



## MY ONBOARDING PORTAL

### Onboarding Process Improvement

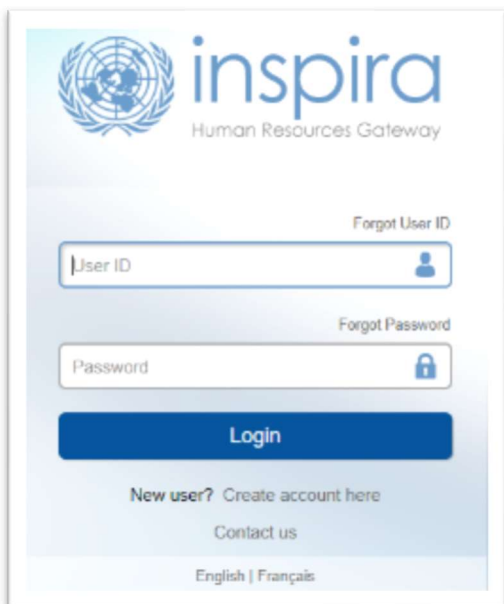
This Job Aid provides candidates with a step-by-step guide on how to use the My Onboarding portal. Candidates who have received a selection notification following selection to a job opening in Inspira will use this portal to confirm or decline their continued interest in the position. They will also 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 [access their onboarding cases](#) and what they need to do when:

- [Confirming continued interest in the position](#)
- [Declining continued interest in the position](#)
- [The 7-day deadline for confirming continued interest was not met](#)

It also shows how to check the [status of the onboarding case](#) after candidates have confirmed continued interest in the position.



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



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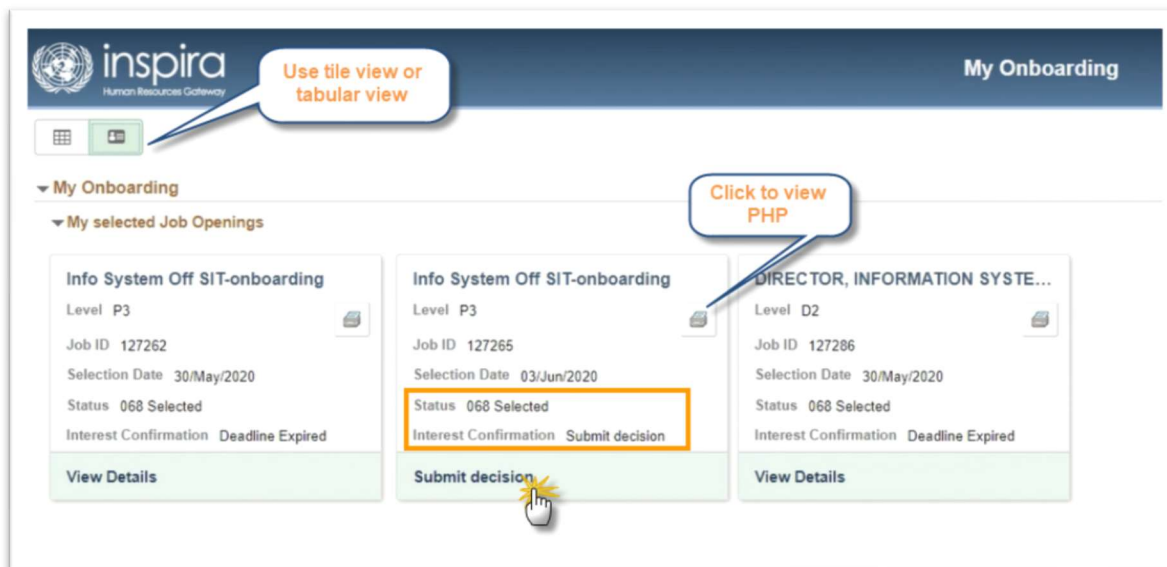
### My Onboarding Portal



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.





