



UNITED
NATIONS
DEVELOPMENT
GROUP



FOR RESIDENT COORDINATORS

COMPLETING THE SELF-ASSESSMENT

- Reference Guide -

Introduction

Completing self-assessment for goals in the Assessment of Results and Competencies (ARC) is a two-step process:

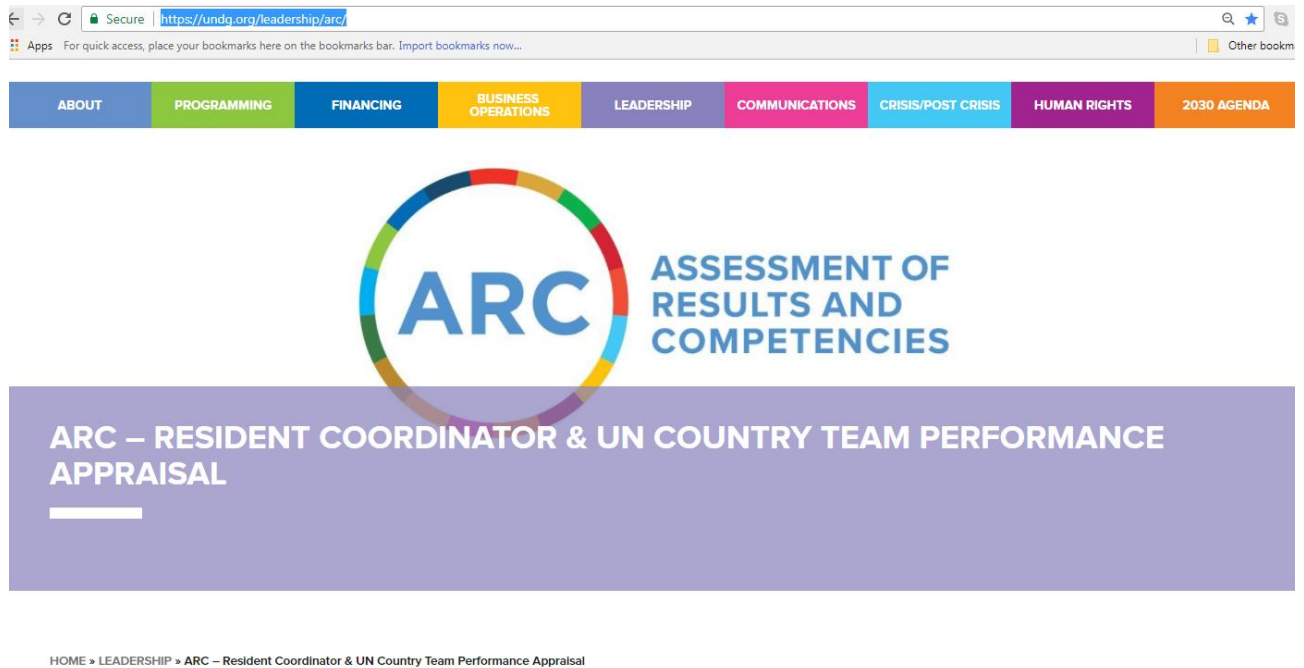
1. Creating the performance document
2. Entering self-assessment information

The performance document is part of a yearly performance evaluation process that contains the necessary goals and indicators against which you would enter your self-assessment comments in the ARC. Creating this record is the first step in completing the self-assessment.

In this document, you will learn how to complete the self-assessment process.

Creating performance document

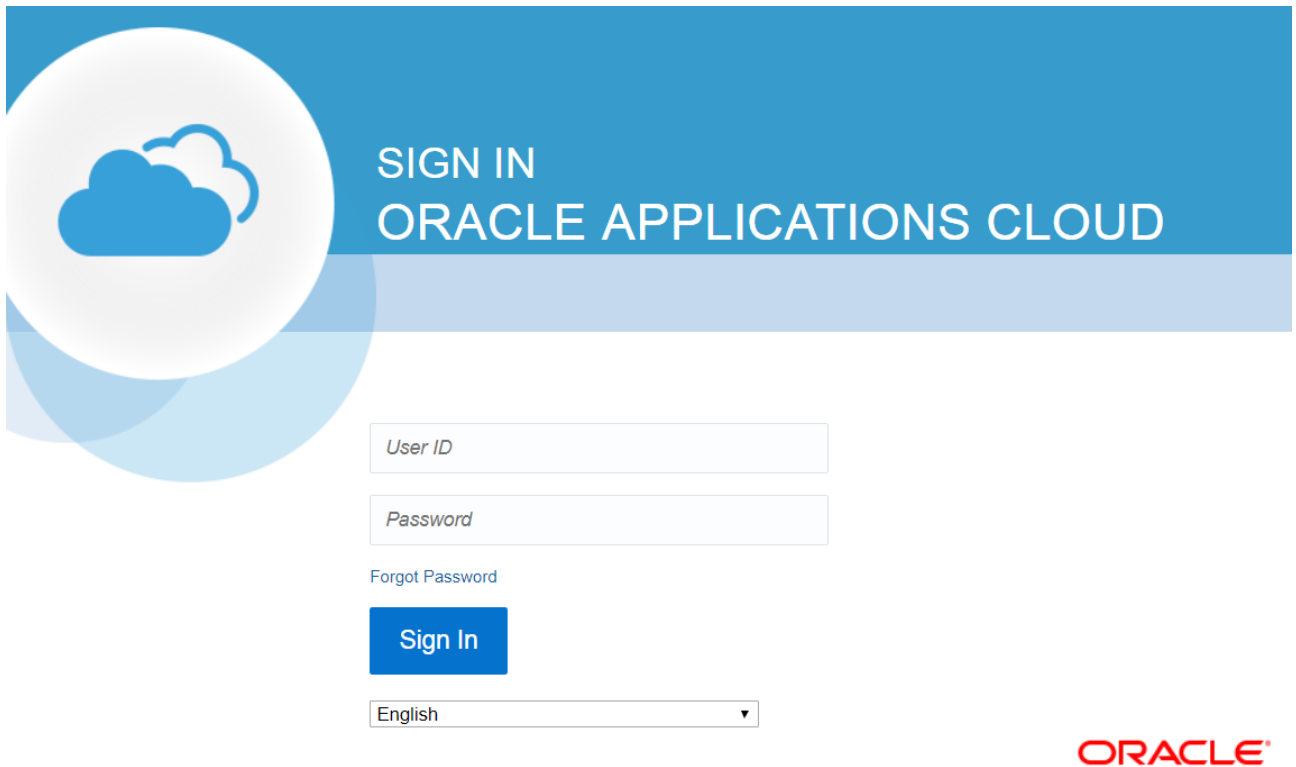
1. Go to **www.undg.org/leadership/arc**.



