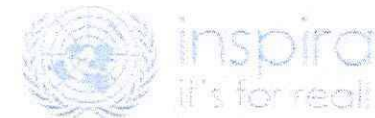


# Continuing Appointments Quick Guide

## Staff Member Eligibility



**Instructions**

- 1 Log onto **inspira** with your User ID (UN index number without leading 0s) and Password.
- 2 Click on **Main Menu → Self Service → Continuing Appointments → Continuing Appointments**
- 3 Staff Members who are **potentially eligible** for consideration of a Continuing Appointment will see their Eligibility criteria.  

**Continuing Appointments Year: 2012**

A continuing appointment is an open-ended appointment granted through established procedures in accordance with the Staff Regulations and Rules of the United Nations as well as the provisions of the Secretary-General's Bulletin ST/SGB/2011/12.

Continuing appointments may be granted to eligible staff members on the basis of the continuing needs of the Organization and in accordance with the provisions of section VI of General Assembly resolution 65/247 of 23 December 2010 and section 3 of ST/SGB/2011/12.

Staff members who are potentially eligible for consideration (based on a prima facie review of appointment records for the five years preceding the eligibility date) will be given access to this menu when the review exercise begins each year. If by the time the exercise begins you do not have access and believe you are eligible for consideration, please contact your Department/Executive Office.

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

**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/CRB	Yes	<input type="radio"/>	Initial	
Years of Service	No	<input type="radio"/>	Initial	<a href="#">View</a>
Mandatory Retirement	Yes	<input type="radio"/>	Initial	
Performance Rating	No	<input type="radio"/>	Initial	<a href="#">View</a>
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

**Instructions (Cont..)**

- 5 Verify your **Eligibility Criteria** information.  

**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/CRB	Yes	<input type="radio"/>	Initial	
Years of Service	No	<input type="radio"/>	Initial	<a href="#">View</a>
Mandatory Retirement	Yes	<input type="radio"/>	Initial	
Performance Rating	No	<input type="radio"/>	Initial	<a href="#">View</a>
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

**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**.  

**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/CRB	Yes	<input type="radio"/>	Initial	
Years of Service	No	<input type="radio"/>	Initial	<a href="#">View</a>
Mandatory Retirement	Yes	<input type="radio"/>	Initial	
Performance Rating	No	<input type="radio"/>	Initial	<a href="#">View</a>
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
- 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 **Review** link for the selected record.  

Start Date	End Date	Field No.	Station	Appointment Type	Appt. Status	Department/Office	Original Days	Reviewed by	Original Status	Eligibility Status	Review
2004/01/10	2012/02/12	103	New York	Fixed-Term (FT)	APP	Department of Management	420		Initial	Initial	<a href="#">Review</a>
04/11/2008	27/04/2011	103	New York	Fixed-Term	100	Department of Management	540		Initial	Initial	<a href="#">Review</a>
23/08/2006	23/11/2006	2	New York	Fixed-Term	100	Department of Management	0		Initial	Initial	<a href="#">Review</a>
20/04/2008	23/08/2008	2	New York	Fixed-Term	100	Department of Management	0		Initial	Initial	<a href="#">Review</a>
2/04/2008	2/08/2008	2	New York	Fixed-Term	100	Department of Management	0		Initial	Initial	<a href="#">Review</a>
05/02/2008	27/04/2008	2	New York	Fixed-Term	100	Department of Management	0		Initial	Initial	<a href="#">Review</a>
09/11/2007	04/02/2008	2	New York	Fixed-Term	100	Department of Management	0		Initial	Initial	<a href="#">Review</a>
01/07/2007	24/11/2007	103	New York	Fixed-Term	100	Department of Management	137		Initial	Initial	<a href="#">Review</a>
23/04/2008	20/05/2008	103	New York	Fixed-Term	100	Office of Internal Oversight Services	420		Initial	Initial	<a href="#">Review</a>

**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.  

**Staff Member Comments**
- 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  

**File Attachment**
- 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.  

**Staff Member Attachments**

Attached File	Attachment Description	View	Delete
Sample_validation_note.doc	<input style="width: 100%;" type="text"/>	<input type="button" value="View"/>	<input type="button" value="Delete"/>
- 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.  

**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/CRB	Yes	<input type="radio"/>	Initial	
Years of Service	No	<input type="radio"/>	Initial	<a href="#">View</a>
Mandatory Retirement	Yes	<input type="radio"/>	Initial	
Performance Rating	No	<input type="radio"/>	Initial	<a href="#">View</a>
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
- 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.

