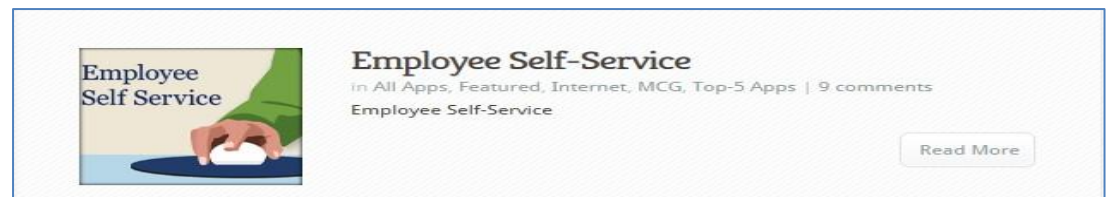




Access Your Own Appraisal using a Worklist Notification

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 Click the [Employee Self-Service](#) option.
- Step 5 Click the blue [Go to Employee Self-Service](#) button.
Your **Oracle eBusiness Homepage** opens.
- Step 6 Locate the most recent [Worklist Notification](#) that has one of the subject lines on the right.



Your FYXX appraisal has been transferred to you'
The appraisal was sent to you by your supervisor.

'Your FYXX appraisal has been completed. It is available for you to review'
The appraisal has received final approval.

Access Your Own Appraisal using a Worklist Notification

Step 7 Click the **Subject** line of the Worklist Notification.

The **Worklist Notification** opens.

NOTE: The notification may contain a message from your supervisor in the *'Main Appraiser Comments'* section.



Access Your Own Appraisal using a Worklist Notification

Step 8

Click the [Update Action](#) link, located at the bottom left corner of the notification in the 'Related Applications' section. Once clicked, the appraisal will open.

Your *appraisal* opens.

NOTE:

- You are on the first page of your appraisal which is always a view-only, review page.
- To switch to the edit page, click the 'Edit Appraisal' button.

End of Procedure.

Your appraisal has been transferred to you. OK

From: Wonderland, Alice
To: Night, Nicolas
Sent: 20-Oct-2014 16:30:24
ID: 7987084

Summary

Employee Name:	Night, Nicolas	Employee Number:	0000
Organization Email Address:	oocpsly@mcgov.org	Department:	FPO Office of Forest Preservation
Manager:	Wonderland, Alice	Job:	Manager

Main Appraiser Comments

this is the first draft. Please review and provide feedback - today, if possible.

Appraisal Details

Initiator:	Wonderland, Alice	Main Appraiser Name:	Wonderland, Alice
Appraisal Purpose:		Appraisal Date:	20-Oct-2014
Period Start Date:	01-Jul-2014	Next Appraisal Date:	
Period End Date:	30-Jun-2015		
Template:	GSS Performance Plan		

Related Applications

[Update Action](#)

[Return to Worklist](#) OK