

UNC Charlotte
STAKES PERFORMANCE

NinerTalent Performance Portal - Employee Guide



Human Resources

UNC Charlotte



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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, appraisals, approvals & acknowledgments, progress notes, etc.

Logging in and Accessing the Employee Portal

Log into NinerTalent (<http://jobs.charlotte.edu/hr>) using your NinerNet credentials:

Log In with NinerNET

Guest User Login:
The boxes below are only to be used by Guest Users. Use the link above if intending to log in with your UNC Charlotte NinerNET credentials.

Username

Password

Log In

CHARLOTTE Web Authentication @ Charlotte

NinerNET ID:

Password:

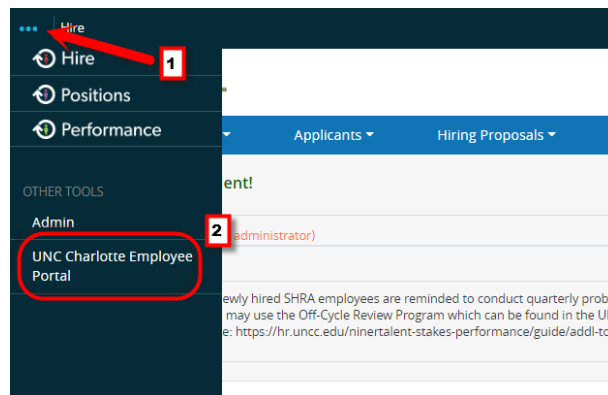
Log In

[Forgot your password?](#)
[Get Duo Code](#)

Use of this service is conditional on compliance with the University's [Computing Network Policies](#).

NOTICE: You MUST close and exit your browser program after log-out to ensure security.

Once logged in, click the ellipsis '...' in the top left hand corner to initiate the dropdown and click '**UNC Charlotte Employee Portal**.'





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.

The screenshot shows the NinerTalent Employee Portal interface. At the top, there is a navigation bar with 'Home', 'Performance', and 'Progress Notes'. The 'Home' button is circled in red. Below the navigation bar, a welcome message reads 'Welcome to the Employee Portal, Katherine Tomey'. On the left side, there is a sidebar with a 'My Reviews' button, which is also circled in red. The main content area is titled 'Your Action Items' and features a search bar. Below the search bar is a table with the following data:

Item	Description	Due Date
EHRA-NF Staff Performance Evaluation 24-25 CYCLE for Katherine Tomey	Employee Self Evaluation	2025-03-31 Due in 4 months Upcoming

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 a Human Resources administrator reopens it.

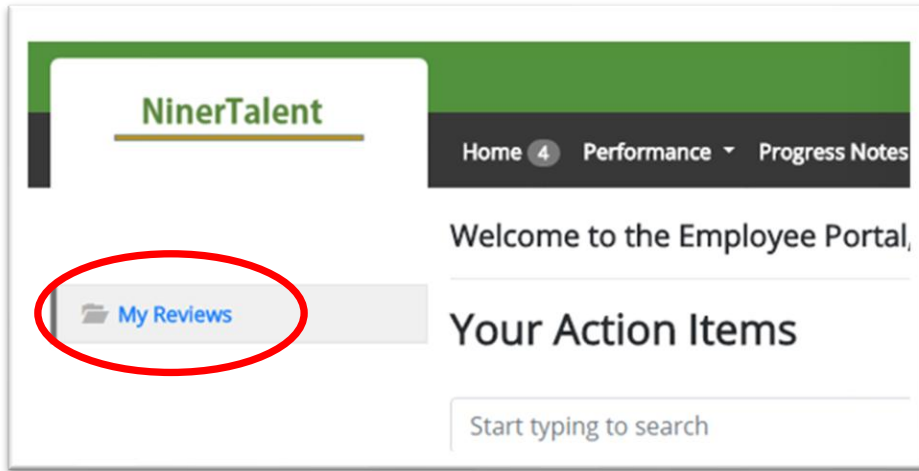
This screenshot is a zoomed-in view of the top portion of the Employee Portal. It highlights the 'Home' button in the top navigation bar and the 'My Reviews' button in the left sidebar, both of which are circled in red.

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.

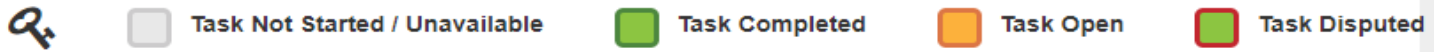
Select the desired highlighted program you want to review or click the blue 'View Review' button to open the overview page.

Program	Progress	Type	Score	Review Status	Last Update	Action
2016-2017 SHRA Performance Plan/Appraisal	<div style="width: 100%;"></div>	Focal	Meets Expectations	Complete	May 01, 2017 08:14	Actions
2017-2018 Off-Cycle Reviews (Performance Feedback)	<div style="width: 0%;"></div>	Focal	-	Cancelled	April 02, 2018 11:29	Actions
2017-2018 SHRA Performance Plan/Appraisal	<div style="width: 100%;"></div>	Focal	Meeting Expectations	Complete	May 18, 2018 09:11	Actions
2018-2019 Off-Cycle Reviews (Performance Feedback)	<div style="width: 0%;"></div>	Focal	-	Cancelled	April 02, 2019 15:39	Actions
2018-2019 SHRA Performance Plan/Appraisal	<div style="width: 100%;"></div>	Focal	Meeting Expectations	Complete	May 13, 2019 14:37	Actions
2024-25 SHRA Performance Mangement Plan/Appraisal	<div style="width: 0%;"></div>	Focal	-	Overdue	November 20, 2024 14:57	Actions
EHRA-NF Staff Performance Evaluation 24-25 CYCLE	<div style="width: 0%;"></div>	Focal	-	Open	November 20, 2024 15:08	Actions
OBsolete - DO NOT USE - 2017-2018 SHRA Annual Perf Review	<div style="width: 0%;"></div>	Focal	-	Cancelled	May 29, 2017 11:04	Actions

Hello, Norm



The “**Overview**” screen will show you all the performance tasks that will or have occurred in this cycle, the task owner, the date the task 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.



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 desired 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)

The screenshot displays the NinerTalent Performance Portal interface. At the top, there is a navigation bar with the NinerTalent logo, a search icon, and user information: "Go to UNC Charlotte User Site", "PeopleAdmin", "Hello, Charlotte", and "Log Out". Below the navigation bar, the main content area is divided into a left sidebar and a central table.

Left Sidebar:

- Norm Niner
- Supervisor: Charlotte College
- Position Description: Human Resources Consultant (with a red arrow pointing to the link)
- Department: Employee Relations
- Overview
- Plan
- Supervisor Evaluation
- Self Evaluation
- Approvals & Acknowledgements
- Progress Notes
- History (with a red arrow pointing to the link)
- My Reviews
- My Employees' Reviews
- Program Information (with a red arrow pointing to the link)

Central Table:

Task	Task Owner	Date Opened	Date Completed	Due Date
1 Performance Plan Creation	Charlotte College Supervisor	2017-05-29	2017-10-05	2017-07-14
2 Next Level Supervisor Approves Performance Plan	Dean Manager Reviewing Officer		2017-11-02	2017-07-21
3 Supervisor/Employee Performance Plan Meeting	Charlotte College Supervisor		2017-11-06	2017-07-28
4 Employee Acknowledges Performance Plan	Norm Niner		2017-11-06	2017-08-04
5 Employee Self-Appraisal	Norm Niner	2018-03-01		2018-04-13
6 Supervisor Appraisal	Charlotte College Supervisor			2018-05-01
7 Next Level Supervisor Approves Appraisal	Dean Manager Reviewing Officer			2018-05-08
8 Supervisor/Employee Appraisal Review Meeting	Charlotte College Supervisor			2018-05-11
9 Employee Acknowledges Appraisal	Norm Niner			2018-05-15

Right Sidebar:

- 2024-2025 SHRA Performance Plan/Appraisal
- Review Status: Open
- Evaluation Type: Focal
- Program Timeframe: 04/01/17 to 03/31/18
- Last Updated: November 06, 2017 15:42
- Last Completed Step: Employee Acknowledges Performance Plan

Note: This is a general setup and is not exclusive to either EHRA-NF or SHRA.



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.charlotte.edu/hr>) using your NinerNet credentials:

Log In with NinerNET

Guest User Login:
The boxes below are only to be used by Guest Users. Use the link above if intending to log in with your UNC Charlotte NinerNET credentials.

Username

Password

Log In

Web Authentication @ Charlotte

NinerNET ID:

Password:

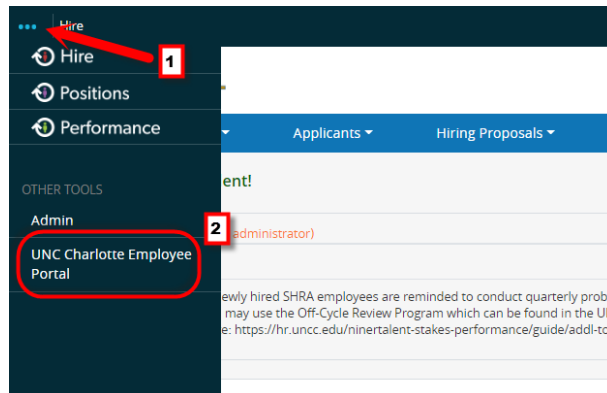
Log In

[Forgot your password?](#)
[Get Duo Code](#)

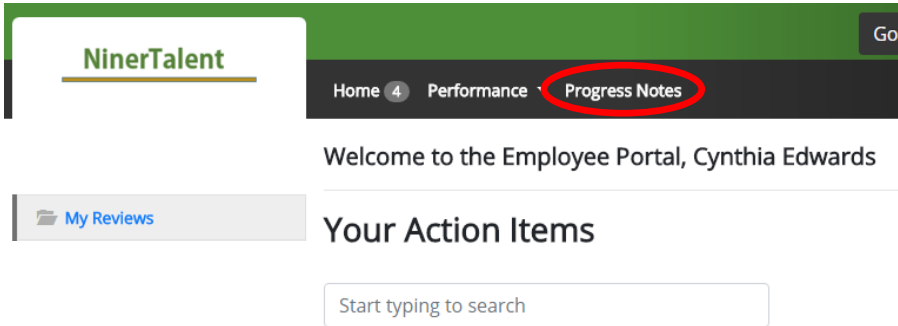
Use of this service is conditional on compliance with the University's [Computing Network Policies](#).

