Overview of NinerTalent STAKES Performance Processes

UNCC’s NinerTalent STAKES performance processes can be broken into three main sections:

⇒ **Part 1: Performance Plan**
⇒ **Part 2: Off-Cycle Reviews**
⇒ **Part 3: Annual Performance Appraisal**

**Part I: Performance Plan**

The Performance Plan should be completed by the supervisor and employee within the first 60 days of the new cycle. Upon review and completion, the performance plan must be “acknowledged” in NinerTalent (HRMS) by the Next-level supervisor and the employee. This portion of the process is comprised of three main parts, (1) Institutional Goals, (2) Individual Goals, and (3) Career Development Plan.

(1) **Institutional Goals**

The University of North Carolina System Office has established six institutional goals for all university SHRA employees. The institutional goals provide a comprehensive appraisal platform that covers every aspect of an employee’s performance in his or her role.

Supervisors should assign a weight to each institutional goal based on its relevance and importance to the employee’s position. Each goal must be at least 5%. The total weight of the institutional goals must equal 50%. Find further details on institutional goals [here](#).

(2) **Individual Goals**

Each employee will also be charged with three to five individual goals. Unlike the institutional goals, individual goals are NOT intended to cover all aspects of an employee’s work product. Instead, these goals will focus on factors such as key results, outcomes, and/or deliverables. The individual goals should be discussed and determined by the supervisor and employee at the beginning of each performance cycle.

Supervisors should assign a weight to each individual goal based on its relevance and importance to the employee’s position. Each goal must be at least 5%. The total weight of the individual goals must equal 50%. Further details on creating individual goals can be found [here](#).

(3) **Career Development Plan**

In addition to the above goals, each employee’s performance plan will also include a career development plan. In this section of the appraisal form, supervisors will work with employees to determine specific opportunities for professional and personal development and growth. The development plan should be in alignment with an individual’s role, needs, and career aspirations. Further details on career development planning can be found [here](#).

**Part II: Off-Cycle Reviews**

Supervisors should meet with each employee periodically to review goals, assess progress, and, as applicable, clarify or redefine expectations for the remainder of the cycle. All off-cycle reviews should
be documented in NinerTalent (HRMS). There are three types of possible off cycle reviews, (1) interim reviews, (2) probationary reviews, and (3) other reviews.

(1) Interim Reviews
Interim reviews are quarterly talent conversations regarding employee progress. An interim review per performance cycle is recommended for all SHRA employees and is required for those employees who have active disciplinary actions or who received any rating of "not meeting expectations" on their last annual performance appraisal. More details on interim reviews and talent conversations can be found here.

(2) Probationary and Time-Limited Reviews
For new SHRA employees (probationary and time-limited), the manager/supervisor shall provide periodic performance feedback to the employee during the first 12 months of employment. It is recommended that it be done on a quarterly basis during the first 12 months of employment to help to ensure clear two-way communication about position tasks and performance. For more information on SHRA Probationary employees, please visit https://hr.uncc.edu/employee-relations/probationary-employment-shra.

(3) Other Reviews
In addition to the required midterm interim review, additional off-cycle reviews should be completed (a) if requested by the employee; (b) for all employees who have active disciplinary actions; (c) when the supervisor finds it necessary to perform additional interim reviews.

Further details on off-cycle reviews and talent conversations can be found here.

Part III: Annual Performance Appraisal

The Annual Performance Appraisal should be completed by the supervisor (in collaboration with the employee) within the final 60 days of the performance cycle. Upon review and completion, the annual performance appraisal must be acknowledged in NinerTalent (HRMS) by the Next-level supervisor and employee. The appraisal in NinerTalent is comprised of two key parts, (1) ratings, and (2) supervisor comments.

(1) Ratings
Supervisors should assign a rating of Exceeding Expectations (3), Meeting Expectations (2), or Not Meeting Expectations (1) for each institutional goal and individual goal. Find more on rating here.

NinerTalent (HRMS) will determine the overall rating by multiplying the weight by the rating for each institutional and individual goal to get the score for each goal. It will add all of the scores together to determine an employee’s final overall rating.

• 1.00 to 1.69 = Not Meeting Expectations
• 1.70 to 2.69 = Meeting Expectations
• 2.70 to 3.00 = Exceeding Expectations
(2) Supervisor Comments

Supervisors should use this space as an opportunity to document an employee’s progress, achievements and challenges. Click here for suggestions on developing and writing the comments narrative. Further details on how to complete the annual performance appraisal, in NinerTalent can be found in the NinerTalent (HRMS) User Guides.

Section II: Navigating NinerTalent (HRMS) Performance Module

Getting Started

NinerTalent is UNC Charlotte’s Human Resources Management System (HRMS) for Employees and Hiring Managers. It is used to initiate job recruitments, staff reclassifications, position description updates, and to maintain yearly performance plan and appraisal information. The type of NinerTalent access you have is determined by your position and may be requested through your supervisor or the Business Officer in your college/division by filling out the NinerTalent User Group Request form. For information on getting started in NinerTalent please review the User Guides on the NinerTalent website.

Approvers Workflow

The flowchart below illustrates the sequence of actions that take place in NinerTalent when creating a performance plan and initiating/completing the performance appraisal. Note: It is strongly recommended that the employee and supervisor discuss the employee's overall performance for the performance cycle after the employee self-appraisal is submitted and before the Supervisor Appraisal is documented. This will help to ensure the employee isn’t surprised by the ratings or results of the annual evaluation.