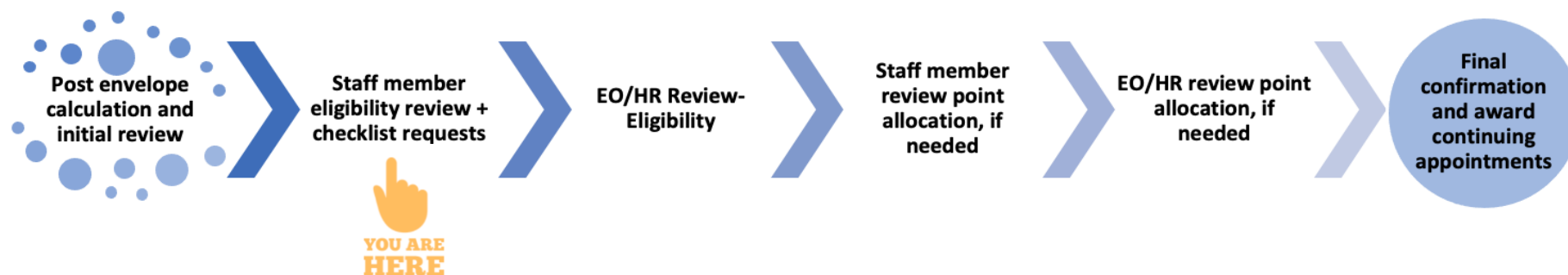


This guide provides instructions for staff members under consideration for the grant of a continuing appointment in accordance with ST/SGB/2012/11. Staff members may review their information in inspira and provide supporting documentation if they would like to do so. The review of information by staff members is *not required* in order to be eligible for a continuing appointment.

For further information, including important deadlines and FAQs, please visit the [Continuing Appointment page on the HR Portal](#).



Click on the following for instructions:

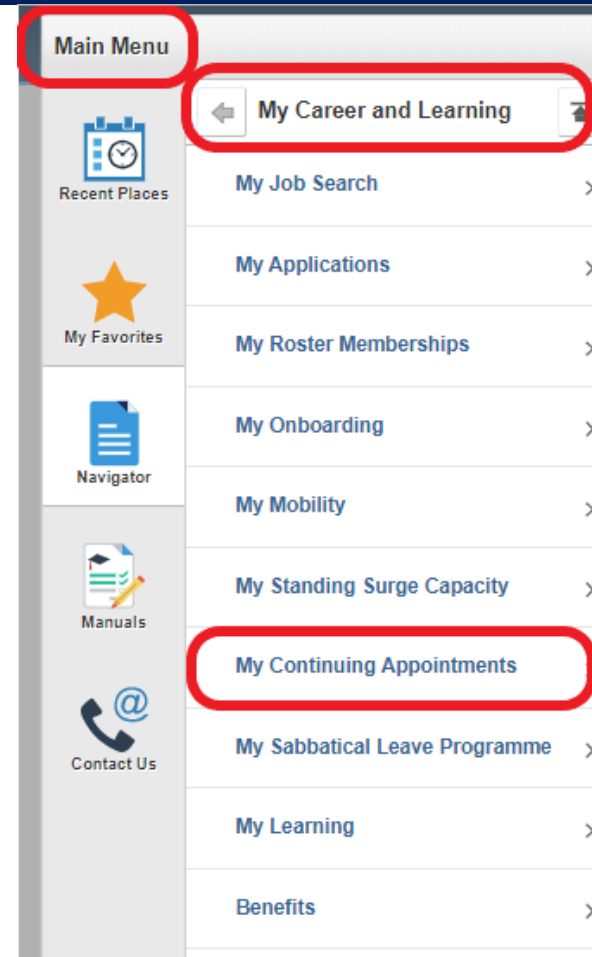
Logging in	2
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Years of Service	5
Performance Rating.....	7
Reviewed by CRB/FCRB+	9
Not Locally Recruited in Missions	11
Mandatory Retirement or Not Serving in ICTY/ICTR.....	12
Disciplinary Measures.....	13
Complete and Submit for Review	14

