



Enter Mid-Year Progress Discussion Updates on Your Own 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.

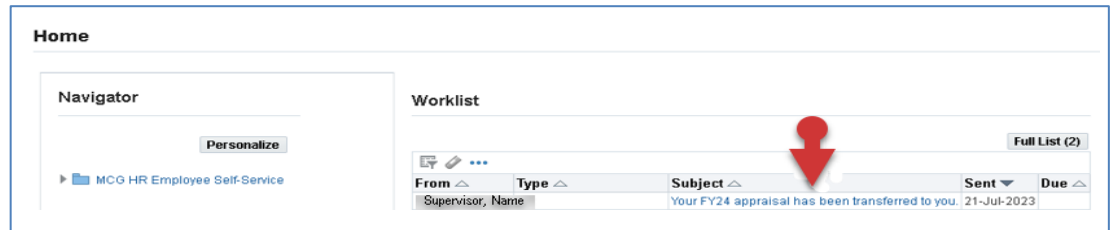


- Step 5 Click the blue [Go to Employee Self-Service](#) button.



- Step 6 Your **Oracle eBusiness Homepage** opens.

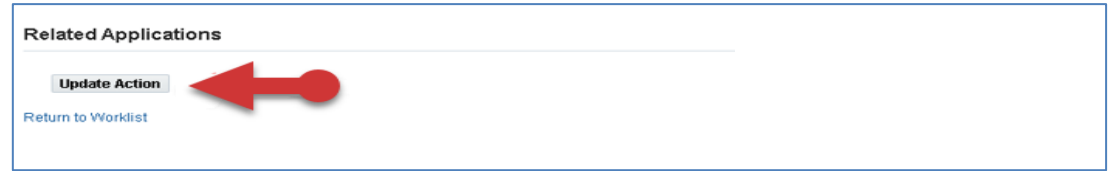
- Step 7 Click the [Worklist Notification](#) in the *Subject* area. (i.e., *Your FYxx appraisal has been transferred to you.*)



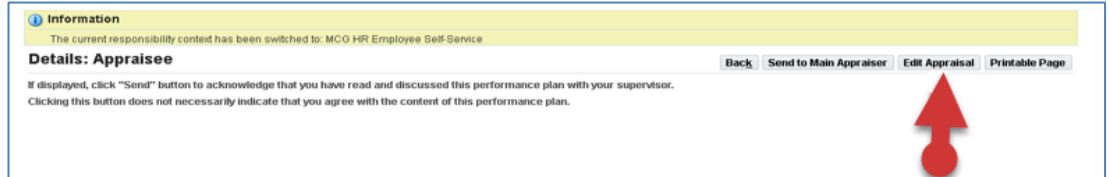
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Step 8 Scroll down to the Related Applications section.

Step 9 Click the **Update Action** link that displays at the *bottom left* of the page.



Step 10 Click the **Edit Appraisal** button that displays on the right side of the *Details: Appraisee* page.



ENTERING MID-YEAR UPDATES for COMPETENCIES

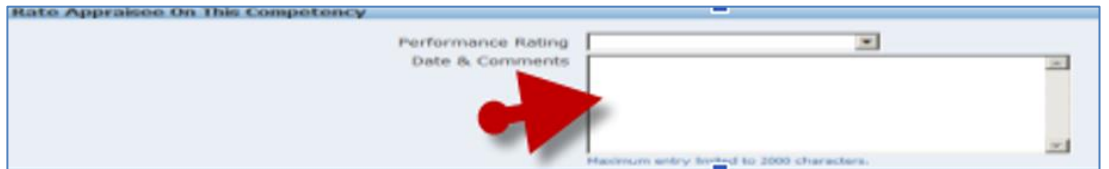
Step 11 Click the first Competency **Update Details** pencil icon. (The *Update Competency Evaluation* page opens).



Step 12 Enter your **Comments** in the *Date and Comments* textbox.

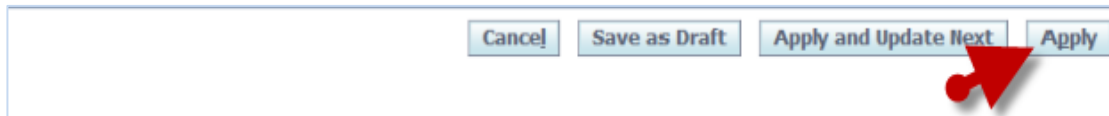
IMPORTANT:

- The date must be entered *before* the comments as this is the same textbox that will be used at year-end.
- **NOTE:** You may also enter rating text to express how you believe you are performing.



Step 13 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.



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ENTERING MID-YEAR UPDATES for OBJECTIVES

Step 17 Click the **Update Comments** pencil icon to the far right of the first **Objective**.



Step 18 Enter the **Date and Comments** into the first Objective **Date and Comments** field.

