

ISR-Partial list of tasks to be implemented

| Tasks                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           | Who    | Time[Days] | HR Priority | Status 17/04/13 | Status 22/04/13 | Remarks                                                                                                                                                                         |
|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------|------------|-------------|-----------------|-----------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| ISR-Lessons learnt implementations                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              |        |            |             |                 |                 |                                                                                                                                                                                 |
| 6. SHORTLISTING WINDOW                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          |        |            |             |                 |                 |                                                                                                                                                                                 |
| 1.1 <u>The shortlisting window when HRO accesses it</u> : The filtering/search by HRO should be done based on position reference number and not based on a panel member. Accessing by "panel member" does not only involve having to look before for a panel member, but faking the identity of the panel member. The upper field "Panel Member" should be removed completely and HRO should have direct access to short-listing without having to fake its identity.                                                                                                                                                                                           | Andrei | 0.5        | Y           |                 |                 |                                                                                                                                                                                 |
| 1.2 Column "Nationality" should be changed to "Country".                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        | Andrei |            | Y           |                 |                 |                                                                                                                                                                                 |
| 1.3 Engagement column: should be renamed to "Regime".                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           | Andrei |            | Y           |                 |                 |                                                                                                                                                                                 |
| 1.4 Table title "Panel remarks" should be changed to "Remarks".                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 | Andrei | 0.1        | N           |                 | Y               |                                                                                                                                                                                 |
| 1.5 <u>Viewing complete JDs</u> . The JDs need to be retrieved from HR DB and visible to the panel. Currently JDs are entered manually one by one for each advertised position and are not linked to HR DB. This means that the JDs are not recorded in the system and that they should be also in the HR DB and linked to posts and therefore staff. Then, panels should be able to view and print JDs in ISR. Another problem is that panels are able to print only the first page of each JD while many JDs are in two pages.                                                                                                                                |        | On Hold    | N           |                 |                 | On Hold, to be reviewed                                                                                                                                                         |
| 1.6 <u>Additional Filters needed</u> : Not processed, Seconded, Contracted. Currently it is not possible to filter by these criteria.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           |        |            |             |                 |                 |                                                                                                                                                                                 |
| 1.7 <u>Not shortlisting all Contracted candidates automatically</u> : If there are a sufficient number of Seconded candidates to be shortlisted, the panel needs to have a possibility (a button) to automatically "Not shortlist" all contracted candidates with a justification "Enough seconded candidates". Currently panels have to do this for each contracted candidate one by one plus indicating if they meet the requirements or not, which is unnecessary. Also, if the panel initially shortlists a contracted candidate, they should not be able to then "not shortlist" any candidate by indicating a justification "Enough seconded candidates". | Andrei | 0.5        | N           |                 | Y               | Not processed candidates show up in the Shortlisting window but in 5-Screening window processed" filter should be in 5-Screening window. Screening there is a processed" filter |
| 1.8 <u>Keeping the list sorted and filtered</u> : If the list of candidates is sorted out by some column (e.g. status) after one candidate is processed the list goes back to default sort. If we need to only process the candidates of a certain status, it is difficult to search the whole list over and over again after each candidate is processed. It is important that the list stays as filtered and sorted as in the last selection.                                                                                                                                                                                                                 | Andrei | 1          | N           |                 | Y               |                                                                                                                                                                                 |
| 1.9 <u>To add additional filters</u> : "Seconded", "Contracted" and "Not marked" for those candidates who were not processed by the panel at the shortlisting stage (next to filters "All candidates", "Shortlisted" and "Not short-listed").                                                                                                                                                                                                                                                                                                                                                                                                                   | Andrei | 0.4        | N           |                 | Y               | Implemented for all displaying candidates                                                                                                                                       |
| 1.10 The pop-up window "Meets/Doesn't meet technical requirements" should appear only in case of CONDITIONAL screening. If the candidate was screened positively, then automatically he/she should be indicated as meeting technical requirements. And vice versa: If the candidate was negatively screened; then he/she should be indicated as not meeting the technical requirements.                                                                                                                                                                                                                                                                         | Andrei | 0.2        | N           |                 | Y               | Same with 1.6 if the candidate was screened negative he won't appear in the shortlisting window; the compromise regarding this aspect is implemented.                           |
| 1.11 Remove box "Meets Technical Requirements" next to screening buttons.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       | Andrei | 0.1        | N           |                 | Y               | Belongs to CH5-Screening                                                                                                                                                        |
| 1.12 Justification list for non-shortlisting:                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   | Andrei |            | N           |                 | Y               | To review and make corrections                                                                                                                                                  |
| • To remove justifications: "Candidate applied from a non-participating country" and "Candidate applied for an invalid engagement regime".                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      | Andrei |            | N           |                 | Y               |                                                                                                                                                                                 |
| • To make invisible for the panels the justifications: "Position cut" and "No contracted slots available".                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      | Andrei |            | N           |                 | Y               |                                                                                                                                                                                 |
| • To update the justification with the code 3.4 as follows: "3.4. Insufficient general or specific skills required for the position".                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           | Andrei |            | N           |                 | Y               |                                                                                                                                                                                 |
| • To add a new justification for non-shortlisting: "Application cannot be considered due to late submission by a Contributing Member State".                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    | Andrei |            | N           |                 | Y               |                                                                                                                                                                                 |
| 1.13 Table "Other Reasons" in the Justification of the non-shortlisting window:                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 | Andrei | 0.25       | N           |                 | Y               |                                                                                                                                                                                 |
| • To be renamed to "Remarks";                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   | Andrei |            | N           |                 | Y               |                                                                                                                                                                                 |
| • To be available for entry/filling upon selection of the justification, though not mandatory.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  | Andrei |            | N           |                 | Y               |                                                                                                                                                                                 |
| 1.14 The button "Job description": Maximizing this window should indeed maximize the view of job description and not only show the same minimized version through the full screen.                                                                                                                                                                                                                                                                                                                                                                                                                                                                              |        |            |             |                 |                 | Compromise adopted (enlarging underlying form) due to usage of RichTextBox populated with data from DB with a stored procedure                                                  |
| 1.15 It should be possible to sort candidates by date of birth (starting with year, not with day).                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              | Andrei | 0.25       | N           |                 | Y               |                                                                                                                                                                                 |
| 1.16 The button "View details" shall be renamed to "Shortlist decision". Next to it a new button - "Schedule interview" - shall be introduced. This new button will have the same window as the current separate window/stage "Schedule interview" with few modifications as described in the next paragraph.                                                                                                                                                                                                                                                                                                                                                   | Andrei | 0.1        | N           |                 | Y               |                                                                                                                                                                                 |
|                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 | Andrei | 0.3        | N           |                 | Y               |                                                                                                                                                                                 |
| Total working days:                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             |        |            | 4.1         |                 |                 |                                                                                                                                                                                 |