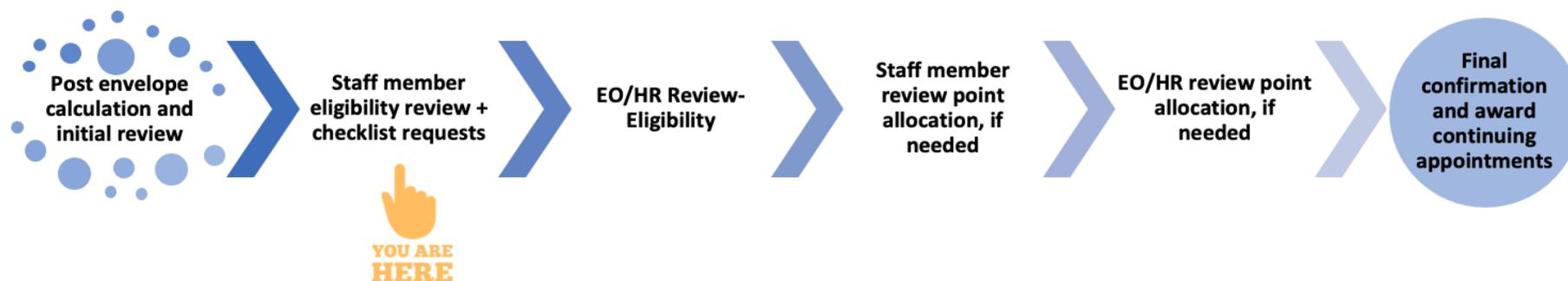


This guide provides instructions for staff members under consideration for the grant of a continuing appointment in accordance with ST/SGB/2012/11. Staff members may review their information in inspira and provide supporting documentation if necessary. The review of information by staff members is not 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:

Staff member review of eligibility information in inspira2

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Years of Service5

Performance Rating.....6

Disciplinary Measures.....7

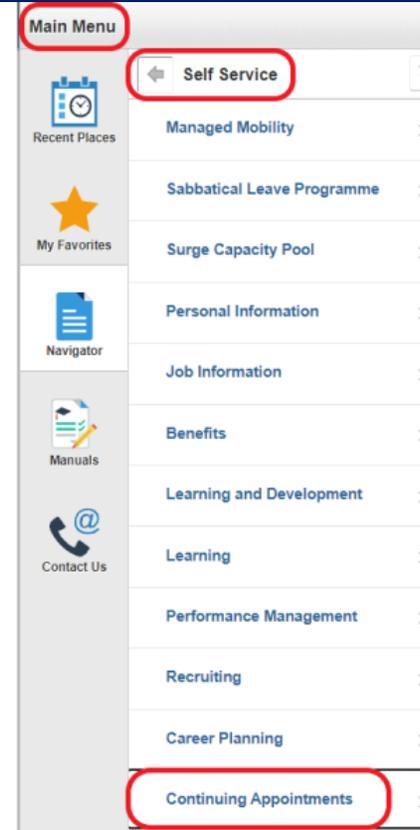
Review by a review body (CRB/FCRB+), Mandatory Retirement, Not Locally Recruited in Missions, or Not Serving in ICTY/ICTR8

Complete and Submit for Review9

Staff member review of eligibility information in inspira

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

Click on **Main Menu >> Self Service >> 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*.

Please verify the initial eligibility criteria. 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.

*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.

For the 2015 exercise -- Do not submit the checklist if you received an email from inspira to review your data or if you are in the P/FS category.

