Overview/Description
This document provides step-by-step instructions on how to navigate to where the Participant Completes Evaluation on the Performance Process page. This page is used for Nominated Participants to 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)
Nominate Participants

Instructions
1. Step
Participant Completes Evaluation of Employee for Other Evaluation Page

1.1. Sub step

Once nominated, the Nominated Participant can log in under Employee Self Service and click on the Performance tile that shows the number of Evaluation Requests.

Navigation
Navigator > Self Service > Performance Management > My Performance Documents > Current Documents

a. Nominated Participants will have the Pending Evaluation Requests listed in Evaluation of Others page
b. The **Nominated Participant** can choose to either **Accept** or **Decline** the **Pending Evaluation Request** by checking the box next to the Employee’s Name and selecting **Accept** or **Decline**.

c. Once Nominated Participant has accepted, ratings on the **Employee’s Goals**, **Performance Factors**, **USG Core Values**, **Institutional Values**, and an **Overall Summary** are given.

d. All of the section tabs have a percentage weight to evaluate the Employee. **Performance Factors**, **USG Core Values**, and **Institutional Values** tabs are predefined and can be expanded or collapsed. **Goals** tab is the only tab where items can be added. The **Overall Summary** tab only allows a rating along with comments. **Nominated Participant** does not need to complete all sections of the evaluation.
e. Once the evaluation has been completed and all comments saved, the **Nominated Participant** clicks on complete and confirms.
Complete Evaluation

If you have no further changes to make to this document select confirm to complete this evaluation.

Confirm  Cancel