

## HOW TO BUILD AND USE A ROSTER IN WIDE

### BUILDING A ROSTER:

Building a roster in WIDE is easy and simple. Below you will find the steps you need to take for building your own roster:

Tasks	Lessons Learned	Support Provided
<p><b>1. Establish the skills set for your Roster</b>            Defining the skills list is one of the most important aspects in building a roster.</p>	<p>1. Keep it short and manageable - large skills sets don't work. Think of a closet full of shoes. The less you have the more likely you are to find the pair you are looking for.</p> <p>2. Think carefully about your skills set; discuss it with your colleagues and managers. Once your roster has been populated you can no longer change your skills set without major difficulties.</p>	<p>We will offer you a set of sample skills from other roster based on your needs. This will help you to establish and define your own skill set.</p>
<p><b>2. Create the Roster entry point web page</b>            WIDE is a web based system. Each Roster has its own entry point on a web page under your site. You need to set up a front page as an entry point for experts/consultants to enter your roster. The web page should provide a brief background on your roster and a link to the Roster.</p>	<p>1. Always provide a brief background on your roster. Rosters for a very specific group of experts even provide a copy of a generic TOR.</p> <p>2. You might want to add some specific instructions on the type of information you require from your expert. i.e. updated CV, work experience and education section.</p>	<p>We will provide you with a set of sample web pages from other rosters to help you get a better idea about the design and contents of your roster entry page.</p> <p>We will provide you with all keys for the "apply" and "search" function of your roster.</p>
<p><b>3. Create E-mail templates</b>            WIDE allows for direct communication with your experts. Define a set of standard e-mail templates</p>	<p>1. Most of the e-mail templates already in use can be easily adapted to other rosters.</p>	<p>We will provide you with a set of standard e-mail templates used in other rosters. You will only have to customize them to your</p>

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for faster and easier communication.		needs.
<p><b>4. Define your Screening Process</b> It is up to every individual Roster Manager to define a screening process for their respective roster. Most rosters are by invitation only and candidates are pre-screened before being invited to join a roster. Some rosters have a more open process and experts are required to submit recommendations/references before becoming active members of a roster.</p>	<p>1. Most rosters are “by invitation only” in the initial stage of being populated.. A pre-selected and/pre-screened group of experts are invited to join the roster.</p> <p>2. Based on experience we discourage “open rosters”. An open roster is a roster that is open to anybody to apply. Your roster is only as good as the experts in it. We encourage “quality” over “quantity”.</p>	We will help you decide what might be the best screening process based on the roster you are trying to build.
<p><b>5. Send Invitations</b> Once you have completed the above tasks you are ready to send invitations to consultants/experts to join your roster.</p>	<p>1. Start sending invitations to a smaller group of experts at the beginning. Wait and see what kind of feedback you are getting and if any kind of issues might arise from the invitation process.</p> <p>2. Based on experience the average response rate is between 30-50%</p>	We are here for any kind of questions or assistance you might need during this process.
<p><b>6. Check Work list</b> a) Incomplete submissions Consultant has selected “save for later” in his Professional Profile. Submission is not yet complete and still missing information.</p> <p>b) Complete submissions Consultant has selected “save and submit” in his Professional Profile. All required information has</p>	<p>1. Most experts do take some time to complete their profiles, so please be patient!</p> <p>2. If a profile has remained incomplete for several weeks, you might want to send a reminder message to “update profile” (please allow for additional time during holiday periods or for mission travel)</p>	We are always here to answer your questions and provide guidance and support during this process.

Tasks	Lessons Learned	Support Provided
<p>been provided and the profile has been completed. Profile is ready for submission.</p>	<p>3. If the expert has never created a profile in response to your invitation letter you might want to send a “follow-up to invitation” which should be one of your standard e-mail templates.</p> <p>4. In case a profile has remained empty for more than 2 months we suggest you issue an alert that the profile will be removed if not completed within the next 2-3 weeks.</p>	
<p><b>7. Working with an Active Roster</b> A consultant or expert becomes an active member of a roster once he/she has fulfilled all the requirements pre-determined by the individual office.</p>	<p>Different offices use different criteria for establishing when a consultants profile is considered complete and ready to become an active member of your roster.</p>	<p>We provide you with guidance and best practices from other established rosters to help you decide on your requirements.</p>

USING YOUR ROSTER:

Once you have completed all of the above you are ready to use your roster. WIDE provides two options of searching your roster:

Tasks	Lessons Learned	Support
<p><b>1. Admin Search</b> Admin search allows for different searches of roster members with different roster status i.e. unvetted, active, non-active etc.</p>	<p>The success of your search is only as good as the search criteria you enter. This is especially true for the keyword search and search by name.</p>	<p>We keep up to date user manuals on our web site for easy reference.</p>
<p><b>2. External Search</b> The ext. search is a powerful external search engine, which only searches active members of a roster.</p>	<p>This is where you will see the importance of your skills set!</p>	<p>We have a roster support team based in New York as well as Bratislava.</p>