The Application Process

Overview
The United Nations posts job openings electronically on the United Nations Careers Portal (http://careers.un.org) and only accepts applications to job openings electronically via this process. When applying to a job opening, be sure to submit your application well before the deadline date stated in the job opening as Job openings posted on the Careers Portal are taken off at midnight (GMT-5) on the deadline date.

Once you apply to a job opening, your application will go through a pre-screening process. The process checks the information you entered in your application against the eligibility criteria established for that job opening. Applicants who pass the pre-screening process are eligible for further consideration.

You may search the compendium for available positions and/or create a Job Alert, which allows you the save specific criteria about the type of position you are looking for and receive a notification (via e-mail) when positions that match your criteria are posted.

Your application
The application will be used to evaluate your eligibility and suitability for the job opening. It is therefore suggested that you keep in mind the following points:

• Prepare the application in advance even when there is no immediate intention to apply for a job opening to ensure a precise and effective application.

• Highlight the salient points in your background in relation to the job opening of interest. The more time and thought allotted in putting the application together, the more precise and effective the application will be.

• DO NOT substitute your resume or CV for the application. It is not accepted and is considered neither a substitute nor a complementary document to a duly completed application.

• It is important to complete all information about your education and work experience accurately. This information will be used for system automated pre-screening and it serves as the basis for evaluating your eligibility and suitability for a job opening.

• When completing your work experience, list every position held and not only the most recent or what is required for the position. In cases where you worked with one employer but held several positions, you must indicate every position held separately. This is important for determining your eligibility and suitability.

• When completing your education details, ensure to include all institutions, listing clearly those academic credentials (degrees, certificates and diplomas) conferred.

• You can apply to a specific job opening only once. Therefore, please ensure that the information contained in your application is complete and correct.

• Modification to a submitted application is not possible.

• Applicants should apply from only one account.
The Application Process – At a Glance

External Applicants

*External Applicants* include those serving in the Organization on a Temporary Appointment, those serving on Secondment to the Organization, UN Volunteers (UNV), Associate Experts, consultants, individual contractors, military/police personnel and interns. Those serving in this capacity must register with a valid e-mail address and create a login account in order to apply to a job opening, refer to Chapter 1, paragraph 1.3 in the Manual for the Applicant.


Click on the *Login* link in the menu.

Staff Members

Staff members are not required to register since you have been pre-registered and provided with a login user name (your index number) and temporary password.


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Review your Home and Permanent Address

1. A serving staff member who has active data on file with OHRM or a local human resources (HR) office will have a pre-existing user profile.
2. A serving staff member is strongly encouraged to first review the accuracy of his/her postal address as pre-recorded in *inspira* before making any updates to My Profile.

*Inspira*: Log into *inspira* and select *Self Service>* Personal Information>* Home and Mailing Address*, then click *Edit*, as needed.

*Once registered and logged in, proceed to create your profile.*
The Application Process – At a Glance

Complete My Profile

The New Landing/Home Page in Inspira 9.2

The user interface (UI) in the Landing Page has been upgraded significantly. The revamped page theme has the following:

- User friendly icons right on the top for accessing key information,
- JO Search section takes you to the job search page on a single click,
- Pictorial presentation of UN infrastructure,
- Graphical display that shows your percentage Profile Completion,
- Video streaming of the UN Career information,
- Stay Connected section at the bottom that brings you several options to be socially updated,
- Quick Help Links section to provide support for all your queries,
- Application Guidelines section to help you with the Application Process

Each of these enhancements creates a more consistent experience for users across the page and makes it easier to work with all the elements on the page.
The Application Process – At a Glance

The New My Profile & Career Tools Page

The My Profile section of the application includes important personal information i.e. name, address, phone number and primary email address. It is this information that the United Nations will use to contact you during the application process. Any changes you make to your profile will automatically be reflected in all of your application(s). You can update the information in your profile at any time except for the following fields: First Name, Last Name and Date of Birth.

The ‘My Profile’ & the ‘Careers Tool’ Page have undergone several UI enhancements in Inspira 9.2. With its user-friendly design, this section will enable users in getting their tasks done much faster. Let’s take a peek at its features:

1. **My Profile** - New enhanced look for your Profile details with user friendly icons and a status bar showing profile percentage completion. The easy edit feature lets you edit your biographical information details, email address, phone number and address details quickly.
2. **My Roster Memberships** - Check out your roster memberships easily with this bar at the top.
3. **My Notifications** - Your notifications are just a click away with ‘my notifications’ bar at the top.
4. **My Favorite Jobs** - Mark your searched jobs as ‘Favorites’ and view them under ‘My Favorite Jobs’ bar at the top.
5. **My Applications** - The My Applications section displays your draft and submitted applications.
6. **Job Search** - You will experience a more user-friendly Job Search capability with powerful SES based search.
7. **My Saved Searches and Job Alerts** - Directs you to the Save Search page where you can name your job alert and displays a list of searches and job alerts you previously saved.

