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Performance Management

The Performance Management module is used to: 1) Create a SPA Work Plan; 2) Edit/Modify an existing SPA Work Plan; and 3) Complete a SPA evaluation.

Work Plan Process Steps

Employee Acknowledges SPA Work Plan

To acknowledge a SPA Work Plan, log into Niner Talent (http://jobs.uncc.edu/hr) using your NinerNet credentials:
Once logged in, click the ‘Go to UNC Charlotte Employee Portal’ link in the upper right hand corner of your page.

Note: You may access this link from any module and while logged in as any user type.

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, Transfer/Reallocation, New Employee, Exit). ‘Description’ indicates the current process step and/or required action. To create a new, and/or modify an existing, work plan, select the description title that reads ‘Employee Acknowledges Work Plan’, or click the blue ‘View’ button corresponding to the appropriate process step.
Once selected, the Work Plan will appear. Review the performance expectations contained in your work plan (SMART, Behavioral, and Career Development Goals), as well as, the Evaluation Method(s) your supervisor plans to use to assess your performance.
When you have completed a review of your work plan information, choose the blue ‘Actions’ button in the top right corner of the page to reveal the following actions: 1) Print; 2) Acknowledge; and 3) Dispute. Or you may also click the ‘Acknowledge’ or ‘Dispute’ buttons at the bottom of the page.

Choosing ‘Acknowledge’ indicates that you have reviewed your work plan and understand your work expectations and the evaluation methods used to assess your performance. Choosing ‘Dispute’ indicates that you have reviewed your work plan, understand your work expectations and the evaluation methods used to assess your performance, yet disagree with some information contained in the work plan. If you choose to dispute your work plan, please use the ‘Comments’ field as indicated in the screenshot below.

In nearly every circumstance, the ‘Acknowledge’ button should be chosen.

Note: Choosing either action brings the Work Plan review process to successful completion.

Once you have acknowledged your work plan, the following screen will appear. On this screen, you may review your Plan, your Approvals & Acknowledgements, and add Progress Notes.
Also, please note that once your work plan has been acknowledged, the following will appear in ‘Your Action Items’: Employee Self Evaluation/Comments.

Note: This action item represents the first step of your annual evaluation and is not due to be completed until March of the following year. No further action is required at this time.

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

At any time after you have acknowledged your work plan, you may use the Progress Notes functionality to track individual accomplishments, recognition, areas for improvement, and/or supervisor/employee coaching sessions. 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. However, all documented items should be professional and performance-related.

To add Progress Notes, log into Niner Talent (http://jobs.uncc.edu/hr) using your NinerNet credentials:
Once logged in, click the ‘Go to UNC Charlotte Employee Portal’ link in the upper right hand corner of your page.

Note: You may access this link from any module and while logged in as any user type.

Click the ‘My Review’ link and select the appropriate Review using the filters on the left hand side to narrow search results.

When you have located the specific employee of interest, you may click the link associated with the program or the blue ‘View Review’ button.

Once selected, the following screen will appear. You may choose Progress Notes from either the left hand menu or the Progress Notes box.
Once selected, the following screen will appear.
Enter all relevant information, add an attachment (if desired), and click ‘Save’. You may add another item, as necessary. Refer to the example below.
Annual Review Process Steps

Employee Completes Self-Assessment

Once the annual evaluation period has expired at the end of each February, you will be prompted by a system-generated email message and/or your supervisor to begin the Employer Self-Assessment. To begin an Employee Self-Assessment, log into Niner Talent (http://jobs.uncc.edu/hr) using your NinerNet credentials:
Once logged in, click the ‘Go to UNC Charlotte Employee Portal’ link in the upper right hand corner of your page.

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, Transfer/Reallocation, New Employee, Exit). ‘Description’ indicates the current process step and/or required action. To create an Employee Self-Assessment, select the description title that reads ‘Employee Self Assessment/Comments’, or click the blue ‘View’ button corresponding to the appropriate process step.
Once selected, the Self-Assessment will appear. Note: There are five (5) tab sections across the top of the Self Evaluation.

