



inspira 9.2
ePerformance
User Guide

July 2019



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Getting started

LOGGING IN TO INSPIRA FOR THE FIRST TIME

- a. Please select Google Chrome or Mozilla Firefox as your web browser, as Internet Explorer 9 does not support this application.
- b. Go to <https://inspira.un.org>
- c. Enter your index number as your User ID
- d. In the password field, enter your year of birth followed by the first four letters of your last name in capital letters. For example, 1973GONZ.
- e. Click **Login**
- f. You will then be prompted to change your password.



The image shows the login page for the UN INSPIRA Human Resources Gateway. At the top left is the United Nations logo. To its right is the text "UN INSPIRA" in large blue letters, with "Human Resources Gateway" in smaller text below it. Below the header, there are two input fields: "User ID" with a "Forgot User ID" link above it, and "Password" with a "Forgot Password" link above it. Both fields have icons (a person for User ID and a lock for Password) on the right side. Below these fields is a large blue "Login" button. At the bottom of the form area, there are links for "Register now", "Contact us", and "English | Français".

Process Overview

The performance management process consists of three main phases:

- creating a workplan
- conducting a midpoint review
- completing the end-of-cycle evaluation

The nine steps in this process are outlined below.

Acronym and color key:

SM = Staff Member, **FRO** = First Reporting Officer, **SRO** = Second Reporting Officer

PHASE 1: WORKPLAN

1. Create workplan (SM)

2. Approve workplan (FRO)

PHASE 2: MID-POINT REVIEW

3. Enter mid-point comments (SM)

4. View SM comments & enter comments (FRO)

5. Finalize mid-point review (FRO)

PHASE 3: END-OF-CYCLE EVALUATION

6. Self-evaluation (SM)

7. Evaluation (FRO)

8. Approve evaluation (SRO)

9. Acknowledge evaluation (SM)

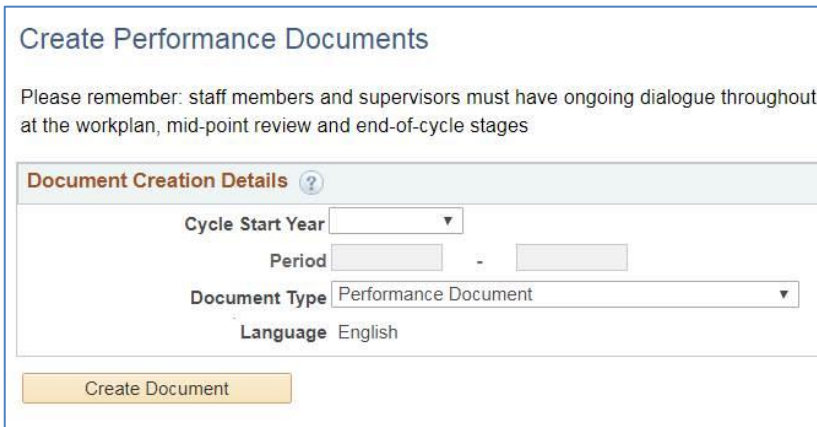
Phase 1: Workplan

Step 1. Create workplan (SM)

Create the Performance Document (SM)

- a. Navigate to Main Menu > SelfService > Performance Management > MyPerformance Documents > **Create Document**

You will see the screen below:



Create Performance Documents

Please remember: staff members and supervisors must have ongoing dialogue throughout at the workplan, mid-point review and end-of-cycle stages

Document Creation Details ?

Cycle Start Year

Period -

Document Type

Language

Create Document

- b. Click the **Cycle Start Year** and select the appropriate year
- c. Click the **Document Type** and select **Performance Document**
- d. From here, if you see the screen below – *with no First Reporting Officer line* - simply click **Create Document**.

If you do see a First Reporting Officer line along with **Select FRO** on your screen, skip ahead to step **h**.

Create Performance Documents

Please remember: staff members and supervisors must have ongoing dialogue throughout the performance cycle, as well as meetings at the workplan, mid-point review and end-of-cycle stages

Document Creation Details ?

Cycle Start Year

Period -

Document Type

Language

- e. Read the pop-up message and then click **Ok** – even if the FRO/SRO names are incorrect. You will be able to change them in a moment.

