Completing a Peer Feedback Form in MARS

Upon being nominated by a Peer to complete a Peer Feedback form you will receive an email with a link to accept the nomination. Click the link in the email to go to the Pending Evaluation Requests Page in MARS.

 Click the box next to the name of the Peer whose nomination you are accepting. Then click "Accept":

Clicking "Accept" will bring you directly to the page to being the Feedback process. You can accept the nomination and complete the form later. To access a previously accepted form, click on "Indirect Performance Docs" under My Performance on the Home tab in MARS.

The Peer Feedback form has 3 sections:

1. Instructions
2. Essential Functions
3. Behaviors

The form defaults to the "long" format where each section is listed concurrently on the page. You may switch to "tab" format to view each section by tabs.
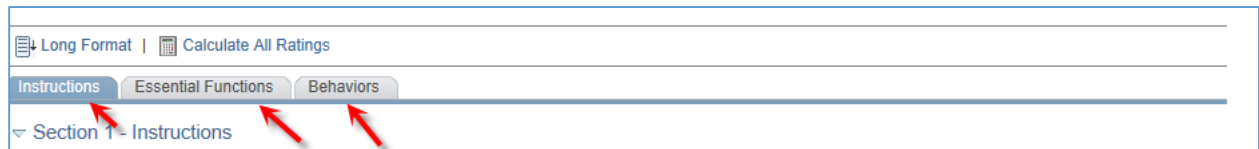
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Click the tab button to move to the next section:
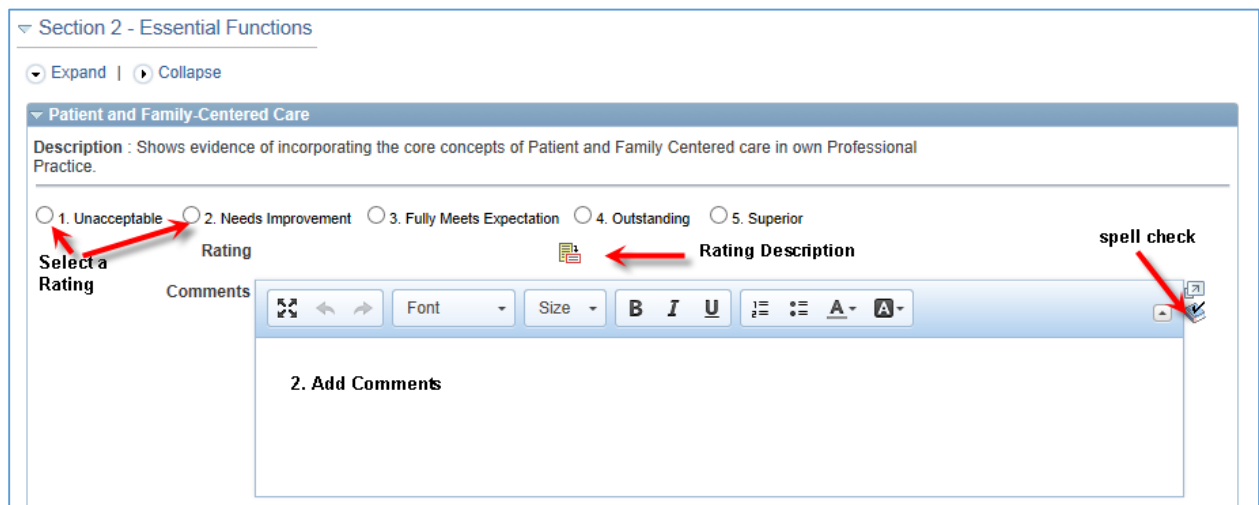
TO COMPLETE THE FEEDBACK FORM:

1. Read the instructions for completing for form first, then begin entering your feedback under the Essential Functions section.
2. Provide a rating score for each proficiency and comments. Any scores that are a "1" or a "2" must include a comment.
3. Click the Rating Description icon for a written definition of each score
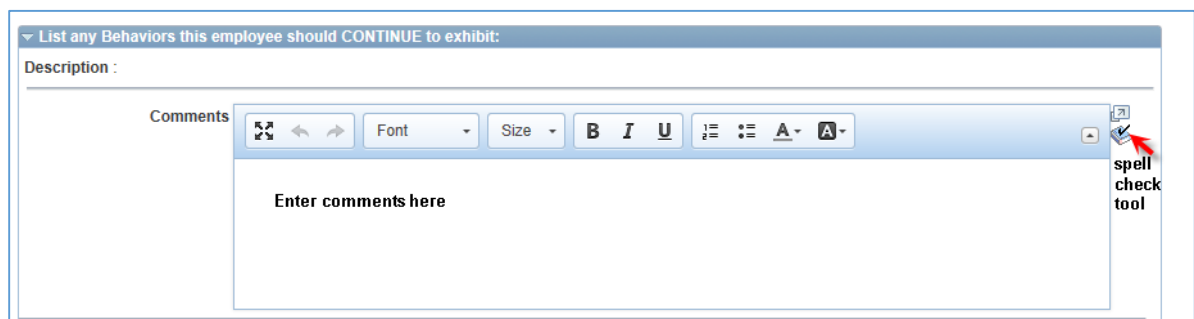

Under the Behaviors section end comments for feedback on your peer's behavior that they should:

1. Continue
2. Start
3. Stop
4. Use the other feedback comment box to provide additional information that you believe is important and relevant about your peer.

Keep your comments professional. Constructive feedback should be presented in a positive tone with the intent to encourage improvement.
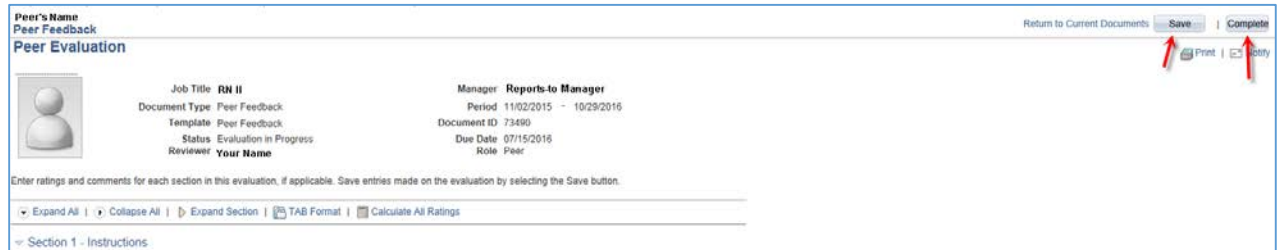
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Save or Complete the Document

You can save the document and return later to complete it. To access a saved Peer Feedback form,

Go to the MARS Home page and click "Other's Performance Docs" under My Performance.

To complete the document, click Complete (which will also save your data), then click "Confirm"

Once Confirm is clicked your Feedback is complete and submitted to the manager of your peer. You cannot edit the document after it has been submitted.

Once complete the document can be found under Other's Historical Documents.