

INTRODUCTION

This quick guide provides you with step-by-step guidance for expressing your interest in available positions in a managed mobility exercise. Please note that you should indicate interest in at least three (3) positions, there is no maximum. Make sure that you fulfil the requirements for the positions you expressed interest in as you cannot be offered any positions you are not suitable for.

We encourage you to express interest in as many positions as you wish but keep in mind that you are expected to accept any of the positions you expressed interest in if offered.

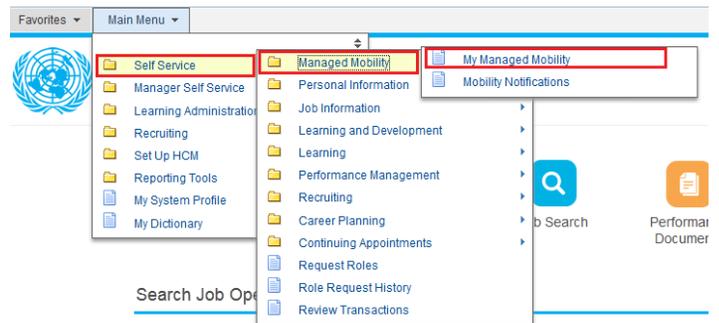
STEP 1 – Getting started

1. Login to Inspira with your Index Number and Password

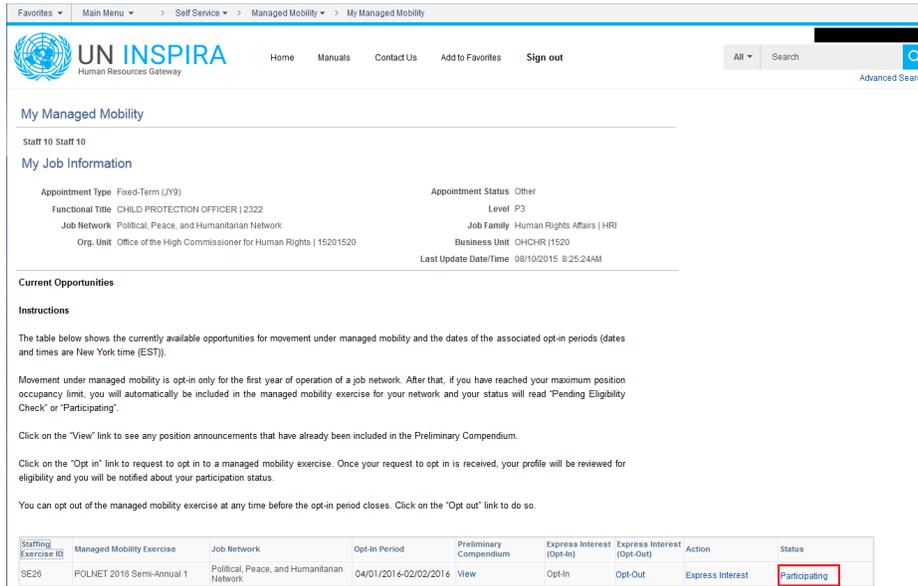


STEP 2 – Navigating Inspira

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



3. You will see the below screen with instructions and list of Managed Mobility Exercises to Express Interest. Check the Managed Mobility Exercise that you opted into to find out whether you are in 'Participating' or 'Not eligible' status. The status 'Participating' means that you are eligible to participate in the Exercise.



My Managed Mobility

Start 10 Staff 10

My Job Information

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

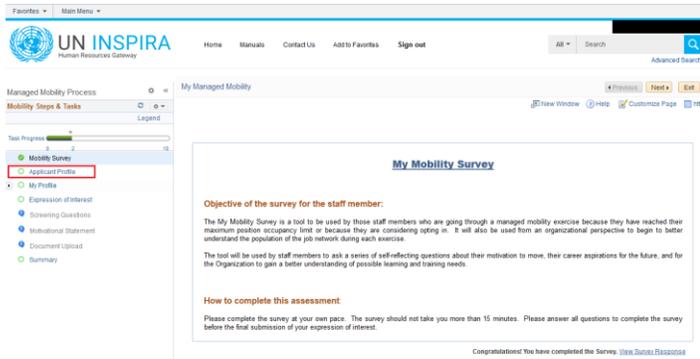
Click on the "Opt in" link to request to opt in to a managed mobility exercise. Once your request to opt in is received, your profile will be reviewed for eligibility and you will be notified about your participation status.

