

Employee Acknowledgment of Appraisal

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

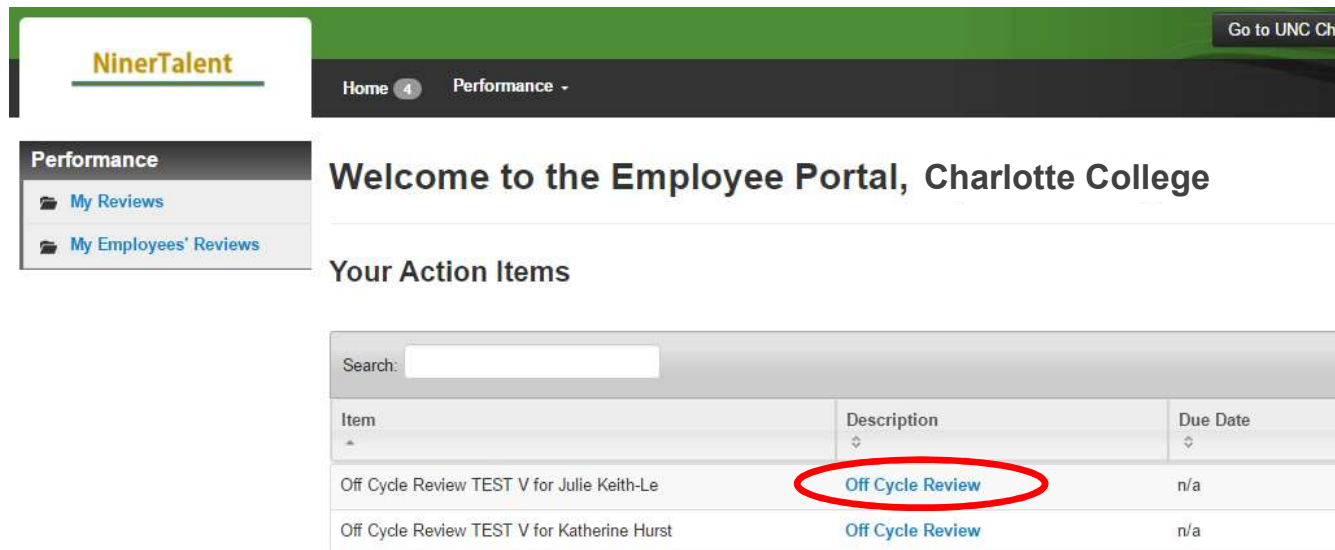
This screen has instructions regarding grievance rights. If the employee wishes to file a grievance regarding an overall rating of "Not Meeting Expectations", they must contact the Office of Human Resources.

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

Completing an Off-cycle Review

(video available)

Keep your employee informed of how they are performing throughout the year with quarterly off-cycle reviews. This program will appear in your 'Action Items' box at the beginning of each cycle for each of your employees.



The screenshot shows the NinerTalent Employee Portal interface. The top navigation bar includes the NinerTalent logo, a 'Home' button with a notification icon, and a 'Performance' dropdown menu. A 'Go to UNC Ch' button is visible in the top right. The main content area is titled 'Welcome to the Employee Portal, Charlotte College' and features a 'Your Action Items' section. Below this section is a search bar and a table with the following data:

Item	Description	Due Date
Off Cycle Review TEST V for Julie Keith-Le	Off Cycle Review	n/a
Off Cycle Review TEST V for Katherine Hurst	Off Cycle Review	n/a

For **probationary employees, probationary reviews** (or off-cycle reviews) are **required quarterly** (April, July, October, and January). These reviews should follow the timeline of the Talent Conversations in the NinerTalent STAKES Cycle.

For **permanent employees**, off-cycle reviews should occur **three (3) times a year** (July, October, January). This includes:

- Quarterly check-in for July
- Interim review in October (**required if employee received a disciplinary action in the current cycle or had any rating of "not meeting expectations" in the last performance cycle**)
- Quarterly check-in for January

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

Progress Notes

Employees and supervisors can leave progress notes for the performance cycle in NinerTalent at any time. This functionality allows you to keep personal records to track individual accomplishments, recognition, areas for improvement, and/or supervisor/employee coaching sessions. From the Overview page, you can click on the “Progress Notes” link and open the notes screen.

Norm Niner

Supervisor: Charlotte College
Position Description: Human Resources Consultant
Department: Employee Relations

Overview
Plan
Supervisor Evaluation
Self Evaluation
Approvals & Acknowledgements
Progress Notes

Task	Task Owner	Date Opened	Date Completed	Due Date
1 Performance Plan Creation	Charlotte College Supervisor	2017-05-29	2017-10-31	2017-07-14
2 Next Level Supervisor Approves Performance Plan	Dean Manager Reviewing Officer		2017-11-01	2017-07-21
3 Supervisor/Employee Performance Plan Meeting	Charlotte College Supervisor		2017-11-02	2017-07-28
4 Employee Acknowledges Performance Plan	Norm Niner		2017-11-03	2017-08-04
5 Employee Self-Appraisal	Norm Niner	2018-03-01		2018-04-13
6 Supervisor Appraisal	Charlotte College Supervisor			2018-05-01

2017-2018 SHRA STAKES Review
Review Status: **Open**
Evaluation Type: Focal
Program Timeframe: 04/01/17 to 03/31/18
Last Updated: November 03, 2017 09:46
Last Completed Step: Employee Acknowledges Performance Plan

Type your notes in the box provided and click “save”. There is also the option to attach documents.

So, you can keep all your notes about occurrences in this performance cycle in one place.

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