INTRODUCTION

This quick guide provides instructions for every step of the e-Performance process.

Note that each of the 8 steps in the process are role based: Staff Member (SM), First Reporting Officer (FRO), and Second Reporting Officer (SRO).
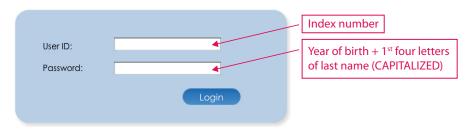
PROCESS

PHASE 1: WORKPLAN

| 1 | Create Workplan (SM) |
| 2 | Approve Workplan (FRO) |

PHASE 2: MID-POINT REVIEW

| 3 | Start Mid-Point Review (SM) |
| 4 | Complete Mid-Point Review (FRO) |

PHASE 3: END-OF-CYCLE EVALUATION

5	Self Evaluation (SM)
6	Evaluation (FRO)
7	Approve Evaluation (SRO)
8	Acknowledge Evaluation (SM)

GETTING STARTED

Go to https://inspira.un.org
Enter your User ID (index number) and your Password

If accessing inspira for first time….
Enter your year of birth followed by the first 4 letters (in all capitals) of your last name as your Password.

User ID: → Index number
Password: → Year of birth + 1st four letters of last name (CAPITALIZED)

Login

Ex. If you were born in *1970* and your *LASTNAME* is *Gonzalez*, your password is: *1970GONZ*

NAVIGATING INSPIRA

To create or locate documents for yourself as a SM, click on '**Self Service**'. To locate documents for those you supervise as an FRO or SRO, click on '**Manager Self Service**'.

inspira Wel...
Favorites   Main Menu
1. Click on 'Main Menu' here
Basic Job Search
Keywords:
Job Family:
Category/Level:
Duty Station:
Posted:
Search   Advance
My Latest Applications

inspira Welcome Polla Taylor
Favorites   Main Menu   2. Click 'Self Service' or 'Manager Self Service'
Search Menu:
Self Service   SM
Manager Self Service   FRO   SRO
Workforce Development
Set Up HRMS
Reporting Tools
My Personalizations
My System Profile
My Dictionary
Basic Job
Keywords
Job Famil
Category/l
Duty Stati
Posted:
Searc
My Latest

e-PERFORMANCE
QUICK GUIDE

STEP 1: CREATE WORKPLAN (SM)

Action	Instruction
Go to ePerformance	Click Main Menu ❯ Self Service ❯ Performance Management ❯ My Performance Documents ❯ Create Documents
Create Performance Document	Click ▾ and select the year in the Cycle Start Year list. Click ▾ and select Performance Document in the Document Type list
Select your FRO	Click Select FRO. Enter your FRO's last name and click Search . Select your FRO's name and click OK. Click Create Documents
Select your SRO	Click Select/ Update SRO. Enter your SRO's last name and click Search. Select your SRO's name and click OK
Start the Workplan	Click Start in the Action column
Complete the Workplan	Click + in each section to Add Goals and Select Competencies. Click Update and Save often
Notify your FRO	When you are done, click Notify FRO

STEP 2: APPROVE WORKPLAN (FRO)

Action	Instruction
Go to ePerformance and access the SM's Workplan	Click Main Menu ❯ Manager Self Service ❯ Performance Management ❯ Performance Documents ❯ Current Documents
Open the Workplan	You are in "Where I am FRO" tab. Find the row with the SM's name and click Performance Document. Click Review/ Approve in the Action column
Review the Workplan	Scroll through the plan
To return the Workplan to SM (if needed)	Click Return to SM. Fill out the box and click Send
or	
To Approve Workplan	Click Approve ❯ Approve

STEP 4: COMPLETE MID-POINT REVIEW (FRO)

Action	Instruction
Go to ePerformance and access the SM's Workplan	Click Main Menu ❯ Manager Self Service ❯ Performance Management ❯ Performance Documents ❯ Current Documents
Open the Workplan for Mid-Point review	You are in "Where I am FRO" tab. Find the row with the SM's name and click Performance Document. Click Edit/ Complete in the Action column
Add comments and Save	Scroll to Section 6 of the Workplan. Click the ✎ icon in the FRO box in Section 6 and enter your comments. Click Update. Click Save
Complete Mid-Point Review	When both you and your supervisee are done with entering comments, click Complete

