

Nominee Accepts/Declines Request to Provide Feedback

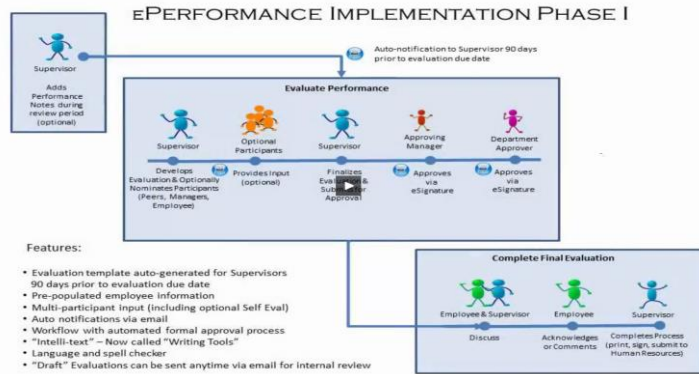
Navigation: Main Menu>Self-Service>Performance Management>Other's Performance Documents>

Instructions

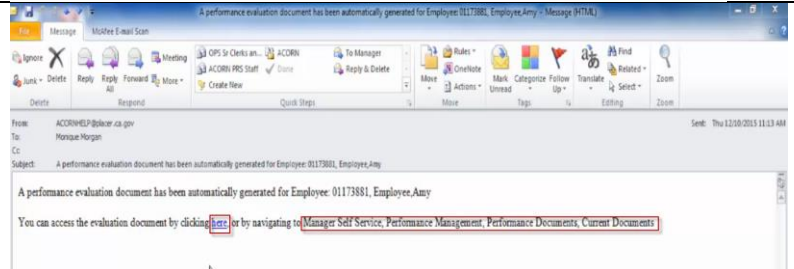
ACORN Page

PURPOSE: A Supervisor can nominate up to five individuals requesting feedback for an employee's performance review. A Nominee/Peer can be anyone that works or has had experience working with the employee during the review period. The steps listed below demonstrate how a Nominee can Accept or Decline a nomination.

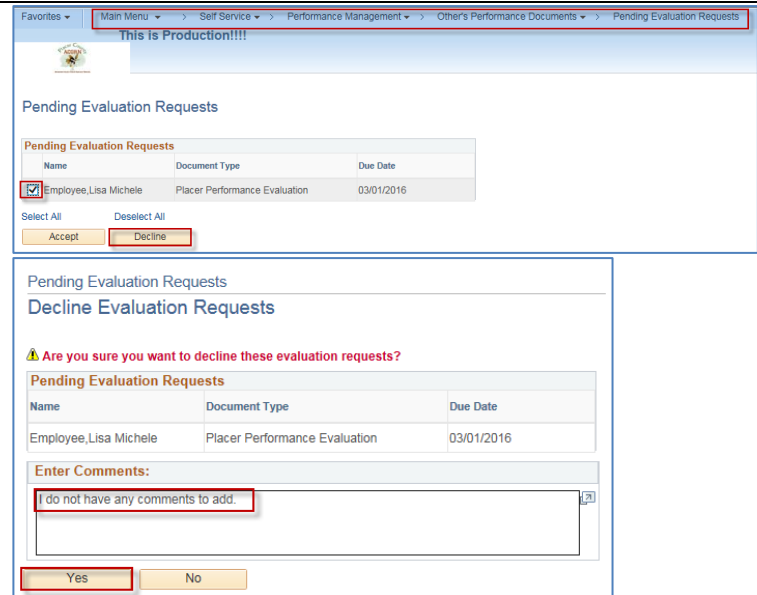
1. Cycle of a performance evaluation.



2. When a Supervisor sends out a request to a Nominee, the Nominee will receive an e-mail notification. The Nominee can access the request by clicking on the "here" link or following the navigation.

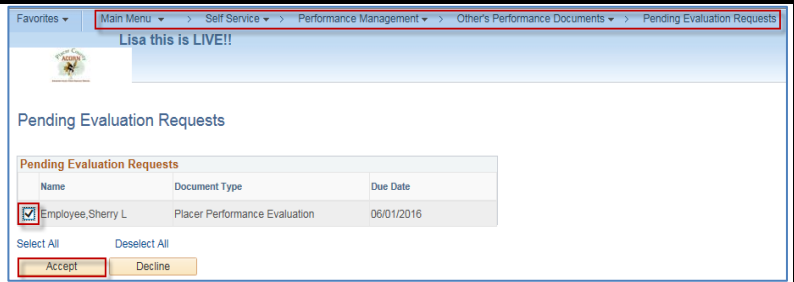


3. Navigate in ACORN to **Main Menu > Self Service > Performance Management > Other's Performance Documents > Pending Evaluation Request** to see list of Employees that are pending your acceptance or denial. Select the document you want to Accept or Deny.



