



ACKNOWLEDGMENT OF THE RESIDENT COORDINATOR PERFORMANCE APPRAISAL



ASSESSMENT OF
RESULTS AND
COMPETENCIES



UNITED
NATIONS
DEVELOPMENT
GROUP

TOGETHER FOR DEVELOPMENT

FOR RESIDENT COORDINATOR

Acknowledgment of the Resident Coordinator Performance Appraisal - Reference Guide -

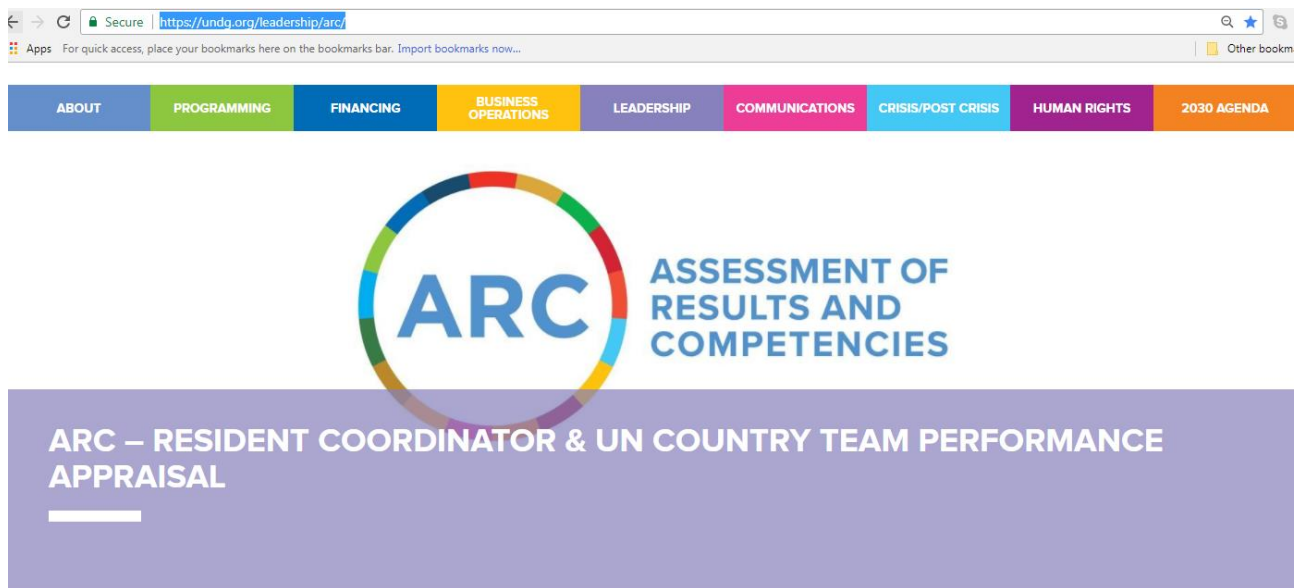
Introduction

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 Resident Coordinator performance appraisal with the RC for his/her final acknowledgment. This training guide explains how the RC will acknowledge and close the RC final performance appraisal in the ARC.

