The University uses ConnectCarolina to collect overall performance and competency ratings for permanent SHRA employees. Before entering the ratings into ConnectCarolina, be sure that you have met with employees and have all the required signatures.

### Signing in to ConnectCarolina

1. Open an Internet browser (such as Internet Explorer, Chrome or Firefox).
   **Important:** Do not use Microsoft Edge for entering performance and competency ratings.

2. Go to connectcarolina.unc.edu and click the green Login to ConnectCarolina & InfoPorte button.

3. Enter your Onyen and password.

4. From the top of the ConnectCarolina home page, chose Self Service from the drop-down menu and then Manager WorkCenter.

### Opening the Manager Evaluation

1. In the Manager WorkCenter menu on the left, click the Performance Management folder and then click the Current Documents link.

**Result:** ConnectCarolina opens the Current Performance Documents page, which shows the manager evaluations that need to be completed. Since you only need to enter performance ratings for SHRA Permanent employees, you only see those employees in this list.

2. Click the name of the person you need to enter ratings for.

**Result:** You will see the Manager Evaluation – Update and Complete screen for the selected employee.
2. If you’d like to see the long description before selecting a rating, click the Ratings Description button.

3. Mark the radio button next to the overall rating.

4. Click the Select Proficiency button to return to the Performance Document page.

Note: If you’d like to review a description of the ratings first, click the Ratings Description button.

Completing Your Ratings

You can complete your ratings at this time or you can save your ratings so you can finish them later.

1. Click the Save button at the top right-hand corner of the screen.

Result: The system displays the following message in the middle of the screen.
Completing Your Ratings (continued)

When you return to finish the evaluation, you will see the status of **Evaluation in Progress** under Current Documents.

2. If you have entered both ratings and are ready to finish your evaluation, click the **Complete** button.

3. Click the **Confirm** button.

Result: The system displays a confirmation message.

![Confirmation - Document Completed](image)

Important: Once you complete this step, your employee will be able to see the overall ratings you entered.

4. To complete the evaluation of the next SHRA employee, click the **Document Selection** button in the top left corner of the screen.

![Document Selection](image)

5. If you’ve already closed out of the performance documents screen, start again at the Manager WorkCenter and click the **Performance Management** folder and then click the **Current Documents** link.

![Manager WorkCenter](image)

Notes:

- The evaluations that you completed do not show in the Current Documents list.
- If you need to see the evaluations for employees that report to you directly or indirectly, choose **View Only Documents** in the Manager WorkCenter.