Mobility

QUICK GUIDE FOR STAFF MEMBER EXPRESSION OF INTEREST PROCESS

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	STEP 2 – Navigating Inspira
 Login to Inspira with your Index Number and Password 	 Navigate to Main Menu > Self Service > Managed Mobility > My Managed Mobility
Image: Constraint of the second o	Favorites Main Menu Sett Service Managed Mobility Manager Setf Service Personal Information Learning Administratio Job Information Recruiting Learning and Development Sett Up HCM Performance Management My System Profile My Dictionary My Dictionary Career Planning Search Job Opp Release Reles Revew Transactions Review Transactions



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.

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Human Resources Gateway								Adva
My Managed Mobility								
Staff 10 Staff 10								
My Job Information								
Appointment Tune Fixed Terrs (190)		Appoi	intmont Status Othor					
Appointment Type Fixed-Term (319)		Арроі	Intrinent Status Other					
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STEP 3 – Completing your profile

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



- 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

	Index No
anaged Mobility Exercise SE26 POLNET 2016 Semi-A	nnual 1
Exp. Interest Start Date 01/10/2015	Exp. Interest End Date 30/11/2015
nstructions	
file by selecting the "Copy from Existing Profile" option in the dr	p-down box marked "Actions"
	Action [Select Action]
Vork Experience Education Details Skills Language	es Additional Information
VN 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	item entity.
Work Experience	
WORK Experience	



6. 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 <u>must</u> review each section and ensure it is complete.

Mol	bility Steps & Tasks	C ov	Personal In	formation Su	ummary			
Tasi	k Progress	10	▼ Home/Maili	ng Addresses				Expand All Collapse All
	Anniicant Profile		Addresses					
	O My Profile		Address Type	Status	As Of	Country	Address	
	Personal Details Family Detail Nationality & Residence		Home	Current	13/10/2015	NPL	No 14 Tasindol Marg Kathmandu	
	Expression of Interest		Those Num	bers	343			
	 Screening Questions 		Phone Numbe	rs -				
	 Motivational Statement 		Phone Type		Phone	Number		Preferred
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	O Summary		Change Pl	ione Numbers				
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				Gende	er Male			
				Date of Birt	h 01/01/1980			
				Birth Countr	y United States			
				Birth Stat	10			

STEP 4 – Expressing your interest

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



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

				Index No	
Managed Mobility	Exercise	SE26	POLNET 2016 Semi-Annual 1		
Exp. Interest	Start Date	01/03/201	6	Exp. Interest End Date	31/03/2016
Instructions					
Refer to the HR P	ortal (<u>https://</u>	<u>hr.un.orq</u>) fo	or detailed instructions on how to con	nplete the Expression of Interest.	
Add Posit	ion Announc	ement			
Cours.					
Save					



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.

	Add Interests						
anaged Mobility Exercise Exp. Interest Start Date	Search Position	Announcement					
nstructions							
fer to the HR Portal (http:	Job Title			٩			
	*Job Family			Q			
Add Position Annou	Position Announcement	Q					
Onuo.	Duty Station	4560 Q NEW YORK					
	Level	P3					
	Level	P3	•				
	Level	P3	•				
	Level	P3	•				
	Level Search Search Results	P3	•				
	Level Search Search Results Position Announcement	P3 Posting Title	Job code Title	Job Family	Level	Duty Station	
	Level Search Search Results Position Announcement 210260	P3 Posting Title POLITICAL AFFAIRS OFFICER	Job code Title COORDINATION OFFICER	Job Family Political Affairs	Level P3	Duty Station NEW YORK	
	Level Search Search Results Position Announcement 210260 210398	P3 Posting Title POLITICAL AFFAIRS OFFICER ACCOUNTINIT	Job code Title COORDINATION OFFICER GENDER AFFAIRS OFFICER	Job Family Political Affairs Political Affairs	Level P3 P3	Duty Station NEW YORK NEW YORK	

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



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.

tefer to the HR P	ortal (<u>https://hr.un.org</u>) for de	tailed instructions on how t	Exp. Interest	t End Date 31/0 nterest.	3/2016
Position	Job Title	Job Family	Duty Station	Classification	Preference Rank
210260 F	POLITICAL AFFAIRS	Political Affairs	NEW YORK	н	2 🗸
210398	ACCOUNTANT	Political Affairs	NEW YORK	н	1 -
210261 F	POLITICAL AFFAIRS OFFICER	Political Affairs	NEW YORK	н	3 💌
raking into consi- pen to movemen ompendium?" Add Posit	deration the preferences you at to any position (within any ion Announcement	u have listed above, would ; duty station or department)	isted in the	fes © No]

