



UNITED  
NATIONS  
DEVELOPMENT  
GROUP

## FOR UNCT ARC Administrators

# COMPLETING THE SELF-ASSESSMENT ON BEHALF OF UNCT - Reference Guide -

### Introduction

For a UNCT ARC Administrator, uploading the UN country team self-assessment on behalf of the UN country team in the Assessment of Results and Competencies (ARC) is a two-step process:

- Verification of the performance document
- Entering self-assessment information including ratings and narrative

The performance document is part of a performance plan that contains the necessary goals and indicators against which you would enter the UNCT's self-assessment narrative in the ARC. Verifying this record is the first step in completing the overall self-assessment.

The second step involves entering the UNCT self-assessment on behalf of the UNCT.

In this document, you will learn how to complete the overall self-assessment process for your UN country team.

## Creating performance document

1. To access the ARC go to [www.undg.org/leadership/arc/](https://www.undg.org/leadership/arc/).

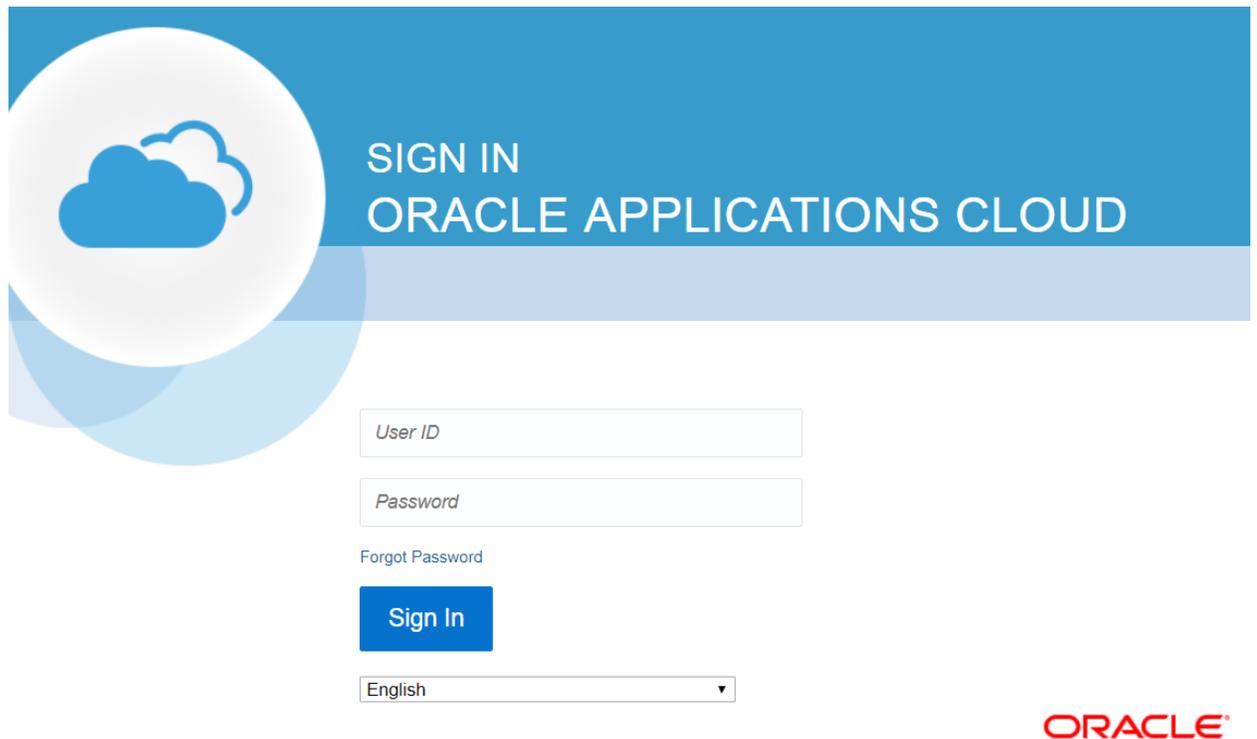
HOME » LEADERSHIP » ARC – Resident Coordinator & UN Country Team Performance Appraisal

