

# How to select Online Volunteers

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## Review candidates' applications

This step-by-step guide will take you through the process of reviewing candidates' profiles and applications, as well as shortlisting and selecting them so you can start your online collaboration.

## 'Review applied candidates' task

This task will appear when candidates started applying to your Host Entities' online Description of Assignment (DoA).

Click on the task name to continue.



The screenshot shows the 'My tasks' section of the UN Volunteers interface. The 'Review applied candidates' task is highlighted with a red box. The table below shows the details of this task.

Task name	candidateid	doaCandidateid	doaid	Creation date	Status
Review applied candidates	-	-	1681386491942144	Thursday, 13 January 2022 10:21	In advertising

Showing 1 to 1 of 1 entries

## Use filters

You can use the filters to narrow down your search. This is especially helpful when your Host Entity has several ongoing or completed Online Volunteer assignments.

The screenshot shows the UN Volunteers interface. On the left, there is a sidebar with navigation icons for Dashboard, DoAs, Assignments, and Host entity account. The main area is titled 'My tasks' and has tabs for 'Active' and 'Completed'. Below the tabs is a table with columns: Task name, candidateId, doaCandidateId, doaid, Creation date, and Status. The table contains one entry: 'Review applied candidates' with a status of 'In advertising'. Below the table is a pagination control showing '1' of 1 entries. On the left side of the main area, there are filter options for Task name, Country, and Assignment category, along with 'More filters' and 'Apply filters' buttons. At the top right, the user's name 'Yiru' and role 'HOST ENTITY ACCOUNT OWNER' are displayed.

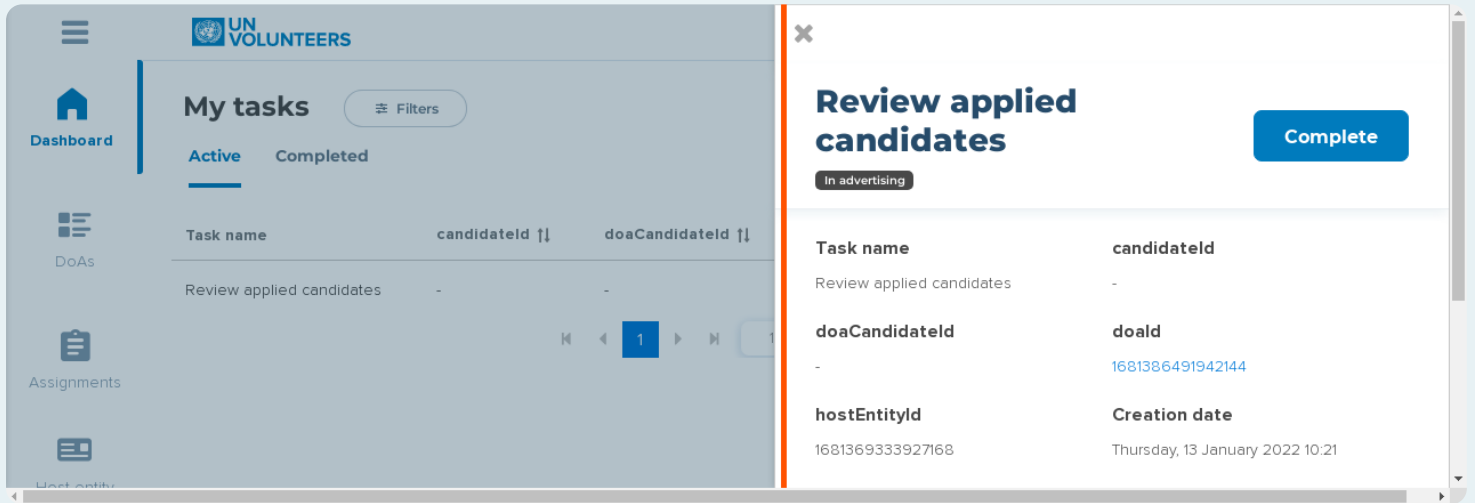
## Click 'Review applied candidates'

Now, click this task to start the selection process.

This screenshot is similar to the previous one, but the 'Review applied candidates' task in the table is highlighted with a red rectangular box. The rest of the interface, including the sidebar, filter options, and pagination, remains the same.

## Task information

This field provides more information about the task. In the bottom you can find a detailed explanation.



The screenshot shows the 'My tasks' page in the UN Volunteers system. The task 'Review applied candidates' is selected, and a detailed view is shown on the right. The detailed view includes a 'Complete' button and a table of task details.

Task name	candidateId
Review applied candidates	-

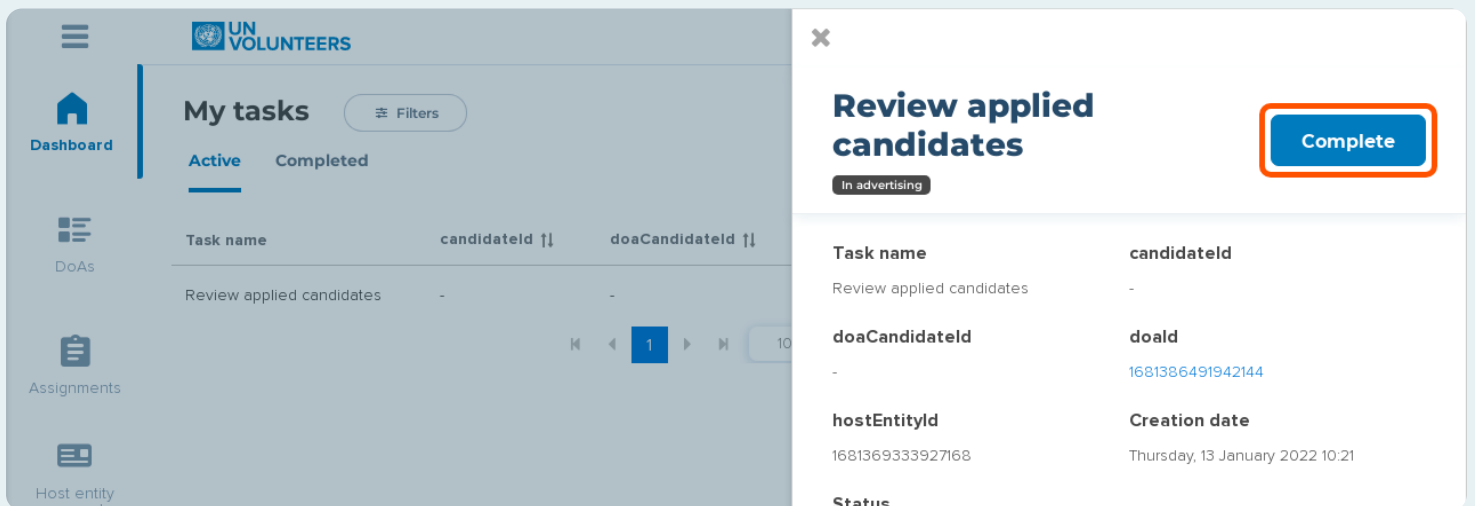
doaCandidateId	doald
-	1681386491942144

hostEntityId	Creation date
1681369333927168	Thursday, 13 January 2022 10:21

## Click 'Complete'

This will take you to the next page to start the selection process.