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- If you Accept – click the check box next to the Employee's name. Click the "Accept" button. You will receive a confirmation that you successfully accepted. Click on the Employee's name.



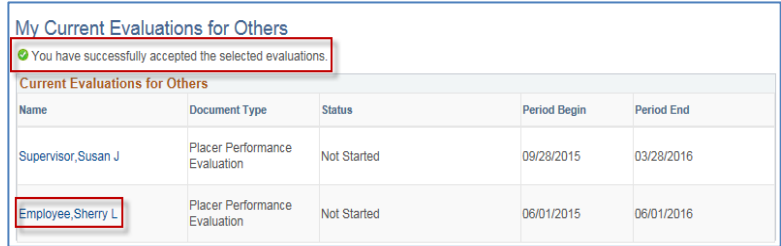
Navigation: Favorites > Main Menu > Self Service > Performance Management > Other's Performance Documents > Pending Evaluation Requests

Lisa this is LIVE!!

Pending Evaluation Requests

Name	Document Type	Due Date
<input checked="" type="checkbox"/> Employee, Sherry L	Placer Performance Evaluation	06/01/2016

Select All Deselect All



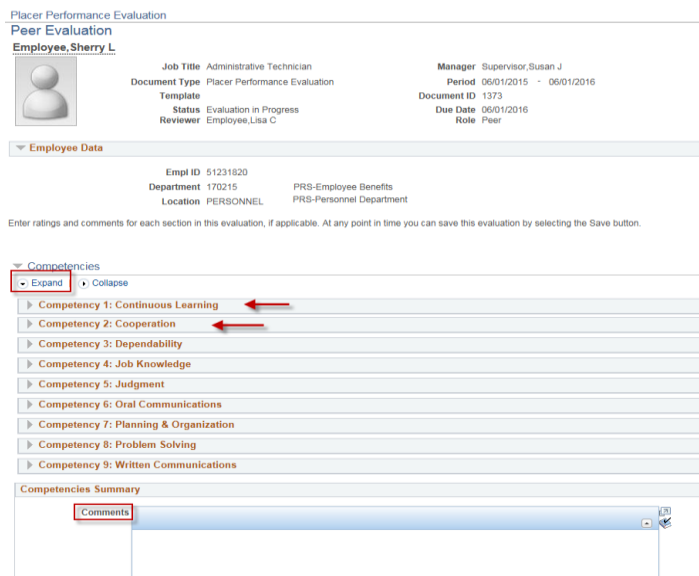
My Current Evaluations for Others

You have successfully accepted the selected evaluations.

Current Evaluations for Others

Name	Document Type	Status	Period Begin	Period End
Supervisor, Susan J	Placer Performance Evaluation	Not Started	09/28/2015	03/28/2016
Employee, Sherry L	Placer Performance Evaluation	Not Started	06/01/2015	06/01/2016

- Click the link to "Expand" the Competencies. You will be able to provide comments within each Competency and a comment in the Competency Summary. You will not be rating the "Peer" in each of the Competency.



Placer Performance Evaluation

Peer Evaluation

Employee, Sherry L

Job Title: Administrative Technician Manager: Supervisor, Susan J
 Document Type: Placer Performance Evaluation Period: 06/01/2015 - 06/01/2016
 Template: Document ID: 1373
 Status: Evaluation in Progress Due Date: 06/01/2016
 Reviewer: Employee, Lisa C Role: Peer

Employee Data

Empl ID: 51231820 Department: 170215 PRS-Employee Benefits
 Location: PERSONNEL PRS-Personnel Department

Enter 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.