Create Performance Documents

Please remember: staff members and supervisors must have ongoing at the workplan, mid-point review and end-of-cycle stages

Document Creation Details ?

Cycle Start Year

Period -

Document Type

Language

FRO SRO Confirmation

Create Performance Documents

According to Umoja your reporting officers are:

1. FRO - Kate Montgomery
2. SRO - Alejandro Carlini

Click Ok if these names are correct.
If these names are wrong you can change them in a moment – after you click OK and create your document.

- f. Click **Create Document**
- g. If you need to correct your FRO and SRO names, go to the **Steps and Tasks** column and click **Change Actual Period/FRO/SRO**. Next, go to step **L** below.
- h. If you see a First Reporting Officer line as in the screen below, simply click **Select FRO**.

Create Performance Documents

Please remember: staff members and supervisors must have ongoing dialogue throughout at the workplan, mid-point review and end-of-cycle stages

Document Creation Details ?

Cycle Start Year

Period -

Document Type

Language

First Reporting Officer

- i. In the **Person Search box**, enter the FRO's name and click
- j. Select the FRO's name and click

Person Search

Person Search

Instructions

Last Name

First Name

Search Results

☒ Maria Eillen LOPEZ

- k. If you need to change your FRO and SRO once your document appears, click on the Change Actual Period/FRO/SRO link in the Steps and Tasks column on the upper left-hand corner of your document.

- I. Click the [Select/Update SRO](#) link to add or change the name of the Second Reporting Officer, then search by entering his/her name in the **Person Search** box. Click ok. Note that you will be able to select two SROs.

Performance Document
Workplan - Update
Staff Member UAT 9

Document ID 145698
Status In Progress
Performance Cycle 01/04/2019 - 31/03/2020
Actual Period 01/04/2019 - 31/03/2020
First Reporting Officer Nelly MBOMA
Second Reporting Officer Not Selected

Change Actual Period Dates

Actual Period Begin Date 01/04/2019
Actual Period End Date 31/03/2020

Change First Reporting Officer

First Reporting officer FRO UAT 1 [Update FRO](#)

Select/Update Second Reporting Officer

Second Reporting Officer SRO UAT 1 [Select a different SRO](#)

[Second Reporting Officer SRO UAT 2](#) [Select a different SRO](#) [Remove SRO](#)

[Save](#) [Refresh](#)

Person Search

Person Search

Instructions

Last Name MANNATHAN
First Name JAYAKUMAR
[Search](#)

Search Results

☐ Jayakumar MANNATHAN [i](#)

[OK](#)

[Return to Previous Page](#)

- m. If you need to change the performance cycle dates, update the '**Actual Period**' dates, then click on '**Save**'.

Performance Document
Workplan - Update
Staff UNEP

Job Title Functional titles are temporarily unavailable
Document ID 145075
Status In Progress
Performance Cycle 01/04/2015 - 31/03/2016
Actual Period 01/04/2015 - 31/03/2016
First Reporting Officer Maria Eillen LOPEZ
Secondary Reporting Officer Not Selected

Change Actual Period Dates

Actual Period Begin Date 01/04/2015 [←](#) [→](#) Actual Period End Date 31/03/2016

Change First Reporting Officer

First Reporting officer Maria Eillen LOPEZ [Update FRO](#)


Select/Update Second Reporting Officer


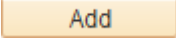
Second Reporting Officer Jayakumar MANNATHAN [Select a different SRO](#)