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	View	Opt-In	Opt-Out	Express Interest	Participating

STEP 3 – Completing your profile

4. To begin filling out your information for Expressions of Interest: Click the 'Applicant Profile' link.



My Managed Mobility

My Mobility Survey

Objective of the survey for the staff member:

The My Mobility Survey is a tool to be used by those staff members who are going through a managed mobility exercise because they have reached their maximum position occupancy limit or because they are considering opting in. It will also be used from an organizational perspective to begin to better understand the population of the job network during each exercise.

The tool will be used by staff members to ask a series of self-reflecting questions about their motivation to move, their career aspirations for the future, and for the Organization to gain a better understanding of possible learning and training needs.

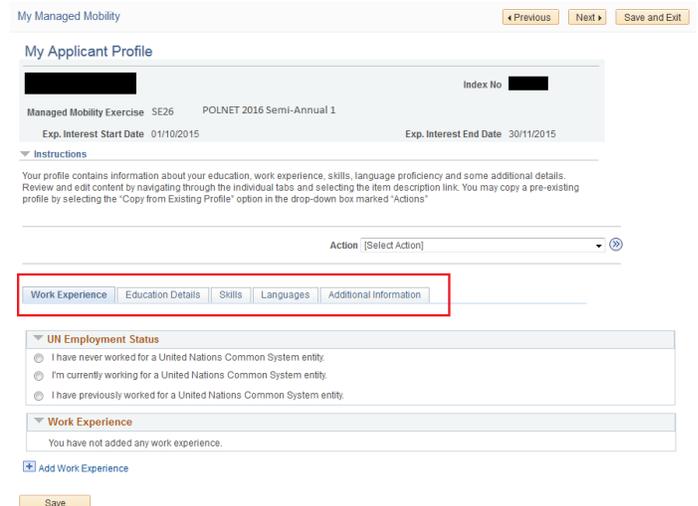
How to complete this assessment

Please complete the survey at your own pace. The survey should not take you more than 15 minutes. Please answer all questions to complete the survey before the final submission of your expression of interest.

Congratulations! You have completed the Survey. [View Survey Responses](#)

5. Complete 'Applicant Profile' [Work Experience, Education Details, Skills, Languages, Additional Information]. **Note:** While the profile sections are the same as for applications for job openings in Inspira, you need to complete the sections again for managed mobility.

- Please ensure you have selected your 'Mother Tongue' under Language



My Managed Mobility

My Applicant Profile

Managed Mobility Exercise: SE26 POLNET 2016 Semi-Annual 1 | Index No: [Redacted]

Exp. Interest Start Date: 01/10/2015 | Exp. Interest End Date: 30/11/2015

Instructions

Your profile contains information about your education, work experience, skills, language proficiency and some additional details. Review and edit content by navigating through the individual tabs and selecting the item description link. You may copy a pre-existing profile by selecting the "Copy from Existing Profile" option in the drop-down box marked "Actions".

Action: [Select Action]

Work Experience | Education Details | Skills | Languages | Additional Information

UN Employment Status

I have never worked for a United Nations Common System entity.
 I'm currently working for a United Nations Common System entity.
 I have previously worked for a United Nations Common System entity.

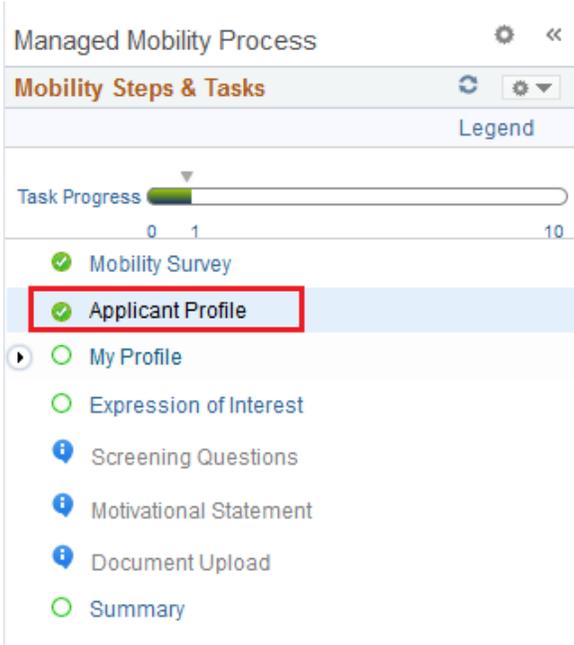
Work Experience

You have not added any work experience.

