



STELLIS – Intern Recruitments

USER GUIDE FOR HIRING MANAGERS

5 October 2022





CONTENTS

GETTING STARTED – STELLIS SECTIONS	3
WHO INTERN RECRUITMENT PROCESS IN STELLIS	9
HOW TO REQUEST THE RECRUITMENT OF AN INTERN	10
HOW TO REVIEW APPLICATIONS AND SELECT AN INTERN	22
WHAT HAPPENS NEXT.....	28
SAMPLES OF SYSTEM-TRIGGERED NOTIFICATIONS:	29

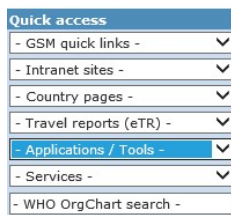


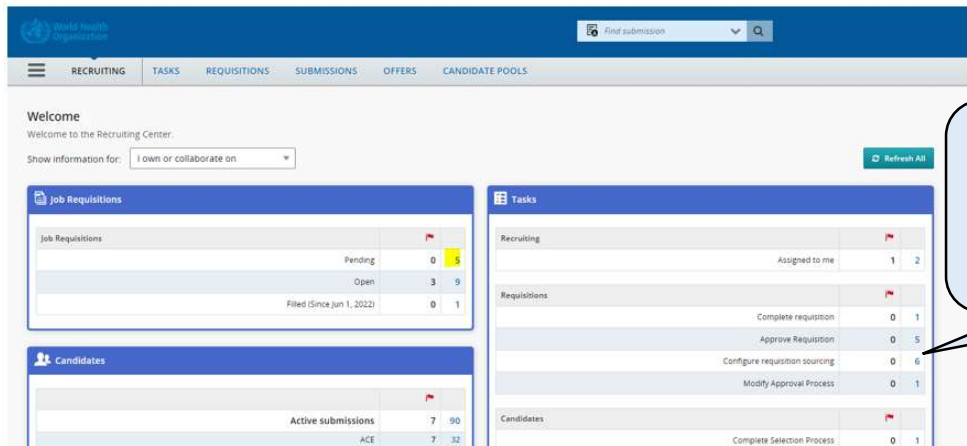
GETTING STARTED – STELLIS SECTIONS

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










































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
 	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)		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 profile of the candidate needs verification (eligibility screening questions)		Indicates that requisition contains new submissions		Candidate badge containing additional information such as Candidate ID and contact details
	Indicates account created by candidate		Change step/status of candidate		Revert latest change is step/status
	Function to add candidate to folder		Function to remove candidate from folder		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

Oracle Business Intelligence (OBI) can be accessed to view ‘Company Shared’ reports containing recruiting data. Reports may be exported to Excel.

7. Search functionalities

The search widget provides a Lookup functionality to perform two 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) **Find submission:** this search will reflect all the job submissions (candidates) who are associated with requisitions you own or collaborate on only. Use the Filters/Advanced Filters menu on the left-hand side of the screen to filter the results as needed.

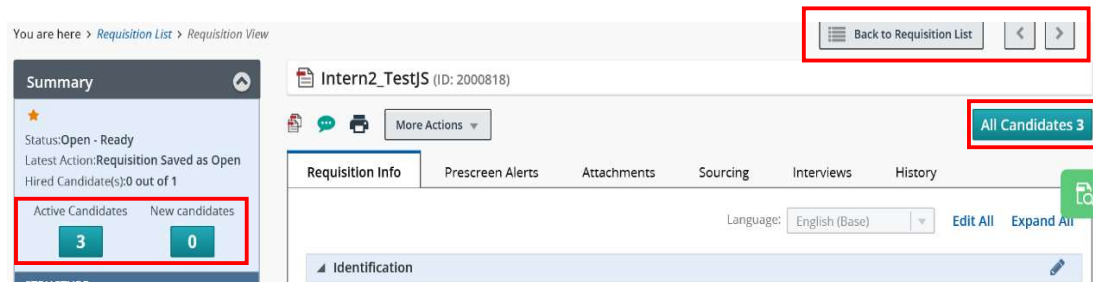
8. Navigation within lists in the Recruiting Center

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.

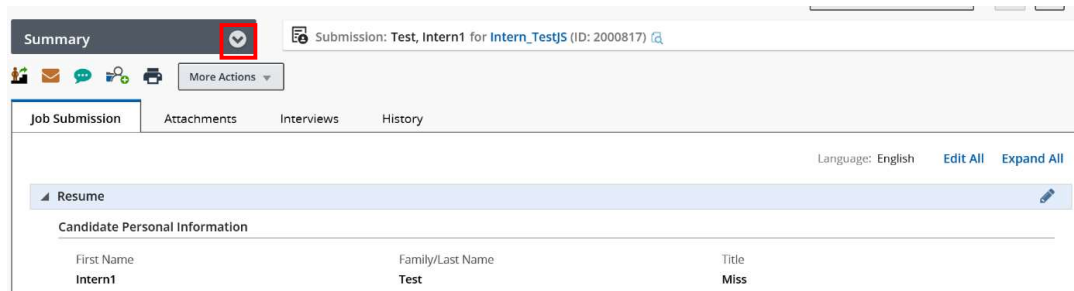


8.2 **Requisitions:** When an item from a list of requisitions is opened, use the three buttons displayed on the top right-hand side to navigate between the requisitions:

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:

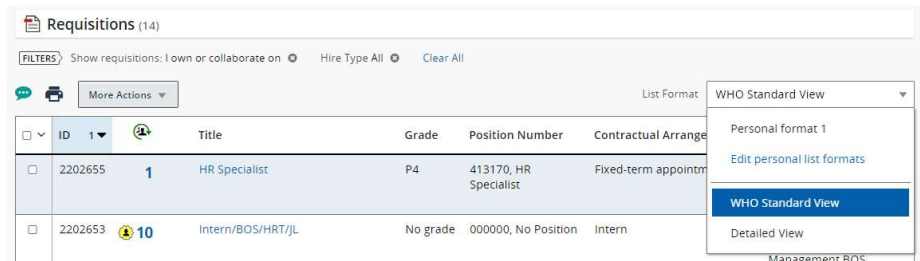


Clicking on the upward arrow on the Summary Header bar, expands the profile view to full page:



9. List formatting configuration

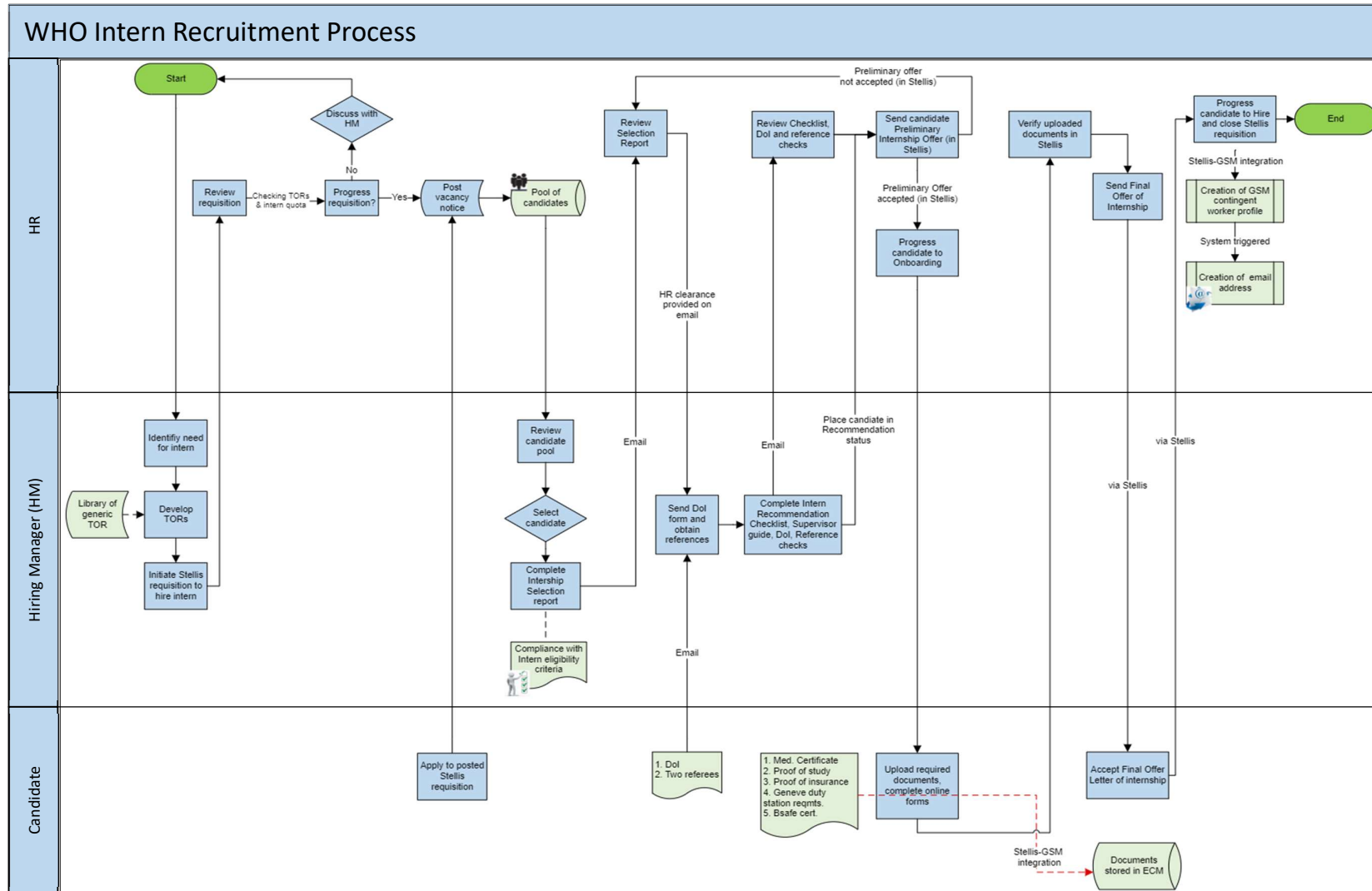
While the WHO Standard View presents the required information at a glance, you can edit how the columns under the Requisitions or Submissions list appear on your screen.



The screenshot shows a web interface for managing requisitions. At the top, there is a header "Requisitions (14)" and a filter section with options like "Show requisitions: I own or collaborate on" and "Hire Type All". Below the header is a table with columns: ID, Title, Grade, Position Number, and Contractual Arrangement. The first row shows a requisition with ID 2202655, Title "HR Specialist", Grade "P4", and Position Number "413170, HR Specialist". The second row shows a requisition with ID 2202653, Title "Intern/BOS/HRT/JL", and Contractual Arrangement "Intern". A dropdown menu is open over the table, showing options: "WHO Standard View" (selected), "Personal format 1", "Edit personal list formats", and "Detailed View".

