At a glance...

Rosters

Overview

Rosters in this context consist of candidates who have been endorsed by a Central Review body for a particular job opening, and who have indicated an interest in being considered for selection for a future job opening.

Roster candidates, who in connection with a previous application for either a generic or a specific job opening, have undergone a rigorous competency-and knowledge-based assessment and vetting process conducted by an Assessment Panel, and may be selected without referral to a Central Review body.

Rosters are defined by job codes. There is one job code associated with every job profile (i.e., functional title/family/category and level). Rosters are populated from Legacy Vacancy Announcements and Job Openings advertised via inspira by all duty stations.

Similar job profiles within a family at the same category and level, which have been identified as having similar functions and attributes, through a classification review, have been associated.

Roster Membership(s) may be reflected when applying to a Job Opening with an identified Associated Title. Associated Titles are not additional Roster Memberships as they may be amended to respond to the changing needs of the Organization.

Your responsibility

Applicants

- Maintain an updated profile in inspira
- Manage your rostered applications
- Express interest by applying for positions
- When a new Job Opening is posted, inspira will send a job alert to the applicants who will be considered as roster candidates for that Job Opening, alerting them to apply if they are interested and available for immediate selection.
- Upon receipt of the job alert, roster candidates must express their interest and availability by submitting an updated PHP and cover letter to the relevant Job Opening in inspira. This process is functionally identical to applying to the Job Opening.
- When a roster candidate applies to a job opening in the same job code for which they were rostered, the inspira tool will display a corresponding ‘roster flag’ next to the roster candidate’s profile. Galaxy and field rosters have been migrated into inspira and will also highlight that an applicant is being considered as a roster candidate.
- Hiring managers may recommend, at any stage of the process after the publication of the job opening and prior to the submission of a recommended list to the central review bodies, the selection of a valid roster candidate. Roster candidates are therefore advised to submit their expression of interest (via inspira) immediately upon receipt of the job alert to ensure receiving full consideration.
Entry into the inspira Roster

Candidates who have been recommended and endorsed by a Central Review body for a position are entered into a roster. Entry into the roster is as follows:

a. For position-specific job openings, inclusion in the roster occurs immediately following the selection by the Head of Department. Candidates selected as of 19th August 2012 are also rostered.

b. For generic job openings, inclusion in the roster occurs immediately following the endorsement of the Central Review body.

Notification of Entry into the inspira Roster

CRB endorsed candidates will receive an automatic notification sent by inspira that they have been rostered. A rostered applicant is pre-approved for a specific job code. A job code is defined by the job family, category/level, functional title and roster type.

Associated Titles

Your Roster Membership(s) may be grouped with Associated Titles (other job codes) with similar functions. When applying to a Job Opening (JO) with an Associated Title, you will be notified that you are considered as a roster applicant to that JO. Your status as a roster applicant when applying to an “Associated Title” is contingent on the confirmation message from the inspira tool which is based on the publication date of the JO. Applications submitted to JOs published before an association will not result in a notification or a roster membership flag.

Please note that Associated Titles are not additional Roster Memberships, as they may be amended to respond to the changing needs of the Organization.

As a roster candidate, you will be able to view your roster membership(s) and any active associated job titles (job codes) by checking “My Career Tools” in the inspira tool.

Should you have queries regarding your roster membership status with respect to a specific job opening, please submit a request through “Contact Us” indicating your query vis-a-vis your roster membership. You may also refer to the Frequently Asked Questions included at the end of this At-a-Glance document.

Duration of Roster Membership

On 29 June 2012, OHRM amended the staffing policy in accordance with ST/AI/2010/3/Amend.1 to allow candidates who were placed on rosters to remain on them indefinitely. To further expand the talent pool, in connection with the new contractual arrangements which came into effect on 1 July 2009, candidates who were placed on a roster as at or after 1 July 2009 following review by the CRB/FCRB were re-instated with an indefinite roster duration at the same category, level and function to which they were originally rostered.

Applying to a Job Opening as a Roster Applicant

1. Upon the publication of a Job Opening with the same job code against which the applicant is rostered or holds an active Associated Title, the roster applicant will receive an automatic notification inviting them to apply to the Job Opening.

