OHRM

inspira 9.2
e-Performance
User Guide

March 2018

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Getting started

LOGGING IN TO INSPIRA FOR THE FIRST TIME

a. Please select Google Chrome or Mozilla Firefox as your web browser, as Internet Explorer 9 does not support this application.

b. Go to https://inspira.un.org

c. Enter your index number as your User ID

d. In the password field, enter your year of birth followed by the first four letters of your last name in capital letters. For example, 1973GONZ.

e. Click ***Login***

f. You will then be prompted to change your password.

Process Overview

The performance management process consists of three main phases:

- creating a workplan;
- conducting a midpoint review; and
- completing the end-of-cycle evaluation.

The nine steps in this process are outlined below.

Acronym and color key:

SM = Staff Member, **FRO** = First Reporting Officer, **SRO** = Second Reporting Officer

PHASE 1: WORKPLAN

1. Create workplan (SM)
2. Approve workplan (FRO)

PHASE 2: MID-POINT REVIEW

3. Enter mid-point comments (SM)
4. View SM comments & enter comments (FRO)
5. Finalize mid-point review (FRO)

PHASE 3: END-OF-CYCLE EVALUATION

6. Self-evaluation (SM)
7. Evaluation (FRO)
8. Approve evaluation (SRO)
9. Acknowledge evaluation (SM)

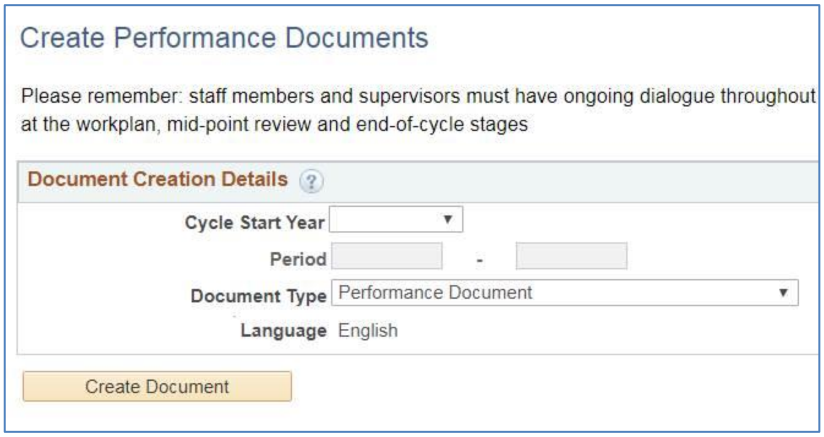
Phase 1: Workplan

Step 1. Create workplan (SM)

Create the Performance Document (SM)

a. Navigate to Main Menu > Self Service > Performance Management > My Performance Documents> ***Create Document***

You will see the screen below:


Create Performance Documents

Please remember: staff members and supervisors must have ongoing dialogue throughout at the workplan, mid-point review and end-of-cycle stages

Document Creation Details

Cycle Start Year

Period -

Document Type Performance Document

Language English

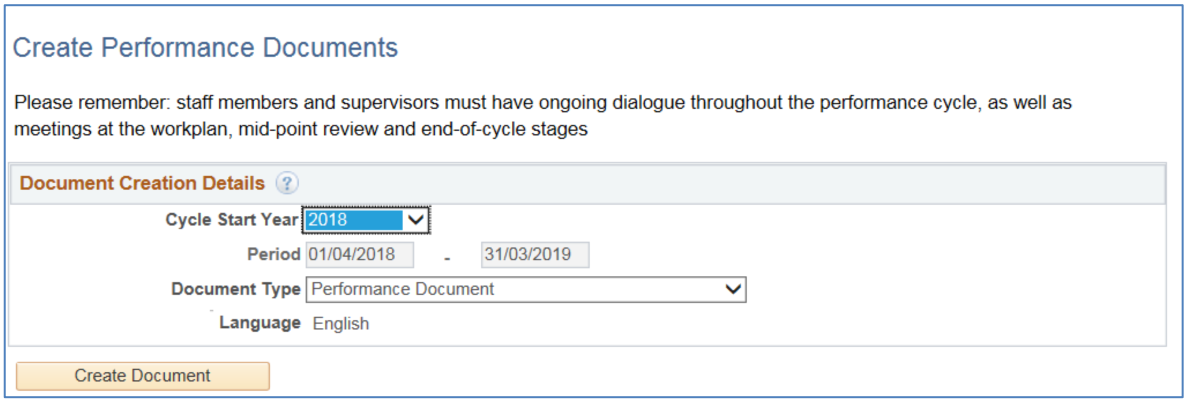
Create Document

b. Click the **Cycle Start Year** and select the appropriate year

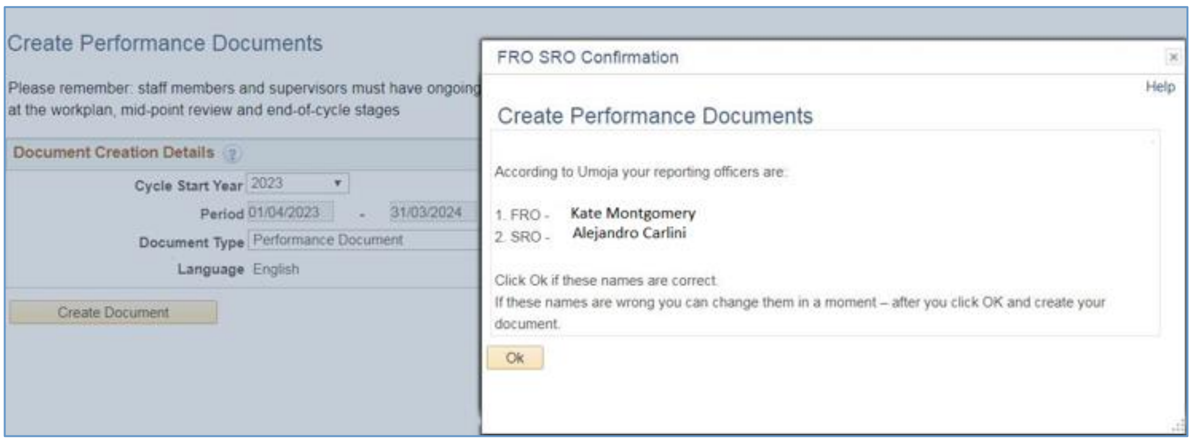
c. Click the **Document Type** and select **Performance Document**