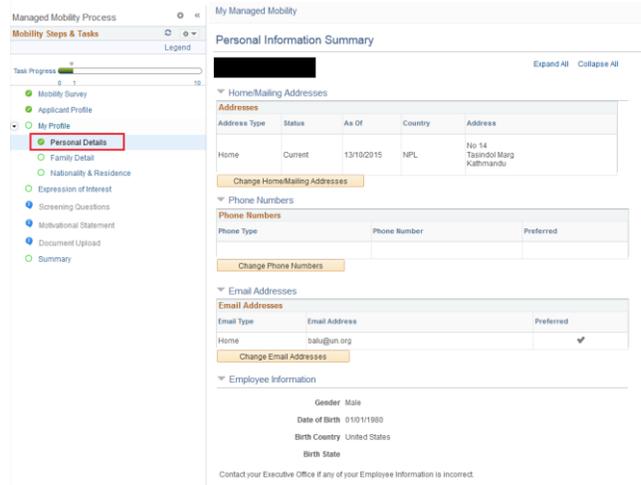
[Add Work Experience](#)

[Save](#)

- Once all the sections of 'Applicant Profile' are complete, you will see a GREEN check mark on the Applicant Profile on the left pane.

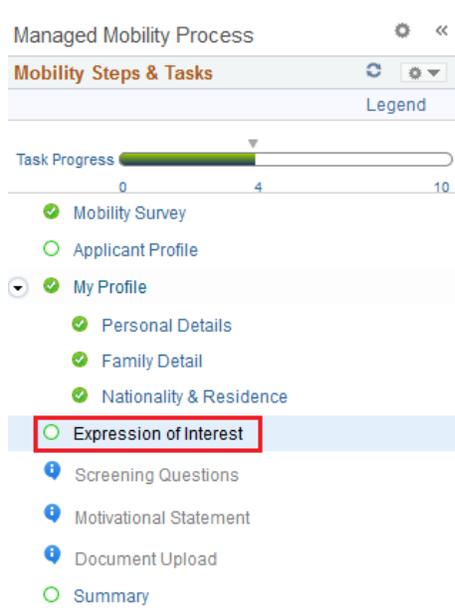


- Complete 'My Profile': Click the 'My Profile' link which will expand and show 3 links. Click the 'Personal Details' links. Ensure your personal details are complete or if not, please fill in information, including 'Personal Details', 'Family Details' and 'Nationality & Residence'. You must review each section and ensure it is complete.

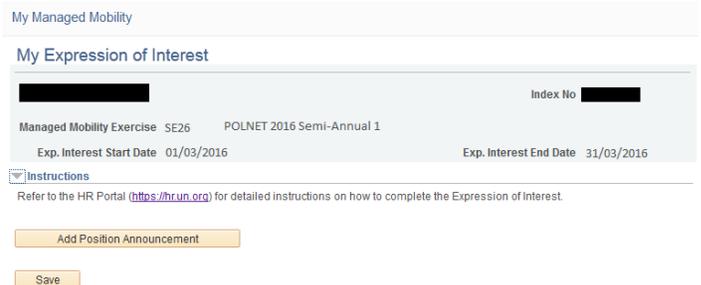


STEP 4 – Expressing your interest

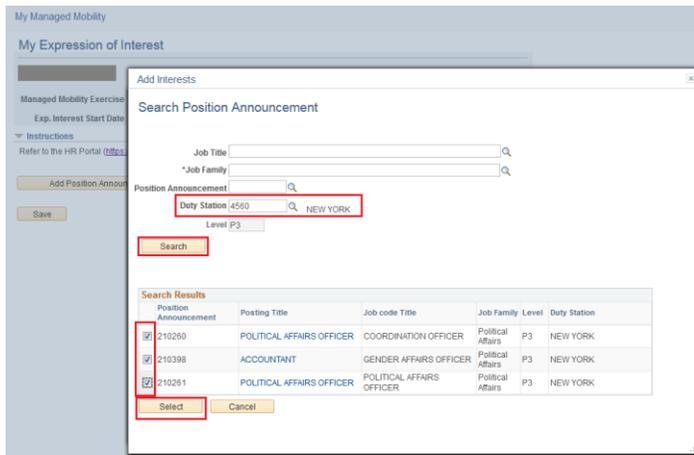
- Click the 'Expression of Interest' link on the left pane.



