

# **STELLIS – Consultant Requisitions**

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## **USER GUIDE – Hiring Manager**

1 October 2021

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# CONSULTANT REQUISITIONS

## 1. Introduction

Further to the implementation of the new policy on Consultants (vide Information Note 17/2021), Stellis will be used as the corporate tool for the submission of requests related to hiring of individual consultants. The advantages of using Stellis are:

- allows for a single entry-point for all workforce, including consultants;
- provides a streamlined and easy to monitor workflow in one system; and
- enables the Organization to report on the HR metrics for individual consultants (for example, gender, nationality, age) which is currently unavailable.

At this stage, Stellis will only facilitate the process for obtaining HR clearance and approval of the delegated authority towards issuance of the consultant contract. It is expected that by 1 January 2022 all Major Offices may move towards using Stellis to facilitate the HR compliance and oversight on individual Consultant Contract requests.

### What has changed:

- All requests to hire individual consultants consultant requests will be initiated through a Stellis requisition. This will obviate the need to submit requests through other means such as Memos, eWorkflow, email requests etc.
- The “Consultant Checklist” is discontinued. The system generated Stellis email notification confirming that the requisition is approved replaces the checklist and must be uploaded while initiating the Registration in GSM.

### What has not changed:

- The existing Delegation of Authority is reflected in Stellis through the dynamic approval workflow.
- Consultant Selection Report and Terms of Reference templates are still required, however these have been updated to eliminate duplication of data entry between the templates and the Stellis requisition.
- The Consultant Contract will continue to be initiated via the Procurement module of GSM since there is no system-integration between Stellis and GSM. There is no change in the current process to create/modify individual supplier records (external consultants). The processes related to initiation of a Registration, issuance of the final Purchase Order (consultant contract) by Global Procurement and Logistics (GPL)/KL; and tracking receipt of deliverables in GSM also remains unchanged..
- Latest [eManual III.16.2](#) provisions on Consultants remain in effect and are the only reference point for all policy related matters, forms and templates.

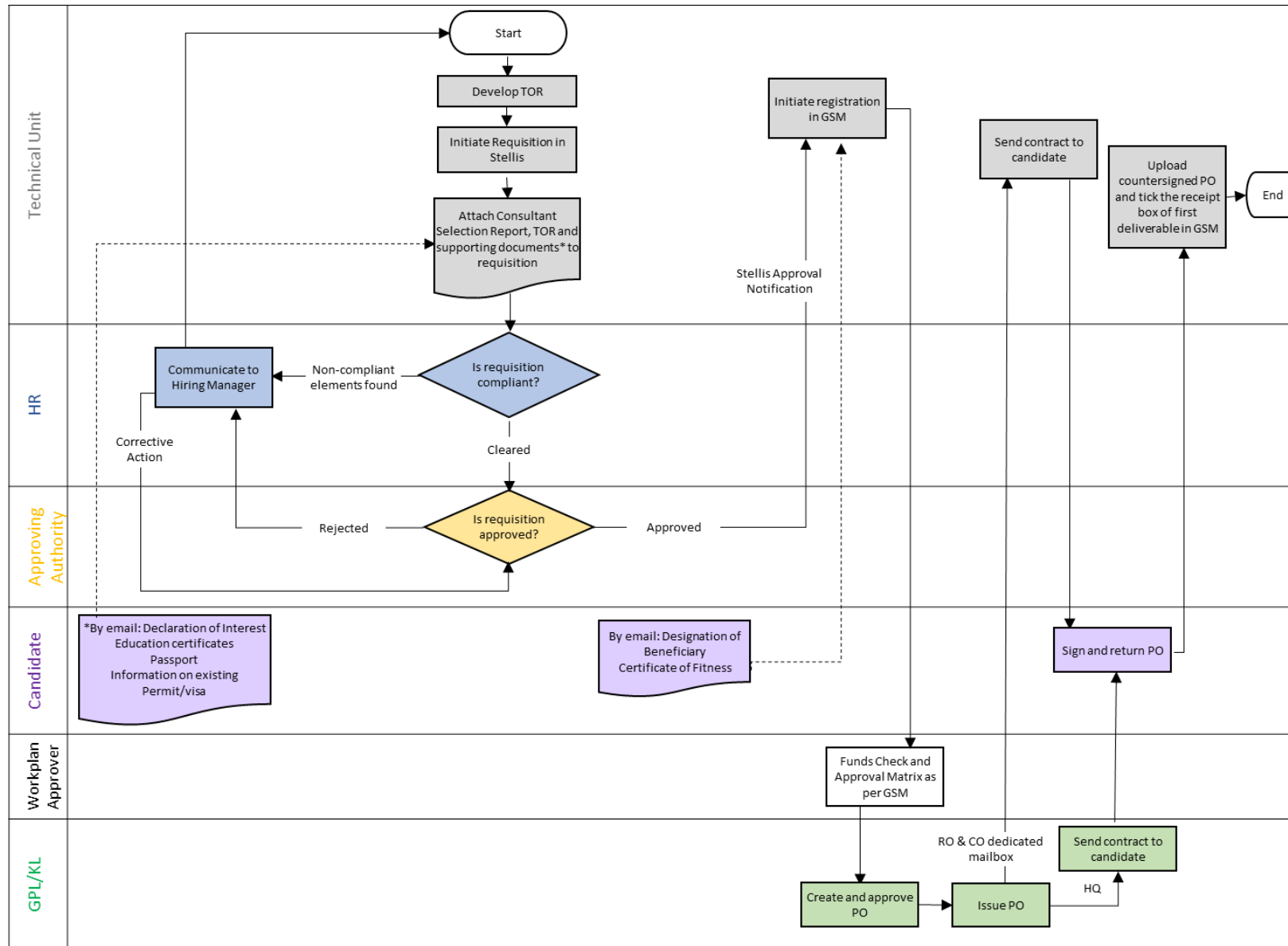
Kindly note that the guidance in this Stellis User Guide details the general process for initiating Consultant requisitions. For additional guidance on the specific procedures which may apply to your individual Major Office, Division or Department, kindly contact your designated HR Focal Point.

## 2. Preparation

The following documents/verifications are required to be prepared or obtained in advance of initiating the Consultant Requisition in Stellis:

- Selection Report
- Terms of Reference
- Consultant's Stellis profile, if already identified (Guide for candidates: [How to apply to WHO job Opportunities](#))
- Education Certificates
- Declaration of Interest
- Reference checks or verification of previous experience with WHO
- Requirements for consultant being hired in Switzerland – Form with copy of Passport/CDL/permit (as applicable) (*only for Geneva based consultancies*)

### 3. Consultant Workflow



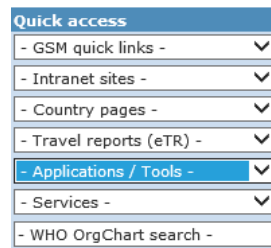
# GETTING STARTED – STELLIS SECTIONS

1. **Browser:** Please use **Microsoft Edge or Google Chrome or Mozilla Firefox**, for Fluid Recruiting. Synergy users can download these browsers from the Software Center. (Internet Explorer (IE) has been replaced by Microsoft Edge and should not be used)

2. **Logging into Stellis:**

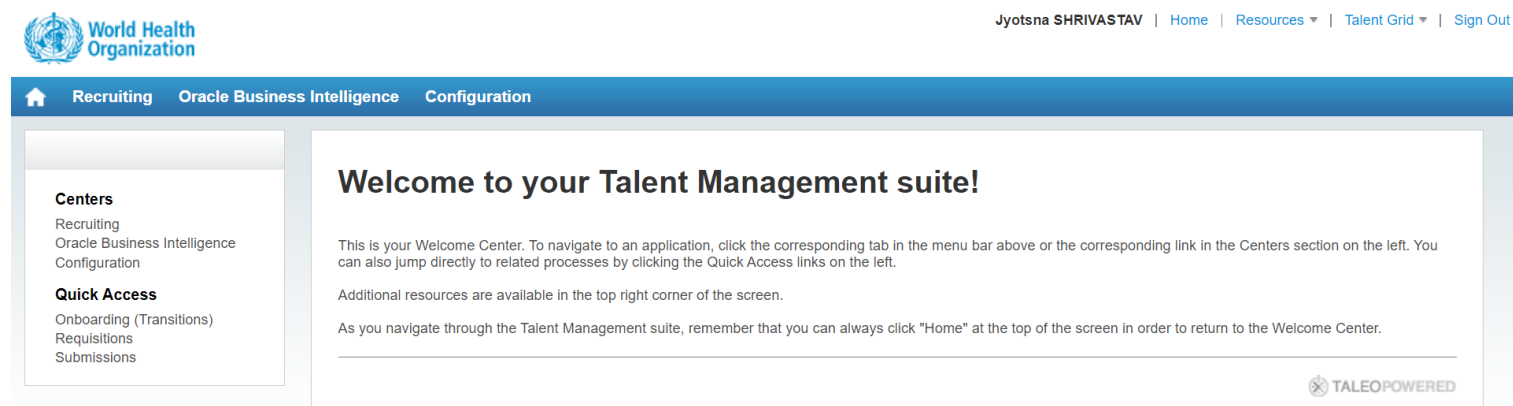
Open the Stellis Talent Management Suite (<https://careers.who.int/>); OR