d. From here, if you see the screen below – *with no* First Reporting Officer *line* - simply click **Create Document.**

If you do see a First Reporting Officer line along with **Select FRO** on your screen, skip ahead to step h.



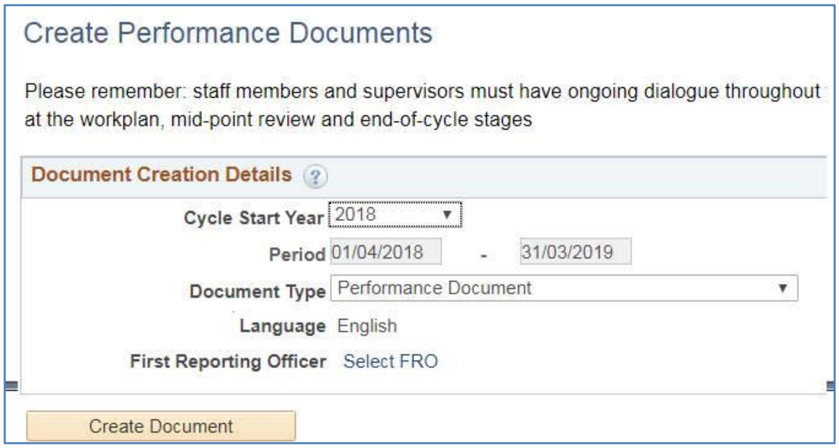
e. Read the pop-up message and then click **Ok** – even if the FRO/SRO names are incorrect. You will be able to change them in a moment.



f. Click **Create Document**

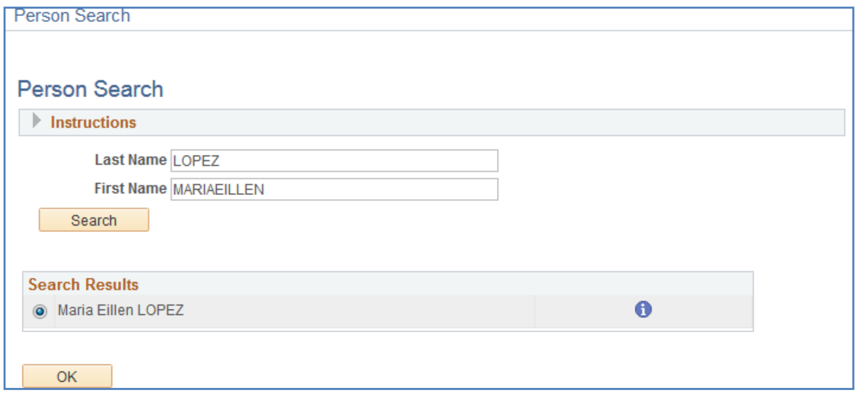
g. If you need to correct your FRO and SRO names, go to the **Steps and Tasks** column and click **Change Actual Period/FRO/SRO.** Next, go to step L below.

h. If you see a First Reporting Officer line as in the screen below, simply click **Select FRO**.



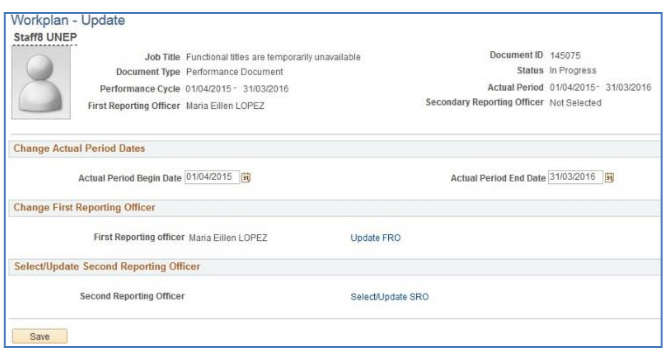
i. In the **Person Search box**, enter the FRO's name and click Search

