



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. It is recommended to create overall goals for the employee prior to completing an annual assessment document.

Prerequisite(s)

Complete Finalize Criteria

Instructions

1. Step

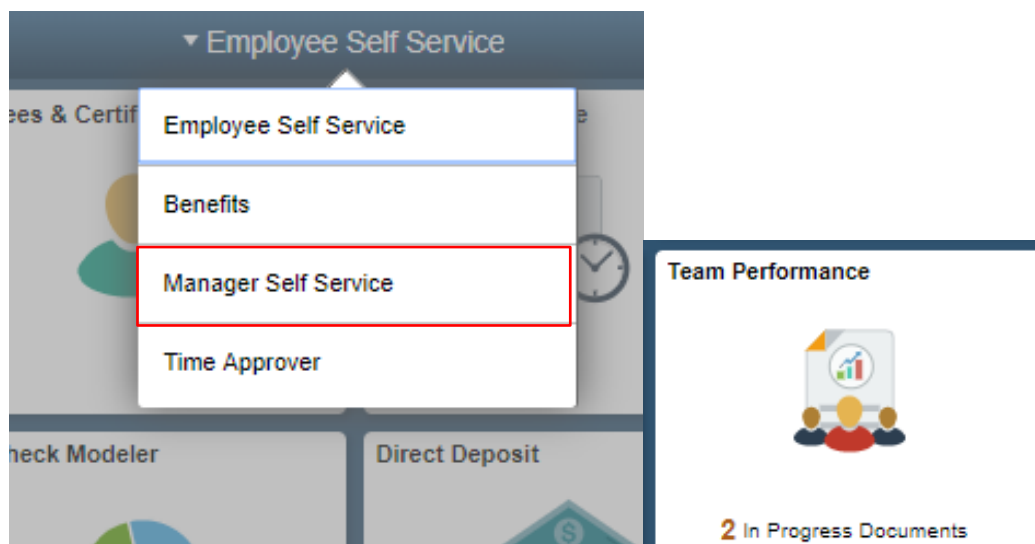
Nominate Participants for Performance Process Page

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	Current Documents Create Documents				
Historical Documents					
Name / Job Title	Document Type	Document Status	Period Begin / Period End	Next Due Date	
Orie Thornton Manager III	USG Provisional Review	Approval - Submitted	08/22/2019 08/31/2019	08/22/2019	>
Orie Thornton Manager III	USG Annual Review for Staff	Evaluation in Progress	08/02/2019 08/31/2019	08/02/2019	>
Orie Thornton Manager III	USG Annual Review for Staff	Evaluation in Progress	08/01/2019 08/31/2019	08/01/2019	>
Jasmin Forts Manager III	USG Annual Review for Leaders	Evaluation in Progress	01/01/2019 12/31/2019	12/01/2019	>
Orie Thornton Manager III	USG Annual Review for Staff	Evaluation in Progress	01/01/2019 12/31/2019	12/01/2019	>
Lindsey Seipel Employee Relations Manager	USG Annual Review for Staff	Evaluation in Progress	01/01/2019 12/31/2019	12/01/2019	>
Jasmin Forts 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

Lindsey Seipel
USG Annual Review for Staff
01/01/2019 - 11/30/2019 Overview

- 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 Save | Share with Employee

Manager Evaluation - Update and Share Print | Notify | Export

Lindsey Seipel

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 Evaluation in Progress | **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 | Performance Factors | USG Core Values | Institutional Values | Ethics Compliance | Professional Dvlpmnt | Final Remarks | Overall Summary

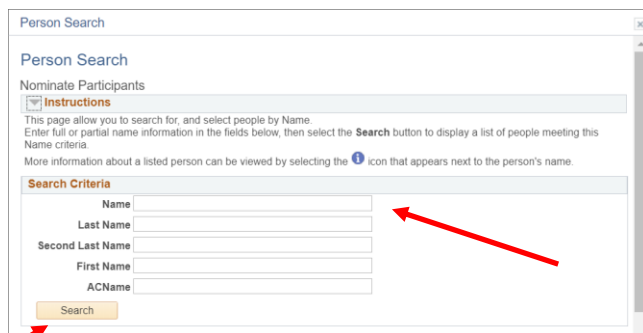
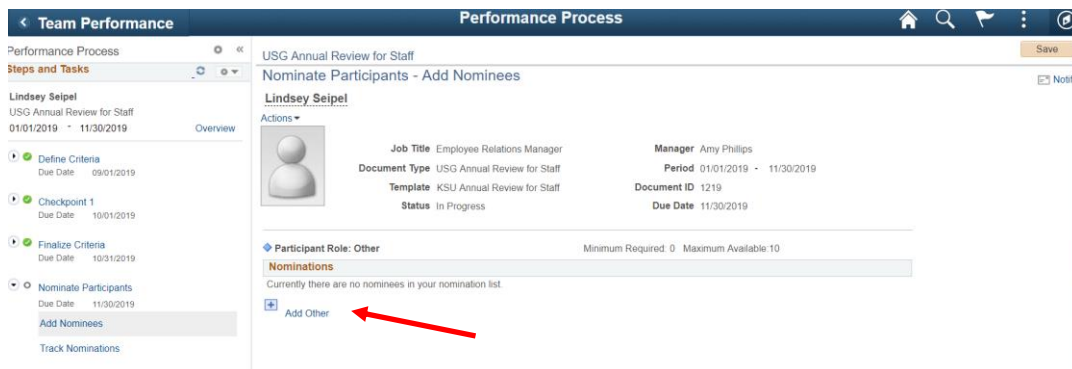
Section 1 - Goals

Attachments
No Attachments have been added to this document
[Add Attachment](#)

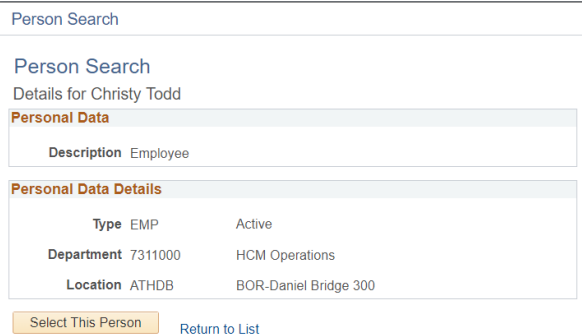
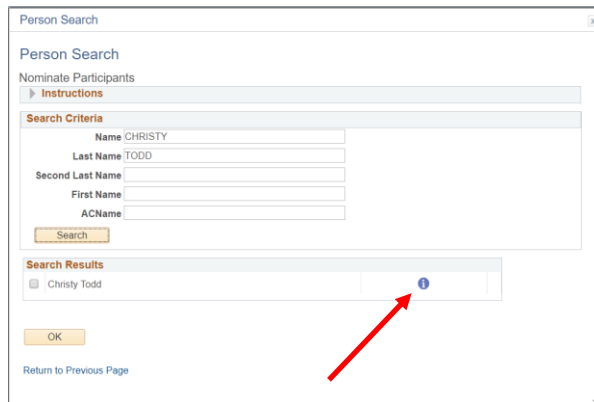
Audit History



- 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

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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: ORIE

Last Name: THORNTON

Second Last Name:

First Name:

ACName:

Search

Search Results

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



- 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

USG Annual Review for Staff

Nominate Participants - Track Nominations

Lindsey Seipel

Actions ▾



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

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

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

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

Nominations

Nominee	Status	Next Action
Christy Todd	Accepted	
Orie Thornton	Pending	Cancel



Submit Nominations ✕

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