

Overview of NinerTalent STAKES Performance Processes

UNCC's NinerTalent STAKES performance processes can be broken into three main sections:

- ⇒ **Part 1:** Performance Plan
- ⇒ **Part 2:** Off-Cycle Reviews
- ⇒ **Part 3:** Annual Performance Appraisal

Part I: Performance Plan

The Performance Plan should be completed by the supervisor and employee within the first 60 days of the new cycle. Upon review and completion, the performance plan must be "acknowledged" in NinerTalent (HRMS) by the Next-level supervisor and the employee. This portion of the process is comprised of three main parts, (1) Institutional Goals, (2) Individual Goals, and (3) Career Development Plan.

(1) Institutional Goals

The University of North Carolina GA has established six institutional goals for all university SHRA employees. The institutional goals provide a comprehensive appraisal platform that covers every aspect of an employee's performance in his or her role.

Supervisors should assign a weight to each institutional goal based on its relevance and importance to the employee's position. Each goal must be at least 5%. The total weight of the institutional goals must equal 50%. Find further details on institutional goals [here](#).

(2) Individual Goals

Each employee will also be charged with three to five individual goals. Unlike the institutional goals, individual goals are NOT intended to cover all aspects of an employees work product. Instead, these goals will focus on factors such as key results, outcomes, and/or deliverables. The individual goals should be discussed and determined by the supervisor and employee at the beginning of each performance cycle.

Supervisors should assign a weight to each individual goal based on its relevance and importance to the employee's position. Each goal must be at least 5%. The total weight of the individual goals must equal 50%. Further details on creating individual goals can be found [here](#).

(3) Career Development Plan

In addition to the above goals, each employee's performance plan will also include a career development plan. In this section of the appraisal form, supervisors will work with employees to determine specific opportunities for professional and personal development and growth. The development plan should be in alignment with an individual's role, needs, and career aspirations. Further details on career development planning can be found [here](#).

Part II: Off-Cycle Reviews

Supervisors should meet with each employee periodically to review goals, assess progress, and, as applicable, clarify or redefine expectations for the remainder of the cycle. All off-cycle reviews should

be documented in NinerTalent (HRMS). There are three types of possible off cycle reviews, (1) interim reviews, (2) probationary reviews, and (3) other reviews.

(1) Interim Reviews

Interim reviews are quarterly talent conversations regarding employee progress. An interim review per performance cycle is recommended for all SHRA employees and is required for those employees who have active disciplinary actions or who received any rating of “not meeting expectations” on their last annual performance appraisal. More details on interim reviews and talent conversations can be found [here](#).

(2) Probationary Reviews

For new employees, a supervisor must conduct quarterly performance appraisals during the first 12 months of employment. Each of these reviews should be submitted to UNCC Human Resources. For more information on SHRA Probationary employees and evaluations, please visit <https://hr.uncc.edu/employee-relations/probationary-employment-shra>.

(3) Other Reviews

In addition to the required midterm interim review, additional off-cycle reviews should be completed (a) if requested by the employee; (b) for all employees who have active disciplinary actions; (c) when the supervisor finds it necessary to perform additional interim reviews.

Further details on off-cycle reviews and talent conversations can be found [here](#).

Part III: Annual Performance Appraisal

The Annual Performance Appraisal should be completed by the supervisor (in collaboration with the employee) within the final 60 days of the performance cycle. Upon review and completion, the annual performance appraisal must be acknowledged in NinerTalent (HRMS) by the Next-level supervisor and employee. The appraisal in NinerTalent is comprised of two key parts, (1) ratings, and (2) supervisor comments.

(1) Ratings

Supervisors should assign a rating of Exceeding Expectations (3), Meeting Expectations (2), or Not Meeting Expectations (1) for each institutional goal and individual goal. Find more on rating [here](#).

NinerTalent (HRMS) will determine the overall rating by multiplying the weight by the rating for each institutional and individual goal to get the score for each goal. It will add all of the scores together to determine an employee’s final overall rating.

- 1.00 to 1.69 = Not Meeting Expectations
- 1.70 to 2.69 = Meeting Expectations
- 2.70 to 3.00 = Exceeding Expectations

(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.