Accessing the ARC

1. To access the ARC go to www.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.**



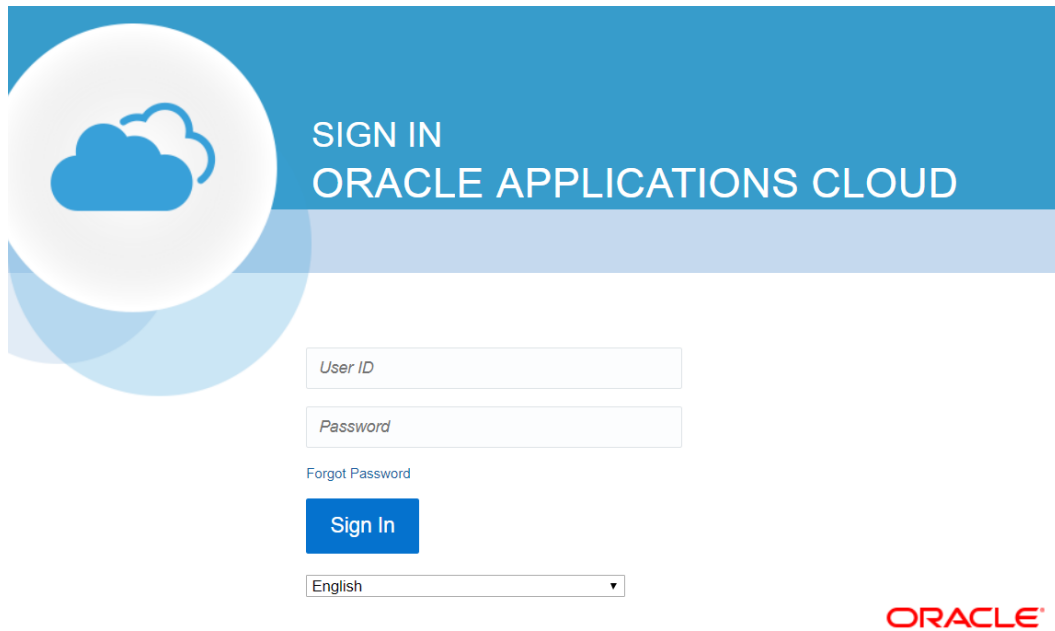
HOME » LEADERSHIP » ARC – Resident Coordinator & UN Country Team Performance Appraisal

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

TO ACCESS THE ARC CLICK HERE:



2. Enter your (Resident Coordinator) 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 left, there is a language 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

