Add a Participant (Performance Contributor) When Creating an Appraisal

Step-by-Step Instructions

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, they can only provide feedback if invited by the new supervisor.

Step 2   Click the **Add Participant** button to open the **Add Participant** page.

Step 3   Enter the **Last Name** of the participant into the Participant Name field.

   NOTE: You may also enter just the first few characters, but this may produce more search results.

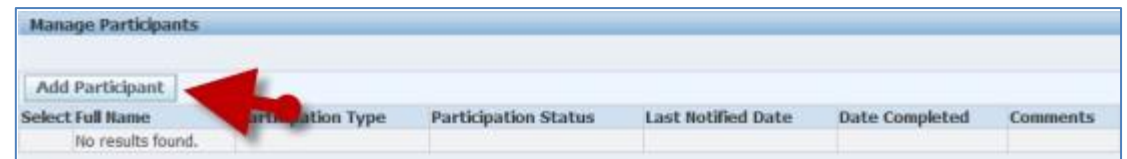**Step 4**   Press the **[Tab]** key on your keyboard.

   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**.

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

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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. |

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