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

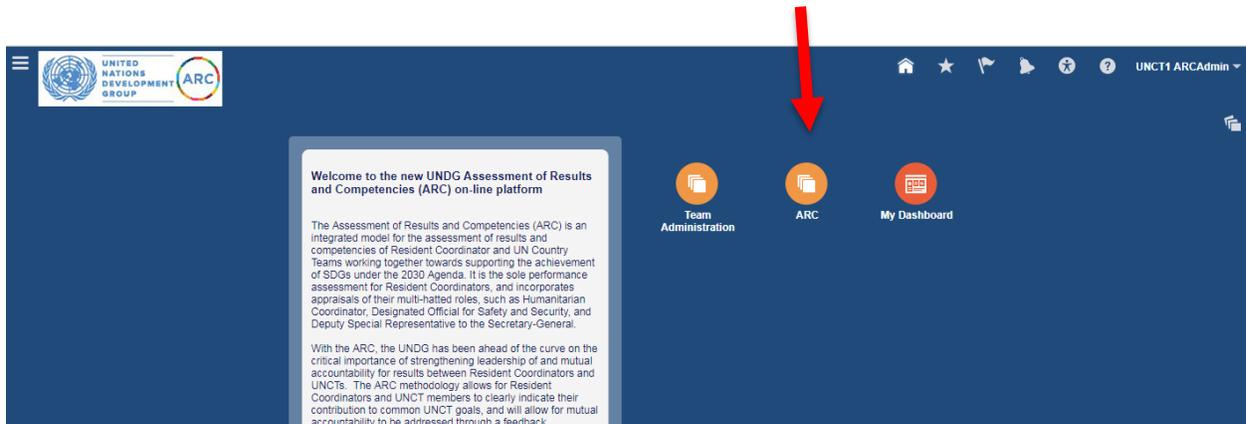
[Forgot Password](#)

**Sign In**

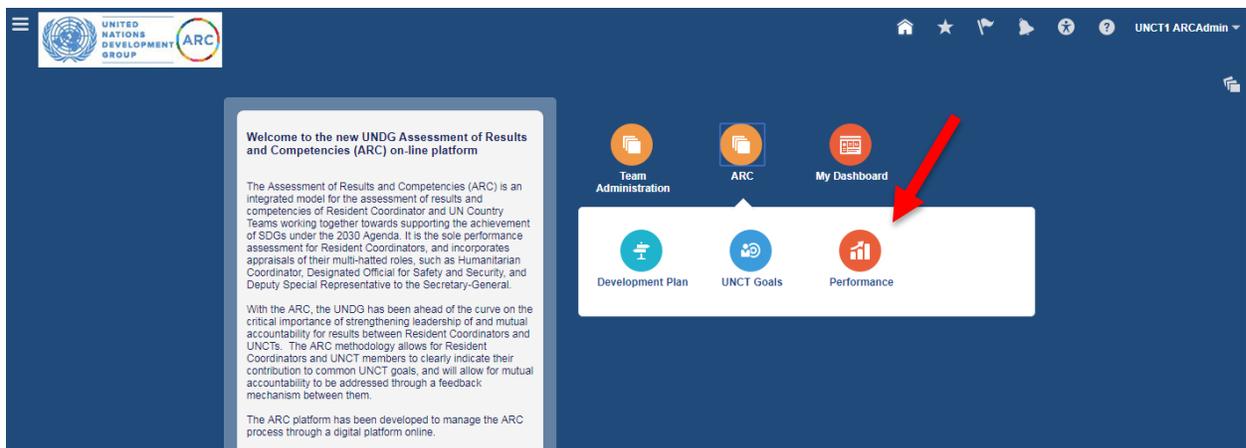
English

**ORACLE**

3. Then, click **Sign In**.
  - This action opens the ARC home page unique to the UNCT ARC Administrator.
  - 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 **ARC** icon, highlighted in the image above.



5. Click **Performance**.

The screenshot shows the UNCT1 ARCAAdmin interface. At the top, there are logos for the United Nations Development Group and ARC. Below the logos are navigation icons for Development Plan, UNCT Goals, and Performance. The main content area is titled 'My Evaluations' and includes a user profile icon 'UA'. A note titled 'Note: Create Performance task steps:' provides instructions for creating tasks. Below the note is a 'Filter' section with a list of roles: UNCT1 ARCAAdmin and UNCT ARC Administrator. A table entry for 'UNCT Performance Results - 2017' is shown, with 'My Tasks Left: 3' and 'My Next Task: UNCT Assessment'. A red arrow points to a right-pointing arrow icon on the left side of the table row.