Logging in

Staff Member review of Continuing Appointment Eligibility

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 are included in the preliminary list of those potentially eligible for a continuing appointment will see the **Eligibility Review** screen.*

If all initial eligibility criteria is set to **YES**, please go to page 9 for instructions to [Complete and Submit for Review](#)

If any of the initial eligibility criteria is set to **NO**, please see the instructions to review that criteria. ***It is normal to see a 'No' upon the start of the review. All information will be gathered and reviewed thoroughly by HR. The staff member review period allows staff members to submit information they may have, but it is not required.***

*If you do not see the eligibility criteria screen you must complete a self-checklist in [inspira](#) prior to the deadline date listed under **Current Exercise** on the [Continuing Appointment HR Portal Page](#) to request inclusion in a continuing appointment review exercise.

Continuing Appointments Year: 2015

Index Number: 2641

▼ **More Information**

Index Number:	2641	EOD UN Secretariat:	24/11/2008	
First Name:	FirstName_8	EOD UN:	24/11/2008	
Last Name:	LastName_8	EOD UNCS:	24/11/2008	
Level:	G5	Department/Office:	Department of Public Information	
Gender:	Female			
Overall Eligibility for CA Award: To be determined				

▼ **Eligibility Review**

Status: Initial

Eligibility criteria satisfied? No

[Submit for Review](#)

Eligibility Criteria	Initial criterion satisfied?	Criterion satisfied after review?	Status	View
Reviewed by CRB/FCRB	Yes		<input type="radio"/> Initial	
Years of Service	Yes		<input type="radio"/> Initial	
Mandatory Retirement	Yes		<input type="radio"/> Initial	
Performance Rating	No		<input type="radio"/> Initial	View
Not Locally Recruited in Missions	Yes		<input type="radio"/> Initial	
Not Serving in ICTY/ICTR	Yes		<input type="radio"/> Initial	
Disciplinary Measures	Yes	Yes	<input checked="" type="checkbox"/> Review Complete	

You can only review the eligibility criteria which are not initially satisfied – **NO**

****If you already meet the requirement, the option to "view" will not be available.***

Review the Eligibility Criteria by clicking **View**

a.

▼ **Eligibility Review**

Status: Initial

Eligibility criteria satisfied? No

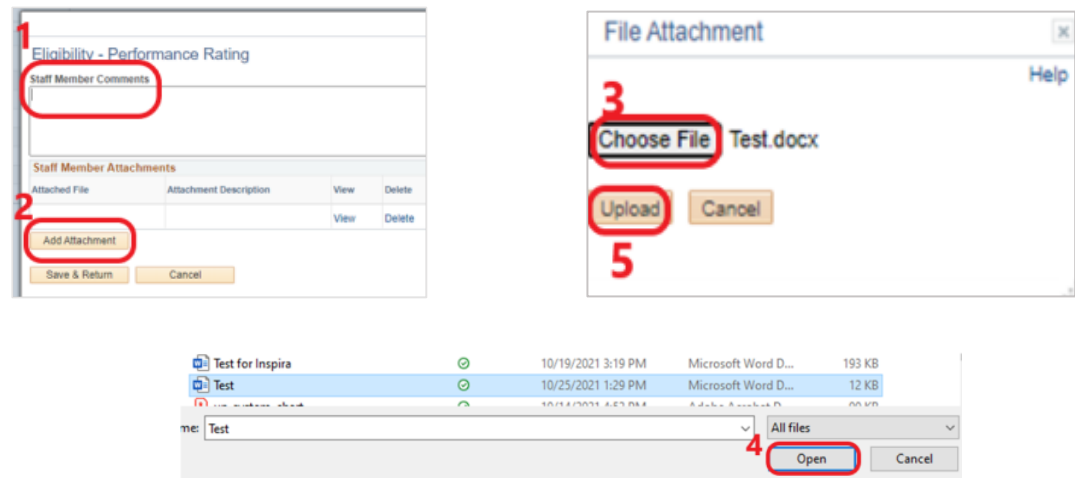
[Submit for Review](#)

