e-PERFORMANCE HANDBOOK



TABLE OF CONTENTS

Getting Started	3
Logging in to Inspira for the First Time	3
Check your Functional Title	4
Correct your Functional Title	5
Process Overview	7
Phase 1: Workplan	8
Step 1: Create Workplan (Staff Member)	8
Step 2: Approve Workplan (First Reporting Officer)	13
Phase 2: Mid-Point Review	14
Step 3: Start Mid-Point Review (Staff Member)	14
Step 4: Complete Mid-Point Review (First Reporting Officer)	16
Phase 3: End-of-Cycle Evaluation	
Step 5: Self-Evaluation (Staff Member)	
Step 6: Evaluation (First Reporting Officer)	19
Step 7: Approve Evaluation (Second Reporting Officer)	21
Step 8: Acknowledge Evaluation (Staff Member)	23
Administrative Actions	24
Change the First Reporting Officer (First Reporting Officer)	24
Change the Second Reporting Officer (Staff Member)	26
Additional Supervisor Functions	27
Print a Completed Document (Staff Member)	32
Print a Completed Document (First Reporting Officer)	

When you hover over the Table of Content or the right hand menu tabs found through out the guide a b icon will appear to indicate a clickable quick link.



GETTING STARTED

LOGGING IN TO INSPIRA FOR THE FIRST TIME

- a. In your web browser, go to https://inspira.un.org
- b. Enter your index number as your User ID
- c. Enter your year of birth followed by the first four letters of your last name in capital letters as your initial Password. For example, if you were born in 1973 and your last name is Gonzalez, your initial password would be 1973GONZ. If you were born in 1980 and your last name is Lee, you initial password would be 1980LEE.
- d. Click *Login*



The > icon indicates a series of items you

CHECK YOUR FUNCTIONAL TITLE

a. Click Main Menu > Self Service > Job Information > Job Information Summary

b. Review the information which is displayed on the screen

	Job summary in Polla Taylor	should click in sequence. For example, Main Menu Self Service indicates that you should click			
	Job Information			then click	
	Last Updated Date/Time:	15/12/2011 11:16:02		Self Service.	6
	Status:	Active			
	Job Code:	3775			
	Functional Title:	HUMAN RESOURCES ASSISTANT			
	Job Family:	Human Resources			
	Level:	G5			
	Org Unit:	ESCAP IDD	tf any of	the other	
	Business Unit:	UNCS	informatio	n displayed	
	Supervisor:	Justine Rosales	contact y	our personnel	
f	f the functional title i	s incorrect follow the instructions on page 5	office to the appro	opriate personnel	

c. If the functional title is incorrect follow the instructions on page 5



comments section.

CORRECT YOUR FUNCTIONAL TITLE

a. Click Main Menu > Self Service > Performance Management > Additional Functionality



b. Click Functional Title Change



and modify their own performance documents. Manager Self Service gives access to FRO's and SRO's to review and approve documents

SRO's to review and approve documents for the staff that they supervise.

c. Click Select new Functional Title



- d. Select *Functional Title* in the *Search by* drop down box
- e. Enter the first few letters of your new title in the **begins with** box and click Look Up (Alternatively click on the Look Up button for the available titles)

f. Select your new title

Look Up Functional Title	
Search by: Functional Title + begins w	com
Look Up Cancel Advanced Lookup	
Search Results	
View 100 First	1-7 of 7 🕞 Last
Functional Title	Job Family
COMMUNICATIONS TECHNICIAN	IST
COMPUTER INFORMATION SYSTEMS ASSIS	TANT IST

- g. Click Save to complete the process
- h. Click *Home* in the top-right corner of the page to return to the Inspira home page

PROCESS OVERVIEW

The performance management process consists of three main phases: creating a work plan, conducting a midpoint review, and completing the end-of-cycle evaluation. The eight steps in this process are outlined below.

Acronym and Color Key: **SM** = Staff Member **FRO** = First Reporting Officer **SRO** = Second Reporting Officer

PHASE 1: WORKPLAN



PHASE 2: MID-POINT REVIEW



PHASE 3: END-OF-CYCLE EVALUATION



The) icon indicates a series of items you should click in sequence.

For example, Main Menu > Self Service indicates

that you should click

Should there be

multiple staff members

Main Menu and then click

Self Service.

PHASE 1: WORKPLAN

STEP 1: CREATE WORKPLAN (SM)

Create the Performance Document

- a. Click *Main Menu* > *Self Service* > *Performance Management* > *My Performance Documents* > *Create Document*
- b. Click the Cycle Start Year and select the appropriate year
- c. Click the Document Type and select Performance Document
- d. Click Select FRO

Create Performance Documents Please remember: staff members and supervisors must have ongoing dialogue throughout the performance cycle, as well as meetings at the work plan, mid-point review and end-of-cycle stages	with the same first an last name you can find out their department and functional title by clicking on
Document Creation Details	the information
Cycle Start Year: 2017 🛊	icon 🚯
Period: 01/04/2017 - 31/03/2018	
Document Type: Performance Document \$	
Language: English	
First Reporting Officer: Select FRO	
Create Documents	

- e. In the **Person Search** box, enter the FRO's last name and click Search
- f. Select the FRO's name and click OK

Person Search	
▶ Instructions	
Last Name ROSALES	Search
Search Results	
Justine Rosales	6
OK Cancel	

g. Click Create Documents on the Create Performance Documents page



Starting the Workplan

a. Click Select/Update SRO



b. Enter the SRO's last name and click Search

Person Search			
▶ Instructions			
Last Name ROSALES Search			
Search Results			
Justine Rosales	•		
OK Cancel			

- c. Select the SRO's name and click OK
- d. Click Start in the Workplan row to enter the workplan

Step		Status	Action
Workplan	0	Not Started	<u>Start</u>
Midpoint Review	0		
SM Self Evaluation	0		
FRO Evaluation	0		
SRO Approval	0		
SM Acknowledgement	0		

Update Your Actual Period

a. If the dates of your evaluation period differ from the performance cycle dates, you may indicate them in the *Actual Period* date fields.



