

Office of Human Resources

Add a Participant (Performance Contributor) When Creating an Appraisal

Step-by-Step In	structions			
Step 1	Scroll down to the Participant section.	REMINDER: If an Appraisee (employee) receives a new supervisor during the plan year,	their	
		prior supervisor will automatically be added to the appraisal as a Participant. However, th	ney can	
		only provide feedback if invited by the new supervisor.		
Step 2	Click the Add Participant button to open the Add Participant page.	Manage Participants		
		Add Participant Select Full Name No results found.	omments	
Step 3	Enter the Last Name of the participant into the Participant Name field.	Add Participant * 3xdcates required Reid * Participation Type at two to the second distribution Type (* Cup • Approximation Type) (* Cup • Approximation Type)	Cancel Apply . Participation Type '/TP' • Approxes cerupters complexities and objectives, and private recent	
	NOTE: You may also enter just the first few characters, but this may produce more search results.	Participation Type Reviewer Reviewers Cas volv others: evaluations and provide comments.		
Step 4	Press the [Tab] key on your keyboard.			
	NOTE: If more than one name matches your entry, click the ' Quick Select ' icon to the left of the desired employee name.			
Step 5	Select the desired Participation Type.	Add Participant * Jodicates required field Cancer	Apply 1	
	NOTE:	* Participant Name * Participant Name * Participant Type * Participant Type * Participant of the second	al la	

- Reviewer: Can view the appraisal but can only provide an overall comment.
- Appraiser: Can rate Competencies and Objectives and provide an overall comment.

Reviewers can view athens' evoluations and provide commants.

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Step 6	Click the Apply button. Once clicked you'll return to the
	appraisal.

- **Step 7** Repeat **Steps** 2-6 for each additional Participant, if any. Proceed to step 8 when complete.
- **Step 8** All desired Participants are now added to the appraisal.

Ion Type

Add Participant
* Indicates required field

* Participant Name Ta, Manager Lat Ress, Tile, Fer * Participation Type

IMPORTANT: Though their names have been added to the appraisal, Participants may only provide feedback if you invite them to do so.

End of Procedure

Canos

Apply