On the WHO intranet page, go the Quick access section, under Applications/Tools, select **Stellis Recruitment** (or Recruiter Portal)



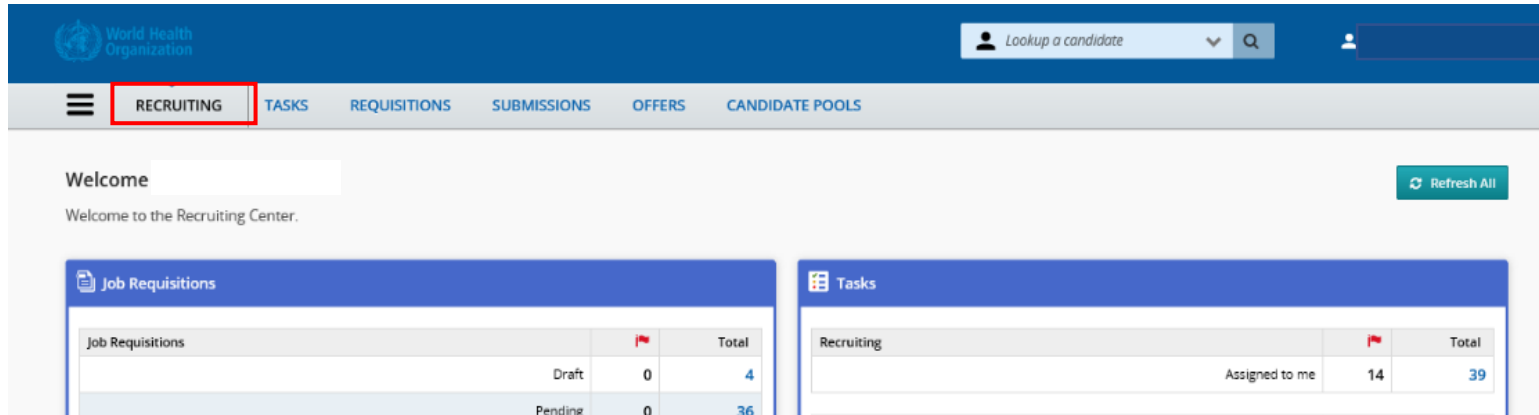
You can also access Stellis on your mobile phone browser or on your tablet/iPad browser to create a requisition.




2. **Stellis Welcome Center**




































### 3. Stellis Recruiting Center














- a. This is the center where one can initiate workforce requisitions and monitor requisitions which they ‘own’ or ‘collaborate on’.
- b. Click on Recruiting in the Core Navigation Bar, or in the Quick Access panel to display the Recruiting Center. This displays the various channels, which display data on the latest statuses of the activities.



Element	Description
	This displays the links to other modules within the Talent Management Suite: Home (Welcome Center), Legacy Recruiting, Onboarding, and Oracle Business Intelligence
Recruiting	Provides access to the Recruiting Center
Tasks	Provides access to the Tasks list
Requisitions	Provides access to the Requisitions work area
Submissions	Provides access to the Candidates’ submissions work area
Offers	Provides access to the Offers work area
Candidate Pools	Provides access to candidate folder management
 	The link to Reports is available by clicking the icon on top left-hand side. It provides access to customized reports such as Hiring Manager Questionnaires and Selection Reports.

c. Stellis Recruiting icons

Icon	Description	Icon	Description	Icon	Description
	Requisition icon		Submission Icon		Tasks icon
	Offers Icon		Candidate Pools management section (folder management)		Indicates an item requiring attention
	Add comments		Print function		Selector to open List of Values
	Indicates list (Requisition list or Submission list)		Duplicate a requisition		Fill a requisition
	Put requisition on hold		Cancel the requisition		Edit a requisition
	Download attachment		Delete attachment		Preview requisition/attachment
	Indicates the candidate count in the requisition		Indicates an Internal candidate currently working for WHO		ACE Candidate icon. Indicates top candidates, those who meet all required criteria.
	Indicates that a candidate is in the selection process on at least one other active requisition		Indicates that the disqualification questions functionality is enabled.		Indicates that the profile of the candidate needs verification (eligibility screening questions)
	Indicates that requisition contains new submissions		Function to send correspondence		Indicates candidate has been referred by an agent or a colleague
	Candidate badge containing additional information such as Candidate ID and contact details		Indicates account confirmed by candidate		Change step/status of candidate
	Function to add candidate to folder		Function to remove candidate from folder		Submit request for approval (override the integration process)

Icon	Description	Icon	Description	Icon	Description
	Attachment in the Offer		Copy values function		Toggle function to shift between candidate's general and vacancy specific profile
	View a snapshot of the report		Create a scheduled report		Export the report to XML format
	Rerun the report against the latest data		Delete the generated report snapshot.		Activate the scheduled report
	Deactivate the scheduled report		Edit the scheduled report		Duplicate the scheduled report
	Renew the scheduled report				

#### 4. eShare

eShare refers to the email notification request received by those who need to approve requisitions or offers, but do not use the Stellis Recruiting Centre and therefore do not need to log into the application. All of the activity in eShare takes place through system-generated emails and links.

#### 5. Career Section

The Career Section is the candidate-facing portal of Stellis where requisitions are posted. Here, candidates can apply for a job, create a profile, and manage their accounts. There are three types of Career Sections:

- External career sections: This is for external candidates (WHO Consultants, SSAs, Interns and former WHO staff observing a mandatory break in WHO service).
- Internal career sections: This is for active employees who can search for jobs in their organization (Fixed-term and temporary staff having a valid contract).
- WHO Internships Programme

#### 6. Stellis Onboarding (Transitions)

The Stellis Onboarding (Transitions) section is used to transition candidates into new hires. A candidate is moved to the Stellis Onboarding (Transitions) section when a recruiter initiates the onboarding process for a selected candidate. In the Stellis Onboarding (Transitions) section, onboarding tasks of both the recruiter and the candidate/new hire can be managed and performed.

## 7. Reports and Analytics

Reports are accessible via Menu button located at top-left hand side of the Core Navigation bar. This is used to generate selection related reports and view previously run reports.

Oracle Business Intelligence (OBI) Publisher can be used to create reports on all recruiting data. Recruiters can import, customize and run reports directly in the Stellis Recruiting Centre.

## 8. Search functionalities

The search widget provides a Lookup functionality to perform four search functions. Depending on the security levels assigned to users, they may be able to see only limited selections in the below menu. For example, Hiring Managers will only see the function to “Look up a requisition” and “Find submission”.

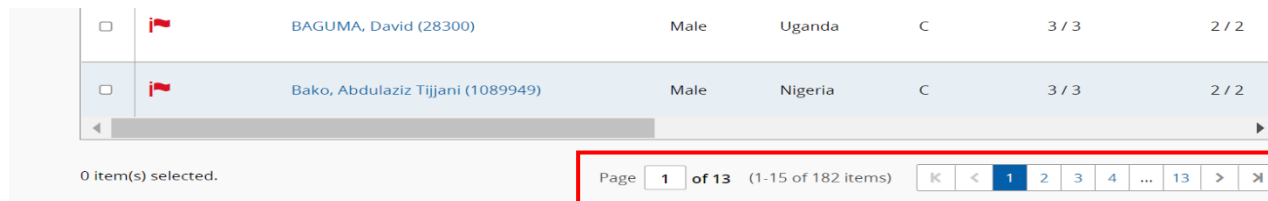
- a) **Look up a requisition:** type the requisition number or Workday position number (only for PAHO) and the relevant requisition will be opened. You can also use the Filters on the left-hand side of the screen to conduct a detailed search for requisitions.