For **Staff Members**, some fields cannot be changed, e.g. Permanent Address. The information is taken directly from the personal information in your IMIS file. To change the information, refer to the “Review your Home and Mailing Address”. For **Non-Staff Members**, all fields can be changed with the exception of your User Name.
The Application Process – At a Glance

The New Job Search

Global Search on Main Menu

The Job Search in Inspira 9.2 allows you to submit a global search via the Global Search Bar, which can be found in the Portal header and is easily accessible to the user.

Search by Job Posting

Search by Related Actions

Search by Facets
Create a Job Alert

You can save the job search criteria as a Job Alert and have the matching results sent to your specified e-mail address. You can create up to five (5) Job Alerts. Please note that Job Alerts require revalidation every six (6) months.

Inspira: From the Inspira Home page, click on the Job Search Link.

Step 1 - Advanced Search
Click on the Job Search tab. The Advanced search appears by default.

Step 2 - Search Criteria
Enter the search criteria for which you want to create a job alert.

Step 3 - Save Search Criteria
Click on ‘Save Search Criteria’. It directs you to the Save Search page where you can name your job alert.

Step 4 - Name your search
Enter the name of your Job Alert, it should be easy to identify, it is suggested that you include the position title, level and location e.g. HR Officer/ P4/ NY.

Step 5 - Use as Job alert
By default, this box is checked, if you do not wish to receive job alerts for future positions similar to this one, deselect the field.

Step 6 - Send Job alert notification
Enter a valid email address where you want the Job Alerts to be sent.

Step 7 - Save Search
Click on ‘Save Search’, you will now be receiving job alerts that match the criteria entered.
The Application Process – At a Glance

Complete your Application

1. Create Draft Application

You can complete your application in advance, without having to apply to a job opening.

- Prepare the application in advance even when there is no immediate intention to apply for a job opening to ensure a precise and effective application.
- You can apply to a specific job opening only once. Therefore, please ensure that the information contained in your application is complete and correct.
- Modification to a submitted application is not possible.
- Applicants should apply from only one account.

Navigation – ‘Create Draft Application’

In Inspira 9.2, ‘Create Draft Application’ is not available on Careers Page. Click ‘My Applications’ icon on the Home page and press ‘Create Draft Application’ button.
The Application Process – At a Glance

Process – ‘Create Draft Application’

This page in Inspira 9.2 has a much softer color scheme; more pleasing to the eye. The pictorial representation of the Application progress is more user-friendly. The ‘Next’ & ‘Previous’ buttons provide easy navigation.

Sections of the Application

- The Application section has been divided into Steps in Inspira 9.2 as compared to the Tabs in Inspira 9.0.
- The tab format in Inspira 9.0 is replaced by the pictorial presentation of the application progress.

Following are the different sections of the Application in Inspira 9.2 -

Start - The confirmation message is shown. The user checks the ‘Confirm’ button and clicks ‘Next’ to move to the next step.

Application Source - The user can select a source to start the application process. It can be from
  - Choose Existing Application
  - Build New Application
  - Load from File
The Application Process – At a Glance

**Screening Questions** - This section is blank in ‘Create Draft Application’, but will be populated with questions that are relevant to the position when you apply to a position.

**Preferences** - Indicate your preferred field of work and preferred work location(s) in this section.

**Education & Work Experience** - Provide all details on your work history, educational institutions attended, and diplomas/degrees or equivalent academic qualifications obtained. Work Experience & Education details are entered on two separate pages.

**Skills** – Provide details on skills you possess that are relevant to the position you are seeking.

**Cover Letter** – This section should be completed once you have identified a position. It allows you to create a cover letter that is specific to the position you are applying for, relating your skills and experience to those noted in the job opening. In addition, you can attach additional information that is required by the job opening. ‘References’ & ‘Personal Information’ in Inspira 9.0 can be found under ‘Cover letter’ section in 9.2

**Review/Submit** - You can review your application and when you have identified a position. Proceed to complete your responses to the prescreening questions and you can submit your application.
Adding Academic Degrees - IAU/UNESCO List

Scenario 1 - Institutions listed in IAU/UNESCO

Step 1 - Adding Education Details
Click ‘Education’ in step 5 - ‘Education & Work experience’. Click on the “Add Education Details” button. The Add Education Details page will be opened.

