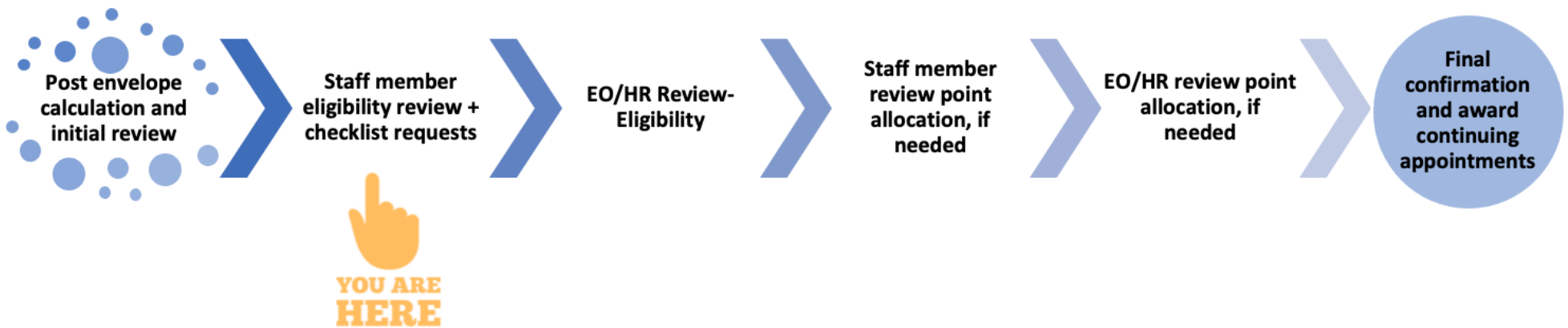


This guide provides instructions for staff members to complete a self-checklist and thereby request inclusion in the review of staff members under consideration for the grant of a continuing appointment in accordance with ST/SGB/2012/11. For further information on the Continuing Appointment Review, including important deadlines and FAQs, please visit the [Continuing Appointment page on the HR Portal](#)

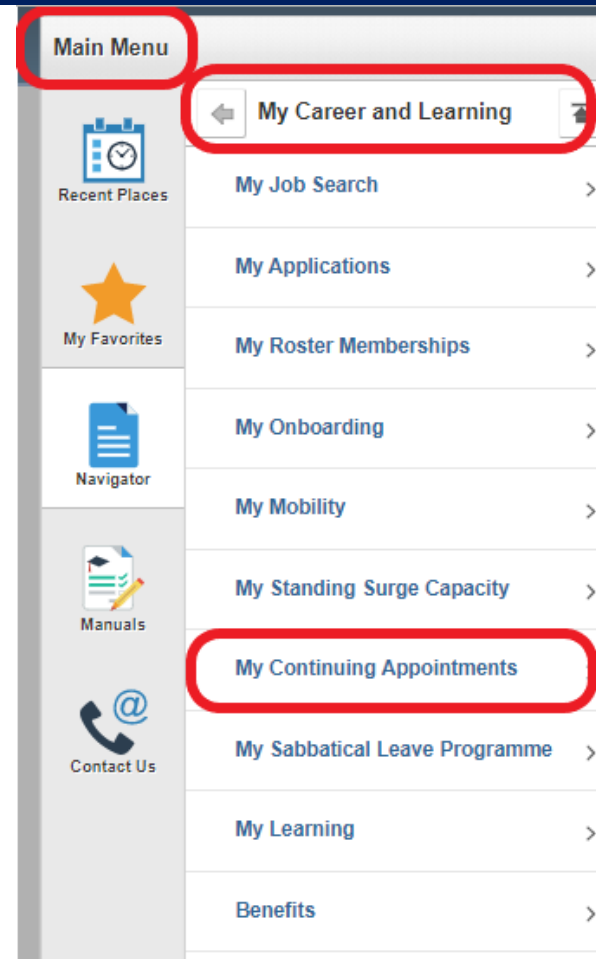


*If you received an email from Inspira notifying you that you have been identified for continuing appointment review, you do not need to submit a checklist and request review.*

### A. Completion of self-checklist in Inspira

Log in to [inspira](#) with your staff member ID

Click on **Main Menu >> My Career and Learning >> My Continuing Appointments >> Continuing Appointments**



### Staff members who did not receive an email from inspira and who would like to request consideration in a review exercise

To request consideration for a continuing appointment during a review exercise, you must complete the checklist in **inspira by the deadline** posted on under **Current Exercise** on [Continuing Appointment page on the HR Portal](#).

