

At a glance...
Rosters



Overview

Rosters in this context consist of candidates who have been endorsed by a **Central Review body** for a particular job opening, and who have indicated an interest in being considered for selection for a future job opening.

Roster candidates, who in connection with a previous application for either a generic or a specific job opening, have undergone a rigorous competency-and knowledge-based assessment and vetting process conducted by an Assessment Panel, and may be selected without referral to a **Central Review body**.

Rosters are defined by job codes. There is one job code associated with every job profile (i.e., functional title/family/category and level). Rosters are populated from Legacy Vacancy Announcements and Job Openings advertized via **inspira** by all duty stations.

Similar job profiles within a family at the same category and level, which have been identified as having similar functions and attributes, through a classification review, have been associated.

Roster Membership(s) may be reflected when applying to a Job Opening with an identified Associated Title. Associated Titles are not additional Roster Memberships as they may be amended to respond to the changing needs of the Organization.

Your responsibility

Applicants

- Maintain an updated profile in inspira
- Manage your rostered applications
- Express interest by applying for positions
- When a new Job Opening is posted, inspira will send a job alert to the applicants who will be considered as roster candidates for that Job Opening, alerting them to apply if they are interested and available for immediate selection.
- Upon receipt of the job alert, roster candidates must express their interest and availability by submitting an updated PHP and cover letter to the relevant Job Opening in inspira. This process is functionally identical to applying to the Job Opening.
- When a roster candidate applies to a job opening in the same job code for which they were rostered, the inspira tool will display a corresponding 'roster flag' next to the roster candidate's profile. Galaxy and field rosters have been migrated into inspira and will also highlight that an applicant is being considered as a roster candidate.
- Hiring managers may recommend, at any stage of the process after the publication of the job opening and prior to the submission of a recommended list to the central review bodies, the selection of a valid roster candidate. Roster candidates are therefore advised to submit their expression of interest (via inspira) immediately upon receipt of the job alert to ensure receiving full consideration.

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Entry into the *inspira* Roster

Candidates who have been recommended and endorsed by a **Central Review body** for a position are entered into a roster. Entry into the roster is as follows:

- a. For position-specific job openings, inclusion in the roster occurs immediately following the selection by the **Head of Department**. Candidates selected as of 19th August 2012 are also rostered.
- b. For generic job openings, inclusion in the roster occurs immediately following the endorsement of the **Central Review body**.

Notification of Entry into the *inspira* Roster

CRB endorsed candidates will receive an automatic notification sent by *inspira* that they have been rostered. A rostered applicant is pre-approved for a specific job code. A job code is defined by the job family, category/level, functional title and roster type.

Associated Titles

Your Roster Membership(s) may be grouped with Associated Titles (other job codes) with similar functions. When applying to a Job Opening (JO) with an Associated Title, you will be notified that you are considered as a roster applicant to that JO. Your status as a roster applicant when applying to an "Associated Title" is contingent on the confirmation message from the *inspira* tool which is based on the publication date of the JO. Applications submitted to JOs published before an association will not result in a notification or a roster membership flag.



Please note that Associated Titles are not additional Roster Memberships, as they may be amended to respond to the changing needs of the Organization.

As a roster candidate, you will be able to view your roster membership(s) and any active associated job titles (job codes) by checking "My Career Tools" in the *inspira* tool.

Should you have queries regarding your roster membership status with respect to a specific job opening, please submit a request through "Contact Us" indicating your query vis-a-vis your roster membership. You may also refer to the *Frequently Asked Questions* included at the end of this At-a-Glance document.

Duration of Roster Membership

On 29 June 2012, OHRM amended the staffing policy in accordance with ST/AI/2010/3/Amend.1 to allow candidates who were placed on rosters to remain on them indefinitely. To further expand the talent pool, in connection with the new contractual arrangements which came into effect on 1 July 2009, candidates who were placed on a roster as at or after 1 July 2009 following review by the CRB/FCRB were re-instated with an indefinite roster duration at the same category, level and function to which they were originally rostered.

