# 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 **only** 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**.	
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.	
Step 7	Click the **MCG HR Manager Access** link.	
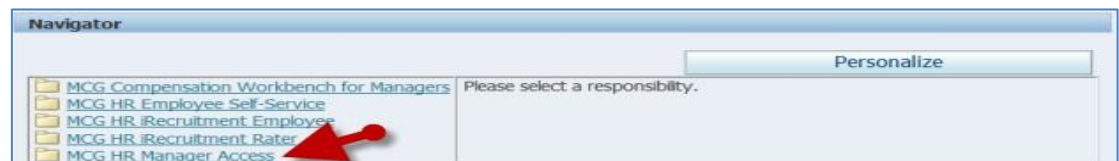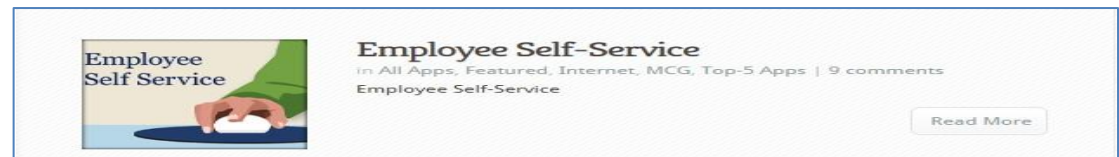
Add a Participant to an Existing Appraisal

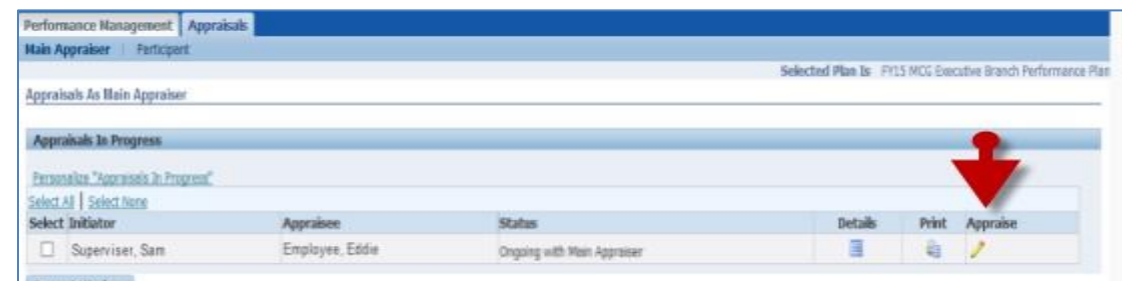|		
Step 8	Click the **Performance Management** link that now displays.	
Step 9	Click the **Go to Task** icon to the right of the desired Performance Plan group for the correct fiscal year.	
Step 10	Notice the appraisal **Status**. You can only proceed if the Status is '*Ongoing with Main Appraiser*'. **NOTE:** If the status is '*Planned*' or '*Saved*', refer instead to '*Add a Participant When Creating an Appraisal*'.	
Step 11	Click the **Appraise** icon to open the appraisal.	

Add a Participant to an Existing Appraisal

Step 12 The *appraisal* opens.

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.

Step 13 *If displayed,*

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

Step 14 Scroll down to the **Manage Participants** section. It is located immediately below the *Learning Path* section.

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.

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.
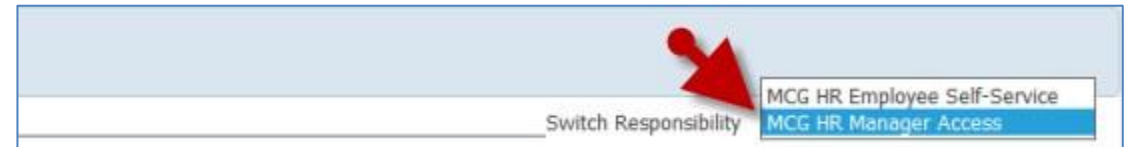
NOTE:
- You may also enter just the first few characters, but this may produce more search results.
- Reminder: A Participant can only be another supervisor or project lead.

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.

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

Step 18   Select the desired **Participation Type**.

NOTE:

- 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.

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.