OhioDAS Human Resources Division | OAKS

2016

Accepting a Third Party Nomination

MANAGER/SUPERVISOR

Revised:

6/17/2016

Accepting a Third Party Nomination

During the review of a performance or development document, a Manager (Rater) may want another employee's feedback on the Employee's performance or development. A Manager (Rater) can achieve this through the nomination process. This Third Party Nomination process allows the Manager (Rater) to request outside input on the Employee's performance, while still being able to supply his or her input. Only bargaining unit exempt employees may be nominated. The Manager (Rater) requesting the nominee's input is still responsible for conducting the face-to-face performance evaluation with the employee.

NOTE: Before nominating other people to participate in a performance review or development document, the Establish Evaluation Criteria step must be marked Complete.

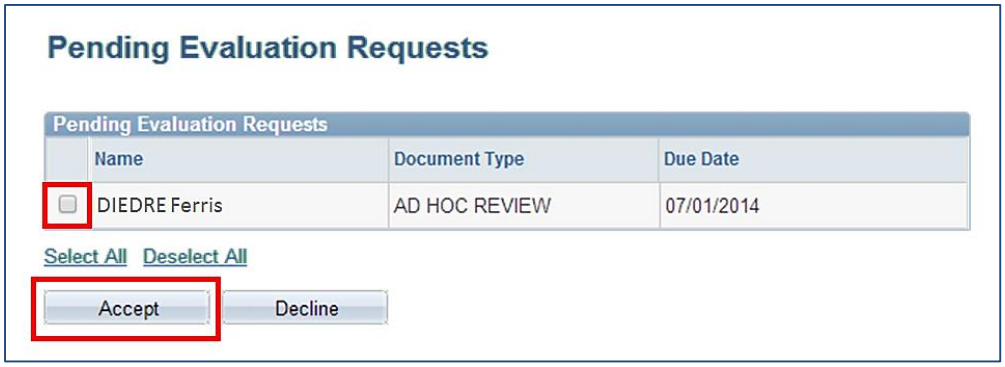
Accepting a Nomination

The nominee must first accept the nomination before the rating process can begin. The nominee may also choose to decline the nomination. Declining will remove the nominee's name from the nominated participant list and no further action is required of him/her.

1. Manager/Supervisor Nominee navigates to***: myOhio > Career Resources > Manager Tasks > ePerformance Other Documents > Other's ePerformance Documents> Pending Evaluation Requests***.

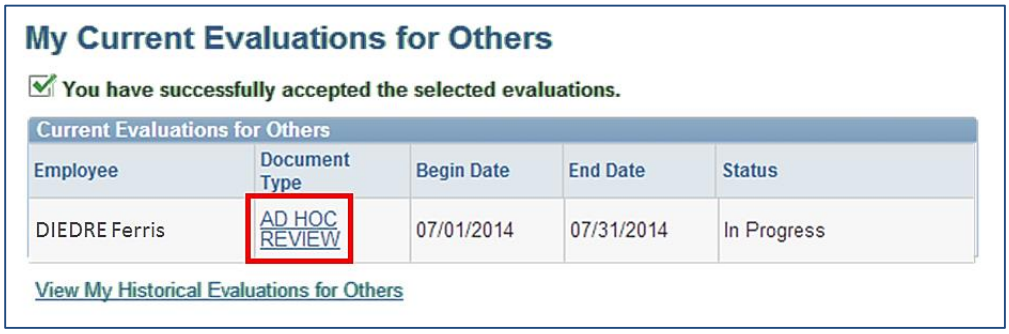
2. Click the ***Checkbox*** next to the Identified Employee to accept the nomination.

