



Enter Mid-Year Discussion Updates on a Direct Report Appraisal

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.

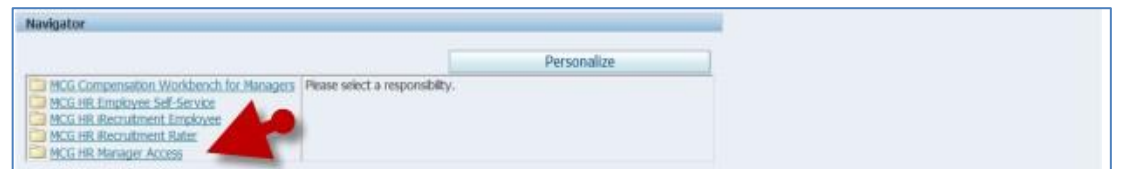


- Step 5 Click the blue [Go to Employee Self-Service](#) button.



- Step 6 Your *Oracle eBusiness Homepage* opens.

- Step 7 Click the [MCG HR Manager Access](#) link.

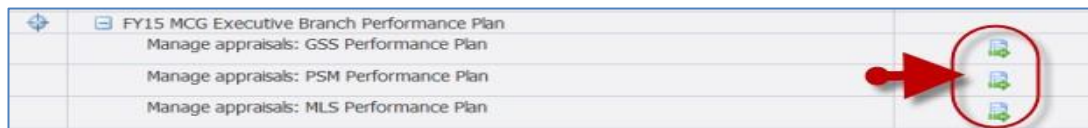


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Step 8 Click the [Performance Management](#) link.



Step 9 Click the [Go to Task](#) icon to the right of the desired Performance Plan group for the correct fiscal year.



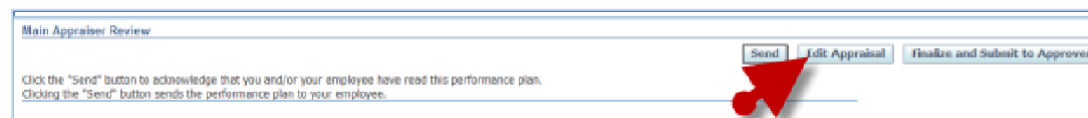
Step 10 Confirm the [Status](#) shows 'Ongoing with Main Appraiser'.

IMPORTANT: The appraisal status must read 'Ongoing with Main Appraiser' for you to edit it.



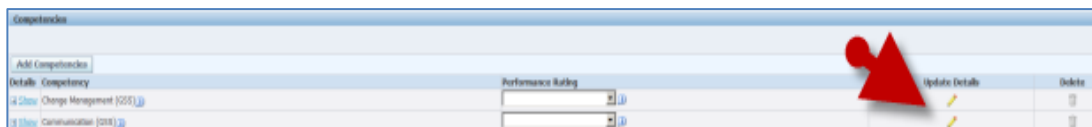
Step 11 Click the [Appraise](#) pencil icon.

Step 12 Click the [Edit Appraisal](#) button.
The [Update Appraisal](#) page opens.



ENTERING MID-YEAR UPDATES for COMPETENCIES

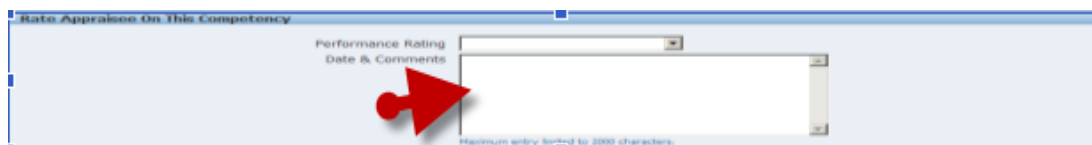
Step 13 Click the [Update Details](#) pencil icon to the far right of the first Competency.



Step 14 Enter the [Date and Comments](#) into the first Competency [Date and Comments](#) field.

IMPORTANT:

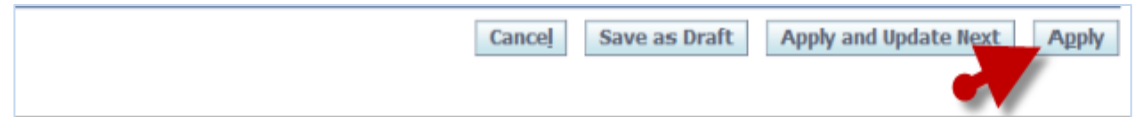
- The date must be entered *before* the comments as this is the same textbox that will be used at year-end.
- **DO NOT** assign ratings using the drop-down menu. However, ratings *may* be entered along with comments in the **Date and Comments** textbox.



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Step 15 Click the **Apply** button.

NOTE: Alternatively, you may click the 'Apply and Update Next' button to add comments to the next **Competency**. Then, click the 'Apply' button when you have reached the last one.



