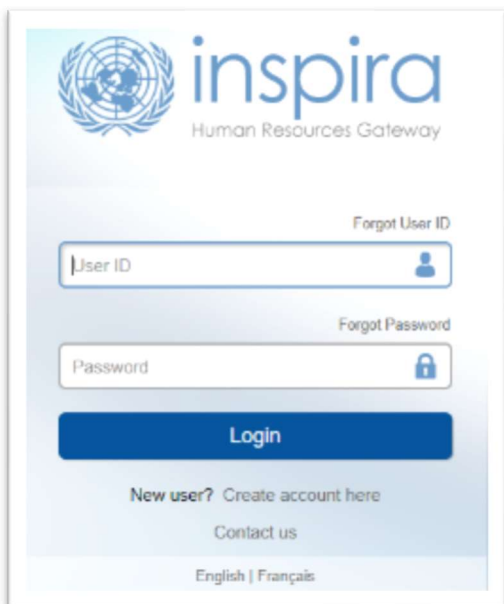# MY ONBOARDING PORTAL

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.**

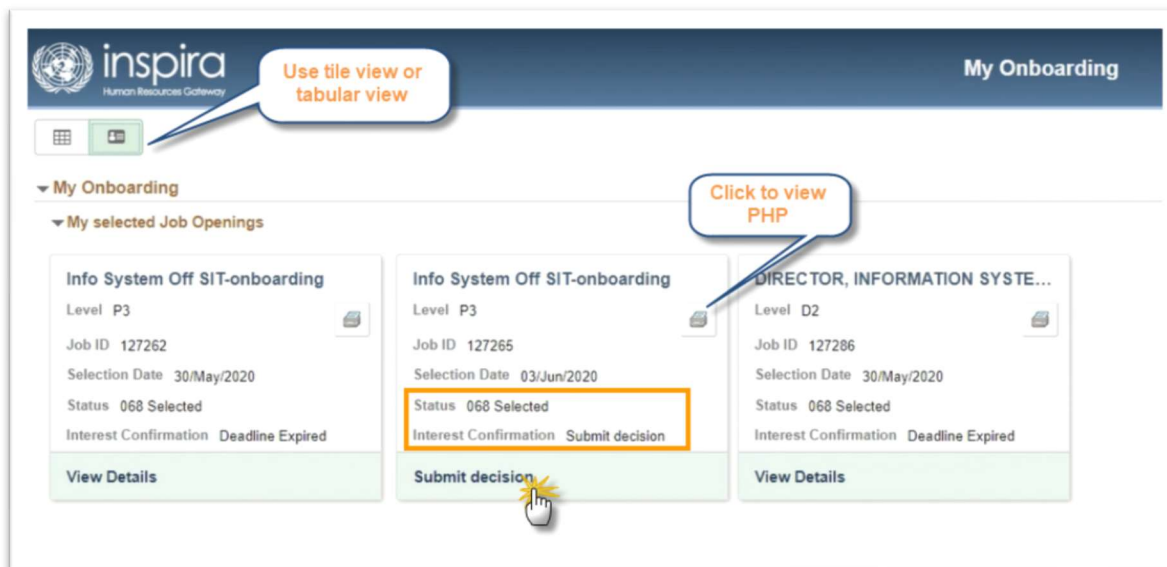# MY ONBOARDING PORTAL

Onboarding Process Improvement

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.