NOTICE: You MUST close and exit your browser program after log-out to ensure security.

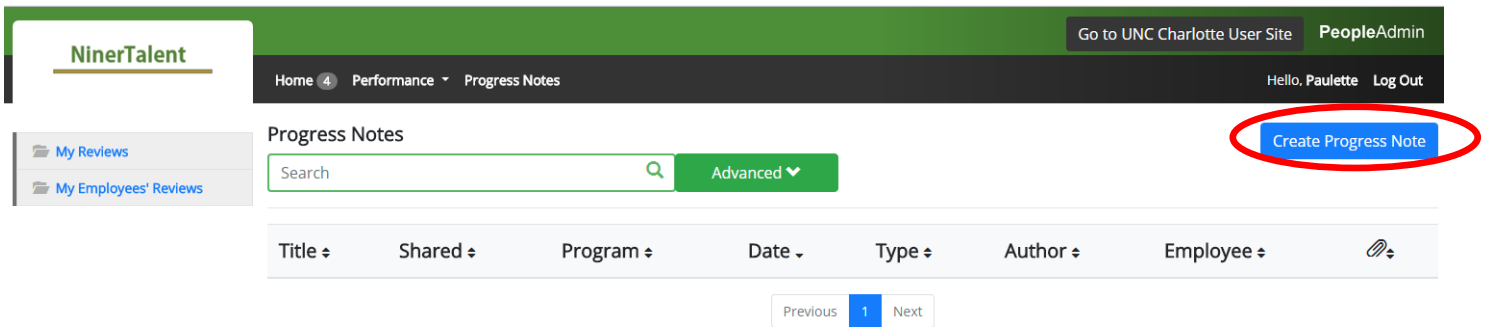
Once logged in, click the ellipsis '...' in the top left hand corner to initiate the dropdown and click '**UNC Charlotte Employee Portal.**'



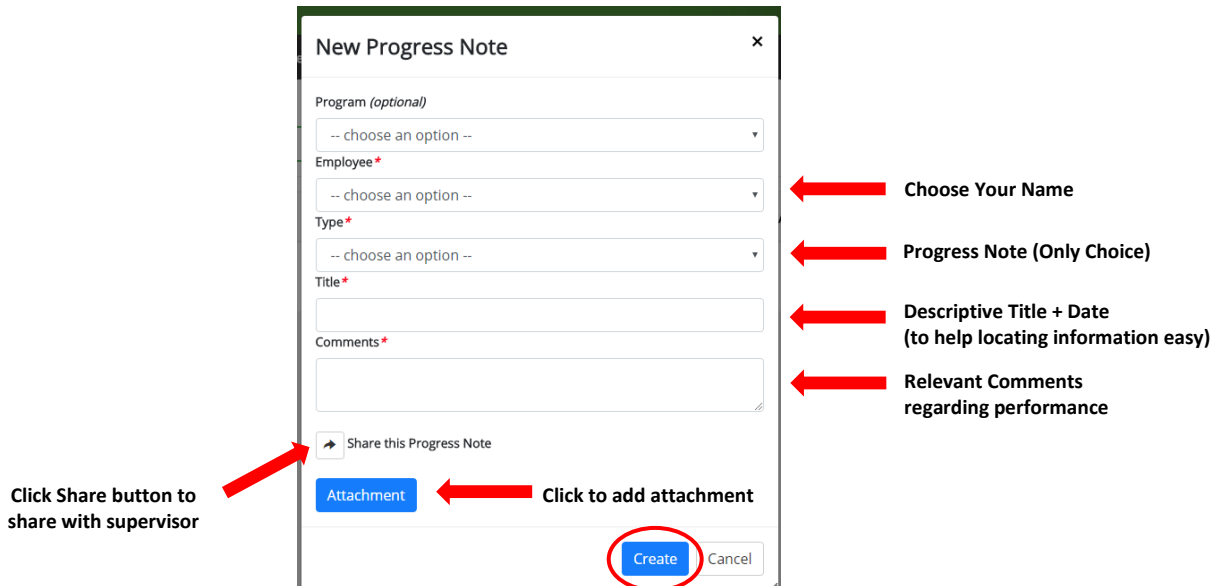
To document a progress, note for yourself, you can click the '**Progress Notes**' button at the top of your screen.



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.'





EHRA Performance Management

The **UNC Charlotte Employee Portal** is used to: 1) **Create** the Goals & Objective Plan 2) **Modify** an existing plan 3) **Document** performance feedback (Progress Notes) and to 4) **Complete** an EHRA Appraisal.

EHRA Goals & Objectives Process Steps



Employee enters EHRA Goals & Objective Plan (Performance Plan)

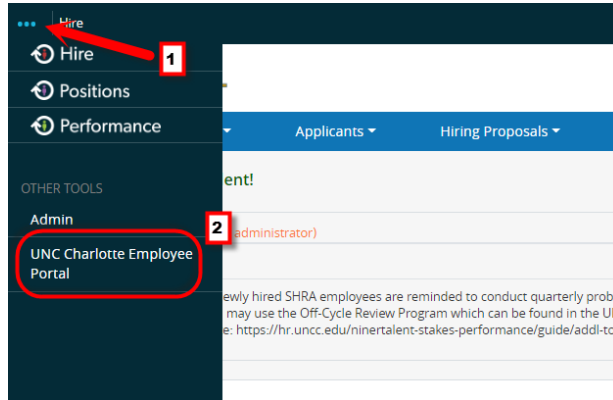
To create an EHRA-NF Performance Plan, log into NinerTalent (<http://jobs.charlotte.edu/hr>) using your Ninernet credentials:

A screenshot of the NinerTalent login page. A red oval highlights a green button with a white 'G' icon and the text "Log In with NinerNET". Below this, there is a "Guest User Login:" section with instructions: "The boxes below are only to be used by Guest Users. Use the link above if intending to log in with your UNC Charlotte NinerNET credentials." There are two input fields for "Username" and "Password", and a blue "Log In" button at the bottom.

A screenshot of the "Web Authentication @ Charlotte" page. The header includes the UNC Charlotte logo and the text "Web Authentication @ Charlotte". The page features a background image of a building. On the right side, there are two input fields for "NinerNET ID" and "Password", followed by a yellow "Log In" button. Below the button are links for "Forgot your password?" and "Get Duo Code". At the bottom, there is a disclaimer: "Use of this service is conditional on compliance with the University's Computing Network Policies." A green banner at the very bottom contains the text: "NOTICE: You MUST close and exit your browser program after log-out to ensure security."



Once logged in, click the ellipsis '...' in the top 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 (Plan Creation, Off-Cycle Review, etc.). 'Description' indicates the current process step and/or required action. To create a new performance plan, select the item for your performance plan with the description 'Performance Plan Creation.'

Item	Description	Due Date	Status
2025-26 Off-cycle review for Charlotte College	Off Cycle Review	n/a	Available
2025-26 Off cycle review for Norm Niner	Off Cycle Review	n/a	Available
2025-26 EHRA Staff Evaluation for Cynthia Edwards	Performance Plan Creation	2025-06-16 Due 5 days ago	Overdue
2025-26 SHRA Performance Plan/Appraisal for Charlotte College	Performance Plan Creation	2025-06-16 Due 5 days ago	Overdue

Note! Before the new performance cycle begins and you enter the new performance plan in NinerTalent, schedule a meeting with your supervisor. During this meeting, discuss the department or unit's strategic goals for the upcoming cycle. Collaborate with your supervisor to determine the individual and professional development goals that should be included in your plan.



Once selected, the Performance Plan will appear. You will see the following on this page:

- **Instructions in blue** that will give you general information about the action you are about to perform
- **Four (4) tab sections** that make up the Evaluation your Supervisor will appraise.
- **Helpful links & instructions** to help you complete this performance evaluation

Institutional Goals

The **first tab** section is titled **'Institutional Goals.'** This tab is where you will enter a comment for each corresponding institutional goal and any specific standards of performance if desired.

If you are not a supervisor – be sure to input 'N/A' as the comment section for the Supervision goal.

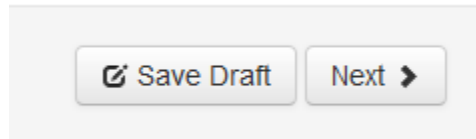
EXPERTISE

Produces work that is accurate, thorough, and demonstrates sufficient analysis and decision-making to meet the requirements of the employee's position and profession. Makes efficient and appropriate use of materials and documents work appropriately. Looks for ways to improve efficiency or quality. Maintains technical skills and relevant professional credentials.

