



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

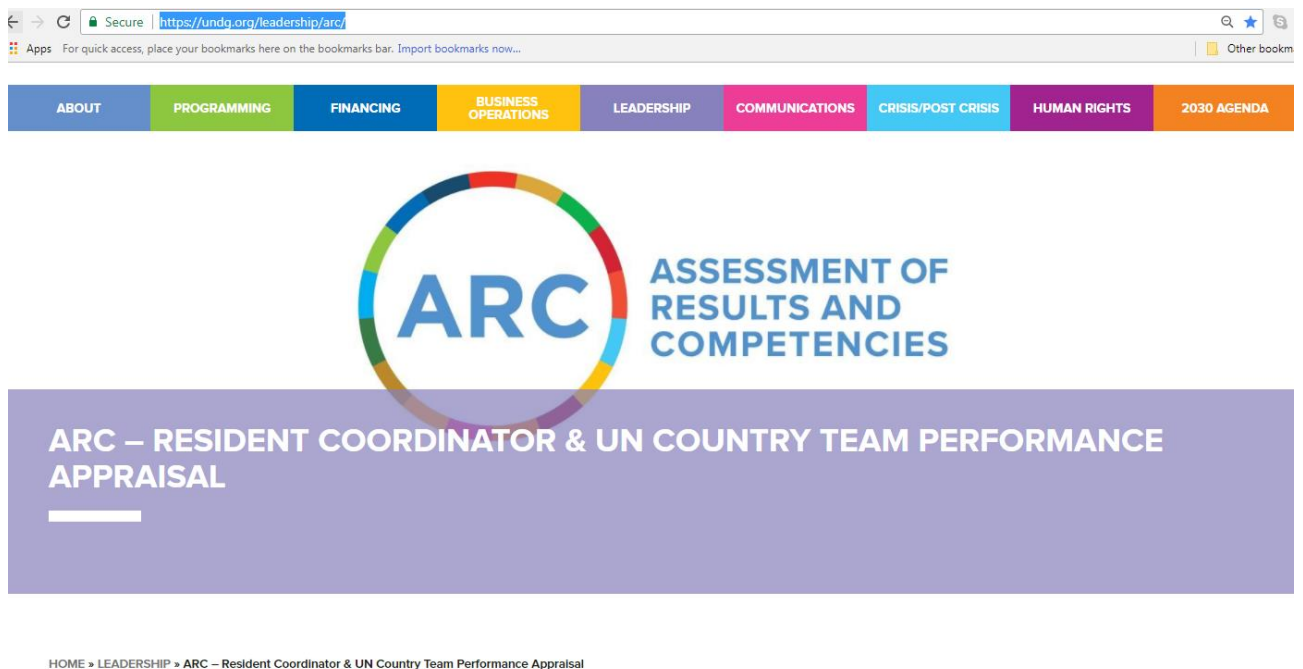
The performance document is part of a performance plan that contains the necessary goals and indicators against which you would enter the UNCT's self-assessment narrative in the ARC. Verifying this record is the first step in completing the overall self-assessment.

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://undg.org/leadership/arc/).

