Table of contents

A. General
B. Additional years of service
C. Performance rating
D. Functional mobility
E. Language proficiency
F. Submission of data
G. Notification
A. General

I received an email to go into Inspira to check my eligibility status for continuing appointments. Where can I see this?

Login and select Self Service ➢ Continuing Appointments ➢ Continuing Appointments. You will reach the main page of the Continuing Appointments Page. The top bar labelled “More information” contains your personal information.

Below this box, you will see a blue bar labelled “➢ Eligibility review”. When you click on the ➢ before the “Eligibility review” words, all the eligibility criteria will be displayed. Your status should read “Eligibility review completed”. Under “Eligibility criteria satisfied?” you will see a ‘Yes” if you were considered to be eligible or ‘No’ if you were not deemed to be eligible for consideration.

I have been deemed eligible. Please advise the timeline for the next stage of the review?

As the number of continuing appointments that can be awarded under both post envelopes is lower than the number of staff deemed eligible, there is a need to move into the Points Allocation stage. Eligible staff in these categories will be considered for the continuing appointment in order of points allocated for their service to date; limited by the maximum number of continuing appointments available under the envelope.

Below is the timeline for staff members in the General Service and related categories:

15 March 2018
- Email notification to staff to log onto Inspira to view their eligibility status (15-day window for staff to provide comments, if necessary)
- Inspira opens for review by eligible staff on their points allocation.

15 March-15 April 2018
- Staff members deemed eligible to review and submit additional information for purposes of Points Allocation.

16 April-30 June 2018
- Executive Offices/local HR Offices to conduct Points Allocation review.

10 July 2018
- Email notification to staff to log onto Inspira to view the outcome of the points allocation review. (15-day window for staff to provide comments, if necessary).

20 July-15
- OHRM to conduct the Final Review for
September 2018  
award of the Continuing Appointments.

30 September 2018  
▪ ASG/OHRM certifies the final list for the granting of the continuing appointment.
▪ Email notification to eligible staff on the final outcome of their overall eligibility for the granting of the continuing appointment.

I have been deemed eligible. Please advise the timeline for the next stage of the review for staff members in the Professional and higher categories and Field Service category.

As the post envelope for the Professional and higher categories and the Field Service category is greater than the number of eligible staff for these categories, there will be no need for candidates deemed eligible to undertake the points allocation review stage.

Below is the timeline for Professional and higher categories and Field Service category:

15 March 2018  
▪ Email notification to staff to log onto Inspira to view outcome of the review of eligibility. (15-day window for staff to provide comments, if necessary).

20 July-15 September 2018  
▪ OHRM to conduct the Final Review for award of the Continuing Appointments.

30 September 2018  
▪ ASG/OHRM certifies the final list for the granting of the continuing appointment.
▪ Email notification to eligible staff notifying them on the final outcome of their overall eligibility for the granting of the continuing appointment.

I was not deemed to be eligible for consideration. Can I know the reason?

Check the column labelled ‘Criterion satisfied after review?’ Any row with a ‘No’ signals that your Executive Office/local HR Office determined that you did not meet that particular criterion. Click on ‘view’ to see why. In the “Years of service” row, you will be able to see when it was determined that your period of continuous service started, in the “Performance rating” row you will be able to see which reporting periods were considered and which ones were not, etc. Please contact your Executive Office/local HR Office if you have questions on the eligibility review.
I need to review my data for points. What do I need to do now?

Under the “➢Eligibility review” bar, you will see another blue bar labelled “➢Points Allocation review”. Click on ➢ if the bar is not displaying the criteria.

You will now see the list of criteria that would be reviewed to calculate the points. Your status is set to ‘Initial’ if you are viewing this during the period allotted for staff members to provide comments, i.e., from 12 March to 15 April 2018. Your status will be set to ‘Under review’ if you are seeing this at the time your Executive Office/local HR Office is conducting the review, i.e., after 15 April 2018.

Just as you did for the eligibility review, you now have the opportunity to review your data and comment on how the system is calculating your points on the basis of the information on record. For each category that can give you points, you can click on ‘View’ to see the personnel data and how the points were calculated.

