

**REGIONAL ARC ADMINISTRATOR
INITIATING APPROVAL PROCESS
FOR REGIONAL UNSDG
CHAIR & SHARING RC AND UNCT
PERFORMANCE APPRAISAL WITH RC**



ASSESSMENT OF
RESULTS AND
COMPETENCIES



UNITED
NATIONS
DEVELOPMENT
GROUP

TOGETHER FOR DEVELOPMENT

FOR REGIONAL ARC ADMINISTRATOR

Initiating Regional Chair Approval Process & Sharing Performance Appraisal with RC & UNCT - 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.

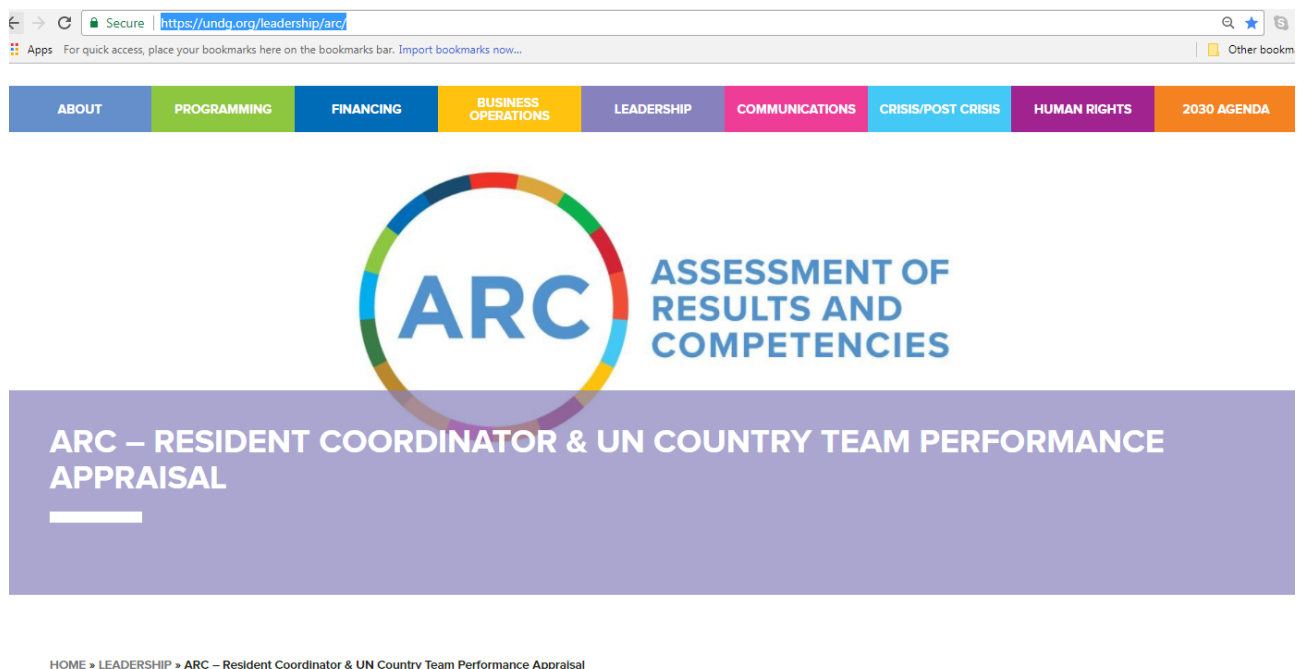
It is now time to initiate the approval process of the RC and UNCT performance appraisal in the ARC. This is a two stage process, each with a number of steps. This training guide will focus on the following two steps that the Regional ARC Administrator needs to take in the ARC:

1. The *Regional ARC Administrator* initiates the RC and UNCT performance appraisal approval process for the Regional UNSDG Chair.
2. Once approved the *Regional ARC Administrator* shares the performance appraisal of the RC and UNCT with the RC.



