the disposition status to *Screen* or *Reject*. The disposition of the applicants should be changed to *Screen* if they are determined eligible for the job opening. If the applicants are not eligible, the disposition should be changed to *Reject* with the applicable reason 📋**TIPS Tip 4.7**.

Applicants marked as *Screen* are released for the hiring managers' review.

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Completing HR Assessment

1. HR assessment should be concluded within **five days** after the job posting period has ended. The recruiters should notify the hiring manager that the eligible applicants have been released for evaluation and assessment TIPS [Tip 4.8](#).

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

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Chapter 5: Priority consideration and selection of downsized staff members

- [Applications of Downsized Staff members](#)
- [Identifying downsized staff members that have applied to a job opening](#)
- [Consideration of downsized staff members](#)
- [Selection of downsized staff members](#)

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Applications of Downsized Staff members

1. In accordance with **ST/AI/2023/1**, 'Downsizing or restructuring resulting in termination of appointments', staff members holding a permanent, continuing, or fixed-term appointment without limitation who have been informed that their appointment will be terminated prior to the expiration date ("downsized staff members") shall be considered **before any other candidates** when they apply for job openings or temporary job openings **at their category and level or one level below**.

2. Human Resources in the entity that is undergoing downsizing or restructuring will ensure that the staff member has been marked for **priority consideration** for the designated period in *inspira*.

3. The period of priority consideration for downsized applicants is detailed in **ST/AI/2023/1**, section 5:

   a. one month counted from the date of notification of termination for staff members on fixed-term appointments; and

   b. three months counted from the date of notification of termination for staff members on permanent or continuing appointments.

4. Priority consideration for the downsized staff member will also be required If the staff member had applied for a job opening prior to receiving the notification of termination and the posting period for the job opening is still open at the time the staff member receives the notification of termination.

5. In addition, when a downsized staff member is selected for a temporary job opening during the period of priority consideration, they will continue to receive priority consideration for the entire duration of the temporary assignment.

6. Downsized staff members receive selection priority according to appointment type:

Appointment Type	Downsized SM Priority
Permanent	1
Continuing	2
Fixed-Term (Competitive)*	3
Fixed-Term	4

*Two-year fixed-term after recruitment through competitive examinations for a career

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appointment.

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Identifying downsized staff members that have applied to a job opening

1. The hiring team for a job opening (i.e., hiring manager and HR recruiter) will receive an email notification in their UN email account when a downsized staff member has applied to the posted job opening. The notification will indicate the Job Opening ID and instruct the hiring manager to conduct the suitability review for the downsized staff member **on a priority basis**.

2. When the hiring manager logs into inspira to manage the job opening, the downsizing "priority consideration" value will be shown for the downsized staff member under the *Downsized SM Priority* field.

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Consideration of downsized staff members

1. Hiring managers must review the downsized staff members for suitability **against the required criteria only**. Applied desirable work experience criteria, non-eliminatory custom questions and desirable job-specific qualifications as described in the **Preliminary Evaluation** chapter may not be used to determine a shortlist or longlist of candidates.

2. Hiring managers may either conduct a desk review or administer a non-competitive assessment to determine whether the downsized staff member(s) meet(s) the required criteria of the job opening. Downsized staff members cannot be reviewed against any of the desirable criteria to determine suitability. If assessments are used to determine suitability, they will be scored on a pass or fail basis. When there is more than one downsized staff member among the list of applicants, there will be no ranking of candidates based on overall scores.

3. If the downsized staff member is suitable for the position as assessed against the requirements of the job opening, the hiring manger must recommend the staff member for selection and change the disposition in inspira to *Recommended*. **inspira TIPS Tip 5.1**.

4. The recommendation of downsized staff member candidates does not require assessment and review by a central review body. Therefore, when a downsized staff member is recommended for selection, the recruitment will not result in the staff member, nor any other candidates being placed on the roster.

5. A downsized staff member may only be *Not Recommended* if they are not suitable because they do not meet one or more of the listed requirements in the job opening. **inspira TIPS Tip 5.2**.

6. Prior to considering any other candidate in accordance with the staff selection system, **hiring managers are required to document in writing** those requirements of the job opening or temporary job opening, which, in their assessment, the downsized applicant failed to meet and to retain any supporting documentation that justifies their decision making. **inspira TIPS Tip 5.3**

7. Hiring managers can proceed with the assessment of other candidates only if there are no suitable downsized staff members.

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Selection of downsized staff members

1. The recruiter prepares the job opening for the head of entity to make the selection decision of the downsized staff member. **[inspira TIPS]Tip 5.4**.

2. If there is one suitable and recommended downsized staff member, that staff member shall be selected.

3. If there is more than one suitable and recommended downsized staff member, the downsized staff member with the highest priority value shall be selected.

4. If there is more than one downsized staff member with the same priority value, due regard will be given to competence, integrity and length of service. If the position is subject to geographical distribution, due regard shall also be given to the nationality of the downsized staff members with less than 5 years of service or who have changed their nationality within the preceding 5 years.

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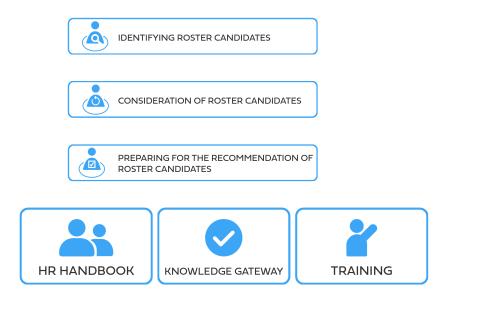
Chapter 6: Recommending Roster Candidates

The following topics provide more information on roster candidates:

IDENTIFYING ROSTER CANDIDATES

CONSIDERATION OF ROSTER CANDIDATES

PREPARING FOR THE RECOMMENDATION OF ROSTER CANDIDATES

HR HANDBOOK

KNOWLEDGE GATEWAY

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Identifying Roster Candidates

1. Following the end of the posting period of a job opening for a position up to the D-1 level, *if there is no downsized staff member that has applied to that job opening*, hiring manager may immediately recommend the selection of eligible roster candidates, who have applied to the job opening, to the head of entity. Roster candidates at all levels appear with the following marks under the *RM* column, as explained below:

Acct. Type	Int?	Application	View/Print PHP	RM	Gender	Nationality
Employee		🖻	🖨	RM	Female	Afghanistan
Employee		🖻	🖨	RM	Male	Australia
Employee		🖻	🖨	RM	Male	Germany
Employee		🖻	🖨	RM	Male	Ecuador
Employee		🖻	🖨	RM	Male	Belgium

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

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

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Consideration of Roster Candidates

1. The recommendation of roster candidates does not require preliminary evaluation, assessment and review by a Central Review Body (CRB). However, hiring manager should ensure that the roster candidates meet the requirements of the job opening for which they are recommended. Prior to making a recommendation from the roster, hiring managers should give due consideration to all roster candidates whose applications have been released for review. It is recommended to maintain the records of such consideration as staff selection decisions may be contested through the administration of justice system. Please note when a roster candidate is recommended without submission of the job opening to the central review body, the recruitment will not result in any other candidates being placed on the roster.

2. Although the recommendation of roster candidates does not require preliminary evaluation, assessment and review by a central review body, the hiring manager may choose to consider and assess roster candidates through the same procedures as other applicants (including tests, CBI, etc.). If the hiring manager wishes to recommend roster candidates for selection during or after the evaluation and assessment phase, s/he may do so without submission of the job opening to the central review bodies. If s/he submits the job opening to the central review bodies after the evaluation and assessment process, and the process is endorsed, the other recommended candidates will be placed on the roster.

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

4. In all selections, the official with selection authority should be mindful of **Staff Rule 9.6(e)** on termination for abolition of posts and reduction of staff, and the order of retention, and the requirements of **ST/AI/1999/9**.

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Preparing for the Recommendation of Roster Candidates

1. Once the decision is made to recommend roster candidates, the hiring manager changes the status of the candidate **TIPS Tip 6.1**, and advises the recruiter.

2. The recruiters should ensure that the recommended roster candidate has a roster mark in *inspira*, and the *Status Matrix* for the recommended roster candidate is updated **TIPS Tip 6.2**.

3. After the review, the recruiters change the status of the job opening to *No CRB / SRG Required* and inform the hiring manager and staffing table manager via e-mail that the head of entity may proceed with the roster selection **TIPS Tip 6.3**.

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Chapter 7: Preliminary Evaluation

Once job openings are published, the evaluation of applicants can be conducted on a rolling basis as applications are released, even during the job opening posting period, based on the pre-established evaluation criteria of the job opening. This helps to maximize efficiency and reduce recruitment timelines. Hiring managers are encouraged to complete the preliminary evaluation in less than **20 days** starting from the job opening end of posting date. Further assessments, such as written tests and/or competency-based interviews, may only be conducted after the end of the posting period.

The following topics provide more information on objectives of the preliminary evaluation, methodology to conduct the preliminary evaluation and evaluating work experience and language proficiency:

OBJECTIVES OF THE PRELIMINARY EVALUATION

DISPOSITION DEFINITIONS: NOT SUITABLE, LONG LIST, REMAIN IN LONG LIST, SHORT LIST

METHODOLOGY TO CONDUCT THE PRELIMINARY EVALUATION

EVALUATING ACADEMIC QUALIFICATIONS

EVALUATING WORK EXPERIENCE AND THE ANSWERS TO THE JOB-FIT QUESTIONNAIRE

EVALUATING LANGUAGE PROFICIENCY

EVALUATION TOOLS

OPTIONS FOR PRELIMINARY EVALUATION

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Objectives of the Preliminary Evaluation

1. The hiring managers evaluate all candidates released to them and prepare a short list of those who appear most qualified for the job opening based on a review of their documentation. During the preliminary evaluation process, the hiring managers review each applicant depending on their academic qualifications, their language proficiency and their responses to the *Job-Fit Questionnaire* items (work experience and custom questions).

2. The hiring manager should give full and fair consideration to each candidate based on a review of their documentation before making a final decision on the candidates' disposition.

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Disposition Definitions: Not Suitable, Long List, Remain in Long List, Short List

1. Applicants are given the following dispositions following evaluation:

Expand each item for a description:

Not Suitable

These applicants do not meet one or more required evaluation criteria of the job opening for academics, experience or language. Applicants who do not meet the condition of the eliminatory custom questions in the *Job-Fit Questionnaire* are marked *Not Suitable* as well.

The following applicants for the General Service and related category positions should also be marked *Not Suitable*, and given an unsatisfactory rating in the *Test* column, and the specific reason in the comments, using the legacy inspira tool. **TIPS** **Tip 7.6**

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

Long List

Applicants who meet all required evaluation criteria of the job opening for academics, experience and language, including any eliminatory custom questions. From the *Long List*, applicants who meet the applied desirable criteria and applied non-eliminatory custom questions should be moved to the *Short List*.

If the job opening includes no desirable criteria nor non-eliminatory custom questions or none is applied, the applicants who meet the required evaluation criteria and eliminatory custom questions should be placed on the *Short List* rather than on the *Long List*. This may be done from the outset of the preliminary evaluation process (i.e. no *Long List* is created) or after the *Long List* is created.
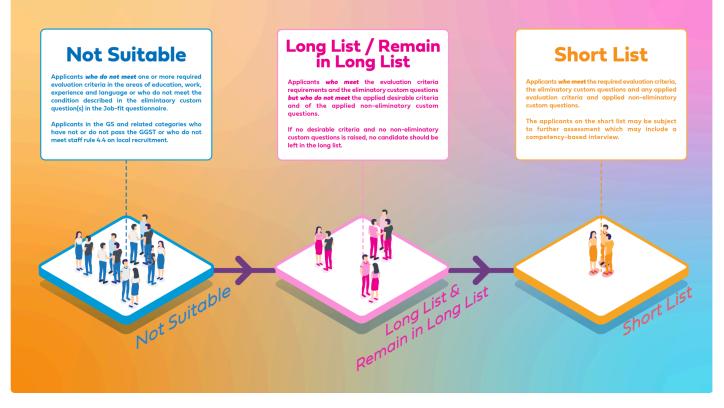
Remain in Long List

At the time of applying the desirable criteria and non-eliminatory custom question, the hiring managers may choose to use this

disposition to mark applicants who will not be moved to the *Short List* for further assessment. This disposition provides an option for flagging those who will remain on the *Long List*.

Short List

These applicants meet the required evaluation criteria, the eliminatory custom questions, and any applied desirable evaluation criteria and applied non-eliminatory custom questions. The applicants on the *Short List* may be subject to further assessment as detailed in the chapter on [assessments](#)..

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Methodology to Conduct the Preliminary Evaluation

1. The hiring managers should first establish the methodology to fairly and consistently conduct the preliminary evaluation and assign disposition statuses. Before starting the screening process, hiring managers should decide which, if any, of the desirable education, work experience, language criteria, and/or non-eliminatory custom questions will be invoked/applied to create a short list of candidates.

2. Different approaches to the preliminary evaluation process may be taken:

   a. Mark candidates as *Not Suitable* and create a *Long List* by applying only the required criteria and the eliminatory custom questions, OR

   b. Mark candidates as *Not Suitable* and create *Long List* and *Short List* by applying or invoking one or more desirable criteria in the job opening and/or the non-eliminatory custom questions.

3. Then, the hiring managers change the dispositions of the released applicants from *Screen* to *Not Suitable*, *Long List*, *Remain in Long List* or *Short List*. After all released candidates have been reviewed, if the resulting short list lacks size or diversity, the hiring managers may consider changing the number of invoked desirable criteria and non-eliminatory custom questions. The hiring manager is required to document the desirable criteria and non-eliminatory custom questions that were applied/invoked in the *Transmittal Memo* for review by the recruiter and members of the Central Review Bodies (CRB).

4. There are two options to conduct the preliminary evaluation – the *Candidate Summary* tool and
   the legacy *inspira* tool. Instructions for both options are described later in this chapter.

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Evaluating Academic Qualifications

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

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

   I certify that my education qualification was not recognized as a degree, but I have been granted an amnesty to apply and be considered and selected for positions at my current personal grade according to
   Section 6.4 of **ST/AI/2018/5** on listing and recognition of academic degrees. In my applications, I will attach a copy of the decision to grant the amnesty in the *Cover letter & Attachments* tab.

   This means the staff members are deemed to meet the minimum education requirement for their current level and category.

3. I cannot find my university or degree, but the UN has recognized my degree at the level I have specified in this application (Attach a copy of the decision in the *Cover letter & Attachments* tab).

   This means the applicants have been advised by the UN that their degree is recognized at that level.

4. I cannot find my university or degree but I certify that

   a. this degree was conferred by an institution which was accredited to issue such a degree by the competent national authorities of the country where the institution was based; and that

   b. at the time of its conferral, this degree was recognized as being at the level I have specified in this application by the competent national authorities of the

country where the degree issuing institution was based.

This means the applicants are confident that their degree is issued by an institution accredited to issue it.

5. The degree is pending accreditation review pursuant to **Sections 4.2** to **4.5** of ST/AI/ 2018/5 on listing and recognition of academic degrees.

    This means the staff members have requested for a review of their degree to the Executive Office or local human resources office, and no decision has been made yet.

6. Academic qualifications are generally verified through the reference verification process.

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Evaluating Work Experience and the Answers to the Job-Fit Questionnaire

1. The hiring managers are responsible for reviewing the documentation of applicants who are released to them, including the Job-Fit Questionnaire answers (work experience and custom questions). Those answers and the content of the PHPs help the hiring managers to identify applicants who meet the minimum work experience requirement as specified in **Annex I**.

2. The applicants' responses to the Job-Fit Questionnaire appear both at the end of each applicant's PHP and in each applicant's candidate summary (see the part below on the *Candidate Summary* tool).

3. **(Optional)** Hiring managers may generate an Excel file with the list of applicants and separate columns for each work experience criterion identified and for each custom question if any. The Excel file will indicate at the top of the column the language/text entered by the hiring managers and whether the criterion is required/eliminatory or desirable/non-eliminatory. This tool helps hiring managers to record evaluation results offline. Hiring managers can easily identify applicants who meet the requirements and applicable desirable criteria and non-eliminatory custom questions using filters **TIPS Tip 7.9**.

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Evaluating Language Proficiency

Job openings generally list language proficiency levels as *Fluent* or *Knowledge of*. *Knowledge of* is generally considered to be working knowledge of a language. Applicants are released to the hiring managers only if they meet the language proficiency requirements listed in the job opening, as specified by the applicants in their PHPs. Applicants indicate their language proficiency level in the four specific areas of *Reading*, *Speaking*, *Understanding* and *Writing*.

To be considered fluent in a language, the proficiency level in all four specified areas must be *Fluent*. To be considered to have *Knowledge of* (or working knowledge), the proficiency level in at least two out of the four specified areas must be *Confident* or *Fluent*. *inspira* pre-screens candidates for any required language criteria in the job opening in keeping with the candidate responses in their application. If a hiring manager decides to apply/invoke a desirable language criterion, he/she should review applications individually using the standards described above.

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Evaluation Tools

Downloading PHPs in batches

Hiring managers may download up to 100 PHPs at once, using either the legacy *inspira* tool **TIPS Tip 7.10** or the *Candidate Summary* tool **TIPS Tip 7.2**.

Lists of applicants with roster, gender and nationality information

Hiring manager may generate reports, such as a list of all candidates in Excel **TIPS Tip 7.11**. Hiring managers may utilize the list for the Global General Service Test, explained next, if contact information is necessary.

Lists of applicants for the Global General Service Test

The *Download GGST Request Form* tool may be used to generate an Excel file containing applicants' information **TIPS Tip 7.12**. This will provide the telephone number, permanent and current address, e-mail address and nationality of applicants. For positions in the General Service and related categories that require passing the Global General Service Test (GGST), the hiring managers or staffing table managers should use this form as a template.
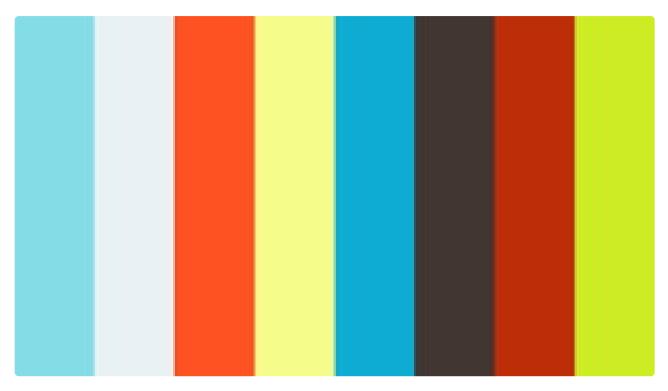
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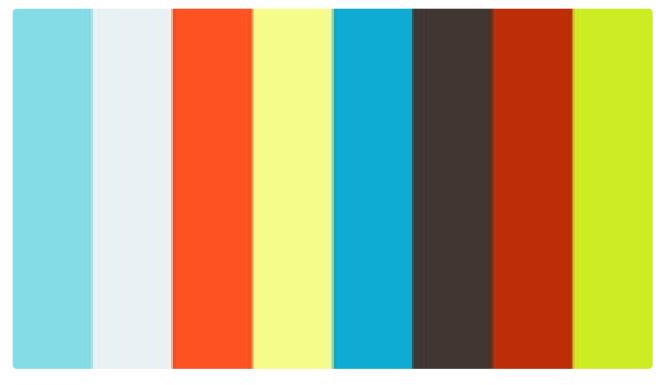
Options for Preliminary Evaluation

First option: the Candidate Summary tool
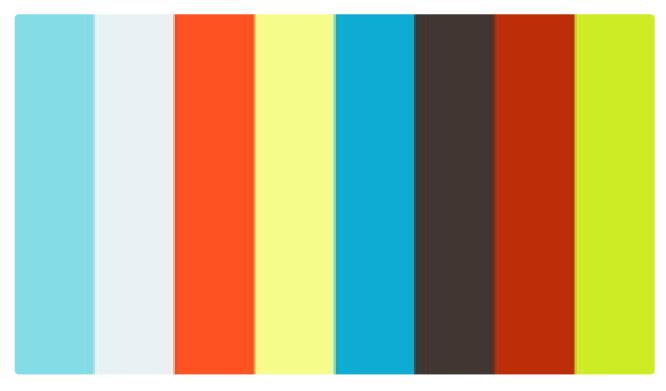
1. The *Candidate Summary* tool facilitates the evaluation of the released candidates and records the overall results of the preliminary evaluation into dispositions (*Not Suitable*/*Long List*/*Short List*) with just one click.

2. For each applicant released to the hiring managers, it displays a summary of key data from the PHP and responses to the *Job-Fit Questionnaire* in one page and includes a link to the full PHP and to the job posting.

3. The analytics dashboard provides an immediate graphic summary of geographic and gender distribution according to dispositions.

4. It helps to reduce unconscious bias during the preliminary evaluation by hiding candidates' names to increase the diversity of the shortlist.

5. After accessing the *Candidate Summary* landing page **TIPS** Tip 7.1, hiring managers review each candidate summary **TIPS** Tip 7.2, conduct the preliminary evaluation of each applicant **TIPS** Tip 7.3 and review the analytics dashboard **TIPS** Tip 7.4.

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https://player.vimeo.com/video/490843928

https://player.vimeo.com/video/490846497

Second option: the legacy *inspira* tool

1. The legacy *inspira* tool, accessible through the landing page of the job opening, allows hiring managers to change the disposition of each released candidate through various

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steps. The legacy *inspira* tool does not present a summary of candidates' key information.

2. The hiring managers have to open the PHPs of all applicants released to them to review their profile and to access their answers to the *Job-Fit Questionnaire* which are displayed at the end of each applicant's PHP.

3. As with the *Candidate Summary* tool, the legacy *inspira* option allows the hiring managers to change the dispositions of candidates without recording ratings or comments functionality **TIPS****Tip 7.5**.

4. Hiring managers may choose to leave specific evaluation rating for each area of academic, work experience and language or leave comments **TIPS****Tip 7.6**. This may also be done offline using an Excel template **TIPS****Tip 7.7**.
Hiring managers deciding to leave specific rating should do so consistently for the applicants to the same job opening. Ratings and comments are required according to the steps in paragraph 1
in **Methodology to Conduct the Preliminary Evaluation** to easily distinguish candidates who are not eligible for consideration on the basis of the Global General Service Test (GGST) and local recruitment principle.