I understand that the next stage is points allocation. I am a staff member in the Professional and higher or in the Field Service category. What criteria will be used to grant me points?

As the post envelope for the Professional and higher categories and the Field Service category is greater than the number of eligible staff for these categories, there is no need for the candidates deemed eligible to undertake the point allocation review stage.

OHRM will commence the final review to ensure that all eligible staff members continue to meet all the criteria for granting of the continuing appointment, and ASG/OHRM will certify the list of staff in these categories who will be awarded a continuing appointment. All eligible staff members will receive an e-mail notification of the awarding of continuing appointments and the next steps forward.

I am reviewing my record at the points allocation stage. What criteria would apply to grant me points?

For staff members in the General Service and related categories, the points will be allocated based on the following criteria, the details of which are stipulated in the Annex of ST/SGB/2011/9:

a) Each additional service beyond five years.
b) Performance rating.
c) Functional mobility for at least one year.
d) Proficiency in one official language of the UN other than one’s mother tongue.

For staff members in the Professional and Field Service categories, in the addition to the above four criteria, the following will also apply:
e) Service in hardship duty station.
f) Service in non-family duty station.
g) Geographic mobility

B. Additional years of service

What do I need to review under this category?

When you click on ‘View’ for this category, you will see all your employment records with the Organization. Time served before your period of continuous service will be displayed as 0. Time served after 1 July 2014 (the eligibility cut-off date) will not be taken into account. You can click on ‘Review’ to provide comments for any record of employment where you disagree with the count. You only need to provide comments if you disagree and remember that the system will prompt you to add an attachment to substantiate your claim.

My total number of years of continuous service is 7.8. I am awarded 2 points. Why?

Only completed years over the minimum five-year requirement of continuous service will earn points. One point is given for each completed year over the five-year requirement, and since you have 2.8 additional years of service, you have been correctly given 2 points.

C. Performance rating

What do I need to review under this category?

When you click on ‘View’ for this category, you will see all your performance cycle records with the Organization. The system will display the performance reports that meet these criteria together with the corresponding performance ratings. You can click on ‘Review’ to provide comments for any performance period where you disagree with the rating or with the cycle that was taken into account. You only need to provide comments if you disagree. Should you disagree, the system will prompt you to add an attachment to substantiate your claim.

The computer is showing only 3 acceptable reports, but after my comments during the eligibility review, my HR officer acknowledged that I had 4 reports that could be used. Why is this information not updated?

The system was uploaded once prior to the eligibility review with information about the candidates and does not carry over information from the eligibility review into the
points allocation review. That is why the information is not updated. Please make your comments again and draw the attention of your HR Officer to which ones were considered eligible under the eligibility review. Please note that you do not get any points for a “successfully meets expectation” performance rating.

**How many performance reports will be considered and how will they be rated?**

Only the four most recent performance reports of at least one-year duration from the start date of your continuous service to 1 July 2014 (the eligibility cut-off date) will be taken into account.

Each report with a rating of “Exceeds Expectation” or its equivalent will be allocated 7 points.

**D. Functional mobility**

**What do I need to review under this category?**

When you click on ‘View’ for this category, you will see all your employment records showing the functional title, the level and the occupational group associated with the title as well as the period of time served.

Points are allocated under the functional mobility criterion when a staff member has changed position across job families and served continuously for at least one year in each different position in different job families. The time considered will be from the start date of your continuous service to 1 July 2014 (the eligibility cut-off date).

The system will automatically display the periods of service that meet these criteria and has not calculated the points. You can click on ‘Review’ to provide comments for any record(s) for which you believe you meet the criteria to be awarded points. You only need to provide comments if you believe that you deserve to be awarded points for functional mobility and remember that the system will prompt you to add an attachment to substantiate your claim.

**How do I know if I have functional mobility?**

“Functional mobility” is defined as continuous service of at least one year’s duration in each different position in different job families. For the purposes of consideration for the granting of a continuing appointment, job families are recognized as being equivalent to occupational groups, i.e., occupations existing within the entities of the common system grouped by categories of work on the basis of similarity of function.
How do I know if I moved to a different job family?