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 only need to review the eligibility criteria which are not initially satisfied – **NO**

Review the Eligibility Criteria information by clicking **View**

For instructions on:

- [Years of Service](#) – see page 5
- [Performance rating](#) – see page 6
- [All other criteria](#) – see page 8

▼ Eligibility Review

Status: Initial

Eligibility criteria satisfied? No

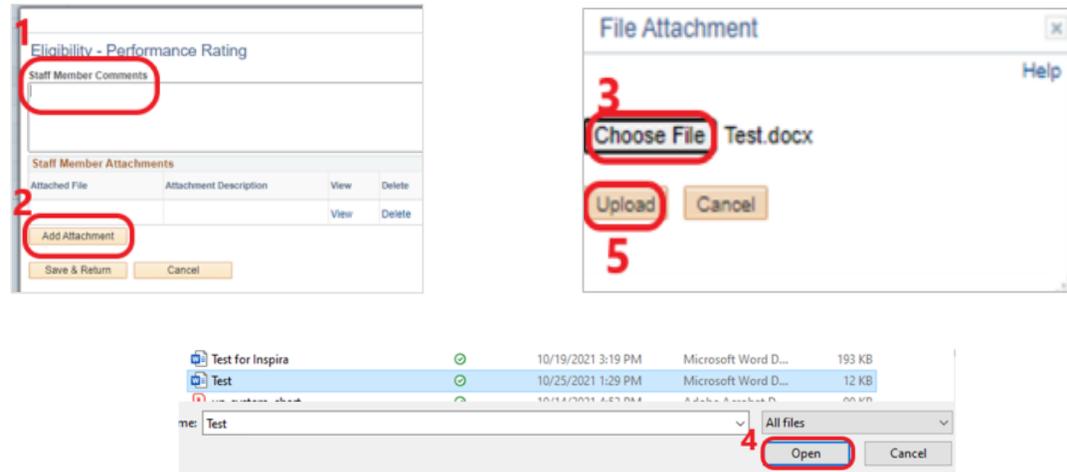
Submit for Review

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.*

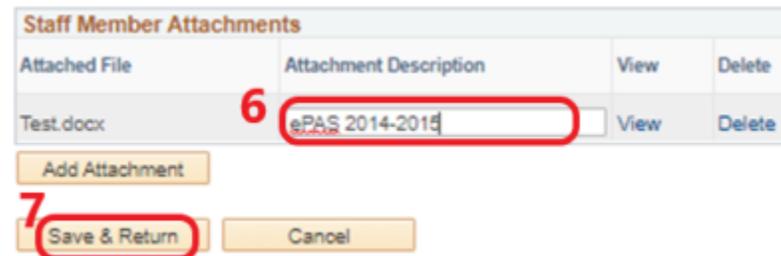
1. Add comments under **Staff Member Comments**
2. Click on **Add Attachment**.
3. Click on **Choose File**
4. Select the file in the pop-up window and then click **Open**
5. Select **Upload**



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

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: 21/06/2010
 Level: 05 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	View
Years of Service	No		<input type="radio"/> Initial	View
Mandatory Retirement	Yes		<input type="radio"/> Initial	View
Performance Rating	Yes		<input type="radio"/> Initial	View
Not Locally Recruited in Missions	Yes		<input type="radio"/> Initial	View
Not Serving in ICTY/ICTR	Yes		<input type="radio"/> Initial	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.

All appointments are displayed. The highlighted red line shows when the counting for purposes of the exercise begins, i.e., for the 2015 exercise, you must have at least 5 years of continuous service before 1 July 2015

