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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.
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)


You will see the screen below:

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.
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.

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

j. Select the FRO's name and click OK.

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.
l. 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.

m. If you need to change the performance cycle dates, update the ‘Actual Period’ dates, then click on ‘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 **Add** button.

b. To add additional goals, repeat steps b.–d.

c. When you are finished adding your goals, click **Save**
Review Core Values

a. 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.

Add Core and Managerial Competencies

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

b. Select the core competencies most relevant for this performance cycle.
c. Click 

![Performance Document Add Core Competencies](image)

Return to the Workplan

**Add Your Development Plan**

- In **Section 4**, click on [Select/Add Managerial Competencies](image) 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.

- **Section 5**, click on [Add Development plan](image) 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.
e. When you have completed your work plan, click **Save**

f. Click **Notify FRO** 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 work plan 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 **Where I am FRO** tab, click Performance Document in the row that corresponds to the staff member and performance cycle you wish to review.
b. **In the Steps and Tasks column on the left-hand side of the page**, click **Review/Approve** under **Workplan**

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.
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>Performance Management>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.
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**.

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**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.

![Update and Complete link](image)

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.

![Performance Document](image)

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.
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.

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 Save.

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

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**Step 8. Approve evaluation (SRO)**

a. **Navigate to > Manager Self Service > Performance Management > Performance Documents > Current Documents**

b. In the [Where I am SRO] tab, click [PerformanceDocument] in the row that corresponds to the staff member and performance cycle you wish to review.

c. Click on [Expand All] to view the ratings and comments of the FRO in sections 1-7

d. Input your comments in Section 8 at the bottom of the page

e. 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)


b. Click Performance Document in the row that corresponds to the performance dates you wish to review.

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.