



UNITED
NATIONS
DEVELOPMENT
GROUP



ASSESSMENT OF
RESULTS AND
COMPETENCIES

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**.

Secure | <https://undg.org/leadership/arc/>

Apps For quick access, place your bookmarks here on the bookmarks bar. Import bookmarks now... | Other bookm

ABOUT PROGRAMMING FINANCING BUSINESS OPERATIONS LEADERSHIP COMMUNICATIONS CRISIS/POST CRISIS HUMAN RIGHTS 2030 AGENDA

ARC ASSESSMENT OF RESULTS AND COMPETENCIES

ARC – RESIDENT COORDINATOR & UN COUNTRY TEAM PERFORMANCE APPRAISAL

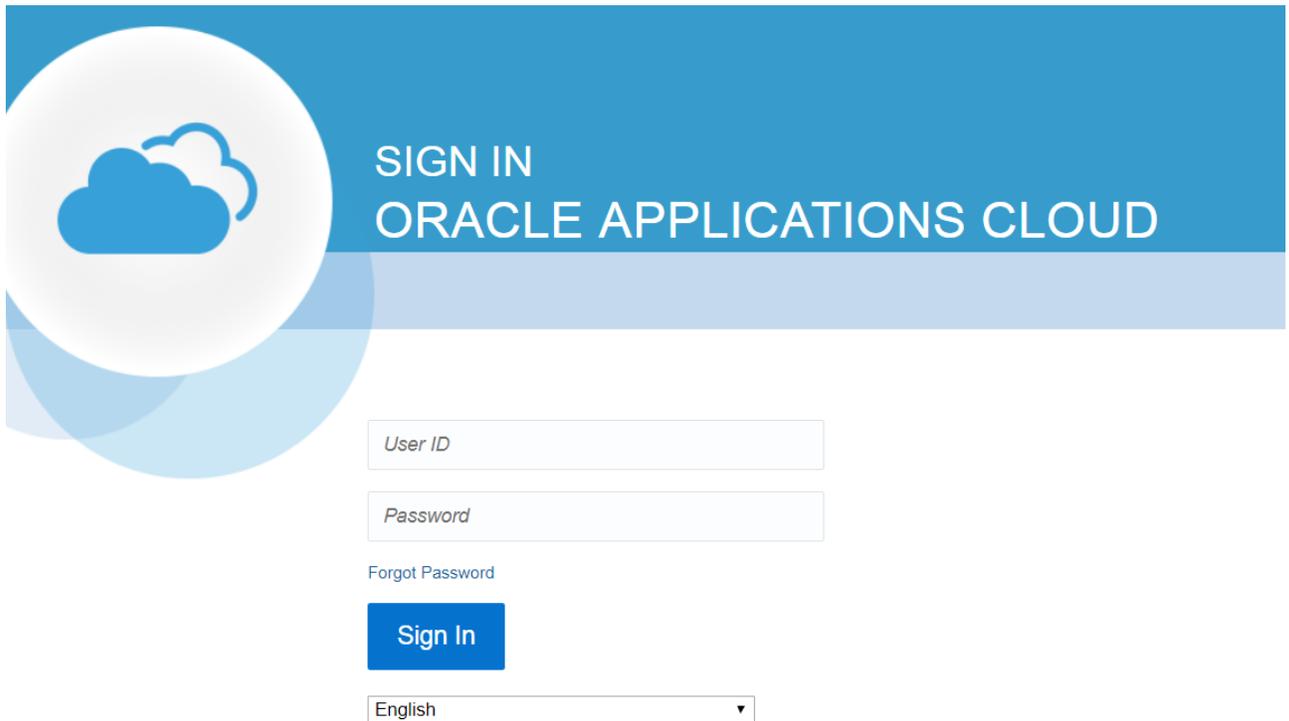
HOME > LEADERSHIP > ARC – Resident Coordinator & UN Country Team Performance Appraisal

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

TO ACCESS THE ARC CLICK HERE:



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



SIGN IN
ORACLE APPLICATIONS CLOUD

User ID

Password

[Forgot Password](#)