- 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.

y Managed Mol	bility			
Screening Q	uestions			
			Index N	lo
Managed Mobility	Exercise SE26 POLNET 201	6 Semi-Annual 1		
Exp. Interest S	tart Date 01/03/2016		Exp. Interest End Date	e 31/03/2016
" Instructions				
elected. You mus	t answer all screening questions in	order to complete the expression	on of interest process.	Jernenit you nave
Announcement	Job Title		Screening Questions	Completed
210260	POLITICAL AFFAIRS OFFICER		Answer Questions	Ð
210261	POLITICAL AFFAIRS OFFICER		Answer Questions	e
210398	ACCOUNTANT		Answer Questions	e
Please complete 1. Do you h 2. Are you	e all questions listed below before ave at least 5 years experience as Yes No familiar with the mandate and work	submitting your application. a commissioned military offic s of the UN regional commissio	ver? ons?	
1	0.00			
	© No			



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



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.).



- 15. Enter Motivational Statement for each position:
 - Click 'View/Edit' link
 - Enter motivational statement.
 - Click 'Save' button to save the answers.

			Index	No
Managed Mobility Exerc	ise SE43	ECONET 2020 Semi-Annual 2		
Exp. Interest Start D	ate 01/03/2016		Exp. Interest End Da	ate 31/03/2016
Instructions				
Position Announcement	Job Title	ang marca.	Motivational	Completed
210260	POLITICAL AFFAIRS	OFFICER	View/Edit	œ
210261	POLITICAL AFFAIRS	OFFICER	View/Edit	÷
210398	ACCOUNTANT		View/Edit	÷
Motivational Statem	ent for Position Ar	nouncement 210260		
Motivational Statemer	1 Enter motivationa	l statement		

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.





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



- 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.

			Index N	0		
Managed Mobi	ility Evercise SE43 ECON	ET 2020 Semi-Annual 2				
Exp. Intere	st Start Date 01/03/2016		Exp. Interest End Date	a 31/03/2016		
Instructions						
lick on the "Rev xpression of Inf	view" link to see a summary of your exp terest Process" to submit your complet	ression of interest for each ed expression of interest pa	oosition announcement you ha ckage.	we selected. Click on "	Submit and Co	mplete
osition	Job Title	Job Family	Duty Station	Classification	Preference	
10260	POLITICAL AFFAIRS OFFICER	Political Affairs	NEW YORK	н	2	Review
10261	POLITICAL AFFAIRS OFFICER	Political Affairs	NEW YORK	н	3	Review
10398	ACCOUNTANT	Political Affairs	NEW YORK	н	1	Review
Screening Qu	estions for Position Announceme	nt 210260				
Question					Answer	
Do you have at Are you familia	least 5 years experience as a commis r with the mandate and work of the UN	sioned military officer? regional commissions?			Yes	
, ao you lamina	al Statement					
Motivation		ment 210260				
Motivation Motivational	Statement for Position Announce					
Motivational	Statement for Position Announce	nt				đ



- 20. After submitting, the 'Summary' link on the left 21. Navigate to Main Menu > Self Service pane will be checked GREEN and the > Managed Mobility > My Managed Mobility expression of interest can be opened only in Favorites 👻 Main Menu 👻 read-only mode. \$ 🗀 Managed Mobility My Managed Mobil Self Service Mobility Notifications Manager Self Service Personal Information ö << Managed Mobility Process Inh Information Learning Administrati Learning and Development Recruiting 0 0 -Learning Mobility Steps & Tasks Set Up HCM Performance Management Reporting Tools Q Legend My System Profile Recruiting Career Planning Search Performa My Dictionary Continuing Appointments Documer Task Progress Request Roles Role Request History 10 Search Job Ope 0 Review Transactions Ø Mobility Survey Applicant Profile 🕟 🥝 My Profile Expression of Interest Screening Question Motivational Statement Ocument Upload Summary Ø
- 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.

	Human Resources Gateway	U.U.							Advanced Search
My Mana	aged Mobility								4
Staff 10 Stat	ff 10								
My Job I	Information								
Appoint	tment Type Fixed-Term (JY9)		Appoi	intment Status Other					_
Func	ctional Title CHILD PROTECTION	OFFICER 2322		Level P3					E
Jo	b Network Political, Peace, and H	lumanitarian Network		Job Family Human	Rights Affairs HR	1			
	Org. Unit Office of the High Com	missioner for Human Rights 1520152	0	Business Unit OHCHR	R 1520				
			Last Upo	date Date/Time 08/10/2	2015 8:25:24AM				
Current Opp	portunities								
Instructions									
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