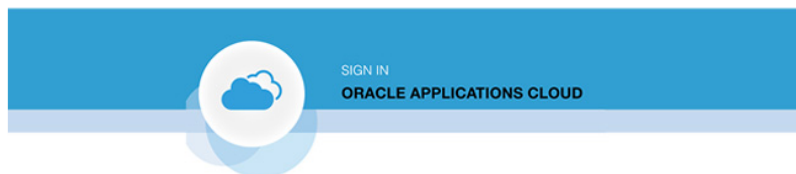
Accessing the ARC

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.**

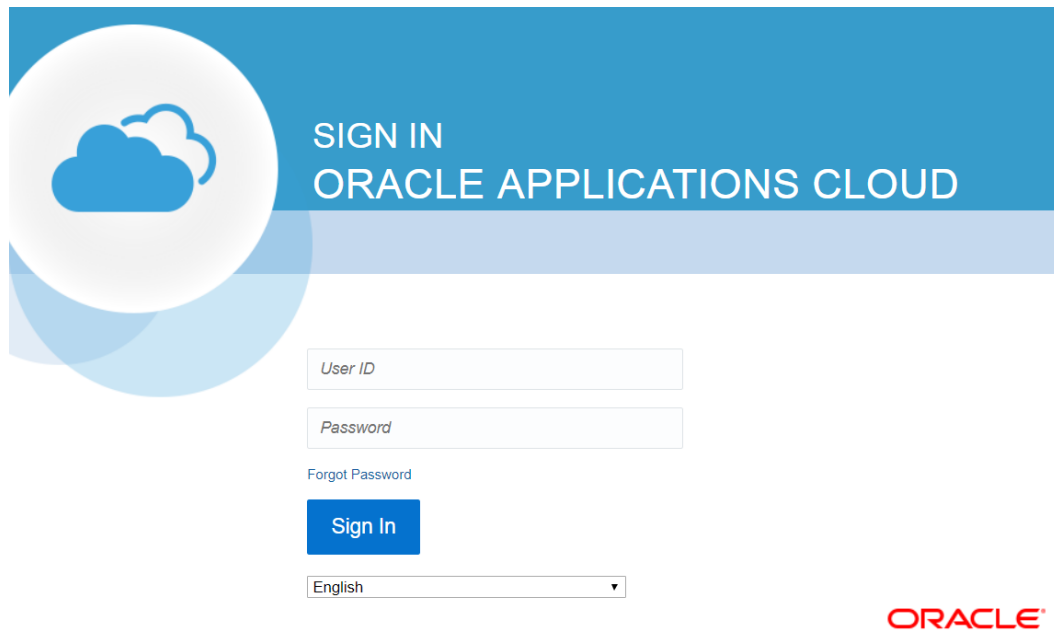


The ARC webpage will link you to the ARC login page:

TO ACCESS THE ARC CLICK HERE:



2. Enter your (in this case it is the Regional 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 and the text "SIGN IN ORACLE APPLICATIONS CLOUD". Below the header, there are two input fields for "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.

SIGN IN
ORACLE APPLICATIONS CLOUD

User ID

Password

[Forgot Password](#)