Applying to a Job Opening as a Roster Applicant

1. Upon the publication of a Job Opening with the same job code against which the applicant is rostered or holds an active Associated Title, the roster applicant will receive an automatic notification inviting them to apply to the Job Opening.
2. Rostered applicants apply by submitting an updated PHP and cover letter to the relevant Job Opening in *inspira*.
 - When a roster candidate applies to a Job Opening, he/she will receive an email that confirms the application submission which will now also highlight that he/she is being considered as a roster candidate.
 - As Hiring managers may recommend, at any stage of the process after the publication of the job opening and prior to the submission of a recommended list to the central review bodies, the selection of a suitable roster candidate, roster candidates are advised to submit their applications immediately upon receipt of the job alert to ensure receiving full consideration.
3. Upon applying, a rostered applicant will be subsequently flagged as a rostered candidate within the Job Opening.
4. Applicants are able to view job openings to which they have applied under their "Careers Home > My Applications" page in *inspira*.

Your Roster Status

Rostered candidates may have one of the following statuses:

- Rostered - indicates that the applicant has continued interest in being considered for future job openings for job codes similar to the one originally applied to and has been rostered. Active applicants will have the disposition of Rostered.
- Hold - invoked by the applicant, the applicant can temporarily suspend their membership on the roster. This implies the roster candidate will no longer receive notifications regarding job openings posted in the job code for which they were rostered.
- Expired - indicates that the applicant's membership in the roster has expired and their application is no longer available for selection.
- Withdrawn - invoked by the applicant, the applicant has removed their application from the roster and is no longer available for selection.

Manage your Roster Applications

Membership Start Date

This indicates your inclusion date into the roster. See Duration of Roster Membership for more information.

Withdraw from Roster



In doing so, you are removing your application from the roster and consideration for future job openings similar to the job code for which you were rostered.

If you no longer wish to be on the roster click on the **Withdraw** link of the corresponding roster to withdraw your application from the roster.

Put on Hold

If you do not want to receive notifications click on the **Put on Hold** link of the corresponding roster to temporarily suspend receipt of notifications regarding job openings posted in the same job code as your roster status.

- Roster Membership(s)**
Displays a list of applications with which the applicant was rostered for that job code
- Associated Titles**
Indicates job titles associated to your roster membership for which you may be considered as a roster applicant
- Application**
The application with which the applicant was rostered for that job code
- Membership Start Date**
Indicates your inclusion date into the Roster

Application	Level	Status	Put on Hold	Withdraw	Associated Titles	Membership Start Date	View/Print PHP*
ASSOCIATE HUMANITARIAN AFFAIRS OFFICER	P2	Rostered	Put on Hold	Withdraw	Associated Titles	01/11/2011	View/Print PHP*
ACTING CHIEF	D1	Rostered	Put on Hold	Withdraw	Associated Titles	23/05/2013	View/Print PHP*
ASSOCIATE PROCUREMENT OFFICER	P2	Withdrawn			Associated Titles	13/09/2012	View/Print PHP*
ADMINISTRATIVE OFFICER	P3	Withdrawn			Associated Titles	07/08/2013	View/Print PHP*

Put on Hold



In doing so, you temporarily suspend receiving notifications for job openings posted in the job code for which you were rostered.

Withdraw



In doing so, you are removing your application from the roster and consideration for future job openings for the job code

Manage your Roster Applications cont'd...

Application

Name of the Roster to which you have been added, clicking on the name will open the application you submitted to the job opening for which you have been rostered.

Associated Titles

Clicking on the Associated Titles link will open the summary of job titles to which your roster membership is associated and for which you will be considered as a roster applicant if you apply to a job opening with any of the listed job titles.

Note: Legacy Roster consists of Galaxy and FCRB rostered candidates.

Viewing Associated Titles

If you click on the [Associated Titles](#) link you will be able to see all Associated Job Code Titles grouped with the Job Code Title of your particular roster memberships.

Job Family	Associated Job Code Title
Human Resources	Chief Of Unit, Human Resources Management
Human Resources	Staff Development Officer
Human Resources	Human Resources Officer
Human Resources	Chief Of Unit, Human Resources Management
Human Resources	Staff Development Officer
Human Resources	Human Resources Officer

Should there be no associated titles grouped with the Job Code Title of your roster membership, the [Associated Titles](#) link will open the new window, however, this will not be populated with any information.



Please note that Associated Titles are not additional Roster Memberships, as they may be amended to respond to the changing needs of the Organization.

