



STELLIS – Intern Recruitments

USER GUIDE FOR HR FOCAL POINTS

5 October 2022



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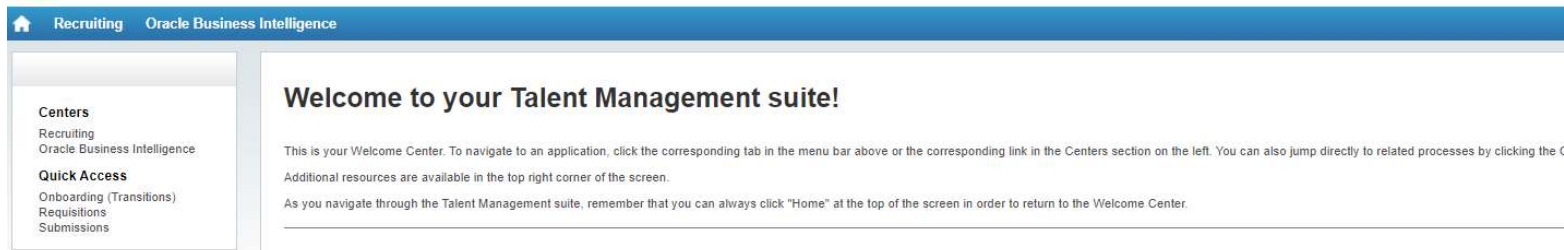
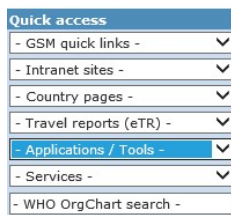
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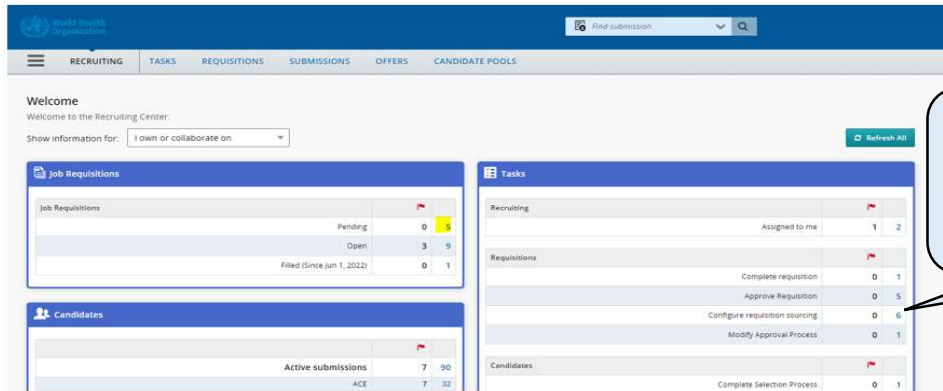
GETTING STARTED – STELLIS SECTIONS

This section provides a walkthrough of the common actions undertaken in the Recruiting Center.

Browser: Please use **Google Chrome or Microsoft Edge or Mozilla Firefox**, for Fluid Recruiting. Synergy users can download these browsers from the Software Center.

1. **Stellis Recruiting Center** - 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). Click on **Recruiting** to access the Recruiting Center





















































View the various channels, which display data on the latest statuses of the activities. You can jump to active requisitions, candidates, tasks by clicking on the blue numbers

The Core Navigation Bar provides access to specific recruiting features:



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
Reports 	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.

2. 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 candidate is in a selection process on at least one other active requisition		Indicates the disqualification questions functionality.		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)
	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				

3. eShare

eShare is an email notification received by users who are required to review or approve offers or requisitions without having to log into Stellis Recruiting.

4. Career Section

The Career Section is the candidate-facing portal of Stellis where requisitions are posted. In the Career Section, candidates can apply for a job, create a profile, refer others to the organization, and manage their accounts. Once candidates have created a general profile or submitted a job-specific application, they have access to the Career Portal Page which provides access to the candidate's general profile, completed job submissions, saved job searches, etc. There are three types of Career Sections:

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

5. 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.

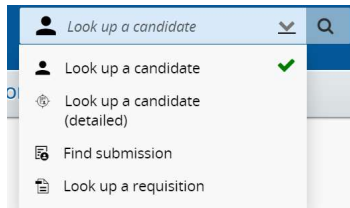
6. Reports and Analytics

You can continue to access the Reports section via Menu button located at top-left hand side of the Core Navigation bar, 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.

7. Search functionalities

The search widget provides a Lookup functionality to perform four search functions:



- 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) **Lookup a candidate:** Type the first or last name of a candidate to search for a candidate. If you are not sure what the exact name of the candidate that you are searching, type in a part of the name in combination with a so-called wildcard: '*'. For example, type in 'Con*' to search for all candidates with O'Connell as a last name.
- c) **Lookup a candidate (detailed):** This opens up a new screen. Type the first name, last name, candidate ID or email ID to look for a specific match. Filling up all the fields will help narrow down the results.

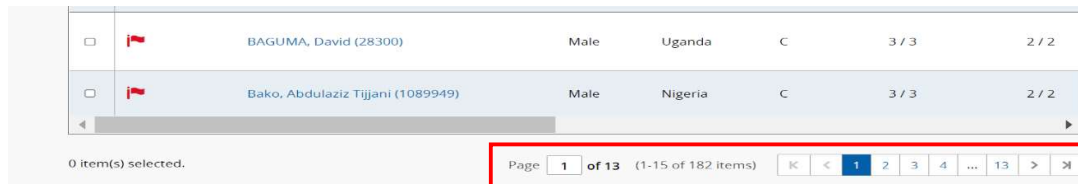
 A screenshot of a web form titled 'Lookup a candidate (detailed)'. The form has a light gray background and a close button (X) in the top right corner. It contains four input fields: 'First Name', 'Middle Name', 'Last Name', and 'Candidate ID'. Below these are two more input fields: 'Email Address (or Username)'. At the bottom right of the form are two buttons: 'Cancel' and 'Search'.

- d) **Find submission:** this search will reflect all the submissions made by the candidate. If you use the wildcard search instead of a specific name, it will reflect all submissions made by all matching candidates. It allows you to take candidate-specific actions from this list, instead of going through the requisition. For example, you can directly change the step/status for the candidate without going specifically into the requisition. Use the Filters/Advanced Filters menu on the left-hand side of the screen to filter the results as needed.

8. Navigation within lists in the Recruiting Center

The navigation buttons have been improved to reduce unnecessary clicks and make it simpler to navigate between requisition lists and candidate profiles.

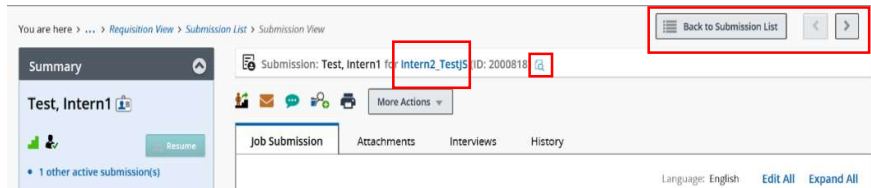
- 8.1 **Page views:** the list of requisitions display 15 items per page and list of candidate submissions display 50 items per page. Navigate between the full list of items by clicking on the page numbers. It is possible to select multiple items per page before taking the desired action.



- 8.2 Requisitions: When an item from a list of requisitions is opened, use the three buttons displayed on the top right-hand side to navigate between the requisitions:
- 8.3 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:



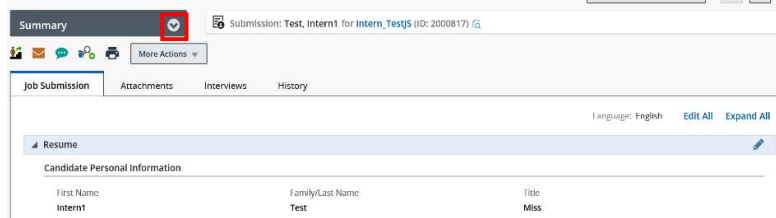
- 8.4 Thereafter clicking on the three buttons displayed on the top right-hand side will allow to shift between candidate profiles or go back to the “Submission List”, i.e. full list of candidates.
If you want to view the requisition details, click on the magnifying glass icon next to the requisition 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).



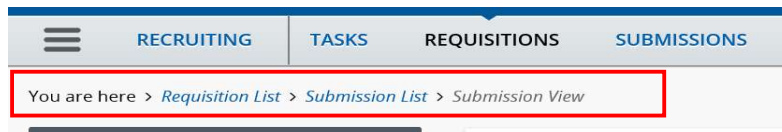
- 8.5 One can easily toggle between the Candidate Submission (vacancy specific profile) and General Profile by clicking the button provided. Irrespective of which profile is visible, clicking “Back to Submission List” will return you to the full list of candidates of the specific requisition you initially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



Clicking on the upward arrow on the Summary Header bar, expands the submission view to full page:

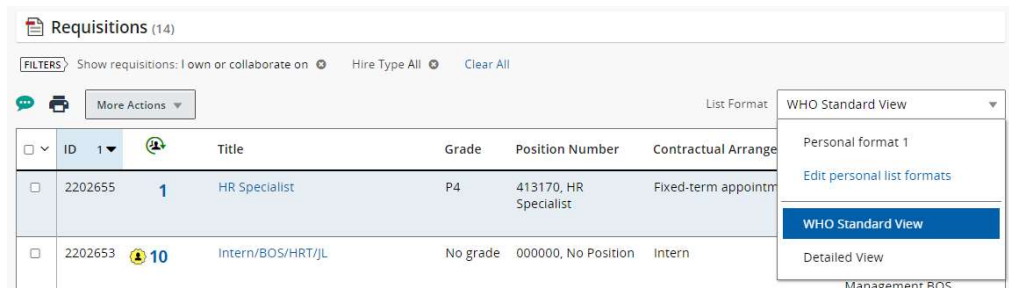


8.6 At all times, you can view the navigation path on the top of the active page and can directly click on the name of the section to navigate directly to that section:

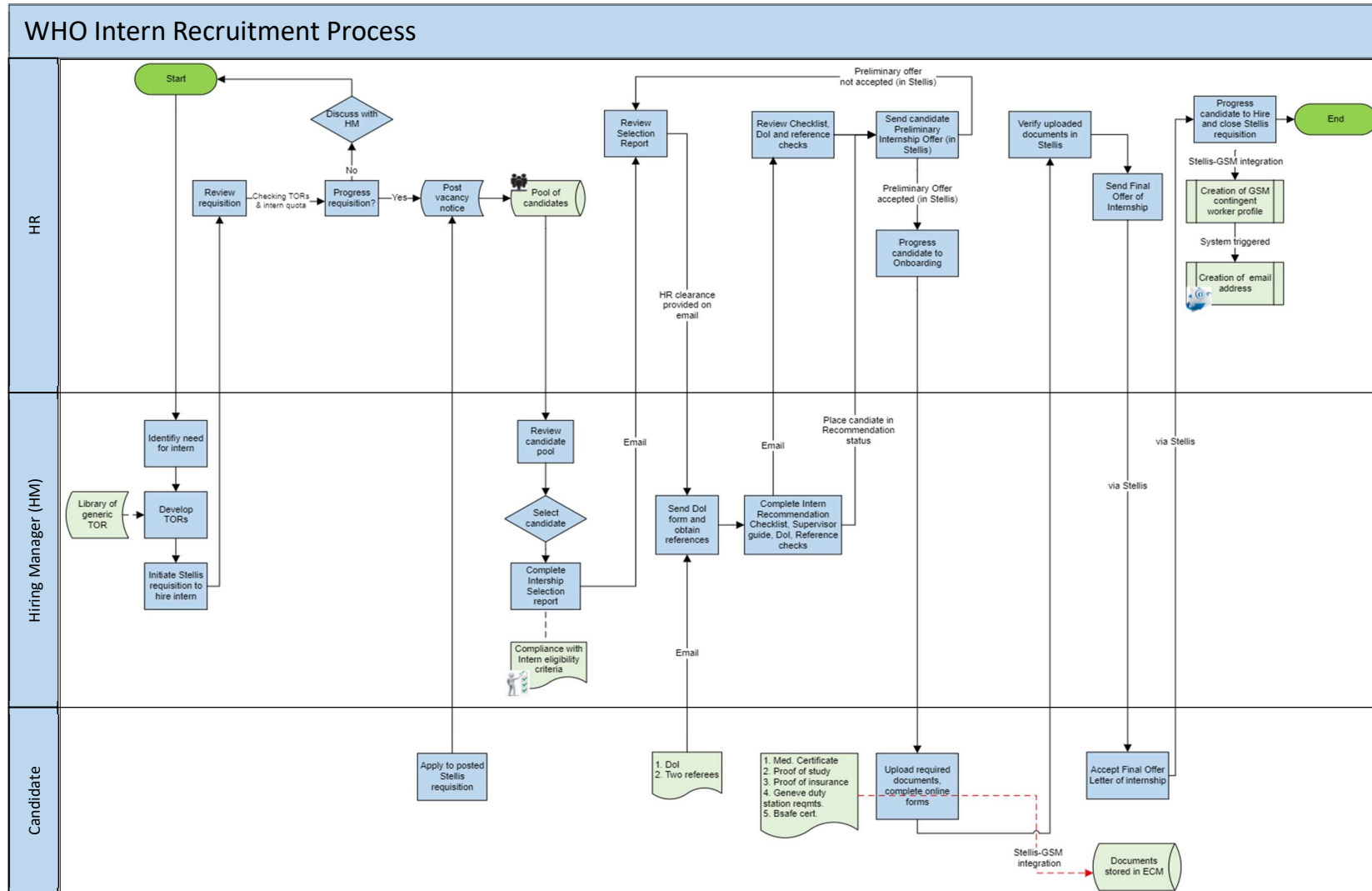


9 List formatting configuration

While the WHO Standard View presents the required information at a glance, you can edit how the columns under the Requisitions or Submissions list appear on your screen.



