This guide provides step-by-step instructions for applicants interested in consultancy opportunities in creating a profile, registering for the generic Consultant Roster for roster selection, and applying to specific consultancy 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 as needed.

Applications once submitted to specific consultancy opening cannot be changed after submission is made. Such application will be considered for that particular opening only.

**Getting started**

1. Login to Inspira
2. Go to Main Menu>Join/Update Consultant Roster or look at the box “Consultant Opportunities” and click on Join/Update Consultant Roster

**Register in Consultant Roster**

1. In case you have not created a profile in Inspira you will be prompted to do so
2. Follow the steps to create a profile
3. In case you already have a profile you need to enter details for the Consultant Roster registration
   - Select General Expertise and Category from the drop down list. Add as many as necessary. You can have more than one entry for expertise and category, as necessary and qualified
   - Add attachments to support application such as licenses, training certificates, etc.
   - Click Continue to Register in Roster
**Consultant Registration**

- Proceed to submit application
- You can create a new application to reflect information specific to the consultancy or

- You can use one of the existing applications
- After selecting the desired application click “Continue”

- Modify any information, if necessary
- Save
- Click on Preview & Submit
- Click “Submit” on the next screen to finalize registration in the Roster

**Update Consultant Roster information**

1. Login to Inspira
2. Go to Main Menu>Join/Update Consultant Roster or look at the box “Consultant Opportunities” and click on Join/Update Consultant Roster
3. Update information as desired
4. Click on Update Application button and follow the process
Consultant Management System
Quick Guide
Consultant Registration

**Withdraw from Consultant Roster**

1. Login to Inspira
2. Go to Main Menu>Join/Update Consultant Roster or look at the box “Consultant Opportunities” and click on Join/Update Consultant Roster
3. Click on Withdraw from Roster

*Note: You will be able to register in Consultant Roster again, if needed*

**Apply for specific consultancy Job Opening**

1. Login to Inspira
2. Select search criteria in the Consultant Opportunity search box or you can navigate to Advanced Search
3. You can click on Posting Title to see a detailed description of JO.
4. You can apply to a consultancy Job Opening by checking a box in Select column and clicking “Apply Now”

*Note: If your profile is not 100% complete you will be required to complete your profile first*
5. Confirm your acceptance of the Terms
6. Select existing application or create a new one
7. Click “Continue”

8. Answer screening questions
9. Finalize your profile if required
10. Save
11. Click on Preview & Submit
12. Verify your data
13. Submit

14. You can see the status of your application on your Inspira Home page