The ARC webpage will link you to the ARC login page:

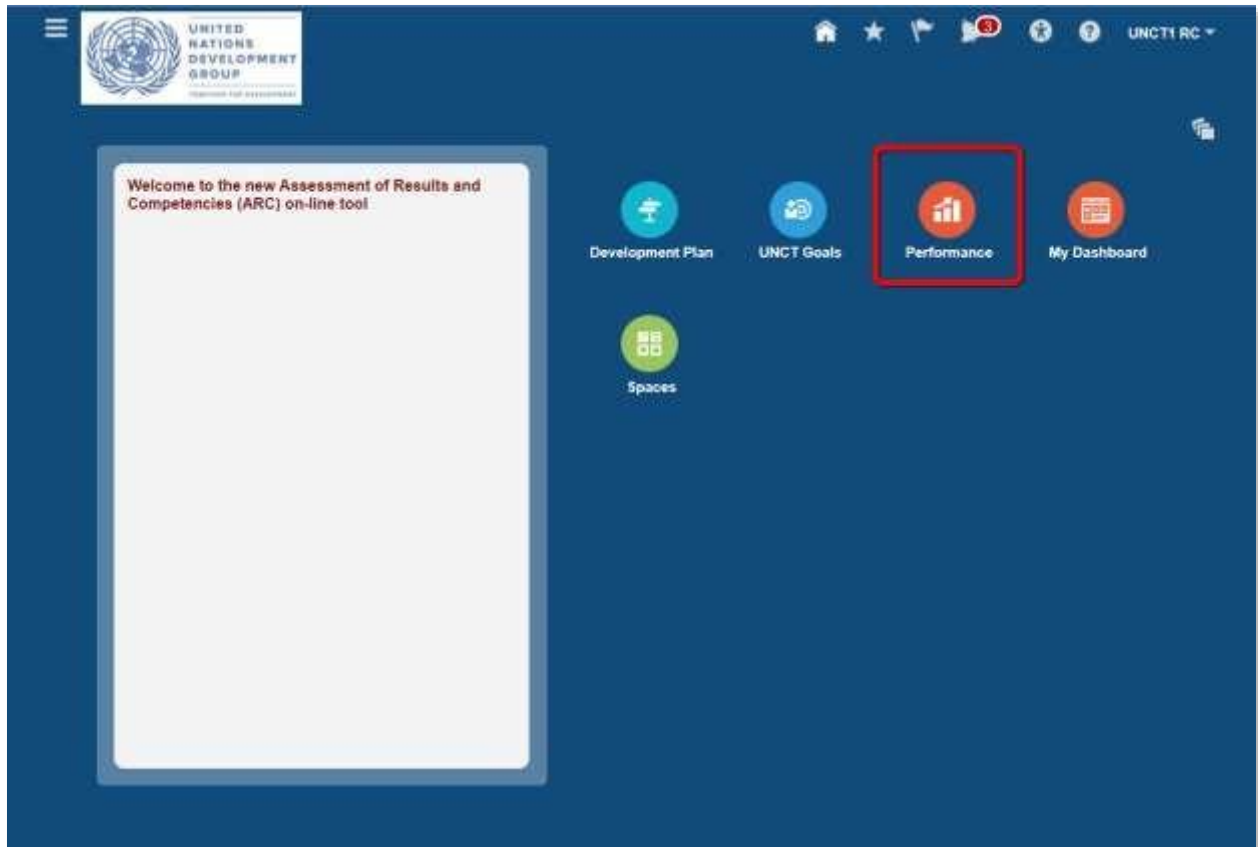


2. Enter your username and password for the ARC system.

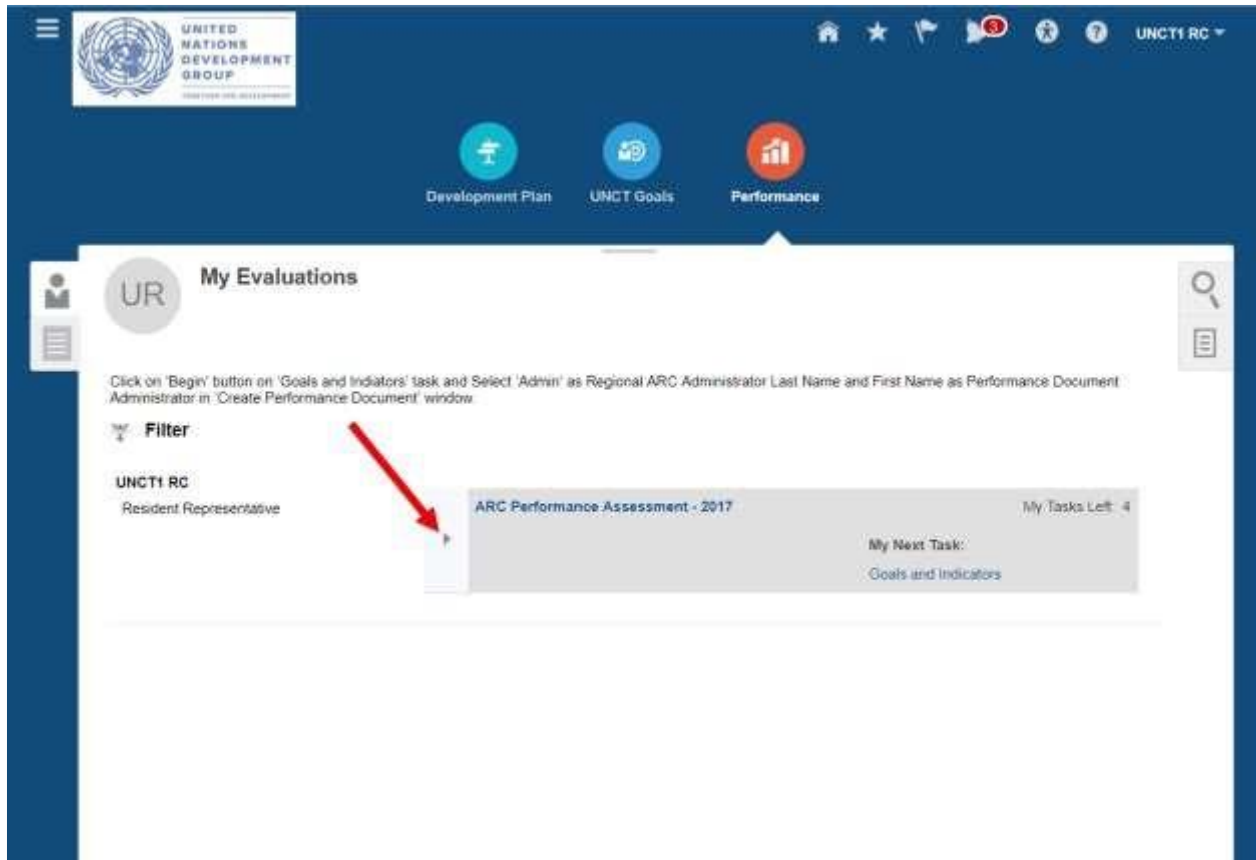


The image shows the Oracle Applications Cloud sign-in interface. It features a blue header with a white cloud icon in a circle on the left and the text "SIGN IN ORACLE APPLICATIONS CLOUD" on the right. Below the header, there are two input fields: "User ID" and "Password". A link for "Forgot Password" is located below the password field. A blue "Sign In" button is positioned below the "Forgot Password" link. At the bottom, there is a language selection dropdown menu currently set to "English". The Oracle logo is visible in the bottom right corner.

