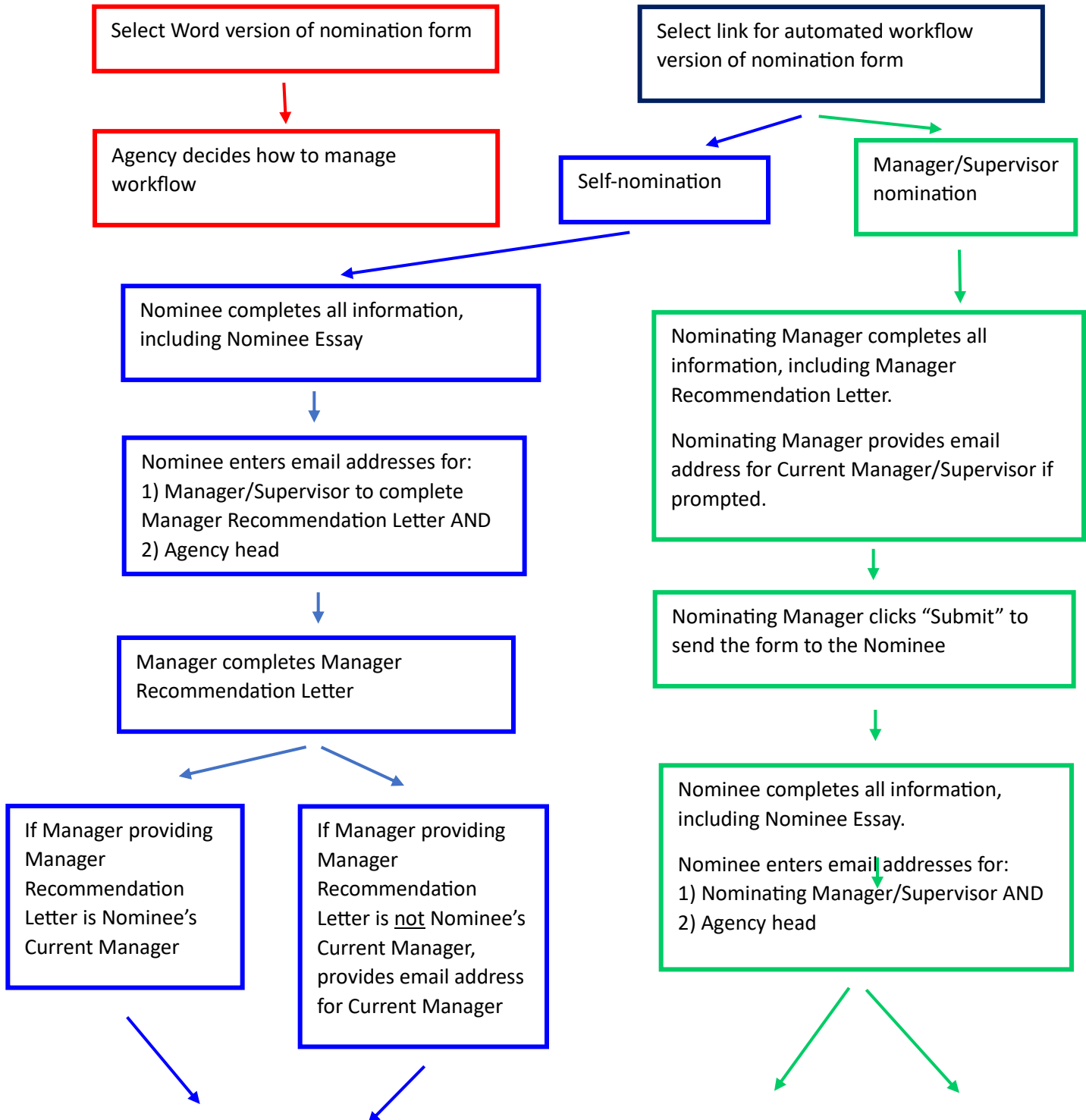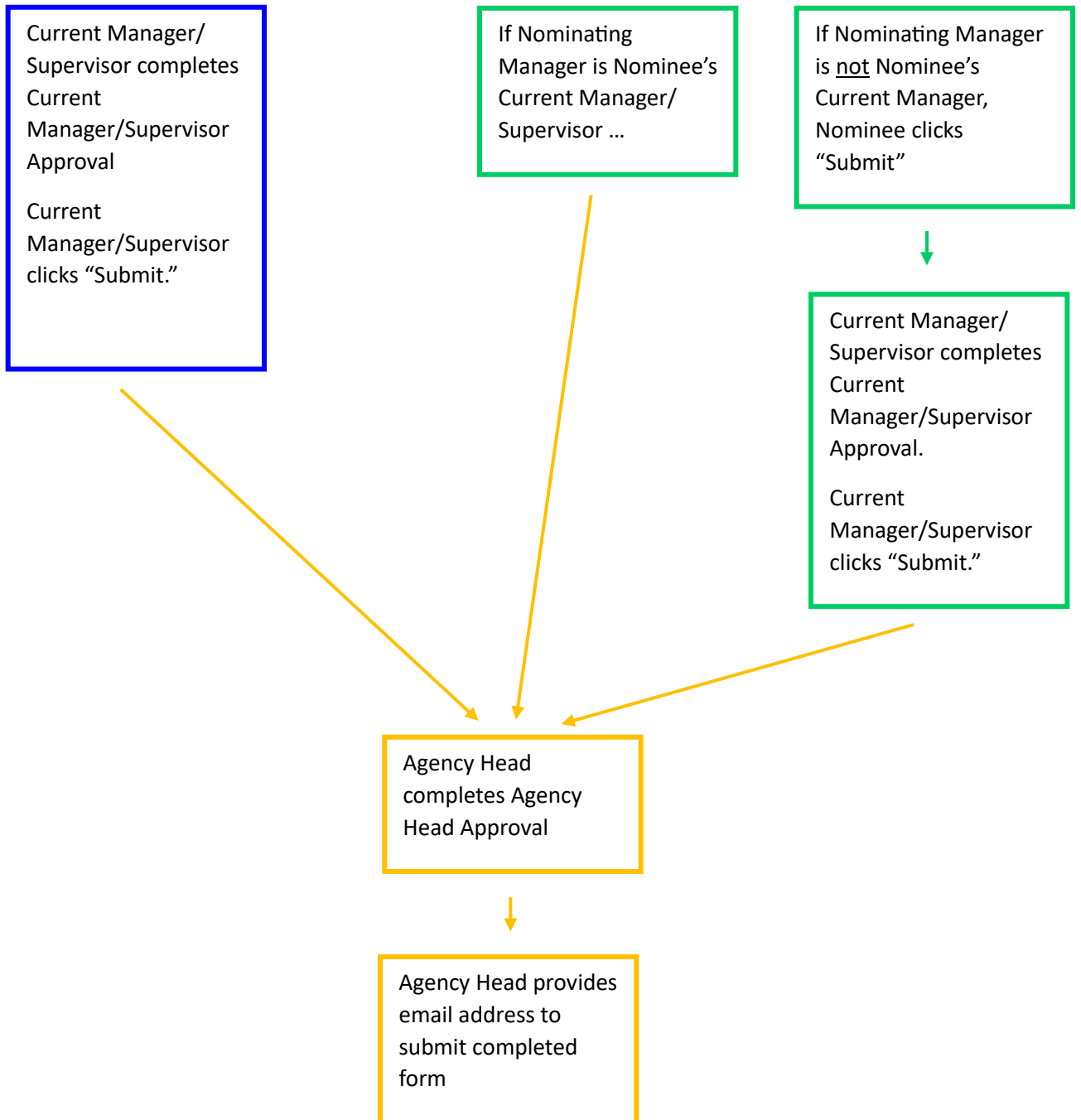# 2023-2024 EMDA Nomination Forms Flowchart