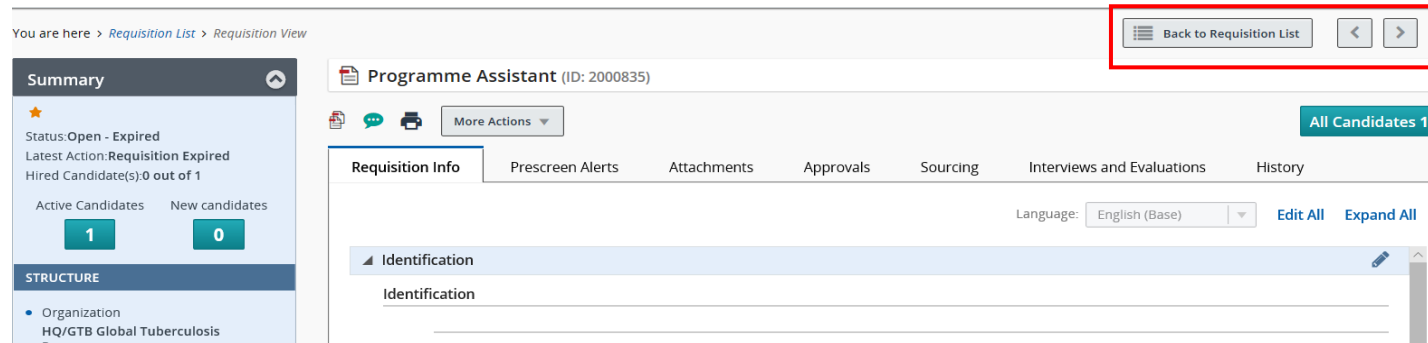
- b) Find submission: this search will reflect all the candidate submissions in the requisitions that a user owns or collaborates on.

## 9. Navigation within lists in the Recruiting Center

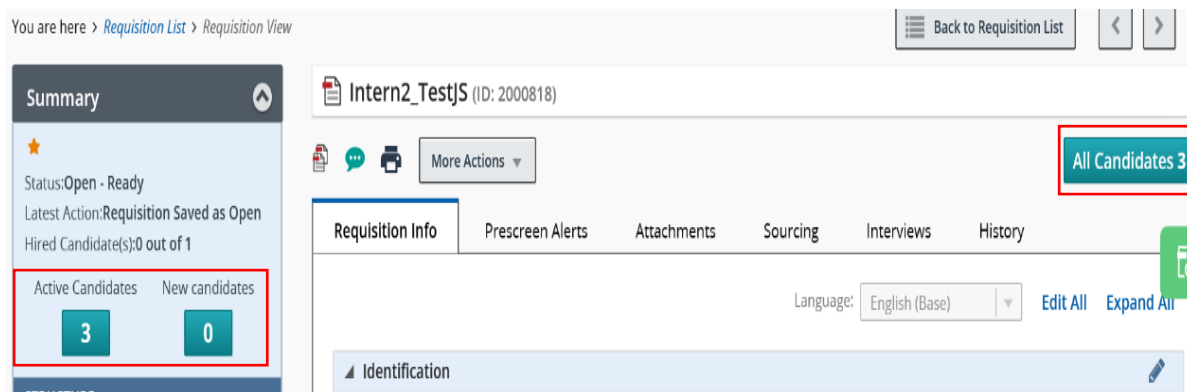
10.1 Page views: the list of requisitions and list of candidate submissions display 15 items per page. Navigate between the full list of items by clicking on the page numbers. It is possible to select multiple items per page before taking the desired action.



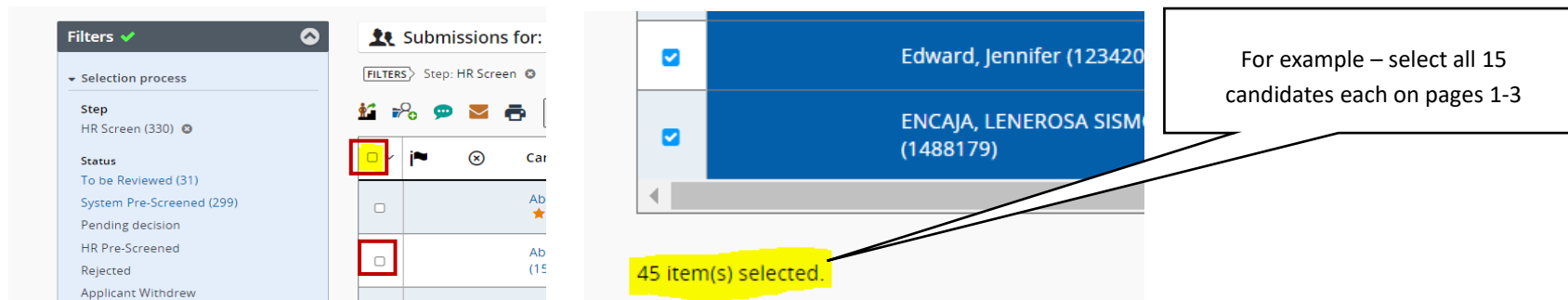
10.2 Requisitions: When a specific requisition is opened, three buttons display on the top right-hand side to navigate between the requisitions in the list:



10.3 Candidates within a requisition: list of candidates within a requisition can be accessed from the icon on the right-hand side, or from the Summary card on the left-hand side of the screen:

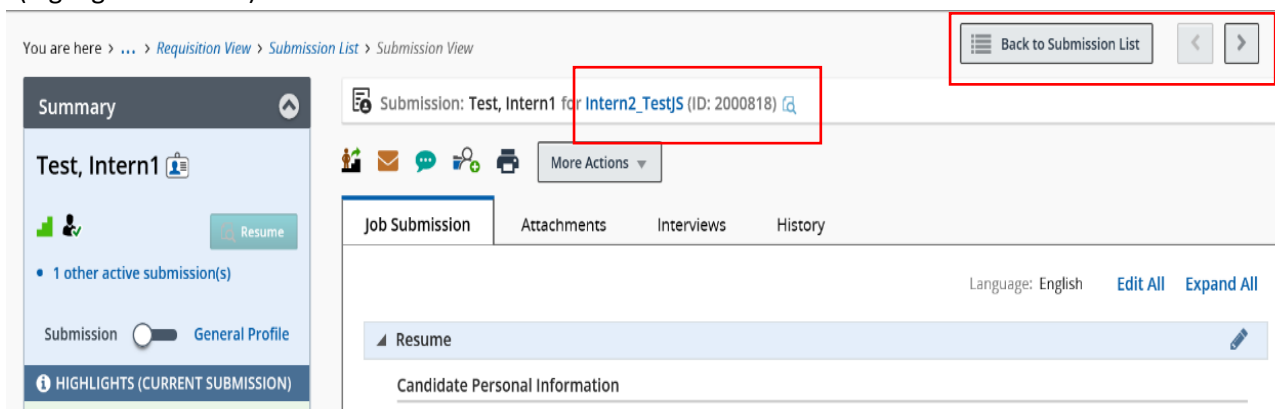


It is also possible to multiple candidates across different pages to perform bulk actions. Click on either (i) the **Select All** checkbox on top of each page or (ii) click on the **candidate's checkbox to select specific candidate(s)** across the multiple pages. Once you have selected all the required candidates, then click on the required action to change step/status or bypass to perform the bulk operation.

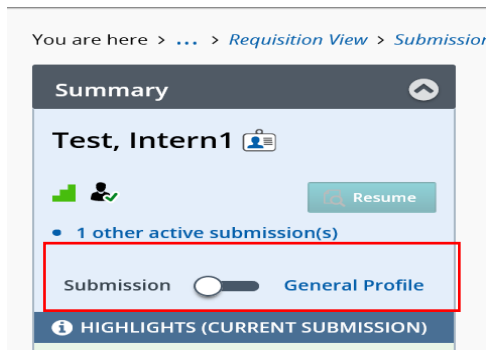


10.4 Thereafter clicking on the three buttons displayed on the top right-hand side will allow to shift between candidate profiles or go back to the “Submission List”, i.e. full list of candidates.

If you want to view the requisition details, click on the magnifying glass icon next to the requisition ID, which will open up a Preview of the requisition without navigating away from the candidate profile. However, if you want to navigate away to the requisition instead, click on the title of the requisition (highlighted in blue).