2. Rostered applicants apply by submitting an updated PHP and cover letter to the relevant Job Opening in inspira.
   - When a roster candidate applies to a Job Opening, he/she will receive an email that confirms the application submission which will now also highlight that he/she is being considered as a roster candidate.
   - As Hiring managers may recommend, at any stage of the process after the publication of the job opening and prior to the submission of a recommended list to the central review bodies, the selection of a suitable roster candidate, roster candidates are advised to submit their applications immediately upon receipt of the job alert to ensure receiving full consideration.

3. Upon applying, a rostered applicant will be subsequently flagged as a rostered candidate within the Job Opening.

4. Applicants are able to view job openings to which they have applied under their “Careers Home > My Applications” page in inspira.
Your Roster Status

Rostered candidates may have one of the following statuses:

- **Rostered** - indicates that the applicant has continued interest in being considered for future job openings for job codes similar to the one originally applied to and has been rostered. Active applicants will have the disposition of Rostered.
- **Hold** - invoked by the applicant, the applicant can temporarily suspend their membership on the roster. This implies the roster candidate will no longer receive notifications regarding job openings posted in the job code for which they were rostered.
- **Expired** - indicates that the applicant’s membership in the roster has expired and their application is no longer available for selection.
- **Withdrawn** - invoked by the applicant, the applicant has removed their application from the roster and is no longer available for selection.

Manage your Roster Applications

**Membership Start Date**
This indicates your inclusion date into the roster. See Duration of Roster Membership for more information.

**Withdraw from Roster**

*In doing so, you are removing your application from the roster and consideration for future job openings similar to the job code for which you were rostered.*

If you no longer wish to be on the roster click on the **Withdraw** link of the corresponding roster to withdraw your application from the roster.

**Put on Hold**

If you do not want to receive notifications click on the **Put on Hold** link of the corresponding roster to temporarily suspend receipt of notifications regarding job openings posted in the same job code as your roster status.

*In doing so, you temporarily suspend receiving notifications for job openings posted in the job code for which you were rostered.*
Manage your Roster Applications cont’d…

**Application**

Name of the Roster to which you have been added, clicking on the name will open the application you submitted to the job opening for which you have been rostered.

**Associated Titles**

Clicking on the Associated Titles link will open the summary of job titles to which your roster membership is associated and for which you will be considered as a roster applicant if you apply to a job opening with any of the listed job titles.

Note: Legacy Roster consists of Galaxy and FCRB rostered candidates.

**Viewing Associated Titles**

If you click on the Associated Titles link you will be able to see all Associated Job Code Titles grouped with the Job Code Title of your particular roster memberships.

<table>
<thead>
<tr>
<th>Job Code Title:</th>
<th>Human Resources Officer</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Job Family</strong></td>
<td>Associated Job Code Title</td>
</tr>
<tr>
<td>Human Resources</td>
<td>Chief Of Unit, Human Resources Manager</td>
</tr>
<tr>
<td>Human Resources</td>
<td>Staff Development Officer</td>
</tr>
<tr>
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<tr>
<td>Human Resources</td>
<td>Staff Development Officer</td>
</tr>
<tr>
<td>Human Resources</td>
<td>Human Resources Officer</td>
</tr>
</tbody>
</table>

Should there be no associated titles grouped with the Job Code Title of your roster membership, the Associated Titles link will open the new window, however, this will not be populated with any information.

**Consideration of Roster Applicants**

1. When a new Job Opening is posted, inspira will send an automatic job alert to the applicants that he/she will be considered as a roster candidate in that Job Opening (a roster candidate is pre-approved for selection for a position with similar functions within the same job code (i.e., job family, category/level, functional title (which may vary slightly from the posting title) and roster type), alerting them to apply if they are interested and available for immediate selection.

2. Roster candidates must express their interest and availability for published job openings by submitting an updated PHP and cover letter to the relevant Job Opening in inspira. This process is functionally identical to applying to the Job Opening.

3. When a roster candidate applies to a job opening in the same job code for which they were rostered, the inspira tool will display a corresponding ‘roster flag’.

