



ACKNOWLEDGMENT OF THE UNCT PERFORMANCE APPRAISAL



ASSESSMENT OF
RESULTS AND
COMPETENCIES



UNITED
NATIONS
DEVELOPMENT
GROUP

TOGETHER FOR DEVELOPMENT

FOR UNCT ARC ADMINISTRATOR

Acknowledgment of the UNCT Performance Appraisal - Reference Guide -

Introduction

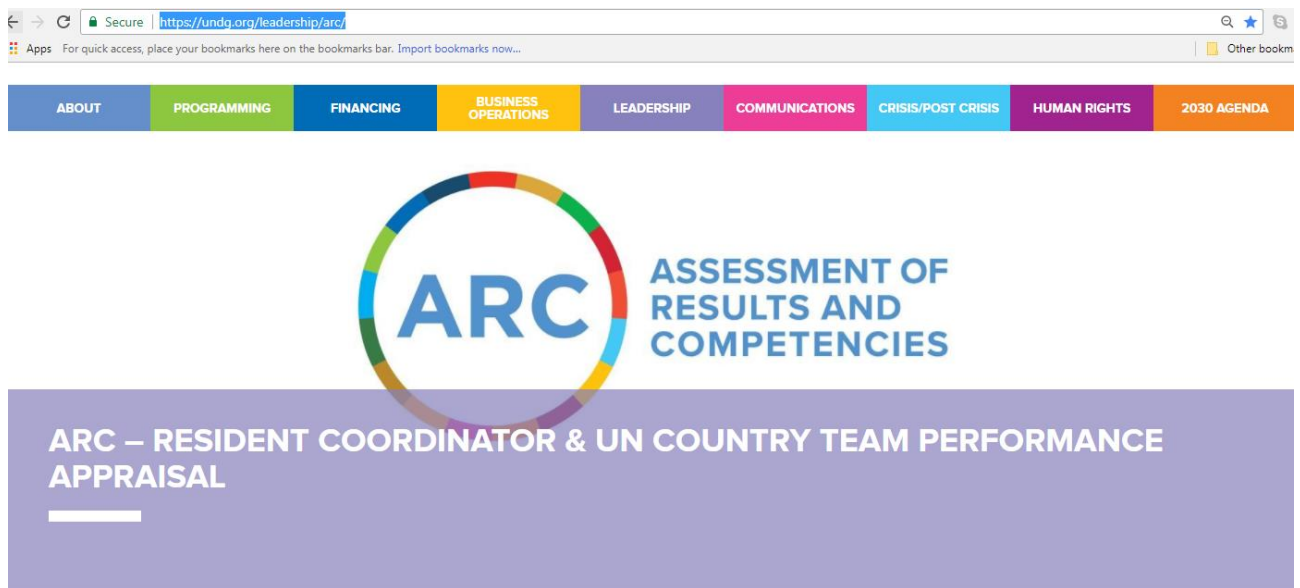
The Regional UNSDG Performance Management Team has met and agreed to an overall performance assessment narrative and a rating for each RC and UNCT, respectively. There is one overall narrative and rating for the RC. This overall narrative and rating considers all inputs received (both on the results vis-a-vis the roles of RC, HC, DSRSG, as applicable, and for the related competencies). There is one overall narrative and rating for the UNCT which includes overall feedback of achievement of results and team attributes. The rating on the Results, and feedback on competencies/team attributes are captured in the narrative.

The Regional ARC Administrator, on behalf of the Regional UNSDG Chair, has shared the UNCT performance appraisal with the UNCT ARC Administrator for final acknowledgment. This training guide explains how the UNCT ARC Administrator will acknowledge the UNCT final performance appraisal.

Note that the final UNCT final performance appraisal can be seen by the individual UNCT Members on their respective dashboards.