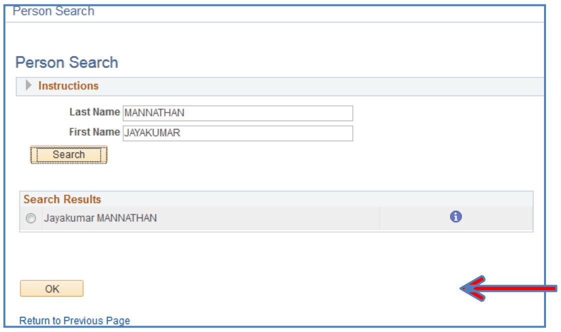
j. Select the FRO's name and click OK



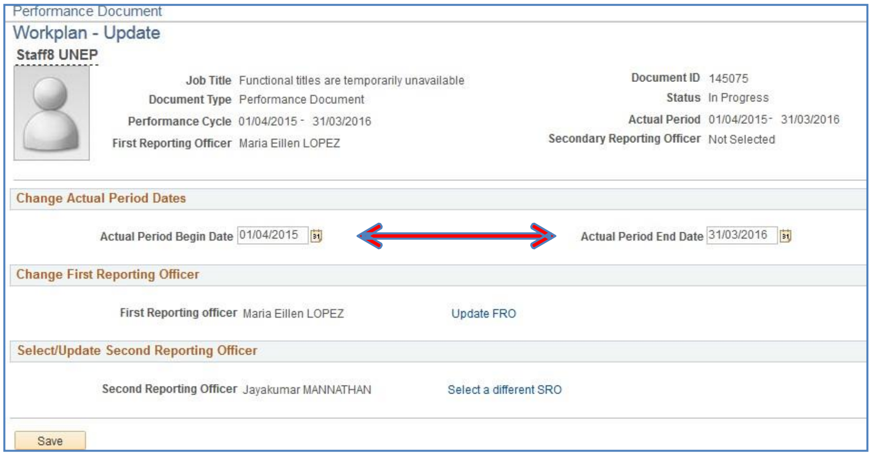
k. If you need to change your FRO and SRO once your document appears, click on the Change Actual Period/FRO/SRO link in the Steps and Tasks column on the upper left-hand corner of your document.

l. Click the Select/Update SRO link to add or change the name of the Second Reporting Officer, then search by entering his/her name in the **Person Search** box. Click ok.



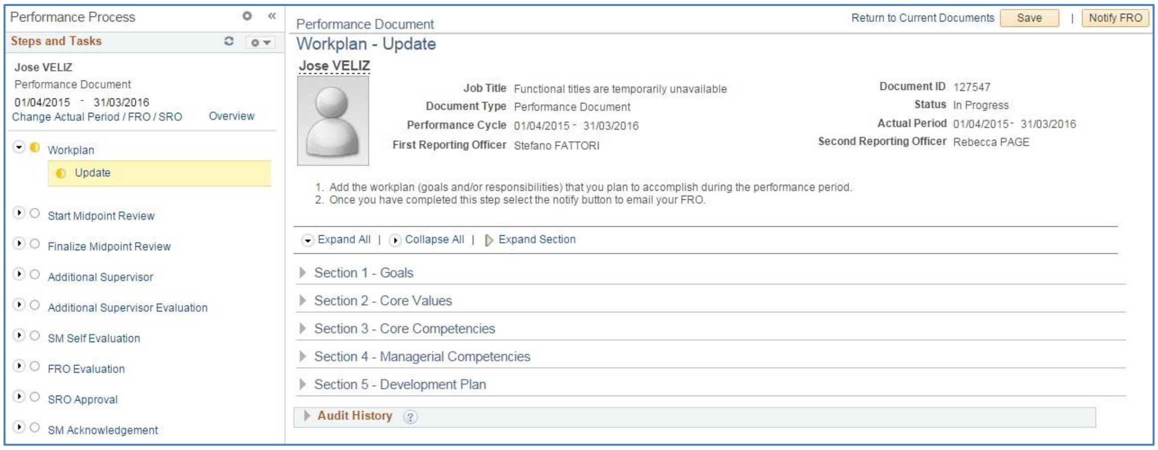


m. If you need to change the performance cycle dates, update the ‘**Actual Period’** dates, then click on **‘Save’**.

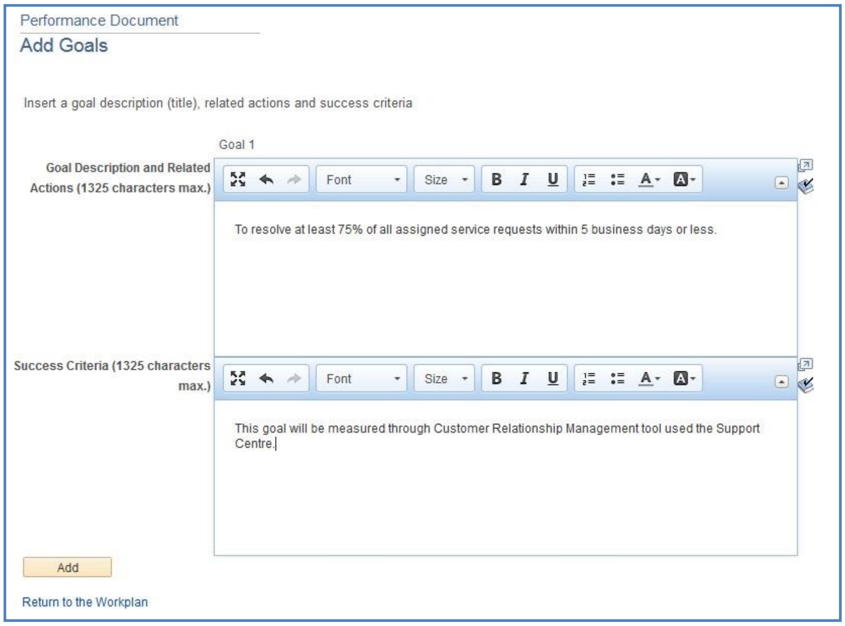


Entering the Workplan

a. In the **Steps and Tasks column on the left-hand side of the page,** click ***Update*** under ***Workplan***



Expand Section 1, and then click on the Add Goals link. Insert a goal description (title), related actions and success criteria then click the Add button.