The screenshot shows the 'My tasks' page with the 'Complete' button highlighted in a red box. The detailed view of the task 'Review applied candidates' is shown on the right, including a table of task details.

Task name	candidateId
Review applied candidates	-

doaCandidateId	doald
-	1681386491942144

hostEntityId	Creation date
1681369333927168	Thursday, 13 January 2022 10:21

## Description of Assignment (DoA) page

First, you will see the online DoA page that provides you information about the DoA your Host Entity had created and to which candidates applied to.

## Click 'Description'

By clicking the 'Description' tab, you will see detailed information about the online DoA that was provided by your Host Entity during the DoA creation process.

The screenshot shows the 'Description' tab selected in the interface. The main content area displays the following information:

- Host Entity:** Non-UN guide host entity (20 hours ago)
- DoA Title:** Test DoA
- Status:** Online
- Location:** Germany
- Duration:** 2 weeks
- Assignment Count:** 2 assignment(s)
- Status:** In advertising
- Recruitment Type:** Open recruitment (advertised)
- Advertisement End Date:** 27/01/2022

The 'Description' tab is highlighted with a red box. The 'Candidates' tab is also visible. The right sidebar shows related actions and tasks, including 'Cancel entire DoA', 'Duplicate description of assignment', and 'Review applied candidates' with a 'Complete' button. A blue 'Agent Offline' button is at the bottom right.

## Click 'Candidates'

Clicking the 'Candidates' tab will show you the list of all candidates that applied to your online DoA.

Please note that candidates' applications are not pre-screened by UNV.

The screenshot shows the 'Candidates' tab selected in the interface. The main content area displays the same information as the 'Description' tab, but the 'Candidates' tab is highlighted with a red box. The right sidebar shows related actions and tasks, including 'Cancel entire DoA', 'Duplicate description of assignment', and 'Review applied candidates' with a 'Complete' button. A blue 'Agent Offline' button is at the bottom right.

## Related actions

Under 'Related actions' you can perform different actions affecting the DoA:

'**Cancel entire DoA**' will cancel the assignment completely, stopping all selection processes. This cannot be undone!

'**Duplicate description of assignment**' will copy the basic information of the DoA you are currently viewing and create a new DoA based on that. You can make any changes needed on the new DoA that are necessary.

Dashboard

DoAs

Assignments

Host entity account

Back

Description of assignment (DoA) manager

Non-UN guide host entity 20 hours ago

Test DoA

Online Germany 2 weeks

5 CANDIDATES

2 assignment(s)

Status In advertising

Open recruitment (advertised)  
Advertisement end date: 27/01/2022

Yiru  
HOST ENTITY ACCOUNT OWNER En

Related actions

- Cancel entire DoA
- Duplicate description of assignment

Tasks

Review applied candidates

Complete

Agent Offline

## Click 'Applied'

Under 'Candidates', click the 'Applied' tab to see all candidates who applied to your online DoA. In the list you will see candidates' basic information.

Dashboard

DoAs

Assignments

Host entity account

Yiru  
HOST ENTITY ACCOUNT OWNER En

Non-UN guide host entity 20 hours ago

Test DoA

Online Germany 2 weeks

5 CANDIDATES

2 assignment(s)

Status In advertising

Open recruitment (advertised)  
Advertisement end date: 27/01/2022

Description Candidates

APPLIED SHORTLISTED SELECTED WITHDRAWN

Agent Offline

## Choose information columns

Use this list to choose the information columns you would like to see in the list. By adding a column you will see the corresponding information of all candidates displayed.

The screenshot shows the recruitment interface for a job titled "Test DoA". The interface includes a sidebar with navigation options: Dashboard, DoAs, Assignments, and Host entity account. The main content area displays the job details, including the status "Online", location "Germany", and duration "2 weeks". The "Candidates" tab is active, showing a list of candidates with columns for "APPLIED", "SHORTLISTED", "SELECTED", and "WITHDRAWN". A dropdown menu is open, showing "7 columns selected" and a gear icon for settings. A "Show/hide ineligible candidates" link is visible, along with an "Agent Offline" button.

## Check 'AI score'

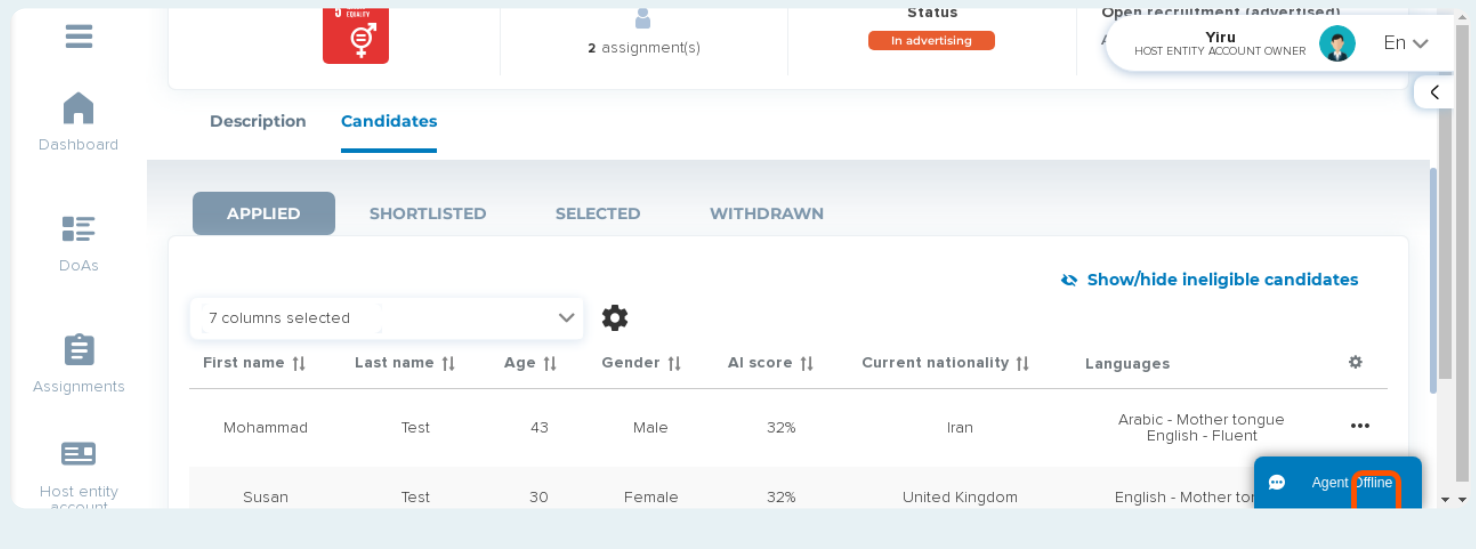
UVP's 'longlist' pre-ranks candidates based on an AI algorithm taking into account your requirements and information as well as the candidates' profiles.

The better a candidate matches your requirements the higher the AI score.

The screenshot shows the recruitment interface for the same job "Test DoA". The "Candidates" tab is active, and the list of candidates is displayed. The columns shown are "First name", "Last name", "Age", "Gender", "AI score", "Current nationality", and "Languages". The "AI score" column is highlighted with a red box, indicating it is the focus of the section. The interface also includes the same sidebar and navigation options as the previous screenshot.

