

Onboarding Process Improvement

This Job Aid provides candidates with a step-by-step guide on how to use the My Onboarding portal. Candidates who have received a selection notification following selection to a job opening in inspira will use this portal to confirm or decline their continued interest in the position. They will also update their personal profile and Personal History Profile (PHP) with changes that have occurred since submitting their application for the position, upload onboarding-related documents, and provide their anticipated reporting for duty date in the portal. My Onboarding further provides candidates with a personal dashboard view detailing the status of the various stages of their onboarding process. These stages are automatically updated as the onboarding process progresses.

Candidates selected outside of Inspira, e.g., selections for 3-month temporary appointments made without the issuance of a Temporary Job Opening in Inspira, currently do not have access to the My Onboarding portal.

This job aid explains how candidates may <u>access their onboarding cases</u> and what they need to do when:

- <u>Confirming continued interest in the position</u>
- Declining continued interest in the position
- The 7-day deadline for confirming continued interest was not met

It also shows how to check the <u>status of the onboarding case</u> after candidates have confirmed continued interest in the position.



Navigate to <u>https://inspira.un.org</u> and log in with Username and Password. Upon logging in, candidates will have access to the <u>My Onboarding portal.</u>





My Onboarding Portal



The My Onboarding portal is where candidates, upon selection for a job opening posted in inspira, can confirm continued interest in the position within the 7-day deadline or indicate that they are no longer available for the position.

Accessing the onboarding case

Click on the My Onboarding tile to view the job opening/s that candidates have been selected for. Choose either the tile view or tabular view to access the information.

Onhoarding		
My selected Job Openings		Click to view PHP
nfo System Off SIT-onboarding	Info System Off SIT-onboarding	DIRECTOR, INFORMATION SYSTE
evel P3	Level P3	Level D2
Job ID 127262	Job ID 127265	Job ID 127286
Selection Date 30/May/2020	Selection Date 03/Jun/2020	Selection Date 30/May/2020
Status 068 Selected	Status 068 Selected	Status 068 Selected
nterest Confirmation Deadline Expired	Interest Confirmation Submit decision	Interest Confirmation Deadline Expired
view Details	Submit decision	View Details





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Each tile under the My Selected Job Openings list will show the functional title, level, job ID and the selection date for the position. The Status will show as Selected and the Interest Confirmation indicator will read as Submit Decision.

Click on the printer icon to access the PHP submitted for the job opening. Click on Submit Decision to access the onboarding case and intiate the process.

The Before You Start tab will appear with a page that contains learning tools on how to use the My Onboarding portal. Watch the tutorial videos and read the My Onboarding job aid.

🛞 inspira	My Onboarding 🎓 🗗 🕑 Main Me
	Exit Next
ADM-DMSPC OHR-126649-J-I	EW YORK (G), Administrative Officer[DMSPC OHR], Temporary Job Opening, FS6: Selected
Before You Start Complete	Accessing the inspira Onboarding pages
	Welcome to My Onboarding, the portal assisting candidates selected for a position with the United Nations navigate their onboarding process!
	Candidates who have received a selection notification will use this platform to confirm their continued interest in the position, update their personal profile an PhP with recent changes, upload required documents, among others.
	My Onboarding also provides candidates with a personal dashboard view detailing the status of the various stages of their onboarding process. These stage are automatically updated as the onboarding process progresses.
	The following video provides detailed instructions on how to use My Onboarding .: Step-by-step instructions are also available in the My Onboarding job aid.
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	► 0:00 / 2:46 •) 12 ÷

Upon accessing the onboarding case, candidates may proceed with taking action based on one of the following scenarios:

- <u>Confirming continued interest in the position</u>
- Declining continued interest in the position
- <u>7-day deadline for confirming continued interest was not met</u>





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Confirming continued interest in the position

At the start of the confirmation process, the Confirmation of Continued Interest tab and the Initiate Confirmation of Interest sub-tab statuses show as Not Started. The page defaults to "Yes, I confirm continued interest and availability for the position."

