

My G-to-P Action Plan

A working checklist for moving from the General Service to the Professional category — not a promise, a plan.

UNjobnet

Work through the steps in order. The transition is easier to plan once the specific gap is named — most profiles are short on two of the three below, and each calls for a different move.

1 Which gap am I closing?

Tick the ones that apply. Be honest — the plan depends on it.

- ☐ **Credential** — the advanced degree, or eligibility on paper
- ☐ **Evidenced capability** — a documented record of analytical / conceptual work
- ☐ **Perception** — how my current category is read by decision-makers

2 My organization's rules

Find these in the vacancy's eligibility section and the HR policy framework.

Time-in-post requirement?

Internal vs external eligibility?

Grade-level ceiling to apply?

Accepts experience "in lieu of" a degree? (Y / N + years)

3 Close the credential gap

☐ Advanced-degree plan chosen — programme & target finish date:

☐ Or: in-lieu-of pathway confirmed for my target organization

4 Build Professional-level evidence

Three analytical / conceptual pieces I will own this cycle — and where each is recorded (performance record / report / product).

5 Exposure & sponsorship

Target temporary assignment / OiC at P level:

Who will speak to my P-level work:

6 Target vacancies

Three posts or organizations with open eligibility or in-lieu provisions.

7 Decide the route & next action

- ☐ Internal bridge
- ☐ Lateral move (another organization / consultancy, then re-enter)
- ☐ Structured entry (YPP / JPO, where eligible)

My single next action in the coming 12 months: