

# INSPIRA Tips

## for a successful job application

### JOB-FIT QUESTIONNAIRE

#### The little box that tricks

- + Applicants are automatically prescreened by the system based on how they answer the screening questions. Please be aware that if you check the box “My experience doesn’t meet this criterion” for any of the required criteria, your application will be screened out, even if you have the relevant experience. Therefore, make sure read the questions carefully before ticking the box!
- + Many applications have also been rejected due to the questions not being answered completely. The system counts your input by words (e.g. max. 1,000 characters), so please be sure to give examples in your answer. Simply writing “Yes” or “No” will not count as a sufficient answer by Inspira and your application will be screened out.



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### LANGUAGE

#### Don't be too modest in rating your language proficiency!!

- + If a JO/TJO requires fluency in a language and you are fluent, make sure to list “Fluent” in ALL four areas (speaking, reading, writing, and understanding). If you don't, your PHP will be rejected by Inspira.
- + If a JO/TJO requires “knowledge of” a specific language, you must list “Fluent” or “Confident” in at least TWO of the four areas.
- + Generally, fluency in English is required for any job opening, so make sure you list English as fluent in all four areas, even if it's your mother tongue.
- + *For more information and tips, please visit [careers.un.org](https://careers.un.org).*