

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 <u>Continuing Appointment page on the HR Portal</u>.



Click on the following for instructions:

| Staff member review of eligibility information in inspira | 2 |
|--|-----|
| Attaching documentation | . 4 |
| Years of Service | 5 |
| 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/ICTR | 8 |
| Complete and Submit for Review | 9 |







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 <u>all</u> initial eligibility criteria is set to **YES**, please go to page 9 for instructions to <u>Complete and Submit for Review</u>

If any of the initial eligibility criteria is set to **NO**, please see the instructions to review that criteria.

*If you <u>do not</u> see the eligibility criteria screen you must complete a self-checklist in inspira prior to the deadline date listed under **Current Exercise** on the <u>Continuing Appointment HR Portal Page</u> 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.

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:

- a. <u>Years of Service</u> see page 5
- b. <u>Performance rating</u> see page 6
- c. <u>All other criteria</u> see page 8

| More Information | | | | | |
|---|---|--------------------------------------|--------|--|-------------------|
| Index Number: 2641 | | EOD UN Secret | ariat: | 24/11/2008 | <u></u> |
| First Name: FirstNar | me 8 | FOD UN: | | 24/11/2008 | • |
| Last Name: LastNar | ne_0 | EOD UNCS: | | 24/11/2008 | |
| Level: G5 | 10_0 | Department/Off | ice: | Department of Publi | c Information |
| Gender Female | | | | Doputation: off abi | o momuno |
| Overall Eligibility for CA A | ward: To be determined | | | | |
| Eligibility Review | | | | | |
| Status: | Initial | | | _ | |
| Eligibility criteria satisfied | ? No | | | | Submit for Review |
| Eligibility Criteria | nitial criterior satisfied? | Criterion satisfied after review? | | Status | View |
| Reviewed by CRB/FCRB | Yes | | 0 | Initial | |
| Years of Service | Yes | | 0 | Initial | |
| Mandatory Retirement | Yes | | 0 | Initial | |
| Performance Rating | No | | 0 | Initial | View |
| Not Locally Recruited in Mis | sions Yes | | 0 | Initial | |
| Not Serving in ICTY/ICTR | Yes | | 0 | Initial | |
| Disciplinary Measures | Yes | Yes | | Review Complete | |
| igibility Review | itial | | | | Submit for Revie |
| ility aritaria actisfied? N | 0 | Criterian estistiad after | | Chathan | Man |
| ility criteria satisfied? No | Initial criterion | CITICITOR Satisfied after | | Status | View |
| ility criteria satisfied? N | Initial criterion satisfied? | review? | | | |
| ility criteria satisfied? N lity Criteria wed by CRB/FCRB | Initial criterion satisfied? Yes | review? | 0 | Initial | |
| ility criteria satisfied? N lity Criteria wed by CRB/FCRB of Service | Initial criterion satisfied? Yes Yes | review? | 0 | Initial Initial | |
| lity criteria satisfied? N lity Criteria wed by CRB/FCRB of Service atory Retirement | Initial criterion satisfied? Yes Yes Yes | review? | 0 | Initial Initial Initial | |
| lity criteria satisfied? N lity Criteria wed by CRB/FCRB of Service atory Retirement mance Rating | Initial criterion satisfied? Yes Yes Yes No | review? | 0 | Initial Initial Initial Initial | View |
| ility criteria satisfied? N lity Criteria wed by CRB/FCRB of Service atory Retirement mance Rating pcally Recruited in Mission | Initial criterion satisfied? Yes Yes Yes No 15 Yes | review? | | Initial Initial Initial Initial Initial | Vie |
| ility criteria satisfied? N lity Criteria wed by CRB/FCRB of Service atory Retirement mance Rating ocally Recruited in Missior erving in ICTY/ICTR | Initial criterion satisfied? Yes Yes Yes No 15 Yes Yes | review? | | Initial Initial Initial Initial Initial Initial | Vie |



| Attaching documentation *You will be required to attach supporting documenta | ition to any request to review information. |
|--|---|
| Add comments under Staff Member Comments Click on Add Attachment. Click on Choose File Select the file in the pop-up window and then click Open Select Upload | File Attachment Staff Member Attachments Attachment Staff Member Attachments Attachment Staff Member Attachments Vew Detete Staff Member Attachments Vew Detete Staff Attachment Staff Attachment Vew Detete Staff Attachment Choose File Test.docx Upload Cancel |
| 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. | Staff Member Attachments Attached File Attachment Description View Delete Test.docx 6 eEAS 2014-2015 View Delete Add Attachment |