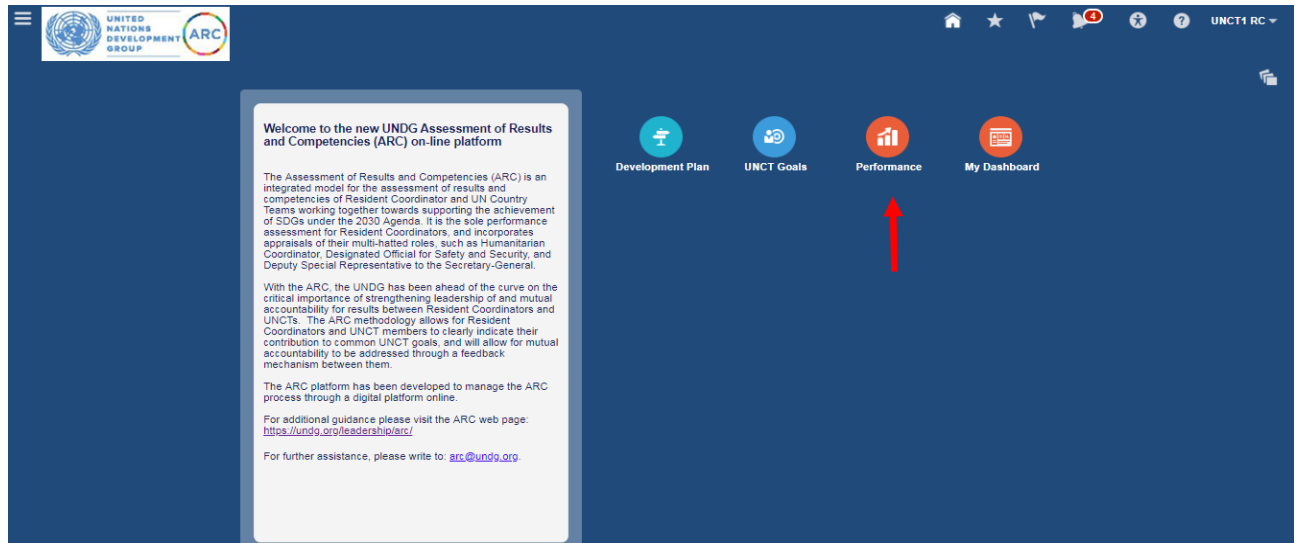
English

ORACLE

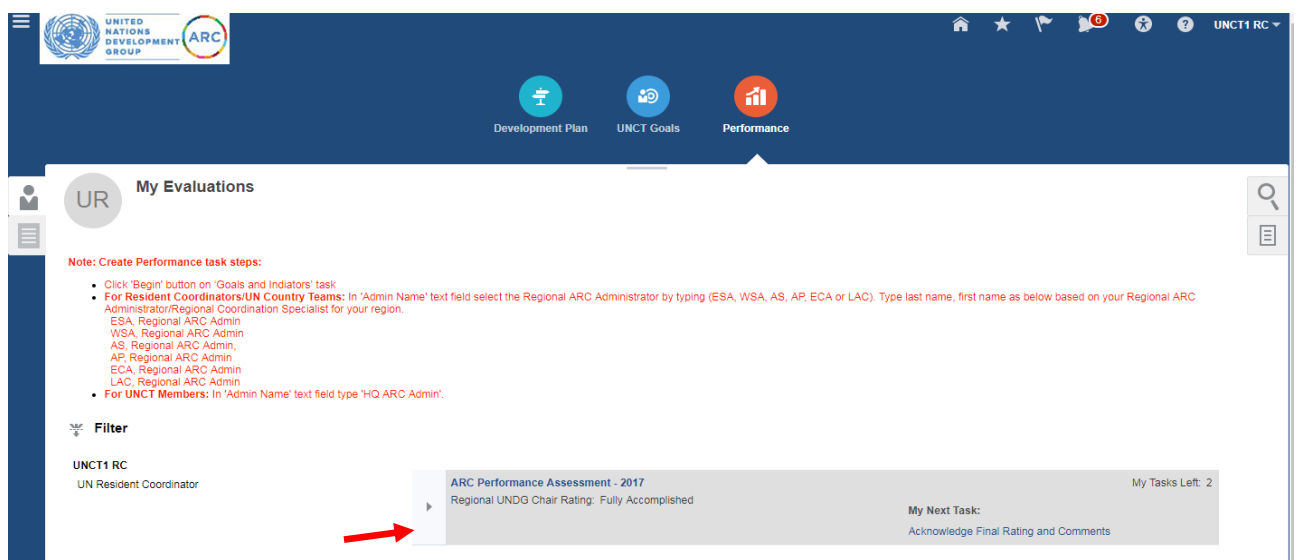
3. Then, click **Sign In**.
 - This action opens the ARC home page unique to the Resident Coordinator.
 - The page contains information and links that are specific to your privileges in the ARC system.
 - The privileges in the ARC depend on your job function.

4. Click on the **Performance** Icon.

- The My Evaluation page will open



5. Under ARC Performance Assessment – 2017 click the right facing triangle icon



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

My Evaluations

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

UNCT1 RC
UN Resident Coordinator

ARC Performance Assessment - 2017
Regional UNGD Chair Rating: Fully Accomplished
My Tasks Left: 2

My Next Task:
Acknowledge Final Rating and Comments

Goals and Indicators	View
Self-Assessment	View
Acknowledge Final Rating and Comments	Begin
Final Assessment Comments	Not Available Yet