Full "Expertise" Definition [HERE](#)



When you reach the bottom of the page and have completed/edited each institutional goal, you may click **'Save Draft'** or **'Next.'** Choosing the **'Save Draft'** button will allow you to come back and complete the performance plan at a later point in time. Choosing the **'Next'** button will move you forward to the next tab section. (**Note:** The **'Next'** button will enable auto save for the work just completed).



Individual Goals

The **second tab** section is titled **'Individual Goals.'** This is where you will enter three to five individual goals. Unlike the institutional goals, individual goals are NOT intended to cover all aspects of an employee's work product or performance – these are big ticket items to be completed in the current performance cycle.

You may add new individual goals, remove existing goals, or edit/replace existing goals, as necessary and/or appropriate. Please label each goal that is added. The **'Add Entry'** button should be selected to open a new entry field.

Plan

Actions ▾

The supervisor and employee create the performance plan together, setting goals for the coming year.

Institutional Goals Goals & Objectives Plan Professional Development Plan Evaluation Method(s)

Individual Goals

* Goal Name ←

EHRA Performance Training

* Goal Description ←

Roll out training and information sessions for all those effected by the change in the SHRA Performance Appraisal Policy.
- Hold informational forums for employees, training for supervisor, update website, and develop informational resources by – April 1, 2015....

Remove Entry?

Add Entry

If you decide you want to delete a goal altogether, put a check in the **'Remove Entry?'** box under that specific goal and click **'Save.'**



Professional Development Activities

The third tab section is the Professional Development Activities/Plan. Here, you can enter or edit any Professional Development Activities and Compliance & Integrity Goal Activities that you have discussed with your supervisor.

Career Development activities may include such items as: training workshops, technical skills training, job shadowing, professional certifications, and/or conferences, etc. Please number each activity that is added.

Each employee should have at least one career development goal or activity each performance cycle. (Note: Career Development activities are strongly encouraged as a ‘best practice’ and should be updated on an annual basis.)

Plan for Sarah Ekis

Actions ▾

The supervisor and employee create the performance plan together, setting goals for the coming year.

Institutional Goals Goals & Objectives Plan **Professional Development Plan** Evaluation Method(s)

Required fields are indicated with an asterisk (*).

Professional Development Activities

Professional development activities are workshops, webinars, job shadowing, committees, self-study, etc. to help the employee maintain, develop, and/or broaden their knowledge, skills and abilities as is relevant to their current position and/or career path. It is for these reasons that an employee should have **at least one professional development activity** on his or her goals & objective plan.

These **activities** are not individually rated, but will be reviewed for progress and future planning and **can be accounted for when rating the institutional goals**.

* Career Development Activity

B *I* S Link **¶** **”** **<>** **☰** **☰** **↶** **↷** **↶** **↷** **↶** **↷**

Participate in a training, course and/or project that will enhance your career aspirations.

Remove Entry?



Compliance & Integrity Goal Activities

Compliance & Integrity Goal Activities are **annual training sessions or activities** that all University employees, regardless of department, are required to complete. These activities ensure everyone meets the standards set by the Institutional Goal of Compliance & Integrity. The activities include –

- **Environmental Health & Safety Compliance Plan** – requires supervisors to inform employees to complete any identified safety training that pertains to their position. These trainings are specified by the [EHS Training by Work Environment](#) and tracked by the Office of Environmental Health & Safety.
- **IT Security & Compliance Plan** – provides recommended resources and online [Security Awareness Training](#) to help employee safeguard University information resources. Supervisors should determine what resources, provided by the OneIT [Information Security Education](#) webpage, should be required to be reviewed by their employees based on their positions. (Any required activities should be documented)

Any **required** Compliance & Integrity Goal Activities **WILL NOT** count toward the **one** career development activity mentioned above. However, any **additional/recommended activities may be used toward the career development activity.**

An entry box is provided for the supervisor to add any additional compliance & integrity activities they require their employee to complete, that are not already listed above. (For example, as the IT & Security Plan activities are not required, any activities required by the supervisor should be included in this box.)

Compliance & Integrity Goal Activities

B *I*

Comply with and complete all trainings required by the university.

Remove Entry?

Note: For the employee to “Meet Expectations” on the Compliance & Integrity goal, the employee must complete the required activities.



Evaluation Methods

The **fourth tab** section is **Evaluation Methods**. In this section, you will select the Evaluation Methods that you and your supervisor have previously agreed upon. These methods will be used to assess your performance during the annual appraisal. You can choose as many evaluation methods as you find appropriate or necessary.

Plan

Actions ▾

The supervisor and employee create the performance plan together, setting goals for the coming year.

Institutional Goals Goals & Objectives Plan Professional Development Plan Evaluation Method(s)

Evaluation Method(s)

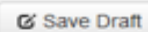
The boxes below indicate the types of evaluation method(s) you will utilize to appraise the employee's performance. Select all that apply.

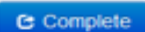
- Evaluation Method(s)
- Supervisor Observation
 - Employee Self-Report
 - Spot Checks
 - Project Results
 - Work Samples/Statistics
 - Peer Feedback
 - Third Party Feedback

 - Remove Entry?

Note: If you still need to finalize some elements in the document prior to sending it to the Next-Level Supervisor for review, choose **'Save Draft.'**

If you choose **'Complete'** it will go to the Next-Level Supervisor for review. At this point, the Next-level supervisor may return the plan back to you for revising or approve it so you can move forward with the performance plan meeting and employee acknowledgement of the performance plan process.







If you fail to complete any of the required sections in the plan you will get the following message, the plan will remain in draft mode. The message will give a general indication as to why the process was unable to be completed. Correct these errors and click the **'Complete'** button again to finish this task.



Plan

Actions ▾

2024-2025 EHRA Staff Evaluation

Review Status:

Overdue

Evaluation Type:

Focal

Program Timeframe:

07/01/2024 – 06/30/2025

Last Updated:

August 03, 2024
16:03

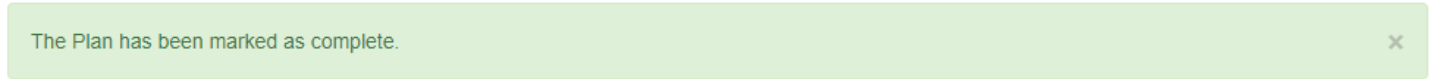
The supervisor and employee create the performance plan together, setting goals for the coming year.

Institutional Goals Individual Goals Career Development Plan Evaluation Method(s)

ABC Check spelling

Evaluation Method(s)

If your plan goes through successfully, you will see the following message at the top of your screen. And the completed plan document will be available for you to print and/or copy via the **'Actions'** button.



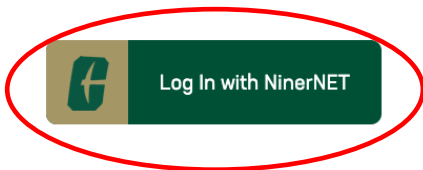
Plan for Cynthia Edwards

Actions ▾

2024-2025 EHRA Staff Evaluation

Employee Acknowledges EHRA Goals & Objective Plan (Performance Plan)

To acknowledge a Goal & Objective Plan, log into NinerTalent (<http://jobs.charlotte.edu/hr>) using your Ninernet credentials:



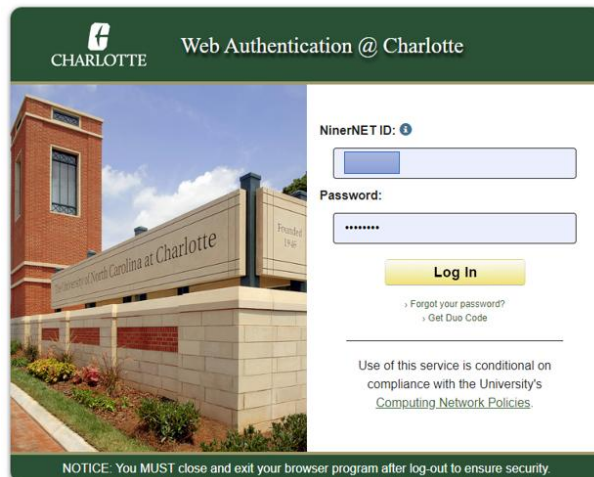
Guest User Login:

The boxes below are only to be used by Guest Users. Use the link above if intending to log in with your UNC Charlotte NinerNET credentials.

