## **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.

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





UNIVERSITY SYSTEM OF GEORGIA OneUSG Connect ePerformance Nominate Participants for Manager Training Aid Date: 11/19/2021

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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

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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**.

Instructions	
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Name CHRISTY	Potoile for Christy Todd
Last Name TODD	Details for Christy Todd
Second Last Name	Personal Data
First Name	Description Employee
ACName	Description Employee
Search	Personal Data Details
Search Results	
Christy Todd	Type EMP Active
	Department 7311000 HCM Operations
ок	Location ATHDB BOR-Daniel Bridge 300
Return to Previous Page	Select This Person
	Return to List

c. Participant #1 is now listed as a nominee. The nominee will be added when the danager saves the transaction.          USE Anal Rever for Saft       Image: Add Nominee         USE Anal Rever for Saft       Image: Add Nomine	UNIVERSITY SYSTEM OF GEORGIA	ePerformance Nominate Participants for Manager Training Aid Date: 11/19/2021
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e. The Manger 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.

Nominate F	Participants - Track Nominations		
Lindsey Seip	el		
Actions -			
	Job Title Employee Relations Manage	er Manager Amy Phillips	
0	Document Type USG Annual Review for Staf	ff Period 01/01/2019 - 11/30/2019	
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Nominee	Status	Next Action	
Christy Todd	Accepted		
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