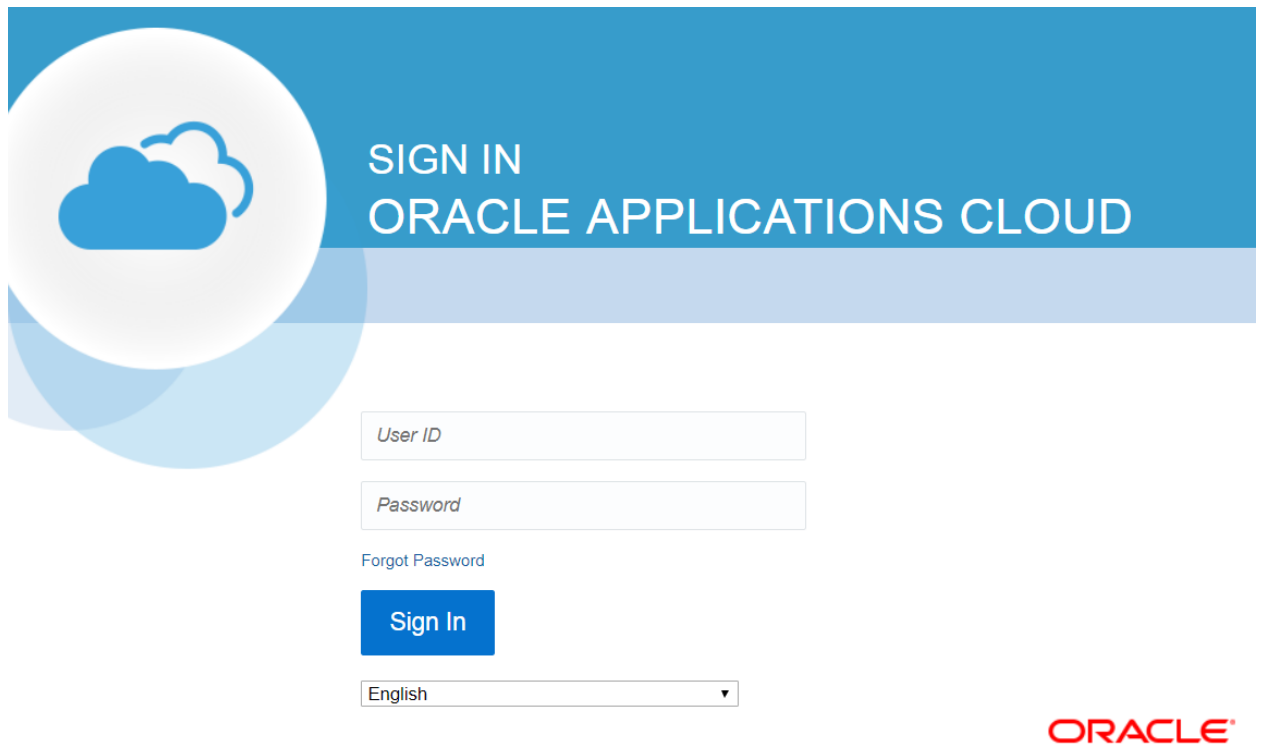


The ARC webpage will link you to the ARC login page:

TO ACCESS THE ARC CLICK HERE:



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

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. To the right of the icon, the text "SIGN IN" and "ORACLE APPLICATIONS CLOUD" is displayed in white. Below the header, there are two input fields: "User ID" and "Password". Below the "Password" field is a link for "Forgot Password". A blue "Sign In" button is positioned below the "Forgot Password" link. At the bottom of the form is a language selection dropdown menu currently set to "English". The Oracle logo is visible in the bottom right corner of the page.

**SIGN IN**  
**ORACLE APPLICATIONS CLOUD**

User ID

Password

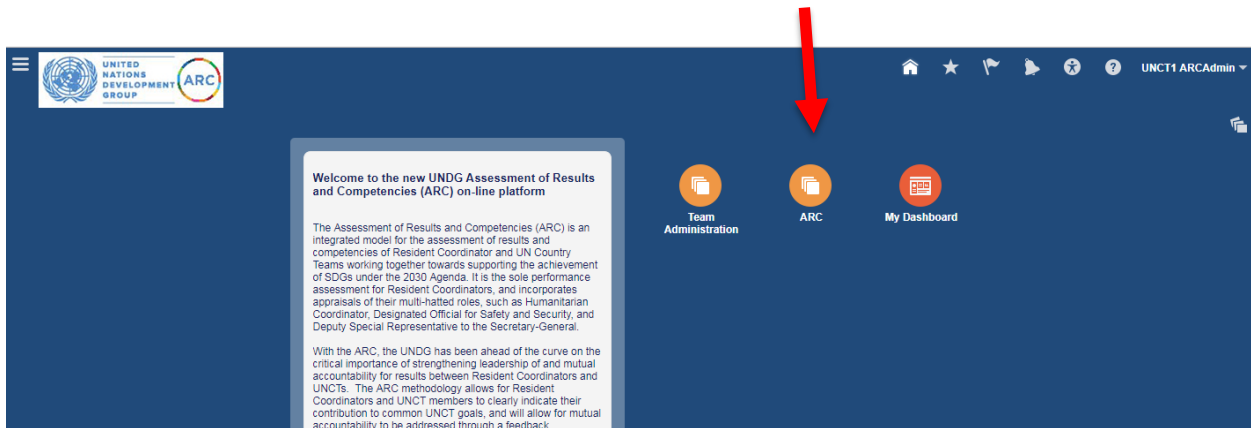
[Forgot Password](#)