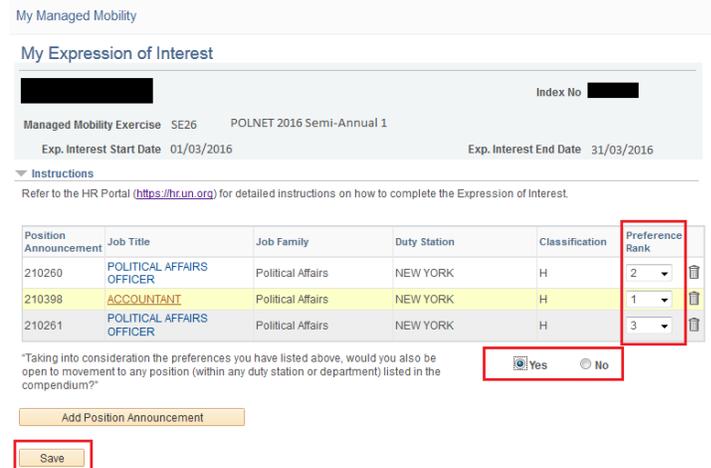
- You will be taken to Express Interest to position announcement in the compendium.



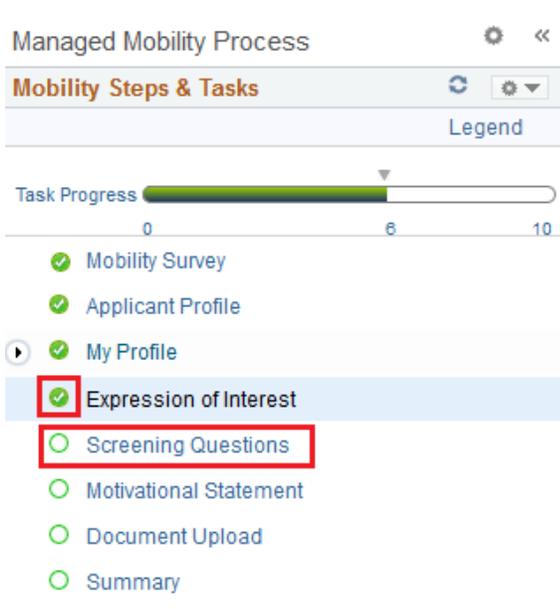
10. To see the complete compendium, click search without entering any criteria. To search by Title, Job Family, or Duty Station, enter the search criteria and click Search button, then the search results will be populated. Place a check next to the position announcements that you are interested in and click 'Select' button.



11. For the selected position announcements, enter the Preference Rank and say 'Yes/No' to the question listed below and click 'Save' button to save your preferences.

