How to Complete a Performance Evaluation Questionnaire

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

1. 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.

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

   ▲ 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.
3. 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.

If you have questions or need additional assistance, please contact Ohio Shared Services Contact Center via email (**ohiosharedservices@ohio.gov**) or phone (**877-644-6771**).