



## 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

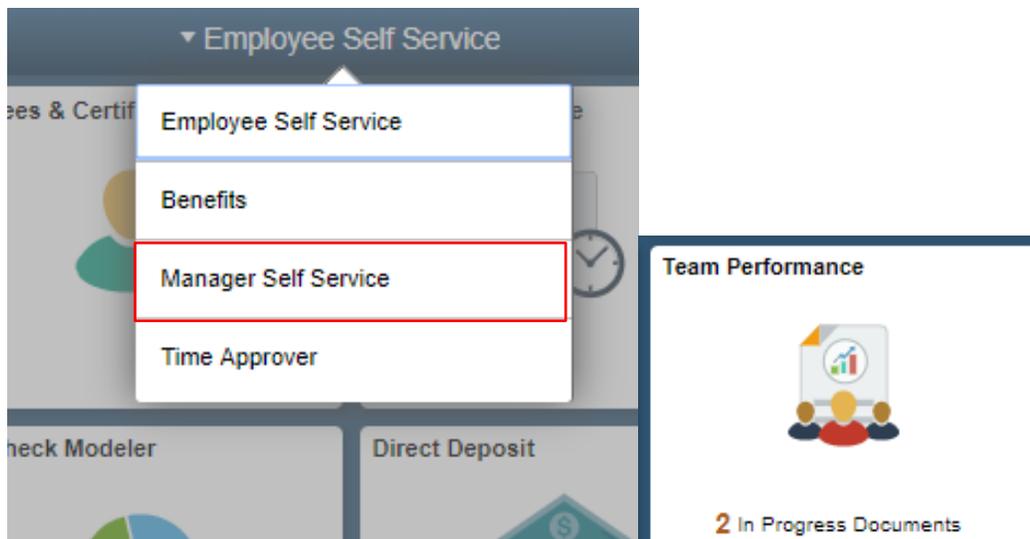
**Nominate Participants** for Performance Process Page

#### 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





< Manager Self Service
Team Performance

**Current Documents** 8

Create Documents

Name / Job Title	Document Type	Document Status	Period Begin / Period End	Next Due Date
<b>Orie Thornton</b> Manager III	USG Provisional Review	Approval - Submitted	08/22/2019 08/31/2019	08/22/2019 >
<b>Orie Thornton</b> Manager III	USG Annual Review for Staff	Evaluation In Progress	08/02/2019 08/31/2019	08/02/2019 >
<b>Orie Thornton</b> Manager III	USG Annual Review for Staff	Evaluation In Progress	08/01/2019 08/31/2019	08/01/2019 >
<b>Jasmin Forts</b> Manager III	USG Annual Review for Leaders	Evaluation In Progress	01/01/2019 12/31/2019	12/01/2019 >
<b>Orie Thornton</b> Manager III	USG Annual Review for Staff	Evaluation In Progress	01/01/2019 12/31/2019	12/01/2019 >
<b>Lindsey Seipel</b> Employee Relations Manager	USG Annual Review for Staff	Evaluation In Progress	01/01/2019 12/31/2019	12/01/2019 >
<b>Jasmin Forts</b> Manager III	USG Annual Review for Staff	Track Progress - Checkpoint 1	01/01/2019 12/31/2019	11/01/2019 >

< Team Performance
Performance Process

Performance Process

**Steps and Tasks**

- ✔ Define Criteria  
Due Date 09/01/2019
- ✔ Checkpoint 1  
Due Date 10/01/2019
- ✔ Finalize Criteria  
Due Date 10/31/2019
- **Nominate Participants**  
Due Date 11/30/2019  
[Add Nominees](#)  
[Track Nominations](#)
- Review Participant Evaluations  
Due Date 10/31/2019
- Review Self Evaluation  
Due Date 10/31/2019
- Complete Manager Evaluation  
Due Date 10/31/2019

**USG Annual Review for Staff**

**Manager Evaluation - Update and Share**

**Lindsey Seipel**

USG Annual Review for Staff

01/01/2019 - 11/30/2019

[Overview](#)

**Job Title** Employee Relations Manager

**Document Type** USG Annual Review for Staff

**Template** KSU Annual Review for Staff

**Status** Evaluation in Progress

**Manager** Amy Phillips

**Period** 01/01/2019 - 11/30/2019

**Document ID** 1219

**Due Date** 10/31/2019

**Employee Data**

**Employee ID** 0352681

**Department** 1060416 HRS-Human Resources

**Location** 430 Kennesaw State University

**Rating History**

[Calculate All Ratings](#) | [Cancel Evaluation](#)

**Goals**

[Goals](#) | [Performance Factors](#) | [USG Core Values](#) | [Institutional Values](#) | [Ethics Compliance](#) | [Professional Dvlpmt](#) | [Final Remarks](#) | [Overall Summary](#)

**Section 1 - Goals**

**Attachments**

No Attachments have been added to this document

[+ Add Attachment](#)

**Audit History**

Created By: Amy Phillips      07/24/2019 2:34:57PM



- 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.

USG Annual Review for Staff Save | Submit Nominations

Nominate Participants - Add Nominees Notify

**Lindsey Seipel**

Actions



**Job Title** Employee Relations Manager      **Manager** Amy Phillips

**Document Type** USG Annual Review for Staff      **Period** 01/01/2019 - 11/30/2019

**Template** KSU Annual Review for Staff      **Document ID** 1219

**Status** In Progress      **Due Date** 11/30/2019

✔ You have selected nominations for addition. The nominations will be added when the transaction is saved.

◆ **Participant Role: Other** Minimum Required: 0 Maximum Available: 10

**Nominations**

Nominee	Delete
Christy Todd	🗑️

+ Add Other

- d. Participant #2 has been added as a nominee to the **Nominate Participants** section on the Performance Process page.

Person Search

Person Search

Nominate Participants

▶ Instructions

**Search Criteria**

Name

Last Name

Second Last Name

First Name

ACName

Search

**Search Results**

<input checked="" type="checkbox"/>	Orie Thornton	i
<input type="checkbox"/>	Phillip Thornton	i
<input type="checkbox"/>	Reginald Thornton	i
<input type="checkbox"/>	Robert Thornton	i
<input type="checkbox"/>	Shakena Thornton	i
<input type="checkbox"/>	Susan Thornton	i
<input type="checkbox"/>	Tamia Thornton	i
<input type="checkbox"/>	Tanisha Thornton	i



- 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.

**Performance Process**

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USG Annual Review for Staff

**Nominate Participants - Track Nominations**

**Lindsey Seipel**

Actions ▾



**Job Title** Employee Relations Manager

**Document Type** USG Annual Review for Staff

**Template** KSU Annual Review for Staff

**Status** In Progress

**Manager** Amy Phillips

**Period** 01/01/2019 - 11/30/2019

**Document ID** 1219

**Due Date** 11/30/2019

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◆ Participant Role: Other Minimum Required: 0 Maximum Available: 8

Nominations		
Nominee	Status	Next Action
Christy Todd	Accepted	
Orie Thornton	Pending	Cancel

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**Submit Nominations** ✕

Select confirm to submit nomination requests to the listed nominee's.