NINERTALENT

SPA Employees will use the **NinerTalent** system to view their position description.

1

Access NinerTalent at:

http://jobs.uncc.edu/hr

Log in with your NinerNet credentials

NinerTalent

Click here to log in with your UNC Charlotte NinerNet credentials

To login as a guest, enter Guest User credentials below:

Username [   ]
Password [   ]

[Log In]

Authenticate with single sign-on? *SSO Authentication*

2

Click on the tab for "My Profile"

Inbox   **People**Admin
Watch List   APPLICANT TRACKING ▼

Go to UNC Charlotte Employee Portal

Home | My Profile | Help

Norm Niner, you have 0 messages. logout (Norm Niner)

3

Click on the tab for "Position Descriptions"

User: Norm Niner
Current Status: Approved

Norm Niner
Employee
Username:
Supervisor: Sarah Ekis
...niner@uncc.edu
Phone:

Groups
Employee

Summary | Manage Emails | Position Descriptions

4

Click on the your *Position Title* listed

User: Norm Niner
Current Status: Approved

Norm Niner
Employee
Username:
Supervisor: Sarah Ekis
Email: nniner@uncc.edu
Phone:

Groups
Employee

Summary | Manage Emails | **Position Descriptions**

HR Specialist

Position Description: HR Specialist (SPA)

Current Status: Active

Position Type: **SPA**
Work Unit: **Staffing/Employment**

Summary

✓ Classification

Classification Information

Position Designation	SPA Staff
Career Band/Role	Human Resources Specialist
Class/Job Code	11804
Job Family	AD
Classification Title	Human Resources Specialist

5

Your Position Description will be displayed