


1. Register as an external applicant

Please note that:

- **UN Secretariat staff members**, including field staff members, should not register: to find out your **internal** user account access codes, kindly refer to chapter 1.2.1 of the [Instructional Manual for the Applicant](#).
- UN Volunteers, associate experts, consultants, individual contractors, military/police personnel and interns are invited to register as **external** applicants using the steps below.
- **If you have already registered** but do not remember your inspira User ID or your password, click on the "**Forgot User ID**" or "**Forgot Password**" link located on the inspira login page and follow the instructions on the screen. Make sure you check the spam/junk folder of your email account. If the email address provided during registration is incorrect, you will need to register again.
- For **Galaxy** users, kindly note that you cannot use your Galaxy access codes to log into inspira.

- 1.1. On the UN Careers website homepage (<https://careers.un.org>) click on "**Login**" or go directly to <https://inspira.un.org>
- 1.2. Click on "**Register now**".
- 1.3. Fill out the registration form make sure your date of birth is correct and follows the format dd/mm/yyyy.

Note: After clicking on "Register now", you can get more details about the registration process by clicking on the  **Help** icon in the upper right corner of the window.

- 1.4. Click on "**Register**".

2. Update your profile


To update your **profile**, please follow the steps below:

- 2.1. Log into **inspira** (<https://inspira.un.org>).
- 2.2. On the inspira "Home" page, click on the "**My Profile**" link (next to the "Create Draft Application" button).
- 2.3. Fill out the three sections namely,
 - **Personal Details**
 - **Family Details**
 - **Nationality & Residence**
- 2.4. Click on "**Save**" → A warning message will appear if all required items have not been filled in. A warning "The applicant is already registered in the system" will also appear if the **primary email address** indicated in your profile is already assigned to another inspira account registered under the same name. When all required fields of your profile have been completed, the status of your profile becomes "100% Complete".

3. Create your first application

To create your first **online application**, please follow the steps below:

- 3.1. Log into **inspira** (<https://inspira.un.org>).
- 3.2. On the inspira "Home" page, click on the "**Create Draft Application**" button.

- 3.3. In the "Apply Now" section, after reading the guidelines, click on the **"Confirm"** radio button.
- 3.4. Select one of the following 3 options to start your new online application:
- a) **"Choose Existing Application"** option → use this option to create a new online application based on the content of an existing online application. By default the "Source Application Information" table will display the last application created but you can pick a different one by clicking on the lookup icon . This option is disabled if you do not have any online application saved yet.
 - b) **"Build New Application"** option → use this option to create your new online application from scratch.
 - c) **"Load From File"** option → use this option to create a new online application based on the content of a fully completed Offline Application Template (the Offline Application Template can be downloaded from the inspira "Home" page by clicking on the link "Download Offline Application Template" under the "Quick Help Links" group box).

- 3.5. Click on **"Continue"**.


The online application is divided into 6 tabs (+ 1 preview tab):

- **Screening questions** (populated only when you apply to a given job)
- **Preferences**
- **Education & Work Experience**
- **Skills**
- **References**
- **Cover Letter & Additional Information**

- 3.6. Click on each tab to enter all the relevant information.

It is recommended that you read all the provided comments and click on "Save" regularly, including after completing all the mandatory fields (marked with *) within a section. Keep in mind that inspira times out every 20 minutes, which means you could lose any data you entered since the last time you clicked on "Save".

- 3.7. In order to save all your entries, click the **"Save"** button in the **"Complete Application"** page and make sure the text **"You have successfully saved your job application"** appears at the top of the page → if it does not, review the warning message since it may point to missing information (*incomplete items*) in your application or in your profile.

Note: If the warning is related to an invalid value in a field followed by a lookup icon , clear this field and then click on the lookup icon to pick one of the available entries. Such fields are indeed based on predefined lists. You can also leave such a field blank if it is not marked as required.