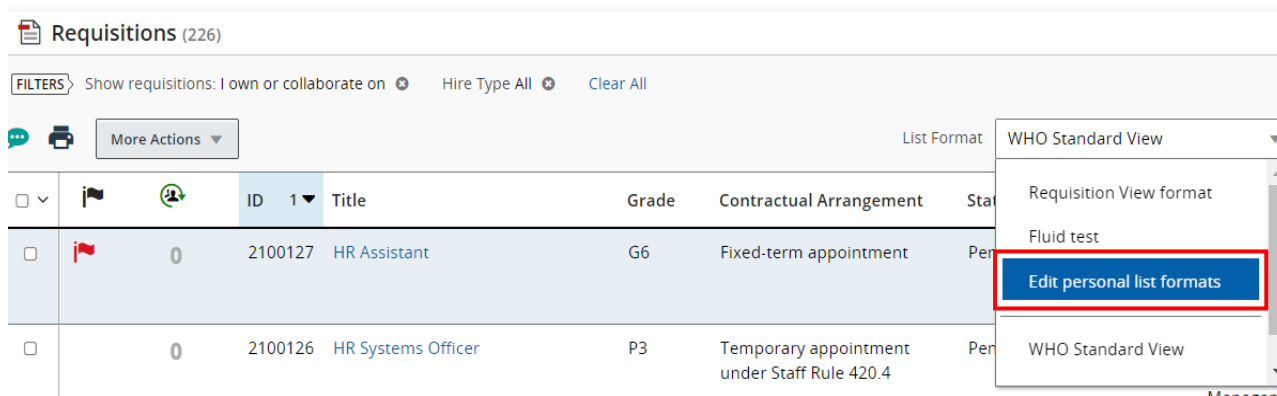


10.5 One can easily toggle between the Candidate Submission (vacancy specific profile) and General Profile by clicking the button provided. Irrespective of which profile is visible, clicking “Back to Submission List” will return you to the full list of candidates of the specific requisition you initially opened.



### 11. List formatting configuration

The list view of requisitions as well as of candidates in a requisition can be personalized, by selecting a maximum of 16 columns and assigning a sorting order.

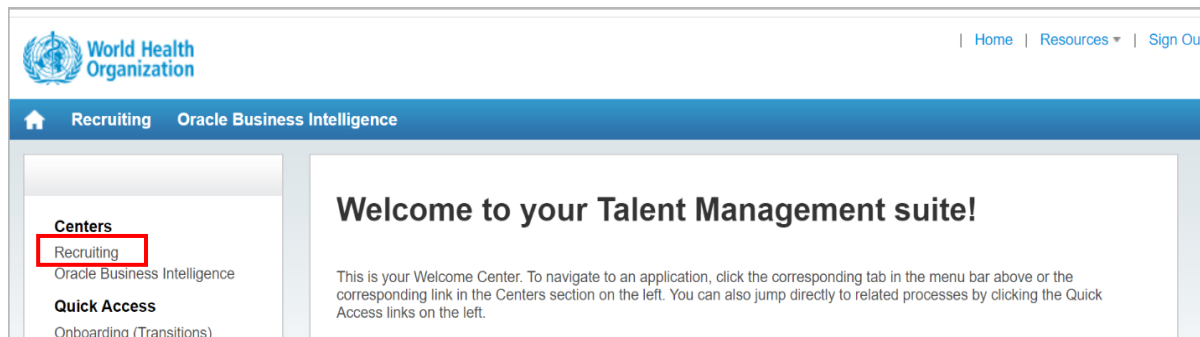


# HOW TO CREATE A NEW CONSULTANT REQUISITION

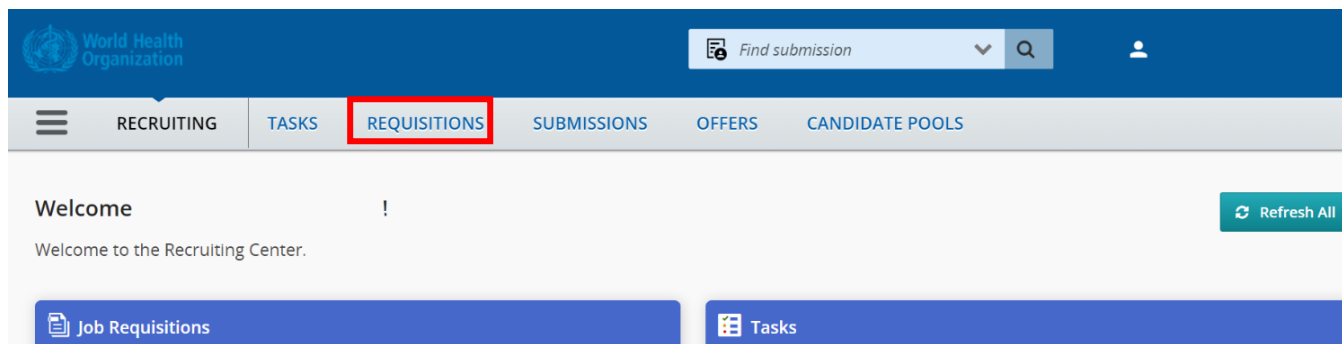
**RESPONSIBILITY:** All staff can initiate create and submit a new requisition, i.e. a Hiring Manager, administrative team member or an HR Recruiter.

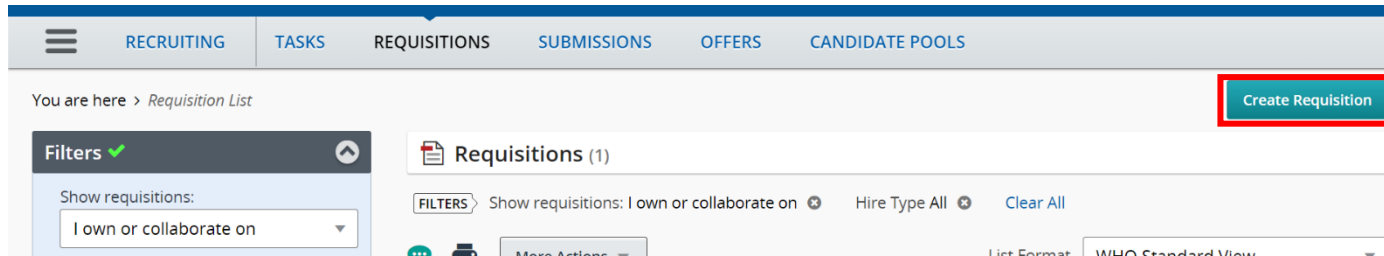
## CREATING A REQUISITION

1. Access the Recruiting Centre as shown below:

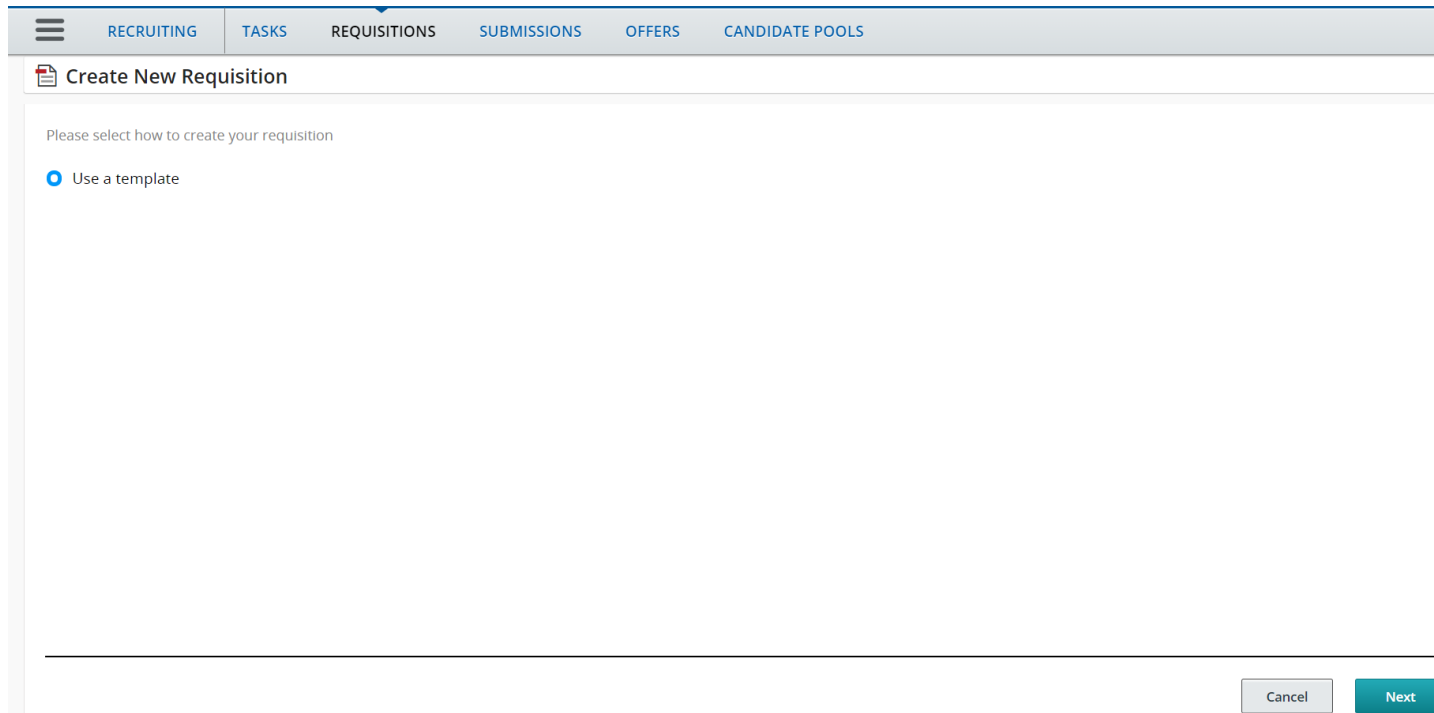


2. On the Welcome recruiter page, click **Requisitions** on the horizontal bar and then click on **Create Requisition**.





3. The requisition wizard opens on the screen. At the end of the page, click on **Next**.



4. Select “Non-Staff Recruitment” and click **Next**

Create New Requisition - Find a template

1 Basic Information      2 Find Template      3 Specify Attributes      4 Complete and Save

Please specify the hire type for the requisition you are creating. Note that this information cannot be changed once the requisition is created.