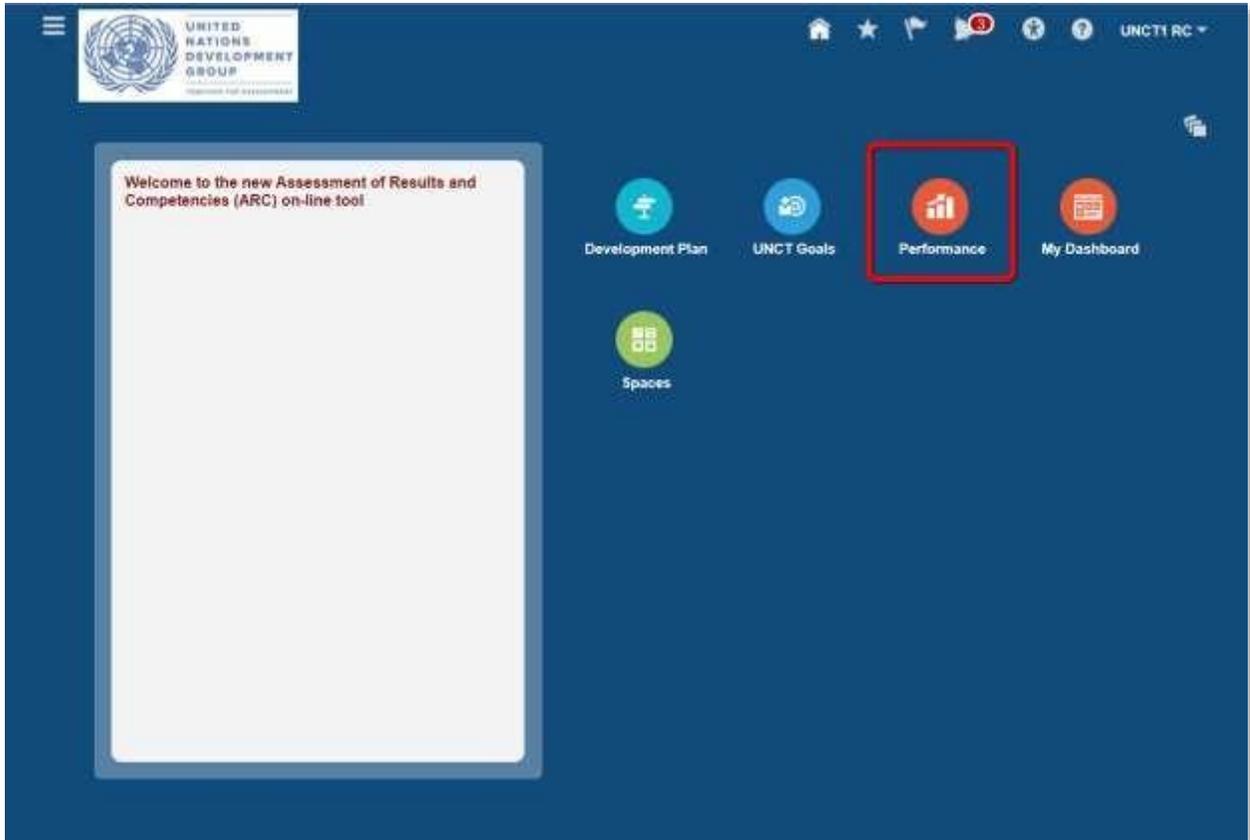
Sign In

English

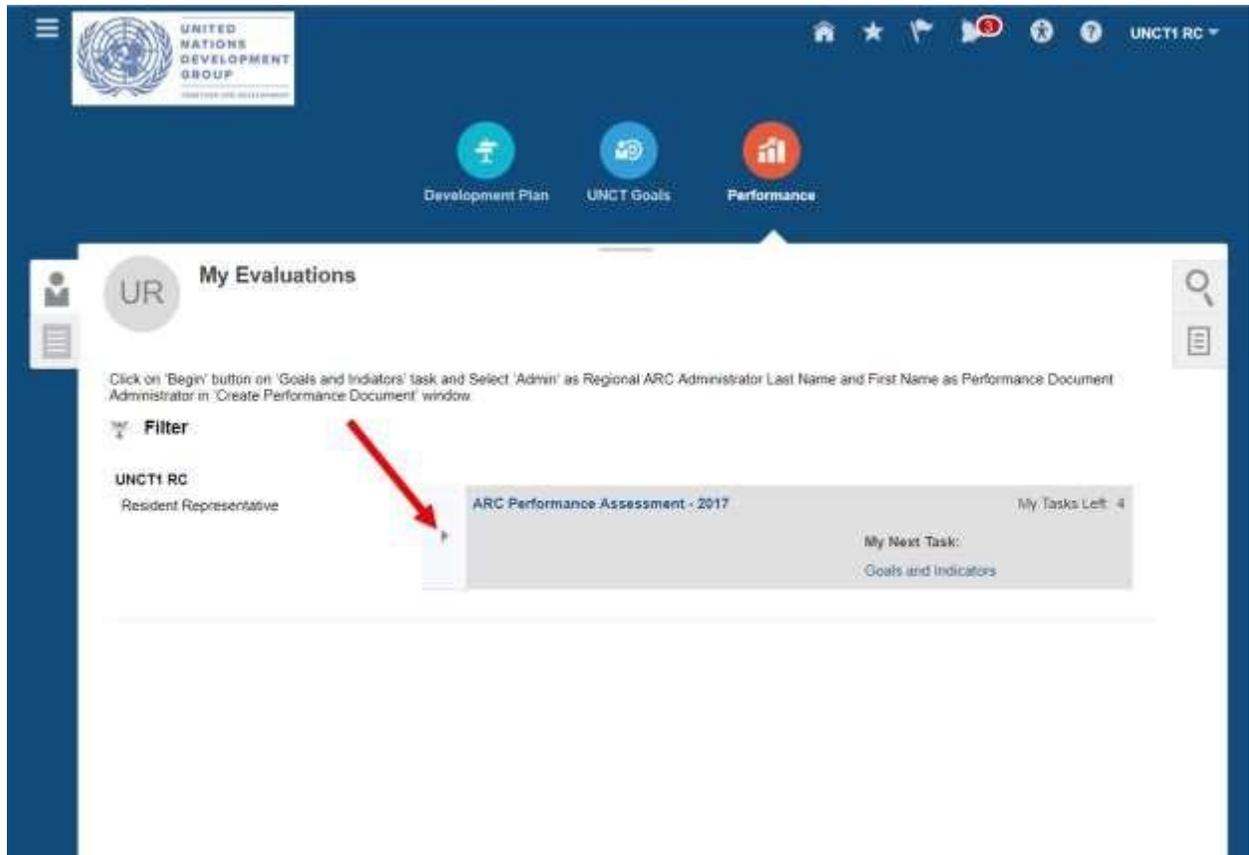
ORACLE

3. Then, click **Sign In**.

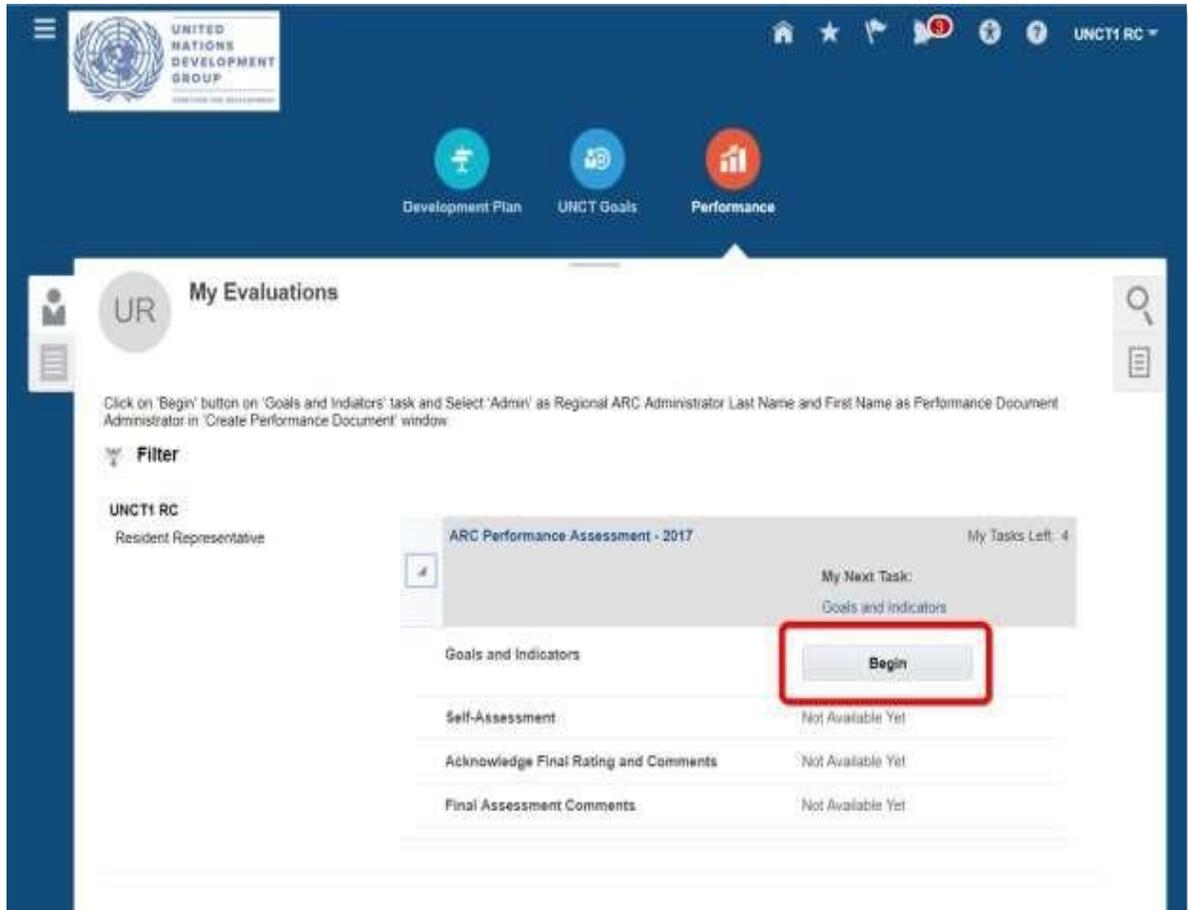
- This action opens the ARC home page unique to the RC.
- The page contains information and links that are specific to your privileges in the ARC system.
- The privileges in the ARC depend on your job function.



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.

The screenshot shows a dialog box titled "Create Performance Document". It contains the following fields and controls:

- Review Period:** ARC 2017
- * Start Date:** 1/1/17 (with a calendar icon)
- * End Date:** 12/31/17 (with a calendar icon)