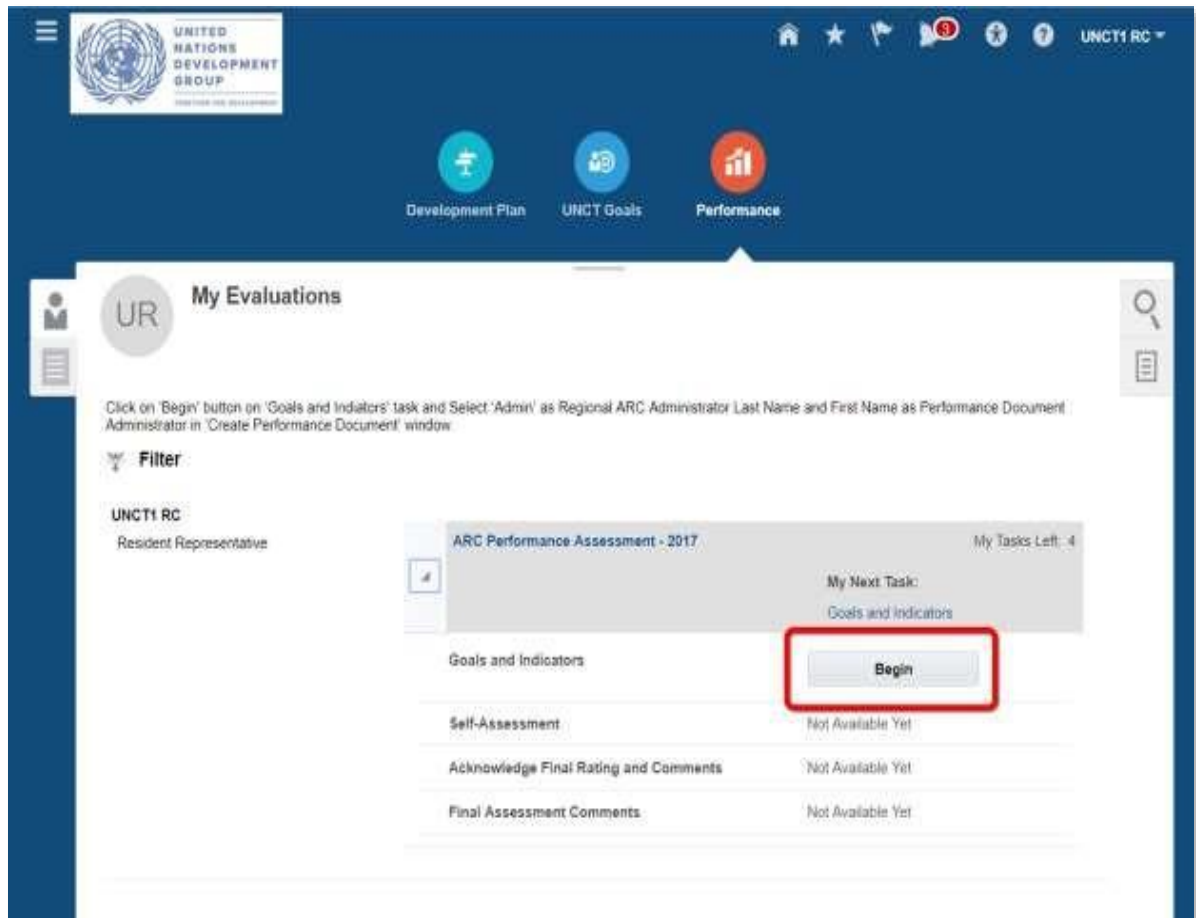
3. Then, click **Sign In**.
 - This action opens the ARC home page unique to the RC.
 - The page contains information and links that are specific to your privileges in the ARC system.
 - The privileges in the ARC depend on your job function.



4. Click the **Performance** icon, highlighted in the image above.
 - The My Evaluations page opens.



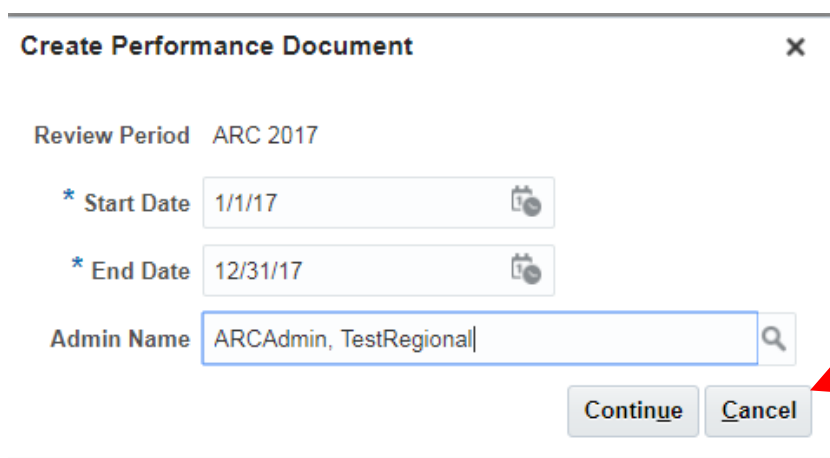
5. In the ARC Performance Assessment area, click the **right-pointing arrow**.
 - This action reveals additional options.



