

Office of Human Resources

Enter End of Year Ratings

Step-by-Step	Instructions		
Step 1	Open an Internet Browser.		
Step 2	Navigate to eportal.montgomerycountymd.gov.		
Step 3	Sign In to accessMCG.	CCCESSMCCG application portal	UNAUTHORIZED ACCESS IS PROHIBITED AND PUNISHABLE BY LAW! Welcome to Montgomery County, Maryland - Single Sign On User Name: Password: Log In Eorgot Password? My Account Unlock My Account Change My Password
0 1 1			

Step 4Click the Employee Self-Service option.



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



Step 6 Your Oracle eBusiness Homepage opens.



appraisal.

NOTE: If there are more than 5 direct reports in this plan, click the 'Next...' link to view additional.

 Appraisals In Progress

 Fexansite: "Accesses in Progress"

 Select Al | Select terre

 Select Initiator
 Appraisee

 Select Initiator
 Appraisee

 Superviser, Sam
 Employeer, Edde

 Organg with Wain Appraiser
 Image: Construction of the construct

Step 12 Click the Edit Appraisal button. Send to Appraisee Edit Appraisal Finalize and Submit to Approver Click the Update Details pencil icon for the first Step 13 Competencies competency. Add Competencies NOTE: Ratings can be entered on the main appraisal page, **Details** Competency Performance Rating Undate Details Delete but comments cannot. The 'Update Details' icon allows you to ∃ Show Appreciating Diversity (GSS) VO 8 enter both ratings and comments on the same page. v Show Channe Mariagement (GSS) Click the Performance Rating drop-down button and select Rate Appraises On This Comp Step 14 E table Performance Rolling a rating. Data & Comments Performance Rating Scale Rating Level Behavioral Indicator Non Compliant, Fails to comply with County rules and procedures related to equitable treatment of others besed on race, sex, religion, rational origin, etc. Does Not Hent Expectations Partially Compliant, Nex not completed mendatory training for preventing tent and/or workplace safets. However, complies with County rules an Enter the current Date and then your Comments into the Step 15 Rate Appraises On This Com -Either. Performance Saling Date & Comments field. Date & Comments Performance Rating Scale Rating Level Behavioral Indicator Nan Compliant, Fails to comply with County rules and procedures related to equita treatment of others based in race, sex, religien, national origin, etc. **IMPORTANT:** Max character limit 2000. The field will allow tially Compliant, New not completed mandatory training for preventing work asserted and/or workplace sofets, However, complete with County rules an more but will only save 2000 characters, including spaces. Step 16 Click the Apply and Update Next button until all Competencies have been updated. **NOTE:** When the last Competency is reached, only an Apply and Update Next Apply Cancel Save 'Apply' button will display.

navigator ▼ Save Apply

Step 17

Click the **Apply** button to return to the appraisal after

all Competencies have been updated.

Step 18	Scroll down to the Objectives section.
Step 19	Click the Update Comments pencil icon of the first Objective.

NOTE: Ratings can be entered on the main appraisal page, but comments cannot. The 'Update Comments' icon allows you to enter both ratings and comments on the same page.

- Step 20 Click the Performance Rating drop-down button and select a rating.
- Step 21 Enter the current Date and then your Comments into the Date & Comments field.

IMPORTANT: Max character limit 2000. The field will allow more but will <u>only</u> save 2000 characters, including spaces.

Step 22 Click the Apply and Update Next button until all Competencies have been rated.

NOTE: When the last Objective is reached, only an 'Apply' button will display. You may then proceed to the next step.

Step 23 Click the Apply button to return to the appraisal after all Objectives have been updated.

objectives						
Create New Objectives Copy 1	Past Objectives	Los Bato	References Pation		Indata Composite	Dalata
Show Objective 1	01-3:d-2014	30-3un-2015		-	opulie connents	Delete
E Show Objective 2	01-Jul-2014	30-Jun-2015	V	-	1	0









Step 24	Scroll down to the Career Development section.	Carrier Development Career Development (Hanager) Neiemum writy limited to 150 charactees
Step 25	OPTIONAL : Enter end of year Comments into the Career Development (Manager) textbox.	
	IMPORTANT: Max character limit 150. The field may allow more but will <u>only</u> save 150 characters, including spaces.	
Step 26	Scroll down to the Overall Ratings and Comments section.	WARNING:
		 Do Not enter an Overall Rating or Overall Comment until ready for the employee to review it. The employee receives a snapshot of the appraisal when they return it to you. The Overall Ratings and Overall Comments of the snapshot update automatically as soon as you save these changes to the appraisal. If you anticipate approval issues, discuss with the Approver prior to making your Overall Rating and Comments entries.
Step 27	Click Overall Rating drop-down button and select a rating.	Overall Rating Date & Comments Maximum save limit is 2000 characters, including spaces.Text entered beyond the maximum limit will not be saved.
Step 28	Enter comments into the Date & Comments field.	But & Comments
Step 29	Click the Apply button.	
	NOTE: At any time, you may also click the 'Save' button to save your changes and continue working on the appraisal.	Cancel Save Agely

Step 30 You've returned to the top of the **Main Appraiser Review** page where you may review the updated appraisal.

NOTE: From here you have a variety of navigation options:

- **Send** button to share the appraisal with the employee for review.
- Return to Summary link to select another appraisal.
- **Home** link to return to your Oracle EBS Homepage to perform other Oracle tasks.
- Logout to exit Oracle.

IMPORTANT

Do Not click the 'Finalize and Submit to Approver' button until the appraisal is ready to be closed when the Approver (Reviewing Official) approves it. Once approved, the appraisal cannot be edited. Prior to submission, the appraisal should contain:

- Ratings, including overall ratings
- End of year comments, including overall comments
- Any feedback the employee elected to enter.

Do meet with your approver prior to sharing appraisal ratings with the employee if you anticipate any issues with getting the appraisal approved.

End of Procedure