Inspira 9.2 e-Performance User Guide

This user guide provides step-by-step instructions for the e-Performance process in Inspira.

GETTING STARTED

LOGGING IN TO INSPIRA FOR THE FIRST TIME

a. Please select Google Chrome, Firefox, or Mozilla 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 work plan, conducting a midpoint review, and completing the end-of-cycle evaluation. The ten 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)


b. Click the Cycle Start Year and select the appropriate year

c. Click the Document Type and select Performance Document

d. Click Select FRO

e. In the Person Search box, enter the FRO’s name and click Search

f. Select the FRO’s name and click OK

g. Click Create Documents on the Create Performance Documents page
Adding the SRO and updating the actual period

a. Click on the ‘Change Actual Period/FRO/SRO’ link in the Steps and Tasks column

b. 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.

c. If the dates of your evaluation period differ from 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**

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 to view all details and review the core values that apply to all staff.

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 Update.

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 Update button.
Add Your Development Plan

a. In Section 5, click on the Add Development plan link.
b. In the Competency or Career Aspiration box, enter your development objective. In the Development Activity box, enter the activity to support the objective.
c. Click Add.
d. 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.

Note: This action will trigger an automatic email to the supervisor informing them that the workplan has been created and is pending their approval.
PHASE 1: WORKPLAN

**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.

![Image of Performance Document](image1.png)

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

![Image of Steps and Tasks](image2.png)

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

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
PHASE 2: MID-POINT REVIEW

4. View SM Comments & Enter Comments (FRO)

a. Click Main Menu > Manager Self Service > Performance Management > Performance Documents > Current Documents

b. In the 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
PHASE 2: MID-POINT REVIEW

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 the Proceed to Finalize button.

b. Click on the ‘Update and Complete’ link, then click on the button.

c. 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.

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 and then

![Image of Performance Document section with options to expand and complete]
PHASE 3: END-OF-CYCLE EVALUATION

Step 7. Evaluation (FRO)

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

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

c. 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.

d. Click on ‘Expand All’ to view all sections of the workplan

e. Enter your ratings and comments in Sections 1-7 (where applicable)

f. When you are finished, click Save and then Submit to SRO for approval.
PHASE 3: END-OF-CYCLE EVALUATION

8. Approve Evaluation (SRO)

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

b. In the tab, click Performance Document 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

Note: If you want the FRO to make changes to the end-of-cycle evaluation, click Return to FRO before approving it.
PHASE 3: END-OF-CYCLE EVALUATION

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

<table>
<thead>
<tr>
<th>Performance Documents</th>
<th>FRO</th>
<th>SRO</th>
<th>Document Type</th>
<th>Begin Date</th>
<th>End Date</th>
<th>Status</th>
</tr>
</thead>
<tbody>
<tr>
<td>Staff Member</td>
<td>Maria</td>
<td>Jayden</td>
<td>Performance Review</td>
<td>01/04/2015</td>
<td>31/03/2016</td>
<td>SM acknowledgement</td>
</tr>
</tbody>
</table>

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.

Note: The Print option will be available in the SM Acknowledgement page as soon as the performance document is marked as completed. Please remember to disable your browser’s pop-up blocker.