Eligibility Criteria	Initial criterion satisfied?	Criterion satisfied after review?	Status	View
Reviewed by CRB/FCRB	Yes		<input type="radio"/> Initial	
Years of Service	Yes		<input type="radio"/> Initial	
Mandatory Retirement	Yes		<input type="radio"/> Initial	
Performance Rating	No		<input type="radio"/> Initial	View
Not Locally Recruited in Missions	Yes		<input type="radio"/> Initial	
Not Serving in ICTY/ICTR	Yes		<input type="radio"/> Initial	
Disciplinary Measures	Yes	Yes	<input checked="" type="checkbox"/> Review Complete	

Attaching documentation

**You will be required to attach supporting documentation to any request to review information.*

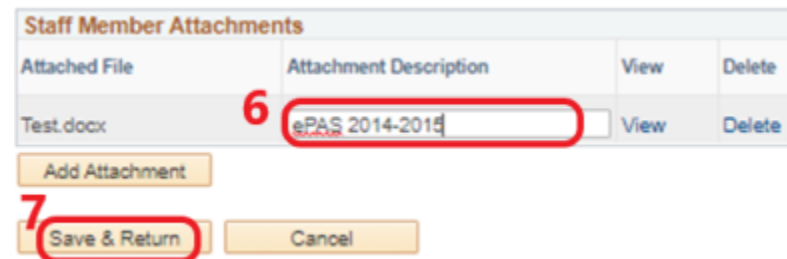
1. Add comments under **Staff Member Comments**
2. Click on **Add Attachment**.
3. Click on **Choose File**
4. Select the file in the pop-up window and then click **Open**
5. Select **Upload**



You will see the file in the **Staff Member Attachments** list.

6. Type a description of the file in the **Attachment Description** text box.
7. Click **Save & Return**.

If you need to review multiple records, repeat Attachment steps **1-7**, then click on **Save & Return**.



Years of Service

Due to the combined nature of the 2016-2021 continuing appointment review, the Years of Service data may not appear correct in inspira. A complete HR review will be conducted and the reviewing officer can confirm this criterion even if you do not submit anything.

Click on **View** for **Years of Service**

Continuing Appointments Year: 2015

Index Number: 85428
 More Information

Index Number: 85428 EOD UN Secretariat: 2012/2011
 First Name: Firstname_177 EOD UN: 22/11/2010
 Last Name: Lastname_177 EOD UNCS: 21/08/2010
 Level: GS Department/Office: United Nations Office at Geneva
 Gender: Female
 Overall Eligibility for CA Award: To be determined

Eligibility Review

Status: Initial Submit for Review

Eligibility criteria satisfied? No

Eligibility Criteria	Initial criterion satisfied?	Criterion satisfied after review?	Status	View
Reviewed by CRB/FCRB	Yes		<input type="radio"/> Initial	<input type="radio"/> View
Years of Service	No		<input type="radio"/> Initial	<input type="radio"/> View
Mandatory Retirement	Yes		<input type="radio"/> Initial	<input type="radio"/> View
Performance Rating	Yes		<input type="radio"/> Initial	<input type="radio"/> View
Not Locally Recruited in Missions	Yes		<input type="radio"/> Initial	<input type="radio"/> View
Not Serving in ICTY/ICTR	Yes		<input type="radio"/> Initial	<input type="radio"/> View
Disciplinary Measures	Yes	Yes	<input checked="" type="checkbox"/> Review Complete	

A table listing your appointments will be displayed. The column “**Original Days**” displays the number of working days counted for an appointment.

