

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”:

Pending Evaluation Requests

Pending Evaluation Requests			
	Name	Document Type	Due Date
<input type="checkbox"/>	Peer's Name	Peer Feedback	07/15/2016

[Select All](#) [Deselect All](#)

Clicking “Accept” will bring you directly to the page to begin 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.

Peer Feedback

Peer Evaluation

Peer's Name

Job Title RN II

Document Type Peer Feedback

Template Peer Feedback

Status Evaluation in Progress

Reviewer Your Name

Manager Reports to Manager

Period 11/02/2015 - 10/29/2016

Document ID 73490

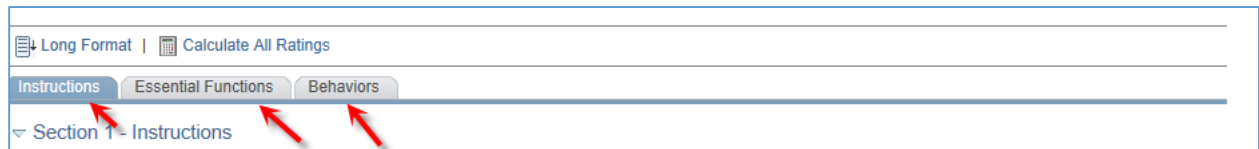
Due Date 07/15/2016

Role Peer

Enter ratings and comments for each section in this evaluation, if applicable. Save entries made on the evaluation by selecting the Save button.

Completing a Peer Feedback Form in MARS

Click the tab button to move to the next section:



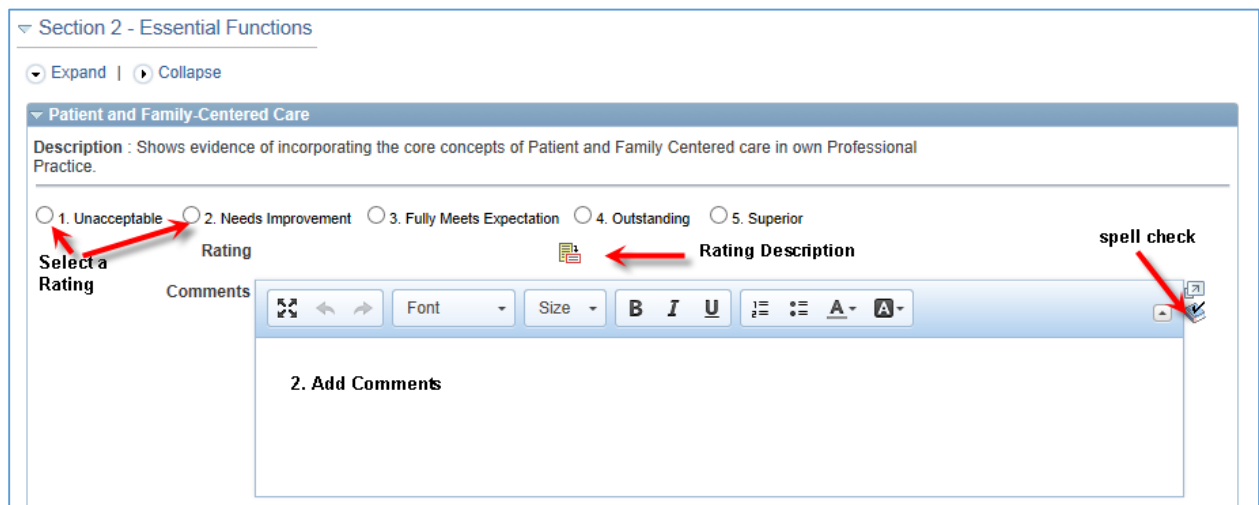
Long Format | Calculate All Ratings

Instructions | Essential Functions | Behaviors

Section 1 - Instructions

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



Section 2 - Essential Functions

Expand | Collapse

Patient and Family-Centered Care

Description : Shows evidence of incorporating the core concepts of Patient and Family Centered care in own Professional Practice.