4. Legacy roster candidates are identified by “GX” in the RM column on the Manage Applicants page. Inspira roster candidates are identified by “RM”

Please note that Associated Titles are not additional Roster Memberships, as they may be amended to respond to the changing needs of the Organization.
Finding Roster Applicants within the Job Opening - Hiring Manager

To assist in the review of roster candidates, Hiring Managers may perform a “keyword search” of roster candidates applications through the “Find Applicants” link within the job opening.

**inspira: Log into inspira and from the menu select Recruiting > Administration > Find Job Opening>locate the job opening using the job opening number and browse to the manage applicants screen.**

**Step 1 - Click on the “Find Applicants” link**
Upon logging in and locating the job opening, browse to the manage applicants page of the job opening and click on the “Find Applicants” link.

**Step 2 - Narrow search to Roster Candidates**
Along the Applicants field, uncheck the default box for “All” and check the box for “Rostered Candidate”.

**Step 3 - Enter Keyword**
Enter the desired keyword.

**Step 4 - Find Applicants**
Once the above criteria has been selected, click on the Find Applicants button.

**Next Steps**
Review each application accordingly to determine the suitability for the position.
Selection of Roster Applicants

1. Hiring Managers may immediately recommend the selection of a qualified roster applicant from among roster candidate applications. Hiring Managers are not required to interview roster applicants but are encouraged to do so in a less formal setting in order to establish a sense of the applicant’s overall fit within the team/unit. In order to speed up the process, under such circumstances the Hiring Manager need not record his/her evaluation of new non-rostered applications. Selection of a roster applicant is not required to go through a review by a Central Review body. One or preferably several roster applicants found suitable may be recommended for selection at this stage.

2. In order to move the recommendation of a roster applicant forward for selection, the Hiring Manager shall be required to enter a final assessment for the proposed roster applicant. The Hiring Manager will also create a Transmittal Memo in which the following text should be added: “Further to the review and consideration of all released applicants, the Hiring Manager decided to recommend the selection of a rostered applicant [Include Full Name].”

3. The consideration and selection of a roster applicant shall be possible right up to the point before the Hiring Manager submits a recommended list to the Recruiter for Central Review body endorsement. Once the recommended list of candidates is submitted, the Hiring Manager shall no longer be able to recommend a direct selection of a roster candidate.

4. Where only roster candidates are recommended for selection by the Hiring Manager, further reference to the Central Review body is not required.

5. In instances where a Hiring Manager recommends a combination of rostered and new applicants for a single vacant position, the recommended list of candidates shall be reviewed by the Central Review bodies. In such cases, a Hiring Manager will be expected to have applied the same assessment methods/process for both rostered and new applicants and evaluations for both types of applicants would be recorded in inspira prior to submission for review by the Central Review bodies.

6. Where multiple positions are advertised under one job opening, the hiring manager may immediately select one or more rostered candidate(s) to fill the position(s) associated with the job opening. For any remaining positions the hiring manager must submit a recommended list of candidates for review by the Central Review bodies. The recommended list can be comprised of a mixture of rostered and new candidates or of a list of new candidates only.

How to Select a Roster Applicant

1. For the applicants you wish to recommend follow the following procedures: Following any internal clearance by the Head of Department, you and/or the Executive Office shall inform OHRM of your intent to select a rostered candidate.

2. Create a Final Assessment Record in inspira.

3. Upon completion of the assessment, notify the Recruiter. The Recruiter will update the Status Matrix and will change the status reason to “No CRB required” on the job details page.

4. Once the recruiter has completed step three the Head of Department will review and select the candidate(s) from the recommended list.

5. After the recommended candidate(s) has been selected by the Head of Department, the Hiring Manager will communicate the name of the recommended candidate(s) to the Recruiter, with a cc: to the Executive Office and relevant interested parties in the department and OHRM. The Recruiter will start the onboarding process.
How to Recommend a Roster Applicant in inspira - Hiring Manager

The **Hiring Manager** will create an Interview Evaluation for each roster applicant being recommended to the position.

**inspira: Log into inspira and locate the job opening and sort the list of applicants by rostered applicants.**

**Step 1 - Manage Assessments**
- On the Job Opening page, locate the rostered applicant and in the Take Action field select Manage Applicants.
- Click on the Create Assessment Record link.