MY ONBOARDING PORTAL

Onboarding Process Improvement

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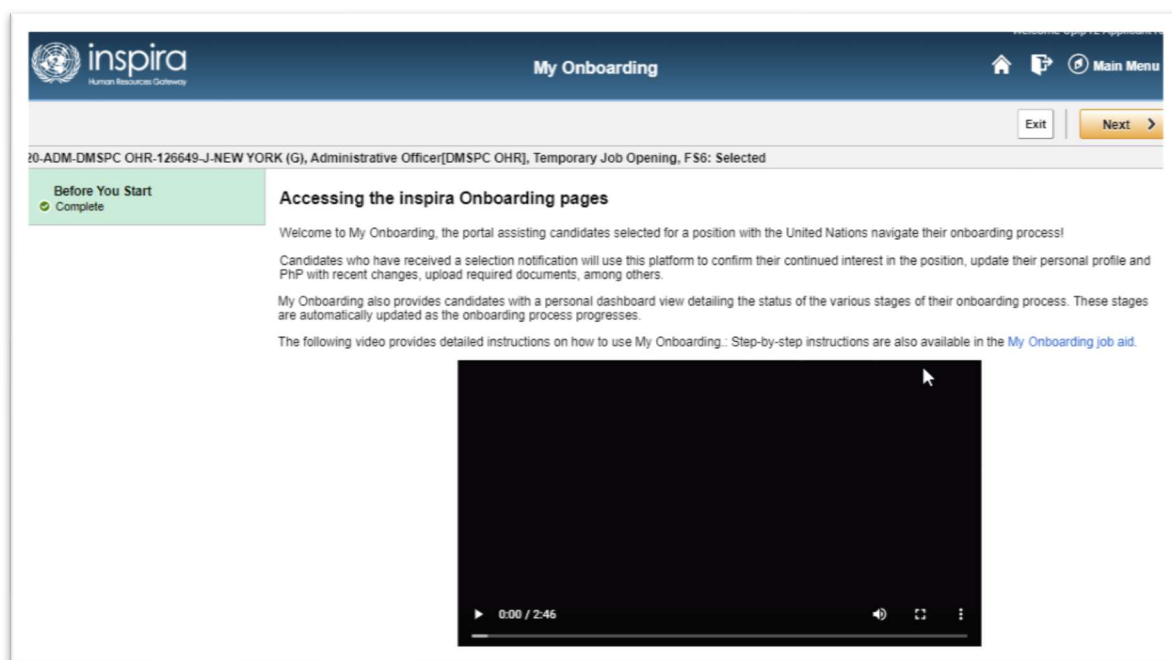
Upon accessing the onboarding case, candidates may proceed with taking action based on one of the following scenarios:

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

MY ONBOARDING PORTAL

Onboarding Process Improvement

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."

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.

⚠ 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.

MY ONBOARDING PORTAL

Onboarding Process Improvement

<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.

MY ONBOARDING PORTAL

Onboarding Process Improvement

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."

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

MY ONBOARDING PORTAL

Onboarding Process Improvement

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.
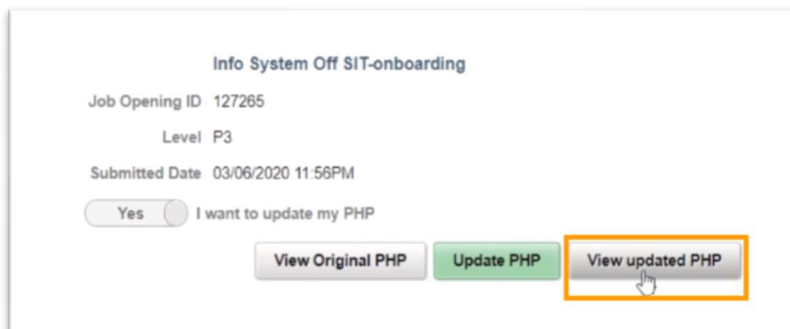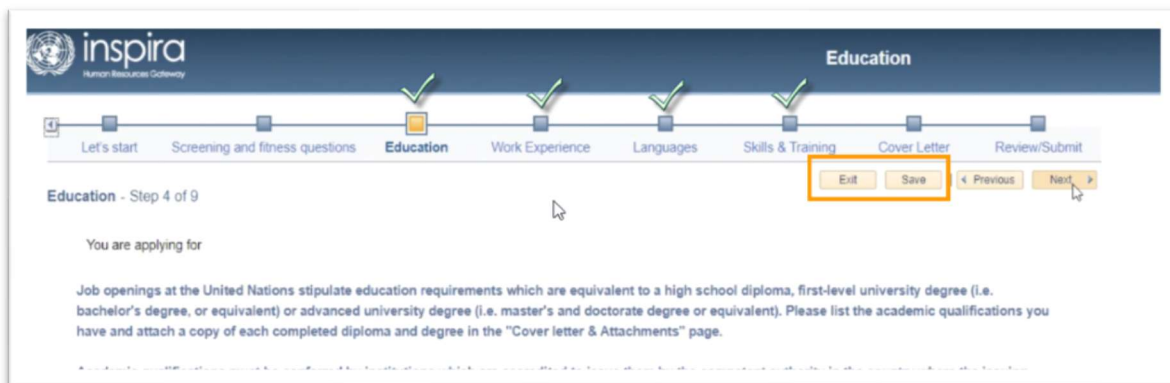
Review changes made by clicking on View Updated PHP.