Acknowledge Evaluation (SM)

Enter Your Goals

a. In *Section 1* of the workplan, click + <u>Add Goals</u>



- b. Insert a goal description (title), related actions and success criteria
- c. Click Update

Performance Doc	ument]
Add Goals		
Polla Taylor, HUM Performance Cycl Actual Period :01/	AN RESOURCES ASSISTANT e: 01/04/2017 - 31/03/2018 04/2017 - 31/03/2018	
Insert a goal descrip	tion (title), related actions and success criteria	
	Goal 1	
Goal Description and Related Actions (1325 characters max.):	Process invoices for payment Related Actions: a) Ensure that authorization has been provided, b) Enter the payment details in IMIS, c) Follow-up for approval	
Success Criteria (1325 characters max.):	a) All invoices are processed within 48 hours of receipt b) Claimant is informed within 24 hours of missing information c) Payment notification is sent to the claimant	Click the 🤎 icon to check your spelling.
Update Return	n to Workplan	

- d. Repeat steps a. c. to add additional goals
- e. When you are finished adding your goals, click Save

Review Core Values

a. Review Section 2, which displays the core values that apply to all staff

Add Competencies

a. In *Section 3,* click + <u>Select/Add Core Competencies</u>



- b. Select the core competencies most relevant for this performance cycle
- c. Click Update

	🖾 First 🚺 1-8 of 8 D Last
	Core Competencies
	Communication
\checkmark	Teamwork
	Planning & Organizing
	Accountability
✓	Creativity
	Client Orientation
☑	Continuous Learning
	Technological Awareness
	Update

Add Managerial Competencies

- a. In Section 4, click + Add Managerial Competencies
- b. Select the managerial competencies most relevant for this performance cycle
- c. Click Update

	First 🚺 1-6 of 6 🖸 Last
	Managerial Competencies
✓	Managing Performance
	Leadership
	Vision
✓	Empowering Others
	Building Trust
	Judgement/Decison-Making
	Update
_	

Remember if you have supervisory responsibilities, you must choose Managing Performance.



Acknowledge Evaluation (SM)

Add Your Development Plan

- a. In Section 5, click + Add Development Plan
- b. In the *Competency or Career Aspiration* box, enter your development objective. In the *Development Activity* box, enter the activity to support the objective.
- c. Click Update

Performance Doc	cument	
Add Developr	nent plan	
Competency or Career Aspiration:	Learn how to create tables in Word	
Development activity:	Enroll in Word level 2 full day workshop offered by IT Learning Section	Ś
		1.
Update Return	n to Workplan	

- d. Click Save
- e. When you have completed your workplan, click Notify FRO to inform your supervisor that it is ready for approval
- f. Click <u>Return to Document Detail</u>

Save	Cancel	Notify FRO	Return to Document Detail	The
				triage

The Notify FRO button triggers an automatic email to the supervisor informing them that the workplan has been created and is pending their approval/completion.



STEP 2: APPROVE WORKPLAN (FRO)

- a. Click Main Menu > Manager Self Service > Performance Management > Performance Documents > Current Documents
- b. Click <u>Performance Document</u> in the row that corresponds to the staff member and performance cycle you wish to review

Where I am FRO Where I am SRO								
Current Performance Documents								
Listed below are the current performance documents for which you are the First Reporting Officer.								
Performance Docu	ments			Custon	<u>nize Find V</u>	iew All 🗖	First 🗹 1 of 1 🕨 Last	
Staff Member	FRO	<u>SRO</u>	-	Document Type	Begin Date	End Date	Status	
Polla Taylor	Justine Rosales	Edouard Constantin	2	Performance Document	01/04/2017	31/03/2018	Workplan	
							·	