If you find a record which is not correctly counted, click on **Review** for the selected record.

Note: You will only need to provide comments on the record/s that are not correctly counted.

Continuing Appointments Year: 2015

Index Number: 85428
 More Information

Index Number: 85428 EOD UN Secretariat: 2012/2011
 First Name: Firstname_177 EOD UN: 22/11/2010
 Last Name: Lastname_177 EOD UNCS: 21/08/2010
 Level: GS Department/Office: United Nations Office at Geneva
 Gender: Female
 Overall Eligibility for CA Award: To be determined

Total years of service: 4.77

Eligibility - Years of Service											Review		
Start Date	End Date	Post. Inc. %	Duty Station	Appointment Type	Appt. Series	Department/Office	Parttime Start Date	Parttime End Date	Parttime %	Original Days	Reviewed Days	Eligibility Status	Review
01/02/2015	31/12/2015	100	Geneva	Fixed-Term (JY9)	JY9	United Nations Office at Geneva				151	Initial	Review	<input type="radio"/> Review
01/01/2014	31/01/2015	100	Geneva	Fixed-Term (JY9)	JY9	United Nations Office at Geneva				305	Initial	Review	<input type="radio"/> Review
01/01/2013	31/12/2013	100	Geneva	Fixed-Term (JY9)	JY9	United Nations Office at Geneva				365	Initial	Review	<input type="radio"/> Review
20/12/2011	31/12/2012	100	Geneva	Fixed-Term (JY9)	JY9	United Nations Office at Geneva				378	Initial	Review	<input type="radio"/> Review
19/11/2011	19/12/2011	100	Geneva	Temporary	JY9	United Nations Office at Geneva				31	Initial	Review	<input type="radio"/> Review
20/09/2011	18/11/2011	100	Geneva	Temporary	JY9	United Nations Office at Geneva				152	Initial	Review	<input type="radio"/> Review
19/02/2011	19/09/2011	100	Geneva	Temporary	JY9	United Nations Office at Geneva				121	Initial	Review	<input type="radio"/> Review
01/01/2011	18/02/2011	100	Geneva	Temporary	JY9	United Nations Office at Geneva				49	Initial	Review	<input type="radio"/> Review
22/11/2010	31/12/2010	100	Geneva	Temporary	JY9	United Nations Office at Geneva				40	Initial	Review	<input type="radio"/> Review
21/08/2010	20/08/2010	100	Geneva	Temporary	JY9	United Nations Office at Geneva				81	Initial	Review	<input type="radio"/> Review
01/02/2010	28/05/2010	100	Geneva	Temporary	JY9	United Nations Office at Geneva				0	Initial	Review	<input type="radio"/> Review

Enter your reason for requesting a review under **Staff Member Comments** and **Add Attachment** according to **steps 1-7** described above.

Click **Save & Return**.

Eligibility - Years of Service

Staff Member Comments
The says of service is incorrect. It should be 55 days. See attached PA.

Staff Member Attachments

Attached File	Attachment Description	View	Delete
		View	Delete

Add Attachment

Save & Return **Cancel**

Performance Rating

Inspira will include performance documents that are available and complete in the system. If you already meet this requirement, you will see a 'Yes' and will not be able to review or add documentation.

Note: To meet the eligibility requirements, you must demonstrate that you have had a performance rating of at least "Meets Expectations" for the past 4 years. Please make sure that you are uploading **at least the past 4** performance reports. If you have reports covering less than a full year cycle, please ensure you upload documentation covering at least 4 complete years in total.