| Years of Service | |
|---|--|
| Click on View for Years of Service | Continuing Appointments Year: 2015 Index Number: 15:00 Marke Number: 55:00 Marke Number: 55:00 Marke Number: 55:00 Marke Number: 55:00 Marke Number: 77 Level: 05 Condet: Explainty for CA.Rear To Backermind Condet: Explainty for CA.Rear To Backermind Condet: Statistics Of Dec at General Condet: Statistics Of Dec at General |
| A table listing your appointments will be displayed. The column " Original Days " displays the number of working days counted for an appointment. | Continuing Appointments Year: 2015 Index Number: 65439 • More Information Index Number: 65439 EOD UN: 201120011 First Name: Frathame, 177 EOD UN: 20110010 Level: 05 Department/Office: Unide Tations 0ffice at Geneva Gender Female |
| If you find a record which is not correctly counted, click on Review for the selected record. | Overall Eligibility for CA Award: To be determined Total years of service: 4.77 Eligibility - Years of Service Total years of Service Status Date End Date Point Date |
| Note: You will only need to provide comments on the record/s that are <u>not</u> correctly counted. | 010120101 31012001 100 Geneva 710 Geneva 101 101 1010 1010 010120101 310120015 100 Geneva Files 70 Geneva 300 Initial Review 010120101 310120015 100 Geneva Files 70 Geneva 300 Initial Review 0112011 31122012 100 Geneva Files 70 Units Noncolfice at 305 Initial Review 20122011 31122012 100 Geneva Files Ye Units Altorio Office at 375 Initial Review 19112011 19122011 100 Geneva Temporary yi Units Temporary 31 Initial Review |
| All appointments are displayed. The highlighted red line shows when the counting for purposes of the exercise | 20050211 1010 1000 Temporary J/Y9 Operations 1100 1100 1100 Review 190220211 1000 Common Temporary J/Y9 Operations Office at 121 Initial Review 190220211 1000 Generols Temporary J/Y9 Operations Office at 0 121 Initial Review 010112011 1000 Generols J/Y9 United National Office at 0 0 Initial Review 201012011 1000 Generols J/Y9 United National Office at 0 0 Initial Review 201012011 10202011 000 Generols J/Y9 United National Office at 0 Initial Review 201012011 10202011 000 Generols J/Y9 United National Office at 0 Initial Review 201002110 1000 Generols Generols Generols Generols Generols Generols Generols |
| begins, i.e., for the 2015 exercise, you must have at least 5 years of continuous service before 1 July 2015 | 0102/2010/280552010 100 Geneva Temporary 2/19 United Vations Office at 0 Initial Review |
| Enter your reason for requesting a review under Staff Member Comments and Add Attachment according to steps 1-7 described above. | Eligibility - Years of Service Tatt Member Comments The says of service is incomed. It should be 80 days. See attached PA. Staff Member Attachments Attachments Attached File Attachment Description View Delete |
| Click Save & Return. | 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.

| | | 💌 Eliç | jibility Review | | | | | |
|--|---|-------------------|--|--|-------------------------------|---------------------------|--|--|
| | | Status: | Initial | | | | Submit for R | eview |
| | | Eligibili | ty Criteria | Initial criterion | Criterion satisfied after | Stat | 119 | View |
| Click on View for Performance Rating | | Review | ed by CRB/ECRB | satisfied? | review? | O Initi | al | VICW |
| | | Years o | f Service | Yes | | O Initi | al | |
| | | Mandat | ory Retirement | Yes | | O Initi | al | |
| | | Perform | nance Rating | No | | O Initi | al | View |
| | | Not Loo | cally Recruited in Missions | Yes | | Initi | al | |
| | | Not Ser | ving in ICTY/ICTR | Yes | | Initi | al | |
| | | Discipli | nary Measures | Yes | Yes | Rev | view 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 Year 2014-2015 2013-2014 2012-2013 2011-2012 2010-2011 2009-2010 2008-2009 | - Perfor Cycle | mance Rating Original Review Rating A – Exceeds expectat A – Exceeds expectat A – Exceeds expectat | a tions tions tions | Rating after Review | | Eligibility Status Initial | Review Review Review Review Review Review 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. | | | Staff M Staff M Attach Sav | Member Attachme Affre Attachment Machine Attachment Machine Attachment | nts Attachment Description | View View | Delete | |



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

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

| 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 <u>do</u> <u>not</u> have access to review or change the **Yes/No** clearance by ALD.