Username

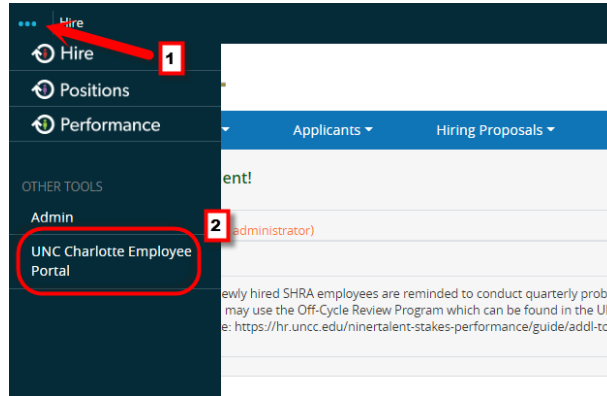
Password

Log In



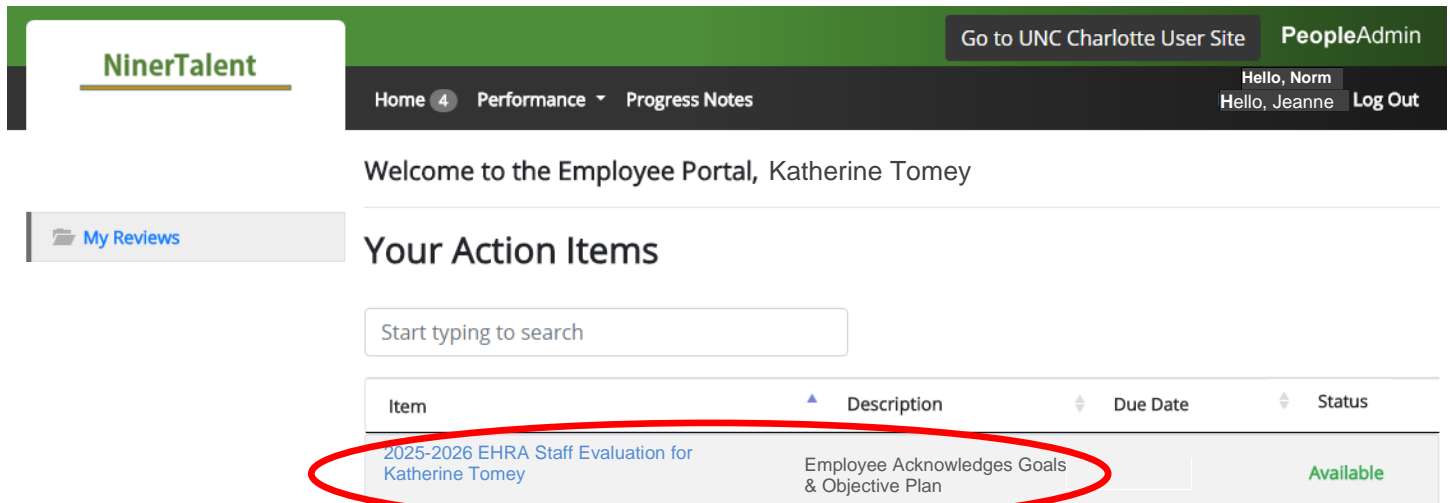


Once logged in, click the ellipsis '...' in the top left hand corner to initiate the dropdown and click 'UNC Charlotte Employee Portal.'

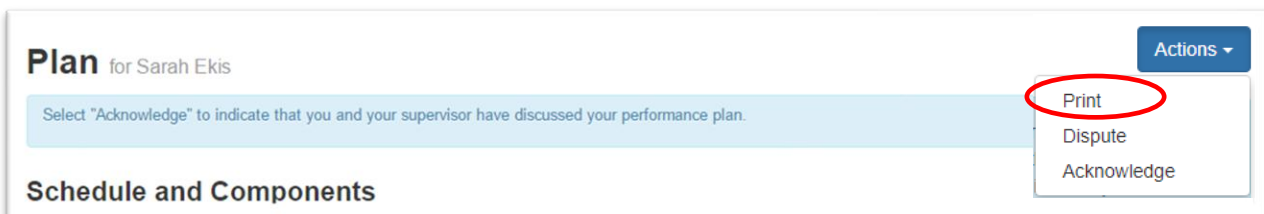


When you reach the UNC Charlotte Employee Portal, the first screen you will see is 'Your Action Items.' This will be a list of items that require your attention. Note any 'Due Date(s)' indicated.

'Item' indicates the review type (Annual Performance Review, Off-Cycle Review, etc.). 'Description' indicates the current process step and/or required action. To complete click the linked item that corresponds with the 'Employee Acknowledges Goals & Objective Plan' action.



Once selected, the Performance Plan will appear.





Click the **'Actions'** button and print your plan either to a pdf document or on paper so you have a record of the documentation. **DO NOT** Acknowledge or Dispute your plan yet.

Review the performance expectations contained in your performance plan (Institutional, Individual, and Professional Development Goals) and the evaluation methods that your supervisor plans to use to assess your performance throughout the cycle.

When you are done reviewing your performance plan information, type in any comments as necessary in the 'Comments' box below your plan and click the **'Acknowledge'** or **'Dispute'** button at the bottom of the page. Choosing either button indicates that you have reviewed your performance plan and understand both your work expectations and the evaluation methods that will be used to assess your performance.

If you choose to 'Dispute,' please use the 'Comments' box to document your specific disagreement. Selecting 'Dispute' indicates that you disagree with some information contained in the plan.

Note: It is recommended that you speak with your supervisor about any dispute prior to submitting it. It may be something that can be resolved before being documented in this permanent record.

A screenshot of a web interface titled "Comments". It features a text input field with the placeholder text "Enter comments here, as desired and/or necessary". Below the input field are two buttons: a grey "Dispute" button and a blue "Acknowledge" button. Both buttons are circled in red. The "Dispute" button has a small icon to its left, and the "Acknowledge" button has a small icon to its left.



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

EHRA-NF Performance Appraisal



***Attn: Employees,** though this is an optional step, you must log into NinerTalent to select the option to bypass the Self Appraisal.

****Attn: Supervisors,** if required by your leadership, ensure the appraisal is approved by the Next Level Supervisor prior to clicking the complete button in NinerTalent.

Employee Completes Self-Appraisal (or Self Evaluation)

(Video available)

Effective March 1, 2024, the Employee Self-Appraisal can be found in the NinerTalent system. The Self -Evaluation period typically runs annually from March through June.

The Employee Self-Appraisal is an optional step determined by you and your supervisor. Even if your supervisor does not require it, it is recommended that you complete the Self-Appraisal during the last quarter of the annual evaluation period.

The Self-Appraisal will launch in NinerTalent at the beginning of March. **Although this step is optional, employees must log into NinerTalent to either bypass the evaluation or complete it in its entirety.**



The Self-Evaluation consists of three parts: **“Personal Self-Assessment, Professional Development Plan, and Overall Performance.”**

NinerTalent Go to UNC Charlotte User Site **PeopleAdmin**

Home Performance Progress Notes Hello Norma Log Out

Norma Niner

Supervisor: Tiffani McCain
Position Description: Compensation and Performance Management Consultant
Department: Staff Position/Perf Mgmt

Overview
Supervisor Evaluation
Self Evaluation
My Reviews

Self Evaluation for Norma Niner

The self-appraisal is designed to provide you with an opportunity to participate in performance conversations. Once you have completed the self-appraisal, your supervisor will be notified to begin their appraisal.

Please note: This step is optional unless specified by your supervisor. If your supervisor requires it, ensure all sections of the self-appraisal are completed. If you are ready to complete your self-appraisal, please click on the "Actions" button to the right of this screen and select "Complete" to bypass this step, allowing your supervisor to finalize their appraisal performance.

1. Personal Self-Assessment 2. Professional Development 3. Overall Performance

****CLICK HERE TO FIND VIDEO TUTORIALS AND GUIDES ON HOW TO COMPLETE THIS PERFORMANCE PROCESS****

SELF-ASSESSMENT INSTRUCTIONS

- 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 performance cycle
- Think about what support you will need to achieve those goals

When reflecting on professional development activities, check with your leadership team to explore specific resources that may be available in your department, college or division.

****Other on campus training resources can be found on the [L&OD Development Portal](#) site and/or the [IT Services Training Calendar](#).****

****Do not click "Remove Entry".****

Personal Self-Assessment for Ending Performance Cycle

Actions
Print
Save Draft
Complete

Options:
1. Click complete if this task is not required by your supervisor.
2. Click complete after you have completed all sections of your self evaluation and ready to route it to your supervisor.

EHRA-NF Staff Performance Evaluation 25 CYCLE
View Status: Open
Evaluation Type: Focal
Performance Timeframe: 07/01/24 to 06/30/25
Last Updated: October 17, 2024 15:48



Personal Self-Assessment consists of four questions that focus on reflecting on your performance over the past cycle and planning goals for the upcoming cycle. See visual reference below.

Personal Self-Assessment Professional Development Overall Performance

Note the three sections in this navigation bar.

Attach supporting documentation that you may find relevant to this matter.

SELF-ASSESSMENT INSTRUCTIONS

- 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 performance cycle
- Think about what support you will need to achieve those goals

When reflecting on professional development activities, check with your leadership team to explore specific resources that may be available in your department, college or division.

****Other on campus training resources can be found on the [L&OD Development Portal](#) site and/or the [IT Services Training Calendar](#).**

****Do not click "Remove Entry".****

Personal Self-Assessment for Ending Performance Cycle

Provide an honest reflection of your performance over the past performance cycle (July 1 - June 30).

What do you think you did well this performance cycle? What are you the proudest of?

What do you feel you could have done better? Did you encounter obstacles that prevented you from doing as well as you had hoped?

Remove Entry?

Add Entry

Goal Planning for Upcoming Performance Cycle

Think about the goals you want to accomplish in the upcoming performance cycle.

What are your job priorities for the upcoming performance cycle? Are there any goals you think should be captured on your upcoming performance plan?

What personal or professional goals do you want to achieve this performance cycle? What support do you need to achieve those goals?



The **Professional Development Plan**, inquires about your progress with your professional development plan and confirms that you have completed any required Environmental Health & Safety (EHS) and IT Security & Compliance training.

Personal Self-Assessment **Professional Development** Overall Performance Attachments 0

[**CLICK HERE TO FIND VIDEO TUTORIALS AND GUIDES ON HOW TO COMPLETE THIS PERFORMANCE PROCESS**](#) [Check spelling](#)

PROFESSIONAL DEVELOPMENT PLAN INSTRUCTIONS

- Professional Development Activities - Answer the questions below and comment on your progress in completing any assigned professional development activities and any other career development activities which you participated in this performance cycle.
- Compliance & Integrity Goal Activities - Answer the questions below and comment, if necessary, regarding the completion of the required Compliance & Integrity Goal Activities which you were expected to complete this performance cycle.