Click on **View** for Performance Rating

Eligibility Review				
Status:	Initial			
Eligibility criteria satisfied? No				Submit for Review
Eligibility Criteria	Initial criterion satisfied?	Criterion satisfied after review?	Status	View
Reviewed by CRB/FCRB	Yes		<input type="radio"/> Initial	
Years of Service	Yes		<input type="radio"/> Initial	
Mandatory Retirement	Yes		<input type="radio"/> Initial	
Performance Rating	No		<input type="radio"/> Initial	View
Not Locally Recruited in Missions	Yes		<input type="radio"/> Initial	
Not Serving in ICTY/ICTR	Yes		<input type="radio"/> Initial	
Disciplinary Measures	Yes	Yes	<input checked="" type="checkbox"/> Review Complete	

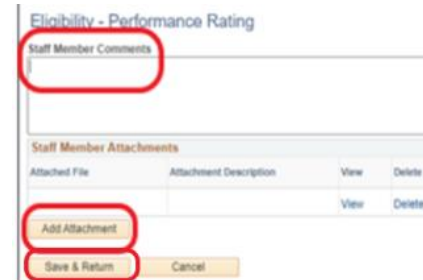
In the **Original Review Rating** column, you will see the rating of your performance documents.

If there are missing documents or you find a record that is not correct, click on **Review**.

Eligibility - Performance Rating				
Performance Cycle Year	Original Review Rating	Rating after Review	Eligibility Status	Review
2014-2015	A – Exceeds expectations		Initial	Review
2013-2014	A – Exceeds expectations		Initial	Review
2012-2013	A – Exceeds expectations		Initial	Review
2011-2012			Initial	Review
2010-2011			Initial	Review
2009-2010			Initial	Review
2008-2009			Initial	Review

Enter your reason for requesting a review under **Staff Member Comments** and **Add Attachment** according to **steps 1-7** described above.

Click **Save & Return**.



To double check that your submissions have been uploaded, click the **View** link again.

The reviewed criteria will be indicated with a **red star**.

Eligibility - Performance Rating				
Performance Cycle Year	Original Review Rating	Rating after Review	Eligibility Status	Review
2014-2015	A - Exceeds expectations		★Initial	Review
2013-2014	A - Exceeds expectations		Initial	Review
2012-2013	A - Exceeds expectations		Initial	Review
2011-2012			★Initial	Review
2010-2011			★Initial	Review

Reviewed by CRB/FCRB+

It is normal to see a 'No' for this requirement at the start of a review exercise in inspira. Some helpful information you may (but are not required to) upload include (but are not limited to) a selection email, Personal Action, screenshot of roster membership for your position. A complete HR review will also be conducted and the reviewing officer can confirm this criterion even if you do not submit anything.

Appointment through a competitive process means that a staff member has 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 YPP, NCRE or G to P). Field central review bodies (FCRB) were established for peacekeeping operations and special political missions in 2009.

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.

Click on the **View** link for **Reviewed by CRB/FCRB**.

Eligibility Review				
Status:		Initial		
Eligibility criteria satisfied? No				Submit for Review
Eligibility Criteria	Initial criterion satisfied?	Criterion satisfied after review?	Status	View
Reviewed by CRB/FCRB	No		<input type="radio"/> Initial	View
Years of Service	Yes		<input type="radio"/> Initial	
Mandatory Retirement	Yes		<input type="radio"/> Initial	
Performance Rating	Yes		<input type="radio"/> Initial	
Not Locally Recruited in Missions	No		<input type="radio"/> Initial	View
Not Serving in ICTY/ICTR	Yes		<input type="radio"/> Initial	
Disciplinary Measures	Yes	Yes	<input checked="" type="radio"/> Review Complete	

Click on **Review**.

Eligibility - Reviewed by CRB/FCRB			
Reviewed by CRB/FCRB	Reviewed by CRB/FCRB - Reviewed	Eligibility Status	Review
No		Initial	Review

[Return to previous page](#)

Enter your reason for requesting a review of the record in the **Staff Member Comments** section and **Add Attachment** according to **steps 1-7** described above.

Click **Save & Return**.

