



United Nations

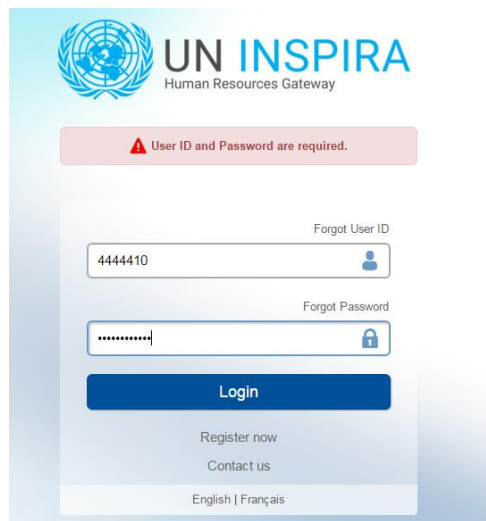
**MANAGED MOBILITY
FIRST EXERCISE 2017**

QUICK GUIDE FOR
STAFF MEMBERS
OPT-IN PROCESS

Version 2, April 2017

1. Log into inspira

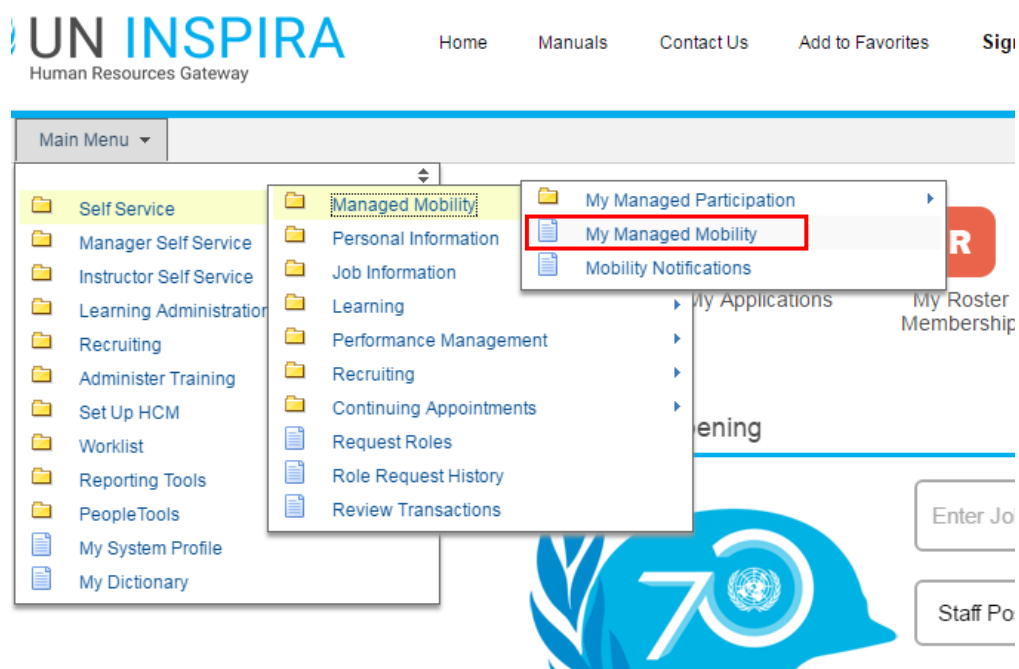
(Please make sure to use your internal account)



The login page for UN INSPIRA Human Resources Gateway. It features the UN logo and the text "UN INSPIRA Human Resources Gateway". A red warning box states "User ID and Password are required." Below this, there are input fields for "Forgot User ID" (containing "4444410") and "Forgot Password" (containing "*****"). A blue "Login" button is positioned below the password field. At the bottom, there are links for "Register now", "Contact us", and language options "English | Français".

2. Navigate to:

Main Menu > Self Service > Managed Mobility > My Managed Mobility



3. You will see the below screen with instruction. Click the 'Opt-In' link for Managed mobility exercise you wish to participate.

Note: The preliminary compendium composed of positions of staff members that have reached their maximum position occupancy limit will be available should you click on the 'View' button as shown below in the screenshot. Upon the review of the eligibility of positions and staff members that opt in, a final compendium will be published in June. Staff members will have 30 days to view the final compendium and express their interest in the available positions at their grade/level.

Current Opportunities

Instructions

The table below shows the currently available managed mobility exercises and the opt in period (New York time).

Click on the 'View' link to see any position announcements that have already been included in the Preliminary Compendium. The Preliminary Compendium is not available for the first year a job network transitions into the new system.