Professional Development Activities

Professional development activities are workshops, webinars, job shadowing, committees, self-study, etc. to help the employee maintain, develop, and/or broaden their knowledge, skills, and abilities as is relevant to their current position and/or career path. It is for these reasons that an employee should have at least one professional development activity on his or her performance plan.

These activities are not individually rated but will be reviewed for progress and future planning and can be accounted for when rating the institutional goals.

Did you complete the professional development activity?

Comments

B I U

If any professional development activities were not completed, please provide an explanation on this form

Compliance & Integrity Goal Activities II

Did you complete all required EHS trainings?

Did you complete all IT Security & Compliance training/activities required by your supervisor/department?

Comments

B I U

Compliance & Integrity Goal Activities

Remove Entry?



The **Overall Performance Comments** section provides an opportunity to share your thoughts on your overall performance and any additional information you wish to convey to your supervisor.

Personal Self-Assessment Professional Developmental **Overall Performance** Attachments 0

** Once you select "Complete", your self-appraisal will be sent to your supervisor. Please ensure that you are satisfied with your responses prior to selecting "Complete". **

Check spelling

Overall Performance Comments

Comment on your overall performance for the past performance cycle (July 1 - June 30).


Overall Performance Comments

B I U Link Image Bold Italic Undo Redo Bulleted List Numbered List Decrease Indent Increase Indent Link Unlink

Save Draft Complete

Employee Acknowledges EHRA Appraisal

To log into NinerTalent (<http://jobs.charlotte.edu/hr>).

 Log In with NinerNET

Guest User Login:

The boxes below are only to be used by Guest Users. Use the link above if intending to log in with your UNC Charlotte NinerNET credentials.

Username

Password

Log In

CHARLOTTE Web Authentication @ Charlotte

NinerNET ID:

Password:

Log In

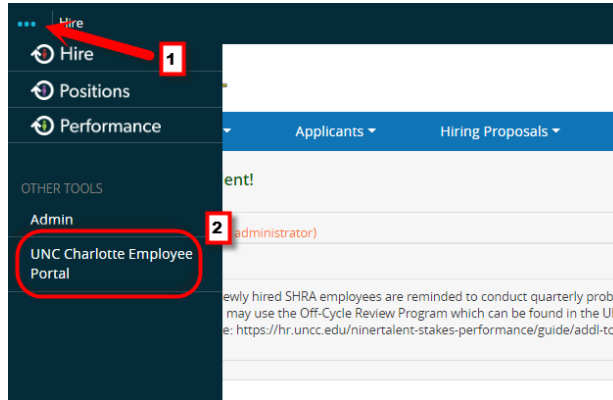
[Forgot your password?](#)
[Get Duo Code](#)

Use of this service is conditional on compliance with the University's [Computing Network Policies](#).

NOTICE: You MUST close and exit your browser program after log-out to ensure security.



Once logged in, click the ellipsis '...' in the top 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.

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 an item link that corresponds with the action 'Employee Acknowledges Appraisal.'

Home 4 Performance ▾ Progress Notes Hello, Jeanne Log Out

Welcome to the Employee Portal, Katherine Tomey

My Reviews

Your Action Items

Start typing to search

Item	Description	Due Date	Status
2024-25 EHRA Performance Evaluation for Katherine Tomey	Employee Acknowledges Appraisal	n/a	Available



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 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.

Comment

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.**

Task Completed

Task Open

Task Disputed



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.

The screenshot shows the NinerTalent Performance Portal interface for user Katherine Tomey. The page title is 'Katherine Tomey' and her supervisor is Cynthia Edwards. The main content area displays a table of tasks:

Task	Task Owner	Date Opened	Date Completed	Due Date
1 Supervisor Appraisal	Cara Consuegra Supervisor	2019-05-01	2019-06-19	2019-07-19
2 Employee Acknowledges Appraisal	Jena Jessup		2019-06-20	2019-08-01

The 'Employee Acknowledges Appraisal' task is highlighted with a red box. On the right side, there is a summary for 'EHRA-NF Staff Performance Evaluation 24-25' with a 'Complete' status and an overall rating of 2 (Meeting Expectations).

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.

The screenshot shows the 'Approvals & Acknowledgements' section for Katherine Tomey. The page title is 'Katherine Tomey' and her supervisor is Jeanne Madorin. The main content area displays a table of approvals and acknowledgements:

Name	Comments	Decision	Task Owner	Completed On
Employee Acknowledges Performance Plan	No comment given	Acknowledge	Katherine Tomey	11/03/17 09:46:12 AM

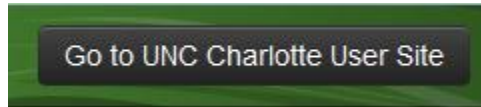
The 'Employee Acknowledges Performance Plan' entry is circled in red. On the right side, there is a summary for 'EHRA-NF Staff Performance Evaluation 24-25' with a 'Complete' status and an overall rating of 2 (Meeting Expectations).

Congratulations!

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



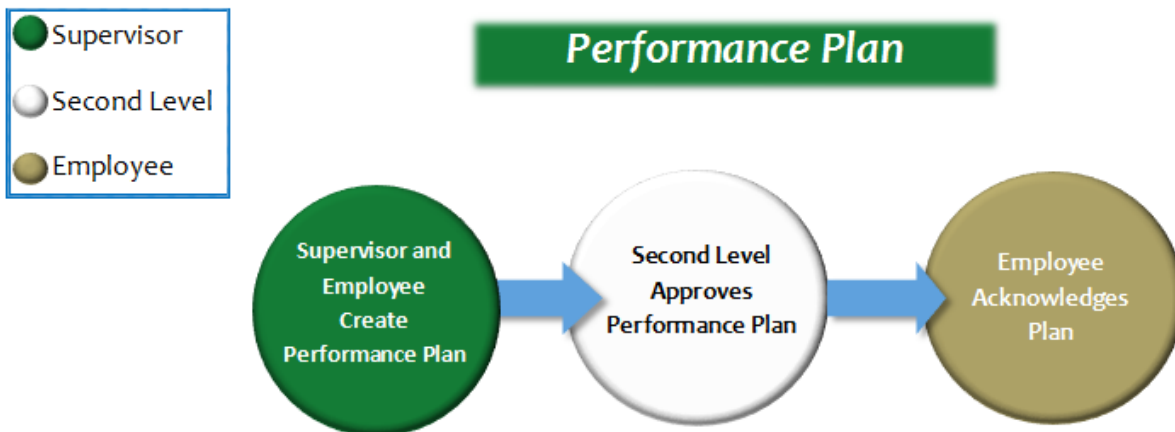
To return to the NinerTalent site, click the **'Go to UNC Charlotte User Site'** button in the top right-hand corner.



SHRA Performance Management

The Performance Management module is used to: 1) **Create** a SHRA Performance Plan; 2) **Modify** an existing SHRA Performance Plan; and to 3) **Complete** a SHRA Appraisal.

Performance Plan Process Steps





Employee Acknowledges SHRA Performance Plan

[\(Video available\)](#)

To acknowledge a SHRA Performance Plan, log into NinerTalent (<http://jobs.charlotte.edu/hr>) using your Ninernet credentials:

Log In with NinerNET

Guest User Login:
The boxes below are only to be used by Guest Users. Use the link above if intending to log in with your UNC Charlotte NinerNET credentials.

Username

Password

Log In

Web Authentication @ Charlotte

NinerNET ID:

Password:

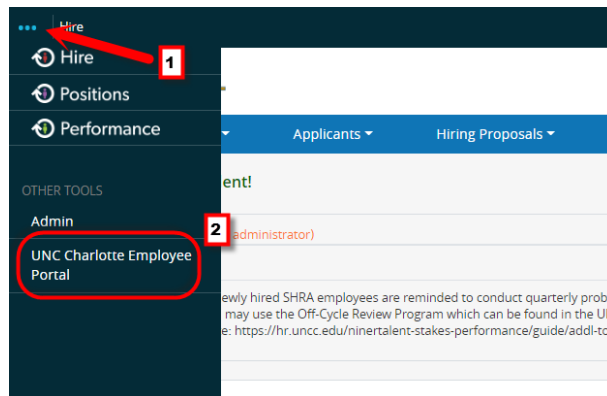
Log In

[Forgot your password?](#)
[Get Duo Code](#)

Use of this service is conditional on compliance with the University's [Computing Network Policies](#).

NOTICE: You MUST close and exit your browser program after log-out to ensure security.

Once logged in, click the ellipsis '...' in the top 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 complete click the linked item that corresponds with the 'Employee Acknowledges Performance Plan' action.



The screenshot shows the NinerTalent Performance Portal interface. The user is Norm Niner. The main heading is 'Your Action Items'. Below this is a search bar and a table of action items. The first item is circled in red:

Item	Description	Due Date	Status
2024-2025 SHRA STAKES Performance Review for Katherine Tomey	Employee Acknowledges Performance Plan		Available

Once selected, the Performance Plan will appear.

The screenshot shows the 'Plan' page for Sarah Ekis. The page title is 'Plan for Sarah Ekis'. Below the title is a light blue box with the text: 'Select "Acknowledge" to indicate that you and your supervisor have discussed your performance plan.' Below this is the section 'Schedule and Components'. On the right side, there is an 'Actions' dropdown menu with three options: 'Print', 'Dispute', and 'Acknowledge'. The 'Print' option is circled in red.