Accessing the ARC

1. To access the ARC go to [www.undg.org/leadership/arc/](https://undg.org/leadership/arc/). **Please utilize Chrome or Firefox internet browsers to access the ARC platform. The new internet browser Edge is currently incompatible with the ARC platform.**



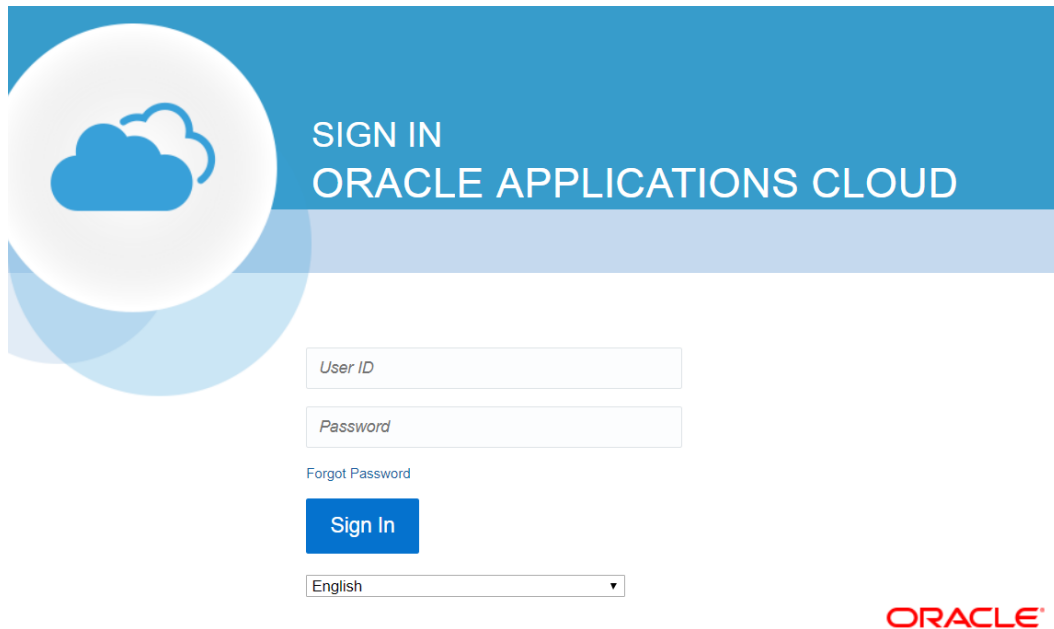
HOME » LEADERSHIP » ARC – Resident Coordinator & UN Country Team Performance Appraisal

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

TO ACCESS THE ARC CLICK HERE:



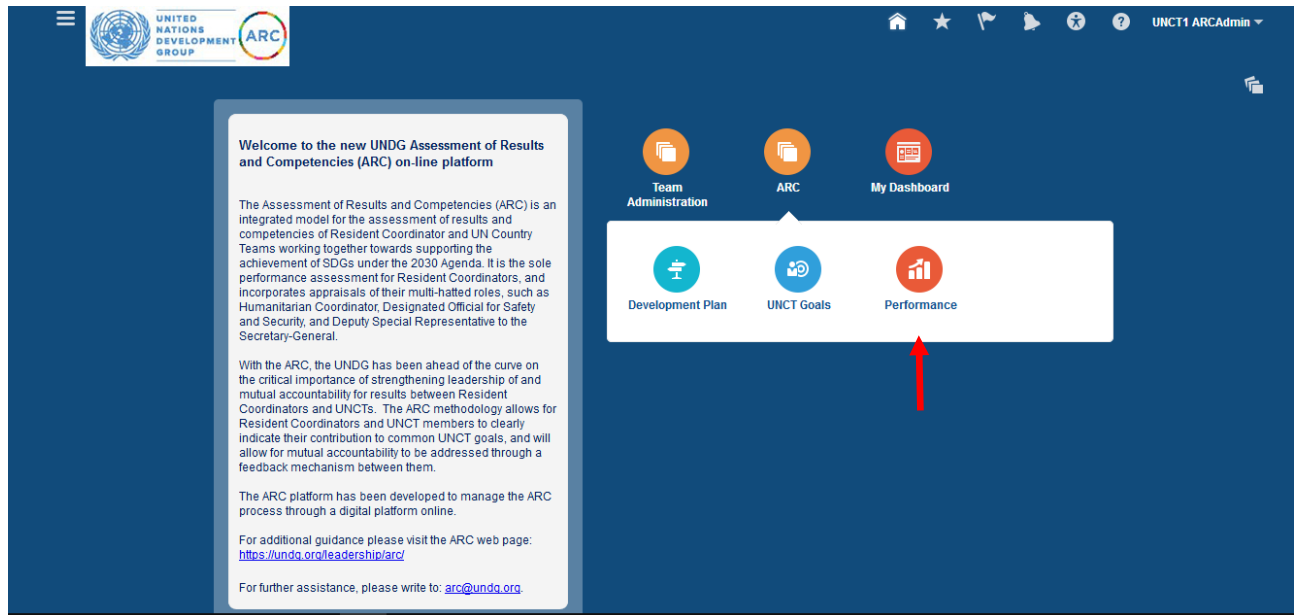
2. Enter your (UNCT ARC Administrator) username and password for the ARC system.



