

Office of Human Resources

Add a Participant (Performance Contributor) to an Existing Appraisal

- A Participant is a third party from whom a supervisor may request feedback on an employee's performance during a plan period.
- Per County's performance management policy, a Participant can <u>only</u> be another supervisor or project lead that's in a position to have direct and relevant input on an employee's performance for the applicable plan year.

Step-by-Step Instructions Step 1 Open an Internet Browser. Step 2 Navigate to the eportal.montgomerycountymd.gov. Step 3 Sign in to accessMCG. AUTHORIZED ACCESS IS PROHIBITED AND PUNISHABLE BY LAW Welcome to Montgomery County, Maryland - Single Sign On User N Forgot Password? My Account nlock My Account Step 4 Click the Employee Self-Service option. **Employee Self-Service** Employee in All Apps, Featured, Internet, MCG, Top-5 Apps | 9 comments Self Service Employee Self-Service Read More Click the blue Go to Employee Self- Service button. Step 5 Go to Employee Self-Service Step 6 Your Oracle eBusiness Homepage opens. Step 7 Click the MCG HR Manager Access link. Navigator Personalize MCG Compensation Workbench for Managers Please select a responsibility. MCG HR Employee Self-Service

MCG HR iRecruitment Employ MCG HR iRecruitment Rater MCG HR Manager Access

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Select Al | Select None Select Initiator

Superviser, Sam

Appraisee

Employee, Eddie

Status

Orgoing with Main Appraiser

Print Appraise

8 /

Details

Add a Participant to an Existing Appraisal

Step 12 The *appraisal* opens.

Step 13 If displayed,

Select **MCG HR Manager Access** for the 'Switch Responsibility' field.

Step 14Scroll down to the Manage Participants section. It islocated immediately below the Learning Path section.

Step 15 Click the Add Participant button to open the Add Participant page.

Step 16 Enter the Last Name of the participant into the Participant Name field.

NOTE:

- You may also enter just the first few characters, but this may produce more search results.
- Reminder: A Participant can only be another supervisor or project lead.
- Step 17 Press the [Tab] key on your keyboard.

NOTE: If more than one name matches your entry, click the '**Quick Select**' icon to the left of the desired employee name.

IMPORTANT: If you logged into Oracle and went directly to the worklist notification, you may receive a message at the top of the appraisal stating *'The current responsibility context has been switched...'* along with an option to change it.



REMINDER: If an Appraisee (employee) receives a new supervisor during the plan year, their prior supervisor will automatically be added to the appraisal as a Participant. However, they can only provide feedback if invited by the new supervisor.

Manage Participants					
Add Participant					
Select Full Name	arts ation Type	Participation Status	Last Notified Date	Date Completed	Comments
No results found.					

Add Participant	
* Indicates required field	Cancel Apply
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NOTE: If more than one name matches your entry, click the '**Quick Select**' icon to the left of the desired employee name.

Add a Participant to an Existing Appraisal

Select the desired Participation Type. Step 18 Add Participant **Indicates required field** Cancel * Participant Name **articipation** Type NOTE: · Approtours can update competencies and objectives, and provide overall * Participation Tune · Reviewers can view others' evoluations and provide commants. Reviewer: Can view the appraisal and provide an overall comment. Appraiser: Can rate Competencies and Objectives and provide an overall comment.

Step 19 Click the **Apply** button. Once clicked you'll return to the appraisal.

Add Participant * Deficates required field		Cancel Apply
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- **Step 20** Repeat **Steps 14-18** for each additional Participant, if any.
- **Step 21** All desired Participants are now added to the appraisal.

IMPORTANT: Though their names have been added to the appraisal, Participants may only provide feedback if you invite them to do so.

End of Procedure.

Apply