

How to Use the Online Nomination System

Registration

You will need to register in the system and create a User Name and Password in order to log in. Your personal information will not be shared beyond the Awards Program.

Nominators

Once registered, nominators will be able to create new nominations, save them for further editing, and submit them for review and approval.

Nominators should pay close attention to all instructions on the form as they will not be able to submit a form until all required sections have been properly filled in. The system will alert nominators of any missing information when they attempt to submit their nomination.

Once a nominator saves a nomination form, their respective Agency Coordinator will also have access to all of their agency's nominations in order to assist nominators with any questions or problems that may arise.

When a nominator successfully submits a nomination, an email message will be sent to the Immediate Supervisor designated in the nomination form for review.

Supervisors' Review

Supervisors should review the nominations sent to them and either accept or reject the nominations.

If the Supervisor rejects the nomination, an email message will be sent to the nominator alerting them that it was rejected, and that further discussion and review is needed. Once changes are made, the nominator may resubmit the nomination for acceptance.

When the Supervisor is ready to accept the nomination, he or she must fill in supporting comments in the Supervisor's Comments box. Supervisors' Comments are critical in the final judging process.

Once the Supervisor accepts the nomination, an email message will be sent to the Agency Head or Designee noted in the nomination form.

Agency Head or Designee's Approval

Agency Heads or their designees should review the nominations sent to them and approve them for submission.

Once the Agency Head or designee approves the nomination, an email message will be sent to the Agency Awards Coordinator for submission to the Prudential - Davis Productivity Awards Program Office.