

## 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>

### STEP 1 – Getting started

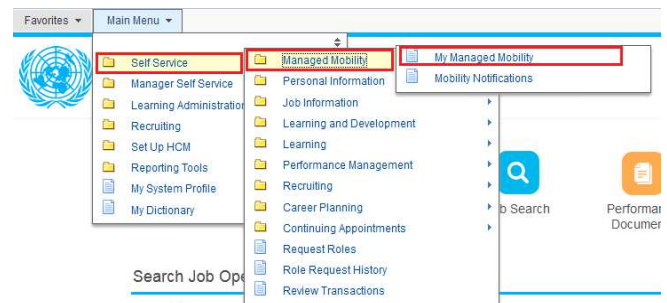
Log into Inspira with your index number and Password



The image shows the UN INSPIRA Human Resources Gateway login page. At the top, there is a red warning message: "User ID and Password are required." Below this, there are two input fields: "Forgot User ID" with the value "4444410" and "Forgot Password" with a masked password. 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". The footer contains the text "Copyright United Nations. All rights reserved".

### STEP 2 – Navigating Inspira

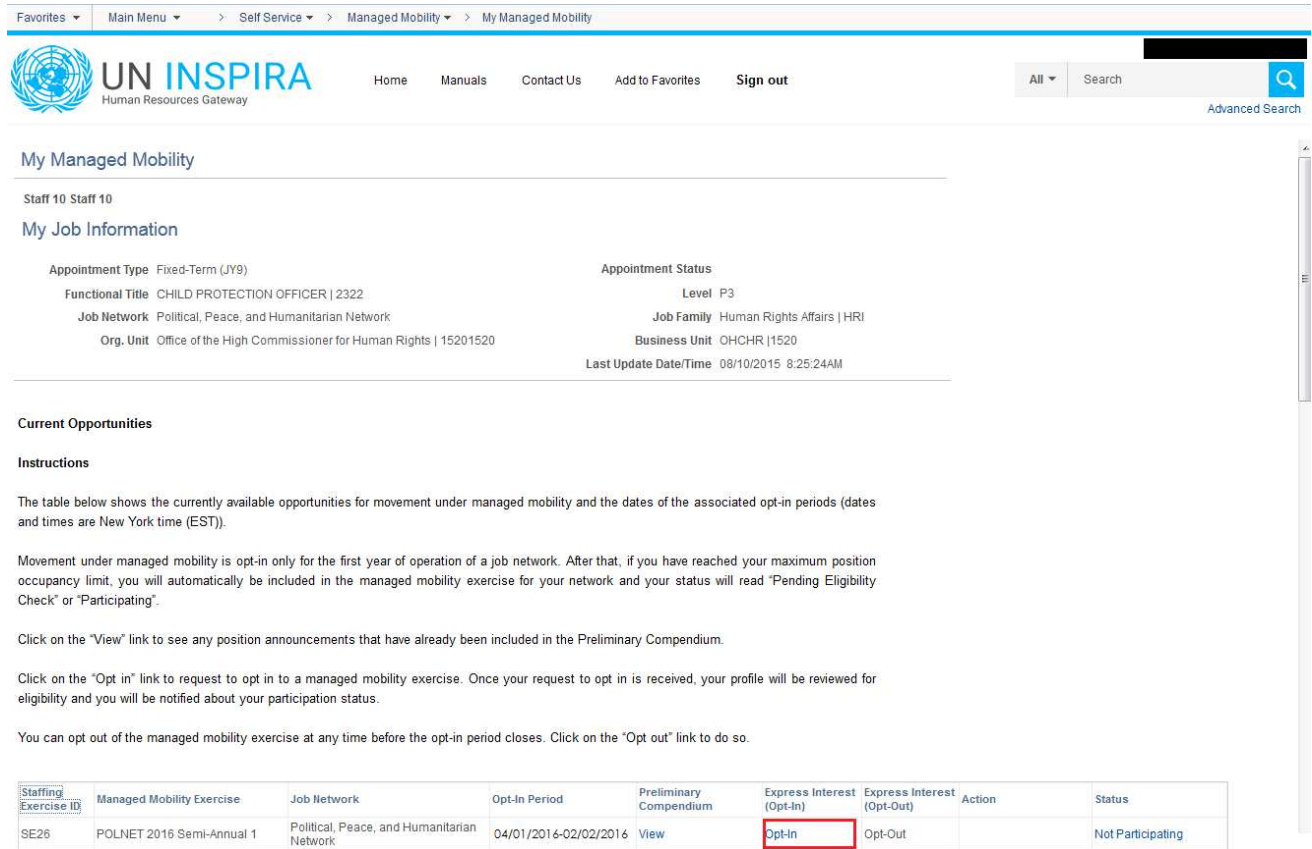
Navigate to Main Menu > Self Service > Managed Mobility > My Managed Mobility



