

NINERTALENT



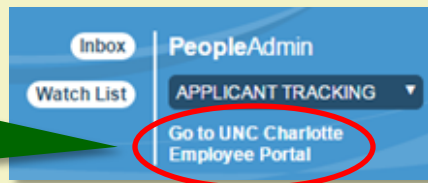
QUICK REFERENCE GUIDE - SPA EMPLOYEES: Viewing Your Work Plan/Using Progress Notes

SPA Employees will use the NinerTalent system to view their Work Plan and add Progress Notes.

***Please Note:** Work Plans are only viewable after they have been completed by the Supervisor, and acknowledged by the Employee.

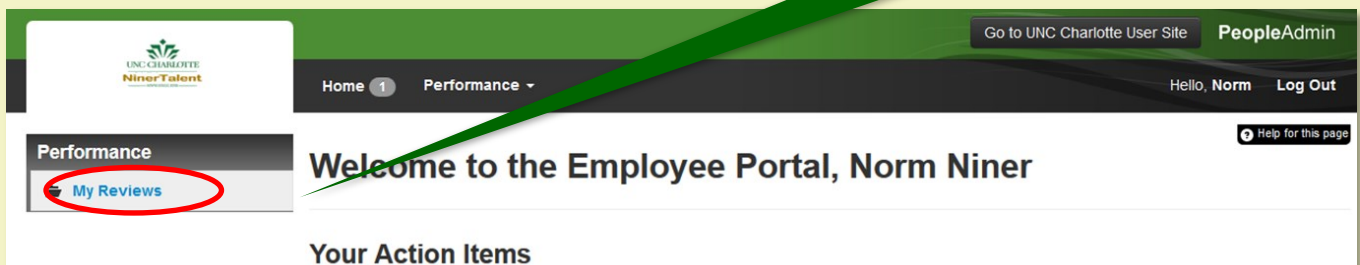
1

From any module, click on "Go to UNC Charlotte Employee Portal"



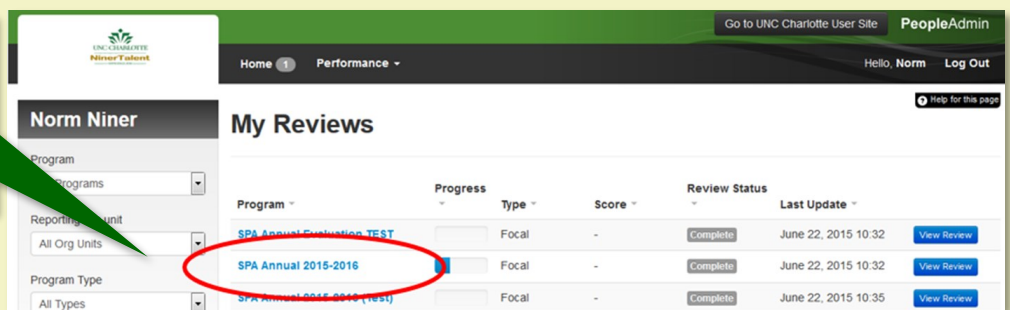
2

Click on the "My Reviews"



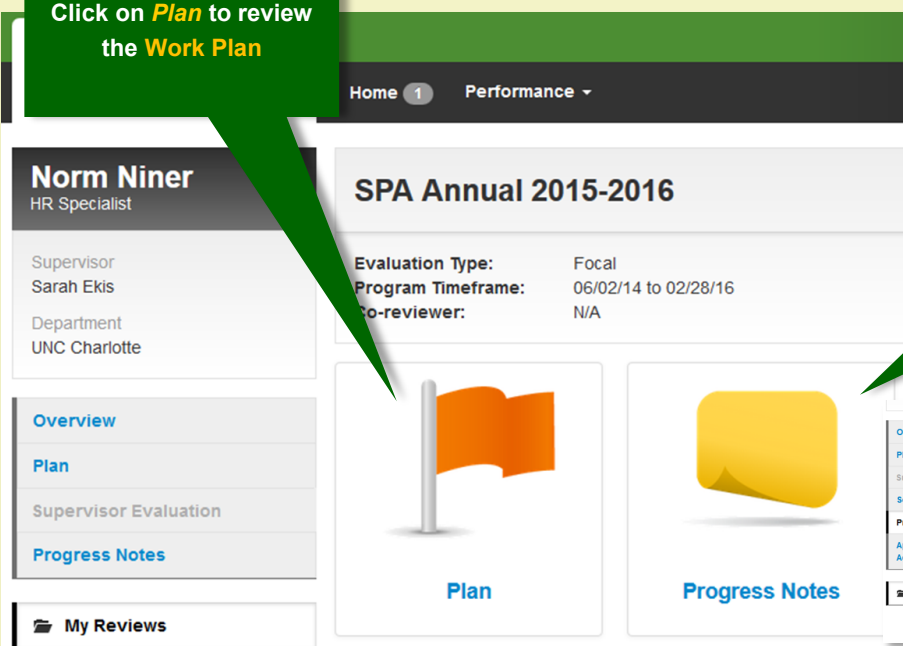
3

Under the "Program" header, select the appropriate Review Cycle



4

Click on **Plan** to review the Work Plan



5

Click on **Progress Notes** to add a note. Throughout the year, the **Progress Notes** will be used to track accomplishments, conversations with supervisor, etc.