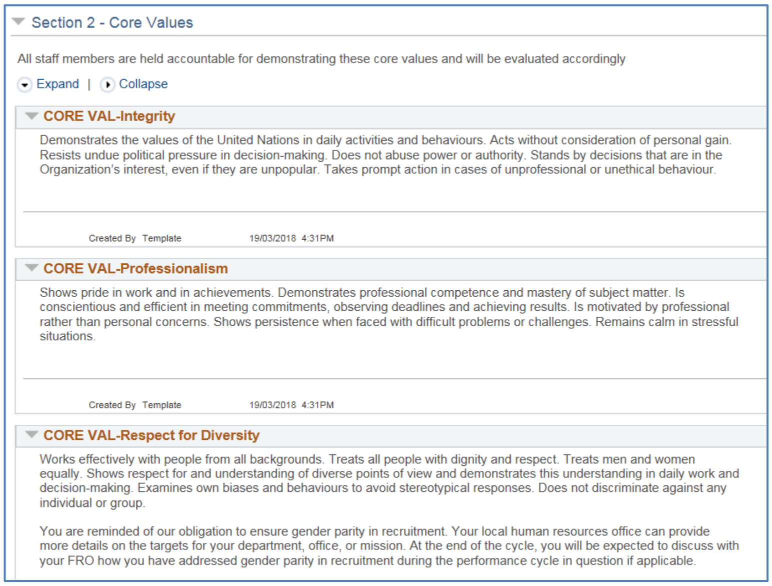


b. To add additional goals repeat steps b. – d.

c. When you are finished adding your goals, click Save

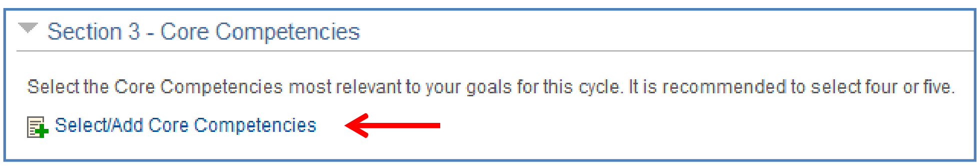
Review Core Values

a. In **Section 2**, click Expand to view all details and review the core values that apply to all staff. Note that the Respect for diversity value includes a reminder about ensuring gender balance in the recruitment of staff members.



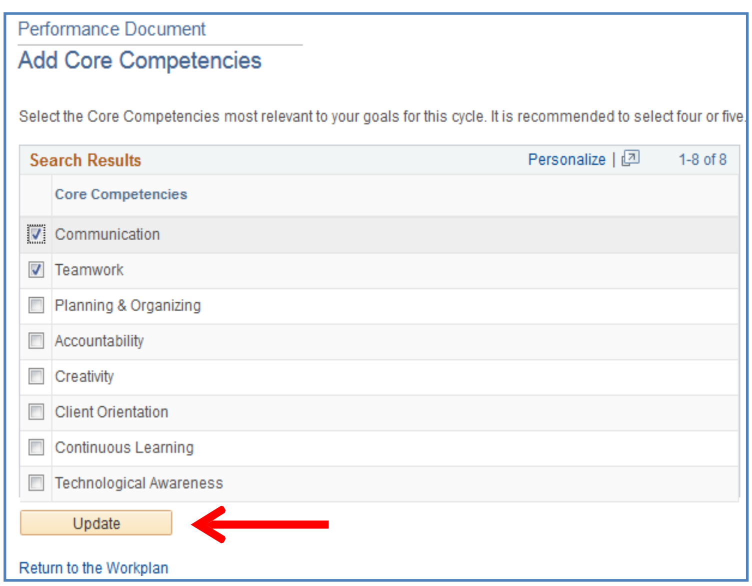
Add Core and Managerial Competencies

a. In **Section 3**, click on Select/Add Core Competencies



b. Select the core competencies most relevant for this performance cycle.

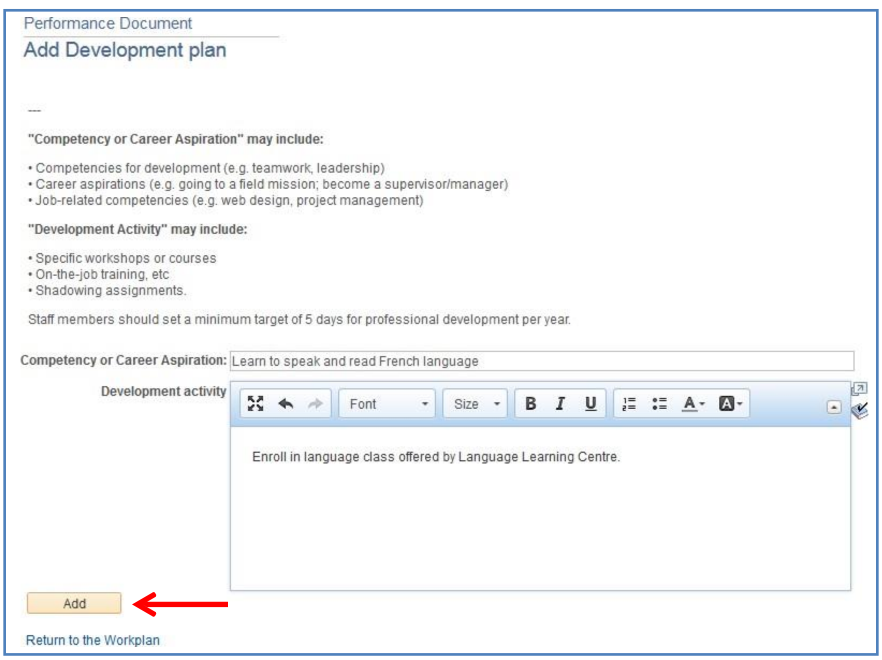
c. Click Update



a. In **Section 4**, click on Select/Add Managerial Competencies. Select the managerial competencies most relevant for this performance cycle and then click on the Update button. Please note that if another staff member has selected you as a First Reporting Officer, then Managing Performance will appear automatically in your document.

