

Office of Human Resources

Access Your Own Appraisal Using Employee Self-Service

Step-by-Step	Instructions
Step 1	Open an Internet Browser
Step 2	Navigate to <u>eportal.montgomerycountymd.gov</u> .
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. Employee Employee Self-Service In All Apps, Featured, Internet, MCG, Top-5 Apps 9 comments Employee Self-Service Imployee Self-Service Read More
Step 6 Step 7	Click the blue Go to Employee Self-Service button. Go to Employee Self-Service Go to Employee Self-Service

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Step 8	Click the Employee Appraisal link.	
	The My Appraisals p age opens.	Employee Appraisal
Step 9	Click the Magnifying Glass icon next to the Plan Name field to search for the Performance Plan.	My Appraisals Performance Management Plan Appraisals In Progress
	Do Not attempt to manually enter the Plan Name.	Plat Name A
	Do Not click the Go button if the Plan Name field is empty.	Go Appraisal Purpose Details Print
Step 10	Click the Go button under the Plan Name field.	No exercit conducted
	The Search and Select: Plan Name page opens.	

Step 11 Click the Go button.

C Searc	h and Selec	List of Values - Internet Explorer	- 0	×
Search and Select: Plan Name				Select
Searcl	h			
To find	t your item	select a filter item in the pulldown list and enter a value in t	the text field, then select the "Go" button.	
Search	By Plan	ame 🗸 🖌 Go 🧹		
Result	ts			
Select	Quick Select	Plan Name		
	No search			

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Step 12	Click the Quick Select button adjacent to the desired Plan Name.	Search and Select List of Values - Internet Explorer	- 0	×		
	For the desired fiscal year, select the Plan Name that reflects the highest- ranking officer to which your department reports:	Search and Select: Plan Name	Cancel	Select		
		Search				
		To find your item, select a filter item in the pulldown list and enter a value in the text field, then select the "Go" button.				
	County Executive = Executive Branch Performance Plan. Director,	Search 8 an Name V				
	Council Staff = Legislative Branch Performance Plan. Sheriff = Sheriff	Result				
	Office Performance Plan.	Select Quick Plan Name				
	You're returned to the My Appraisals page where the Plan Name field is populated with your selection.	O PY20 MCG Legislative Branch Performance Plan				
		O 🔮 FY20 MCG Sheriff Office Performance Plan				
		O PY20 MCG Executive Branch Performance Plan				
Step 13	Click the Go button.	000 ppraisals				
	Your appraisal displays	Performance Management Plan Appraisals In Progress				
		Plan Name 🛛 FY13 MCG Executive Branch Perform 🔍				
		Select Initiator Main Appraiser Appraisal Purpose	Updat	te		
		No search conducted.				
Step 14	Click the Update Pencil icon.	My Appraisals				
	Your appraisal opens. You're now on the first page of the appraisal.	Performance Management Plan Appraisals In Progress		2		

Select All Select None Select Initiator

August, Andy

End of Procedure.

Update

1

Plan Name FY13 MCG Executive Branch Perform 🔍

Appraisal Purpose

Annual Performance Appraisal

GO

Main Appraiser

August, Andy