c. Click <u>Review/Approve</u> in the *Workplan* row

Document ID: 1624 First Reporting Officer: Justine Rosales Second Reporting Officer: Edouard CONSTANTIN Additional Supervisor(s): Iransfer to Another FRO Document Progress Action Norkplan In Progress Stage Action Norkplan In Progress Review / Approve O Midpoint Review O SNS Aefroyal O SN Acknowledgement O SN Acknowledgement O SN Acknowledgement O SN Acknowledgement O Statum to Current Documents If you want the member to make to the workplan. When you are finished, click Approve Approve to approve Performance Document O Poil Taylor, HUMAN RESOURCES ASSISTANT Performance Cycle: 10/04/2017 - 31/03/2018 Notal periot: 10/04/2017 - 31/03/2018	Tent i erformanee Becamen	it				
Document Progress Action Step Status Action Workplan In Progress Review / Approve Midpoint Review O SM Self Evaluation SM Self Evaluation O Progress FRO Evaluation O If you want the member to make to the workplar SM Acknowledgement O If you want the member to make to the workplar. Return to Current Documents Return to SM ins eview Sections 1 - 5 of the workplan. When you are finished, click Return to SM ins Performance Document Image: Sections 1 - 5 of the workplan. Image: Sections 1 - 5 of the workplan. Performance Document Image: Sections 1 - 5 of the workplan. Image: Sections 1 - 5 of the workplan. Performance Document Image: Sections 1 - 5 of the workplan. Image: Sections 1 - 5 of the workplan. Performance Document Image: Sections 1 - 5 of the workplan. Image: Sections 1 - 5 of the workplan. Performance Document Image: Sections 1 - 5 of the workplan. Image: Sections 1 - 5 of the workplan. Polla Taylor, HUMAN RESOURCES ASSISTANT Performance Cycle: 01/04/2017 - 31/03/2018 Image: Section 1 - 51/03/2018 Actual Betedt: Image: Section 1 - 51/03/2018 Image:	cument ID: st Reporting Officer: cond Reporting Officer: lditional Supervisor(s):	1624 Justine Rosales Edouard CONSTANTIN		Transfer to Another FRO		•
Step Status Action Workplan In Progress Review / Approve Midpoint Review O SM Self Evaluation O SM Self Evaluation O SM Self Evaluation O SRO Approval O SM Acknowledgement O If you want the member to make to the workplan SM Acknowledgement O SM Acknowledgement O If you want the member to make to the workplan. Return to Current Documents Return to SM instance Return to SM instance If you want the member to make to the workplan. Performance Document Approve Approve to approve If so the workplan. Performance Document Workplan Image: Status Image: Status Performance Cycle: 01/04/2017 - 31/03/2018 Status Action 100/2018 Status Actual Perior: MOV/2017 - 31/03/2018 Status Actual Perior: MOV/2017 - 31/03/2018	cument Progress					
Workplan In Progress Midpoint Review O SM self Evaluation O FRO Evaluation O SRO Approval O SM Acknowledgement O SM Acknowledgement O If you want the member to make to the workplan. Return to SM ins eview Sections 1- 5 of the workplan. When you are finished, click Approve to approve Performance Document Workplan Polla Taylor, HUMAN RESOURCES ASSISTANT Performance Cycle: 01/04/2017 - 31/03/2018 Actual Period: 01/04/2017 - 31/03/2018	<u>0</u>			<u>Status</u>		Action
Midpoint Review O SM Self Evaluation O FRO Evaluation O SRO Approval O SM Acknowledgement O SM Acknowledgement O Return to Current Documents eview Sections 1 - 5 of the workplan. When you are finished, click Approve > Approve to approve Performance Document Workplan Polla Taylor, HUMAN RESOURCES ASSISTANT Performance Cycle: 01/04/2017 - 31/03/2018 Actual Periort 01/04/2017 - 31/03/2018	rkplan		•	In Progress	Rev	view / Approve
SM Self Evaluation O FRO Evaluation O SRO Approval O SM Acknowledgement O SM Acknowledgement O If you want th member to make to the workplan. Return to Current Documents eview Sections 1-5 of the workplan. When you are finished, click Approve > Approve to approve Performance Document Workplan Polla Taylor, HUMAN RESOURCES ASSISTANT Performance Cycle: 01/04/2017 - 31/03/2018 Actual Periort 101/04/2017 101/03/2018	point Review		0			
FRO Evaluation O SRO Approval O SM Acknowledgement O If you want the member to make to the workplan. Return to Current Documents eview Sections 1- 5 of the workplan. When you are finished, click Approve to approve Performance Document Workplan Polla Taylor, HUMAN RESOURCES ASSISTANT Performance Cycle: 01/04/2017 - 31/03/2018 Actual Period: 01/04/2017 [S], 31/03/2018	Self Evaluation		0			
SRO Approval O If you want the member to make to the workplan. Return to Current Documents Return to SM ins eview Sections 1- 5 of the workplan. When you are finished, click Approve Approve to approve Performance Document Workplan Polla Taylor, HUMAN RESOURCES ASSISTANT Performance Cycle: 01/04/2017 - 31/03/2018 Actual Periot: 01/04/2017 - 31/03/2018	O Evaluation		0			
SM Acknowledgement If you want the member to make to the workplan. Return to Current Documents Return to SM instruction of the workplan. eview Sections 1- 5 of the workplan. When you are finished, click Return to SM instruction of the workplan. Approve Approve to approve Performance Document If you want the member to make to the workplan. Workplan Performance Cycle: 01/04/2017 - 31/03/2018 Performance Cycle: 01/04/2017 - 31/03/2018 State	O Approval		0			
Return to Current Documents eview Sections 1- 5 of the workplan. When you are finished, click Approve > Approve to approve Performance Document Workplan Polla Taylor, HUMAN RESOURCES ASSISTANT Performance Cycle: 01/04/2017 - 31/03/2018 Actual Perior: 11/04/2017 - 13/03/2018	Acknowledgement		0			If you we
Performance Document Workplan Polla Taylor, HUMAN RESOURCES ASSISTANT Performance Cycle: 01/04/2017 - 31/03/2018 Actual Period: 01/04/2017 [Sile 31/03/2018]	iew Sections 1-5 of prove	f the workplan. W to approve	/hen	you are finished, click		member to make cl to the workplan, cli Return to SM instead
Workplan Polla Taylor, HUMAN RESOURCES ASSISTANT Performance Cycle: 01/04/2017 - 31/03/2018	formance Document					
	orkplan Ila Taylor, HUMAN RES(rformance Cycle: 01/04/ Jal Period: 01/04/2017) 3 - 3	OURCES ASSISTAN 2017 - 31/03/2018 1/03/2018	т			

Evaluation (FRO)

PHASE 2: MID-POINT REVIEW

STEP 3: START MID-POINT REVIEW (SM)

- a. Click *Main Menu > Self Service > Performance Management > My Performance Documents > Current Documents*
- b. Click <u>Performance Document</u> in the row that corresponds to the performance dates you wish to review

Performance Docum	nents			Custom	<u>nize Find </u> V	iew All 🗖	First 🚺 1 of 1 🕨	Last
Staff Member	FRO	SRO		Document Type	Begin Date	End Date	Status	
Polla Taylor	Justine Rosales	Edouard Constantin	3	Performance Document	01/04/2017	31/03/2018	Midpoint Review	

c. Click <u>Start/Edit</u> in the *Mid-Point Review* row

performancemanagement@un.org

d.