- Admin Name:** ARCAAdmin, TestRegional| (with a search icon)
- Buttons:** Continue and Cancel

A red arrow points from the right side of the dialog box towards the "Continue" button.

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.

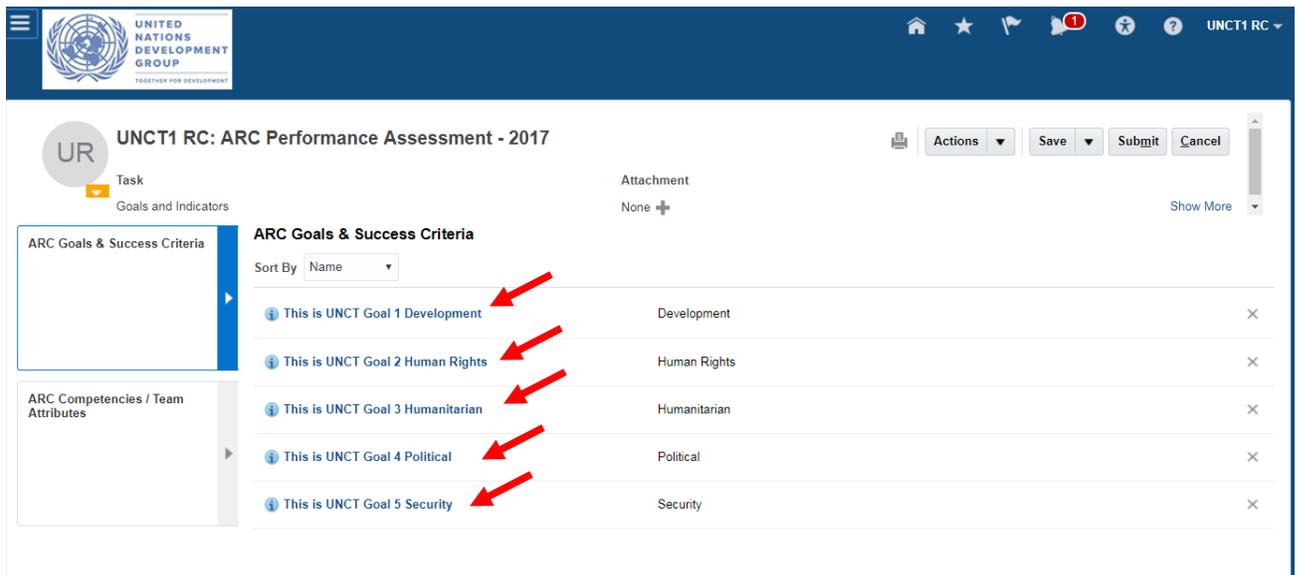
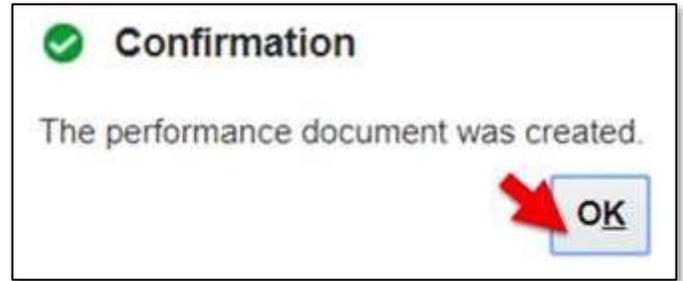
- **Note:** Unless you choose a name from the picklist, the correct person will not be assigned to the task and your performance document cannot be approved.
- After entering these details, click **Continue**.
- The Regional ARC Admin supports the Regional UNDG Performance Management Team that completes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