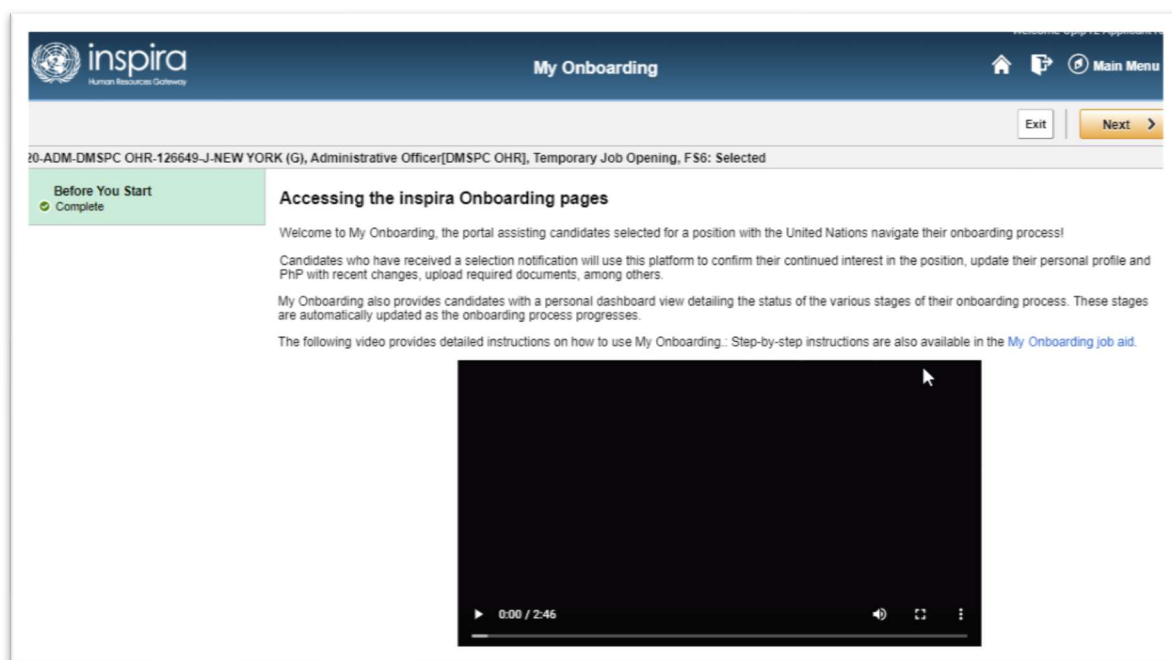
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Each tile under the My Selected Job Openings list will show the functional title, level, job ID and the selection date for the position. The Status will show as Selected and the Interest Confirmation indicator will read as Submit Decision.

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



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

- [Confirming continued interest in the position](#)
- [Declining continued interest in the position](#)
- [7-day deadline for confirming continued interest was not met](#)



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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.”

The screenshot shows the 'My Onboarding' page for a candidate. The left sidebar lists several tabs: 'Before You Start' (Complete), 'Confirmation of Continued Interest' (Not Started), and 'Initiate confirmation of interest' (Not Started). The main content area is titled 'Initiate confirmation of interest' and contains instructions and a 'Save' button. Below the instructions, there is a radio button for 'Yes' which is selected, with the text 'I confirm my continued interest in and availability for this position.'

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.

The screenshot shows the 'My Onboarding' page after the candidate has saved their confirmation. The 'Confirmation of Continued Interest' tab is now marked as 'Complete' and the 'Initiate confirmation of interest' sub-tab is also marked as 'Complete'. The sidebar now includes several new sub-tabs: 'Update Personal Details', 'Update Family Details', 'Update Nationality Details', 'Upload Attachments', and 'Update My PHP', all of which are currently 'Not Started'. The 'Finalize confirmation of interest' sub-tab remains 'Not Started'. The 'Save' button is still present in the top right corner.

⚠ 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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**Sub-tab: Update Personal Details** - Review personal details and update information, including email address, telephone numbers, and address details, as required.

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

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

**Sub-tab: Upload Attachments** - 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.

The screenshot shows the 'My Onboarding' interface in the Inspira system. The user is logged in as '10-IST-OHCHR-127265-R-BANGKOK (X), Info System Off SIT-onboarding, P3, 068: Selected'. The main content area is titled 'Upload Attachments' and shows a list of tasks on the left sidebar. The 'Upload Attachments' task is marked as 'Complete'. The main content area displays a message: 'Please ensure that the file size does not exceed 10MB. The following file types are supported: doc, .docx, .gif, .jpeg, .jpg, .odt, .pdf, .png, .rtf, .txt'. Below this message, there is a form with 'File Type' set to 'Passport' and 'Description' set to 'Passport'. An 'Add Attachment' button is highlighted with a red box. Below the button, it says 'Attachment' and 'No Attachment found'.



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**Sub-tab: Update My PHP** – 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.”