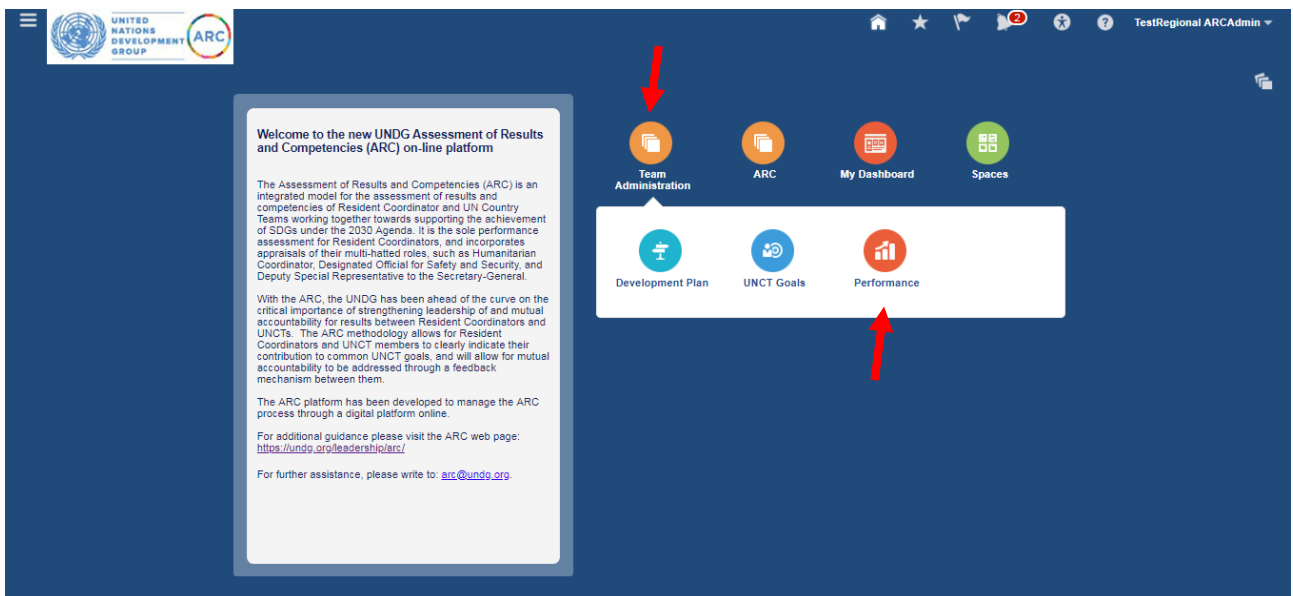
Sign In

English

ORACLE

3. Then, click **Sign In**.
 - This action opens the ARC home page unique to the Regional 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 **Team Administration** followed by the **Performance** icons.
 - The Overall Completion Progress page will open



5. Under ARC Performance Assessment 2017 click the triangle icon



6. Next to Regional UNSDG Performance Management Team click **Continue**

UR UNCT1 RC
UN Resident Coordinator

ARC Performance Assessment - 2017
Not Rated Yet
My Next Task: Regional UNDG Performance Management Team
My Tasks Left: 4

Resident Coordinator's Self-Assessment [View](#)

Peer Feedback *Optional* [Continue](#)

Regional UNDG Performance Management Team [Continue](#)

Regional UNDG Chair Approval [Begin](#)

Share Final Rating and Comments [Begin](#)

7. The RC ARC Performance Assessment page opens. This area contains four boxes on the left. By default, the page opens to the ARC Goals and Success Criteria tab.

UNCT1 RC: ARC Performance Assessment - 2017
Task: Regional UNDG Performance Management Team
Attachment: None

ARC Goals & Success Criteria

Sort By: Name

ARC Goals & Success Criteria	Category	Employee	Achievement	
This is UNCT Goal 1 Development	Development	Employee	Exceptional Achievement	X
This is UNCT Goal 2 Human Rights	Human Rights	Employee	Exceptional Achievement	X
This is UNCT Goal 3 Humanitarian	Humanitarian	Employee	Exceptional Achievement	X
This is UNCT Goal 4 Political	Political	Employee	Partially Accomplished	X
This is UNCT Goal 5 Security	Security	Employee	Fully Accomplished	X

ARC Competencies / Team Attributes

Peer Feedback Dashboard (HQ access only)

Overall Performance Assessment/Feedback... Fully Accomplished

8. Click on the small right facing triangle icon on the 4th box entitled **Overall Performance Assessment/Feedback Comments.**

ARC Goals & Success Criteria

ARC Competencies / Team Attributes

Peer Feedback Dashboard (HQ access only)

Overall Performance Assessment/Feedback ...
🗨

Overall Performance Assessment/Feedback Comments

Overall Rating and Comments

Overall Rating

[Performance Rating History](#)

Employee self assessment
Comments

Administrator

2

B *I* U | | |

9. Select the **Overall Rating** (Exceptional Achievement, Fully Accomplished, Partially Accomplished, Not Accomplished) and enter the **Narrative** in the text box provided

UR UNCT1 RC: ARC Performance Assessment 2020 Return to Employee Actions Save Submit Cancel

