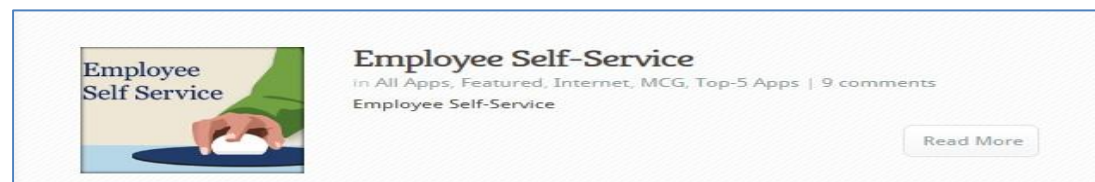# Office of *Human* Resources

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**.

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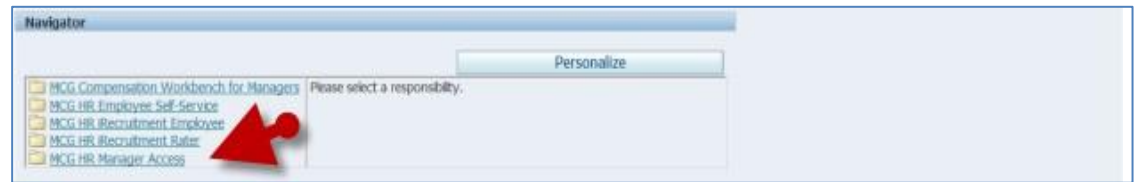

Step 5   Click the blue **Go to Employee Self- Service** button.

Step 6   Your *Oracle eBusiness Homepage* opens.
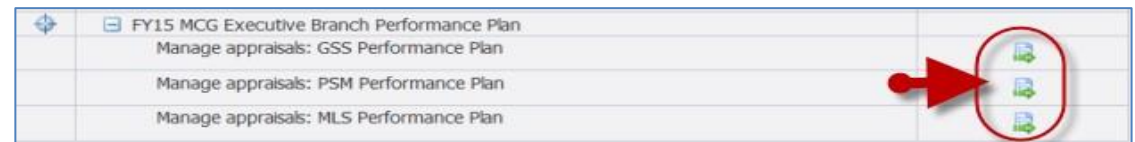
Enter End of Year Ratings

Step 7   Click the **MCG HR Manager Access** link.

Step 8   Click the **Performance Management** link that now displays at right.

Step 9   Click the **Go to Task** icon to the right of the desired Performance Plan group for the correct fiscal year.

Step 10   The **Appraisals in Progress** section is the first section on the page.

NOTE:
- Notice the Status of the desired appraisal. You will not be able to proceed if the status is not 'Ongoing with Main Appraiser'.
- If the Status is 'Transferred to Appraisee' the Appraisee(employee) has the appraisal.
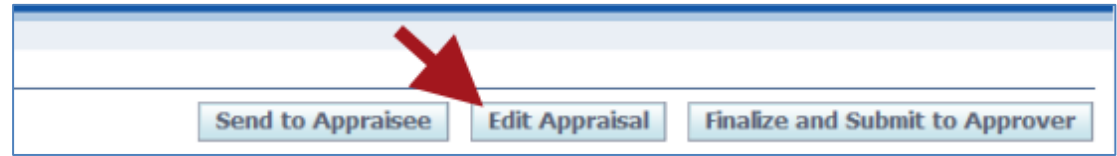

Step 11   Click the **Appraise** pencil icon to open the desired appraisal.

NOTE: If there are more than 5 direct reports in this plan, click the 'Next…' link to view additional.
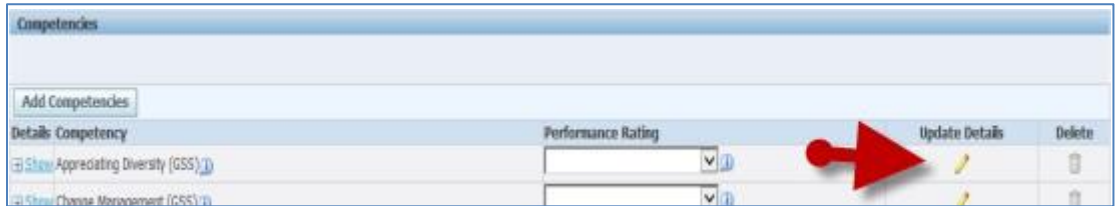
Enter End of Year Ratings

Step 12   Click the **Edit Appraisal** button.

Step 13   Click the **Update Details** pencil icon for the first competency.