**inspira**  
Human Resources Gateway

My Onboarding

0-IST-OHCHR-127265-R-BANGKOK (X), Info System Off SIT-onboarding, P3, 068: Selected

**Before You Start**  
 Complete

**Confirmation of Continued Interest**  
 In Progress

**\* Initiate confirmation of interest**  
 Complete

**Update Personal Details**  
 Complete

**Update Family Details**  
 Complete

**Update Nationality Details**  
 Complete

**Upload Attachments**  
 Complete

**Update My PHP**  
 Not Started

**\* Finalize confirmation of interest**  
 Not Started

**Update My PHP**

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 education or work experience have been acquired, please click yes to update your PHP.

Info System Off SIT-onboarding  
 Job Opening ID 127265  
 Level P3  
 Submitted Date 03/06/2020 11:56PM

No I do not want to update my PHP

Info System Off SIT-onboarding

Job Opening ID 127265  
 Level P3  
 Submitted Date 03/06/2020 11:56PM

Yes I want to update my PHP

**⚠ Update the PHP only with additional credentials gained after applying for the position.**

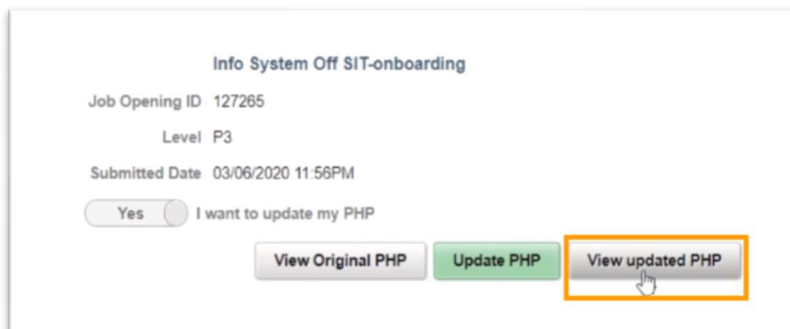
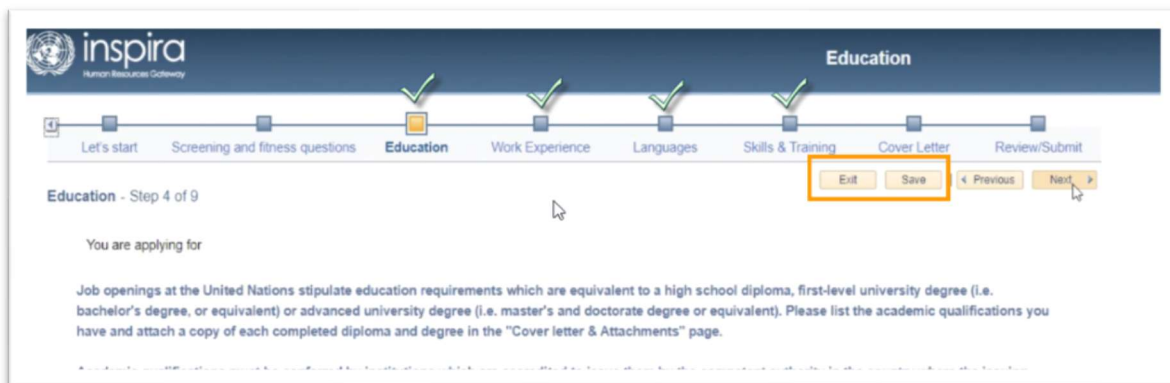




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Clicking on the Update PHP button will direct candidates to the PHP that they used to apply for the position. Update the PHP with any additional credentials gained after applying for the position by clicking on the relevant PHP section and entering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



Review changes made by clicking on View Updated PHP.



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

A pop-up window will appear noting that by clicking on OK, candidates confirm continued interest in the position. It also requests candidates to indicate in the REPORTING FOR DUTY tab their anticipated earliest reporting date. Click on OK to submit the confirmation of interest.

**Reporting for Duty Tab** - 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.

The screenshot displays the 'My Onboarding' interface in the Inspira system. The left sidebar shows a list of onboarding steps: 'Before You Start' (Complete), 'Confirmation of Continued Interest' (Complete), 'Offer Documents' (In Progress), 'Medical Clearance' (Not Started), 'Reference Checks' (Not Started), 'Visa' (Not Started), 'Travel' (Not Started), 'Offer Confirmation' (Not Started), and 'Reporting for Duty' (In Progress). The 'Reporting for Duty' section is highlighted in the sidebar and contains the following text: 'For planning purposes, please provide the earliest date you anticipate being able to report for duty at the Orga... This date is only indicative of your availability and does not guarantee your start date, as your appointment is s... verification and visa/work permit.' Below this text are two input fields: 'Report for Duty Date' with a calendar icon and 'Additional Information' with a character count of '254 characters remaining'. A calendar pop-up window is open, showing the month of June 2020, with the 19th highlighted. The 'Exit' button in the calendar is highlighted with a yellow box. The 'Save' button in the main form is also highlighted with a yellow box. The 'Current Date' field is visible at the bottom of the calendar pop-up.



