**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.