## Click the 'three-dot' menu

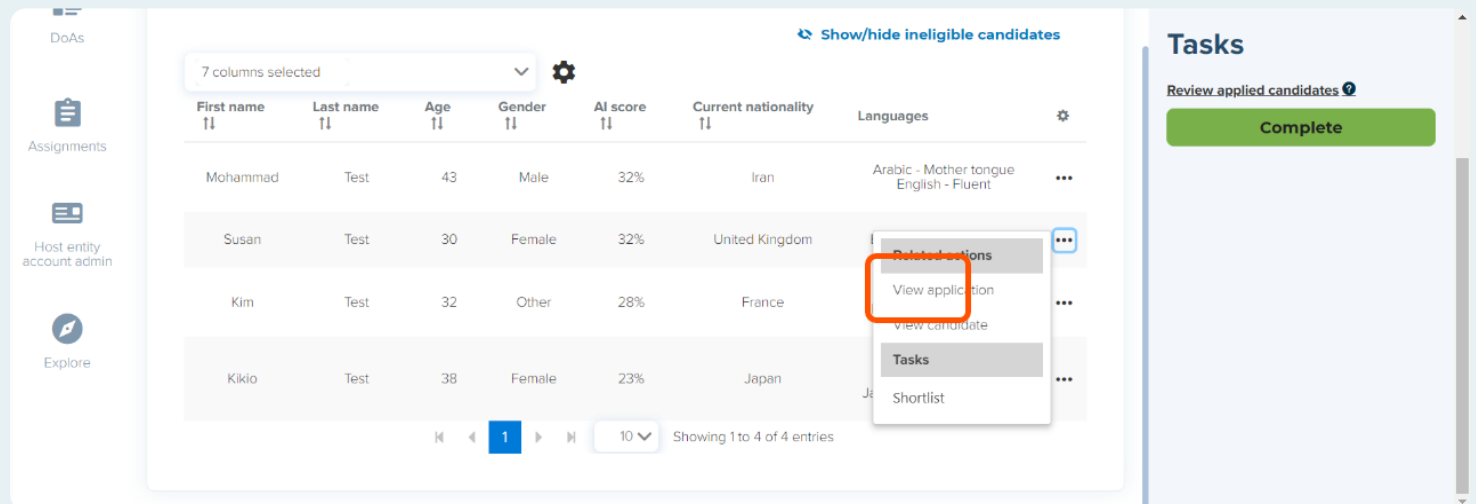
The 'three-dot' menu provides you with more options as well as actions needed for the selection process.



The screenshot shows the 'Candidates' page in a recruitment system. The page has a sidebar on the left with navigation options: Dashboard, DoAs, Assignments, and Host entity account. The main content area is titled 'Candidates' and has tabs for 'APPLIED', 'SHORTLISTED', 'SELECTED', and 'WITHDRAWN'. Below the tabs is a table of candidates with columns: First name, Last name, Age, Gender, AI score, Current nationality, and Languages. The table contains two rows: Mohammad (Age 43, Male, 32% AI score, Iran) and Susan (Age 30, Female, 32% AI score, United Kingdom). A three-dot menu icon is visible at the end of the first row. A 'Show/hide ineligible candidates' link is also present. At the bottom right, there is a chat bubble for 'Agent Offline'.

## Click 'View application'

Clicking 'View application' opens a window with more information.



This screenshot shows the same 'Candidates' page as above, but with a dropdown menu open for the candidate 'Susan'. The menu has two sections: 'Related actions' and 'Tasks'. The 'View application' option is highlighted with a red box. The 'Tasks' section includes 'Shortlist'. On the right side of the page, there is a 'Tasks' panel with a 'Review applied candidates' task and a 'Complete' button.

## Check 'Application details'

This window provides more information about the candidate's application:

## Their motivation to apply

The screenshot shows an 'Application details' modal window. The 'Motivation' field is highlighted with a red box. The field contains the text 'Test motivation.' and a 'Show/Hide Ineligible Candidates' link. Below the modal, a table of candidates is visible with columns for First name, Last name, Age, Gender, AI score, Current nationality, and Languages. The 'Years of relevant experience' and 'Availability' fields are also visible.

First name	Last name	Age	Gender	AI score	Current nationality	Languages
Mohammad						Arabic - Mother tongue English - Fluent
Susan		3	Female	32%	11 - 20	English - Mother tongue

## The years of relevant experience they have

The screenshot shows the same 'Application details' modal window. The 'Years of relevant experience' field is highlighted with a red box. The field contains the value '3'. Below the modal, the 'Additional remarks' field is visible, containing the text 'Type your remarks'. The table of candidates is also visible, showing the 'Years of relevant experience' and 'Availability' fields for each candidate.

First name	Last name	Age	Gender	AI score	Current nationality	Languages
Mohammad						Arabic - Mother tongue English - Fluent
Susan		3	Female	32%	11 - 20	English - Mother tongue
Kim				28%	France	English - Fluent French - Mother tongue
Kikio				22%		English - Working Japanese - Mother tongue



## Their weekly availability

This screenshot shows a candidate profile for Susan. The 'Availability' field is highlighted with a red box and contains the text '11 - 20'. The profile also shows 'Years of relevant experience' as 3 and 'Additional remarks' as 'Type your remarks'. The interface includes a 'Tasks' panel on the right with a 'Complete' button and a 'Review applied candidates' link.

First name	Last name	Age	Gender	AI score	Current nationality	Languages
Mohammad						Arabic - Mother tongue English - Fluent
Susan		30	Female	32%		English - Mother tongue
Kim			Other	28%	France	English - Fluent French - Mother tongue
Kikio		30	Female	23%	Japan	English - Working Japanese - Mother tongue

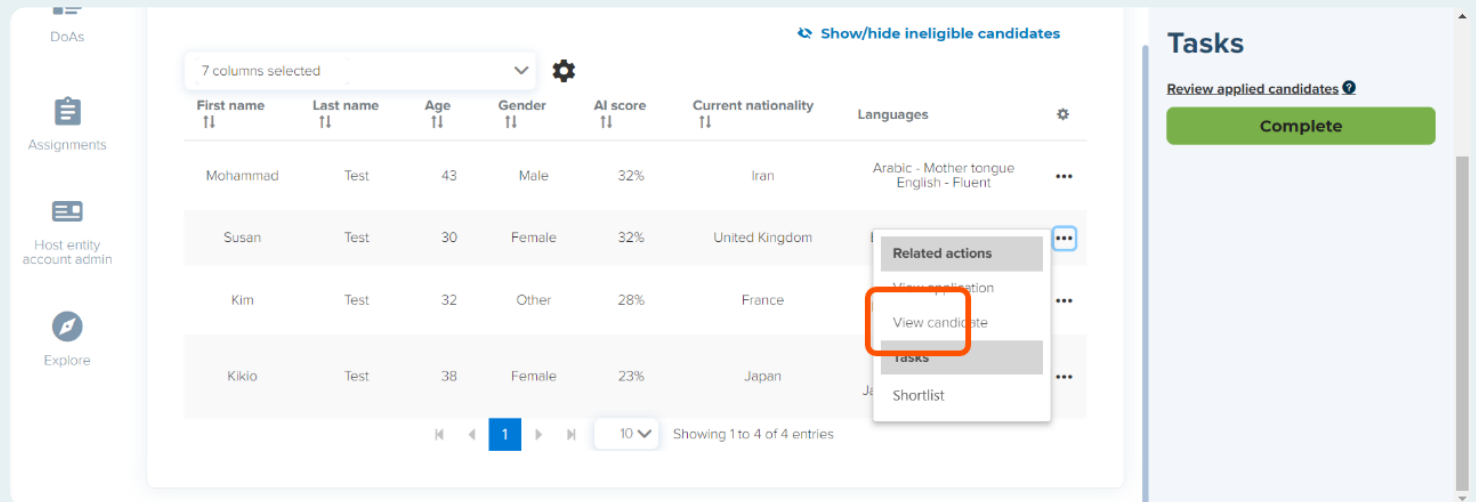
## Additional information they would like to share with you

This screenshot shows the same candidate profile for Susan. The 'Additional remarks' field is highlighted with a red box and contains the text 'Type your remarks'. The 'Availability' field now shows a date range '11 - 20'. The interface includes a 'Tasks' panel on the right with a 'Complete' button and an 'Agent Offline' button at the bottom.

