

UN COUNTRY TEAMS MEMBER INDICATORS



ASSESSMENT OF
RESULTS AND
COMPETENCIES



UNITED
NATIONS
DEVELOPMENT
GROUP

TOGETHER FOR DEVELOPMENT



UNITED
NATIONS
DEVELOPMENT
GROUP



ASSESSMENT OF
RESULTS AND
COMPETENCIES

FOR UN COUNTRY TEAM MEMBERS

COMPLETING UNCT MEMBER INDICATORS

- Reference Guide -

Introduction

Entering indicators for goals in the Assessment of Results and Competencies (ARC) is a two-step process:

1. Creating the performance document
2. Entering goal-specific indicators

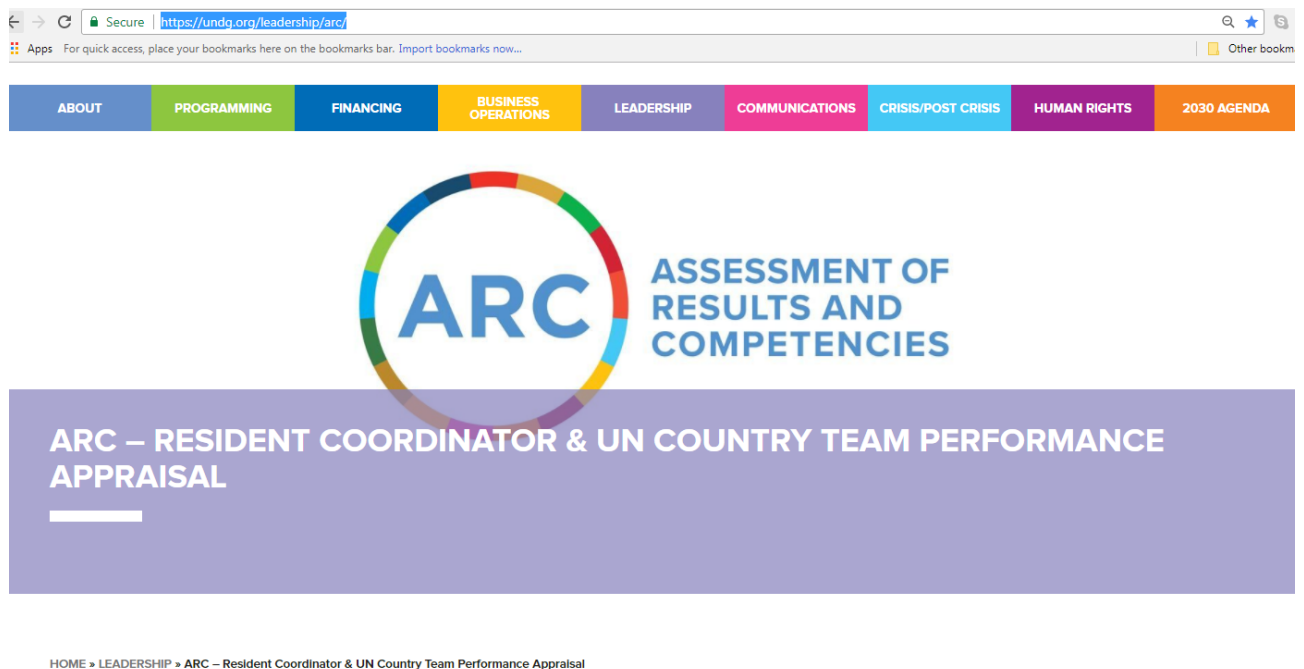
The performance document is part of a performance plan that contains the necessary goals and indicators against which you would enter your self-assessment comments in ARC. Creating this performance document is the first step in completing the self-assessment, which is discussed in a separate reference guide.

These indicators are approved by your Resident Coordinator and the Regional Performance Management Team.

In this document, you will learn how to start the performance document process.

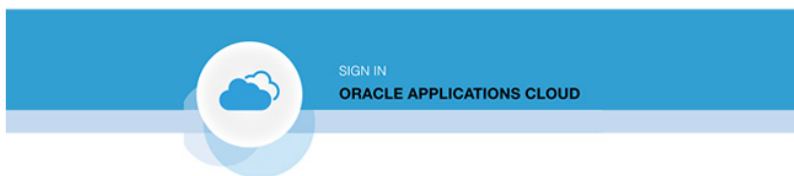
Creating performance document

1. To access the ARC: Go to < <https://undg.org/leadership/arc/>>.

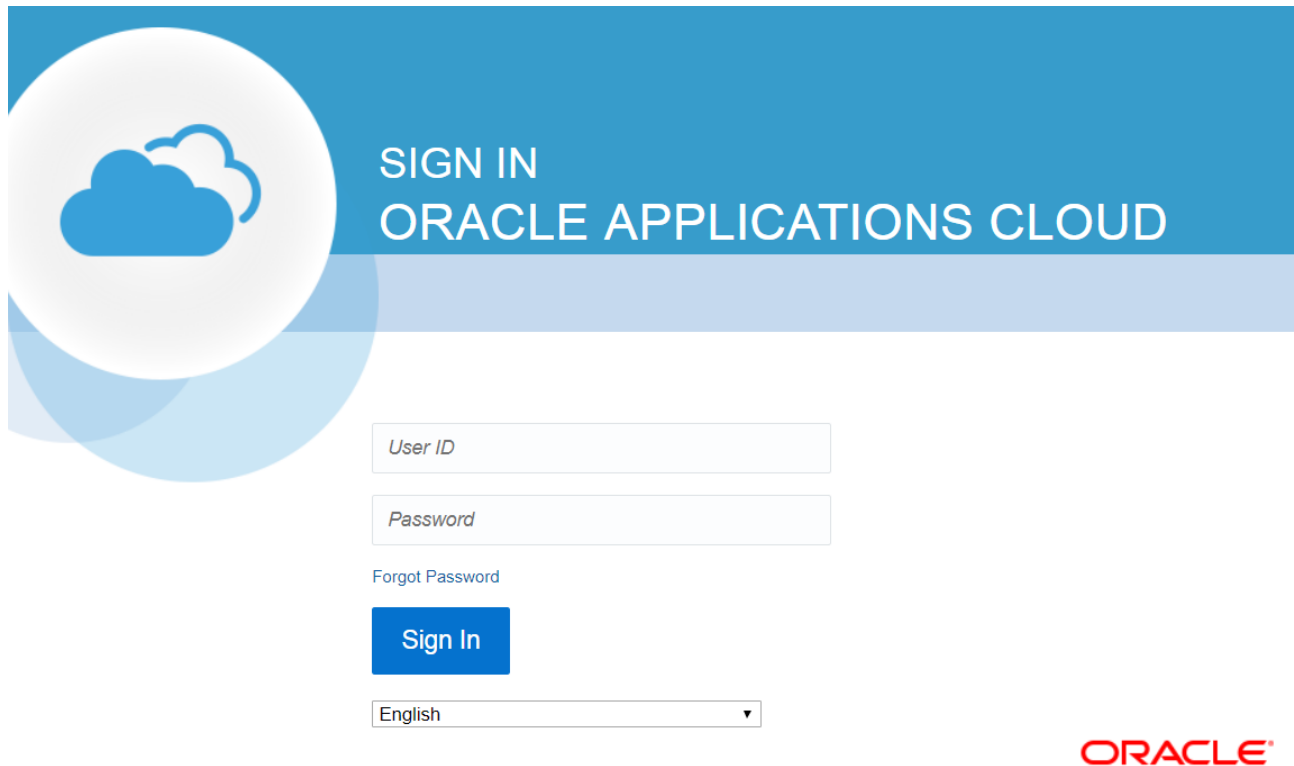


The ARC webpage will link you to the ARC login page:

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 and the text "SIGN IN ORACLE APPLICATIONS CLOUD" on the right. Below the header, there are two input fields for "User ID" and "Password". A link for "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.

SIGN IN
ORACLE APPLICATIONS CLOUD

User ID

Password

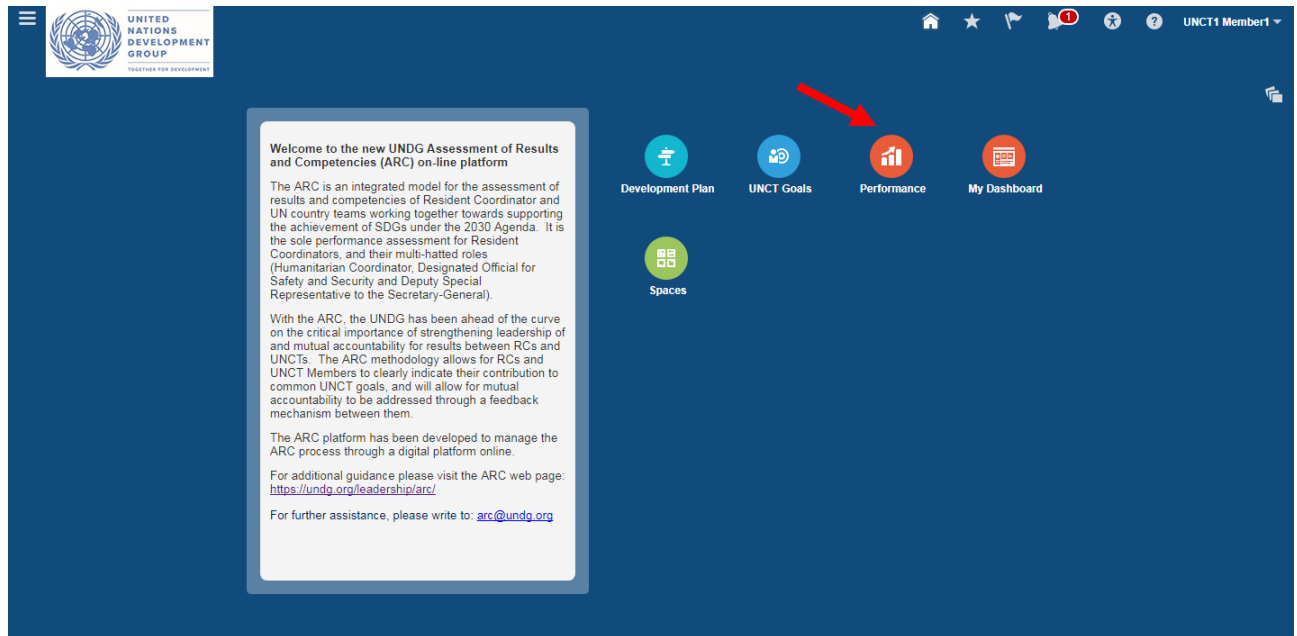
[Forgot Password](#)

Sign In

English ▼

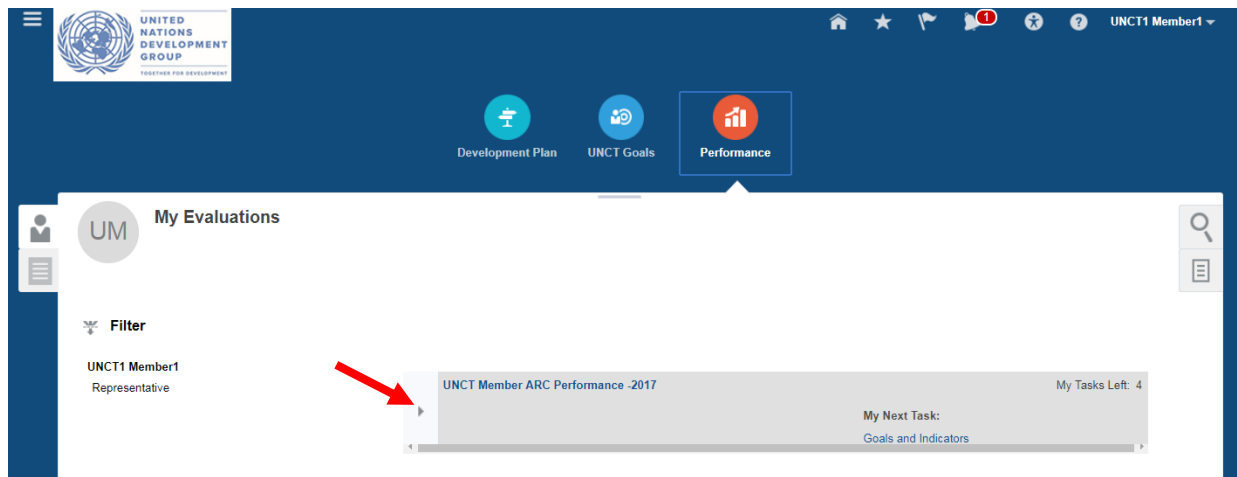
ORACLE

3. Then, click **Sign In**.
 - This action opens the ARC home page unique to the UNCT member.
 - The page contains information and links that are specific to your privileges in the ARC system.
 - The privileges in ARC depend on your job function.

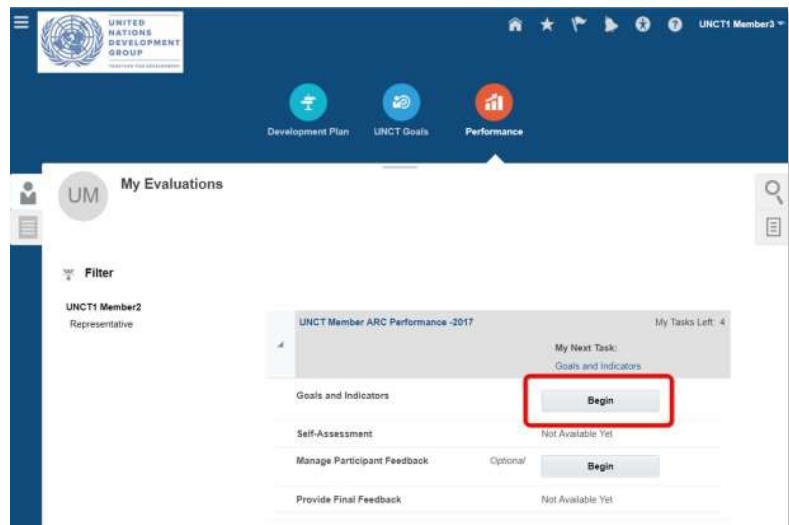


4. Click the **Performance** icon, highlighted in the image above.
 - The Performance tab opens.

5. Click the triangular button to open Performance Document window



6. Under Goals and Indicators, click **Begin**.
The Create Performance Document window opens.



IMPORTANT: Please pay special attention to the warning in step7. It is vital to the completion of the indicator entry process.

Create Performance Document

Review Period ARC 2017

* Start Date 1/1/17

* End Date 12/31/17

Admin Name HQ, ARC Admin

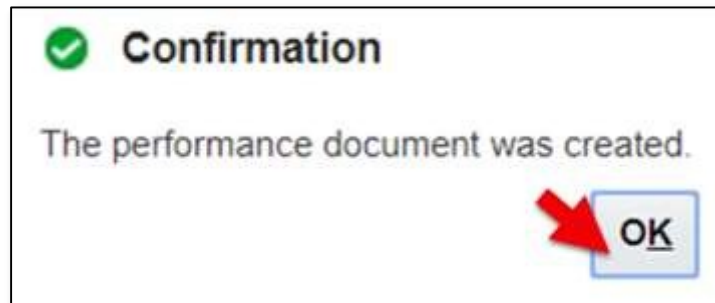
Continue Cancel

7. Verify the **Start Date** and **End Date**.

- **Start Date** and **End Date** should be when performance period begins and ends
- Under **Admin Name**, type HQ ARC Admin.
- Given that your Agency specific supervisor does not currently have access to the ARC platform, HQ ARQ Administrator will act as a proxy for your supervisor in the ARC platform. It is therefore important to enter HQ ARC Admin for Admin Name.
- HQ ARC Admin will acknowledge your indicators in the system to allow your peer feedback and self-assessment to be completed in the platform, however this does not signify actual approval of your supervisor. You need to manage this dialogue with your supervisor outside of the ARC platform. The ARC platform will record your compliance to the ARC, which will get reported to your agencies.

8. After entering these details, click **Continue**.

- A confirmation window appears indicating that the document has been created. The document has been sent to HQ ARC Admin to acknowledge so you can then enter your self-assessment and your peer feedback can be initiated.



9. Click **OK**.

- The ARC Goals and Success Criteria appears with the goals listed therein.

UNCT1 Member1: UNCT Member ARC Performance -2017

Task: Goals and Indicators

Attachment: None +

Sort By: Name

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

10. To enter indicator information for any goal, click on the link for that goal.

- Note that goal information in the Success Criteria field is entered previously by the UNCT ARC Administrator and should not be modified, this is the UNCT Success Criteria.
- The RC and the UNCT members need to provide 1-3 indicators each separately, for each of the 5-6 Goals corresponding to their individual contribution towards the UNCT Goals.

Goal: This is UNCT Goal 1 Development

Save Done

Description

Edit

* Goal Plan UNCT Goals - Test_CT1 1/1/17 - 1/31/18

Goal Name This is UNCT Goal 1 Development

Goal Details

Start Date 1/1/17 Target Completion Date 1/31/18

Category Development

Success Criteria Enter 2 to 3 UNCT Success Criteria for the associated UNCT Goal

Indicators Enter here the staff member's 1 to 3 indicators towards the associated UNCT Goal and its UNCT Success Criteria

11. Click **Edit** to enter indicators

12. Enter goal-specific indicator information in the **Indicators** field.

13. After entering the information, enter **Save and Close**.

- Repeat steps 10-13 for every goal that you wish to enter Indicator information for.
- As a UNCT member you should have indicators for at least 2 Goals. If you are Resident in country (Security Goal and others as applicable to your leadership role in the UNCT). For staff with non-resident agencies, you need to have contributions to a minimum of 1 UNCT Goal.

