REGIONAL UNSDG CHAIR APPROVAL OF RESIDENT COORDINATOR AND UNCT PERFORMANCE APPRAISAL

FOR REGIONAL UNDG CHAIR

APPROVAL OF RC & UNCT 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.

This training guide will show how the Regional UNSDG Chair approves the RC and UNCT 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.**
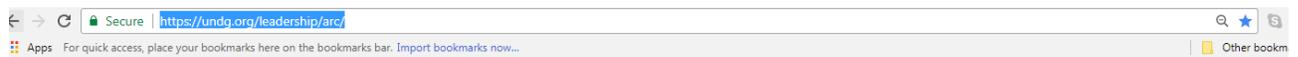
The ARC webpage will link you to the ARC login page:

2. Enter your username and password (in this case the Regional Chair) for the ARC.
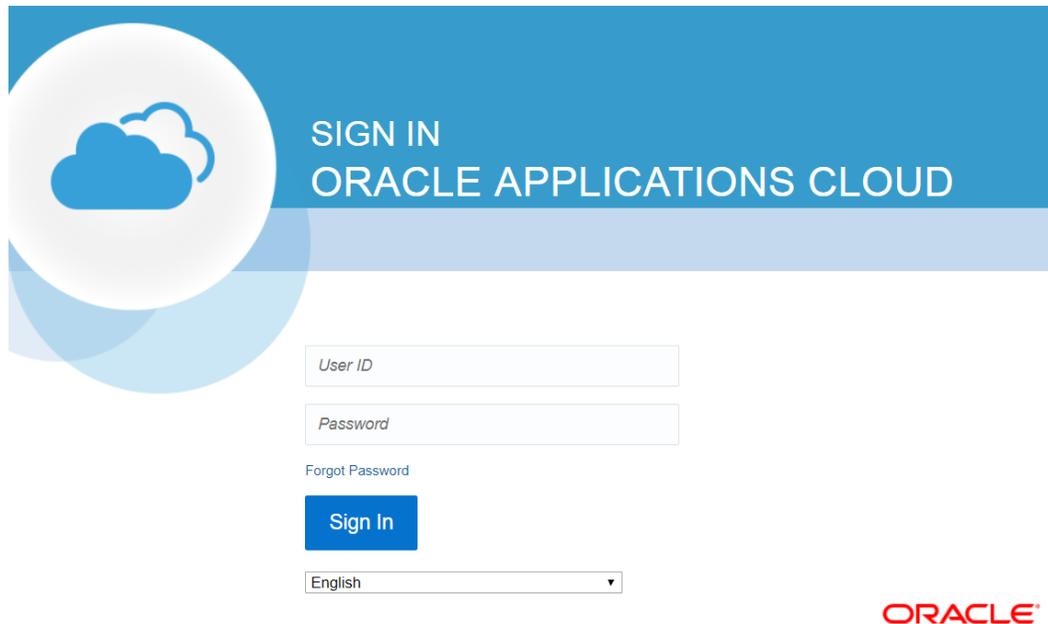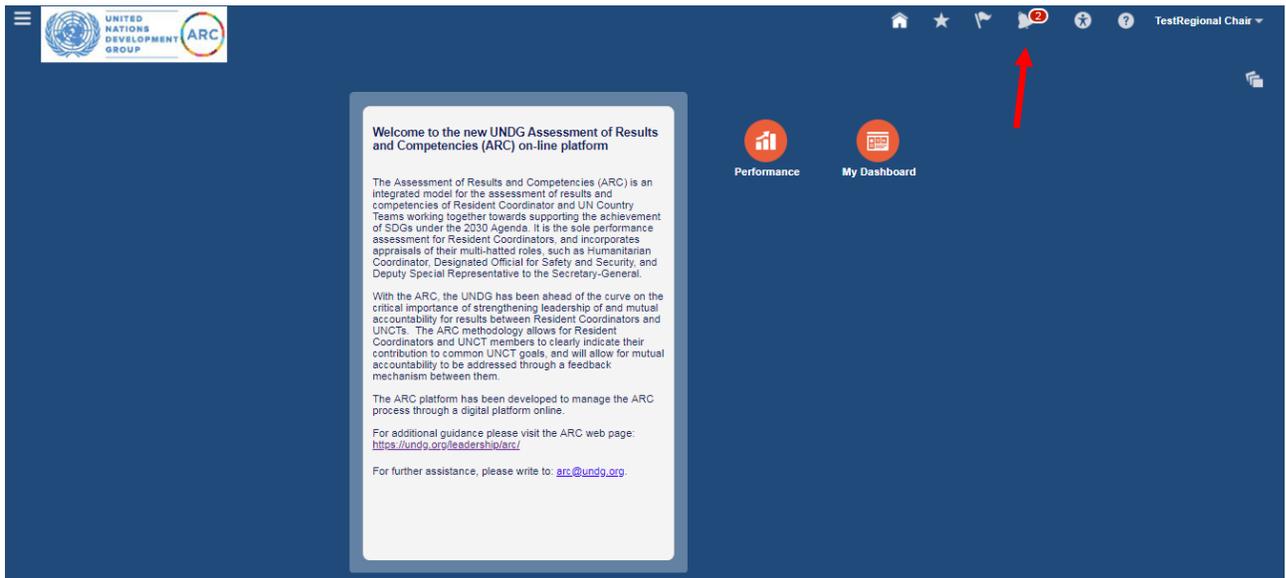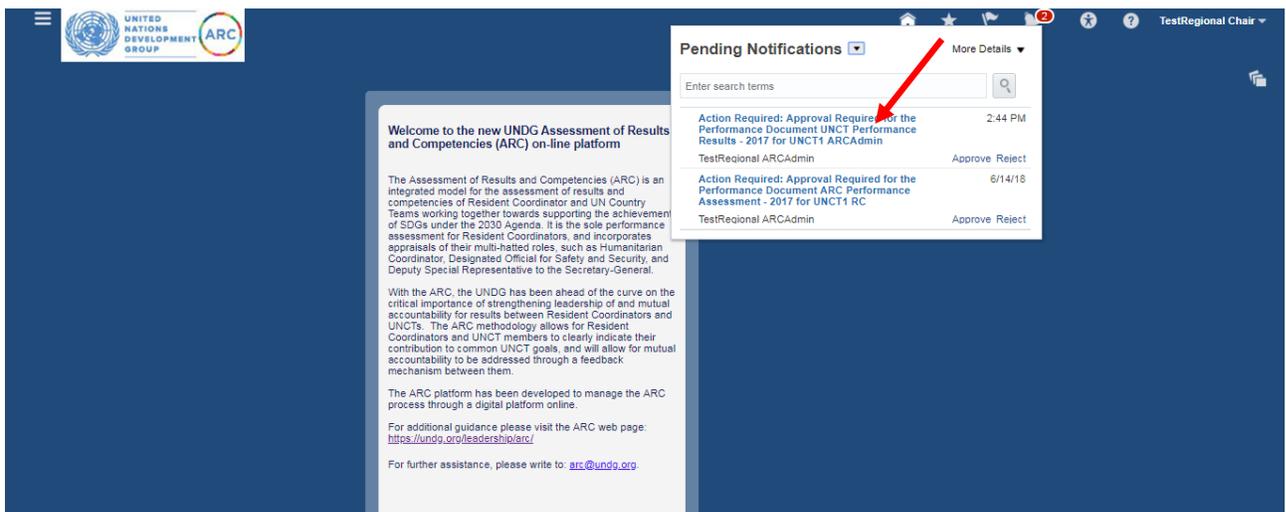

3. Then, click **Sign In.**
   - This action opens the ARC home page unique to the Regional UNSDG Chair.
   - The page contains information and links that are specific to your privileges in the ARC system.
   - The privileges in the ARC depend on your job function.

4.   Click on the **NOTIFICATIONS bell** icon in the top right hand corner.

5.   Several links will show up in the notifications. Click on the RC/UNCT links one at a time and follow steps 5 to 10 until all notifications have been approved.

