

(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.

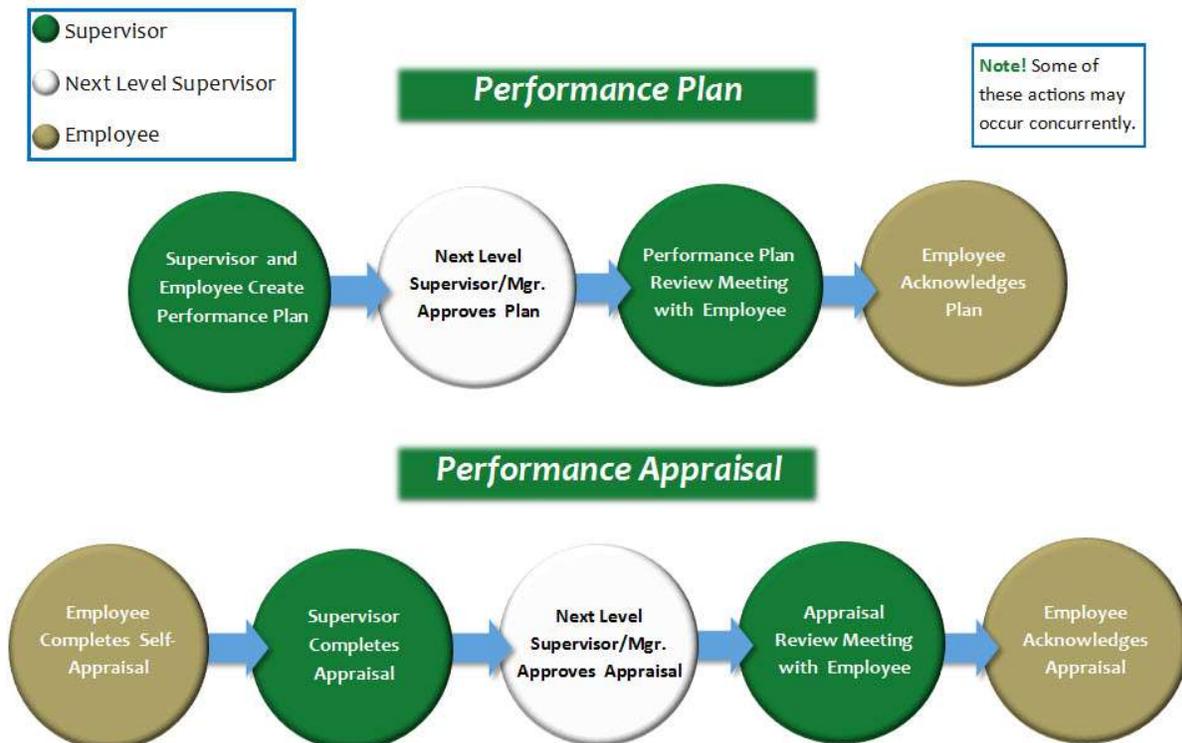
Section II: Navigating NinerTalent (HRMS) Performance Module

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.