The first tab section indicates your SMART Goals. On this tab, you will enter Employee Comments as regards your accomplishments with respect to your designated goals. Note: Employee comments are optional unless your supervisor has indicated ‘Employee Self-Assessment’ as an evaluation method on your work plan. If so, employee comments are required for each functional competency.
SMART Goals

**Competency Name:**

Applied Knowledge – HR Program and Organization

**Job Duties:**

Demonstrates knowledge of State, federal and client policy and policy interpretations and HR best practices affecting HR program area(s) and analyzes and explains how policies or procedures apply to client’s unique needs. Applies operational knowledge of the purpose of the client’s organization including its mission, services, clients and measures of business effectiveness in order to place client needs into perspective and assure assistance is appropriate to the situation. Identifies and understands issues and problems in HR program area(s) to resolve most of them independently. Modifies processes using contemporary applicable technology, web-based data systems and programs.

**Priority:**

1

**Goal(s):**

1. SMART Goal
2. SMART Goal
3. SMART Goal

Employee Comments

Required if Employee Self-Report indicated on Work Plan
When you reach the bottom of the page and have completed/edited goals for each functional competency, you may click “Save Draft” or “Next”. Choosing the ‘Save Draft’ button will allow you to come back and complete the evaluation at a later point in time. Choosing the ‘Next’ button will move you forward to the next tab section. Note: Choosing the ‘Next’ button will enable auto save for the work just completed.

The next tab section indicates your Behavioral Goals. On this tab, you will enter Employee Comments as regards your accomplishments with respect to your designated goals. Note: Employee comments are optional unless your supervisor has indicated ‘Employee Self-Assessment’ as an evaluation method on your work plan. If so, employee comments are required for each behavioral competency.
The next tab section indicates Career Development Goals. On this tab, you will enter Employee Comments, as appropriate.
The next tab section indicates Overall Performance Comments. On this tab, you will enter Overall Performance Comments.

Note: This process step may not be marked as ‘Complete’ without this required information.

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’.
SPA Annual Performance Review (2015-2016)

Evaluation Type: Focal
Program Timeframe: 03/01/15 to 02/29/16
Co-reviewer: N/A

Review Status:
Last Updated: June 26, 2015 11:39
Last Completed Step: Employee Acknowledges Work Plan

Self Evaluation for Norm Niner

SMART Goals Behavioral Goals Career Development Goals Overall Performance Comments Attachments

* Overall Performance Comments
Employee Comments

Remove Entry?

Add Entry

Actions:
Print
Save Draft
Complete

Are you sure you want to complete this self evaluation?

OK Cancel

SPA Annual Performance Review (2015-2016)

Evaluation Type: Focal
Program Timeframe: 03/01/15 to 02/29/16
Co-reviewer: N/A

Review Status:
Last Updated: June 26, 2015 11:39
Last Completed Step: Employee Acknowledges Work Plan

Self Evaluation for Norm Niner

SMART Goals Behavioral Goals Career Development Goals Overall Performance Comments Attachments

Required fields are indicated with an asterisk (*).
Once you have marked your Employee Self Evaluation as complete, the following screen will appear. On this screen, you may review your Plan, Self Evaluation, Progress Notes, or your Approvals & Acknowledgements.

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

To acknowledge your SPA Annual Performance Review, log into Niner Talent (http://jobs.uncc.edu/hr) using your NinerNet credentials:

Authenticate with single sign-on? SSO Authentication
Once logged in, click the ‘Go to UNC Charlotte Employee Portal’ link in the upper right hand corner of your page.

![Go to UNC Charlotte Employee Portal](image)

*Note: You may access this link from any module and while logged in as any user type*

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, Transfer/Reallocation, New Employee, Exit). ‘Description’ indicates the current process step and/or required action. To review your supervisor’s evaluation of your performance, select the description title that reads ‘**Employee Acknowledges Evaluation**’, or click the blue ‘**View**’ button corresponding to the appropriate process step.
When you have completed a review of your performance evaluation information, choose the blue ‘Actions’ button in the top right corner of the page to reveal the following actions: 1) Print; 2) Acknowledge; and 3) Dispute. Or you may also click the ‘Acknowledge’ or ‘Dispute’ buttons at the bottom of the page.

Choosing ‘Acknowledge’ indicates that you have reviewed your evaluation and understand the documented work performance assessment. Choosing ‘Dispute’ indicates that you have reviewed your evaluation and understand your documented performance assessment, yet disagree with some information contained in the evaluation. If you choose to dispute your work plan, please use the ‘Comments’ field to document your rationale.

In nearly every circumstance, the ‘Acknowledge’ button should be chosen.

Note: Choosing either action brings the Evaluation process to successful completion.
Once you have acknowledged your work plan, the following screen will appear. On this screen, you may review your Plan, your Approvals & Acknowledgements, and add Progress Notes.

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.