Inspira Modernization Update
For staff and managers
Agenda

✓ New enhancements
  • Recruitment
  • Application
Enhancements

- New look and feel, same feature
- Improved alignment of navigation
- Better search functionality and improved usability
Recruitment
For managers
Inspira Overview

✓ Login Page
✓ Home Page
✓ Browse Job Opening
✓ Create Job Opening
✓ Manage Job Opening
  • Job Details
  • Evaluation Criteria
  • Job Postings
  • Hiring Team
  • Approvals
✓ Browse Job Opening
✓ Manage Applicants
Login Page

New version

Current version
Home Page (Internal user)
Home Page (External user)
Create
Job Opening
Primary Job Opening Information

- **Job Opening Type**: Standard Requisition
- **Business Unit**: B0999
- **Position Number**: 
- **Job Code**: 1068
- **Job Code Title**: ADMINISTRATIVE ASSISTANT

Create Job Opening Options

- New Job Opening
- Based on GJP
- Based on approved Job Opening

Continue
# Job Details

![Job Opening Screen](image)

- **Posting Title**: ADMINISTRATIVE ASSISTANT
- **Status**: 005 Draft
- **Job Code**: 1062 (ADMINISTRATIVE ASSISTANT)

**Business Unit**: UPGRADE

**Created By**: UN_UPG_PC03 UN_UPG_PC03

**Created**: 13/09/2015

**Status**: 005 Draft

**Status Date**: 13/09/2015

**Desired Start Date**: 

**Projected Fill Date**: 

**Roster Type**: General

## Positions

<table>
<thead>
<tr>
<th>Position</th>
<th>Position Number</th>
<th>Primary Position</th>
</tr>
</thead>
</table>

## Employees Being Replaced

- **Name**: 
- **Emp ID**: 

## Additional Job Specifications

- **Job Code**: 1062

## Category and Level Information

- **Category**: 0
- **Level**: 07
### Evaluation Criteria

<table>
<thead>
<tr>
<th>Evaluation Criteria</th>
<th>Details</th>
</tr>
</thead>
<tbody>
<tr>
<td>Work Experience</td>
<td>*Years of Work Experience: [ ] Required</td>
</tr>
<tr>
<td>Field of Work</td>
<td>*Field of Work: [ ] Area of Speciality</td>
</tr>
<tr>
<td>Education</td>
<td>*Minimum Requirement: [ ] Required</td>
</tr>
<tr>
<td>YPP Only: Main Course of Study and Field of Study Required: [ ]</td>
<td></td>
</tr>
<tr>
<td>Add Main Course of Study</td>
<td></td>
</tr>
<tr>
<td>Compeencies</td>
<td>*Compeencies: [ ] Required</td>
</tr>
<tr>
<td>Degrees</td>
<td>*Degrees: [ ]</td>
</tr>
<tr>
<td>Languages</td>
<td>*Languages: [ ] Level of Knowledge: [ ] Required</td>
</tr>
<tr>
<td>Licenses and Certificates</td>
<td>*Licenses and Certificates: [ ] Required</td>
</tr>
<tr>
<td>Tests or Examinations</td>
<td>*Tests or Examinations: [ ] Required</td>
</tr>
<tr>
<td>Screening Questions</td>
<td>Question ID: [ ] Question: [ ] Eliminating: [ ] Action: [ ]</td>
</tr>
<tr>
<td>Add Screening Question</td>
<td>Lead from Question Set</td>
</tr>
</tbody>
</table>
Job Posting
Approval Workflow
Browse Job Openings and Manage Applicants
‘Filter by’ section provides categorization of different JO search criteria associated to staff’s recruitment role
# Manage Applicants

## Current version

### Job Opening

| Posting Title          | ADMINISTRATIVE ASSISTANT, G7                   | Job Opening ID | 25415 |
|------------------------|------------------------------------------------|----------------|
| Job Opening Status     | 010 Open                                       | Job Type       | Standard |
| Job Code Title         | ADMINISTRATIVE ASSISTANT                       | Job Code       | 1068 |
| Position Number        |                                               | Job Opening number | 15-ADM-Inspira Upgrade SIT-25415-R-BANGOK (R) |
| Business Unit          | UGSIT Upgrade SIT | 9659            | Source Type   | Approved JO |
| Posting Period         | 30 June 2015 - 31 December 2015               | Source Job Opening | 25006 |

