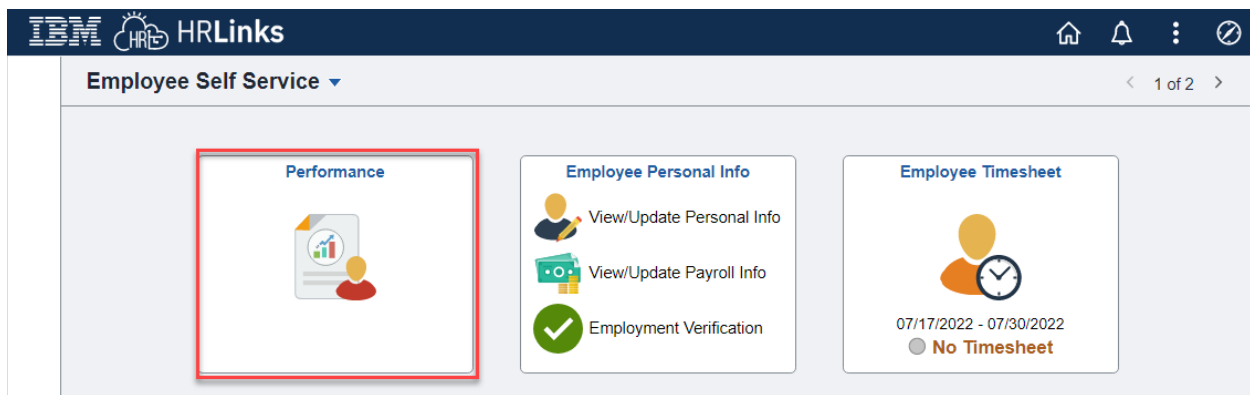




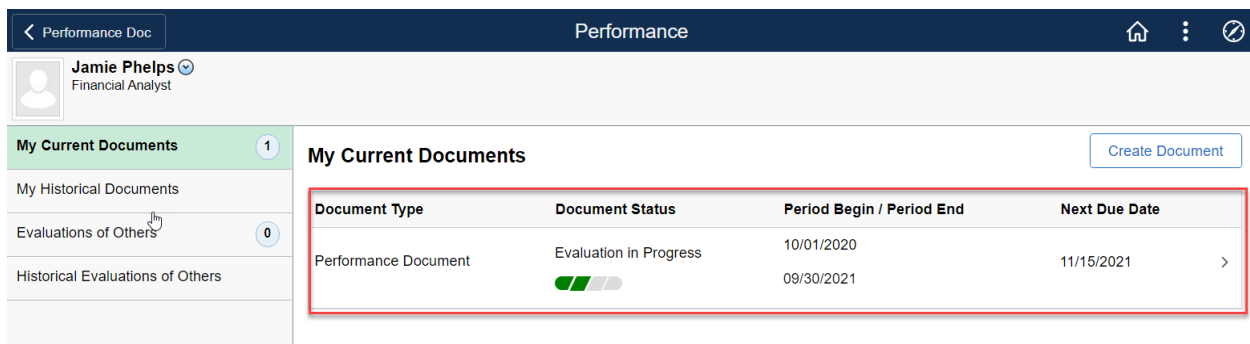
# Nominate a Participant Reviewer (Employee)

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 **Performance** tile on the Employee Self Service homepage.



2. On the My Current Documents page, select your performance plan.



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



**GSATRN**

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**Performance Process** ⚙️ ⏪ Return to Current Documents

**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](#)

**Performance Document**

**Self-Evaluation - Update and Complete**

Jamie Phelps



**Job Title** Financial Analyst  
**Document Type** Performance Document  
**Template** GSA Annual Performance Plan  
**Status** Evaluation in Progress

**Employee Data**

**Employee ID** 00000063  
**Department** H1AW Acquisition Workforce Developm  
**Location** 0000000381 MO-KANSAS CITY-Prshng Sq M  
**Job Code** 101782  
**Occ Serie**

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

**GSATRN** 🏠 🔔 ⋮ 🗑️

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**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](#)

**Performance Document**

**Nominate Participants - Add Nominees** 🔔 Notify

Jamie Phelps



**Job Title** Financial Analyst  
**Document Type** Performance Document  
**Template** GSA Annual Performance Plan  
**Status** In Progress

**Manager** Udval Jones  
**Period** 10/01/2020 - 09/30/2021  
**Document ID** 16  
**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](#)



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

### 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](#)

6. 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"/>
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[Return to Previous Page](#)


7. The nominee is displayed in the **Nominations** section. Select the **Save** button.



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

### Nominate Participants - Add Nominees Notify

Jamie Phelps



**Job Title** Financial Analyst      **Manager** Udval Jones

**Document Type** Performance Document      **Period**

**Template** GSA Annual Performance Plan      **Document ID** 33

**Status** In Progress      **Due Date** 11/14/2023

✔ You have selected nominations for participant evaluations. Click "Save" to submit your nomination(s). Official submission of nominations must be completed by your Manager before nominees will receive a request to complete a participant evaluation.

◆ **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](mailto: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:**
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  - [FAS HR Service Center](#)
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