**Sign In**

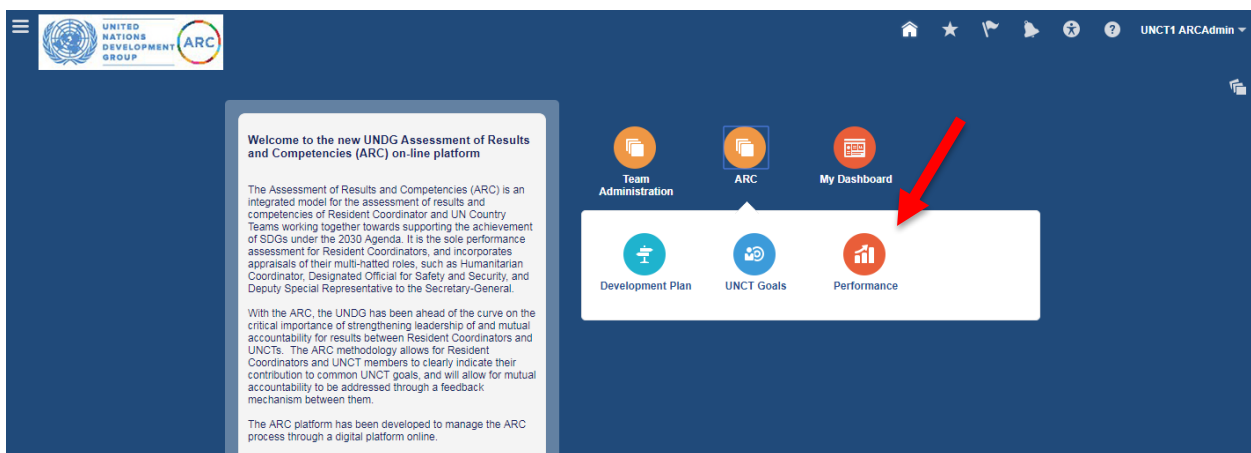
English ▼

**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 is a navigation bar with the United Nations Development Group logo and the ARC logo. Below the navigation bar, there are three main sections: Development Plan, UNCT Goals, and Performance. The Performance section is currently selected. On the left side, there is a sidebar with a user profile icon and the text 'My Evaluations'. The main content area displays a list of evaluations. A note at the top provides instructions on how to create performance task steps. Below the note, there is a table with the following content:

Filter
UNCT1 ARCAAdmin
UNCT ARC Administrator
UNCT Performance Results - 2017
My Next Task: UNCT Assessment
My Tasks Left: 3

A red arrow points to a right-pointing arrow icon in the table row for 'UNCT Performance Results - 2017'.

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

7. 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

Sort By: Name

Goal Name	Category	Action
This is UNCT Goal 1 Development	Development	X
This is UNCT Goal 2 Human Rights	Human Rights	X
This is UNCT Goal 3 Humanitarian	Humanitarian	X
This is UNCT Goal 4 Political	Political	X
This is UNCT Goal 5 Security	Security	X

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

Sort By: Name

Competency Name	Action
UNCT Delivering Results	X
UNCT Impact and Drive	X
UNCT Leading and Engaging	X
UNCT Managing Complexity	X

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

The screenshot shows the 'My Evaluations' page for a user named 'UA' (UNCT1 ARCAAdmin). The page displays a list of evaluation tasks for 'UNCT Performance Results - 2017'. The tasks are listed in a table-like format with buttons for 'View' and 'Begin'.

UNCT Performance Results - 2017		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="#">Begin</a>	
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 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 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?\\_afrc...](https://hdhn.fa.em3.oraclecloud.com/hcmUI/faces/FuseWelcome?_afrc...)