**Step 2 - Assessment Type**
Select Final

**Step 3 - Overall Rating**
Select Not Applicable

**Step 4 - Recommendation**
Select Recommended

**Step 5 - General Comments**
Input the following comment: “Rostered Candidate for position ____Job Opening # ____]”

**Step 6 - Save**
This will record your recommendation and it can be viewed by other hiring team members assigned to the case. Once you save your evaluation, no further changes will be allowed.

**Next Step**
Click on the Next Applicant link to open the Assessment page for the next rostered applicant on the list. Repeat the above steps for each rostered applicant.

**Final Step**
Create a Transmittal Memo in which the following text should be added: “Further to the review and consideration of all released applicants, the **Hiring Manager** decided to recommend the selection of a rostered applicant [Include Full Name].”
Administrative Roster Search - OGM/STM

In order to assist with good recruitment planning for entities using roster based recruitment, OGMs and STMs are able to perform an administrative roster search of both inspira rosters and legacy rosters.

*To search for candidates from inspira and legacy rosterees, log into inspira and from the main menu select Recruiting > Administration >Search Legacy Rosters/Search Inspira Rosters.*

Note: You can switch between searching Inspira Rosters and Legacy rosters.
Inspira Roster Search - OGM/STM

*inspira: Log into inspira and from the menu select Recruiting > Administration > Search Legacy Rosters/Search Inspira Rosters*

**Step 1 - Define Roster Criteria**
Complete the fields that define the roster,
- Category and Level
- Job Network
- Job Family
- Roster Type(s)
- Include Jobcode Association

**Step 2 - Rosters per Jobcode**
Select the rosters you wish to search, you can select individual rosters by holding down the Ctrl key when you make your selection and then click on the **Add to search** button or, you can select all the rosters that appear by clicking on the **Select All** button.

**Step 3 - Qualifications**
Select the qualifications that the rostered applicant must posses.

**Step 4 - Additional Criteria**
You can further refine your search by selecting specific information.

**Step 5 - Find Applicants**
Once the criteria has been selected, click on the **Find Applicants** button.

**Step 6**
Review the list of rostered applicants.

**Next Steps**
You can also save the list of applicants, refer to the *Manual for the Recruiter* for more information.
Legacy Roster Search - OGM/STM

*inspira: Log into inspira and from the menu select Recruiting > Administration > Search Legacy Rosters/Search Inspira Rosters*

**Step 1 - Define Roster Criteria**
Complete the fields that define the roster,
- Category and Level
- Job Network
- Job Family
- Include Jobcode Association

**Step 2 - Rosters per Jobcode**
Select the rosters you wish to search, you can select individual rosters by holding down the Ctrl key when you make your selection and then click on the Add to search button or, you can select all the rosters that appear by clicking on the Select All button.

**Step 3**
Enter one or more criteria for your search.

**Step 4**
Click on the Find Applicants button.
Note: You can switch between searching Inspira Rosters and Legacy rosters by clicking on the link on the upper right hand side.

**Step 5**
Review the list of rostered applicants.
Frequently Asked Questions - Rosters

Q: How are the applicants who are not yet rostered given the same consideration as that of rostered candidates?
A: It is required that all eligible applications, which have been received by the hiring managers, are given due consideration. Eligible applicants are encouraged to apply to new job openings as soon as possible.

Q: What is a job code?
A: Each job title and job opening in inspira is linked to a numeric job code. A job code is defined by the job family, category and level of the job title.

For example:

<table>
<thead>
<tr>
<th>Job title:</th>
<th>Finance and Budget Officer, P-4</th>
</tr>
</thead>
<tbody>
<tr>
<td>Job family:</td>
<td>Finance</td>
</tr>
<tr>
<td>Category:</td>
<td>Professional</td>
</tr>
<tr>
<td>Level:</td>
<td>P-4</td>
</tr>
<tr>
<td>Job code:</td>
<td>3349</td>
</tr>
</tbody>
</table>

Q: How do I obtain a roster membership?
A: A roster membership indicates that an applicant meets all evaluation criteria stated in a specific or generic job opening, has been assessed by a hiring manager, and endorsed by a Central Review Body (CRB/FCRB) for a specific job title (job code) at a specific level, category and job family.