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 labeled "User ID" and "Password". A link labeled "Forgot Password" is positioned below the password field. A blue "Sign In" button is located 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 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 on the **ARC** Icon.
5. From the sub menu click on **Performance** as shown below.
 - The My Evaluation page will open



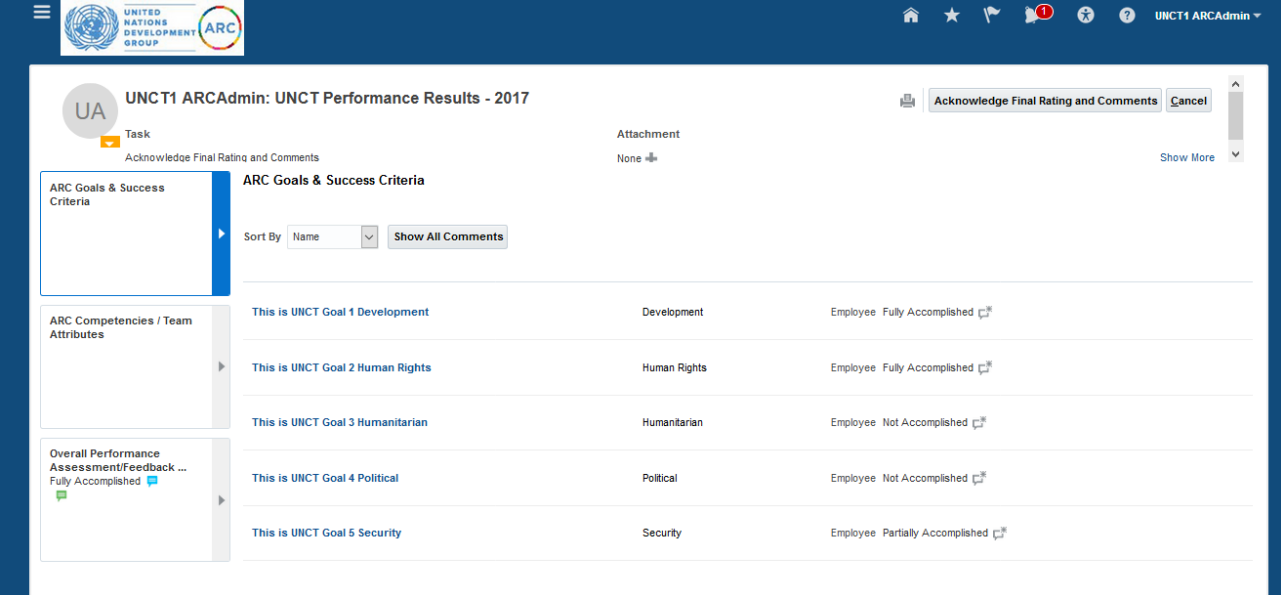
6. Under UNCT Performance Assessment – 2017 click the right facing triangle icon

The screenshot shows the 'My Evaluations' page for a user named 'UNCT1 ARCAAdmin'. The page has a dark blue header with the UNCT logo and navigation icons. Below the header, there are three main sections: 'Development Plan', 'UNCT Goals', and 'Performance'. The 'Performance' section is active, showing a list of evaluations. A red arrow points to a right-facing triangle icon next to the 'UNCT Performance Results - 2017' entry. The entry details include 'Regional UNGG Chair Rating: Fully Accomplished' and 'My Next Task: Acknowledge Final Rating and Comments'. The page also includes a 'Filter' section and a list of 'My Tasks Left: 2'.