Click on the 'Opt in' link to opt in to a managed mobility exercise. Once you opt in, your eligibility will be reviewed and you will be notified of your participation status.

Please read carefully – Opting out of the exercise:

If you DO NOT wish to continue your participation, you MUST opt out of the exercise before the opt in window closes by clicking the 'Opt Out' link.

If you DO NOT opt out before the opt in window closes:

- You will be required to continue your participation; and
- You may be placed against a position to which you did not express interest.

To verify to which job network your position belongs, please go to <https://hr.un.org/staff-member-info>.

Staffing Exercise ID	Managed Mobility Exercise	Job Network	Opt-In Period	Preliminary Compendium	Express Interest (Opt-In)	Express Interest (Opt-Out)
SE4	POLNET 2016 Semi-Annual 2	Political, Peace and Humanitarian	25/07/2016-07/08/2016	View	Opt-In	Opt-Out
SE3	POLNET 2016 Semi-Annual 1	Political, Peace and Humanitarian	04/01/2016-17/01/2016	View	Opt-In	Opt-Out

Upon clicking 'Opt in', a confirmation screen will show. Click 'Opt In' if you wish to participate in the managed mobility exercise.

Confirmation Page

Opt-In for Managed Mobility POLNET 2016 Semi-Annual 2

Thank you for opting in to participate in the managed mobility exercise.

By clicking the 'Opt In' button, you are confirming your participation in the current managed mobility exercise.

Please read carefully – Opting out of the exercise:

If you DO NOT wish to continue your participation, you MUST opt out of the exercise before the opt in window closes.
If you DO NOT opt out before the opt in window closes:

- You will be required to continue your participation; and
- You may be placed against a position to which you did not express interest.

For the first year of the exercise, you will not be able to see the positions until after the opt in window closes and all participating members are confirmed.

Opt In

Cancel

PLEASE READ CAREFULLY:

For this exercise, you will be able to see the preliminary compendium of positions for which staff members have reached their maximum position occupancy limit and have been invited to participate in the current managed mobility exercise. Once the opt-in window closes, all participating staff members, including those who have opted-in and have been deemed eligible, are confirmed and the final compendium will be published (June).

If you are looking to move to a specific position or duty station (for example, you only wish to move to a family duty station), there is no guarantee that the position will be available in the compendium or that you will be recommended for the position, so carefully consider your participation.

If you do not express interest in any positions, you will still be expected to continue in the exercise and the Senior Review Board or Job Network Board may recommend you to a position in the compendium for which you have been deemed suitable. Additionally, if the Board is not able to recommend you to a position that you have expressed interest in, the Board may recommend you to a position for which you have been deemed suitable. It is also possible that you may remain on your current position as a result of the exercise.

If you opted in and **do not** wish to continue your participation, you **must** opt out of the exercise **before** the opt-in window closes on **12 May, 11:59 pm EST**.

If you **do not** opt out before the opt-in window closes on **12 May, 11:59 pm EST**:

- You will be required to continue your participation; and
- You may be placed against a position to which you did not express interest.

4. Please confirm that your status is changed to 'Pending Eligibility Check' upon your confirmation to opt in to the managed mobility exercise.

My Managed Mobility

Current Opportunities

Instructions

The table below shows the currently available opportunities for movement under managed mobility and the dates of the associated opt-in periods (dates and times are New York time (EST)).

Movement under managed mobility is opt-in only for the first year of operation of a job network. After that, if you have reached your maximum position occupancy limit, you will automatically be included in the managed mobility exercise for your network and your status will read "Pending Eligibility Check" or "Participating".

Click on the "View" link to see any position announcements that have already been included in the Preliminary Compendium.

Click on the "Opt in" link to request to opt in to a managed mobility exercise. Once your request to opt in is received, your profile will be reviewed for eligibility and you will be notified about your participation status.

You can opt out of the managed mobility exercise at any time before the opt-in period closes. Click on the "Opt out" link to do so.

Staffing Exercise ID	Managed Mobility Exercise	Job Network	Opt-In Period	Preliminary Compendium	Express Interest (Opt-In)	Express Interest (Opt-Out)	Action	Status
SE26	POLNET 2016 Semi-Annual 1	Political, Peace, and Humanitarian Network	04/01/2016-02/02/2016	View	Opt-In	Opt-Out	View	Pending Eligibility Check

Note: Upon opting in, the Network Staffing Team will review the eligibility of you and your position to participate in the exercise and will inform you of your participation status. If deemed eligible, your status will change to 'Participating'.