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

My Evaluations - Performance - C X +

https://hdhn.fa.em3.oraclecloud.com/hcmUI/faces/FndOverview?fnd=%3B%3B%3B%3Bfalse%3B256%3B%3B%3B&fnd...

UNITED NATIONS DEVELOPMENT GROUP ARC

Development Plan UNCT Goals Performance

UU My Evaluations: ARC 2018 Add Anytime Document

Note: Create Performance task steps:

- Click 'Begin' button on 'Goals and Indicators' task
- For Resident Coordinators/UN Country Teams: In 'Admin Name' text field select the Regional ARC Administrator by typing (ESA, WSA, AS, AP, ECA or LAC). Type last name, first name as below based on your Regional ARC Administrator/Regional Coordination Specialist for your region.
  - ESA, Regional ARC Admin
  - WSA, Regional ARC Admin
  - AS, Regional ARC Admin
  - AP, Regional ARC Admin
  - ECA, Regional ARC Admin
  - LAC, Regional ARC Admin
- For UNCT Members: In 'Admin Name' text field type 'HQ ARC Admin'.

Filter

UNCT ARC ADMIN Uruguay  
UNCT ARC Administrator

UNCT Performance Results - 2018 My Tasks Left: 4

My Next Task:  
UNCT Goals and Team Attributes

UNCT Goals and Team Attributes	Continue
UNCT Assessment	Not Available Yet
Acknowledge Final Rating and Comments	Not Available Yet
Final Assessment Comment	Not Available Yet

- Under Goals and Team Attributes, click **Continue**.
  - The ARC Goals and Success Criteria page will open with the goals listed therein. You can verify the UNCT Goals and UNCT Success Criteria.

UNCT1 ARCAAdmin: UNCT Performance Results - 2017

Task: UNCT Goals and Team Attributes

Attachment: None

ARC Goals & Success Criteria

Sort By: Name

<a href="#">This is UNCT Goal 1 Development</a>	Development	X
<a href="#">This is UNCT Goal 2 Human Rights</a>	Human Rights	X
<a href="#">This is UNCT Goal 3 Humanitarian</a>	Humanitarian	X
<a href="#">This is UNCT Goal 4 Political</a>	Political	X
<a href="#">This is UNCT Goal 5 Security</a>	Security	X

ARC Competencies / Team Attributes

8. (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.
  - a. This action displays the competencies and team attributes that have already been entered into the ARC.
  - b. You can read the details of each of these competencies/attributes by clicking on a link, as shown above.
  - c. The competencies/attributes are read-only, and cannot be modified.

UNCT1 ARCAAdmin: UNCT Performance Results - 2017

Task: UNCT Goals and Team Attributes

Attachment: None

ARC Goals & Success Criteria

ARC Competencies / Team Attributes

<a href="#">UNCT Delivering Results</a>	
<a href="#">UNCT Impact and Drive</a>	
<a href="#">UNCT Leading and Engaging</a>	
<a href="#">UNCT Managing Complexity</a>	

Buttons: Actions, Save, Submit, Cancel

9. Click **SUBMIT**.
- You will return to the "My Evaluations" page

The screenshot shows the UNCT1 ARCAAdmin interface. At the top, there is a navigation bar with the UNCT logo and the text 'UNITED NATIONS DEVELOPMENT GROUP TOGETHER FOR DEVELOPMENT'. Below this are three main navigation icons: 'Development Plan', 'UNCT Goals', and 'Performance'. The 'Performance' icon is highlighted. The main content area is titled 'My Evaluations' and shows the user 'UNCT1 ARCAAdmin' with the role 'UNCT ARC Administrator'. A filter is applied. The main content displays 'UNCT Performance Results - 2017' with 'My Tasks Left: 3'. Below this, there is a table of tasks:

Task	Status/Action
UNCT Goals and Team Attributes	View
UNCT Assessment	Begin
Acknowledge Final Rating and Comments	Not Available Yet
Final Assessment Comment	Not Available Yet

10. Notice that you can no longer edit your goals and indicators as there is no Begin button.
11. (Optional) Although you can no longer edit your goals and indicators, you can view the information already entered by clicking **View**.
  - This action returns you to the page shown previously where all the goals are listed.

