

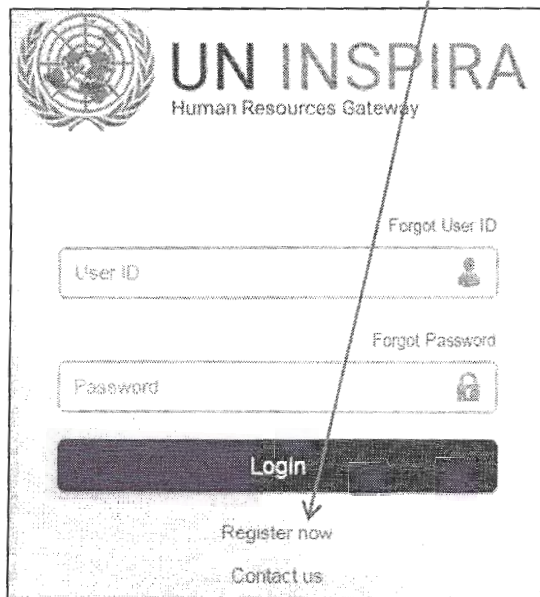
Young Professionals Programme (YPP): Guidance on Properly Completing the Application

Thank you for your interest in the **Young Professionals Programme (YPP)**. This document provides guidance on how to properly complete certain sections of the YPP application (it is NOT an exhaustive guide to the application process). Please visit the YPP home page on <https://careers.un.org> for more information.

- Step 1:** Create an Online Application Account (create an Inspira account)
- Step 2:** Find the YPP Job Opening
- Step 3:** Read and Understand the Eligibility Requirements
- Step 4:** Begin Your Application
- Step 5:** Complete Your Application

Step 1: Create an Online Application Account (create an Inspira account)

Visit www.inspira.un.org and click on "Register now"



UN INSPIRA
Human Resources Gateway

Forgot User ID

User ID

Forgot Password

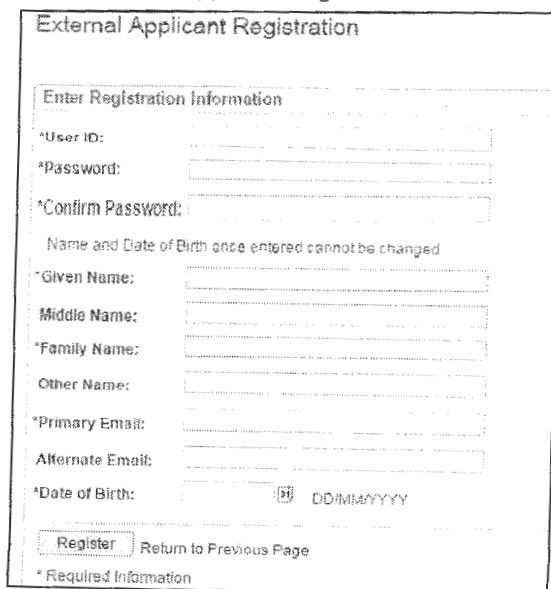
Password

Login

Register now

Contact us

Complete the External Applicant Registration information and click "Register"



External Applicant Registration

Enter Registration Information

*User ID:

*Password:

*Confirm Password:

Name and Date of Birth once entered cannot be changed

*Given Name:

*Middle Name:

*Family Name:

*Other Name:

*Primary Email:

*Alternate Email:

*Date of Birth: DDMMYYYY

Register Return to Previous Page

* Required Information



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Step 2: Find the YPP Job Opening

- Use the “Job Search” function in Inspira to find the appropriate Job Opening
- Job Openings can also be found on <https://careers.un.org>



Step 3: Read and Understand the Eligibility Requirements

- Basic eligibility requirements include: 1) **nationality** of a participating country, 2) **fluency** in either English or French, 3) **age 32** or younger by end of the examination, and 4) relevant first-level university **education**.
- Carefully read the **Education Requirements** in the Job Opening to understand which Main Courses of Study are relevant for the Job Family Exam (see sample excerpt below).

Education

At least a first-level university degree in one of the following areas:

Social & Behavioural Science; Mathematics & Statistics; Business & Administration (to be selected from the “Main Course of Study” dropdown menu)

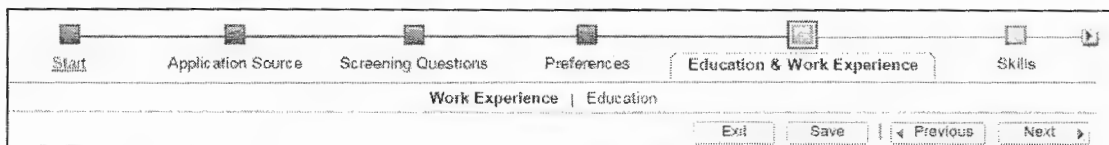
Please also choose the field of study of your degree from the “Field of Study” dropdown menu that is closest to your degree, fill in the exact title in original language, and its translation in English or French.

Step 4: Begin Your Application

After you have determined you meet the eligibility requirements in the Job Opening, click



Step 5: Complete Your Application



- Enter **relevant work experience** by clicking “Add Work Experience” in the “Work Experience” section
- In the “Education” section, click on “Add Education Details” then select the **relevant Main Course of Study**



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Step 5: Complete Your Application (continued)

- Click on the “Skills” tab, to add language proficiency. To be eligible for the YPP, it is important that you appropriately indicate **Fluent** in all four proficiency areas (see example below) for either English or French.

The screenshot shows a web application interface for adding languages. On the left is a sidebar with navigation options like 'Skills - Step 6 of 6', 'Applying', 'List training and', 'United Nations', 'You have no', 'Add United N', 'List licenses and', 'Licenses and', 'Licenses and', 'Other Licenses', 'Add Lic', 'Be sure to inc', 'You must be fl', 'indicating any', 'defined as be', 'Languages', 'Languages', 'Spanish', 'English', and 'Add Languages'. The main content area is titled 'Add Languages' and includes instructions: 'Be sure to include your mother tongue in the list of languages.' and 'You must be fluent in all four areas (speak, read, write, understand) in the language(s) required, as "fluent" for the position as indicated in the Job Opening. Indicating anything less than "Fluent" in any of the four areas will render you unqualified. If the Job Opening requires knowledge of a language, this is defined as being confident or fluent in at least two of the four areas.' Below this is a form titled 'Enter Language Details' with the following fields: '*Language' (English), 'Reading Proficiency' (Fluent), 'Speaking Proficiency' (Fluent), 'Understanding Proficiency' (Fluent), 'Writing Proficiency' (Fluent), and 'How Acquired?' (Formal Education). There are two checkboxes: 'Mother/Principal Tongue' and 'Have you successfully passed the United Nations Language Proficiency Exam (LPE)?'. At the bottom, there is a note '* Required information' and 'Save' and 'Cancel' buttons.

Finally, be sure to review and submit your application!