MY ONBOARDING PORTAL

Onboarding Process Improvement

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.

MY ONBOARDING PORTAL

Onboarding Process Improvement

⚠️ 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.
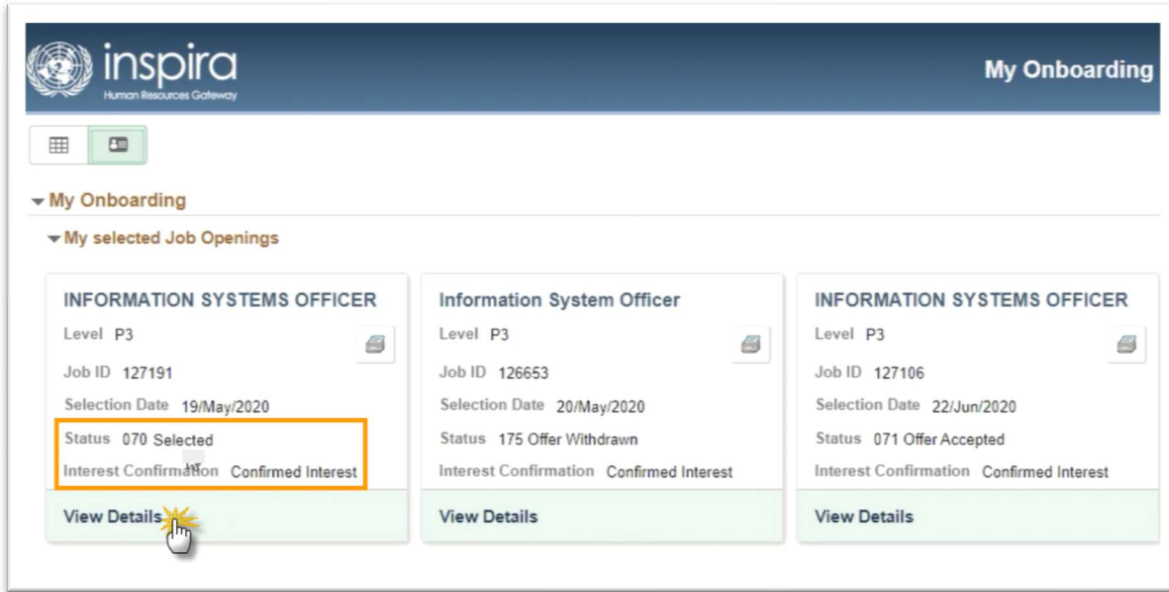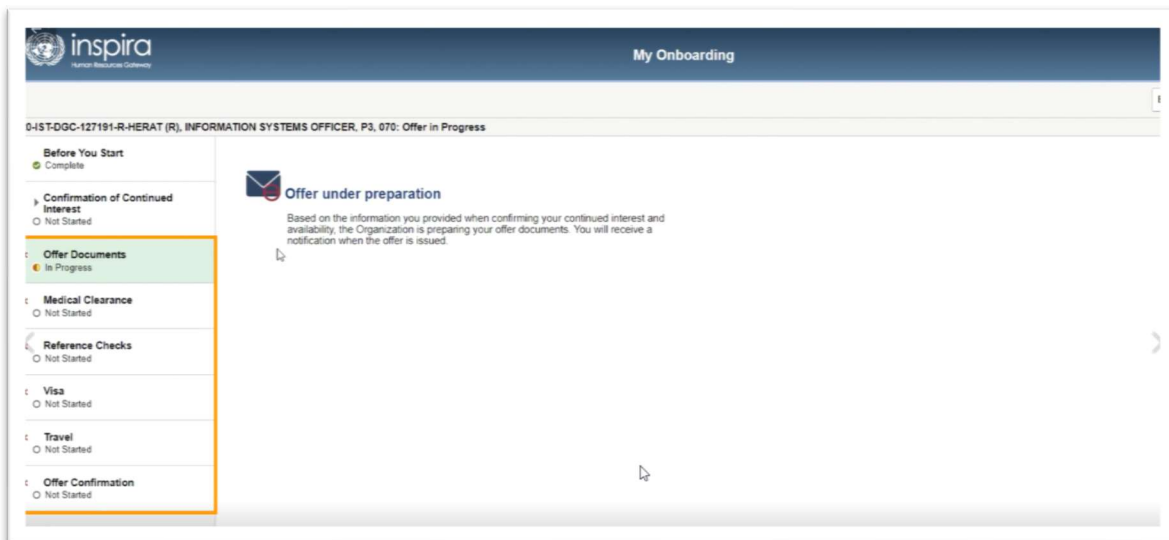
MY ONBOARDING PORTAL

