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

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.

**STEP 4**

When clicking on “Opt-in”, a confirmation screen will pop up. To proceed, click the ‘Opt-In’ button on the confirmation screen.
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. The purpose of the survey is to allow you to reflect upon your 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.

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.

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.