Supervisor/Employee Informal Review Meeting (Supervisor Appraisal alert)

When the supervisor receives notification that the “Supervisor Appraisal” action is open, he/she should review the Employee Self-Appraisal and have an informal meeting with the employee about their performance for the ending cycle. At the end of this two-way conversation, the employee a general idea of how they performed, if they are meeting expectations or not meeting expectations, without telling them each goal rating.

Supervisors can inform the employee that all that was said will be taken into account when scoring the evaluation, but he/she will have to review the institutional goal rating parameters and consult with the Next Level Supervisor before finalizing the appraisal.

**Click here for instructions on completing an having an effective appraisal review meeting.**

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

Supervisor Appraisal *(video available)*

When the appraisal period opens, you will receive an email to login and complete the employee’s evaluation. Once you login, look at the **“Your Action Items”** screen and select **“Supervisor Appraisal”** or **“View”** for the appropriate employee.

**Your Action Items**

1) This will take you to the evaluation screen. Please take note of the **“Rating Scale”** information under the **Schedule & Components tab** and the instructions at the top of each subsequent tab prior to entering your ratings. The instructions on these screens are in accordance with the new UNC system policy and scoring guidelines.
Note: Any rating of "Not Meeting Expectations" requires a reason and suggestions for improvement (or performance improvement plan). And, any "Exceeding Expectations" ratings require specific examples during the cycle to illustrate how the employee exceeded the expectations for that particular goal in this performance cycle.

In the Overall Performance Comments section, you should summarize the employee’s accomplishments or deficiencies during the cycle. You will also have to answer two additional questions regarding their overall performance with a “Yes” or “No”:

1. Was there a formal disciplinary action initiated for the employee this cycle?
2. Does your employee’s “Score in Progress” reflect that he/she is “Exceeding Expectations” even though you answered “Yes” to the questions above? (i.e. Yes, disciplinary action)?

2) When you are finished with the appraisal, select “Complete” and then “Ok” when the confirmation window appears. This will complete the appraisal and send it to the Next Level Supervisor for approval.
Next Level Supervisor (or Reviewer) Approval of SHRA Appraisal (video available)

When the “Supervisor Appraisal” has been completed, it will be sent to the Next Level Supervisor and they will be notified by email that it is time to approve the appraisal.

**Note:** Once the appraisal has been approved by the Next Level Supervisor, it will go directly to the employee to review and acknowledge. If you want to meet with your employee before they see the appraisal, you will need to ask your Next Level Supervisor to hold the action.

Employee Acknowledgment of Appraisal (video available)

The employee will receive an email that their appraisal needs acknowledgement.

This screen has instructions regarding grievance rights. If the employee wishes to file a grievance regarding an overall rating of “Not Meeting Expectations”, they must contact the Office of Human Resources.