Consideration of Roster Applicants

1. When a new Job Opening is posted, inspira will send an automatic job alert to the applicants that he/she will be considered as a roster candidate in that Job Opening (a roster candidate is pre-approved for selection for a position with similar functions within the same **job code** (i.e., job family, category/level, functional title (which may vary slightly from the posting title) and roster type), alerting them to apply if they are interested and available for immediate selection.
2. Roster candidates must express their interest and availability for published job openings by submitting an updated PHP and cover letter to the relevant Job Opening in inspira. This process is functionally identical to applying to the Job Opening.
3. When a roster candidate applies to a job opening in the same job code for which they were rostered, the inspira tool will display a corresponding 'roster flag'.
4. Legacy roster candidates are identified by "GX" in the RM column on the Manage Applicants page. Inspira roster candidates are identified by "RM"

Name	ID	Appl. Type	PHP	Application	RM	Total	Exp	Acad	Lang	Tests	Comments	Disposition	G Resp.	Take Action
Doe, John	134091	Ext	PHP	Application	GX							Screen		Select Action...
Brooklyn, Julie	135235	Ext	PHP	Application	GX							Screen		Select Action...
Smith, Cary	135183	Ext	PHP	Application	GX							Screen		Select Action...

Finding Roster Applicants within the Job Opening - Hiring Manager

To assist in the review of roster candidates, Hiring Managers may perform a “keyword search” of roster candidates applications through the “Find Applicants” link within the job opening.

inspira: Log into inspira and from the menu select Recruiting > Administration > Find Job Opening>locate the job opening using the job opening number and browse to the manage applicants screen.

Step 1 - Click on the “Find Applicants” link

Upon logging in and locating the job opening, browse to the manage applicants page of the job opening and click on the “Find Applicants” link

Step 2 - Narrow search to Roster Candidates

Along the Applicants field, uncheck the default box for “All” and check the box for “Rostered Candidate”.

Step 3 - Enter Keyword

Enter the desired keyword.

Step 4 - Find Applicants

Once the above criteria has been selected, click on the **Find Applicants** button.

Next Steps

Review each application accordingly to determine the suitability for the position.

Step 1
Click on the “Find Applicants” link

Step 2
Narrow search to “Roster candidates”

Step 3&4
Enter keyword and click on “Find Applicants” button

The screenshot shows the 'Advanced Keyword Search' interface. At the top, there is a navigation menu with 'Find Applicants' highlighted. Below this is the 'Advanced Keyword Search' form. The form includes fields for 'Job Opening ID' (24158), 'Applicant ID', 'First Name', 'Last Name', 'Applicant Status' (Active), 'Nationality', 'Gender', and 'Applicants' (with 'Rostered candidate' checked). There are also checkboxes for 'Representation' (All, Unrepresented, Within Range, Overrepresented) and 'UN Employment Status' (All, INT S/M, Not INT S/M, External applicant). A 'Keyword' field contains the text 'Tribunal'. At the bottom, there are 'Applied Within', 'Applied Between', and 'And' fields, and a 'Find Applicants' button.

Selection of Roster Applicants

1. **Hiring Managers** may immediately recommend the selection of a qualified roster applicant from among roster candidate applications. **Hiring Managers** are not required to interview roster applicants but are encouraged to do so in a less formal setting in order to establish a sense of the applicant's overall fit within the team/unit. In order to speed up the process, under such circumstances the **Hiring Manager** need not record his/her evaluation of new non-rostered applications. Selection of a roster applicant is not required to go through a review by a **Central Review body**. One or preferably several roster applicants found suitable may be recommended for selection at this stage.
2. In order to move the recommendation of a roster applicant forward for selection, the **Hiring Manager** shall be required to enter a final assessment for the proposed roster applicant. The **Hiring Manager** will also create a Transmittal Memo in which the following text should be added : " Further to the review and consideration of all released applicants, the **Hiring Manager** decided to recommend the selection of a rostered applicant [Include Full Name]."
3. The consideration and selection of a roster applicant shall be possible right up to the point before the **Hiring Manager** submits a recommended list to the **Recruiter** for **Central Review body** endorsement. Once the recommended list of candidates is submitted, the **Hiring Manager** shall no longer be able to recommend a direct selection of a roster candidate.
4. Where only roster candidates are recommended for selection by the **Hiring Manager**, further reference to the **Central Review body** is not required.
5. In instances where a **Hiring Manager** recommends a combination of rostered and new applicants for a single vacant position, the recommended list of candidates shall be reviewed by the **Central Review bodies**. In such cases, a **Hiring Manager** will be expected to have applied the same assessment methods/process for both rostered and new applicants and evaluations for both types of applicants would be recorded in *inspira* prior to submission for review by the **Central Review bodies**.

