

## 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" tile and open the notes screen.

Norm Niner  
HR Specialist

Supervisor  
Sarah Ekis

Department  
UNC Charlotte

Overview

Plan

Supervisor Evaluation

Self Evaluation

Progress Notes

Approvals & Acknowledgements

Your acknowledgement was recorded

### SHRA Annual Performance Review (2017-2018)

<b>Evaluation Type:</b>	Focal	<b>Review Status:</b>	Open
<b>Program Timeframe:</b>	03/01/15 to 02/29/16	<b>Last Updated:</b>	June 26, 2015 11:23
<b>Co-reviewer:</b>	N/A	<b>Last Completed Step:</b>	Employee Acknowledges Work Plan

Plan

Self Evaluation

Progress Notes

Approvals & Acknowledgements

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](#)***