14. Click **Done** in the top right corner of the screen

- This action will return you to the ARC Goals Main page.

was updated.

OK

Save Done

Edit

UNCT1 Member1: UNCT Member ARC Performance -2017

Task: Goals and Indicators

Attachment: None

Actions: Share Save Cancel

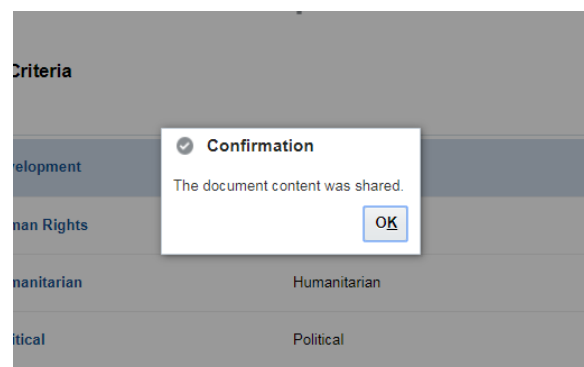
Last Saved: 2/8/18 3:54 PM

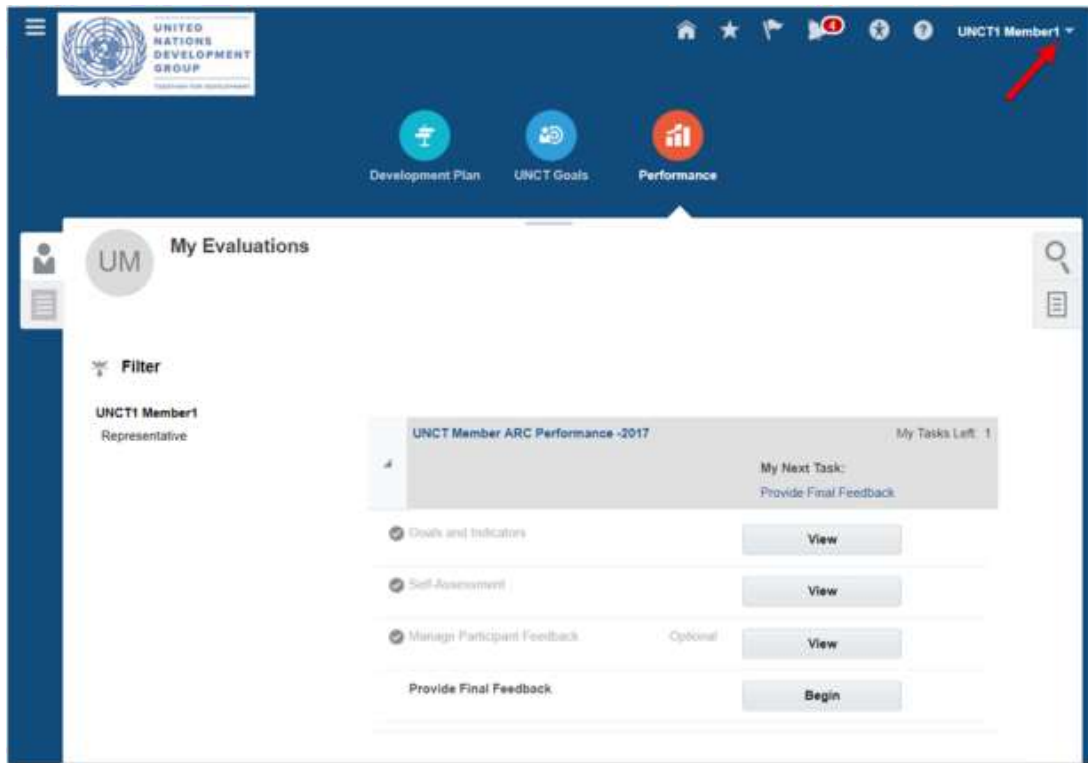
Sort By	Name	
1	This is UNCT Goal 1 Development	Development
1	This is UNCT Goal 2 Human Rights	Human Rights
1	This is UNCT Goal 3 Humanitarian	Humanitarian
1	This is UNCT Goal 4 Political	Political
1	This is UNCT Goal 5 Security	Security

15. When you have entered indicators for all goals applicable to your leadership role in the UNCT, click **Share**.

- This action shares the updated performance document to HQ ARC Admin to acknowledge. You should receive an email indicating the acknowledgment within 1 business week in order that you can begin your self-assessment.

16. A confirmation window will open. Click **Ok**.





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

18. Click **Sign Out**.

- You have now completed your self-assessment and exited the ARC system.
- This concludes the steps for creating the performance document in ARC.