STEP 3: START MID-POINT REVIEW (SM)

Action	Instruction
Go to ePerformance and access your Workplan	Click Main Menu ❯ Self Service ❯ Performance Management ❯ My Performance Documents ❯ Current Documents
Open the Workplan for Mid-Point review	Find the row with the Workplan and click Performance Document. Click Start/ Edit in the Action column
Add comments and Save	Scroll to Section 6 of the Workplan. Click ✎ icon in the SM box and enter your comments. Click Update. Click Save

STEP 5: SELF-EVALUATION (SM) (OPTIONAL)

Action	Instruction
Go to ePerformance and access your Workplan	Click Main Menu ❯ Self Service ❯ Performance Management ❯ My Performance Documents ❯ Current Documents
Open the Workplan for Mid-Point review	Find the row with the Workplan and click Performance Document
Write the self-evaluation	Click Start in the Action column
Add comments	Enter your comments in each section. Click Save
Save comments	When you are done, click Complete ❯ Complete ❯ OK

For technical help click on the 'Contact Us' link in Inspira.

For non-technical help please contact:

performancemanagement@un.org

e-PERFORMANCE
QUICK GUIDE

STEP 6: EVALUATION (FRO)

Action	Instruction
Go to ePerformance and access the SM's Workplan	Click Main Menu ❯ Manager Self Service ❯ Performance Management ❯ Performance Documents ❯ Current Documents
Open the SM Self Evaluation	You are in "Where I am FRO" tab. Find the row with the SM's name and click Performance Document. Click View in the Action column (This will not be available if SM has not done a self-evaluation)
Open the FRO Evaluation	Click Start in the Action column
Add comments & ratings	Enter your comments in each section. Click ▼ to select the appropriate rating in each Rating box. Click Save
Save and submit comments	When you are done, click Submit to SRO ❯ Submit to send the evaluation to the SM's SRO

STEP 7: APPROVE EVALUATION (SRO)

Action	Instruction
Go to ePerformance and access the FRO's evaluation	Click Main Menu ❯ Manager Self Service ❯ Performance Management ❯ Performance Documents ❯ Current Documents
Open SM self Evaluation	Click the "Where I am SRO" tab. Find the row with the Workplan and click Performance Document. Click View in the SM Self Evaluation - Action column
Open the SRO Approval	Click Start in the Action column
Review the FRO Evaluation and Add comments	Scroll through the plan to review the FRO evaluation. Click 🖉 in Section 8, and enter your comments. You approve or Return the Evaluation
To Approve the Evaluation	Click Approve ❯ Approve
___or___	
To Return the Evaluation	Click Return to FRO. Fill out the box and click **Send**

STEP 8: ACKNOWLEDGE EVALUATION (SM)

Action	Instruction
Go to ePerformance and access your Workplan	Click Main Menu ❯ Self Service ❯ Performance Management ❯ My Performance Documents ❯ Current Documents
Open the Workplan	Find the row with the Workplan and click Performance Document to the left of SM Acknowledgement
Open the approved evaluation	Click View/Acknowledge in the Action column
Add comments	Scroll through the plan to review the FRO evaluation and SRO's comments. Enter any additional overall comments you may have in Section 9
Save comments and acknowledge the evaluation	Click Acknowledge Review ❯ OK (please note: after this final step no further edits to the document will be possible)

PRINTING SUPERVISEE'S PERFORMANCE DOCUMENT (FRO)

Instruction
Click Main Menu ❯ Manager Self Service ❯ Performance Management ❯ Performance Documents ❯ Historical Documents
Locate the SM whose document you want to print and click Performance Document
Click View to the right of Complete Manager Evaluation
Click the printer icon at the top of the page
Click File ❯ Print in your browser's menu

PRINTING OWN PERFORMANCE DOCUMENT (SM)

Instruction
Click Main Menu ❯ Manager Self Service ❯ Performance Management ❯ My Performance Documents ❯ Historical Documents
Locate the document you want to print and click Performance Document
Click View to the right of Review Manager Evaluation
Click the printer icon at the top of the page
Click File ❯ Print in your browser's menu

For information regarding additional supervisors please refer to the e-Performance Handbook available in the manual section of Inspira