

## 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

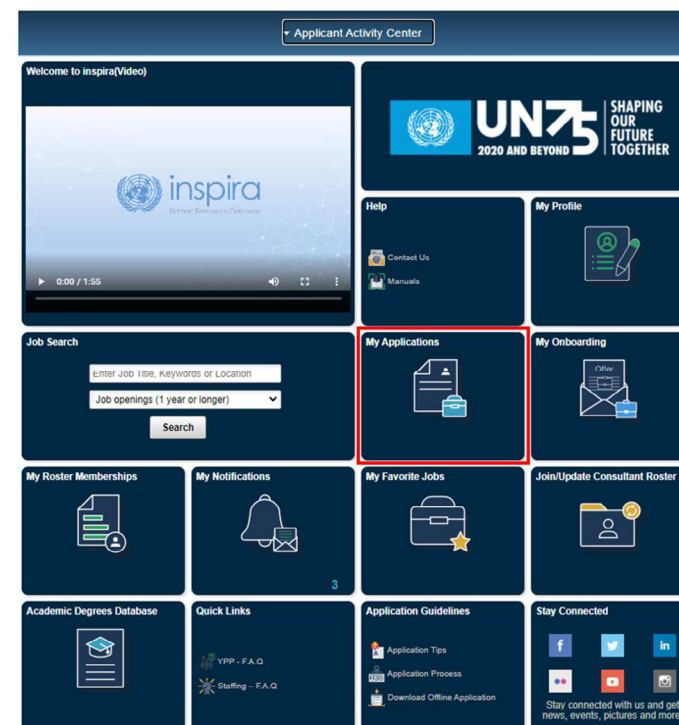
42. Once applicants have found a job opening that is of interest to them, they should pay special attention to the criteria specified for education, work experience, languages, and competencies. Applicants are encouraged to apply for job openings for which they at least meet the “required” criteria and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



My Applications | My Applications | My Roster Memberships | My Notifications | Job Search | My Favorite Jobs | My Saved Searches & Job Alerts | My Upcoming Test Schedules

My Applications

Display applications from: Within Last Six Months Refresh Create Draft Application

**My Applications (3 of 3)**

Your Candidate Profile and Administrative Profile both draw on information submitted with your application but will be used differently. Your Candidate Profile will be used for recruitment purposes, including determining how well you fit the position and whether you will be invited to further assessment. Your Administrative Profile will be used for administrative purposes, including background checks and other administrative processes. In case you submitted applications before September 2021, you may see the Personal History Profile (PHP) instead of your Candidate or Administrative Profiles.

These links require the following option to be enabled in your browser: In Internet Explorer, go to 'Tools' > 'Internet Options'. In the 'Security' tab, click on 'Custom Level'. Select for the option 'Downloads' > 'Automatic prompting for file downloads'.

| Application                       | Level | Job ID | Status  | Creation Date     | Application Date  | Date Withdrawn | View/Print Candidate Profile* | View/Print Admin. Profile* | Withdraw |
|-----------------------------------|-------|--------|---------|-------------------|-------------------|----------------|-------------------------------|----------------------------|----------|
| HUMAN RESOURCES OFFICER (DOS UAT) | P3    | 130482 | Applied | 22/07/2021 9:40PM | 22/07/2021 9:55PM |                |                               |                            |          |
| HUMAN RESOURCES OFFICER (DOS UAT) | P3    | 130470 | Applied | 21/07/2021 4:49AM | 21/07/2021 8:42AM |                |                               |                            |          |
| HUMAN RESOURCES OFFICER           | P3    | 130481 | Draft   | 16/07/2021 3:47PM |                   |                |                               |                            |          |

**My Attachments**

You have not added any attachments.

Add Another Attachment

46. 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.

47. 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.

48. 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.

