Tips for successful applications in Inspira

Are you applying for Job Openings (JO) in Inspira and not getting invited for further assessment? Is it possible that you are being screened out by the Inspira filtering system? It is important that your Inspira Personal History Profile (PHP) is accurate and complete. To be screened in for further consideration by the Hiring Manager, all candidates must meet the requirements under languages, years of experience, and the minimum education requirements, as well as have a passing grade of at least 80% on the screening questions. This Note offers tips on how to prepare your application as well as some facts about Inspira screening.

Languages

Ask yourself…	Tip
If the JO requires fluency in a language, are you indicating "Fluent" in all four areas (speaking, reading, writing, and understanding)?	If you indicate "Confident" or "Basic" in any one of these four areas, you will be screened out by Inspira.
If the JO requires "knowledge of" another language, are you indicating that you are "fluent" or "confident" in at least two of these four areas?	You need to indicate "Fluent" or "Confident" in at least two of the four areas if <u>knowledge</u> of another language is required, or you will be screened out.
If you are proficient in English, did you include it in your PHP, even if it is your mother tongue?	If fluency in English is required in the JO and you do not include this in your PHP, you will be screened out. Always remember to list your mother tongue.

Education

Have you included ALL your educational diplomas and degrees?	Do not forget to include your High School (or equivalent) degree, as well as your Bachelor's, Master's, and other degrees in your PHP.
Are you having difficulty in finding your university or degree in Inspira?	You may contact OHRM at academicsconsult@un.org for guidance. If you do not include your university degree(s) for Professional and above level positions, you may be automatically screened out.

Work Experience

If you want Inspira to capture all your years of work experience, are you listing your current and all your previous jobs accurately?	The Inspira system counts all work experience you indicate in your PHP in the initial screening. If you do not include your complete job history and meet the minimum years of experience required, you will be screened out. Do not forget to list all your positions, including all lateral moves, temporary assignments, and promotions.
Are you including detailed information about your duties/responsibilities and achievements?	The Hiring Manager can evaluate you only based on what you include in your PHP. Take the time to carefully prepare your work experience in detail (and spell-check it!)

Rostering

Ask yourself…	Tip
If you are a rostered candidate and receive a Job Alert notifying you of a JO, are you applying to the JO if you are interested?	After 22 April 2010, candidates recommended but not selected for a JO are placed on the roster indefinitely. However, if you wish to be considered, you must apply to the specific JO after receiving the email notification.
When you apply as a rostered candidate, are you updating your PHP and preparing your cover letter?	Candidates are encouraged to update their PHP and cover letter to highlight how their background and skills relate to the JO for which they wish to be considered.
If you have two Inspira accounts, one from when you were an external candidate (which includes your roster details) and the second you created as an internal candidate with your UN index number, which one should you use when applying to job openings as a roster candidate?	Staff members are advised to apply with the account which is associated with the roster. When applying with an external account, it is suggested that you include your index number and active staff status in your application so that the hiring manager is aware that you are a current staff member.

Other tips

As an internal candidate, are you using your UN index number as your user ID when you apply through Inspira.un.org?	You will be recognized as an internal candidate only if you use your UN index number as your User ID to log onto inspira.un.org.
Is your PHP complete?	If any required information is missing, you may be screened out by Inspira. All applications are initially screened and evaluated based on the information provided in their PHP only.
Have you updated your contact details under the Personal Information area of Inspira?	Candidates are usually contacted by email (and sometimes by telephone or post). Always ensure your contact details in Inspira are up to date.
Do you know that you may submit only one application to a specific Job Opening in Inspira?	If you withdraw an application from a specific JO, you cannot re-apply to it. Make sure you review your PHP completely before submitting your application.

Learn more

Take advantage of the numerous opportunities to learn more about applying through Inspira. Resources include:

- Inspira Quick Guide: At-a-Glance for Applicants (available under the "Manuals" link on Inspira)
- Instructional Manual for Applicants (available under the "Manuals" link on Inspira)
- FAQs on Inspira (available at Itsforreal.un.org under the "HR Topics - Inspira" link)

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