Overview/Description
This document provides step-by-step instructions on how to navigate to where the participant completes evaluation on the Performance Process page. On this page, the manager can review the participant’s feedback on employee’s job performance. It is recommended to create overall goals for the employee prior to completing an annual assessment document.

Prerequisite(s)
Nominate Participants.

Instructions
Manager Views the Participant’s Completed Evaluation of Employee for Other Evaluation Page.
Once participants have been nominated to perform evaluations, managers can log in under Manager Self Service and click on the Performance tile to view documents in progress.

Navigation
Manager Self Service > Team Performance > Current Documents
The manager can view the status of each participant.
  a. Nominee, Participant #1, Accepted and evaluated the employee.
  b. Nominee, Participant #2, Declined to evaluate the employee.
  c. There is an option for the manager to Resubmit to the Nominee the option to evaluate the employee.