Step 2 - Navigating “Add Education Details Page”
For the Add Education Details page, please ensure that the following required fields, indicated with an asterisk (*), are completed:

- Click on the dropdown “Type of Institution” and select “University/Tertiary”.
- Select country where attended
- For the question “Attended in the same country?” select “Yes”. If you did not study in the same country, please select “No” and proceed to complete “City where attended”.
- Type in the “City” where attended.
- Click on the “Name of Institution”, look-up to search and select your institution from the IAU/UNESCO list. If you cannot find your institution, please refer to “Scenario 2”.
- Select “Degree/Diploma.”
- Select “Main Course of Study”
- Select “Field of Study”
- Complete the remaining required fields, marked with an asterisk (*).
- Make certain to click “Save” after the completion of each section.
Adding Academic Degrees - IAU/UNESCO List

Scenario 1 - Institutions listed in IAU/UNESCO Advanced Look Up

**Advanced LookUp**

When searching for the Name of Institution, the Advanced Look Up option is recommended.

1. From the “Name of Institution” look up, click on the “Advanced Look Up” link.
2. From the “Long Description” drop-down menu, select the option “contains”
3. In the “Long Description” field, enter any word contained in the name of the institution.
4. Click the “Look Up” button.

The search result will include all institutions containing the indicated word.
The Application Process – At a Glance

Adding Academic Degrees - IAU/UNESCO List

Scenario 2 - Institutions not listed in IAU/UNESCO

If you do not find the name of your institution when clicking on “Name of Institution”, please complete the following steps:

- Type “Other Institution” in the “Name of Institution” field and hit Enter. The “Please enter name of institution” field will appear below.
- Manually complete the fields: “Please enter name of institution” and “City where attended”. The field “Institution Web Site” is optional.
- Proceed with the remaining steps as with Scenario 1.

NB - When selecting “Military Academy”, “Other” or “Seminary” in the “Type of institution” field, the procedure will be identical.

Scenario 3 - Application is in Draft and you wish to submit this application

When clicking the “Submit Application” button for your application, a message indicating incomplete information will appear.

- Go to the “Education & Work Experience”. A message with the details of the education entries to be reviewed will be displayed.
- On the same page, in the “Education Details” section, click on the education entry you wish to review and re-enter your education details using the dropdowns and lookups for the highlighted fields, e.g. “Country”, “Name of Institution” “Degree/Diploma.”
Consult the IAU/UNESCO List

*Inspira has an interface allowing you the opportunity to verify that your academic credentials were obtained from an institution recognized by the IAU/UNESCO World Higher Education Database.*

To consult the IAU/UNESCO list in Inspira, complete the following steps:

- On the inspira Home page, click Consult IAU/UNESCO list.
- Select the country from the dropdown menu.
- Click on the “Name of Institution” lookup to search and select your institution from the IAU/UNESCO list.
- From the “Degree/Diploma” dropdown menu, select the degree/diploma obtained.
- The level of the degree/diploma, as recognized by the UN, will be displayed.

*Information concerning institutions in former countries and territories.*

- Institutions previously in the former countries or territories are listed in their current country or territory.

*Questions and/or queries related to academic credentials.*

- For specific queries concerning academic credentials, please contact: academicsconsult@un.org.
2. Choose an existing Application

When applying to a job opening, you can use a previously created or submitted application.

Inspira: Log in to inspira and perform a job search.

**Step 1 - Apply Now**
Select the job opening you are interested in and click on Apply Now.

**Step 2 - Confirm**
Review the information and select Confirm.

**Step 3 - Choose an application**
Select Choose Existing Application

By default, the last created application appears.

**Step 4 - Select the Application**
Locate and select the application you wish to use

**Step 5 - Modify**
Review the application and modify the information according to the requirements of the job opening.

**Step 6 - Apply to the job opening**
Apply to the job opening; refer to the Applying to a Job Opening section for steps to perform.
Apply to a Job Opening

Log into inspira, locate and select the job opening of interest.

**Step 1 - Review and Apply**
Review the requirements of the position and if interested, click on **Apply Now**.

**Step 2 - Select Application**
Read the information provided on the Apply Now page, select Confirm, then select an existing application or create a new application and click on **Next**.

**Step 3 - Answer Screening Questions**
Click on the **Screening Questions** and answer the questions.

**Step 4 - Application**
Complete or modify the various sections of your application.

**Step 5 - Cover Letter**
Completed when applying to a position. Create a cover letter that is specific to the position you are applying for, relating your skills and experience to those noted in the job opening. Don’t forget to attach additional information required by the job opening, for example: staff members are required to attach their last two (2) ePASes.

**Step 6 - Review/Submit**
Click on the **Review/Submit**, review your application and then click on the **Submit Application** button. The certification page appears.

**Step 7 - Submit**
Read the information, indicate whether you agree with the terms and click on the **Submit Application** button. Your application will be submitted to the position. You will receive a notification acknowledging your submission and the application will appear in the “My Applications” section.