

Office of Human Resources

Enter Overall Rating Comments on Your Own Appraisal

Step-by-Step Instructions

- Step 1 Open an Internet Browser.
- Step 2 Navigate to <u>eportal.montgomerycountymd.gov</u>.
- Step 3 Sign In to accessMCG.



- 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 completed. Please review and provide feedback.'

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







Worklist		
		Full List
	S Previous 1-	5 <u>Next 5</u> 3
From	Subject	Sent 🔻
Supervisor, Sam	Your appraisal has been completed. Please review and provide feedback.	01-Mar-2015

Step 8

Enter Overall Rating Feedback on Your Own Appraisal

Step 9	Click the Update Action link.	Related Applications
Step 10	The Appraisal opens	Return to Worklet
		IMPORTANT: If you just logged into Oracle and went directly to the worklist notification, you may receive a message at the top of the appraisal stating ' <i>The current responsibility context has been switched…</i> ' along with an option to change it.
Step 11	If displayed,	
	Select MCG HR Employee Self-Service from the 'Switch Responsibility' field.	MCG HR Employee Self-Service Switch Responsibility Back Provide Overall Feedback Printable Page
Step 12	Review your rated Appraisal.	NOTE: You may use the <u>+Show/-Hide</u> links to review Competencies and Objectives individually or the Show All Details/Hide All Details links to review Competencies or Objectives as a group.
Step 13	Click the Send to Main Appraiser button.	Rock Sond to Main Annyaison Edit Annyaisol Printable Page
		Bach Serie to Main Appraiser Edit Appraisal Printable Page
Step 14	OPTIONAL: Enter any Final Overall Feedback in the 'Feedback on Overall Rating' textbox.	Provide Overall Feedback Cancel Subget Feedback on Overall Rating

Enter Overall Rating Feedback on Your Own Appraisal

Step 15 Click the Submit button.

Provide Overall Feedback		
		Cancel Submit
Inedback on Overall Rating		
	^	
	~	

Step 16 Your appraisal is transferred to your Main Appraiser (manager) to be finalized.

End of Procedure.