Add Your Development Plan

a. In **Section 5**, click on the Add Development plan link.
b. In the **Competency or Career Aspiration** box, enter your development objective. In the **Development Activity** box, enter the activity to support the objective.
c. Click Add
d. To add additional development activities, repeat steps a. - d.



e. When you have completed your work plan, click Save

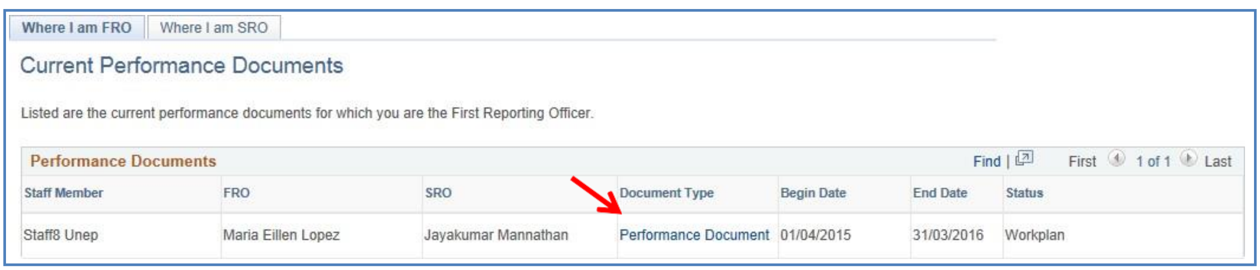
f. Click Notify FRO to inform your supervisor that it is ready for approval.

Note: *This action will trigger an automatic email to the supervisor informing them that the workplan has been created and is pending their approval.*

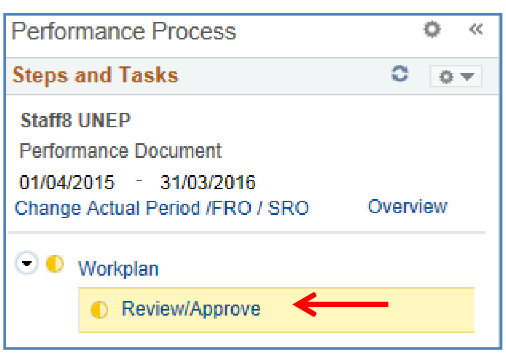
Step 2. Approve workplan (FRO)

Navigate to: Main Menu > Manager Self Service > Performance Management > Performance Documents > Current Documents

a. From the Where I am FRO tab, click Performance Document in the row that corresponds to the staff member and performance cycle you wish to review.



b. **In the Steps and Tasks column on the left-hand side of the page,** click **Review/Approve** under **Workplan**



c. Click Expand All to view all details in the workplan

d. Review Sections 1- 5 of the work-plan. When you are finished, click Approve then

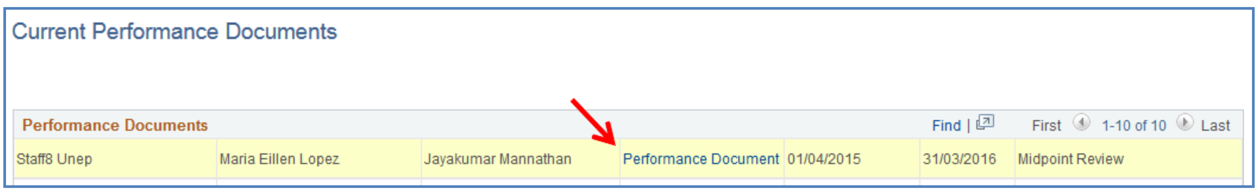
Confirm . If changes are required, click on Return to SM

Phase 2: Mid-Point Review

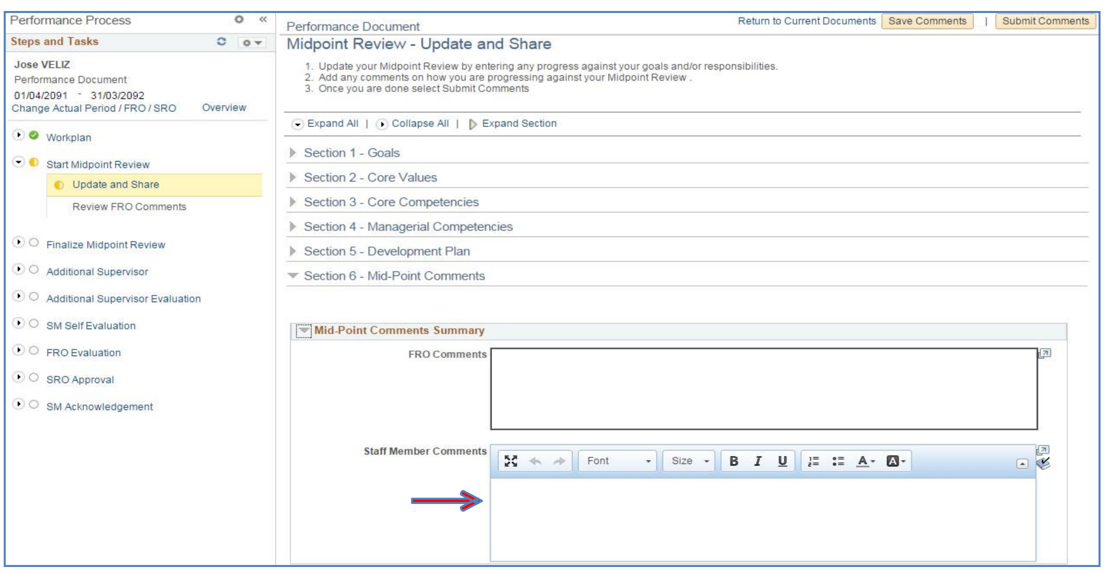
Step 3. Enter mid-point comments (SM)

a. Click Main Menu > Self Service > Performance Management > My Performance Documents > ***Current Documents***

b. Click Performance Document in the row that corresponds to the performance dates you wish to review.



