Continuing Appointments Quick Guide

Staff Member Eligibility

Instructions

1. Log onto inspira with your User ID (UN index number without leading Os) and Password.

2. Click on Main Menu → Self Service → Continuing Appointments → Continuing Appointments

   - Continuing Appointments

   Staff Members who are not potentially eligible for a Continuing Appointment will see the message below.

   Continuing Appointments Year: 2012

   Acontinuation appointment is a term period appointment granted to a staff member in accordance with the Staff Appointments Rules, hence the criteria to be used in this procedure are included in the Staff Appointments Rules. Details of the Staff Appointments Rules are available at the Office of Staff Appointments Rules. The current year of continuing appointment is 2012.

   If you believe you are eligible for consideration please contact your Department/Executive Office.

3. Staff Members who are potentially eligible for consideration of a Continuing Appointment will see their Eligibility criteria.

   Continuing Appointments Year: 2012

   A table listing your appointments will be displayed. In the column “Original Days” the number of working days counted for the appointment record are displayed. If you find a record which is not correctly counted for eligibility purposes, click on the View link for the selected record.

   **NOTE:** You will only need to provide comments to the records, which are not correctly counted.

4. In the Eligibility Review section, verify your initial eligibility criteria. If you appear to satisfy ALL criteria (Yes), please go step 17 to submit your records for review as there is nothing for you to review.

   If any of the initial eligibility criteria is set to No, please go to the next step.

Instructions (Cont.)

5. Verify your Eligibility Criteria information.

   NOTE: You will only need to review the eligibility criteria which are not initially satisfied.

6. We will show you how to review the Years of Service and the Performance Rating criteria. For other Eligibility criteria go to the end of the quick guide. Click on the View link for Years of Service.

7. Review your appointment information. A table listing your appointments will be displayed. In the column “Original Days” the number of working days counted for the appointment record are displayed. If you find a record which is not correctly counted for eligibility purposes, click on the View link for the selected record.

   **NOTE:** You will only need to provide comments to the records, which are not correctly counted.

8. Enter your reason for requesting a review of the record. Type your statement in the Staff Member Comments section.

9. You will be required to attach supporting documentation to your request. Click on the Add Attachment button.

Instructions (Cont.)

10. To select a file click on the Browse... button

11. Click on the file in the choose file window and then click on the Open button.

12. You will now see the file in the Staff Member Attachments list. Click on the text box under the Attachment Description column and type a description of the file. Then click the Save & Return button.

13. If you need to review multiple records, repeat steps 7-13. Then click on the Return to previous page link.

14. Click on the View link to review the Performance Rating criteria.

15. Review the records for Performance Rating. 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 which is not correct, click on the Review link for the record.

16. Enter your reason for requesting a review of the record. You will be required to attach supporting documentation to your request. Please repeat steps 8-13. Then click the Return to previous page link.
Staff Member Eligibility

**Instructions (Cont..)**

17. When all Eligibility criteria elements are satisfied.
   Click on the Submit and Review button.
   
   ![Submit for Review](image)

18. A list of all the changes you have made to your submission will be displayed for your review. You must click on the radio button next to Agree, then click on the Submit button.

   ![I Agree](image)
   ![Submit](image)

Congratulations you have completed the eligibility step for Continuing Appointments.

**CRB/FCRB**

A.1 To validate the Reviewed by CRB/FCRB eligibility criteria, click on the View link of the record.

![Eligibility Review](image)

**Mandatory Retirement**

B.1 To validate the Mandatory Retirement eligibility criteria, click on the View link of the record.

![Eligibility Review](image)

**Not Locally Recruited in Missions**

C.1 To validate the Not Locally Recruited eligibility criteria, click on the View link of the record.

![Eligibility Review](image)

**Disciplinary Measures**

D.1 To validate the Not serving in ICTY/ICTR eligibility criteria, click on the View link of the record.

![Eligibility Review](image)

**Recommended Measures**

E.1 To validate the Disciplinary Measures eligibility criteria, click on the View link of the record.

![Disciplinary Measures](image)

For more information, click on the i-buttons on each screen or go to the FAQ's on the it's for real website.