49. 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

50. 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.

| Steps                         | Description   |
|-------------------------------|---|
| <b>1. Welcome</b>             | 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.  |
| <b>2. Job Requirements</b>    | Answer a series of questions to help us identify candidates who meet the criteria specified in the job opening.   |
| <b>3. Education/Languages</b> | 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. |

|                                 |  |
|---------------------------------|--|
| <b>4. Experience/References</b> | Provide information about your work experience and supervisors. Also provide professional references for reference checking especially if you have had less than three supervisors. Include supervisees if you have managerial experience. |
| <b>5. Motivation statement</b>  | Explain what motivates you to apply for the position.  |
| <b>6. Other information</b>     | Upload requested documents, such as performance evaluation reports, degree certificate, high school diploma, transcripts, etc. Answer mandatory questions.   |
| <b>7. Review/Submit</b>         | Review all information added in the application before clicking <i>Submit Application</i> . Review the Terms and Agreements and click <i>Certify and Submit Application</i> .  |

### Filling out the application

#### Job requirements questions

51. 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

52. 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."

Please list the details for all diplomas and degrees that are equivalent to a high school diploma, first-level university degree (i.e. bachelor's degree, or equivalent) or advanced university degree (i.e. master's or doctorate degree, or equivalent). Please note the "Degree/diploma conferral date" is the date when the degree or diploma was awarded or conferred.

## Education Details

\*Exact Title in original Language:

\*Title of the degree/diploma in English or French language e.g. Bachelor in Law:

\*Degree/Diploma obtained: ☐ Yes ☐ No

\*Attended: From:  To:

\*Type of Institution:

\*Country:

\*City where attended:

\*Please enter name of institution:

Institution Web Site:

\*Main Course of Study:

\*Field of Study:

Specialization:

\*Enrollment Status: ☒ Full-Time ☐ Part-Time

\*Teaching Method:

Additional Comments:

If your exact choice is not listed in the drop-down menus, please select the closest relevant option and explain in the "Additional Comments".

\* Required Field

Save

Cancel

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.

\*Type of Institution:  University/Tertiary

\*Country:  Afghanistan

\*Attended in the same country? ☒ Yes ☐ No

\*City where attended:  KABUL

\*Name of Institution:  Other/I cannot find my school

☐ I cannot find my university or degree but the UN has recognized my degree at the level I have specified in this application (Attach a copy of the decision in the "Cover letter & Attachments" tab).

☒ I cannot find my university or degree but I certify that (1) this degree was conferred by an institution which was accredited to issue such a degree by the competent national authorities of the country where the institution was based; and that (2) at the time of its conferral, this degree was recognized as being at the level I have specified in this application by the competent national authorities of the country where the degree issuing institution was based.

☐ This degree is pending accreditation review pursuant to sections 4.2 to 4.5 of ST/AI/2018/5 on listing and recognition of academic degrees.

\*Please enter name of 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.

|                           |                 |
|---------------------------|-----------------|
| *Language                 | English ▼       |
| Reading Proficiency       | Fluent ▼        |
| Speaking Proficiency      | Fluent ▼        |
| Understanding Proficiency | Fluent ▼        |
| Writing Proficiency       | Fluent ▼        |
| How Acquired?             | Mother Tongue ▼ |

☒ Mother/Principal Tongue

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.

### Add Work Experience

#### Enter Employment Details

|   |                      |  |
|---|----------------------|--|
| *Job Title:   | <input type="text"/> | <input checked="" type="checkbox"/> Present Job    |
| *From:  | <input type="text"/> |  |
| *Is this a civil servant position in your government? |                      | <input type="radio"/> Yes <input type="radio"/> No |
| *Is the employer part of the UN Secretariat ?         |                      | <input type="radio"/> Yes <input type="radio"/> No |
| Is the employer another UN entity ?                   |                      | <input type="radio"/> Yes <input type="radio"/> No |