7. Next to Acknowledge Final Rating and Comments click **BEGIN**.

The screenshot shows the 'My Evaluations' page for a user named 'UNCT1 ARCAAdmin'. The page has a dark blue header with the UNCT logo and navigation icons. Below the header, there are three main sections: 'Development Plan', 'UNCT Goals', and 'Performance'. The 'Performance' section is active, showing a list of evaluations. A red arrow points to the 'Begin' button next to the 'Acknowledge Final Rating and Comments' task. The entry details include 'Regional UNGG Chair Rating: Fully Accomplished' and 'My Next Task: Acknowledge Final Rating and Comments'. The page also includes a 'Filter' section and a list of 'My Tasks Left: 2'.

8. The UNCT ARC Performance Assessment page will open. This page contains four boxes on the left. By default, the page opens to the ARC Goals and Success Criteria tab.



UNCT1 ARCAAdmin: UNCT Performance Results - 2017

Task: Acknowledge Final Rating and Comments

Attachment: None

Buttons: Acknowledge Final Rating and Comments, Cancel

Sort By: Name, Show All Comments

Goal Name	Category	Status
This is UNCT Goal 1 Development	Development	Employee Fully Accomplished
This is UNCT Goal 2 Human Rights	Human Rights	Employee Fully Accomplished
This is UNCT Goal 3 Humanitarian	Humanitarian	Employee Not Accomplished
This is UNCT Goal 4 Political	Political	Employee Not Accomplished
This is UNCT Goal 5 Security	Security	Employee Partially Accomplished

- [illegible]

10. Once reviewed click on **Acknowledge Final Rating and Comments** at the top right hand page.

UNCT1 ARCAAdmin: UNCT Performance Results - 2017

Acknowledge Final Rating and Comments

Overall Performance Assessment/Feedback Comments

Employee Comments: At the end of this paragraph is simply the alphabet starting with the letter A and ending with the letter H, in bold, to make it come out to exactly 4,000 characters and so you'll know when to stop scrolling down in order to see how big 4,000 character is if you want to add a message to the guestbook. Vhewh. This paragraph begins to repeat at this point, so you can stop reading now if you want to, which I would suggest, or you can choose to read it all again. ABCDEFGHAI the end of this paragraph is simply the alphabet starting with the letter A and ending with the letter H, in bold, to make it come out to exactly 4,000 characters and so you'll know when to stop scrolling down in order to see how big 4,000 character is if you want to add a message to the guestbook. Vhewh. This paragraph begins to repeat at this point, so you can stop reading now if you want to, which I would suggest, or you can choose to read it all again. ABCDEFGHAI the end of this paragraph is simply the alphabet starting with the letter A and ending with the letter H, in bold, to make it come out to exactly 4,000 characters and so you'll know when to stop scrolling down in order to see how big 4,000 character is if you want to add a message to the guestbook. Vhewh. This paragraph begins to repeat at this point, so you can stop reading now if you want to, which I would suggest, or you can choose to read it all again. ABCDEFGHAI the end of this paragraph is simply the alphabet starting with the letter A and ending with the letter H, in bold, to make it come out to exactly 4,000 characters and so you'll know when to stop scrolling down in order to see how big 4,000 character is if you want to add a message to the guestbook. Vhewh. This paragraph begins to repeat at this point, so you can stop reading now if you want to, which I would suggest, or you can choose to read it all again. ABCDEFGHAI the end of this paragraph is simply the alphabet starting with the letter A and ending with the letter H, in bold, to make it come out to exactly 4,000 characters and so you'll know when to stop scrolling down in order to see how big 4,000 character is if you want to add a message to the guestbook. Vhewh. This paragraph begins to repeat at this point, so you can stop reading now if you want to, which I would suggest, or you can choose to read it all again. ABCDEFGHAI the end of this paragraph is simply the alphabet starting with the letter A and ending with the letter H, in bold, to make it come out to exactly 4,000 characters and so you'll know when to stop scrolling down in order to see how big 4,000 character is if you want to add a message to the guestbook. Vhewh. This paragraph begins to repeat at this point, so you can stop reading now if you want to, which I would suggest, or you can choose to read it all again.