5. Hiring managers may view the details of the preliminary evaluation including the date, the recording hiring manager, and the disposition, ratings and comments **TIPS****Tip 7.8**.

6. Hiring managers may utilize the *Applicant Search* tool to find applicants based on different search elements, such as language proficiency levels or specific keywords used by the applicant in the application. Hiring managers wishing to find applications with certain keywords may enter them in the *Keyword* search box. The result of the search will provide all applicants who have used the keyword in their application in the cover letter or work experience sections of their PHP. The search will only render results which match the exact keywords specified by hiring managers.

For example, searching Political Affairs will render the results where the two words appear together consecutively in the exact sequence. The hiring manager may download the list of applicants **TIPS****Tip 7.13**. Currently, it is not possible to search by criteria related to member states' geographical representation status, troop/police contributing status and UN employment status (internal vs. external).

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Chapter 8: Assessments

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

The following topics provide more information on assessment panel, inviting applicants for assessment, competency-based interview and finalizing and recording results for competency-based interviews:

ASSESSMENT PANEL

INVITING APPLICANTS FOR ASSESSMENT

ASSESSMENT OTHER THAN COMPETENCY-BASED INTERVIEWS

COMPETENCY-BASED INTERVIEWS

FINALIZING AND RECORDING ASSESSMENT RESULTS

FINALIZING AND RECORDING RESULTS FOR ASSESSMENTS OTHER THAN COMPETENCY-BASED INTERVIEWS

FINALIZING AND RECORDING RESULTS FOR COMPETENCY-BASED INTERVIEWS

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Assessment Panel

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

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

3. The hiring manager, who is usually part of the assessment panel, should ensure that the requirements for assessment panel composition in h4. Staff Selection System – **ST/AI/ 2010/3** are met. The names of all panel members must be updated in the hiring team details of the job opening **TIPS Tip 8.1**. The assessment panel normally comprises the same members throughout the evaluation process. However, the panel membership may differ between assessments (e.g., technical experts may grade the written assessment, while other members conduct CBI). There may also be instances where for reasons of availability of panel members, or conflict of interest, panel membership must be adjusted. The hiring manager must in all cases ensure consistency in process and equitable treatment of candidates, and document any variations or substitutions.

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Inviting Applicants for Assessment

1. Applicants are normally invited for assessments using e-mail or the *Send Correspondence* function in

   inspira with a minimum of **five days** notice **TIPS** Tip 8.2. Applicants should be informed about the date, time, location (if any), duration and method of the assessment, and should confirm receipt of the invitation.

2. Applicants who do not respond to the invitation as required, cannot be reached by phone or do not participate in an assessment may be disqualified by creating a final assessment record with the disposition of *Not Recommended* **TIPS** Tip 8.3.

The hiring managers should exercise their discretion in accommodating applicants, particularly those in field operations or developing countries without stable internet connection. In any case, it is not required to give applicants more than **five days** notice.

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Assessments Other than Competency-Based Interviews

1. Assessments may test the cognitive abilities, situational judgement, personality, integrity, substantive or technical knowledge and skills, communication or drafting skills, language proficiency or any other areas relevant to the evaluation criteria of the job opening. Any assessment methodologies or techniques may be used including assessment centres. Assessments should be designed to avoid any gender, cultural or geographical bias in the recruitment outcomes.

2. Assessments other than CBI interviews (e.g. written tests) should normally occur after preliminary evaluation. However, for operational reasons (e.g. high volume of candidates screened in for manual assessment), the Hiring Manager may decide to administer an initial assessment to all candidates screened in (candidates at "screen disposition") to reduce the number of candidates requiring preliminary evaluation. If an entity would like to pursue this approach, it is recommended to document and report this decision to BTA as an exception to the ordering of preliminary evaluation and other assessments suggested in in ST/AI/2010/3 paragraphs 7.4 and 7.5 and inform candidates that it is a screening test and applications will be subject to further eligibility review.

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

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

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

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

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

   d. Once all discrepancies are resolved, the moderator can reveal the names of the

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successful applicants who achieved the passing score. The passing score may be determined by the assessment panel members once the assessments have been marked.

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Competency-Based Interviews

1. Assessments may include CBI which is an assessment conducted on the competencies listed in the job opening, and the preferred modality for interviews in the Secretariat. The shortlisted applicants or a smaller group of applicants who passed one or more preceding assessments, if any, are invited to the interview. In duty stations where CBI training for the interviewers is offered or available remotely, all panel members should have taken the training. Depending on the location of the applicant and availability of communication methodologies, a mix of in-person, video or phone interviews may occur while ensuring that interviews are conducted in a consistent manner as much as operationally possible.

2. Through the CBI, the panel gathers objective evidence from the applicants' past when they had an opportunity to demonstrate all the competency indicators specified in the job opening. The panel uses behavioural questions to specifically ask applicants how they handled or addressed a situation or task. For at least one of the competencies, the panel should ask for both positive and negative examples. Appraisal and comparison questions may also be utilized.

Types of questions used during CBI:

- **Behavioural**
    - Give me an example of…
    - Please describe a situation when you had to… and how did you go about it?
- **Appraisal**
    - What was the feedback you received from your team members?
    - What feedback did you receive about your role in this project?
- **Comparison**
    - In relation to leadership specifically, what makes you stand out as compared to others around you?
    - Which of your previous experiences working in a team was the best as compared to others, and why?
- **Probing/follow-up**
    - What happened next?
    - What were your specific responsibilities in the team?

3. Hiring managers and panel members should familiarize themselves with the competencies for the position and the competency indicators to prepare relevant

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competency-based interview questions which should be kept confidential until the interviews. The panel should avoid asking generic and untailored questions, which tend to encourage memorized responses that are not useful in objective evaluation.

4.   Except for probing or follow-up questions, the applicants should be asked the same opening question for each competency and be probed to elicit evidence on all indicators of the relevant competency or until the applicant has nothing else to add. The number of additional follow-up or probing questions may vary depending on the applicant's experience and depth of responses. It is recommended that gender be assessed through a separate question.

5.   The applicants should be given equal opportunities to provide responses. Panel members should allocate sufficient time to conduct the interviews. The best practice is to allow **15 minutes** per competency.

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

- • *Outstanding*: The applicant demonstrated all indicators.

- • *Satisfactory*: The applicant demonstrated more than half of the indicators.

- • *Partially Satisfactory*: The applicant demonstrated half or fewer of the indicators.

- • *Unsatisfactory*: The applicant demonstrated none of the indicators.

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Finalizing and Recording Assessment Results

1. Following the assessments, an Assessment Record must be created for the assessed applicants: applicants are either *Recommended* or *Not Recommended* depending on the assessment results. No applicant should remain in the *Short List* disposition.

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

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

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Finalizing and Recording Results for Assessments Other than Competency-Based Interviews

The results of assessments other than the CBI should be recorded as *Test Results* **TIPS** **Tip 8.4**.

The Assessment Record or Test Results may be transcribed in *inspira* in batches **TIPS** **Tip 8.5**. This may also be done by completing an excel template offline and uploading it **TIPS** **Tip 8.6**.
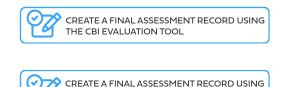
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Finalizing and Recording Results for Competency-Based Interviews

1. After each candidate's interview, panel members should have a discussion to reach consensus on each indicator rating (yes, partially, or no if using the CBI evaluation tool; or outstanding, satisfactory, partially satisfactory, or unsatisfactory if using the legacy *inspira* tool) for each competency and on the overall interview rating, based on the evidence collected during the interview. Then, the mutually agreed ratings (for competency indicators, overall competency ratings, and the overall interview outcome rating) are used by the hiring manager to record the interview evaluation in *inspira*. Any hard copies, electronic templates, and/or other documentation from the interviews should be kept for future possible review purposes.

2. In writing the interview report, the hiring manager is not allowed to compare candidates to each other, to rank candidates or to add information that was not elicited during the interview. Assumptions and speculative language such as seems to, looks like, appears to, or most likely must be avoided. The evaluation record must not contain derogatory or demeaning language concerning applicants.

3. There are two options to finalize and record results for competency-based interviews – the CBI evaluation tool and the legacy *inspira* tool.

CREATE A FINAL ASSESSMENT RECORD USING THE CBI EVALUATION TOOL

CREATE A FINAL ASSESSMENT RECORD USING THE LEGACY INSPIRA TOOL

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Create a Final Assessment Record Using the CBI Evaluation Tool

\# The CBI evaluation tool uses the standard indicators associated with the UN competencies as a methodology for evaluating candidate interview performance. This methodology supports efficient and timely consensus-based decision-making for interview panel members by providing a structure for the discussions, a standardized interview template to record results, and automated tabulation of results to reduce errors.

1. For each indicator under each competency, panel members choose among three ratings according to the evidence collected during the interview. Definitions for indicator-by-indicator assessment follow:

	Pointers	Rating	Justification
Indicators	1	Yes	Candidate demonstrated consistent behaviour to meet the indicator.
	0.5	Partially	Candidate has partially or inconsistently met the indicator.
	0	No	Candidate has rarely met or did not meet the indicator.
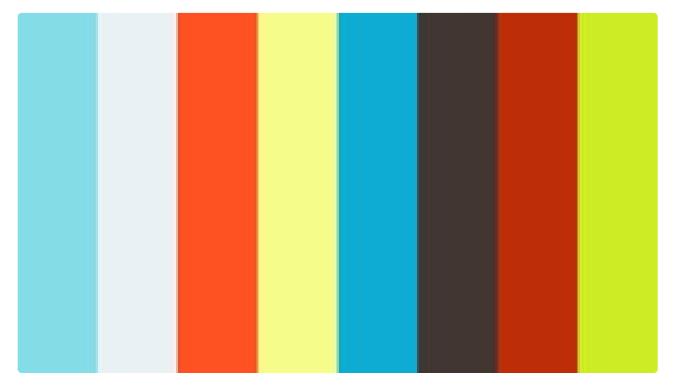
2. In accordance with the Organization's competency framework, all indicators have equal weight. Competencies may have a different number of indicators. To apply a consistent rating, *inspira* automatically assigns points to each indicator as shown in the table above. Then it calculates the overall rating for each competency based on the average of the indicator scores and recommends one of the following ratings: (showing the average of the indicator scores): *Unsatisfactory* (0), *Partially Satisfactory* (=<0.5), *Satisfactory* (>0.5) or *Outstanding* (1). Here is an example of points given to each of the 5 indicators for the competency "Teamwork": 0.5+0.5+0.5+1+1, where the average number of points is 3.5/5=0.7 which corresponds to the rating *Satisfactory* for the competency.

3. Before starting the interviews, panel members may have a discussion to agree on the use of the
Partially Satisfactory rating for the individual indicators. For instance, they may agree to use it when a candidate's answer does not cover all aspects of an indicator that contains multiple statements (e.g. "foresees risks and allow for contingencies when planning") or when there is contradictory evidence on the indicator in another competency.
The *Partially Satisfactory* rating must be based on evidence and should not be used as
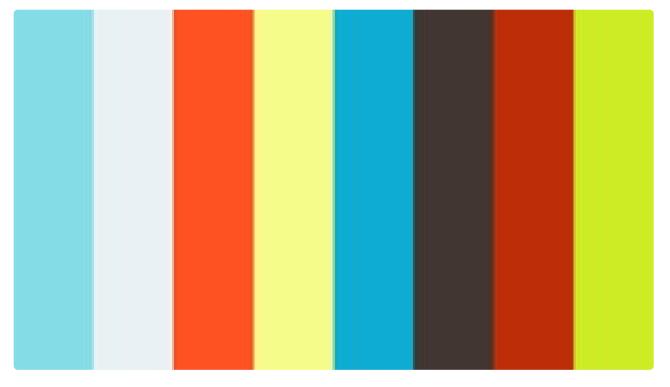
a compromise because the panel cannot decide on a rating of "yes" or "no".

4. After accessing the CBI evaluation tool ⬛TIPS Tip 8.7, hiring managers generate interview templates for panel members to record interview findings ⬛TIPS Tip 8.8. The HM is the only panel member who has access to input the final interview assessment report. ⬛TIPS Tip 8.9 and ⬛TIPS Tip 8.10.
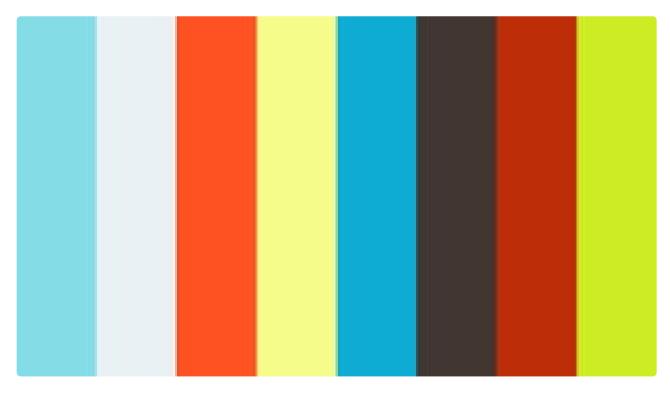
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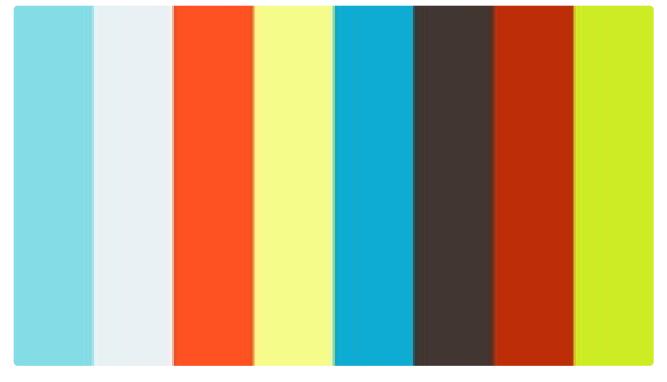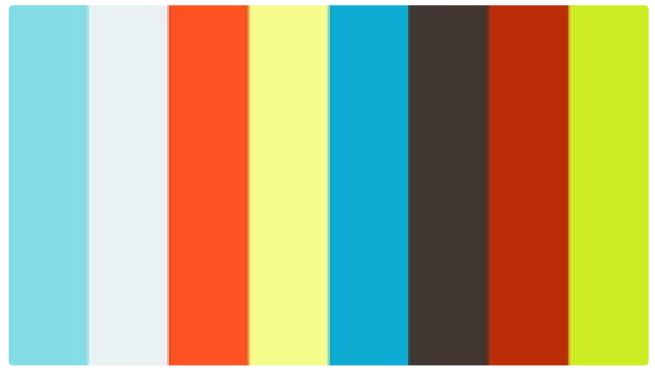
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Create a Final Assessment Record Using the Legacy inspira Tool

1. The legacy interview report module is accessible through the *Manage Applicants* page. This tool allows HMs to record findings with a narrative interview report and does not register outcomes based on standard competency indicators **TIPS Tip 8.11**.

2. Each competency rating is represented by a number: **1** for *Unsatisfactory*, **2** for *Partially Satisfactory*,
   3 for *Satisfactory* and **4** for *Outstanding*. The final rating recorded in *inspira* for each competency is based on the panel's agreed scoring methodology: it may be based on the consensus score of the entire panel based on the definition or the average of the scores given by each member of the panel.

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

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

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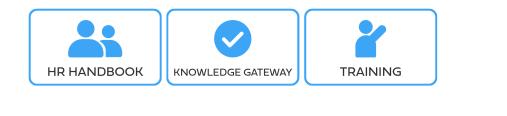
Chapter 9: Preparing for Compliance Review

Unless a recommendation is made to select a roster candidate without submitting the job opening to the central review bodies, as detailed in the Recommending Roster Candidates chapter, the preliminary evaluation and assessment results should be properly documented for the compliance review of the job opening by the review bodies established under **Staff rule 4.15**, and for selection consideration. Submissions to the Senior Review Group for job openings at the D-2 level should be prepared according to the instructions provided by Secretariat of the Senior Review Group.

The following topics provide more information on preparing and submission of the transmittal memo:

- Preparing the Transmittal Memo
- Comparative Analysis Report Review and Final Checks
- Submission of the Transmittal Memo

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Preparing the Transmittal Memo

Hiring managers prepare a transmittal memo providing a summary of the staff selection process for the review by the Central Review Bodies (CRB) **TIPS** **Tip 9.1**. Recorded preliminary evaluation and assessment results are automatically populated in the memo. Additionally, hiring manager should provide the following information in the appropriate text boxes:

- the name, gender, grade level, work unit and index number of the assessment panel members;
- an explanation of any variations/changes in the panel membership;
- a confirmation that all panel members hold an appointment other than a temporary appointment;
- whether the assessment panel members have attended the interviewers' training, and if not, if they are otherwise allowed to conduct the interview (e.g. the training is not available, or exception has been granted);
- a brief explanation of assessment methods, the passing scores, and if there was a written test, confirmation that the marking was done anonymously;
- if any, the desirable evaluation criteria applied to arrive at the shortlist; and
- if any, exceptions to the staff selection policy that were fully documented, including the reasons thereof, and
  reported to DMSPC Business Transformation and Accountability (BTA) in accordance with the
  head of entity's delegation of authority.

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Comparative Analysis Report Review and Final Checks

1. Hiring managers and staffing table managers should also review the Comparative Analysis Report (CAR)
   TIPSTip 9.2. This report provides a consolidated view of the assessment results for all *Recommended* and *Not Recommended* candidates.

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

   - all released applicants are in the final disposition of *Recommended*, *Not Recommended*, *Long List*,
     Remain in Long List, *Not Suitable* or *Withdrawn*;
   - for positions in the Professional and higher categories, no recommended candidate has encumbered the same position while holding a temporary appointment within six months of applying for the position, except in peacekeeping and special political missions;
   - other aspects of the process have been conducted according to the standard procedures.

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Submission of the Transmittal Memo

The recruiters should be immediately informed via email once the transmittal memo is submitted **TIPS** Tip 9.1. If more than **two business days** have passed since the submission of a transmittal memo, the hiring managers are required to resubmit a new memo.

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Chapter 10: Compliance Review

Once the transmittal memo is submitted, recruiters conduct a preliminary review to ensure that the information necessary for the Central Review Body (CRB) review and subsequent selection decisions.

The central review bodies ensure the proper application of evaluation criteria and applicable procedures. Submissions to the Senior Review Group for job openings at the D-2 level should be prepared according to the instructions provided by Secretariat of the Senior Review Group.

CHECKLIST FOR RECRUITERS

STATUS MATRIX UPDATE BY RECRUITERS

SUBMISSION TO THE CENTRAL REVIEW BODIES

REVIEW BY THE CENTRAL REVIEW BODIES

HR HANDBOOK

KNOWLEDGE GATEWAY

TRAINING

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Checklist for Recruiters

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

Disposition of candidates

There are no applicants with *Screen* or *Short List* disposition.

Recommended candidates

All recommended candidates meet the eligibility requirements under the Staff Regulations and Rules, and the. Staff Selection System – ST/AI/2010/3 and other administrative issuances. For example, the list of recommended candidates does not include temporary incumbents of the position for the last six months or a family member of a staff member. Reviewing Umoja data may be necessary.

Assessment

- All candidates on the shortlist have been invited to one or more assessments.
- A competency-based interview was conducted.

Transmittal Memo

TIPS Tip 10.1

- The transmittal memo was created and uploaded within the last **two days**.
  The transmittal memo is of the right type, as follows:
    ◦ For standard requisitions, recruit from roster or D2 level JO, a Final Transmittal Memo should have been created;
    ◦ For generic job opening (continuous job openings), a Batch Transmittal Memo for the batches, except for the last batch of candidates assessed, and a Final Transmittal Memo for the last batch should have been created.

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

Comparative Analysis Report – CAR

TIPS Tip 8.2

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

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Status Matrix Update by Recruiters

1. The *Status Matrix* provides information regarding the recommended candidates for consideration by the head of entity when making the selection. Recruiters are responsible for reviewing and updating the *Status Matrix* **TIPS** **Tip 10.2** before the central review body review and selection decision. In case of continuous/generic job openings where many applicants are recommended, recruiters may generate reports to review the *Status Matrix* **TIPS** **Tip 10.3**.

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

Elements for recommended candidates

Expand each item for a description:

Int S/M **(staff only)**

This field indicates whether an individual is an internal candidate (INT). An internal candidate is a staff member serving in the Secretariat who:

- holds an appointment other than a temporary appointment;
- has been recruited after a process involving a review body under **Staff Rule 4.15** or through a competitive examination under **Staff rule 4.16**, or has been appointed upon meeting other regular requirements for the duty station, job level, category and functional area if a review body was not required (e.g. staff members at G-4 level or below or GS staff members in peacekeeping operations or special political missions); and
- holds an appointment which not limited to service with a specific organizational units of the Secretariat. Associate Experts, Junior Professional Officers, and staff holding a temporary appointment are not internal

candidates.

YPP (for P-3 positions) (staff only)

This field indicates whether a staff member has been recruited through the young professionals programme or the former National Competitive Recruitment Examination (NCRE). The heads of entity are encouraged to give priority consideration to these candidates applying for P-3 positions in making the selection decision.

5 yrs + in position (staff only)

This field indicates whether the staff member has served 5 consecutive years or more in his or her current position.

12 months in position (staff only)

This field indicates whether the staff member has served 12 consecutive months or more in his or her current position.

Disability

This field indicates whether the candidate has a disability as per information provided by the applicant.

Downsizing (staff and former staff only)

This field flags staff members serving in a Secretariat entity that is subject to downsizing as predetermined by the Assistant Secretary-General for Human Resources Management. The *Downsizing Indicator* is an attribute of the position and not the staff member. After the staffing table managers activate this indicator for specific positions, the staff members encumbering the positions are automatically flagged in the *Status Matrix* of the job openings they apply to. In cases where the indicator is activated by the staffing table manager after the

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staff member applies, the recruiters may manually change the Status Matrix. **TIPS** **Tip 10.4**

Un – and Under rep

This field indicates whether the candidate is a national of an unrepresented or underrepresented Member State for positions subject to the system of desirable ranges (Professional and higher category posts funded by the regular budget in the Headquarters, offices away from Headquarters and regional commissions). The information should be updated by the recruiter based on the most recent representation status made available by the Office of Human Resources.