Click the **'Actions'** button and print your plan either to a pdf document or on paper so you have a record of the documentation. **DO NOT** Acknowledge or Dispute your plan yet.

Review the performance expectations contained in your performance plan (Institutional, Individual, and Career Development Goals) and the evaluation methods that your supervisor plans to use to assess your performance throughout the cycle.

When you are done reviewing your performance plan information, type in any comments as necessary in the 'Comments' box below your plan and click the **'Acknowledge'** or **'Dispute'** button at the bottom of the page. Choosing either button indicates that you have reviewed your performance plan and understand both your work expectations and the evaluation methods that will be used to assess your performance.

If you choose to 'Dispute,' please use the 'Comments' box to document your specific disagreement. Selecting 'Dispute' indicates that you disagree with some information contained in the plan.



Note: It is recommended that you speak with your supervisor about any dispute prior to submitting it. It may be something that can be resolved before being documented in this permanent record.

Comments

Comment

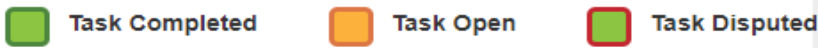
Enter comments here, as desired and/or necessary |

Dispute Acknowledge

Acknowledge or Dispute

Choosing 'Acknowledge' or 'Dispute' brings the Performance plan 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 plan, the following screen will appear. If you 'Dispute' the plan 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 plan. They will only be aware of this if you notify them yourself, or if they are looking at the performance dashboard like the one below.

Returning to the Performance Dashboard

Task	Task Owner	Date Opened	Date Completed	Due Date
1 Performance Plan Creation	Tiffani McCain Supervisor	2024-04-01	2024-08-13	2024-07-08
2 Next Level Supervisor Approves Performance Plan	Deldra Harris-Lumpkins Reviewing Officer		2024-09-06	2024-07-15
3 Employee Acknowledges Performance Plan	Norm Niner		2024-09-09	2024-07-22
4 Employee Self-Appraisal	Cherifa Fortay	2025-03-01		2025-03-31
5 Supervisor Appraisal	Charleata Neal Supervisor			2025-05-02
6 Next Level Supervisor Approves Appraisal	Deldra Harris-Lumpkins Reviewing Officer			2025-05-06
7 Supervisor Releases Appraisal to Employee	Charleata Neal Supervisor			2025-05-09
8 Employee Acknowledges Appraisal	Cherifa Fortay			2025-05-15

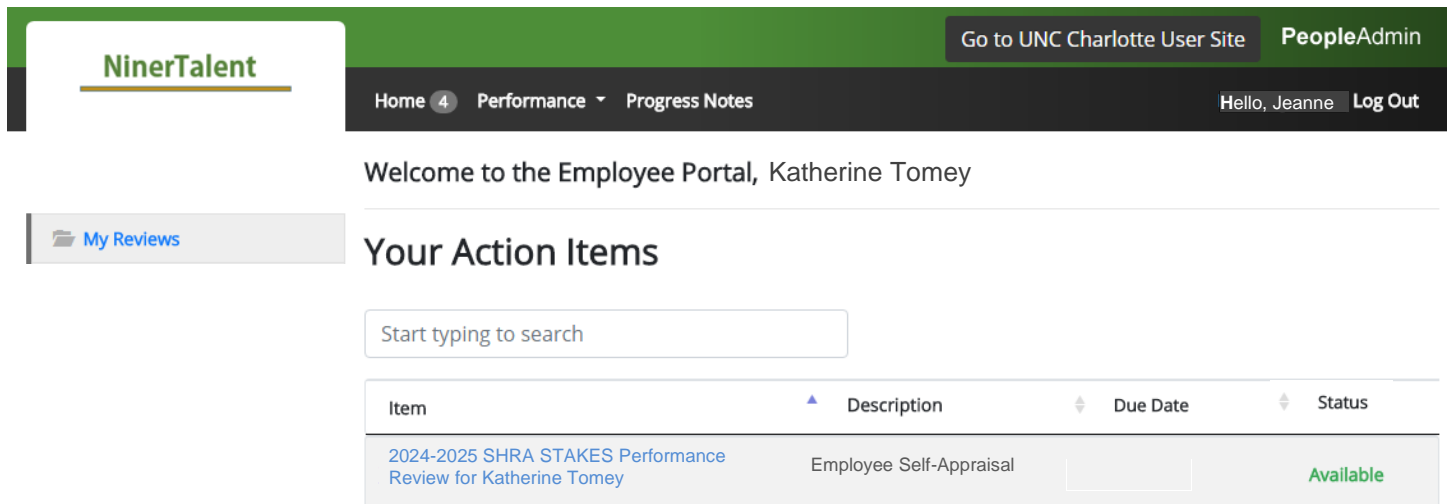
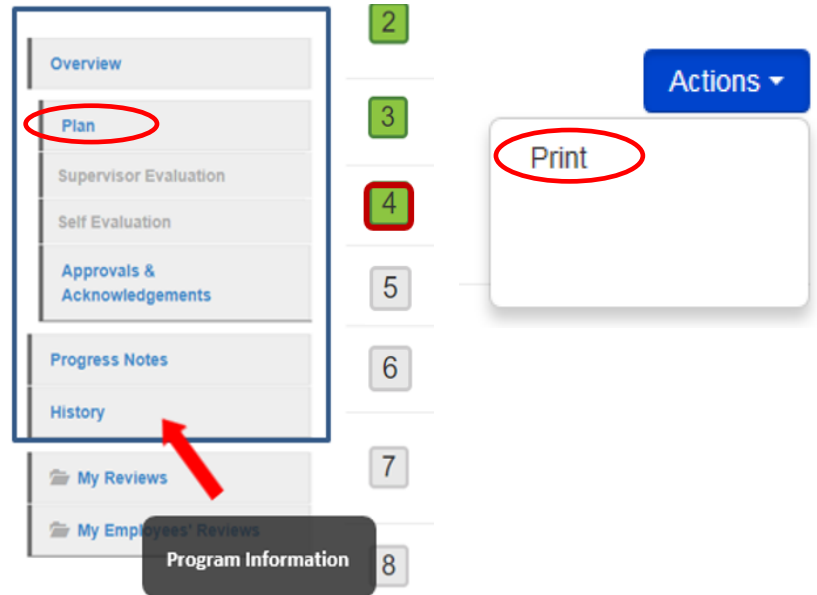


On this screen, you may review your Plan, your Approvals & Acknowledgements, and add Progress Notes.

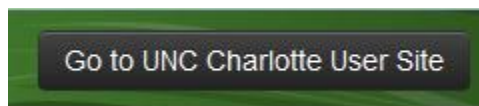
You can get back to the print option by clicking the 'Plan' tile. When your plan opens, click the blue 'Actions' button in the top right corner of the page to reveal the 'Print' option.

Also, please note, once your performance plan has been through the acknowledgement process, the Employee Self-Appraisal may appear in 'Your Action Items' box as seen below. This should not appear until March 1. Please do not complete this action early if it appears in your queue prior to March 1.

Note: The employee self-appraisal is the first step of your annual evaluation and is not due to be started & completed until the end of March (which is the last month in the performance cycle).



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





SHRA Off-Cycle Reviews

Off-cycle reviews are any documented performance reviews that are not the annual appraisal/evaluation. These reviews are to help keep you informed of how you are doing in terms of performance throughout the cycle by letting you know if you are meeting or not meeting expectations. It is also a time for you to get clarification and guidance on any performance expectations set forth in your performance plan at the beginning of the cycle.

To acknowledge an Off-Cycle Review, log into NinerTalent (<http://jobs.charlotte.edu/hr>) using your Ninernet credentials:

The image shows two screenshots from the NinerTalent system. The left screenshot shows the main login page with a red circle around the 'Log In with NinerNET' button. Below it is a 'Guest User Login' section with fields for Username and Password, and a 'Log In' button. The right screenshot shows the 'Web Authentication @ Charlotte' page with fields for NinerNET ID and Password, a 'Log In' button, and a 'NOTICE' at the bottom: 'You MUST close and exit your browser program after log-out to ensure security.'

Once logged in, click the ellipsis '...' in the top left hand corner to initiate the dropdown and click 'UNC Charlotte Employee Portal.'

The image shows a screenshot of the NinerTalent navigation menu. A red arrow points to the ellipsis '...' in the top left corner, labeled with a red '1'. Below the ellipsis, the 'UNC Charlotte Employee Portal' option is circled in red and labeled with a red '2'. Other menu items include Hire, Positions, Performance, Admin, and OTHER TOOLS.



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. (Remember, the self-appraisal should not be started until March (end of cycle)).

To complete the off-cycle review action, select the linked item that corresponds with **'Employee Acknowledges Off-Cycle Review.'**

The screenshot shows the NinerTalent Employee Portal interface. At the top, there is a navigation bar with the NinerTalent logo, a search bar, and links for 'Go to UNC Charlotte User Site' and 'PeopleAdmin'. Below the navigation bar, the user is greeted with 'Welcome to the Employee Portal, Katherine Tomey'. The main content area is titled 'Your Action Items' and features a search bar with the placeholder text 'Start typing to search'. Below the search bar is a table with the following columns: Item, Description, Due Date, and Status. The table contains one row with the following data:

Item	Description	Due Date	Status
2024-2025 SHRA STAKES Performance Review for Katherine Tomey	Employee Acknowledges Off – Cycle Review	n/a	Available

Once **'Employee Acknowledges Off-Cycle Review'** is selected, the following screen will appear.