Eligibility - Reviewed by CRB/FCRB

Staff Member Comment:
CRB date of 12/01/2009

Staff Member Attachments

Attached File	Attachment Description	View	Delete
		View	Delete

Add Attachment

Save & Return Cancel

Not Locally Recruited in Missions

It is normal to see a 'No' for this requirement at the start of a review exercise in inspira. Some helpful information you may (but are not required to) upload include (but are not limited to) a selection email or Personal Action. A complete HR review will also be conducted and the reviewing officer can confirm this criterion even if you do not submit anything.

Locally recruited staff members in the General Service or related categories (including National Professional Officers) currently serving in field missions, including peacekeeping and special political missions are not eligible for a continuing appointment.

Click on the **View** link for **Not Locally Recruited in Missions**.

Click on **Review**.

Enter your reason for requesting a review of the record in the **Staff Member Comments** section and **Add Attachment** according to **steps 1-7** described above.

Click **Save & Return**.

Eligibility Review					
Status:		Initial			
Eligibility criteria satisfied? No					Submit for Review
Eligibility Criteria	Initial criterion satisfied?	Criterion satisfied after review?		Status	View
Reviewed by CRB/FCRB	No		<input type="radio"/>	Initial	View
Years of Service	Yes		<input type="radio"/>	Initial	
Mandatory Retirement	Yes		<input type="radio"/>	Initial	
Performance Rating	Yes		<input type="radio"/>	Initial	
Not Locally Recruited in Missions	No		<input type="radio"/>	Initial	View
Not Serving in ICTY/ICTR	Yes		<input type="radio"/>	Initial	
Disciplinary Measures	Yes	Yes	<input checked="" type="checkbox"/>	Review Complete	

Mandatory Retirement or Not Serving in ICTY/ICTR

If **NO** is indicated for:

- Mandatory Retirement; or
- Not Serving in ICTY/ICTR

verify your Eligibility Criteria information by clicking **View**

Click on **Review**.

Enter your reason for requesting a review of the record in the **Staff Member Comments** section and **Add Attachment** according to **steps 1-7** described above.

Click **Save & Return**.

Continuing Appointments Year: 2015

Index Number: 85426 EOD UN Secretariat: 20/12/2011 1

First Name: FirstName_177 EOD UN: 22/11/2010

Last Name: LastName_177 EOD UNCS: 21/08/2010

Level: G5 Department/Office: United Nations Office at Geneva

Gender: Female

Overall Eligibility for CA Award: To be determined

Eligibility Review

Status: Initial [Submit for Review](#)

Eligibility criteria satisfied? No

Eligibility Criteria	Initial criterion satisfied?	Criterion satisfied after review?	Status	View
Reviewed by CRB/FCRB	No		○ Initial	View
Years of Service	Yes		○ Initial	View
Mandatory Retirement	Yes		○ Initial	View
Performance Rating	Yes		○ Initial	View
Not Locally Recruited in Missions	Yes		○ Initial	View
Not Serving in ICTY/ICTR	Yes		○ Initial	View
Disciplinary Measures	Yes	Yes	✔ Review Complete	

Disciplinary Measures

A 'Yes' indicates that the staff member has been cleared by the Administrative Law Division and does not have any disciplinary measures. **There is nothing for staff members to do with regard to this criterion.**

Disciplinary information is input by the Administrative Law Division (ALD). Human Resources and Executive Offices do not have access to review or change the **Yes/No** clearance by ALD.

'Yes' indicates that there is no disciplinary measure, i.e., the staff member is cleared by ALD.