inspira	My Onboarding	🗗 🕖 Main Men
0-IST-OHCHR-127268-R-BANGKOK (X)	Info System Off SIT-onboardine, P3, 088: Selected	Esit C Previou
Before You Start © Complete	Initiate confirmation of interest	Save
Confirmation of Continued Interest O Not Stanted	In reference to your selection to the position of Info System Off SIT-onboarding, please indicate below by 25 June 2020 your continued interest in and availability for this position. Please note that after this date you will no longer be able to submit your response online and you may no longer be considered for this position. Upon confirmation of your continue provide updates to your personal profile, your PHP and to uplead copies of your national passportinational ID and, if applicable, permanent residence so that an offer can be prepare	d interest and availat red using the most up
* Initiate confirmation of interest O Not Started	An HR partner assigned to support you with the remaining orboarding procedures as well as to address any specific queries you may have will contact you shortly following your co Yes I confirm my continued interest in and availability for this position.	unfirmation of continu

Click on Save to initiate the process of confirming continued interest in and availability for the position. Upon saving, the Confirmation of Continued Interest tab status changes to In Progress and the Initiate Confirmation of Interest sub-tab will show as Complete.

New sub-tabs will appear to allow updating of candidate details and to finalize the confirmation of interest.

🚱 inspira	My Onboarding 🗌 🛊 🕑 Main Ment
	Exit Previous Next >
ADM-DMSPC OHR-126649-J-NEW	YORK (G), Administrative Officer[DMSPC OHR], Temporary Job Opening, FS6: Selected
Before You Start Complete	Initiate confirmation of interest Save
Confirmation of Continued Interest Complete	In reference to your selection to the position of Administrative Officer[DMSPC OHR], Temporary Job Opening, please indicate below by 26 June 2020 your continued interest in and availability for this position. Please note that after this date you will no longer be able to submit your response online and you may no longer be considered for this position. Upon continuation of your continued interest and availability for this position, you will be asked to provide updates to your personal profile, your PHP and to upload copies of your national passportinational ID and, if applicable, permanent residence so that an offer can be prepared up to the determination.
 Initiate confirmation of interest Complete 	An HR pather asigned to support you with the remaining onboarding procedures as well as to address any specific queries you may have will contact you shortly following your confirmation of continued interest and availability.
Update Personal Details O Not Starled	Yes 1 confirm my continued interest in and availability for this position.
Update Family Details O Not Starled	
Update Nationality Details O Not Started	
Upload Attachments O Not Started	
Update My PHP O Not Started	
 Finalize confirmation of interest Not Started 	Accessibility

Always remember to click on Save after updating any of the fields in any of the tabs. Click on Next to move through the sub-tabs or click on each sub-tab to access it directly.

The status indicators in the My Onboarding portal tabs will change as actions are taken and completed, for example, Not Started, In Progress or Complete.







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<u>Sub-tab: Update Personal Details</u> - Review personal details and update information, including email address, telephone numbers, and address details, as required.

<u>Sub-tab: Update Family Details</u> - Review family details and update information on marital status, dependent information and emergency contact, as required.

<u>Sub-tab: Update Nationality Details</u> - Update nationality in case a new nationality should be added or update permanent residency status. Answer all the relevant questions, as applicable.

<u>Sub-tab: Upload Attachments</u> - At a minimum, candidates should upload a copy of their national passport, permanent residency permit, as applicable, or national ID. For locally recruited staff members, in the absence of a passport, a birth certificate and national ID should be uploaded.

- Type the File Type and Description prior to uploading national passports and other documents.
- Click on Add Attachment, browse files and select the documents to be uploaded.
- Click on View to ensure that the correct attachments have been uploaded.
- The file size should not exceed 10MB and the following file types are supported: doc, .docx, .gif, .jpeg, .jpg, .odt, .pdf, .png, .rtf, or .txt.

inspira		My Onboarding	
20-IST-OHCHR-127265-R-BANGKOK (X),	Info System Off SIT-onboarding, P3, 068: Selected		
Confirmation of Continued Interest In Progress	Please ensure that the file size does not exceed 10MB. The following file types an File Type Description	Passport	.jpg , .odt , .pdf , .png , .rtf , .bxt
Initiate confirmation of interest Complete	Add Attachment		
Update Personal Details Complete	No Attachment found		
Update Family Details Complete			
Update Nationality Details Complete			
Upload Attachments Complete			
Update My PHP O Not Started			





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<u>Sub-tab: Update My PHP -</u> The Update My PHP page defaults to "No, I do not want to update my PHP." If changes to the PHP have occurred since the date of application for the position, for example additional education or work experience have been acquired, click on the toggle button to change it from "No" to "Yes, I want to update my PHP."