6. Under Goals and Indicators, click **Begin**.

The Create Performance Document window opens.

IMPORTANT: Please pay special attention to the warning in step 8. It is vital to the completion of your performance document.



Create Performance Document [X]

Review Period ARC 2017

* Start Date 1/1/17 [Calendar Icon]

* End Date 12/31/17 [Calendar Icon]

Admin Name ARCAAdmin, TestRegional [Search Icon]

[Continue] [Cancel]

7. Verify **Start Date** and **End Date**.

8. Under **Admin Name**, select the Regional ARC Administrator by typing (ECA, LAC, AS, AP, WCA or ESA). Use the table below to select the appropriate Regional ARC Administrator/Regional Coordination Specialist for your region.

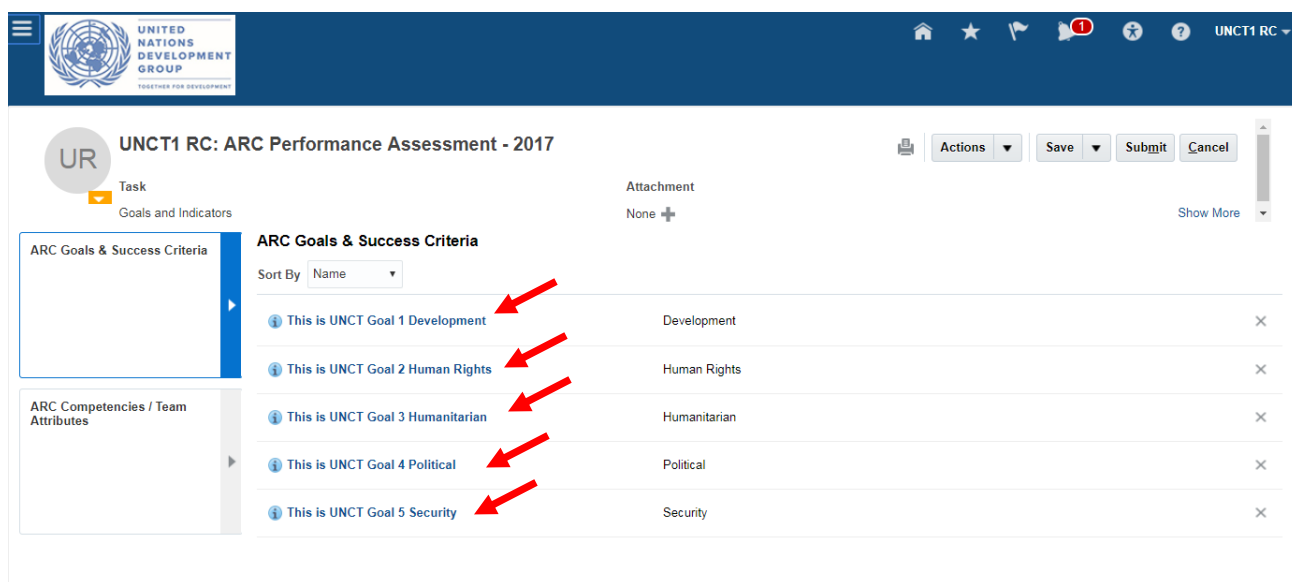
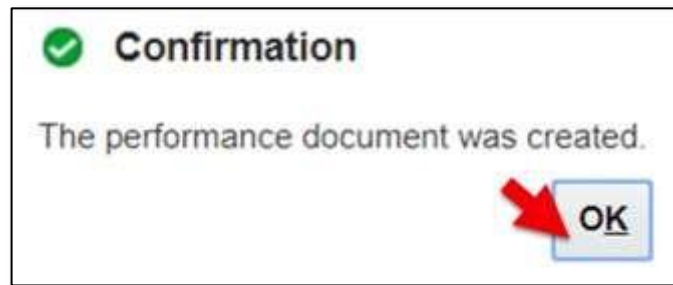
- **Note:** Unless you choose a name from the picklist, the correct person will not be assigned to the task and your performance document cannot be approved.
- After entering these details, click **Continue**.
- The Regional ARC Admin supports the Regional UNDG Performance Management Team that completes your performance assessment. Your final performance assessment will be signed off by the Regional UNDG Chair

Region	Admin Name
Europe and Central Asia	Regional ARC Admin, ECA
Latin America and Caribbean	Regional ARC Admin, LAC
Arab States	Regional ARC Admin, AS
Asia and Pacific	Regional ARC Admin, AP
East and Southern Africa	Regional ARC Admin, ESA
West and Central Africa	Regional ARC Admin. WCA

- A confirmation window appears indicating that the document has been created and sent to the person selected under **Admin Name** to manage the approval process with the Regional UNDG Performance Management Team

