

NINERTALENT



QUICK REFERENCE GUIDE - EPA STAFF & FACULTY

EPA Staff and Faculty Members will use the **NinerTalent** system to view their position description.

1

Access NinerTalent at:

<http://jobs.uncc.edu/hr>

Log in with your **NinerNet** credentials

NinerTalent

[Click here to log in with your UNC Charlotte NinerNet credentials](#)

To log in as a guest, enter Guest User credentials below:

Username

Password

Log In

Authenticate with single sign-on? [SSO Authentication](#)

2

Click on the tab for "My Profile"

The navigation bar features the UNC Charlotte NinerTalent logo on the left. In the center, there are three tabs: "Home", "My Profile" (circled in red), and "Help". On the right side, there are links for "Inbox", "Watch List", "PeopleAdmin", and "APPLICANT TRACKING". Below these links is a button that says "Go to UNC Charlotte Employee Portal". At the bottom right of the bar, it displays the user's name "Norm Niner", the message count "you have 0 messages", and a "Logout (Norm Niner)" link.

3

Click on the tab for "Position Descriptions"

The user profile page for "User: Norm Niner" shows a "Current Status: Approved". It lists the user as "Norm Niner, Employee" with a "Username" and "Supervisor: Sarah Ekis". The "Groups" section lists "Employee". At the bottom, there are three tabs: "Summary", "Manage Emails", and "Position Descriptions" (circled in red).

4

Click on the your **Position Title** listed

The user profile page is shown with the "Position Descriptions" tab selected. Under this tab, the "Associate Director" link is circled in red.

The "Position Description: Associate Director (EPA Staff)" page shows the following details:

- Current Status: Active
- Position Type: EPA Staff
- Work Unit: Classification/Compensation

Below the details are tabs for "Summary", "Settings", and "History". The "Position Details" tab is selected and has an "Edit" link. Under "Position Details", there is a "Departmental Information" section with a table:

Division	Business Affairs
Department	Human Resources
Work Unit	Classification/Compensation

5

Your **Position Description** will be displayed