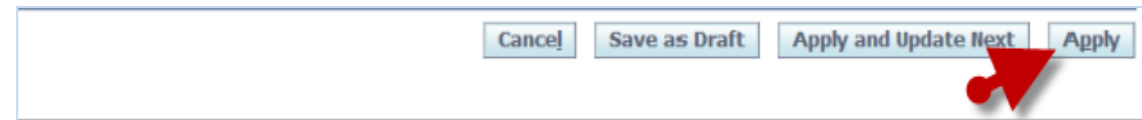
IMPORTANT:

- The date must be entered *before* the comments as this is the same textbox that will be used at year-end.
- **NOTE:** You may also enter rating text to express how you believe you are performing.



Step 19 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

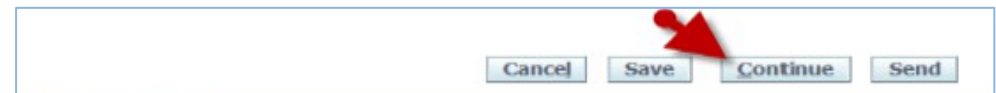
Step 20 Scroll down to the **Career Development** section towards the bottom of the page.

Enter **Text** and/or **Overwrite** the existing text.
NOTE: This textbox only allows for 150 characters.



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

Step 21 Click the **Continue** button.

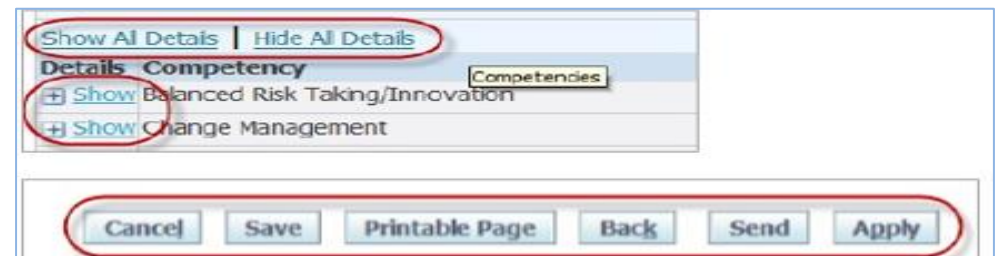


Cancel Save Continue Send

Step 22 Review your work.

NOTE:

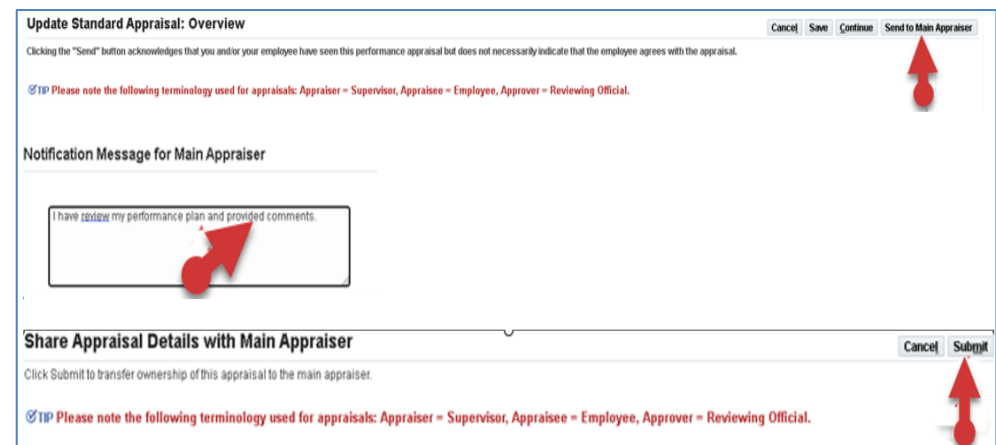
- Display/hide details individually using the **+Show/-Hide** links.
- Display/hide all details using the **+Show/-Hide All Details** links.
- Use the **Oracle navigation buttons** to cancel and save (and continue working), print, or go back a page, send the appraisal to your supervisor, or apply/save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



Show All Details | Hide All Details
Details Competency Competencies
+ Show Balanced Risk Taking/Innovation
+ Show Change Management
Cancel Save Printable Page Back Send Apply

Step 23 Select an **Option** below.

- A. *If you now wish to send the appraisal to your supervisor for their review,*
1. Click the **Send to Main Approver** button.
 2. Enter any desired comments in the *Notification Message to Main Appraiser* 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 Appraisee* page.



Update Standard Appraisal: Overview Cancel Save Continue Send to Main Approver
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.
TIP Please note the following terminology used for appraisals: Appraiser = Supervisor, Appraisee = Employee, Approver = Reviewing Official.
Notification Message for Main Appraiser
I have reviewed my performance plan and provided comments.
Share Appraisal Details with Main Appraiser Cancel Submit
Click Submit to transfer ownership of this appraisal to the main appraiser.
TIP Please note the following terminology used for appraisals: Appraiser = Supervisor, Appraisee = Employee, Approver = Reviewing Official.

End of Procedure.