First name	Last name	Age	Gender	AI score	Current nationality	Languages
Mohammad						Arabic - Mother tongue English - Fluent
Susan		30	Female	32%		English - Mother tongue
Kim			Other	28%	France	English - Fluent French - Mother tongue
Kikio		30	Female	23%	Japan	English - Working Japanese - Mother tongue

## Click 'View candidate'

Clicking 'View candidate' will take you to the candidate's profile.



The screenshot displays a user interface for managing candidates. On the left is a sidebar with navigation options: DoAs, Assignments, Host entity account admin, and Explore. The main area features a table of candidates with columns for First name, Last name, Age, Gender, AI score, Current nationality, and Languages. A 'Show/hide ineligible candidates' link is visible at the top right of the table. A dropdown menu is open for the candidate 'Kim', with the 'View candidate' option highlighted by a red rectangle. To the right of the table is a 'Tasks' panel with a 'Review applied candidates' link and a green 'Complete' button.

First name	Last name	Age	Gender	AI score	Current nationality	Languages
Mohammad	Test	43	Male	32%	Iran	Arabic - Mother tongue English - Fluent
Susan	Test	30	Female	32%	United Kingdom	
Kim	Test	32	Other	28%	France	
Kikio	Test	38	Female	23%	Japan	

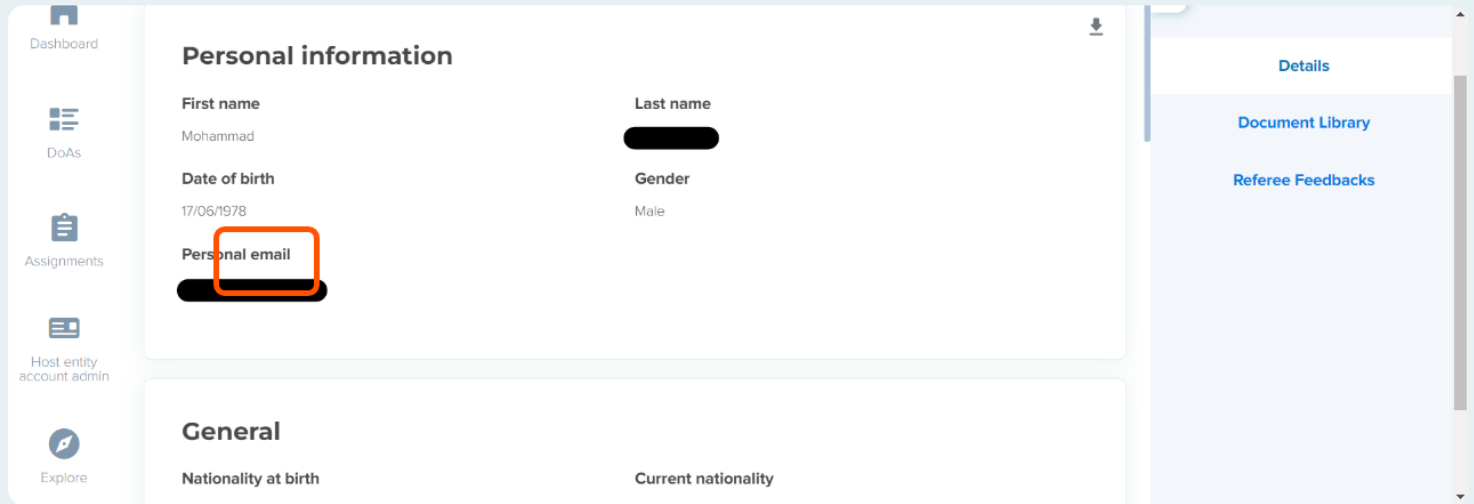
## Review profile

The profile contains details about the candidates academic qualification, professional experience and other information.

Uploading a CV is, therefore, no longer needed.

## Find 'Personal email'

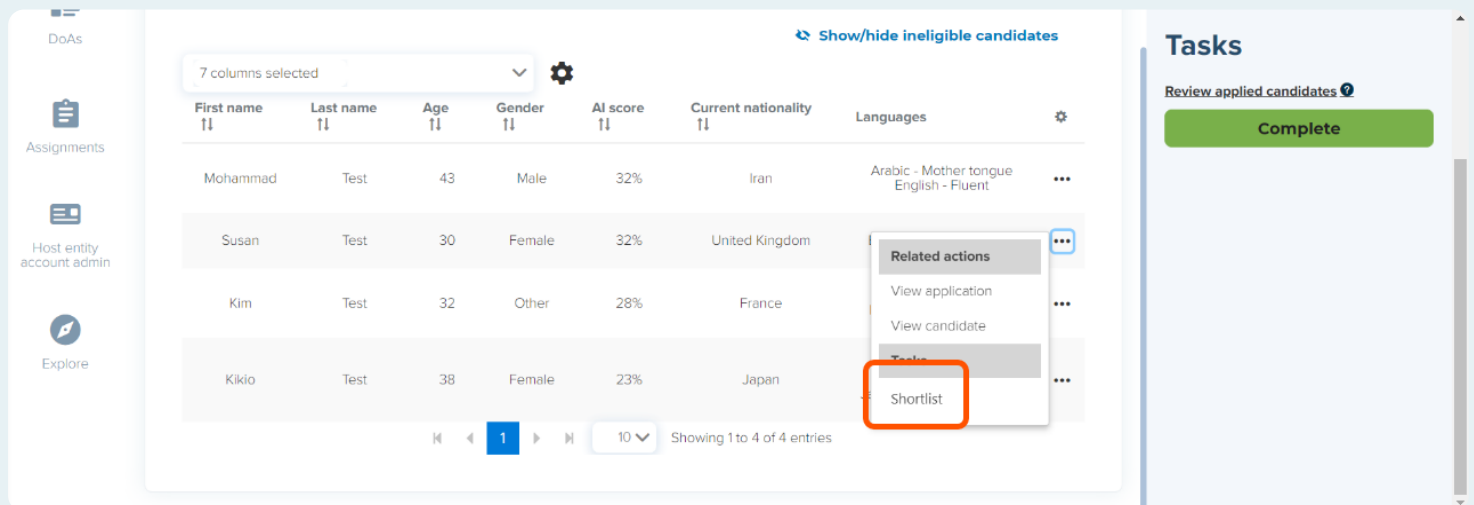
Here you can find the candidates' email that you can use for communication with the candidates during the selection process.



