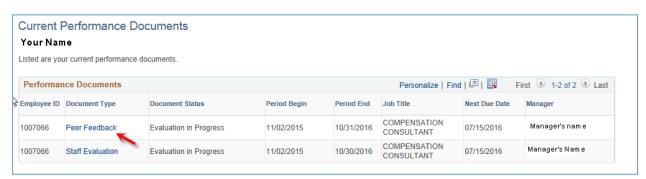
Nominating Peers For Peer Feedback in MARS

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."



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

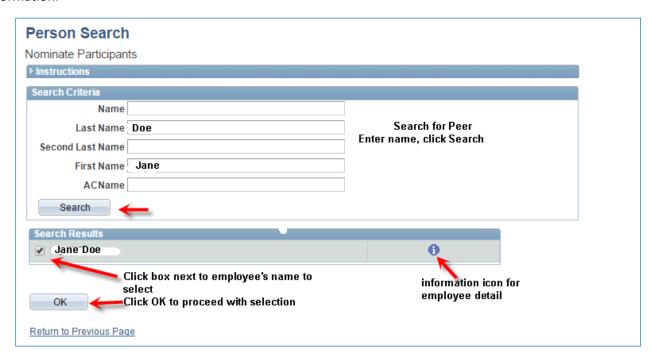


2. Inside of the document, on the left side, are the Steps and Tasks, click on "Nominate Other Reviewer" then "Add Nominees." Finally click on "Add Peer" on the right side of the screen.



Nominating Peers For Peer Feedback in MARS

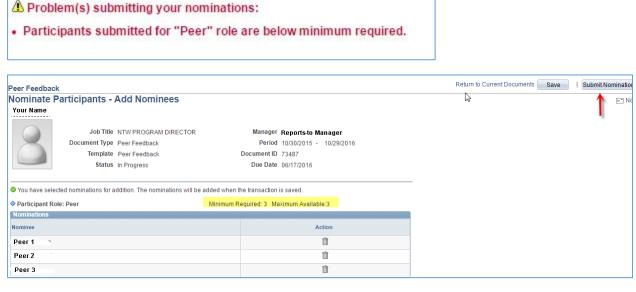
3. Search for a Peer by typing in the name, then click "Search." Select the check box next to the person's name, then click "OK." If there is more than one person with the same name, click the information icon button for more information.



Repeat process to add 2 more employees.

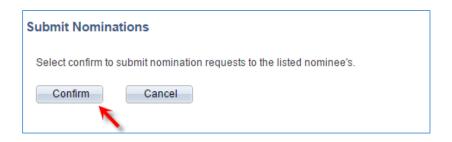
4. Click "Submit Nomination" to send requests to your peers.

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:



5. Then click "Confirm."

Nominating Peers For Peer Feedback in MARS



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.



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:



This completes the steps for Nominating Peers in MARS.