United Nations
e-PAS Performance Record

PAS Cycle: **2005-2006**
Performance Period: 01/04/2005 - 31/03/2006

GOMEZ, CRISTINA

Index number: 269935
Gender: Female
gomez3@un.org

Human Resources Officer
DPKO OMS ASD PMSS RPS
New York
P-3
Date of Entry: Mar 12, 2003

SIGNATURES - Completed PAS for Period and Cycle indicated above

First Reporting Officer

Chaste Abimana
Officer-in-Charge

Signature: _____ Date: 22/1/07

Second Reporting Officer

Donna-Marie CHIURAZZI-MAXFIELD
Acting Chief

Signature: _____ Date: 22/01/07

Staff Member

CRISTINA GOMEZ
Human Resources Officer

Signature: _____ Date: 23/01/07

Directions: The cover page is attached as the first page of the First Reporting Officer's PDF print-out of the completed e-PAS. As indicated in ST/AI/2002/3 and the Using PAS Guide, the First Reporting Officer signs and then collects the signatures of the Second Reporting Officer and the Staff Member on this cover page to finalize the PAS for the reporting period.

e-PAS SIGN-OFF RECORD

	DATES SIGNED OFF		
Staff Member	PLAN	MID-POINT	END-OF-CYCLE
CRISTINA GOMEZ Human Resources Officer	Jul 17, 2006	Sep 11, 2006	Jan 22, 2007
First Reporting Officer	PLAN	MID-POINT	END-OF-CYCLE
Chaste Abimana Officer-in-Charge	Aug 3, 2006	Sep 4, 2006	Jan 22, 2007
Second Reporting Officer			END-OF-CYCLE
Donna-Marie CHIURAZZI-MAXFIELD Acting Chief			Jan 22, 2007
Additional Supervisor 1			COMMENTS SUBMITTED
Maha EL BAHRAWI Human Resources Officer			Sep 11, 2006

Part A THE PLAN

Work Plan of Unit

I have received a copy of the work plan for my unit. Yes ☒ No ☐

GOALS/PERFORMANCE EXPECTATIONS

1. As a Team leader, ensure that desk officers prepare, review and provide comments/take action in respect of start-up and downsizing Missions (as applicable) by recruiting and retaining qualified candidates. Keep abreast of Missions' mandates and changes of mandates and their implications on the staffing of a particular Mission. Conduct mission visits as part of PMSS' review team to assess staffing needs, undertake on-site recruitment as well as provide career counseling to staff.
   Sucess criteria: New Missions become minimally operational normally within 90 days of mandate approval date. Staff from downsizing/liquidating missions are systematically reviewed together with other qualified candidates for assignment to other missions.

2. Plan and manage the Staffing of Missions assigned to my Team and ensure the recruitment and placement of the best qualified and motivated candidates to meet the operational needs of DPKO mentioned above. Ensure that recruitment is done within the laid down policies and, at the same time, ensure fair, transparent and competitive process in filling vacant positions. Normally candidates should report for duty within 30-50 days of post becoming vacant. Prioritize the filling of key, urgent vacancies as a result of proper vacancy management.
   Success criteria: Timely filling of vacant posts to ensure minimum operational disruption within Missions. Recruitment accomplished within established policies. Filling pots with qualified personnel.

3. Oversee an effective post and vacancy management system by providing effective support to Missions in the area of Staffing through effective post and vacancy management by maintaining up to date staffing tables. Ensure close coordination with Missions in order to forecast vacancies in timely manner and prioritize the filling of those posts.
   Sucess criteria: Timely and appropriate filling of current and anticipated vacancies in existing Missions measured in 30/60/90 day benchmarks. Timely production of statistics for management reporting.

4. Manage effective rostering in close to 50% of different occupational groups. Ensure rosters contain cleared and highly qualified candidates for immediate submission to Missions, as appropriate. Manage vacancy announcement postings in Galaxy.
   Success criteria: cleared/qualified candidates are readily available for all Missions to effectively fill vacant positions. Vacancy announcements attract qualified candidates.

5. Motivate staff members by identifying career development opportunities as well as encouraging personal development. Contribute to the overall management of the Section by proactively idenfigying ways of improving working processes. Success criteria: Ensure staff in the Team maintain good working relationships and are motivated. Staff attendance to different career development courses/seminars.

UNITED NATIONS CORE VALUES AND COMPETENCIES
(Selected for this cycle)

Core Values

Integrity, Professionalism, Respect For Diversity/Gender

Core Competencies

Communication, Teamwork, Planning & Organization, Accountability, Creativity, Client Orientation, Technological Awareness, Commitment to Continuous Learning

Managerial Competencies

Managing Performance, Vision, Leadership, Building Trust, Judgement/Decision-Making, Empowering Others

Job-Related Competencies

In depth knowledge of UN policies, rules and regulations.

DEVELOPMENT PLAN

Continuous Learning Activities Planned

Attend a management related course.

Career Development, Career Aspirations, Previously Acquired Skills, Competencies, Development Needs *(Optional)*

I wish to move to other Section within PMSS as well as be assigned, in the future, as CCPO to one DPKO Mission.