Performance Cycle	Original Review Rating	Rating after Review	Eligibility Status	Review
2011-2012			Initial	<a href="#">Review</a>
2010-2011	B – Successfully meets expectations		Initial	<a href="#">Review</a>
2009-2010	B – Successfully meets expectations		Initial	<a href="#">Review</a>
2008-2009	B – Successfully meets expectations		Initial	<a href="#">Review</a>
- 16 Enter your reason for requesting a review. You will be required to attach supporting documentation to your request. Please repeat steps 8—13. Then click the **Return to previous** page link.

# Continuing Appointments Quick Guide

## Staff Member Eligibility



**Instructions (Cont...)**

17 When all Eligibility criteria elements are satisfied. Click on the **Submit and Review** button.

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

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

A.2 Click on the **Review** link located in the far right column.

Eligibility - Reviewed by CRB/FCRB				
Reviewed by CRB/FCRB	Reviewed by CRB/FCRB - Reviewed	Eligibility Status	Review	
No		Initial	<input type="button" value="Review"/>	

A.3 Enter your reason for requesting a review. You will be required to attach supporting documentation to your request. Please repeat steps 8 — 12.

### Mandatory Retirement

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

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

### Instructions (Cont..)

B.2 Click on the **Review** link.

Eligibility - Mandatory Retirement						
Date of Birth	Mandatory Retirement Date	Original Years until retirement	Reviewed Years until retirement	Processed By	Status	Review
10/10/1958	31/10/2020	10			Initial	<input type="button" value="Review"/>

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B.3 Enter your reason for requesting a review. You will be required to attach supporting documentation to your request. Please repeat steps 8 — 12.

### 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				
Status:	Initial			
Eligibility criteria satisfied?	No			
<input type="button" value="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	No		<input type="radio"/> Initial	<input type="button" value="View"/>
Mandatory Retirement	Yes		<input type="radio"/> Initial	<input type="button" value="View"/>
Performance Rating	No		<input type="radio"/> Initial	<input type="button" value="View"/>
Not Locally Recruited in Missions	No		<input type="radio"/> Initial	<input type="button" value="View"/>
Not Serving in ICTY/ICTR	Yes		<input type="radio"/> Initial	<input type="button" value="View"/>
Disciplinary Measures	Yes	Yes	<input checked="" type="radio"/> Review Complete	

C.2 Click on the **Review** link.

Eligibility - Not Locally Recruited in Mission				
Locally recruited	Locally recruited - Reviewed	Processed by	Eligibility Status	Review
No			Initial	<input type="button" value="Review"/>

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C.3 Enter your reason for requesting a review. You will be required to attach supporting documentation to your request. Please repeat steps 8 — 12.

### Not serving in ICTY/ICTR

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

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

### Instructions (Cont...)

D.2 Click on the **Review** link located in the far right column.

Eligibility - Not Serving in ICTY/ICTR										
Start Date	End Date	Duty Station	Appointment Type	Appt. Service	Department	Original ICTY/ICTR Service	Reviewed Service	Processed By	Status	Review
27/09/2010	26/09/2012	New York	Fixed-Term (FT)	J10	Department of Management	No			Initial	<input type="button" value="Review"/>

[Return to previous page](#)

D.3 Enter your reason for requesting a review. You will be required to attach supporting documentation to your request. Please repeat steps 8 — 12.

### Disciplinary Measures

E.1 To validate the **Disciplinary Measures** eligibility criteria. Click on the **View** link of the record.

Eligibility Review				
Status:	Initial			
Eligibility criteria satisfied?	No			
<input type="button" value="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	No		<input type="radio"/> Initial	<input type="button" value="View"/>
Mandatory Retirement	Yes		<input type="radio"/> Initial	<input type="button" value="View"/>
Performance Rating	Yes		<input type="radio"/> Initial	<input type="button" value="View"/>
Not Locally Recruited in Missions	Yes		<input type="radio"/> Initial	<input type="button" value="View"/>
Not Serving in ICTY/ICTR	Yes		<input type="radio"/> Initial	<input type="button" value="View"/>
Disciplinary Measures	No		<input type="radio"/> Initial	<input type="button" value="View"/>

E.2 Click on the **Review** link located in the far right column.

Eligibility - Disciplinary measures				
Original Eligibility	Eligibility After Review	Processed by	Status	Review
Yes	Yes		Review Complete	<input type="button" value="Review"/>

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E.3 Enter your reason for requesting a review. You will be required to attach supporting documentation to your request. Please repeat steps 8 — 12.