***Do not submit the checklist if you received an email from inspira to review your data***

Checklist - continuing appointments review i








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**.

Staff member name NAME\_DISPLAY106812  
 Index number 175122  
 Opt-in open period 12/05/2022

Prior to completing the below checklist, please review the eligibility criteria for continuing appointments on the [Continuing Appointment page in the HR Portal](#) and check your employment record in Umoja. Staff members who appear to meet the preliminary eligibility requirements will be notified of inclusion in the continuing appointment review approximately one week following the opt-in deadline.

Question	Yes	No	Date	Options
Which staff category do you fall under?				<div style="border: 1px solid gray; padding: 2px;"> <span style="float: right;">v</span>                     General                      Professional                 </div>
Did you hold a valid fixed-term appointment as of 1 July 2016?	<input type="radio"/>	<input type="radio"/>		
Did you get selected for a position following a review by a Secretariat review body before 1 July 2016?	<input type="radio"/>	<input type="radio"/>		
Did you have at least 5 years of continuous service as of 1 July 2016?	<input type="radio"/>	<input type="radio"/>		
Please provide your most recent Entry on Duty (EOD) as indicated in Umoja:			<input type="text" value=""/>	
Did you as of 1 July 2016 have at least 7 years remaining before reaching the new mandatory age of retirement of 65?	<input type="radio"/>	<input type="radio"/>		
Were you on secondment or SLWOP exceeding 30 calendar days as at of 1 July 2016?	<input type="radio"/>	<input type="radio"/>		
Were you a national staff serving in Field Missions, ICTR/ICTY staff or a senior appointee?	<input type="radio"/>	<input type="radio"/>		
On 1 July 2016, were you holding one of the following positions? • G4 or below • PIA • NO-A through NO-D • TC1 through TC3 • S1 and S2)	<input type="radio"/>	<input type="radio"/>		
Were you administered by a non-Secretariat entity (UNDP, etc.) as of 1 July 2016?	<input type="radio"/>	<input type="radio"/>		
Have you had breaks in service between 1 July 2016 and today?	<input type="radio"/>	<input type="radio"/>		

Save and Submit

<p>Choose your staff category – General Services or Professional – from the dropdown menu. If you have any questions on your staff category, click on the blue <b>i</b> - </p>	<p>Prior to completing the below checklist, please review the eligibility criteria for continuing appointments on the <a href="#">Continuing Appointment page in the HR Portal</a> and check your employment record in Umoja. Staff members who appear to meet the preliminary eligibility requirements will be notified of inclusion in the continuing appointment review approximately one week following the opt-in deadline.</p> <table border="1" data-bbox="961 362 1843 472"> <thead> <tr> <th>Question</th> <th>Yes</th> <th>No</th> <th>Date</th> <th>Options</th> </tr> </thead> <tbody> <tr> <td>Which staff category do you fall under?</td> <td></td> <td></td> <td></td> <td><input type="text"/>  </td> </tr> <tr> <td>Did you hold a valid fixed-term appointment as of 1 July 2016?</td> <td><input type="radio"/></td> <td><input type="radio"/></td> <td></td> <td></td> </tr> </tbody> </table>	Question	Yes	No	Date	Options	Which staff category do you fall under?				<input type="text"/>  	Did you hold a valid fixed-term appointment as of 1 July 2016?	<input type="radio"/>	<input type="radio"/>		
Question	Yes	No	Date	Options												
Which staff category do you fall under?				<input type="text"/>  												
Did you hold a valid fixed-term appointment as of 1 July 2016?	<input type="radio"/>	<input type="radio"/>														
<p>Answer each of the questions.</p>	<p>It is recommended you check your employment record in Umoja. If you have any questions, please contact your local Human Resources or Executive Office.</p>															
<p>Click <b>OK</b>.</p> <p>Upon submitting the checklist, your information will be reviewed by your local HR or Executive Office to determine whether you are potentially eligible for a continuing appointment.</p>	<div data-bbox="877 672 1944 906" style="border: 1px solid gray; padding: 10px;"> <p>Message</p> <p>Please confirm if you want to Final Submit this Checklist - continuing appointments review form by clicking OK.</p> <p style="text-align: center;"> <input type="button" value="OK"/> <input type="button" value="Cancel"/> </p> </div>															

### Frequently Asked Questions (FAQ)

Here are a few common questions with regard to eligibility for a continuing appointment. For a full list of FAQs related to Continuing Appointments and an overview of the process of continuing appointment review, please visit the [Continuing Appointment page on the HR Portal](#).