The screenshot shows a user interface for viewing candidate details. On the left is a navigation sidebar with icons for Dashboard, DoAs, Assignments, Host entity account admin, and Explore. The main content area is divided into two sections: 'Personal information' and 'General'. The 'Personal information' section contains fields for First name (Mohammad), Last name (redacted), Date of birth (17/06/1978), Gender (Male), and Personal email (redacted and highlighted with a red box). The 'General' section contains fields for Nationality at birth and Current nationality. On the right, a sidebar contains links for Details, Document Library, and Referee Feedbacks.

## Click 'shortlist'

When you find an interesting profile while reviewing candidates, you can use this button to shortlist them. This will move them to the 'Shortlisted' tab and allows easier candidate management.



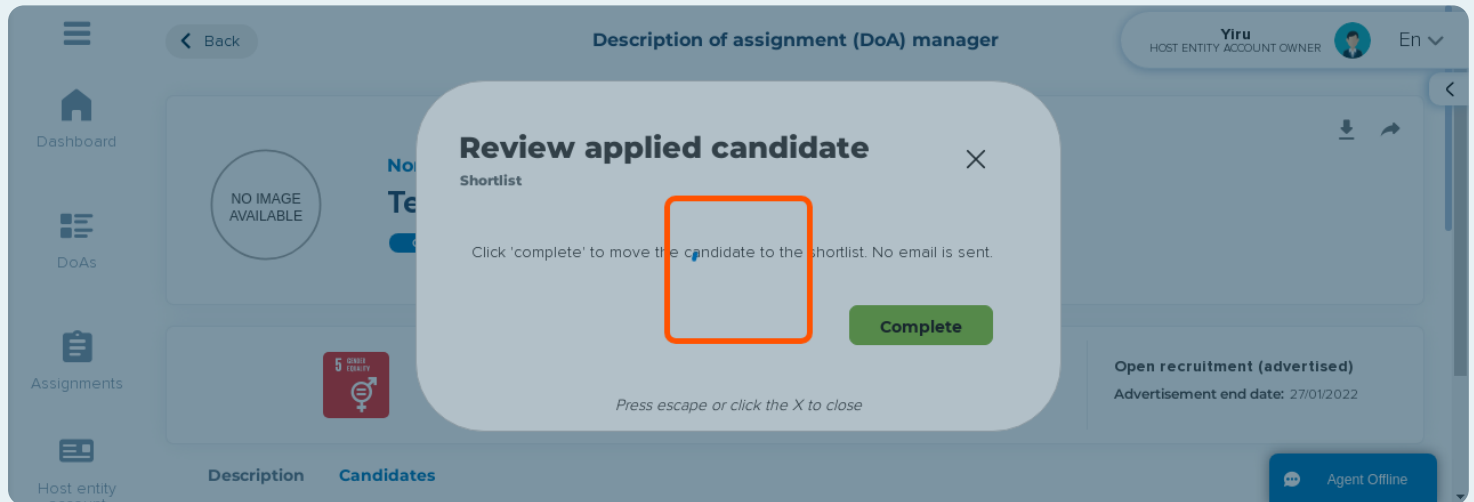
The screenshot shows a table of candidates with columns for First name, Last name, Age, Gender, AI score, Current nationality, and Languages. The table contains four rows of candidate data. A dropdown menu is open for the first row (Mohammad Test), showing 'Related actions' with options: View application, View candidate, Tests, and Shortlist. The 'Shortlist' option is highlighted with a red box. The table also includes a 'Show/hide ineligible candidates' link, a column selector showing '7 columns selected', and a pagination bar at the bottom indicating 'Showing 1 to 4 of 4 entries'.

First name	Last name	Age	Gender	AI score	Current nationality	Languages	
Mohammad	Test	43	Male	32%	Iran	Arabic - Mother tongue English - Fluent	...
Susan	Test	30	Female	32%	United Kingdom		...
Kim	Test	32	Other	28%	France		...
Kikio	Test	38	Female	23%	Japan		...

## Click 'Complete'

This will move the candidates to the shortlist and remove them from the longlist (applied list).

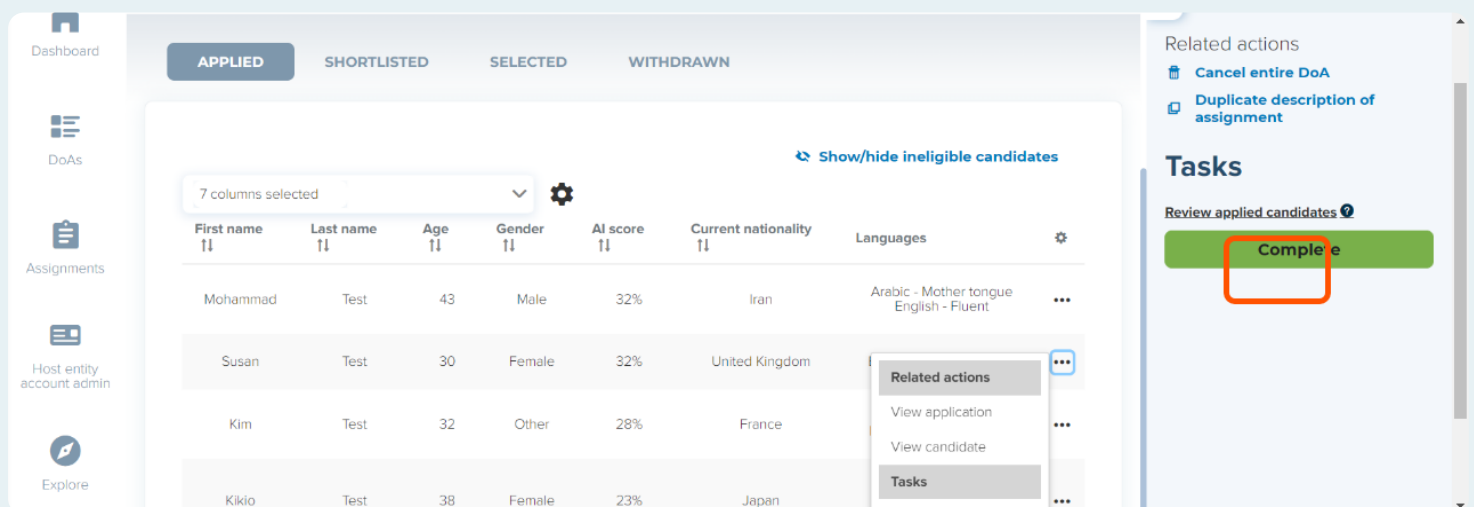
Repeat this process with all candidates you are interested in until you have a good number to choose from.



## Click 'Complete'

Once you have reviewed all candidates, and completed the shortlisting, click 'Complete' to finalize the review process. This will remove the 'Review candidates' application' task from your dashboard.

It re-appears should you receive further applications.



