At a glance…

Selecting a Candidate

Overview

After the completion of the assessment of the applicant(s), the Hiring Manager taking into consideration the recommendation made by the assessment panel, will make his/her recommendation of a candidate or list of candidates to the Central Review body through the Recruiter, if applicable and to the Head of Department/Office through the Executive Office.

Your Responsibility

- In making the selection decision, as per Article 101 (3) of the UN Charter, the paramount consideration is “the necessity of securing the highest standards of efficiency, competence, and integrity”. Thus, in making the final selection decisions, it is essential that Heads of Departments/Offices focus on the candidate with the highest ability to perform the functions of the job opening.
- Each Head of Department/Office is accountable to the Secretary-General for the manner in which the selection process is conducted in his/her department/office and for the progress made towards achieving the targets for geography and gender balance.

Types of documents you need

In order to select the candidate(s), you should have been provided with the following documentation:

- List of recommended candidate(s) (inspira)
- The status matrix contains elements that are mandatory and/or organizational imperatives for which overall performance measurement systems are in place e.g. the HRM Scorecard, and those factors that are desirable in terms of the organizational values as a responsible employer.
- Reasoned record from the Hiring Manager as to why the candidate(s) is deemed suitable for the position
Things to consider

1. Where candidates are of equal substantive merit, in the first instance, the fullest regard will be given to:
   a. internal applicants for positions at all levels at the G-5 and above levels in the General Service and related categories, in the Professional categories, and in the Field Service categories at the FS-4 and above levels.
   b. the selection of female candidates for positions in the Professional categories and the FS-6 and FS-7 levels;
   c. staff members whose positions are abolished or who are serving in Secretariat entities undergoing downsizing and/or liquidation counting from maximum one year before and one year after the abolishment of the position;
   d. outreach applicants from targeted recruitment campaigns to un- and under-represented Member States for posts subject to the system of desirable ranges;
   e. staff members who have served under the previous 200 and 300 series of the United Nations Staff Rules.

2. Furthermore, desirable consideration is given to:
   a. prior service or employment of candidates in a field duty station or location for which relevant field experience is highly desirable, as applicable and as stipulated in Chapter III paragraph 10 General Assembly resolution A/RES/63/250 dated 10 February 2009 on Human Resources Management;
   b. placement of a candidate who is a victim of malicious acts, natural disasters and emergency situations;
   c. a candidate who is a spouse of a staff member (spouse employment);
   d. a candidate who is a national of a troop or police contributing country in a peacekeeping operation for headquarters support account funded positions in Department of Peacekeeping Operations (DPKO), Department of Field Support (DFS), and other departments with support account resources; and/or
   e. a candidate with a physical handicap
Review Status Matrix

inspira:
1) Login to inspira and locate the job opening with the recommended candidates

**Step 1 - Open Status Matrix**
Click on the Status Matrix link.

**Step 2 - Review Status Matrix Elements**
Review the following status matrix elements for each candidate recommended by the Hiring Manager, keeping in mind the items listed in the Things to consider during your selection paragraph:

- is an internal or external applicant (INT S/M yes indicates the candidate is an internal applicant)
- is a roster candidate
- is male or female
- is a serving staff member who has been recruited through the national competitive examination
- has served for five years or longer in his/her current position
- has served for one year or longer in his/her current position
- has a physical disability
- is the spouse of a currently serving staff member
- is a national of a police or troop contributing country
- is a serving staff member in an entity that is downsizing due to closure of the office or completion of a mandate as determined by the ASG/OHRM
- is from an un- or underrepresented country
- has previously served on an appointment under the former 200 or 300 series of Staff Rules
- has served or currently serves in a field duty station
- is a victim of a malicious act, natural disaster or emergency situation, as determined by the ASG/OHRM
Select a Candidate(s)

Once you have completed your evaluation of the candidate(s), the next step is to propose the candidate(s) for selection.

Candidates with the disposition Endorsed or Rostered may be selected.

**Step 1 - Return to Manage Applicants**
On the Status Matrix page, click on the Manage Applicants link.

**Step 2 - Propose for Selection**
- In the Take Action column, for the candidate to be selected, from the list select Proposed for Selection.
- The candidate's disposition changes to Proposed.
- If the job opening is for multiple positions, repeat this step until you have filled all the positions.

**Step 3 - Certify Selection**
Click on the Selection Certificate link.

**Step 4 - Confirm Selection**
Verify that the candidates you wish to select have the disposition Proposed and click on the Confirm Selection button, candidates with the disposition Proposed will be selected and their disposition will change to Selected.

**Next Step**
The Executive Office/local human resources officer will inform the selected candidate(s) of their selection. The Recruiter will start the onboarding process and Inspira will notify the candidate(s) that were recommended but not selected that they have been rostered.
Select another Candidate

If the selected candidate declines to take up the position, then you may select another candidate from the list of endorsed/recommended candidates provided by the Hiring Manager.

Inspire:
1) Log into inspire, locate and open the original job opening.

Step 1 - Decline Selection
Locate the candidate who was re-assigned and in the Take Action column select Declined Selection.

Step 2 - Confirm Decline Selection
On the confirmation page, enter comments and click on OK. The candidate's disposition will change to Declined.

Step 3 - Select another candidate
Proceed to select another candidate, refer to the Select a Candidate(s) section.
References

The following documents provide additional information:
- ST/AI/2010/3 of 21 April 2010 on the staff selection system
- Manual for the Department Head on the Staff Selection System

Need Help?

For policy enquiries and 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 and
- 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.