- 3.8. Click on the "Close" button to return to the **"Careers Home"** page: your new draft application is now listed under the "My Applications" group box. From this page you have access to:

- The **"Creation Date"** which indicates the date the application was created;
- The **"Application Date"** which indicates the date you submitted your application;
- The **"View/Print PHP*"** button to access the PDF version of your application;
*The **PHP** or **Personal History Profile** is the PDF file resulting from the combination of your "profile" and one of your "applications".
- The **status** of each application (e.g. Draft, Applied, Under Consideration, etc.)
→ Only Draft applications can be updated.


Note: At this stage you have not applied to any job opening yet. However, by preparing your online application early and regularly updating it, you will be able to apply in just minutes the day you find a suitable job opening.

4. Search and apply for a job

To search and apply for a job in [inspira](https://inspira.un.org), please follow the steps below:

- 4.1. Log into [inspira](https://inspira.un.org) (<https://inspira.un.org>).
- 4.2. On the inspira "Home" page, in the "Basic Job Search" group box, click on the link "**Advanced Search**".
- 4.3. Enter your search criteria and then click on the "**Search**" button.
- 4.4. Click on the relevant search result, read its full description and click on "**Apply Now**" if you wish to apply.
- 4.5. In the "Apply Now" section, after reading the guidelines, click on the "**Confirm**" radio button.
- 4.6. Select one of the following 3 options to start your new online application:
 - a) "**Choose Existing Application**" option → Use this option to create a new online application based on the content of an existing online application. By default the "Source Application Information" table will display the last application created but you can pick a different one by clicking on the lookup icon . This option is disabled if you do not have any online application saved yet.
 - b) "**Build New Application**" option → Use this option to create your new online application from scratch.
 - c) "**Load From File**" option → Use this option to create a new online application based on the content of a fully completed Offline Application Template (the Offline Application Template can be downloaded from the inspira "Home" page by clicking on the link "Download Offline Application Template" under the "Quick Help Links" group box).
- 4.7. Click on "**Continue**".
- 4.8. Check/update one by one **all** the tabs in your new application. Pay special attention to the "**Screening questions**" tab, the "**Skills**" tab and the "**Cover Letter & Additional Information**" tab.

Keep in mind that inspira times out every 20 minutes, which means you could lose any data you entered since the last time you clicked on "**Save**".
- 4.9. In order to save all your entries, click regularly the "**Save**" button in the "**Complete Application**" page and make sure the text "**You have successfully saved your job application**" appears at the top of the page: if it does not, review the warning message since it may point at missing information (*incomplete items*) in your application or in your profile.

Note: If the warning is related to an invalid value in a field followed by a lookup icon , clear this field and then click on the lookup icon to pick one of the available entries. Such fields are indeed based on predefined lists. You can also leave such a field blank if it is not marked as required.
- 4.10. When you believe your application is ready to be submitted, click on the "**Preview & Submit**" tab and review all sections. Keep in mind that once your application has been submitted, you cannot update it anymore.
- 4.11. Click on the "**Submit**" button only when your application does not need any additional update and after saving your last changes. Immediately after submitting your application, its status on the "Careers Home" page should be "**Applied**".



Important note:

- You can submit only one application per job opening (and you cannot update it after submission).
- Withdrawing your application will not allow you to submit a new application for the same job opening; therefore do not withdraw an application unless you are no longer interested in this job opening.

- It is recommended to apply **well in advance** before the application deadline.

→ For more details and guidance on how to apply for a job in inspira, kindly refer to the [Instructional Manual for the Applicant](#) accessible by clicking on the “**Manuals**” link inside inspira.

5. Activate Job alerts [optional]

- 5.1. Log into **inspira** (<https://inspira.un.org>).
- 5.2. On the home page, in the “Basic Job Search” group box, click on the link “**Advanced Search**” (alternative path → Main Menu > Careers > Job Search).
- 5.3. Enter your search criteria.
- 5.4. Click on the “**Save Search**” button.
- 5.5. Name your search.
- 5.6. Tick the checkbox [x] **Use as Job Alert**
- 5.7. Type an email address in the “**Send Job Alerts notification to**” field.
- 5.8. Click on the “**Save Search**” button.

Please note that:

- Saved searches stay valid for 6 months only;
- Maximum number of active saved searches is 5;
- Job alerts configured in inspira do not include job openings posted in Galaxy (<http://jobs.un.org>).

