

FT and ALD Recruitment Process Flows Business Centre

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Queries and Feedback	rahima.walizada@undp.org , khalilullah.totakhail@undp.org

R ef.	Action	Unit	Timeline (Day)	Remarks
1	Send standard email to requestor	HRMU CO	1 Day	
2	Submit Requisition Form	Business Centre (BC)	Day 2 to 4	
3	Review and classify TOR for National and International ALD	HRMU CO or OHR, HQ	Day 5 to 8 or Day 5 to 19 (Int-ALD)	Int- FT (200 SR), Int-ALDs and FT NOD are classified by HQ. ALD Nat, and FT classified by HRMU CO
4	Prepare and post Vacancy Announcement (VA). Provide access to Requestor as soon as VA is advertised.	BC	Day 9 for posts classified at HRMU CO or Day 20 (upon receipt of classification of post from HQ)	
5	Long List and propose short listing panel members from roster.	BC	Day 24 to 26 for ToR classified in HRMU CO. Day 34 to 36 for TOR classified by HQ	eliminate those who do not meet the educational requirements of the VA
6	Finalize list of shortlisted applicants to be tested or interviewed and submit to HRMU CO	BC	Day 27 to 30 Or Day 37 to 40 (Int-ALD)	
7	Review shortlist to ensure compliance with VA (national posts). Submit shortlist to CD for Int-ALD (only)	HRMU CO	Day 31 Or 41 (Int-ALD)	Assessment to be made in compliance with UNDP requirements as per checklist. All Int-ALD shortlist to be submitted to CD for review and approval
8	Approve shortlist for Int-ALD, only	CD	Day 42 to 43	
9	Invite candidates for test. Alert assessors.	BC	Day 31 Or Day 44 (Int-ALD)	
10	Score test and submit	BC	Day 32 to 35 Or Day 45 to 48 (Int-ALD)	

FT and ALD Recruitment Process Flows

Business Centre

11	Consolidate test results and draw up final list for interview. Alert interview panel members of exact interview date.	BC	Day 36 to 37 Or Day 49 to 50 (Int-ALD)	
12	Invite candidates for interviews	BC	Day 38 to 40 Or Day 51 to 53 (Int-ALD)	Interview Panel already informed as per approved roster.
13	Prepare interview questions	BC	Day 38 Or Day 51 (Int-ALD)	Ensure questions are submitted confidentially to HR Officers
14	Conduct Interview, prepare and sign minutes BC	Interview Panel and Note Taker	Day 41 to 43 Or Day 54 to 56 (Int-ALD)	
15	Reference Check	BC	Day 41 to 43 Or Day 54 to 56 (Int-ALD)	
16	For Int-FT (200 SR), submit documents to HRMU CO. HRMU CO reviews and submits to OHR, NY	BC HRMU CO	Day 44 to 47 Day 48 to 49	
17	For ALDs submit Interview Report to HRMU CO for review.	BC	Day 44 to 45 Or Day 57 to 58 (Int-ALD)	
18	Submit Interview Report to CD/DCD.	HRMU CO	Day 46 to 47 Or Day 59 to 60 (Int-ALD)	
19	Prepare initial offer	HRMU CO	Day 48 to 49 Or Day 61 to 62 (Int-ALD)	Give deadline to candidate to submit response of acceptance or non-acceptance within five (5) days of receipt of offer. At the same time request to undergo medical exam, if offer is accepted.
20	Submit medical results to UN Med Services	BC		should not be later than three (3) days from acceptance of offer by candidate. <i>Note: UN MedSvs needs two weeks to review and provide medical clearance.</i>
21	Prepare Letter of Appointment upon medical clearance	HRMU CO		
22	Notify unsuccessful candidates.	BC		<i>Note: candidates who are not recommended should be notified as soon as the interview minutes are signed by the Interview Panel members</i>