Job Evaluation (Classification): Overall Business Process

Organizational Design and Broadbanding Unit/OHR:
- Prepare Job Description and all supporting documents.
- Respective Unit, HR Unit.
- Evaluation decentralized?
  - Yes: Country Office (ICS 1-ICS 10).
  - No: Evaluate/grade the position and prepare submission/ certify evaluation.
  - HR Unit/DRR/DCD/OM.
- Prepare Submission to OHR.
- Evaluate the process by the Local Appointment and Promotion Panel.
- Enter information into Atlas, file, notify respective Unit.
- Prepare biannual report on evaluations.
- HR Unit, OM.
- Review the reports/identify inconsistencies/post-facto reviews/monitor delegated authority.
- Log as complete in matrix, enter IMIS, file.
- Advise client of incomplete submission.
- Screen submission for completeness/budget availability.
- Submissi on complete?
  - Yes: Enter tracking matrix, grade the position, prepare/send memo to the client.
  - No: Advise client of incomplete submission.

Country Office/Regional Centre/Business Unit:
- Prepare Job Description and all supporting documents.
- Evaluate/grade the position and prepare submission/certify evaluation.
- HR Unit/DRR/DCD/OM.
- Review the process by the Local Appointment and Promotion Panel.
- Approve the Evaluation Resident Representative.
- Enter information into Atlas, file, notify respective Unit.
- Prepare biannual report on evaluations.
- HR Unit, OM.