**Candidate Desk Review Template**

Hiring managers may conduct a desk review of candidates in lieu of interviews if they consider it appropriate provided that all stated criteria (academic qualifications, languages and years of experience) and other relevant information (eligibility criteria, family relationships) have been verified. Hiring Managers must ensure that recruitment processes completed through a desk review are transparent, fair, non-discriminatory and properly documented.

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| **Assignment Title:** |  | **Duty station:** | **Host Entity:** |
| **Assignment Request Number:**  (refer to candidate submission email from UNV) |  |  |  |

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| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Candidate’s name** | **Roster number** | **Nationality** | **Date of birth** | **Gender**  **m/f/o** | **Languages** | **Academic qualifications** | **Relevant personal and technical experience** | **Capacity building experience** | **Reference checks**  **(optional)** |
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**Recommendation by Hiring Manager:**

*(indicate rationale for recommending the selection of candidates)*

1st ranked candidate:

2nd ranked candidate

3rd ranked candidate:

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

*(name and title of hiring manager)*

Name: ­­­­­­­­­­­­­­­­­­\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_

*(*Endorsed by Head of Office/ Representative/Senior HR Partner/Senior Resource Manager \*)

\**Mandatory for UNHCR*