Note: Each person who completes part of the <u>automated</u> nomination form must first enter the following:

1. Nominee name
2. Nominee email address
3. Role in the nomination process

This information will be provided in the email inviting each person to complete the form. Please enter it accurately to ensure the automated workflow works properly.

```
┌──────────────────────────────┐          ┌──────────────────────────────┐
│ Select Word version of       │          │ Select link for automated    │
│ nomination form              │          │ workflow version of          │
│                              │          │ nomination form              │
└──────────────────────────────┘          └──────────────────────────────┘
            │                                    │            │
            ▼                                    ▼            ▼
┌──────────────────────────────┐      ┌────────────────┐  ┌──────────────────┐
│ Agency decides how to manage │      │ Self-nomination│  │ Manager/Supervisor│
│ workflow                     │      │                │  │ nomination        │
└──────────────────────────────┘      └────────────────┘  └──────────────────┘
```

Select Word version of nomination form

Agency decides how to manage workflow

Select link for automated workflow version of nomination form

Self-nomination

Manager/Supervisor nomination

Nominee completes all information, including Nominee Essay

Nominee enters email addresses for:
1) Manager/Supervisor to complete Manager Recommendation Letter AND
2) Agency head

Manager completes Manager Recommendation Letter

If Manager providing Manager Recommendation Letter is Nominee's Current Manager

If Manager providing Manager Recommendation Letter is <u>not</u> Nominee's Current Manager, provides email address for Current Manager

Nominating Manager completes all information, including Manager Recommendation Letter.

Nominating Manager provides email address for Current Manager/Supervisor if prompted.

Nominating Manager clicks "Submit" to send the form to the Nominee

Nominee completes all information, including Nominee Essay.

Nominee enters email addresses for:
1) Nominating Manager/Supervisor AND
2) Agency head

Current Manager/
Supervisor completes
Current
Manager/Supervisor
Approval

Current
Manager/Supervisor
clicks "Submit."

If Nominating
Manager is Nominee's
Current Manager/
Supervisor …

If Nominating Manager
is not Nominee's
Current Manager,
Nominee clicks
"Submit"

Current Manager/
Supervisor completes
Current
Manager/Supervisor
Approval.

Current
Manager/Supervisor
clicks "Submit."

Agency Head
completes Agency
Head Approval

Agency Head provides
email address to
submit completed
form

Notes:

- The Nominee (for a Self-Nomination) or the Nominating Manager (for a nomination by a Manager) may begin the form. To ensure everyone has the information they need to complete the form, please coordinate among those participating in the nomination process before the first person submits the form.
- Each person who completes part of the <u>automated</u> nomination form must first enter the following:
    1. Nominee name
    2. Nominee email address
    3. Role in the nomination process

    This information will be provided in the email inviting each person to complete the form. Please enter it accurately to ensure the automated workflow works properly.
- Each person in the workflow (after the initial submission) will receive an email when it is their turn to enter information.
    - Please do not complete your section of the form until you receive this email.
    - The email will include the Nominee Name and Email Address. Please enter this information when prompted to ensure your section is matched with sections others are completing.
    - Select the role you are serving in the nomination process when prompted in Question 3. This information will be specified in the email you receive. Please select the exact role indicated in the email you receive. You will be presented with the sections of the form you should complete.
    - When you have provided all the required information in your section, click "Submit." An email will automatically be sent to the next person who should complete the form (see flowchart above).
- Agencies should identify the email address for a person or mailbox where the completed form will be submitted. Provide this information to the person who will sign the section for Agency Head Approval.
- There are 5 possible roles in the workflow:
    - Nominee (always)
    - Nominating Manager/Supervisor (may or may not be involved)
    - Current Manager/Supervisor (always)
    - Recommending Manager/Supervisor (may or may not be involved - only to provide letter of recommendation in support of a nominee's Self-Nomination)
    - Agency Head Approval (always)