## Completing self-assessment

UL My Evaluations: ARC 2018 Add Anytime Document

**Note: Create Performance task steps:**

- Click 'Begin' button on 'Goals and Indiators' task
- **For Resident Coordinators/UN Country Teams:** In 'Admin Name' text field select the Regional ARC Administrator by typing (ESA, WSA, AS, AP, ECA or LAC). Type last name, first name as below based on your Regional ARC Administrator/Regional Coordination Specialist for your region.
  - ESA, Regional ARC Admin
  - WSA, Regional ARC Admin
  - AS, Regional ARC Admin
  - AP, Regional ARC Admin
  - ECA, Regional ARC Admin
  - LAC, Regional ARC Admin
- **For UNCT Members:** In 'Admin Name' text field type 'HQ ARC Admin'.

**Filter**

UNCT ARC ADMIN Lebanon  
UNCT ARC Administrator

UNCT Performance Results - 2018 My Tasks Left: 3

My Next Task:  
UNCT Assessment

<input checked="" type="checkbox"/> UNCT Goals and Team Attributes	<a href="#">View</a>
UNCT Assessment	<a href="#">Continue</a>
Acknowledge Final Rating and Comments	Not Available Yet
Final Assessment Comment	Not Available Yet

[https://hdhn.fa.em3.oraclecloud.com/hcmUI/faces/FuseWelcome?\\_af...](https://hdhn.fa.em3.oraclecloud.com/hcmUI/faces/FuseWelcome?_af...)

12. When you are ready to begin the UNCT's self-assessment, click **CONTINUE**.

- This action opens the Self-Assessment page.
- The Self-Assessment page contains the section area 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 ARCAAdmin: UNCT Performance Results - 2017

Task: UNCT Assessment

Attachment: None

Actions Save Submit Cancel

Show More

### ARC Goals & Success Criteria

Sort By: Name Show All Comments

This is UNCT Goal 1 Development	Development	Employee			
This is UNCT Goal 2 Human Rights	Human Rights	Employee			
This is UNCT Goal 3 Humanitarian	Humanitarian	Employee			
This is UNCT Goal 4 Political	Political	Employee			
This is UNCT Goal 5 Security	Security	Employee			



13. For the first goal, click the **Employee dropdown list**.

14. Select the appropriate rating that the UNCT identified for their performance in that UNCT Goal.

UNCT1 ARCAAdmin: UNCT Performance Results - 2017

Task  
UNCT Assessment

Attachment  
None +

Actions Save Submit Cancel

Show More

ARC Goals & Success Criteria

Sort By Name Show All Comments

ARC Competencies / Team Attributes

Overall Performance Assessment

This is UNCT Goal 1 Development Development Employee [dropdown] [box icon]