Previous 200/300* (staff only)

This field indicates whether the staff member has served under the former 200 or 300 series of the Staff Rules and has not yet been recruited through a process including a central review body review under **Staff rule 4.15**. Most staff should have been regularized by now.

Service in the field* (staff and former staff only)

This field indicates whether a current or former staff member has served in a "field operation" according to h4. Staff Selection System – **ST/AI/2010/3**. This information should be updated by the recruiter based on the PHP and as necessary in Umoja. This is a highly desirable appointment criterion for positions at the D-1 and D-2 levels in departments and offices which provide backstopping or policy guidance to the field missions.

Victims of malicious act (staff only)

This field indicates whether the candidate has been a victim of a malicious act, natural disasters or an emergency, as determined by the Secretary-General.

Spouse (staff only)

This field indicates whether the candidate is a spouse of a currently serving staff member, as indicated in the PHP.

Police Cont Country & Troop Cont Count

These fields indicate whether the candidate is from a police or troop contributing country which should be considered for peacekeeping operation or Headquarters support account-funded positions. The recruiter may find the most up-to-date information in **peacekeeping.un.org**.

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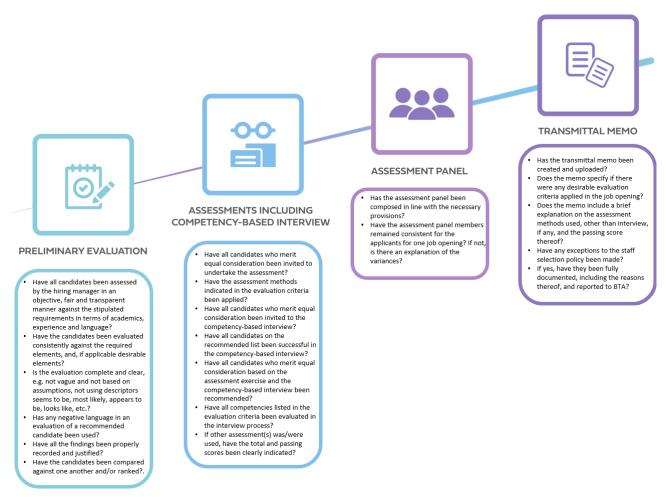
Submission to the Central Review Bodies

After the preliminary review and status matrix update, the recruiters submit the job opening to the central review bodies ^{inspira} **TIPS** **Tip 10.5**.

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Review by the Central Review Bodies

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

2. The central review body members will review the proposals for the filling of job openings to ensure that the applicants were reviewed based on pre-approved evaluation criteria and that the applicable procedures were followed, or that exceptions to the staff selection policy were fully documented, including the reasons thereof, and reported to BTA in accordance with the head of entity's delegation of authority. The members will then proceed to endorse a recommendation or request for clarification **TIPS** **Tip 10.6**.

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

TRANSMITTAL MEMO

- Has the transmittal memo been created and uploaded?
- Does the memo specify if there were any desirable evaluation criteria applied in the job opening?
- Does the memo include a brief explanation on the assessment methods used, other than interview, if any, and the passing score thereof?
- Have any exceptions to the staff selection policy been made?
- If yes, have they been fully documented, including the reasons thereof, and reported to BTA?

ASSESSMENT PANEL

- Has the assessment panel been composed in line with the necessary provisions?
- Have the assessment panel members remained consistent for the applicants for one job opening? If not, is there an explanation of the variances?

ASSESSMENTS INCLUDING COMPETENCY-BASED INTERVIEW

- Have all candidates who merit equal consideration been invited to undertake the assessment?
- Have the assessment methods indicated in the evaluation criteria been applied?
- Have all candidates who merit equal consideration been invited to the competency-based interview?
- Have all candidates on the recommended list been successful in the competency-based interview?
- Have all candidates who merit equal consideration based on the assessment exercise and the competency-based interview been recommended?
- Have all competencies listed in the evaluation criteria been evaluated in the interview process?
- If other assessment(s) was/were used, have the total and passing scores been clearly indicated?

PRELIMINARY EVALUATION

- Have all candidates been assessed by the hiring manager in an objective, fair and transparent manner against the stipulated requirements in terms of academics, experience and language?
- Have the candidates been evaluated consistently against the required elements, and, if applicable desirable elements?
- Is the evaluation complete and clear, e.g. not vague and not based on assumptions, not using descriptors seems to be, most likely, appears to be, looks like, etc.?
- Has any negative language in an evaluation of a recommended candidate been used?
- Have all the findings been properly recorded and justified?
- Have the candidates been compared against one another and/or ranked?.

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Chapter 11: Selection

1. The Secretary-General and the head of entity may make the selection decision following the recommendation of the Senior Review Group or the endorsement of the central review body. TIPS Tip 11.1.
   No selection is made for generic or continuous job openings advertised for creation of rosters. For job openings up to the D-1 level, if a roster candidate is recommended according to the Recommending Roster Candidates chapter, the heads of entity may make the selection decision without preliminary evaluation, assessment and compliance review.

2. Before selection decision is made, the hiring manager and for D-2 level job openings, the heads of entity, should take note of information concerning the integrity and competence of the recommended candidates, and advise the official who will be exercising the staff selection authority. In all selections, the official with selection authority should be mindful of **Staff Rule 9.6(e)** on termination for abolition of posts and reduction of staff, and the order of retention, and the requirements of **ST/AI/1999/9**.

The following topics provide more information on considering integrity and performance, selection considerations and notification to candidates after selection:

CONSIDERING INTEGRITY AND PERFORMANCE

OTHER SELECTION CONSIDERATIONS: STATUS MATRIX

NOTIFICATION TO CANDIDATES AFTER SELECTION

SELECTION OR OFFER DECLINE, OR DEPARTURE OF SELECTED CANDIDATES

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Considering Integrity and Performance

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

The following topics provide more information on crimes or violation of human rights, sexual exploitation, performance evaluation reports and reference verification:

CRIMES OR VIOLATION OF HUMAN RIGHTS OR HUMANITARIAN LAWS

SEXUAL EXPLOITATION AND ABUSE

DISCIPLINARY AND ADMINISTRATIVE MEASURES

PERFORMANCE EVALUATION REPORTS

REFERENCE VERIFICATION

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Crimes or Violation of Human Rights or Humanitarian Laws

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

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Sexual Exploitation and Abuse

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

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Disciplinary and Administrative Measures

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

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

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Performance Evaluation Reports

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

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Reference Verification

1. Reference verification is normally conducted after selection. The **OneHR Reference Verification Guidelines** are available in the manuals section in *inspira*.

2. Hiring managers and heads of entity may independently seek feedback from the candidates' supervisors, references, employers and education institutions and inform the head of entity or the Secretary-General. Consent is secured at the time of application, with the possible exception for current employment and supervisor. To check whether the current employer or supervisor may be contacted before a candidate is selected, hiring managers should check the work experience section in the PHP for the candidate's indication.

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Other Selection Considerations: Status Matrix

In making the selection decision, heads of entity should give due consideration to the **Management Dashboard** as well as the *Status Matrix* elements, which are as follows:

Status Matrix elements

Expand each item for a description:

Int S/M

Indicates whether the candidate is internal or external. Internal staff should be given fullest regard.

Gender

Indicates the gender of the candidate. Gender parity must be achieved by 2021, or with the Secretary-General's approval, by 2026.

Young professionals programme (for P-3 positions)

Indicates whether the staff member has been appointed through the young professionals programme or the former National Competitive Recruitment Examination (NCRE). The heads of entity are encouraged to give priority consideration to these staff for selection to P-3 positions.

5 yrs + in position

Indicates whether the staff member has served 5 years or more in the current position.

12 months in position

Indicates whether the staff member has served 12 months or more in the current position.

Disability

Indicates whether the candidate has a physical disability.

Downsizing

Indicates whether the candidate is a current or former staff member in an entity that is downsizing

Un – and Under rep

Indicates whether the candidate is from an unrepresented or underrepresented member state, which must be considered for positions subject to the system of desirable ranges (established posts funded by the regular budget in Headquarters, offices away from Headquarters and regional commissions).

Previous 200/300

Indicates whether the staff member has served under the former 200 or 300 series of the Staff Rules, and has not yet been recruited through a process including a central review body review under **Staff rule 4.15**.

Service in the field

Indicates whether the candidate has served or currently serves in a field operation, which is a highly desirable appointment criterion for positions at the D-1 and D-2 levels in departments and offices which provide backstopping or policy guidance to field missions.

Victims of malicious act

Indicates whether the candidate has been a victim of a malicious act, natural disasters or an emergency, as determined by the Secretary-General.

Spouse

Indicates whether the candidate is a spouse of a currently serving staff member.

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Police Cont Country & Troop Cont Country

IIndicates whether the candidate is a national of a police or troop contributing country, which is relevant for positions in a peacekeeping operation or Headquarters support account-funded positions.

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Notification to Candidates after Selection

Following the selection decision, applicants are notified as follows:

Type	Type of notification	**Signatory**
Selected candidates	System-generated e-mail is automatically sent immediately after selection.	Staffing table manager
Candidates placed on the roster	System generated e-mail is automatically sent generally within 24 hours of selection.	Primary hiring manager / occupational group manager
Not recommended applicants	For position-specific job openings, a system-generated e-mail is automatically sent generally within 24 hours of selection. For generic/continuous job openings, the notification is sent manually at the discretion of the Occupational Group Manager.	Primary hiring manager / occupational group manager
Longlisted or not suitable applicants	For position-specific job openings, a system-generated e-mail is automatically sent generally within 24 hours of selection. For generic/continuous job openings, the notification is sent manually at the discretion of the Occupational Group Manager.	Hiring department
Rejected applicants	System-generated e-mail is automatically sent generally within 24 hours of selection.	United Nations
Applicants other than the selected roster candidate recommended according to the Recommending Roster Candidates section.	Manual notification should be sent by the recruiter after all available positions have been filled from the roster and on-boarding of the selected candidates has been initiated inspira TIPS Tip 11.2.	United Nations

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Selection or Offer Decline, or Departure of Selected Candidate

1. In case a selected candidate declines the selection or offer **TIPS** **Tip 11.3** or vacates the position within one year of selection **TIPS** **Tip 11.4**, the head of entity may select another candidate as follows:

   - For a job opening endorsed by the Central Review Bodies (CRB) where there are one or more remaining endorsed candidates, an endorsed candidate from the job opening may be selected.
   - For a job opening with no remaining endorsed candidate available or willing to take up the functions, or a job opening for which the original selection was made from the roster, a roster candidate who applied for the job opening may be selected.
   - Alternatively, the head of entity may decide to re-advertise the position.

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Chapter 12: Cancelling Job Openings

Job openings may be cancelled by the respective heads of entity under whose authority the job opening was advertised where there are sound reasons which are clearly and fully justified, for example for reasons connected with the interests of the organization (regardless of when these needs came to light), or on account of irregularities in the recruitment processes.

The following topics provide more information on before compliance review by the review bodies, reasons for cancellation and reflecting cancelling decisions in *inspira*:

| | BEFORE COMPLIANCE REVIEW BY THE REVIEW BODIES |

| | DURING OR AFTER COMPLIANCE REVIEW BY THE REVIEW BODIES |

| | OTHER REASONS FOR CANCELLATION |

| | REFLECTING CANCELLATION DECISIONS IN INSPIRA |

| HR HANDBOOK | KNOWLEDGE GATEWAY | TRAINING |

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Before Compliance Review by the Review Bodies

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

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

2. Additionally, the Assistant Secretary-General for Human Resources has the authority to place in a suitable position the staff members when in need of placement outside the normal process, as per *Section 11.1* of the Staff Selection System – **ST/AI/2010/3**, which may require cancellation of a job opening.

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During or After Compliance Review by the Review Bodies

1. The hiring managers and heads of entity should submit cases for compliance review only if the position is:

   a. available

   b. not subject to change of functions or reclassification, or

   c. not subject to the reassignment of a staff member under the authority of the head of entity.

2. Following central review body review, cancellation should normally only be approved in exceptional situations, such as:

   • Funding for the post is discontinued
   • Abolition of posts or reduction of staff
   • Non-endorsement of the job opening by the review bodies
   • Placement outside the staff selection system, referred to in point *2* of **Before Compliance Review by the Review Bodies** should normally be undertaken prior to compliance review, but may be considered in exceptional circumstances.

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Other Reasons for Cancellation

Any other reasons for cancellation would be reviewed on a case-by-case basis by the head of entity. Policy advice should be sought in case of need.

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Reflecting Cancellation Decisions in inspira

Once cancellation is approved, the senior recruiters should ensure that the rationale and supporting documents considered by the head of entity are attached in the job opening. **TIPS** **Tip 12.1**. Recruiters should inform all applicants that the job opening is cancelled **TIPS** **Tip 12.2**.

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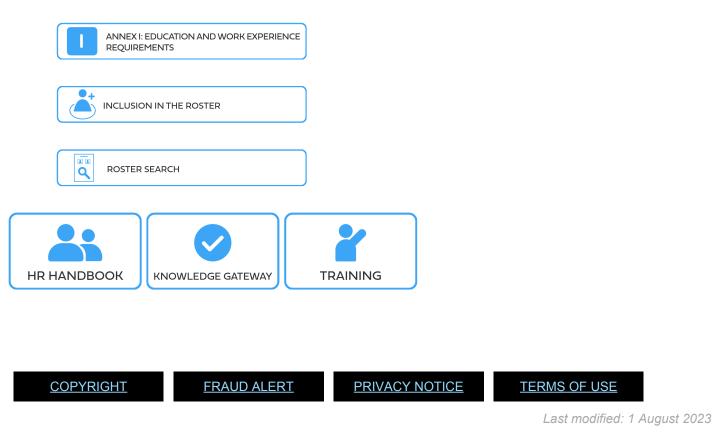
Chapter 13: Rosters

The following topics provide more information on roster search and inclusions in the roster:

| | ANNEX I: EDUCATION AND WORK EXPERIENCE REQUIREMENTS |

| | INCLUSION IN THE ROSTER |

| | ROSTER SEARCH |

| HR HANDBOOK | KNOWLEDGE GATEWAY | TRAINING |

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Roster Candidates and Roster

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

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

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

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

Select	ID	Name	Int/Ext	Gender	Entry Date	Expiry Date	Transferred from external account	PHP	Application	Source Job Opening	Disposition	Take Action
☐	123250	NAME_DISPLAY123250	External Applicant	Male	31/10/2014		Yes		Application	PROGRAMME ASSISTANT-33825	065 Rostered	▾ Take Action
☐	347749	NAME_DISPLAY106600	Int Employee	Female	01/05/2012		Yes		Application	PROGRAMME ASSISTANT, G-6-17330	065 Rostered	▾ Take Action
☐	394096	NAME_DISPLAY394096	External Applicant	Male	01/07/2012				Application	PROGRAMME ASSISTANT-21053	065 Rostered	▾ Take Action
☐	1887831	NAME_DISPLAY172072	Int Employee	Female	27/01/2015				Application	Programme Management Assistant-33708	065 Rostered	▾ Take Action
☐	294669	NAME_DISPLAY116620	Int Employee	Female	18/03/2015				Application	PROGRAMME ASSISTANT, G-6-17330	065 Rostered	▾ Take Action
☐	5210274	DOS2 Applicant4	External Applicant	Male	13/05/2020				Application	Programme Management Assistant[GJO]-127189	065 Rostered	▾ Take Action
☐	5210252	DMSPC2 Applicant1	External Applicant	Male	13/05/2020				Application	Programme Management Assistant[GJO]-127189	065 Rostered	▾ Take Action
☐	5210191	OICT2 Applicant2	External Applicant	Female	13/05/2020				Application	Programme Management Assistant[GJO]-127189	065 Rostered	▾ Take Action
☐	5210243	DMSPC2 Applicant9	External Applicant	Male	13/05/2020				Application	Programme Management Assistant[GJO]-127189	065 Rostered	▾ Take Action
☐	107787	NAME_DISPLAY113853	Int Employee	Female	23/01/2015				Application	PROGRAMME ASSISTANT (Communications and Events Coordination)-17277	065 Rostered	▾ Take Action

Find Applicants

330 Results found
Applicants

1-300 of 330
View 100

Click image to open expanded view

5. When candidates apply to a job opening advertised with the same job code title or

associated titles for which they are rostered, *inspira* displays a corresponding roster mark (e.g. *RM*, *GX*) to identify them for the hiring manager. For further information on roster marks, refer to the Recommending Roster Candidates section.

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Inclusion in the Roster

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

   • For position-specific job openings (standard requisition), inclusion in the roster occurs immediately following the selection by the head of entity.
   • For continuous/generic job openings (continuous job opening), inclusion in the roster occurs immediately following the endorsement of the Central Review Bodies (CRB).

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

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Roster Search

1. A search of both *inspira* and legacy rosters may be conducted by the senior recruiters, recruiters, staffing table managers or occupational group managers **TIPS**Tip 13.1

2. Staff members who have transferred their roster membership from external accounts to their employee account will appear in the roster search with a *Yes* in the *Transferred from external account* column. To transfer roster memberships acquired on an external account to an employee account, staff members should go to either:

    a. *Main Menu > Self Service > Transfer roster memberships*; or

    b. *My Roster Memberships* and click *Transfer Roster Memberships*.
    Staff members should complete their employee account profiles prior to initiating the transfer and follow the instructions to verify that they are the owner of both accounts.

Click image to open expanded view

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Resources

This library provides additional resources….

- [Annexes](#)
- [Automatic Screening Rules](#)
- [inspira Tips](#)
- [Regulations, Rules, Policies and SOPs](#)
- [Videos](#)

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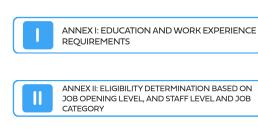
Annexes

The following Annexes are available:

| **I** | ANNEX I: EDUCATION AND WORK EXPERIENCE REQUIREMENTS |

| **II** | ANNEX II: ELIGIBILITY DETERMINATION BASED ON JOB OPENING LEVEL, AND STAFF LEVEL AND JOB CATEGORY |

| **III** | ANNEX III: CUSTOM QUESTIONS IN THE JOB-FIT QUESTIONNAIRE |

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Annex I: Education and Work Experience Requirements

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

    P+ PROFESSIONAL AND HIGHER CATEGORIES

    FS FIELD SERVICE CATEGORY

    NPO NATIONAL PROFESSIONAL OFFICER CATEGORY

    GS/ GENERAL SERVICE AND RELATED CATEGORIES EXCLUDING THE NATIONAL PROFESSIONAL OFFICER CATEGORY

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

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

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

    a. Professional and higher categories

    b. FS-4 and above in the Field Service category

    c. National Professional Officer category

    d. GS-6 and above in the General Service category

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e. S-5 and above in the Security Service category

f. TC-6 and above in the Trade and Craft category

g. Language Teacher category

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

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

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

a. Full-time work is counted at a **100 per cent** rate.

b. One part-time employment is counted at **50 per cent** rate of full-time work. Two or more part-time employments held at the same time are counted as full-time work.

c. One or more internships held during the same time is recognized at maximum **50 per cent** rate of full-time work.

d. Full-time volunteering experience is recognized at the full rate, or in case of part-time work, at **50 per cent** rate.

e. If full-time work has been recognized for a time period, no further experience is recognized for the same period for additional work.

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Professional and Higher Categories

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

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Field Service Category

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

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National Professional Officer Category

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

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General Service and Related Categories Excluding the National Professional Officer Category

General Service and related categories excluding the National Professional Officer category are as follows:

- **General Service Category**
- **Security Service Category**
- **Public Information Assistant Category**
- **Trades and Crafts Category**
- **Language Teacher Category**

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General Service Category

Number of years of relevant post-secondary experience depending on level

Level	Upper Secondary education or equivalent (ISCED Level 3 academic qualifications)	First-level university degree or equivalent (ISCED Level 6 academic qualifications)	UN examinations/tests
GS-7	10 years	8 years	The Global General Service Test (GGST) or the Administrative Services Assessment Test (ASAT) or any specialized test required for specific functions
GS-6	7 years	5 years	The Global General Service Test (GGST) or the Administrative Services Assessment Test (ASAT) or any specialized test required for specific functions
GS-5	5 years	3 years	The Global General Service Test (GGST) or the Administrative Services Assessment Test (ASAT) or any specialized test required for specific functions
GS-4	3 years	1 years	The Global General Service Test (GGST) or the Administrative Services Assessment Test (ASAT) or any specialized test required for specific functions
GS-3	2 years	No experience required	The Global General Service Test (GGST) or the Administrative Services Assessment Test (ASAT) or any specialized test required for specific functions
GS-2	1 year	No experience required	The Global General Service Test (GGST) or the Administrative Services Assessment Test (ASAT) or any specialized test required for specific functions
GS-1	No experience required	No experience required	The Global General Service Test (GGST) or the Administrative Services Assessment Test (ASAT) or any specialized test required for specific functions

Exception to the requirement to have successfully passed the GGST or ASAT is made for:

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- Nurse positions in GS category where the minimum qualification requirements are a first level university degree (BS or equivalent) and for which specialized assessments are conducted;
- For Editorial and Desktop Publishing Assistant positions in the Text Processing Section and/or Desktop Publishing Assistant positions where a verbal reasoning test is administered; Candidates who have passed the Verbal Reasoning part of the GGST are exempt from the VRT.
- Data Analysis Assistant, Data Science Assistant, Data Engineering Assistant.
- Security Officers in GS categories outside New York.