6. Where multiple positions are advertised under one job opening, the hiring manager may immediately select one or more rostered candidate(s) to fill the position(s) associated with the job opening. For any remaining positions the hiring manager must submit a recommended list of candidates for review by the Central Review bodies. The recommended list can be comprised of a mixture of rostered and new candidates or of a list of new candidates only.

How to Select a Roster Applicant

1. For the applicants you wish to recommend follow the following procedures: Following any internal clearance by the Head of Department, you and/or the Executive Office shall inform OHRM of your intent to select a rostered candidate.
2. Create a Final Assessment Record in *inspira*.
3. Upon completion of the assessment, notify the Recruiter. The Recruiter will update the Status Matrix and will change the status reason to "No CRB required" on the job details page.
4. Once the recruiter has completed step three the Head of Department will review and select the candidate(s) from the recommended list.
5. After the recommended candidate(s) has been selected by the **Head of Department**, the **Hiring Manager** will communicate the name of the recommended candidate(s) to the **Recruiter**, with a cc: to the Executive Office and relevant interested parties in the department and OHRM. The **Recruiter** will start the onboarding process.

How to Recommend a Roster Applicant in inspira - Hiring Manager

The **Hiring Manager** will create an Interview Evaluation for each roster applicant being recommended to the position.

inspira: Log into *inspira* and locate the job opening and sort the list of applicants by rostered applicants.

Step 1 - Manage Assessments

- On the Job Opening page, locate the rostered applicant and in the Take Action field select Manage Applicants.
- Click on the Create Assessment Record link.

Step 2 - Assessment Type

Select Final

Step 3- Overall Rating

Select Not Applicable

Step 4 - Recommendation

Select Recommended

Step 5 - General Comments

Input the following comment: “Rostered Candidate for position ___ Job Opening # ___]”

Step 6 - Save

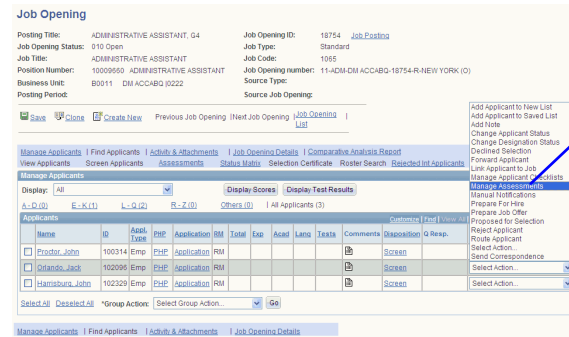
This will record your recommendation and it can be viewed by other hiring team members assigned to the case. Once you save your evaluation, no further changes will be allowed.

Next Step

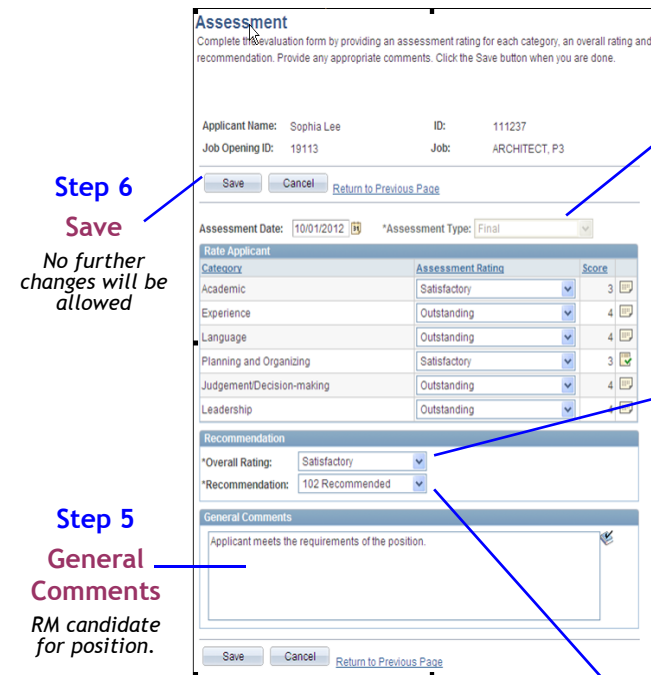
Click on the Next Applicant link to open the Assessment page for the next rostered applicant on the list. Repeat the above steps for each rostered applicant.