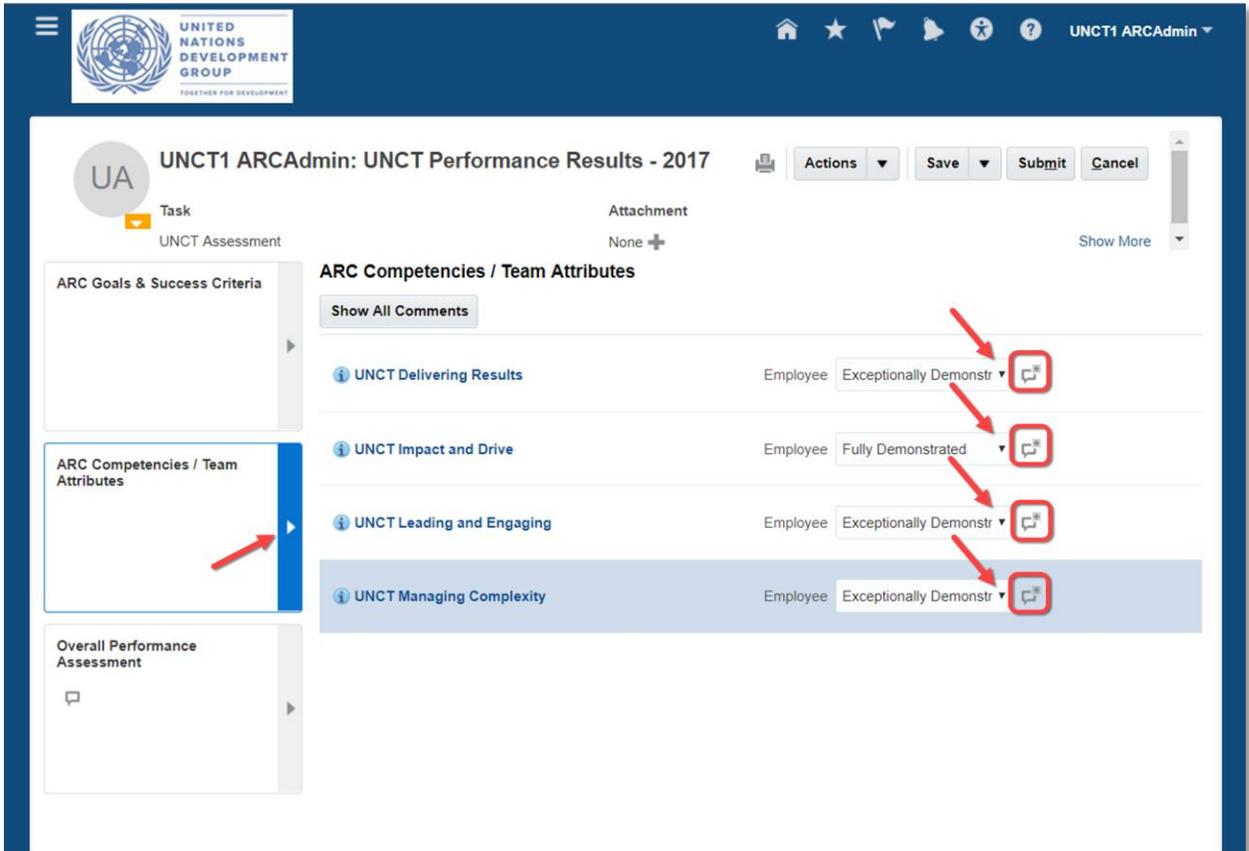
Hide Comments

Employee Comments

[dropdown] 2 [up/down arrows] B I U [bulleted list] [numbered list] [link] [unlink] [undo] [redo] [edit]

15. (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 18-20 for all of the remaining UNCT goals.

