

NINERTALENT



QUICK REFERENCE GUIDE - EPA STAFF & FACULTY

EPA Staff and Faculty Members will use the **NinerTalent** system to view their position description.

1

Access NinerTalent at:

<http://jobs.uncc.edu/hr>

Log in with your **NinerNet** credentials

NinerTalent

[Click here to log in with your UNC Charlotte NinerNet credentials](#)

To log in as a guest, enter Guest User credentials below:

Username

Password

Log In

Authenticate with single sign-on? [SSO Authentication](#)

2

Click on the tab for "My Profile"



Home | **My Profile** | Help

Inbox

PeopleAdmin

Watch List

APPLICANT TRACKING

Go to UNC Charlotte Employee Portal

Norm Niner, you have 0 messages. Logout (Norm Niner)

3

Click on the tab for "Position Descriptions"



User: Norm Niner

Current Status: Approved

Norm Niner

Employee

Username:

Supervisor: Sarah Ekis

Email: nniner@uncc.edu

Phone:

Groups

Employee

Summary

Manage Emails

Position Descriptions

4

Click on the your **Position Title** listed



User: Norm Niner

Current Status: Approved

Norm Niner

Employee

Username:

Supervisor: Sarah Ekis

Email: nniner@uncc.edu

Phone:

Groups

Employee

Summary

Manage Emails

Position Descriptions

Associate Director

Position Descriptions / EPA Staff / Associate Director



Position Description: Associate Director (EPA Staff)

[Edit](#)

Current Status: Active

Position Type: EPA Staff

Work Unit:

Classification/Compensation

Summary

Settings

History

Position Details [Edit](#)

Departmental Information

Division	Business Affairs
Department	Human Resources
Work Unit	Classification/Compensation

5

Your **Position Description** will be displayed