

ISR-Partial list of tasks to be implemented

Tasks	Who	Time[Hours]	HR Priority	Status 17/04/13	Remarks
ISR-Lessons learnt Implementations					
1. CoS Changes					
a. Interview Schedule & Shortlisting modules merged					
i. Paragraph 6.16 in ISR LL					
ii. A button to print the evaluation grid should be added within evaluation grid window. When an evaluation grid is opened after the candidate has been evaluated the current status and evaluation of the candidate should be visible (currently the window doesn't show the evaluation and the status until the proper status is selected from the dropdown list).					1
iii. Print Evaluation Grid button should be removed from the main Interview results window.					0.1
iv. A "Selection Decision" shortcut button should be added in the Interview results window. This button will open the current Selection decision form.					1
v. In the selection decision window next to the "print selection report" another button "Print All Selection Documents" should be added. When clicking this button all selection documents should be printed at once: Evaluation grids of all evaluated candidates and selection report (change 9.3.4. & 9.3.5).					12
b. Agreement Declaration of Conflict of Interest and Confidentiality	Andrei	16 H		Y	
i. At the occasion of first login of the panel member of ISR after the applications have been made accessible for the relevant CIC to the Selection Panels, a window of the <i>Declaration of Confidentiality and Absence of Conflict of Interest</i> would popup. Without clicking on the "I accept" button, the panel member cannot continue the login and access the applications.					
The same popup window, at the same moment of procedure will appear again for a new declaration, in case the same person will be a panel member for the next CIC again.					
If the person would try to proceed without clicking the "I Accept" button, the following warning would appear: "You cannot access applications without accepting the declaration"					
The Text of the declaration and a file showing how the popup window should look like are attached.					
ii. The pop up window will replace the documents "Acknowledgement of receipt of applications and confidentiality" and "Declaration of absence of conflict of interest and confidentiality" currently accessible in the Help/Forms section of the ISR.					
iii. On the selection report we add the following text, where panel members will endorse this declaration with their handwritten signature as well.					
2. Other specific priorities					
a. A possibility for HRO to select a candidate without processing through all stages. The selection should be made while candidates are at the screening stage (meaning a candidate may be not processed, screened positively, negatively or conditionally).			40		Contains research
b. A filter "double selections" to be added to the Selection check form. This will only filter all candidates that are selected for more than one priority. (HRO should be able to copy or extract this list to excel).			40		Contains research
c. Shortlisting					
i. The panel should not be able to Not-shortlist a seconded candidate by inserting a justification code "1" if there are contracted candidates shortlisted, or if a justification "1" is used for non-shortlisting a seconded candidate the panel should not be able to shortlist any other contracted candidate.					
If Justification "1" is selected for not-shortlisting a Seconded candidate while one or more contracted candidates are already shortlisted the following message should pop up:					
"You cannot use a justification code "1" for a Seconded candidate that meets the requirements while you have shortlisted a contracted candidate. Please review your shortlist or indicate another justification code that more adequately reflects the reason why the seconded candidate is not shortlisted" .					
If panel tries to shortlist a contracted candidate while there is a non-shortlisted candidate indicated with justification code "1" the following message should pop up:					
"You cannot shortlist a contracted candidate while you have not shortlisted seconded candidates who meet the requirements by indicating justification code "1" .					
d. Dropout in Selection Confirmation					
i. Under Confirmation decision another button to be added "Dropout". The candidate will automatically be added justification "2" (he will be shown in the report of non-selected candidates).			16		
ii. Justifications used in ISR in different stages of processing will be reviewed by HR and sent to SDU for updating them in ISR.					
2. Reports					
3. Staffing Table					
4. Other Changes ISR LL document					
Total working hours:			158.1		
Total working days:			19.7625		