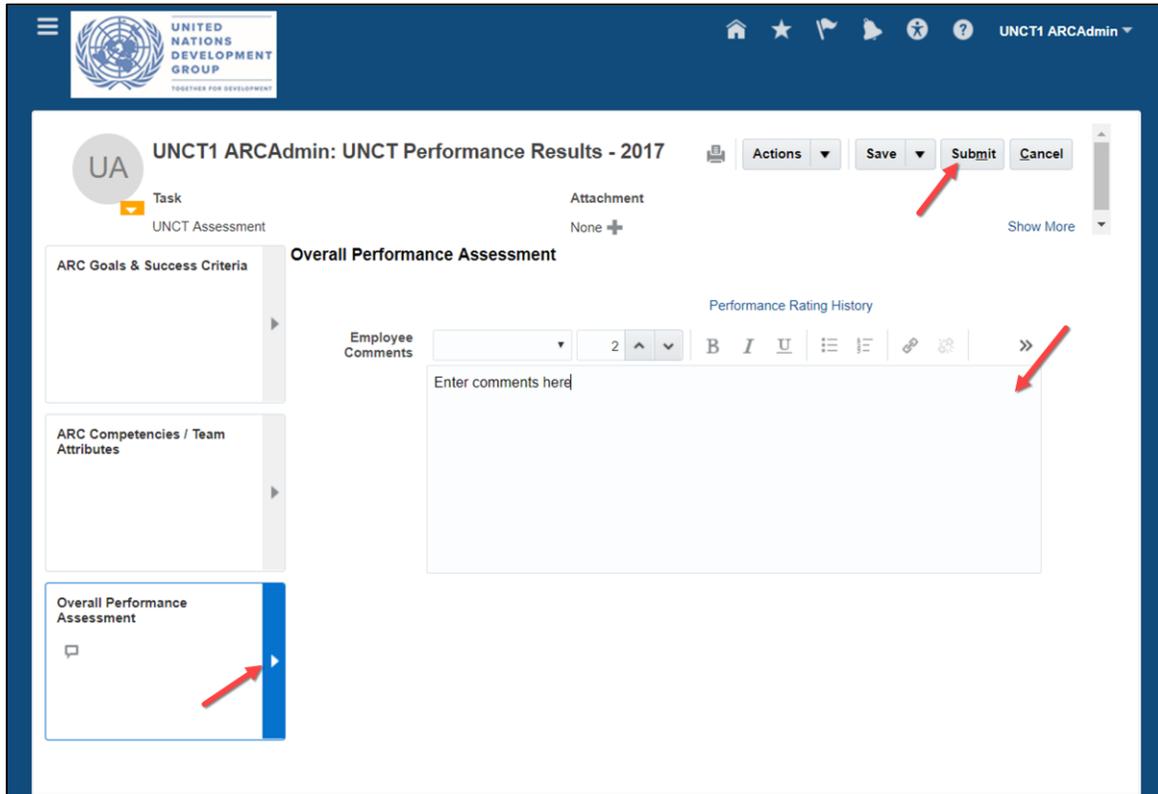


16. When you are done entering your ratings and comments in the ARC Goals and Success Criteria tab, click the **right-pointing arrow** for the ARC Competencies/Team Attributes tab, as shown in the image above.

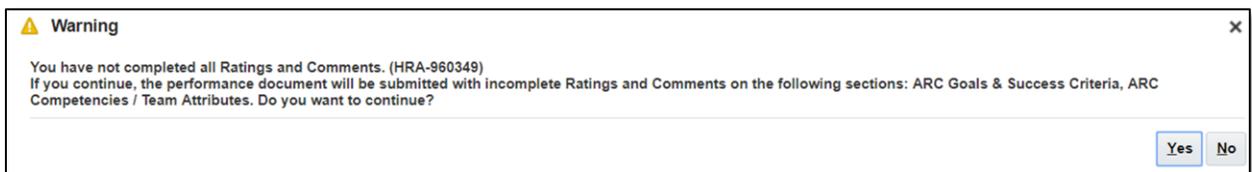
- This action reveals a listing of the team attributes along with (in this case Employee is the 'UNCT' as a team) rating dropdown lists and comment features for each list item.

17. Similar to the actions in the ARC Goals and Success Criteria section, 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 UNCT comments to support the rating the UNCT selected.



18. Next, click the **right-pointing arrow** in the Overall Performance Assessment tab
19. Upload the UNCT's overall performance assessments comments in the Employee Comments field.
20. After you have uploaded the UNCT's narrative overall self-assessment, click **Submit**.