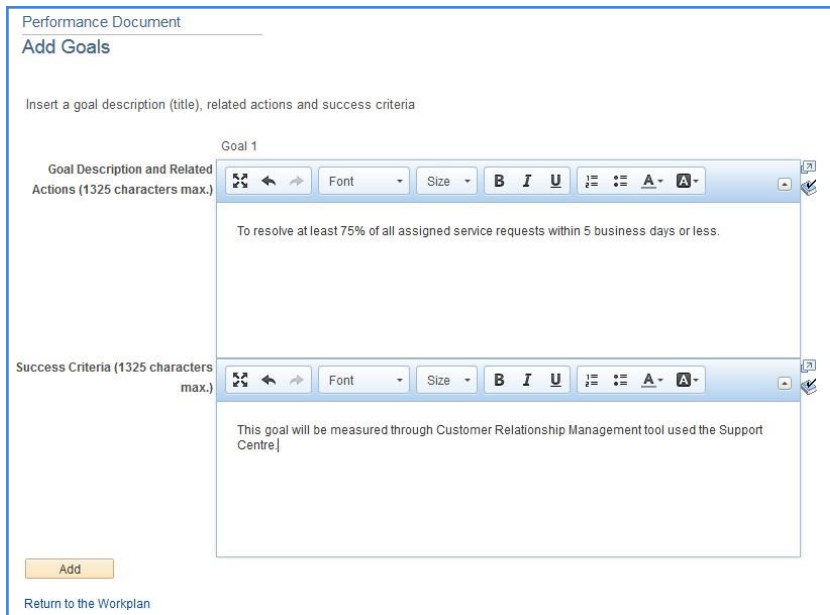
[Save](#)

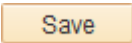
Entering the Workplan

- a. In the **Steps and Tasks** column on the left-hand side of the page, click **Update** under **Workplan**




Expand Section 1, and then click on the  **Add Goals** link. Insert a goal description (title), related actions and success criteria then click the  button.



- b. To add additional goals, repeat steps b. – d.
- c. When you are finished adding your goals, click 

Review Core Values

- In **Section 2**, click  **Expand** to view all details and review the core values that apply to all staff. Note that the Respect for diversity value includes a reminder about ensuring gender balance in the recruitment of staff members.

▼

Section 2 - Core Values

All staff members are held accountable for demonstrating these core values and will be evaluated accordingly

▼

Expand

▶

Collapse

▼

CORE VAL-Integrity

Demonstrates the values of the United Nations in daily activities and behaviours. Acts without consideration of personal gain. Resists undue political pressure in decision-making. Does not abuse power or authority. Stands by decisions that are in the Organization's interest, even if they are unpopular. Takes prompt action in cases of unprofessional or unethical behaviour.

Created By

Template

19/03/2018 4:31PM

▼

CORE VAL-Professionalism

Shows pride in work and in achievements. Demonstrates professional competence and mastery of subject matter. Is conscientious and efficient in meeting commitments, observing deadlines and achieving results. Is motivated by professional rather than personal concerns. Shows persistence when faced with difficult problems or challenges. Remains calm in stressful situations.

Created By

Template

19/03/2018 4:31PM

▼

CORE VAL-Respect for Diversity

Works effectively with people from all backgrounds. Treats all people with dignity and respect. Treats men and women equally. Shows respect for and understanding of diverse points of view and demonstrates this understanding in daily work and decision-making. Examines own biases and behaviours to avoid stereotypical responses. Does not discriminate against any individual or group.

You are reminded of our obligation to ensure gender parity in recruitment. Your local human resources office can provide more details on the targets for your department, office, or mission. At the end of the cycle, you will be expected to discuss with your FRO how you have addressed gender parity in recruitment during the performance cycle in question if applicable.


Add Core and Managerial Competencies

- In **Section 3**, click on  **Select/Add Core Competencies**


▼

Section 3 - Core Competencies

Select the Core Competencies most relevant to your goals for this cycle. It is recommended to select four or five.



Select/Add Core Competencies



- Select the core competencies most relevant for this performance cycle.

- c. Click 

Performance Document



Add Core Competencies

Select the Core Competencies most relevant to your goals for this cycle. It is recommended to select four or five.


Search Results [Personalize](#) | [1-8 of 8](#)

Core Competencies


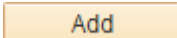
<input checked="" type="checkbox"/>	Communication
<input checked="" type="checkbox"/>	Teamwork
<input type="checkbox"/>	Planning & Organizing
<input type="checkbox"/>	Accountability
<input type="checkbox"/>	Creativity
<input type="checkbox"/>	Client Orientation
<input type="checkbox"/>	Continuous Learning
<input type="checkbox"/>	Technological Awareness

[Return to the Workplan](#)

- d. In **Section 4**, click on  [Select/Add Managerial Competencies](#). Select the managerial competencies most relevant for this performance cycle and then click on the button. Please note that if another staff member has selected you as a First Reporting Officer, then Managing Performance will appear automatically in your document.