WHO INTERN RECRUITMENT PROCESS IN STELLIS

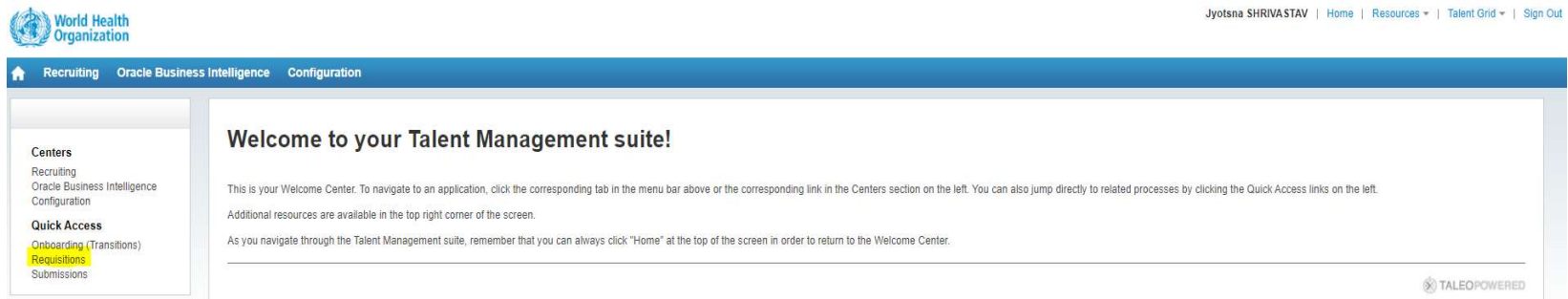


HOW TO REQUEST THE RECRUITMENT OF AN INTERN

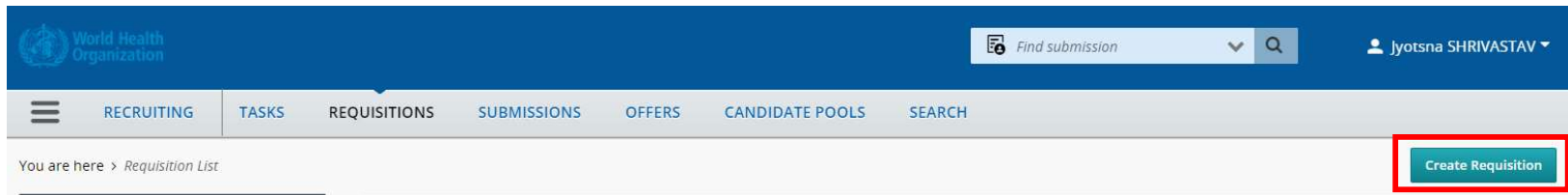
RESPONSIBILITY: To recruit an intern, a formal request should be submitted through a new requisition in Stellis. All staff can create and submit a new requisition, i.e. a Hiring Manager (or their team assistant on their behalf) or an HR Recruiter.

PRE-REQUISITE: Before creating the requisition, please ensure that you have prepared the Internship Terms of Reference (Annex 1 or Annex 2) – Template available at the eManual here: [Pages - III.16.4 Interns \(who.int\)](#)

1. Open the Stellis Recruiting Center (<https://careers.who.int/>); and at the Home Page, click on **Requisitions** as shown below:



2. On the Requisitions page, click on **Create Requisition**.




3. The requisition wizard opens on the screen. At the end of the page, click on **Next**. Select **Non-Staff Recruitment**. Click **Next**.

The screenshot shows the 'Create New Requisition - Find a template' wizard. The progress bar at the top indicates four steps: 1. Basic Information (highlighted with a red box), 2. Find Template, 3. Specify Attributes, and 4. Complete and Save. Below the progress bar, the 'Hire Type' section is visible. It includes a note: 'Please specify the hire type for the requisition you are creating. Note that this information cannot be changed once the requisition is created.' The 'Hire Type' field has three options: 'Staff Recruitment', 'Non-Staff Recruitment' (selected and highlighted with a red box), and 'Emergency Requisition - Global emergency response only'.

4. Choose the Intern template by clicking the selector icon  beside the Requisition template box.

The screenshot shows the 'Create New Requisition - Find a template' wizard. The progress bar at the top indicates four steps: 1. Basic Information (marked with a green checkmark), 2. Find Template (highlighted with a red box), 3. Specify Attributes, and 4. Complete and Save. Below the progress bar, the 'Select Template' section is visible. It includes a note: 'Select Template *'. The dropdown menu is open, showing 'Intern Template' selected. A red box highlights the selector icon (a small square with a magnifying glass) next to the dropdown.

5. Select the Organizational structure by entering the relevant acronym in the field or by clicking the selector icon  against the different fields, and using the filters to find the right value:
- Organizational unit (departments) or Organization (division or departments)
 - Location – you can insert a primary location by typing the first few letters, and the system will propose a location

The **Job Field** by default is set to **“Internships”**. Please **DO NOT CHANGE** this setting.

Department Selector x

Filters ^

- Organization
- Location
- Keyword
- Effective From
- Effective Till
- Department Name
- Department Number
- Hiring Manager
- Recruiter

614 Departments are available Select Department to proceed

FILTERS No filters are applied

Department Number	Department Name	Hiring Manager	Organization	Location	Status	Action
957	AF_AGO Angola		AF_AGO Angola		Active	Select
10681	AF/IARD Assistant Regional Director		AF/IARD Assistant Regional Director		Active	Select
1124	AF/IATM Prevention & Control of Aids, Tuberculosis & Malaria		AF/IATM Prevention & Control of Aids, Tuberculosis & Malaria		Active	Select
961	AF_BDI Burundi		AF_BDI Burundi		Active	Select
1063	AF_BEN Benin		AF_BEN Benin		Active	Select
1067	AF_BFA Burkina Faso		AF_BFA Burkina Faso		Active	Select
998	AF_BWA Botswana		AF_BWA Botswana		Active	Select
965	AF_CAF Central African Republic		AF_CAF Central African Republic		Active	Select
8706	AF/CDS - Communicable Diseases		AF/CDS - Communicable Diseases		Active	Select
1071	AF_CIV Cote D'Ivoire		AF_CIV Cote D'Ivoire		Active	Select
968	AF_CMR Cameroon		AF_CMR Cameroon		Active	Select
971	AF_COD Democratic Republic of Congo		AF_COD Democratic Republic of Congo		Active	Select
974	AF_COG Congo, Republic of		AF_COG Congo, Republic of		Active	Select
1001	AF_COM Comoros		AF_COM Comoros		Active	Select
1075	AF_CPV Cape Verde		AF_CPV Cape Verde		Active	Select

Page **1** of 41 (1-15 of 614 items)

You are here > [Requisition List](#) > [Create Requisition](#)

Create New Requisition - Find a template

✓
 Basic Information

✓
 Find Template

3
Specify Attributes

4
 Complete and Save

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
Intern Template

Job Field

Organizational Unit

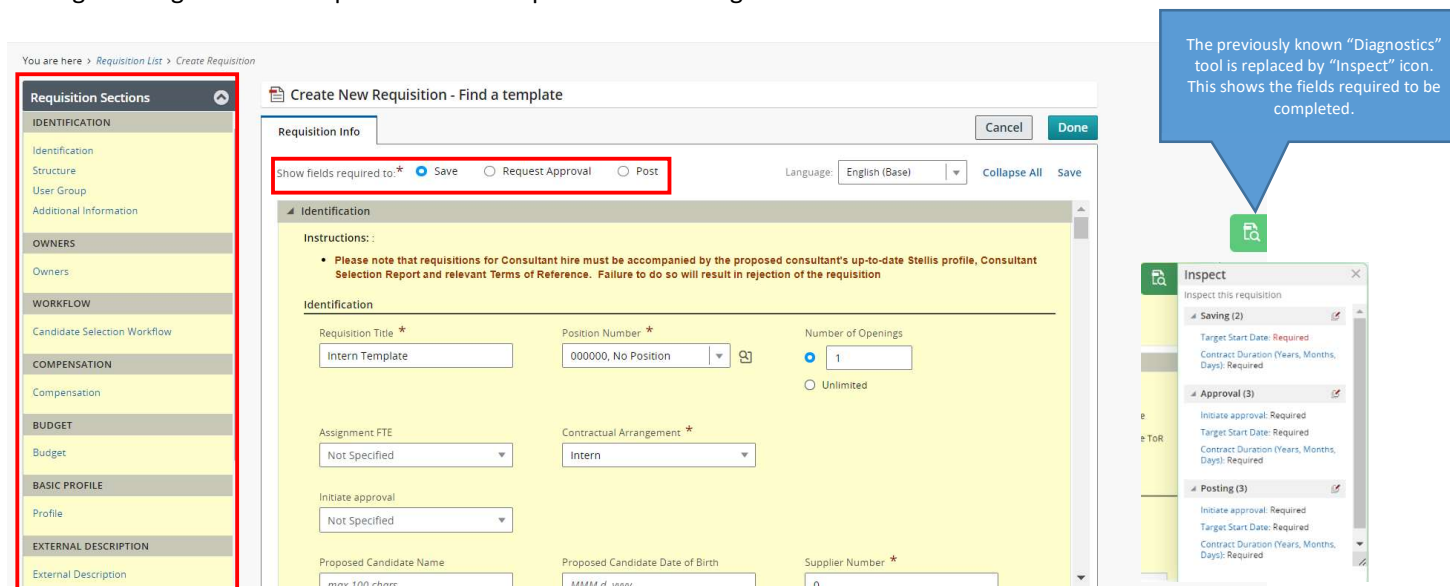
Organization

Location

0 Other Locations are selected

Once the values are selected, click **Next**

6. The draft requisition template will be generated in edit mode for entering the relevant details. Once the form opens, the sections under edit mode appear coloured yellow and once saved, sections appear will return to white colour.
7. 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 the minimum fields required to complete the chosen action.
8. 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 a specific section header (except identification) opens the specific section for editing instead of opening the entire requisition for editing. Clicking Edit All will open the entire requisition for editing.



9. In the Identification section, the requisition title will be reflected as **Intern Template** by default. It must be changed according to the following naming convention: **Internship - Area of work/Division or WCO/Dept.** For example, Internship – Adolescent Health/UHL/MCA or Internship – Adolescent Health/WCO Indonesia.

10. The position number is defaulted to “**No position**”. Please do not change this setting.
11. The number of openings is set to 1. If you intend to engage more than one intern, please change it to a specific number or “Unlimited”

The screenshot shows a form titled "Identification" with the following fields and their values:

- Requisition Title ***: Intern Template
- Position Number ***: 000000, No Position
- Number of Openings**: 1 (radio button selected, "Unlimited" is unselected)
- Assignment FTE**: Not Specified
- Contractual Arrangement ***: Intern
- Initiate approval**: Not Specified
- Proposed Candidate Name**: max 100 chars
- Proposed Candidate Date of Birth**: MMM d. yyyy
- Supplier Number ***: 0
- Previous or Current Incumbent**: max 100 chars
- Travel provided by WHO on appointment**: Not Specified
- Hiring Department Admin Resource 1 ***: [Empty dropdown]
- Hiring Department Admin Resource 2 ***: [Empty dropdown]

Additional text in the form includes: "In identifying the above candidate, I confirm that gender balance and geographical diversity have been considered" and "Please enter GSM Supplier ID if the candidate has previously been hired as a WHO consultant, otherwise enter 0".

12. The Contractual Arrangement is defaulted to Intern. Please do not change this setting.
13. The field Supplier Number appears here since the template is similar to the one used for engaging individual Consultants. It is defaulted to “0” and does not need to be changed. The **Proposed Candidate Name** field can only be used for certain circumstances (approved by HR). Candidates cannot be pre-selected for a WHO internship. Please **do not** indicate a candidate here.
14. Indicate the name(s) of the administrative team member(s) in the hiring unit who need to be copied in the system-triggered notifications sent through Stellis and track the requisition under “**Hiring Department Admin Resource 1**” and “**Hiring Department Admin Resource 2**”. Please also remember to add these persons as Collaborators as shown under S. No. 26.

15. The Initiate Approval field should be set to “Request Approval” to trigger the approval workflow for the requisition once it is complete. If you wish to save the draft to review later, leave this field as “Not Specified”, so that approval of the requisition is not accidentally triggered once the requisition is saved and closed.
16. Following section contains several fields related to Consultant recruitment. They have been defaulted to N/A in the Intern requisition template. Please do not change this.
17. The next section outlines the following internship assignment related fields:
 - a. **Internship Area of Work** – type in first few letters to view proposed suggestions or choose the appropriate value through the selector icon. This can also help the HR Focal Point for Internships to filter the pool of candidates to search for candidates who have expressed an interest in the area of work you have indicated. There are 103 values to choose from. Candidates will also be able to select their preferred areas of work from the same list of values.
 - b. **Internship – Description of duties;** and
 - c. **Internship – Learning Objectives**

There is already a sample text reflected by default in both fields. These can be replaced with the specific content as under your Terms of Reference (Annex 1 or Annex 2). Note that text from both these fields will be finally reflected in the Internship offer letter to the Candidate.

For Internships Only

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

Human resources mana... ▾

Internship - Description of duties *

Under direct supervision, the intern will support the delivery of activities related to the area of work as follows:

- Review literature and conduct literature surveys
- Undertake web research and data collection on specific subject area
- Organize data and documents
- Participate in the development of tools and guidelines

Internship - Learning objectives *

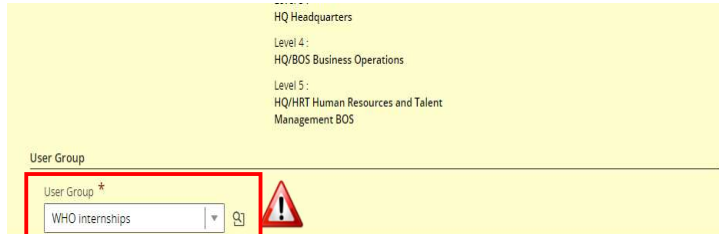
Under direct supervision, the intern will support the delivery of activities related to the area of work as follows:

- Know how to conduct and review literature surveys
- Know how to assemble data and prepare an comprehensive analysis
- Prepare background documents for meetings
- Prepare a project plan for an event
- Develop the outline of a document

Structure

18. The structure section of Section 1 of the requisition reflects the organizational structure selections made when creating the requisition. Please check that this is reflected at minimum Level 4. If not, you may edit this by clicking on “Modify Structure”. Please note that an incorrect/incomplete structure will impact the approval workflow.

19. It is **very important** the default **user group WHO internships** is not changed



The screenshot shows a form with a yellow background. At the top, there is a list of organizational levels: "HQ Headquarters", "Level 4: HQ/BOS Business Operations", and "Level 5: HQ/HRT Human Resources and Talent Management BOS". Below this list is a section titled "User Group" with a horizontal line. Underneath the line is a dropdown menu labeled "User Group *" with "WHO Internships" selected. To the right of the dropdown is a red warning triangle icon.

20. Under **Additional information**, the default sourcing option is already set to “Intern global call for registration (Vacancy notice)”. No need to change this value.

21. Section No. 2 of the requisition shows the **Owners**.

- a. Whoever is initiating the requisition will automatically be shown in the Recruiter field. This name will be updated during an integration with that of the relevant HR Internship team tasked to move your request forward.
- b. Please always indicate the name of the **Hiring Manager** (first-level supervisor)
- c. Under **Collaborators**, add names of additional staff members who should be able to view the requisition. Collaborators cannot take actions within the requisition, but will have full visibility on the specific requisition. If you are initiating the requisition on behalf of the Hiring Manager, then it is important that **you include yourself as a Collaborator**, to be able to track the requisition after the approval is submitted. Otherwise, once your name is replaced under Recruiter, you will not be able to access 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: Jyotsna SHRIVASTAV

Hiring Manager: *

Collaborators

[Add Collaborators](#)

First Name	Last Name	Email	Title
No Collaborators have been selected. Please click 'Add Collaborators' to add collaborators.			