ID	Title	Grade	Position Number	Contractual Arrangement
2202655	HR Specialist	P4	413170, HR Specialist	Fixed-term appointment
2202653	Intern/BOS/HRT/JL	No grade	000000, No Position	Intern

WHO INTERN RECRUITMENT PROCESS IN STELLIS

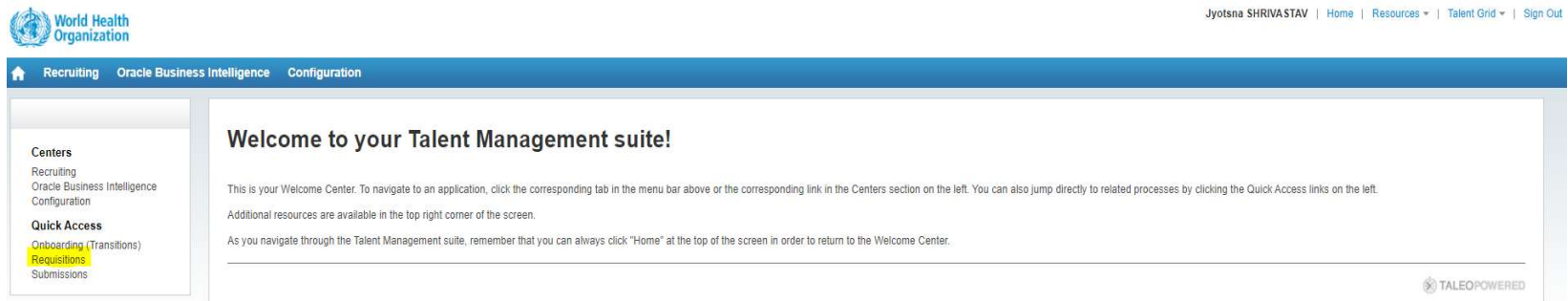


HOW TO REQUEST THE RECRUITMENT OF AN INTERN

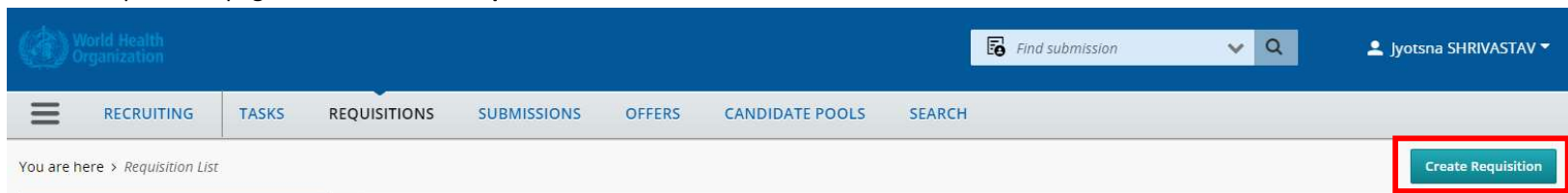
RESPONSIBILITY: To recruit an intern, a formal request should be submitted through a new requisition in Stellis. All staff can create and submit a new requisition, i.e. a Hiring Manager (or their team assistant on their behalf) or an HR Recruiter.

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**.

RECRUITING TASKS REQUISITIONS SUBMISSIONS OFFERS CANDIDATE POOLS

You are here > Requisition List > Create Requisition Back to Requisition List

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

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


RECRUITING TASKS REQUISITIONS SUBMISSIONS OFFERS CANDIDATE POOLS


You are here > Requisition List > Create Requisition Back to Requisition List

Create New Requisition - Find a template

Basic Information Find Template Specify Attributes Complete and Save

Select Template *

Intern Template 

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

614 Departments are available Select Department to proceed

FILTERS No filters are applied

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

Apply Filters Clear All

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/ATM Prevention & Control of Aids, Tuberculosis & Malaria		AF/ATM 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) [Navigation icons]

Cancel

You are here > Requisition List > Create Requisition Back to Requisition List

Create New Requisition - Find a template

Basic Information Find Template **Specify Attributes** 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
Internships