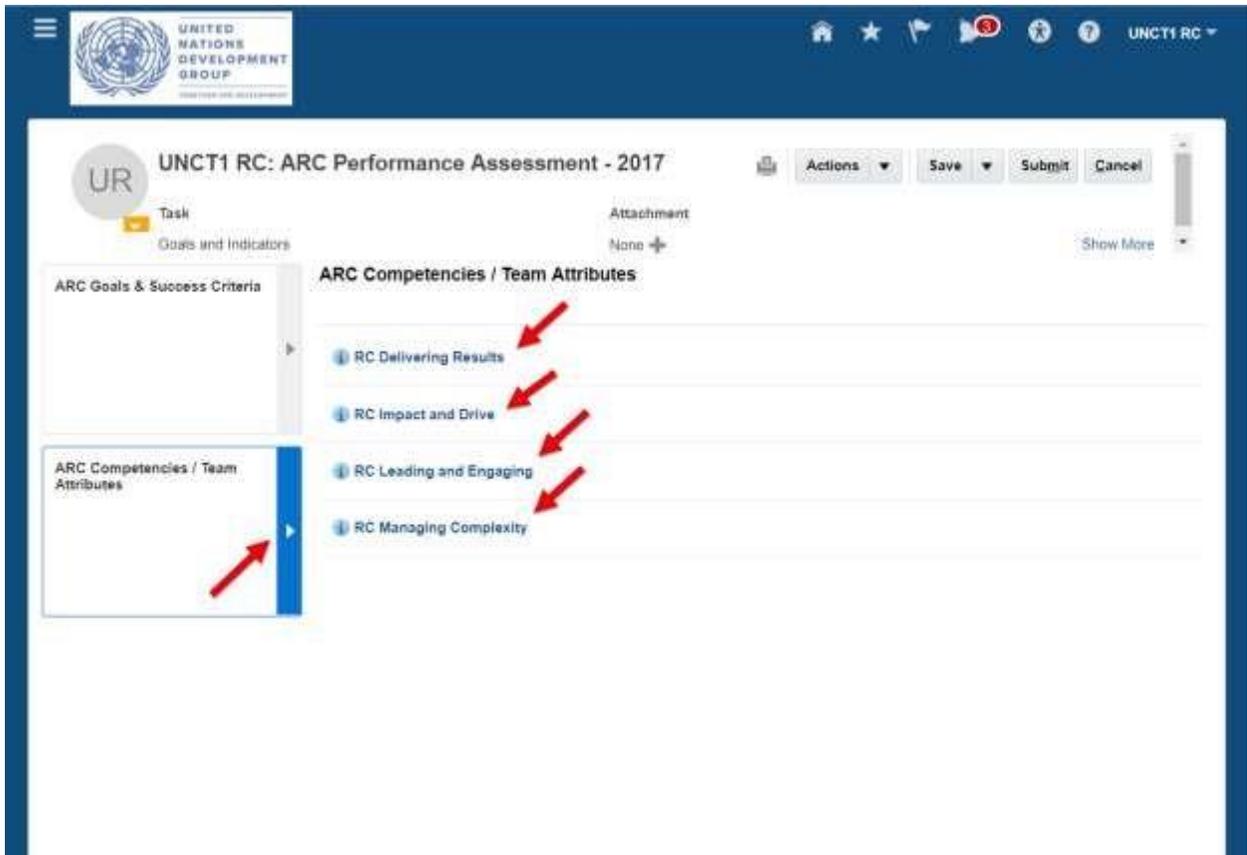
9. Click **OK**.

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

A screenshot of a web application interface. At the top left is the United Nations Development Group logo. The main header shows "UNCT1 RC: ARC Performance Assessment - 2017" with a "UR" icon and a "Task" label. On the right, there are navigation icons and a "UNCT1 RC" dropdown. Below the header, there are buttons for "Actions", "Save", "Submit", and "Cancel". The main content area is titled "ARC Goals & Success Criteria" and contains a table with five rows. Each row has a link starting with "This is UNCT Goal" followed by the goal name and category. Red arrows point to each of these links. The table has a "Sort By" dropdown set to "Name" and a "Show More" link on the right. On the left side, there are two sidebar panels: "ARC Goals & Success Criteria" and "ARC Competencies / Team Attributes".

