Chapter 3: Applying to job openings

41. During the application process, applicants will be asked to provide details and documentation pertaining to their educational background, work experience, language proficiency, knowledge and skills, publications, certifications, and training. It is important for applicants to elaborate in the application that they satisfy the criteria specified in the job opening. The United Nations may screen applicants through automatic screening, manual review, and other evaluation methods.

Assessing qualifications

42. Once applicants have found a job opening that is of interest to them, they should pay special attention to the criteria specified for education, work experience, languages, and competencies. Applicants are encouraged to apply for job openings for which they at least meet the “required” criteria and have previously demonstrated the specified competencies.

43. The criteria indicated as “required” are mandatory to be considered for the job opening. The criteria which are specified as “desirable” are not mandatory. However, some or all desirable criteria may be necessary for applicants to be shortlisted.

44. Applicants should also pay attention to the competencies stated in the job openings. Applicants may be assessed to determine if they have these competencies through different evaluation and assessment methodologies including a competency-based interview.

Starting an application

45. Applicants may create a draft application online which is not associated to a specific job opening in Inspira. Click My Applications tile in the Applicant or Staff Member Activity Center page. This opens the My Applications page. Click Create Draft Application on the upper right-hand side.
To start applying for a specific job opening, click Apply Now from the job opening in the United Nations Careers Portal or Inspira. Applicants may replicate a draft or submitted application, and update the information carried over from that application to create new applications tailored to the specific job openings they are applying for.

Applicants who do not have stable internet connection and are unable to complete their application online may fill out the application offline first and load the application by following paragraphs 68 to 71.

Applicants, especially rostered candidates, are encouraged to apply early. Job openings advertised to fill specific positions may be filled with rostered candidates who are preapproved for selection during the posting period. No application will be received following the posting period of the job opening.

Applicants accessing Inspira from the United Nations Careers Portal will be required to log into Inspira. Applicants who do not have an account must create an account according to Chapter 2.

Application snapshot

The application process consists of the following steps. Applicants must fill all fields marked with an asterisk (*). Applications should be saved at each step of the process so that the information can be retrieved later.

<table>
<thead>
<tr>
<th>Steps</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Welcome</td>
<td>Let us know how you learned about the job opening. Decide whether you want to create your application from scratch; replicate a draft or previous application; or use an offline template.</td>
</tr>
<tr>
<td>2. Job Requirements</td>
<td>Answer a series of questions to help us identify candidates who meet the criteria specified in the job opening.</td>
</tr>
<tr>
<td>3. Education/Languages</td>
<td>Provide information about your university degrees and high school diploma. Indicate your languages skills, especially your proficiency level in the working languages of the Secretariat (English and French) including your mother tongue.</td>
</tr>
</tbody>
</table>

Filling out the application

Job requirements questions

These are specific questions relating to the criteria specified in the job opening for identifying candidates who meet them. The question responses should be supported by details provided in the rest of the application including for education qualifications, work experience and language fluency. Click the "Watch the Job Requirements video" link in step 2 for guidance on how to respond to the questions.

Education

Applicants should list high school diplomas and university degrees equivalent to Bachelor’s, Master’s or Doctorate degrees. To add a high school diploma or degree, click on Add Education Details in the Education section of the application and fill out the fields. Applicants who have completed and been conferred a high school diploma or a degree should provide the details of these qualifications and indicate that the diploma or degree was "obtained."
53. High school diploma and degrees must be issued by academic institutions which are accredited to issue them by the competent authorities where the institutions are based. The ultimate decision on their recognition and equivalency is made by the United Nations upon the review of the nature, level, context and content of the education programme and accreditation status of the issuing institution.

54. Many universities and degrees are searchable from the preloaded database in the application form. In case a university or degree cannot be found and the United Nations has not otherwise recognized the degree, applicants should confirm the accreditation status of the institution and degree through the institution itself and the appropriate ministry of education and accreditation bodies. After confirming that the institution is accredited to issue the specific degree, applicants may list the degree by selecting “Other/I cannot find my school” in the field for Name of Institution. Applicants should then select the second option from the dropdown, as shown below, and manually enter the name of the institution.

55. Applicants should attach an electronic copy of the degree certificates, transcripts and other supplementary materials supporting the level and accreditation status of the degrees listed in their application in the Other information section. This especially applies to applicants who are not staff and who are not holding a permanent, continuing or fixed-term appointment with the United Nations.

56. Up to six most relevant short-term certificates or diplomas which are not equivalent to a high school diploma, or Bachelor’s, Master’s, Doctorate degree or equivalent may be recorded.

Languages

57. Applicants should indicate their proficiency level for the languages specified in the job opening including their mother tongue. Applicants will not be considered for job openings if they do not indicate proficiency in...
the required languages. Generally, fluency in either English or French, the two working languages of the United Nations Secretariat, is required for any job openings.

58. To be considered fluent in a language, the proficiency level in all four specified areas (i.e. reading, speaking, understanding and writing) must be “fluent.” To be considered to have knowledge in a language, the proficiency level in at least two out of the four specified areas must be “confident” or “fluent.”

Work experience

59. In the Experience/References step of the application, click Add Work Experience and fill the information in the entry form. Include all relevant work experience in the application.

60. In the Summary of duties field, applicants should make sure to describe their duties. Describe also any managerial responsibilities and the number and kind of employees directly supervised.

61. Applicants should provide the contact information of their employers and supervisors. The United Nations may contact them for employment record verification and qualitative reference checks. If the applicants do not wish the United Nations to contact their current employer and supervisor, they may so indicate for the current work experience. However, if they are selected for a job opening, their current employer and supervisor will be contacted.
References

62. The United Nations seeks professional reference apart from supervisors. Applicants may include professors, thesis advisors, mentors, colleagues, peers, team members, former supervisees, collaborators, clients, stakeholders in their work, or other persons with whom they have had professional relationships. Applicants with managerial experience are encouraged to list past direct supervisees who could provide a perspective on their role as a manager. Applicants should not list personal references such as family and friends.

Motivation Statement

63. Use this space to briefly explain what motivated you to apply for the position. Include any other details that is not already in your application that makes you a good fit for this position.

Submitting the application

64. Applicants should review their application carefully before submitting it. Once the application has been submitted, applicants will not be able to make changes to it. They may withdraw an application, but they cannot apply to the same job opening again.

65. Applicants give consent to reference verification at the time of submitting the application. The United Nations and its authorized service providers may contact the academic institutions, employers, supervisors, references, organizations of the United Nations system and other international organizations and governments and investigate if the applicants meet the highest standards of efficiency, competence and integrity standards required for employment with the United Nations. When applicants specifically express their consent to contacting the current employer and supervisor in the application, they may be contacted at any stage of the recruitment process. Selected applicants may not have the option of opting out of reference verification with the current employers and supervisors.

66. If applicants need to update their profile, they may save the application and go to My Profile. After they have updated their profile, they may retrieve the application by clicking on My Applications in the Inspira home page.

Using offline application

67. While it is easier to fill out the application online, applicants who do not have stable internet connection may use the offline application form. As the first step, applicants should download the latest version of the template using the link in the Application Guidelines file of the Staff Member or Applicant activity center page. Only the latest version can be uploaded back to Inspira.

68. To start an offline application, applicants should create a draft application or an application for a specific job opening, and in step 1 of the application process (Welcome), the applicant can also download the Offline Application Template.

69. Follow the instructions provided in the offline application template and fill out the form.

70. While applying for a job opening, choose the “Load from File” option in step 2 of the application process (Welcome). Once the template has been uploaded, complete the remaining steps to submit the application.