Overview/Description
This document provides step-by-step instructions on how to navigate to the **Nominate Participants** step on the **Performance Process** page. This step 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

**Nominate Participants for Performance Process Page.**

- **Nominate Participants** step 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
1. 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.

2. Under **Nominations**, click the plus sign "+" or **Add Other**.

3. Enter the **Participants Name** in the **Search Criteria** section and click **Search**.
4. Participant #1 is being added as a nominee to the **Nominate Participants** section on the **Performance Process** page.

5. Click the “i” in the **Search Results** section to view details about the nominee.

6. Click **Select This Person**.

7. Participant #1 is now listed as a nominee. The nominee will be added when the Manager saves the transaction.
8. Select additional nominees to the **Nominate Participants** section on the **Performance Process** page. Participant #2 has been added as a nominee.

![Person Search Image]

9. After all Participants have been listed as a nominee, the Manager will click **Submit Nominations**.

![Submit Nominations Image]

10. The **Submit Nominations** request will need to be confirmed.

![Submit Nominations Confirmation]

11. 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 Image]