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Security Service Category

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

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Public Information Assistant Category

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

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Trades and Crafts Category

Level	Minimum relevant work experience after high school or equivalent
TC- 8	12 years
TC-7	10 years
TC-6	7 years
TC-5	5 years
TC-4	3 years
TC-3	N/A
TC-2	N/A
TC-1	N/A
A10	B10
A11	B11

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Language Teacher Category

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

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Annex II: Eligibility Determination Based on Job Opening Level, and Staff Level and Job Category

Level of job opening	Staff members at the same (or equivalent) level as the job opening	Staff members at one level lower (or equivalent to one level lower) than the job opening	Remarks
D-2	D-2	D-1	
D-1	D-1	P-5	
P-5	P-5	P-4, NO-D, FS-7	
P-4	P-4, NO-D, FS-7	P-3, NO-C, FS-6	
P-3	P-3, NO-C, FS-6	P-2, NO-B	
P-2	P-2, NO-B	P-1, NO-A	In addition, staff members from the General Service and related categories and Field Service category who have passed the young professionals programme examination as G-to-N and G-to-P are eligible for P-2 and P-1 positions.
P-1	P-1, NO-A	n/a	
FS-7	FS-7	FS-6	In addition, staff members in all job categories other than the Field Service category may apply irrespective of their level.
FS-6	FS-6	FS-5	
FS-5	FS-5	FS-4	
FS-4	FS-4	FS-3	
FS-3	FS-3	FS-2	

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FS-2	FS-2	FS-1	
FS-1	FS-1	n/a	
NO-D	NO-D, P-4	NO-C, P-3	In addition, staff members from the Field Service and other General Service and related categories are eligible for National Professional Officer category positions at any level.
NO-C	NO-C, P-3	NO-B, P-2	
NO-B	NO-B, P-2	NO-A, P-1	
NO-A	NO-A, P-1	n/a	

Job openings in the General Service, Trades and Crafts, Security Service, Public Information Assistant, Language Teacher categories ("specified categories")

- Staff members in the specified categories are eligible for job openings:
    - up to one level higher than their current grade when they apply to a job opening in their own category; and
    - at any level in the specified categories which are not their own category.
- Staff members in the Professional and higher, Field Service and National Professional Officer categories are eligible for job openings in the specified categories at any level.
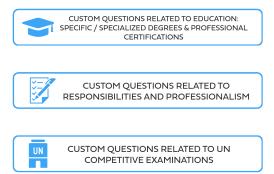
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Annex III: Custom Questions in the Job-Fit Questionnaire

1. It is recommended to draft each custom question in such a way that it is clear to the candidate whether the question is eliminatory or non-eliminatory by constructing the custom questions according to this model:

Question	More transparent approach	Status
Have you previously drafted and edited documents in French?	The responsibilities of this job include drafting and editing documents, and fluency in French is desirable. Have you previously drafted and edited documents in French?	Non-eliminatory
Do you have a valid Procurement certification, such as UK CIPS (at least level 3), US ISM CPM, CPSM or equivalent?	This job opening requires a valid procurement certification such as UK CIPS (at least level 3); United States ISM, CPM, or CPSM; or an equivalent certification. Do you have such a certification?	Eliminatory
Do you have a university degree in urban planning or a related area?	This position requires a university degree in urban planning or related area. Do you have a university degree in urban planning or a related area?	Eliminatory

CUSTOM QUESTIONS RELATED TO EDUCATION: SPECIFIC / SPECIALIZED DEGREES & PROFESSIONAL CERTIFICATIONS

CUSTOM QUESTIONS RELATED TO RESPONSIBILITIES AND PROFESSIONALISM

CUSTOM QUESTIONS RELATED TO UN COMPETITIVE EXAMINATIONS

CUSTOM QUESTIONS RELATED TO LANGUAGE: SPECIFIC SKILLS AND FLAGGING DESIRABLE CRITERIA

CUSTOM QUESTIONS RELATED TO DUTY STATION

CUSTOM QUESTIONS RELATED TO ELIGIBILITY

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Custom Questions Related to Education: Specific/Specialized Degrees & Professional Certifications

Since the type of university degree and some certifications are not screened during the *inspira* eligibility screening process, a custom question may highlight this credential upfront, making screening easier. Including this type of question in the JFQ also gives the candidate an opportunity to explain how their degree or certification is either "related" or "equivalent" to the degree or certification requested in the job opening. Finally, the question may also ask the candidate to attach evidence of the credentials to the application. Here are some examples:

A certification in foreign languages with an emphasis on translations is desirable. Do you have such a certification? (If yes, please include where you obtained it, the validity period and attach a copy of your certification to this application.)

This position requires a university degree in law. Do you have a law degree?

A Certification in Cisco Certified Network Professional (CCNP) or equivalent is desirable. Do you have such a certification? (If yes, please attach a copy of your certification to this application.)

A valid Procurement certification, such as UK CIPS (at least level 3), US ISM CPM, CPSM or equivalent is desirable. Do you have such a certification? (If yes, please attach a copy of your certification to this application.)

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Custom Questions Related to Responsibilities and Professionalism

Typical custom questions related to responsibilities and professionalism ask the candidate to explain how elements of his or her knowledge and skills prepare him or her to carry out specific types of functions related to the job. These questions should be clearly linked to elements in the job opening. Here are some examples:

Managing, updating internal databases and generating a variety of standard and non-standard statistical and other reports from various databases is desirable. Do you have such skills?

Sound knowledge of the national justice system and institutions (police, prosecution, courts, and corrections) of South Sudan is desirable. Are you familiar with the national justice system and institutions of South Sudan?

Knowledge and understanding of theories, concepts and approaches related to CBRN (chemical, biological, radiological and nuclear) risk mitigation is desirable. Do you have such knowledge and understanding?

Knowledge of advanced features of Microsoft Excel is desirable. Do you have such knowledge?

Strong knowledge of SharePoint and development of web applications using HTML, CSS, JavaScript is required. Do you have such knowledge?

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Custom Questions Related to UN Competitive Examinations

Custom questions may be used to collect information about whether the candidate has passed a required UN-administered examination relevant for the position (General Service, YPP, Translators/Editors/Interpreters, etc.) including such credentials as a custom question facilitates screening by bringing this information upfront in the JFQ and may also assist in the collection of related documents or certificates. Here are some examples:

Candidates for this position must have passed the combined United Nations Competitive Language Examination (LCE) for Translators/ Précis-writers, Editors, Verbatim Reporters and Copy Preparers/ Proofreaders/ Production Editors in Arabic or a relevant United Nations competitive language examination in Arabic held before 2017. Have you passed such an examination? (If yes, please indicate the year when you passed the LCE and attach proof to your application.)

Passing the Global General Service Test (GGST) is a prerequisite for recruitment consideration in the General Service and related categories in the United Nations Secretariat. Successful passing of the United Nations Administrative Support Assessment Test (ASAT) in English or French may be accepted in lieu of the GGST. Have you passed such a test? (If yes, please indicate the year and duty station where you passed the test.)

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Custom Questions Related to Language: Specific Skills and Flagging Desirable Criteria

Job openings always include required language criteria and may include desirable language criteria. *inspira* automatically screens the candidate's PHPs for required language skills (fluency or knowledge) as self-reported by the candidate. However, if a language is marked as desirable under evaluation criteria, *inspira* does not screen for it in the automated eligibility screening process. Thus, asking the candidate to state language skills that are desirable in the JFQ may assist with screening and give a holistic view of the candidate's language level should desirable criteria be invoked. Likewise, some positions require specialized language skills (e.g. translation, simultaneous interpretation); custom questions may be used to gain more clarity or to highlight such specific language abilities upfront in the JFQ. Here are some examples:

Excellent drafting skills in English are required for this position. Do you have such skills?

The responsibilities of this job include drafting and editing documents, and fluency in French is desirable. Have you previously drafted and edited documents in French?

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Custom Questions Related to Duty Station

Since *applying for a job opening carries an expectation to accept it, if offered*, (see **Section 5.2** of h4. Staff Selection System – **ST/AI/2010/3**) custom questions may also be used to confirm the candidate's willingness to live and work in the specific duty station identified in the job opening. For locally recruited staff in the GS category, custom questions may confirm the candidate's eligibility to work at that duty station (e.g., visa status, legal residence). Here are some examples:

This position is located in Kabul, Afghanistan, which has been classified in the "E" hardship category and as a non-family duty station. Willingness to serve in this duty station is required. Are you willing to serve in this duty station?

This position is subject to local recruitment. Do you have a legal residence within a commutable distance from the United Nations Office at Geneva, which is in Switzerland, or in neighboring France?

Recruitment for this position is done on a local basis, whether or not the candidate is a resident of the duty station. Do you currently reside in the duty station?

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Custom Questions Related to Eligibility

Inspira screens internal candidates to determine their eligibility for a position. Certain eligibility criteria, such as the determination of lateral moves for P5 and above levels or eligibility for movement of staff from General Service or Field Service categories to positions in the Professional category cannot be ascertained by *inspira* and candidates are sent for ¨HR assessment¨. Custom questions related to complex eligibility rules may assist the recruiter in resolving these cases by allowing candidates to provide additional information upfront. Here is an example:

> *Specific lateral move requirements, as stipulated in paragraph 6.4 of ST/AI/2010/3/Rev.2, for United Nations Secretariat staff members holding an appointment other than a temporary appointment are required for this position. Please review that paragraph and then answer the following question: do you meet those requirements? If this requirement does not apply to you because you are already at the level of this job opening, or because you are not a United Nations Secretariat staff member, please type the words "not-applicable" in the text box below.*

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Automatic Screening Rules

- [Age](Age)
- Academics
- [Consultants, Individual Contractors, Interns and Gratis Personnel](Consultants)
- [Criminal Record, Human Rights or Humanitarian Law Violation](Criminal)
- Experience
- [Family Relationship](Family)
- [Former UN Staff Members](Former)
- [FS Applying to P Positions](FS)
- [GS Applying to P and Above](GS)
- [JFQ Responses](JFQ)
- [Lateral Moves](Lateral)
- [Language Staff Applying to Non-Language Post](Language)
- Level
- [National Professional Officer Positions](National)
- [Sexual Exploitation and Abuse](Sexual)
- [Temporary Appointee Applying to Current Job](Temporary)
- [Workplace Investigation, Disciplinary Process](Workplace)
- [YPP 2 Year Initial Assignment](YPP)

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Age

Age

Ensures the applicant is older than 18 and has at least one year before reaching the mandatory age of separation at 65.

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Academics

Academics

Ensures the academic qualifications requirement is met.

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Consultants, Individual Contractors, Interns and Gratis Personnel

Ensures these applicants are eligible for the position in accordance with **Section 6.11** of ST/AI/2010/3.

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Criminal Record, Human Rights or Humanitarian Law Violation

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Experience

Experience

Ensures the work experience length requirement (e.g. 5 years) is met.

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Family Relationship

Family Relationship

Ensures the applicant complies with the provisions of ***Staff rule 4.7***.

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Former UN Staff Members

Former UN Staff Members

Ensures applicants who are former UN staff members are eligible for employment with the organization considering their reason for separation.

UN

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FS Applying to P Positions

FS Applying to P Positions

Ensures applicants at the FS-6 or FS-7 levels have served for at least one year at their current level in accordance with **Section 6.4** of ST/AI/2010/3, , and ensure they meet the required lateral move requirement as stipulated in Annex II.

FS ↙ ↗ P

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GS Applying to P and Above

GS Applying to P and Above

General Service (GS) staff and related category (excluding National Professional Officers), and FS–5 and below, when applying to positions in the Professional and higher categories: ensures applicants are eligible for the position in accordance with *Staff rule 4.16 (b)*.

GS ↗P

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JFQ Responses

Job Requirements

Ensures only applicants who have provided a response to the required work experience criteria, to eliminatory custom questions and to required Job-Specific Qualification items are released to hiring managers.

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Lateral Moves

Lateral Moves
(for P-5 openings and above)

Ensures the applicant meets the lateral move requirements described in **Section 6.3** of ST/AI/2010/3 rev.1 and stipulated in Annex II.

⟷

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Language Staff Applying to Non-Language Post

Language Staff Applying to Non-Language Post

Ensures applicants who are staff serving against language positions meet the 5-year service requirement in a language position in accordance with **Section 6.9** of ST/AI/2010/3.

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Level

Level

Ensures staff members may apply more than one level higher than their current grade in accordance with **Section 6.1** of ST/AI/2010/3/Rev.1. For job opening level determination of eligibility, refer to Annex II.

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National Professional Officer Positions

National Professional Officer Positions

Ensures the applicants are nationals of the country of the duty station.

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Sexual Exploitation and Abuse

Sexual Exploitation and Abuse

Screens applicants who may be possible perpetrators of sexual exploitation and abuse.

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Temporary Appointee Applying to Current Job

Temporary Appointee Applying to Applying to Current Job

Ensures compliance with **Section 6.10** of [ST/AI/2010/3](#).

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Workplace Investigation, Disciplinary Process

Workplace Investigation, Disciplinary Process

Screens out non-staff members who self-report they have been subject to a workplace disciplinary process, workplace investigation or similar process, unless they indicate that the case was closed or the allegations were not established.

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YPP 2 Year Initial Assignment

YPP 2 Year Initial Assignment

Ensures compliance with the 2-year service requirement for the staff members in accordance with **Section7.11** of ST/AI/2012/2/Rev.1.

YPP

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inspira Tips

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Tip 1.1: Find an Existing Job Opening and Go to the Landing Page

1. In *Main Menu*, select *Recruiting* > *Search Job Openings*.

Click image to open expanded view

2. Enter *Search Criteria* and click *Search*.

Click image to open expanded view

3. Click Posting Title of the job opening of choice.

Click image to open expanded view

4. The *Manage Job Opening* landing page appears.

Click image to open expanded view

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Tip 1.2: Generate Gender, Geographical and Region Summary Reports

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

Click image to open expanded view

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Tip 1.3: Submit Requests for inspira Business Roles

1. In the main page of *inspira*, click on the *Manuals* link under the *Help* menu. Click on the relevant role request forms.

Role Request Forms

Staffing Role Request Form

Consultant Role Request Form

Continuing Appointment Role Request Form

LMS Role Request Form

Click image to open expanded view

2. Fill out the form and obtain the signature of the official who has the role approving authority according to the instruction.

3. Scan the document in **.pdf** version.

4. Submit the request at:

inspira
Human Resources Gateway

by clicking on the Contact us link in the Help tile; or

unite self service

Click image to open expanded view

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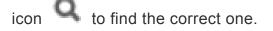
Tip 2.1 : Initiate the Creation of a Job Opening (for Hiring Managers)

1. In *Main Menu* of *inspira*, select *Recruiting* > *Create Job Opening*.

2. On the next page, titled *Primary Job Opening Information*, enter the information for each field in the *Job Details* section, as follows:

Primary Job Opening Information

⬅Return

Job Details ⓘ

*Recruitment Framework	Regular Vacancy
*Job Opening Type	Standard Requisition
*Business Unit	B0999 🔍 Inspira Default BU
Position Number	10131837 🔍 ADMINISTRATIVE ASSISTANT
Job Code	10395 ASSOCIATE PROGRAMME MANAGEMENT OFFICER, ADMINISTRATION
Job Code Title	ADMINISTRATIVE ASSISTANT
Source	

Create Job Opening Options

○ New Job Opening   ◉ Based on GJP   ○ Based on approved Job Opening
                         Select GJP

[Continue]

Click image to open expanded view

a. *Recruitment framework* – It defaults to *Regular Vacancy*.

b. *Job Opening Type* (mandatory) – It defaults to *Standard Requisition*, but in case the position is approved for selection exclusively from a roster, the *Recruit from Roster* option should be chosen. In case the position is at D-2 level, the option *D2 Level JO* should be selected.

c. *Business Unit* (mandatory) – It defaults to the user's business unit. It can be changed by entering a different business unit number or clicking on the search icon 🔍 to find the correct one.

d. *Position Number* – Enter the Umoja position number. Although this field is not mandatory at this stage, it is highly recommended to enter it as it would populate several other fields (e.g. job title, job code, organizational unit). These auto-populated fields will be later reviewed by the staffing table managers and recruiters to ensure that the Umoja job title and job code match the approved classification document associated with the position.

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e. *Job Code* (mandatory) – If a position number was entered, the job code is automatically populated. If not, enter the job code associated with the position.

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

3. In the *Create Job Opening Options* section, select the basis of the job opening as appropriate. It is mandatory to select one of the options. Hiring managers can select among the following:

   a. *New Job Opening* – Applicable when an individually classified job description or standard job description has been associated with the position, and it has been decided to use such job description as the basis of the evaluation criteria and job posting/advertisement. This option may also be used when there is no Generic Job Profile (GJP) or approved job description available.

   b. *Based on GJP* – Applicable when a Generic Job Profile has been associated with the position. When chosen, the hiring manager will be required to click on *Select GJP*, and on the next page, enter the search criteria of the GJP and click on *Search* to find and select the appropriate GJP. If the desired GJP cannot be found, the hiring manager should use the *New Job Opening* option.

Click image to open expanded view

   i. Click on *Posting Title* to select the appropriate GJP.

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Click image to open expanded view

ii.   Click *Select GJP*.

Click image to open expanded view

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

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Click image to open expanded view

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

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Primary Job Opening Information

← Return

Create Job Opening Options

○ New Job Opening   ○ Based on GJP   ◉ Based on approved Job Opening

▶ Enter Search Criteria

Return to Previous Page

☑ 1 Results Found

Search Results

Job Opening number	Posting Title	Level	Created	Date Posted	Date Expiring	Days Remaining
20-ADM-DPPA-128875-R-XAM NEUA	ASSOCIATE PROGRAMME MANAGEMENT OFFICER, ADMINISTRATION	P2	09/11/2020	12/11/2020	20/02/2021	87

Click image to open expanded view

ii.   Click *Select Approved Job Opening*.

✕

Help

Source Job Opening

Select Approved Job Opening	Return to Previous Page

Posting Title:	ASSOCIATE PROGRAMME MANAGEMENT OFFICER, ADMINISTRATION, P2	Job Opening ID:	128875
Job Opening Status:	010 Open	Job Type:	PSJO
Job Code Title:	ASSOCIATE PROGRAMME MANAGEMENT OFFICER, ADMINISTRATION	Job Code:	10395
Position Number:		Job Opening number:	20-ADM-DPPA-128875-R-XAM NEUA (M)
Business Unit:	B0032 ESCWA ASD |1222	Source Type:	GJP
Posting Period:	12 November 2020-19 February 2021	Source Job Opening:	
Department/ Office:	DPPA	Location:	XAM NEUA
Staffing Exercise:	N/A		

Job Posting Description

United Nations Core Values: Integrity, Professionalism, Respect for Diversity
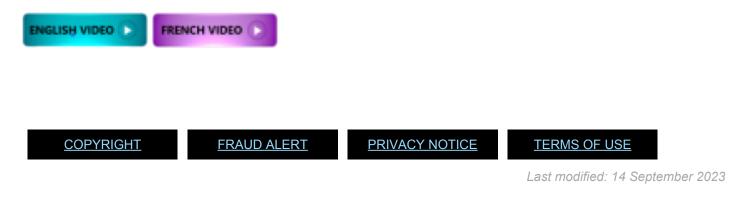
Click image to open expanded view

iii.   Click *Continue*.

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Primary Job Opening Information

⬅ Return

Job Details ⓘ

*Recruitment Framework	Regular Vacancy	
*Job Opening Type	Standard Requisition	
*Business Unit	B0999 🔍	Inspira Default BU
Position Number	10131837 🔍	ADMINISTRATIVE ASSISTANT
Job Code	10395	ASSOCIATE PROGRAMME MANAGEMENT OFFICER, ADMINISTRATION
Job Code Title	ADMINISTRATIVE ASSISTANT	
Source	JO 128875 - ASSOCIATE PROGRAMME MANAGEMENT OFFICER, ADMINISTRATION, P2	

Create Job Opening Options

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

Continue ⬅

Click image to open expanded view

*Click on the video to learn about **The Primary Information Section** (**La section : Informations principales**)*

ENGLISH VIDEO ▶   FRENCH VIDEO ▶

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Tip 2.2: Complete the Job Details Page (for Hiring Managers)

1. Fill out the fields of the *Job Details* page including the mandatory fields (marked with an asterisk *).

2. For the fields *Position* and *Employees being replaced*, the hiring manager can conduct a search by clicking on the search icon 🔍 .

3. Once the information is complete, click on *Save*. Make a note of the job opening number so that it is easy to find later.

*Click on the video to learn about **The Job Details and Org Setting & Responsibilities Sections** (**Sections : Détails du poste et Cadre organisationnel et responsabilités**)*

ENGLISH VIDEO ▶   FRENCH VIDEO ▶

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Tip 2.3: Complete the Evaluation Criteria Page (for Hiring Managers)

1. Fill out the fields of the *Evaluation Criteria* page including the mandatory fields (marked with an asterisk *).

2. In *Years of Work Experience*, enter the number of years required for the position. The *Required* checkbox must be marked to invoke **automated pre-screening** of applicants.

3. In *Field of Work*, select the field by clicking on the search icon and finding the appropriate field. Hiring managers may also add an *Area of Specialty* by clicking on the search icon and finding the appropriate area.

4. For *Required and Desirable Work Experience* and *Custom Questions* in the Job-Fit Questionnaire, see below
   TIPS Tips 2.4, 2.5, 2.6, 2.7 and 2.8.

5. **(Optional only for generic/continuous job openings)**. In *Optional: Keywords*, click on *Add/Edit Keywords*.
   In the next screen, in the *Keyword Group(s)* box, enter the keywords. Make sure to enter all synonyms and variations of the keywords separated by a comma in both English and French. Ensure that the keywords are reflected in the work experience evaluation criteria of the job opening. To add additional keyword groups, click on *Add another group*. The maximum number of keyword groups is **15**.

6. In *Education*, select the minimum educational requirement, in accordance with the level of the position. Mark the *Required* checkbox for automated screening.

7. Do not enter information in the fields *YPP only*, *Main Course of Study*, and *Field of Study*.

8. In *Competencies*, add *Professionalism* and other competencies.

9. In *Degrees*, for positions in the Professional and higher categories, add the required degrees for the position. Alternatively, the hiring manager may use the generic option, *Advanced Level*.

10. In *Languages*, the required language with the *Level of Knowledge* marked as *Fluency*. Add additional languages stated in the job posting and indicate the Level of Knowledge sought. Mark the *Required* checkbox to trigger **automated pre-screening**. Use the *Complex Language Combination* tool for additional options (for example, when English OR French are required).
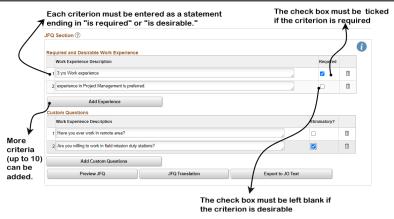
11. In *Licences and Certificates*, add any required or desirable. The *Required* checkbox can remain unmarked as there is no automated screening for this criterion.

