

# Office of Human Resources

## **Access Your Own Completed Appraisals**

## 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 5 Click the blue Go to Employee Self-Service button.



Step 6 Your Oracle eBusiness Homepage opens.

## **Access Your Own Completed Appraisals**

- Step 7 Click your Employee Self Service link located in the 'Navigator' section.
  - MCG HR iRecruitment Employee MCG HR iRecruitment Rater

MCG HR Employee Self-Service

Navigator

**Step 8** Click the **Employee Appraisal** link that now displays at right.

**Step 9** The **Completed Appraisals** section is located at the bottom of the '*My Appraisals*' page.

### NOTE:

- If the appraisal you seek does not appear in the 'Completed Appraisals' section, it is not yet completed.
- <u>An appraisal is completed when it is approved by the employee's Reviewing Official. The employee will receive an appraisal completed notification.</u>
- To print a standard copy of the appraisal, click the 'Details' icon to open the appraisal, then click the 'Printable Page' button.
- To customize the print format, click the Print icon on this page.

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