The staff member has indicated an interest in going on mission in the next year. Yes ☒ No ☐

Staff Member	**Sign off Date**
CRISTINA GOMEZ	Jul 17, 2006 11:10 AM
First Reporting Officer	**Sign off Date**
Chaste Abimana	Aug 3, 2006 6:58 PM

Part B MID-POINT REVIEW

FIRST REPORTING OFFICER

After discussion, no change in plan ☒

First Reporting Officer
Chaste Abimana

Sign off Date
Sep 4, 2006 7:42 PM

Staff Member
CRISTINA GOMEZ

Sign off Date
Sep 11, 2006 4:23 PM

Part C END-OF-CYCLE APPRAISAL

STAFF MEMBER

Self-Appraisal *(Optional)*

Major Goals were obtained and Missions under my Team leadership were provided excellent support by all members of the Team, including myself. I wish to point out that the two Tiger Teams sent to UNMIS, Sudan, during 2005, for which I was the Team Leader, were extremely successfull, not only with the number of recruitment cases completed but also by providing policy advice to staff and Sr. Management on recruitment and staffing issues. My Team was assigned occupational groups for which about 50% of the applications to DPKO vacancies were received and the volume was tackled by the Officers who maintained a good roster of candidates available to all missions. In summary, I consider that I have done an excellent job as a Team Leader and enjoyed the challenges.

Comments on Supervision Received *(Optional)*

Staff under my supervision were trained and empowered while I was a Team leader. Most of them took advantage on career development opportunities and attended various training seminars and courses which I strongly encouraged.

Staff Member	Sign off Date
CRISTINA GOMEZ	Sep 11, 2006 4:47 PM

ADDITONAL SUPERVISOR(S)

Supervisor 1 Comments

None provided.

Additional Supervisor 1	Sign off Date
Maha EL BAHRAWI	Sep 11, 2006 5:04 PM

FIRST REPORTING OFFICER

Comments on the Work Plan Accomplishments - Goals/Performance Expectations

During the appraisal period under review, performance goals were met. In her position as a Team Leader for Recruitment and Staffing Functions, she had primary responsibility to plan and manage the staffing of missions under her responsibility, oversee an effective staffing table and vacancy management and manage the rostering for occupational groups assigned to her team. Despite the workload involved in these areas that was mainly attributable to the high turn over within field missions, she ensured that the selection and recruitment processes were carried out to meet the missions' operational requirements.

FIRST REPORTING OFFICER

Evaluation of Values and Competencies

Core Values

	Unsatisfactory	Developing	Fully Competent	Outstanding
Integrity	☐	☐	☒	☐
Professionalism	☐	☐	☒	☐
Respect for Diversity/Gender	☐	☐	☐	☒

Core Competencies

	Unsatisfactory	Developing	Fully Competent	Outstanding
Communication	☐	☐	☐	☒
Teamwork	☐	☐	☒	☐
Planning & Organization	☐	☐	☒	☐
Accountability	☐	☐	☒	☐
Creativity	☐	☐	☒	☐
Client Orientation	☐	☐	☐	☒
Technological Awareness	☐	☐	☒	☐
Commitment to Continuous Learning	☐	☐	☒	☐

Managerial Competencies

	Unsatisfactory	Developing	Fully Competent	Outstanding
Managing Performance	☐	☐	☒	☐
Vision	☐	☐	☒	☐
Leadership	☐	☐	☒	☐
Building Trust	☐	☐	☒	☐
Judgement/Decision-Making	☐	☐	☒	☐
Empowering Others	☐	☐	☒	☐

Job-Related Competencies

	Unsatisfactory	Developing	Fully Competent	Outstanding
In depth knowledge of UN policies, rules and regulations.	☐	☐	☒	☐

Comments on Values and Competencies

In the daily performance of her duties, Ms. Gomez demonstrated the core competencies of the Organization and dealt with her responsibilities in a conscientious manner.

Comments on Learning and Development

Ms. Gomez has transferred from DPKO to OCHA Executive Office. This is a key position and a particularly challenging one. I have no doubt that Ms. Gomez has the professional and personal qualities to effectively perform this important role.

Overall Rating

- ☐ Consistently exceeds performance expectations
- ☐ Frequently exceeds performance expectations
- ☒ Fully successful performance
- ☐ Partially meets performance expectations
- ☐ Does not meet expectations

Overall Comments

Overall, Ms. Gomez demonstrated a fully satisfactory performance during the appraisal period under review. Her contribution and efforts to reduce the vacancy rate in missions under the scope of her responsibilities should be noted. In particular, her involvement in the recruitment process for UNMIS at a very difficult stage of that mission contributed to the proper staffing of the mission at the time the mission was challenged with a very high turnover of staff. Ms. Gomez led two Recruitment Tiger Teams to assist UNMIS with authority to recruit directly from Sudan. Significant improvements in the vacancy situation of the mission were achieved during the time she led the Recruitment Tiger Teams.

First Reporting Officer	Sign off Date
Chaste Abimana	Jan 22, 2007 4:11 PM

SECOND REPORTING OFFICER'S COMMENTS

I fully concur with the assessment of the First and Additional Reporting Officers. Ms. Gomez approached her responsibility with enthusiasm and dedication. She worked extremely long hours and weekends to address a seemingly impossible task, and made significant achievements. Her contribution to the start-up of UNMIS is deserving of praise. We are all deeply appreciative of her efforts and contributions.

Second Reporting Officer	Sign off Date
DONNA-MARIE CHIURAZZI-MAXFIELD	Jan 22, 2007 5:50 PM

STAFF MEMBER'S COMMENTS

I appreciate the full support provided by PMSS and the opportunity I had of being part of that fascinating world of Peace Keeping.

Staff Member	Sign off Date
CRISTINA GOMEZ	Jan 22, 2007 7:07 PM