

## The Consultant Roster Quick Guide

### 1. Overview

The new inspira upgrade delivers a new modern interface for users. The functionalities for creating a profile remain mostly the same, but the look and feel has changed. This Quick Guide provides step-by-step instructions for external applicants interested in consultant opportunities, in creating a profile, registering for the generic Consultant Roster for roster selection and applying to specific job openings

Once registered in the roster, candidates can be reviewed by respective Programme Managers for existing consultancy opportunities and contacted as needed

Registered candidates can update their information or withdraw from the roster anytime. Applications once submitted to a specific consultancy opening cannot be changed

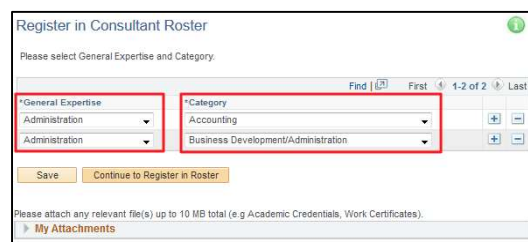
### 2. Getting Started

- Login to inspira
- From the Landing page, click on the **Join/Update Consultant Roster** Tile OR navigate to: **Main Menu > Join/Update Consultant Roster**



### 1. Register in Consultant Roster

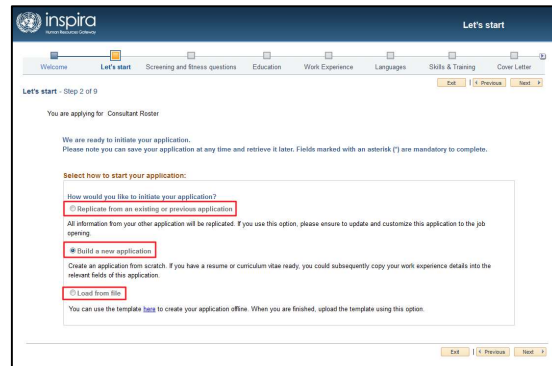
- Select **General Expertise** and **Category** from both drop-down lists. Add as many as necessary. You can have more than one entry for expertise and category, as necessary and qualified
- Add attachments** to support your application such as licenses, training certificates, etc.
- Click **Continue to Register in Roster** button to proceed





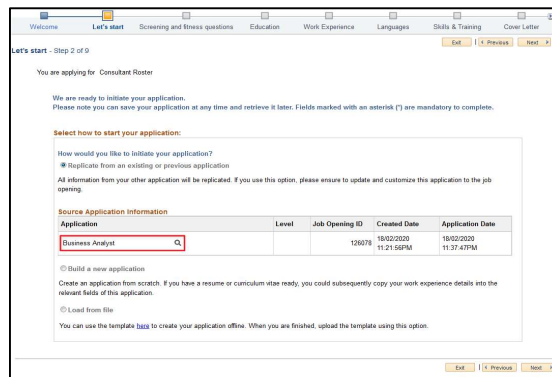
## Quick Guide – Consultant roster registration


d. You are taken to the **Welcome** page (Step 1) of the inspira JO Application Form. There is a total of 9 Steps in the Application Process. On the **Let's Start** page (Step 2), you can select how to apply for the Consultant Roster, there are 3 options:

- Replicate from an existing or previous application
- Build a new application
- Load from file

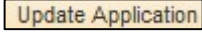


e. If you select the Replicate from an existing application option, then you click the  icon to search for an existing job you would like to replicate and click  to continue

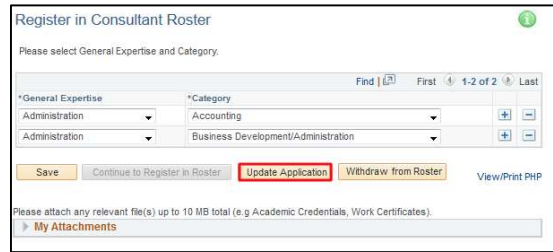


f. Work through all Steps in the Application process and at the Review/ Submit step, click on the  button to submit your application

## 2. Update the Consultant Roster

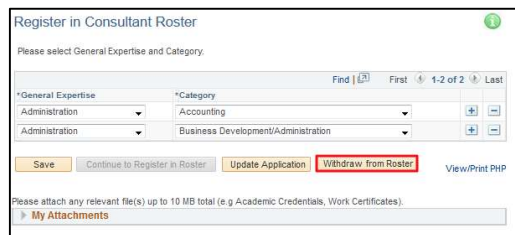
- a. Login to inspira
- b. From the Landing page, navigate to: **Main Menu > Join/Update Consultant Roster** or Click on the **Join/Update Consultant Roster Tile**
- c. Click on  button and follow the process

## Quick Guide – Consultant roster registration



### 3. Withdraw from the Consultant Roster

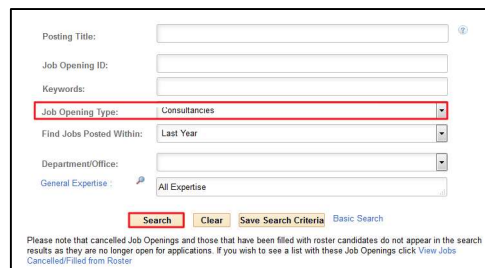
- Login to inspira
- From the Landing page, navigate to: **Main Menu > Join/Update Consultant Roster** or click on the **Join/Update Consultant Roster Tile**
- Click on the **Withdraw from Roster** button