The screenshot shows the 'Plan' screen for Sarah Ekis. At the top, there is a header with the name 'Plan for Sarah Ekis' and an 'Actions' button. Below the header is a blue box with the text: 'Select "Acknowledge" to indicate that you and your supervisor have discussed your performance progress up to this point in the evaluation cycle.' The main content area is titled 'Appraisal Criteria' and contains the following information:

- Date:** 2017-04-19
- Review Type:** Other
- Rating:** Meeting Expectations
- Comments:** Keep up the good work.



Plan

Actions ▾

Select "Acknowledge" to indicate that you and your supervisor have discussed your performance progress up to this point in the evaluation cycle.

Appraisal Criteria

Date
2017-04-19
Review Type
Other
Rating
Meeting Expectations
Comments
Keep up the good work.

When you have finished going over your off-cycle review, type in any comments as necessary in the 'Comments' box and click the '**Acknowledge**' or '**Dispute**' button at the bottom of the page. By clicking either button, you are indicating that you have reviewed and understand the information inputted in the off-cycle review. Either action will bring this action to a close.

Comment

Enter comments here, as desired and/or necessary |

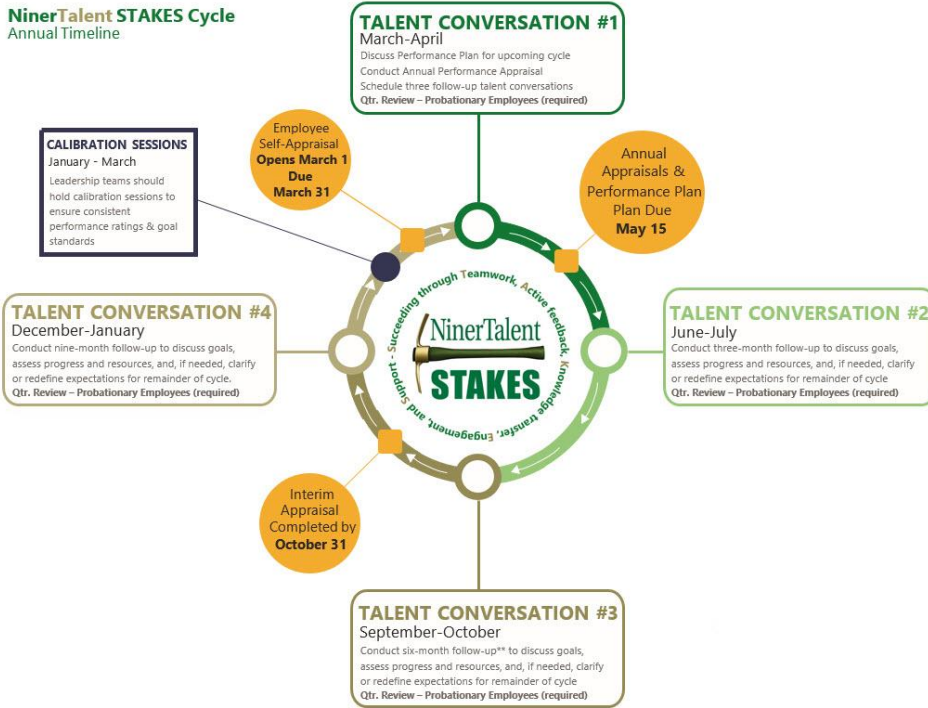
Dispute Acknowledge

Note: You may request an employee-requested review from your supervisor once a year if you have not had a documented review (annual appraisal or off-cycle review/talent conversation) in the last 60 days.

For **probationary employees**, **probationary reviews** (or off-cycle reviews) are **required quarterly** (April, July, October, and January). These reviews should follow the timeline of the Talent Conversations in the NinerTalent STAKES Cycle.



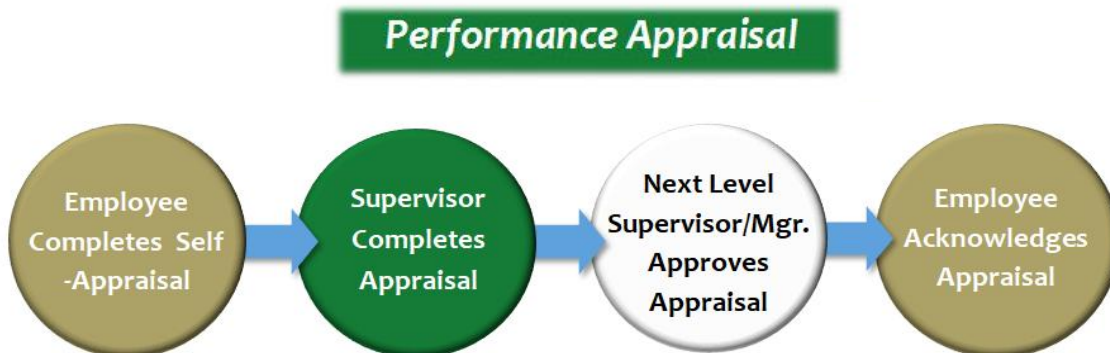
NinerTalent STAKES Cycle
Annual Timeline



For **permanent employees**, off-cycle reviews may occur **three (3) times a year** (July, October, January). This includes:

- Quarterly check-in for July
- Interim review in October **(required if you received a disciplinary action in the current cycle or had any rating of “not meeting expectations” in the last performance cycle)**
- Quarterly check-in for January

SHRA Annual Appraisal Process Steps



*Reference Progress Notes and/or Off-Cycle Reviews as necessary when completing your self-appraisal

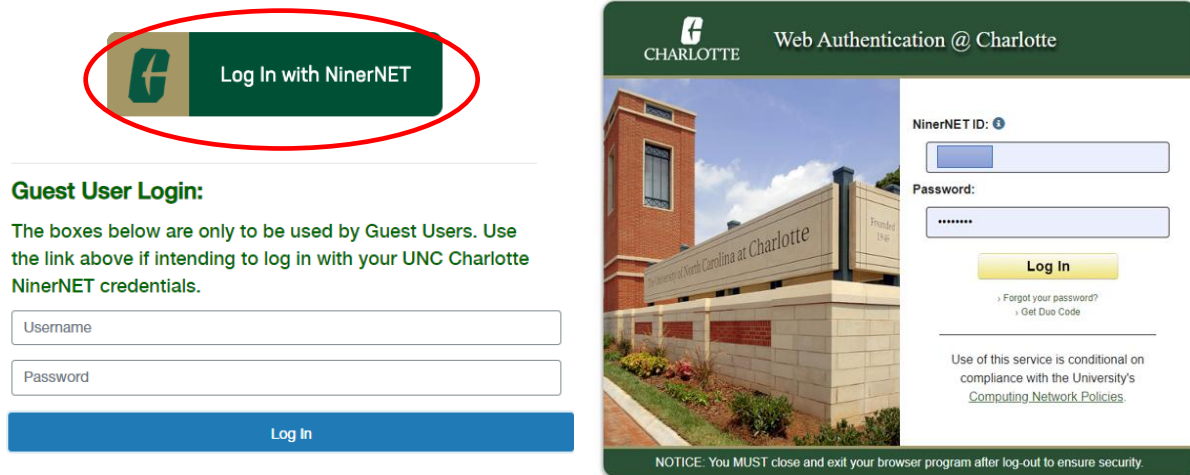


Employee Completes Self-Appraisal (or Self Evaluation)

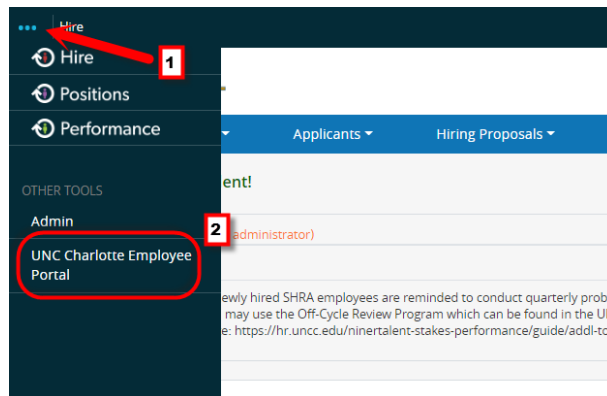
[\(Video available\)](#)

During the last month of the annual evaluation period, March, you will be prompted by a system-generated email message and/or your supervisor to begin the Employee Self-Appraisal (also referred to as the Self Evaluation).

To begin the Self-Appraisal, log into NinerTalent (<http://jobs.charlotte.edu/hr>) using your NinerNet credentials:



Once logged in, click the ellipsis '...' in the top 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 create an Employee Self-Appraisal, select the description title that reads 'Employee Self-Appraisal, or click the blue 'View' button corresponding to the appropriate process step.



NinerTalent Go to UNC Charlotte User Site PeopleAdmin
Home 4 Performance ▾ Progress Notes Hello, Jeanne Log Out

Welcome to the Employee Portal, Katherine Tomey

My Reviews

Your Action Items

Start typing to search

Item	Description	Due Date	Status
2024-2025 SHRA STAKES Performance Review for Katherine Tomey	Employee Self-Appraisal		Available

Once selected, the “Employee Self-Appraisal” or Self Evaluation will appear. Note: There are five (4) tab sections that make up the Self Evaluation.

The first tab section is the ‘Personal Self-Assessment.’ You will see information on the purpose of the evaluation process then four questions total regarding your performance in the past cycle and your goals for the future. These questions were selected specifically to help you put in your own words how you feel you performed in this cycle and what you would like to achieve for the upcoming cycle.

