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 Reviewing Nominated Participant's feedback on Employee's job performance. It is recommended to create overall goals for the employee prior to completing an annual assessment document.

Prerequisite(s)
Nominate Participants

Instructions

1. Step
Manager views the Participant’s Completed 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
Manager Self Service > Team Performance > Current Documents >
a. The **Nominated Participants** can now be tracked. Nominee, Christy Todd **Accepted** and **Evaluated** the Employee. Nominee, Orie Thornton **Declined** to **Evaluate** the Employee. There is an option for the Manager to Resubmit to the Nominee the option to evaluate the Employee.