ENTERING MID-YEAR UPDATES for OBJECTIVES

Step 16 Click the **Update Comments** pencil icon to the far right of the first **Objective**.



Step 17 Enter the **Date and Comments** into the first Objective **Date and Comments** field.



Step 18 Click the **Apply** button.

NOTE: Alternatively, you may click the 'Apply and Update Next' button to add comments to the next **Objective**. Then, click the 'Apply' button when you have reached the last one.



Learning Path Section

Skip this section It is not use in WPM.

Participant Section

Skip this section Updates are not applicable to this section

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ENTERING MID-YEAR UPDATES for CAREER DEVELOPMENT GOAL

Step 19 Scroll down to the **Career Development** section towards the bottom of the page.

Enter **Text** and/or **Overwrite** the existing text.

Step 20 Click the **Continue** button.

Step 21 Review your work.

NOTE:

- Display/hide details individually using the **+Show/-Hide** links.
- Display/hide all details using the **+Show/-Hide All Details** links.
- Use the **Oracle navigation buttons** to cancel and save (and continue working), print, or go back a page, send the appraisal to the employee, or apply/save changes to exit.
- **Never** use the browser's Back button to navigate Oracle.

Step 22 Select an **Option** below.

A. *If you now wish to send the appraisal to the employee for their review,*

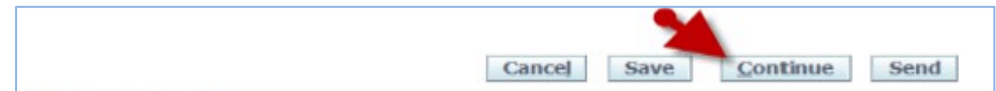
1. Click the **Send to Appraisee** button.
2. Enter any desired comments in the *'Notification Message to Appraisee'* textbox.
3. Then, click the **Submit** button.

B. *Alternately, if you wish to save and retain possession of the appraisal and exit,*

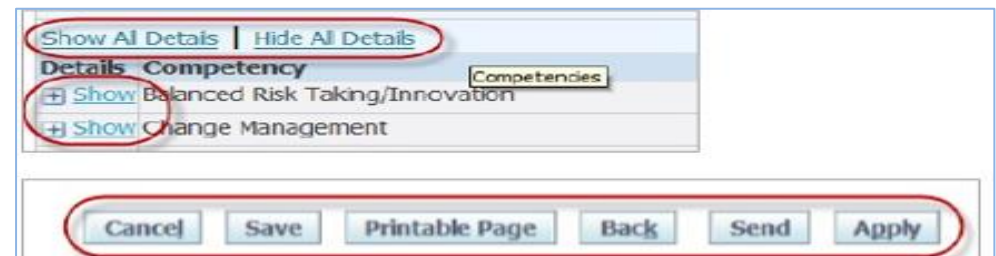
1. Click the **Apply** button located in the upper and lower right of the page.
2. Once clicked, you are returned to the Appraisals as Main Appraiser page.



Career Development
Maximum entry limited to 150 characters
Career Development (Manager)

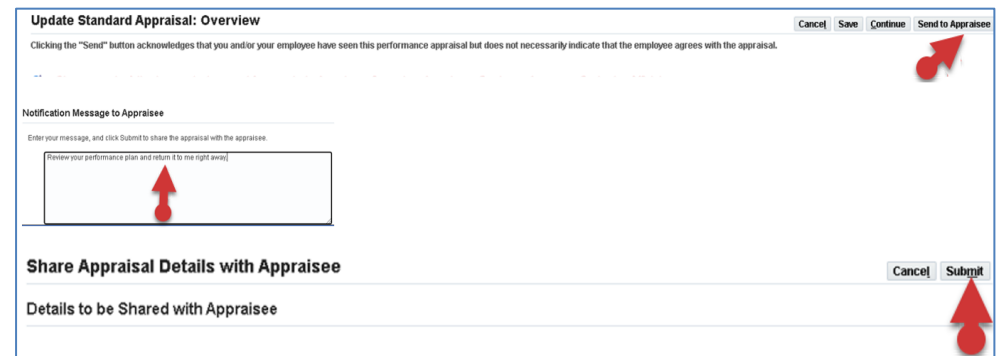


Cancel Save Continue Send



Show All Details | Hide All Details
Details Competency
+ Show Balanced Risk Taking/Innovation
+ Show Change Management

Cancel Save Printable Page Back Send Apply



Update Standard Appraisal: Overview
Clicking the "Send" button acknowledges that you and/or your employee have seen this performance appraisal but does not necessarily indicate that the employee agrees with the appraisal.

Notification Message to Appraisee
Enter your message, and click Submit to share the appraisal with the appraisee.
(Review your performance plan and return it to me right away)

Share Appraisal Details with Appraisee
Details to be Shared with Appraisee

Cancel Save Continue Send to Appraisee
Cancel Submit

End of Procedure.