Organizational Unit
10847 - HQ/HRT Human Resources and Talent Management BOS

Organization
...ss Operations > HQ/HRT Human Resources and Talent Management BOS

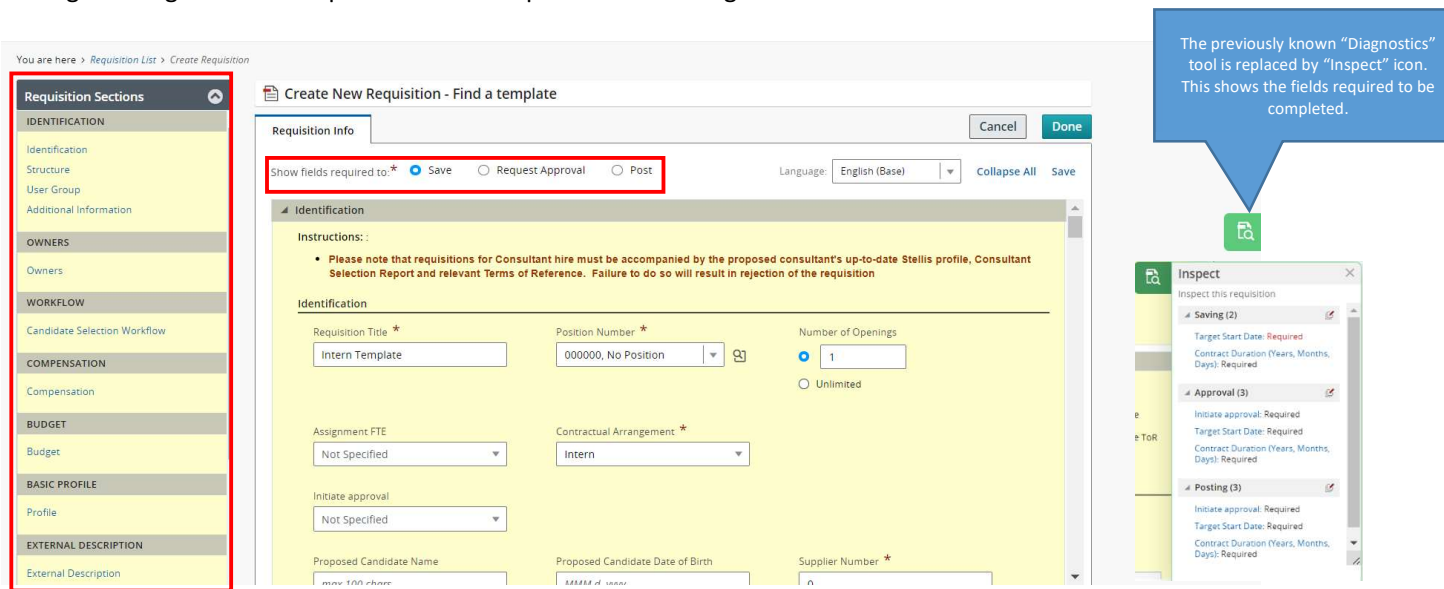
Location
Switzerland > Geneva

0 Other Locations are selected

Previous Cancel Next

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

- 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.
- 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.
- 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.



- 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 (selected), Unlimited
- 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]

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.

The screenshot shows a form titled "For Internships Only" with a red box around the title. It contains three main sections:

- Internship Area of Work - Please select the relevant area of work for the internship ***: A dropdown menu with "Human resources mana..." selected and a search icon.
- Internship - Description of duties ***: A text area containing the text: "Under direct supervision, the intern will support the delivery of activities related to the area of work as follows:" followed by a bulleted list:
 - 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 ***: A text area containing the text: "Understanding the difference of work between headquarters, regional offices and country offices" followed by a bulleted list:
 - 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.

The word "Structure" is visible at the bottom left of the form area.

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



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**.

- 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.
- Please always indicate the name of the **Hiring Manager** (first-level supervisor)
- 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).

All (1) Selected (1)

1 Potential Collaborators are available

FILTERS Keyword: jyotsna User Group: All Clear All

First Name Last Name Email

Jyotsna SHRIVASTAV shrivastavj@yopmail.com

Page 1 of 1 (1 of 1 items)

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

[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. 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.
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 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	⊙ 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					
Order	Question	Answer	Required	Asset	N/A
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 checked="" type="radio"/>
2	Are you at least twenty years of age on the date of application? Single Answer	Yes	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>
		No	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>
3	Have you completed the equivalent of three years of full-time studies at a university or equivalent institution? Single Answer	Yes	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>
		No	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>
4	Have you previously participated in WHO's Internship/Volunteer Programme? Single Answer	Yes	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>
		No	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>
5	Are you fluent in at least one of WHO's working languages (Arabic, Chinese, English, French, Spanish, Russian)? Single Answer	Yes	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>
		No	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>
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 checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>
		No	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>
7	Are you available for an internship of a minimum of 6 weeks and a maximum of 24 weeks? Single Answer	Yes	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>
		No	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>

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 ETE Not Specified Contractual Arrangements * 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.

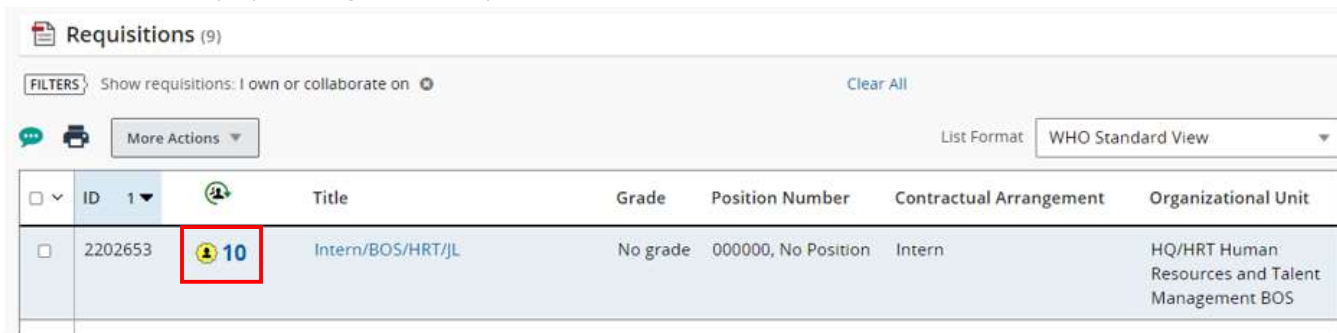


- c. Once the integrations are completed, the Hiring Manager will receive a system-triggered notification ([Image 1](#)) asking them to approve the requisition. From the body of the email, the Hiring Manager clicks on **Respond** and opts to **Approve** or **Reject** the requisition.
33. Once the requisition 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](#))
34. 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](#)).

