Candidate registration and application – Standard Operating Procedure

Responsible Unit	Volunteer Solutions Section (VSS)
Focal Point	Volunteer Solution Section – Onsite and online
Effective Date	1 October 2021
Applicability	All UN Volunteers and online volunteers

	Responsible party or person	Process step	Description	Documents	System role	Comments
	Candidate Registration in UVP					
1	Candidate	Learn about UNV	Familiarize with UNV's expectations for UN Volunteers and online volunteers.		Anonymous user	Suggested links: https://www.unv.org/become-volunteer/onboarding https://explore.unv.org
2	Candidate	Create an account	Go to https://app.unv.org/ Click log in/sign up or click 'apply' on a DoA. Click 'sign up now' Follow on screen instructions to verify email address. Create a password. Enter first name and last name, date of birth and gender. Click tick box to confirm acceptance of 'Terms and conditions' Click 'create'		Anonymous user	Users must be minimum 18 years old to create an account.
3	Candidate	Choose 'candidate'	Choose the 'I'm a candidate' option.		Anonymous user	
4	Candidate	Complete minimum UVP profile	Complete the 'Complete your candidate profile' task to be taken to your profile or click the profile icon in the top right corner and click 'edit'. Enter basic profile information as indicated by *		Candidate	Minimum profile creation is required to apply for a DoA A checkbox on the candidate registration page to indicate interest in onsite volunteering, online or both.

5	Candidate	Search and apply for an opportunity	Search available DoAs in the 'DoAs' tab. In the 'related actions' overlay, click 'Apply'		Candidate	
6	Candidate	Complete application	Enter a motivation statement. Select years of experience, availability, confirm self-declaration and click 'Apply'.		Candidate	Once candidate register in UVP, the system sends automatic email to the candidate confirmation about the registration. Please refer to Edit Description of Assignment (DoA) enhancements

Abbreviations

DoA – Description of assignment

VMAM – Volunteer Management Application Module

OVS - Online Volunteering Site