Møbility

QUICK GUIDE FOR STAFF – Managed Mobility OPT-IN PROCESS

INTRODUCTION

This quick guide provides you with step-by-step guidance for the opting in to the first managed mobility exercise for the Political, Peace and Humanitarian job network (POLNET) in January 2016. "Opting-in" should not take you more than 20 minutes. Once your participation status is confirmed by the Network Staffing Team (NST) you will be required to express interest in position announcements that are included in the mobility compendium.

Please note that participation in managed mobility is subject to meeting the respective eligibility requirements. Staff are encouraged to visit the HR portal for more comprehensive information: https://hr.un.org/page/mobility





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STEP 3 – Viewing available managed mobility exercise

You will see the below screen with instructions and a list of managed mobility exercises. Click on 'Opt-In' for the managed mobility exercise you wish to participate in.

Note: The 'My Job Information' shows information for the position you currently encumber. The Appointment Status field will be empty due to a technical issue.

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Click on the	"View" link to see any position a	nnouncements that have already beer	n included in the Prelimina	ry Compendium.					
Click on the	"Opt in" link to request to opt in	to a managed mobility exercise. On	ice your request to opt in	is received, your	profile will be review	ed for			
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You can opt	out of the managed mobility exe	rcise at any time before the opt-in per	iod closes. Click on the "C	Opt out" link to do	S0.				
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Opt In	Cancel								
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STEP 5 – Completing the mobility survey

Now complete the mobility survey by clicking on 'Mobility Survey' on the left hand side of the window. Click on 'Launch Survey' and proceed. To purpose of the survey is to allow you to reflect upon you current career status so as to enable you to start planning your next possible career move.

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 Expression of interest 	Objective of the survey for the staff member:	
Screening Guestions	The My Mobility Survey is a tool to be used by those staff members who are going th	much a matanad multilly overrise because they have teached their
Ø Matkational Statement	maximum position occupancy limit or because they are considering opting in. It will understand the population of the job network during each overcise.	also be used from an organizational perspective to begin to better
Decument Uplead		
	The tool will be used by staff members to ask a series of self-reflecting questions about the Organization to gain a better understanding of possible learning and training needs.	their motivation to move, their career aspirations for the future, and for
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STEP 6

The survey has 3 sections and should take you less than ten (10) minutes to complete.

Note: The text answer questions allow for a maximum of 254 characters. If you enter more than 254 characters, you will not be allowed to complete the survey. A sample question is shown in below screenshot.

 Question 9: Reflecting on your career, both within the United Nations and prior to joining the United Nations, please use the box provided to tell us briefly about the skills that you have that you enjoy using frequently, or would like to use frequently as part of your day to day work in the future (e.g. drafting documents, preparing budgets, training, making presentations, designing creative tools, writing policy, etc.). If possible, please tell us why you enjoy using these skills.

 Please enter a maximum of 2544characters.

STEP 7

Click 'Submit' at the bottom of the survey page to complete the survey.

Note: Error messages will be shown for incomplete answers and for the text answers where there are more than 254 characters. Please complete all the questions before submitting the survey.

ase enter a maximum of Sample answer filled.	
characters.	

You will be taken back to the survey main page which will appear as shown below.





STEP 8

To confirm your opt-in status, navigate to Main Menu > Self Service > Managed Mobility > My Managed Mobility.

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You will see the status of the Opt-in request as 'Pending Eligibility Check'. This means that your request is being reviewed by the Network Staffing Team and once you are found eligible, the status will be changed to 'Participating' and you will be notified by email.

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