c. Scroll down to **Section 6 – Mid-Point Comments** and enter your comments in the **'Staff Member Comments'** box



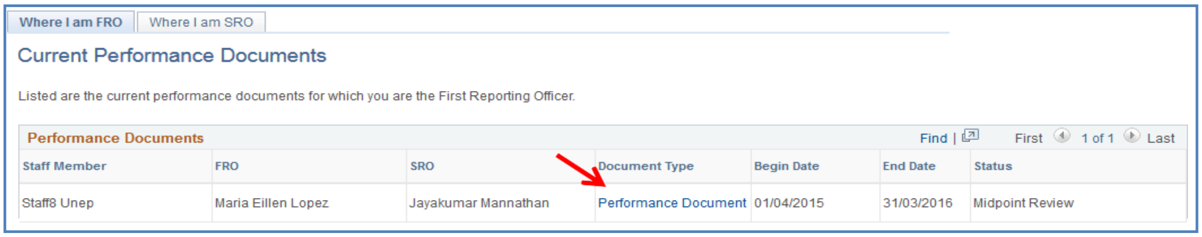
When you are finished entering your comments, click on Save Comments

d. Click on Submit Comments to submit the comments to your FRO.

Step 4. View SM comments & enter comments (FRO)

a. Click **Main Menu >** **Manager** **Self Service > Performance Management > Performance Documents>** ***Current Documents***

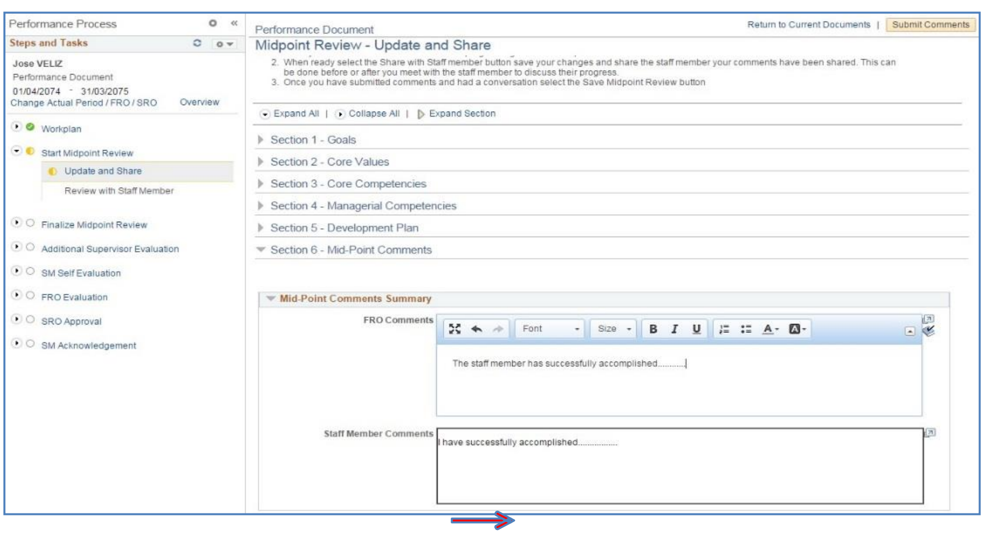
b. In the **Where I am FRO** tab, click Performance Document in the row that corresponds to the staff member and performance cycle you wish to review.



Staff Member	FRO	SRO	Document Type	Begin Date	End Date	Status
Staff8 Unep	Maria Eillen Lopez	Jayakumar Mannathan	Performance Document	01/04/2015	31/03/2016	Midpoint Review

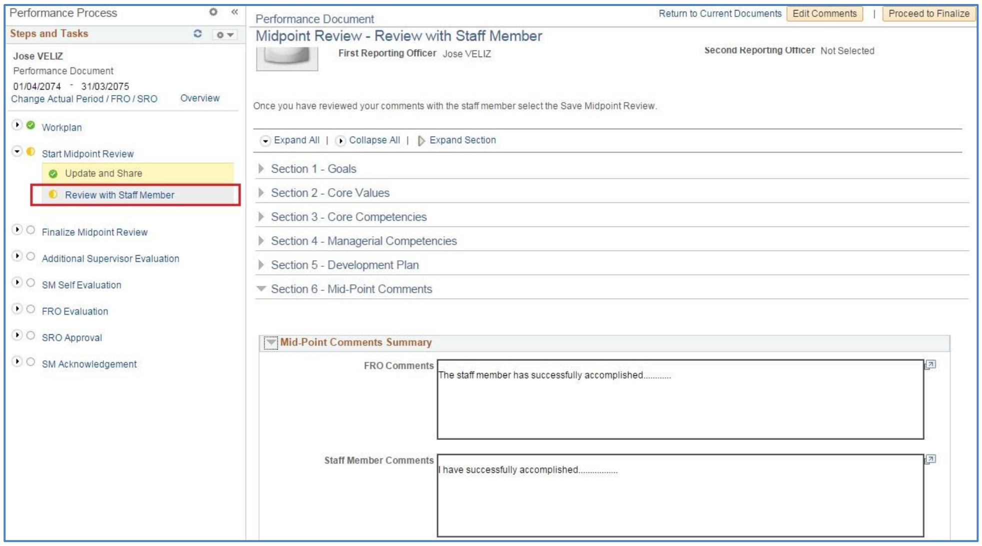
c. Scroll down to **Section 6 – Mid-Point Comments** at the bottom of the page to review the staff member's comments and enter your comments in the FRO **Comments box.**

d. When you are finished, click on **Submit Comments**



Step 5. Finalize mid-point review (FRO)

a. In the **Steps and Tasks column on the left-hand side of the page, click on the 'Review with Staff Member' link**, then click on Proceed to Finalize button.

b. 

c. Click on the **'Update and Complete'** link, Finalize Midpoint Review then click on the button.

d. The midpoint review has now been finalized.