12. In *Tests or Examinations*, select *Competency-based interview* and mark the *Required* checkbox. Click on
Add Tests or Examinations and select *Other Assessment Method* or any other specific type of test or examination that will be conducted (e.g. *Essay Exercise*).

*Click on the video to learn about **Hiring Team, Job Posting, Preview and Submit** (**Sections :***
Équipe de recrutement, Publication du poste, Prévisualiser et Soumettre)

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Tip 2.4: Enter Work Experience Criteria in the Job-Fit Questionnaire (for Hiring Managers)

Click image to open expanded view

1. At least **one required** work experience criterion must be entered.

2. *inspira* will automatically append the sentence Please explain below how your experience meets this criterion using examples. at the end of each statement when the job opening has been posted. It will be visible to candidates when they apply.

3. Each entry can have up to 800 characters (including spaces and line breaks).

4. The minimum number of years and area of work experience of the position are always entered as required. It is recommended that the first criterion entered is related to the years of work experience.

5. Required criteria are always eliminatory (i.e. candidates who answer my experience does not meet this criterion or who do not provide a written answer are automatically screened out by *inspira*).

6. The basis of the evaluation criteria must be included in the classification document (classified job description or generic job profile) or a previously approved job opening.

7. Required criteria (i.e. essential to the functions) must be clearly distinct from desirable criteria (i.e. not essential but enable candidates to better fulfil the functions).

8. Present tense must be used when formulating the criteria.

9. Entries such as is an asset, is an advantage or is highly desirable should be avoided.

10. Criteria must not be numbered, *inspira* does it automatically.

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11. As no experience is required for positions at the P-1 level, the hiring manager must manually add the following required criterion:

   Applicants to positions at this level who have an advanced university degree in a relevant field of study are not required to have professional work experience. For applicants who have a first level university degree, two additional years of qualifying work experience is required.

12. As no experience is required for candidates who have passed the YPP/NCRE or G to P exams who apply for positions at the P-2 level, the hiring manager must manually add the following required criterion for job opening at the P-2 level:

   A minimum of two years of progressively responsible experience in the area of (insert specific area) or the successful completion of the Young Professionals Programme Examination (YPP)/United Nations National Competitive Recruitment Examination (NCRE) or the General Service to Professional Examination (G to P) is required.

*Click on the video to learn about **The Evaluation Criteria, Planned Assessment Method(s), Special Notice, and Translation** (**Sections : Critères d'évaluation, Méthode(s) d'évaluation, Notice spéciale et Traductions**)*

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Tip 2.5: Enter Custom Question(s) in the Job-Fit Questionnaire (for Hiring Managers)

Click image to open expanded view

1. **Custom questions are optional**. The JFQ can be completed without any custom questions.

2. Each entry can have up to 800 characters (including spaces).

3. Custom questions should be entered as questions. *inspira* will automatically append the sentence
    Please explain below. after each question when the job opening has been posted. It will be visible to candidates when they apply.

4. Custom questions are not exported into the job opening under work experience.

5. Candidates who answer No to an eliminatory question will be screened out by *inspira*.

6. Custom questions must be clearly linked to the job opening and may help to assist in determining an applicant's eligibility and **suitability** for the job opening to which he or she applied. They may relate to responsibilities, to professionalism, to education, language or other skills required to undertake the functions or to eligibility. Typical questions may also refer to the duty station, shift work or specific types of technical work.

7. The content of a custom question should not relate to work experience. Work experience criteria must be entered under *Required and Desirable Work Experience*.

8. Recruiters will carefully examine all custom questions to ensure a clear linkage to the job opening.

9. For job openings based on an individually classified job description, the central review

bodies will also review and approve the custom questions in connection with the review of evaluation criteria.

10. Criteria must not be numbered, *inspira* does it automatically.

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Tip 2.6: Review Entries in the Job-Fit Questionnaire (for Hiring Managers)

1. After the required and desirable work experience criteria and any custom questions have been added, the hiring manager may review the entire content of the JFQ to ensure accuracy by clicking the *Preview JFQ* button. This will open the *Job-Fit Questionnaire Preview* page, as shown below:

Click image to open expanded view

2. The *Job-Fit Questionnaire Preview* page facilitates the reviewing of the entries in the JFQ form.

3. Work experience criteria are divided in two parts: required criteria and desirable criteria. In each part, the criteria are presented in the same order as they were entered in the JFQ form. They will be presented in that order in the job opening.

4. No additional text should be added after is required or is desirable for the work experience criteria and after the question mark for the custom question(s). *inspira* will automatically append a sentence to request for more details at the end of each statement or question when the job opening is posted. It will be visible to candidates

when they apply.

5.   When the verification is done, clicking on the *Return* button closes the preview of the JFQ.

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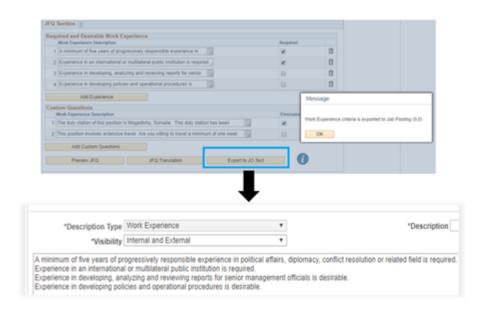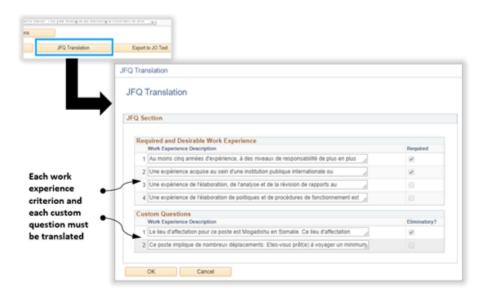
Tip 2.7: Export JFQ entries to the Job Postings page (for hiring managers)

1. After finalizing the JFQ, the hiring manager clicks on the Export to JO Text button.

2. From the JFQ, only the required and desirable work experience criteria are exported to the Work Experience section of the job posting.

3. The eliminatory and non-eliminatory custom questions are not exported to the job opening.

4. The hiring manager can click on the Job Posting tab to preview the display of the work experience criteria in the job opening.

5. Each time a change is made to the work experience criteria in the JFQ, the hiring manager must click on the Export to JO text button again to ensure the updated text will appear in the job posting.

6. Translated text, if already inserted, is also exported to the job posting.

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Tip 2.8: Translate JFQ entries (for hiring managers)

1. When the recruiter reviews the details of a submitted job opening, he or she can coordinate the translation of the job posting outside of inspira and upload the translated text into the job opening when done, as described in section 3.7 of this manual.

2. The hiring manager may also directly enter the translated JFQ and criteria through the JFQ Translation functionality during the job opening building stage. When this happens, it is recommended that the hiring manager liaises closely with the recruiter to avoid duplication which can delay the posting process.

3. The JFQ Translation window will initially display the text in the original language and the hiring manager or recruiter can overwrite the text with the corresponding translated text for each criterion, including the custom questions, if any.

4. Each translated entry can have up to 800 characters (including spaces).

5. When done, the hiring manager or recruiter saves his or her entries by clicking the OK button and then closes the JFQ Translation window by clicking Cancel.

6. Click on the Export to JO text button to ensure the translated text will appear in the job posting.

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Tip 2.9: Complete the Job Postings Page (for Hiring Managers)

1. Click on the *Job Postings* section at the top of page.

2. Click on the existing job posting or *Add Job Posting*.

3. In *Posting Title*, choose between maintaining the default job code title and making a minor change (the change should reflect the job title used in Umoja or in the classified job description). Use initial capitalization for the first word of each word (e.g. Human Rights Officer).

4. For each mandatory item to complete in the **Job Descriptions** section (i.e. *Org. Setting and Reporting*, *Responsibilities*, *Competencies*, *Education*, *Work Experience*, *Languages*, *Assessment*), leave the *Visibility* dropdown menu defaulted to *Internal and External*.

5. *Description ID* may be left blank. If the hiring manager selects one of the options under the *Description ID*, it will populate the field with a generic default text.

6. In the text box for each item of the job description, enter the language to be used in the job posting. If a generic job profile or approved job opening is being used, some of the texts will be populated. For a consolidated list of standard clauses, click on the link at the top of the *Job Postings* page.

7. If there is no text box for each of *Assessment* and *Special Notice*, add them by clicking on *Add Posting Description*. Select *Assessment* and *Special Notice* from the drop down for *Description Type*. In the *Description ID* dropdown menu, choose the applicable language.

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Click image to open expanded view

8.   Click *Preview*, review the job posting and click *Return to Previous Page*.

9.   Click *OK*, and on the next page, click on *Save*.

10. Once the *Job Details and Evaluation Criteria* sections are completed, click on *Submit*.

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Tip 2.10: Find a job request that was previously saved (for hiring managers)

1. Under Main Menu, click on Recruiting > Search Job Openings.

2. On the next page, if the hiring manager knows the job opening number, enter it under Job Opening ID; if not, jump to the next step.

3. Click on Search at the bottom of the page. Normally, the hiring managers will have only one pending job opening; however, if the results show more than one as pending, the hiring managers should find the appropriate job opening based on the information displayed on the screen.

4. At this point, the job request/job opening would have been assigned a job opening number. Hiring managers are advised to take note of it for future reference.

5. Click on the posting title, and the hiring managers will be able to access the draft job request.

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Tip 2.11: Submit a job request to the staffing table manager (for hiring managers)

1. Make sure that all fields in the Job Details, Evaluation Criteria and Job Postings are filled out.

2. Click on Save at the bottom of the page.

3. Click on Submit at the bottom of the page.

4. Inform the staffing table manager.

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Tip 2.12: Review and Approve a Job Request that has been Submitted (for Staffing Table Managers)

1. Under *Main Menu*, click on *Recruiting* > *Pending Approvals*.

2. On the next page, identify the relevant job request, and click on the *Job Opening* column link.

3. Under the *Details* page, review the information entered by the hiring manager in the *Job Details*, *Evaluation Criteria* and *Job Postings* sections, and make any changes as required. In *Job Postings*, make sure to click on the posting title and add any necessary *Special Notice*.

4. Under the *Details* page, in the *Hiring Team* section:

    a. Add the primary hiring manager in the *Hiring Managers* section by clicking on the search icon and entering the staff ID number in the *Empl ID* field or the staff name in the *Display Name* field and click *Look Up*. Mark the *Primary* checkbox next to the primary hiring manager's name.

    b. Add the senior recruiter in the *Interested Parties* section by clicking on the search icon and entering the staff ID number in the *Empl ID* field or the staff name in the *Display Name* field and click *Look Up*.

5. In the *Activity & Attachments* page, click on *Add Attachment* under the *Attachments* section and upload the approved classification document associated with the position (generic job profile, standard job description or individually classified job description).

6. In the *Details* section, click on *Approvals*, and take one of the following actions:

    a. To approve the job request, in the *Comments Text* box, enter the names of any persons who hold or have held a temporary appointment within the last six months and who have been on the post; and click on *Approve*. For job openings created based on a standard job description, provide the job opening number for which the evaluation criteria were approved by a central review body.

    b. To deny the job request, provide comments or reasons for rejecting the request in the *Comments Text* box, and click on *Deny*.

    c. Alternatively, click on *Save* and return to the job request for review later.

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d.   If the job request is approved, inform the senior recruiter (Interested Party).

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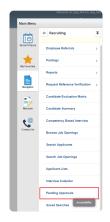
Tip 3.1: Find and Access a Job Opening Pending Approval

1. In *Main Menu*, select *Recruiting* > *Pending Approvals*.

2. On the next page, click on the Posting Title.

Click image to open expanded view

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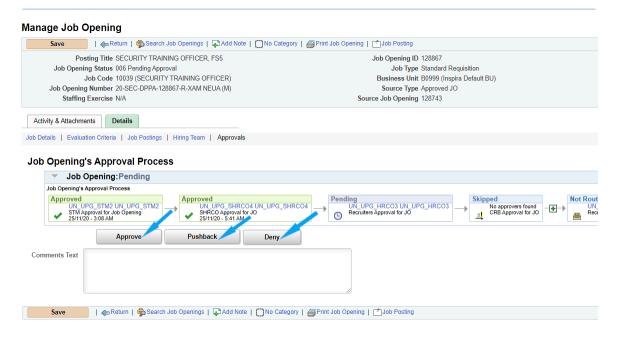
Tip 3.2: Approve, Push Back or Deny a Job Request

1. In the job opening, click on *Details* > *Approvals*.

2. If the case will be sent for *Pushback* or *Deny*, comments or reasons could be entered in the *Comments Text* box. Click one of the following options:

   a. *Approve* – sends the job request to the next stage;

   b. *Pushback* – sends the job request to the immediately preceding stage;

   c. *Deny* – sends the job opening to the hiring manager directly.

Click image to open expanded view

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Tip 3.3: Add a Primary Recruiter and Additional Recruiters

1. In the job opening, click on *Details* > *Hiring Team*.

2. In the *Recruiters* section, click on *Add Recruiter*.

3. In the new field created, click on the search icon 🔍 .

4. On the next page, enter the recruiter's name in the *Display Name* field and click *Look Up*.

5. Click on the recruiter's name.

6. If two recruiters or more were added, select one to be the primary recruiter by clicking on the *Primary* checkbox.

7. Once finished, click on *Save*.

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Tip 3.4: Submit a Job Opening for the Review of a Central Review Body

1. In the job opening page, click on *Details* > *Hiring Team*.

2. In the *CRB / SRG* section, click on *Add CRB / SRG Secretary Team*.

3. On the next page, check the *Select* checkboxes for the CRB team that will be coordinating the review of the job opening.

Add Team

Team

Select	Team ID	Description
☐	1030	Staffing Unit B, DM, NY
☐	1031	Staffing Unit C, DM, NY
☐	1032	Staffing Unit A, DM, NY
☐	1033	UNOV/UNODC Recruiters
☐	1048	OHCHR Recruiters
☐	1049	OCHA Recruiters
☐	1050	UNOG Recruiters
☐	1057	RM Recruiters
☐	1058	ICTY Recruiters
☐	1059	ESCAP Recruiters
☐	1064	Recruitment Unit, HR, ECLAC
☐	1066	OIOS Recruiters

[OK] [Cancel]

Click image to open expanded view

4. Click *OK*.

5. Once finished, click on *Save* at the top or bottom of the page to save the entries.

6. Click on *Job Details*.

7. Change the *Status Reason* to *010 Awaiting CRB/SRG Review*.

8. Once finished, click on *Save* at the top or bottom of the page to save the entries. If the entries are not saved, the job opening will not be properly routed to the next reviewer/ approver.

9. Click on *Approvals*. The recruiter box will be marked as *Approved* and CRB box status

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will change from

Not Routed to *Pending*. The job opening should be routed to the relevant central review body for review and approval.

10. If the central review body returns the job opening at the preliminary review stage, an automatic notification will be sent to the recruiter. The status reason should be changed to *055 Return* to *Recruiter*.

11. After the central review bodies approve the evaluation criteria and job posting in the system, an automatic notification will be sent. The Central Review Body approval step under *Approvals* will also change from

Pending to *Approved*.

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Tip 3.5: Go to the Next Step When Review by a Central Review Body Is Not Required

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

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Tip 3.6: Record a Recommendation Regarding the Evaluation Criteria and the Job Posting (for CRB members)

1. Click on *Main Menu* > *Recruiting* > *CRB/SRG* > *CRB/SRG Reviews*.

   a. Locate and open the review. If the review cannot be found, insert the Review ID number and click *Refresh*.

   b. From the *Manage CRB/SRG Review Schedule* page, locate the job opening and select *Manage Evaluations* > *Create New Evaluation*.

   c. In the *Evaluation Type* field, select *CRB/SRG Members*.

2. In *Recommendation*, select between *Approve JO EC* or *Request Clarifications to HM*.

3. In the *General Comments* box, state the CRB recommendation or if clarification is needed, indicate specifically what requires clarification.

4. Click on *Save*.

5. Click on *Submit* to record the recommendation.

Click image to open expanded view

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Tip 3.7: Submit the Text of a Job Posting for Translation

1. As already highlighted in *Evaluation Criteria* above, the hiring manager may directly enter the translated
    Job-Fit Questionnaire and criteria through the *JFQ Translation* functionality during the job opening building stage.
    In addition, the process below describes how the recruiter coordinates the translation of the job posting outside of *inspira* and upload the translated text into the job opening.

2. In the job opening page, click on *Details* > *Approvals*.

3. Scroll down to the *Job Opening's Approval Process* section.

4. Click on the insert icon, shown as a small cross, located after the *Pending Multiple Approvers* box.

Click image to open expanded view

5. On the *Insert additional approver or reviewer* page, complete the following:

Click image to open expanded view

   a. *User ID*: Click on the search icon and search for the recruiter.

   b. *Insert as*: Select *Reviewer* (recommended option). A reviewer can only review the job opening information.

6. Click on *Insert*. The selected recruiter will be added to the workflow.

7. Once finished, click on *Save* at the top or bottom of the page to save the entries. If the entries are not saved, the job opening will not be routed to the next reviewer/approver.

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8. Click on *Approve*.

9. The recruiters should request for translation outside of the *inspira* system.

10. Once the translation is completed, to upload the translation, in the job opening, click on *Details* > *Job Postings*.

11. Tick the box under *Switch to French* in the English page or *Changer de langue* in the French page. Click *Save*.

Click image to open expanded view

12. Click on the *Job Posting* title. This should prompt the job posting details of the alternative language.

13. Copy and paste the translation into the applicable fields. The recruiter will need to delete or modify auto-populated text as appropriate.

14. After the relevant fields of the job posting have been populated, click *OK*.

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Tip 3.8: Publish a Job Opening

1. In the job opening, click on *Details* > *Job Postings*.

2. Click on the job posting/title that has been created for the job opening.

3. Scroll down to the *Job Postings Destinations* section.

4. Complete the following fields:

    a. *Posting Type* – *Add Posting Destination* to add another row. One row should indicate *Posting Type* as *External* and the other row *Posting Type* as *Internal*.

    b. *Relative Open Date* – Select *Approve Dt* so the job opening will be posted on the same date as the date of final approval.

    c. *Posting Duration (Days)* – Enter the number of days the job opening in accordance to the standard posting period. This will populate the Post and Remove Dates.

5. Click *Preview* to conduct a final review.

6. Once finished, click *OK*.

Job Posting Destinations ⑦

*Destination	*Posting Type	Relative Open Date	Post Date	Post End Date	Remove Date	Posting Duration (Days)	
Internet	External ⌄	Approve Dt ⌄	25/11/2020	08/01/2021	09/01/2021	45	🗑
Internet	Internal ⌄	Approve Dt ⌄	25/11/2020	08/01/2021	09/01/2021	45	🗑

Add Posting Destination

OK	Cancel	Preview

Click image to open expanded view

7. On the next page, click on *Save* at the top or bottom of the page to save the entries.

8. Click on the *Approvals* tab.

9. When the job opening is ready for publication, click *Approve*.

10. The job opening will be published within the next few hours and an automatic notification will be sent to the
    Hiring Team indicating the staff selection benchmark timelines for the job opening.

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Tip 4.1: View the Disposition Given by the Automated Screening

1. In the job opening, click *Manage Job Opening* > *Applicants* > *Manage Applicants*.

2. Look for the *Disposition* column on the right side of the page.

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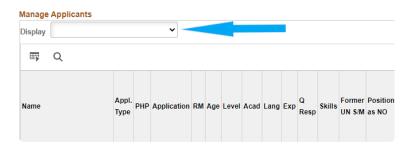
Tip 4.2: Review the Detailed Screening Results for each Screening Rule

1. In the job opening, click on *Applicant Screening*.

2. On the next page, click on *Screening results matrix* on the lower left side of the page.

Click image to open expanded view

3. In *Display*, choose between *Reject*, *Screen* or *HR Assessment Required*.

4. Each rule will be marked with one of the following indicators:

    - *Y*– Passed the screening rule.
    - *N* – Failed the screening rule.
    - *N/A* – Not applicable to this applicant.
    - *HR* – HR Assessment required.

Click image to open expanded view

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Tip 4.3: Access Applicants under HR Assessment Required and Identify Which Screening Rule Needs to Be Assessed

1. In the job opening, click on *Status Matrix* > *Applicant Screening*.

2. Click on *Screening results matrix*.

3. In the *Display* field, select *HR Assessment Required* to see the list of applicants under this disposition.

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Tip 4.4: Generate the HR Assessment List in Excel

1. Click the *Applicant Screening* tab.

Click image to open expanded view

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

Click image to open expanded view

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Tip 4.5: Generate a Manual Notification for Communications with Applicants

1. In the job opening, for the relevant applicant, click on *Other Actions* > *Applicant Actions* > *Manual Notifications* on the right side of the page.

Click image to open expanded view

2. Click on *Applicant Actions* > *Manual Notifications*.

3. In the *Notification for:* field, select *Criminal record request*, *Request for e-PAS* or *Request for lateral move info* as appropriate.

Click image to open expanded view

4. Click on *Preview* to see a preview of the notification that will be sent.

5. Click on *Send* when the notification is finalized.

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Tip 4.6: Use Send Correspondence (Editable) for Communications with the Applicants

1. In the job opening, click on *Other Actions* > *Applicant Actions* > *Send Correspondence* on the right side of the page of the relevant applicant.

Click image to open expanded view

2. Write a subject message and add attachments if necessary.

3. The *Contact Method* field should always be *Email*. The *Letter* field should remain blank. The *Access* field should remain *Public*.

4. Click on *Preview* to review the message that will be sent.

5. Click on *Send* when the message is finalized

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Tip 4.7: Change the Disposition of an Applicant After HR Assessment

1. In the job opening, click on *Applicant Screening* > *Screening results matrix*.

2. Click *Take Action* (on the right side of each applicant) and in the dropdown menu, select *Screen* or *Reject*.

Click image to open expanded view

3. On the next page, if the applicant is being screened in, select *Final Screen* in the *Status Reason* dropdown menu.

Click image to open expanded view

4. If the applicant will be placed in the disposition of *Reject*, select the applicable reason for rejection in the
Status Reason dropdown menu.

