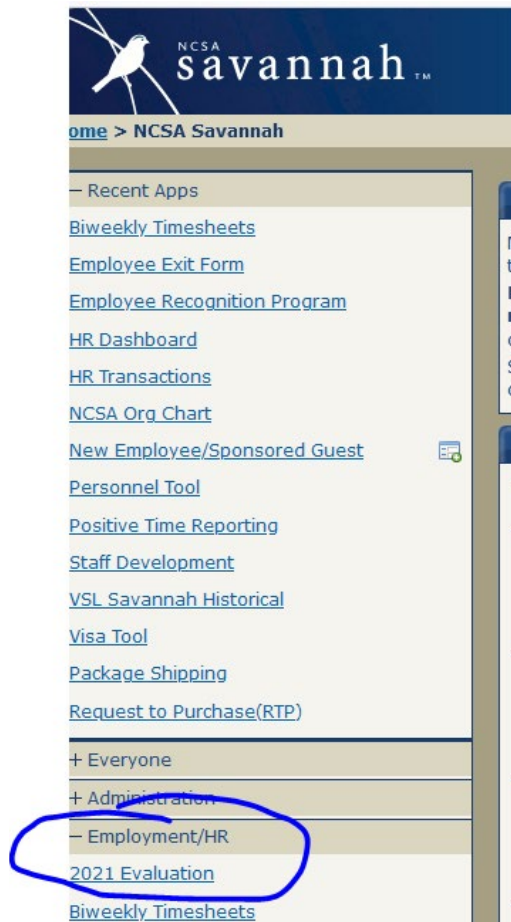


## Job Aid

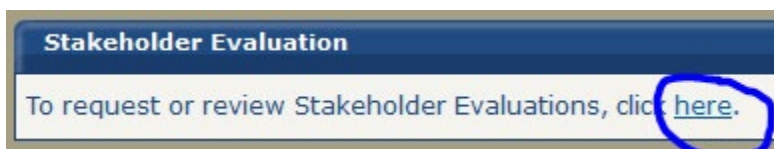
### Stakeholder Feedback Request Form

#### Step-by-Step Instructions for Employees

1. Use your NCSA Kerberos credentials to login to NCSA Savannah
  - a. [www.internal.ncsa.illinois.edu](http://www.internal.ncsa.illinois.edu)
2. Select “2021 Evaluation” under the Employment/HR tab in the Navigation on the left-hand side of the main page in NCSA Savannah.



3. Select “click here” to request or review stakeholder evaluations under the “Stakeholder Evaluation” tab.



4. Select “Click here to request/review pending Stakeholder Evaluation Request lists.”

NCSA savannah™

Home > 2021 Evaluation > Stakeholder Evaluation Center

Navigation

[Back to Employee Evaluations](#)

Stakeholder Evaluation Center

Stakeholder Evaluation is a two-step process:

First, you or your manager will propose a stakeholder list of up to five stakeholders, which will need to be approved by the manager. [Click here to request/review pending Stakeholder Evaluation Request lists](#)

Second, upon approval of the list, the Stakeholder Evaluations will go out to the stakeholders. Internal stakeholders will be able to fill out manager.

[Click here to track Stakeholder Evaluations in progress](#)

5. Select “New Stakeholder Evaluation Request List.”

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Home > Stakeholder Evaluation Request Lists

Navigation

[Back to Employee Evaluations](#)

[Back to Stakeholder Evaluation Center](#)

[View All](#)

[New Stakeholder Evaluation Request List](#)

--- Export ---



[Export as Excel](#)

Stakeholder Evaluation Request Lists

Zero records found

6. To add multiple stakeholders, select the green “plus (+)” icon in the “Requests to make” section. Suggestion: if you know you will be designating multiple stakeholders, go ahead and click the green “plus (+)” icon for each stakeholder you will add.
  - a. To remove stakeholder lines, select the red “minus (-)” sign.
  - b. When you are finished with your list, select “Submit form.”

**IMPORTANT NOTE**

There is a limit of 5 stakeholder requests per employee. Requests over this limit will be ignored. Use  to add a stakeholder, and  to remove a stakeholder

**New Proposed Stakeholder List**

Requester: hudgets2

\*Employee:

You can request Stakeholder Evaluations only for yourself and employees you manage. If this field is missing options, contact [mis@ncsa.illinois.edu](mailto:mis@ncsa.illinois.edu) to correct the OrgChart

**Requests to make**



Stakeholder is  external to NCSA:

Stakeholder:

*Please type the name or login, wait for the list to appear, then select the appropriate option.*



Stakeholder is  external to NCSA:

Stakeholder:

*Please type the name or login, wait for the list to appear, then select the appropriate option.*



Stakeholder is  external to NCSA:

Stakeholder:

*Please type the name or login, wait for the list to appear, then select the appropriate option.*