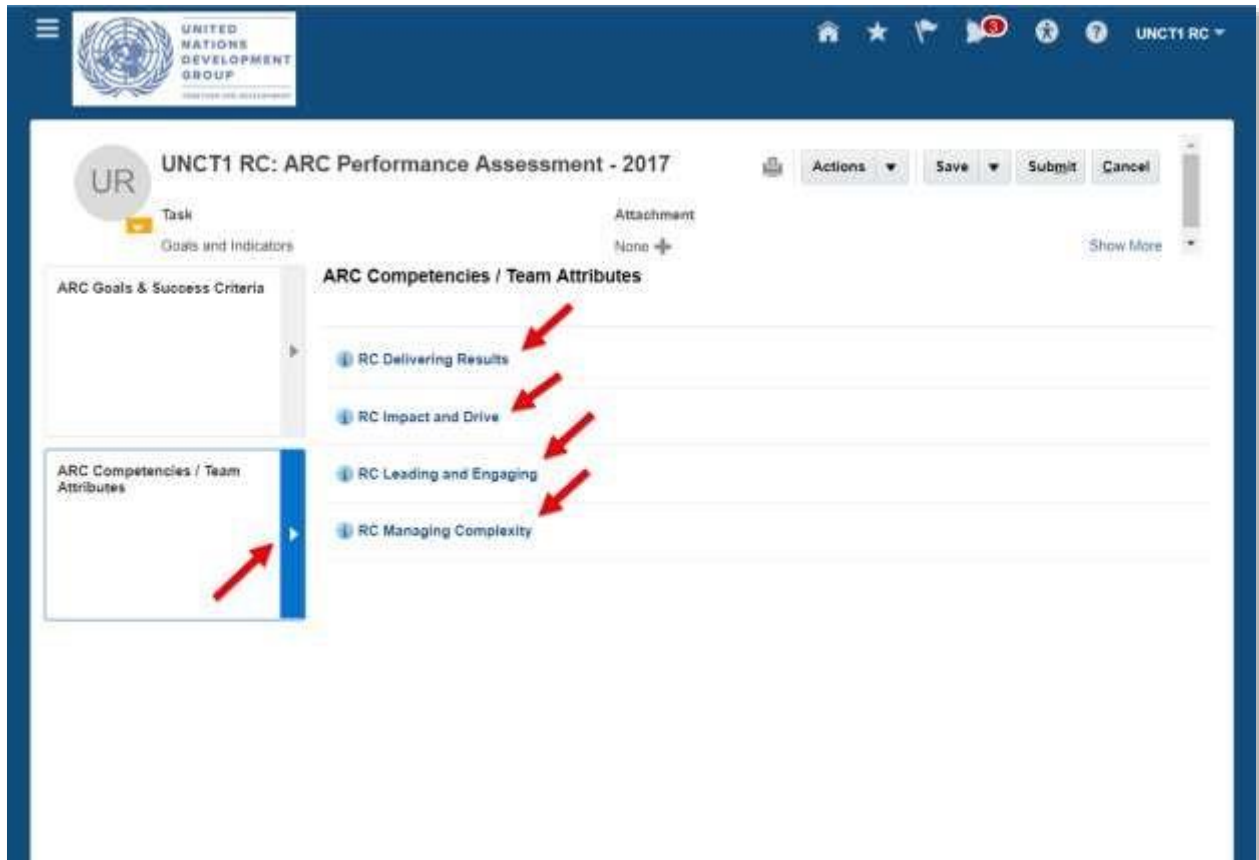
9. Click **OK**.

The ARC UNCT Goals and UNCT Success Criteria and your individual indicators as RC appears with the UNCT goals listed therein.

A screenshot of the UNCT1 RC: ARC Performance Assessment - 2017 interface. The header shows the United Nations Development Group logo and the text "UNITED NATIONS DEVELOPMENT GROUP TOGETHER FOR DEVELOPMENT". The main content area is titled "UNCT1 RC: ARC Performance Assessment - 2017" and includes a "Task" section with "Goals and Indicators". On the left, there is a sidebar with "ARC Goals & Success Criteria" and "ARC Competencies / Team Attributes". The main table, titled "ARC Goals & Success Criteria", has a "Sort By" dropdown set to "Name". It lists five goals: "This is UNCT Goal 1 Development", "This is UNCT Goal 2 Human Rights", "This is UNCT Goal 3 Humanitarian", "This is UNCT Goal 4 Political", and "This is UNCT Goal 5 Security". Each goal has a corresponding category in the "Attachment" column: "Development", "Human Rights", "Humanitarian", "Political", and "Security". Red arrows point to the goal names in the table. At the top right, there are buttons for "Actions", "Save", "Submit", and "Cancel".

10. To view a goal click on the link for that goal.

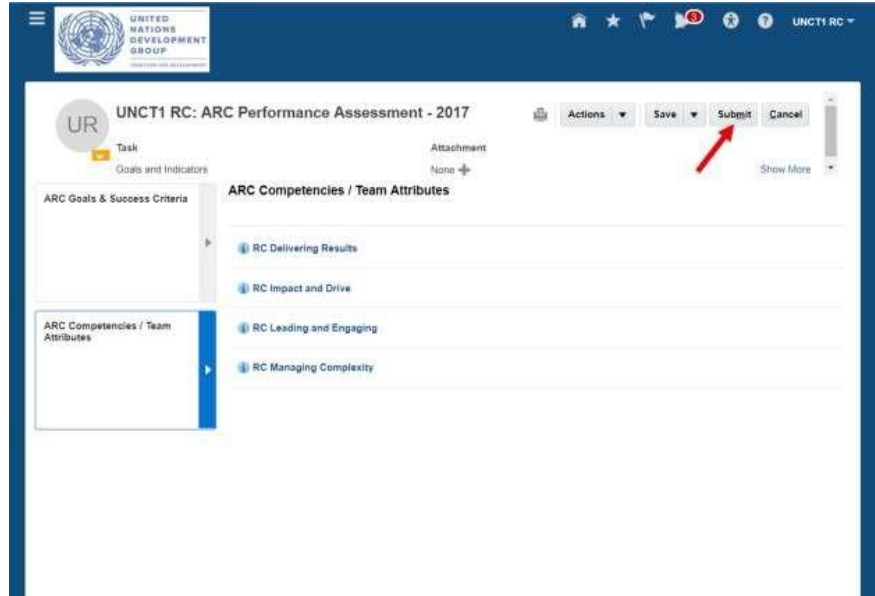
11. In the top right corner of the screen, click **Save**.



12. (Optional) To view the competencies and team attributes, click the **right-pointing arrow** in the ARC Competencies / Team Attributes tab, as shown in the image above.
- This action displays the competencies and team attributes that have already been entered into the ARC.
 - You can read the details of each of these competencies/attributes by clicking on a link, as shown above.
 - The competencies/attributes are read-only, and cannot be modified.


13. To complete the creation of your performance document click **Submit**.

A Warning window appears.

The screenshot shows a web application interface for the United Nations Development Group. The main header is blue with the UN logo and the text "UNITED NATIONS DEVELOPMENT GROUP". Below this, the page title is "UNCT1 RC: ARC Performance Assessment - 2017". On the right side of the header, there are icons for home, star, flag, and a notification bell with a red circle containing the number 3. The main content area is divided into two columns. The left column has a sidebar with a "Task" section containing "Goals and Indicators" and "ARC Competencies / Team Attributes". The right column has a "Task" section containing "Attachment" and "None". Below this, there are four rows of "ARC Competencies / Team Attributes": "RC Delivering Results", "RC Impact and Drive", "RC Leading and Engaging", and "RC Managing Complexity". At the top right of the main content area, there are buttons for "Actions", "Save", "Submit", and "Cancel". A red arrow points to the "Submit" button.The screenshot shows a "Warning" dialog box with a yellow warning icon. The text inside the dialog box reads: "The performance document will be submitted. Do you want to continue?". At the bottom right of the dialog box, there are two buttons: "Yes" and "No". A red arrow points to the "Yes" button.