Add Collaborators

Please select the collaborators for this requisition (30 max).

Filters ✓

Frequent Collaborators

Keyword: jyotsna

User Group: All

Department:

Name:

Job Title:

Email Address:

Employee ID:

[Apply Filters](#) [Clear All](#)

1 Potential Collaborators are available

All (1) Selected (1)

Select all across pages

First Name	Last Name	Email
<input checked="" type="checkbox"/>	Jyotsna	SHRIVASTAV
		shrivastav@jyopmail.com

Page: 1 of 1 (1 of 1 items)

[Cancel](#) [Add Collaborators](#)

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. Click Add Collaborators to save and exit. 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.

22. Section No. 3 shows the relevant candidate **workflow**. It is defaulted to Intern Recruitment Workflow

Workflow

Candidate Selection Workflow

Candidate Selection Workflow

Intern Recruitment Workflow

23. Section No. 4 Compensation is **not applicable to internships**. Please do not amend the default values, N/A, here.
24. It is mandatory to provide the PTAE0 for Internships under Section No. 5 **Budget**, since this PTAE0 will be charged to provide funds for living allowance; and lunch vouchers or lunch lump sum.

Budget

Instructions: : A PTAE0 is a mandatory requirement for 1. staff on a 60 days or less contract, and 2. internships. Failure to include a PTAE0 in either of these cases will result in rejection of the requisition.

Budget

PTAE0 distribution * PTAE0 currency *

Not Specified []

PTAE0 1

Project, Task and Award * Organization *

[] []

PTAE0 2

Project, Task and Award * Organization *

N/A N/A

25. Under Section No. 6 **Basic Profile**, enter (a) the Target start date and end date of the internship; and (b) the duration of the proposed internship (minimum 6 weeks and maximum 24 weeks), using the format: **numerical weeks and/or numerical days**, for example, **8 weeks, 10 days**. Do not change the values under Employee status, or Job Type.
26. Under Section No. 7 **External Description – No classified position exists** and Section No. 8 **Internal Description – No classified position exists**, the hiring unit is not expected to enter any details. Instead, the duly completed Internship Terms of Reference (Annex 1 or Annex 2) should be attached to the requisition for HR’s review.

HR Internship Focal Point: Once the requisition is received by HR Internship focal point, they will enter the text as per the Internship TORs (Annex 1 or Annex 2) prior to advertising the internship. HR focal points should refer to the guide [How to format a job posting without GSM pd extraction.pdf](#) for support on formatting text under these fields.

27. Section 9 **Pre Screening** shows the mandatory pre-screening questions asked of all WHO applicants. It is not possible to modify these questions. In addition, candidates will be asked to respond to internship-specific screening questions when applying to the posted internship opportunities. These

will be created/edited by the relevant HR focal for internships. **Please do not edit this section.** The internship Job Specific questions are present by default.

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	○ 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	○ To Be Verified
		No	✔ The Candidate Passes
3	Do you smoke or use tobacco products?	Yes	○ 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	○ 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	○ 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	○ To Be Verified
		With reservations Explanation : Please indicate why	○ To Be Verified
		N/A	✔ The Candidate Passes

Job Specific Questions (For HR Use Only)						
This requisition uses 0 of the 0 questions from the corresponding prescreening model.						
Reorder						
<input type="checkbox"/>	Order	Question	Answer	Required	Asset	N/A
<input type="checkbox"/>	1	Are you enrolled in a course of study at a university or equivalent institution leading to a formal qualification? (Please note that applicants who have already graduated may also qualify provided that they apply to the internship no later than six months after graduation.) Single Answer	Yes	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
			No	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
<input type="checkbox"/>	2	Are you at least twenty years of age on the date of application? Single Answer	Yes	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
			No	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
<input type="checkbox"/>	3	Have you completed the equivalent of three years of full-time studies at a university or equivalent institution? Single Answer	Yes	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
			No	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
<input type="checkbox"/>	4	Have you previously participated in WHO's Internship/Volunteer Programme? Single Answer	Yes	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
			No	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
<input type="checkbox"/>	5	Are you fluent in at least one of WHO's working languages (Arabic, Chinese, English, French, Spanish, Russian)? Single Answer	Yes	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
			No	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
<input type="checkbox"/>	6	Do you hold a valid passport of a WHO Member State? A list of WHO Member States can be found at http://www.who.int/countries/en/ Single Answer	Yes	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
			No	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
<input type="checkbox"/>	7	Are you available for an internship of a minimum of 6 weeks and a maximum of 24 weeks? Single Answer	Yes	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
			No	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

HR Internship Focal Point: If required, you may create additional job screening questions.

28. When all the mandatory fields (marked with *****) have been completed, you can **save** the requisition.
29. Since you also need to attach the Internship Terms of Reference (Annex 1 or Annex 2) before submitting the requisition for approval, scroll up to the Identification section and ensure that the field **Initiate Approval** is set to **'Not specified'**. Then click on **Done** to save and close the requisition.

Create New Requisition - Find a template

Requisition Info Cancel Done

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

Identification

Instructions:

- Please note that requisitions for Consultant hire must be accompanied by the proposed consultant's up-to-date Stellis profile, Consultant Selection Report and relevant Terms of Reference. Failure to do so will result in rejection of the requisition.

Identification

Requisition Title * Intern Template Position Number * 000000, No Position Number of Openings 1 Unlimited

Assignment FTE Not Specified Contractual Arrangement * Intern

Initiate approval Not Specified

30. Now, the requisition will appear as in Draft status and you will be able to access the tab Attachments. Upload the 'Internship Terms of Reference' (Annex 1 or 2) as a Word document in the Attachment tab in Stellis. Note that after a requisition's status changes to 'pending for approval' or 'approved', only the HR focal point will be able to edit the requisition and replace any documents attached to the requisition.

Status: Draft

Latest Action: Requisition Created
Hired Candidate(s): 0 out of 1

Active Candidates: 0 New candidates: 0

More Actions

Requisition Info **Attachments** Interviews and Evaluations History

Attachment(s) for this requisition | Upload Attachment

There are no files attached to this requisition

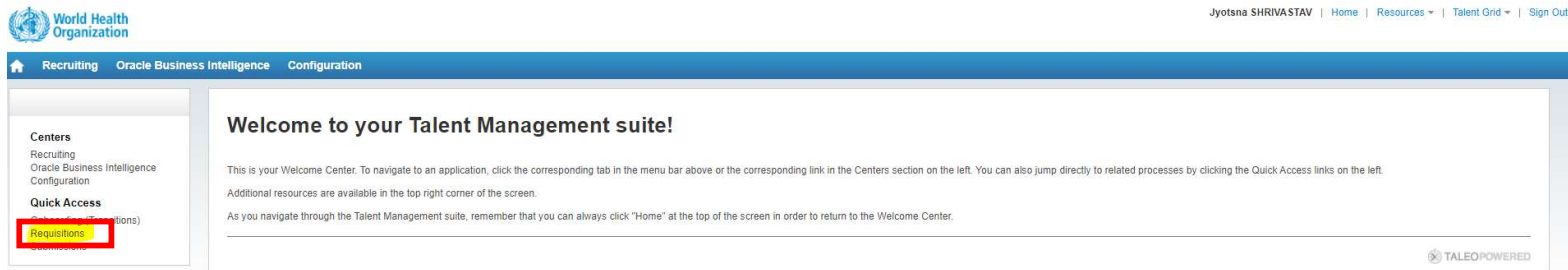
31. Once you are ready to submit the requisition, edit the requisition to ensure that the **Request Approval** option is selected under the field Initiate Approval and click Done. Once submitted, the requisition will show the status as "Draft" until the scheduled integrations have been completed.
32. After the requisition is submitted successfully, 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:
- The field entitled Recruiter in Section 2 of the requisition will reflect the relevant generic HR Internship focal point ID.
 - An **Approvals** tab is added to the requisition.



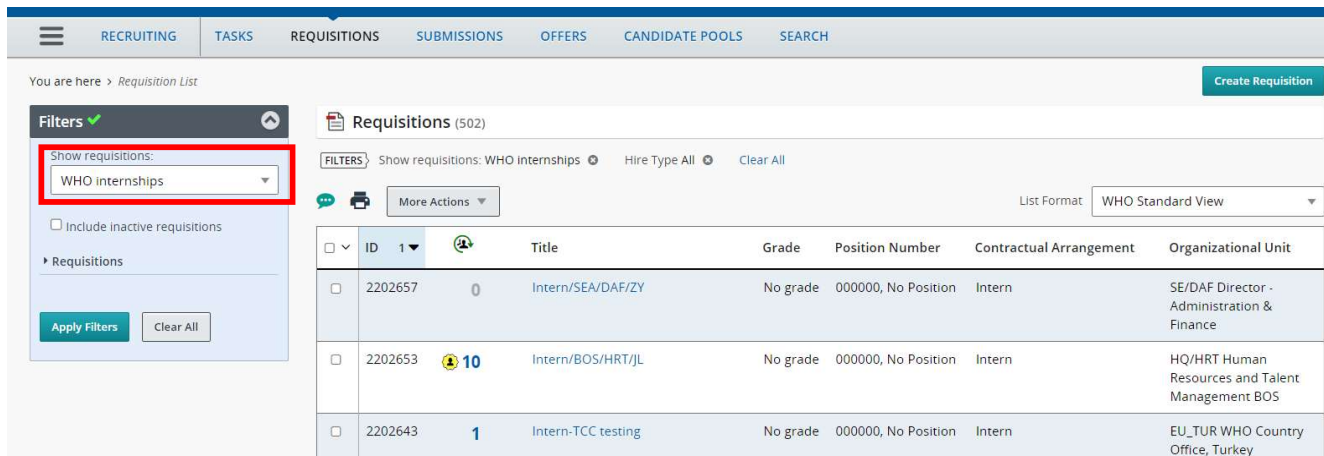
- c. Once the integrations are completed, the Hiring Manager will receive a system-triggered email ([Image 1](#)) asking them to approve the requisition. From the body of the email, the Hiring Manager clicks on **Respond** and opts to **Approve** or **Reject** the requisition.
33. Once the requisition is approved by the Hiring Manager, the HR Focal Point for Internships will receive a system-triggered notification alerting them that the requisition awaits action. If any corrections or clarifications are needed, the HR Focal Point will contact the Admin Support and the Hiring Manager. Once the requisition is approved, another system-triggered communication will be sent to the Hiring Manager confirming that the requisition has been approved ([Image 2](#))

HR FOCAL POINT: HOW TO RESPOND TO A REQUEST FOR AN INTERN

1. A system-triggered notification alerts the HR Focal Point for Internships that a request to recruit an intern has been submitted for that particular major office. The email is received in the generic email account set up specifically for intern recruitment. The requisition may be accessed using the “Respond” button in the communication or by directly accessing the Stellis recruiting center.



2. To quickly access requisitions that are relevant to you, it is advised to use the Quick Filters on the left side of your screen.



3. Click on the relevant requisition and review the content, particularly the Area of Work, Learning Objectives and Learning Outcomes. Under the Approvals tab of the requisition, opt to reject or approve the requisition.
4. It is **important** to edit the requisition, and **enter** your own name in the Recruiter field in Section 2 (Owners) of the requisition, as a first step whenever you begin reviewing the requisition. This replaces the generic intern recruiter name and will reflect the requisition in your own account’s active Requisitions list.
5. It is **important** to review that the fields in the requisition reflect the correct values. Pay particular attention to:
 - a. Number of openings – this impacts the number of offers and onboardings which can be managed through the requisition
 - b. Sourcing option – should only reflect “Intern global call for registration (Vacancy notice)”
 - c. PTAE0 values – verify the validity of the PTAE0 via GSM, if necessary. There is no automated funds check verification with GSM.
6. The Approvals tab will show you the earlier approval of the Hiring Manager, including date stamp. To approve, click on **Modify Approval Process**, select Approve from the drop-down menu. It will show your name as approving on behalf of, for example, SEARO internships. The example below shows where the WHO System Admin approved on behalf of the Hiring Manager.



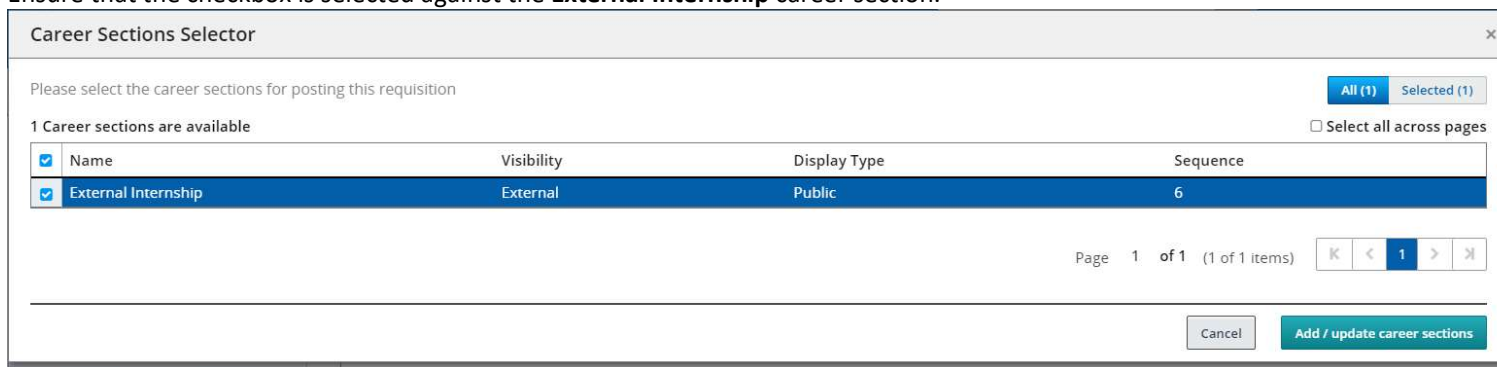
7. After HR has completed the review of the requisition and approved the same, a system-triggered notification “Requisition Approved” (Image 2) will be sent to the Hiring Manager, with copies to the Hiring Department Admin Resource 1 and 2.
8. At this stage, the requisition is ready to be advertised. HR Internship focal points should review the content under the external and internal job description fields and create additional job-screening questions if required.

9. To post the requisition at the internship portal, please proceed as follows:

a. Under the tab Sourcing, click on 'Add career sections'



b. Ensure that the checkbox is selected against the **External Internship** career section.



- c. The job posting start date is defaulted to Today. Add the job posting end date (minimum 3 weeks). Click **Add/update career section**
- d. Note that the system automatically identifies matching candidates who may have registered to receive internship related job-alert notifications. Keep this checkbox ticked in the event that you wish to send automatic invitations at the same time the job is posted. You can also manually invite candidate after the job has been posted (see step e.).
- e. A system-triggered notification will be sent to the hiring unit and recruiter, as soon as the job is posted (Image 3) and again upon expiration of the job posting (Image 4).

