**UNDP Interim Roster Rules of Procedure**

**Rationale**

1. BMS/OHR, in cooperation with BMS/ITM, is developing a new comprehensive recruitment system, E-recruit. This new system will facilitate the recruitment process at many different stages, such as screening, interview, CRB and the establishment of various rosters. Until this new system is fully operational, a provisional solution with the Interim Rosters Platform in Quantum is being offered.
2. Since the launch of the Compliance Review Board (CRB) in July 2009, a pool of approximately 700 alternate candidates with expertise in various practice areas, have been brought to and endorsed by the CRB. These candidates in most cases are those that are recommended by the interview panel and endorsed by the CRB for selection in case the primary candidate is not available. This information is now being systematically made available to HR practitioners in the Interim Roster module in Quantum.

**Composition**

1. The Interim rosters consist of internal and external alternate candidates for International Professionals Fixed Term Appointments (FTA) from P2-D1 that have been endorsed by the CRB. This group of personnel is the base for the interim roster. In addition, the roster includes staff returning from Secondment and other staff ready for immediate placement.

**Candidate Search**

1. The search capabilities of the Interim Rosters Platform in Quantum allow the HR practitioner in the hiring unit to identify endorsed alternate candidates for a similar post than the one wishing to be filled. The data can be sorted by grade level and job title including functional area.
2. Before contacting the candidates in the roster, the hiring unit in consultation of the OHR Business Partner in OHR/BMS, should determine if the position to be filled is similar to the ones in the rosters. To do so, the hiring unit may request the job description by sending a request via their OHR Business Partner. A job description is determined to be similar if it fulfills the following criteria:
3. Same Grade
4. Same Quantum title
5. All but one same function
6. Similar functional competencies and
7. Similar educational requirement

**Information Request and Vacancy Announcement**

1. The hiring unit may request information about a candidate(s) in a roster before or after a vacancy has been announced. After the hiring unit has ensured that the vacancy matches one of the positions in the rosters, it may request further information such as the CV, interview report minutes, and reference checks of the candidates endorsed for the matched position. A request form signed by the Head of Office or his designated official should be submitted to the OHR Business partner. This information should be treated as confidential.
2. The Vacancy Announcement would need to be published internally for a minimum of one week to allow for internal candidates to apply[[1]](#footnote-1). The rationale behind this requirement is that at the time of the advertisement of the original position, UNDP had not disclosed that applicants were going to be retained for a roster. Therefore, due process must be followed to allow internal candidates to apply.
3. The status of candidates that fit the pre-determined requirements of a post, and are under consideration will have to be marked as “Pipelined”. Candidates will retain this status for 30 days to allow the candidate to be assessed by the hiring unit. After this period either become automatically “Available” for consideration by other hiring units or be marked as “Selected” by the hiring unit as applicable.

**Assessment and Selection**

1. If qualified internal candidates apply for the position, the hiring unit must conduct all the assessment methodologies such as Competency Based Interview, technical test, psychometrics test or any additional testing, as stipulated in the Hiring Unit Recruitment Strategy for both the applicants through the internal vacancy announcement as well as the candidates from the roster.
2. When as a result of the one week internal advertisement, *no internal candidate meets the minimum eligibility criteria to be placed in the short-list*; the hiring unit may proceed with the assessment of the candidate(s) from the Interim Roster. The hiring manager may conduct a streamlined assessment in the form of desk review and face to face interview/videoconference, with the presence of an HR representative, in lieu of a Competency Based Interview.

**Priority Considerations and Roster Tiers**

1. In full compliance with Section 4.0 of the revised Recruitment and Selection Framework covering corporate priorities, full regard to UNDP internal candidates, order of retention in cases of abolition of post or reduction of staff, and diversity provisions, candidates that fit the pre-defined requirements for a post as per the job description will be shown and should be given full consideration in the following order:
2. Internal:
	1. Staff members ready for immediate placement
	2. Staff returning from secondment or loan
	3. Staff members holding a Permanent Appointment (PA) and Fixed Term Appointment (FTA)
3. External:
4. Staff members holding a Temporary Appointment (TA) or a PA or FTA of entities in the UN Common system
5. Any other external candidate

**Record of Selection Recommendation and Accountability**

1. The hiring unit must document the process leading to the selection recommendation and submit their case for endorsement either to the CRB or the Director of OHR as applicable:
2. If as a result of the internal advertisement, the selected primary or alternate candidate’s grade is at a ***lower level*** than the post being advertised, or is a UNDP staff member holding an FTA whose initial appointments on 200-series Staff Rules was not reviewed by the Appointment (and Promotion) Board (APB/AB), the hiring unit must present the case to the CRB for endorsement along with all the necessary documentation as per the current CRB [ToRs](https://popp.undp.org/node/11486).
3. If the selected primary or alternate is a candidate from the roster, the hiring unit does not need to present it to the CRB for endorsement. Instead, the hiring unit will have to present the case to the Director of OHR by filling out the appropriate forms and attaching all the relevant supporting documentation including the considerations given to internal candidates. The following documents should accompany the submission (Please send an electronic copy to the respective OHR Business partner.:
	* 1. Interim Roster Submission Form
		2. Detailed Jobsite Long/Short list report
		3. Desk Review and Interview Minutes
4. Candidates whose selection would entail a lateral move must be presented for the approval of the Director of OHR/BMS by submitting the Reassignment through Competitive Process form as per the current procedures.
1. **Note that only for staff ready for immediate placement and staff returning from secondment or loan, if the hiring unit determines that the staff member fulfills the requirements of the post, the hiring unit does not need to advertise the vacancy internally.**  [↑](#footnote-ref-1)