



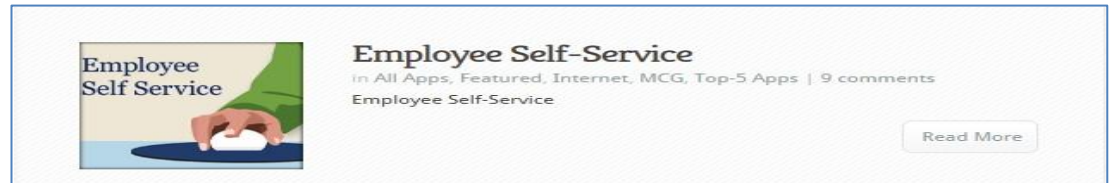
Enter Feedback on Your Own Performance

Step-by-Step Instructions

- Step 1 Open an [Internet Browser](#).
- Step 2 Navigate to 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.

- Step 7 Click the [Subject](#) of the Worklist Notification that Indicates 'Your appraisal has been transferred to you.'



Enter Feedback on Your Own Performance

Step 8 The **Notification** opens.

NOTE: The notification may contain a message from your supervisor in the 'Main Appraiser Comments' section.

Your appraisal has been transferred to you. OK

From: Wonderland, Alice
To: Night, Nicolas
Sent: 20-Oct-2014 16:30:24
ID: 7987084

Summary

Employee Name	Night, Nicolas	Employee Number	0000
Organization Email Address	ncnspb@mcpov.org	Department	FPD Office of Forest Preservation
Manager	Wonderland, Alice	Job	Manager

Main Appraiser Comments

this is the first draft. Please review and provide feedback - today, if possible.

Appraisal Details

Initiator	Wonderland, Alice	Main Appraiser Name	Wonderland, Alice
Appraisal Purpose		Appraisal Date	20-Oct-2014
Period Start Date	01-Jul-2014	Next Appraisal Date	
Period End Date	30-Jun-2015		
Template	GSS Performance Plan		

Related Applications

[Update Action](#)

[Return to Worklist](#) OK

Step 9 Scroll down to the **Related Applications** section.

Related Applications

[Update Action](#)

Step 10 Click the **Update Action** link.

Step 11 The **Appraisal** opens.

IMPORTANT: If you just 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 12 *If displayed,*

Select **MCG HR Employee Self-Service** for the 'Switch Responsibility' field.

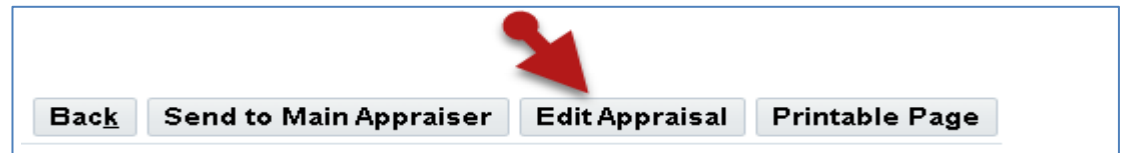
Switch Responsibility

MCG HR Employee Self-Service
MCG HR Manager Access

[Back](#) [Provide Overall Feedback](#) [Printable Page](#)

Enter Feedback on Your Own Performance

Step 13 Click the [Edit Appraisal](#) button to open the editable page of the appraisal.

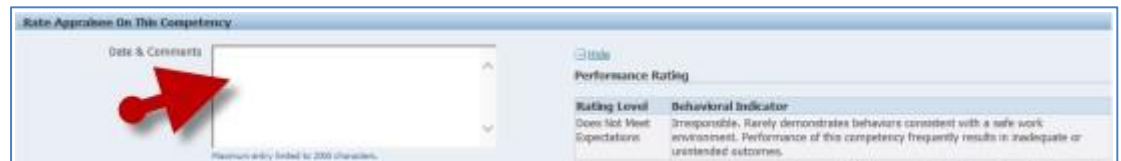


Step 14 Click the [Update Details](#) pencil icon for the first competency to open the *Update Competency Evaluation* page.



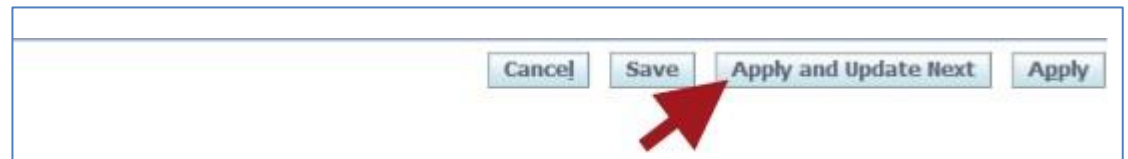
Step 15 Enter the current [Date](#) and then your [Comments](#) into the *Date & Comments* field.

NOTE: Max character limit 2000. The field will allow more but will only save 2000 characters, including spaces.

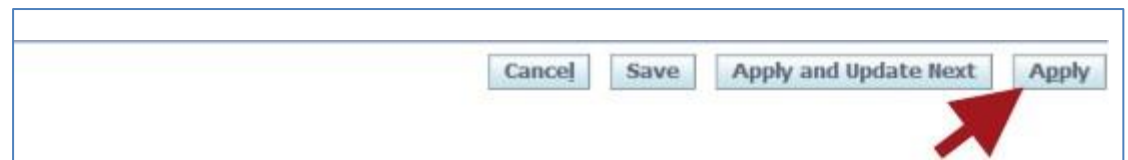


Step 16 Click the [Apply and Update Next](#) button until all Competencies have been updated.