Final Step

Create a Transmittal Memo in which the following text should be added: “ Further to the review and consideration of all released applicants, the **Hiring Manager** decided to recommend the selection of a rostered applicant [Include Full Name].”



Step 1
Manage Assessments



Step 6
Save
No further changes will be allowed

Step 2
Assessment Type

Step 3
Overall Rating
Not Applicable

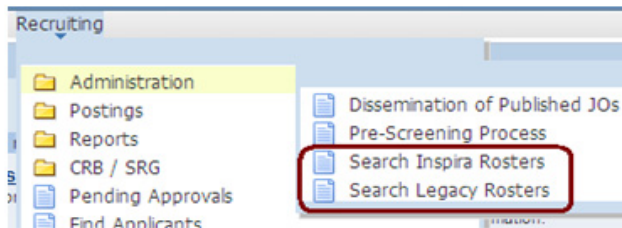
Step 5
General Comments
RM candidate for position.

Step 4
Recommendation
Recommended

Administrative Roster Search - OGM/STM

In order to assist with good recruitment planning for entities using roster based recruitment, OGMs and STMs are able to perform an administrative roster search of both inspira rosters and legacy rosters.

To search for candidates from inspira and legacy rosters, log into inspira and from the main menu select Recruiting > Administration > Search Legacy Rosters/Search Inspira Rosters.






Note: You can switch between searching Inspira Rosters and Legacy rosters.


Search Legacy Rosters

→ [Search Inspira Rosters](#)

Rostered Applicant Search

Category:  Level: 

Job Network: 

Job Family: 

Search Roster by Category :

Search the following Categories :

Inspira Roster Search - OGM/STM

inspira: Log into inspira and from the menu select Recruiting > Administration > Search Legacy Rosters/Search Inspira Rosters

Step 1 - Define Roster Criteria

Complete the fields that define the roster,

- Category and Level
- Job Network
- Job Family
- Roster Type(s)
- Include Jobcode Association

Step 2 - Rosters per Jobcode

Select the rosters you wish to search, you can select individual rosters by holding down the Ctrl key when you make your selection and then click on the **Add to search** button or, you can select all the rosters that appear by clicking on the **Select All** button.

Step 3 - Qualifications

Select the qualifications that the rostered applicant must posses.

Step 4 - Additional Criteria

You can further refine your search by selecting specific information.

Step 5 - Find Applicants

Once the criteria has been selected, click on the **Find Applicants** button.

Step 6

Review the list of rostered applicants.

Next Steps

You can also save the list of applicants, refer to the *Manual for the Recruiter* for more information.

The screenshot shows the 'Search Inspira Rosters' web application. Five steps are highlighted with blue arrows and text labels:

- Step 1: Define Roster Criteria** - Points to the 'Applicant Search' section where 'Category' is set to 'Management & Operations Support' and 'Level' is 'P4'. 'Job Family' is 'Administration' and 'Roster Status' is 'Rostered'.
- Step 2: Select Rosters to Search** - Points to the 'Rosters per Jobcode' section where four rosters are listed and the 'Select all' button is highlighted.
- Step 3: Add Qualifications** - Points to the 'Qualification' section with various filters like 'Years of Work Experience', 'Field of Work', and 'Level of Knowledge'.
- Step 4: Add Additional Criteria** - Points to the 'Additional Criteria' section with filters for 'Family Name', 'Green Name', and 'Applicant ID'.
- Step 5&6: Find Applicants** - Points to the 'Find Applicants' button at the bottom of the search criteria section.

2 Results Found

Select	ID	Name	IntEst	Gender	Entry Date	PHD	Application	Service Job Category	Disposition	Take Action
<input type="checkbox"/>	13476	Subashi, Subhash	External applicant	Female	01/04/2012	PHD	Application	ADMINISTRATOR	DIS	Select Action...
<input type="checkbox"/>	13519	Raj, Anil C.B.	External applicant	Male	01/04/2012	PHD	Application	ADMINISTRATOR	DIS	Select Action...