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

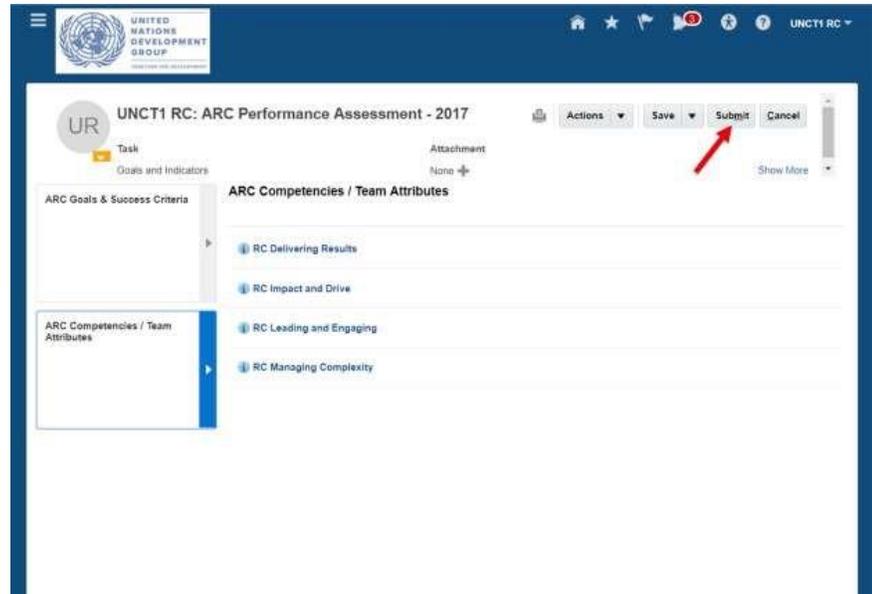
11. In the top right corner of the screen, click **Save**.



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.

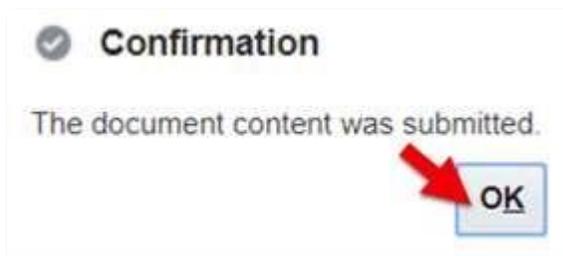
13. To complete the creation of your performance document click **Submit**.

A Warning window appears.



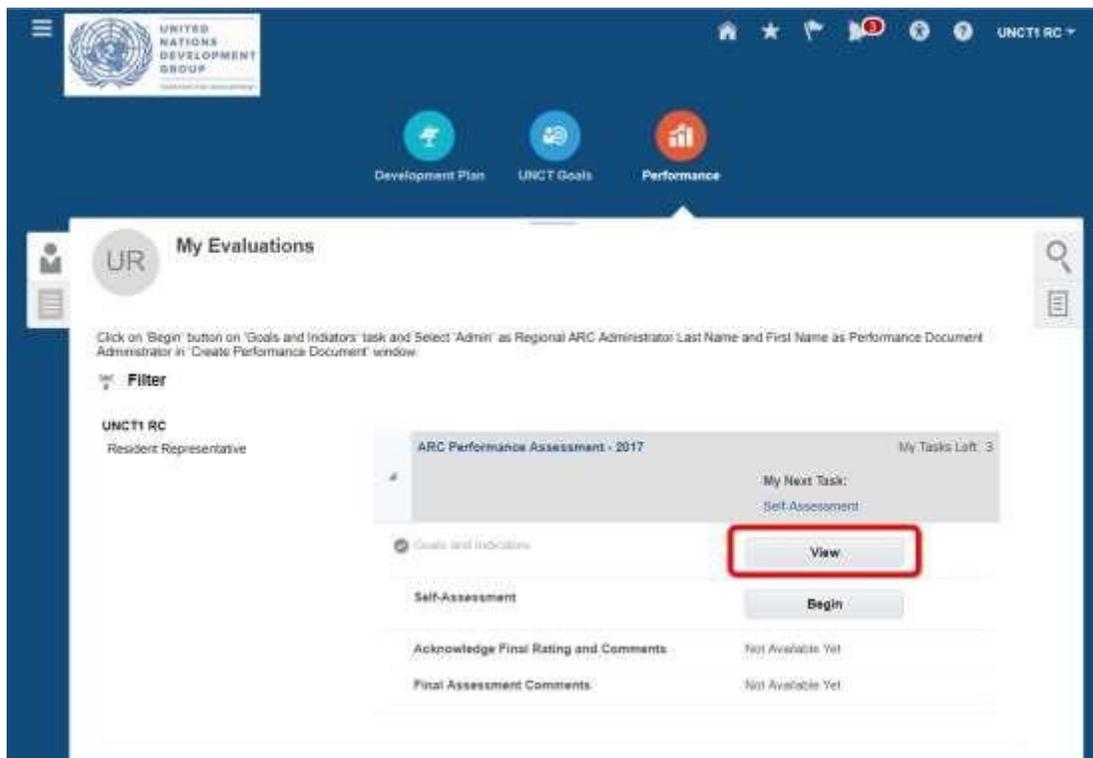
14. Click **Yes**.