Personal Self-Assessment

Career Development Plan

Overall Performance

Attachments

****Click [HERE TO FIND VIDEO TUTORIALS AND GUIDES ON HOW TO COMPLETE THIS PERFORMANCE PROCESS](#)****

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.



Personal Self-Assessment for Previous Year

Please answer the questions in this section.

****Do not click "Remove Entry".****

* What do you think you did well this year? What are you the most proud of?

* What do you feel you could have done better? Did you encounter obstacles that prevented you from doing as well as you had hoped?

Remove Entry?

Personal Self-Assessment for Upcoming Year

Please answer the questions in this section.

****Do not click "Remove Entry".****

* What are your priorities for the upcoming year?

* What personal or professional goals do you want to achieve this year? What support do you need to achieve those goals?

Remove Entry?

When you reach the bottom of the page and have completed the 'Personal Self-Assessment,' 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.

Once you have completed the personal self-assessment, select **'Next'** to go to the Career Development Plan tab.

Career development activities are not rated, but you have the option to add comments.

[Introduction](#) [Personal Self-Assessment](#) [Career Development Plan](#) [Overall Performance](#) [Attachments](#)

Career Development Activities

Please add any comments regarding the professional development activities you engaged in this year.

Career Development Activity:

on work policies, standards and expectations for the unit. Organizational units include application development and management, database management, enterprise imaging, workflow and security and access privileges.



Save Draft Next >

The next tab section indicates Overall Performance Comments where you can enter any other comments you had concerning your performance in this cycle.

Introduction Personal Self-Assessment Career Development Plan Overall Performance Attachments

Please enter comments regarding your overall performance this year.

Once you select "Complete", your self-appraisal will be sent to your supervisor. Please ensure that you are satisfied with your responses prior to selecting "Complete". **

Overall Performance Comments

Overall Performance Comments

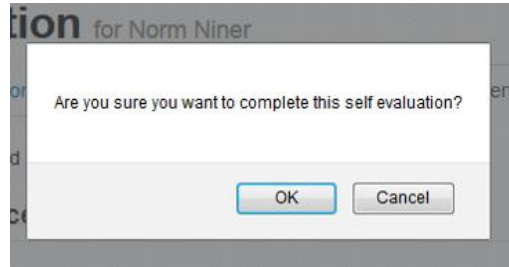
Save Draft Complete

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.

Personal Self-Assessment Career Development Plan Overall Performance Attachments

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.'



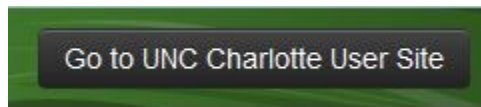
Once you have marked your Employee Self Evaluation as complete, the following will appear at the top of your screen if you have completed all required fields.

The Self Evaluation has been marked as complete.

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.charlotte.edu/hr>) using your NinerNet credentials:



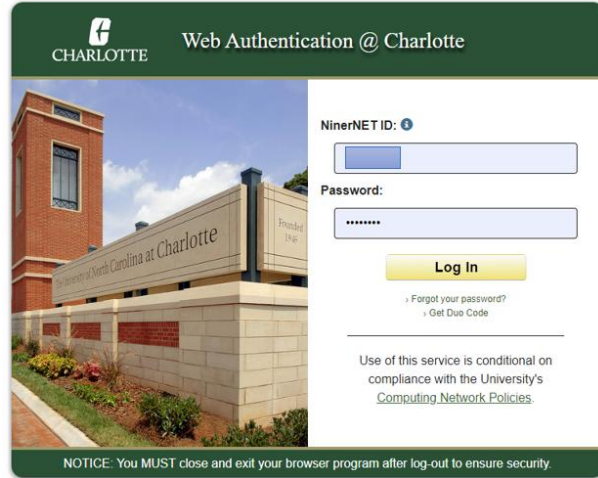
NinerTalent Performance Portal - Employee Guide

Updated November 2024

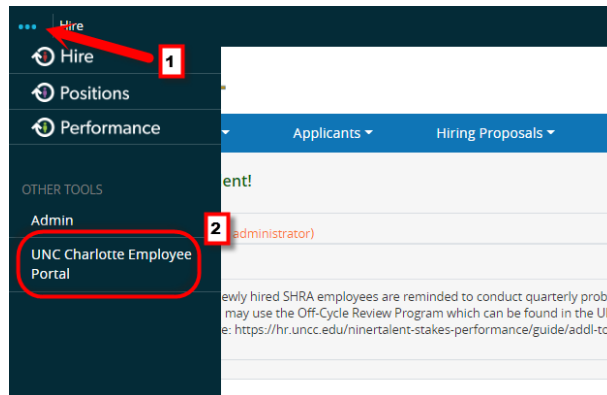


Guest User Login:

The boxes below are only to be used by Guest Users. Use the link above if intending to log in with your UNC Charlotte NinerNET credentials.



Once logged in, click the ellipsis '...' in the top 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 an item link that corresponds with the action 'Employee Acknowledges Appraisal.'



NinerTalent Go to UNC Charlotte User Site PeopleAdmin
Home 4 Performance Progress Notes Hello, Jeanne Log Out

Welcome to the Employee Portal, Katherine Tomey

My Reviews

Your Action Items

Start typing to search

Item	Description	Due Date	Status
2024-2025 SHRA STAKES Performance Review for Katherine Tomey	Employee Acknowledges Appraisal	/a	Available

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 accurately reflected in your appraisal.)

for Katherine Tomey 2024-2025 SHRA STAKES Review

Supervisor Evaluation for Paulette Russell Actions 2017-2018 SHRA STAKES Review
Workflow and Schedule Review Status: **Complete**
Click [HERE](#) TO FIND VIDEO TUTORIALS AND GUIDES ON HOW TO COMPLETE THIS PERFORMANCE PROCESS Overall Rating: Exceeding Expectations

Supervisor

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.

Supervisor Evaluation for Katherine Tomey Actions 2024-2025 SHRA STAKES Review
Workflow and Schedule Review Status: **Complete**
Click [HERE](#) TO FIND VIDEO TUTORIALS AND GUIDES ON HOW TO COMPLETE THIS PERFORMANCE PROCESS Overall Rating: Exceeding Expectations

Supervisor

Print
Dispute
Acknowledge

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.



Comment

[Dispute](#) [Acknowledge](#)

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.

Task Completed Task Open Task Disputed

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

Task Owner	Date Opened	Date Completed	Due Date
Tiffani McCain Supervisor	2023-04-01	2023-09-11	2023-06-30
Deidra Harris-Lumpkins Reviewing Officer		2023-09-29	2023-07-07
Norm Niner		2023-09-29	2023-07-14
Norm Niner	2024-03-01	2024-03-22	2024-03-31
Tiffani McCain Supervisor		2024-05-24	2024-04-30
Deidra Harris-Lumpkins Reviewing Officer		2024-05-24	2024-05-07
Tiffani McCain Supervisor		2024-05-27	2024-05-14
Norm Niner		2024-05-27	2024-05-21

When reviewing your Overview screen, you can click on the blue text to view the detailed information provided.

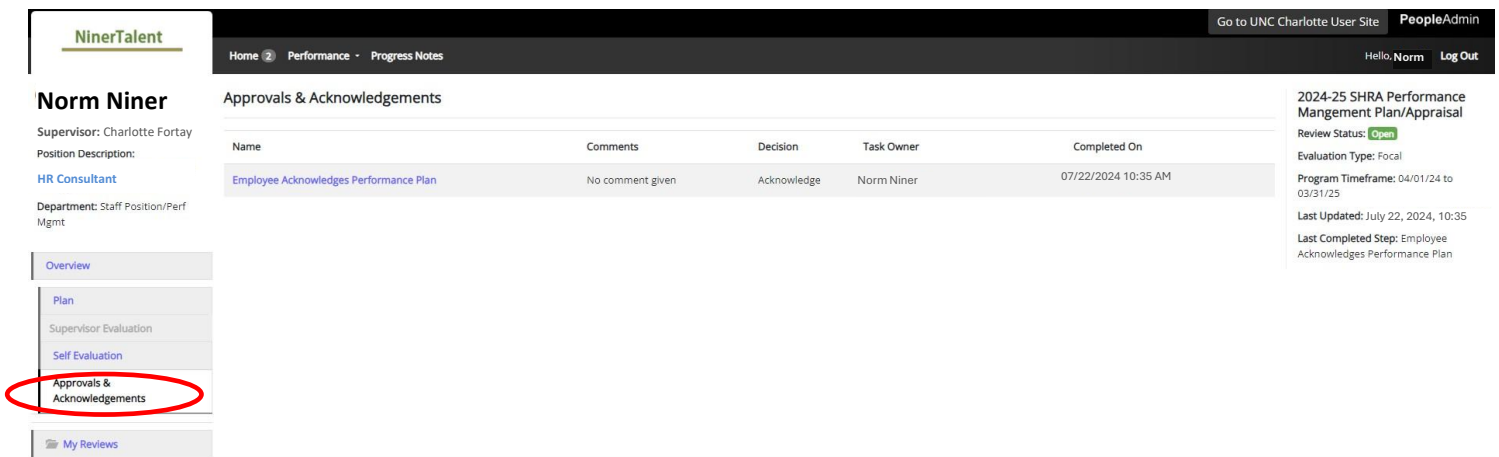


You can go back to review your appraisal by clicking the **'Supervisor Evaluation'** link on the left navigation pane on the right. You can print your evaluation by clicking the blue **'Actions'** button in the top right corner of the page to reveal the **'Print'** option.

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 under the **"Overview"** navigation pane.



Congratulations!

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

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

