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 **Nominated Participants** to 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)
Nominate Participants

Instructions

1. Step
Participant Completes 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

Navigator > Self Service > Performance Management > My Performance Documents > Current Documents
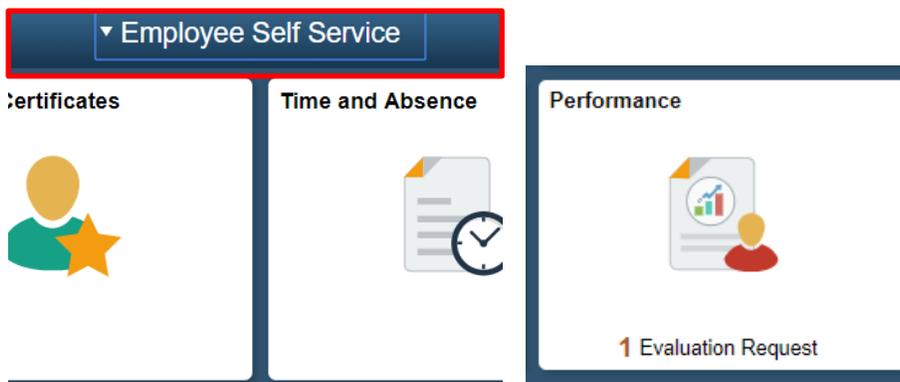
a. **Nominated Participants** will have the Pending Evaluation Requests listed in **Evaluation of Others** page

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b. The **Nominated Participant** can choose to either **Accept** or **Decline** the **Pending Evaluation Request** by checking the box next to the Employee's Name and selecting **Accept** or **Decline**.

c. Once Nominated Participant has accepted, ratings on the **Employee's Goals**, **Performance Factors**, **USG Core Values**, **Institutional Values**, and an **Overall Summary** are given.

d. All of the section tabs have a percentage weight to evaluate the Employee. **Performance Factors**, **USG Core Values**, and **Institutional Values** tabs are predefined and can be expanded or collapsed. **Goals** tab is the only tab where items can be added. The **Overall Summary** tab only allows a rating along with comments. **Nominated Participant** does not need to complete all sections of the evaluation.

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< Performance   Other Evaluation

USG Annual Review for Staff
Other Evaluation
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
Reviewer	Christy Todd	Role	Other

▼ Employee Data

Employee ID 0352681
Department 1060416   HRS-Human Resources
Location 430   Kennesaw State University

Calculate All Ratings

Goals	Performance Factors	USG Core Values	Institutional Values	Overall Summary

▼ Section 1 - Goals

▼ Audit History

Created By Amy Phillips   07/31/2019 3:21:57PM
Last Modified By Christy Todd   08/07/2019 9:49:06AM

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e. Once the evaluation has been completed and all comments saved, the **Nominated Participant** clicks on complete and confirms.

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Complete Evaluation

If you have no further changes to make to this document select confirm to complete this evaluation.

Confirm   Cancel