Eligibility Review

Status: Initial

Eligibility criteria satisfied? No Submit for Review

Eligibility Criteria	Initial criterion satisfied?	Criterion satisfied after review?	Status	View
Reviewed by CRB/FCRB	No		<input type="radio"/> Initial	View
Years of Service	No		<input type="radio"/> Initial	View
Mandatory Retirement	No		<input type="radio"/> Initial	View
Performance Rating	No		<input type="radio"/> Initial	View
Not Locally Recruited in Missions	No		<input type="radio"/> Initial	View
Not Serving in ICTY/ICTR	No		<input type="radio"/> Initial	View
Disciplinary Measures	Yes	Yes	<input checked="" type="checkbox"/> Review Complete	

Complete and Submit for Review

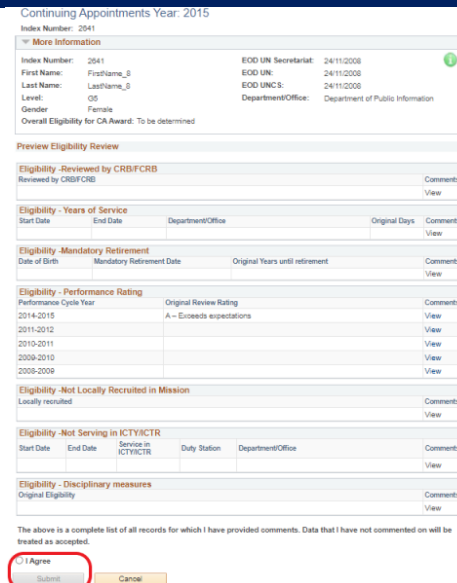
*If you wish to comment, comments and documentation must be received by the deadline date as listed on [Continuing Appointment page on the HR Portal](#). Comments are not required.

If you 'Submit for Review', but then wish to add documentation, please email OHR-continuingappointments@un.org and a reviewer can attach the document or comment for you.

After reviewing and submitting all information, click on **Submit for Review**.

A summary of eligibility will be provided. Please review and ensure you have commented on all data that you would like to. Click **I agree** and **Submit**.

Click **Cancel** if you would like to return to the previous page and add additional comments/documents.



Continuing Appointments Year: 2015

Index Number: 2041

More Information

Index Number: 2041 EOD UN Secretariat: 24/11/2008
 First Name: FirstName_8 EOD UN: 24/11/2008
 Last Name: LastName_8 EOD UNCS: 24/11/2008
 Level: 05 Department/Office: Department of Public Information
 Gender: Female
 Overall Eligibility for CA Award: To be determined

Preview Eligibility Review

Eligibility - Reviewed by CRB/FCRB
 Reviewed by CRB/FCRB Comments
 View

Eligibility - Years of Service
 Start Date End Date Department/Office Original Days Comments
 View

Eligibility - Mandatory Retirement
 Date of Birth Mandatory Retirement Date Original Years until retirement Comments
 View

Eligibility - Performance Rating
 Performance Cycle Year Original Review Rating Comments
 2014-2015 A - Exceeds expectations View
 2010-2011 View
 2009-2010 View
 2008-2009 View

Eligibility - Not Locally Recruited in Mission
 Locally recruited Comments
 View

Eligibility - Not Serving in ICTY/ICTR
 Start Date End Date Service in ICTY/ICTR Duty Station Department/Office Comments
 View

Eligibility - Disciplinary measures
 Original Eligibility Comments
 View

The above is a complete list of all records for which I have provided comments. Data that I have not commented on will be treated as accepted.

I Agree

Once you have submitted your comments, the status will change to **Submitted for Review** and you will not be able to add any further information.

Eligibility Review

Status: Submitted for Review

Eligibility Criteria	Initial criterion satisfied?	Criterion satisfied after review?	Status
Reviewed by CRB/FCRB	Yes		<input type="radio"/> Submitted for Review
Years of Service	Yes		<input type="radio"/> Submitted for Review
Mandatory Retirement	Yes		<input type="radio"/> Submitted for Review
Performance Rating	No		<input type="radio"/> Submitted for Review
Not Locally Recruited in Missions	Yes		<input type="radio"/> Submitted for Review
Not Serving in ICTY/ICTR	Yes		<input type="radio"/> Submitted for Review
Disciplinary Measures	Yes		<input type="radio"/> Submitted for Review

For more information, please visit the [Continuing Appointment page on the HR Portal](#)