- A Confirmation window appears.



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

Click on 'Begin' button on 'Goals and Indicators' task and Select 'Admin' as Regional ARC Administrator Last Name and First Name as Performance Document Administrator in 'Create Performance Document' window.

Filter

UNCT1 RC
Resident Representative

ARC Performance Assessment - 2017 My Tasks Left: 3

My Next Task:
Self-Assessment

View

Self-Assessment **Begin**

Acknowledge Final Rating and Comments Not Available Yet

Final Assessment Comments Not Available Yet

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

Last Saved: 2/8/2017 5:26 PM

Goal Name	Category	Employee	Rating
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

Show More

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

ARC Goals & Success Criteria

ARC Goals & Success Criteria

Sort By Name Show All Comments

This is UNCT Goal 1 Development Development Employee Fully Accomplished

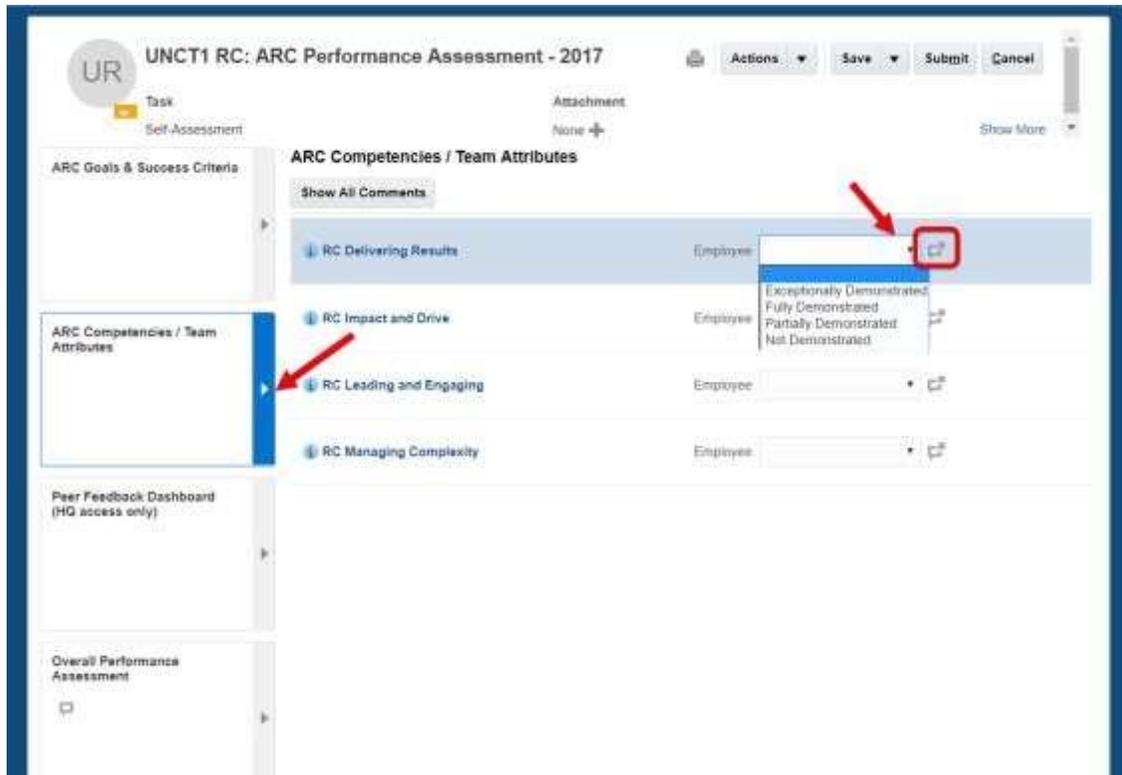
Employee Comments

This is UNCT Goal 2 Human Rights Human Rights Employee Partially Accomplished

This is UNCT Goal 3 Humanitarian Humanitarian 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.