Career Sections
Manage career sections and posting schedules for this requisition

[Add](#) Select all across pages

Career Section	Posting Status and Schedule (UTC +2:00)
<input checked="" type="checkbox"/> External Internship External Public	Status : To be posted Post from: Today Post to: Oct 12, 2022

Mark as Urgent

Automatically invite when posting starts: 2 matching candidate(s)

Page 1 of 1 (1 of 1 items) < >

[Cancel](#) [Save and apply](#)

[Job Boards](#)

- f. Note the status of the posting is reflected as **Posted**. If you did not opt to send automatic invitations or wish to invite potential new candidates after the job was posted click on **Send Invite** as shown below

Career Sections
The list below contains the list of career sections along with their posting status for this requisition. Please click "Modify" to make necessary changes

[Modify](#)

Career Section	Posting Status and Schedule (UTC +2:00)
External Internship External Public	Status : Posted Post from - Sep 27, 2022, 6:18:59 PM Post to - Oct 12, 2022, 11:59:00 PM

Note: Matching candidates will automatically be invited to apply. Click Modify to change this behavior.

Page 1 of 1 (1 of 1 items) < >

[Job Boards](#)

[Staffing Agents](#)

Invite Matching Candidates Automatic invitations sent

[Invitation Parameters](#)

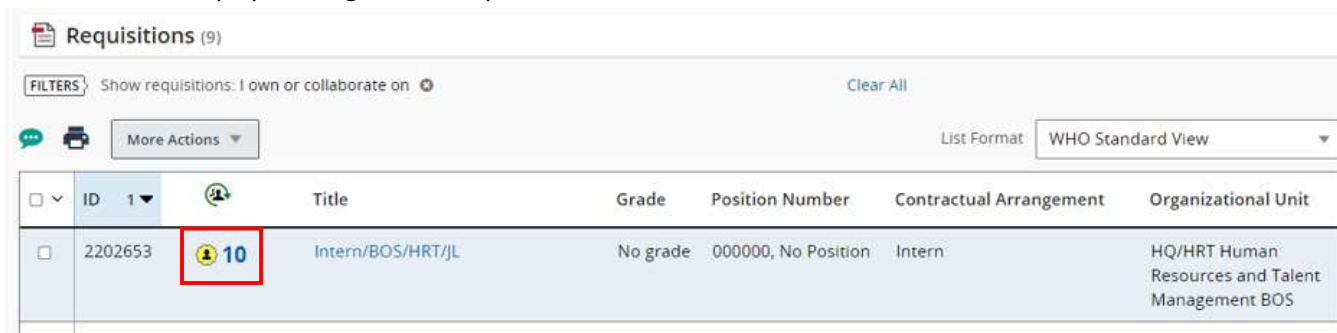
If you click 'Send Invite', a job posting notification will be sent to 2 external candidates inviting them to apply on this requisition. These candidates were found to match this requisition according to default matching criteria (and have not been notified of this job posting).

[Send Invite \(2 candidates\)](#)

HOW TO REVIEW APPLICATIONS AND SELECT AN INTERN

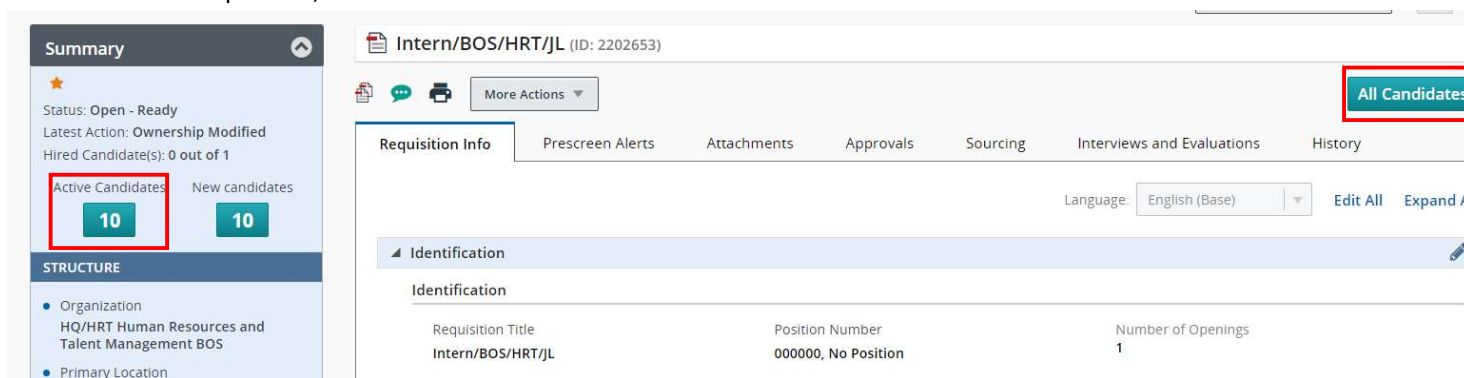
Responsibility: Hiring Manager

1. Once you have received an email communication informing you that the internship has been posted, you may review the pool of candidates who successfully applied to the internship. Please access your Stellis account and click on the relevant requisition. You will already see that the number of candidates is displayed alongside the requisition title.



ID	Title	Grade	Position Number	Contractual Arrangement	Organizational Unit
2202653	Intern/BOS/HRT/JL	No grade	000000, No Position	Intern	HQ/HRT Human Resources and Talent Management BOS

2. From within the requisition, click on the number of candidates to reveal the full list.



Summary

Status: Open - Ready
Latest Action: Ownership Modified
Hired Candidate(s): 0 out of 1

Active Candidates: 10
New candidates: 10

Organization: HQ/HRT Human Resources and Talent Management BOS
Primary Location

Intern/BOS/HRT/JL (ID: 2202653)

All Candidates

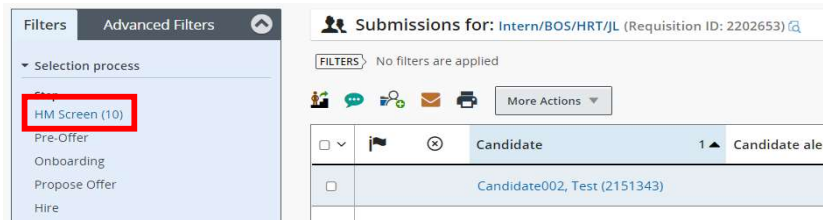
Requisition Info | Prescreen Alerts | Attachments | Approvals | Sourcing | Interviews and Evaluations | History

Language: English (Base) | Edit All | Expand All

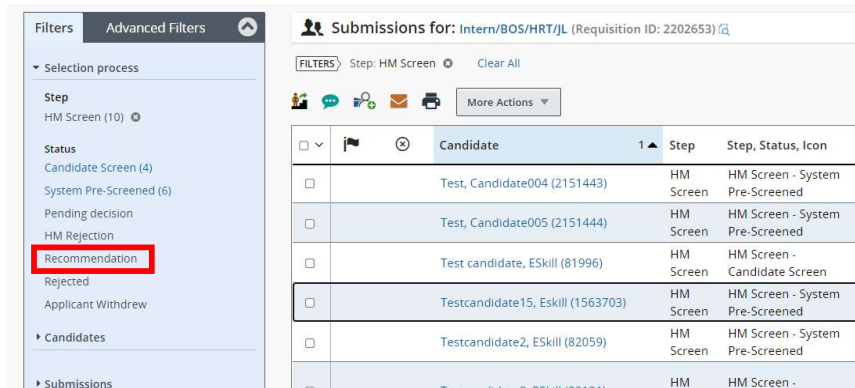
Identification

Requisition Title	Position Number	Number of Openings
Intern/BOS/HRT/JL	000000, No Position	1

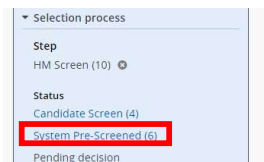
3. The candidates are currently in the step called **HM Screen**



4. If you click on **HM Screen**, it will reveal the different statuses that exist within the HM Screen step. The objective is to ultimately progress one candidate to the status entitled **Recommendation**.



5. You are required to review the candidates who have progressed to the **System Pre-Screened** status. This means that the candidates have favourably answered all of the screening questions associated with the WHO global call for internship registration.



6. You can review the full profile of each candidate by clicking directly on the candidate’s name in the list display.
7. At the outset, your attention is drawn to **two important features** which may determine a candidate’s eligibility and suitability to work with WHO:

Submissions for: Intern/BOS/HRT/JL (Requisition ID: 2202653)

FILTERS No filters are applied

More Actions

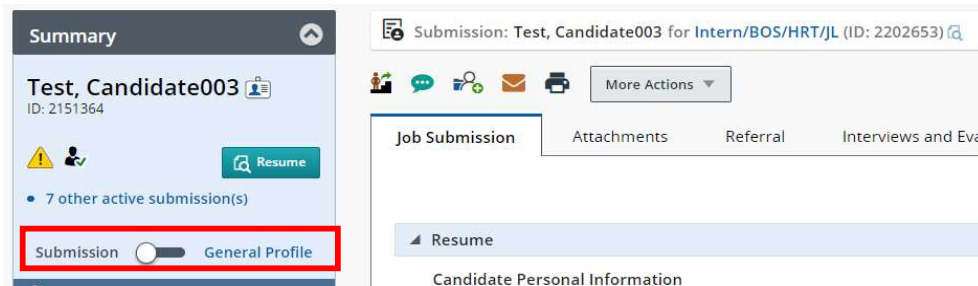
<input type="checkbox"/>			Candidate	Candidate alert	Step	Step, Statu
<input type="checkbox"/>			Testcandidate2, Eskill (82059)	Yes	HM Screen	HM Screen Pre-Screen
<input type="checkbox"/>			Testcandidate15, Eskill (1563703)		HM Screen	HM Screen Pre-Screen
<input type="checkbox"/>			Candidate8, Eskilltest (155534)		HM Screen	HM Screen Candidate
<input type="checkbox"/>			Test, Candidate003 (2151364)		HM Screen	HM Screen Pre-Screen
<input type="checkbox"/>			Test candidate, Eskill (81996)		HM	HM Screen

- a. Where a ‘Candidate alert’ value ‘Yes’ appears against a candidate’s name, it signals that there may be restrictions against hiring such a candidate under any WHO contractual mechanism. You can view the instructions indicated under the **Basic Profile** section of the candidate’s job submission and contact your HR focal point for further guidance.

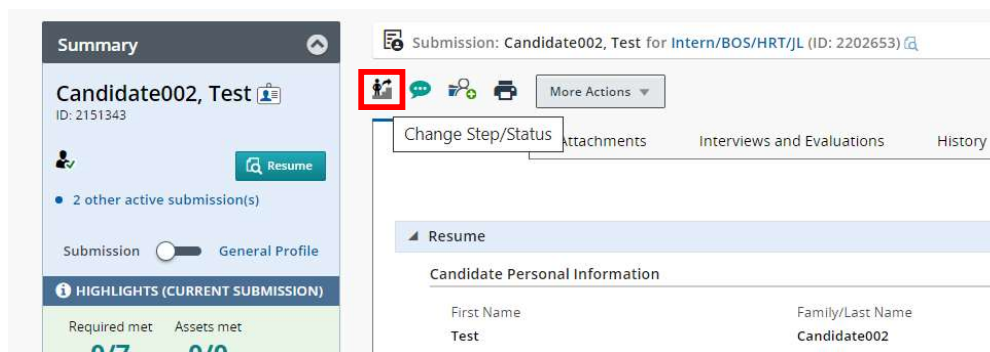
Basic Profile

Employee Status Fixed Term, Temporary, Consultant	Job Level General Services, Professional, Consultant	Job Type Staff, Intern, Special Service Agreement (SSA), Consultant
Schedule Full-time, On Call	Have you previously worked with WHO No	Candidate alert Yes
Candidate alert comments Do not hire without prior consultation with HRT. Please contact ABC (abc@who.int), HQ/HRT for further details.		

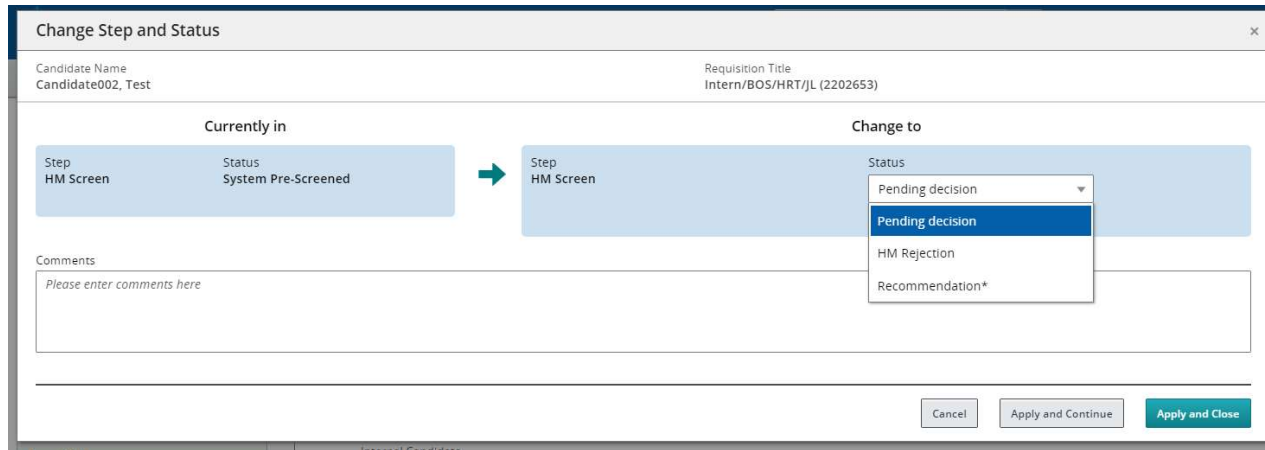
- b. Where an icon featuring a yellow triangle with an exclamation mark appears next to a candidate's name, it signals that at least one of WHO's mandatory eligibility questions was answered by the candidate in a way that requires verification. The eligibility questions refer to family members employed by WHO, smoking, previous disciplinary proceedings, etc.) and are not necessarily a basis for disqualification. You can view the candidate's responses to WHO's general eligibility questions, by clicking on the toggle button as shown below, which will take you to the candidate's general profile and the questions and answers will be displayed in Section 3 of the profile.



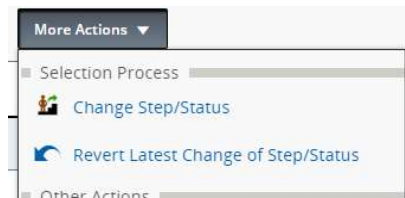
8. Once you have reviewed a candidate's profile, you can select to either Reject or progress the final shortlisted candidates to **"Pending decision"** status by **Changing their Step/Status** as indicated below. The Pending decision status allows HR to identify and review the final shortlisted candidates for the HR review.
- a. Click on the Change Step/Status icon (*Tip: hovering over an icon reveals the action involved). You can also find this action under the button labelled 'More Actions'.