5. Click *OK*.

Change the status to Reject

Job Opening ID:	128861	CHIEF OF SECTION, SUPPLY
Applicant Name:	Swanson,Chris	
Status Code:	110 Reject	

Status Reason:

Status Date:

Recruiter:

OK

Age
Level
Academics
Languages
Work Experience
Screening Questions
Skills
Former UN Staff Member
National Officer Postion
Consultant/I.Contractor/Intern
G applying to P & Above
UN Family Relations
UN Volunteers
Lateral Moves to P5
Lang staff to Non-lang JO
Criminal Record
Multiple rules
FS6 and FS7 Applying to P
Temp applying to current job

Click image to open expanded view

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Tip 4.8: Notify the Hiring Manager of the Completion of the HR Assessment

1. In the job opening, click on *Applicant Screening* > *Notify HM*.

Click image to open expanded view

2. On the next page, click *Send*.

Click image to open expanded view

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

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Tip 5.1 Immediately recommend a downsized staff member candidate for selection

1. In the job opening, identify downsized staff member candidates with the priority consideration value (1, 2, 3, or 4) in the column *Downsized SM Priority* for recommendation.

2. Click on *Other Actions* > *Recruiting Actions* > *Edit disposition*

3. Select the New Disposition as *061 Recommended*

4. Select the Status Reason as *Downsize Recommend*

5. Click *Save*

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6. Disposition is changed to *Recom* for the Downsized Staff Member

Tip 5.2 Select 'Not Recommended' for a downsized staff member candidate

1. In the job opening, identify downsized staff member candidates with the priority consideration value (1, 2, 3, or 4) in the column *Downsized SM Priority for recommendation*.

2. Click on *Other Actions* > *Recruiting Actions* > *Edit disposition*.

3. Select the New Disposition as *062 Not Recommended*

4. Select the Status Reason *Disqualified* (*pending inspira update to add reason *Downsized Only – Not Suitable* to the dropdown list)

5. Click *Save*.

6. Disposition is changed to *Not Recom* for the Downsized Staff Member

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Tip 5.3 Attaching the mandatory justification for selecting 'Not Recommended' for a downsized staff member

1. On the Manage Job Opening page, go to *Activity & Attachments* > *Add Attachment*. Click on the *Browse* button, choose the justification document for 'Not Recommending' the downsized staff member from your local computer drive.

2. Click on *Upload*

3. Click on *Save*

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Attachments

File Name	Description	Audience	Updated	Uploaded By	
Downsizing_NotRecom_justification.docx	Downsizing_NotRecom_justificat	⌄	19/12/2022 6:06AM	UN_UPG_PC1 UN_UPG_PC1	🗑

1-1 of 1 ⌄

[Add Attachment]

Notification History

No notifications have been added to this Job Opening

Transmittal Memo/Case Summary Memo

Please note that the creation and management of the transmittal memo is being moved to the 'Finalization' tab.

[**Save**]   Return | Search Job Openings | Print Job Opening | Job Posting | Applied Criteria | Communications | Add Note | No Category   Top of Page

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Tip 5.4: The Recruiter prepares the job opening for selection of the downsized staff member

1. In the job opening, click on the tab *Details* > *Job Details*.

2. In the Status Reason dropdown menu, select *No CRB / SRG Required*.

3. Click *Save*.

Manage Job Opening

| Save | ⬅ Return | 🔍 Search Job Openings | 🖨 Print Job Opening | 📋 Roster Search | ☐ Job Posting | Applied Criteria | Communications | 📝 Add Note | ☐ No Category |

Posting Title INFORMATION SYSTEMS OFFICER - For Downsizing Guide…	**Job Opening ID** 133421
Job Opening Status 010 Open	**Job Type** Standard Requisition
Job Code 4083 (INFORMATION SYSTEMS OFFICER)	**Business Unit** B0999 (Inspira Default BU)
Position Number 10348708 (ASSOCIATE MANAGEMENT AND PROGR)	**Job Opening Number** 22-IST-DM-133421-R-NEW YORK (R)
Posting Period 18 December 2022 - 19 December 2022	**Source Type** Approved JO
Staffing Exercise N/A	**Source Job Opening** 111006

| Applicants | Applicant Search | Applicant Screening | Activity & Attachments | **Details** | Reports | Tests and Assessments | Finalization |
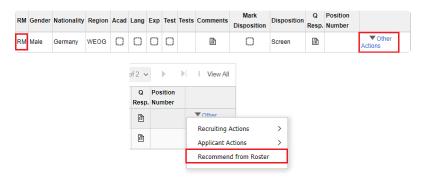
Job Details | JO Builder | Job Postings | Hiring Team | Approvals

Opening Information ⓘ

Job Opening Type	Standard Requisition
Created By	217946 UN_UPG_PC1 UN_UPG_PC1

Status dropdown list:
- 010 New Authorization
- 020 New Job/Position
- 040 Job/Position Vacated
- 050 Re-Opened
- 051 Start Suitability Phase
- 052 End Suitability Phase
- 053 Awaiting Manager Pref
- 054 Manager Complete
- 060 Awaiting CRB / SRG Endorse
- 070 CRB / SRG Endorsed
- 080 Pending HM Clarifications
- 085 Return to Recruiter
- **090 No CRB / SRG Required**
- 100 Awaiting JNB/SRB
- 110 JNB/SRB Complete
- 120 Awaiting ASG OHRM/SG
- 130 ASG OHRM/SG Complete
- 140 ASG/SG Reject Recommend

Openings to Fill	
Target Openings	
Available Openings	
Business Unit	
Company	...ns Secretariat
*Department/Office	
Organisational Unit	
*Duty Station	Add Additional Duty Stations
Status Code	
→ **Status Reason**	
Status Date	18/12/2022

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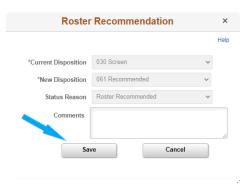
Tip 6.1: Immediately Recommend a Roster Candidate for Selection

1. In the job opening, identify roster candidates with a roster mark (*RM*, *GX*, *YP*, *IY*) in the column *RM* for recommendation.

2. Click on *Other Actions* > *Recommend from Roster*. This option is available only for candidates with a roster mark.

Click image to open expanded view

3. On the next page, enter comments in the *Comments* box.

4. Click *Save*.

Click image to open expanded view

5. The disposition of the candidate will change to *Recommended*.

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Tip 6.2: Access and Update the Status Matrix

1. In the job opening, click on the *Status Matrix* under *Applicants*.

2. Choose *061 Recommended* from the dropdown list.

Click image to open expanded view

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

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Tip 6.3: Prepare the Job Opening for Roster Selection

1. In the job opening, click on *Details* > *Job Details*

2. In the *Status Reason* dropdown menu, select *No CRB / SRG Required*.

Click image to open expanded view

3. Inform the hiring managers and staffing table managers that the head of entity may make the selection
   (for further details on selection, refer to **Chapter 10**).

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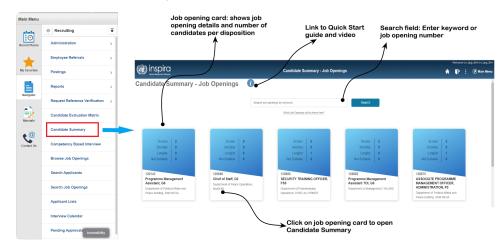
Tip 7.1: Access Candidate Summary Landing Page

1. The *Candidate Summary* landing page can be accessed through *Main Menu* > *Recruiting* > *Candidate Summary*.

Click image to open expanded view

2. All open job openings associated to a hiring manager or recruiter, with at least one candidate in either *Screen*, *Short List*, *Long List* or *Not Suitable* disposition, are presented on this page as separate blue job opening cards.

3. Job opening cards are displayed in descending order by job opening number.

4. A maximum of **20** job opening cards are displayed. To find a specific job opening which may not be presented on this landing page, it is possible to type a keyword or a job opening number in the *Search* field.

5. Each job opening card shows the job opening number, posting title, grade, department and duty station. The card also displays the number of candidates per disposition (*Screen*, *Short List*, *Long List*, *Not Suitable*).

6. The candidate list for a specific job opening can be opened by clicking on the selected job opening card.

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Tip 7.2: Review Each Candidate Summary

Click image to open expanded view
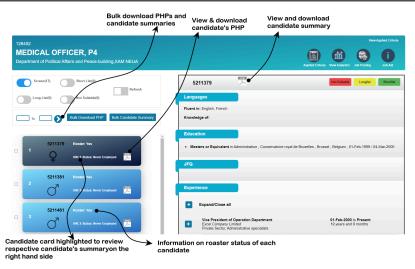
1. The header shows details of the job opening including job opening number, posting title, grade, department and duty station. It also provides a link to open the job opening.

2. Each candidate card displays applicant ID, total years of work experience as calculated by *inspira* based on PHP inputs, whether the candidate is on a relevant roster for the job opening, UN Common System status, gender, and a link to the full PHP.

3. The name and nationality of the candidates are hidden to reduce unconscious bias.

4. The card of the candidate whose profile is being reviewed is displayed in a darker shade of blue. The relevant candidate summary is shown on the right-hand side.

5. The cards are listed by application date, with the most recent at the top.

6. The summary of the candidate's profile, extracted from the PHP and the candidate's application, is presented in four sections and may be downloaded:

    a. *Languages* – Fluency and knowledge of (also called working knowledge).

    b. *Education* – University degrees and certificates/diplomas, institute and study period.

    c. *JFQ* – Candidate's responses to screening questions from the Job-Fit Questionnaire.

    d. *Experience* – Job title, employer, employment period and duration, duty station.

    e. Scroll bars allow to navigate the candidate cards and the candidate summary sections.

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f. After defining a range (ex. 1 to 100) and clicking the arrow for the respective candidate cards to be marked, PHPs and candidate summaries can be downloaded in bulk, up to 100 at a time.

Tip 7.3: Conduct Preliminary Evaluation Using the Candidate Summary Tool

Click image to open expanded view

1. For each candidate, the hiring manager should click on the candidate card and review the candidate summary and PHP against the required and invoked desirable education, work experience and language criteria as listed in the job opening as well as the eliminatory and non-eliminatory custom questions in the JFQ, if any, to decide on the appropriate disposition. The hiring manager must give full and fair consideration to each candidate and therefore must review the complete documentation provided by the candidate, including the PHP, before making a final decision on a candidate's disposition.

2. As soon as the hiring manager clicks on a disposition button for a candidate, a coloured icon will be displayed on the left-hand side of the candidate's card indicating the assigned disposition (red = *Not Suitable*, yellow = *Long List*, green = *Short List*). The coloured disposition icon will also be displayed in the top left corner of the candidate summary section. Candidates without an icon are still in Screen status and their profile is pending evaluation.

3. Disposition sliders can be switched on or off to filter candidates according to their disposition.

4. If desired, the hiring manager may use a separate Excel table to record notes about their decisions.

*Click on the video to learn about **How to Screen Candidates***
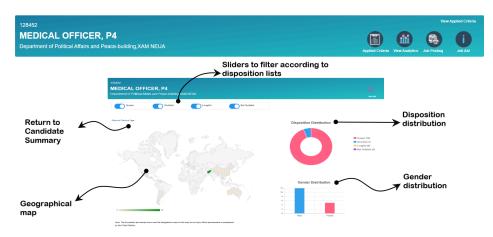
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ENGLISH VIDEO ▶

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Tip 7.4: Review the Analytics Dashboard Using the Candidate Summary Tool
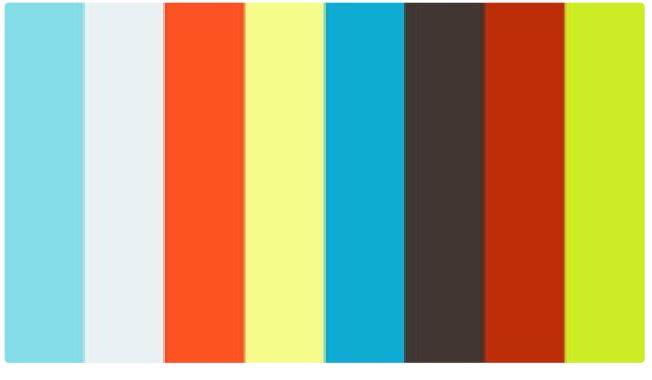
Click image to open expanded view

1. To access the analytics dashboard from the *Candidate Summary* page, click the *View Analytics* icon in the right-hand corner of the header.

2. The page that opens shows the overall size, gender and geographical distribution of candidates according to disposition status.

3. Sliders to filter the distribution of candidates according to gender and geographical distribution per disposition can be switched on or off. The page will be refreshed immediately.

4. Hovering over each highlighted country on the map shows the number of candidates per nationality according to filtered disposition.

5. Clicking *Return to Previous Page* closes the dashboard.

6. In the event that the hiring manager considers that the number of candidates in the shortlist is too small or not balanced in terms of gender and geography, he or she may consider either reducing the number of invoked desirable criteria or invoking different desirable criteria.

7. If the hiring manager changes the definition of short list (e.g. by applying fewer desirable criteria), s/he should
re-evaluate all candidates who meet the minimum requirements against the new set of invoked desirable criteria.

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Tip 7.5: Change Dispositions of Applicants Without Recording Ratings or Comments (Legacy inspira Tool)

1. On the landing page of the job opening, identify the applicant to be evaluated. Click on the box in the
    Mark Disposition column.

Click image to open expanded view

2. A pop-up will open. Choose the icon reflecting the appropriate disposition. The pop-up will close, and the chosen icon will reflect in the *Mark Disposition* column on the landing page.

Click image to open expanded view

3. To return to the applicant list without choosing an icon, click *Return* at the bottom or the *X* button at the top right corner of the pop-up.

4. The Mark Disposition icon does not automatically reflect in the *Disposition* column. When the hiring managers are ready to confirm the result of their preliminary evaluation and carry over the chosen status in *Mark Disposition* column to the actual *Disposition* column, click *Change Dispositions* at the bottom of the page.

5. From the dropdown, select *Change dispositions without recording ratings*.

6. A pop-up will indicate that the dispositions have been changed successfully. Click *OK*.

Click image to open expanded view

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Tip 7.6: Change Dispositions of Applicants and Record Ratings and Comments in Online Page (Legacy inspira Tool)

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

Click image to open expanded view

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

Giving individual ratings for each area

3. A preliminary evaluation pop-up screen with a list of applicants of the chosen disposition will appear. By clicking the box in the relevant column, hiring managers may give unsatisfactory rating for each area of academics, experience or language. This symbol represents unsatisfactory rating.

Click image to open expanded view

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

Change disposition

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

Click on image to enlarge

6. A pop-up screen will open. Choose the icon reflecting the appropriate disposition. The pop-up will close, and the chosen icon will reflect in the *Mark Disposition* column.

7. To return to the applicant list without choosing an icon, click *Return* at the bottom or the *X* button at the top right corner of the pop-up screen.

Entering ratings, comments or dispositions in bulk

8. Check the applicants in the *Select* column on the left side of the table.

9. Click the *Group Action for* menu at the bottom of the page.

10. Select the area to change in bulk, among *Comment*, *Mark Dispositions*, *Academic*, *Experience*, *Language* or *Test*. The *Values* menu will change depending on the group action of choice.

11. Enter comments, if the chosen group action is *Comments*. Otherwise, choose the appropriate value from the dropdown menu.

12. Click on *GO*. The page should reflect the changes for all checked candidates.

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Click image to open expanded view

Saving preliminary evaluation results

13. Once the individual ratings, comments and relevant icons for disposition are given, click *Save Preliminary Evaluations*. Ensure that the *Select* column boxes are ticked for the applicants that the hiring managers have reviewed.

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

Click image to open expanded view

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

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Tip 7.7: Change Dispositions of Applicants and Record Ratings and Comments Using Offline Excel Template (Legacy inspira Tool)

1. At the bottom of the job opening landing page, click the *Change Dispositions* menu and then select *Change Dispositions Offline via Excel*.

Click image to open expanded view

2. Check the types of applicants for which the preliminary evaluation upload will be conducted (e.g. *Screen*, *Longlist*).

3. Click *Search*.

Click image to open expanded view

4. On the next page, click *Select All* at the bottom of the page to conduct preliminary evaluation on all applicants with the chosen disposition. The evaluation may be conducted in smaller batches.

5. Click on *Download Applicants*.

6. A file will be downloaded and will appear at the bottom of the screen. Save the file in a preferred location. Make sure that the document is saved with a **.xml** extension, which is

the default.

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

Click image to open expanded view

8. Save the Excel file in a preferred location and open the file. The Excel file has two worksheets: ***Introduction*** and ***Applicants***.

9. In the ***Introduction*** worksheet of the Excel file, click on *Import Applicant Data*, the first grey rectangle.
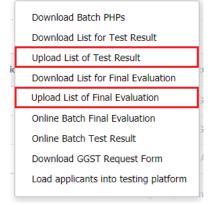

Click image to open expanded view

10. When prompted, find and open the **.xml** file which was previously downloaded. The

applicant information will be automatically uploaded into the ***Applicants*** worksheet of the Excel file.

11. Proceed to fill the fields in the ***Applicants*** worksheet (e.g. Ratings, Comments, Dispositions).

12. Enter ratings only if the rating for academics, experience or language is unsatisfactory. Otherwise, a blank field in any of these areas would represent a satisfactory rating.

Upload

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

Click image to open expanded view

14. This will create a **.xml** file named ***export***. Save it in a preferred location. Make sure that the document is saved with an **.xml** extension, which is the default.

15. At the bottom of the job opening landing page, click on the *Change Dispositions* menu, and choose
Change Dispositions Offline via Excel.

16. This time mark the *Upload Offline Evaluation* check box.

17. Click on *Upload Applicants*.

18. A pop-up will appear for choosing the ***export*** file, which was previously created.

19. Find and open the ***export*** file. Click the *Upload* button.

Click image to open expanded view

20.   The online preliminary evaluation screen will appear, which should now be populated with the information from the offline excel template. Review and spot check.

21.   Click on *Select All* on the lower left side of the page.

22.   Click on *Save Preliminary Evaluations*.

Click image to open expanded view

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

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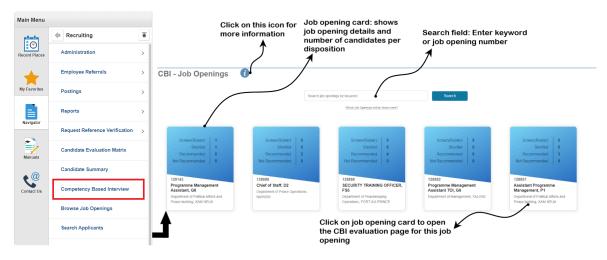
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Tip 7.8: View Details of the Preliminary Evaluations given to Applicants (Legacy inspira Tool)

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

Click image to open expanded view

2. On the next page, under *Assessments Type*, find *Preliminary Evaluations*, and click *View Assessment*.

Click image to open expanded view

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

4. If the preliminary evaluations were conducted without recording ratings and comments **TIPS** Tip 7.1, applicants who were given dispositions of *Long List* or *Short List* will show ratings of *Satisfactory* for all four areas of *Academic*, *Experience*, *Language* and *Test* (if any). Applicants who were given dispositions of *Not Suitable* or *Remain in Long List* will show ratings in all four areas of *Not Applicable*.

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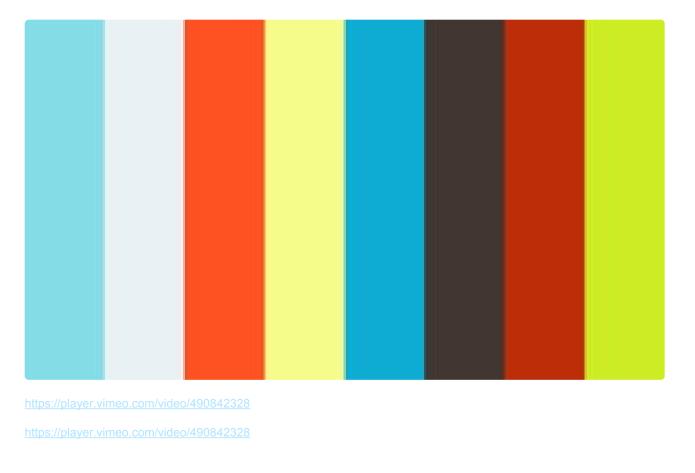
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Tip 7.9: Generate and Use the Work Experience Criteria Report of Applicants (Legacy inspira Tool)

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

Click image to open expanded view

2. Click on *Click here* to select the report and select *Work Experience Criteria Report of Applicants*.

3. Select the disposition of the applicants to evaluate (normally applicants with *Screen* or *Long List* disposition).

4. Click on *Generate Report*. An Excel file will be generated.

5. After opening the Excel file, go through each applicant to mark whether he or she meets the requirement or desirable criteria previously identified starting in column *I* of the Excel file.

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

Click image to open expanded view

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

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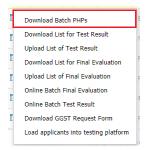
Tip 7.10: Download all PHPs (Legacy inspira Tool)

1. In the job opening, click *Batch Actions* at the bottom of the page.

2. Click on *Download Batch PHPs*.

Click image to open expanded view

3. Check *Screen* to download the PHPs of only the screened applicants or choose other dispositions, as appropriate.

Click image to open expanded view

4. Click on *Search*.

5. On the next page, click on *Select All* or choose individual PHPs to download.

6. Click on *Download PHPs*.

7. PHPs are downloaded in a compressed **.zip** folder.

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Tip 7.11: Generate Applicant List with Roster, Gender and Nationality Info (Legacy inspira Tool)

1. In the job opening, click on the spreadsheet icon 📊 on the upper right-hand side of the page, above the list of applicants.

2. An Excel file will be generated.

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Tip 7.12: Generate the GGST Request Form with Contact Information (Legacy inspira Tool)

1. In the job opening, click on *Batch Action* at the bottom of the page.

2. Click on *Download GGST Request Form*.

Click image to open expanded view

3. On the next page, check the types of applicants for which information needs to be obtained (e.g. *Screen*, *Long List*, *Short List*).

