

Nominating Peers For Peer Feedback in MARS

1. To nominate a Peer to complete the Peer Feedback form in MARS, go to the home tab on MARS portal, under My Performance click on “My Performance Docs.”

Quick Links

- My Payroll and Compensation**
Paycheck, Direct Deposit, W-4 Tax Information, Voluntary Deductions, Compensation History, W-2/W-2c Consent, View W-2/W-2c Forms
- My Information**
Personal Information, Addresses, Phone Numbers, Name Change, Preferred First Name Change, Marital Status Change, Veteran Status, Disability
- My Benefits**
Benefits Summary, Benefits Enrollment, Life Events, Retirement Plan Enrollment, SPD Electronic Election, Healthy Directions Rewards, 1095-C Consent, View 1095-C Form
- My Learning**
LMS SuccessFactors
- My Performance**
My Performance Docs, My Performance History, My Development Docs, My Development History Docs
- My Career at Houston Methodist**
Careers
- Disaster Preparedness**
Checklist Instructions, Employee Checklist, Employee Exemption Form

Under Current Performance Documents, click on the Peer Feedback link:

Current Performance Documents

Your Name

Listed are your current performance documents.

Performance Documents				Personalize Find [Icons] First 1-2 of 2 Last			
Employee ID	Document Type	Document Status	Period Begin	Period End	Job Title	Next Due Date	Manager
1007066	Peer Feedback	Evaluation in Progress	11/02/2015	10/31/2016	COMPENSATION CONSULTANT	07/15/2016	Manager's name
1007066	Staff Evaluation	Evaluation in Progress	11/02/2015	10/30/2016	COMPENSATION CONSULTANT	07/15/2016	Manager's Name

2. Inside of the document, on the left side, are the Steps and Tasks, click on “Nominate Other Reviewer” then “Add Nominees.” Finally click on “Add Peer” on the right side of the screen.

Performance Process

Steps and Tasks

Your Name

Peer Feedback

11/02/2015 - 10/29/2016

Overview

- ☐ Nominate Indirect Manager Due Date: 06/17/2016
- ☒ Add Nominees Due Date: 07/15/2016
- ☐ Review Indirect Manager Due Date: 07/15/2016
- ☐ Review Manager Evaluation Due Date: 09/03/2016

Peer Feedback

Nominate Participants - Add Nominees

Your Name

Job Title: RN II

Document Type: Peer Feedback

Template: Peer Feedback

Status: In Progress

Manager: Reports to Manager

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

Document ID: 73490

Due Date: 05/17/2016

Participant Role: Peer

Minimum Required: 3 Maximum Available: 3

Nominations

Currently there are no nominees in your nomination list.

[Add Peer](#)

Nominating Peers For Peer Feedback in MARS

3. Search for a Peer by typing in the name, then click "Search." Select the check box next to the person's name, then click "OK." If there is more than one person with the same name, click the information icon button for more information.

Person Search
Nominate Participants

▶ Instructions

Search Criteria

Name
Last Name
Second Last Name
First Name
ACName

Search for Peer
Enter name, click Search

Search Results

☒ Jane Doe


[Return to Previous Page](#)

Click box next to employee's name to select
Click OK to proceed with selection
information icon for employee detail

Repeat process to add 2 more employees.

4. Click "Submit Nomination" to send requests to your peers.


NOTE: YOU MUST SELECT 3 PEERS, SYSTEM WILL NOT SEND NOMINATIONS UNTIL ALL 3 PEERS ARE ADDED. The following message will appear if you are below the minimum of 3:

 **Problem(s) submitting your nominations:**

- Participants submitted for "Peer" role are below minimum required.

Peer Feedback [Return to Current Documents](#)

Nominate Participants - Add Nominees




Your Name 

Job Title NTW PROGRAM DIRECTOR
Document Type Peer Feedback
Template Peer Feedback
Status In Progress

Manager **Reports to Manager**
Period 10/30/2015 - 10/29/2016
Document ID 73487
Due Date 06/17/2016

✓ You have selected nominations for addition. The nominations will be added when the transaction is saved.

◆ Participant Role: Peer Minimum Required: 3 Maximum Available: 3

Nominee	Action
Peer 1	
Peer 2	
Peer 3	

5. Then click "Confirm."

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Submit Nominations

Select confirm to submit nomination requests to the listed nominee's.

6. Track the acceptance of your Nominations by clicking the “Track Nominations” button under Steps and Tasks on the left side of your screen.


The Peer’s name will be anonymous to you. You cannot read or edit a Peer Feedback.

Performance Process
Steps and Tasks
Your Name
Peer Feedback
11/02/2015 - 10/29/2016
[Overview](#)

☒ **Nominate Indirect Manager**
Due Date 06/17/2016
[Add Nominees](#)
[Track Nominations](#)

☐ **Review Indirect Manager**
Due Date 07/15/2016

☐ **Review Manager Evaluation**
Due Date 09/02/2016

Peer Feedback
Nominate Participants - Track Nominations
Your Name

Job Title RN II
Document Type Peer Feedback
Template Peer Feedback
Status In Progress

Manager **Reports-to Manager**
Period 11/02/2015 - 10/29/2016
Document ID 73490
Due Date 06/17/2016

Participant Role: Peer Minimum Required: 0 Maximum Available: 0

Nominations		
Nominee	Status	Action
Peer1	Pending	Cancel
Peer2	Pending	Cancel
Peer3	Pending	Cancel

To cancel a nomination, click the cancel button under Track Nominations.

Return to Step 2 to add new nominees to replace declined or cancelled nominations.

Your Track Nomination list will display the status of all nominations:

Participant Role: Peer		Minimum Required: 0 Maximum Available: 0
Nominations		
Nominee	Status	Action
Peer1	Declined	
Peer2	Accepted	
Peer3	Pending	Cancel
Peer4	Canceled	
Peer5	Pending	Cancel

This completes the steps for Nominating Peers in MARS.