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.	Manager's Evaluation Displays
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.	
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	

STEP	DESCRIPTION	RESULTS
	page display. Nominate Participant must confirm by choosing Yes and may give comments for Declining the evaluation.	Pending Evaluation Requests **Decline Evaluation Requests** ⚠ Are you sure you want to decline these evaluation requests? **Pending Evaluation Requests** Name / Document Type / Due Date Tasha H Ingram / Annual USPS Evaluation / 01/25/2020 **Enter Comments:** Yes No