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Navigating NinerTalent Performance Module

*video available*

NinerTalent is UNC Charlotte’s Human Resources Management System (HRMS) for Employees and Hiring Managers. The **UNC Charlotte Employee Portal** in NinerTalent is specifically used to maintain yearly performance plan and appraisal information. It can be used to find both current and past performance actions including performance plans, evaluations, approvals & acknowledgments, progress notes, etc.

Logging in and Accessing the Employee Portal

Log into NinerTalent ([http://jobs.uncc.edu/hr](http://jobs.uncc.edu/hr)) using your NinerNet credentials:

Once logged in, click the ‘...’ in the left hand corner to initiate the dropdown and click ‘UNC Charlotte Employee Portal’.

Newly hired SHRA employees are reminded to conduct quarterly proba performance improvement needs. To document these discussions, yi
Your Action Items

When you reach the UNC Charlotte Employee Portal, the first screen you will see is ‘Your Action Items’. This will be a list of items that require your attention (i.e. Employee acknowledgement). Note any ‘Due Date(s)’ indicated.

‘Item’ indicates the review type (Annual, Off-Cycle Review, etc.). ‘Description’ indicates the current process step and/or required action. Select the item link that corresponds to the process step description you want to complete.

If you need to get back to ‘Your Action Items’ page click the ‘Home’ button at the top of your screen.

Once you have completed the actions in ‘Your Action Items’ they will no longer appear on this screen unless it is reopened by a Human Resources administrator.

If you would like to review documents that you have completed and are no longer on ‘Your Action Items’ page, click ‘My Reviews’ to access the ‘Review Dashboard’.
Searching and Dashboard

You can search for reviews by going to the link at the top left of your screen. Click ‘My Reviews’ to see past and current performance review cycles documented in the NinerTalent system.

When the screen below appears, you will be able to select from a list of past and current performance review cycles. You can also use the filters on the left hand side to narrow search results.

Select the desired highlighted program you want to review or click the blue ‘View Review’ button to open the overview page.
The “Overview” screen will show you all of the performance tasks that will or have occurred this cycle, the task owner, the date the task was opened, the date the owner completed the task, and the due date of each task. The tasks for which you are the owner are in blue. Use the following key to identify the tasks status:

- Task Not Started / Unavailable
- Task Completed
- Task Open
- Task Disputed

On the left side of the screen you can access any completed or open performance actions (‘Plan’, ‘Supervisor Evaluation’, ‘Self Evaluation’), ‘Progress Notes’, and action ‘History’. Click the link to access the desire document.

You can also find your current job description by clicking the job title, under your name, in the top left corner of the screen. (See arrow)
Using Progress Notes

(See Navigation Video)

At any time after you have acknowledged your performance plan, you may use the Progress Notes functionality to track individual accomplishments, recognition, areas for improvement, and/or supervisor/employee coaching. Progress Notes are your personal records to assist with completion of the performance evaluation process. They are confidential and are not viewable by your supervisor unless you share them with your supervisor via the share button. Your supervisor may also share progress notes with you. Remember, all documented items should be professional and performance-related.

To add Progress Notes, log into NinerTalent (http://jobs.uncc.edu/hr) using your NinerNet credentials:

Once logged in, click the ‘…’ in the left hand corner to initiate the dropdown and click ‘UNC Charlotte Employee Portal’.
To document a progress note for yourself or any of your employees you can click the ‘Progress Notes’ button at the top of your screen.

Once selected, the following screen will appear. Click the blue ‘Create Progress Note’ button on the right side of your screen.

Enter any information that may be useful in documenting your performance, add an attachment (if desired), and click ‘Create’. 

Choose Your Name
Progress Note (Only Choice)
Descriptive Title + Date (to help locating information easy)
Relevant Comments regarding performance

Click Share button to share with supervisor
Click to add attachment

Create
Cancel
EHRA Performance Management

The **UNC Charlotte Employee Portal** is used to: 1) **Complete** an EHRA Appraisal; and to 2) **Document** performance feedback (Progress Notes).

**EHRA Annual Review Process Steps**

*If required by your leadership, ensure your appraisal is approved prior to clicking the complete button in NinerTalent.*

**Employee Completes Self-Appraisal (or Self Evaluation)**

*(Video available)*

The Employee Self-Appraisal is an optional step determined by you and your supervisor. At the end of your annual evaluation period, May or June, it is recommended that you complete the employee self-appraisal even if your supervisor does not require that this be done.

The purpose of the Self-appraisal is to provide an honest reflection of your performance over the past year and start a conversation with your supervisor. This reflection process is intended to:

- Highlight what you did well and what could have gone better;
- Consider obstacles that prevented you from performing as well as you wished;
- Identify priorities and goals you would like to focus on in the coming year; and
- Think about what support you will need to achieve those goals.

The self-appraisal documents can be found on the [STAKES Performance](https://www.stakesperformance.com) website under EHRA Tools & Resources. One form is structure to match the appraisal form goals and the other is a free-form document that will allow you to document your accomplishments more easily without categories.

Your supervisor may attach your self-appraisal to your appraisal document in the NinerTalent system.
Employee Acknowledges EHRA Appraisal

To log into NinerTalent (http://jobs.uncc.edu/hr).

