

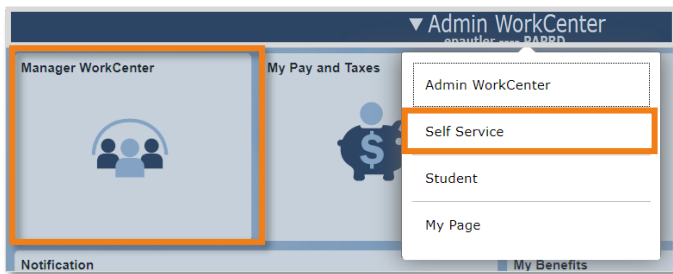
## Overview

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.

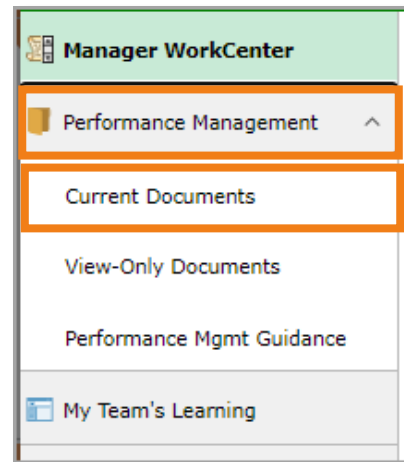
## Signing in to ConnectCarolina

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](http://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.

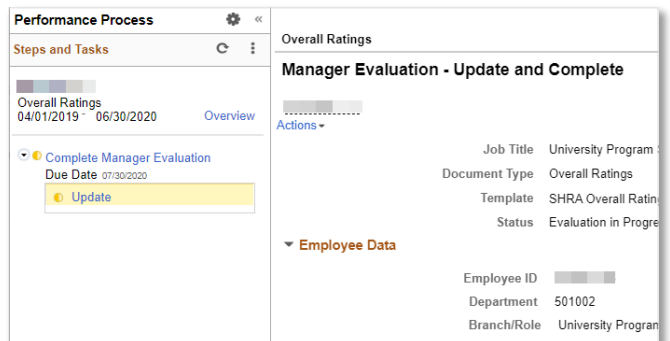


**Result:** ConnectCarolina opens the Current Performance Documents page, which shows the manager evaluations that need to be completed. Since you only need to enter performance ratings for SHRA Permanent employees, you only see those employees in this list.

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

Performance Documents		
Employee ID	Name	Document Type
788888888	Andrew Trainson	SHRA Overall Ratings
799999999	Cherry Trainwell	SHRA Overall Ratings

**Result:** You will see the **Manager Evaluation – Update and Complete** screen for the selected employee.



## Entering the Overall Performance Rating

Enter the Overall Performance Rating in Section 1 of the Performance Document.

1. Click the Manager Rating drop-down arrow and choose the overall performance rating.

The screenshot shows a web interface for 'Section 2 - Overall Competency Rating'. Under the heading 'Overall Competency Rating Summary', there is a 'Manager Rating' dropdown menu. The dropdown is open, showing a list of options: '1 - Developing', '2 - Applied', '3 - Broadly Demonstrated', 'L - On Extended Leave', and 'T - Insufficient Time'. A red box highlights the dropdown arrow on the right side of the menu.

2. If you'd like to see the long description before selecting a rating, click the **Ratings Description** button.

The screenshot shows the 'Manager Rating' dropdown menu with '2 - Applied' selected. A red box highlights a small icon (a document with a magnifying glass) to the right of the dropdown arrow, which is 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.

The screenshot shows a table titled 'Section 1 - Overall Performance Rating' with a sub-heading 'Proficiencies'. The table has two columns: 'Rating' and 'Description'. The rows are:

Rating	Description
<input type="radio"/> 1 - Not Meeting Expectations	For an employee not me 1.00-1.69.
<input type="radio"/> 2 - Meeting Expectations	For an employee meetin
<input checked="" type="radio"/> 3 - Exceeding Expectations	For an employee exceed 3.00.
<input type="radio"/> L - On Extended Leave	Employee is currently on evaluation when they ret
<input type="radio"/> T - Insufficient Time	Employee has not worke

At the bottom of the table, there is a button labeled 'Select Proficiency' which is highlighted with a red box.

## Entering the Overall Competency Rating

Enter the Overall Competency Rating in Section 2 of the Performance Document.

1. Click the Manager Rating drop-down arrow and choose the overall competency rating.

The screenshot shows a web interface for 'Section 2 - Overall Competency Rating'. Under the heading 'Overall Competency Rating Summary', there is a 'Manager Rating' dropdown menu. The dropdown is open, showing a list of options: '1 - Developing', '2 - Applied', '3 - Broadly Demonstrated', 'L - On Extended Leave', and 'T - Insufficient Time'. A red box highlights the dropdown arrow on the right side of the menu.

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

The screenshot shows the 'Manager Rating' dropdown menu with '2 - Applied' selected. A red box highlights a small icon (a document with a magnifying glass) to the right of the dropdown arrow, which is 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.

The screenshot shows two buttons: 'Save' and 'Complete'. The 'Save' button is highlighted with a red box. Below these buttons are icons for 'Print' and 'Notify'.

**Result:** The system displays the following message in the middle of the screen.

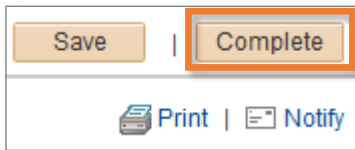
The screenshot shows a green checkmark icon followed by the text: 'You have successfully saved your evaluation.'

## Completing Your Ratings (continued)

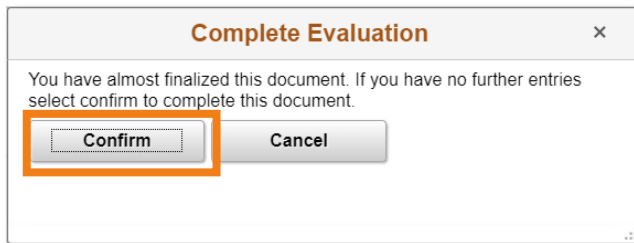
When you return to finish the evaluation, you will see the a status of **Evaluation in Progress** under Current Documents.

Employee ID	Name	Document Type	Document Status
720535257	ANDREWS	Overall Ratings	Evaluation in Progress

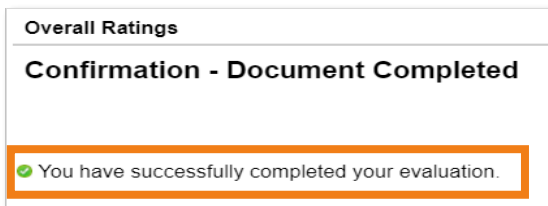
- If you have entered both ratings and are ready to finish your evaluation, click the **Complete** button.



- Click the **Confirm** button.



**Result:** The system displays a confirmation message.

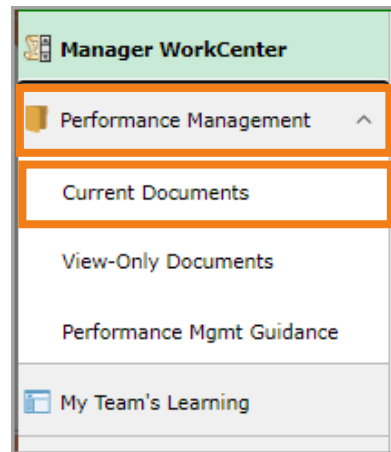


**Important:** Once you complete this step, your employee will be able to see the overall ratings you entered.

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



- 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.



### 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.