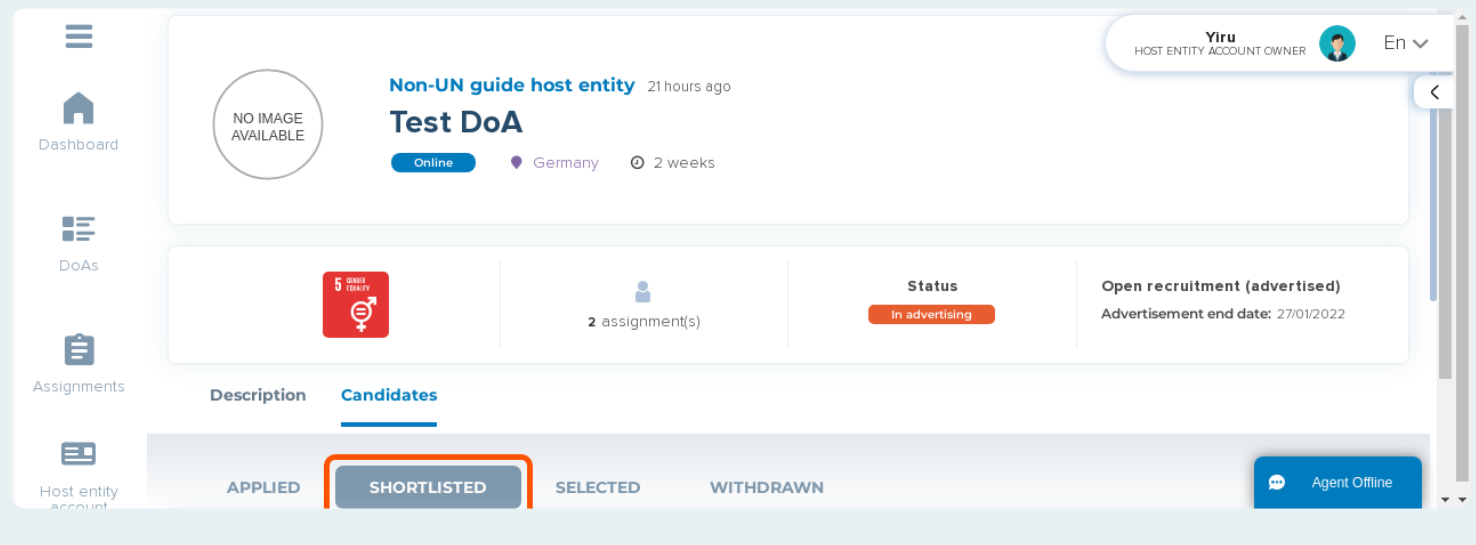
## Assessing shortlisted candidates

After you have reviewed all applications and shortlisted interesting and promising candidates, you can start assessing them.

Although this step is optional, we suggest conducting short interviews and/or pre-assignment such as short tests as this will help you to get a better understanding of candidates' skills and whether they are suitable candidates.

## Click 'Shortlisted'

This tab brings you to the list of your shortlisted candidates.



The screenshot displays a recruitment dashboard interface. On the left, a sidebar contains navigation icons for 'Dashboard', 'DoAs', 'Assignments', and 'Host entity account'. The main content area features a job listing for 'Non-UN guide host entity' posted 21 hours ago. The listing includes a placeholder for a profile picture, a 'Test DoA' title, and tags for 'Online', 'Germany', and '2 weeks'. Below the listing, a summary bar shows '2 assignment(s)', a status of 'In advertising', and 'Open recruitment (advertised)' with an end date of 27/01/2022. At the bottom, a horizontal tab bar contains 'APPLIED', 'SHORTLISTED' (highlighted with an orange border), 'SELECTED', and 'WITHDRAWN'. A chat button labeled 'Agent Offline' is visible in the bottom right corner.

## Contact candidate

As shown earlier, you can contact a candidate, either to inform that they are under consideration or to invite them to an interview, using their 'Personal email'.

The screenshot displays a web interface for managing candidates. On the left, there is a sidebar with navigation options: DoAs, Assignments, Host entity account admin, and Explore. The main area features a tabbed interface with 'APPLIED', 'SHORTLISTED', 'SELECTED', and 'WITHDRAWN' tabs. The 'SHORTLISTED' tab is active, showing a table of candidates. The table has columns for First name, Last name, Age, Gender, AI score, Current nationality, and Languages. Three candidates are listed: Mohammad (Iran), Susan (United Kingdom), and Kim (France). A context menu is open over the first row, showing 'Related actions' (View application, View candidate) and 'Tasks' (Serving, Remove from shortlist). The 'View candidate' option is highlighted with a red box. On the right, there is a 'Tasks' panel with a 'Review applied candidates' task and a 'Complete' button. At the bottom right, there is an 'Agent Offline' button.

First name	Last name	Age	Gender	AI score	Current nationality	Languages
Mohammad	Test	43	Male	32%	Iran	
Susan	Test	30	Female	32%	United Kingdom	
Kim	Test	32	Other	28%	France	

## Remove candidates

You can remove candidates from the shortlist, for instance, when they are no longer available or become unresponsive.

This screenshot is identical to the one above, showing the candidate management interface. However, in this view, the 'Remove from shortlist' option in the context menu is highlighted with a red box, indicating the action to be performed.

First name	Last name	Age	Gender	AI score	Current nationality	Languages
Mohammad	Test	43	Male	32%	Iran	
Susan	Test	30	Female	32%	United Kingdom	
Kim	Test	32	Other	28%	France	

# Start selecting candidates

When your assessment is complete, or you decided to skip this step, you can start selecting candidates of your choosing by clicking here.

APPLIED SHORTLISTED SELECTED WITHDRAWN

7 columns selected

First name ↑↓	Last name ↑↓	Age ↑↓	Gender ↑↓	AI score ↑↓	Current nationality ↑↓	Languages
Mohammad	Test	43	Male	32%	Iran	
Susan	Test	30	Female	32%	United Kingdom	
Kim	Test	32	Other	28%	France	

Showing 1 to 3 of 3 entries

Related actions

- View application
- View candidate

Tasks

- Serving
- Remove from shortlist

Tasks

Review applied candidates

Complete

Agent Offline

# Selection limitations

Before you start selecting candidates, please note that you can only select as many candidates as you initially requested assignments in the online DoA.

Dashboard

DoAs

Assignments

Host entity account admin

6

2 assignment(s)

Status

In advertising

Open recruitment (advertised)

Advertisement end date: 27/01/2022

Description Candidates

APPLIED SHORTLISTED SELECTED WITHDRAWN

7 columns selected

First name ↑↓	Last name ↑↓	Age ↑↓	Gender ↑↓	AI score ↑↓	Current nationality ↑↓	Languages
Mohammad	Test	43	Male	32%	Iran	