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: 21/06/2010
 Level: 05 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		Original Days	Reviewed Days	Eligibility Status	Review						
01/02/2015	31/12/2015	100	Geneva	Fixed-Term (J/V)	J/V9	United Nations Office at Geneva				Initial	Review
01/01/2014	31/01/2015	100	Geneva	Fixed-Term (J/V)	J/V9	United Nations Office at Geneva		398		Initial	Review
01/01/2013	31/12/2013	100	Geneva	Fixed-Term (J/V)	J/V9	United Nations Office at Geneva		365		Initial	Review
20/12/2011	31/12/2012	100	Geneva	Fixed-Term (J/V)	J/V9	United Nations Office at Geneva		378		Initial	Review
19/11/2011	19/12/2011	100	Geneva	Temporary	J/V9	United Nations Office at Geneva		31		Initial	Review
20/06/2011	18/11/2011	100	Geneva	Temporary	J/V9	United Nations Office at Geneva		152		Initial	Review
19/02/2011	19/06/2011	100	Geneva	Temporary	J/V9	United Nations Office at Geneva		121		Initial	Review
01/01/2011	18/02/2011	100	Geneva	Temporary	J/V9	United Nations Office at Geneva		49		Initial	Review
22/11/2010	31/12/2010	100	Geneva	Temporary	J/V9	United Nations Office at Geneva		40		Initial	Review
01/06/2010	30/06/2010	100	Geneva	Temporary	J/V9	United Nations Office at Geneva		81		Initial	Review
01/02/2010	28/05/2010	100	Geneva	Temporary	J/V9	United Nations Office at Geneva		0		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**.

Eligibility - Years of Service

Staff Member Comments
 The says of service is incorrect, it should be 50 days. See attached PA.

Staff Member Attachments

Attached File	Attachment Description	View	Delete
		View	Delete

[Add Attachment](#) [Save & Return](#) [Cancel](#)

Performance Rating

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 [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	
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**.

Eligibility - Performance Rating

Staff Member Comments

Staff Member Attachments

Attached File	Attachment Description	View	Delete
		View	Delete

[Add Attachment](#)

[Save & Return](#) [Cancel](#)

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

Disciplinary Measures

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.

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="radio"/> Review Complete	

Review by a review body (CRB/FCRB+), Mandatory Retirement, Not Locally Recruited in Missions, or Not Serving in ICTY/ICTR

If **NO** is indicated for:

- Reviewed by CRB/FCRB;
- Mandatory Retirement;
- Not Locally Recruited in Missions; or
- Not Serving in ICTY/ICTR

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

Continuing Appointments Year: 2015
Index Number: 85426
[More Information](#)

Index Number:	85426	EOD UN Secretariat:	20/12/2011
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		<input type="radio"/> Initial	View
Years of Service	Yes		<input type="radio"/> Initial	View
Mandatory Retirement	Yes		<input type="radio"/> Initial	View
Performance Rating	Yes		<input type="radio"/> Initial	View
Not Locally Recruited in Missions	Yes		<input type="radio"/> Initial	View
Not Serving in ICTY/ICTR	Yes		<input type="radio"/> Initial	View
Disciplinary Measures	Yes	Yes	<input checked="" type="checkbox"/> 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 Comments
CRB date of 12/01/2009

Staff Member Attachments

Attached File	Attachment Description	View	Delete
		View	Delete

[Add Attachment](#)

[Save & Return](#) [Cancel](#)

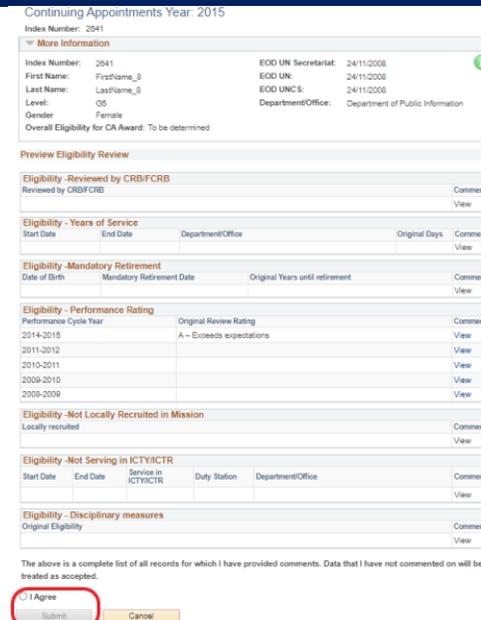
Complete and Submit for Review

*Comments and documentation must be received by the deadline date as listed on [Continuing Appointment page on the HR Portal](#)

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.



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](#)