9	Current Performance Do	ocuments						
	Document Details							
F F A	Polla Taylor, HUMAN RES Performance Cycle: 01/04 Actual Period:01/04/2017	SOURCES ASSISTA 1/2017 - 31/03/2018 - 31/03/2018	NT					
	Current Performance Docume	ent						
	Document ID: First Reporting Officer: Second Reporting Officer: Additional Supervisor(s):	1624 Justine Rosales Edouard CONSTANTIN			Select/Update SRO Select/Update Addit. Supervisc	<u>)r</u>	0	
	Document Progress							
	Step			Status			Action	
	Workplan		-	Approved			<u>View</u>	
	Midpoint Review		0	Not Started		_	Start / Edit	
	SM Self Evaluation		0					
	FRO Evaluation		0					
	SRO Approval		0					
	SM Acknowledgement		0					
Ē	Return to Current Documents							
S	croll down to Section For technical help clin on the 'Contact Us' lin	6 at the bottom	of th	ne page			This is the point which the Staff N can add an additio supervisor, see pa	at Nember onal ge 26.
	For non-technical he please contact:	elp						

Save often

- e. In *Section 6*, Click the *L* icon in the *Staff Member* box to input your comments
- f. Click Update



Before you enter your comments, meet with your FRO to discuss your mid-point review.

g. Click Save when you are finished entering your comments and are ready for your FRO to complete the Mid-Point review

Create Workplan (SM)

Approve Workplan (FRO)

Start Mid-Point Review (SM)

Complete Mid-Point Review (FRO)

STEP 4: COMPLETE MID-POINT REVIEW (FRO)

- a. Click Main Menu > Manager Self Service > Performance Management > Performance Documents > Current Documents
- b. Click <u>Performance Document</u> in the row that corresponds to the Staff Member and performance cycle you wish to review

Where I am FRO Where I am SRO									
Current Performance Documents									
Listed below are the c	urrent performance documer	ts for which you are the Fir	st Reporting Officer.						
Performance Docun	nents		Custom	<u>ize Find </u> View	N All 🗖 🖥	First K 1 of 1 Last			
Staff Member	FRO	SRO	Document Type	Begin Date Er	nd Date St	tatus			
Polla Taylor	Justine Rosales	Edouard Constantin	Performance Document	01/04/2017 31	1/03/2018 M	lidpoint Review			

c. Click Edit/Complete in the Mid-Point Review row

d.

e.

Current Performance Docum	lent				
Document ID: First Reporting Officer: Second Reporting Officer: Additional Supervisor(s):	1624 Justine Rosales Edouard CONSTANTIN		Transfer to Another FRO		U
Document Progress					
Step			Status	1	Action
Norkplan		-	Approved	_	View
didpoint Review		•	In Progress	Edit /	Complete
SM Self Evaluation		0			
RO Evaluation		0			
SRO Approval		0			
eturn to Current Documents					To view and enter
<i>Section 6</i> , review th ick the 🛃 icon in th ection 6 - Mid-Poin	ne staff member's ne FRO box to add nt Comments	com you	ments at the bottom of the p	oage	scroll down to section e
Section 6, review th ick the L icon in th Section 6 - Mid-Poin Staff Member Description: All of my g I assumed	ne staff member's ne FRO box to add nt Comments goals have been progress the responsibility to upd	you you	ments at the bottom of the p or own comments s expected. Additionally, effective 1 Sept e section's website.	ember,	scroll down to section a
Section 6, review th ick the L icon in th section 6 - Mid-Poin Staff Member Description: All of my g I assumed FRO	ne staff member's ne FRO box to add nt Comments goals have been progress the responsibility to upd	com you sing a late th	ments at the bottom of the p r own comments s expected. Additionally, effective 1 Sept e section's website.	bage	scroll down to section 6

Start Mid-Point Review (SM)

Acknowledge Evaluation (SM) f. When you are finished, click Update > Complete > Complete to complete the mid-point review



PHASE 3: END-OF-CYCLE EVALUATION

STEP 5: SELF-EVALUATION (SM)

- a. Click Main Menu > Self Service > Performance Management > My Performance Documents > Current Documents
- b. Click <u>Performance Document</u> in the row that corresponds to the performance cycle dates you wish to review

Performance Docum	nents			Custom	<u>nize Find V</u>	iew All 🗖	First K 1 of 1 Last
Staff Member	FRO	SRO 4		Document Type	Begin Date	End Date	Status
Polla Taylor	Justine Rosales	Edouard Constantin	-	Performance Document	01/04/2017	31/03/2018	SM Self & FRO Evaluation

c. Click <u>Start</u> in the **SM Self Evaluation** row

Current Performance Documents									
Document Details									
Polla Taylor, HUMAN RESOURCES ASSISTANT Performance Cycle: 01/04/2017 - 31/03/2018 Actual Period:01/04/2017 - 31/03/2018									
Current Performance Document	Current Performance Document								
Document ID: 1624 Image: Constant of the state o									
Document Progress									
Step Workplan		Status	Action						
Workplan Midneint Review		Approved	View						
SM Self Evaluation	ŏ	Not Started	Start						
ERO Evaluation	ŏ	Not Started							
SRO Approval	ŏ								
SM Acknowledgement	õ								
Return to Current Documents									

