



Access Your Own Appraisal Using Employee Self-Service

Step-by-Step Instructions

Step 1 Open an [Internet Browser](#)..

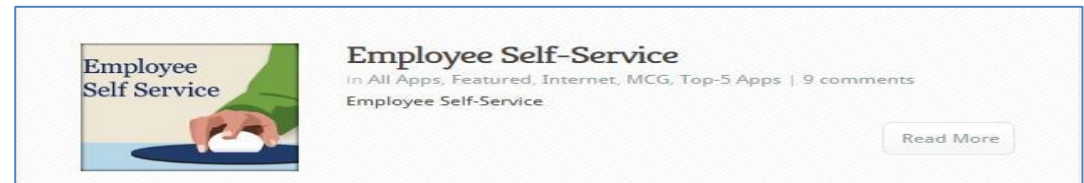
Step 2 Navigate to portal.montgomerycountymd.gov.

Step 3 Sign In to [accessMCG](#).

Step 4 The *ePortal for County Systems and Applications* page opens



Step 5 Click the [Employee Self-Service](#) option.



Step 6 Click the blue [Go to Employee Self-Service](#) button.

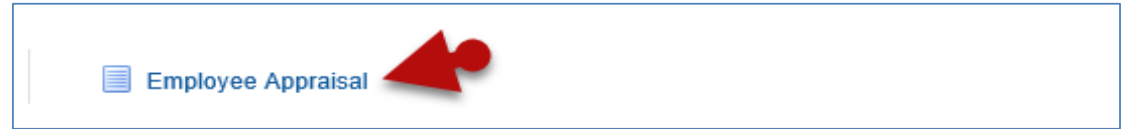


Step 7 Your *Oracle eBusiness Homepage* opens.

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Step 8 Click the [Employee Appraisal](#) link.

The **My Appraisals** page opens.



Step 9 Click the [Magnifying Glass](#) icon next to the Plan Name field to search for the Performance Plan.

Do Not attempt to manually enter the Plan Name.

Do Not click the Go button if the Plan Name field is empty.



Step 10 Click the [Go](#) button under the Plan Name field.

The Search and Select: Plan Name page opens.

Step 11 Click the [Go](#) button.



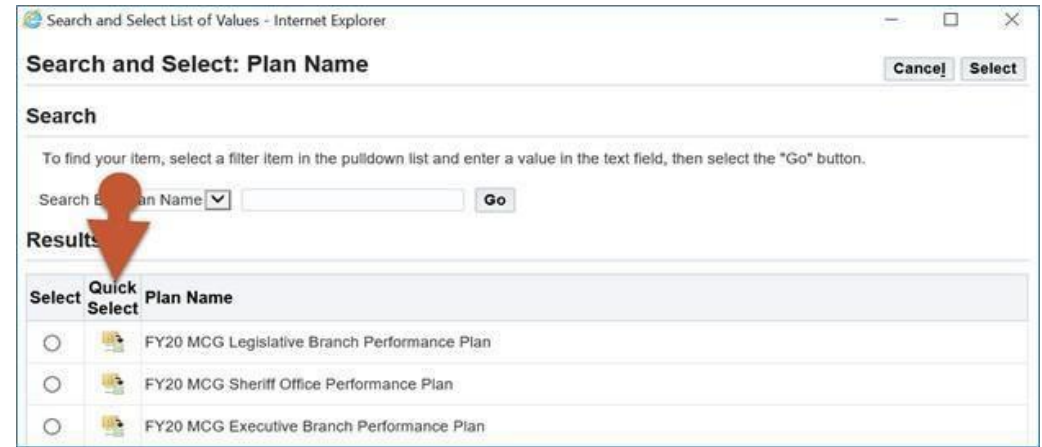
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Step 12 Click the **Quick Select** button adjacent to the desired Plan Name.

For the desired fiscal year, **select the Plan Name** that reflects the highest-ranking officer to which your department reports:

County Executive = **Executive Branch Performance Plan**. Director,
Council Staff = **Legislative Branch Performance Plan**. Sheriff = **Sheriff
Office Performance Plan**.

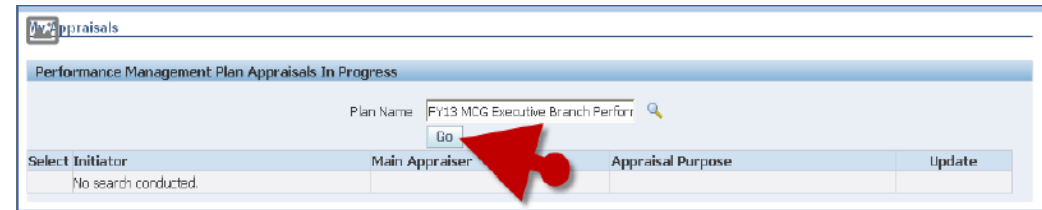
You're returned to the **My Appraisals** page where the Plan Name field is populated with your selection.



Select	Quick Select	Plan Name
<input type="radio"/>		FY20 MCG Legislative Branch Performance Plan
<input type="radio"/>		FY20 MCG Sheriff Office Performance Plan
<input type="radio"/>		FY20 MCG Executive Branch Performance Plan

Step 13 Click the **Go** button.

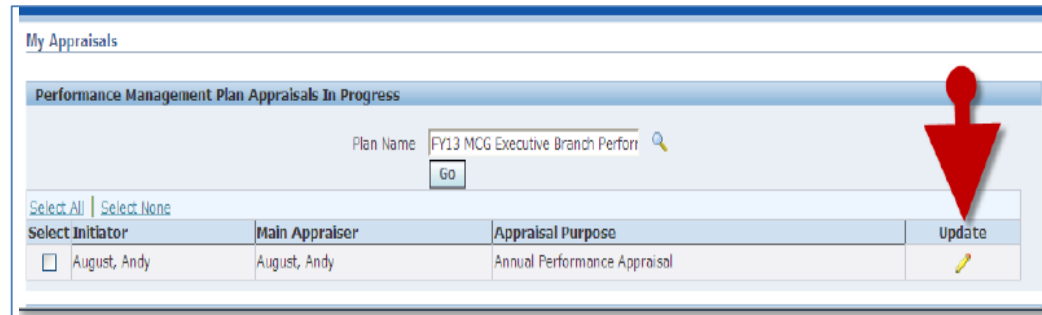
Your appraisal displays



Select Initiator	Main Appraiser	Appraisal Purpose	Update
No search conducted.			

Step 14 Click the **Update Pencil** icon.

Your appraisal opens. You're now on the first page of the appraisal.



Select All	Select None	Select Initiator	Main Appraiser	Appraisal Purpose	Update
<input type="checkbox"/>	<input type="checkbox"/>	August, Andy	August, Andy	Annual Performance Appraisal	

End of Procedure.