(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.
Logging in and Accessing the Employee Portal

Log into NinerTalent (using your Ninernet credentials) by going to https://jobs.uncc.edu/hr.

Once logged in, click the ‘...’ in the left hand corner to initiate the dropdown and click ‘UNC Charlotte Employee Portal’.

“Your Action Items” will appear and list all of items that require your attention. Pay attention to the due dates to know when items need to be acted on. Click ‘Home’ to get back to ‘Your Action Items’.
Searching and Dashboard *(video available)*

You can search for reviews by going to the “Performance” menu at the top left of your screen.

Once you have selected the type of review you would like to search, the search options will appear.

My Employees’ Reviews (Reviews Dashboard)

When the screen below appears, it will automatically show you the current active performance cycle programs which are open. (If you notice any discrepancies, call Ext. 7-0662 or email nt-stakes@uncc.edu.)

Use the filter bar at the top of the navigation screen to sort your information. The ‘Advanced’ filter button gives you more sort options including ‘Program Status’. By setting the ‘Program Status’ to ‘Closed’, you will be able to access past performance programs which will contain records such as performance plans and evaluations.

Reviews Dashboard

You can also get a quick look at a specific process name and owner by hovering over the colored step blocks. Use the following key to identify the tasks status.
Select the desired employee for the particular program to access the “Overview” screen.

The “Overview” screen will show you all of the performance tasks that have or will occurred this cycle. The tasks for which you are the owner are in blue.

On the left side of the screen you can access any completed or open performance actions or tools. Click the link to access the desire document.

You can also find your employee’s current job description by clicking the job title, under the employee’s name, in the top left corner of the screen. (See arrow)

For more instructions on this topic go to the NinerTalent (HRMS) Employee or Supervisor Guide.