- Note:** If you have withdrawn from the Consultant Roster you will be able to register again in the Consultant Roster if needed

### 4. Apply for a specific consultancy Job Opening

- Login to inspira
- From the Landing page, click on the **Search** button on the **Job Search Tile**
- You can enter the specific **Posting Title** if you know it OR
- For the Job Opening Type, select **Consultancies** from the drop-down list
- Click **Search** to view all Consultant Job Openings



The list of posted Jobs will appear under Search Results

- select the check box next to the job you are interested in and click on the **Apply Now** button

## Quick Guide – Consultant roster registration

Posting Title:

Job Opening ID:

Keywords:

Job Opening Type:

Find Jobs Posted Within:

Department/Office:

General Expertise:

[Basic Search](#)

Please note that cancelled Job Openings and those that have been filled with roster candidates do not appear in the search results as they are no longer open for applications. If you wish to see a list with these Job Openings click [View Jobs Cancelled/Filled from Roster](#)

[Create Draft Application](#)

2 matches found. Only the first 2 results can be displayed. Sort By:

**Search Results**

☒ **Business Analyst - 126078**  
 Department/Office: Department of Operational Support (General Expertise-Administration)  
 Duty Station: BANGKOK | Posted Date: 10/02/2020

☐ **test for refreshment project - 125950**  
 Department/Office: Department of Operational Support (General Expertise-Transportation)  
 Duty Station: ABIDJAN-LOCAL  
 Posted Date: 05/11/2019

**Note: If your profile is not 100% complete you will be required to complete your profile first**

- g. Go through the **9 Application Process Steps**, from **Welcome to Review/ Submit**
- h. Review all the details you have entered in the last step and click on the **Submit Application** button to submit your application

Let's start | Screening and fitness questions | Education | Work Experience | Languages | Skills & Training | Cover Letter | **Review/Submit**

**Review/Submit - Step 6 of 9**

You are applying for **Business Analyst**

Please review the information you have entered. Feel free to make any changes before submitting.

It is very important that your contact information including your e-mail address and phone number is current and correct. If we cannot reach at the e-mail or phone number provided, you may not be considered further for this job opening. If you need to update your contact information, please save this application, go to "My Profile", update your information and then, retrieve this application.

When you are ready, click on "Submit Application" at the top or bottom of this page.

**My Contact Information**

Email:

Phone:

Address:

- i. Select the I agree to these terms radio button and click on the **Certify and Submit Application** button

**Terms and Agreements**

You are one click away from submitting your application. In order to apply for this job opening, you must acknowledge and agree to the following terms:

- Once you submit your application, you will not be able to modify it. If you would like to make any changes, please click "Cancel."
- Some of the information you have provided in your application may be aggregated with the information provided by other applicants to inform the Member States, the General Assembly and advisory and audit bodies of the United Nations concerning applicant trends and roster pools.
- Your application will be considered only for the current job opening. You may apply to a different job opening by submitting another application.
- By submitting this application, you certify that all statements made in this application are true, complete, correct and made in good faith. Falsifying, misrepresenting or intentionally withholding information are grounds for the rejection of your application or the withdrawal of any offer of appointment, or if an appointment offer has been accepted, for the immediate cancellation or termination of the offer.
- By submitting this application, you consent to the full release of information about your work experience and performance, education, ability and fitness by employers, education institutions, clients and other references, governments including law enforcement authorities, the International Criminal Police Organization, and their agents and employees to the United Nations system and related organizations, and their agents and employees. In addition, you release, hold harmless and indemnify the employers, education institutions, clients and other references, governments including law enforcement authorities, the International Criminal Police Organization, and their agents and employees from any claims and liabilities whatsoever of every name and nature, both in law and equity, which may arise from providing the information to the United Nations system and related organizations, and their agents and employees. You also release, hold harmless and indemnify the United Nations system and related organizations, and their agents and employees from any claims and liabilities whatsoever of every name and nature, both in law and equity, which may arise from obtaining and using the information.

☒ I agree to these terms ☐ I do not agree to these terms

- j. To view the status of your application, from the Landing page, click on the **My Applications Tile**
- k. Your applications will appear in the **My Applications** table

## Quick Guide – Consultant roster registration

My Applications

Display applications from: Within Last Six Months [Refresh](#) [Create Draft Application](#)

My Applications (1 of 1)

Application	Level	Job ID	Status	Creation Date	Application Date	Date Withdrawn	View/Print PDF*	Withdraw
Business Analyst		126076	Applied	18/02/2020 11:21PM	18/02/2020 11:37PM			

\*This link requires 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 <Enable> for the option 'Downloads' > 'Automatic prompting for file downloads'.

**Note:** An email notification will be sent to the applicant after applying for a job opening, confirming their application has been received.