### Manage Applicants

| Display | All | Display Scores | Display Test Results | Batch Action |  |
|---------|-----|----------------|----------------------|--------------|
| A - O   | 9   | L - Q          | R - Z                |              |

<table>
<thead>
<tr>
<th>Applicants</th>
<th>ID</th>
<th>Appl. Type</th>
<th>PHP Application</th>
<th>Application</th>
<th>RM</th>
<th>Acad</th>
<th>Lang</th>
<th>Exp</th>
<th>Total</th>
<th>Tests</th>
<th>Comments</th>
<th>Disposition</th>
<th>Q Resp</th>
<th>*Take Action</th>
</tr>
</thead>
<tbody>
<tr>
<td>Intapp. g6</td>
<td>635498</td>
<td>Emp</td>
<td>PHP</td>
<td>Application</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>Selected</td>
<td></td>
<td>Select Action</td>
</tr>
<tr>
<td>L171824</td>
<td>171824</td>
<td>Emp</td>
<td>PHP</td>
<td>Application</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>Rostered</td>
<td></td>
<td>Select Action</td>
</tr>
<tr>
<td>Intapp. g5</td>
<td>635278</td>
<td>Emp</td>
<td>PHP</td>
<td>Application</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>Not Recom</td>
<td></td>
<td>Select Action</td>
</tr>
<tr>
<td>Lora. App</td>
<td>635972</td>
<td>Ext</td>
<td>PHP</td>
<td>Application</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>Not Suitab</td>
<td></td>
<td>Select Action</td>
</tr>
<tr>
<td>Test1. Test</td>
<td>69609</td>
<td>Ext</td>
<td>PHP</td>
<td>Application</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>Long List</td>
<td></td>
<td>Select Action</td>
</tr>
</tbody>
</table>

*Group Action: Select Group Action... | Go
Manage Applicants
NEW version

### Manage Job Opening

- Job Title: CHEF OF UNIT, INFORMATION SYSTEMS AND TELECOMS
- Job Code: 2284
- Job Opening Status: 010 Open
- Long List: 1
- Short List: 0
- Not Suitable: 1
- Interview: 3
- Recommended: 0
- Not Recommended: 1
- Endorsed: 6
- Rostered: 6
- Proposed for Selection: 6
- Rejected: 0
- Withdrawn Application: 0
- Disqualified: 0

### Applicants

<table>
<thead>
<tr>
<th>Applicant Name</th>
<th>Applicant ID</th>
<th>Appl. Type</th>
<th>Application</th>
<th>View/Print PHP</th>
<th>RM</th>
<th>Acad</th>
<th>Lang</th>
<th>Exp</th>
<th>Total</th>
<th>Tests</th>
<th>Comments</th>
<th>Disposition</th>
<th>Q Resp.</th>
</tr>
</thead>
<tbody>
<tr>
<td>Un_Upg_Appl4, Un_Upg_Appl4</td>
<td>2642274</td>
<td>Employee</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>Declined</td>
<td></td>
</tr>
<tr>
<td>Lopez, Ana Ellen Lora</td>
<td>126219</td>
<td>External</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>Offer Comp</td>
<td></td>
</tr>
<tr>
<td>Un_Upg_Appl1, Un_Upg_Appl1</td>
<td>2642259</td>
<td>Employee</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>Not Recomm.</td>
<td></td>
</tr>
<tr>
<td>Un_Upg_Appl2, Un_Upg_Appl2</td>
<td>2642264</td>
<td>Employee</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>Not Suitable</td>
<td></td>
</tr>
<tr>
<td>Un_Upg_Appl3, Un_Upg_Appl3</td>
<td>2642282</td>
<td>Employee</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>Long List</td>
<td></td>
</tr>
<tr>
<td>External1, External1</td>
<td>2642252</td>
<td>External</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>Applied</td>
<td></td>
</tr>
</tbody>
</table>