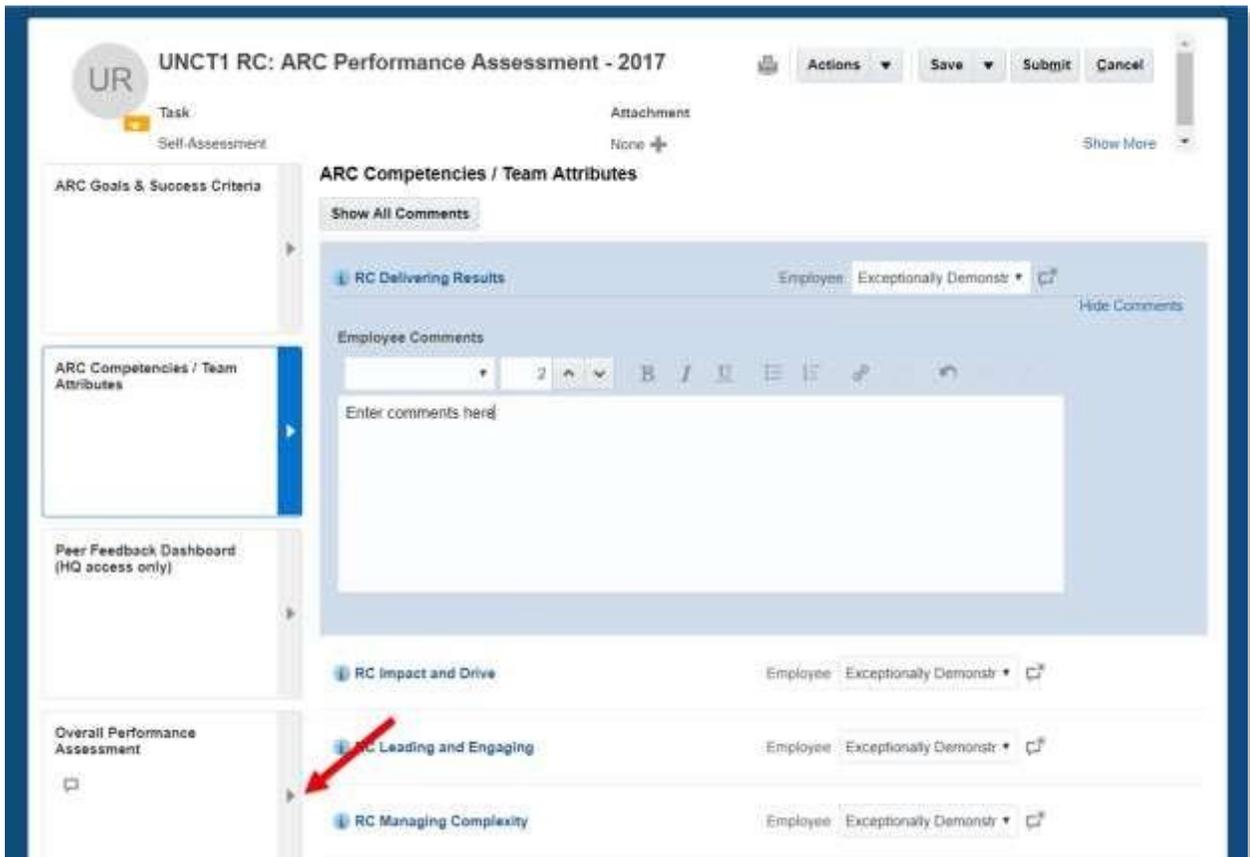
- This action reveals a listing for the competencies along with employee rating dropdown lists and comment features for each competency.

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.

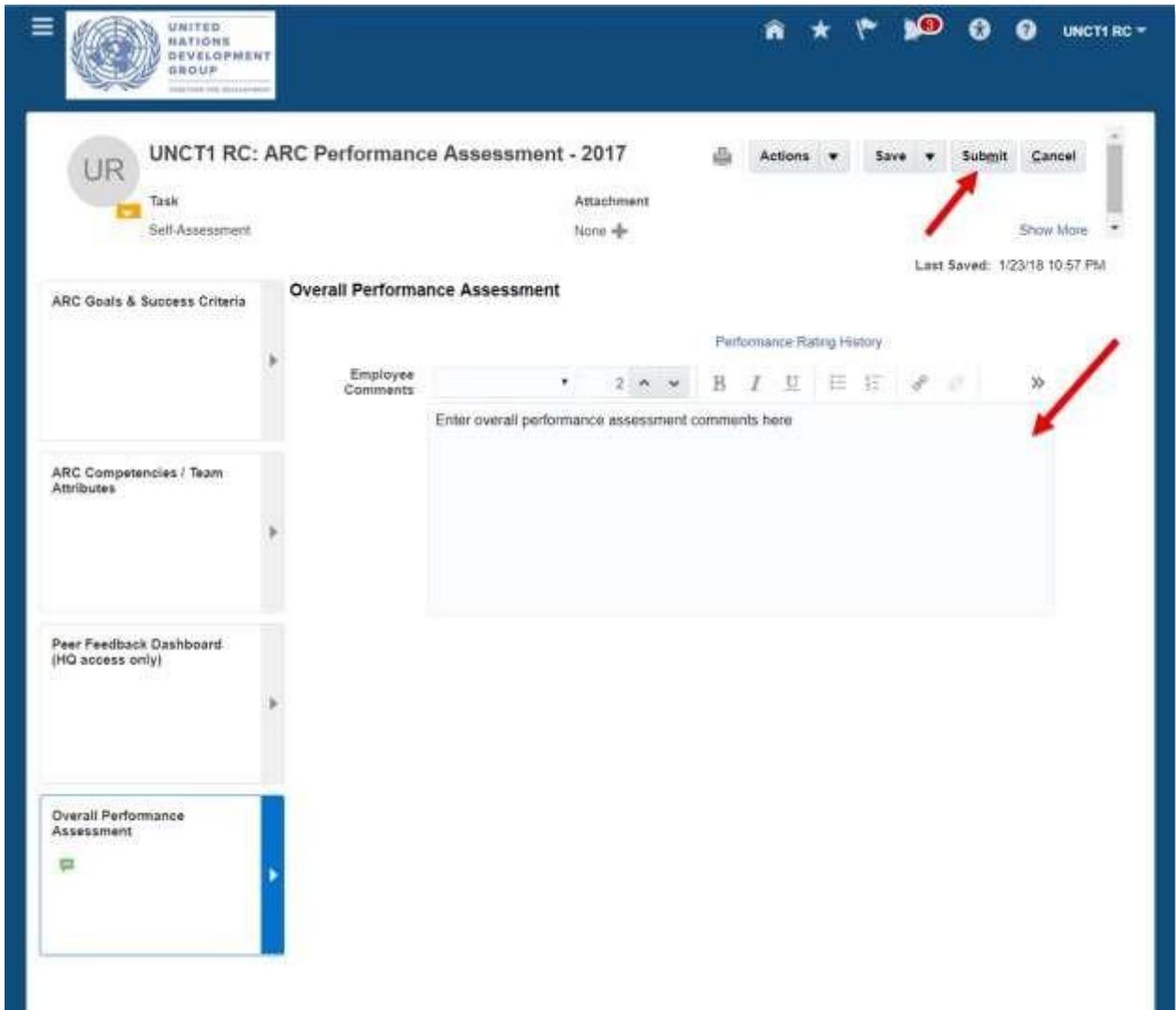
- (Optional) Where appropriate, click the **box icon** next to each dropdown list to enter your comments to support the rating you have provided.
- **Note:** You cannot enter any information or ratings in the Peer Feedback Dashboard. This area is for HQ access only.