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.

UA

Task

UNCT Assessment

UNCT1 ARCAAdmin: UNCT Performance Results - 2017

Attachment

None

Actions

Save

Submit

Cancel

Show More

ARC Goals & Success Criteria

ARC Competencies / Team Attributes

Overall Performance Assessment

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.

UA 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

Employee Comments

2

Hide Comments

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.

UNCT1 ARCAAdmin: UNCT Performance Results - 2017

Task: UNCT Assessment

Attachment: None

Actions: Save Submit Cancel

ARC Competencies / Team Attributes

Show All Comments

Competency	Employee	Rating	Comment
UNCT Delivering Results	Employee	Exceptionally Demonstrated	
UNCT Impact and Drive	Employee	Fully Demonstrated	
UNCT Leading and Engaging	Employee	Exceptionally Demonstrated	
UNCT Managing Complexity	Employee	Exceptionally Demonstrated	

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.

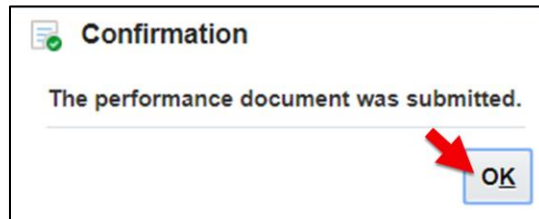
- This action reveals a listing of the team attributes along with (in this case Employee is the 'UNCT' as a team) rating dropdown lists and comment features for each list item.

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.

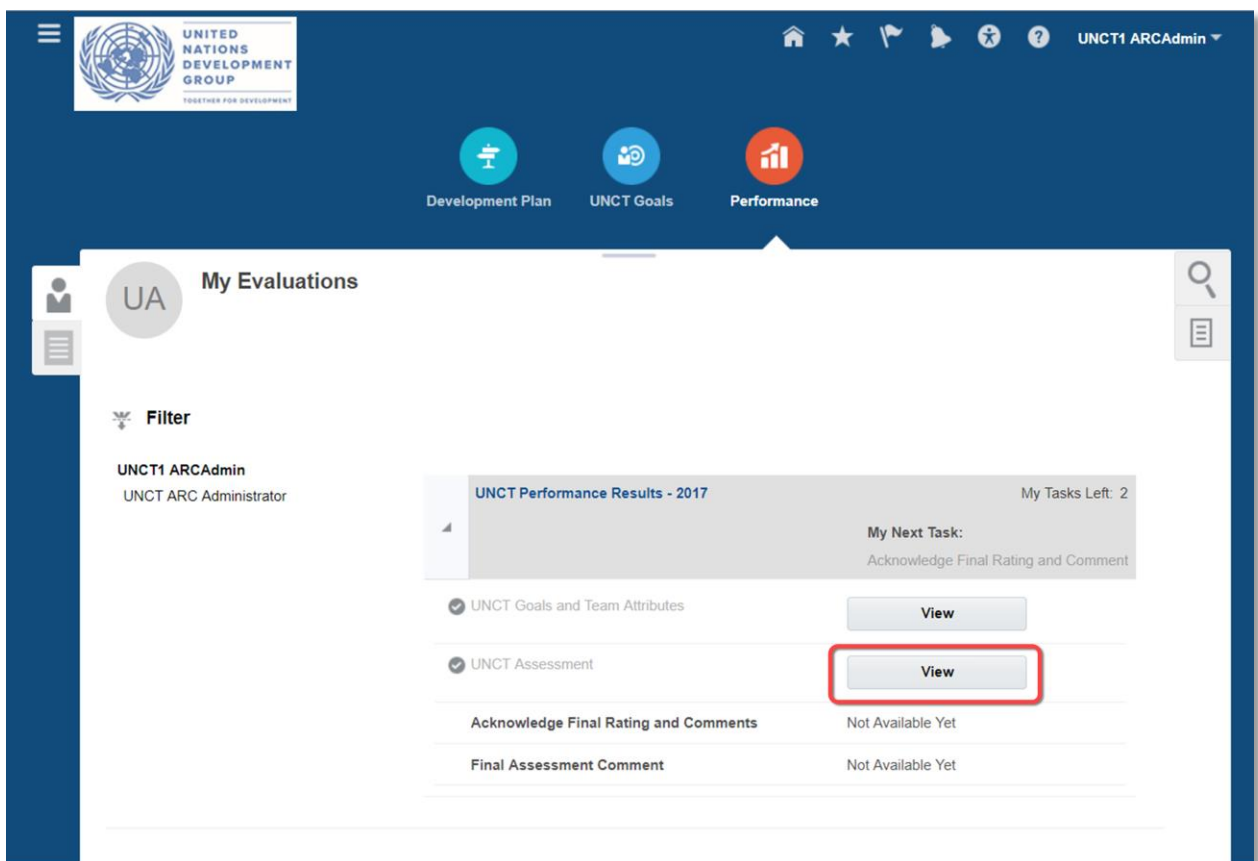
18. Next, click the **right-pointing arrow** in the Overall Performance Assessment tab
19. Upload the UNCT's overall performance assessments comments in the Employee Comments field.
20. After you have uploaded the UNCT's narrative overall self-assessment, click **Submit**.