Legacy Roster Search - OGM/STM

inspira: Log into *inspira* and from the menu select **Recruiting > Administration > Search Legacy Rosters/Search Inspira Rosters**

Step 1 - Define Roster Criteria

Complete the fields that define the roster,

- Category and Level
- Job Network
- Job Family
- Include Jobcode Association

Step 2 - Rosters per Jobcode

Select the rosters you wish to search, you can select individual rosters by holding down the **Ctrl** key when you make your selection and then click on the **Add to search** button or, you can select all the rosters that appear by clicking on the **Select All** button.

Step 3

Enter one or more criteria for your search.

Step 4

Click on the **Find Applicants** button.

Note: You can switch between searching Inspira Rosters and Legacy rosters by clicking on the link on the upper right hand side.

Step 5

Review the list of rostered applicants.

The screenshot shows the 'Search Legacy Rosters' interface. It includes a 'Rostered Applicant Search' section with 'Regular Search' and 'Keyword Search' options. The 'Regular Search' section has fields for 'Category' (set to 'P'), 'Job Network' (set to 'Management & Operations Support'), 'Job Family' (set to 'Administration'), and 'Level' (set to 'P4'). There are also 'Rosters per Jobcode' and 'Search the following Rosters' lists. Below these are fields for 'Rostree Type', 'Galaxy VA No.', 'VA Posting Title', 'Language', 'Level of Knowledge', 'Length of Experience', 'Minimum Level of Education', 'Family Name', 'Given Name', and 'Gender'. Buttons for 'Select All', 'Add to search', 'Remove all', and 'Remove from search' are present. At the bottom, there are 'Find Applicants' and 'Reset Search' buttons. A table at the bottom shows a list of rostered applicants with columns for 'Select', 'Name', 'Applicant ID', 'View/Print PHP', 'Description', 'Level', 'Job Family', 'Inspira Job Code', 'Rostree Type', 'Galaxy VA Posting No.', 'VA Posting Title', 'Effective Date', 'Entry Date', and 'Link'. Annotations with blue arrows point to various parts of the interface, corresponding to the steps described in the text.

Steps 1 & 2
Select Rosters to Search and Define Roster Criteria

Step 3 & 4
Enter more criteria and click Find Applicants link

Step 5
Review the list of rostered applicants

Select	Name	Applicant ID	View/Print PHP	Description	Level	Job Family	Inspira Job Code	Rostree Type	Galaxy VA Posting No.	VA Posting Title	Effective Date	Entry Date	Link
<input type="checkbox"/>	Florence de Saint Genec	148114	View/Print PHP	ASSISTANT TO DIRECTOR	P4	Administration	1270	Galaxy	419327	Assistant to the Director	01/09/2007	31/12/2009	Link
<input type="checkbox"/>	Clementine Pinder	148145	View/Print PHP	ASSISTANT TO DIRECTOR	P4	Administration	1270	Galaxy	419327	Assistant to the Director	01/09/2007	31/12/2009	Link

Frequently Asked Questions - Rosters

Q: *How are the applicants who are not yet rostered given the same consideration as that of rostered candidates?*

A: It is required that all eligible applications, which have been received by the hiring managers, are given due consideration. Eligible applicants are encouraged to apply to new job openings as soon as possible.

Q: *What is a job code?*

A: Each job title and job opening in *inspira* is linked to a numeric job code. A job code is defined by the job family, category and level of the job title.

For example:

Job title:	Finance and Budget Officer, P-4
Job family:	Finance
Category:	Professional
Level:	P-4
Job code:	3349

Q: *How do I obtain a roster membership?*

A: A roster membership indicates that an applicant meets all evaluation criteria stated in a specific or generic job opening, has been assessed by a hiring manager, and endorsed by a Central Review Body (CRB/FCRB) for a specific job title (job code) at a specific level, category and job family

Candidates are placed on a roster, for specific job openings following the endorsement of a CRB/FCRB and the implementation of selection decision, and for generic job openings following the endorsement of a CRB/FCRB.

Q: *I was rostered for a job title and noted that the job title has changed. Could you explain why?*

A: The job titles (job codes) were recently streamlined to better reflect jobs with similar functions. As a result, overlapping job titles (job codes) were removed, new job titles were created and others were merged.

Q: *Is the list of job code titles associated to my roster membership final or will it change over time?*

A: The associated job titles (job codes) may be amended to respond to the changing needs of the Organization.