6. FAQ

6.1. I have just submitted my application but I have not received any email confirmation: how do I know if my application has been received?

All you need to do is check the status of your application on the “**Careers Home**” page (or from the “My Latest Applications” group box on the inspira home page).

All your applications along with the ID numbers of the job openings you applied to are listed under the “My Applications” group box on your “Careers Home” page. If the status of your application is “**Applied**” or “**Under Consideration**”, then your application has been received.

You may also want to check that the email address listed in your profile is correct and that your **spam filter** is configured to allow emails sent from the **un.org** domain.

6.2. Nothing happens when I click on the “View/Print PHP” link, what can I do?

To use this feature, make sure you can tick all the items in the below check list:

- ☐ You access inspira using a **compatible browser**
(Firefox or Internet Explorer for PC users, Firefox or Safari for MAC users)
- ☐ A **PDF reader** is installed
- ☐ Internet browser configured so that **pop-up blocker** is turned **off** when browsing the **un.org** domain
- ☐ For users of Internet Explorer, go to “Tools” > “Internet Options”.
In the “Security” tab, click on “Custom Level”. Scroll down and select <Enable> for the option “Downloads” > “Automatic prompting for file downloads”. Click on “OK” to confirm.

6.3. The system logs me out immediately after I authenticate, am I doing something wrong?

You need to configure your browser so that the **un.org** domain is always allowed to use cookies.

For Internet Explorer users,

- Go to “Tools” > “Internet Options”

- In the "Privacy" tab, click on "Sites"
- In the "Address of website" field, enter **un.org** and then click on "Allow"
- Click on "OK" to confirm

Note: The session times out automatically every 20 minutes so make sure you click on "Save" regularly. It is also recommended that you prepare offline your cover letter, list of duties and list of achievements for each employment record so that you can copy-and-paste into your inspira application.

6.4. I am unable to attach any file on the last page of my application, can you help?

To be able to upload files, make sure you can tick all the items in the below check list:

- ☐ **File size** is less than 1 Mb (if your file is larger, please scan it in a lower resolution)
- ☐ **File name** is short and without any special characters (for instance, *Initials_Bachelor-degree.pdf*)

6.5. Can I withdraw an application in inspira?

Yes, you can withdraw an application but please note that **it does not allow you to submit a new application for the same job opening**.


6.6. Can I update an application already submitted?

No, as indicated in the Terms and Agreements, no changes can be made after the application has been submitted.

6.7. I cannot find the name of my university when adding my education details, what should I do?

For post-secondary education, a database of degrees from 16,000 university-level institutions compiled by UNESCO and the International Association of Universities (IAU) is used to streamline the validation of degrees through inspira.

If you cannot find your university or school when adding your education details to your application, we recommend that you perform the following steps:

- Click on the look-up icon  at the end of the "Name of Institution" field.
- Click on the "Advanced Lookup" link.
- Select "**contains**" in the "Long Description" dropdown menu and then enter part of the name of your institution (for example *Chicago* if you are looking for *University of Chicago*).
- If no result is found, search for "**Other Institution**". Note: If you select "Other Institution", a new text field "Please enter name of institution" field is automatically added allowing you to be more specific.

Note: The fact that your degree may not be part of the UNESCO's and IAU's database will not prejudice your application. Indeed under such circumstances, HR practitioners will conduct further checks during the background verification stage.

7. Need Help?

For **technical** support in relation to inspira or the UN Careers website, simply click on the "**Contact us**" link available on the UN Careers website and **inspira** (<https://inspira.un.org>) to reach the **United Nations Enterprise Service Centre**.

To better assist you, make sure your online enquiry always includes:

- Your **full name** and **User ID** (do not disclose your password);
- The **ID number** of the job opening you are trying to apply to (please do not attach your CV);

- c) In the event that you are reporting a technical problem, the **steps** leading to this problem + one or more **screenshots** of the error/warning message and of the page on which it appeared.

Note: The United Nations Enterprise Service Centre provides **technical** support only. It does not process applications and therefore can neither consider CV nor provide updates on application status. Thank you for your understanding.