Add Your Development Plan

- In **Section 5**, click on the  [Add Development plan](#) link.
- In the **Competency or Career Aspiration** box, enter your development objective. In the **Development Activity** box, enter the activity to support the objective.
- Click 
- To add additional development activities, repeat steps a. - d.

Performance Document

Add Development plan

"Competency or Career Aspiration" may include:

- Competencies for development (e.g. teamwork, leadership)
- Career aspirations (e.g. going to a field mission; become a supervisor/manager)
- Job-related competencies (e.g. web design, project management)

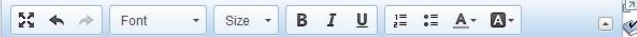
"Development Activity" may include:

- Specific workshops or courses
- On-the-job training, etc.
- Shadowing assignments.


Staff members should set a minimum target of 5 days for professional development per year.

Competency or Career Aspiration:

Development activity



Enroll in language class offered by Language Learning Centre.



[Return to the Workplan](#)

e. When you have completed your work plan, click

f. Click to inform your supervisor that it is ready for approval.

Important Note: This action will trigger an automatic email to the supervisor informing them that the workplan has been created and is pending their approval.

Step 2. Approve workplan (FRO)

Navigate to: Main Menu > Manager Self Service > Performance Management > Performance Documents > Current Documents

a. From the tab, click [Performance Document](#) in the row that corresponds to the staff member and performance cycle you wish to review.

Where I am FRO
Where I am SRO

Current Performance Documents

Listed are the current performance documents for which you are the First Reporting Officer.

Performance Documents							Find	First	1 of 1	Last
Staff Member	FRO	SRO	Document Type	Begin Date	End Date	Status				
Staff8 Unep	Maria Eillen Lopez	Jayakumar Mannathan	Performance Document	01/04/2015	31/03/2016	Workplan				

- b. In the **Steps and Tasks** column on the left-hand side of the page, click **Review/Approve** under **Workplan**

Performance Process
Steps and Tasks

Staff8 UNEP
Performance Document
01/04/2015 - 31/03/2016
[Change Actual Period /FRO / SRO](#) [Overview](#)

Workplan
Review/Approve

- c. Click **Expand All** to view all details in the workplan
- d. Review Sections 1- 5 of the work-plan. When you are finished, click **Approve** then **Confirm**. If changes are required, click on **Return to SM**

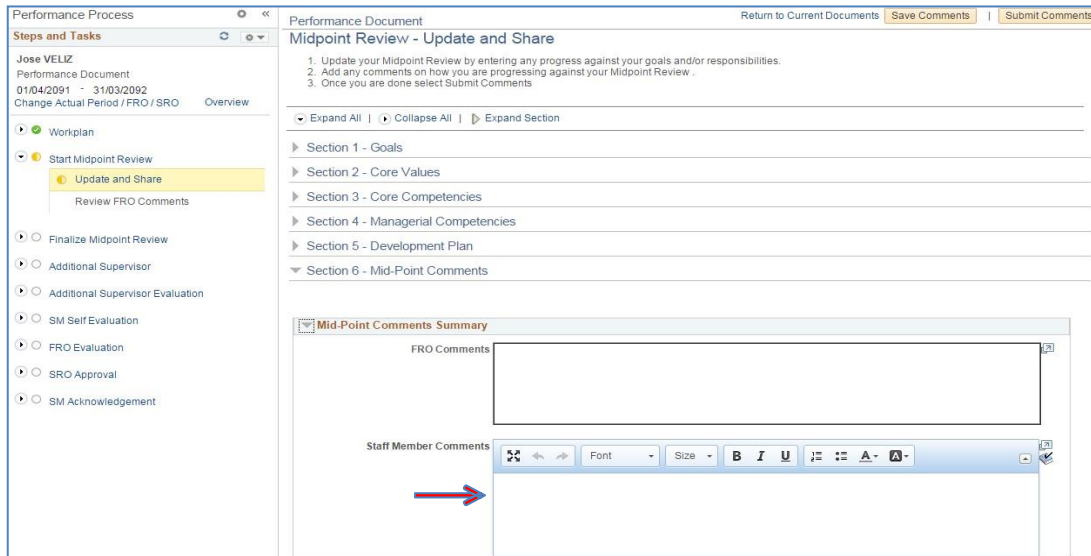
Phase 2: Mid-Point Review

Step 3. Enter mid-point comments (SM)