HOW TO REVIEW APPLICATIONS AND SELECT AN INTERN

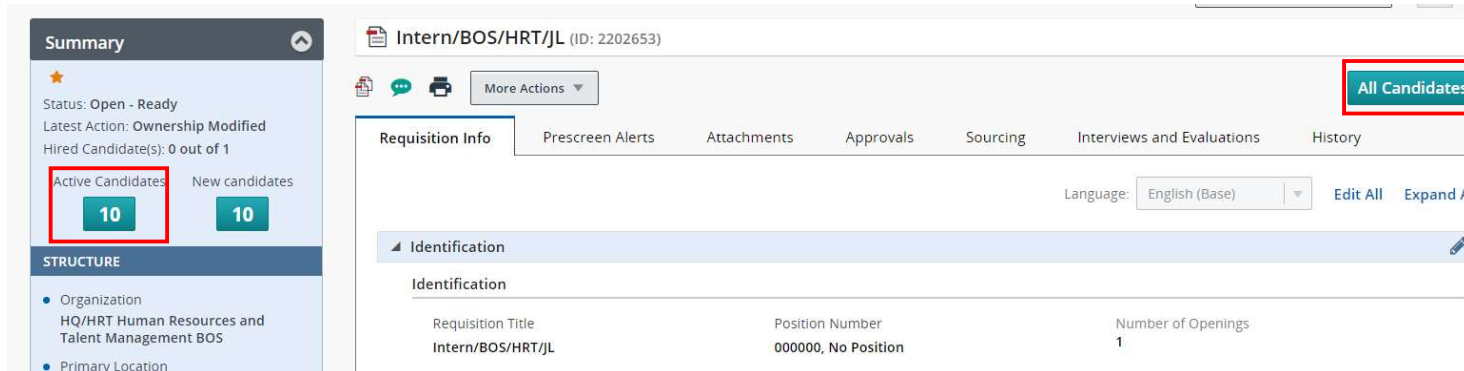
Responsibility: Hiring Manager

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

STRUCTURE

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

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

More Actions

All Candidates

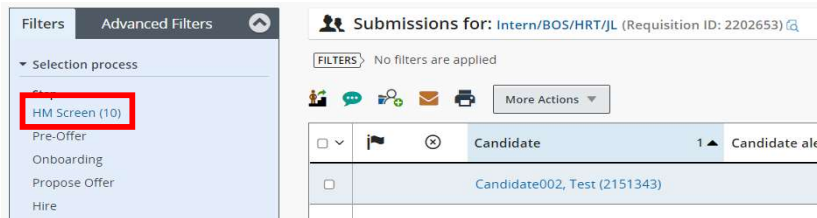
Requisition Info | Prescreen Alerts | Attachments | Approvals | Sourcing | Interviews and Evaluations | History

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

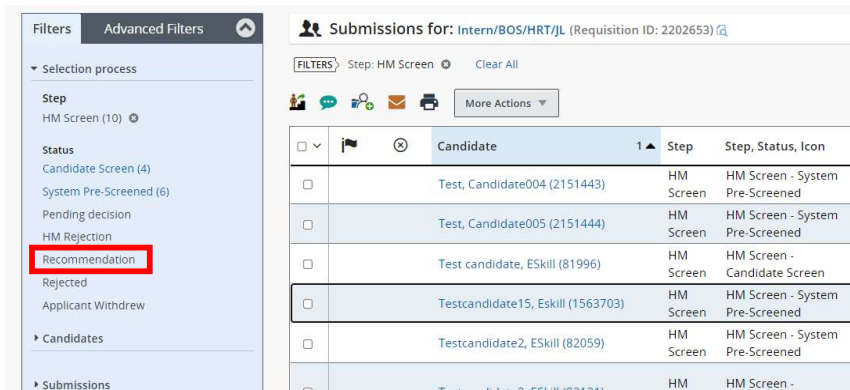
Identification

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

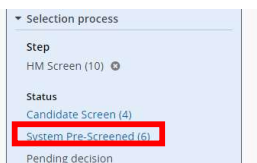
3. The candidates are currently in the step called **HM Screen**



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

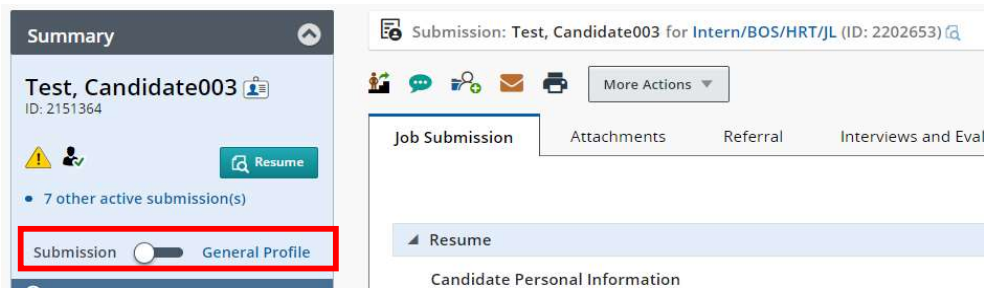
<input type="checkbox"/>			Candidate	Candidate alert	Step	Step, Statu
<input type="checkbox"/>			Testcandidate2, Eskill (82059)	Yes	HM Screen	HM Screen Pre-Screen
<input type="checkbox"/>			Testcandidate15, Eskill (1563703)		HM Screen	HM Screen Pre-Screen
<input type="checkbox"/>			Candidate8, Eskilltest (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.