The attached table provides the 39 different job families in the organization. A move across job families (i.e., a move from Human Resources to Finance) would constitute functional mobility. Please note that a change in functional title does not necessarily mean that you had “functional mobility”.

What do I need to do to review my functional mobility?

Please review the functional titles and dates reflected on your employment history against the 39 different job families in the organization provided in the attached table. You will be considered to have functional mobility if you are able to establish that you have had continuous service of at least one year’s duration in each different position in different job families. If you are unclear on whether your move from one position to another constitutes functional mobility, please make a comment and provide supporting documentation (i.e., performance document (including ePAS), a copy of the Job Opening (vacancy announcement) or Temporary Job Opening and the selection letter, etc.) for review by OHRM.

E. Language proficiency

What do I need to review under this category?

When you click on ‘View’ for this category, you will see a list of all six official languages. Points are allocated under the language proficiency criterion when a staff member is proficient in one official language of the United Nations other than his or her mother tongue. Proficiency in a language is determined by the assessment tool through which the Organization recognises proficiency in the official languages or official working language of the duty station (currently the United Nations language proficiency examination (LPE)). The LPE must have been awarded by the eligibility date of 1 July 2014 to qualify for points.

Click on ‘review’ to provide evidence of having passed the LPE in a given language. You only need to provide comments if you believe that you deserve to be awarded points for language proficiency and remember that the system will prompt you to add an attachment to substantiate your claim.

Remember that a maximum of two points will be allocated to a staff member under the language proficiency criterion, regardless of the number of languages in which you have demonstrated proficiency.
F. Submission of data

I have completed my review of all the criteria. What do I need to do now?

Click on the button ‘Submit for review’ in the ‘Points allocation review’ category. This will take you to another screen where you see a list of all the categories to which you submitted comments. Please review this to ensure it is a full list of all your comments and click on ‘Submit’. This will bring you to the opening screen and you will see that your Status in the points allocation review box will change to SUBMITTED FOR REVIEW. Once you have submitted your comments, you will not be able to add any additional information through Inspira. Your Executive Office/local HR Office will then have access to your comments and begin their review. The original number of points calculated by the system will continue to be unchanged until your Executive Office/Local HR Office finishes its review.

G. Notification

When will I know the outcome of the points allocation review?

Executive Offices/local HR Offices have been given until 15 July 2018 to finalise the review of the staff members under their purview. An e-mail notification to the staff on allocation of points will be sent to advise you that you can log onto Inspira and view the outcome of the review of your eligibility.

What happens after the points are allocated?

Following the points allocation stage for staff members in the General Service and related categories, OHRM will receive from the Executive Office/local HR Offices the list of all candidates and the ranking awarded for certification of the final global ranking. OHRM will undertake a final review of all the top-ranked and successful candidates to ensure that they continue to meet the criteria to be awarded the continuing appointment.

What will be the effective date of the continuing appointment?

The effective date of the continuing appointment will be the date on which the Assistant Secretary-General for Human Resources Management certifies the list of the final global ranking and confirms that the successful candidates meet all the requirements.

Where can I find more information on points allocation?
More information can be found under ST/SGB/2011/9, ST/AI/2012/3, ST/IC/2013 and Quick Guides. The Quick Guides have been designed to help you navigate the different screens in Inspira.
Job codes: networks and families

8 Job networks and 38 job families

Management & Operations Support
- Administration
- Finance & Budget
- Procurement
- Human Resources
- Audit
- Management & Programme Analysis
- Ethics
- Investment
- Management
- Logistics
- Production, Service and Transport
- Medical
- Engineering

Political, Peace & Security
- Political Affairs
- Human Rights Affairs
- Human Rights
- Civil Affairs
- Electoral Affairs
- Rule of Law

Economic & Social Development
- Economic Affairs
- Population Affairs
- Public Administration
- Programme Management
- Drug Control & Crime Prevention
- Social Sciences
- Statistics
- Science and Technology
- Environmental Affairs

Information Systems & Communication Technology
- Information Systems
- Communication Technology
- Information Management

Legal
- Judicial
- Legal Affairs
- Mediation

Public Information & External Relations
- Public Information
- Protocol

Conference Management
- Conference Services
- Language

Safety & Security
- Security
- Safety