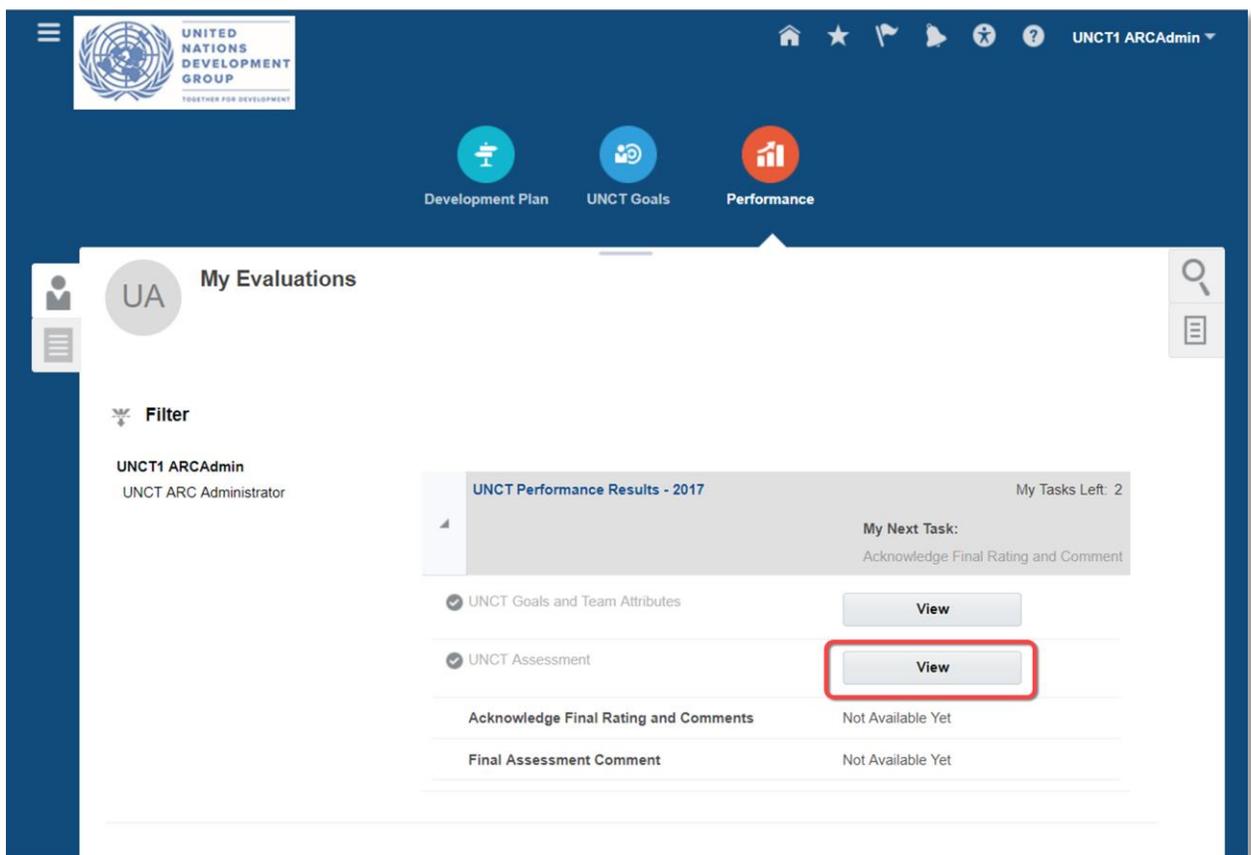


- In case you leave a comment area for an employee rating or the overall performance assessment empty, a Warning window (as shown above) appears. Click **Yes** to proceed without entering comments or **No** to return to the self-assessment.
- Regardless of the Warning window, the Confirmation window appears.
- Once **Submit** is clicked, the self-assessment cannot be changed. To save your work and allow for further edits before finalization, click **Save**.



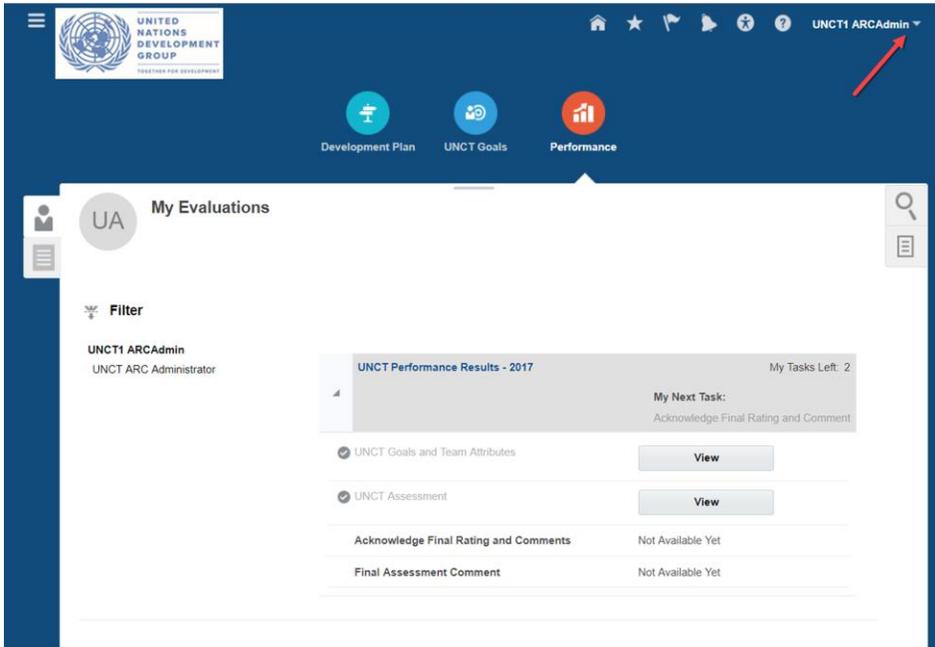
21. Click **OK**.

- This action returns you to the My Evaluations page.



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

- Note that you can no longer modify your self-assessment.



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



24. Click **Sign Out**.  
You have now completed your self-assessment and exited the ARC system.