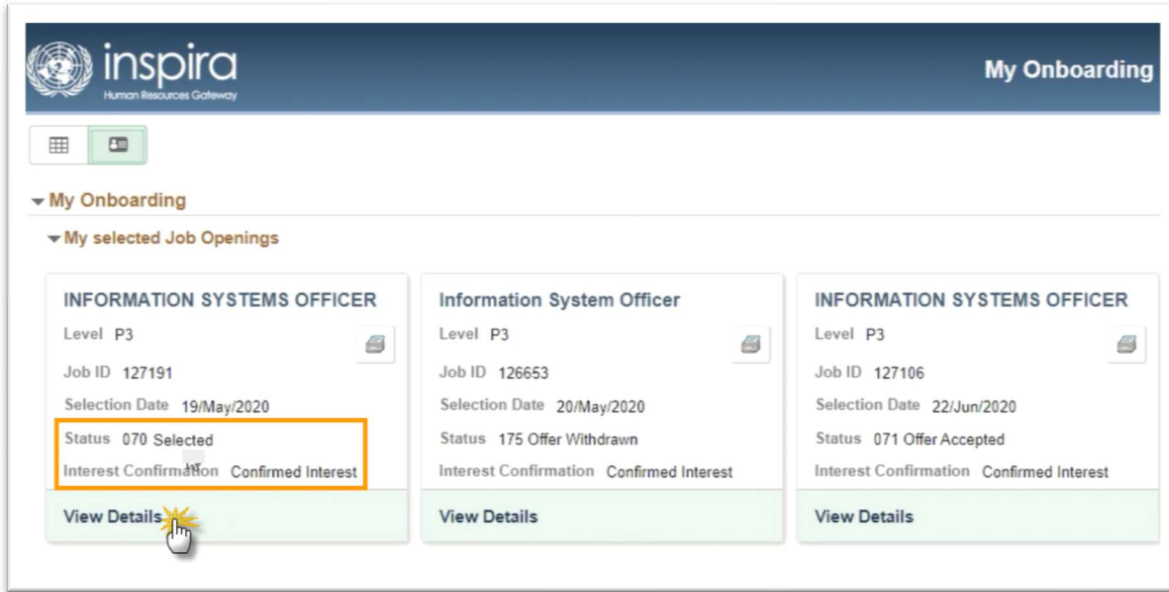


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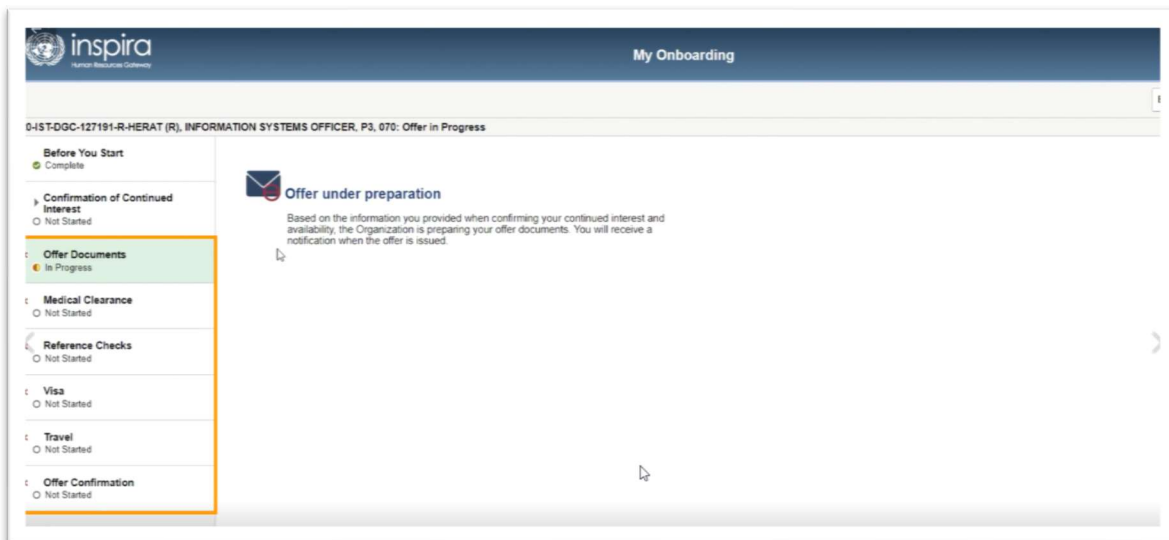
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### Checking the status of the onboarding case

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.