- a. Click **Main Menu > Self Service > Performance Management > My Performance Documents > Current Documents**
- b. Click **Performance Document** in the row that corresponds to the performance dates you wish to review.

Current Performance Documents						
Performance Documents				Find <input type="text"/>	First	Last
Staff# Unep	Maria Eillen Lopez	Jayakumar Mannathan	Performance Document	01/04/2015	31/03/2016	Midpoint Review

- c. Scroll down to **Section 6 – Mid-Point Comments** and enter your comments in the **'Staff Member Comments'** box



When you are finished entering your comments, click on [Save Comments](#)

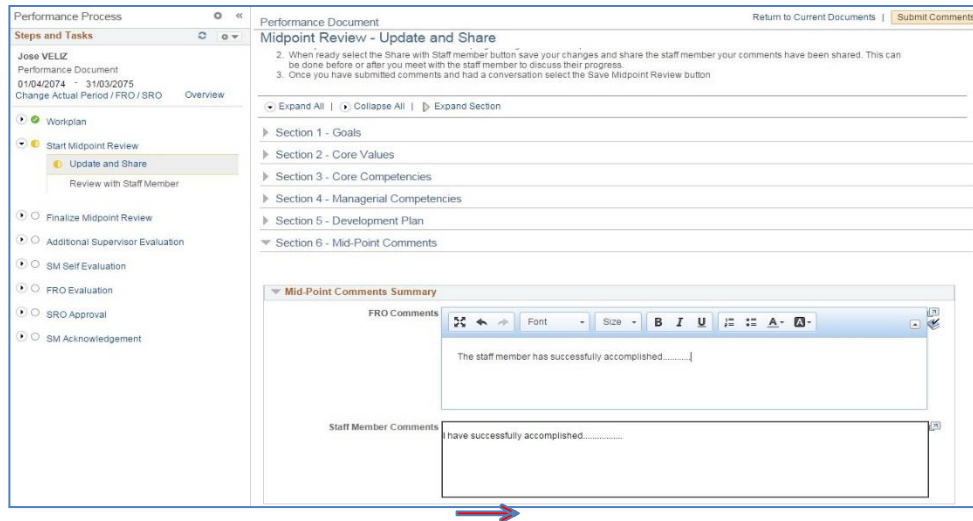
- d. Click on [Submit Comments](#) to submit the comments to your FRO.

Step 4. View SM comments & enter comments (FRO)

- a. Click **MainMenu > ManagerSelfService > PerformanceManagement > Performance Documents > Current Documents**
- b. In the **Where I am FRO** tab, click [Performance Document](#) in the row that corresponds to the staff member and performance cycle you wish to review.

Current Performance Documents						
Listed are the current performance documents for which you are the First Reporting Officer.						
Performance Documents				Find <input type="text"/>	First	Last
Staff Member	FRO	SRO	Document Type	Begin Date	End Date	Status
Staff# Unep	Maria Eillen Lopez	Jayakumar Mannathan	Performance Document	01/04/2015	31/03/2016	Midpoint Review