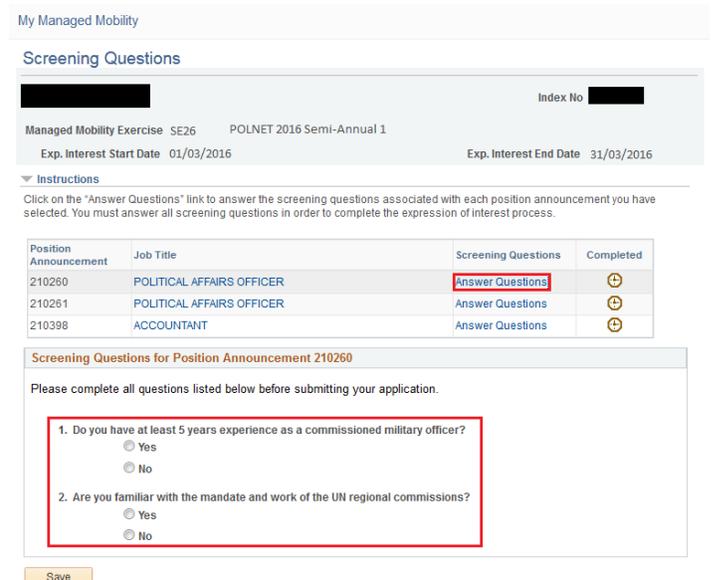


12. Expression of Interest will be checked GREEN. Click the 'Screening Questions' link on the left pane.

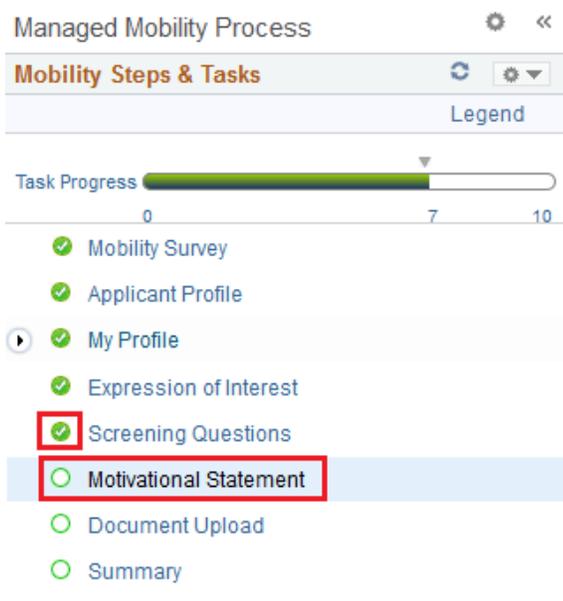


13. Answer all the Screening Questions for each position:

- Click 'Answer Questions' link against all the Position Announcements for which you have expressed interest and answer all the screening questions.
- Click 'Save' button to save the answers.



14. 'Screening Questions' link on the left pane will be checked GREEN. Click the 'Motivational Statement' link on the left pane.



Managed Mobility Process

Mobility Steps & Tasks

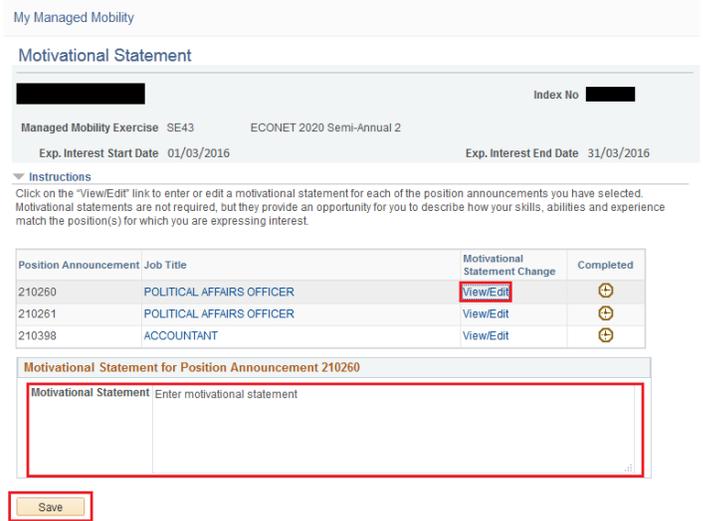
Legend

Task Progress 0 7 10

- ✔ Mobility Survey
- ✔ Applicant Profile
- ▶ ✔ My Profile
- ✔ Expression of Interest
- ✔ Screening Questions
- ✔ Motivational Statement
- Document Upload
- Summary

15. Enter Motivational Statement for each position:

- Click 'View/Edit' link
- Enter motivational statement.
- Click 'Save' button to save the answers.



My Managed Mobility

Motivational Statement

Index No [REDACTED]

Managed Mobility Exercise SE43 ECONET 2020 Semi-Annual 2

Exp. Interest Start Date 01/03/2016 Exp. Interest End Date 31/03/2016

Instructions

Click on the "View/Edit" link to enter or edit a motivational statement for each of the position announcements you have selected. Motivational statements are not required, but they provide an opportunity for you to describe how your skills, abilities and experience match the position(s) for which you are expressing interest.