Task Regional UNDG Performance Management Team Attachment None Show More

Overall Performance Assessment/Feedback Comments

Overall Rating and Comments

Overall Rating Fully Accomplished Performance Rating History

Employee self assessment Comments

Administrator Comments 2 B I U

This RC has XXXXXXXXXXXX

10. Click **Submit**.

UR UNCT1 RC: ARC Performance Assessment 2020 Return to Employee Actions Save Submit Cancel

Task Regional UNDG Performance Management Team Attachment None Show More

Overall Performance Assessment/Feedback Comments

Overall Rating and Comments

Overall Rating Fully Accomplished Performance Rating History

Employee self assessment Comments

Administrator Comments 2 B I U

This RC has XXXXXXXXXXXX

11. Click on **Begin** to allow the Regional UNSDG Chair to approve the Resident Coordinator's performance appraisal.

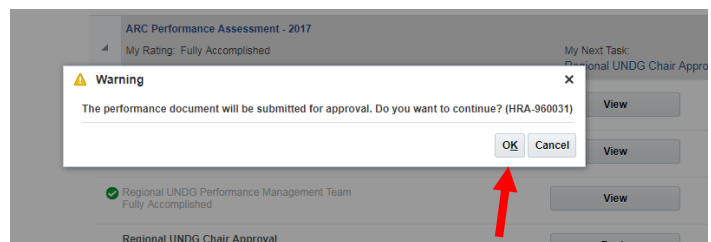


The screenshot shows the 'ARC Performance Assessment - 2017' interface. At the top, it says 'My Rating: Fully Accomplished' and 'My Next Task: Regional UNDG Chair Approval'. Below this is a list of tasks:

Task	Action
Resident Coordinator's Self-Assessment	View
Peer Feedback (Optional)	View
Regional UNDG Performance Management Team Fully Accomplished	View
Regional UNDG Chair Approval	Begin
Share Final Rating and Comments	Begin

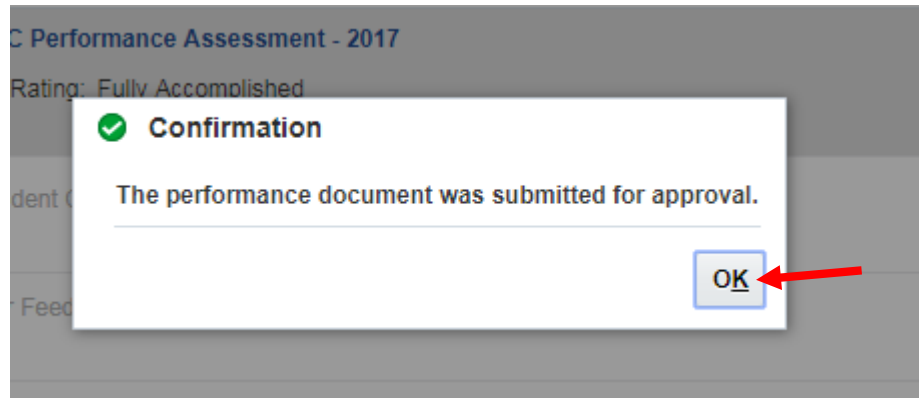
A red arrow points to the 'Begin' button for 'Regional UNDG Chair Approval'.

12. A Warning window will pop up asking for approval to submit the performance document. Click **OK** to continue.



The screenshot shows a 'Warning' dialog box with the text: 'The performance document will be submitted for approval. Do you want to continue? (HRA-960031)'. There are 'OK' and 'Cancel' buttons. A red arrow points to the 'OK' button.

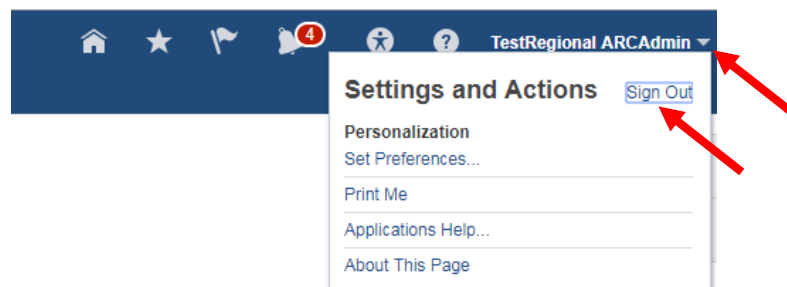
13. A Confirmation window will open stating that the performance document was submitted to the Regional UNSDG Chair for approval. Click **OK**.



