

Stage 1

In this stage we review the steps as has been identified by STL/HR units and refine these in direct communication towards an electronic workflow by a person who has been involved in the configuration of the workflows I showed during the presentation to HR staff to you during my visit in September. I envision we create different tracks as per below:

	Type of track	Variation class
1	Vacancy until selection	Intern
2	Vacancy until selection	TJO (less than 6 months)
3	Vacancy until selection	JO
4	Onboarding	Intern
5	Onboarding	Local staff
6	Onboarding	International staff

Outcome: At the end of this stage, HR or Program managers can initiate a recruitment track, an HR can track the progress and selection of candidates, followed by the onboarding. At the end of the workflow the initial contract screen and incumbency screens will allow you to define the correct actions in Prosis, whereas these you currently would recording directly.

***Note :** existing functionality (out-of-the-box or minimal changes) match STL requirements we enable this on the spot with the right focal point. We do expect this to be the case.*

Stage 2

In this stage we enhance the functionality under stage 1 in terms of :

- Generating mail templates to be used at different stages
- Documents to be generated in the process (officer, salary recommendation, travel request)
- Interaction with e-Recruitment (obtain candidates to be shown under the step of long-list) until stage 4 is reached
- Training of a focal point as a good number of aspects can be maintained and tuned by a trained focal point as procedures change.

Outcome: At the end of this stage, a good number of documents, e-Mails and other recordings like test results will be supported from the track itself easing the process and increasing transparency.