- 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**.



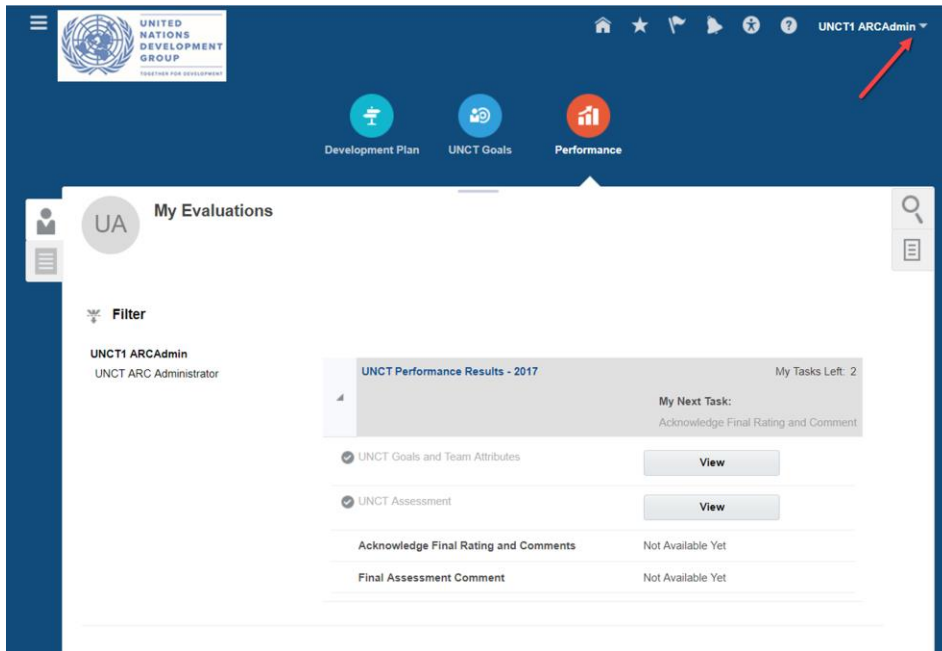
21. Click **OK**.

- This action returns you to the My Evaluations page.

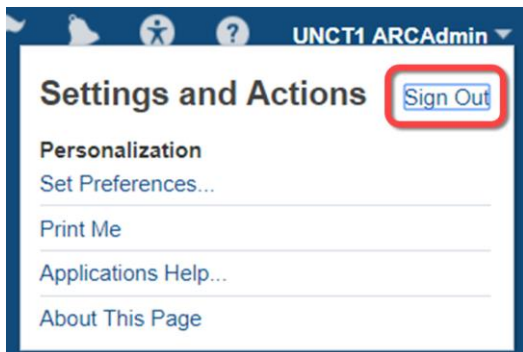


22. (Optional) You can view the completed self-assessment by clicking **View** under Self-Assessment.

- 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.