

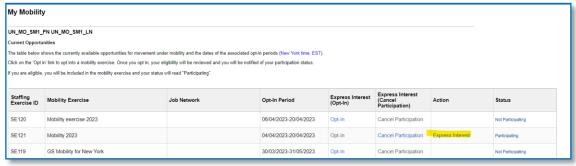
Expression of Interest (for SM)

STEP 1:

Log in with your inspira account.

STEP 2:

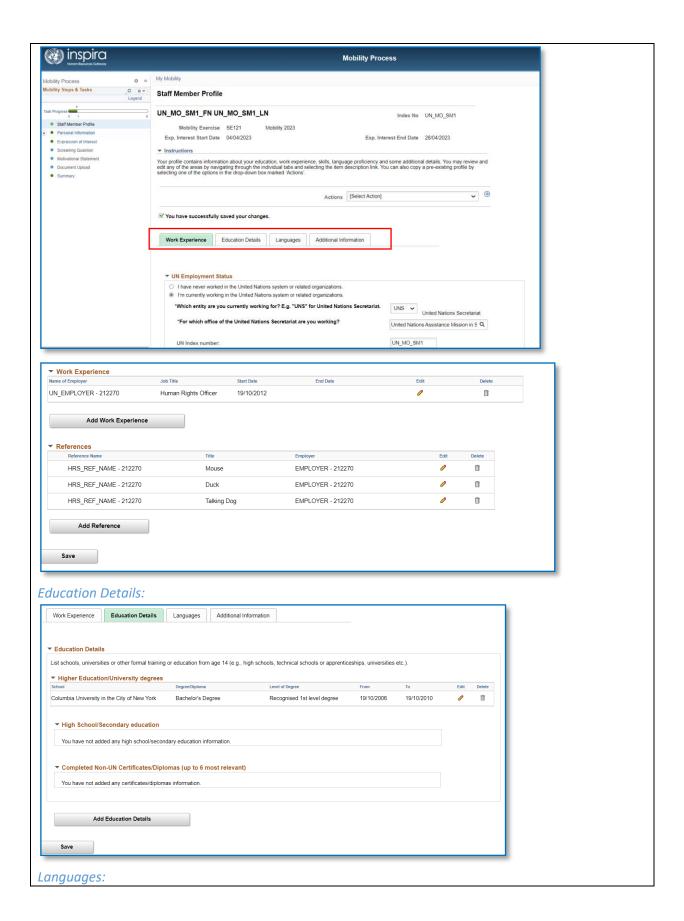
Click on Main menu > My Career and Learning > My Mobility > My Mobility and the below page will appear. Here the staff member can express their interest by clicking on 'Express Interest'

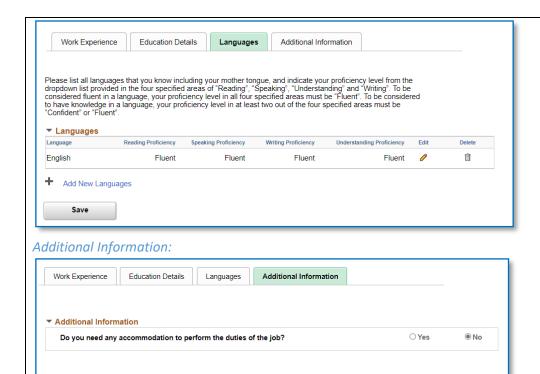


STEP 3:

- The staff member profile page will appear
- The staff member can justify that their eligibility for this mobility exercise by filling in all the details like
 - Work experience,
 - o Education details,
 - o Languages and
 - Additional information
- Click on 'Save' after filling each tab.
- You can fill in the details from scratch or just copy it from the existing mobility exercise ID / recruitment application already created.

Work Experience:



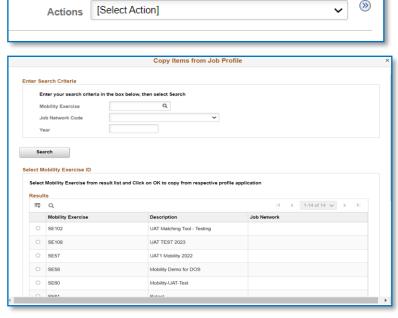


Additional way to create application information:

To copy from existing mobility ID:

Save

Click on 'Actions' > select 'Copy from existing staffing exercise' and click on search arrow '>>'
and choose the exercise from where you want to copy the details. (Refer screenshots below)



Similarly, to copy from existing recruitment Application:

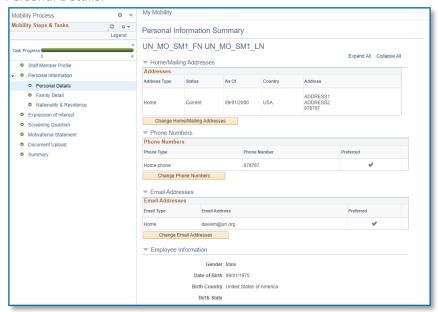
• Click on 'Actions' > Select 'Copy from recruitment profile' and click on search arrow '>>' and choose the profile from where you want to copy the details.