7. The RC 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 RC: ARC Performance Assessment - 2017

Task: Acknowledge Final Rating and Comments
Attachment: None

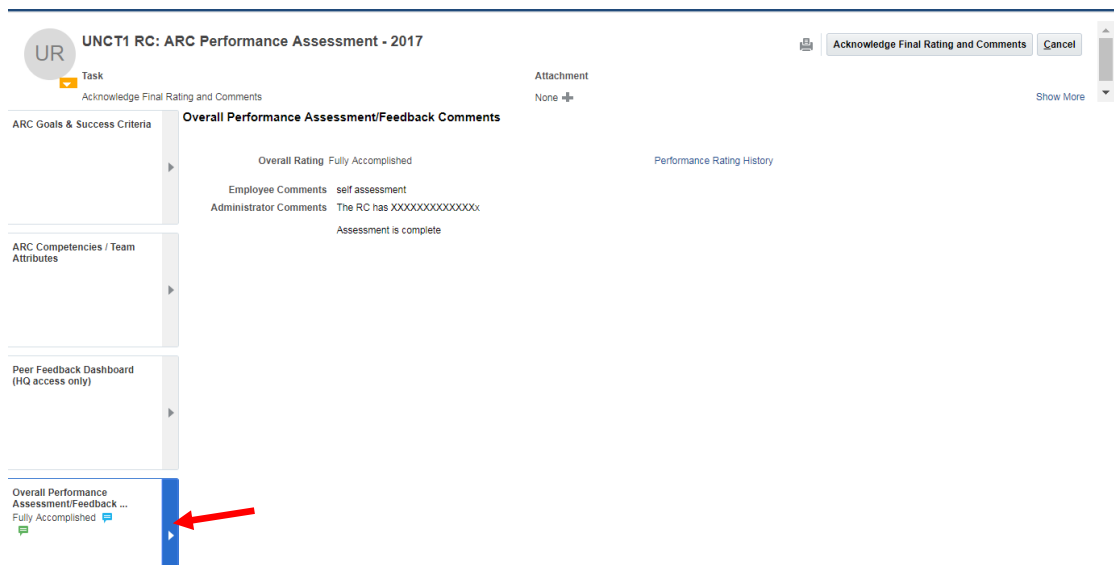
ARC Goals & Success Criteria

Sort By: Name [Show All Comments](#)

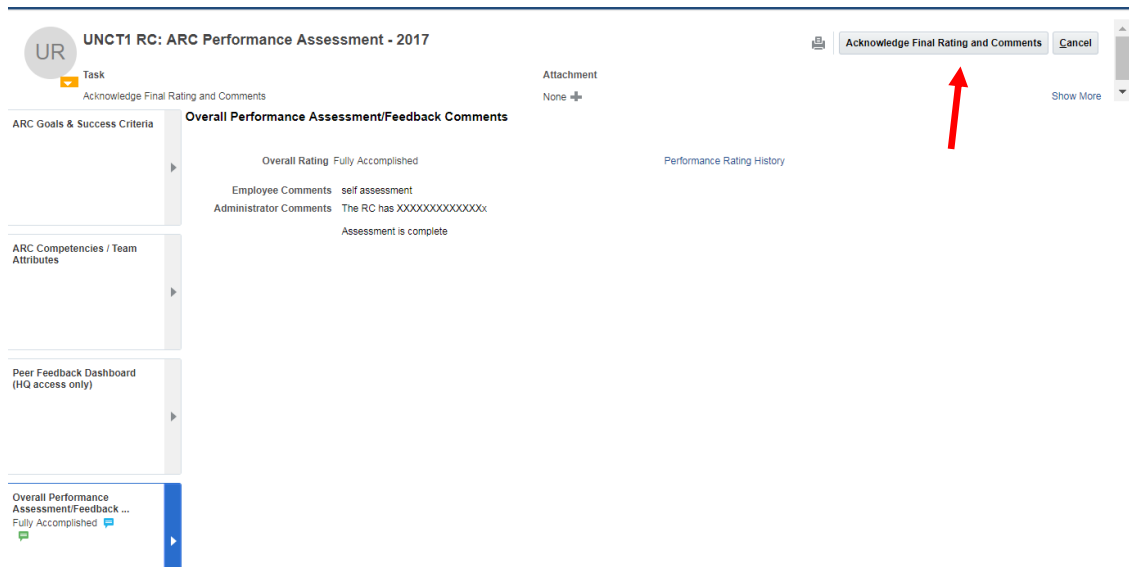
This is UNCT Goal 1 Development	Development	Employee	Exceptional Achievement
This is UNCT Goal 2 Human Rights	Human Rights	Employee	Exceptional Achievement
This is UNCT Goal 3 Humanitarian	Humanitarian	Employee	Exceptional Achievement
This is UNCT Goal 4 Political	Political	Employee	Partially Accomplished
This is UNCT Goal 5 Security	Security	Employee	Fully Accomplished

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 at the bottom left side of the window**
- The Overall Performance Assessment/Feedback Comments page will open, it will show the final overall rating and final narrative comments.