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

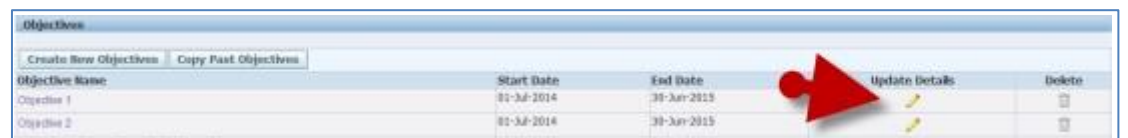


Step 17 Click the [Apply](#) button to return to the appraisal after all Competencies have been updated with your comments.



Step 18 Scroll down to the [Objectives](#) section.

Step 19 Click the [Update Details](#) pencil icon of the first Objective.



Enter Feedback on Your Own Performance

Step 20 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.

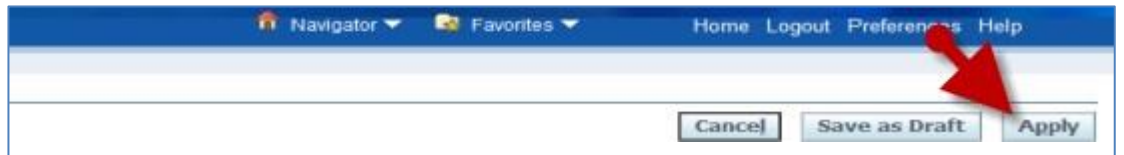


Step 21 Click the **Apply and Update Next** button until all Objectives have been updated.

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



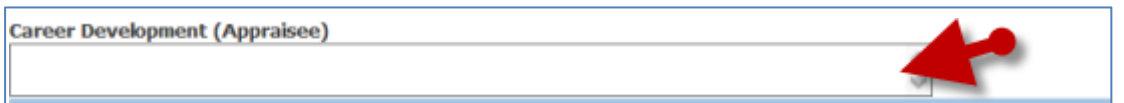
Step 22 Click the **Apply** button to return to the appraisal after all Objectives have been updated.



Step 23 Scroll down to the **Career Development** section.

Step 24 **OPTIONAL:** Enter end of year **Comments** into the Career Development (Appraisee) textbox.

IMPORTANT: Max character limit 150. The field may allow more but will **only** save 150 characters, including spaces.

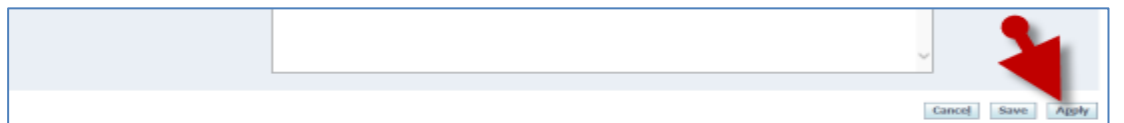


Step 25 **OPTIONAL:** Click the **Continue** button to review your work. Use the WPM 'Back' button to make any changes.

NOTE:

- At any time, you may also click the **Save button** to save your changes and continue working on the appraisal.

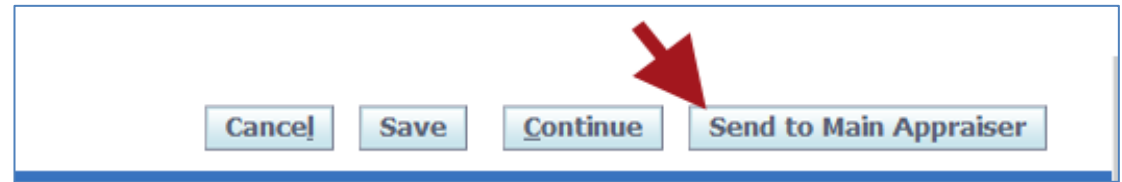
Step 26 Click the **Apply** button.



Enter Feedback on Your Own Performance

Step 27 Click the **Send to Main Appraiser** button to open the *Share Appraisal Details with Main Appraiser* page.

NOTE: The 'Send to Main Appraiser' button, wherever displayed, has only one (1) function – to send the appraisal to your supervisor.



Step 28 **OPTIONAL:** Enter **Comments** to your supervisor into the Notification Message for Main Appraiser field.

A screenshot of a web form titled 'Share Appraisal Details with Main Appraiser'. The form has two main sections: 'Feedback on Overall Rating' and 'Notification Message for Main Appraiser'. Both sections contain a text input field. A red arrow points to the 'Notification Message for Main Appraiser' field. At the top right of the form are 'Cancel' and 'Submit' buttons.

Step 29 Click the **Submit** button.

A screenshot of the same web form as in Step 28. A red arrow points to the 'Submit' button at the bottom right of the form.

Step 30 A **Confirmation** message displays that indicates your appraisal has been sent to your supervisor.

NOTE: You will not be able to edit the appraisal unless it is returned to you by your supervisor.

End of Procedure.