	My Onboarding
-IST-OHCHR-127265-R-BANGKOK (X),	Info System Off SIT-onboarding, P3, 088: Selected
Before You Start © Complete	Update My PHP
Confirmation of Continued Interest In Progress	Please review the Personal History Profile (PHP) you submitted when applying for this job opening. Should there be any changes that have occurred since the date you applied, for example additional acquired, please click yes to update your PHP.
Initiate confirmation of interest Complete	Info System Off SIT-onboarding Job Opening ID 127265
Update Personal Details Complete	Level P3 Submitted Date 03:06/2020 11:56PM
Update Family Details Complete	No I do not want to update my PHP View Original PHP
Update Nationality Details © Complete	
Upload Attachments Complete	
Update My PHP O Not Started	
 Finalize confirmation of interest O Not Started 	

Job Opening ID 127265 Level P3 Submitted Date 03/06/2020 11:56PM Yes I want to update my PHP		Info System Off SIT-onboarding
Level P3 Submitted Date 03/06/2020 11:56PM Yes I want to update my PHP	Job Opening ID	127265
Submitted Date 03/06/2020 11:56PM Yes I want to update my PHP Key Osisinal DHD Key Osisinal DHD Key Osisinal DHD	Level	P3
Yes I want to update my PHP	Submitted Date	03/06/2020 11:56PM
	Yes I	want to update my PHP

M Update the PHP only with additional credentials gained **<u>after</u>** applying for the position.





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Clicking on the Update PHP button will direct candidates to the PHP that they used to apply for the position. Update the PHP with any additional credentials gained <u>after</u> applying for the position by clicking on the relevant PHP section and entering the new information. Once updates have been completed, click on Save. Click on Exit to return to the My Onboarding portal.

) inspira				Edu	cation	
Let's start Screening and fitness questions	Education	Work Experience	Languages	Skills & Training	Cover Letter	Review/Submit
ducation - Step 4 of 9		⊳		Ext	t Save	Previous Next
You are applying for						
Job openings at the United Nations stipulate ed bachelor's degree, or equivalent) or advanced u have and attach a copy of each completed diplo	ucation requirer niversity degree ma and degree	ments which are equiva e (i.e. master's and doc in the "Cover letter & A	llent to a high sch torate degree or e ttachments" page	ool diploma, first-level quivalent). Please list t	university degree the academic qual	e (i.e. lifications you
A						A

	Info System Off SIT-onboa	rding	
Job Opening ID	127265		
Level	P3		
Submitted Date	03/06/2020 11:56PM		
Yes I w	ant to update my PHP		
	View Original PHP	Update PHP	View updated PHP
			Ð

Review changes made by clicking on View Updated PHP.





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<u>Sub-tab: Finalize Confirmation of interest</u> - The Finalize Confirmation of Interest sub-tab is where candidates complete their confirmation of interest. Click on Submit.

	Exit C Pro
ST-OHCHR-127265-R-BANGKOK (X).	Info System Off SIT-onboarding, P3, 068: Selected
Before You Start Complete	Finalize confirmation of interest
Confirmation of Continued	In reference to your selection to the position of Info System Off SIT-onboarding, please indicate below by 28 June 2020 your continued interest in and availability for this position.
nterest In Progress	Please note that after this date you will no longer be able to submit you response online and you may no longer be considered to this position. Upon confirmation of your continued interestand availability for this position, you will be asked to provide updates to your personal prefile, your PPPP and prefile
Initiate confirmation of interest Complete	An HR parter assigned to support you with the remaining onboarding procedures as well as to address any specific queries you may have will contact you shortly following your confirmation of continued interest and availability
Update Personal Details Complete	Yes I confirm my continued interest in and availability for this position.
Update Family Details © Complete	
Update Nationality Details © Complete	4
Upload Attachments © Complete	
Update My PHP © Complete	
Finalize confirmation of Interest E In Progress	
-09	