- **Other Actions**
  - Group Actions
  - Batch Action

[Return] [Search Job Openings] [Previous] [Next] [Refresh] [Add Note] [Red Category] [Print Job Opening] [Roster Search] [Job Posting]
## Manage Applicants

NEW version

### Manage Job Opening

- **Posting Title:** CHEF OF UNIT, INFORMATION SYSTEMS AND TELECOM...
- **Job Opening Status:** 010 Open
- **Job Code:** 2264 (CHEF OF UNIT, INFORMATION SYSTEMS AND TELECOM...
- **Job Opening Number:** 13-IST-Upgrade-45226-R-MULTIPLE D'S (R)
- **Job Opening ID:** 45226
- **Job Type:** Standard Requisition
- **Business Unit:** B0999 (UPGRADE9999)
- **Posting Period:** 4 September 2015 - 3 December 2015

### Applicants

<table>
<thead>
<tr>
<th>Applicant ID</th>
<th>Applicant Name</th>
<th>Appl. Type</th>
<th>Application</th>
<th>View/Print PHP</th>
<th>RM</th>
<th>Acad</th>
<th>Exp</th>
<th>Total</th>
<th>Tests</th>
<th>Comments</th>
<th>Disposition</th>
<th>Q Resp.</th>
</tr>
</thead>
<tbody>
<tr>
<td>2642274</td>
<td>Un_Upg_Appl4, Un_Upg_Appl4</td>
<td>Employee</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>Declined</td>
<td></td>
</tr>
<tr>
<td>126219</td>
<td>Lopez, Mara Ellen Lora</td>
<td>External</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>Offer Comp</td>
<td></td>
</tr>
<tr>
<td>2642259</td>
<td>Un_Upg_Appl1, Un_Upg_Appl1</td>
<td>Employee</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>Not Recom</td>
<td></td>
</tr>
<tr>
<td>2642264</td>
<td>Un_Upg_Appl2, Un_Upg_Appl2</td>
<td>Employee</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>Not Suitab</td>
<td></td>
</tr>
<tr>
<td>2642282</td>
<td>Un_Upg_Appl3, Un_Upg_Appl3</td>
<td>Employee</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>Long List</td>
<td></td>
</tr>
<tr>
<td>2642522</td>
<td>External1, External1</td>
<td>External</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>Applied</td>
<td></td>
</tr>
</tbody>
</table>

### Actions

- **Display Score and Test Results**
- **Personalize**
- **Find**
- **View All**
- **First**
- **Last**

### Additional Options

- **Manage Applicants**
- **Status Matrix**
- **Assessments**
- **Selection Certificate**

### Additional Information

- **Return**
- **Search Job Openings**
- **Previous**
- **Next**
- **Refresh**
- **Add Note**
- **Red Category**
- **Print Job Opening**
- **Roster Search**
- **Job Posting**

**Top of Page**
My Job Categories

Select an icon below to assign a category to the job opening.

Select a Category

<table>
<thead>
<tr>
<th>Current</th>
<th>Category</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Red Category</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Green Category</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Yellow Category</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Blue Category</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Orange Category</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Purple Category</td>
<td></td>
</tr>
<tr>
<td></td>
<td>No Category</td>
<td></td>
</tr>
</tbody>
</table>

Manage Job Opening

Posting Title: CHEF OF UNIT, INFORMATION SYSTEMS AND TELE...
Job Opening Status: Open
Job Code: 523C1C, CHEF OF UNIT, INFORMATION SYSTEMS AND TELE...
Job Opening Number: 7-ET-Upgrade-45226-R-MULTIPLE DIS (R)

Manage Applicants

Search Job Openings

Return to Manage Applicants
Print Job Opening

Report can be generated based on the JO page section

Return to Manage Applicants
Roster Search

Return to Manage Applicants
Job Posting

Posting Details

Posting Title: CHIEF OF UNIT, Information Systems, P4
Job Code Title: CHIEF OF UNIT, INFORMATION SYSTEMS AND TELECOMMUNICATIONS
Department/Office: Upgrade
Location: BANGKOK: NEW YORK
Posting Period: 4 September 2015-3 December 2015
Job Opening number: 15-IST-Upgrade-45226-R-MULTIPLE DIS (R)

United Nations Core Values: Integrity, Professionalism, Respect for Diversity

Special Notice

Staff members of the United Nations Secretariat must fulfill the lateral move(s) requirements, or geographical to be eligible to apply for this vacancy. Staff members are requested to indicate all qualifying lateral or geographical move(s) in their Personal History Profile (PHP) and cover note.