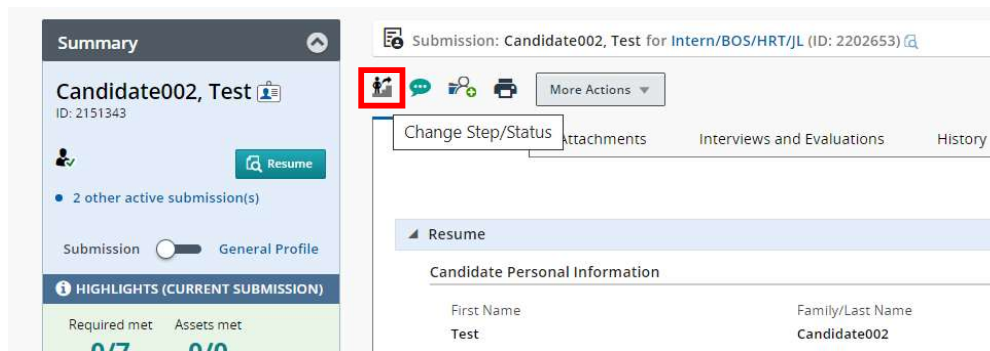
Basic Profile

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  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.

Change Step and Status

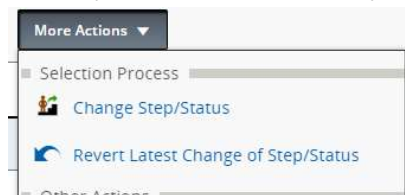
Candidate Name: Candidate002, Test Requisition Title: Intern/BOS/HRT/JL (2202653)

Currently in: Step: HM Screen, Status: System Pre-Screened → Change to: Step: HM Screen, Status: Pending decision

Comments: Please enter comments here

Buttons: Cancel, Apply and Continue, Apply and Close

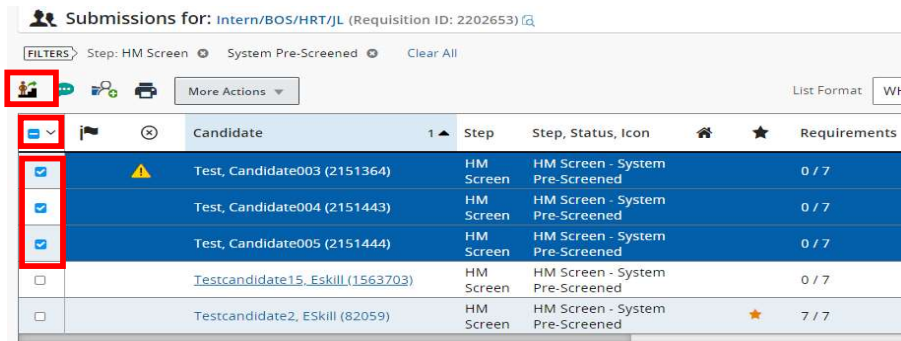
- c. Should you wish to undo the step/status change, you can revert the latest change from under More Actions



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.



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)

WHAT HAPPENS NEXT

1. Once the HR Focal Point for Internships has received and reviewed a completed Intern Recommendation Checklist, Supervisor Guide, Declaration of Interests (DOI) and two references, a preliminary offer will be sent to the recommended candidate to ascertain if he/she remains interested in accepting a WHO internship. You will be copied on communication containing candidate's response (Image 6).
2. In the event that the candidate accepts the preliminary offer, the HR Focal Point will then initiate an onboarding process (Image 7). The candidate will receive an invitation to commence the process and will be requested to complete online forms and upload required documents in the Stellis onboarding portal (Image 8).
3. Once onboarding is completed and the HR Focal Point has verified the documents provided by the candidate, a Formal Offer of Internship will be sent to the candidate. You will also be copied on this communication (Image 9).
4. Upon the candidate's acceptance of the Formal Offer of Appointment, the HR Focal Point closes the requisition and through integration with GSM a contingent worker profile will be created for the intern (Image 11).
5. The contingent worker profile and WHO email address are activated on the first day of assignment (no need for hiring units to send requests to create a profile/request an email account in IDSS, this is done automatically). The profile and email account will appear in the Directory on the first day of assignment, not earlier.
6. The intern will receive a communication in their personal email account informing them of the creation of their WHO email account.

SAMPLES OF SYSTEM-TRIGGERED NOTIFICATIONS:

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

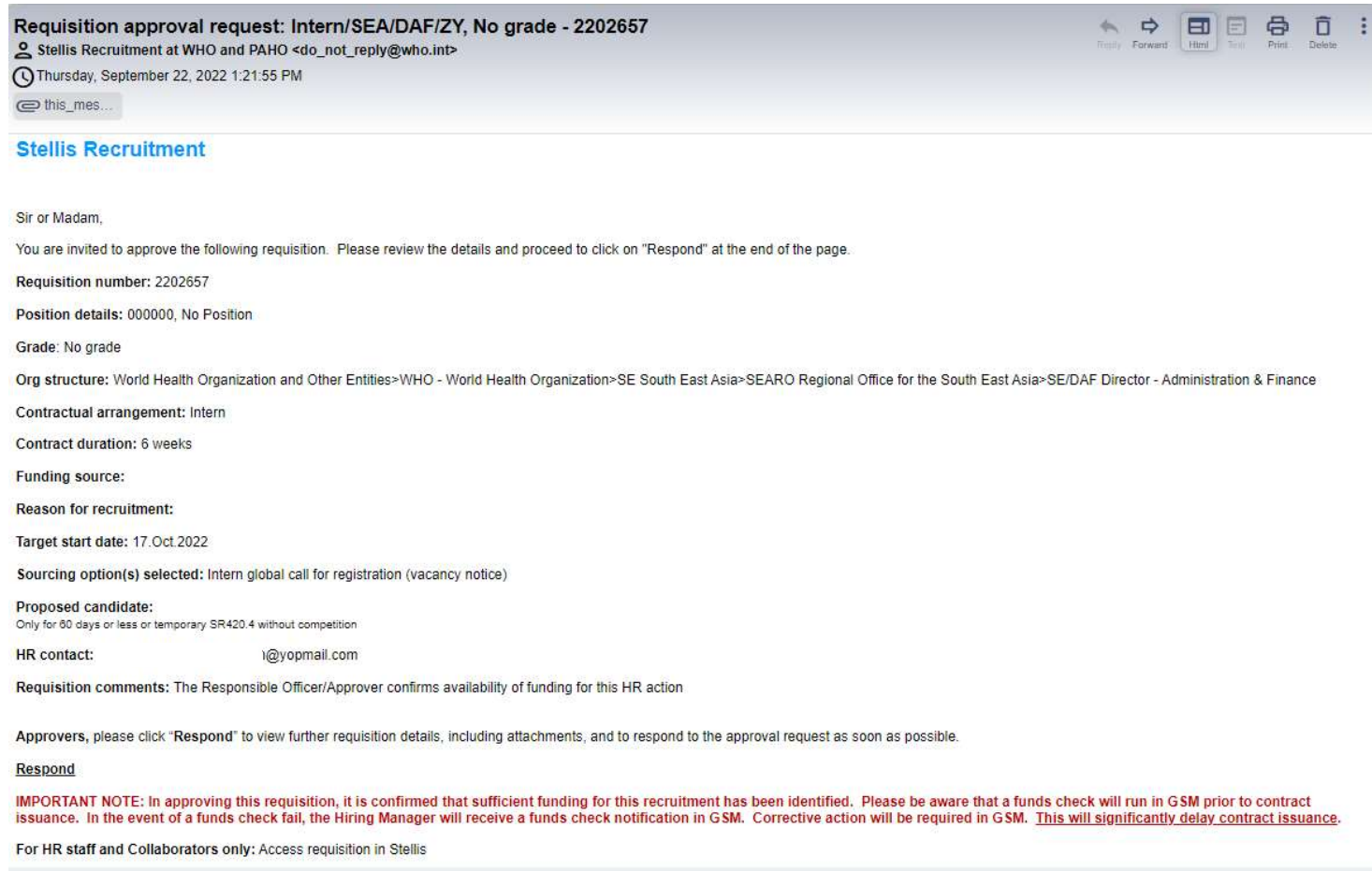


Image 2 - Confirmation that Requisition was Approved: sent to Hiring Manager, Recruiter and Onboarding Resources (cc to Hiring Department Admin Resource 1 and Hiring Department Admin Resource 2)

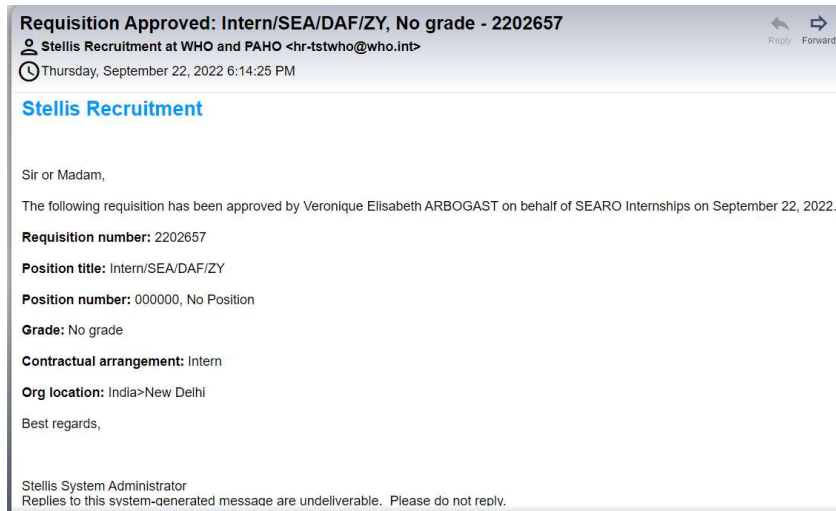


Image 3 - Notification that the requisition has been posted: sent to Hiring Manager, Hiring department admin resources 1 and 2; and Recruiter

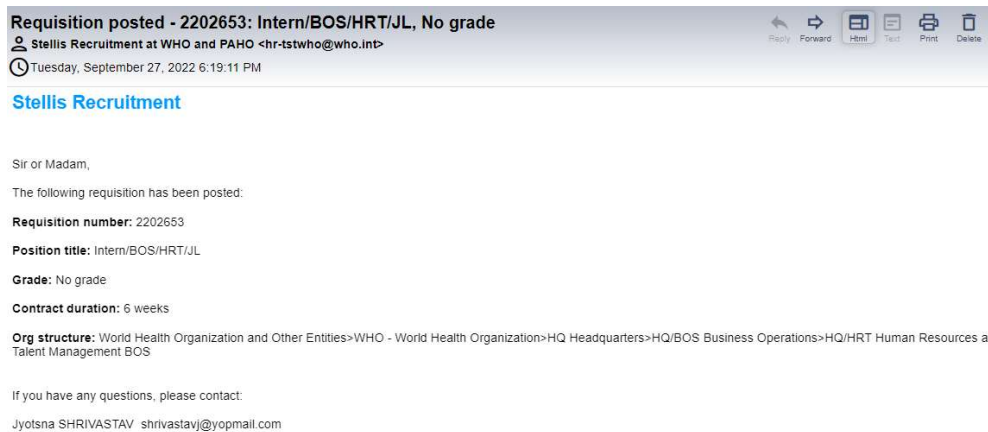




Image 4 Notification that the requisition posting has expired: sent to Hiring Manager, Hiring department admin resources 1 and 2; and Recruiter