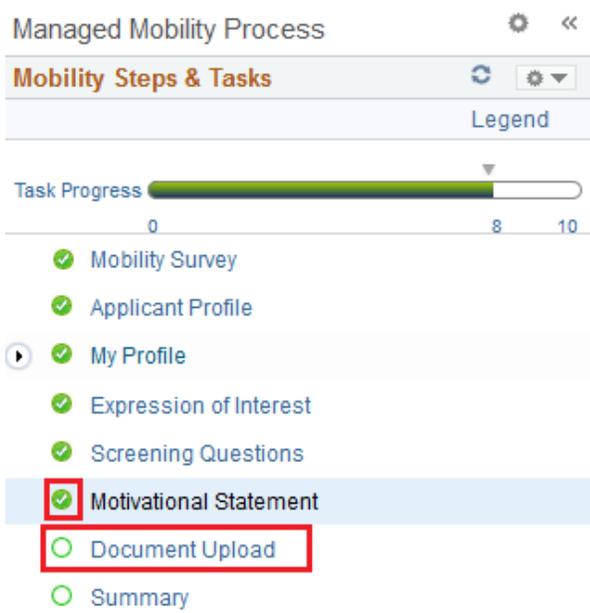
Position Announcement	Job Title	Motivational Statement Change	Completed
210260	POLITICAL AFFAIRS OFFICER	View/Edit	⊕
210261	POLITICAL AFFAIRS OFFICER	View/Edit	⊕
210398	ACCOUNTANT	View/Edit	⊕

Motivational Statement for Position Announcement 210260

Motivational Statement Enter motivational statement

Save

16. 'Motivational Statement' link on the left pane will be checked GREEN. Click the 'Document Upload' link on the left pane which is positioned below the Motivational Statement link (to upload e-Pas, credentials, etc.).



Managed Mobility Process

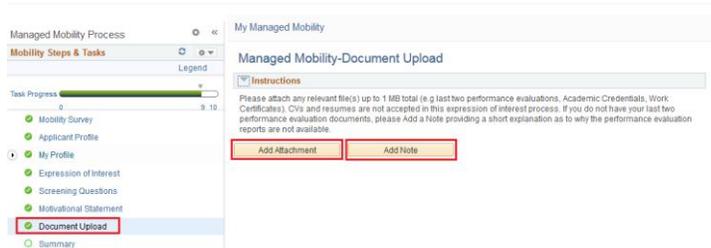
Mobility Steps & Tasks

Legend

Task Progress 0 8 10

- ✔ Mobility Survey
- ✔ Applicant Profile
- ▶ ✔ My Profile
- ✔ Expression of Interest
- ✔ Screening Questions
- ✔ Motivational Statement
- ✔ Document Upload
- Summary

17. Add Attachment or Notes by clicking the 'Add Attachment' or 'Add Notes' and follow the steps to upload ePas, Academic Credentials, Work Certificates, etc. This step is not a mandatory step, so the 'Document Upload' link on the left pane will be checked GREEN even when you don't upload any document.



Managed Mobility Process

My Managed Mobility

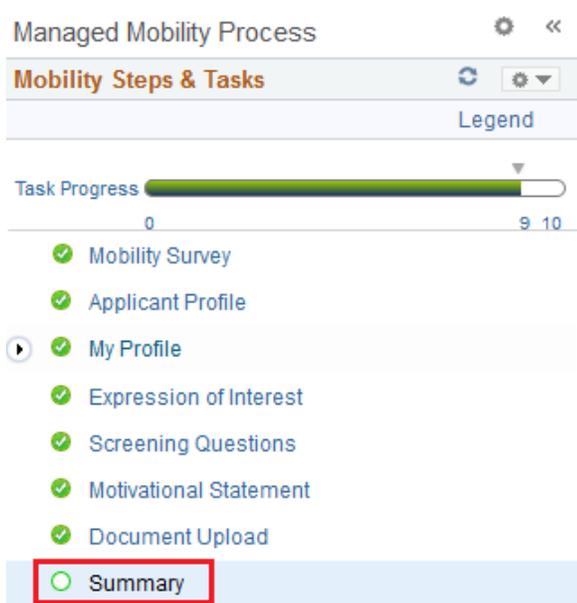
Managed Mobility-Document Upload

Instructions

Please attach any relevant file(s) up to 1 MB total (e.g. last two performance evaluations, Academic Credentials, Work Certificates), CVs and resumes are not accepted in this expression of interest process. If you do not have your last two performance evaluation documents, please Add a Note providing a short explanation as to why the performance evaluation reports are not available.

