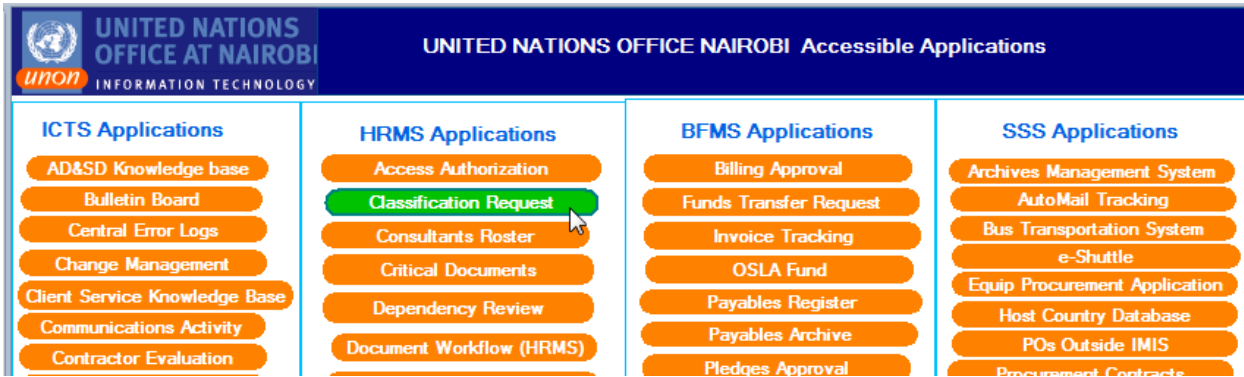


Online Request for Classification

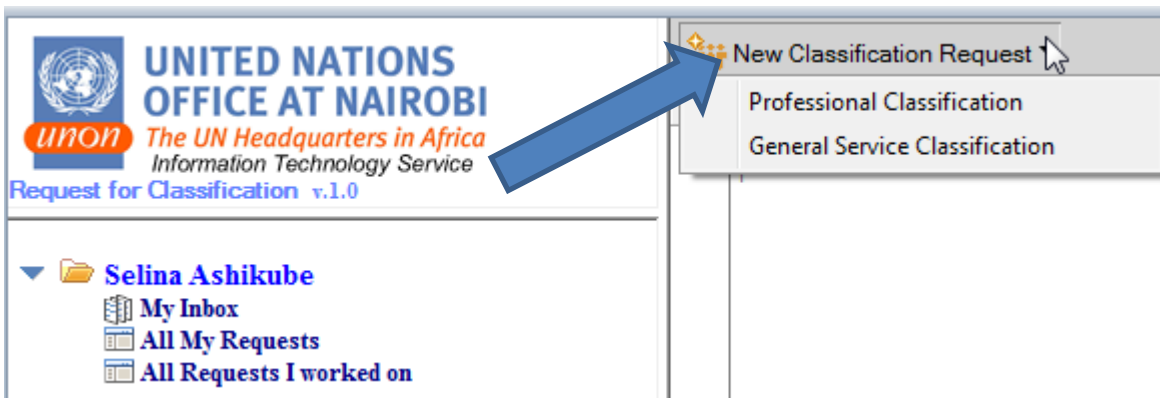
Preparation Guidelines for UN-Habitat

Step by Step


1. To access the classification tool, go to the **UNON Application Portal** in your Lotus Notes and under **HRMS Applications**, select **Classification Request** highlighted on the screen shot below.



2. On the first screen, select the button New **Classification Request** shown below with the arrow and you will have a drop down menu. Select Professional or General Service Classification as per your need.



3. Once you select, the following page will be displayed which allows you to enter the details of the Job Description on the **Requestor** tab.

UNITED NATIONS  NATIONS UNIES REQUEST FOR CLASSIFICATION PROFESSIONAL POSTS AND RELATED CATEGORIES	Request Date: 12/01/2015 Request No: NP2015/120916 Status: New
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Requestor: Supervisor | Verifying Officer | Certifying Officer | Focal Point | 1st Officer | 2nd Officer | Chief, HRMS | Director DAS

Select an Incumbent (Click here to select an Incumbent)

Reason For Classification	
* Classification Type:	<input type="radio"/> Initial Classification <input type="radio"/> Initial based on GJP <input type="radio"/> Reclassification <input type="radio"/> Indicative Level <input type="radio"/> Finalize Indicative Classification
* Job Description Number:	▾
* BIS Number:	▾
* IMIS Number:	Enter IMIS Number ▾
* Programme/Project:	▾
* Comments:	▾

Take a note of the following roles in the application as they apply to UN-Habitat

- Requestor** *In UN-Habitat context*, Person who is assigned to initiate a classification request.
- Supervisor** *In UN-Habitat context*, Person who is assigned to review the classification request before it is sent to the Post Management Office.
- Verifying Officer** *In UN-Habitat context*, this refers to the Post Management office (Stella) for the creation of posts and forwards the request to HR Liaison Unit.
- Certifying Officer** *In UN-Habitat context*, this refers to the HR Liaison Office (HRLU) (Haris Pajtic/Beatrice Nginje) who reviews the request and forwards it to UNON HRMS.

4. When entering the Job Description details, you will also select a Supervisor (PMO) who will review the classification request before it is sent to the Verifying Officer.

* Supervisor:	▾ (Please select the Supervisor)
Signatures of Incumbent/Administrative Assistant:	Selina Ashikube
DATE:	12/01/2015

5. More details on the fields are found in the Guidelines at the top right hand side of the screen