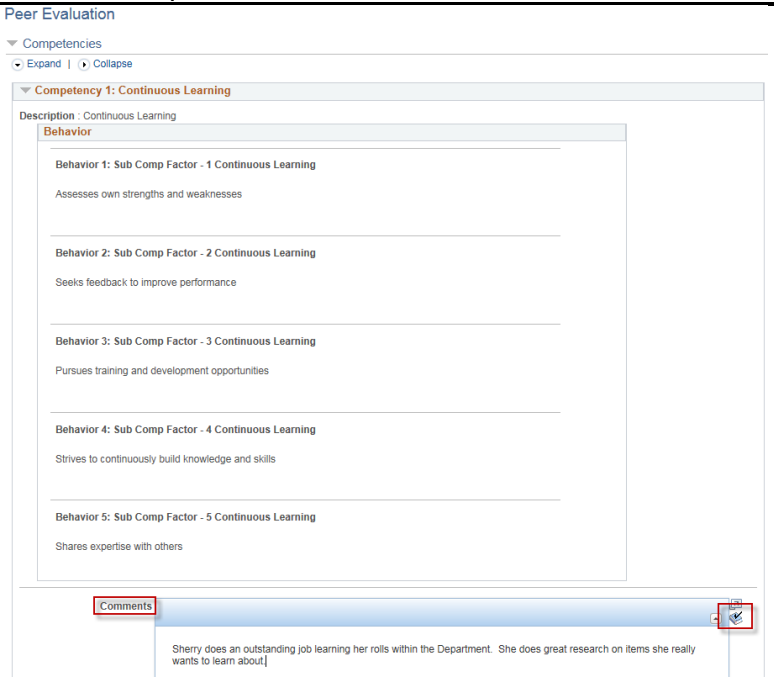
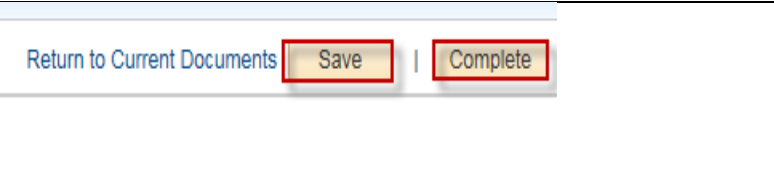
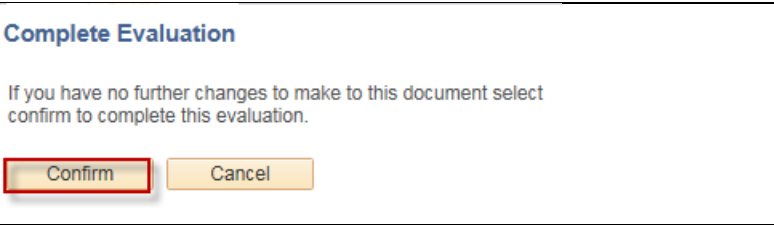
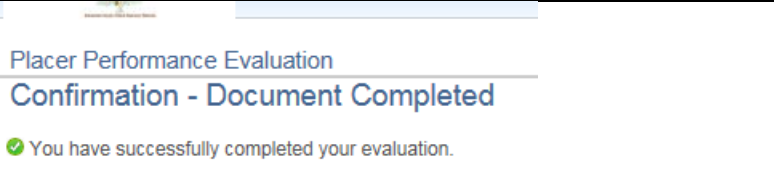
Competencies

- Competency 1: Continuous Learning
- Competency 2: Cooperation
- Competency 3: Dependability
- Competency 4: Job Knowledge
- Competency 5: Judgment
- Competency 6: Oral Communications
- Competency 7: Planning & Organization
- Competency 8: Problem Solving
- Competency 9: Written Communications

Competencies Summary

Comments

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<p>5. In the Competencies you wish to provide feedback, enter the comments. Be sure to click on the spell check for any spelling errors.</p> <p>Important: SAVE OFTEN</p>	 <p>Peer Evaluation</p> <p>Competencies</p> <p>Expand Collapse</p> <p>Competency 1: Continuous Learning</p> <p>Description : Continuous Learning</p> <p>Behavior</p> <p>Behavior 1: Sub Comp Factor - 1 Continuous Learning Assesses own strengths and weaknesses</p> <p>Behavior 2: Sub Comp Factor - 2 Continuous Learning Seeks feedback to improve performance</p> <p>Behavior 3: Sub Comp Factor - 3 Continuous Learning Pursues training and development opportunities</p> <p>Behavior 4: Sub Comp Factor - 4 Continuous Learning Strives to continuously build knowledge and skills</p> <p>Behavior 5: Sub Comp Factor - 5 Continuous Learning Shares expertise with others</p> <p>Comments</p> <p>Sherry does an outstanding job learning her rolls within the Department. She does great research on items she really wants to learn about!</p>
<p>6. After navigating through each of the Competencies, click the "Save" button. Then click on the "Complete" button in the upper right-hand corner.</p>	 <p>Return to Current Documents Save Complete</p>
<p>7. You will receive a confirmation screen. Click on the "Confirm" button.</p>	 <p>Complete Evaluation</p> <p>If you have no further changes to make to this document select confirm to complete this evaluation.</p> <p>Confirm Cancel</p>
<p>8. You will receive confirmation of completion.</p>	 <p>Placer Performance Evaluation</p> <p>Confirmation - Document Completed</p> <p>✔ You have successfully completed your evaluation.</p>