Q: *What are "Associated Titles"? What do they represent - I see that I have Associated Titles, but I have never applied to any of these positions.*

A: Your roster membership(s) for a job title may be associated to other job titles (job codes) at the same category and level, which have been identified as having similar functions and requirements. These titles are indicated as "Associated Titles" within *inspira*. When applying to job openings with job titles associated with your roster membership, you will be identified as a roster applicant. In addition, you will receive automatic notifications any time a job opening with an associated title is posted. Please note that an associated title is not a roster membership; associated titles may be amended to meet the changing needs of the organisation.

The following examples show the association of a number of job titles (job codes):

Job Family: Political Affairs	
My Roster Memberships:	Political Affairs Officer, P-3
Associated Titles:	Liaison Officer, P-3 Special Assistant Political Affairs, P-3 Peacebuilding Officer, P-3 Information Analyst, Political Affairs, P-3 Secretary of Committee, Political Affairs, P-3 Coordination Officer, Political Affairs, P-3
Job Family: Administration	
My Roster Memberships:	Administrative Assistant, FS-5
Associated Titles:	Senior Staff Assistant, FS-5 Travel Assistant, FS-5 Claims Assistant, FS-5 General Services Assistant, FS-5 Board of Inquiry Assistant, FS-5
Job Family: Finance	
My Roster Memberships:	Finance Assistant, G-5
Associated Titles:	Budget Assistant, G-5 Finance and Budget Assistant, G-5

Rosters -- At a Glance...

Q: *Can you explain in detail how you calculate the length of my work experience? I am not a UN staff so this is very new for me.*

A: Applicants must meet all requirements stated in a job opening. Only the relevant work experience provided in the application submitted to a job opening is calculated.

Q: *According to UN job openings, an advanced level university degree is required and a first-level university degree may be accepted in lieu of an advanced university degree. What is a first-level university degree? How can I check if my degree is a first-level university degree?*

A: Job openings for positions at the professional level with the United Nations Secretariat require an advanced university degree (masters or equivalent). A first-level university degree (Bachelors) in combination with two additional years of qualifying experience may be accepted in lieu of the advanced university degree. Associate degrees as well as other types of certifications are not recognized first-level university degrees.

A first-level university degree is a university degree obtained from a nationally accredited academic institution which is recognized as equivalent to a bachelor's degree by the competent national authority where the academic institution is located.

Applicants may check the accreditation status of their academic institution/s and degree/s by consulting IAU/UNESCO list available under the Main Menu in *inspira*.

If an applicant can not find the name of the institution, it is recommended to type "Other Institution" in the "Name of Institution" field. For additional information please refer to "At-a-Glance - The Application Process" available under the manual link in the *inspira*.

In case an applicant is selected for a position with the UN Secretariat, the appointment will be subject to verification of academic qualification/s. The successful candidate will be contacted by a Human Resources Practitioner to facilitate the verification process.

Q: *What do I do if I believe there are other job titles that should be associated with my roster membership?*

A: A roster membership for a job title may be associated to other job titles (job codes) at the same category and level, which have been identified as having similar functions and requirements. Should you have queries about your roster membership and the associated job titles, you may contact your Executive Office or your local Human Resources Office. External applicants may submit a request through "Contact Us" in *inspira*.

Q: *Does having an associated title mean that I am rostered for that position?*

A: No. When you apply to positions with job titles (job codes) for which you are associated, you will be identified as a rostered applicant. Please note that an associated title is not a roster membership; associated titles may be amended to meet the changing needs of the organisation.

Q: *I keep receiving roster notifications for job openings with a job title for which I hold a roster membership and for job openings with associated titles. How can I prevent receiving notifications for job openings of associated titles?*

A: It is not possible to prevent notifications for a specific associated title. The only way to block roster notifications for an associated title is to place the relevant roster membership on hold. However, by placing your roster membership on hold, you will not receive roster notifications based on the original roster membership or any job title associated to that roster membership.

Please note that if you "withdraw" your roster membership, your roster membership will be permanently removed and cannot be reinstated.

Q: *I am rostered for Administrative Officer at the FS-6 level. Will I also be rostered for associated job titles at the FS-5 level?*

A: No. Your roster membership is only valid at the level of the job title (job code) for which you were rostered and the associated titles at that level. You will be able to see your roster membership for Administrative Officer at the FS-6 level and the associated titles under "My career tools" section in *inspira*.