Hire Type \*

Staff Recruitment

Non-Staff Recruitment

Emergency Requisition - Global emergency response only


Cancel      Next

5. Open the requisition template selector by clicking the selector icon . Click Select against the Consultants template and then click **Next**:

RECRUITING    TASKS    REQUISITIONS    SUBMISSIONS    OFFERS    CANDIDATE POOLS    SEARCH

Basic Information      2 Find Template      3 Specify Attributes      4 Complete and Save

Select Template \*



**Find Template** ×

**Filters** ↑

▸ Organization

▸ Location

▸ Job Field

Keyword

Name

Job Code


Recruiter

**4 Requisition templates are available.** Select a template to proceed

FILTERS No filters are applied

Language	Name	Job Code	Job Field	Action
English	Consultants template		Consultants	Select
English	Intern Template		Internships	Select
English	Non-staff template		Job Field	Select
English	Pipeline requisition template		Job Field	Select

Page 1 of 1 (1-4 of 4 items) ⏪ < 1 > ⏩

6. Enter the following information by clicking the selector icon  against the different fields. Use the filters to find the right value. Click **Next**.
- Organizational unit
  - Location – More than one location can be entered using the selector icon. The primary location will appear in the field and all other locations will appear at the end of the window, e.g. “1 Other location are selected”.  
If a consultant is expected to work from a remote location (e.g. home based) – please select the value “Anywhere”.
  - The **Job field** is defaulted to “**Consultants**” and should not be changed.

**Create New Requisition - Find a template**

Progress: 1. Basic Information (✓) 2. Find Template (✓) 3. Specify Attributes (3) 4. Complete and Save (4)

Please validate the information below according to the requisition you are creating. Once satisfied, click "Next"

**Requisition Structure**

Hire Type  
Non-Staff Recruitment

Requisition Style  
WHO Requisition\_NonStaff

Template Used  
Consultants template

Job Field  
Consultants

Organizational Unit  
10868 - HQ/IVB Immunization, Vaccines and Biologicals UHL

Organization  
...C/Life Course > HQ/IVB Immunization, Vaccines and Biologicals UHL

Location  
Switzerland > Geneva

0 Other Locations are selected

Select "Anywhere" for remote work location

Buttons: Previous, Cancel, Next

- The draft requisition template will be generated for entering the relevant details. While in edit mode, the form sections appear coloured yellow and once saved, sections appear coloured blue.
- On the top of the template, make sure that the option "Show fields required to" is set to Save, to make sure the fields required to save the requisition successfully are indicated. Fields marked with \* are mandatory and are the minimum fields required to complete the chosen action (Save/Request Approval/Post).
- The section headers appear on the left-hand side of the screen and can be used to navigate between the different sections. Once the requisition is saved, clicking on the specific section header allows it to be edited specifically (instead of opening the entire requisition for editing) or clicking Edit All will open the entire requisition for editing.

10. Note the instructions at the top of the template and ensure that the Selection Report, Terms of Reference, Stellis Profile of the Consultant, if already identified; and any other documents as per the local HR guidance are attached before finally submitting the requisition for approval (See also S.no 34)
11. In the Identification section, the requisition title by default reflects “Consultants template”. The title should be edited to ensure easy identification and follow the prescribed naming convention. As a good HR practice and to ensure a uniform corporate appearance, please avoid using very long titles especially while posting requisitions. **Please pay close attention to the naming conventions below:**

- **For an identified Individual consultant: Consultant (Name) - Area of work, HQ or Major Office or Country/Division or Department**  
Example: Consultant (John Smith) – Immunization strategy, HQ/UHL/IVB OR Consultant (John Smith) – Immunization strategy, AFRO/UHL
- **For a consultancy job posting: Consultant - Area of work, HQ or Major Office or Country/Division or Department**

Show fields required to: \*  Save  Request Approval  Post Language: English (Base) Collapse All Save

Requisition Title \* Consultant – Immunization strategy

Position Number \* 000000, No Position

Number of Openings  1  Unlimited

Assignment FTE Not Specified

Contractual Arrangement \* External consultant

Initiate approval Not Specified

Proposed Candidate Name max 100 chars

Proposed Candidate Date of Birth MMM d, yyyy

Supplier Number \* max 25 chars

Please enter GSM Supplier ID if the candidate has previously been hired as a WHO consultant, otherwise enter 0

Previous or Current Incumbent max 100 chars

Travel provided by WHO on appointment Not Specified

Please indicate if the proposed candidate is required to travel.

Hiring Department Admin Resource 1 \* Hiring Department Admin Resource 2 \*

12. Position number is defaulted to “No position”.
13. Indicate the number of job openings.
14. Contractual Arrangement is defaulted to “External consultant”. Do Not change the default value.
15. The Initiate Approval field should be set to “Request Approval” to trigger the approval workflow for the requisition once all the fields have been completed. If you wish to save the draft to review later, the field can be initially left as “Not Specified”, so that approval of the requisition is not accidentally triggered once the requisition is closed.
16. Enter the name of the selected consultant if already identified, along with their Date of Birth. If the consultant already exists as a Supplier in the GSM database, indicate the Supplier Number, else mention “0”. This is only indicative data entry and has no linkage to GSM.

17. Indicate if the consultant will be required to undertake travel (applicable in situation where travel is required either taking up a contract or during the contract for mission travel purposes.)
18. Indicate the name(s) of the administrative team member(s) in the hiring unit who may need to track the requisition under “Hiring Department Admin Resource 1” and “Hiring Department Admin Resource 2”. These persons will be copied in the system-generated notifications sent through Stellis. Please also remember to add these persons as Collaborators as shown under S. No. 26.

For Consultants only

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<p>Nature of Consultancy *</p> <input type="text" value="Not Specified"/>	<p>Consultant Type *</p> <input type="text" value="Not Specified"/>	<p>Consultancy Duration Range *</p> <input type="text" value="Not Specified"/>
<p>Retainer Contract</p> <input type="text" value="Not Specified"/>	<p>If yes, please indicate maximum days or units (words, pages etc.)</p> <input type="text" value="max 25 chars"/>	<p>Is a waiver required for this consultancy? *</p> <input type="text" value="Not Specified"/>
<p>Consultant references *</p> <input type="text" value="Not Specified"/>	<p>Reference: Full name, occupation/title &amp; current employer</p> <input type="text" value="max 250 chars"/>	<p>Reference: Current email and/or telephone</p> <input type="text" value="max 200 chars"/>

For Internships only

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Internship Area of Work - Please select the relevant area of work for the internship \*

Internship - Description of duties \*

19. Indicate the correct “**Consultancy Duration Range**” – this will accordingly trigger the applicable approval workflow in Stellis.

20. The “Retainer Contract” option can be selected in cases where a pre-determined number of similar deliverables are required to be completed during a specified contract duration, instead of issuing multiple requisitions/contracts for the same work to the consultant.

Some examples where retainer contract can apply: Facilitation of 4 training workshops in 4 different countries during an 11-month contract; OR Editing of 5 reports (250 page) over a 10-month contract; OR Inspection of 5 laboratories in 5 locations over an 11 month contract.

This does not apply to work where the consultant is required to deliver different outputs or one piece of work over a limited number of work-days (e.g. preparation of an evaluation strategy requiring 45 days of work effort in a 3-month period).

The approval for such a retainer contract needs to be obtained only one time via Stellis. Subsequently only one PO will be issued in GSM, which reflects the phased payments against each of the deliverables.

21. Select the appropriate option if a waiver is required for the contract, else select “No, a waiver is not required”. Accordingly, the request will be routed for appropriate approvals.