Candidates are placed on a roster, for specific job openings following the endorsement of a CRB/FCRB and the implementation of selection decision, and for generic job openings following the endorsement of a CRB/FCRB.

Q: I was rostered for a job title and noted that the job title has changed. Could you explain why?
A: The job titles (job codes) were recently streamlined to better reflect jobs with similar functions. As a result, overlapping job titles (job codes) were removed, new job titles were created and others were merged.

Q: Is the list of job code titles associated to my roster membership final or will it change over time?
A: The associated job titles (job codes) may be amended to respond to the changing needs of the Organization.

Q: What are "Associated Titles"? What do they represent - I see that I have Associated Titles, but I have never applied to any of these positions.
A: Your roster membership(s) for a job title may be associated to other job titles (job codes) at the same category and level, which have been identified as having similar functions and requirements. These titles are indicated as "Associated Titles" within inspira. When applying to job openings with job titles associated with your roster membership, you will be identified as a roster applicant. In addition, you will receive automatic notifications any time a job opening with an associated title is posted. Please note that an associated title is not a roster membership; associated titles may be amended to meet the changing needs of the organisation.

The following examples show the association of a number of job titles (job codes):
Q: Can you explain in detail how you calculate the length of my work experience? I am not a UN staff so this is very new for me.

A: Applicants must meet all requirements stated in a job opening. Only the relevant work experience provided in the application submitted to a job opening is calculated.

Q: According to UN job openings, an advanced level university degree is required and a first-level university degree may be accepted in lieu of an advanced university degree. What is a first-level university degree? How can I check if my degree is a first-level university degree?

A: Job openings for positions at the professional level with the United Nations Secretariat require an advanced university degree (masters or equivalent). A first-level university degree (Bachelors) in combination with two additional years of qualifying experience may be accepted in lieu of the advanced university degree. Associate degrees as well as other types of certifications are not recognized first-level university degrees.

A first-level university degree is a university degree obtained from a nationally accredited academic institution which is recognized as equivalent to a bachelor's degree by the competent national authority where the academic institution is located.

Applicants may check the accreditation status of their academic institution/s and degree/s by consulting IAU/UNESCO list available under the Main Menu in inspira.

If an applicant cannot find the name of the institution, it is recommended to type “Other Institution” in the “Name of Institution” field. For additional information please refer to “At-a-Glance - The Application Process” available under the manual link in the inspira.

In case an applicant is selected for a position with the UN Secretariat, the appointment will be subject to verification of academic qualification/s. The successful candidate will be contacted by a Human Resources Practitioner to facilitate the verification process.

Q: What do I do if I believe there are other job titles that should be associated with my roster membership?

A: A roster membership for a job title may be associated to other job titles (job codes) at the same category and level, which have been identified as having similar functions and requirements. Should you have queries about your roster membership and the associated job titles, you may contact your Executive Office or your local Human Resources Office. External applicants may submit a request through “Contact Us” in inspira.

Q: Does having an associated title mean that I am rostered for that position?

A: No. When you apply to positions with job titles (job codes) for which you are associated, you will be identified as a rostered applicant. Please note that an associated title is not a roster membership; associated titles may be amended to meet the changing needs of the organisation.

Q: I keep receiving roster notifications for job openings with a job title for which I hold a roster membership and for job openings with associated titles. How can I prevent receiving notifications for job openings of associated titles?

A: It is not possible to prevent notifications for a specific associated title. The only way to block roster notifications for an associated title is to place the relevant roster membership on hold. However, by placing your roster membership on hold, you will not receive roster notifications based on the original roster membership or any job title associated to that roster membership.

Please note that if you “withdraw” your roster membership, your roster membership will be permanently removed and cannot be reinstated.

Q: I am rostered for Administrative Officer at the FS-6 level. Will I also be rostered for associated job titles at the FS-5 level?