6.	To view the RC or UNCT Performance Assessment. Scroll down and click on the hyperlink **View Performance Document ARC Performance Assessment 2017** which can be found at the bottom of the page.

7.   The ARC Goals & Success Criteria page will open up as the default. Click on the small right facing triangle icon on the 4th box entitled **Overall Performance Assessment/Feedback Comments.**

8.   The Overall Performance Assessment/Feedback Comments page will open. Review the Performance Assessment (Overall Rating and Comments on the ARC or UNCT) and click **Approve** or **Reject.**

Overall Performance Assessment/Feedback Comments

Overall Rating and Comments

Overall Rating Fully Accomplished

Performance Rating History

Employee Comments   self assessment
Administrator Comments   The RC has XXXXXXXXXXXXx

> ⚠ **Warning**   ✕
>
> The performance document will be approved. Do you want to continue? (HRA-960340)
>
> Yes   No

9.   A warning window will provide one final chance to approve the RC or UNCT Performance Appraisal. Click **Yes.**

10.   A second pop up window will state that the RC's or UNCT's Performance Appraisal has been submitted to the Regional ARC Administrator. The Regional ARC Administrator will now share it with the RC. Click **OK.**

Overall Performance Assessment/Feedback Comments
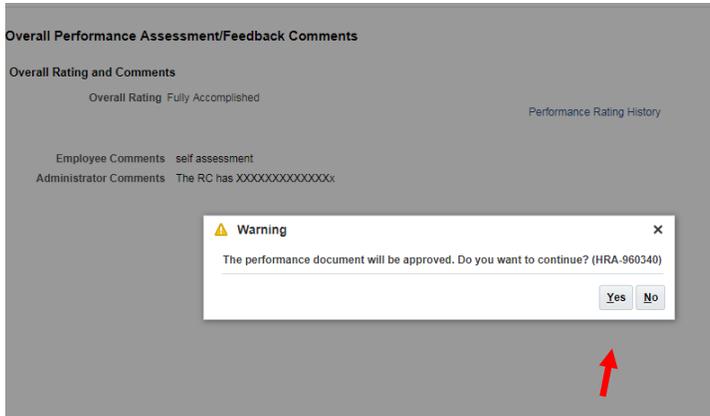
Overall Rating and Comments

Overall Rating Fully Accomplished

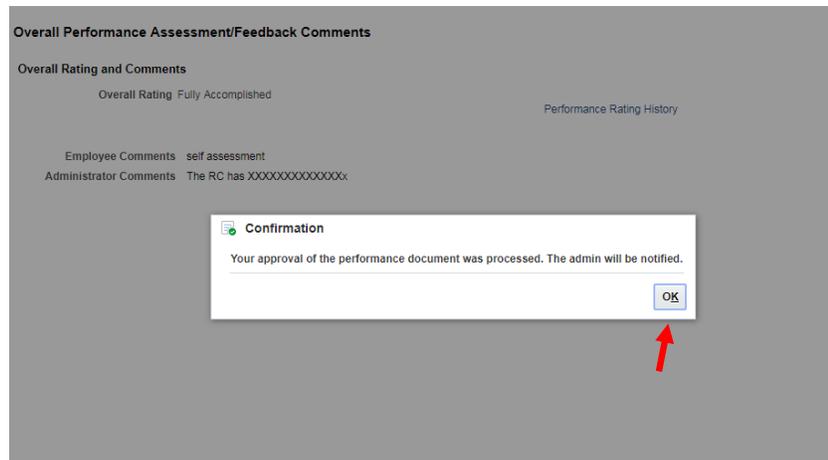Performance Rating History

Employee Comments   self assessment
Administrator Comments   The RC has XXXXXXXXXXXXx

> 🔲 **Confirmation**
>
> Your approval of the performance document was processed. The admin will be notified.
>
> OK

11.　Repeat steps #5 to #10 until all you have gone through each of the RCs and UNCT hyperlinks in the notifications.

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

13.　Click **Sign Out.**

- You have now completed the approval of the RC and UNCT Performance Appraisal and exited the ARC system.