How to Create an Administrative Profile

1. After creating an Inspira profile at <u>https://inspira.un.org/</u> and logging in, please click on the MY APPLICATIONS icon in the Applicant Activity Center.

Human	Spira Resources Gateway
	Forgot User ID
User ID	.
	Forgot Password
Password	6
Lo	ogin
New user? Cre	eate account here
Cont	act us
English	Français
Copyright United Nati	ons. All rights reserved.



2. Click on the CREATE DRAFT APPLICATION icon.

	My Applications	â 🗗	
Гр Му Р	rofile My Applications My Roster Memberships My Notifications Job Search My Favorite Jobs My Saved Searches & Job Alert	ts My Upcoming Test Schedules	
My Applications Display applications from:	Within Last Six Months V Refresh Cr	eate Draft Application	
My Applications			
You have not submitted a	iy applications.		
My Attachments			
You have not added any att	achments.		
Add Another Attachment			

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

3. Select the option to BUILD A NEW APPLICATION and select NEXT.

Welcome	Job Requirements	Education/Languages	Experience/References	Motivation Statement	Other information	Review/Submit
ne - Step 1 of 7 You are applying	for You have not selected	a job			Exit	Y Previous Next
Thank You	for your interest in this J	ob Opening.				
The United opening.	Nations seeks to attract	qualified candidates from	n around the world, and v	vould like to know how ye	ou learned about this jo	b
Please sel	ect one of the options.				~	
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4. Note that on the next screen (JOB REQUIREMENTS), it will indicate no job is selected and there will be no job-specific screening questions. This is because, as indicated, the fellowship is not associated with any published job opening in Inspira. Select NEXT.

Welcome Job Requirements Education/Languages Experience/References Motivation Statement Other information Review/Submit Requirements - Step 2 of 7 Exit Save I Previous Next I You are applying for You have not selected a job I		C Way		Job Requirements					
Requirements - Step 2 of 7 You are applying for You have not selected a job	Welcome	Job Requirements	Education/Languages	Experience/References	Motivation Statement	Other information	Review/Submit		
	You are applying	for You have not selected a	a job						
						Exit Save	Previous Next		

- 5. Fill in the requested information in EDUCATION/LANGUAGES, EXPERIENNCE/REFERENCES, MOTIVATION STATEMENT, and OTHER INFORMATION, clicking NEXT to advance to each subsequent screen.
- 6. On the final REVIEW/SUBMIT screen, the SUBMIT APPLICATION button will be greyed out. SAVE your application and then select EXIT after saving.

٩	inspira Human Resources Gateway	Review/Submit						
	Welcome	Job Requirements	Education/Languages	Experience/References	Motivation Statement	Other information	Review/Submit Previous Submit Application	
F	eview/Submit - Step 7 You are applying for	r of 7 You have not selected a	job					
	Please review the ir It is very important reach at the e-mail o	formation you have ente that your contact inform or phone number provide	ered. Feel free to make a ation including your e-m ed, you may not be cons	ny changes before submi ail address and phone nu idered further for this job	itting. umber is current and co o opening. If you need to	prrect. If we cannot o update your contact	· 19	
	information, please When you are ready	save this application, go , click on "Submit Applio	o to "My Profile," update cation" at the top or bott	your information and the om of this page.	en, retrieve this applicat	tion.		
	My Contact Inf	formation						

7. On the MY APPLICATIONS page, the draft application will now be present, with an indication of NO JOB SELECTED (this is normal for the fellowship application)

			М	y Applications				1	ì	P
My Profil	H My Applications My Rost	er Memberships My N	Iotifications Job Search My Fav	orite Jobs My Saved Sea	rches & Job Alerts	My Upcoming Te	est Schedules			
My Applications										
Display applications from:	vithin Last Six Months	~	Refresh		Creat	e Draft Applicati	ion			
My Applications (1 of 2)										
Your Candidate Profile and Ad recruitment purposes, including administrative purposes, including see the Personal History Profil	ministrative Profile both dra g determining how well you ling background checks and 9 (PHP) instead of your Car	w on information sut fit the position and v d other administrative ndidate or Administra	bmitted with your application b whether you will be invited to fu e processes. In case you appli ative Profiles.	ut will be used different arther assessment. Your ied to a job opening crea	ly. Your Candidat r Administrative F ated and posted	e Profile will be Profile will be us before Septem	e used for sed for ber 2021, you r	may		
Application	Level Job ID	Status	Creation Date	Application Date	Date Withdrawn	View/Print Candidate Profile*	View/Print Admin. Profile*			
No Job Selected		Draft	06/08/2022 5:46PM			6	6	1		
My Attachments										
You have not added any attach	ments.									
Add Another Attachment										

- 8. Click on the Printer Icon under the View/Print Admin. Profile* heading. This will generate a PDF of the Administrative Profile (AP) that was just created.
- 9. Save the AP document as a PDF.
- 10. Please send the saved Administrative Profile (AP) along with other required documents to: recruitmentppost@un.org