A non-un window	
	Confirmation of Interest
will appear noting	You have indicated your continued interest and availability for the position of Info System Off SIT-onboarding, Job Opening 127265.
that by clicking on	Please also provide the earliest date you anticipate being able to report for duty in the "Reporting for Duty" tab on the left side of the screen.
OK, candidates	1 the coming days, the HR partner assigned to support you with the remaining onboarding procedures as well as to address any specific queries will contact you
confirm continued	Click OK to confirm or CANCEL to quit.
interest in the	OK Cancel
position. It also	Uniter Canter
requests candidates	

to indicate in the REPORTING FOR DUTY tab their anticipated earliest reporting date. Click on OK to submit the confirmation of interest.

<u>**Reporting for Duty Tab**</u> - Click on the REPORTING FOR DUTY tab at the bottom of the panel and enter the anticipated earliest reporting date. Add any additional clarifications, such as the notice period with current employer in the comment box.

Click on Save. Click on Exit to return to the My Selected Job Openings main page.





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This information is only for planning purposes; it does not guarantee the candidates' start date since their actual appointment is subject to the completion of other recruitment formalities, including but not limited to medical clearance, reference verification and visa/work permit.

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Human Resources Gateway		my Onboard	Jun	е		1	2020		~					
			S	м	т	w	т	F	s	Exit C Previo				
				1	2	3	4	5	6					
IS I-UNCHR-12/200-R-BANGROR	A), Into System Off SI I-onboarding, P3, 066: Selected		7	8	9	10	11	12	13					
Before You Start Complete	Reporting for Duty		14	15	16	17	18	19	20	- Bave				
	For planning purposes, please provide the earliest d	ate you anticinate being able to report for duty at the Oroz	21	22	23	24	25	26	27					
Confirmation of Continued Interest Complete	This date is only indicative of your availability and do	es not guarantee your start date, as your appointment is	28	29	30					-recruitment formalities including but not I				
	venication and visa work permit.		۲	٦.	Cu	ment [Date		6					
Offer Documents In Progress		Report for Duty Date												
Medical Clearance		Additional Information		Т										
) Not Started		254 characters rem	aining											
Reference Checks	Please note your starting date has been determined	as: To be Determined												
Visa D Not Started														
Travel O Not Started														
Offer Confirmation														
Reporting for Duty In Progress														





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Checking the status of the onboarding case

Upon finalization of the confirmation of interest, the Status of the candidates' onboarding will now show as Selected and the Interest Confirmation indicator will read as Confirmed Interest.



To view and track the status of the specific stages of onboarding, click on VIEW DETAILS.

The left panel will show the different onboarding steps – Offer Documents, Medical clearance, Reference Checks, Visa, Travel and Offer Confirmation, and the status of each step. The status of each step is automatically updated as it is processed and completed.

Inspira	My Onboarding
U-IS I-UGC-12/191-R-HERAT (R), INFOR Before You Start © Complete > Confirmation of Continued Interest O Not Started	Conter in Progress Offer under preparation Based on the information you provided when confirming your continued interest and
Offer Documents In Progress Medical Clearance O Not Started	notification when the offer is issued.
Reference Checks Not Started Visa O Not Started	
Travel Not Started Offer Confirmation Not Started	₽.





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Declining continued interest in the position

At the start of the confirmation process, the Confirmation of Continued Interest tab and the Initiate Confirmation of Interest sub-tab statuses show as "Not Started." The page defaults to Yes. If a candidate is no longer interested in the position, change the toggle button from "Yes" to "No, I am no longer available for this position."

My Onboarding
DRMATION SYSTEMS OFFICER, P3, 068: Selected
Initiate confirmation of interest
In reference to your selection to the position of INFORMATION SYSTEMS OFFICER , please indicate below by 26 June 202 Please note that after this date you will no longer be able to submit your response online and you may no longer be consider provide updates to your personal profile, your PHP and to upload copies of your national passport/national ID and, if applicat
An HR partner assigned to support you with the remaining onboarding procedures as well as to address any specific queries
Yes I confirm my continued interest in and availability for this position.