- b. A new window opens up wherein under the Status, you can select to signify your rejection or place candidates under **Pending decision**. The final shortlisted candidate must meet all of the criteria for a WHO internship. Click Apply and Close to exit.



- c. Should you wish to undo the step/status change, you can revert the latest change from under More Actions



9. You can easily navigate to the next candidate's profile using the navigation buttons (arrows) or return to the full list of submissions:



10. You can also change the status of candidates in bulk, after having reviewed their profiles. Tick one checkbox at a time (this highlights the selected candidate's row), or the box/arrow in the header to select the candidates. Then click the **Change step/status icon** as mentioned above.

Submissions for: Intern/BOS/HRT/JL (Requisition ID: 2202653)

FILTERS Step: HM Screen System Pre-Screened Clear All

More Actions List Format WH

	Candidate	Step	Step, Status, Icon	Requirements
<input checked="" type="checkbox"/>	Test, Candidate003 (2151364)	HM Screen	HM Screen - System Pre-Screened	0 / 7
<input checked="" type="checkbox"/>	Test, Candidate004 (2151443)	HM Screen	HM Screen - System Pre-Screened	0 / 7
<input checked="" type="checkbox"/>	Test, Candidate005 (2151444)	HM Screen	HM Screen - System Pre-Screened	0 / 7
<input type="checkbox"/>	Testcandidate15, Eskill (1563703)	HM Screen	HM Screen - System Pre-Screened	0 / 7
<input type="checkbox"/>	Testcandidate2, Eskill (82059)	HM Screen	HM Screen - System Pre-Screened	7 / 7

11. Once you have moved the candidate(s) into the Pending decision status in Stellis, you are required to complete an **Internship Selection Report** and send it by email to the HR Focal Point for Internships. Please include the requisition number and the name of the 1st candidate proposed for recommendation in the email heading, and also name the selection report accordingly.
12. Once the HR Focal Point for Internships has cleared the report, you will be requested to complete the reference checks for the first selected candidate and send to HR (by email) the following duly completed documents: **Intern Recommendation Checklist, Supervisor Guide, Declaration of Interests (DOI) and two reference checks**. Please refer to SOPs for more details and the templates, which are available at the eManual: [Pages - III.16.4 Interns \(who.int\)](#)
13. HR focal point will now complete the review of the proposed candidate(s) and completed documentation.
14. Once the HR confirmation is received, hiring unit can proceed to change the step/status of the recommended candidate to status **Recommendation** as mentioned above in para 8b. At this stage, a system-triggered notification will be sent to the Recruiter informing them that a candidate has been recommended (Image 5)

HR FOCAL POINT: HOW TO SEND A PRELIMINARY OFFER TO A PROPOSED INTERN

1. Upon receipt of the completed **Intern Recommendation Checklist, Supervisor Guide, Declaration of Interests (DOI) and two references** (by email), you must upload these documents to the requisition under the tab Attachments.
2. Upon receipt of the system-triggered notification confirming the “Recommended” candidates, navigate to the candidates list under the requisition. Click on the HM Screen step and then on the Recommendation status. Checkmark the recommended candidate profile and then from under More Action, select **Bypass selection steps**, as shown below.

Submissions for: Intern/BOS/HRT/JL (Requisition ID: 2202653)

FILTERS Step: HM Screen Recommendation Clear All

List Format WHO Standard View

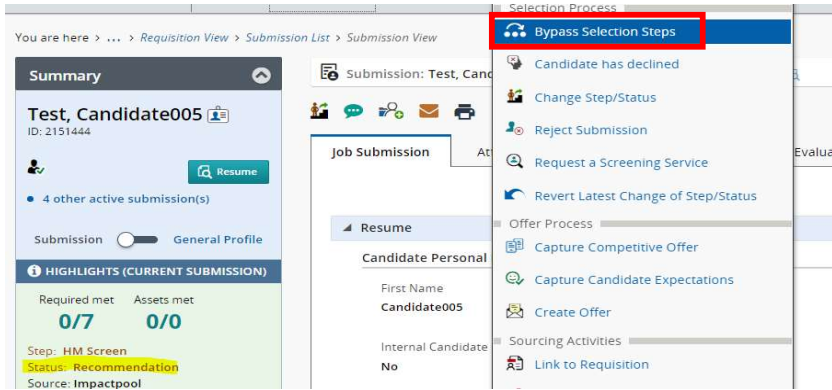
Candidate	Step	Step, Status, Icon	Requirements	Assets	Gender	Nati
Test, Candidate005 (2151444)	HM Screen	HM Screen - Recommendation	0 / 7	0 / 0	Female	Unit King

Submissions for: Intern/SEA/DAF/ZY (Requisition ID: 2202657)

FILTERS Step: HM Screen Recommendation Clear All

More Actions

Candidate	Step	Step, Status, Icon
Test, Candidate005 (2151444)	HM Screen	HM Screen - Recommendation



3. Ensure that the Step is **Pre-Offer** and that the status is reflected as **Initiate Pre-Offer**. Insert comments under the mandatory field.
4. Under Select Other Action, check the box **Start Onboarding Process**. The process **Intern preliminary offer** will default in. You just need to now click **Apply and Close**.

Bypass Selection Steps

Candidate Name: Test, Candidate005(2151444) Requisition Title: Intern/BOS/HRT/JL (2202653)

Currently in	Change to
Step: HM Screen Status: Recommendation	Step: Pre-Offer Status: Initiate Pre-offer <small>* = completes the step</small>

Comments *

To extend preliminary offer to the proposed Intern

Select Other Action

Start Onboarding process

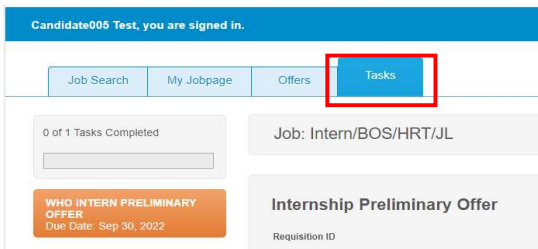
Pre-Hire Select a process: Intern preliminary offer

Apply and Close

5. The candidate's step and status will have changed to Pre-Offer – Initiate Pre-Offer.



6. There is no further action required on your side. The candidate will have received a system-triggered notification asking him/her to access his/her Stellis profile and complete a task (Image 6).
7. Once the candidate has accessed his/her profile, the preliminary offer can be found under **Tasks**.

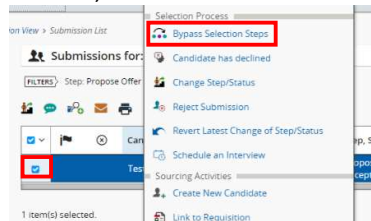


8. The Task provides the name of the supervisor, the WHO organizational location for the internship, the duty station, the duration and the target start date. A description of duties and a list of learning objectives is also included. At the end of the preliminary offer page, the candidate is asked to Accept or Reject the proposal. A system-triggered communication will be sent out containing the candidate's response (Image 7).



HR FOCAL POINT: HOW TO ONBOARD A PROPOSED INTERN

1. Once the candidate has electronically accepted the preliminary offer, an **onboarding** process can be initiated. With the candidate profile check marked, click on **More Actions** and from the drop-down list, select **Bypass selection steps**



2. It is important that you select the correct options for onboarding, particularly **New Hire, Non-staff – V5** process (V5 stands for Version 5. As the system is updated, V5 may change to V6, V7 etc. therefore, please always select the latest version). Once the options are selected, click on **Apply and Close**. A system-triggered notification (Image 8) will be sent to you asking you to initiate the process in the Stellis onboarding centre.

Bypass Selection Steps

Candidate Name: Test, Candidate005(2151444) Requisition Title: Intern/BOS/HRT/JL (2202653) Pre-Hire process started: Intern preliminary offer

Currently in **Change to**

Step: Pre-Offer Status: Initiate Pre-offer Step: Onboarding Status: Initiate Onboarding

Comments *: Progress candidate to onboarding

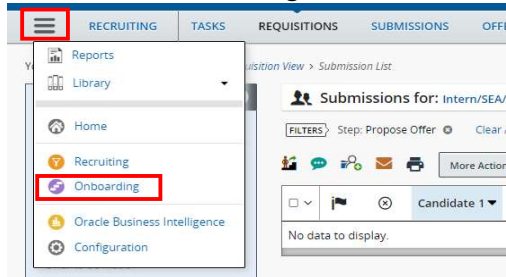
Select Other Action

Start Onboarding process New-Hire Select a process Non-Staff - V5

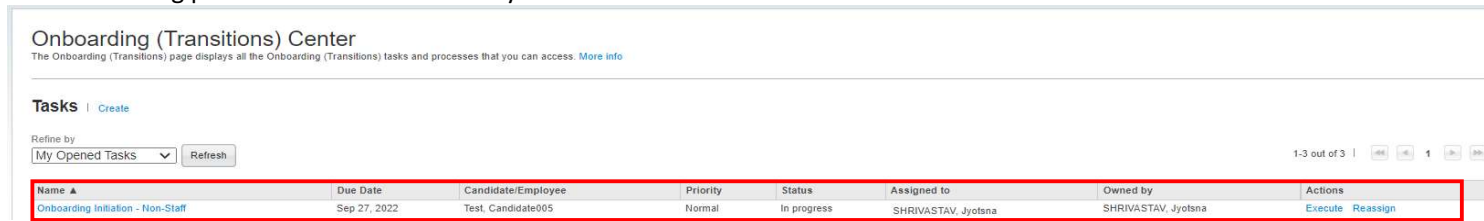
Send Correspondence

Buttons: Cancel Apply and Continue **Apply and Close**

- To access the **Onboarding centre**, click on the Quick access menu at the top-left hand side of the Navigation bar and click on Onboarding.



- The onboarding process should be visible to you under Tasks. Click on **Execute**.



- Complete the onboarding initiation form as shown below and once you have finished, click on **Submit**.

Please select the elements below which the candidate is required to provide or complete.
Elements that remain unselected will not be part of the candidate's pre-boarding and onboarding process. It may be that the candidate has previously provided some elements and they may already be saved in ECM.

Medical evaluation type
 Certificate of fitness for work (non-sta)

Medical service/RSP email address
 N/A

Supplier classification
 WHO Intern

Welcome Center Comments (visible to candidate)

BSafe Certificate
 Supplier Creation/Modification
 Bank account details
 Designation of beneficiaries
 Declaration of interest - Non-Staff
 Educational certificates
 Designation of personal representatives
 Medical costs reimbursement
 Passport
 Photo
 Proof of insurance
 Proof of study
 Travel - Non-staff
 UN Certificate

- Once you have submitted the onboarding checklist, the candidate will receive a system-triggered notification (Image 10) inviting them to start the onboarding process. You can monitor the progress of the candidate in the Onboarding centre.

Processes 1-2 out of 2 | [Navigation] 1

Process Type: Status:

Process initiated:

Refine by: 1-1 out of 1 | [Navigation] 1

Candidate/Employee ▲	Process	Job Title	Start Date	Status	Progression
Test Candidate005	Non-Staff - v4	Intern/SEA/DAF/ZY	Sep 22, 2022	In progress	<div style="border: 1px solid red; padding: 2px;">[Progress Bar] 3%</div>

1-1 out of 1 | [Navigation] 1

- Once the candidate has completed all of the tasks, you will receive a system-triggered notification (Image 11). At this point you can view the documents that have been uploaded by the candidate in the Onboarding centre. In the event that the candidate did not upload the correct file or wishes to revise the submitted attachment, you can request for the same over email. Once received, simply delete the older version and **Add** the new version.

Candidate Files | 1-8 out of 8 | [Navigation] 1

Name ▲	Category	Uploaded By	Date	Size	Delete
Document to upload in testing.docx	Designation of beneficiaries	Candidate005 Test	Sep 22, 2022, 9:41:08 PM	12 KB	<input type="button" value="Delete"/>
Document to upload in testing.pdf	Designation of personal representatives	Candidate005 Test	Sep 22, 2022, 9:42:13 PM	187 KB	<input type="button" value="Delete"/>
DOI_Form_for_WHO_nonstaff_workforce_withGuide.pdf	Declaration of Interest - Non Staff	Candidate005 Test	Sep 22, 2022, 9:45:44 PM	176 KB	<input type="button" value="Delete"/>
Educational certificates.pdf	Educational Certificate/Diploma	Candidate005 Test	Sep 22, 2022, 9:40:33 PM	187 KB	<input type="button" value="Delete"/>
Passport copy.pdf	Passport	Candidate005 Test	Sep 22, 2022, 9:39:52 PM	183 KB	<input type="button" value="Delete"/>
Proof of insurance.pdf	Proof of insurance	Candidate005 Test	Sep 22, 2022, 9:41:41 PM	187 KB	<input type="button" value="Delete"/>
Proof of University attendance.docx	Proof of study	Candidate005 Test	Sep 22, 2022, 9:41:24 PM	12 KB	<input type="button" value="Delete"/>
WHO_MedicalCertificateFitnessforWork_nonstaff_60days.docx	Medical certificate of fitness for work	Candidate005 Test	Sep 22, 2022, 9:40:08 PM	66 KB	<input type="button" value="Delete"/>

1-8 out of 8 | [Navigation] 1

History

- Note that the Recruitment Checklist in this case, will be completed after receipt of the candidate’s response to the Formal offer of internship.

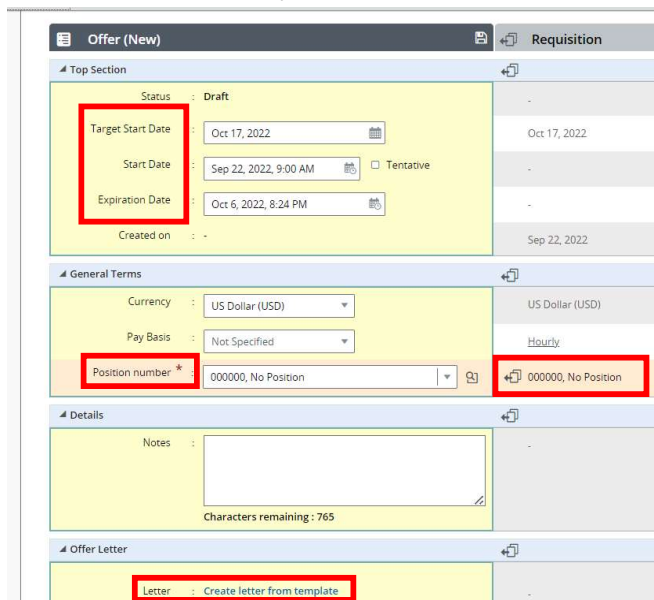
HR FOCAL POINT: HOW TO SEND A FORMAL OFFER OF INTERNSHIP

1. Once you have verified the documents provided by the candidate during the onboarding process, you can change the step/status of the candidate to Onboarding Completed status and thereafter, Bypass selection steps to place the candidate under step **Propose Offer**.



