

## EVALUATION OF CANDIDATES FOR TEMPORARY APPOINTMENT (Selection Proposal)

Vacancy Notice No (if any)..... Date of Issue..... Closing Date.....

International Professional (TIP)	<input type="checkbox"/>
National Professional Officer (TNP)	<input type="checkbox"/>
General Service (TGS)	<input type="checkbox"/>
Duration of Appointment:	60 days or less <span style="float: right;"><input type="checkbox"/></span> 6 months or less <span style="float: right;"><input type="checkbox"/></span> More than 6 months <span style="float: right;"><input type="checkbox"/></span>
Function Title	
Grade	
Post No. (if any)	
Unit	
Project	
Terms of Reference:	
Minimum essential evaluation criteria (as per vacancy notice/TOR)	
Education:	
Experience:	
Competency and skills:	

### Applicant statistics (if function is advertised) – for Professional Temporary Appointments

Category	Eligible			Rejected			Grand Total
	M	F	Sub Total	M	F	Sub Total	
WHO Internal							
UN							
External							

**Alphabetical list of eligible candidates seriously considered**

Name	DOB	Int/Ext	Gender	Nationality/ Geo List*	Remarks
AAA					
BBB					
CCC					
DDD					
ZZZ					

**Commentary on each candidate**

AAA	Provide assessment of candidates which should include educational background, related professional experience (national/international), nature of current job and jobs in the past, relevance of jobs to the duties of the post. Competency and skills of candidates and relevance, including language skills. Suitability for post (very suitable/ suitable / marginally suitable / not suitable) with justification.
BBB	
CCC	
DDD	
ZZZ	

**Short-list in order of priority**

Sl. No.	Name	DOB	Gender	Nationality	Geo. List*
1					
2					
3					

\*for international professional functions only.

**Justification for Short-list**

**Summary of Reference Checks**

.....  
Name & Title of Unit Head

.....  
Signature

.....  
Date