

Complete a Performance Evaluation Peer Review

Participant Evaluations allow an employee's peer to provide feedback on the employee's performance.

An email reminder is sent 30, 15 and 7 days prior to the due date, if not already completed.

NOTE: Not all institutions use the Participant Evaluation feature. Follow institution and manager recommendations for using this tool as part of the performance management process.

Accept/Decline Nomination

An email is sent once a manager submits the nomination.

1. Click the link included in the email.
2. Click the checkbox next to the employee's name.
3. Click **Accept** or **Decline**.

Complete the Evaluation

The evaluation can be accessed using the link included in the email, or from the Evaluation of Others tab from the performance page.

1. Select the evaluation to complete.
2. Review the performance criteria on each tab.
3. Use evaluation tools to provide feedback. Evaluation tools will vary by institution and evaluation type.
 - **Rating** – select a value from the drop down.
NOTE: To see more information about the ratings, click the yellow paper icon next to the field.
 - **Comments** – enter information into the Comments field.
WARNING: Copying and pasting from another document may cause issues with punctuation.
 - Formatting tools are available at the top of the comment box.
 - Spell Check is available using the book and check icon.
 - **Summary Section** – enter overall feedback for that section in the Comments field.
NOTE: If a section summary rating exists, it is likely a calculated rating based on an average of the section's item ratings and cannot be changed.
4. Click **Complete**.
NOTE: Save can be used to save progress prior to completing the evaluation.
5. Click **Confirm**.
WARNING:
 - Once the evaluation has been completed, it can no longer be edited.
 - An email notification is sent to the manager.