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



Image 6 - Notification after the candidate has responded to the Preliminary Offer: sent to Recruiter, Hiring Manager and candidate

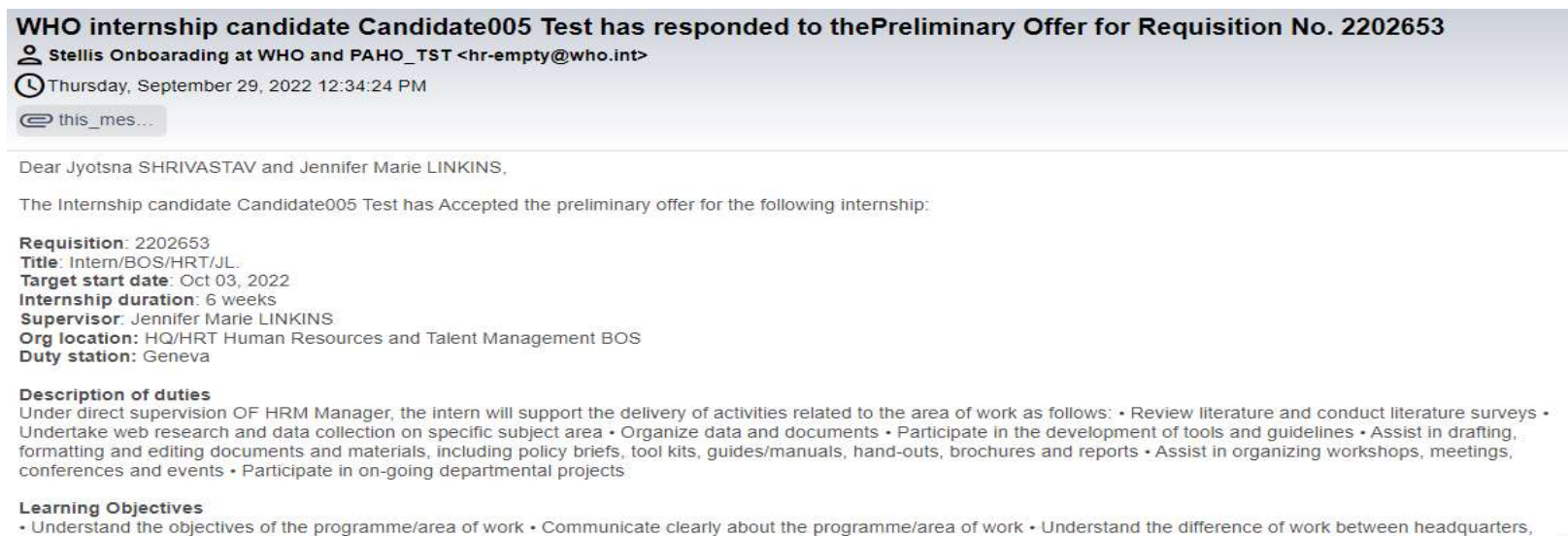


Image 7 - Notification to Hiring Manager that the onboarding tasks have been assigned to the Candidate for completion: cc to Onboarding Resource/support, Hiring Department Admin Resource 1 and Hiring Department Admin Resource 2

Sir or Madam,

The following Stellis onboarding process has been initiated:

Candidate: Candidate005 Test **Stellis ID:** 2151444

Requisition: 2202657 - Intern/SEA/DAF/ZY

Contractual arrangement: Intern

You will be notified when the process is completed.

Best regards,

Image 8 - Invitation to candidate to complete the assigned Onboarding tasks: cc to 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

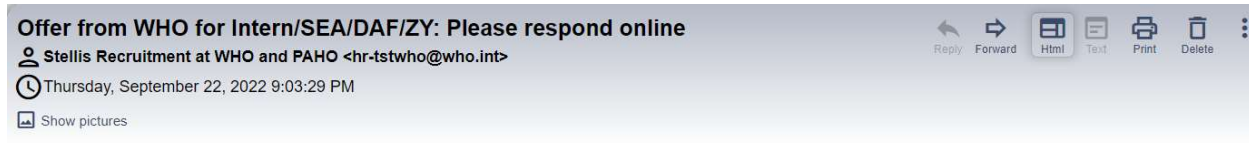
HR contact details: Jyotsna SHRIVASTAV shrivastavj@yopmail.com

Best regards,

Human Resources Management
World Health Organization

Replies to this system-generated message are undeliverable and will not reach WHO Human Resources. Please do not reply.

Image 9 - 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 10 - Notification after Recruiter submits the Recruitment Checklist: – to Hiring Manager, Onboarding resource/support, Hiring Department Admin Resource 1 and 2



Sir or Madam,

The following onboarding process has been successfully completed.

Candidate: Candidate005 Test **Stellis candidate ID:** 2151444

Requisition: 2202657 - Intern/SEA/DAF/ZY

Contractual arrangement:

Grade: No grade

Target start date: 03.Oct.2022

Contract duration: 42 days, months, years

Image 11 - Final notification confirming the completion of the internship Hire process: – sent to Hiring manager, Hiring department admin resources 1 and 2, 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	4111F3B347B5FC60E053507D600A72B2@invalidemail.com	
Technical unit admin support	mehrap@yopmail.com bishrne@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		