4. Click *Generate Request Form*. The file will be generated in an Excel format.

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Tip 7.13: Use the Applicant Search Tool (Legacy inspira Tool)

1. In the job opening, click on *Applicant Search*.

2. On the next page, enter search criteria, such as language (including level of knowledge) and keywords.

3. In the *Keywords* field, enter the keywords to be searched. The search results will provide applicants who have used the keyword in their applications in the cover letter and work experience or employment sections of their applications/PHP. When searching keywords with two or more words, the search will provide applicants who have written such keywords in the exact consecutive form.

4. Click on *Find Applicants*.

Click image to open expanded view

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

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Tip 8.1: Add Names of the Assessment Panel

1. In the job opening, click on *Details* > *Hiring Team*.

2. Under the *Interviewers* section, add the names of the interviewers by clicking on *Add Interviewer* and then clicking on *Look Up* to find the staff member.

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Tip 8.2: Send Correspondence (Blank, Editable Communication Tool)

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

Click image to open expanded view

2. Write a subject and message and add attachments if necessary.

3. Leave the *Contact Method* field as *Email*; the *Letter* field blank; and the *Access* field as *Public*.

4. Click *Preview* and preview the message that will be sent.

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Tip 8.3: Disqualify Short Listed Applicants Who Do Not Participate in Assessments Including CBI

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

2.   Click on *Create Assessment Record*.

3.   On the next page under *Interview Ratings*, for each competency, select *Not Applicable*.

4.   On the left side of the page, under the *Evaluation* section, from the *Assessment Type* dropdown menu, select *Final*.

5.   In the *Overall Rating* dropdown menu, select *Not Applicable*.

6.   In the *Recommendation* dropdown menu, select *Not Recommended*.

Click image to open expanded view

7.   A new field named *Reason* will appear. Select *Declined to attend assessment*, Disqualified or *No response to invitation*.

8.   In the *Comments* box, add a comment detailing the situation.

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9. Click *Save*. Once the assessment is saved, it cannot be changed.

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Tip 8.4: Record Results of Assessments Other Than CBI

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

2. Click on *Add Test Results* under *Test Results*.

Test Results

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

Add Test Results

Click image to open expanded view

3. In the *Test* dropdown menu, select the test or type of test taken by the applicant.

4. In *Test Date*, select the date when the test was administered.

5. In *Test Score*, enter the score.

6. Tick the *Passed Test* column for applicants who passed.

7. If there are more test results, click on *Add Test Results*.

8. When finished, click *Save*.

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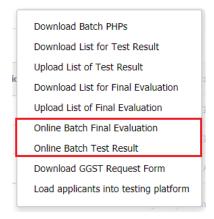
Tip 8.5: Online Batch Input of Test and Final Assessment Results

1. In the job opening, click on *Batch Action* at the bottom of the page.

2. Click on *Online Batch Test Result* or *Online Batch Final Evaluation*, depending on the stage of the staff selection process.

Download Batch PHPs
Download List for Test Result
Upload List of Test Result
Download List for Final Evaluation
Upload List of Final Evaluation
Online Batch Final Evaluation
Online Batch Test Result
Download GGST Request Form
Load applicants into testing platform

Click image to open expanded view

3. On the next page, select the types of applicants for which online batch will be used (e.g. for final assessment, normally Shortlist).

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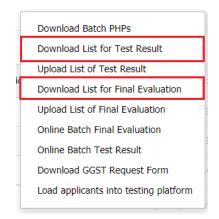
Tip 8.6: Offline Batch Input of Test and Final Assessment Results (Excel)

To download:

1. In the job opening, click on *Batch Action* at the bottom of the page.

2. Click on *Download List for Test Result* or *Download List for Final Evaluation*, depending on the stage of the staff selection process.

Download Batch PHPs
Download List for Test Result
Upload List of Test Result
Download List for Final Evaluation
Upload List of Final Evaluation
Online Batch Final Evaluation
Online Batch Test Result
Download GGST Request Form
Load applicants into testing platform

Click image to open expanded view

3. On the next page, check the types of applicants, normally *Shortlist*, for recording the results.

4. Click on *Search*.

5. On the next page, click on *Select All* at the bottom centre of the page. The evaluation may be conducted in smaller batches.

6. Click on *Download Applicants*.

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Click image to open expanded view

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

8. At the top of the page, click on *Download Offline Test Result Template* or *Download Offline Final Evaluation Template*, as applicable.

9. Save the Excel file in a preferred location and open the file. The Excel file has two worksheets: ***Introduction*** and ***Applicants***.

10. In the ***Introduction*** worksheet of the Excel file, click on *Import Applicant Data*, the first grey rectangle.

Click image to open expanded view

11. When prompted, find and open the **.xml** file which was previously downloaded. The applicant information will be automatically uploaded into the *Applicants* worksheet of the Excel file.

12. Proceed to fill the fields in the *Applicants* worksheet (e.g. Ratings, Comments, Test scores, Assessment date).

To upload:

1. Once the template is filled out, in the *Introduction* worksheet of the Excel file, click *Export Applicant Data*, the green rectangle.

2. In the job opening, click on *Batch Action* at the bottom of the page.

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Click image to open expanded view

3. Click on *Upload List of Test Result* or *Upload List of Final Evaluation*, as appropriate.

4. On the next page, click *Upload File*.

5. This time mark the *Upload Offline Evaluation* checkbox.

Click image to open expanded view

6. Click on *Upload Applicants*.

7. A pop-up will appear for choosing the **export** file, which was previously created.

8. Find and open the **export** file.

9. Click on the *Upload* button.

10. Click on *Select All* on the lower left side of the page.

11. On the next page, review and spot check that the fields have been filled correctly and click *Select All* on the lower left side of the page.

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Click image to open expanded view

12. Click on *Save*. The next page will provide a status of the upload and errors, if any. Click *OK*.

13. Click on *Return to Previous Page*.

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Tip 8.7: Access the CBI Evaluation Tool
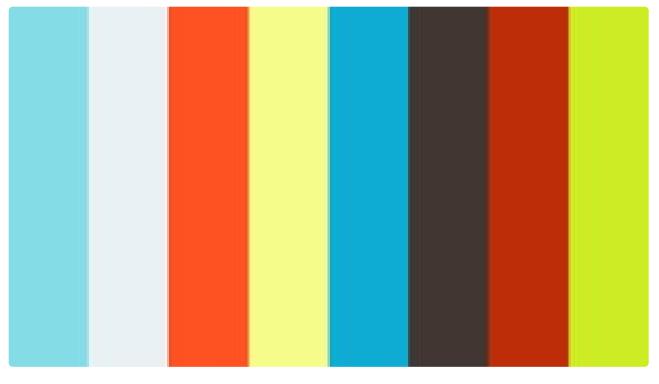
1. The CBI evaluation tool can be accessed through *Main Menu* (top right of *inspira* home page) > *Recruiting* > *Competency Based Interview*.

2. All open job openings associated to a hiring manager or recruiter, with at least one candidate in either *Screen (Roster)*, *Shortlist*, *Recommended* or *Not Recommended* disposition, are presented on this page as job opening cards.

3. Job opening cards are displayed in descending order of job opening number.

4. A maximum of 20 job opening cards are displayed. To find a specific job opening which may not be listed on this landing page, it is possible to type a keyword or a job opening number in the *Search* field.

Click image to open expanded view

5. Each job opening card shows the job opening number, posting title, grade, department and duty station. The card also displays the number of candidates per disposition: *Screen (Roster)*, *Shortlist*, *Recommended* or *Not Recommended*.

6. The CBI evaluation page for a specific job opening can be opened by clicking on the selected job opening card.

*

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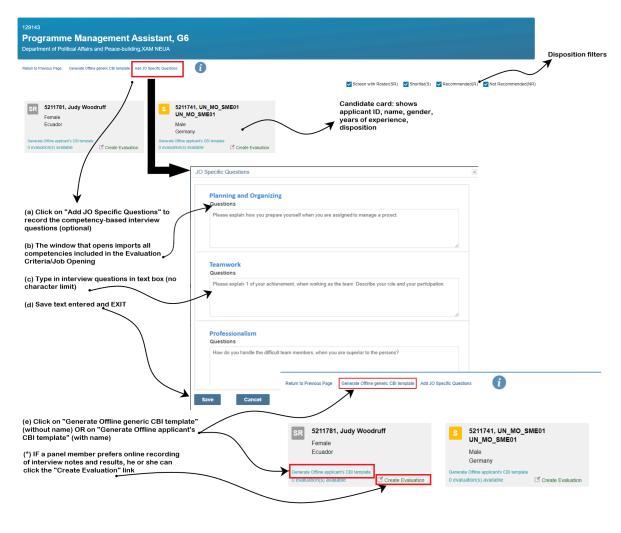
https://player.vimeo.com/video/490842248

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Tip 8.8: Generate Interview Templates and Record Interview Findings Using the CBI Evaluation Tool (for Panel Members)

1. The job opening-specific CBI evaluation page displays a job opening header as well as candidate cards.

2. The header shows the following details: job opening number, posting title, grade, department and duty station.

3. The candidate cards show candidates in *Screen with Roster* (SR), *Shortlist* (S), *Recommended* (*R*) and
    Not Recommended (NR) status. Disposition filters are available in the right-hand top corner. Each candidate card displays the applicant ID, name, gender, years of experience and current disposition through a coloured icon.

4. Interview templates for panel members can be generated through this page:

    a. Click the *Add JO Specific Questions* link which

    b. opens a window listing all competencies included in the evaluation criteria/job opening.

    c. Type in the proposed job opening specific interview questions for each competency, including probing questions if desired,

    d. and click the *Save* button, which also exits this window. The questions can be updated and saved again any time before the interviews start.
    Steps *(a)* to *(d)* are optional as interview templates may be generated without any pre-entered questions. However, adding the questions helps to ensure that candidates are asked the same questions.

    e. Open the *Generate Offline generic CBI template* link (without candidate name) or the *Generate Offline applicant's CBI template* link inside the respective candidate cards (with candidate name) to generate forms for download and use by panel members for manual interview records.

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129143
Programme Management Assistant, G6
Department of Political Affairs and Peace-building,XAM NEUA

Return to Previous Page   Generate Offline generic CBI template   Add JO Specific Questions

Disposition filters

☑ Screen with Roster(SR)   ☑ Shortlist(S)   ☑ Recommended(R)   ☑ Not Recommended(NR)

SR 5211781, Judy Woodruff
Female
Ecuador
Generate Offline applicant's CBI template
0 evaluation(s) available   ☑ Create Evaluation

S 5211741, UN_MO_SME01
UN_MO_SME01
Male
Germany
Generate Offline applicant's CBI template
0 evaluation(s) available   ☑ Create Evaluation

Candidate card: shows applicant ID, name, gender, years of experience, disposition

JO Specific Questions

Planning and Organizing
Questions
Please explain how you prepare yourself when you are assigned to manage a project.

Teamwork
Questions
Please explain 1 of your achievement, when working as the team. Describe your role and your participation.

Professionalism
Questions
How do you handle the difficult team members, when you are superior to the persons?

Return to Previous Page   Generate Offline generic CBI template   Add JO Specific Questions

Save   Cancel

(a) Click on "Add JO Specific Questions" to record the competency-based interview questions (optional)

(b) The window that opens imports all competencies included in the Evaluation Criteria/Job Opening

(c) Type in interview questions in text box (no character limit)

(d) Save text entered and EXIT

(e) Click on "Generate Offline generic CBI template" (without name) OR on "Generate Offline applicant's CBI template" (with name)

(*) IF a panel member prefers online recording of interview notes and results, he or she can click the "Create Evaluation" link

SR 5211781, Judy Woodruff
Female
Ecuador
Generate Offline applicant's CBI template
0 evaluation(s) available   ☑ Create Evaluation

S 5211741, UN_MO_SME01
UN_MO_SME01
Male
Germany
Generate Offline applicant's CBI template
0 evaluation(s) available   ☑ Create Evaluation

Click image to open expanded view

5. The interview templates will list the questions (if added), the indicators for each competency and space for ratings, and an area for notes. A set of forms for each candidate should be provided to each panel member. Panel members take notes on interview worksheets (print outs or word documents) generated by this tool or use the online evaluation template option. If panel members use the online options, the HM will have access to these reports through the system.
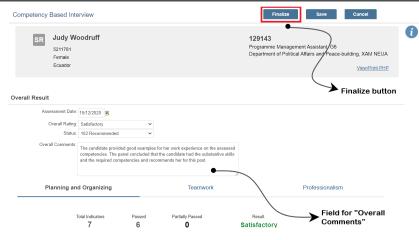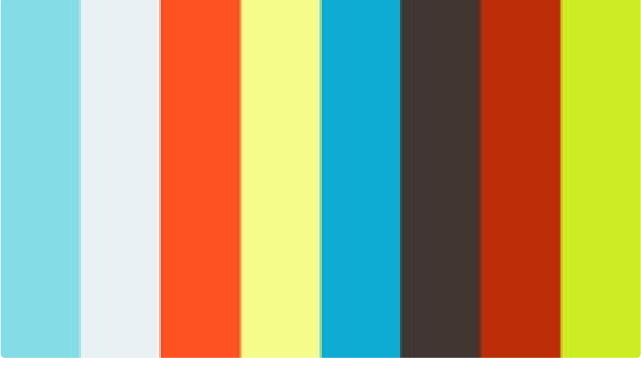
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Tip 8.9: Create a Final Interview Assessment Using the CBI Evaluation Tool (for Hiring Managers)

Click image to open expanded view

1. The hiring manager starts by recording the ratings for the indicators of each competency by clicking the relevant radio buttons. As a result, a text reflecting the assessment of the ratings for each indicator is automatically generated by the tool, thus eliminating the need for manual summarization.

2. Based on the sum of the indicator ratings, the system will calculate the overall rating for each competency, i.e. *Outstanding* (candidate meets all indicators), *Satisfactory* (candidate meets most (i.e., more than half) of the indicators), *Partially Satisfactory* (candidate meets half or fewer of the indicators) or *Unsatisfactory* (candidate meets none of the indicators).

3. In the *Manual Report* section, a mandatory short summary of the panel's findings and conclusions based on the candidate's response (up to 200 words) to supplement the system-generated assessment based on the indicator ratings must be added for each competency, whether the candidate passed or not.

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Tip 8.10: Finalize Interview Assessment Using the CBI Evaluation Tool (for Hiring Managers)

Click image to open expanded view
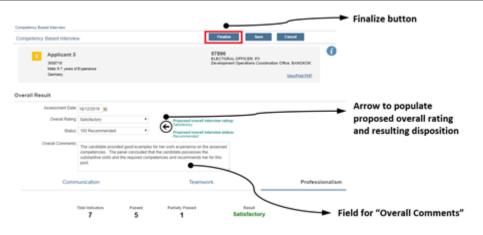
1. Based on the calculated ratings for each competency, the tool proposes an overall rating for the outcome of the candidate's interview (*Overall Rating*) and the resulting final disposition (*Status*). Then, the hiring manager clicks on the arrow to populate the overall interview rating and the overall interview status.

2. A field for *Overall comments* is also available. These comments are optional.

3. For candidates who declined to attend the assessment, who gave no response to the interview invitation or who were disqualified, a final assessment record can also be recorded by changing their status disposition to
    Not recommended. For such cases, the hiring manager does not rate the indicator competencies.
    The *Overall Rating* should be manually changed to *Not Applicable* and an appropriate status reason must be chosen (*Declined to attend assessment*, *Disqualified* or *No response to invitation*). Alternatively, the hiring manager can also change the disposition of such candidates by using the legacy tool, as described above in 🔴TIPS Tip 8.3
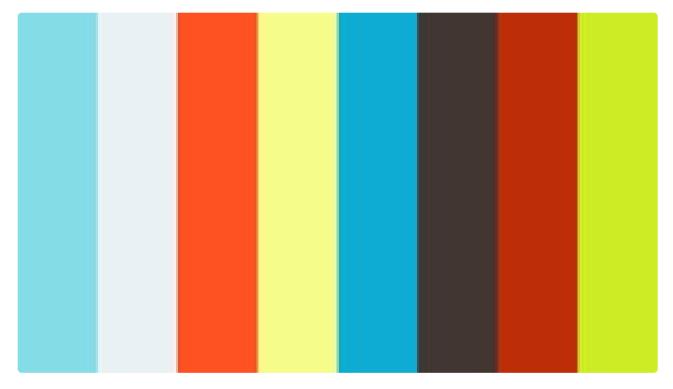
4. If the hiring manager believes that exceptional circumstances necessitate changing the *Overall Rating* and *Status* suggested by the system, s/he should first discuss this with the recruiter and must record a written justification in the overall comments.

5. Clicking the *Finalize* button results in recording the overall rating and updates the candidates' dispositions in *inspira* to *Recommended* or *Not recommended*.

6. Finalizing the assessment records generates the Comparative Analysis Report accessible through the *Reports* tab in the job opening landing page, which will be reviewed by the recruiter and the
    Central Review Bodies (CRB) to facilitate the endorsement of the recommended list.

7. The assessment records can be modified later if needed. To do so, the hiring manager goes back to the relevant candidate card, selects the links evaluation(s) available and *View Evaluation* and amends the record. Then, he or she clicks on the *Re-Finalize* button to record the modifications which are tracked by the system.

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Tip 8.11: Create a Final Assessment Record Using the Legacy inspira Tool (for Hiring Managers)

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

Click image to open expanded view

2. Click on *Create Assessment Record*.
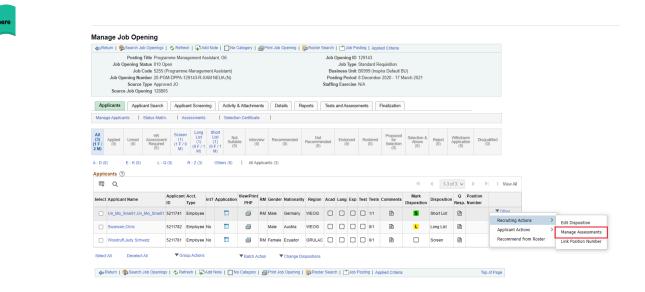
3. On the next page under *Interview Ratings*, for each competency, select from *Unsatisfactory*, *Partially Satisfactory*, *Satisfactory* or *Outstanding* from the dropdown menu. *Not Applicable* should be selected if the applicant did not participate in the interview.

4. Describe the example the applicant gave for each competency in the *Comment* box to substantiate the rating given.

5. On the left side of the page, under the *Evaluation* section, from the *Assessment Type* dropdown menu, select *Final*.

6. In the *Overall Rating* dropdown menu, select *Unsatisfactory*, *Partially Satisfactory*, *Satisfactory*, *Outstanding* or *Not Applicable*. If there is at least one competency rated *Unsatisfactory* or *Partially Satisfactory*, the *Overall Rating* should be either one.

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7. In the *Recommendation* dropdown menu, select either *Recommended* or *Not Recommended*. If the *Overall Rating* is *Unsatisfactory* or *Partially Satisfactory*, the candidate should be given a *Not Recommended* disposition.

8. In the *Comment* box, enter an overall comment.

9. Click *Save*. Once the assessment is saved, it cannot be changed except by the person who created the assessment record.

Click image to open expanded view

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Tip 9.1: Prepare and Submit a Transmittal Memo (for Hiring Managers)

1. On the job opening landing page, click on the *Activity & Attachments* link.

2. Scroll down to the *Transmittal Memo/Case Summary Memo* section and click *Add Final Transmittal Memo* (for position specific job openings) or *Add Batch Transmittal Memo*
(for generic job opening).

Click image to open expanded view

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

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Tip 9.2: Generate the Comparative Analysis Final Report

1. On the job opening landing page, click on *Reports* on the upper right-hand side.

2. In the dropdown menu, select *Comparative Analysis Final Report*.

3. Click on *Generate Report*.

Click image to open expanded view

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Tip 10.1: Access a Submitted Transmittal Memo

1. In the job opening, click on *Activity & Attachments*.

2. Scroll down to the *Transmittal Memo/Case Summary Memo* section; find the Transmittal Memo and click on the
View option.

Click image to open expanded view

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Tip 10.2: Access and Update the Status Matrix

1. In the job opening, click on the *Status Matrix* under *Applicants*.

2. Choose *061 Recommended* from the dropdown list.

Click image to open expanded view

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

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Tip 10.3: Download the Full Status Matrix

Excel format

1. In the job opening, click on the *Status Matrix* under *Applicants*.

2. When all candidates are displayed, click on the spreadsheet icon 📭 at the top of the page.

3. Save and open the file.

PDF format

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

2. Under *Main Menu*, click on *Recruiting* > *Reports* > *Summary Reports*. Alternatively, in the job opening, click on *Reports* on the upper right-hand side of the page.

3. In the *Run Report For* dropdown menu, choose *Full Status Matrix*.

Click image to open expanded view

4. If prompted, in the Job Opening ID, enter the job opening number.

5. Mark *All* or choose *Recommended*.

6. Click *Generate Report*.

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Tip 10.4: Activate or Deactivate the Umoja Downsizing Field for Positions in Umoja (for Staffing Table Managers)

> For further detailed information on how to activate the downsizing flag, refer to Umoja Job Aid
> **OM – Maintain Position**, steps 1 to 6 and 50 to 56.

1. In Umoja, log in with the enterprise role OM Administrator.

2. Click *OM Administration*.

3. Click *OM Processes*.

4. Click *Maintain Position*.

5. Scroll down to the organizational structure (department or office) where a position in an organizational units who have direct delegation from the Secretary-General for staff selection decisions needs to be maintained (example: *OCHA*).

6. Click on the name of the department or office and on the name of the specific organizational unit
(example: *OCHA CRD GDS AFRICA II*).

7. Click on the row that shows the details of the position.

8. Click *Next*.

9. Click *Maintain Position*.

10. Click *Next*.

11. In the *Maintain Position Overview* page, choose *Maintain Position – Position Status*.

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Click image to open expanded view

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

Click image to open expanded view

13. Enter the effective date of the position status.

14. In the *Comments* box, enter *Approval dated [date] that this position is being downsized*; *Maintain Position* and the name of the staffing table manager.