Phase 3: End-of-cycle evaluation

Step 6. Self-evaluation (SM)

Navigate to: **Main Menu > Self Service > Performance Management > My Performance Documents > *Current Documents***

a. Click Performance Document in the row that corresponds to the performance dates you wish to review.

Current Performance Documents

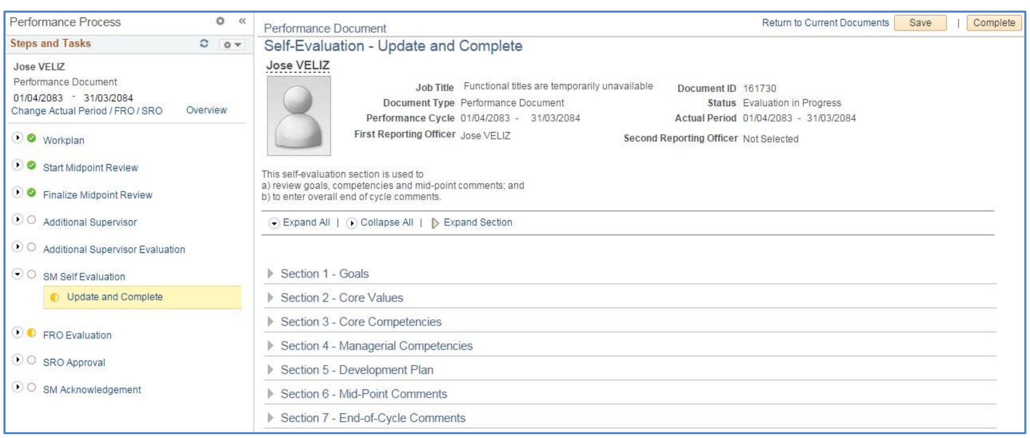
Performance Documents — Find | First 1-10 of 10 Last

Staff Member	FRO	SRO	Document Type	Begin Date	End Date	Status
Staff8 Unep	Maria Eillen Lopez	Jayakumar Mannathan	Performance Document	01/04/2015	31/03/2016	SM Self & FRO Evaluation

b. Click on 'Expand All' to view all sections of the workplan.

c. Enter your comments in sections 1-7 when applicable.

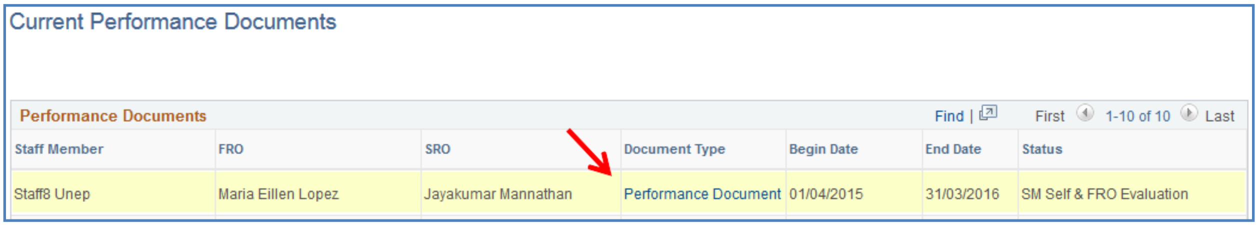
d. When you are finished, click on Save and then Complete



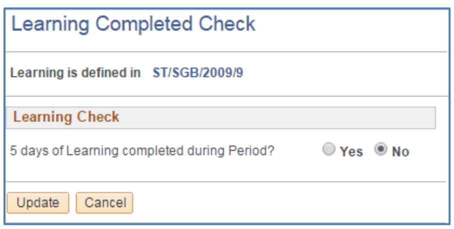
Step 7. Evaluation (FRO)

a. Navigate to: **Main Menu > Self Service > Performance Management > My Performance Documents > *Current Documents***

b. Click Performance Document in the row that corresponds to the cycle you wish to review.



c. Click on the **'Learning Completed'** link in the left-hand column and indicate (yes or no) whether the staff member completed his/her 5 days of learning.



d. Click on 'Expand All' to view all sections of the workplan

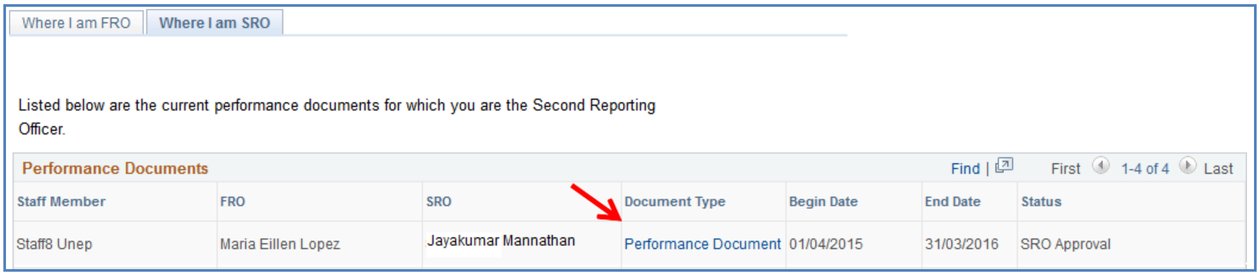
e. Enter your ratings and comments in **Sections 1-7** (where applicable)

f. When you are finished, click Save and then Submit to SRO for approval.