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.



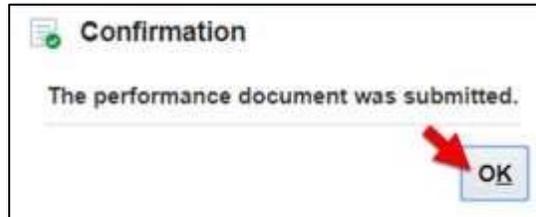
28. After entering your ratings and comments, click the **right-pointing arrow** in the **Overall Performance Assessment** tab.



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

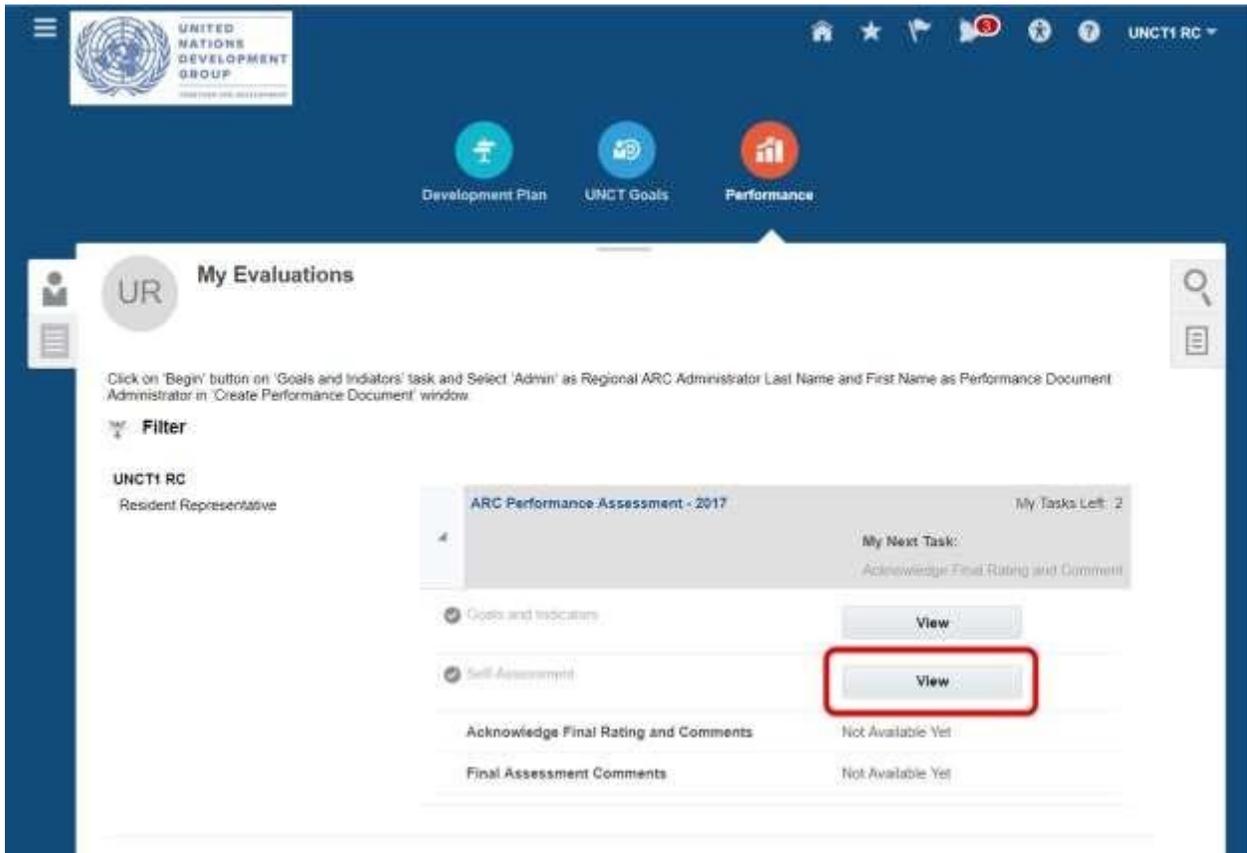
30. After you have entered your comments, click **Submit**.

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



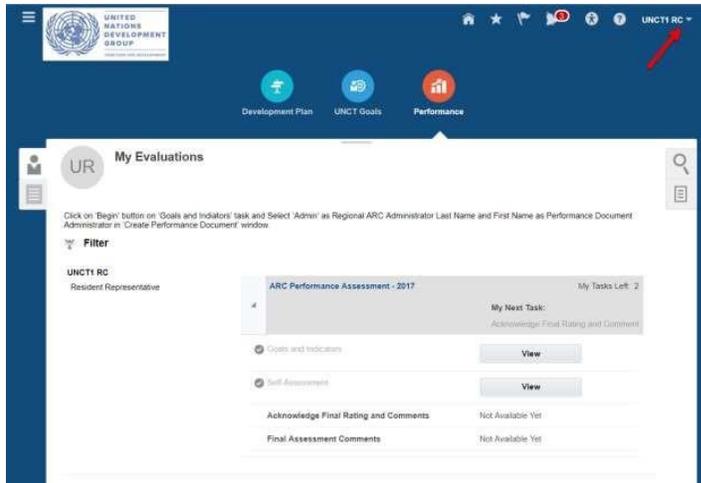
31. Click **OK**.

- 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.