- d. Enter your comments in Sections 1-7 (where applicable)
- e. When you are finished, click Complete > Complete > OK to send the self-evaluation to your FRO



Acknowledge Evaluation (SM)

STEP 6: EVALUATION (FRO)

- a. Click Main Menu > Manager Self Service > Performance Management > Performance Documents > Current Documents
- b. Click <u>Performance Document</u> in the row that corresponds to the performance cycle dates you wish to review

Where I am FRO	Where I am SRO							
Current Performance Documents								
Listed below are the c	urrent performance docume	nts for which you are t	he Fir	st Reporting Officer.				
Performance Docum	nents			Custon	<u>nize Find V</u>	iew All 🗖	First 🚺 1 of 1 🕨 Last	
Staff Member	FRO	SRO	-	Document Type	Begin Date	End Date	Status	
Polla Taylor	Justine Rosales	Edouard Constantin		Performance Document	01/04/2017	31/03/2018	SM Self & FRO Evaluation	

c. Click <u>Start</u> in the **FRO Evaluation** row

Current Performance Documents								
Document Details								
² olla Taylor, HUMAN RESOURCES ASSISTANT Performance Cycle: 01/04/2017 - 31/03/2018 Actual Period:01/04/2017 - 31/03/2018								
Current Performance Document	Current Performance Document							
Document ID: 1624 Image: Comparison of the two processing of the two processing of two procesing of two processing of two processing of two processin								
Document Progress								
Step		<u>Status</u>	Action					
Workplan	×	Approved	View					
Midpoint Review	×	Completed	View					
SM Self Evaluation	×	Completed	View					
FRO Evaluation	0	Not Started	<u>Start</u>					
SRO Approval	0							
SM Acknowledgement	0							
SM Acknowledgement Q Return to Current Documents								

d. Enter your comments and ratings in *Sections 1-7*

the evaluation to the staff member's SRO for approval

Section 1 - Goa Goal 1	S	-
Description and Re Process invoices for	r payment	Ċ
Related Actions: a) details in IMIS. c) F Success Criteria:	Ensure that authorization has been provided. b) Enter the payment ollow-up for approval	1
 a) All invoices are p b) Claimant is information c) Payment notification 	rocessed within 48 hours of receipt ned within 24 hours of missing information ion is sent to the claimant	
Goals Summary		
Comments:	Polla's handling of the invoices this year has been truly exceptional. A recent survey of our clients showed a 98% customer satisfaction. We could never have achieved this without her hard work.	Į
Section 2 - Cor	> Values	
CORE VAL-Integri Demonstrates the without considerati making. Does not a Organization's inte unprofessional or u	y alues of the United Nations in daily activities and behaviours. Acts on of personal gain. Resists undue political pressure in decision- buse power or authority. Stands by decisions that are in the est, even if they are unpopular. Takes prompt action in cases of nethical behaviour.	
Rating 🗸		- 5
CORE VAL-Prof Shows pride in w mastery of subje observing deadlii personal concerr Remains calm in si Rating:	A - Outstanding B - Fully Competent strates professional competence and C - Requires Development Ticlent in meeting commitments, vated by professional rather than i with difficult problems or challenges. D - Unsatisfactory i with difficult problems or challenges. B - Fully Competent Image: Competent in the strate of the	
Works effectively w respect. Treats me diverse points of vi making. Examines not discriminate ag Rating:	ith people from all backgrounds. Treats all people with dignity and in and women equally. Shows respect for and understanding of ew and demonstrates this understanding in daily work and decision- own biases and behaviours to avoid stereotypical responses. Does ainst any individual or group. B - Fully Competent \diamondsuit	
Core Values Sum		
Comments:	Polla has consistently demonstrated the UN's core values.	
		j
Vhen vou have	finished inserting your comments and ratings click Submit to SBO > Submit to send	

Acknowledge Evaluation (SM

STEP 7: APPROVE EVALUATION (SRO)

- a. Click Main Menu > Manager Self Service > Performance Management > Performance Documents > Current Documents
- b. Click the Where I Am SRO tab at the top of the page
- c. Click <u>Performance Document</u> in the row that corresponds to the performance cycle dates you wish to review

Where I am FRO Where I am SRO									
Listed below are the current performance documents for which you are the Second Reporting Officer.									
Performance Docu	nents			Custom	<u>nize Find</u> Vi	ew All 🛃	First 🚺 1 of 1 🕨 Last		
Staff Member	FRO	SRO 4	-	Document Type	Begin Date	End Date	Status		
Polla Taylor	Justine Rosales	Edouard Constantin	~	Performance Document	01/04/2017	31/03/2018	SRO Approval		

d. Click <u>View/Approve</u> in the **SRO Approval** row

Current Performance Do	cuments			
Document Details				
Polla Taylor, HUMAN RES Performance Cycle: 01/04 Actual Period:01/04/2017	SOURCES ASSISTANT /2017 - 31/03/2018 - 31/03/2018			
Current Performance Docume	nt			
Document ID: First Reporting Officer: Second Reporting Officer: Additional Supervisor(s):	1624 Justine Rosales Edouard CONSTANTIN			•
Document Progress		01-1		
<u>Step</u> Workplan			is oved	<u>Action</u>
Midpoint Review		Com	pleted	View
SM Self Evaluation		Com	pleted	View
FRO Evaluation	· ·	Com	pleted	View
SRO Approval	0	> Not	Started	View / Approve
SM Acknowledgement	0	>		
Return to Current Documents		I		

