

Overview

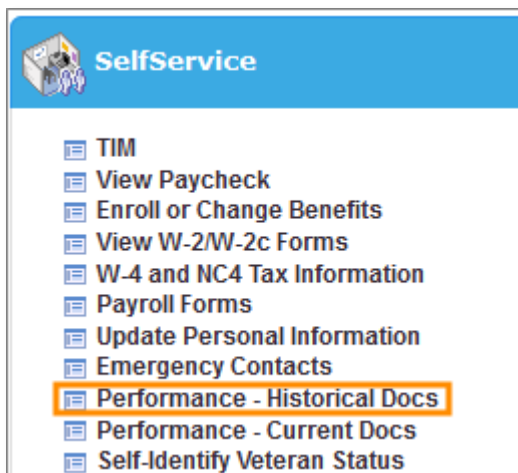
The University uses ConnectCarolina to collect overall performance and competency ratings for employees. If you are an SHRA permanent employee, you can see your overall performance and competency ratings starting with 2016-2017 in ConnectCarolina.

Signing in to ConnectCarolina

1. Open an Internet browser (such as Internet Explorer, Chrome or Firefox).
2. Go to connectcarolina.unc.edu and click the green **Login to ConnectCarolina and InfoPorte (Faculty, staff & alumni)** button.
3. Enter your Onyen and password.

Opening Your Ratings

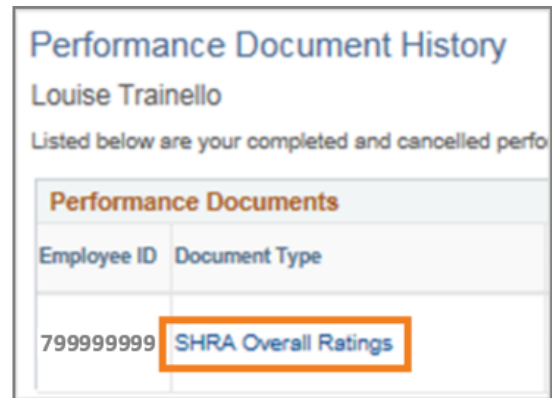
1. From the left side of the ConnectCarolina home page, click **SelfService** and then **Performance - Historical Docs**.



Note: Make sure you click the choice with “Historical Docs” in the name. The “Current Docs” choice is used for viewing performance appraisal documents that are in progress and will not show your final ratings.

2. Click the document link.

Note: The Document Type name may vary based on the performance cycle.



Result: The system opens the Manager Evaluation page.

3. You can see your Overall Performance Rating in Section 1 and your Overall Competency Rating in Section 2.



4. You can click the **Ratings Description** icon to see a general description for each type of rating.



5. Click the **Return to Performance Documents History** link in the top right-hand corner of the screen to see your list of documents.