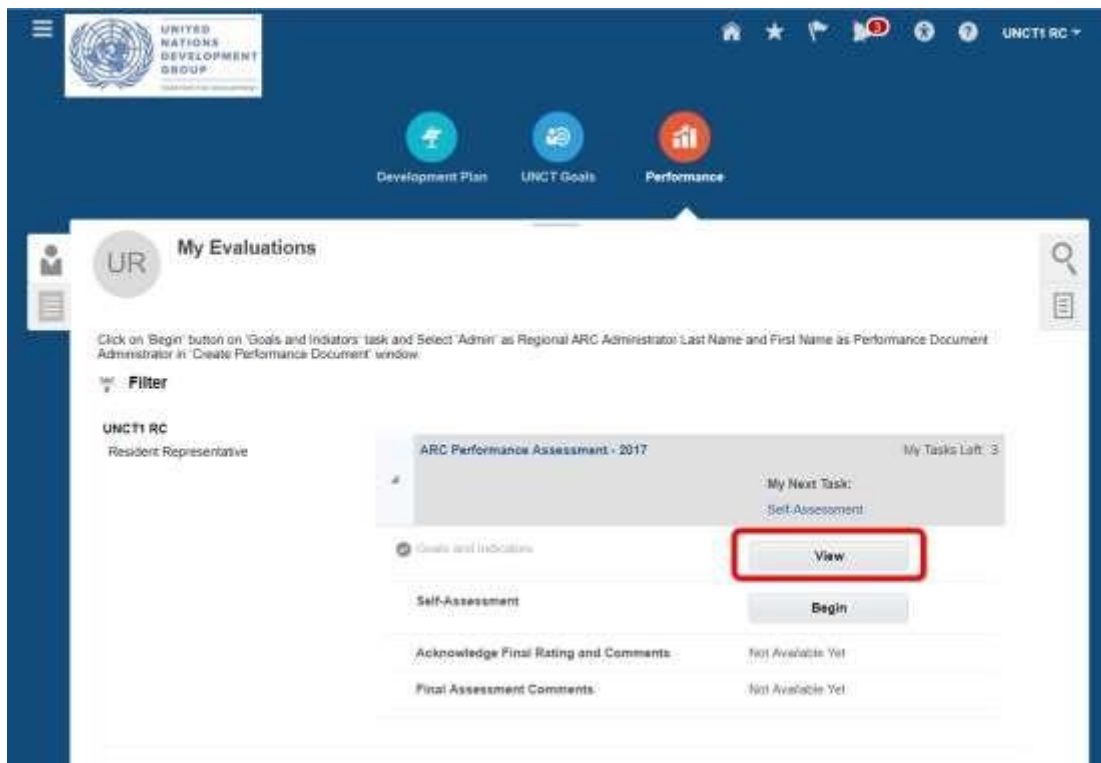
14. Click **Yes**.

- A Confirmation window appears.

The screenshot shows a "Confirmation" dialog box with a green checkmark icon. The text inside the dialog box reads: "The document content was submitted.". At the bottom right of the dialog box, there is a button labeled "OK". A red arrow points to the "OK" button.

15. Click **OK**.

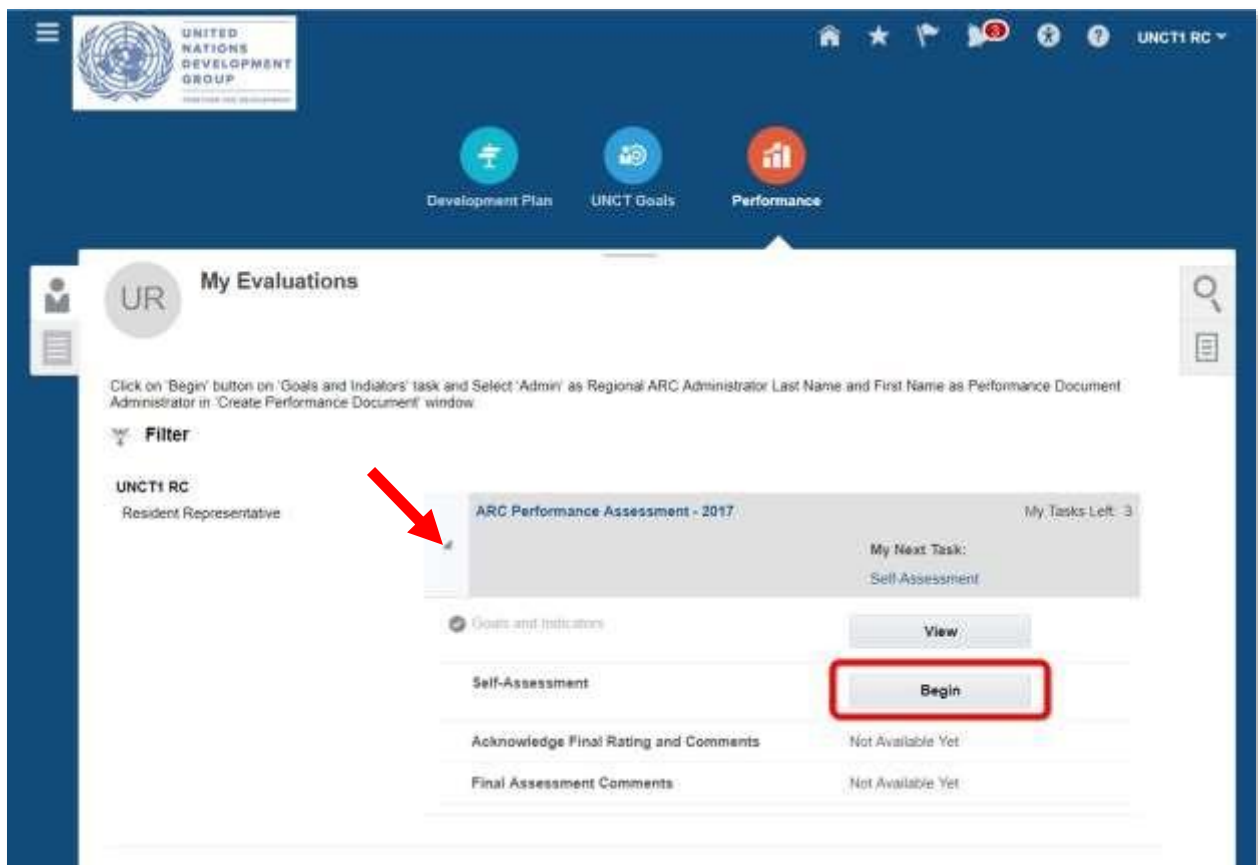
- This indicates the creation of the performance document.
- You will return to the My Evaluations page.
- Notice that you can no longer edit your goals and indicators as there is no Begin button.