- e. Review the evaluation in *Sections 1-7* and input your comments in *Section 8* at the bottom of the page
- f. When you are finished, click Approve to approve the evaluation which will then be sent to the staff member for acknowledgment

ection 8 - SRC	Comments			
RO Comments S	ummary			
Comments:	I fully endorse the FRO's evaluation been invaluable to the section's suc	1 of Polla. Her contributions have cess.	*	
	Approve Return to FRO	Return to Document I	Detail	If you want the FRO to make some changes to the end-of-cycle evaluation, lick Return to FRO instant
		Comments should be consistent with the ratings. If not the SRO could return the evaluation for revision prior to approval.		B

Once the SRO has approved the evaluation,

the staff member is automatically notified by email. This message serves as the official notification and the 14 day rebuttal

period begins.

Evaluation (FRO)

Create Workplan (SM)

Approve Workplan (FRO)

Start Mid-Point Review (SM)

Complete Mid-Point Review (FRO)

Self Evaluation (SM)

STEP 8: ACKNOWLEDGE EVALUATION (SM)

- a. Click Main Menu > Self Service > Performance Management > My Performance Documents > **Current Documents**
- b. Click Performance Document in the row that corresponds to the performance cycle dates you wish to review

Performance Docum	nents			Custon	<u>nize Find V</u>	'iew All 🗖	First 🗹 1 of 1 🗅 Lat	st
Staff Member	FRO	SRO	-	Document Type	Begin Date	End Date	Status	
Polla Taylor	Justine Rosales	Edouard Constantin	>	Performance Document	01/04/2017	31/03/2018	SM acknowledgement	

c. Click View/Acknowledge in the SM Acknowledgement row

	Jocume	ents	
Document Details	•		
Polla Taylor, HUMAN R Performance Cycle: 01/ Actual Period:01/04/201	ESOUR 04/2017 17 - 31/0	CES ASSISTANT 7 - 31/03/2018 03/2018	
Current Performance Docu	ment		
Document ID: First Reporting Officer: Second Reporting Officer: Additional Supervisor(s):	1624 Justin Edoua	ne Rosales ard CONSTANTIN	
Document Progress			
Document Progress Step		Status	Action
Document Progress <u>Step</u> Workplan	-	<u>Status</u> Approved	Action View
Document Progress Step Workplan Midpoint Review		Status Approved Completed	Action View View
Document Progress <u>Step</u> Workplan Midpoint Review SM Self Evaluation		Status Approved Completed Completed	Action View View View View
Document Progress Step Workplan Midpoint Review SM Self Evaluation FRO Evaluation		Status Approved Completed Completed Completed	Action View View View View View
Document Progress Step Workplan Midpoint Review SM Self Evaluation FRO Evaluation SRO Approval	• • • • •	Status Approved Completed Completed Completed Completed	Action View View View View View View
Document Progress Step Workplan Midpoint Review SM Self Evaluation FRO Evaluation SRO Approval SM Acknowledgement	****	Status Approved Completed Completed Completed Completed	Action View View View View View View View View

d. Review the FRO's evaluation and SRO's comments, then enter any additional overall comments you may have in Section 9 at the bottom of the page

Member Com	ments Summary
Comments:	I wish to thank my supervisors for all of their support and encouragement. I am looking forward to another productive year on the team.

e. When you are finished, click Acknowledge Review **>** OK to acknowledge the evaluation.

ADMINISTRATIVE ACTIONS

CHANGE THE FIRST REPORTING OFFICER (FRO)

- a. Click Main Menu > Manager Self Service > Performance Management > Performance Documents > Current Document
- b. Click <u>Performance Document</u> in the row that corresponds to the staff member and performance cycle you wish to review

Staff Member	FRO	SRO		Document Type	Begin Date End Date Status	
Polla Taylor	Justine Rosal	es Edouard Co	nstantin	Performance Document	01/04/2017 31/03/2018 Workplan	
ond ruyior			notantin	<u>r chomanoe booument</u>		
Click <u>Transf</u>	er to Anoth	ner FRO				to the FRC
Current Per	formance Do	ocuments				Changes to the FR
Documer	t Details					listed on the docum
Polla Taylor Performance Actual Perio	, HUMAN RE e Cycle: 01/04 d:01/04/2017	SOURCES ASSIS 4/2017 - 31/03/201 / - 31/03/2018	8 8			
Current Perfo	rmance Docum	ent				
Document ID First Reportin Second Repo Additional Se	: ng Officer: orting Officer: upervisor(s):	1624 Justine Rosales Edouard CONSTANT	IN	Transfer to	Another FRO	
Document Pr	ogress					
Step				<u>Status</u>	Action	<u>n</u>
Workplan			-	Approved	View	
Midpoint Revie	W		0	Not Started	<u>Start / E</u>	Edit
SM Self Evalu	ation		0			
FRO Evaluatio	n		0			
SRO Approval			0			
SM Acknowled	lgement		0			

- d. Select the name of the staff member whose document you want to transfer.
- e. Click Continue

