



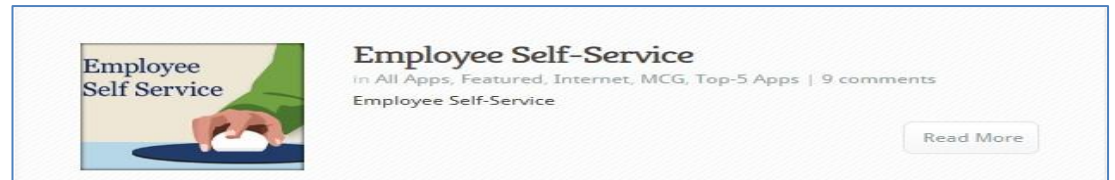
## Directors (Elected & Appointed) – Approve Your Own Direct Report Appraisals Using Worklist

### Step-by-Step Instructions

- Step 1 Open an [Internet Browser](#).
- Step 2 Navigate to [portal.montgomerycountymd.gov](http://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.



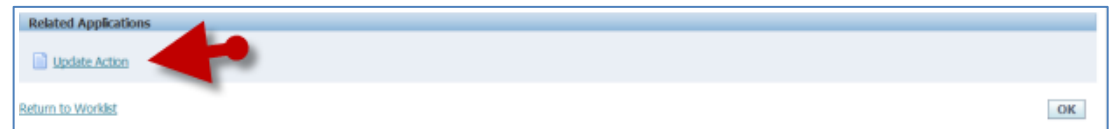
- Step 6 Your *Oracle eBusiness Homepage* opens.

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- Step 7** Click the **Subject** of the Worklist Notification that indicates: *'The appraisal of [employee name] needs your attention as main appraiser.'*
- NOTE:** This notification is received each time the direct report returns their appraisal to you.



- Step 8** Click the **Update Action** link, located at the bottom left corner of the notification in the *'Related Applications'* section.
- NOTE:** This notification is received each time the direct report returns their appraisal to you.

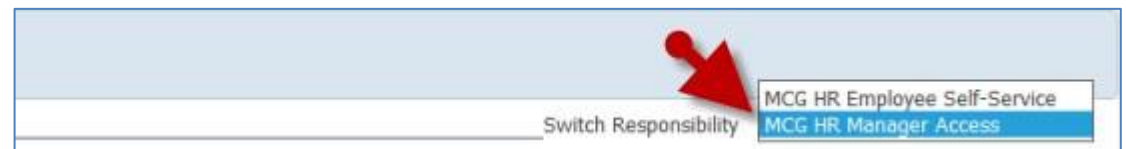


- Step 9** The **Appraisal** opens

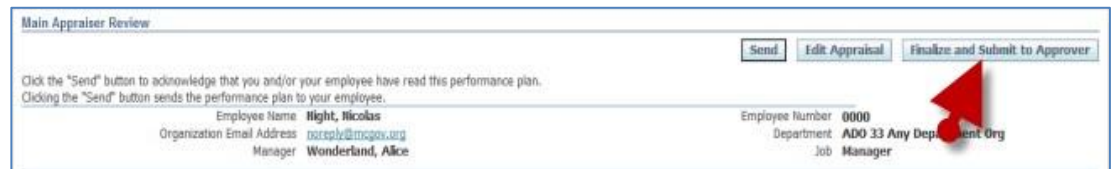
**IMPORTANT:** If you logged into Oracle and went directly to the worklist notification, you will receive a message at the top of the appraisal stating *'The current responsibility context has been switched...'* along with an option to change it.

- Step 10** *If displayed,*

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



- Step 11** Click the **Finalize and Submit to Approver** button to open the *Give Final Ratings: Main Appraiser* page.
- IMPORTANT:** Only click this button when the appraisal is ready to be finalized.



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**Step 12** **Review** the entire appraisal to ensure that all entries are correct.

### IMPORTANT:

- The *Give Final Ratings: Main Appraiser* page is to review the appraisal prior to submission. You **cannot** edit the appraisal on this page.
- To make changes, click **Cancel** and then click 'Yes' to the resulting Warning question. You will be returned to the Main Appraiser Review page. Once there, click the **Edit Appraisal** button to edit the appraisal.

**Step 13** Click the **Continue** button to advance to the next page.



**Details to be Shared with Appraisee**

Select appraisal components to share with the appraisee when the appraisal is complete.

- Additional Details
- Participant Names
- Participant Ratings

**Appraisee Feedback**

Select to request the appraisee's feedback on their overall rating when the appraisal is complete.

- Provide Feedback on Overall Rating

Buttons: Cancel, Save as Draft, Continue

**Step 14** Scroll down to the **Approvers** section toward the bottom of the page.

**Step 15** Notice that '**No Approvers**' displays in the 'Line No' field. This means you have been authorized to be your own final approver.



Line No	Approver	Order No	Category	Status	Delete
No Approvers					

Comments to Approve

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**Step 16** Click the **Submit** button.



**Step 17** Click the **Yes** button at the warning message to approve the appraisal.

**NOTE:** Once 'Yes' is clicked, the appraisal cannot be edited.



**Step 18** You are returned to the **Appraisals as Main Appraiser** page where a confirmation message displays.

**End of Procedure**