Related actions

- Cancel entire DoA
- Duplicate description of assignment

Tasks

Review applied candidates

Complete

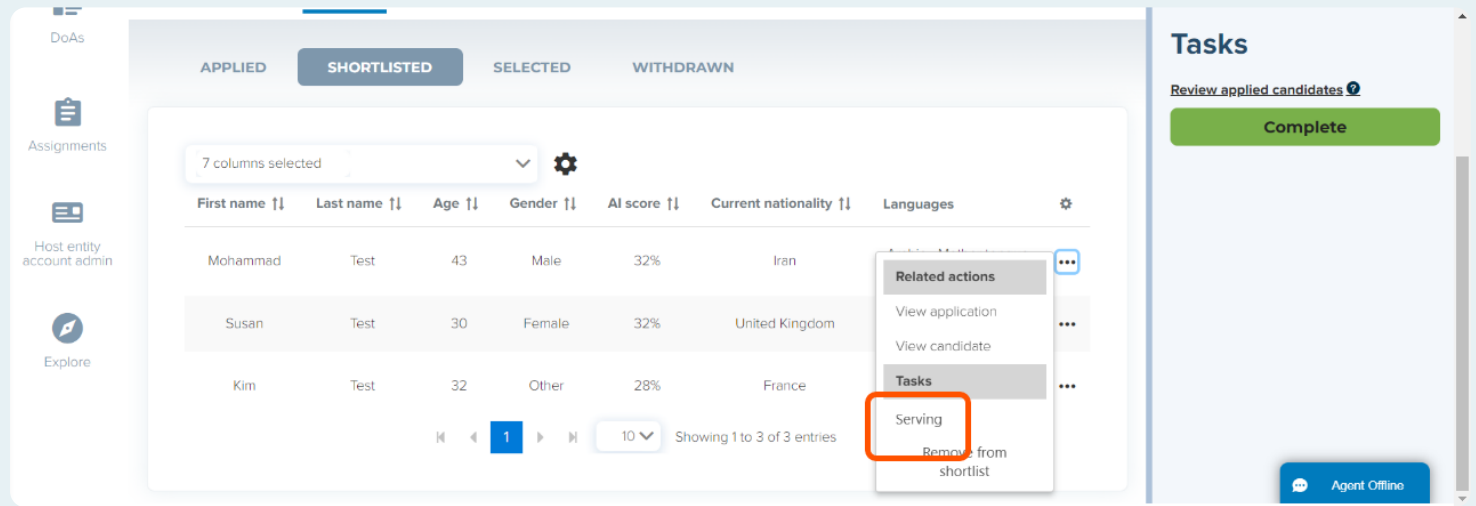
Yiru

HOST ENTITY ACCOUNT OWNER

En

## Click 'Serving'

Now, let's start selecting those candidates.



The screenshot displays a user interface for managing candidates. On the left, there is a sidebar with navigation options: DoAs, Assignments, Host entity account admin, and Explore. The main area features a tabbed interface with 'APPLIED', 'SHORTLISTED', 'SELECTED', and 'WITHDRAWN' tabs. The 'SHORTLISTED' tab is active, showing a table of candidates. The table has columns for First name, Last name, Age, Gender, AI score, Current nationality, and Languages. Three candidates are listed: Mohammad (Male, 43, 32%, Iran), Susan (Female, 30, 32%, United Kingdom), and Kim (Other, 32, 28%, France). A dropdown menu is open for the first candidate, showing 'Related actions' (View application, View candidate) and 'Tasks' (Serving, Remove from shortlist). The 'Serving' option is highlighted with a red box. On the right, there is a 'Tasks' panel with a 'Review applied candidates' link and a 'Complete' button. At the bottom right, there is an 'Agent Offline' button.

First name	Last name	Age	Gender	AI score	Current nationality	Languages
Mohammad	Test	43	Male	32%	Iran	
Susan	Test	30	Female	32%	United Kingdom	
Kim	Test	32	Other	28%	France	

## Finalize selection

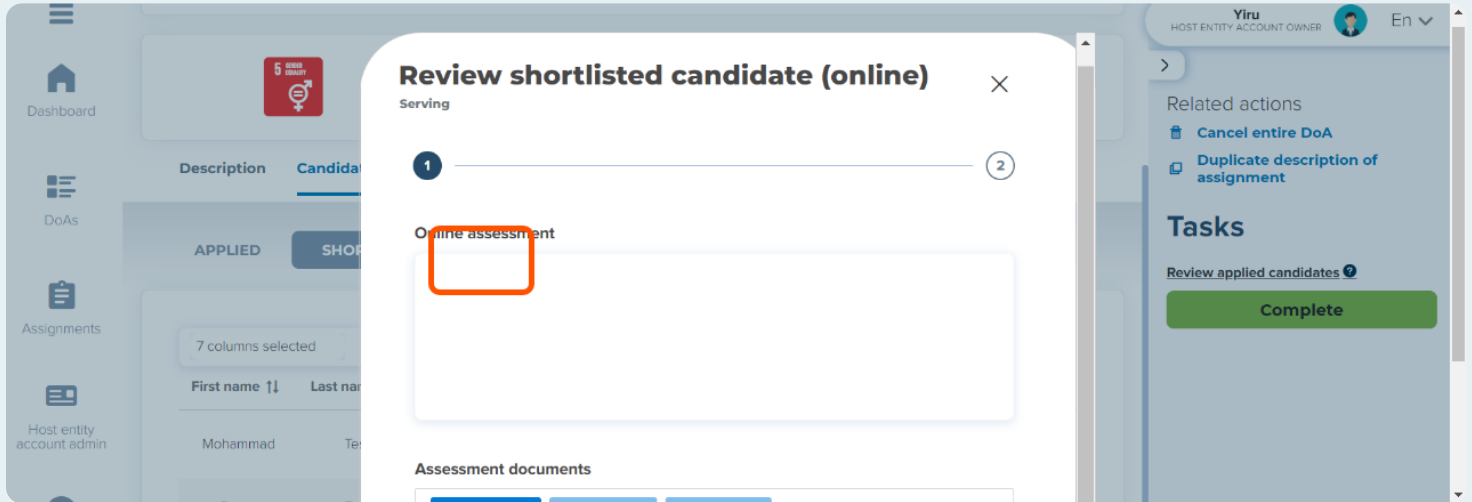
Before this step is finalized, you have the option to capture your assessment of the candidates during the selection process.

This step is optional and can be skipped if you wish not to provide any information on the assessment.



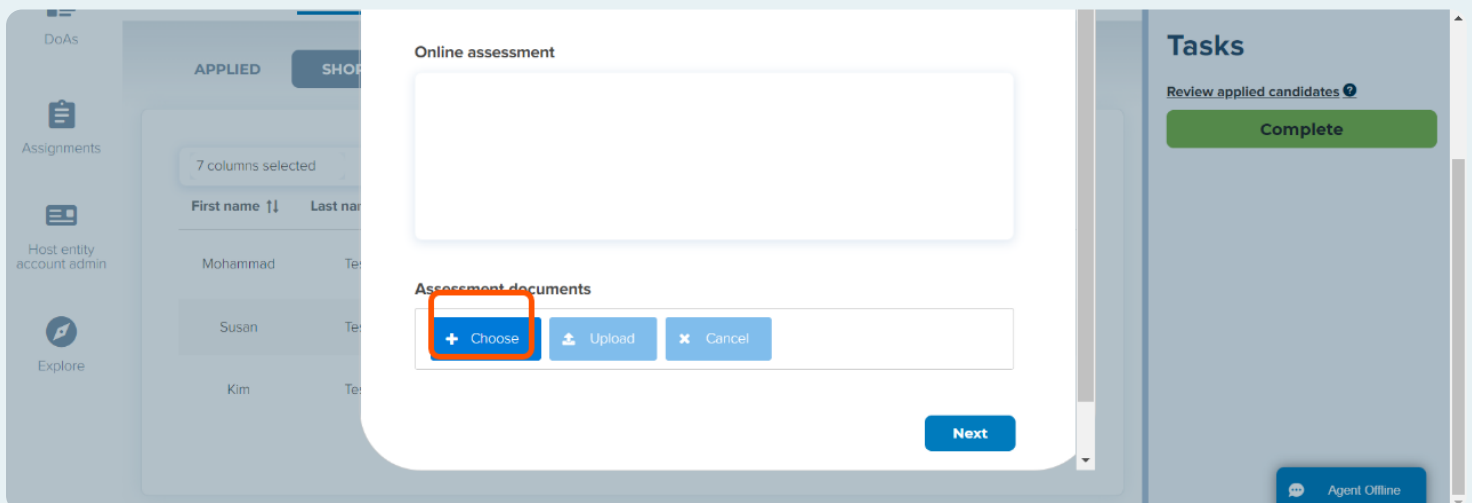
## Type 'Online Assessment'

Here you can provide any notes or information you captured during the assessment process, for instance, from a conducted interview.



