




Process	Participant (Nominee) Comments on Evaluation	Module: ePerformance Business Process: 5.00 Date Created: 05/13/2018 Date Revised: 05/15/2020
Purpose	Participant Comments on the Manager's Evaluation	
Navigation	Click on Employee Self Service > Performance Management > Performance Documents > Other Performance Documents>Pending Evaluation Requests	
Prerequisites	Manager Must First Nominate the Participant	
Helpful Hints	Participant feedback can be included into the manager's evaluation	

STEP	DESCRIPTION	RESULTS
1.	Log into iRattler: Navigate to Self Service > Performance Management > Performance Documents > Others Performance Documents>Pending Evaluation requests Option2: Log in to iRattler, Click on the Employee Self Service Tile. Click on the Performance Tile	Evaluation Page Displays with Side Menu and Start Button 
2.	Participant clicks the Check Box for the appropriate employee and may wish to Accepts or Decline the nomination. (If accepts follow steps 4,5,6 &7) (If Declines follow Step 8)	Pending Evaluation Response Page Displays



STEP	DESCRIPTION	RESULTS															
3.	Participant Clicks on Name of the employee to be evaluated.	<p>Manager's Evaluation Displays</p> <p>My Current Evaluations for Others Listed are your current evaluations for which you are providing feedback.</p> <p>Current Evaluations for Others</p> <table border="1"> <thead> <tr> <th>Name</th> <th>Document Type</th> <th>Status</th> <th>Period Begin</th> <th>Period End</th> </tr> </thead> <tbody> <tr> <td>Deborah L. Farmer</td> <td>Annual AMP Evaluation</td> <td>Not Started</td> <td>06/28/2018</td> <td>06/28/2018</td> </tr> </tbody> </table>	Name	Document Type	Status	Period Begin	Period End	Deborah L. Farmer	Annual AMP Evaluation	Not Started	06/28/2018	06/28/2018					
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Deborah L. Farmer	Annual AMP Evaluation	Not Started	06/28/2018	06/28/2018													
4.	Nominate Participant clicks on Expand under the Behavioral expectations, and enters ratings and comments as appropriate. Nominate Participant. At the bottom of Page within FAMU Behavioral expectations Summary Click Calculator Icon. Click Save.	<p>Nominee Evaluation Department: Personnel Job Code: 1072</p> <p>Employee Data</p> <table border="1"> <tr> <td>Employee ID</td> <td>100072742</td> <td>Department</td> <td>030300</td> <td>Personnel</td> </tr> <tr> <td>Location</td> <td>FHAC</td> <td>Years of Service</td> <td>2 Years</td> <td>10 Months</td> </tr> <tr> <td>Years in Job</td> <td>2 Years</td> <td></td> <td>7 Months</td> <td></td> </tr> </table> <p>Inter ratings and comments for each section in this evaluation, if applicable. At any point in time you can save this evaluation by selecting the Save button.</p> <p>Long Format Calculate All Ratings</p> <p>Behavioral Responsibilities Employee Goals Accomplishments Overall Rating</p> <p>Section 1 - FAMU Behavioral Expectations</p> <p>Expand Collapse</p> <p>Compliance/Organizational Commitment</p> <p>Description: Employee establishes, demonstrates and maintains a productive, ethical work style that is compliant with University and department policies and procedures.</p> <p>Rating: <input type="radio"/> 1 <input type="radio"/> 2 <input type="radio"/> 3 <input type="radio"/> 4 <input type="radio"/> 5</p> <p>Comments: <input type="text"/></p> <p>Template 09/18/2019 12:32PM</p>	Employee ID	100072742	Department	030300	Personnel	Location	FHAC	Years of Service	2 Years	10 Months	Years in Job	2 Years		7 Months	
Employee ID	100072742	Department	030300	Personnel													
Location	FHAC	Years of Service	2 Years	10 Months													
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5.	Nominate Participant clicks on Responsibilities, clicks expand in and enters ratings and comments as appropriate. At the bottom of Page within Responsibilities Summary Click Calculator Icon. Click Save																
6.	Nominate Participant clicks on Employee Goals and Accomplishments and clicks expand in each section and enters ratings and comments as appropriate.																
7.	Clicks Save and Complete																
8.	If the Participant chooses to decline the evaluation, When the Participant clicks Decline, a new																



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	<p>page display. Nominate Participant must confirm by choosing Yes and may give comments for Declining the evaluation.</p>	<div style="border: 1px solid #ccc; padding: 10px;"> <p style="background-color: #4CAF50; color: white; margin: -10px -10px 10px -10px; padding: 5px;">Pending Evaluation Requests</p> <p>Pending Evaluation Requests</p> <p>Decline Evaluation Requests</p> <p style="color: red; font-size: small;">⚠ Are you sure you want to decline these evaluation requests?</p> <p>Pending Evaluation Requests</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 30%;">Name</th> <th style="width: 40%;">Document Type</th> <th style="width: 30%;">Due Date</th> </tr> </thead> <tbody> <tr> <td>Tasha H Ingram</td> <td>Annual USPS Evaluation</td> <td>01/25/2020</td> </tr> </tbody> </table> <p>Enter Comments:</p> <div style="border: 1px solid #ccc; height: 30px; width: 100%;"></div> <p style="text-align: right;"> <input type="button" value="Yes"/> <input type="button" value="No"/> </p> </div>	Name	Document Type	Due Date	Tasha H Ingram	Annual USPS Evaluation	01/25/2020
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