Nominate a Participant Reviewer (Supervisor)

Follow this job aid to learn how to nominate participant reviewers. HR Links allows both Employees and Supervisors to nominate and track participant reviews. However, only Supervisors can submit nominations. Once nominated, participant reviewers receive a notification alerting them of the evaluation request.

1. Select the **Team Performance** tile on the Manager Self Service homepage.

![IBM HRLinks Manager Self Service](image)

2. On the Current Documents page, select an employee's evaluation.

![Current Documents](image)
3. The Performance Document is displayed. Select the **Nominate Participants** link. The **Add Nominees** link is displayed. Select the **Add and Submit** link.

Current View

The Add Other Participant link is displayed in the **Nominate Participants** section. Select the **Add other participant** link.
4. The **Person Search** dialog is displayed. Enter search criteria into the fields provided. Then select the **Search** button.

![Person Search](image)

5. The **Search Results** are displayed. Select the participant and then select the **OK** button.

![Search Results](image)

6. The nominee is displayed in the **Nominations** section. Select the **Save** button and then select the **Submit Nominations** button.
Throughout the evaluation process, you can view the status of your nominations by selecting the **Track Nominations** link.
Questions

Check out our complete library of job aids, videos, and training courses! You can search based on your role (employee, supervisor, timekeeper) or by topic (time and leave, telework, benefits, performance).

If you still have questions, contact the following:

- **Issues with Single Sign On (SSO):** GSA IT Service Desk at 866-450-5250 or ITServiceDesk@gsa.gov
- **Time and Attendance:** your Timekeeper or Time Administrator
- **Benefits:** the Benefits and Retirement Center
- **Performance Management:** the HR performance team
- **Need a new labor code in HR Links:** Contact your regional Labor Admin
- **All other HR Questions contact your servicing HR Office:**
  - PBS HR Service Center
  - FAS HR Service Center
  - Staff Office HR Service Center
  - Executive Resources HR Service Center