

Step-by-Step Instructions for Completing a Performance Evaluation Questionnaire

Log in to Ohio Buys. From the Ohio Buys Homepage, navigate to the **My Pending Validations** box and find the PE questionnaire you have been assigned to complete. Click on the **Object** name. The **Process** column will have a value of **Answers**.

- ▲ When you are assigned a PE questionnaire, you will receive an email notification to complete it.
- ▲ Since each PE questionnaire has an end date, carefully note the final date you have to submit your responses. This is noted on the header of the PE questionnaire.

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My pending validations			+150 Results
Process	Action	Object	History
Answers	Initialization	Determination & Recommendation - SNAP-ON INDUSTRIAL	
Questionnaire	Closure	Determination & Recommendation	
Ohio Exception Workflow	Cancel	Exception	
Standard Requisition Workflow V5	Agency Final Approver	REQ0000001636 - Req. 6/17/2019 (ADJ111000 Executive BEAR - Ryan Kyle)	

The questionnaire section(s) assigned to you are now visible on the left. Navigate to each tab and complete each questionnaire section.

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- ▲ Some of the answer sections are freeform and some require you to choose a specific response from either a drop-down or a list of available options. For some responses, you might be required to provide additional information based on your answer (e.g., if you respond with “renew for a period,” you are subsequently asked for how many months you would like to renew).
- ▲ You can always save your progress and return to the questionnaire later as necessary.

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- a) Click **Submit** once you complete each questionnaire section assigned to you. Then, click **Ok** to confirm your submission in the subsequent pop-up.
- b) Your responses are automatically validated and sent to the PE creator for review. Click the **X (✕)** icon to close out of the answer questionnaire.