ARC Goals & Success Criteria

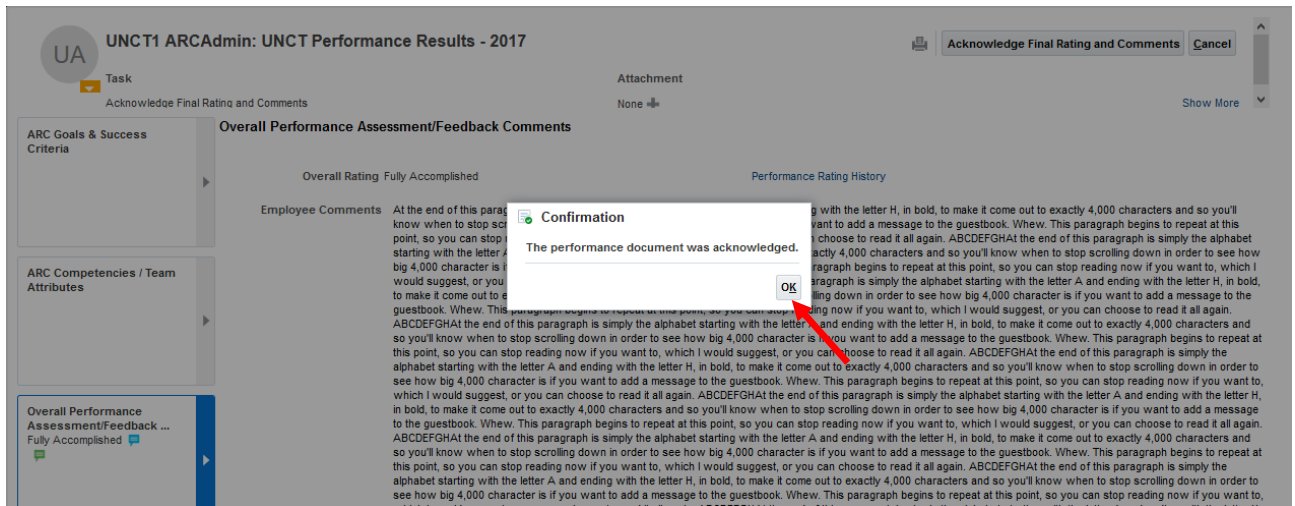
ARC Competencies / Team Attributes

Overall Performance Assessment/Feedback... Fully Accomplished

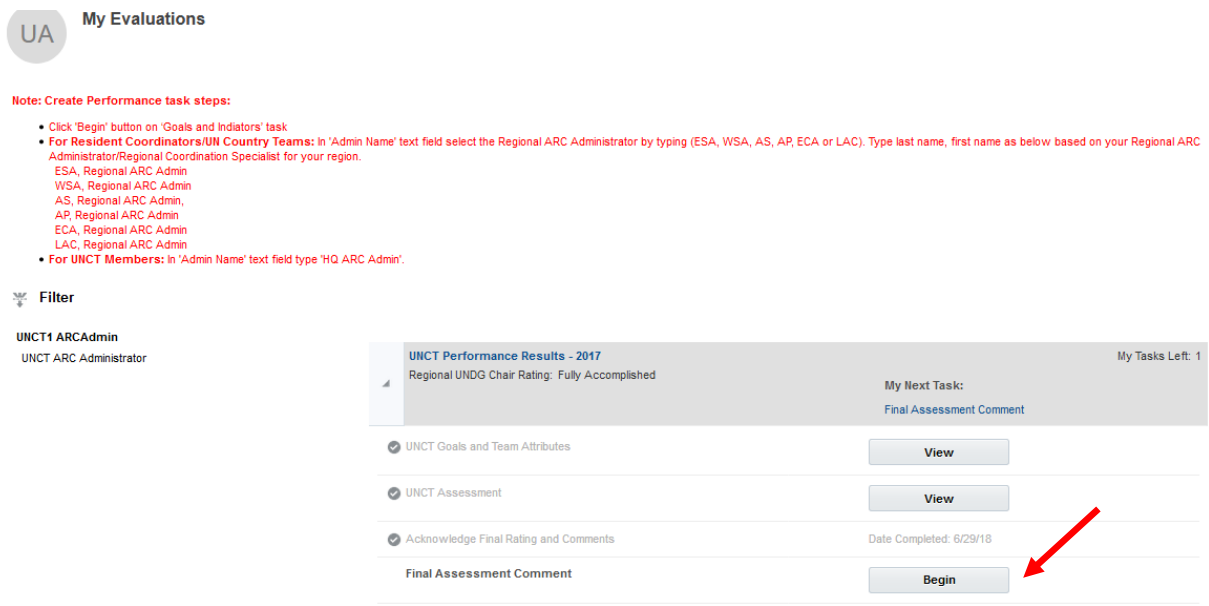
11. A window will open whereby the UNCT ARC Administrator, on behalf of the UNCT, can provide comments to the Regional UNSDG Chair and acknowledge receipt of the UNCT performance appraisal. These comments are optional. Once completed click **OK**.