22. A reference check for a new consultant or a performance evaluation report for consultant who has previously worked with WHO is mandatory. Details of the referee should be indicated in the appropriate section.

23. The structure section of Section 1 of the requisition reflects the organizational structure selections made when creating the requisition. This should ideally be reflected at minimum Level 4. Please note that an incorrect/incomplete structure will impact the approval workflow.

24. The User Group as per the concerned Major Office is indicated by default.

25. Under **Additional information**, the default sourcing option is set to “*Candidate already identified – No competitive process required*”. This should not be amended unless the requisition is to be advertised (select: *Published requisition – external & internal*) or if the candidate was already identified from another applicable source (select *External search firm, GOARN, Stand-by Partners or WHO Rosters as applicable*). Enter any relevant comments in the open text field. Please note:

a. HR will refer to this field for information or to subsequently advertise the requisition. Ticking the checkboxes does not automatically trigger an advertisement or notifications through the system.

b. Please avoid selecting multiple options unless they are applicable to ensure integrity of the data in the system.

26. Section No. 2 of the requisition shows the **Owners**. The name of the person initiating the requisition will be reflected in the Recruiter field. Please always indicate the name of the **Hiring Manager** (first-level supervisor).

Note that any name initially indicated under the Recruiter will be updated during a system integration (when submitted for approval) with the name of a generic HR Recruiter ID. Therefore, if you are initiating the requisition on behalf of the Hiring Manager, then under **Collaborators**, it is important that you **include yourself as a Collaborator** (as shown below). You may also enter the names of staff members who should be able to view the requisition. Collaborators will not be able to take action but will have full visibility on the requisition.

**Owners**

Instructions: : The Hiring Manager is normally the first-level supervisor of the position under recruitment. In the context of a competitive process, the Hiring Manager is tasked to evaluate candidates and chair selection proceedings.

Owners

Recruiter: SHRIVASTAV, Jyotsna

Hiring Manager \*: Test Hiring Manager

Collaborators

+ Add Collaborators

First Name	Last Name	Email	Title
Jyotsna	SHRIVASTAV	SHRIVASTAVJ@yopmail.com	HR Officer
Test	Recruiter	test.rec@yopmail.com	

**Workflow**

Candidate Selection Workflow

Candidate Selection Workflow  
Temporary Staff, Consultants and Intern Recruitment Workflow

**Add Collaborators**

Please select the collaborators for this requisition (30 max). All (3) Selected (2)

Frequent Collaborators

**Filters** ✓

Keyword:

User Group:

Department:

Name:

Job Title:

**3 Potential Collaborators are available**

FILTERS Keyword: ocampo User Group All Clear All

<input type="checkbox"/>	First Name	Last Name	Email
<input checked="" type="checkbox"/>	Marissa	OCAMPO	ocampom1@yopmail.com
<input type="checkbox"/>	Senen	DE OCAMPO	DESE@yopmail.com
<input type="checkbox"/>	Yssa	OCAMPO	yssa_ocampo@gmail.com

Page 1 of 1 (1-3 of 3 items)

Step 1: Search for the collaborator using the filters on left-hand side  
 Step 2: Tick the name of required collaborator  
 Step 3: Repeat above steps to search and add multiple collaborators in one go. Note that the "selected" number of collaborators (top right-hand side) increases each time a collaborator is added. The tab "All" refers to the number of search results.

**Add Collaborators**

Frequent Collaborators

**Filters** ✓

Keyword:

User Group:

Department:

Name:

Job Title:

Email Address:

Employee ID:

**3 Records selected**

All (2) Selected (3)

First Name	Last Name	Email
Jyotsna	SHRIVASTAV	shrivastavj@yopmail.com
Marissa	OCAMPO	ocampom1@yopmail.com
Marie	WINDSOR	windsorm@who.int

Page 1 of 1 (1-3 of 3 items)

Step 4: Once all the required collaborators are available, click on Add Collaborators to

27. Section No. 3 shows the relevant **candidate workflow**. The default value is based on the selected requisition template. Please do not change this.

28. Indicate the following in Section No. 4 **Compensation**: Contract total value (only the fee amount); Currency of fees; whether or not living expenses/perdiem will be paid.
29. Under Section No. 5 **Budget**, indicate the PTAE0(s). Please note that the PTAE0 details are required to support approvers in making an informed decision. The funds check will only be performed within GSM when the draft registration is initiated within the GSM procurement module and approvals are sought as per the delegated workflow within GSM.
30. Under Section No. 6 **Basic Profile**, the values under Employee Status (*Temporary*) and Job Type (*Consultant*) appear as default. Do not change these. Enter values in the remaining fields, taking care to indicate the **numerical value for the contract duration**, for example: **6 Months, 15 days**; OR **45 Days**
31. Do not change the default text under Section No. 7 **External Description** and Section No. 8 **Internal Description**, in case the requisition is for hiring an identified consultant.
32. In case, the consultant requisition is to be advertised, please follow the guidance at page 34 ([HOW TO REQUEST FOR ADVERTISEMENT OF CONSULTANCIES](#)).
33. Section 9 **Pre Screening** shows the mandatory pre-screening questions:
  - a. Eligibility Questions are asked of all WHO applicants. It is not possible to modify these questions.
  - b. Job Specific Questions are based on the job requirements and candidates will respond to these when applying to the posted requisitions. These can only be **modified by HR Recruiters**.

Pre Screening

Eligibility Questions

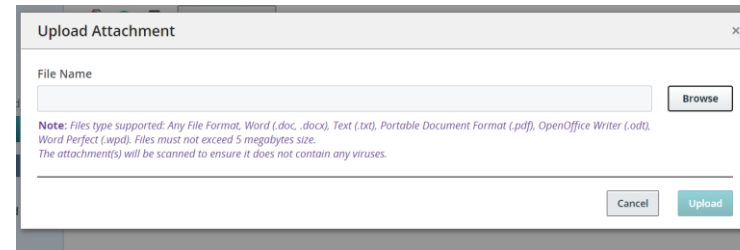
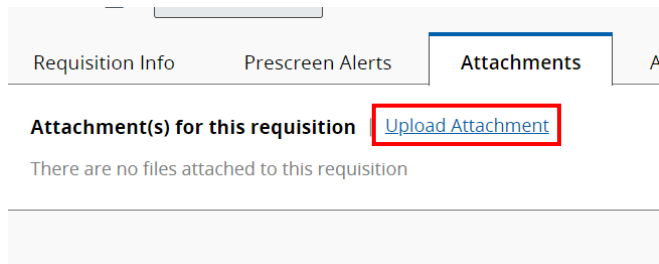
Order	Question	Answer	Result
1	Are you willing and able to travel during the course of your duties?	Yes	✔ The Candidate Passes
		No Explanation : Please indicate why	⊙ To Be Verified
		With reservations Explanation : Please indicate why	⊙ To Be Verified
2	Do you have any family members (spouse, recognized domestic partner, father, mother, son, daughter, brother or sister) or near relatives (aunt, uncle, cousin, in-laws, stepfamily) employed by WHO?	Yes Explanation : Please provide their name, relationship type (for example, spouse, brother).	⊙ To Be Verified
		No	✔ The Candidate Passes
3	Do you smoke or use tobacco products?	Yes Explanation : Would you continue to do so if employed by WHO?	⊙ To Be Verified
		No	✔ The Candidate Passes
4	Have you been subject to any disciplinary proceedings against you for misconduct which resulted in a disciplinary sanction from any organization?	Yes Explanation : Please provide details	⊙ To Be Verified
		No	✔ The Candidate Passes
5	Have you ever been arrested, charged, indicted, or summoned into court as a defendant in a criminal proceeding, or convicted, fined or imprisoned for the violation of any law (excluding minor traffic violations)?	Yes Explanation : Please provide details	⊙ To Be Verified
		No	✔ The Candidate Passes
6	WHO positions in the international Professional category are subject to mobility. Staff in this category may be assigned to any of the Organization's activities or duty stations across the world. If you are applying for a position in the international Professional category, are you willing and able to relocate if requested by the Organization? If no, or with reservations, please indicate why. If you are applying for a position in the National Professional Officer or General Services categories, please select N/A. WHO positions in the National Professional Officer and General Services categories are subject to local recruitment and therefore the Organization's mobility policy is not applicable. Non-staff contracts are not subject to mobility.	Yes	✔ The Candidate Passes
		No Explanation : Please indicate why	⊙ To Be Verified
		With reservations Explanation : Please indicate why	⊙ To Be Verified
		N/A	✔ The Candidate Passes

34. When all the mandatory fields (marked with **\***) have been completed, you can **save** the requisition. You can continue to make entries after clicking Save.