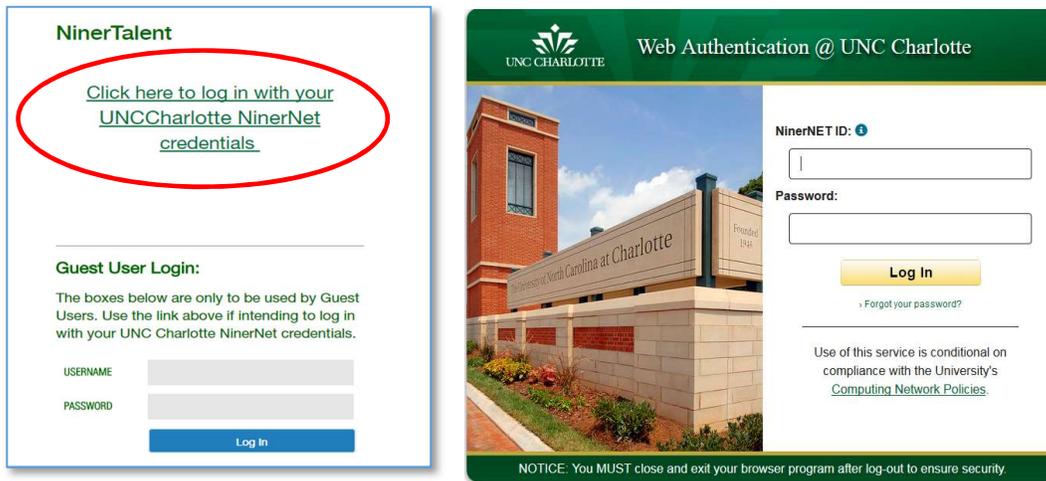
Approvers Workflow

The following flowchart illustrates the sequence of responsibilities when creating a performance plan and initiating/completing the performance appraisal. Note: While an employee may be involved in developing the performance plan only the supervisor can enter it into the NinerTalent system.

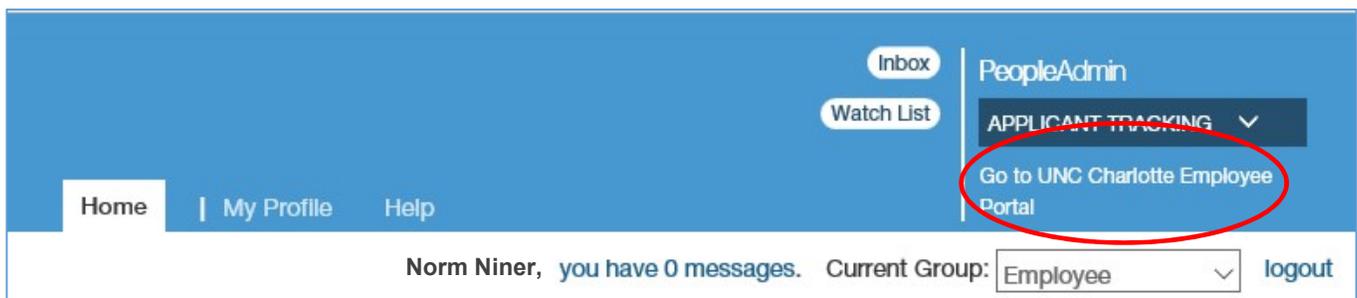


Logging in and Accessing the Employee Portal

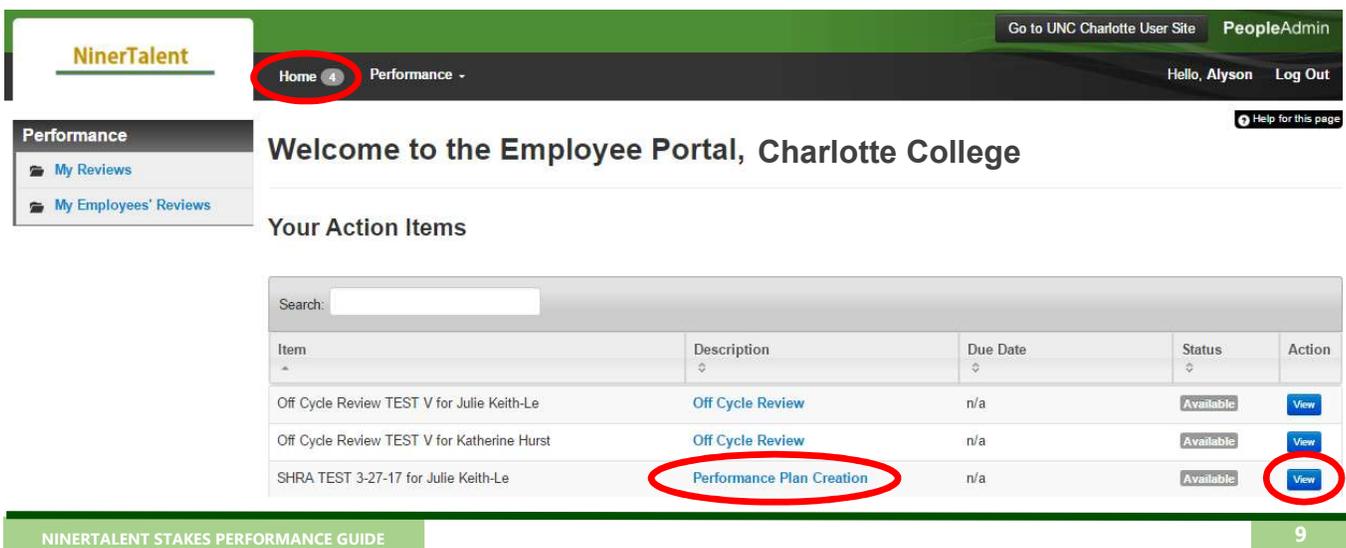
Log into NinerTalent (using your Ninernet credentials) by going to <https://jobs.uncc.edu/hr>.