The screenshot displays the UNCT1 ARCAAdmin interface for the 2017 performance results. The main window is titled 'UNCT1 ARCAAdmin: UNCT Performance Results - 2017'. It features a sidebar with navigation links for 'ARC Goals & Success Criteria', 'ARC Competencies / Team Attributes', and 'Overall Performance Assessment/Feedback ... Fully Accomplished'. The main content area shows the 'Overall Performance Assessment' section with a 'Task' section for 'Acknowledge Final Rating and Comments'. A modal window titled 'Acknowledge Performance Document' is open, showing a text editor with the text 'Dear XXXXX,' followed by a long line of 'X' characters. The modal has 'OK' and 'Cancel' buttons at the bottom. A red arrow points to the 'OK' button.

12. A confirmation window will open stating that the performance document was acknowledged. Click **Ok**.



13. You will return to the My Evaluations page. Click **Begin** to proceed and close the final approved performance appraisal.



14. Enter final comments on the performance appraisal in the text box.

15. Input a checkmark below the text box next to where it says **"This is my digital signature. I am signing off on my (UNCT) performance assessment."**

UNCT1 ARCAAdmin: UNCT Performance Results - 2017

Task: Final Assessment Comment

Attachment: None

Save Submit Cancel

Show More

Final Comments

Employee Comments

This is where the Resident Coordinator inputs on behalf of UNCT on performance results

☒ This is my digital signature, I am signing off on my performance assessment.

16. Click **SUBMIT**

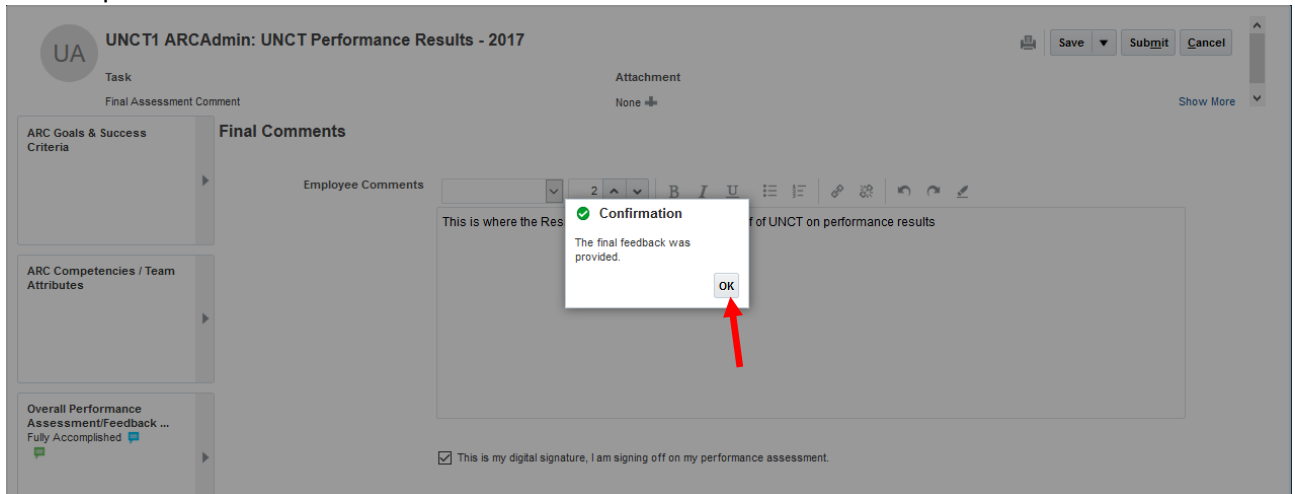
- The action indicates that the RC has shared the RC and UNCT final performance appraisal with the Regional UNSDG Chair.