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



10. A window will open whereby the RC can provide comments to the Regional UNSDG Chair to acknowledge receipt of the RC performance appraisal. These comments are optional. Once completed click **OK**.

The screenshot shows the 'Acknowledge Performance Document' window. The window has a title bar with 'UNCT1 RC: ARC Performance Assessment - 2017' and a close button. Below the title bar, there is a 'Task' section with 'Acknowledge Final Rating and Comments' and a 'Cancel' button. The main content area is a text editor with a toolbar containing buttons for bold, italic, underline, list, link, and other formatting options. The text area contains the following text: 'Dear XXXXXXXX', a long line of 'X' characters, 'Sincerely,', and 'RC'. A red arrow points to the text area. At the bottom right of the window, there are 'OK' and 'Cancel' buttons, with a red arrow pointing to the 'OK' button.

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

The screenshot shows the 'Overall Performance Assessment/Feedback Comments' window. The window displays the following information: 'Overall Rating: Fully Accomplished', 'Performance Rating History', 'Employee Comments: self assessment', 'Administrator Comments: The RC has XXXXXXXXXXXXXXXX', and 'Assessment is complete'. A 'Confirmation' dialog box is open in the foreground, displaying the message 'The performance document was acknowledged.' and an 'OK' button. A red arrow points to the 'OK' button.

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

UNCT1 RC
UN Resident Coordinator

ARC Performance Assessment - 2017
Regional undg Chair Rating: Fully Accomplished

My Tasks Left: 1

My Next Task:
[Final Assessment Comments](#)

Goals and Indicators	View
Self-Assessment	View
Acknowledge Final Rating and Comments	Date Completed: 6/11/18
Final Assessment Comments	Begin

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

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

UR UNCT1 RC: ARC Performance Assessment - 2017

Task: Final Assessment Comments

Attachment: None

Save Submit Cancel

Show More

ARC Goals & Success Criteria

ARC Competencies / Team Attributes

Peer Feedback Dashboard (HQ access only)

Overall Performance Assessment/Feedback ... Fully Accomplished

Final Comments

Employee Comments

This is where the RC inputs his or her final comments on the performance appraisal.

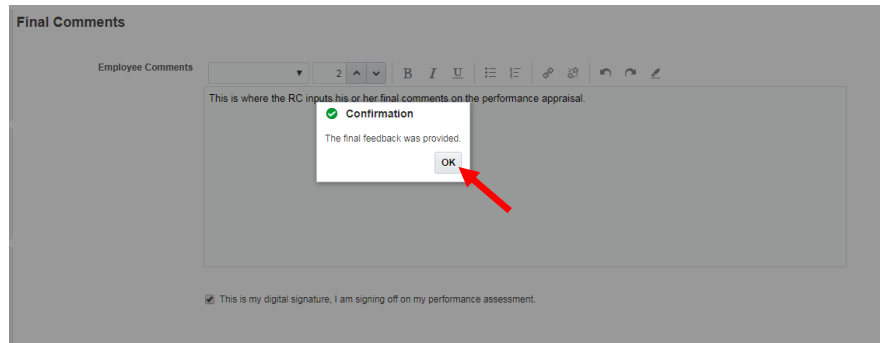
☒ This is my digital signature, I am signing off on my performance assessment.

15. Click **SUBMIT**

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

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

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



18. 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.

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My Evaluations

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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.
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 - WSA, Regional ARC Admin
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 - 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

UNCT1 RC

UN Resident Coordinator

ARC Performance Assessment - 2017		My Tasks Left: 0
Regional UNDG Chair Rating: Fully Accomplished		Complete Date Completed: 6/11/18
✓ Goals and Indicators	View	
✓ Self-Assessment	View	
✓ Acknowledge Final Rating and Comments	Date Completed: 6/11/18	
✓ Final Assessment Comments	Date Completed: 6/11/18	

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