Once logged in, click the ‘...’ in the left hand corner to initiate the dropdown and click ‘UNC Charlotte Employee Portal’.

When you reach the UNC Charlotte Employee Portal, the first screen you will see is ‘Your Action Items’. This will be a list of items that require your attention. Note any due date(s) indicated.

‘Item’ indicates the review type (Annual Performance Review, Off-Cycle Review, etc.). ‘Description’ indicates the current process step and/or required action. To review your supervisor’s evaluation of your performance, select item link that corresponds with the action ‘Employee Acknowledges Appraisal’.
When you choose ‘Employee Acknowledges Appraisal’ the following screen will appear. You will see your overall performance rating at the top right of the screen. (This rating is valid in all instances **EXCEPT** if you have a rating of “Exceeding Expectations” and have a disciplinary action in the current cycle that was not properly reflected in your appraisal.)

Click the ‘Actions’ button and Print your appraisal either to a pdf document or on paper so you have a record of the documentation. **DO NOT** Acknowledge or Dispute your plan yet.
When you have completed a review of your evaluation information, type in any comments as necessary in the ‘Comments’ box at the end of the page and click the ‘Acknowledge’ or ‘Dispute’ button.

**Acknowledge or Dispute**

Choosing ‘Acknowledge’ or ‘Dispute’ brings the Performance appraisal review process to successful completion. The plan may only be revised if the HR Administrator in charge of this process reopens it.

Once you have acknowledged your performance appraisal, the following screen will appear. **If you ‘Dispute’ the appraisal you will see the Employee Acknowledgment step will be outlined in red as seen below.**

Note: Emails are not sent to your supervisor informing them you have acknowledged or disputed your appraisal. They will only be aware of this if you notify them, or if they are looking at the performance dashboard like the one below.

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**Returning to the Performance Dashboard**

On the screen above, you have access to the Supervisor Evaluation, Approvals & Acknowledgements, and Progress Notes.

You can go back to review your appraisal by clicking the ‘Supervisor Evaluation’ link on the left navigation pane on the right. You can print your evaluation by clicking the blue ‘Actions’ button in the top right corner of the page to reveal the ‘Print’ option.
**Note:** Emails are not sent to your supervisor informing them you have acknowledged or disputed your appraisal. They will only be aware of this if you notify them yourself, or if they are looking at the performance dashboard like the one depicted on the previous page.

You can access the approval notes from your Next Level Supervisor and your own “Acknowledgments” by clicking the ‘Approvals & Acknowledgements’ link on the next navigation pane.

![Approvals & Acknowledgements](image)

Congratulations!

You have successfully completed all required process steps associated with performance evaluation process.

To return to the NinerTalent site, click the ‘Go to UNC Charlotte User Site’ button in the top right-hand corner.
If you would like to add any attachments before completing the appraisal, first click ‘Save Draft’ and then go to the ‘Attachments’ link and upload that information.

**Note:** Attachments must be in PDF format.

When you select the ‘Complete’ button, the following warning screen will appear. Please ensure all necessary information has been entered/completed prior to clicking ‘OK’.

Once you have marked your Employee Self Evaluation as complete, the following will appear at the top of your screen if you have completed all required fields.

If you would like to Print your Self Evaluation you can do so by clicking the blue ‘Action’ button at the top of the page and selecting ‘Print’.

To return to the NinerTalent site, click the ‘Go to UNC Charlotte User Site’ button in the top right hand corner.
Employee Acknowledges Appraisal (or Evaluation)

(Video available)

To acknowledge your SHRA Annual Performance Appraisal, log into NinerTalent (http://jobs.uncc.edu/hr) using your NinerNet credentials:

Once logged in, click the ‘…’ in the left hand corner to initiate the dropdown and click ‘UNC Charlotte Employee Portal’.

Newly hired SHRA employees are reminded to conduct quarterly probative reviews to identify performance improvement needs. To document these discussions, vi
When you reach the UNC Charlotte Employee Portal, the first screen you will see is ‘Your Action Items’. This will be a list of items that require your attention. Note any due date(s) indicated.

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Once you have acknowledged your performance appraisal, the following screen will appear. If you ‘Dispute’ the appraisal you will see the Employee Acknowledgment step will be outlined in red as seen below.

**Note:** Emails are not sent to your supervisor informing them you have acknowledged or disputed your appraisal. They will only be aware of this if you notify them, or if they are looking at the performance dashboard like the one below.

**Returning to the Performance Dashboard**
On the screen above, you may review your Plan, your Approvals & Acknowledgements, and add Progress Notes.

You can go back to review your appraisal by clicking the ‘Supervisor Evaluation’ link on the left navigation pane on the right. You can print your evaluation by clicking the blue ‘Actions’ button in the top right corner of the page to reveal the ‘Print’ option.

**Note:** Emails are not sent to your supervisor informing them you have acknowledged or disputed your appraisal. They will only be aware of this if you notify them yourself, or if they are looking at the performance dashboard like the depicted on the previous page.

You can access the approval notes from your Next Level Supervisor and your own “Acknowledgments” by clicking the ‘Approvals & Acknowledgements’ link on the next navigation pane.

Congratulations!

You have successfully completed all required process steps associated with performance evaluation process.

To return to the NinerTalent site, click the ‘Go to UNC Charlotte User Site’ button in the top right hand corner.