The screenshot shows the 'Requisition Info' form in a yellow draft mode. At the top right, 'Cancel' and 'Done' buttons are highlighted with a red box. Below them, 'Collapse All' and 'Save' buttons are also highlighted with a red box. The form includes a 'Show fields required to:' section with radio buttons for 'Save' (selected), 'Request Approval', and 'Post'. A language dropdown is set to 'English (Base)'. The 'Identification' section contains the following fields: 'Requisition Title \*' (text input: 'Consultant - Immunization strategy'), 'Position Number \*' (dropdown: '000000, No Position'), 'Number of Openings' (radio buttons for '1' (selected) and 'Unlimited'), 'Assignment FTE' (dropdown: 'Not Specified'), and 'Contractual Arrangement \*' (dropdown: 'External consultant'). At the bottom, the 'Initiate approval' dropdown is highlighted with a red box and set to 'Request approval'.

35. Please do not submit the requisition for approval until you have fully completed the required fields. The value in the “Initiate approval” field should remain at *‘Not specified’* while you are still completing the requisition. You may click on **Done** to close the requisition and exit the draft (yellow) mode.
36. Upload the required documents before submitting the requisition for approval under the third tab of “Attachments”, following the correct naming convention for the documents:

The screenshot shows the 'Requisition Info' form with the 'Attachments' tab selected and highlighted with a red box. The title bar reads 'Consultant (Name) - Area of work, HQ or Major Office or Country/Division or Department (ID: 2100079)'. Below the title bar, there are icons for 'More Actions', 'Requisition Info', 'Prescreen Alerts', 'Attachments', 'Approvals', 'Sourcing', 'Interviews and Evaluations', and 'History'. The 'Attachments' tab is active. At the bottom, the 'Identification' section is visible, and the language dropdown is set to 'English (Base)'. There are 'Edit All' and 'Expand All' buttons next to the language dropdown.

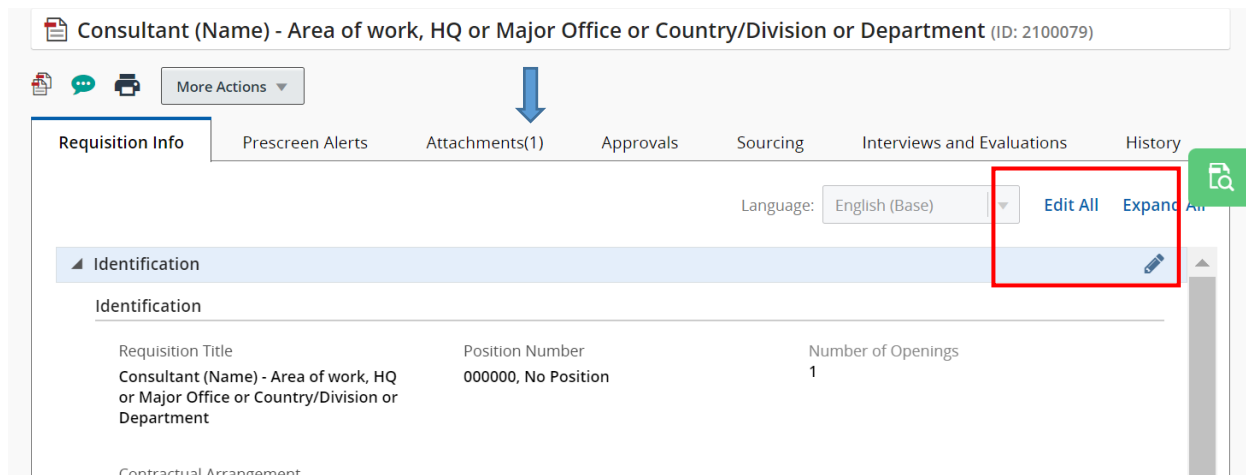


Please do not upload zip folders such as “.zip” or “.rar” etc. For the Terms of Reference or any previous waiver document, the filename should contain keywords:

- “terms of reference”, “TOR” - Terms of reference
- “waiver” – previously obtained Waiver

37. Note that once the requisition is submitted for approval and reflects status as “*Pending – routed for approval*”, only a Recruiter can edit the requisition and replace any documents attached to the requisition. If the documents were not attached or need to be replaced, please contact your local HR team for support.

38. After attaching documents, open the requisition for editing (pencil icon or Edit All) and to finally submit it for approval.



39. Ensure that the field **Initiate Approval** field (Identification section) is set to “Request Approval”. Click Done to submit the requisition. Once submitted, the requisition status will be reflected as “Draft” until the scheduled integrations have been completed.
40. Once you have submitted the requisition for action, a number of steps will take place through integration and at the end, the requisition status will change from “Draft” to “Pending”. During the integration, the following occurs:
  - a. The field entitled Recruiter in Section 2 of the requisition is populated with the relevant generic recruiter account in your major office.
  - b. An Approvals tab is added to the requisition.
  - c. Once the integrations are completed, the Hiring Manager or the Recruiter will receive a system-triggered email asking him/her to approve or manage the approval of the requisition respectively.
41. After the requisition has been approved, a system-generated notification will be received by the hiring unit. Thereafter, the team can initiate the relevant actions for creation or modification of supplier (if not already done) and initiate the Registration in the GSM Procurement module. While submitting the Registration in GSM, the following documents should be uploaded:
  - a. Terms of Reference
  - b. Stellis Approval notification
  - c. Any other pertinent information which may be required for approval purposes

Kindly ensure that no confidential document (guidance available on eManual III.16.2) is uploaded in GSM.

# HOW TO APPROVE REQUISITIONS

**RESPONSIBILITY:** The Hiring Manager, designated approvers in a workflow or HR Recruiter can approve requisitions.

1. Once the consultant requisition is submitted for approval, a system-triggered email (via eShare) will be received by the first approver, i.e. the Hiring Manager, informing that an action is required. From the body of the email notification, the Hiring Manager clicks on **Respond** and opts to **Approve** or **Reject** the requisition. The approval window will contain links to the requisition in Stellis and relevant documents to facilitate the approval.

**Requisition Approval Request** Done

Requisition: 2000858 – Programme Assistant  
Requested by: GSM Integration  
Comments: TCC Integration - Approval Request

Please review the Requisition Information Summary and respond to the approval request as soon as possible.

In response to GSM Integration's approval request:  
I approve this requisition

[Requisition approval path details](#)

Comments (required if you do not approve the requisition)

Send me an email with my decision

Done

**Requisition Information Summary**

[Requisition Details](#)

2000858 – Programme Assistant

Recruiter	UCN Recruitment	Onboarding/Resource Support	–
Hiring Manager	Jyotsna SHRIVASTAV	Hiring Manager Assistant	–
Organizational Unit	HQ/GTB Global Tuberculosis Programme	Number of Openings	1
Primary Location	Geneva	Target Start Date	31.Aug.2021
Attachments	–		

2. The rest of the approvers in Approval Workflow will also consecutively receive the system-triggered emails to review and approve the requisition.
3. Alternately, approvers can directly approve the requisition in Stellis itself, by going to their “Tasks” in the overhead bar to find the relevant requisition flagged for approval;

The screenshot shows the 'TASKS' tab selected in the top navigation bar. Below the navigation bar, the breadcrumb 'You are here > Tasks List' is visible. On the left, a 'Filters' sidebar is open, showing 'Show tasks for requisitions' with a dropdown set to 'Tasks assigned to me'. Below this are checkboxes for 'Show only new or recently active' and 'Include completed tasks', and a 'Task type' dropdown set to 'All'. The main content area is titled 'Tasks (1)' and includes a filter bar: 'FILTERS > Show tasks for requisitions: Tasks assigned to me Task type: All Clear All'. Below the filter bar is a table with the following data:

Task	Relates to	Priority	Task Status	Due Date	Assignee	Comments
Approve requisition	2100132 - Consultants (John Smith) - Norms and Standards, HQ/SCI	Normal	In progress		KOCH Harald Hubertus	

### Approve Requisition

**Comment to Approvers**  
*Sent on Aug 12, 2021 at 08:07 PM by GSM Integration*  
 TCC Integration - Approval Request

**Approvals**

Order	Approver	Decision	Date & Time	Decision Comment
1	Harald Hubertus KOCH	* Pending	-	-
2	Jennifer Marie LINKINS	-	-	-
3	Consultants HQ	-	-	-
4	Joanna Jessie VOGEL	-	-	-
5	Soumya SWAMINATHAN	-	-	-

**Decision comment**

Characters remaining : 1000

Send me an email with my decision

**Requisition Details**

Requisition 2100132 - Consultants (John Smith) - Norms and Standards, HQ/SCL.pdf	Number of Openings 1	Target Start Date Aug 29, 2021
Primary Location Geneva, Switzerland	Recruiter HQ, Consultants	Hiring Manager KOCH, Harald Hubertus
Department		

Cancel
Done

Once the requisition is approved, a system-triggered email notification will be sent to the (i) Hiring Manager, (ii) Recruiter and (iii) Onboarding Support, each marking a copy to the Hiring Department Admin Resource 1 and Hiring Department Admin Resource 2 identified in the requisition.