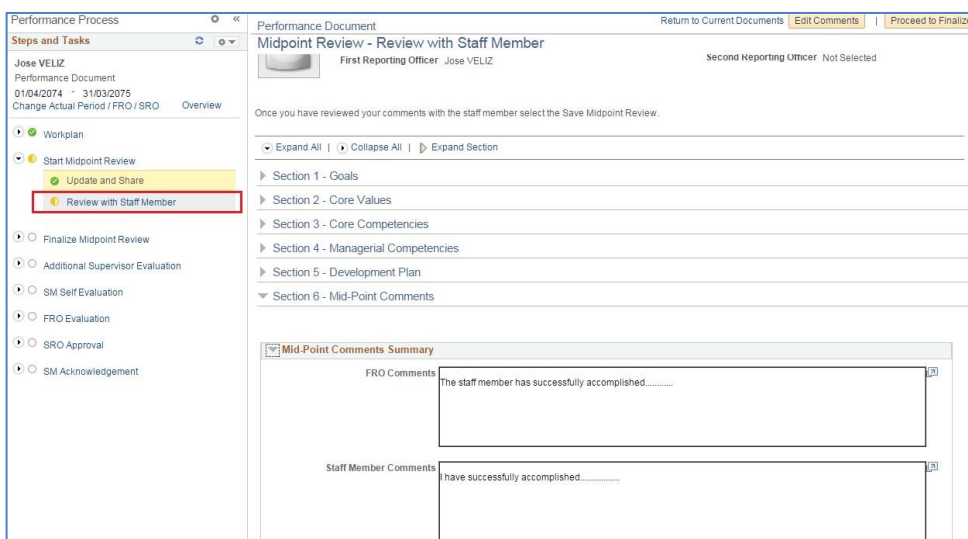
- c. Scroll down to **Section 6 – Mid-Point Comments** at the bottom of the page to review the staff member's comments and enter your comments in the FRO **Comments** box.
- d. When you are finished, click on **Submit Comments**



Step 5. Finalize mid-point review (FRO)

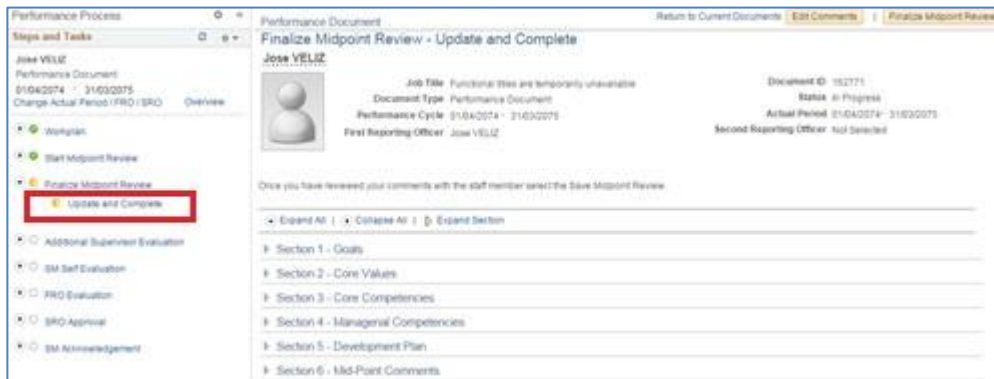
- a. In the **Steps and Tasks** column on the left-hand side of the page, click on the **'Review with Staff Member'** link, then click on **Proceed to Finalize** button.

b.



- c. Click on the **'Update and Complete'** link, then click on the button.

Finalize Midpoint Review




- d. The midpoint review has now been finalized.

Phase 3: End-of-cycle evaluation

Step 6. Self-evaluation (SM)

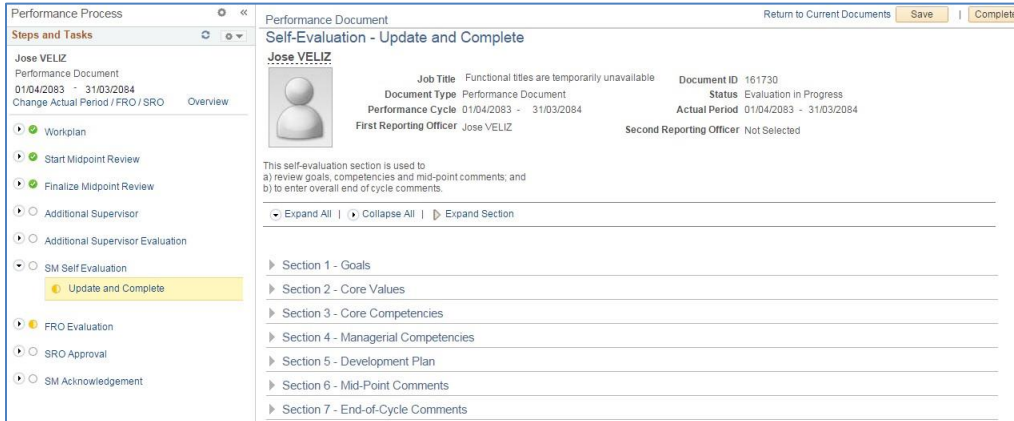
Navigate to: **Main Menu > Self Service > Performance Management > My Performance Documents > Current Documents**

- a. Click [Performance Document](#) in the row that corresponds to the performance dates you wish to review.

