FOR UNCT ARC Administrators

COMPLETING THE SELF-ASSESSMENT ON BEHALF OF UNCT
- Reference Guide –

Introduction

For a UNCT ARC Administrator, uploading the UN country team self-assessment on behalf of the UN country team in the Assessment of Results and Competencies (ARC) is a two-step process:

- Verification of the performance document
- Entering self-assessment information including ratings and narrative

The performance document is part of a performance plan that contains the necessary goals and indicators against which you would enter the UNCTs self-assessment narrative in the ARC. Verifying this record is the first step in completing the overall self-assessment.

The second step involves entering the UNCT self-assessment on behalf of the UNCT.

In this document, you will learn how to complete the overall self-assessment process for your UN country team.
Creating performance document

1. To access the ARC go to www.undg.org/leadership/arc/.

The ARC webpage will link you to the ARC login page:
2. Enter your username and password for the ARC system.

3. Then, click **Sign In**.
   - This action opens the ARC home page unique to the UNCT ARC Administrator.
   - 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 the **ARC** icon, highlighted in the image above.

5. Click **Performance**.
6. In the ARC Performance Assessment area, click the **right-pointing arrow**.
   - This action reveals additional options.
7. Under Goals and Team Attributes, click **Continue**.
   - The ARC Goals and Success Criteria page will open with the goals listed therein. You can verify the UNCT Goals and UNCT Success Criteria.
8. (Optional) To view the competencies and team attributes, click the right-pointing arrow in the ARC Competencies/Team Attributes tab, as shown in the image above.
   a. This action displays the competencies and team attributes that have already been entered into the ARC.
   b. You can read the details of each of these competencies/attributes by clicking on a link, as shown above.
   c. The competencies/attributes are read-only, and cannot be modified.

9. Click **Submit**.
   
   You will return to the "My Evaluations’ page
10. Notice that you can no longer edit your goals and indicators as there is no Begin button.
11. (Optional) Although you can no longer edit your goals and indicators, you can view the information already entered by clicking View.
   - This action returns you to the page shown previously where all the goals are listed.
12. When you are ready to begin the UNCT’s self-assessment, click **CONTINUE**.
   - This action opens the Self-Assessment page.
   - The Self-Assessment page contains the section area on the left side of the page, with the remaining area assigned to the goals and goal-specific ratings and comments.
   - By default, the page opens to the first section i.e., ARC Goals and Success Criteria.
13. For the first goal, click the **Employee dropdown list**.
14. Select the appropriate rating that the UNCT identified for their performance in that UNCT Goal.
15. (Optional) You can add comments to support your rating by clicking the box icon to the right of the dropdown list.
- This action reveals an Employee Comments text field in which you can enter your comments.
- When you have completed entering your comments, click Hide Comments.
- Repeat steps 18-20 for all of the remaining UNCT goals.
16. When you are done entering your ratings and comments in the ARC Goals and Success Criteria tab, click the **right-pointing arrow** for the ARC Competencies/Team Attributes tab, as shown in the image above.
- This action reveals a listing of the team attributes along with (in this case Employee is the ‘UNCT” as a team) rating dropdown lists and comment features for each list item.

17. Similar to the actions in the ARC Goals and Success Criteria section, select the appropriate option in the **Employee dropdown list** for each list item.
- (Optional) Where appropriate, click the **box icon** next to each dropdown list to enter UNCT comments to support the rating the UNCT selected.
18. Next, click the **right-pointing arrow** in the Overall Performance Assessment tab.

19. Upload the UNCT’s overall performance assessments comments in the Employee Comments field.

20. After you have uploaded the UNCT’s narrative overall self-assessment, click **Submit**.

- In case you leave a comment area for an employee rating or the overall performance assessment empty, a Warning window (as shown above) appears. Click **Yes** to proceed without entering comments or **No** to return to the self-assessment.
- Regardless of the Warning window, the Confirmation window appears.
- Once **Submit** is clicked, the self-assessment cannot be changed. To save your work and allow for further edits before finalization, click **Save**.
21. Click **OK**.
   - This action returns you to the My Evaluations page.

22. (Optional) You can view the completed self-assessment by clicking **View** under Self-Assessment.
   - Note that you can no longer modify your self-assessment.
23. When you are ready to exit the ARC, click on the **down arrow** next to your name.
   - This is visible in the top-right corner of the screen.

24. Click **Sign Out**.
You have now completed your self-assessment and exited the ARC system.