



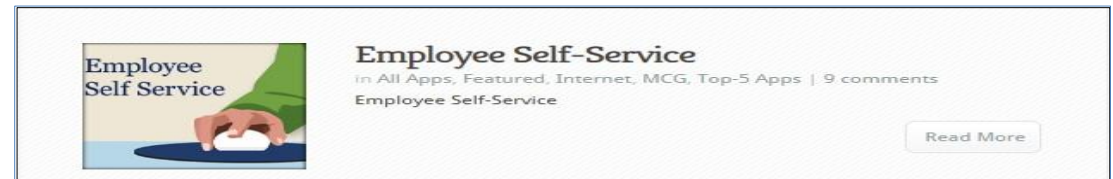
Enter Overall Rating Comments on Your Own Appraisal

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.

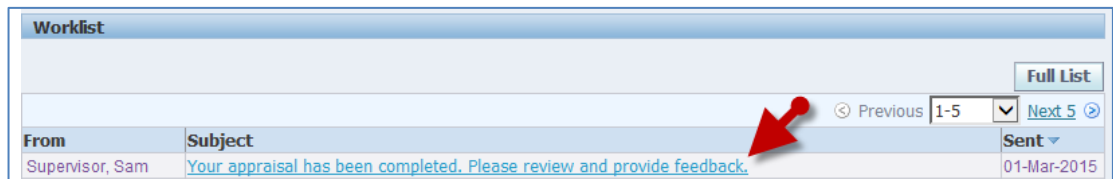


- Step 5 Click the blue [Go to Employee Self- Service](#) button.



- Step 6 Your *Oracle eBusiness Homepage* opens.

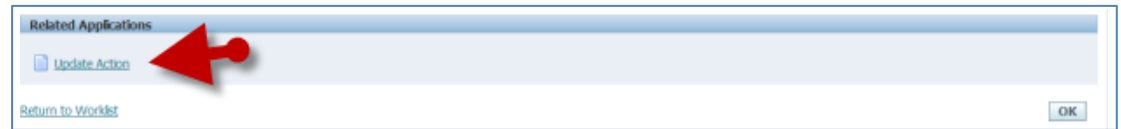
- Step 7 Click the [Subject](#) of the Worklist Notification that indicates *'Your appraisal has been completed. Please review and provide feedback.'*



- Step 8 Scroll down to the [Related Applications](#) section.

Enter Overall Rating Feedback on Your Own Appraisal

Step 9 Click the [Update Action](#) link.



Step 10 The *Appraisal* opens

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 *'The current responsibility context has been switched...'* along with an option to change it.

Step 11 *If displayed,*

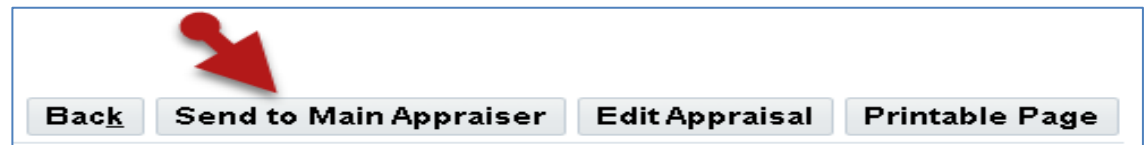
Select [MCG HR Employee Self-Service](#) from the 'Switch Responsibility' field.



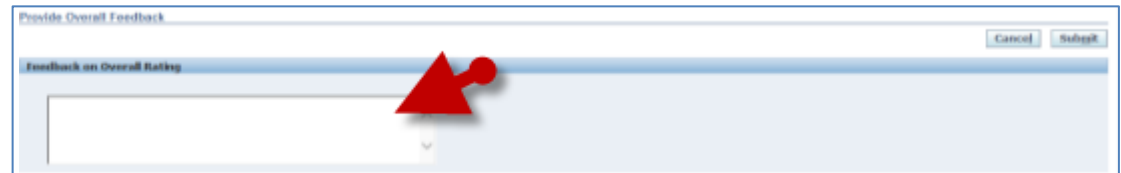
Step 12 Review your rated [Appraisal](#).

NOTE: You may use the [+Show/-Hide](#) 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.

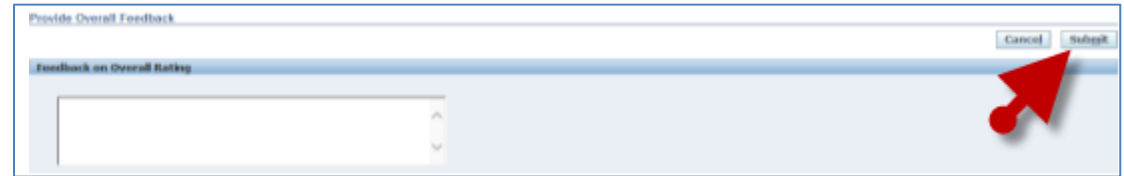


Step 14 OPTIONAL: Enter any [Final Overall Feedback](#) in the 'Feedback on Overall Rating' textbox.



Enter Overall Rating Feedback on Your Own Appraisal

Step 15 Click the **Submit** button.



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

End of Procedure.