Tra	fransfer to another FRO								
Sele proc	Select the staff member(s) whose document(s) you wish to transfer, then click the 'Continue' button to proceed.								
Pe	rformance Document	5				Custo	mize Find View All 🗖	First 🚺 1 of 1 🕨 Last	
	Staff Member	FRO	SRO	Document Type	Begin Date	End Date	Status	Status	
	Polla Taylor	Justine Rosales	Edouard Constantin	Performance Document	01/04/2017	31/03/2018	In Progress	Workplan	
1 Sele	Continue Continue Continue Continue								

- f. Click <u>Select FRO</u> on the **Confirm Transfer** page
- g. Enter the last name of the FRO and click Search
- h. Select the name of the FRO and click OK
- i. Click Save > OK to complete the transfer

Person Search	
▶ Instructions	
Last Name BRU Search	
Search Results	
Robert Bruce	0
Christian Brun-Cosme-Bruni	0
OK Cancel	

CHANGE THE SECOND REPORTING OFFICER (SM)

- a. Click Main Menu > Self Service > Performance Management > My Performance Documents > Current Documents
- b. Click Select/Update SRO

Current Performance Do	ocuments			
Document Details				
Polla Taylor, HUMAN RE Performance Cycle: 01/04 Actual Period:01/04/2017	SOURCES ASSISTAN 1/2017 - 31/03/2018 - 31/03/2018	ΙT		
Current Performance Docume	ent			
Document ID: First Reporting Officer: Second Reporting Officer: Additional Supervisor(s):	1624 Justine Rosales Edouard CONSTANTIN		Select/Update SRO Select/Update Addit. Supervi	sor
Step			Status	Action
Workplan		-	Approved	View
Midpoint Review		0	Not Started	Start / Edit
SM Self Evaluation		0		
FRO Evaluation		0		
SRO Approval		0		
SM Acknowledgement		0		
Return to Current Documents				

c. Enter the SRO's last name and click Search

Person Search	
▶ Instructions	
Last Name ROSALES	Search
Search Results	
Justine Rosales	0
OK Cancel	

d. Select the SRO's name and click OK

ADDITIONAL SUPERVISOR FUNCTIONS

The additional supervisor process involves the following three actions/steps:



SELECT AN ADDITIONAL SUPERVISOR (SM)

- a. Click *Main Menu > Self Service > Performance Management > My Performance Documents > Current Documents*
- b. Click on Select/Update Addit. Supervisor

Document ID:	1623			
First Reporting Officer:	Justine Rosales		Sala at/Unidata SBO	
Second Reporting Officer:	Edouard CONSTANTIN		Select/Update SRU	
Additional Supervisor(s):			Select/Update Addit. Super	visor
Document Progress				
Step			Status	Action
Workplan		•	In Progress	<u>Edit</u>
Midpoint Review		0		
SM Self Evaluation		0		
FRO Evaluation		0		
SRO Approval		0		
		~		

c. Click on 🛨 Add Additional Supervisor

Nominate Additional Supervisor	
Polla Taylor, HUMAN RESOURCES ASSISTANT Performance Cycle: 01/04/2017 - 31/03/2018 Actual Period:01/04/2017 - 31/03/2018	
Participant Role: Additional Supervisor	2 Maximum
Nominations	
Nominations Currently there are no nominees in your nomination list.	

- d. Enter the Additional Supervisor's last name and click Search
- e. Select the Additional Supervisor and press OK

Person Search	
▶ Instructions	
Last Name ROSALES Search	
First Name	
Search Results	
Justine Rosales	0
OK	

- f. Repeat steps c. e. in order to add a second Additional Supervisor.
- g. When you are finished, click on Save and Submit

ACCEPT THE REQUEST AND COMMENT (ADDITIONAL SUPERVISOR(S))

Step 1: Accept the Evaluation Request

a. Click *Main Menu > Self Service > Performance Management > Additional Supervisor Functions > Pending Evaluation Requests*

b. Che	ek the box next to t ending Evalua	Prior to making comments on the staff member's performance, the additional supervisor must first accept the evaluation request.		
Pe	ending Evaluation Req	Jests	Due Date	Elding
			Due Date	
	Polla Taylor	Performance Document	31/03/201	19
Step 2: a. Clic Sup	Accept C Provide Comm & Main Menu > Self Servisor Functions >	ents Service > Performance Management > Additional Current Evaluations	The and can l Servi Mana Super	evaluation request comment section be found under Self ice > Performance gement > Additional rvisor Functions

b. Click <u>Performance Document</u> in the row that corresponds to the **staff member** for whom you wish to provide comments for

My Current Evaluations for Others									
Listed below are your cu	irrent evaluations for which	ch you are pro	oviding feedb	back.					
Current Evaluations for	Current Evaluations for Others								
Staff Member Document Type Begin Date End Date Status									
Polla Taylor	Performance Document	01/04/2017	31/03/2018	In Progress					

c. Enter your comments

Section 1 - End-of-Cycle Comments	
Comments: Good Job	

d. When you are finished, click on Complete > Complete

REVIEW ADDITIONAL SUPERVISOR COMMENTS (SM)

- a. Click Main Menu > Self Service > Performance Management > Performance Documents > Current Documents
- b. Click <u>Performance Document</u> in the row that corresponds to the performance cycle date you wish to review
- c. Click <u>View</u> in the *Additional Supervisor Evaluation* row

Document ID: First Reporting Officer: Second Reporting Officer: Additional Supervisor(s):	1623 Justine Rosales Edouard CONSTANTIN Shiva Kumar	v		
Document Progress				
Step			Status	Action
Workplan		1	Approved	View
Midpoint Review		0	Not Started	Start
SM Self Evaluation		0		
FRO Evaluation		0		
SRO Approval		0		
SM Acknowledgement		0		
Additional Supervisor				
Step			Status	Action
Additional Supervisor Evalua	tion	1	Completed	View