The screenshot shows the 'Final Comments' section of the 'UNCT1 ARCAAdmin: UNCT Performance Results - 2017' form. On the left, there is a sidebar with three expandable sections: 'ARC Goals & Success Criteria', 'ARC Competencies / Team Attributes', and 'Overall Performance Assessment/Feedback ... Fully Accomplished'. The main area is titled 'Final Comments' and contains a text input field with a rich text editor toolbar. Below the input field, there is a checkbox labeled 'This is my digital signature, I am signing off on my performance assessment.' In the top right corner, there are three buttons: 'Save', 'Submit', and 'Cancel'. A red arrow points to the 'Submit' button.

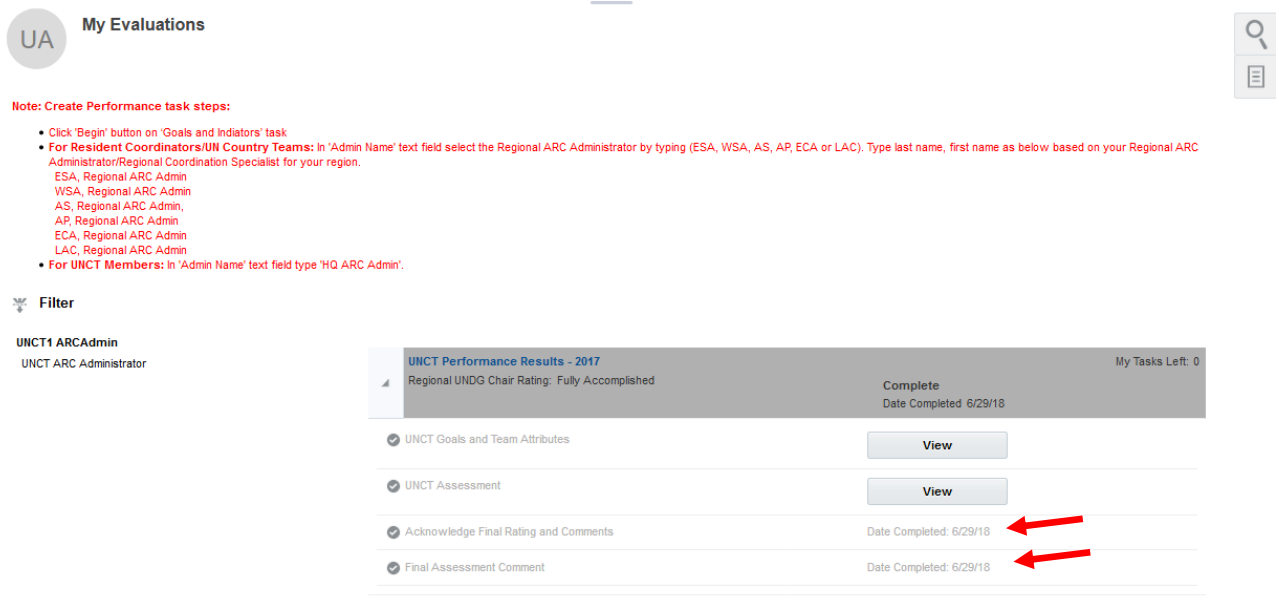
17. A warning window will pop up asking for final confirmation to continue and submit the RCs final feedback. Click **Yes**.

The screenshot shows the same 'Final Comments' section as in the previous image, but with a 'Warning' dialog box overlaid in the center. The dialog box has a yellow warning icon and the text: 'Warning. The application will record that the final feedback was provided. Do you want to continue?'. There are two buttons in the dialog: 'Yes' and 'No'. A red arrow points to the 'Yes' button.

18. A 'Confirmation' window will pop up stating the final feedback from the RC has been provided. Click **OK**.



19. You will return to the My Evaluations page which will show date stamp that the performance appraisal has been acknowledged and submitted to the Regional UNSDG Chair.



20. Click menu button at top right hand corner and click **SIGN OUT**.

