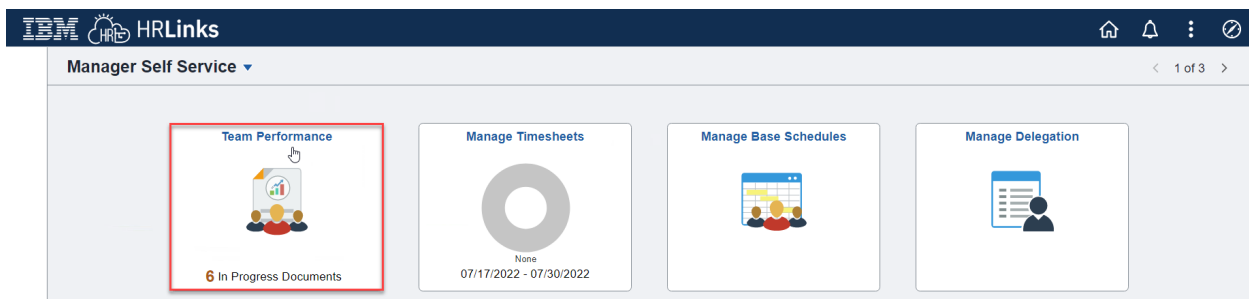




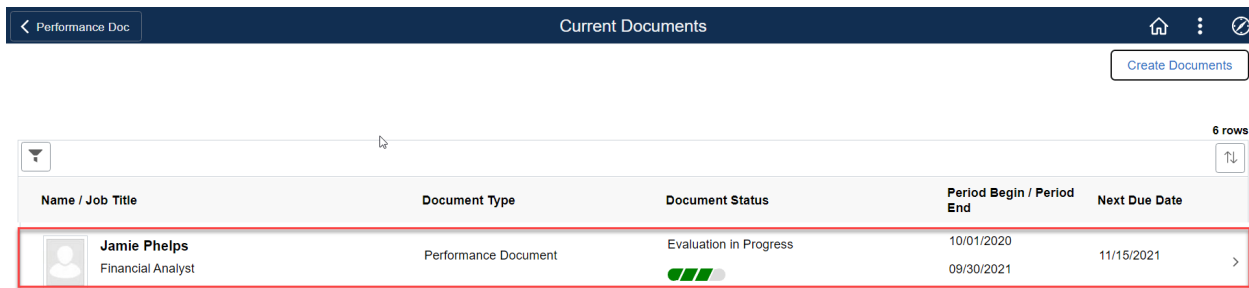
Nominate a Participant Reviewer (Supervisor)

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.



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





3. The Performance Document is displayed. Select the **Nominate Participants** link. The **Add Nominees** link is displayed. Select the **Add and Submit** link.

Performance Process [Settings] [I] [Left Arrow]

Steps and Tasks [Refresh] [Settings]

Jamie Phelps
Performance Document
10/01/2020 - 09/30/2021

- Establish Performance Plan
Due Date 11/16/2020
- Complete Mid-Year Progress Review
Due Date 06/01/2021
- Nominate Participants
Due Date 11/14/2023

[Add Nominees](#)

[Track Nominations](#)

Current View

The Add Other Participant link is displayed in the **Nominate Participants** section. Select the **Add other participant** link.

GSATRN [Home] [Bell] [Menu] [Close]

Favorites | Main Menu > Performance

Performance Process [Settings] [Left Arrow] [Return to Current Documents](#) [Save](#)

Steps and Tasks [Refresh] [Settings]

Jamie Phelps
Performance Document
10/01/2020 - 09/30/2021

- Establish Performance Plan
Due Date 11/16/2020
- Complete Mid-Year Self-Assessment
Due Date 06/01/2021
- Nominate Participants
Due Date 11/15/2021

[Add Nominees](#)

[Track Nominations](#)

Performance Document

Nominate Participants - Add Nominees [Notify]

Jamie Phelps

| | | | |
|---------------|-----------------------------|-------------|-------------------------|
| Job Title | Financial Analyst | Manager | Udval Jones |
| Document Type | Performance Document | Period | 10/01/2020 - 09/30/2021 |
| Template | GSA Annual Performance Plan | Document ID | 16 |
| Status | In Progress | Due Date | 11/15/2021 |

◆ **Participant Role: Other Participant** Minimum Required: 0 Maximum Available:20

Nominations
Currently there are no nominees in your nomination list.

+ [Add Other Participant](#)



4. The **Person Search** dialog is displayed. Enter search criteria into the fields provided. Then select the **Search** button.

Person Search ×

Person Search

Nominate Participants

▶ **Instructions**

Search Criteria

| | |
|------------------|----------------------|
| Name | <input type="text"/> |
| Last Name | PRICE |
| Second Last Name | <input type="text"/> |
| First Name | MAREN |
| ACName | <input type="text"/> |

[Return to Previous Page](#)

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

Search Results

| | | |
|-------------------------------------|-------------|----------------------------------|
| <input checked="" type="checkbox"/> | Maren Price | <input type="button" value="i"/> |
|-------------------------------------|-------------|----------------------------------|

[Return to Previous Page](#)

6. The nominee is displayed in the **Nominations** section. Select the **Save** button and then select the **Submit Nominations** button.



Performance Document [Return to Current Documents](#) [Save](#) [Submit Nominations](#)

Nominate Participants - Add and Submit Notify

Jamie Phelps
Actions ▾

| | | | |
|---------------|-----------------------------|-------------|-------------------------|
| Job Title | Financial Analyst | Manager | Udval Jones |
| Document Type | Performance Document | Period | 10/01/2020 - 09/30/2021 |
| Template | GSA Annual Performance Plan | Document ID | 16 |
| Status | In Progress | Due Date | 11/15/2021 |

◆ Participant Role: Other Participant Minimum Required: 0 Maximum Available:20

Nominations

| Nominee | Delete |
|-------------|--------|
| Maren Price | 🗑️ |

+ [Add Other Participant](#)

Throughout the evaluation process, you can view the status of your nominations by selecting the **Track Nominations** link

Performance Process ⚙️ <<

Steps and Tasks 🔄 ⚙️ ▾

Jamie Phelps
Performance Document
10/01/2020 - 09/30/2021

- ▶️ Establish Performance Plan
Due Date 11/16/2020
- ▶️ Complete Mid-Year Self-Assessment
Due Date 06/01/2021
- ▾ Nominate Participants
Due Date 11/15/2021

[Add Nominees](#)

[Track Nominations](#)



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](#)