Add Attachment Add Note

18. Click 'Summary' link on the left pane which is positioned below the Document Upload link.



Managed Mobility Process

Mobility Steps & Tasks

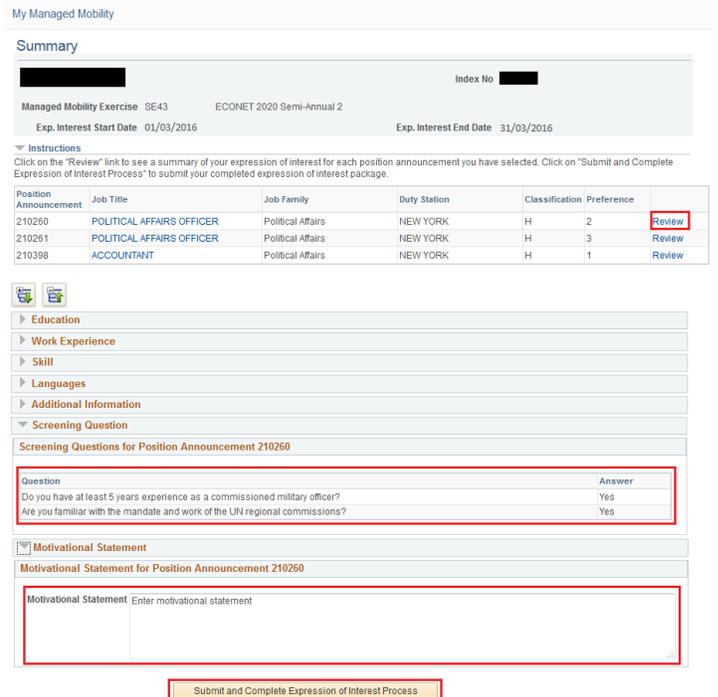
Legend

Task Progress 0 9 10

- ✓ Mobility Survey
- ✓ Applicant Profile
- ▶ ✓ My Profile
- ✓ Expression of Interest
- ✓ Screening Questions
- ✓ Motivational Statement
- ✓ Document Upload
- Summary**

19. Review the complete Expression of Interest for each position:

- Click 'Review' link against the position announcement to see the Screening Questions and Motivational Statement related to that specific position announcement. Review them. Similarly review other position announcements.
- Review Education, Work Experience, Skills, Languages, Additional Information section. All these sections are common for all the position announcements.
- After reviewing, click 'Submit and Complete Expression of Interest Process' to submit the interest.



My Managed Mobility

Summary

Index No [REDACTED]

Managed Mobility Exercise SE43 ECONET 2020 Semi-Annual 2

Exp. Interest Start Date 01/03/2016 Exp. Interest End Date 31/03/2016

Instructions

Click on the "Review" link to see a summary of your expression of interest for each position announcement you have selected. Click on "Submit and Complete Expression of Interest Process" to submit your completed expression of interest package.

Position Announcement	Job Title	Job Family	Duty Station	Classification	Preference	
210260	POLITICAL AFFAIRS OFFICER	Political Affairs	NEW YORK	H	2	Review
210261	POLITICAL AFFAIRS OFFICER	Political Affairs	NEW YORK	H	3	Review
210398	ACCOUNTANT	Political Affairs	NEW YORK	H	1	Review

Education

Work Experience

Skill

Languages

Additional Information

Screening Question

Screening Questions for Position Announcement 210260

Question	Answer
Do you have at least 5 years experience as a commissioned military officer?	Yes
Are you familiar with the mandate and work of the UN regional commissions?	Yes

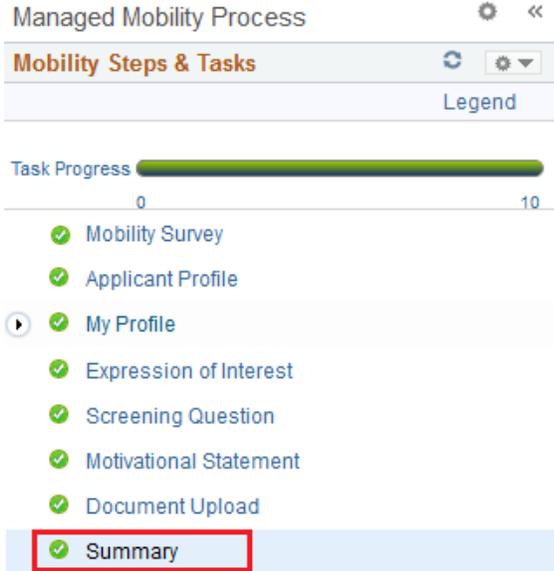
Motivational Statement

Motivational Statement for Position Announcement 210260

Motivational Statement: Enter motivational statement

Submit and Complete Expression of Interest Process

20. After submitting, the 'Summary' link on the left pane will be checked GREEN and the expression of interest can be opened only in read-only mode.



