Initiate and Review Performance Evaluation Peer Reviews

Participant Evaluations allow an employee's peer to provide feedback on the employee's performance. Only a manager can nominate a participant. Once nominated, the participant has the ability to accept or decline the request.

NOTE: Not all institutions use the Participant Evaluation feature. Follow institution and manager recommendations for using this tool as part of the performance management process.

Add Nominees

A nomination can be added at any point prior to completion of the evaluation process, however the Submit Nominations button will not appear until after the Finalize Criteria step has been completed.

1. Click the **Add Nominees** hyperlink under *Nominate Participants* in the *Steps and Tasks* pane on the left side of the screen.

2. Click **Add Peer** hyperlink.

3. Search for the peer using the name search.

4. Place a checkmark in the box next to the name(s) to select.
   NOTE: Click the blue information icon next to the name to see additional information about the peer.

5. Click **OK**.

6. Click **Submit Nominations** in the upper right.
   NOTE: The Submit Nominations button will not appear until after the Finalize Criteria step has been completed, use the Save button to save nominated peers prior to this point.

7. Click **Confirm**.
   NOTE: An invitation email will be sent to the nominated peer, once they accept the nomination it cannot be revoked.

Track Nominations

An email is sent to the manager when a nomination is accepted or declined. Track Nominations allows managers to review the status of the nomination and take additional actions.

1. Click the **Track Nominations** hyperlink under *Nominate Participants* in the *Steps and Tasks* pane on the left side of the screen.

2. Review the **Status** and **Next Action** fields.
   - Declined – The nominated peer declined the request. Click the **Declined** hyperlink to review the comments. Click **Resubmit** to resend the request.
   - Canceled – Request was canceled by the manager prior to the peer accepting or declining. Click **Resubmit** to resend the request.
   - Pending – Request has not been accepted by the peer. Click **Cancel** to revoke the request.
   - Accepted – The peer has accepted the request. No further actions can be taken.

Review Completed Participant Evaluation

Once a peer has completed the participant evaluation a notification email will be sent to the manager.

1. Open the employee's document.

2. Click the **View** hyperlink under *Review Participant Evaluations* in the *Steps and Tasks* pan on the left side of the screen.

3. Click the **Participant's Name** and the peer evaluation will open in a new tab.

4. When finished reviewing, close the tab to return to the employee's document.