Office of *Human* Resources

Access Your Own Completed Appraisals
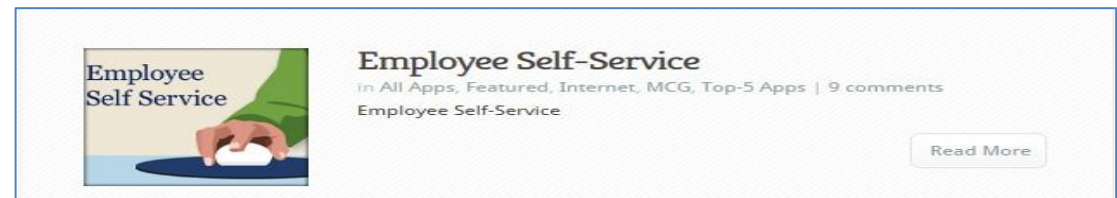
Step-by-Step Instructions

Step 1   Open an **Internet browser**.

Step 2   Navigate to **eportal.montgomerycountymd.gov**.

Step 3   Sign In to **accessMCG**.

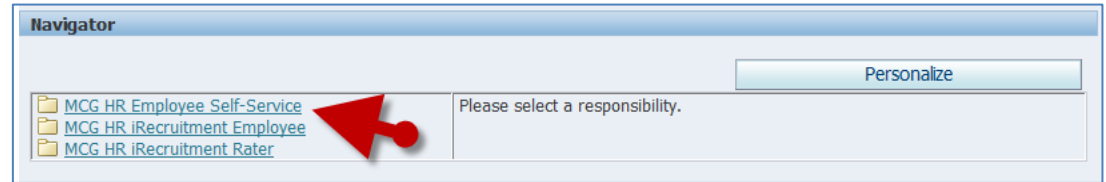**Step 4**   Click the **Employee Self-Service** option.

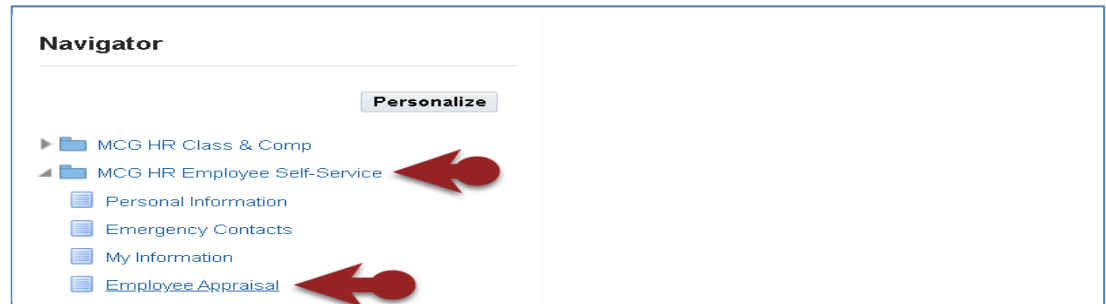**Step 5**   Click the blue **Go to Employee Self-Service** button.

Step 6   Your *Oracle eBusiness Homepage* opens.

Access Your Own Completed Appraisals

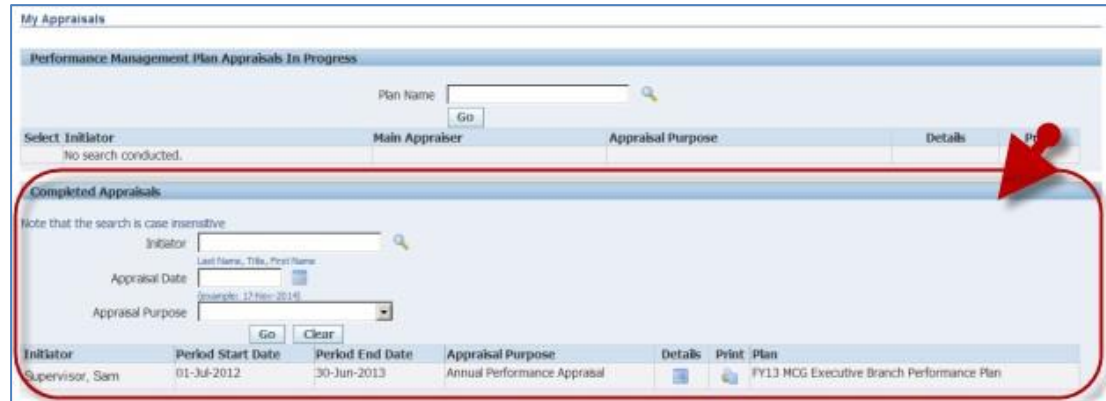**Step 7**   Click your **Employee Self Service** link located in the 'Navigator' section.

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.

- **An appraisal is completed when it is approved by the employee's Reviewing Official. The employee will receive an appraisal completed notification.**

- *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.

End of Procedure.