Your Action Items

When you reach the UNC Charlotte Employee Portal, the first screen you will see is ‘Your Action Items’. This will be a list of items that require your attention. Note any ‘Due Date(s)’ indicated.

If you need to get back to ‘Your Action Items’ page click the ‘Home’ button at the top of your screen.

Once you have completed the actions in ‘Your Action Items’ they will no longer appear on this screen unless it is reopened by a Human Resources administrator or is sent back to you by the Next Level Supervisor or approver of the action.
Searching and Dashboard (My Employees’ Reviews)

You can search for employee reviews by going to the ‘Performance’ menu at the top left of your screen. Click ‘My Employees’ Reviews’ to take you to your ‘Reviews Dashboard’. Here you can see past and current performance review cycles and actions documented in the NinerTalent system.

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. 7-0660 or email nt-stakes@uncc.edu.) You can monitor your performance processes easily by using the colored status tabs at the top of the dashboard. You can also get a quick look at a specific process name and owner by hovering over the colored step blocks.
The filter bar at the top of the navigation screen allows you to sort by a specific program, search for a specific employee, and/or group the information by supervisor, reporting unit, etc. The ‘Advanced’ filter button gives you more sort options including ‘Program Status’. If you do not see the program you are searching for on the Dashboard go to the ‘Program Status’ filter. By setting the ‘Program Status’ to ‘All’, you will be able to access past performance programs which have been closed as well as current programs that are still active. These programs will contain all the records that an open program would, such as performance plans, self-evaluations, and supervisor evaluations.

Select the desired employee for a particular program to access the “Overview” screen. This screen is where you will access the performance records and history.

(Information continued on the next page)
The “Overview” screen will show you all of the performance tasks that will or have occurred this cycle. It also lists the task owner, the date the task was opened, the date the owner completed the task, and the due date of each task. The tasks for which you are the owner are in blue. Use the following key to identify the tasks status.

On the left side of the screen you can access any completed or open performance actions (‘Plan’, ‘Supervisor Evaluation’, ‘Self Evaluation’), ‘Progress Notes’, and action ‘History’. 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)
Example: Review Employee Self-Appraisal

Use the “Searching and Dashboard” tips mentioned above (pages 5-7) to find the current performance program (i.e. 2017-2018 STAKES Review) in which the Employee Self-Appraisal is housed. Once you get to the ‘Overview’ screen, shown below, click ‘Self Evaluation’.

Note: Only the questions with an asterisk (*) were required to be answered.