Current Performance Documents						
Performance Documents						Find 
Staff Member	FRO	SRO	Document Type	Begin Date	End Date	Status
Staff8 Unep	Maria Eillen Lopez	Jayakumar Mannathan	Performance Document	01/04/2015	31/03/2016	SM Self & FRO Evaluation

- b. Click on 'Expand All' to view all sections of the workplan.

- c. Enter your comments in sections 1-7 when applicable.
- d. When you are finished, click on **Save** and then **Complete**






Important Notes:

After you send the document to the FRO, s/he will do their evaluation steps and send to the SRO. Once the SRO does his/her steps, the document is sent to the staff member who has 14 days in which to review/acknowledge the document. If s/he does not do so, after 14 days the document is automatically closed and considered complete. If there are two SROs, the 14-day period begins after both SROs have clicked Confirm.

Step 7. Evaluation (FRO)

Navigate to: **Main Menu > Manager Self Service > Performance Management > My Performance Documents > Current Documents**

- a. Click [Performance Document](#) in the row that corresponds to the cycle you wish to review.

Current Performance Documents						
Performance Documents				Find 	First 	1-10 of 10 
Staff Member	FRO	SRO	Document Type	Begin Date	End Date	Status
Staff8 Unep	Maria Eillen Lopez	Jayakumar Mannathan	Performance Document	01/04/2015	31/03/2016	SM Self & FRO Evaluation

- b. Click on the **'Learning Completed'** link in the left-hand column and indicate (yes or no) whether the staff member completed his/her 5 days of learning.

Learning Completed Check

Learning is defined in **ST/SGB/2009/9**

Learning Check

5 days of Learning completed during Period? ☐ Yes ☒ No

- c. Click on 'Expand All' to view all sections of the workplan
- d. Enter your ratings and comments in **Sections 1-7** (where applicable)
- e. When you are finished, click .

Performance Process

Steps and Tasks

Jose VELIZ

Performance Document

01/04/2083 - 31/03/2084

Change Actual Period / FRO / SRO Overview

- Workplan
- Start Midpoint Review
- Finalize Midpoint Review
- Additional Supervisor Evaluation
- SM Self Evaluation
- FRO Evaluation
 - Learning Completed
 - Update and Submit
- SRO Approval
- SM Acknowledgement

Performance Document

FRO Evaluation - Update and Share

Jose VELIZ

Job Title: Functional titles are temporarily unavailable Document ID: 161730

Document Type: Performance Document Status: Evaluation in Progress

Performance Cycle: 01/04/2083 - 31/03/2084 Actual Period: 01/04/2083 - 31/03/2084

First Reporting Officer: Jose VELIZ Second Reporting Officer: Not Selected

Enter comments for each individual Sections.

- Section 1 - Goals
- Section 2 - Core Values
- Section 3 - Core Competencies
- Section 4 - Managerial Competencies
- Section 5 - Development Plan
- Section 6 - Mid-Point Comments
- Section 7 - End-of-Cycle Comments

- f. Click Update and Submit to return to FRO Evaluation page then click on

Steps and Tasks

Staff Member UAT 1

Performance Document

01/04/2060 - 31/03/2061


Change Actual Period / FRO / SRO Overview

- Workplan
- Midpoint Review
- Additional Supervisor Evaluation
- SM Self Evaluation
- FRO Evaluation
 - Learning Completed
 - Update and Submit

FRO Evaluation - Update and Share

Staff Member UAT 1

Actions



Document Type: Performance Document

Performance Cycle: 01/04/2060 - 31/03/2061

First Reporting Officer: FRO UAT 4

Additional Supervisor(s): FRO UAT 2 ; FRO UAT 3

Enter comments for each individual Sections.