### 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.



**My Managed Mobility**

Staff 10 Staff 10

**My Job Information**

<b>Appointment Type</b> Fixed-Term (JY9)	<b>Appointment Status</b>
<b>Functional Title</b> CHILD PROTECTION OFFICER   2322	<b>Level</b> P3
<b>Job Network</b> Political, Peace, and Humanitarian Network	<b>Job Family</b> Human Rights Affairs   HRI
<b>Org. Unit</b> Office of the High Commissioner for Human Rights   15201520	<b>Business Unit</b> OHCHR   1520
<b>Last Update Date/Time</b> 08/10/2015 8:25:24AM	

**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.

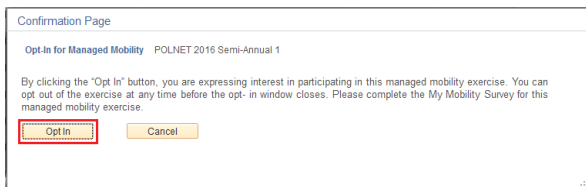
Click on the "Opt in" link to request to opt in to a managed mobility exercise. Once your request to opt in is received, your profile will be reviewed for eligibility and you will be notified about your participation status.

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	<a href="#">View</a>	<a href="#">Opt-In</a>	<a href="#">Opt-Out</a>		Not Participating

### STEP 4

When clicking on "Opt-in", a confirmation screen will pop up. To proceed, click the 'Opt-In' button on the confirmation screen.



Confirmation Page

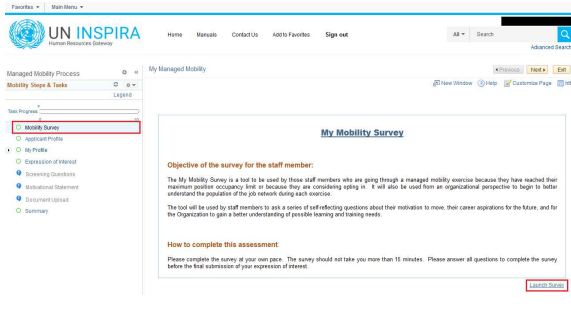
**Opt-In for Managed Mobility** POLNET 2016 Semi-Annual 1

By clicking the "Opt In" button, you are expressing interest in participating in this managed mobility exercise. You can opt out of the exercise at any time before the opt-in window closes. Please complete the My Mobility Survey for this managed mobility exercise.

[Opt In](#) [Cancel](#)

### 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.



### 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.



### 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.

Section 3: Supporting Career Aspirations.

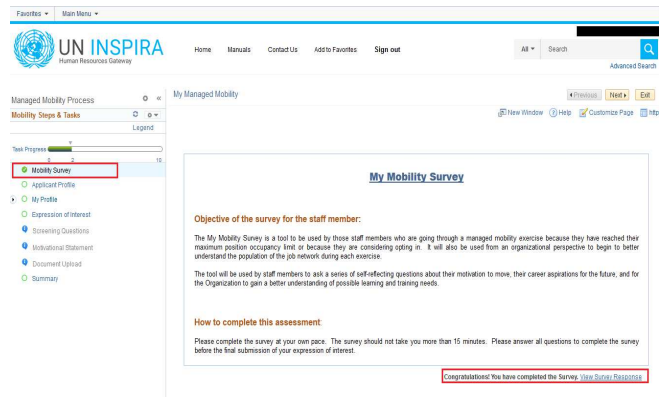
Please complete this Section to help us better get to know you and your career aspirations.

Questions 11: Please tell us about any mobility moves that you feel would be important for you to make over the next 3- 5 years to support your broader career aspirations.

Please enter a maximum of 254 characters. Sample answer filled!

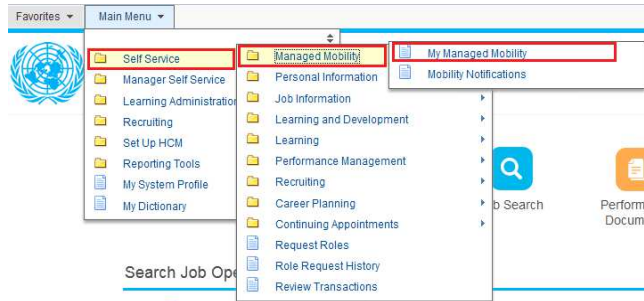


You will be taken back to the survey main page which will appear as shown below.



**STEP 8**

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



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.

Navigation: Favorites > Main Menu > Self Service > Managed Mobility > My Managed Mobility

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### My Managed Mobility

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#### My Job Information

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