14. The task will now show that the Regional UNSDG Chair Approval is 'In Progress'. At this stage the Regional UNSDG Chair will login into the ARC and be able to approve the RC's performance appraisal.



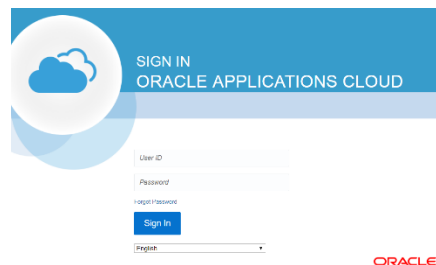
15. Click menu button at top right hand corner and click **SIGN OUT**.



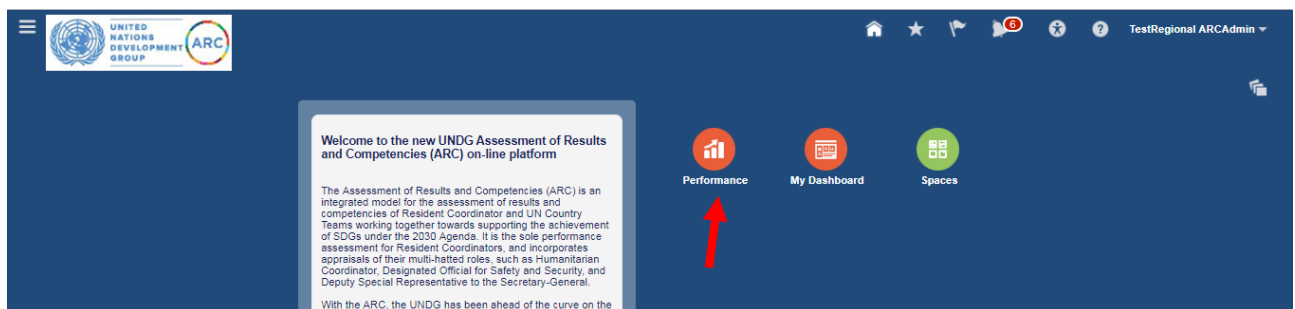
FOR REGIONAL ARC ADMINISTRATOR

SHARING THE FINAL RC PERFORMANCE APPRAISAL WITH THE RC - Reference Guide -

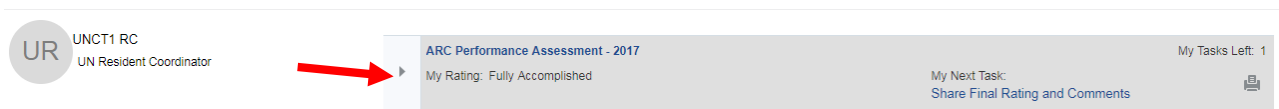
Once the Regional UNSDG Chair has approved the RC performance appraisal the Regional ARC Administrator will log back into the ARC to share the final RC performance appraisal with the RC



1. Click on the **Performance** icon.

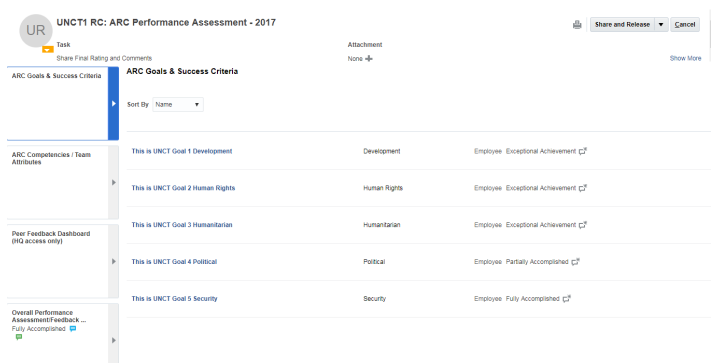


2. Click on the right pointing triangle to open the task menu.



3. To share the Final RC Performance Appraisal click on **Begin**.

- The ARC Goals and Success Criteria page will open as the default.