Status	Candidate	Step	Step, Status, Icon
Rejected			
Applicant Withdrew			
Offer to be Made (1)	Test, Candidate005 (2151444)	Propose Offer	Propose Offer - Offer to be Made
		Propose	Propose Offer -

2. From within the candidate's profile, click **More Actions** and then select **Create Offer**. Complete the following fields: **Target start date** – this refers to the start date of the assignment. **Start date** – this refers to the offer activation date, normally the day on which you create the offer. **Expiration date** – this refers to offer expiration date. **Position number** – if you move your mouse alongside where it shows the No position below in yellow, you will see two small arrows, click on this and 'No position' will also populate the Position number field. Finally, to select the correspondence template, click on **Create letter from Template** next to Letter.



Offer (New)

Top Section

Status : Draft

Target Start Date : Oct 17, 2022

Start Date : Sep 22, 2022, 9:00 AM Tentative

Expiration Date : Oct 6, 2022, 8:24 PM

Created on : Sep 22, 2022

General Terms

Currency : US Dollar (USD)

Pay Basis : Not Specified

Position number : 000000, No Position

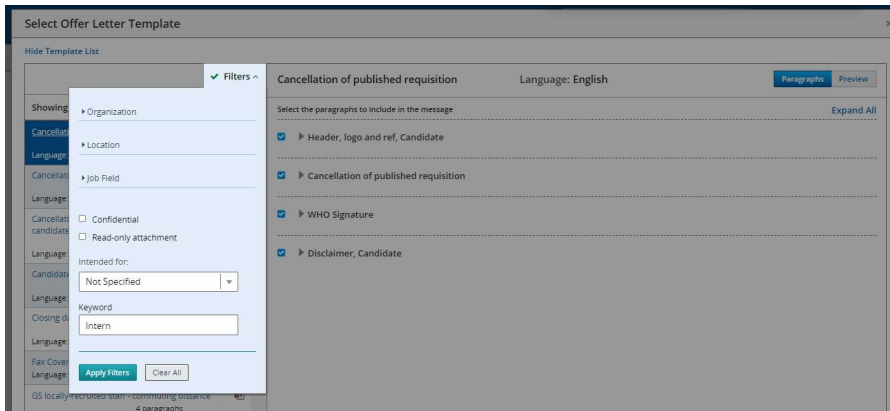
Details

Notes :
 Characters remaining : 765

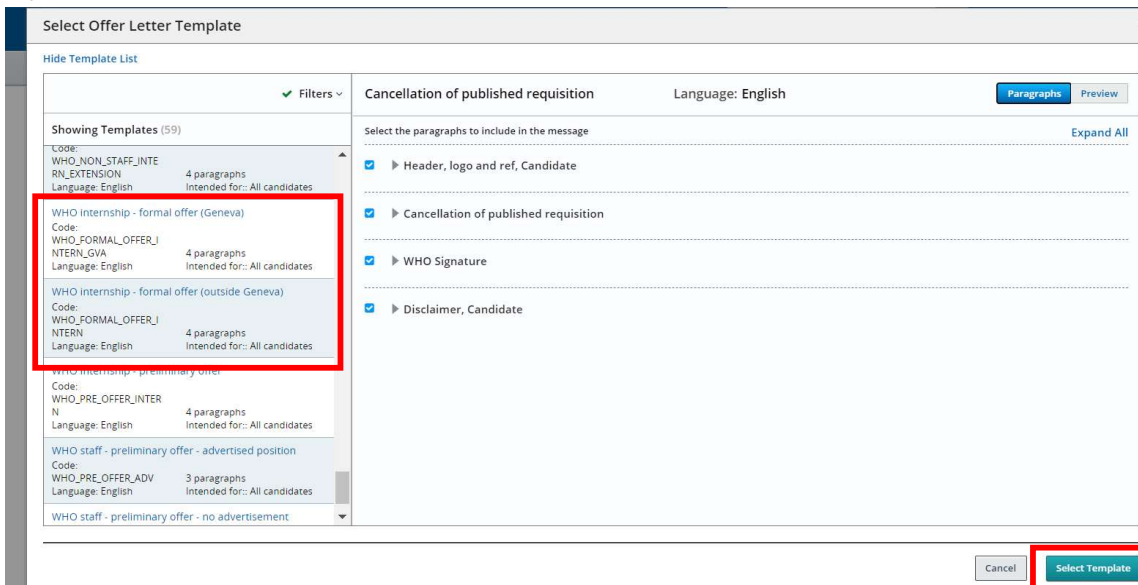
Offer Letter

Letter : Create letter from template

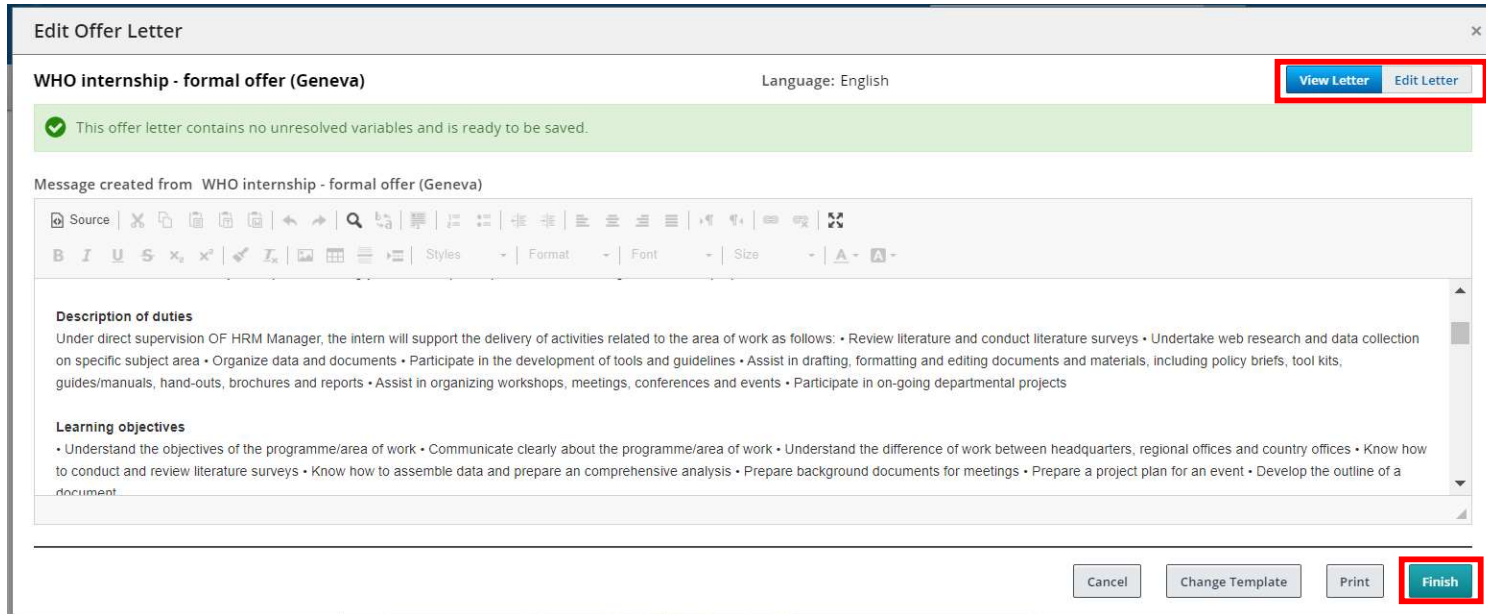
3. Scroll down the menu or use the Filters to choose the appropriate template.



4. Select **WHO internship – formal offer (Geneva)/(outside Geneva)**. Do not modify the Paragraphs displayed. Click the **Preview** tab to view the template content.



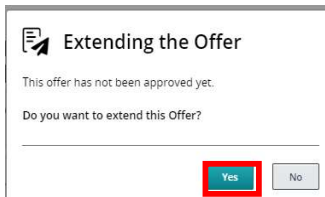
5. The content of the offer letter will be displayed. All of the relevant information specific to the internship will be picked up from the requisition. You can however make modifications using the **Edit** button in the top-right hand corner. Once you are satisfied with the content, click on **Done and/or Finish**. In the event an error message is displayed referring to 'unresolved tokens' please refer to guidance on how to resolve the error here: [Resolving token errors while sending correspondence](#)



6. You will return to the create offer page and should now click on **Save and Close**.

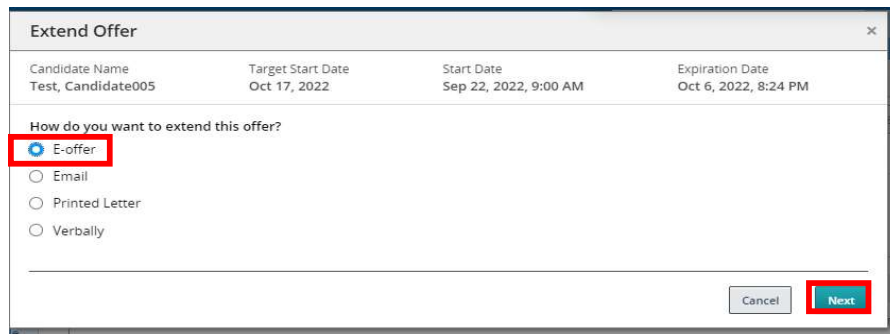


7. Click on **More Actions** and select **Extend Offer** from the drop-down list.
8. If you selected the offer start date as of 'today', you may receive a prompt informing the start date is in the past, do you want to extend this offer, please click on **Yes**
9. Then you will receive another prompt informing that the offer is not approved, do you wish to extend the offer, please click on **Yes**.



The screenshot shows a dialog box titled "Extending the Offer". It contains the text "This offer has not been approved yet." followed by the question "Do you want to extend this Offer?". At the bottom, there are two buttons: "Yes" (highlighted with a red box) and "No".

10. In the next screen, select to send the preliminary offer by **e-Offer**, and not by Email. Click **Next**.

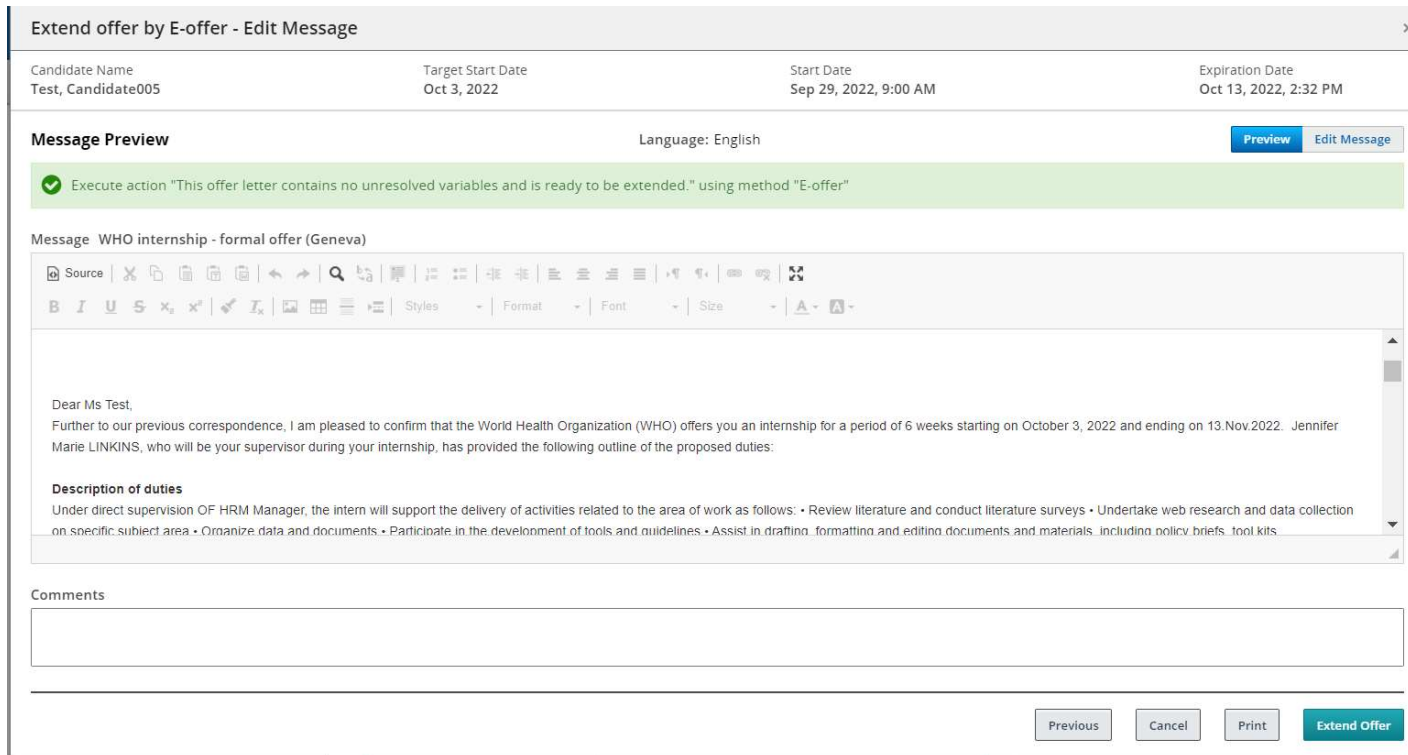


The screenshot shows a dialog box titled "Extend Offer". It contains a table with the following data:

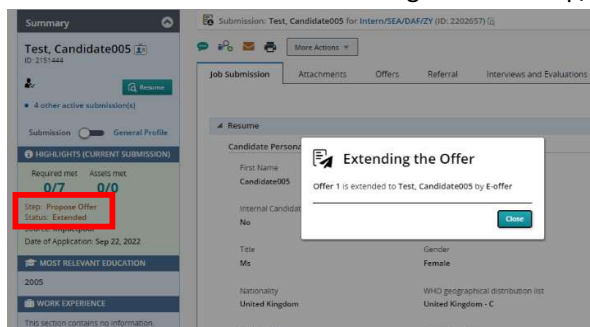
Candidate Name	Target Start Date	Start Date	Expiration Date
Test, Candidate005	Oct 17, 2022	Sep 22, 2022, 9:00 AM	Oct 6, 2022, 8:24 PM

Below the table, the question "How do you want to extend this offer?" is displayed. There are four radio button options: "E-offer" (selected and highlighted with a red box), "Email", "Printed Letter", and "Verbally". At the bottom right, there are two buttons: "Cancel" and "Next" (highlighted with a red box).