Org. Setting and Reporting

THIS IS A TEST

Responsibilities

THIS IS A TEST

Competencies
*Note: Tabs or options listed in the dropdown button depends on the recruitment role provided to managers*
Applicant Screening

*Note: Applicant Screening tab is accessible only to S/HRCO

Return to Manage Applicants
Reports

Manage Job Opening

Reports on Job openings and Applicants

*Note: Tabs or options listed in the dropdown button depends on the recruitment role provided to managers

<< Return to Manage Applicants

Proceed to Application >>
Application
For staff as applicant
### My Notifications

#### Subject
| Your application for the position of DIRECTOR, HUMAN RESOURCES, D2, Upgrade, BANGKOK (Job Opening 45) |
| Your application for the position of DIRECTOR, HUMAN RESOURCES, D2, Upgrade, BANGKOK (Job Opening 45) |
| Your application for the position of DIRECTOR, HUMAN RESOURCES, D2, Upgrade, BANGKOK (Job Opening 45) |
| Your application for the position of DIRECTOR, HUMAN RESOURCES, D2, Upgrade, BANGKOK (Job Opening 45) |
| Your application for the position of DIRECTOR, HUMAN RESOURCES, D2, Upgrade, BANGKOK (Job Opening 45) |
| Your application for the position of DIRECTOR, HUMAN RESOURCES, D2, Upgrade, BANGKOK (Job Opening 45) |
| Your application for the position of DIRECTOR, HUMAN RESOURCES, D2, Upgrade, BANGKOK (Job Opening 45) |
| Your application for the position of DIRECTOR, HUMAN RESOURCES, D2, Upgrade, BANGKOK (Job Opening 45) |
| Your application for the position of DIRECTOR, HUMAN RESOURCES, D2, Upgrade, BANGKOK (Job Opening 45) |

#### Status
- New

#### Received
- 01/10/2015 12:00AM

#### Delete
- [ ]
Job Search

Keywords:
Job Opening ID:
Posting Title:
Find Jobs Posted Within: Last Week
Category:
Level:
Department/Office:
Job Network:
Job Families:
Duty Station:

Please note that cancelled job openings and those that have been filled with roster candidates do not appear in the search results as they are no longer open for applications. If you wish to see a list with these job openings click View Jobs Cancelled/Filled from Roster.

Create Draft Application:

6 matches found. Only the first 6 results can be displayed.

Search Results

- DIRECTOR (Upgrade) - 45259
  Department/Office: Upgrade | Job Family: Administration | Duty Station: BANGKOK | Posted Date: 11/6/2015

- DIRECTOR (Upgrade) - 45260
  Department/Office: Upgrade | Job Family: Administration | Duty Station: BANGKOK | Posted Date: 11/6/2015

- ASSOCIATE FIELD SECURITY COORDINATION OFFICER - 45253
  Department/Office: Upgrade | Job Family: Security | Duty Station: BANGKOK | Posted Date: 10/9/2015

- Security Officer (Continuous JO) - 45256
  Department/Office: Upgrade | Job Family: Security | Duty Station: Multiple | Posted Date: 10/9/2015

- ADMINISTRATIVE ASSISTANT - 45244
  Department/Office: Department of Management | Job Family: Administration | Duty Station: BANGKOK | Posted Date: 09/9/2015

- INFORMATION SYSTEMS ASSISTANT - 45250
  Department/Office: Department of Management | Job Family: Information System and Technical | Duty Station: BANGKOK | Posted Date: 09/9/2015