The HR Recruiter will thereafter associate the Consultant's profile with the requisition and mark the requisition as Filled. This ends the consultant request approval process in Stellis.

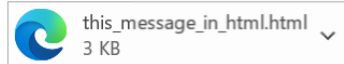
[EXT] Requisition Approved: Consultants\_HM, - 2100122



Stellis Recruitment at WHO and PAHO (Forward YOPmail) <hr-tstwho\_who.int@bounces.yopmail.com>

To Hiring Manager

Cc Hiring Department Admin Resource 1; Hiring Department Admin Resource 2



## Stellis Recruitment

Sir or Madam,

The following requisition has been approved by Jyotsna SHRIVASTAV on behalf of **APPROVER** on August 8, 2021.

**Requisition number:** 2100122

**Position title:** Consultants\_HM

**Position number:** 000000, No Position

**Grade:**

**Contractual arrangement:** External consultant

**Org location:** Switzerland>Geneva

Best regards,

Stellis System Administrator

Replies to this system-generated message are undeliverable. Please do not reply.

# HOW TO REQUEST FOR ADVERTISEMENT OF CONSULTANCIES

**Please refer first to your HR focal point for any specific procedures applicable within your Major Office, Division or Department for the advertisement of Consultants through Stellis.**

**RESPONSIBILITY:** Hiring Managers (or team assistant on their behalf) or HR Recruiters may submit a consultant requisition for advertisement through Stellis. The requisition can be posted by HR Recruiters.

1. As a pre-requisite, complete the template "[Template for Advertising Consultant Vacancies in Stellis](#)" for preparation of the job description. This will be the content displayed on the career portals.
2. Initiate a new requisition as follows:
  - a. For advertisement of job-specific consultancy select the "Consultant template".
  - b. If the requirement is to create a pool of prospective candidates for potential consultancy contracts in the future, you may instead select the "Pipeline requisition template". This facilitates sourcing of eligible candidates in order to create a pool of qualified candidates who can be offered consultant contracts.

Please note that upon completion of the selection, a new consultant requisition would be required to obtain approval for the specific consultant.

3. Fill in the requisitions fields as per usual.
4. Copy and paste the content prepared in the template mentioned in S no. 1 within the sections External and Internal Job Description and submit the requisition for approval.
5. Upon receipt of the requisition in HR, the concerned recruiter will take necessary steps to obtain approvals and post the job vacancy on the Career portals.

# HOW TO REVIEW CANDIDATES FOR ADVERTISED CONSULTANCIES

**RESPONSIBILITY:** Hiring Managers, Collaborators and HR Recruiters have access to view the profiles of candidates who applied to a consultancy job opening advertised via Stellis. Hiring Managers can only progress candidates under the HM screen step (i.e. until the Recommendation status). HR Recruiters can progress candidates throughout the selection workflow.

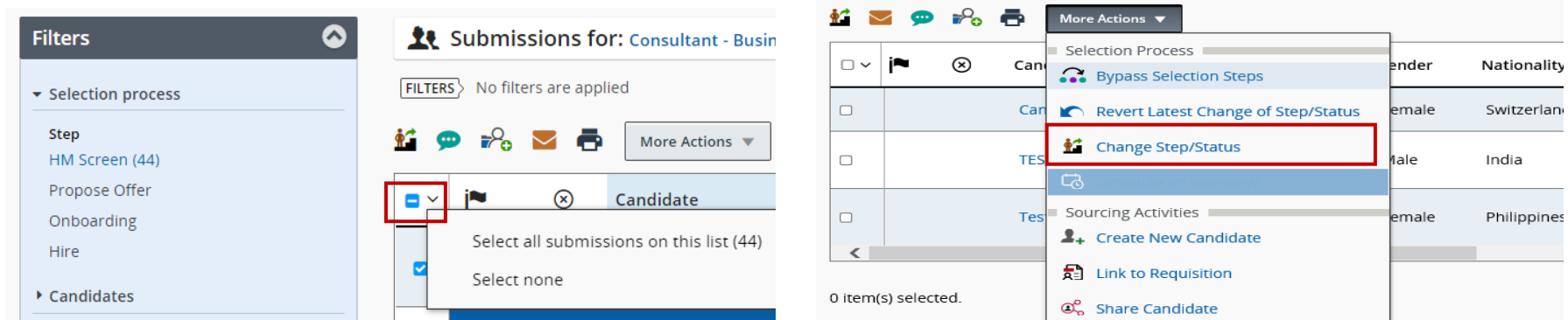
Candidates are moved through the candidate selection workflow (CSW) by progressing them between various steps and intermediate statuses.


1. Go to the requisition and view the list of candidate submissions received against the requisition.
2. Select the candidate by checking the box next to the name in the list of candidates or enter the candidate profile by clicking the name of the candidate.

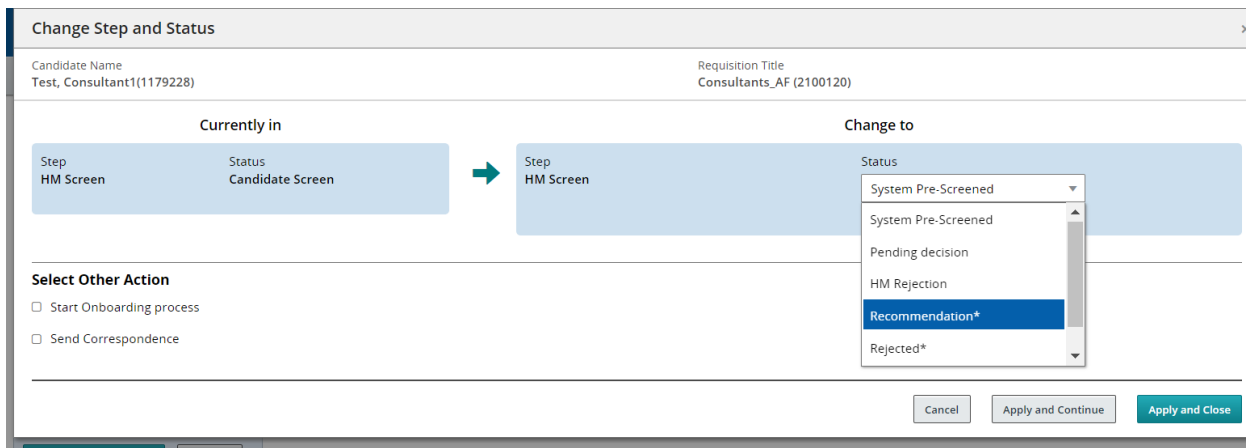
The screenshot displays the Stellis interface for reviewing candidates. On the left, a table lists submissions for 'Consultants template' (Requisition ID: 2100081). The table has columns for selection, candidate name, and actions. One candidate, 'Test, Consultant2 (1179213)', is selected. The right side shows the detailed profile for this candidate, including submission details, highlights, and personal information.

Submission	Attachments	Referral	Interviews and Evaluations	History
<b>Resume</b>				
<b>Candidate Personal Information</b>				
First Name	Family/Last Name			
Consultant2	Test			
Title	Gender			
Mrs	Female			
Civil status	Nationality			
Married	United States			
WHO geographical distribution list	Date of Birth			
A	Dec 23, 1976			

3. It is also possible to select multiple candidates across different pages to perform bulk actions. Click on either (i) the **Select All** checkbox on top of each page or (ii) click on the candidate's checkbox to select **specific candidate(s)** across the multiple pages. Once you have selected all the required candidates, then click on the required action to change step/status to perform the bulk operation.



- Click on the icon  for **Change Step/Status** in the Actions Bar or under More Actions, select **Change Step/Status**. This opens a new screen. From the available options, choose the step or status to move the candidate to:



- Click **Apply and Close**.
- To obtain approvals to hire the specific consultant, kindly initiate a new Consultant requisition along with the completed selection report and other required documentation.

**Internal Use:**

Version	Created/Updated by	Date	Comments
V1	Jyotsna Shrivastav	12 August 2021	New document
V1.1	Jyotsna Shrivastav	28 September	- Location to be selected as “Anywhere” for remote consultants (pages 17 and 18) - Steps on attaching documents (pages 27 and 28)