3. Click the ***Accept*** button.



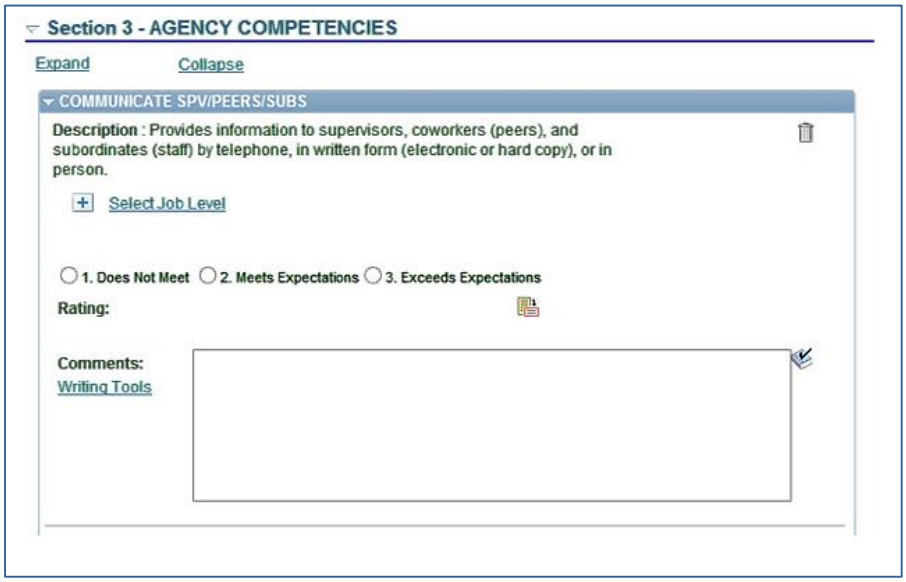
NOTE: Once the nominee has accepted the nomination, both the Manager (Rater) and the HR Administrator will be able to see whether the nominee has accepted the nomination and also when the nomination document was completed.

4. Click the ***Document Type*** hyperlink for the listed employee.

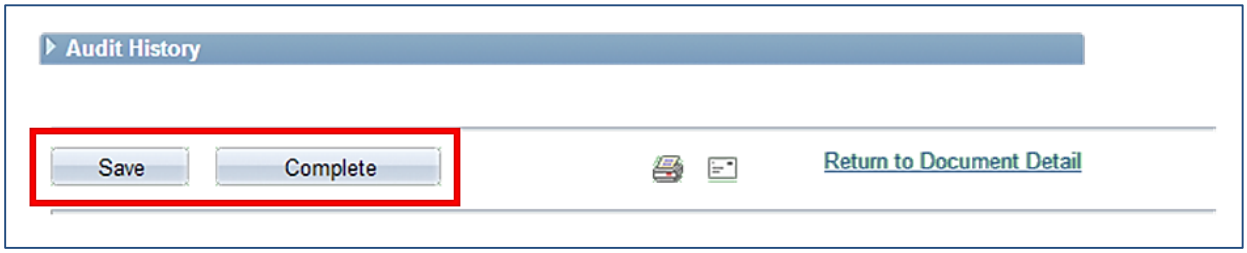


5. Click the ***Expand All*** hyperlink above Section 1 – Purpose of Organization & Position.

6. For each of the applicable sections (those that have established Criteria), enter ratings and comments. Not all of the Sections must be rated. *Nominees should only provide ratings where they have had working experience with the employee.* The information entered on the document will not automatically populate within the Manager (Rater)'s document. The Manager (Rater) will have the option of incorporating the input and comments made by the nominee when rating the employee.

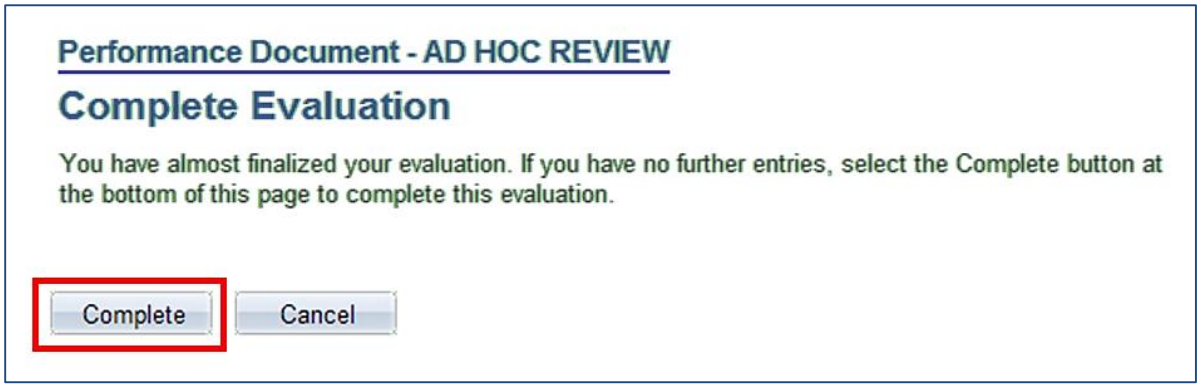


7. Once the ratings and comments have been provided, click the ***Save*** button and then the ***Complete*** button.



NOTE: Throughout the evaluation process, entries made on the evaluation can be saved by clicking the ***Save*** button. Do not click the ***Complete*** button until the ratings are complete and the evaluation is ready for Manager (Rater) view.

8. Click the ***Complete*** button.



9. Click the ***OK*** button.