Sort By: Posted Date
Add to My Favorite Jobs
Apply Now
My Favorite Jobs

<table>
<thead>
<tr>
<th>Job Title</th>
<th>Job ID</th>
<th>Duty Station</th>
<th>Status</th>
<th>Job Family</th>
<th>Posted Date</th>
<th>Saved Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>ADMINISTRATIVE ASSISTANT (HR Upgrade)</td>
<td>45266</td>
<td>KABUL</td>
<td>Open</td>
<td>Administration</td>
<td>14/09/2015</td>
<td>15/09/2015</td>
</tr>
<tr>
<td>SECURITY TRAINING ASSISTANT</td>
<td>45303</td>
<td>NEW YORK</td>
<td>Open</td>
<td>Security</td>
<td>21/09/2015</td>
<td>25/09/2015</td>
</tr>
</tbody>
</table>
My Saved Searches and Job Alerts

In order to create a new Job Alert, please click on the Job Search tab, enter the desired search criteria and click "Save Search Criteria". The Search button performs the search and shows your results on the Job Search page.

<table>
<thead>
<tr>
<th>Saved Searches</th>
<th>Search Name</th>
<th>Created On</th>
<th>Used as Job Alert</th>
<th>Notifications Email</th>
<th>Edit</th>
<th>Delete</th>
<th>Search</th>
</tr>
</thead>
<tbody>
<tr>
<td>P2 JOBS</td>
<td>16/09/2015</td>
<td></td>
<td>✓</td>
<td><a href="mailto:IMMIGRATION@UN.ORG">IMMIGRATION@UN.ORG</a></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
‘Apply Now’ on Job Posting page
Step 1: Start

Start - Step 1 of 8

Applying for: GENERAL SERVICES OFFICER

Before applying you are encouraged to carefully read the instructional Manual for the Applicant and the general application information (How do I apply) on the United Nations Careers portal.

Please provide all required information. Incomplete applications will not be considered. If your exact choice is not listed in the drop-down menus, select the closest relevant option.

All application information is treated as confidential and will neither be used for commercial purposes nor be shared with other organisations without your written permission.

Information entered in this application is unique to this job opening and will not be applied to previous or future applications. This information can be edited for submission of future applications.

By selecting "Confirm" and then clicking "Next" below you accept that you are aware of the available information and guidelines on how to complete an application.
Step 2: Application Source

Select how to start your application:

- **Choose Existing Application**
  If you have already completed an application in inspira, you can bring in the information from that existing application.

- **Build New Application**
  If you have already completed an application in inspira, you can bring in the information from that existing application.

- **Load from File**

Source Application Information:

<table>
<thead>
<tr>
<th>Application</th>
<th>Level</th>
<th>Job Opening ID</th>
<th>Created Date</th>
<th>Application Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>ACCOUNTANT</td>
<td>P3</td>
<td>45317</td>
<td>26/09/2015</td>
<td>1:18:51AM</td>
</tr>
</tbody>
</table>
Step 3: Screening Questions

- Do you have a minimum of two years of progressively responsible experience in administration, finance, accounting, human resources management or related area?
  - Yes
  - No

- Do you have experience supervising a large office, unit or section within the United Nations system or another comparable large organization?
  - Yes
  - No

- Do you have experience with change management principles including stakeholder analysis, workforce transition planning and organizational change management?
  - Yes
  - No

- Do you have technical and administrative experience in overseeing general maintenance activities of organizational facilities?
  - Yes
  - No
Step 5: Education and Work Experience
Step 5: Education and Work Experience

Education Details

Let schools, universities or other formal training or education from age 14 (e.g., high schools, technical schools or apprenticeships, universities etc.).

Higher Education/University degrees

<table>
<thead>
<tr>
<th>School</th>
<th>University Degree/Diploma</th>
<th>Level of Degree</th>
<th>From</th>
<th>To</th>
</tr>
</thead>
<tbody>
<tr>
<td>New York University</td>
<td>Bachelor's Degree</td>
<td>Recognised 1st level degree</td>
<td>07/05/1999</td>
<td>30/05/2003</td>
</tr>
</tbody>
</table>

High School/Secondary education

You have not added any high school/secondary education information to your application.