Rosters -- At a Glance...

Q: *I note that the requirements for Finance and Procurement job openings state similar experience and academic requirements. If I am rostered at the P-4 level for a post as a Finance Officer, will I also be rostered for posts at the P-4 level in Procurement?*

A: The association of job titles (job codes) is based on similar functions at the same category, level, and job family provided that the requirements and qualifications have been identified as similar. Please note that not all administration-related job titles (job codes) have been associated. You are currently rostered only at the level of the job title (job code) for which you hold a roster membership. You may view your roster membership/s and associated title/s under "My career tools" section in *inspira*.

Q: *I hold a roster membership and have applied to all job openings for which I have received a roster notification. For some job openings I have been invited for a written-test and/or interview and for others I was not even contacted by the hiring manager. If an applicant holds a roster membership for a job title, how is it possible to be found not suitable for job openings with the same job title?*

A: It is the responsibility of the hiring manager to assess the suitability of all eligible applicants against the evaluation criteria stated in the job opening. The hiring manager may at any time prior to submitting a case to CRB/FCRB recommend the selection of a qualified roster applicant. The hiring manager may otherwise decide to assess and submit a list of recommended candidates comprising of rostered and non-rostered applicants to CRB/FCRB for endorsement. In such a case both rostered and non-rostered applicants are subject to a full evaluation process. Furthermore, a rostered applicant may not necessarily meet all evaluation criteria stated in the job opening such as language requirements and therefore may not be found suitable for further assessment.

Q: *Where do I find an overview of the associated titles, prior to submitting an application?*

A: Applicants holding a roster membership will be able to view their roster membership(s) and the associated titles under "My career tools" section in *inspira*. In addition, they will receive automatic notifications any time a job opening with an associated title is posted.

Q: *I am informed that the number of pre-approved roster candidates, related to similar functions at the same level and category, has increased. Does this mean, for example, that even though my roster membership (RM) is for Chief of Section, Public Information, P-5, my application to a JO with an associated title e.g. Director, Information Centre, P-5, will appear in the system with an RM for the hiring manager's review and consideration for a roster selection?*

A: Should a roster applicant apply for a job opening with an associated title, the applicant will be identified as a rostered applicant for the hiring manager's review and consideration.

Q: *How did the job title association happen? What types of codes were eliminated?*

A: The association of job titles (job codes) is based on similar functions at the same level, category, and job family provided that the requirements and qualifications have been identified as similar. The streamlining exercise removed overlapping job titles (job codes), created new job titles (job codes) and also merged and associated similar job titles (job codes).

Q: *I am currently a Team Assistant at the GS-4 level in UNON and I am rostered for an Administrative Assistant at the GS-5 level in connection with a job opening published in Nairobi. Will I be rostered for associated job titles at the GS-5 level and be considered as a rostered applicant for GS-5 Administrative Assistant job openings at UN Headquarters in New York?*

A: The validity of the roster memberships in the General Service and related categories are limited to the duty station. Your current roster membership for an Administrative Assistant at the GS-5 level will be valid at the level of the job title (job code) for which you were rostered and the associated titles at that level only in the local duty station.

References

The following documents provide additional information:

- ST/AI/2010/3 of 21 April 2010 and ST/AI/2010/3/Amend.1 of 29 June 2012 on the staff selection system
- Manual for the Recruiter on the Staff Selection System
- Manual for the Hiring Manager on the Staff Selection System
- Manual for the Applicant on the Staff Selection System

Need Help?

For technical help, simply click on “**Contact Us**” in the **UN Careers portal** (<http://careers.un.org>) and complete the online request form. Your request will automatically be assigned a case number for easy reference and tracking.

You can also click on “**Contact Us**” anywhere in **Inspira** (<https://inspira.un.org>) to complete the online request form. Your request will automatically be assigned a case number for easy reference and tracking.

To better assist you, make sure your request always includes:

- Your **index number**
- Your **UN email address**
- In the event that you are reporting a technical problem, the **steps** leading to this problem and one or more **screenshots** of the error/warning message and of the page on which it appeared.

For staff members who wish to find information (FAQs, information sheets, etc.) on staffing and research a particular topic, please visit the **it's for real!** website on the human resources Talent Management framework (<https://itsforreal.un.org/>). This feature is only available through the intranet.

For policy enquiries, staff members may also contact their Executive Office or local human resources office.