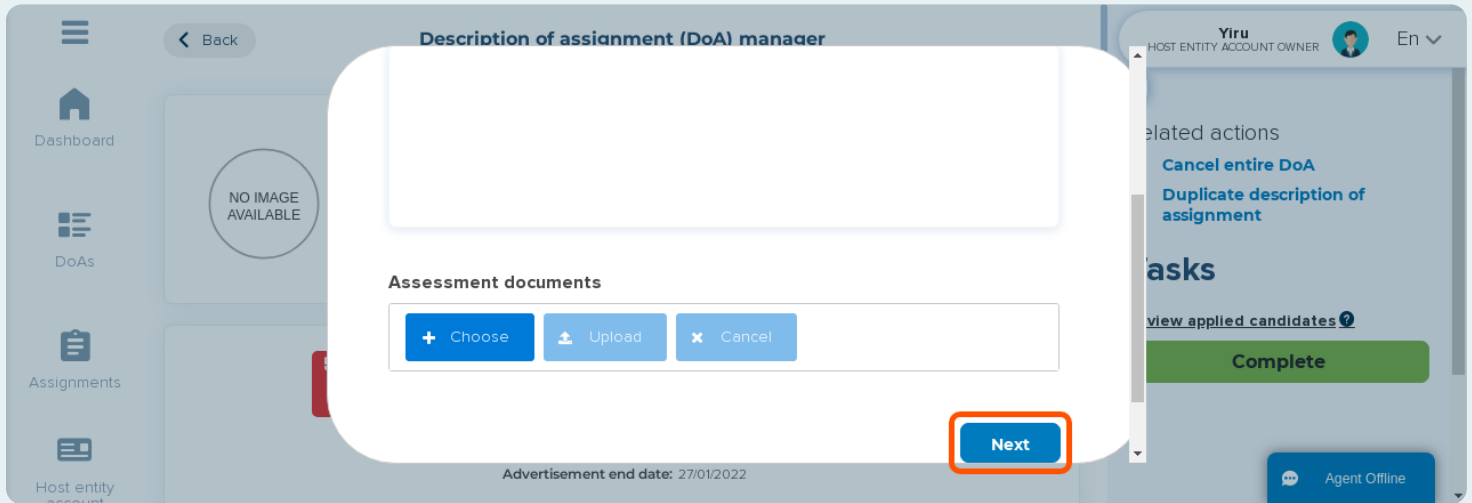
## Upload 'Assessment documents'

If needed, you can also upload any documents related to the assessment, for instance, interview notes.



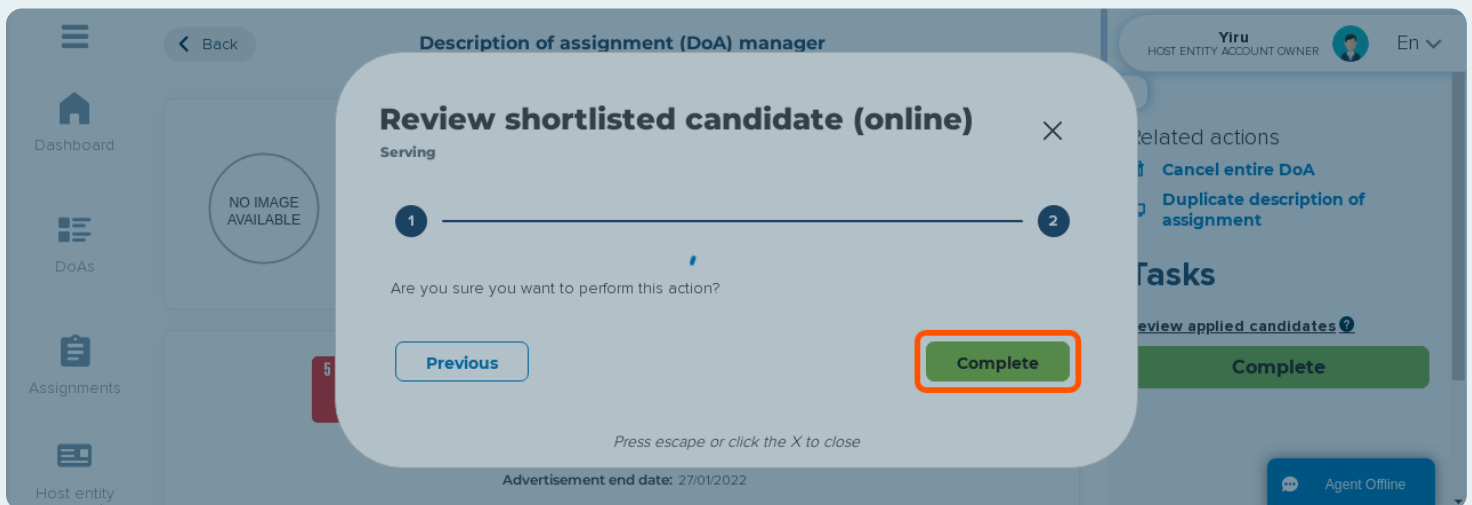
## Click 'Next'

When you are ready to finalize the selection, click here



## Click 'Complete'

This will finalize the selection of the candidate.



## Click 'Selected

Under this tab you will now see all selected candidates.

The screenshot displays a recruitment management system interface. On the left is a sidebar with navigation icons for Dashboard, DoAs, Assignments, and Host entity account. The main content area shows a 'Test DoA' advertisement by 'Non-UN guide nost entity' (21 hours ago). The ad is 'Online', located in 'Germany', and has been running for '2 weeks'. It features a red icon with a female symbol and a plus sign. Below the icon, it states '2 assignment(s)' and 'Open recruitment (advertised)' with an 'Advertisement end date: 27/01/2022'. The status is 'In advertising'. At the bottom, there are tabs for 'APPLIED', 'SHORTLISTED', 'SELECTED' (highlighted with a red border), and 'WITHDRAWN'. On the right, a user profile for 'Yiru' (Host Entity Account Owner) is visible, along with a 'Related actions' section containing 'Duplicate description of assignment' and a 'Tasks' section stating 'There are no pending tasks.' A blue button at the bottom right indicates 'Agent Offline'.

## Begin collaboration

Congratulations! You have now selected your Online Volunteers and you can start the collaboration.

Before you go, with the selection of candidates as requested in the online DoA, the system will close the online DoA's advertisement and inform all non-selected candidates of the outcome. There is no need for you to reach out to them separately.

Furthermore, the system notes the moment of selection as the collaboration's starting point, on which following steps depend. But for now, you can focus on your collaboration. We wish you all the best!