Onboarding Process Improvement

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.

MY ONBOARDING PORTAL

Onboarding Process Improvement

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."

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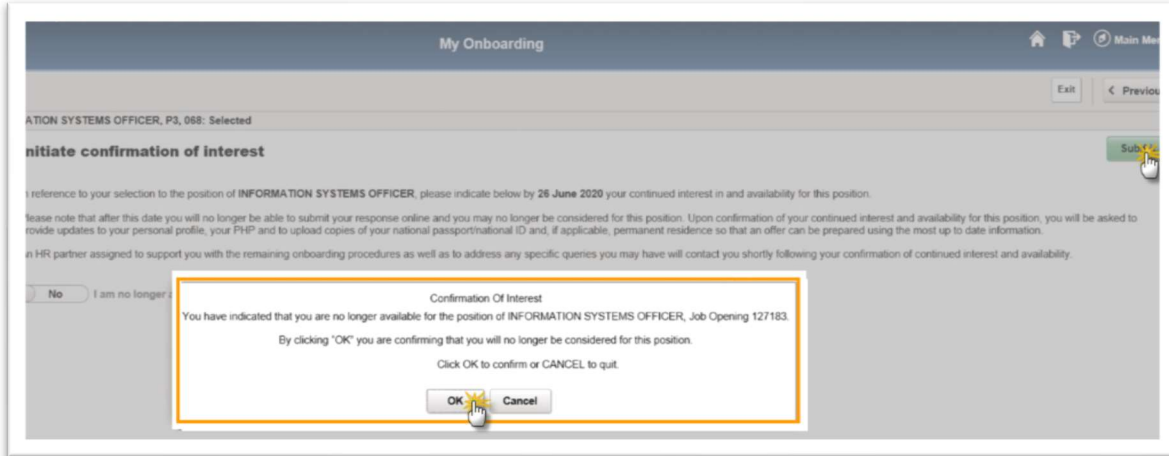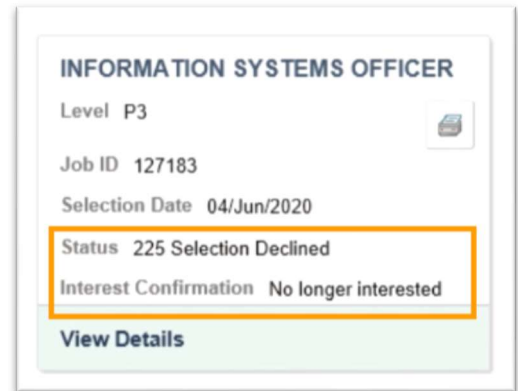
MY ONBOARDING PORTAL

Onboarding Process Improvement

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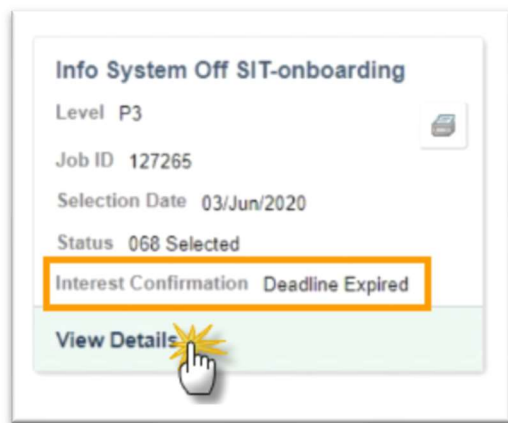
7-day deadline for confirming continued interest was not met

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.

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.

OK