reference to your selection to the position of INFORMATION	SYSTEMS OFFICER, please indicate below by 26 June 2020 your continue	d interest in and availa
ease note that after this date you will no longer be able to sui	omit your response online and you may no longer be considered for this positi	ion. Upon confirmation
		and an an the state of the
ovide updates to your personal profile, your PHP and to uploa	ad copies of your national passport/national ID and, if applicable, permanent r	esidence so that an of
ovide updates to your personal profile, your PHP and to uplo. In HR partner assigned to support you with the remaining onbu	ad copies of your national passport/national ID and, if applicable, permanent r parding procedures as well as to address any specific queries you may have	will contact you shortly
ovide updates to your personal profile, your PHP and to uplo h HR partner assigned to support you with the remaining onb	ad copies of your national passport/national IU and, if applicable, permanent r parding procedures as well as to address any specific queries you may have t	will contact you shortly
ovide updates to your personal profile, your PHP and to uplo n HR partner assigned to support you with the remaining onb No I am no longer available for this position.	ad copies of your national passportmational IU and, it applicable, permanent ro banding procedures as well as to address any specific queries you may have	vill contact you shortly
ovide updates to your personal profile, your PHP and to uplo HR partner assigned to support you with the remaining onb No I am no longer available for this position.	ad copies of your national passportinational IU and, it applicable, permanent ro barding procedures as well as to address any specific queries you may have to	esidence so that an of

A drop-down list of reasons for unavailability opens. Select the reason for declining and click on Submit.

procedures	Selected for another position
procedures	Personal reasons
	Too much time has elapsed since the date of my application
	No longer available to work full-time
	No longer able to commit to working hours indicated in the job opening
	Shifted my career aspirations
	Other: please explain:
Reason	





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A pop-up window will appear asking candidates to confirm that they are no longer available for the position. Click OK to confirm.

	My Onboarding	🎓 📭 🕑 Main Mer
		Exit C Previou
ATION SYSTEMS OFFICER, P	, 068: Selected	
nitiate confirmation	of interest	Sub
reference to your selection to the	e position of INFORMATION SYSTEMS OFFICER, please indicate below by 26 June 2020 your continued interest in and availability	for this position.
lease note that after this date yo rovide updates to your personal	u will no longer be able to submit your response online and you may no longer be considered for this position. Upon confirmation of yo profile, your PHP and to upload copies of your national passport/national ID and, if applicable, permanent residence so that an offer ca	our continued interest and availability for this position, you will be asked to an be prepared using the most up to date information.
n HR partner assigned to support	t you with the remaining onboarding procedures as well as to address any specific queries you may have will contact you shortly follow	wing your confirmation of continued interest and availability.
No I am no longer a	Confirmation Of Interest	
	You have indicated that you are no longer available for the position of INFORMATION SYSTEMS OFFICER, Job Opening 127183.	
	By clicking 'OK' you are confirming that you will no longer be considered for this position.	
	Click OK to confirm or CANCEL to quit.	
	OK The Cancel	
	·	

Click on Exit to go back to the My Onboarding Page. The overall Status will read as Selection Declined and the Interest Confirmation indicator will show as No Longer Interested.

_evel	P3				6
Job ID	127183				
Selection	on Date	04/Jun	/2020		
Status	225 Sele	ection [Declined		
Interes	t Confirm	ation	No long	er interest	ed





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7-day deadline for confirming continued interest was not met

Level P3	8
Job ID 127265	
Selection Date 03/Jun/2020)
Status 068 Selected	
Interest Confirmation Dea	dline Expired
View Details	

Selected candidates have 7 days to submit their online confirmation of interest. If candidates miss this 7-day deadline within which they are required to submit a decision, the Interest Confirmation indicator in the JO will show as Deadline Expired.

At this point, the onboarding process for the candidates' selection to the job opening is closed. Any further action, if any, will depend on the outcome of discussions with their HR focal point and/or hiring manager.

When candidates click on View Details, a pop-up message will appear informing that they can no longer submit a response online since the deadline for confirming their interest in and availability

for the position has passed. For questions or concerns, candidates may reply to all in the notification sent to them in this regard.

Click on OK to exit the message.

You can no longer submit a response online, since the deadline for confirming your continued interest in and availability for the position has passed. Please refer to the separate email notification you received in this regard and in case of questions or concerns, reply to everyone included in that notification.
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