

## Checklist - continuing appointments review

This checklist is for staff members who have **not** received an email from inspira about their inclusion in the continuing appointments review and who would like to be considered.

Your name \_\_\_\_\_

Index number \_\_\_\_\_

Your parent department as at 16 October 2017 \_\_\_\_\_

*Staff members will be reviewed by their parent department as at the time of the review.*

Staff members should fill out the following table and then review it with an HR colleague from their Executive Office or local HR Office. Do not forward this checklist directly to OHRM.

<b>Part 1</b>	<b>YES</b>	<b>NO</b>
Did you:		
...hold a valid fixed-term appointment as at 1 July 2014?		
...get selected for a position following a review by a Secretariat review body before 1 July 2014?		
...have at least 5 years of continuous service as at 1 July 2014?		
...as at 1 July 2014, have at least 7 years remaining before reaching the new mandatory age of retirement of 65 effective 1 January 2018?		
<b>Part 2</b>		
Were you:		
...on secondment or SLWOP exceeding 30 calendar days as at 1 July 2014?		
...a national staff serving in Field Missions, ICTR/ICTY staff or a senior appointee?		
...holding a position that did <b>not</b> require review by a review body as at 1 July 2014? (e.g. GS1 through G4), PIA, NO-A through NO-D, TC1 through TC3, S1, S2 and LT)		
...administered by a non-Secretariat entity (UNDP, etc.) as at 1 July 2014?		
Have you had breaks in service between 1 July 2014 and today?		

If **all** the answers to Part 1 are YES **and all** the answers to Part 2 are NO, the Executive Office of local HR Office can make a recommendation to include you in the review and give you access to Inspira where you may further check your information.