

# How to Use the Online Nomination System

## Registration

You MUST register in the system and create a User Name and Password in order to log in.

## 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.

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

## Immediate Supervisor's Review and Comment

Supervisors MUST register in the system in order to review the nominations sent to them, and either accept or reject the nominations.

If the Supervisor accepts 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.

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 required. Once changes are made, the nominator may resubmit the nomination for acceptance.

Once the Supervisor accepts the nomination, if Additional Reviewers are designated on the form, an email message will be sent to the Additional Reviewers noted. If there are no Additional Reviewers designated, an email will be sent to the Agency Head or Designee for approval.

## Additional Reviewers

Some agencies require Additional Reviewers to approve the nomination forms. We have provided space for up to two (2) Additional Reviewers in the nomination forms. If your agency has this requirement, please enter the appropriate person's email addresses in the boxes designated "Additional Reviewers."

Additional Reviewers will have the opportunity to read the nominations and either accept or reject them.

If the first Additional Reviewer accepts a nomination and there is a second Additional Reviewer requested, an email will be sent to that person for their review. If there is no second Additional Reviewer, an email will be sent to the Agency Head or Designee.

If an Additional Reviewer 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 required. Once changes are made, the nominator may resubmit the nomination for acceptance.

## Agency Head or Designee's Approval

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

## Agency Awards Coordinators

To better assist Nominators, Supervisors, Additional Reviewers and Agency Heads, or their Designees, throughout the nomination process, Agency Awards Coordinators will have full access and editing capabilities for all of their agency nominations during the nomination window.

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