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

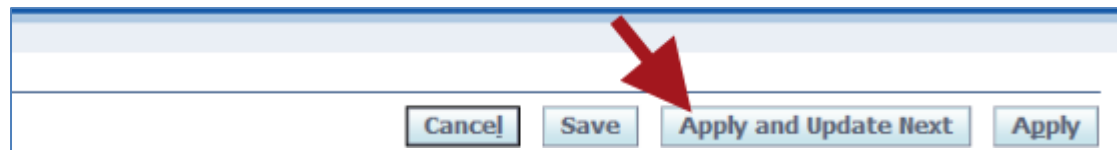**Step 14**   Click the **Performance Rating** drop-down button and select a rating.

Step 15   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 *only* save 2000 characters, including spaces.
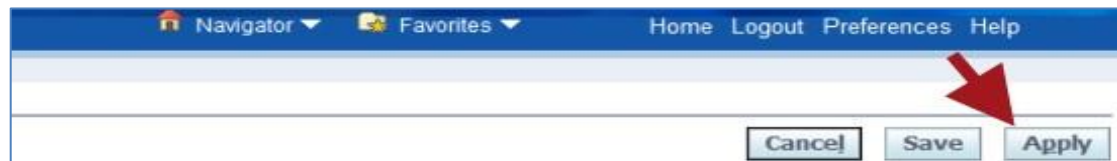

Step 16   Click the **Apply and Update Next** button until all Competencies have been updated.

NOTE: When the last Competency is reached, only an 'Apply' button will display.

Step 17   Click the **Apply** button to return to the appraisal after all Competencies have been updated.

Enter End of Year Ratings

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 ***only*** save 2000 characters, including spaces.
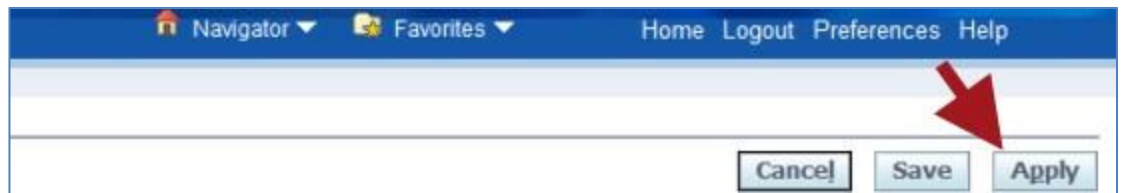

Step 22 Click the **Apply and Update Next** button until all Competencies have been rated.

NOTE: When the last Objective is reached, only an 'Apply' button will display. You may then proceed to the next step.
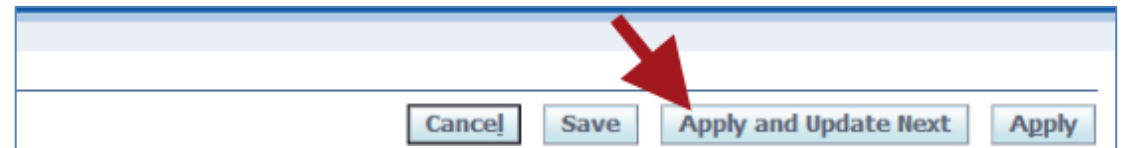
Step 23 Click the **Apply** button to return to the appraisal after all Objectives have been updated.

Enter End of Year Ratings

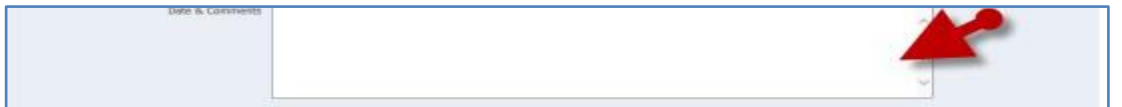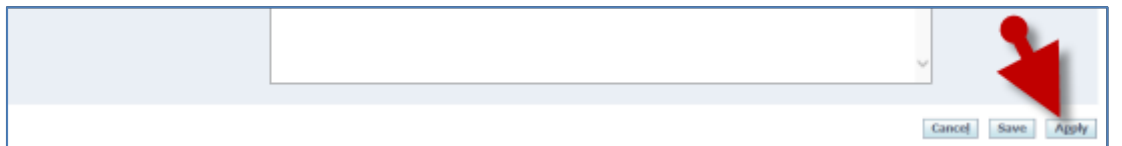|		
Step 24	Scroll down to the **Career Development** section.	Career Development Career Development (Manager) Maximum entry limited to 150 characters
Step 25	**OPTIONAL**: Enter end of year **Comments** into the Career Development (Manager) textbox. **IMPORTANT:** Max character limit 150. The field may allow more but will _**only**_ 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.	Date & 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 Apply

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.

End of Procedure

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.