Click **Go to UNC Charlotte Employee Portal**. Note, you can access this link from any module and logged in as any user type.



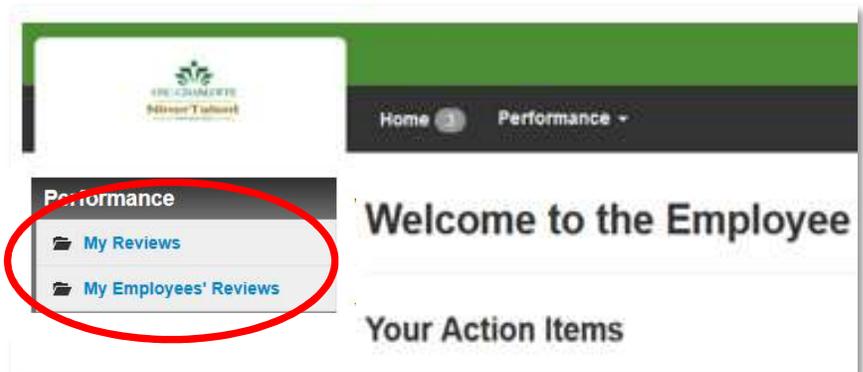
The first screen you will see when you reach the Employee Portal is **"Your Action Items"**. This will be a list of items that require your attention. Pay attention to the due dates to know when items need to be acted on. If you need to get back to **'Your Action Items'** page click the **'Home'** button at the top of your screen.



Searching and Dashboard

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. 7-0660 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

College	Name	Date	Progress	Review Name
Charlotte		2004-12-06	4/9	2017-2018 SHRA STAKES Review
Dust	Goldie	2016-11-28	4/9	2017-2018 SHRA STAKES Review
Niner	Norm	2017-09-05	4/9	2017-2018 SHRA STAKES Review

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.

2017-2018 SHRA STAKES Review 3						
College	Charlotte	2004-12-06	4/9	1 2 3 4		2017-2018 SHRA STAKES Review
Dust	Goldie	2016-11-28	4/9	1 2 3 4		2017-2018 SHRA STAKES Review
Niner	Norm	2017-09-05	4/9	1 2 3 4		2017-2018 SHRA STAKES Review

The "Overview" screen will show you all of the performance tasks that have or will occur 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 desired 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)

NinerTalent | Go to UNC Charlotte User Site | PeopleAdmin

Home 2 | Performance | Hello, Charlotte | Log Out

Norm
 Supervisor: Charlotte College
 Position Description: [Human Resources Consultant](#)
 Department: Employee Relations

2017-2018 SHRA STAKES Review
 Review Status: Open
 Evaluation Type: Focal
 Program Timeframe: 04/01/17 to 03/31/18
 Last Updated: November 06, 2017 15:42
 Last Completed Step: Employee Acknowledges Performance Plan

Task	Task Owner	Date Opened	Date Completed	Due Date
1 Performance Plan Creation	Charlotte College Supervisor	2017-05-29	2017-10-05	2017-07-14
2 Next Level Supervisor Approves Performance Plan	Dean Manager Reviewing Officer		2017-11-02	2017-07-21
3 Supervisor/Employee Performance Plan Meeting	Charlotte College Supervisor		2017-11-06	2017-07-28
4 Employee Acknowledges Performance Plan	Norm Niner		2017-11-06	2017-08-04
5 Employee Self-Appraisal	Norm Niner	2018-03-01		2018-04-13
6 Supervisor Appraisal	Charlotte College Supervisor			2018-05-01
7 Next Level Supervisor Approves Appraisal	Dean Manager Reviewing Officer			2018-05-08
8 Supervisor/Employee Appraisal Review Meeting	Charlotte College Supervisor			2018-05-11
9 Employee Acknowledges Appraisal	Norm Niner			2018-05-15

Navigation: Overview, Plan, Supervisor Evaluation, Self Evaluation, Approvals & Acknowledgements, Progress Notes, History, My Reviews, My Employees' Reviews, Program Information

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