This guide details the steps for completing this process using Employee WyoCloud access.

**Note:** Adding a Participant is an optional process that allows the supervisor to gain crucial feedback on the Direct Reports Performance. Documents filled out by Participants will generate an overall score but score will not factor into the Supervisor’s final rating. This process provides feedback only.

**Note:** Participants must be in a supervisory position and have completed Performance Management Training prior to being added as a participant. Examples of Participants are but not limited to:

1. A previous supervisor that had direct supervision over your direct report during the Review Period.
2. A shift supervisor that regularly assigns your direct report tasks and observes their performance.
3. A Business Manager that regularly works with or assigns your direct report tasks and can provide feedback on their quality of work.

**Note:** Work related peers should not be used as participants. Only employees with a supervisory responsibility over your direct report should be included.

**Step One**
View participant feedback.
- Sign into WyoCloud HCM and navigate to the About Me Performance page. For instructions, see Step One.
- Navigate to the Feedback Requests section by Navigator > My Profile > Performance.

**Navigator**

- **My Profile**
  - Directory
  - Onboarding
  - Career and Performance
  - Personal Information
- **My Workforce**
  - New Person
  - Person Management
  - Absences
  - Goals
- **Product Management**
  - Ideas
  - Payables
    - Payables Dashboard
    - Invoices
- The *My Evaluation* page will display.

- Find the “Staff Annual Evaluation 2018” (or current review period) performance evaluation.
- Click on the grey triangle on the side of “Staff Annual Evaluation 2018”.
- Click **Continue** next to **View Participant Feedback**.

- The *Feedback Requests* page will display. A list of people your supervisor added to your performance evaluation will display.

**Note:** Until your supervisor shares the performance evaluation, you will not be able to see the participant’s ratings or comments. Once you supervisor shares and releases the document to you see an icon in the View Feedback column to view participant feedback.
After the performance document has been shared and **released** to you will see the Icon

Click the icon and you will see your Performance Document with the Participants feedback, Participant feedback is in yellow stars.

To see any comments the Participant has added click the call out symbol next to the starred rating.

You will see the comments added by the participant

It is the supervisor’s turn to complete their part of the evaluation in the performance document.