Overview/Description

This document provides step-by-step instructions on how to navigate to Nominate Participants on the Performance Process page. This page is used to nominate individuals who will provide Job Performance feedback on the Employee. It is recommended to create overall goals for the employee prior to completing an annual assessment document.

Prerequisite(s)

Complete Finalize Criteria

Instructions

1. Step

Nominate Participants for Performance Process Page

1.1. Sub step

Nominate Participants allows the Manager to nominate individuals who will provide Job Performance feedback on the performance of the Employee.

Navigation

Manager Self Service > Team Performance > Current Documents
**Team Performance**

**Current Documents**

<table>
<thead>
<tr>
<th>Name</th>
<th>Job Title</th>
<th>Document Type</th>
<th>Document Status</th>
<th>Period Begin/Period End</th>
<th>Next Due Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>Orie Thornton</td>
<td>Manager III</td>
<td>USG Provisional Review</td>
<td>Approval - Submitted</td>
<td>09/22/2019</td>
<td>09/31/2019</td>
</tr>
<tr>
<td>Orie Thornton</td>
<td>Manager III</td>
<td>USG Annual Review for Staff</td>
<td>Evaluation in Progress</td>
<td>09/02/2019</td>
<td>09/31/2019</td>
</tr>
<tr>
<td>Orie Thornton</td>
<td>Manager III</td>
<td>USG Annual Review for Staff</td>
<td>Evaluation in Progress</td>
<td>09/01/2019</td>
<td>09/31/2019</td>
</tr>
<tr>
<td>Jasmin Forts</td>
<td>Manager III</td>
<td>USG Annual Review for Staff</td>
<td>Evaluation in Progress</td>
<td>09/01/2019</td>
<td>12/01/2019</td>
</tr>
<tr>
<td>Orie Thornton</td>
<td>Manager III</td>
<td>USG Annual Review for Staff</td>
<td>Evaluation in Progress</td>
<td>09/01/2019</td>
<td>12/01/2019</td>
</tr>
<tr>
<td>Lindsey Seigel</td>
<td>Employee Relations Manager</td>
<td>USG Annual Review for Staff</td>
<td>Evaluation in Progress</td>
<td>09/01/2019</td>
<td>12/01/2019</td>
</tr>
<tr>
<td>Jasmin Forts</td>
<td>Manager III</td>
<td>USG Annual Review for Staff</td>
<td>Track Progress - Checkpoint 1</td>
<td>09/01/2019</td>
<td>11/01/2019</td>
</tr>
</tbody>
</table>

**Performance Process**

USG Annual Review for Staff

Manager Evaluation - Update and Share

Lindsey Seigel

- **Job Title**: Employee Relations Manager
- **Document Type**: USG Annual Review for Staff
- **Template**: KSU Annual Review for Staff
- **Status**: Evaluation in Progress

**Employee Data**

- **Employee ID**: 0332681
- **Department**: 1060416
- **Location**: 436
- **HRS-Human Resources**: Kentissaw State University

**Rating History**

- **Goals**: Performance Factors, USG Core Values, Institutional Values, Ethics Compliance, Professional Outlook, Final Remarks
- **Overall Summary**

**Attached Documents**

- **Section 1 - Goals**
- **Attachments**
  - No Attachments have been added to this document

**Audit History**

- **Final Review**
  - Date: 09/13/2019
a. Once the Manager or Employee Finalize Criteria, nominations can be submitted to the nominees for their acceptance. Only Managers can nominate and track a Participant’s status as well as their evaluation. Under Nominations, click on Add Other or the + and enter the Participants name in the Search Criteria section and click Search.

b. Participant #1 is being added as a nominee to the Nominate Participants section on the Performance Process page. Clicking on the “i” in the Search Results will provide details about the nominee. Click on Select This Person.
c. Participant #1 is now listed as a nominee. The nominee will be added when the Manager saves the transaction.

d. Participant #2 has been added as a nominee to the Nominate Participants section on the Performance Process page.
e. The manager will click **Submit Nominations**, after all participants have been listed as a nominee. The **Submit Nominations** request will need to be confirmed. The nominees have the option to **Accept** or **Decline**. Managers can track **Nominated Participants** to review which nominees accepted the nominations, by viewing the status. Managers will receive a notification when a Participant accepts or declines.