Managed Mobility Process

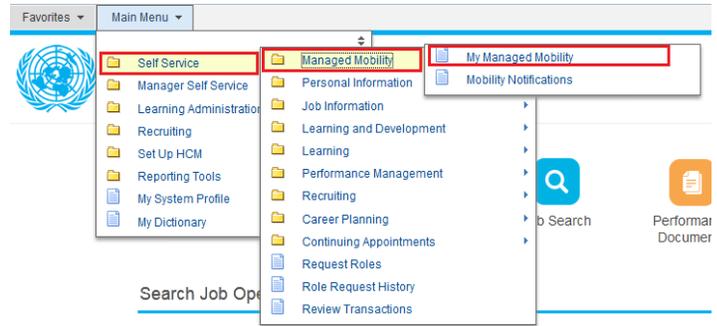
Mobility Steps & Tasks

Legend

Task Progress 0 10

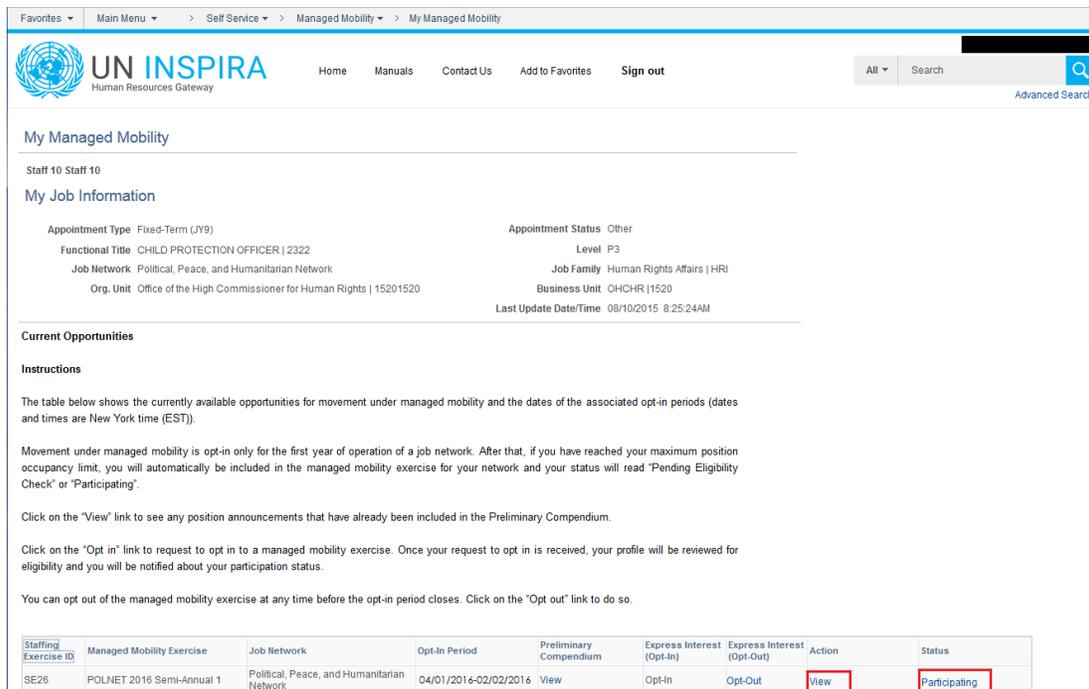
- ✔ Mobility Survey
- ✔ Applicant Profile
- ▶ ✔ My Profile
- ✔ Expression of Interest
- ✔ Screening Question
- ✔ Motivational Statement
- ✔ Document Upload
- ✔ **Summary**

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



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

22. You will see the status of the Managed Mobility Exercise will be 'Participating' and the 'Express Interest' link will be changed to 'View'. This means that you have successfully expressed interest. You will not be able to edit your expression of interest in the system at this time.



My Managed Mobility

Staff 10 Staff 10

My Job Information

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