Step 8. Approve evaluation (SRO)

a. **Navigate to > Manager Self Service > Performance Management > Performance Documents > *Current Documents***

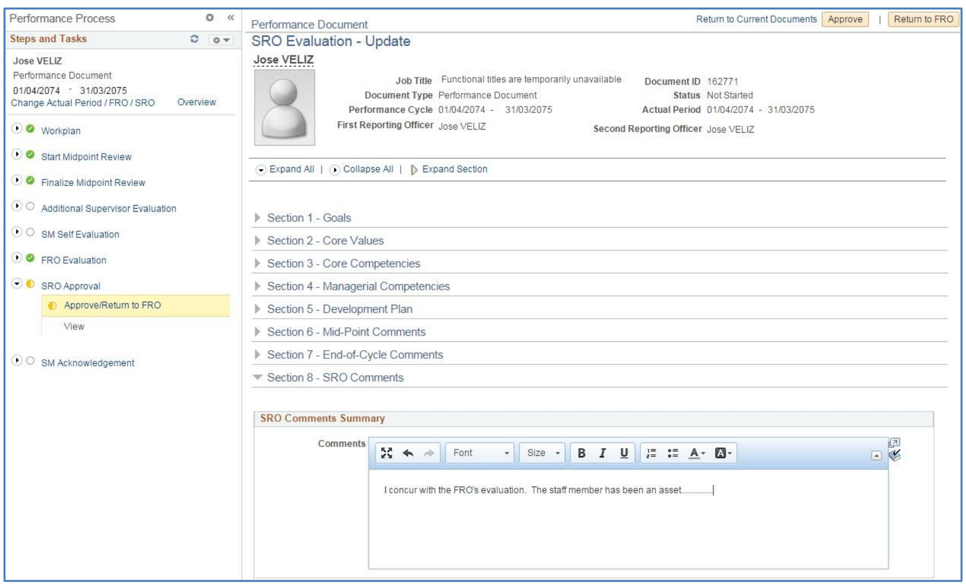
b. In the **Where I am SRO** tab, click Performance Document in the row that corresponds to the staff member and performance cycle you wish to review.



c. Click on Expand All to view the ratings and comments of the FRO in sections 1-7

d. Input your comments in Section 8 at the bottom of the page

e. When you are finished, click **Approve** then **Confirm**



Note: *If you want the FRO to make changes to the end-of-cycle evaluation, click before approving it.*

Step 9. Acknowledge evaluation (SM)

a. **Click Main Menu > Self Service > Performance Management > My Performance Documents > *Current Documents***

b. Click Performance Document in the row that corresponds to the performance dates you wish to review.

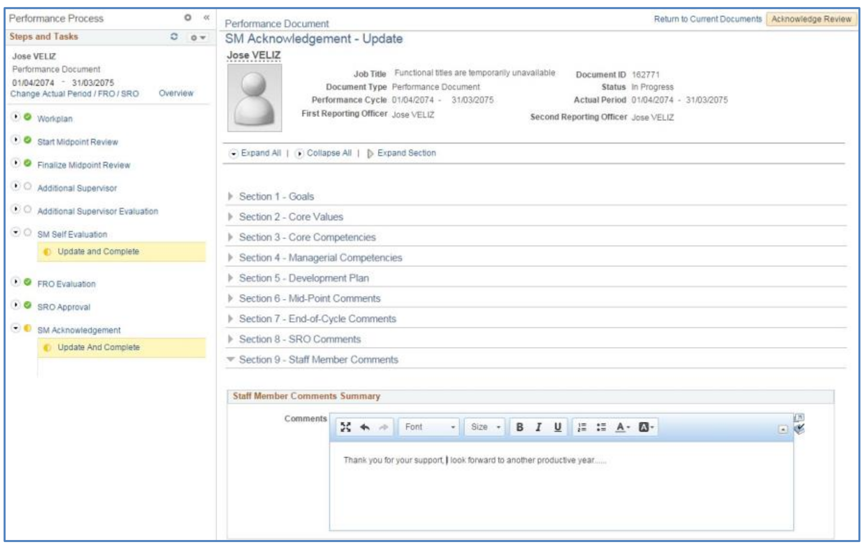
Current Performance Documents

Performance Documents — Find | First 1-10 of 10 Last

Staff Member	FRO	SRO	Document Type	Begin Date	End Date	Status
Staff8 Unep	Maria Eillen Lopez	Jayakumar Mannathan	Performance Document	01/04/2015	31/03/2016	SM acknowledgement

c. Review the FRO's evaluation and SRO's comments, then enter any additional overall comments you may have in Section 9 at the bottom of the page

d. When you are finished, click Acknowledge Review then Confirm to acknowledge the evaluation.



Note: *From the* ***SM Acknowledgement*** *page you will be able to create a PDF version of your document and save it to your computer. To create a PDF click on* Print *on the top right-hand section of your screen.* ***Remember to disable your browser's pop-up blocker.***

Please note that staff members do not need to print their ePerformance documents and forward them to FROs, SROs. As of the 2018-19 cycle, the physical signature lines have been removed from printed documents to help streamline this performance management process.