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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.”

The screenshot shows the 'My Onboarding' page for a selected candidate. The 'Initiate confirmation of interest' section is highlighted with an orange border. It contains a 'Yes' toggle button and the text: 'I confirm my continued interest in and availability for this position.'

This screenshot shows the 'Initiate confirmation of interest' form with the 'No' toggle selected. Below the toggle is a text box: 'I am no longer available for this position.' To the right is a 'Reason' dropdown menu.

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

The dropdown menu lists the following reasons: 'Selected for another position', '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', and 'Other, please explain:'. The 'Reason' label is visible on the left side of the menu.

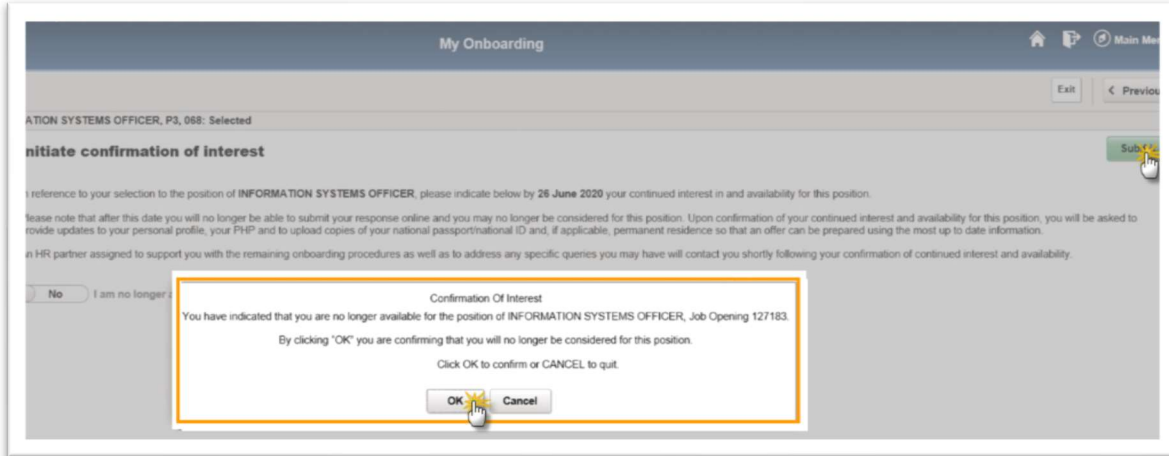




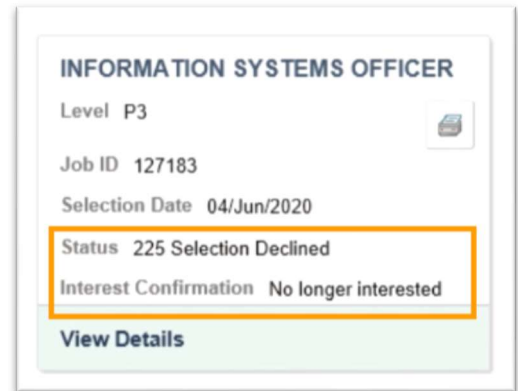
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A pop-up window will appear asking candidates to confirm that they are no longer available for the position. Click OK to confirm.



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.

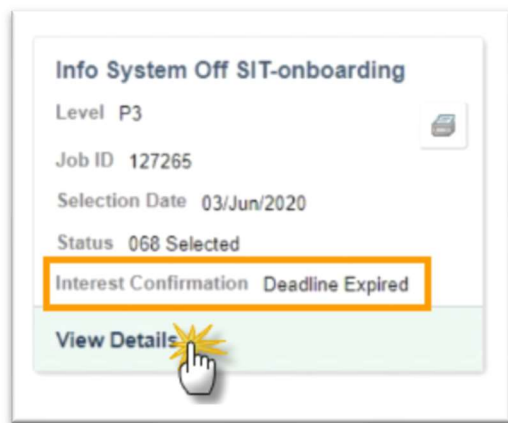




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#### 7-day deadline for confirming continued interest was not met



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.

