

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 for 2016-2017 in ConnectCarolina starting on May 1, 2017.

Signing in to ConnectCarolina

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

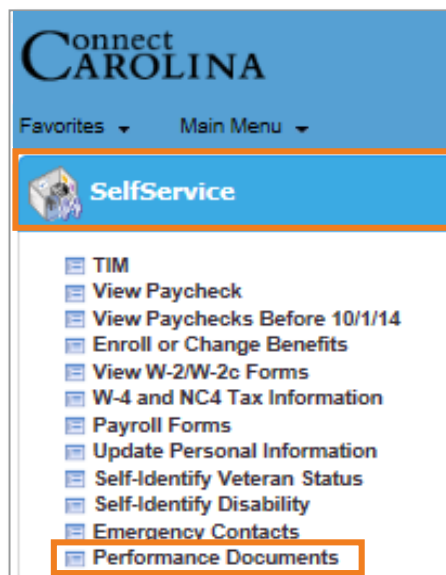
Results:

- If this is the first time you've logged in to ConnectCarolina and you have access to more than SelfService (such as viewing your paycheck), the system will ask you to complete the Terms of Use Agreement before proceeding, go to step 4.
- If you've logged in to ConnectCarolina before, skip to the "Opening Your Ratings" section.

4. Read and agree to the Terms of Use Agreement.

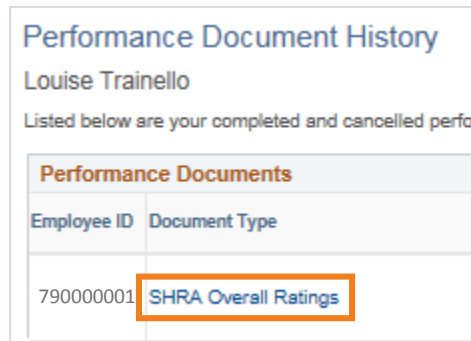
Opening Your Ratings

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



Result: The system opens the Performance Document History page.

2. Click on the **SHRA Overall Ratings** link to open the Document Details page.



Result: The system opens the Document Details page.

Opening Your Ratings (Continued)

- On the Document Details page, click the **View** link in the Action column.

Document Progress			
Step	Status	Due Date	Action
Review Manager Evaluation	✓ Completed	04/30/2017	View

Result: ConnectCarolina displays the Manager Evaluation page.

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

Performance Document - SHRA Overall Ratings

Manager Evaluation

Louise Trainello, Research Operations Manager
SHRA Overall Ratings: 04/01/2016 - 03/31/2017

Author: Davis Trainham
Status: Completed Due Date: 04/30/2017

▼ **Employee Data**


Employee ID: 790000001 Position Number: 00020464
Department: 426001 Biomedical Res Imaging Ctr
Branch/Role: Research Operations Manager Competency Level: Advanced

The document status is Completed.

[Return to Document Detail](#)


Expand All Collapse All Expand Sections

▼ **Section 1 - Overall Performance Rating**

Overall Performance Rating Summary
Rating: 2 - Meeting Expectations 

▼ **Section 2 - Overall Competency Rating**

Expand Collapse

Overall Competency Rating Summary
Rating: 2 - Applied 

[Return to Document Detail](#)

You can click the Ratings Descriptions icon to see general descriptions for each type of rating.