| 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 | | 0 | Initial | View |
| Years of Service | No | | 0 | Initial | View |
| Mandatory Retirement | No | | 0 | Initial | View |
| Performance Rating | No | | 0 | Initial | View |
| Not Locally Recruited in Missions | No | | 0 | Initial | View |
| Not Serving in ICTY/ICTR | No | | 0 | Initial | View |
| Disciplinary Measures | Yes | Yes | ~ | Review Complete | |



| Review by a review body (CRB/FCRB+), Mandato | ry Retirement, N | ot Locally R | lecruited | l in Miss | ions, or | Not |
|---|---|--|---|--|-----------------------|--------|
| Serving in ICTY/ICTR | | | | | | |
| If NO is indicated for: • Reviewed by CRB/FCRB; | Continuing A Index Number: 5 More Index Number: First Name: Last Name: Level: Gender Overall Eligibility | ppointments Year: 2015 428 45426 FirsName_177 LastName_177 G5 Female for CA Award: To be determined | EOD UN Secretar EOD UN: EOD UNCS: Department/Offic | iat: 20/12/2011 22/11/2010 21/06/2010 e: United Nations Office | a at Geneva | |
| Mandatory Retirement; Not Locally Recruited in Missions; or | Teligibility Re Status: Eligibility oriteria | nitial satisfied? No | | | Submit for Review | |
| Not Serving in ICTY/ICTR | Eligibility Criteria Reviewed by CRB Years of Service Mandatory Retirer | /FCRB No res | Criterion satisfied after review? | Status Initial Initial Initial | View View View | |
| verify your Englomety enterna information by eneking view | Performance Rati Not Locally Recu Not Serving in ICT Disopiinary Meas | ng Yes ted in Missions Yes Y/ICTR Yes Ires Yes | Yes | Initial Initial Initial Review Complete | View View View | |
| Click on Review. | Eligibility - Reviewed by CRB Reviewed by CRB/FCRB No Return to previous page | FCRB Reviewed by CR | B/FCRE - Reviewed | Eligibilit Initial | y Status | 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. | Eli GRE Stan Atta | gibility - Reviewed M Member Comment 8 date of 12/01/2009 If Member Attachments ched File Atta | chment Description | View 0 | (Delete Delete | |
| | | dd Attachment Iave & Return Car | ncel | | | |



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

| | Continuing Appointments Year: 2015 |
|---|---|
| | Index Number: 2041 |
| | V More Information |
| | Index Number: 2641 ECD UN Secretariat: 24/11/2008 |
| | FirstName: FirstName_8 EOD UNC 24/11/2008 LastName: LastName_8 EOD UNCS: 24/11/2008 |
| | Level: G5 Department/Office: Department of Public Information |
| After reviewing and submitting all information, click on | Gender Fenale Overall Eligibility for CA Award: To be determined |
| Submit for Review. | Preview Eligibility Review |
| | Reviewed by CRBFCRB Comments |
| | View |
| | Eligibility - Years of Service Start Data End Data Department/Mice Output Data Community |
| A summary of eligibility will be provided. Please review and | start Late Lena Late Department/Unice Original Days Comments View |
| A summary of englointy will be provided. Hease review and | Eligibility -Mandatory Retirement |
| ensure you have commented on all data that you would like | Date of Birth Mandatory Retirement Date Original Years until retirement Comments |
| | Elizibility Deformance Dation |
| to Click Lagree and Submit | Eligibility - Performance Rating Performance Cycle Year Original Review Rating Comments |
| | 2014-2015 A – Exceeds expectations View |
| | 2011-2012 View |
| | 2010-2011 Vew 2009-2010 Vew |
| Click Concel if you would like to return to the province race | 2008-2009 View |
| and add additional comments/documents. | Eligibility -Not Locally Recruited in Mission |
| | Locally recruited Comments |
| | Vew Vew |
| | Eligibility -Not Serving in IC I TriC IN Start Date End Date Service in Duty Station Department/Office Commands |
| | ICLY/ICTR 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 for the associated |
| | i esteu as sucepteu. |
| | O horizontal and a second second |
| | Suome |
| | |
| | Thigipility Review |
| | Status: Submitted for Review |
| Once you have submitted your comments, the status will | Eligibility Criteria Initial criterion Criterion satisfied after Status |
| Once you have submitted your comments, the status will | Beviewed by CBR/ECBB Vas O Submitted for Bas |
| change to Submitted for Poview and you will not be able to | Verse et Renies Verse O Obvite to Pro |
| change to submitted for Review and you will not be able to | reals of service res O Submitted for Rei |
| add any further information | Mandatory Retirement Yes O Submitted for Rev |
| auu any iurther information. | Merrormance Rating No O Submitted for Rev |
| | Not Locally Recruited in Missions Yes O Submitted for Rev |
| | Not Serving in ICTY/ICTR Yes O Submitted for Rev |
| | - |
| | Disciplinary Measures Yes O Submitted for Res |

For more information, please visit the Continuing Appointment page on the HR Portal