15. Scroll up and click *Next*.

16. Review the information entered.

17. Click on the *Send* button.

Click image to open expanded view

18. The process progresses to 5 *Confirmation* and the process reference number is created and displayed.

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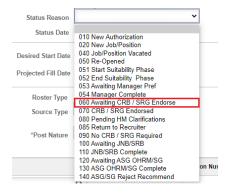
Tip 10.5: Submit the Recruitment Case to the Relevant Central Review Body

1. In the job opening page, click on *Details* > *Hiring Team*.

2. In the *CRB / SRG* section, click on *Add CRB / SRG Secretary Team*.

3. On the next page, check the *Select* checkboxes for the CRB team that will be coordinating the review of the job opening.

Click image to open expanded view

4. Click on the *OK* button.

5. Click *Save* at the top or bottom of the page to save the entries.

Click image to open expanded view

6. Click on *Details* > *Job Details*.

7. In the *Status Reason* dropdown menu, select *060 Awaiting CRB / SRG Endorse*.

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8. Click *Save*. An automatic notification is sent to the secretariat of the relevant central review body.

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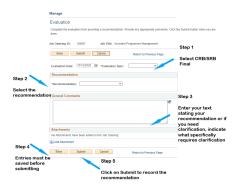
Tip 10.6: Record a Recommendation Regarding the List of Recommended Candidates (for CRB Members)

1. Click on *Main Menu* > *Recruiting* > *CRB/SRG* > *CRB/SRG Reviews*.

   a. Locate and open the review. Otherwise, insert the Review ID number and click *Refresh*.

   b. From the *Manage CRB/SRG Review Schedule* page, locate the job opening and select
   Manage Evaluations > *Create New Evaluation*.

   c. In the *Evaluation Type* field, select *CRB/SRG Members*.

2. In *Recommendation*, select either *Endorse* or *Request Clarifications to HM*.

3. In the *General Comments* box, state the recommendation or if clarification is needed, indicate specifically what requires clarification.

4. Click on the *Save* button.

5. Click on the *Submit* button to record the recommendation.

Click image to open expanded view

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Tip 11.1: Make a Selection Decision

1. In the *Main Menu*, click *Recruiting* > *Search Job Openings*.

2. Enter the job opening number and click *Search*.

3. Click on the posting title.

4. In the job opening, click on *Status Matrix* under *Applicants*.

5. Review the Status Matrix elements for the endorsed candidates, or in case of roster selection, the recommended candidate(s).

Click image to open expanded view

6. After completing the review, click on *Manage Applicants* at the top of the job opening page.

7. Click on *Other Actions* for the candidate that will be selected. Only candidates with the disposition *Endorsed*
(or *Recommended* in cases of roster selection) can be proposed for selection.

8. Click on *Recruiting Actions* > *Edit Disposition* > *Propose for Selection*. The candidate's disposition will change to *Proposed*.

Click image to open expanded view

9. If the job opening is for multiple positions, repeat the steps above until all proposed candidates to fill all positions are marked with the appropriate disposition.

10. Click on *Selection Certificate* under *Applicants* at the top of the job opening page.

11. Verify that the candidate(s) for selection have the *Proposed* disposition and click on *Confirm Selection*. The candidate(s) with the *Proposed* disposition will be selected, and their disposition will change to *Selected*.

12. Click on *Confirm Selection*.

Click image to open expanded view

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Tip 11.2: Send Manual Notification to Candidates Other than the Selected Roster Candidate in Case of Roster Selection (for Recruiters)

1. In *Main Menu*, click *Recruiting* > *Search Job Openings*.

2. Enter the job opening number and click *Search*.

3. Click on the posting title.

4. At the job opening page, click on *Select All* but make sure to remove the check mark of the selected rostered candidate(s).

5. Click on *Group Actions* at the bottom of the page.

Click image to open expanded view

6. Select *Manual Notification* and on the next page, in the *Notification for:* dropdown menu, select *Position filled from a roster*.

7. Click on the *Preview* or *Send* button.

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

Manual Notifications ×

Help

Manual Notification

You can send notifications by selecting a template from the list.

Job Opening ID: 129143 Job: Programme Management Assistant

Select Template

Notification for: [Position filled from a roster ▼]

[Send] [Preview]

Recipients

NotifyTo: UN_MO_SME01 UN_MO_SME01;Judy Woodruff;chris swanson

Return to previous page

Click image to open expanded view

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Tip 11.3: Select Another Candidate When the Initially Selected Candidate Declines the Offer (for the Heads of Entity)

1. In *Main Menu*, click *Recruiting* > *Search Job Openings*.

2. Enter the job opening number and click *Search*.

3. Click on the posting title.

4. In the job opening, locate the candidate who declined the selection and click *Other Actions* > *Recruiting Actions* > *Declined Selection*.

Click image to open expanded view

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

Click image to open expanded view

6. To proceed with selecting another candidate, follow the steps under TIPS Tip 11.1 above.

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Tip 11.4: Select Another Candidate When the Initially Selected Candidate Vacates the Position Within One Year of Selection (for Senior Recruiters and Heads of Entity)

1. In *Main Menu*, click *Recruiting* > *Search Job Openings*.

2. Enter the job opening number and click *Search*.

3. Click on the posting title.

Senior recruiter:

1. In the job opening, click on the *Details* tab.

2. Under the *Job Details* default page, change both *Target Openings* and *Available Openings* fields to add one additional opening (for example, from **1** to **2**).

Click image to open expanded view

3. Click on *Preview* and then on *Save*.

4. Inform the hiring department and the head of entity to proceed with the selection.

Head of entity:

1. Proceed to select another candidate following the steps under [TIPS] Tip 11.1 above.

2. In the *Selection Certificate* step, make sure to indicate the reasons for selecting another candidate in the

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Additional Comments textbox.

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Tip 12.1: Cancel a Job Opening After Advertisement (for Senior Recruiters)

1. The hiring team checks that the senior recruiter is included in the Interested Party for the job opening.

2. Under *Main Menu*, click on *Recruiting* > *Search Job Openings*.

3. On the next page, enter the job opening number under Job Opening ID.

4. Select the job opening that should be cancelled by clicking on the checkbox under the *Select* column.

Click image to open expanded view

5. Click *Group Actions* at the bottom of the page.

6. Click *Cancel*.

7. When asked *Do you want to cancel the JO(s)*, click *OK*. There will still be an option to confirm the cancellation in the next page.

8. Under *Status Reason*, select the reason for cancellation.

Click image to open expanded view

9. Include comments in the text box.

10. Attach relevant documentation justifying the cancellation in the *Activity & Attachments* tab of the job opening.

11. Click on the *Save* button. The job opening is cancelled.

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Tip 12.2: Notify Applicants of Job Opening Cancellation (for Recruiters)

1. After a job opening has been cancelled, manual notifications will need to be sent to all applicants (except withdrawn applicants).

2. Under *Main Menu*, click on *Recruiting* > *Search Job Openings*.

3. On the next page, enter the job opening number under *Job Opening ID*. Select the job opening that has been cancelled by clicking on the posting title.

4. At the job opening page, click on *Select All* but make sure to remove the check mark of the withdrawn candidate(s).

5. Click on *Group Actions* at the bottom of the page.

Click image to open expanded view

6. Select *Manual Notification* and on the next page, in the *Notification for:* dropdown menu, select *Job opening cancelled*.

7. Click the *Preview* or *Send* button.

8. A notification will be sent to all non-selected candidates for the specific job opening from the hiring department.

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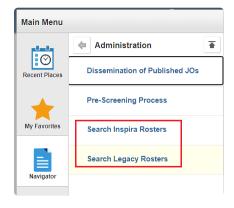
Tip 13.1: Perform a Roster Search (for Senior Recruiters, Recruiters, Staffing Table Managers and Occupational Group Managers)

1. In *Main Menu*, click *Recruiting* > *Administration*.

2. Select either *Search Inspira Rosters* or *Search Legacy Rosters*. Click on the link on the upper right-hand side to switch between searching *inspira* rosters and Galaxy rosters.

Click image to open expanded view

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

Click image to open expanded view

4. Define search criteria fields:

    a. Complete the fields that define the roster, i.e. *Keyword*, *Category*, *Level*, *Job Network* and *Job Family*.

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b. In the *Roster Type(s)* field, use the default *E-General* unless searching against other rosters, such as the young professionals programme rosters.

c. In the *Rosters per Jobcode* field, select the desired job code/roster to search. Click on *Add to search*.
    The associated job codes will be added for the search at the same time. To search all rosters in the job family, click *Select All* and then *Add to search*.

d. Click *Qualification* or *Additional Criteria* to set more specific criteria for the search.

5. Once the criteria have been selected, click on *Find Applicants*.

Click image to open expanded view

6. Review the list of roster candidates.

Click image to open expanded view

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7. Download up to 100 PHPs at once by choosing *Group Action* > *Download Batch PHPs*.

Click image to open expanded view

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Regulations, Rules, Policies and SOPs

The following Regulations, Rules, Policies and SOPs apply to the Staff Selection.

- [Assessments Other than Competency-Based Interviews](#)

- [Assessment Panel](#)

- [Automated Screening Rules](#)

- [Before Compliance Review by the Review Bodies](#)

- [Checklist for Recruiters](#)

- [Consideration of Roster Candidates](#)

- [Creating Job Openings](#)

- [Custom Questions in the Job-Fit Questionnaire](#)

- [Disposition Definitions: Not Suitable, Long List, Remain in Long List, Short List](#)

- [Evaluating Academic Qualification](#)

- [Management Dashboard](#)

- [Other Selection Considerations: Status Matrix](#)

- [Preparing for Compliance Review](#)

- [Screening Applications](#)

- [Selection](#)

- [Staff Selection Manual](#)

- [Status Matrix Update by Recruiters](#)

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Assessments Other than Competency-Based Interviews

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Staff Selection System – ST/AI/2010/3

> Section 7.4 and Section 7.5 – Pre-screening and assessment

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Assessment Panel

The staff rules and regulations provide the policies in the administration of human resources. The major policy documents relevant for this manual are listed below. The official documents are easily accessible within the **undocs.org**.

Staff Selection System – ST/AI/2010/3

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Automated Screening Rules

The staff rules and regulations provide the policies in the administration of human resources. The major policy documents relevant for this manual are listed below. The official documents are easily accessible within the **undocs.org**.

Staff Selection System – ST/AI/2010/3

Section 6.1 – Positions

Section 6.3 – List of Provisions

Section 6.4 – Detail of Levels

Section 6.9 – Language positions

Section 6.10 – Temporary appointment

Section 6.11 – Restrictions

Young professionals programme – ST/AI/2012/2/Rev.1

Section 7.11: Selection and appointment of successful candidates

Competitive examinations: Staff rule 4.16 (b)

Re-employment: Staff rule 4.7

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Before Compliance Review by the Review Bodies

The staff rules and regulations provide the policies in the administration of human resources. The major policy documents relevant for this manual are listed below. The official documents are easily accessible within the **undocs.org**.

Staff Selection System – ST/AI/2010/3

> Section 11.1 – Placement authority outside the normal process

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Checklist for Recruiters

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Staff Selection System – ST/AI/2010/3

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Consideration of Roster Candidates

The staff rules and regulations provide the policies in the administration of human resources. The major policy documents relevant for this manual are listed below. The official documents are easily accessible within the **undocs.org**.

Special measures for the achievement of gender equality – ST/AI/1999/9

Reasons for termination – Staff Rule 9.6(e)

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Creating Job Openings

The staff rules and regulations provide the policies in the administration of human resources. The major policy documents relevant for this manual are listed below. The official documents are easily accessible within the **undocs.org**.

Classification of posts – Staff Rule 2.1

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Custom Questions in the Job-Fit Questionnaire

The staff rules and regulations provide the policies in the administration of human resources. The major policy documents relevant for this manual are listed below. The official documents are easily accessible within the **undocs.org**.

Staff Selection System – ST/AI/2010/3

> Section 5.2 – Applications

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Disposition Definitions: Not Suitable, Long List, Remain in Long List, Short List

The staff rules and regulations provide the policies in the administration of human resources. The major policy documents relevant for this manual are listed below. The official documents are easily accessible within the **undocs.org**.

Staff in posts subject to local recruitment – Staff Rule 4.4(a)

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Evaluating Academic Qualification

The staff rules and regulations provide the policies in the administration of human resources. The major policy documents relevant for this manual are listed below. The official documents are easily accessible within the **undocs.org**.

Listing and recognition of academic degrees – ST/AI/2018/5

> Section 4.2 to 4.5 – Obligation to confirm that degrees are recognized and requests for review
> Section 6.4 – Outcome of the review

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Management Dashboard

The staff rules and regulations provide the policies in the administration of human resources. The major policy documents relevant for this manual are listed below. The official documents are easily accessible within the **undocs.org**.

Delegation of authority in the administration of the Staff Regulations and Rules and the Financial Regulations and Rules – ST/SGB/2019/2

Section 4.4 – Management of authorities delegated to heads of entity

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Other Selection Considerations: Status Matrix

The staff rules and regulations provide the policies in the administration of human resources. The major policy documents relevant for this manual are listed below. The official documents are easily accessible within the **undocs.org**.

Staff in posts subject to local recruitment – Staff rule 4.15

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Preparing for Compliance Review

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Staff in posts subject to local recruitment – Staff rule 4.15

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Screening Applications

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Staff Selection System – ST/AI/2010/3

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Selection

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Special measures for the achievement of gender equality – ST/AI/1999/9

Reasons for termination – Staff Rule 9.6(e)

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Staff Selection Manual

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Staff Selection System – ST/AI/2010/3

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Status Matrix Update by Recruiters

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Staff Selection System – ST/AI/2010/3

Senior review bodies and central review bodies – Staff Rule 4.15

Competitive examinations – Staff Rule 4.16

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Videos

This section introduces videos associated with the inspira Tips in this manual%:

- [Tip 2.4: Enter Work Experience Criteria in the Job-Fit Questionnaire Video](#)
- [Tip 7.1: Access Candidate Summary Landing Page Video](#)
- [Tip 7.2: Review Each Candidate Summary Video](#)
- [Tip 7.4: Review the Analytics Dashboard Using the Candidate Summary Tool Video](#)
- [Tip 8.7: Access the CBI Evaluation Tool Video](#)
- [Tip 8.8: Generate Interview Templates and Record Interview Findings Using the CBI Evaluation Tool (for Panel Members) Video](#)
- [Tip 8.9: Create a Final Interview Assessment Using the CBI Evaluation Tool (for Hiring Managers) Video](#)
- [Tip 8.10: Finalize Interview Assessment Using the CBI Evaluation Tool (for Hiring Managers) Video](#)
- [Building the New Job Opening in inspira](#)
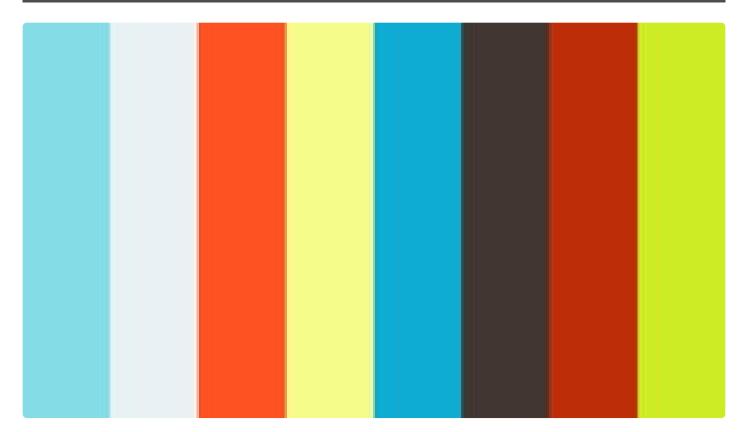
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Tip 2.4: Enter Work Experience Criteria in the Job-Fit Questionnaire Video

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https://player.vimeo.com/video/490841280
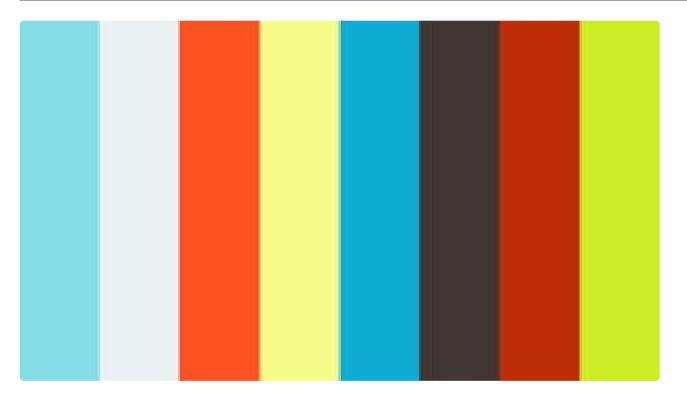
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Tip 7.1: Access Candidate Summary Landing Page Video

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https://player.vimeo.com/video/490843362

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Tip 7.2: Review Each Candidate Summary Video

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Tip 7.4: Review the Analytics Dashboard Using the Candidate Summary Tool Video

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https://player.vimeo.com/video/490846497

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Tip 8.7: Access the CBI Evaluation Tool Video

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Tip 8.8: Generate Interview Templates and Record Interview Findings Using the CBI Evaluation Tool (for Panel Members) Video

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https://player.vimeo.com/video/490842328

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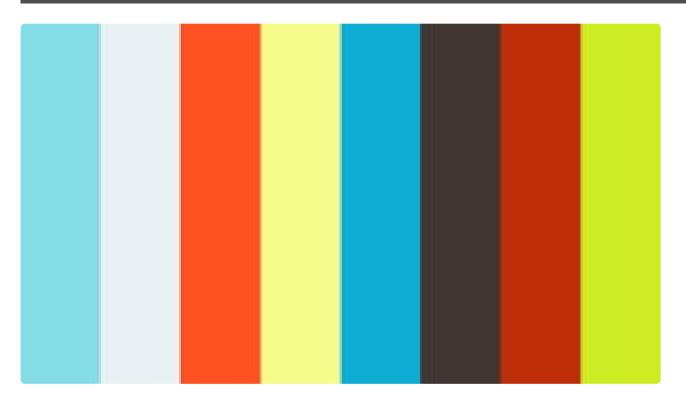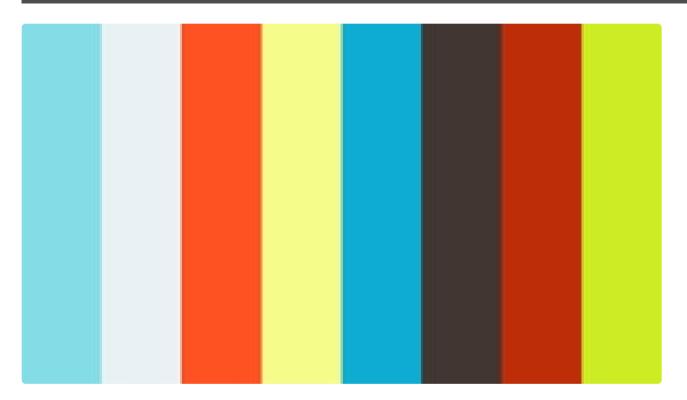| COPYRIGHT | FRAUD ALERT | PRIVACY NOTICE | TERMS OF USE |

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Tip 8.9: Create a Final Interview Assessment Using the CBI Evaluation Tool (for Hiring Managers) Video

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https://player.vimeo.com/video/490842520
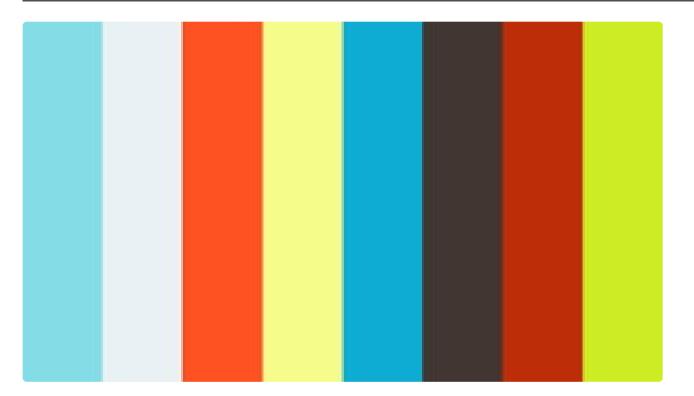
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Tip 8.10: Finalize Interview Assessment Using the CBI Evaluation Tool (for Hiring Managers) Video

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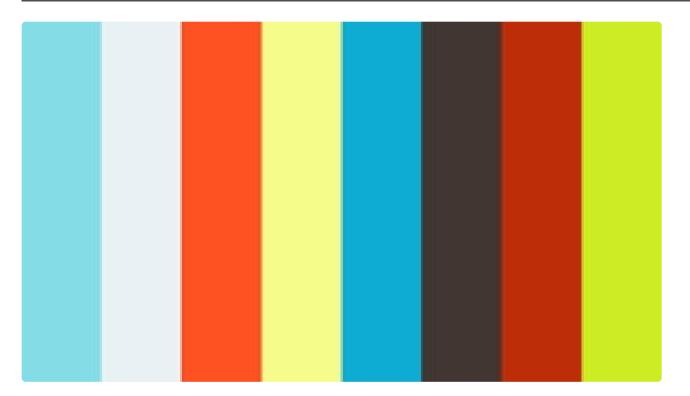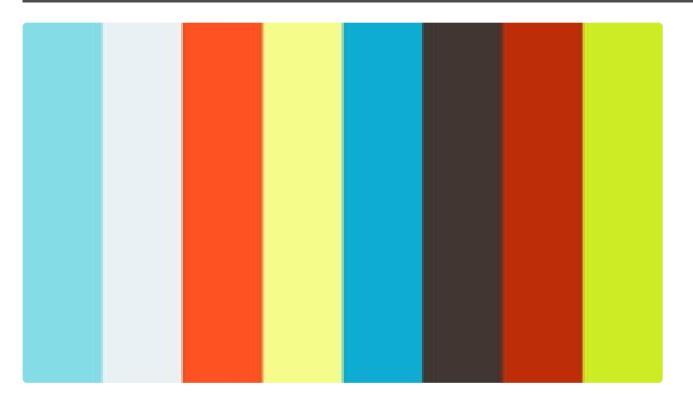https://player.vimeo.com/video/490842665

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