☐ 1. Unacceptable ☐ 2. Needs Improvement ☐ 3. Fully Meets Expectation ☐ 4. Outstanding ☐ 5. Superior

Select a Rating Rating

Rating Description

spell check

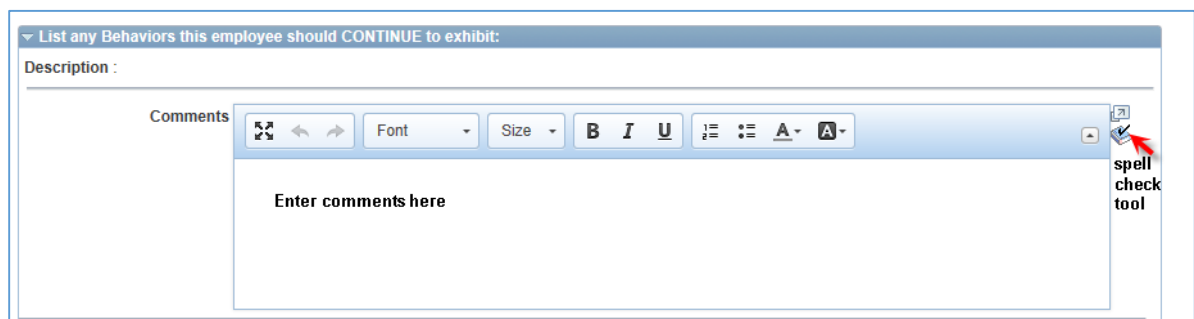
Comments

2. Add Comments

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.



List any Behaviors this employee should CONTINUE to exhibit:

Description :

Comments

Enter comments here

spell check tool

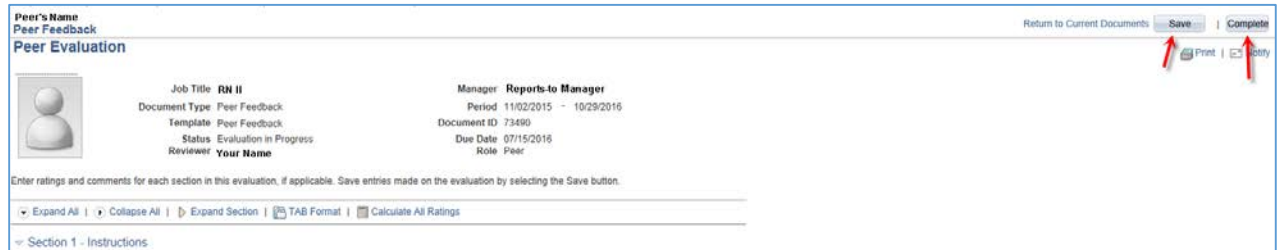
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Save or Complete the Document

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”



Peer's Name
Peer Feedback
Peer Evaluation

Job Title: RN II
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Document ID: 73490
Due Date: 07/15/2016
Role: Peer

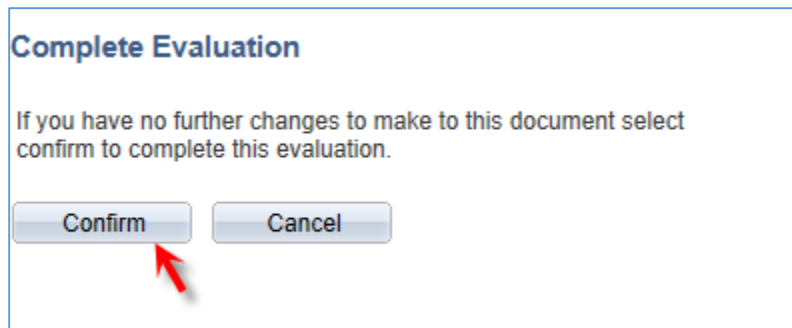
Return to Current Documents | Save | Complete

Print | Edit

Enter ratings and comments for each section in this evaluation, if applicable. Save entries made on the evaluation by selecting the Save button.

Expand All | Collapse All | Expand Section | TAB Format | Calculate All Ratings

Section 1 - Instructions

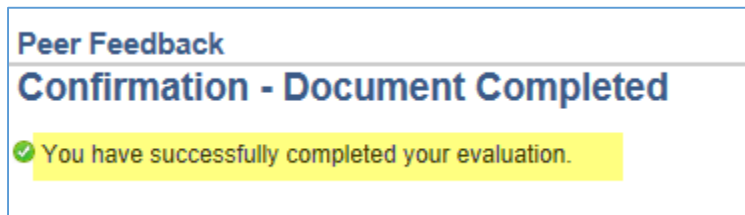


Complete Evaluation

If you have no further changes to make to this document select confirm to complete this evaluation.

Confirm Cancel

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.



Peer Feedback

Confirmation - Document Completed

✓ You have successfully completed your evaluation.

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