

UNCT MEMBER SELF-ASSESSMENT



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 THE SELF-ASSESSMENT

- Reference Guide -

Introduction

In the Assessment for Results and Competencies (ARC), self-assessment by a UN country team member commences after the following steps have been completed:

1. The UNCT member creates the performance document, enters indicators for their goals and then shares the document with the performance document manager.
2. The performance document HQ Admin reviews and approves the performance documents.

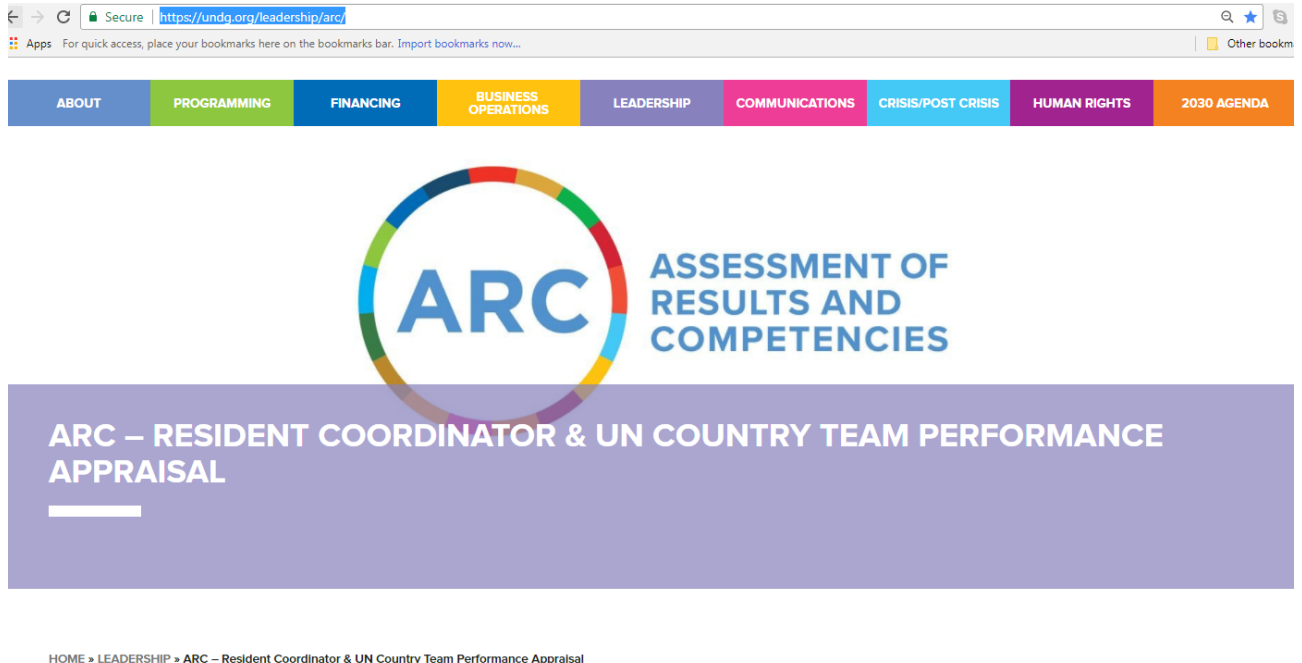
The performance document is part of the yearly performance evaluation process against which you would enter your self-assessment comments in ARC.

Once the performance document manager has submitted the document, the UN country team member receives an email notification informing him/her to commence the self-assessment in ARC.

In this document, you will learn how to complete the self-assessment in ARC as the country team member.

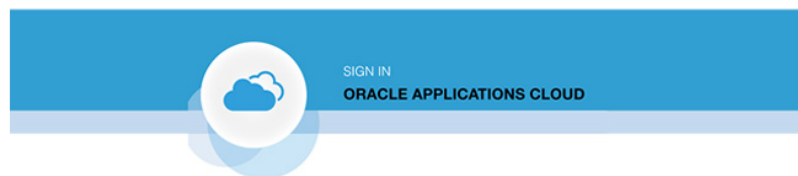
Completing self-assessment

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

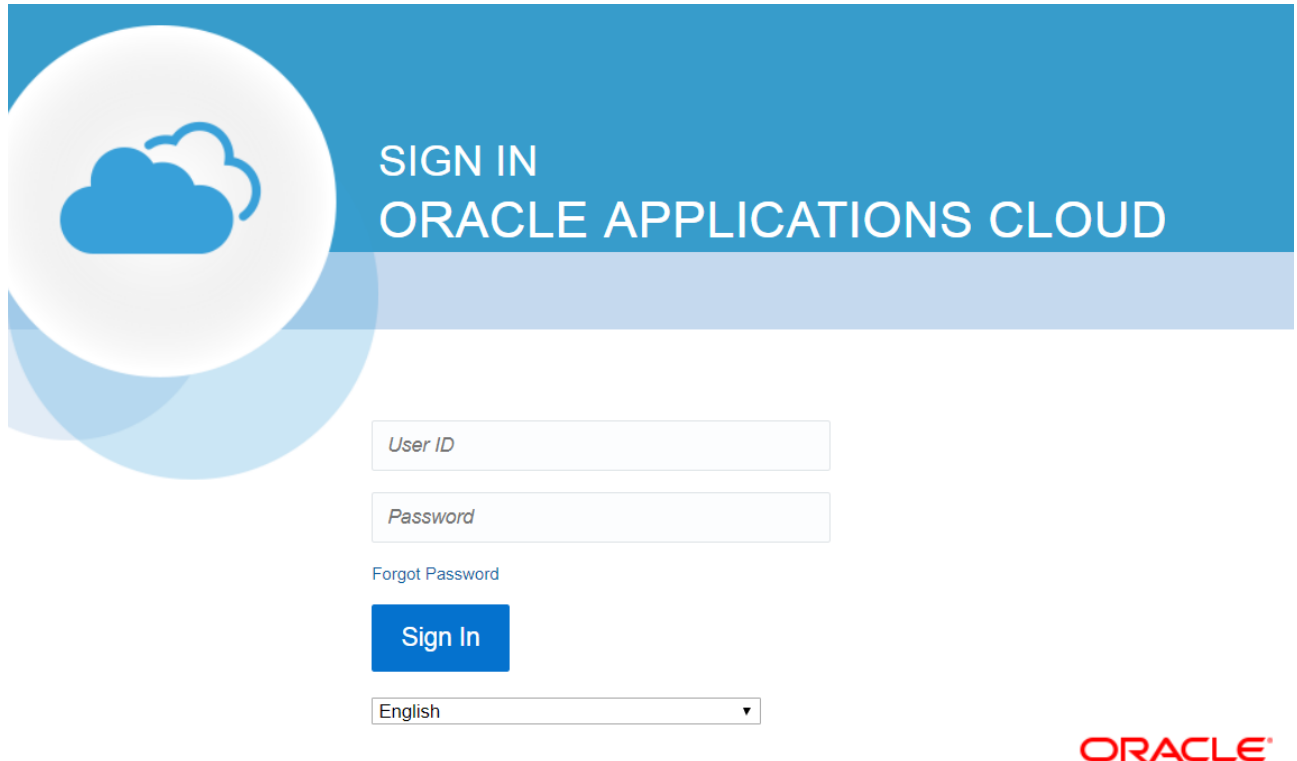


The ARC webpage will link you to the ARC login page:

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 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

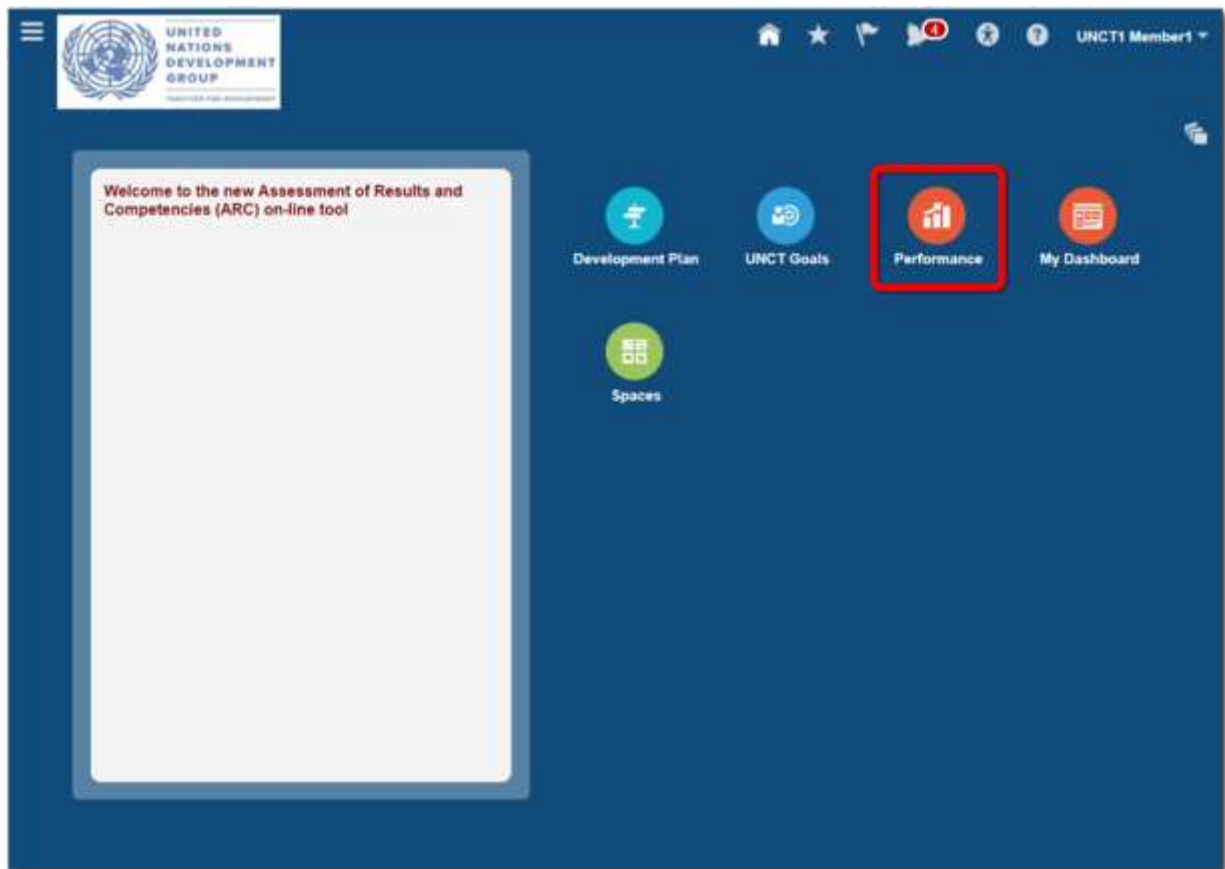
[Forgot Password](#)

Sign In

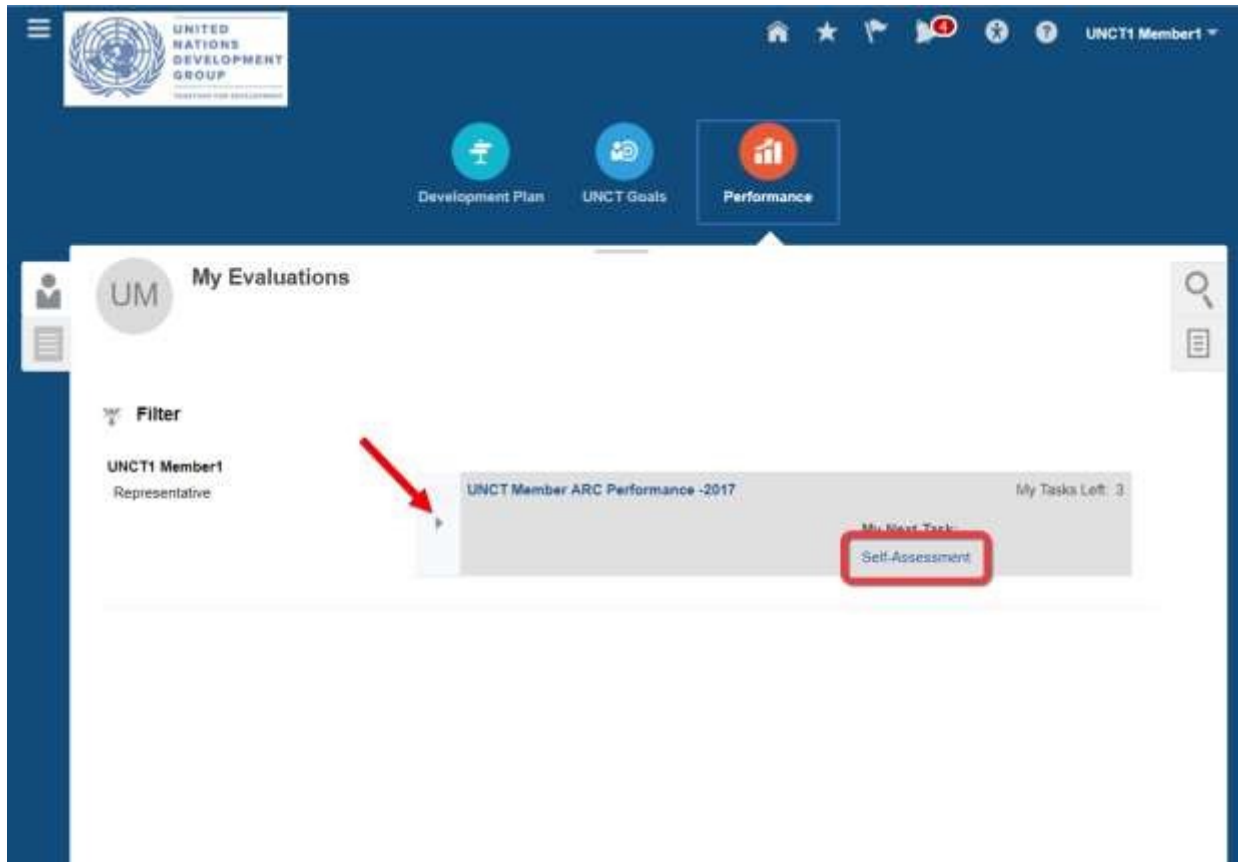
English ▼

ORACLE

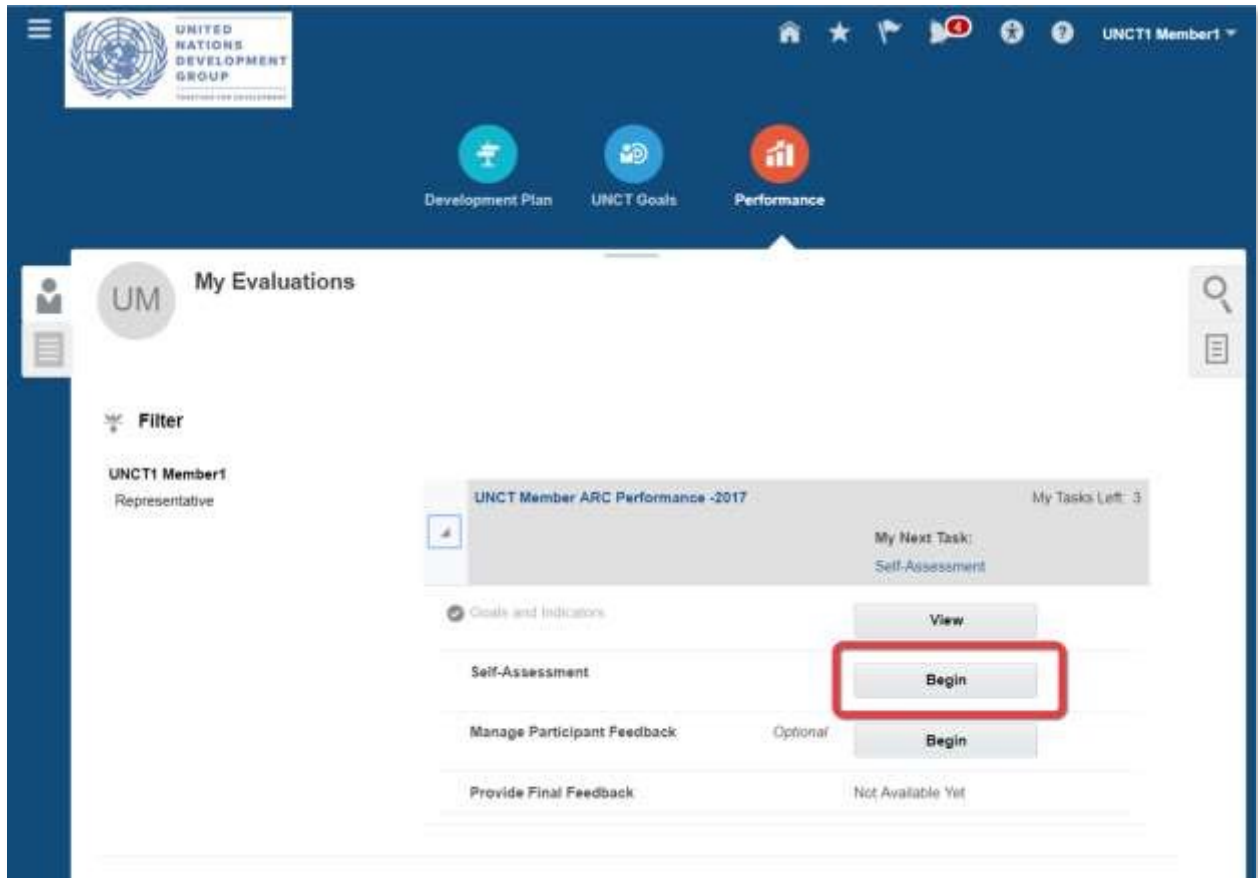
3. Then, click **Sign In**.
 - This action opens the ARC home page unique to the UNCT member.
 - The page contains information and links that are specific to your privileges in the ARC system.
 - The privileges in ARC depend on your job function.



4. On the ARC home page, click the **Performance** icon, highlighted in the image above.
 - This action opens the My Evaluations page.
 - The page displays information indicating that ARC is now ready and waiting for you to enter your self-assessment.
 - Notice the onscreen text indicating that your next task is to complete your self-assessment as part of your performance for the year.



5. Click the arrow highlighted in the image above.
- This action expands the box to reveal additional options.



6. Under Self-Assessment, click **Begin**.

- **NOTE:** If you are continuing a self-assessment that you have already begun, you will see the **Continue** button instead.
- The UNCT Member ARC performance evaluation page opens.

UNCT1 Member1: UNCT Member ARC Performance -2017

Task: Self-Assessment

Attachment: None

Actions: Save, Submit, Cancel

ARC Goals & Success Criteria

Sort By: Name Show All Comments

Goal Name	Category	Employee	Actions
This is UNCT Goal 1 Development	Development	Employee	[Feedback Icon] [Close Icon]
This is UNCT Goal 2 Human Rights	Human Rights	Employee	[Feedback Icon] [Close Icon]
This is UNCT Goal 3 Humanitarian	Humanitarian	Employee	[Feedback Icon] [Close Icon]
This is UNCT Goal 4 Political	Political	Employee	[Feedback Icon] [Close Icon]
This is UNCT Goal 5 Security	Security	Employee	[Feedback Icon] [Close Icon]

ARC Competencies / Team Attributes

Peer Feedback Dashboard (HQ access only)

7. The page is divided into three sections. Make sure you are in the first section by clicking on the **right-pointing arrow** for the ARC Goals & Success Criteria section, as highlighted in the image above.
- This action will show all the goals as approved by the Regional UNDG Performance Management Team.
 - Each goal has an accompanying **Employee** dropdown list and an icon allowing you to enter detailed feedback for that goal.

UM UNCT1 Member1: UNCT Member ARC Performance -2017

Task Self-Assessment Attachment None

Actions Save Submit Cancel

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			

ARC Competencies / Team Attributes

Peer Feedback Dashboard (HQ access only)

8. Click in the **Employee** dropdown list and choose the appropriate option that reflects how you performed in the context of the relevant goal.
9. Click on the box icon to provide a narrative comment (this is optional).
10. Enter your overall self-assessment in the last section. This is mandatory.

UNCT1 Member1: UNCT Member ARC Performance -2017

Task: Self-Assessment

Attachment: None

ARC Goals & Success Criteria

Sort By: Name Show All Comments

This is UNCT Goal 1 Development Development Employee Fully Accomplished

Employee Comments

Enter employee comments here

Hide Comments

11. (Optional) Click the **text box** next to the dropdown list.
- This action reveals an Employee Comments text field in which you can enter additional details about your performance (optional).
 - After you have entered your comments, click **Hide Comments** to hide the text box.

UNCT1 Member1: UNCT Member ARC Performance -2017

Task: Self-Assessment

Attachment: None

Actions Save Submit Cancel

ARC Goals & Success Criteria

Sort By: Name Show All Comments

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

12. Repeat steps 8 and 9 to enter your rating and comments for each of the remaining goals on the page for those you included indicators for.

UNCT1 Member1: UNCT Member ARC Performance -2017

Task: Self-Assessment

Attachment: None

Actions Save Submit Cancel

ARC Goals & Success Criteria

13. At any point you can save your work while doing the self-assessment by clicking **Save** at the top of the page.
- In addition to saving your progress, this action also allows you to log in to ARC at a later date or time to resume and complete your self-assessment.
 - Alternatively, you can click **Cancel** if you wish to exit the self-assessment without saving your work.

UNCT1 Member1: UNCT Member ARC Performance -2017

Task: Self-Assessment

Attachment: None

Actions: Save Submit Cancel

ARC Competencies / Team Attributes

Show All Comments

UNCT_Member Communicating and Engaging

Employee

Exceptionally Demonstrated

Fully Demonstrated

Partially Demonstrated

Not Demonstrated

UNCT_Member Delivering Results

Employee

UNCT_Member Impact and Drive

Employee

UNCT_Member Managing Complexity

Employee

Peer Feedback Dashboard (HQ access only)

Last Saved: 1/14/16 8:08 PM

14. Next, after you have completed this section, click the **right arrow** for the ARC Competencies / Team Attributes section.
- Use the same steps described above to choose your employee rating and add employee comments (where necessary) for your competencies.
 - There is no need to click on the Peer Feedback Dashboard section. This section is for UN HQ access only.

UNCT1 Member1: UNCT Member ARC Performance -2017

Task: Self-Assessment

Attachment: None

Actions: Save Submit Cancel

Last Saved: 1/14/18 8:08 PM

ARC Competencies / Team Attributes

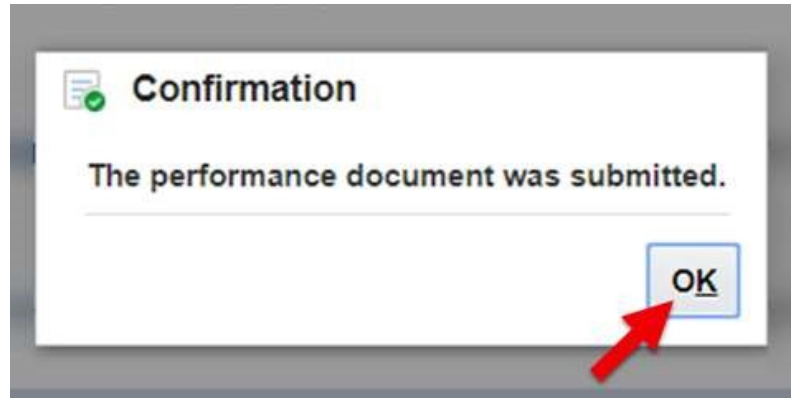
Show All Comments

Competency	Employee	Rating
UNCT_Member Communicating and Engaging	Employee	Exceptionally Demonstr
UNCT_Member Delivering Results	Employee	Exceptionally Demonstr
UNCT_Member Impact and Drive	Employee	Fully Demonstrated
UNCT_Member Managing Complexity	Employee	Fully Demonstrated

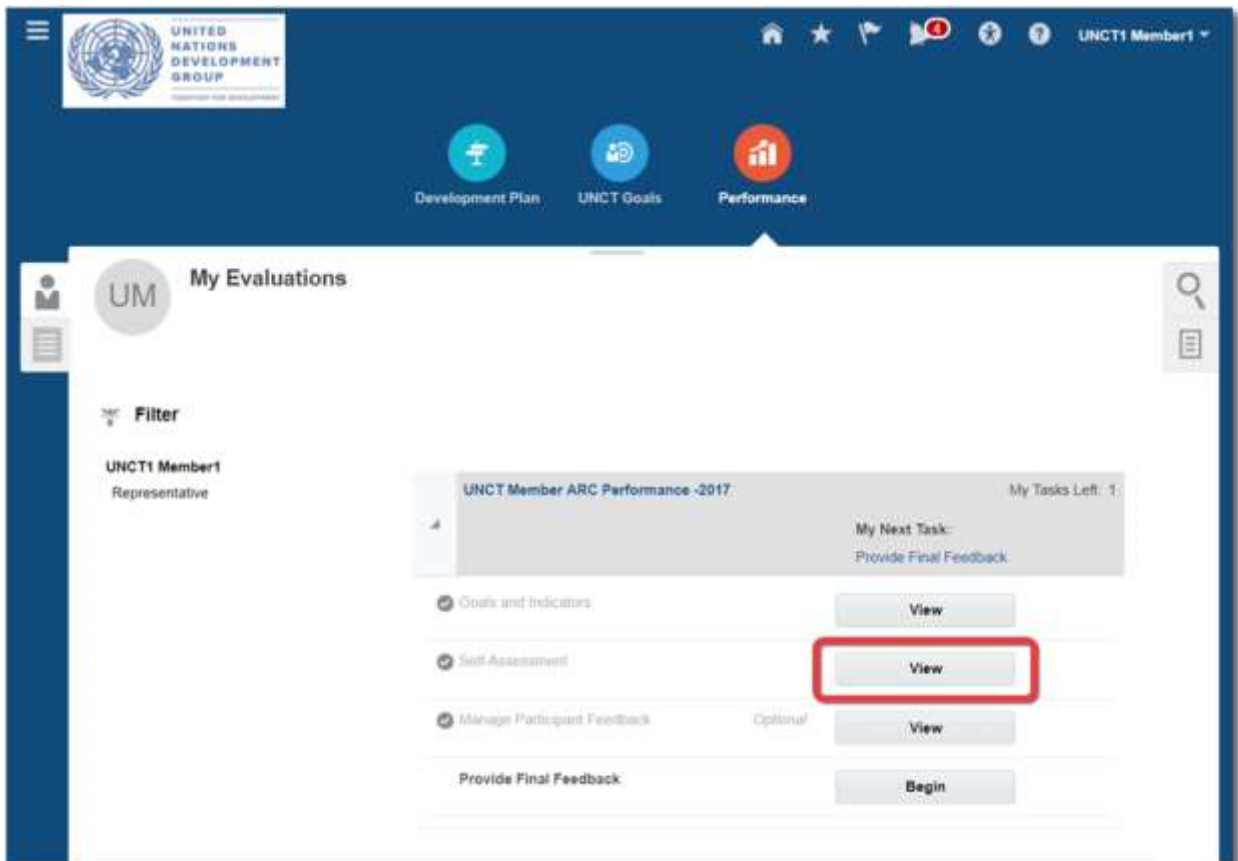
Employee Comments

Enter your comments here

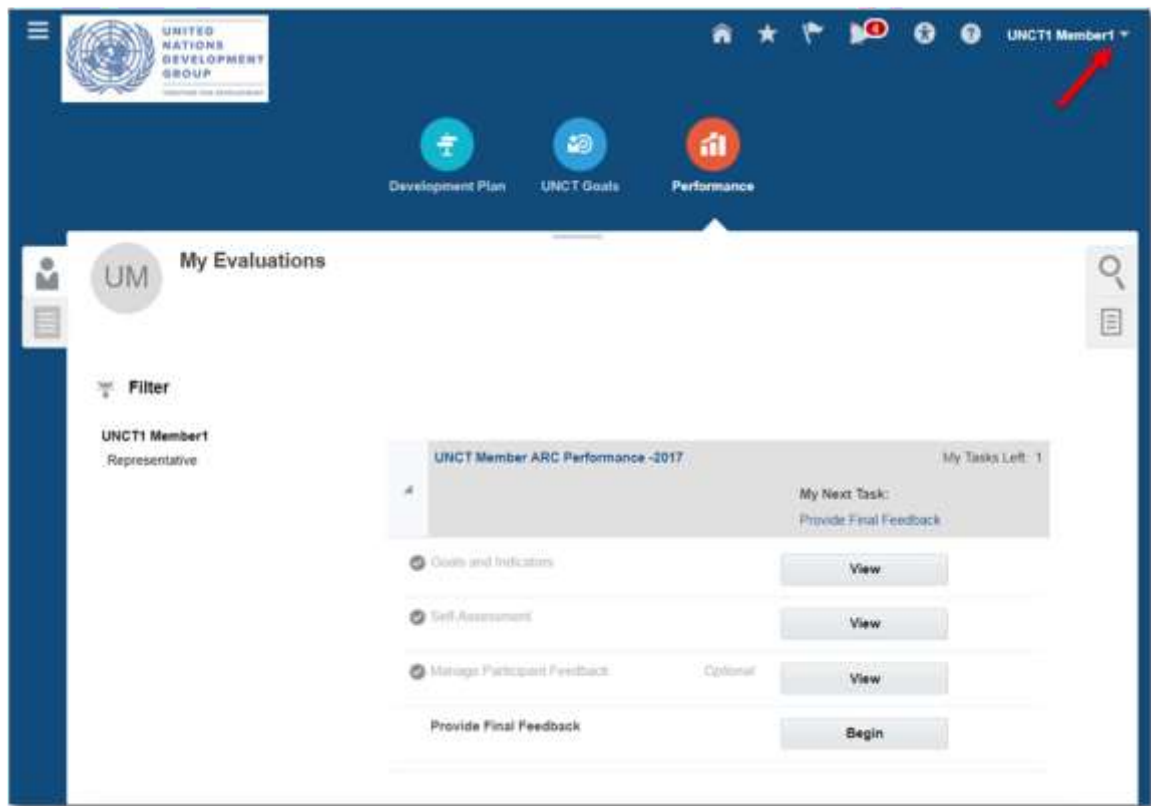
15. After you have entered all your ratings and comments, click **Submit**.
 - A Confirmation window appears indicating that the performance document has been submitted.
 - The self-assessment you submitted has been delivered to HQ ARC Admin.
 - **WARNING: THIS IS THE LAST CHANCE TO MAKE CHANGES BEFORE SUBMITTING THE SELF-ASSESSMENT. ONCE SUBMITTED YOU CAN NO LONGER MAKE ANY CHANGES TO YOUR SELF-ASSESSMENT.**



16. Click **OK**.
- This action returns you to the My Evaluations page.
 - At this point, you can no longer make any changes to your self-assessment.
 - Notice, that the Begin/Continue button is replaced by the View button.



17. Click **View**.
- This action returns you to the performance evaluation page where you can review the information you entered.
 - Notice that you no longer see the employee rating dropdown lists or employee comments icons.



18. Click the **Printer Icon** to print your self-assessment. Please print your self-assessment report and share with your supervisor for consideration, as part of your performance appraisal process.

19. When you are ready to exit ARC, click the menu indicated by the down arrow next to your name or role in the top-right corner of the screen.



20. Click **Sign Out**.