16. (Optional) You can view the information already entered by clicking **View** at any time.

- This action will return you to the page shown previously where all the goals are listed.

Completing self-assessment



22. When you are ready to begin your self-assessment, click **Begin** under Self-Assessment.

- This action will open the Self-Assessment page.
- The Self-Assessment page is divided into the boxes on the left side of the page, with the remaining area assigned to the goals and goal-specific ratings and comments.
- By default, the page opens to the first section, i.e., ARC Goals and Success Criteria.

UNCT1 RC: ARC Performance Assessment - 2017

Task: Self-Assessment

Attachment: None

Actions: Save, Submit, Cancel

Last Saved: 2/8/2018 5:26 PM

Sort By	Name	Category	Employee	Rating	Actions
	This is UNCT Goal 1 Development	Development	Employee	Fully Accomplished	✕
	This is UNCT Goal 2 Human Rights	Human Rights	Employee	Partially Accomplished	✕
	This is UNCT Goal 3 Humanitarian	Humanitarian	Employee	Partially Accomplished	✕
	This is UNCT Goal 4 Political	Political	Employee	Not Accomplished	✕
	This is UNCT Goal 5 Security	Security	Employee	Partially Accomplished	✕

23. For the first goal, click the **Employee dropdown list** to enter evaluation rating.

24. Select the appropriate rating that you would give for your performance in that goal.

UR UNCT1 RC: ARC Performance Assessment - 2017

Task Self-Assessment Attachment None +

Actions Save Submit Cancel

Last Saved: 2/8/18 5:26 PM

ARC Goals & Success Criteria

Sort By Name Show All Comments

Employee Fully Accomplished

Employee Comments

2

This is UNCT Goal 1 Development

This is UNCT Goal 2 Human Rights

This is UNCT Goal 3 Humanitarian

Human Rights

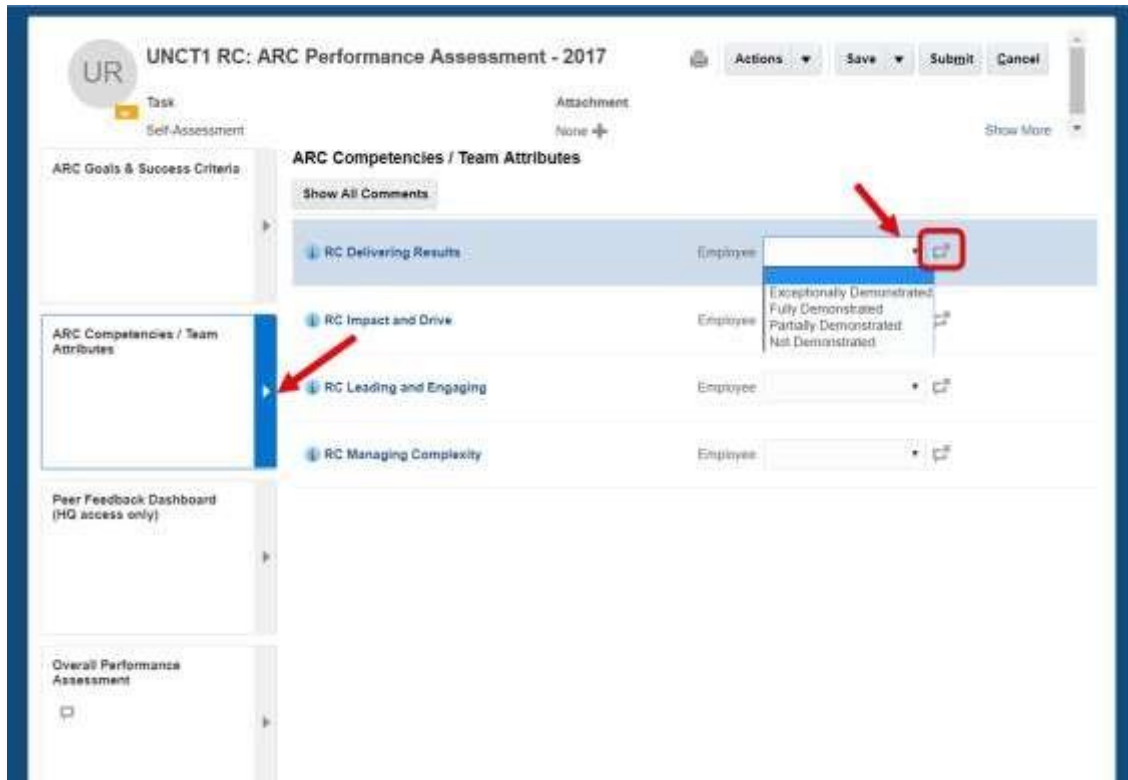
Humanitarian

Employee Partially Accomplished

Employee Partially Accomplished

25. (Optional) You can add comments to support your rating by clicking the **box icon** to the right of the dropdown list.

- This action reveals an Employee Comments text field in which you can enter your comments.
- When you have completed entering your comments, click **Hide Comments**.
- Repeat steps 24-26 for all of the remaining goals.
- Remember to save your work periodically.
- You can only include one overall self-assessment for your performance during the year in the last box (this is described in the following pages)



26. When you are done entering your ratings and comments in the ARC Goals and Success Criteria tab, click the **right-pointing arrow** for the **ARC Competencies/Team Attributes** tab, as shown in the image above.

- This action reveals a listing for the competencies along with employee rating dropdown lists and comment features for each competency.

27. Similar to the actions in the ARC Goals and Success Criteria tab, select the appropriate option in the **Employee dropdown list** for each list item.

- (Optional) Where appropriate, click the **box icon** next to each dropdown list to enter your comments to support the rating you have provided.
- **Note:** You cannot enter any information or ratings in the Peer Feedback Dashboard. This area is for HQ access only.

Here are some useful tips:

- You can save your work and complete it in a later session by clicking **Save** at the top of the screen.
- You can also exit the self-assessment without saving your work by clicking **Cancel**. In this case your work will not be saved.