STEP 4:

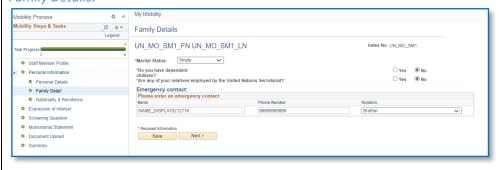
Fill in the second step i.e., 'Personal Information' tab which has below subpages:

- Personal Details
- Family Details
- Nationality and Residence

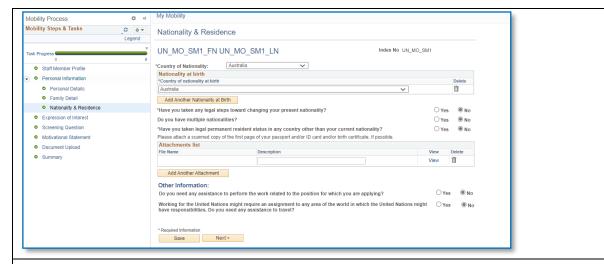
Personal Details:



Family Details:

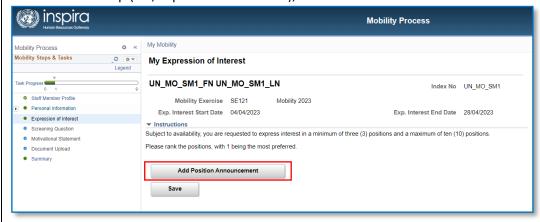


Nationality & Residence:



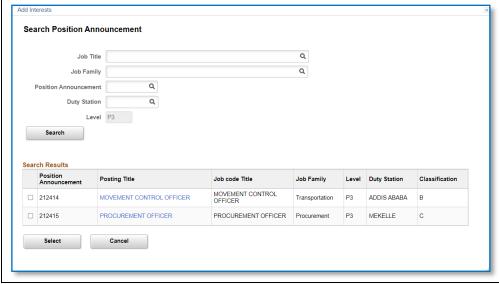
STEP 5:

Go to the third step (i.e., Expression of interest), and click on 'Add Position Announcement' button.

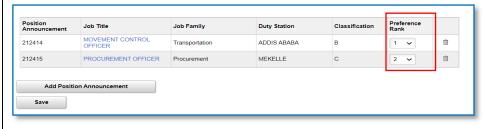


STEP 6:

- Click on 'Search' button
- Select the checkbox against the Position Announcement you want to apply for and click 'Select' button.



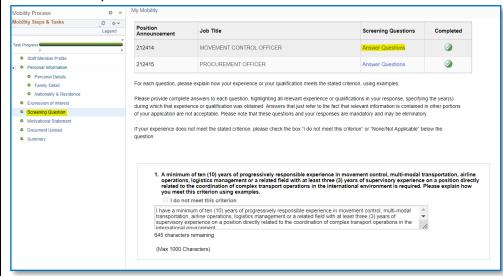
- Enter the 'Preference Rank' against each position announcement.
- Note: You can select maximum of ten positions and minimum of 3 (if available).
- Click 'Save' button.



STEP 7:

Go to the fourth step (i.e., Screening questions)

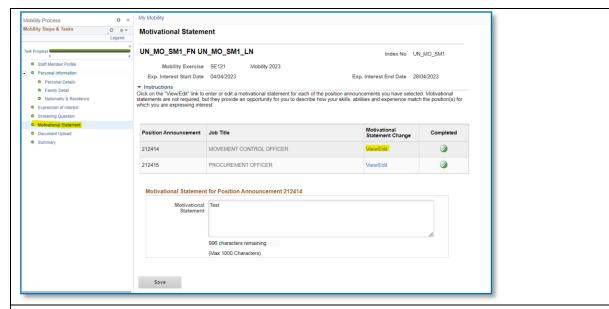
- All the Position Announcement that you had expressed interest will be listed here.
- Click on 'Answer Questions' link against each Position Announcement and fill in the JFQ and JSQ
- Click on 'Save' button.
- Similarly answer the JFQ and JSQ of all the Position Announcement.



STEP 8:

Go to the fifth step (i.e., Motivational Statement)

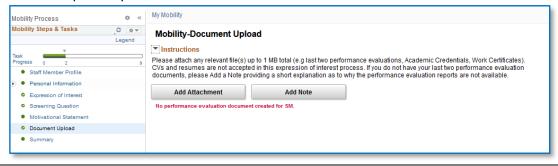
- All the Position Announcement that you had expressed interest will be listed here.
- Click on view/edit against each Position Announcement and fill in the motivational statement
- Click on 'Save' button.



STEP 9:

Go to sixth step (i.e., Upload Document).

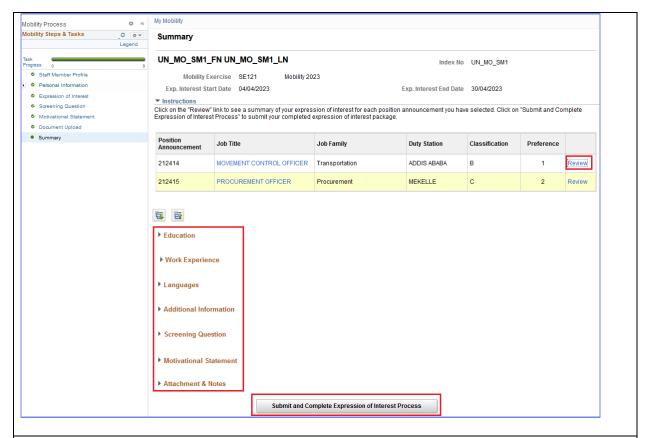
- Your latest 2 Performance document will be automatically added (if available).
- To add any additional documents or notes, click 'Add Attachment' and 'Add Note' button respectively



STEP 10:

Go to last step (i.e., Summary)

- Click on the 'Review' link against each Position Announcement to review the details like education, work experience, etc.
- Once reviewed, click 'Submit and Complete Expression of Interest Process' button to submit.



STEP 11:

Click 'OK' to submit your expression of interest.