4. Click on the small right facing triangle icon on the 4th box entitled **Overall Performance Assessment/Feedback Comments**.

5. Click on the **Share and Release** button.

UNCT1 RC: ARC Performance Assessment - 2017

Task
Share Final Rating and Comments

Attachment
None

Share and Release Cancel

Show More

ARC Goals & Success Criteria

Overall Performance Assessment/Feedback Comments

Overall Rating and Comments

Overall Rating Fully Accomplished

Performance Rating History

Employee Comments self assessment

Administrator Comments The RC has XXXXXXXXXXXXX

ARC Competencies / Team Attributes

Peer Feedback Dashboard (HQ access only)

Overall Performance Assessment/Feedback ... Fully Accomplished

-
- The screenshot shows a web application titled "UNCT1 RC: ARC Performance Assessment - 2017". On the left is a sidebar menu with items like "UR", "Task", "Share Final Rating and Comments", "Overall Performance As...", "RC Goals & Success Criteria", "Overall Rating and Comme...", "Employee Comment", "Administrator Comment", "RC Competencies / Team Attributes", and "User Feedback Dashboard (No access only)". The main area displays a form for performance assessment. A modal window titled "Share and Release Performance Document" is open in the foreground. This window has a toolbar with options for font size (set to 2), bold (B), italic (I), underline (U), bulleted list, numbered list, link, unlink, undo, redo, and insert image. The text area contains "Dear Resident Coordinator," followed by two lines of placeholder text represented by 'X's. At the bottom right of the modal are "OK" and "Cancel" buttons. In the background, there are buttons for "Share and Release" and "Cancel" at the top right, and a "Show More" link below them.

- ### Overall Performance Assessment/Feedback Comments

Overall Rating and Comments

Overall Rating

Fully Accomplished

Performance Rating History

Employee Comments

self assessment

Administrator Comments

The RC has XXXXXXXX

Confirmation

✓

The performance document was shared with the employee.

The employee has control of the performance document.

OK

8. The Regional ARC Administrator will return to the task bar. The task bar will show 'View' demonstrating that the Performance Appraisal has been shared.



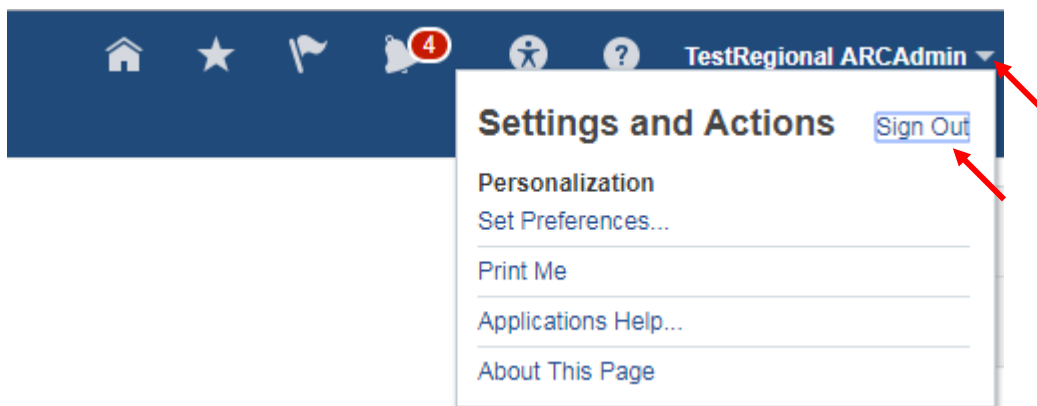
UNCT1 RC
UN Resident Coordinator

ARC Performance Assessment - 2017
My Rating: Fully Accomplished

No tasks for me My Tasks Left: 0

✓ Resident Coordinator's Self-Assessment		View
✓ Peer Feedback	Optional	View
✓ Regional UNDG Performance Management Team Fully Accomplished		View
✓ Regional UNDG Chair Approval	Date Completed: 6/5/18	
✓ Share Final Rating and Comments		View

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



TestRegional ARCAAdmin

Settings and Actions Sign Out

- Personalization
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