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.

**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 appear on the left of the screen.
From the search screen:

1) Select the highlighted item or click “View Review” to open the overview page.

You can view any completed or open item from the “Overview” screen at any time. For example, to begin or view the employee's Performance Plan, click on the “Plan” tile. To begin or view the Self-Appraisal, click on the “Self-Appraisal” tile.
Selecting “Dashboard” from the drop down menu under the “Performance” tab, you can access the dashboard feature. This feature provides a visual picture of complete and incomplete reviews, as well as what action items are overdue.

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