11. In the next screen you will be informed if there are any critical errors in your offer (for example, empty tokens. See guide [Resolving token errors while sending correspondence](#)). You can again view or edit the content of the formal offer by clicking on the tabs on the top right-hand corner of the screen. Once you are satisfied with the content, click on **Extend Offer**. You and the Hiring Manager will be copied on the correspondence (Image 12).



12. You will receive a confirmation message and the step/status of the candidate will now indicate that an offer has been extended to the candidate.



13. Once the candidate electronically accepts or rejects the preliminary offer, you will receive a system-triggered notification (Image 13) and the list of candidates will be updated accordingly.

<input type="checkbox"/>	Candidate	1	Step	Step, Status, Icon
<input type="checkbox"/>	Test, Candidate005 (2151444)		Propose Offer	Propose Offer - Accepted

14. If the candidate has accepted the offer, you should return to the Onboarding centre and **Execute** the **Recruitment checklist**.

Onboarding (Transitions) Center

The Onboarding (Transitions) page displays all the Onboarding (Transitions) tasks and processes that you can access. [More info](#)

Tasks [Create](#)

Refine by

1-3 out of 3 | 1

Name ▼	Due Date	Candidate/Employee	Priority	Status	Assigned to	Owned by	Actions
Recruitment checklist – Non-staff	Oct 7, 2022	Test, Candidate005	Normal	In progress	SHRIVASTAV, Jyotsna	SHRIVASTAV, Jyotsna	Execute Reassign

15. Complete the checklist with the start and end dates of the internship; and a confirmation towards external financial support being provided for the internship, if any. Then click **Submit**. You will receive system-triggered notifications signifying completion of the process (Image 14 and Image 15)

Recruitment checklist: Non-staff Page 1

Mandatory fields are marked with a red indicator.

Please complete the check list below

First Name
Candidate005

Last Name
Test

Assignment details

* Confirmed start date
Oct 03 2022

* Confirmed end date
Nov 13 2022

Supplier Number
0

Did you enter the correct year? If not a data fix will be required and will significantly delay contract issuance

Assignment duration

Days
42

Months

Years

Comments - Please enter any information which may be relevant to contract administrator

For internships only

Is external financial support provided to the intern?
Yes

Total amount for entire internship

Currency
US Dollar

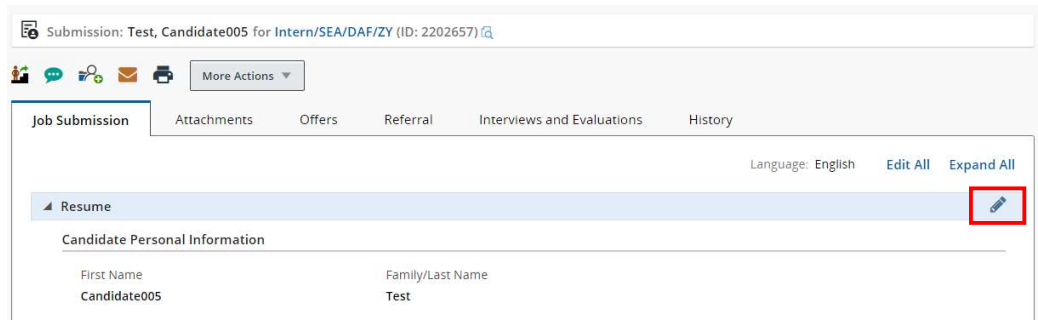
HR certification

HR certifies that:

1. The Hiring Manager has submitted a completed Checklist for consultant or intern recruitment that is compliant with conditions and requirements for the relevant contractual arrangement
2. The candidate has certified (in Stellis profile) that he/she has no blood relatives (father, mother, son, daughter, brother or sister) currently employed by WHO
3. The candidate does not have any other contractual arrangement with WHO
4. The candidate has fulfilled documentation requirements through Stellis onboarding

16. Integration will now run with GSM and will create a contingent worker profile for the intern.

17. Go the selected candidate's profile and click on **Edit**.



18. In the section entitled **Basic profile**, go the sub section for WHO internships and enter details of the confirmed internship (start date, major office, and duration). This information will be visible to HR and HMs in the candidate display list. Click **Done** to exit.



19. Return to the requisition to update the step/status of all the candidates:

- a. Go to **HM Screen** step and select the remaining candidates under HM Screen step – these are the candidates who were not accepted for the internship. Click **Change step/status** and progress these candidates to status **Rejected**.

Filters **Advanced Filters**

Selection process

- Step**
 - HM Screen (13)
 - Candidate Screen (4)
 - System Pre-Screened (9)
 - Pending decision
 - HM Rejection
 - Recommendation
 - Rejected
 - Applicant Withdrew

Submissions for: Intern/SEA/DAF/ZY (Requisition ID: 2202657)

FILTERS Step: HM Screen Clear All

More Actions

<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Candidate	1	Step	St
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Abi Faker Monzer, Sara (68765)		HM Screen	Ca
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	AlSaeed, Sarah (41052)		HM Screen	Ca
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Chauhan, Amanjot Kaur (116106)		HM Screen	Ca
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Dake, Wondimagegn Girma (73102)		HM Screen	Pr

Bulk Action - Change Step and Status

You are performing this action on 13 submissions.

Currently in

Step: HM Screen Status: System Pre-Screened and 1 others

Change to

Step: HM Screen Status: Rejected*
* = completes the step

Complete this step even if some activities remain pending

Details or Disposition *

Unable to remain in selection process due to health issues
 Other more suitable candidates identified
 Requisition was canceled

Comments (Applies to all submissions individually)
 Please enter comments here

Select Other Action

Send Correspondence

Step

- HM Screen (13)
- Candidate Screen
- System Pre-Screened
- Pending decision
- HM Rejection
- Recommendation
- Rejected (13)**
- Applicant Withdrew

- b. Now, go the step Onboarding and check mark the selected candidate. Go to **More Actions, Bypass Selection Steps** and enter the candidate as **Hired – External**. You can also update the start date if required. Select **Apply and Close**.

Bypass Selection Steps x

Candidate Name: Test, Candidate005 Requisition Title: Intern/SEA/DAF/ZY (2202657)

Currently in **Change to**

Step: Onboarding	Status: Initiate Onboarding	Step: Hire	Status: Hired - External*
------------------	-----------------------------	------------	---

** = completes the step*

Complete this step even if some activities remain pending

Start Date: 03.Oct.2022, 9:00 AM Comments: Onboarding completed.

Select Other Action

Start Onboarding process

Send Correspondence

20. The requisition will now appear as **Filled**.

Summary

Status: Filled

Latest Action: Requisition Filled

Hired Candidate(s): 1 out of 1

Active Candidates: 0

New candidates: 0

STRUCTURE

Intern/SEA/DAF/ZY (ID: 2202657)

All Candidates 14

More Actions

Requisition Info | Prescreen Alerts | Attachments | Approvals | Sourcing | Interviews and Evaluations | History

Language: English (Base) Edit All Expand All

Identification

SAMPLES OF SYSTEM-TRIGGERED NOTIFICATIONS:

Image 1 - Request for Approval of Requisition: sent to approvers in order of the approval workflow

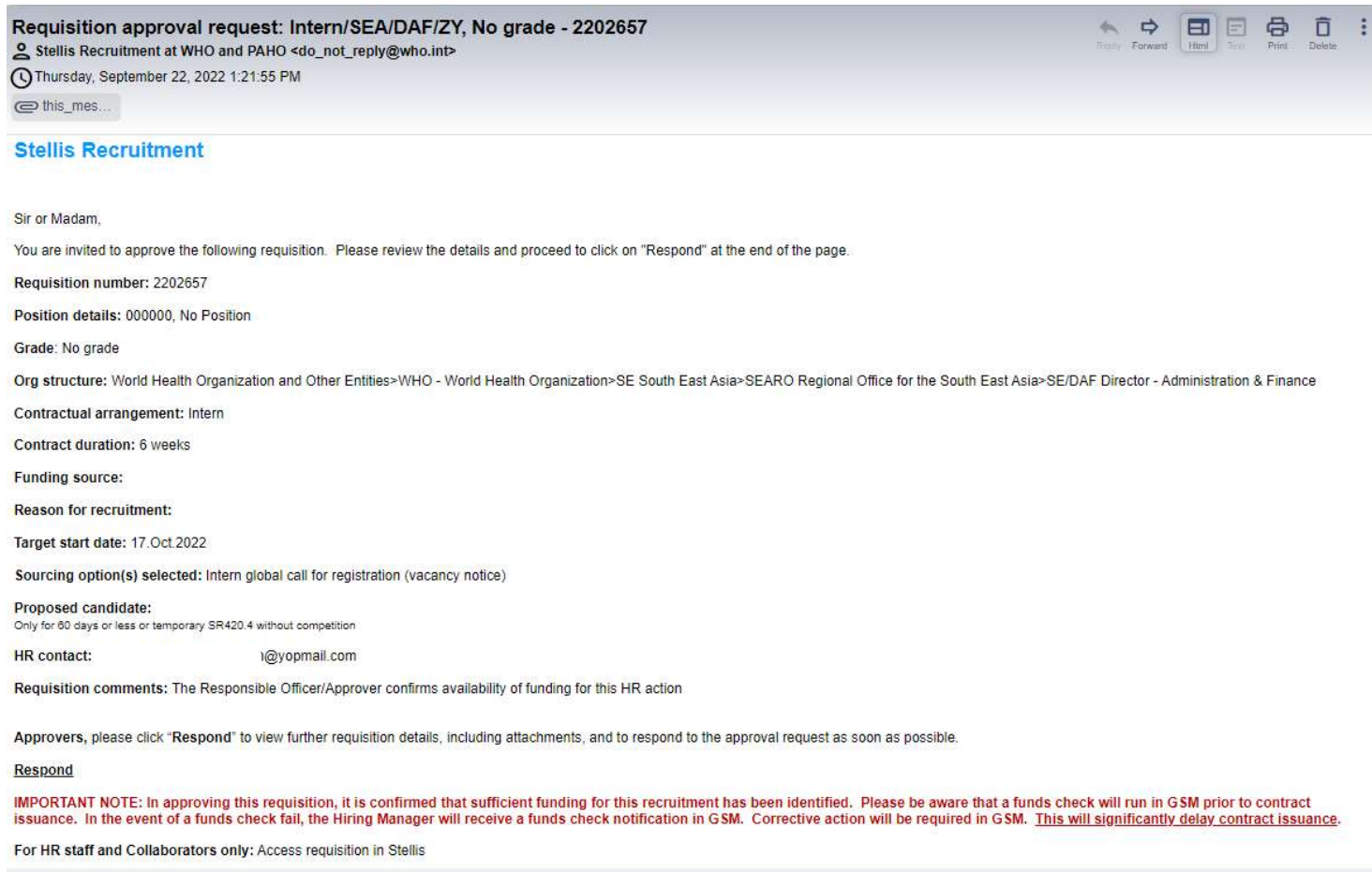


Image 2 - Confirmation that Requisition was Approved: sent to Hiring Manager, Recruiter and Onboarding Resources (cc to Hiring Department Admin Resource 1 and Hiring Department Admin Resource 2)

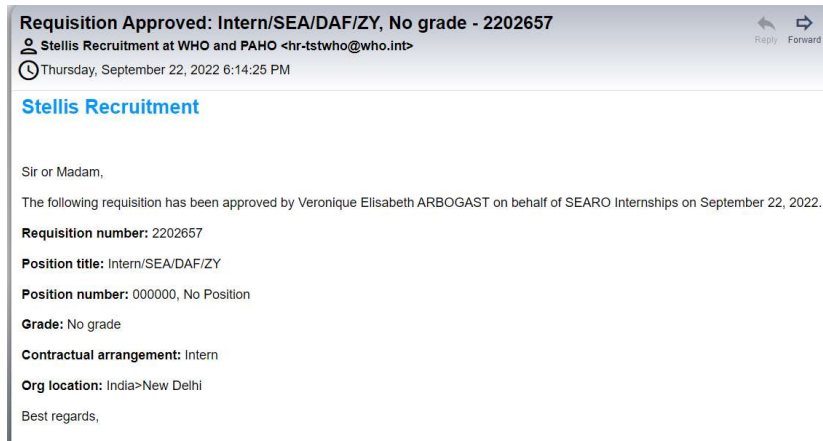


Image 3 - Notification that the requisition has been posted: sent to Hiring Manager, Hiring department admin resources 1 and 2; and Recruiter

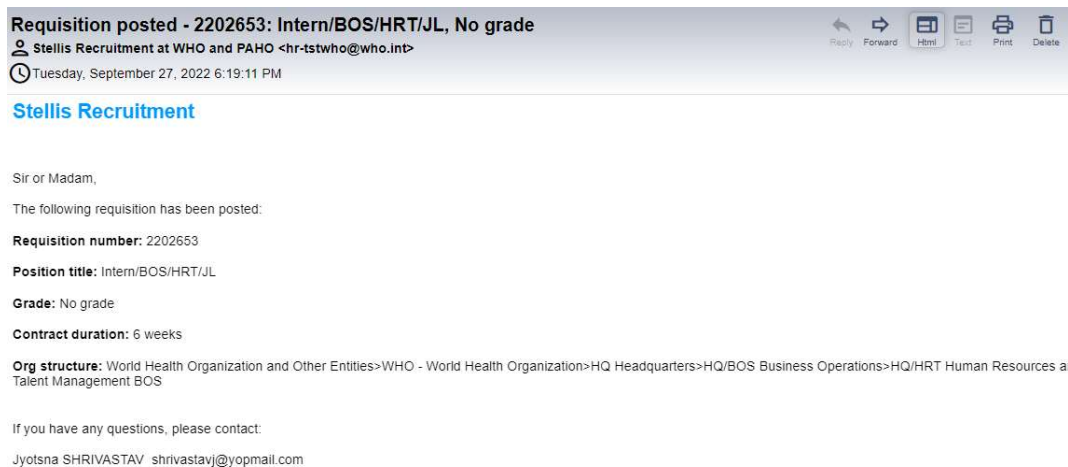


Image 4 - Notification that the requisition has been posted: sent to Hiring Manager, Hiring department admin resources 1 and 2; and Recruiter