Non-UN Certificates/Diplomas

You have not added any certificates/diplomas information to your application.
### Step 6: Skills

**Applying for: GENERAL SERVICES OFFICER**

List training and learning activities you completed as part of the United Nations development initiatives.

#### United Nations Training and Learning

You have not added any training information to your application.

- **Add United Nations Training and Learning**

#### Licenses and Certificates

You have not added any licenses and certificates to your application.

- **Add Licenses and Certificates**

Be sure to include your mother tongue in the list of languages.

You must be fluent in all four areas (speak, read, write, understand) in the language(s) required, as "fluent", for the position as indicated in the Job Opening. Indicating anything less than "fluent" in any of the four areas will render you unqualified. If the Job Opening requires knowledge of a language, this is defined as being confident or fluent in at least two of the four areas.

#### Languages

<table>
<thead>
<tr>
<th>Languages</th>
<th>Reading Proficiency</th>
<th>Speaking Proficiency</th>
<th>Understanding Proficiency</th>
<th>Writing Proficiency</th>
<th>Edit</th>
<th>Delete</th>
</tr>
</thead>
<tbody>
<tr>
<td>English</td>
<td>Fluent</td>
<td>Fluent</td>
<td>Fluent</td>
<td>Fluent</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

- **Add Language**

Please list all significant and relevant published books, articles, journals and reports that you have written.

#### Publications

You have not added any publications to your application.

- **Add Publications**

Exit | Save | Previous | Next
Step 7: Cover Letter
Step 7: Cover Letter

Cover Letter: Personal Information - Step 7 of 8

Applying for: GENERAL SERVICES OFFICER

Personal Information

Notice to applicants with multiple nationalities:
United Nations staff members must enter their official nationality in “Country of Nationality”. Applicants to the Young Professionals Programme (YPP) must enter the nationality for which they wish to be considered as a national of a participating country.

*Country of nationality: [Australia]

Nationality at birth

*Country of nationality at birth

[Australia]

Add Another Nationality at Birth

Do you have multiple nationalities?

[ ] Yes  [ ] No

*Are any of your relatives employed by the United Nations Secretariat?

[ ] Yes  [ ] No
Step 7: Cover Letter

**Cover Letter: References** - Step 7 of 8

Applying for: GENERAL SERVICES OFFICER

Please list 3 references that we may contact and that can attest to your work history and qualifications. You could include present or past supervisors, peers, mentors or thesis advisors, but please do not list any family members.

<table>
<thead>
<tr>
<th>Reference</th>
<th>Title</th>
<th>Employer</th>
</tr>
</thead>
<tbody>
<tr>
<td>John Doe</td>
<td>Manager</td>
<td>XYZ Co.</td>
</tr>
</tbody>
</table>

Add Reference
Step 8: Review and Submit

All sections are expanded by default.
Terms and Agreements

Please read carefully and click the box to certify.

I certify that all of the statements made in this application are true, complete and are made in good faith. I understand that falsifying or intentionally withholding information will be grounds for rejection of my application or the withdrawal of any offer of appointment or, if an appointment has been accepted, for its immediate cancellation or termination.

No changes can be made after this application has been submitted. Please review your application before you hit the "Certify and Submit Application" button below.

Kindly note that you may, as part of the evaluation of your application for this position, be requested to undergo written knowledge-based assessment exercises, which may be followed by a competency-based interview depending on the result of the test.

Certify and Submit Application  Cancel
Application Confirmation

Your job application has been successfully submitted.

You have applied for the following job(s):

<table>
<thead>
<tr>
<th>Job Title</th>
<th>Job ID</th>
<th>Duty Station</th>
<th>Job Posting Date</th>
<th>Application Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>GENERAL SERVICES OFFICER</td>
<td>45402</td>
<td>VIENNA</td>
<td>08/10/2015</td>
<td>15/10/2015</td>
</tr>
</tbody>
</table>

Your application has been successfully submitted. If you wish to view the status of this job application, select the link to return to the Job Search page and review the My Application section.

Return to Job Search  View Submitted Application