- d. Click on the Additional Supervisor's name to view the comments
- e. When you are finished, click on <u>Return to Current Documents</u>

Review Participan	nt Evaluations							
Polla Taylor, HUMAN R Performance Cycle: 01/ Actual Period:01/04/20	RESOURCES ASSISTANT /04/2017 - 31/03/2018 17 - 31/03/2018							
Performance Document De	tails							
Document ID:	1623							
First Reporting Officer:	First Reporting Officer: Justine Rosales							
Second Reporting Officer:	Edouard CONSTANTIN							
Additional Supervisor(s): Shiva Kumar								
Participant Evaluations								
Participant	Role	<u>Status</u>						
Shiva Kumar K Additional Supervisor Completed								
Return to Current Documents	←							

REVIEW ADDITIONAL SUPERVISOR COMMENTS (FRO, SRO)

- a. Click Main Menu > Manager Self Service > Performance Management > Performance Documents > Current Documents
- b. Click <u>Performance Document</u> in the row that corresponds to the performance cycle date you wish to review
- c. Click <u>View</u> in the *Additional Supervisor Evaluation* row

Document ID: First Reporting Officer: Second Reporting Officer: Additional Supervisor(s):	1623 Justine Rosales Edouard CONSTANTIN Shiva Kumar		Transfer to Another FRO	U U
Document Progress				
Step			Status	Action
Workplan		1	Approved	View
Midpoint Review		0	Not Started	Start
SM Self Evaluation		0		
FRO Evaluation		0		
SRO Approval		0		
SM Acknowledgement		0		
Additional Supervisor				
Step			Status	Action
Additional Supervisor Evalua	tion	1	Completed	View

d. Click on the *Additional Supervisor's* name to view the comments

Performance Do	ocument	
Additional S	upervisor Evaluation	
Polla Taylor, HU Performance Cyc Actual Period: 01/	MAN RESOURCES ASSISTANT cle: 01/04/2017 - 31/03/2018 /04/2017 - 01/04/2018	
		Return to Document Detail
Section 1 - End End-of-Cycle Com	-of-Cycle Comments	
Comments:	Good job.	æ
		<i>I</i> /

e. When you are finished, click on <u>Return to Current Documents</u>

Document ID:	1623		
irst Reporting Officer:	Justine Rosales		
Second Reporting Officer:	Edouard CONSTANTIN		
Additional Supervisor(s):	Shiva Kumar		
Additional Supervisor(s): Participant Evaluations	Shiva Kumar		
Additional Supervisor(s): Participant Evaluations Participant	Shiva Kumar <u>Role</u>	<u>Status</u>	

PRINT A COMPLETED DOCUMENT (SM)

- a. Click *Main Menu > Self Service > Performance Management > My Performance Documents > Historical Documents*
- b. Click <u>Performance Document</u> in the row that corresponds to the performance cycle date you wish to print

Performance Documents Customize Find View All 🛱 🛗 First 🚺 1 of 1 🖸 Las							
Staff Member	FRO	SRO		Document Type	Begin Date	End Date	Status
Polla Taylor	Justine Rosales	Edouard Constantin	>	Performance Document	01/04/2017	31/03/2018	SM acknowledgement

c. Click <u>View</u> in the **SM Acknowledgemen**t row

Document Progress								
Step		Status	Action					
Workplan	-	Approved	View					
Midpoint Review	-	Completed	View					
SM Self Evaluation	-	Completed	View					
FRO Evaluation	-	Completed	View					
SRO Approval	-	Completed	View					
SM Acknowledgement	-	Acknowledged	View					

- d. Click the 🗁 icon at the top or bottom of the page. A printable version of the document appears
- e. In your browser's menu, click File > Print and follow your usual procedure to print a document



PRINT A COMPLETED DOCUMENT (FRO)

- a. Click *Main Menu > Manager Self Service > Performance Management > Historical Documents*
- b. Click <u>Performance Document</u> in the row that corresponds to the performance cycle date you wish to print

Performance Documents Customize Find View All 🛱 🛗 First 🚺 1 of 1 🖸 Las							
Staff Member	FRO	SRO	Document Type	Begin Date	End Date	Status	
Polla Taylor	Justine Rosales	Edouard Constantin	Performance Document	01/04/2017	31/03/2018	SM acknowledgement	

c. Click <u>View</u> in the **SM Acknowledgemen**t row

Document Progress				
Step		Status	Action	
Workplan	-	Approved	View	
Midpoint Review	-	Completed	View	
SM Self Evaluation	-	Completed	View	
FRO Evaluation	-	Completed	View	
SRO Approval	-	Completed	View	
SM Acknowledgement	-	Acknowledged	<u>View</u>	

- d. Click the 🗁 icon at the top or bottom of the page. A printable version of the document appears
- e. In your browser's menu, click File > Print and follow your usual procedure to print a document

	United Nations
	Performance Document
	Performance Cycle: 2017 - 2018 Performance Period: 01/04/2017 - 31/03/2018 Status: Completed
Taylor, Polla Functional Title: HU Org Unit: ESCAP II Index Number: 999 Gender: Female Category: G-5	IMAN RESOURCES ASSISTANT DD 901
Section 1 - Goals	
End of Cycle Goal Sur	nmary
S/M Comments:	Comment inserted here
FRO Comments:	Evaluation comments inserted here