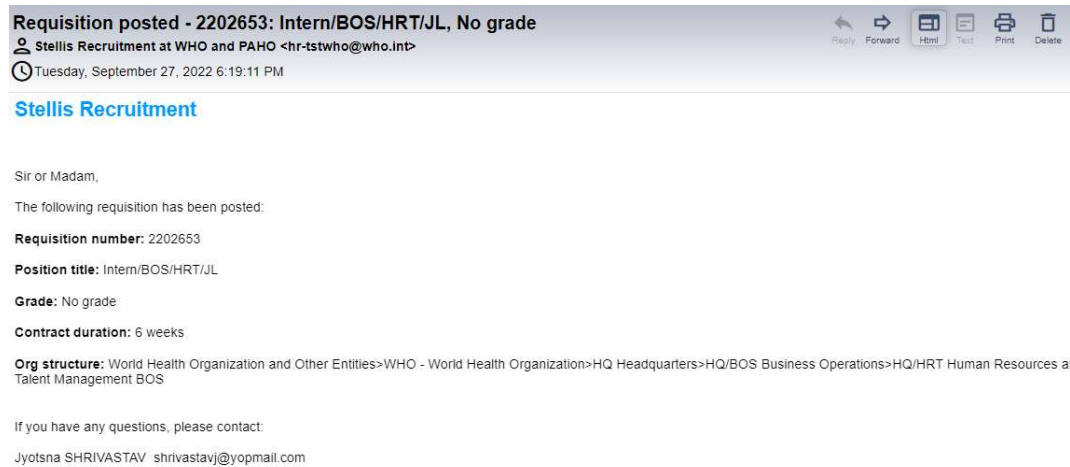


Image 5 - Notification that a candidate has been placed in Step/Status *HM Screen/Recommendation*: sent to Recruiter

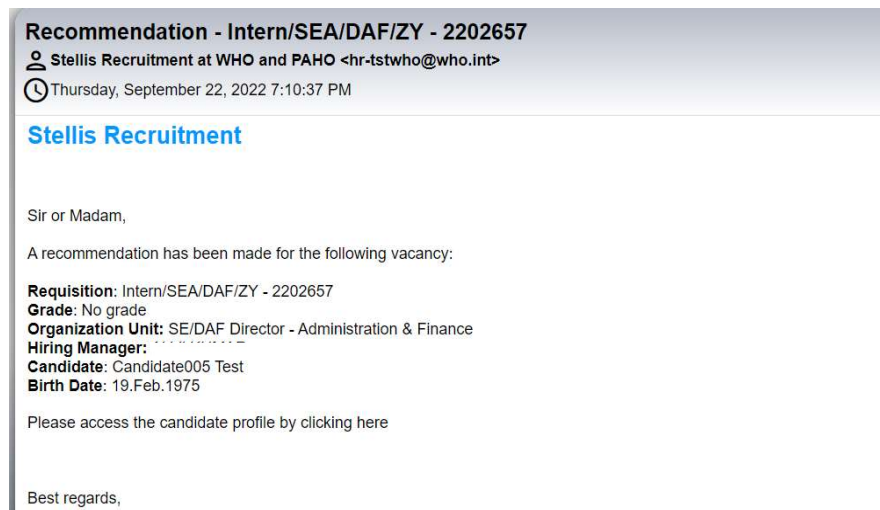


Image 6 - Notification after the Preliminary Offer has been triggered: sent to Candidate, and Recruiter

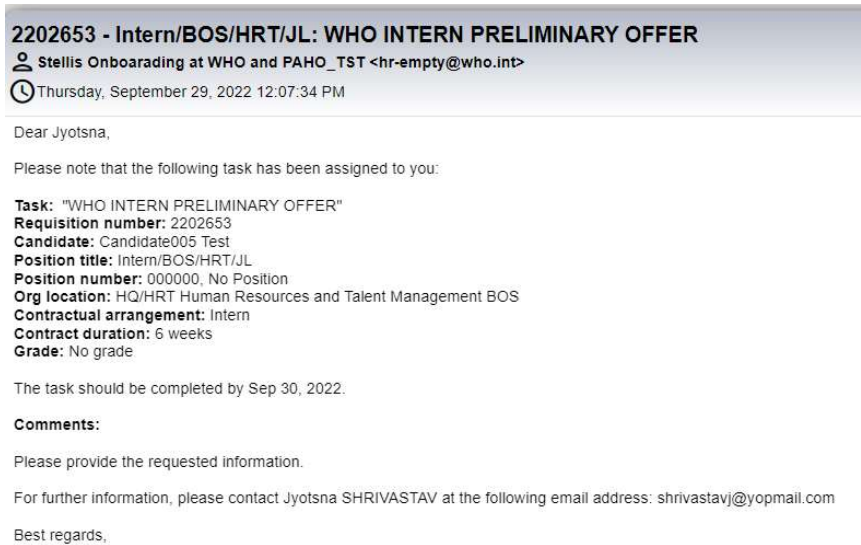


Image 7 - Notification after the candidate has responded to the Preliminary Offer: sent to Recruiter and candidate

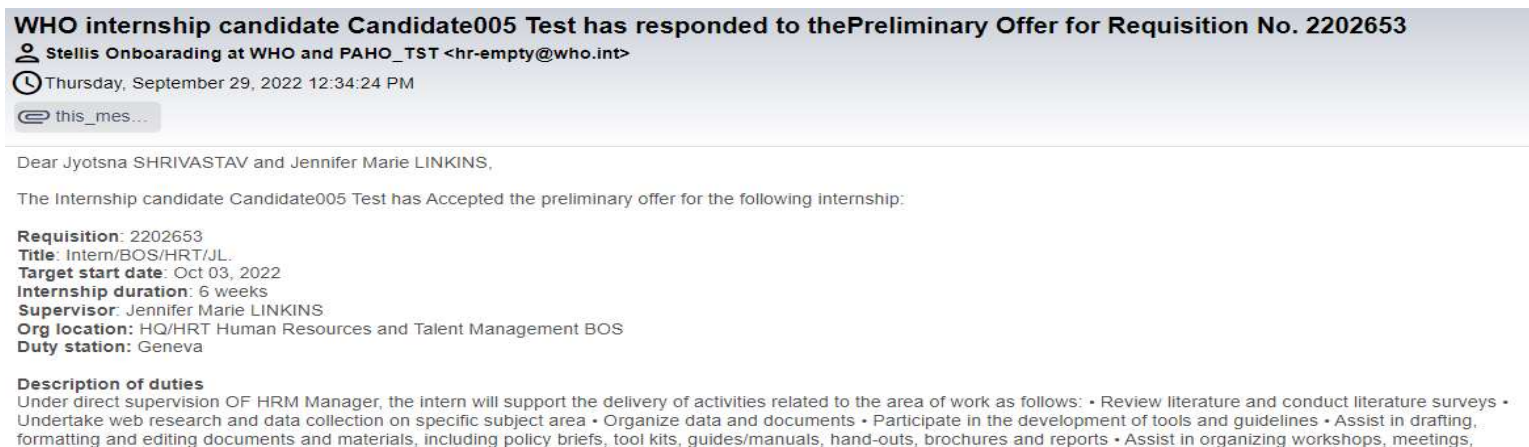


Image 8 - Notification after Onboarding Process is initiated: sent to Onboarding Resource/Support

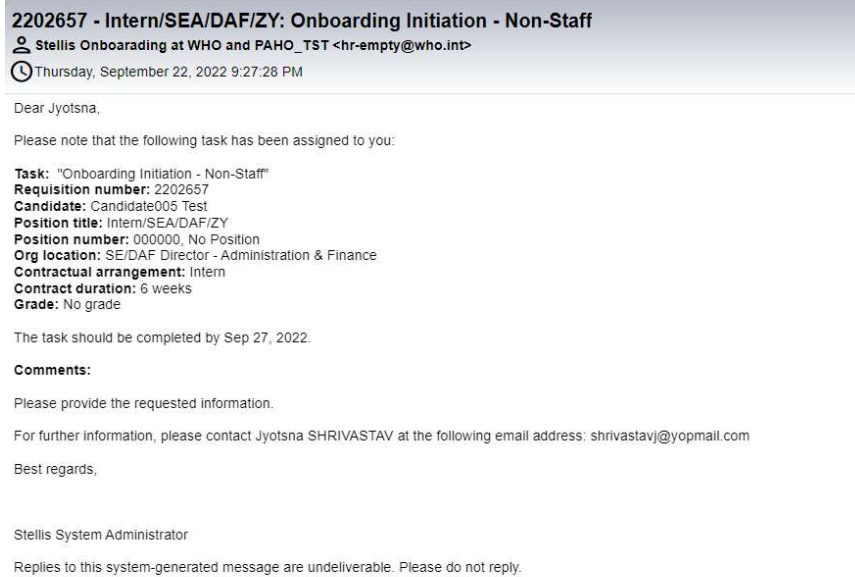


Image 9 - Notification to Hiring Manager that the onboarding tasks have been assigned to the Candidate for completion: cc to Onboarding Resource/support, Hiring Department Admin Resource 1 and Hiring Department Admin Resource 2

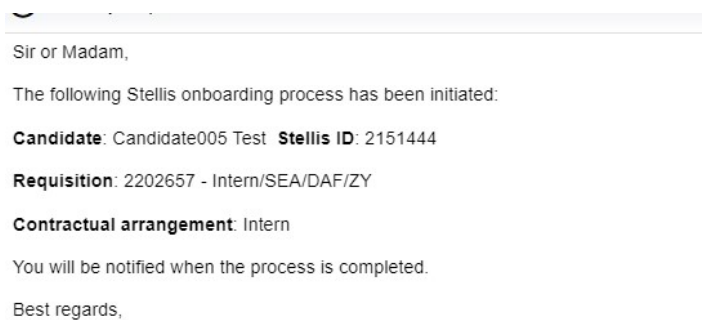


Image 10 - Invitation to candidate to complete the assigned Onboarding tasks: cc to Hiring Manager, Onboarding Resource and Hiring Department Admin Resources 1 and 2

Ref: 2202657 - Intern/SEA/DAF/ZY, No grade

Dear Ms Test,

We are pleased that you remain interested in accepting to work with WHO. In order to process your contract, we require that you complete a number of prerequisites specific to non-staff recruitment. These prerequisites, together with other tasks form part of the WHO onboarding process. To commence your WHO onboarding process, please click on the link below which will take you to the onboarding welcome centre.

Welcome Center

HR contact details: Jyotsna SHRIVASTAV shrivastavj@yopmail.com

Best regards,

Image 11 - Confirmation to Recruiter and Onboarding Resource/support after candidate has completed onboarding tasks

2202657 - Intern/SEA/DAF/ZY: Recruitment checklist – Non-staff
👤 **Stellis Onboarding at WHO and PAHO_TST** <hr-empty@who.int>
🕒 Friday, September 23, 2022 2:17:30 PM
📎 this_mes...

Dear Jyotsna,

Please note that the following task has been assigned to you:

Task: "Recruitment checklist – Non-staff"
Requisition number: 2202657
Candidate: Candidate005 Test
Position title: Intern/SEA/DAF/ZY
Position number: 000000, No Position
Org location: SE/DAF Director - Administration & Finance
Contractual arrangement: Intern
Contract duration: 6 weeks
Grade: No grade

The task should be completed by Oct 7, 2022.

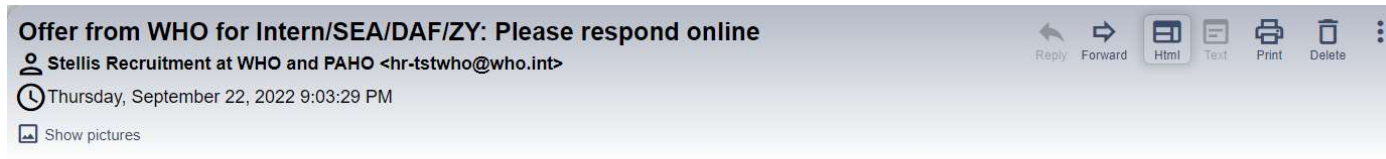
Comments:

Please provide the requested information.

For further information, please contact Jyotsna SHRIVASTAV at the following email address: shrivastavj@yopmail.com

Best regards,

Image 12 - Invitation to Candidate to view and respond to eOffer Formal offer of internship): sent to candidate with cc to Hiring Manager and Recruiter



Dear Ms Test,

An eOffer has been sent to you in relation to the position of **Intern/SEA/DAF/ZY, No grade - 2202657 - World Health Organization and Other Entities>WHO - World Health Organization>SE South East Asia>SEARO Regional Office for the South East Asia>SE/DAF Director - Administration & Finance**. You can access this offer in your WHO candidate profile. Please click on the relevant link below, and go to the Offers tab in your profile.

[WHO employees currently holding a staff contract \(Fixed-term, temporary\)](#)

[External candidates, WHO consultants, SSAs, interns](#) (This includes candidates who are former WHO staff or who are currently observing a mandatory break in WHO service)*

*If you are a former WHO staff or are currently on WHO contract break and cannot access your Stellis profile through the link provided above, kindly contact GlobalServiceDesk@who.int. **Please do not create a duplicate profile..**

Best regards,

Image 13 - Notification that candidate has submitted a response to the eOffer: – sent to Recruiter and Onboarding/Resource support

Stellis Recruitment

Sir or Madam,

Candidate Candidate005 Test has responded on Requisition Intern/SEA/DAF/ZY – 2202657.

Best regards,

Stellis System Administrator


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


Image 14 - Notification after Recruiter submits Recruitment Checklist: to Hiring Manager, Onboarding resource, Hiring Department Admin Resource 1 and 2



Image 15 - Final notification confirming the completion of the internship Hire process: sent to Recruiter and Onboarding resource/support.

Confirmation of internship - Candidate005 Test - 2202657 -Intern/SEA/DAF/

 Stellis Onboarding at WHO and PAHO_TST <hr-empty@who.int>

 Friday, September 23, 2022 2:33:46 PM

Requisition ID:		
Recruiter and Hiring Manager details		
Recruiter(s)	.Jyotsna SHRIVASTAV shrivastavj@yopmail.com .Jyotsna SHRIVASTAV shrivastavj@yopmail.com	
Hiring Manager	4110f3b34 / EFC60E053507D600A72B2@invalidemail.com	
Technical unit admin support	mehr@yopmail.com bshne@yopmail.com	
Comments from Recruiter:		
Assignment details		
Contractual arrangement: Intern		
Assignment start date:	03.Oct.2022	
Assignment end date:	13.Nov.2022	
Assignment duration:	42 days month(s) year(s)	
Duty station:	New Delhi	
Org location:	SE/DAF Director - Administration & Finance	
Medical		
Medical type: Certificate of fitness for work (non-staff)		
Medical certificate of fitness for work - Certification date (date signed by physician): 14.Jul.2023		
Candidate personal details		
Name: Candidate005 Test		Stellis candidate ID: 2151444
Title:		
Civil status: Single	Date of birth: Feb 19, 1975	Gender: Female
Nationality as reflected in PHF:	1. United Kingdom 2.	
Passport issuing country	Passport number	Passport expiry date
United States	abasd	07.Mar.2027
Any other nationalities:		
Visa support letter required for candidate: No If yes, Embassy/Consulate General name: Country: City:		
External financial support		
External financial support provided to candidate: Yes Amount: Currency: US Dollar		
Candidate contact details		
Email address: testcandidate005@yopmail.com; testcandidate0052@yopmail.com		
Mobile number: +45263		
Current place of residence: Shaftsbury Avenue London United Kingdom		