#### Employer Details

|   |                      |
|---|----------------------|
| *Name of Employer   | <input type="text"/> |
| *Employer's Phone   | <input type="text"/> |
| Website of Employer   | <input type="text"/> |
| *Name of Supervisor   | <input type="text"/> |
| *Supervisor's e-mail address  | <input type="text"/> |
| *Do you consent to our contacting your current employer and supervisor for reference verification? (If you are selected, they will be contacted irrespective of your response to this question unless you withdraw your candidature) <input type="radio"/> Yes <input type="radio"/> No |                      |
| *Country:   | Afghanistan ▼        |
| *City/Place:  | <input type="text"/> |

#### Employment Details

|  |  |
|--|--|
| *Type of Business  | <input type="text"/>   |
| *Employment type   | <input type="text"/>   |
| Please provide information   | <input type="text"/>   |
| Summary of duties, including detail of supervisory / managerial responsibilities and number and kind of employees directly supervised by you | <div><div></div><div>1000 characters remaining<br/>(Please enter a maximum of 1000 characters)</div></div> |

\* Required Information

Save

Cancel

## 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

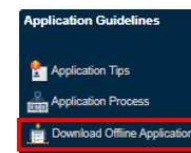
64. Applicants should review their application carefully before submitting it. **Once the application has been submitted, applicants will not be able to make changes to it.** They may withdraw an application, but they cannot apply to the same job opening again.

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 tile 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.

### Inspira Uploadable Application Form

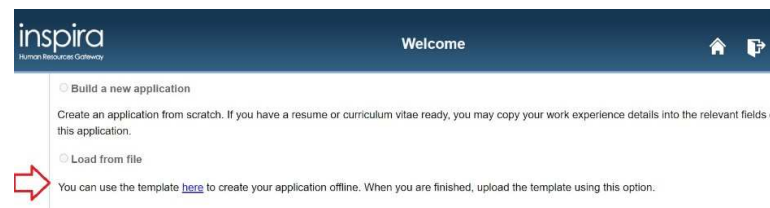
Version: 202

Warning: The United Nations is aware of various schemes being circulated via e-mail, regular mail and fax, falsely stating that they are issued by or associated with the United Nations. Please note that the United Nations only accepts applications uploaded through the Inspira online recruitment system. **Email applications will not be accepted.**

| Instruction  | Education            | Work Experience     | Language            | Skills & Training         | References    | Cover Letter & Additional Information | Review/Submit |
|--|----------------------|---------------------|---------------------|---------------------------|---------------|---------------------------------------|---------------|
| <b>Languages</b>   |                      |                     |                     |                           |               |                                       |               |
| Please list all languages that you know including your mother tongue, and indicate your proficiency level from the dropdown list provided in the four specified areas of "Reading", "Speaking", "Understanding" and "Writing". To be considered fluent in a language, your proficiency level in all four specified areas must be "Fluent". To be considered to have knowledge in a language, your proficiency level in at least two out of the four specified areas must be "Confident" or "Fluent". |                      |                     |                     |                           |               |                                       |               |
| Your application will be rejected if you fail to indicate that you meet the requisite proficiency level for a language in which fluency or knowledge is required for this job opening. You may be considered not suitable if you fail to indicate that you meet the requisite proficiency level for a language in which fluency or knowledge is desirable for this job opening.  |                      |                     |                     |                           |               |                                       |               |
| Languages  | Speaking Proficiency | Reading Proficiency | Writing Proficiency | Understanding Proficiency | How Acquired? | Mother Tongue                         | Pass LPE      |
| English  | Fluent               | Confident           |                     |                           |               |                                       | X             |
| Add Languages  |                      |                     |                     |                           |               |                                       |               |

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.



inspira  
Human Resources Gateway

Welcome

☒ Build a new application

Create an application from scratch. If you have a resume or curriculum vitae ready, you may copy your work experience details into the relevant fields of this application.

☐ Load from file

You can use the template [here](#) to create your application offline. When you are finished, upload the template using this option.