UR UNCT1 RC: ARC Performance Assessment - 2017

Task: Self-Assessment Attachment: None

Actions Save Submit Cancel

Show More

ARC Goals & Success Criteria

ARC Competencies / Team Attributes

Show All Comments

RC Delivering Results Employee: Exceptionally Demonstrates

Employee Comments

Enter comments here

RC Impact and Drive Employee: Exceptionally Demonstrates

RC Leading and Engaging Employee: Exceptionally Demonstrates

RC Managing Complexity Employee: Exceptionally Demonstrates

Peer Feedback Dashboard (HQ access only)

Overall Performance Assessment

Right-pointing arrow

28. After entering your ratings and comments, click the **right-pointing arrow** in the **Overall Performance Assessment** tab.

UNCT1 RC: ARC Performance Assessment - 2017

Task: Self-Assessment

Attachment: None

Actions: Save Submit Cancel

Last Saved: 1/23/18 10:57 PM

Overall Performance Assessment

Performance Rating History

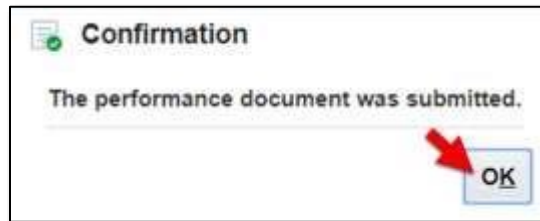
Employee Comments: 2

Enter overall performance assessment comments here

29. Enter your overall performance assessments comments in the Employee Comments field. This is mandatory and must be completed to conclude your self-assessment.

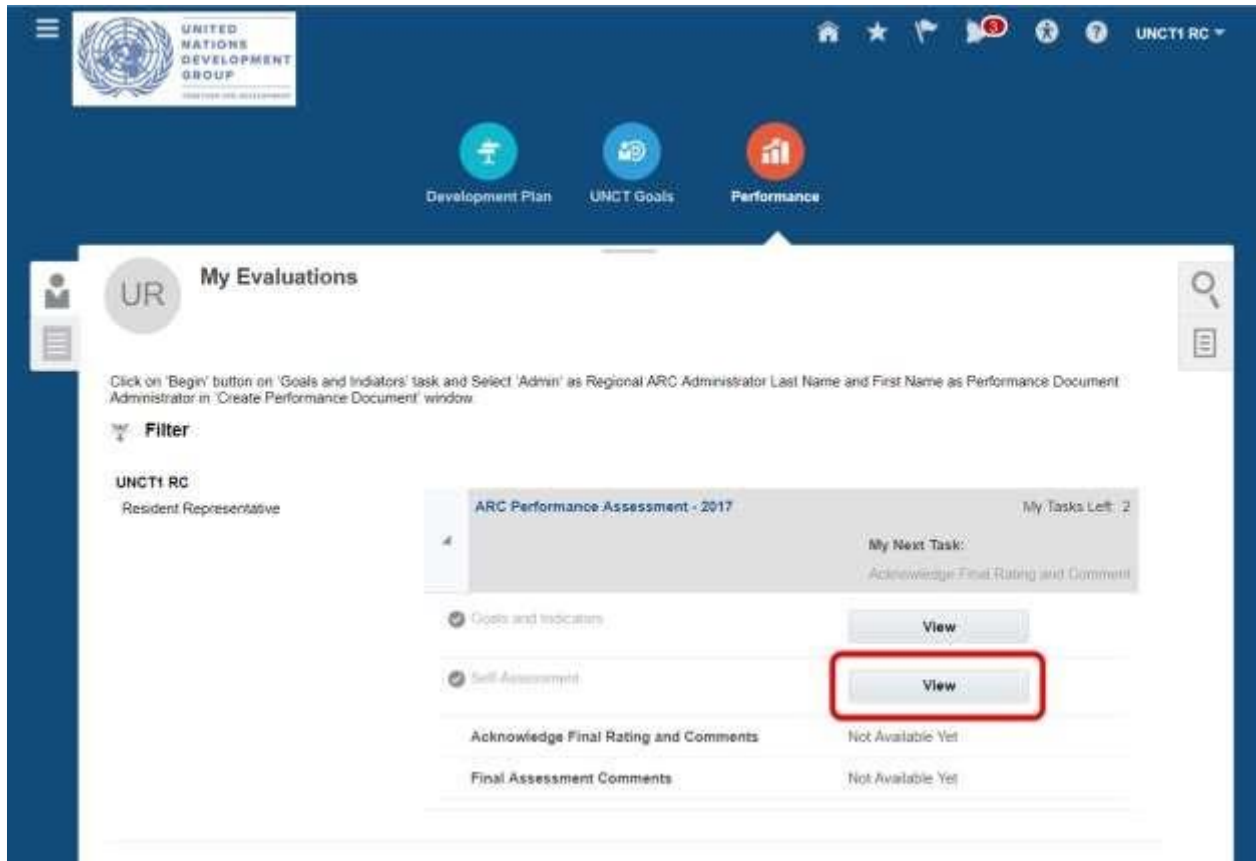
30. After you have entered your comments, click **Submit**.

- The Confirmation window appears. Once you click **Submit** you will no longer be able to edit your self-assessment.



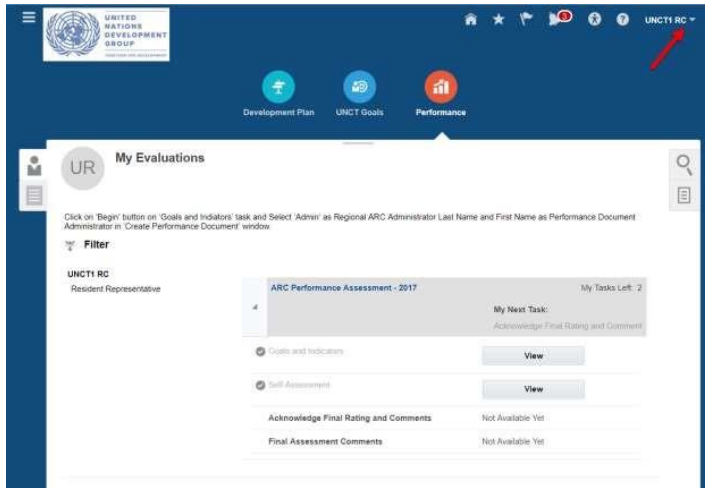
31. Click **OK**.

- This action returns you to the My Evaluations page.



32. (Optional) You can view the completed self-assessment by clicking **View** under Self-Assessment.

- **Note:** You can no longer modify your self-assessment.



33. When you are ready to exit the ARC, click on the **down arrow** next to your name in the top-right corner of the screen.

34. Click **Sign Out**.

You have now completed your self-assessment and exited the ARC system.

