# Accepting or Declining Nominations

<table>
<thead>
<tr>
<th>Step</th>
<th>Action</th>
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| 1.   | Begin by navigating to the **Pending Evaluation Requests** page.  

  Click the **Self Service** link.  
  ![Self Service](image)

| 2.   | Click the **Performance Management** link. |
| 3.   | Click the **Pending Evaluation Requests** link.  

  ![Pending Evaluation Requests](image)

| 4.   | Use the **Pending Evaluation Requests** page to accept or decline a nomination. |
| 5.   | Click the **Accept** button to accept the evaluation requests that you select.  

  This action changes the nomination status to Accepted, creates the evaluation document, adds it to the **Other's Performance Documents - Current Documents** list, and transfers the user to this navigation. A notification is also sent to the nominator. |

| 6.   | Click the **Decline** button to decline the evaluation requests that you select.  

  This action brings up the **Decline Evaluation Request Confirmation** page, on which you enter a reason for declining the nomination. The system changes the nomination status to Declined and sends a notification to the nominator. |

| 7.   | In this example, you are going to accept the nomination.  

  Click the **Adland Chu** option. |

| 8.   | Click the **Accept** button.  

  ![Accept](image) |

| 9.   | You have successfully accepted a nomination.  

  **End of Procedure.** |