General	
Who is eligible for a Continuing Appointment?	<p>All staff in the Professional and higher categories, the Field Service category and the General Service and other related categories who meet the criteria below are eligible to be considered for a continuing appointment, except a) staff in any category currently serving in the ICTY and ICTR and b) locally recruited staff members in the General Service or related categories (including National Professional Officers) currently serving in peacekeeping and special political missions.</p> <p>In order to be eligible for consideration for a continuing appointment, you must have met the following criteria, <b>as at the eligibility date of a particular exercise (i.e., 1 July 2016 for the 2016 exercise)</b>:</p> <ul style="list-style-type: none"> <li>Appointed through a competitive process, including review by a UN Secretariat central review body in accordant with staff rule 4.15;</li> <li>Completed five years of continuous service under a fixed-term appointment in the UN Secretariat and/ or in another organization of the UN common system governed by the UN Staff Regulations and Rules;</li> <li>A performance rating of “meets expectations” or equivalent in the four most recent performance appraisal reports;</li> <li>No disciplinary measures in the last five years;</li> <li>At least seven years of service remaining before reaching the mandatory age of retirement.</li> </ul>
When do I have to complete the checklist?	<p>The deadline for completion of the self-checklist and a request to be included in the list of potentially eligible staff members is close of business on the deadline date announced under <a href="#">Current Exercise</a> on the <a href="#">Continuing Appointment page on the HR Portal</a>. <b>No requests can be considered beyond that date.</b></p>

Is my appointment automatically converted when I complete all of the eligibility requirements?	No. There is no automatic right to a continuing appointment.
Who do I contact with questions?	If you have any questions, please contact your respective executive office/ local HR office or <a href="mailto:OHR-continuingappointments@un.org">OHR-continuingappointments@un.org</a>
<b>Eligibility Criteria</b>	
What does “appointment through a competitive process” mean?	<p>Appointment through a competitive process means that you have been selected for a position via established procedures including review by a central review body that was established by the Secretary-General or through a competitive examination (such as NCRE or G to P).</p> <p>The Secretariat review bodies are: the Senior Review Group (under ST/SGB/2011/8), and the Central Review Boards, the Field Central Review Boards, the Central Review Committees, the Field Central Review Committees, the Central Review Panels and the Field Central Review Panels established under the framework of ST/SGB/2011/7.</p>
What is considered a “disciplinary measure”?	<p>Disciplinary measures can take one or more of the following forms:</p> <ul style="list-style-type: none"> <li>(a) Written censure;</li> <li>(b) Loss of one or more steps in grade;</li> <li>(c) Deferment, for a specified period, of eligibility for salary increment;</li> <li>(d) Suspension without pay for a specified period;</li> <li>(e) Fine;</li> <li>(f) Deferment, for a specified period, of eligibility for consideration for promotion;</li> <li>(g) Demotion, with deferment, for a specified period, of eligibility for consideration for promotion;</li> <li>(h) Separation from service, with notice or compensation in lieu of notice, and with or without termination indemnity;</li> <li>(i) Dismissal.</li> </ul> <p>Any one of these constitute a disciplinary measure and means that the staff member does not meet the base eligibility criteria for continuing appointments. Prior to the award of continuing</p>

	<p>appointments, the Administrative Law Division will indicate whether any staff members on the list of eligible staff members have a disciplinary measure. Your HR/EO will not be able to revise or review this information.</p>
<p>I am on SLWOP, but I meet the eligibility criteria, will I be granted a continuing appointment?</p>	<p>Staff members who avail of special leave without pay during the review process will not be disqualified on the basis of the SLWOP if they meet all the eligibility criteria and are deemed eligible by their executive office or local HR office. However, during the final review, if the staff member continues to meet the criteria listed under section 2.1(b), (e) and (f) of ST/SGB/2011/9 and a decision is made to grant a continuing appointment to a staff member who is on SLWOP, the continuing appointment will be granted only upon return to active service.</p>
<p>Does time spent working on a temporary assignment count towards the five years of continuous service required to be eligible for a continuing appointment?</p>	<p>The required five years of continuous service must have been completed without any break in service.</p> <p>Time spent working under a temporary appointment does not count towards the five years of continuous service given that temporary appointments cannot be converted to fixed-term appointments and staff members separate from the organization upon expiration of the temporary appointment.</p>