- Section 1 - Goals
 - Expand
 - Collapse

Important Note:

If you have two SROs, the process is the same: click **Submit to SRO** and the document will be sent to both SROs at once.

Step 8. Approve evaluation (SRO)

- Navigate to > **Manager Self Service** > **Performance Management** > **Performance Documents** > **Current Documents**
- In the **Where I am SRO** tab, click [Performance Document](#) in the row that corresponds to the staff member and performance cycle you wish to review.

Where I am FRO

Where I am SRO

Listed below are the current performance documents for which you are the Second Reporting Officer.

Performance Documents							Find	First	1-4 of 4	Last
Staff Member	FRO	SRO	Document Type	Begin Date	End Date	Status				
Staff8 Unep	Maria Eillen Lopez	Jayakumar Mannathan	Performance Document	01/04/2015	31/03/2016	SRO Approval				

- Click on **Expand All** to view the ratings and comments of the FRO in sections 1-7
- Input your comments in Section 8 at the bottom of the page
- When you are finished, click **Approve** then **Confirm**

Important Notes:

1. If you want the FRO to make changes to the end-of-cycle evaluation, you need to roll-back the document to the FRO. See the **Roll-back Guide** for assistance.
2. If there are two SROs, the above process is the same. Each SRO needs to review the FRO evaluation, enter comments and then, click **Approve** then **Confirm**

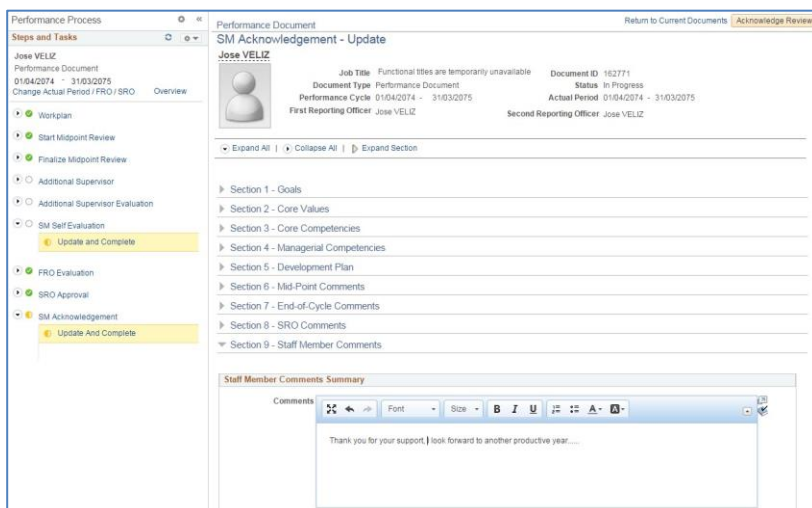
Step 9. Acknowledge evaluation (SM)

- a. Click **Main Menu > Self Service > Performance Management > My Performance Documents > Current Documents**
- b. Click **Performance Document** in the row that corresponds to the performance dates you wish to review.


Current Performance Documents

Performance Documents				Find 	First 	1-10 of 10 	Last 
Staff Member	FRO	SRO	Document Type	Begin Date	End Date	Status	
Staff8 Unep	Maria Eillen Lopez	Jayakumar Mannathan	Performance Document	01/04/2015	31/03/2016	SM acknowledgement	

- c. Review the FRO's evaluation and SRO's comments, then enter any additional overall comments you may have in Section 9 at the bottom of the page
- d. When you are finished, click **Acknowledge Review** then **Confirm** to acknowledge the evaluation.



Important Notes:

- a. From the **SM Acknowledgement** page you will be able to create a PDF version of your document and save it to your computer. To create a PDF click on  **Print** on the top right-hand section of your screen. **Remember to disable your browser's pop-up blocker.**
- b. Please note that staff members do not need to print their ePerformance documents and forward them to FROs, SROs. As of the 2018-19 cycle, the physical signature lines have been removed from printed documents to help streamline this performance management process.