A: No. Your roster membership is only valid at the level of the job title (job code) for which you were rostered and the associated titles at that level. You will be able to see your roster membership for Administrative Officer at the FS-6 level and the associated titles under “My career tools” section in inspira.
Q: I note that the requirements for Finance and Procurement job openings state similar experience and academic requirements. If I am rostered at the P-4 level for a post as a Finance Officer, will I also be rostered for posts at the P-4 level in Procurement?

A: The association of job titles (job codes) is based on similar functions at the same category, level, and job family provided that the requirements and qualifications have been identified as similar. Please note that not all administration-related job titles (job codes) have been associated. You are currently rostered only at the level of the job title (job code) for which you hold a roster membership. You may view your roster membership(s) and associated title/s under “My career tools” section in inspira.

Q: I hold a roster membership and have applied to all job openings for which I have received a roster notification. For some job openings I have been invited for a written-test and/or interview and for others I was not even contacted by the hiring manager. If an applicant holds a roster membership for a job title, how is it possible to be found not suitable for job openings with the same job title?

A: It is the responsibility of the hiring manager to assess the suitability of all eligible applicants against the evaluation criteria stated in the job opening. The hiring manager may at any time prior to submitting a case to CRB/FCRB recommend the selection of a qualified roster applicant. The hiring manager may otherwise decide to assess and submit a list of recommended candidates comprising of rostered and non-rostered applicants to CRB/FCRB for endorsement. In such a case both rostered and non-rostered applicants are subject to a full evaluation process. Furthermore, a rostered applicant may not necessarily meet all evaluation criteria stated in the job opening such as language requirements and therefore may not be found suitable for further assessment.

Q: Where do I find an overview of the associated titles, prior to submitting an application?

A: Applicants holding a roster membership will be able to view their roster membership(s) and the associated titles under “My career tools” section in inspira. In addition, they will receive automatic notifications any time a job opening with an associated title is posted.

Q: I am informed that the number of pre-approved roster candidates, related to similar functions at the same level and category, has increased. Does this mean, for example, that even though my roster membership (RM) is for Chief of Section, Public Information, P-5, my application to a JO with an associated title e.g. Director, Information Centre, P-5, will appear in the system with an RM for the hiring manager’s review and consideration for a roster selection?

A: Should a roster applicant apply for a job opening with an associated title, the applicant will be identified as a rostered applicant for the hiring manager’s review and consideration.

Q: How did the job title association happen? What types of codes were eliminated?

A: The association of job titles (job codes) is based on similar functions at the same level, category, and job family provided that the requirements and qualifications have been identified as similar. The streamlining exercise removed overlapping job titles (job codes), created new job titles (job codes) and also merged and associated similar job titles (job codes).

Q: I am currently a Team Assistant at the GS-4 level in UNON and I am rostered for an Administrative Assistant at the GS-5 level in connection with a job opening published in Nairobi. Will I be rostered for associated job titles at the GS-5 level and be considered as a rostered applicant for GS-5 Administrative Assistant job openings at UN Headquarters in New York?

A: The validity of the roster memberships in the General Service and related categories are limited to the duty station. Your current roster membership for an Administrative Assistant at the GS-5 level will be valid at the level of the job title (job code) for which you were rostered and the associated titles at that level only in the local duty station.
References

The following documents provide additional information:

- Manual for the Recruiter on the Staff Selection System
- Manual for the Hiring Manager on the Staff Selection System
- Manual for the Applicant on the Staff Selection System

Need Help?

For technical help, simply click on “Contact Us” in the UN Careers portal (http://careers.un.org) and complete the online request form. Your request will automatically be assigned a case number for easy reference and tracking.

You can also click on “Contact Us” anywhere in Inspira (https://inspira.un.org) to complete the online request form. Your request will automatically be assigned a case number for easy reference and tracking.

To better assist you, make sure your request always includes:

- Your index number
- Your UN email address
- In the event that you are reporting a technical problem, the steps leading to this problem and one or more screenshots of the error/warning message and of the page on which it appeared.

For staff members who wish to find information (FAQs, information sheets, etc.) on staffing and research a particular topic, please visit the it’s for real! website on the human resources Talent Management framework (https://itsforreal.un.org/). This feature is only available through the intranet.

For policy enquiries, staff members may also contact their Executive Office or local human resources office.