



Identify Direct Report Appraisal Status

Step-by-Step Instructions

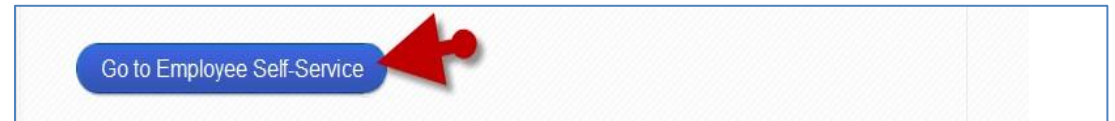
- Step 1 Open an [Internet Browser](#).
- Step 2 Navigate to eportal.montgomerycountymd.gov.
- Step 3 Sign In to [accessMCG](#).



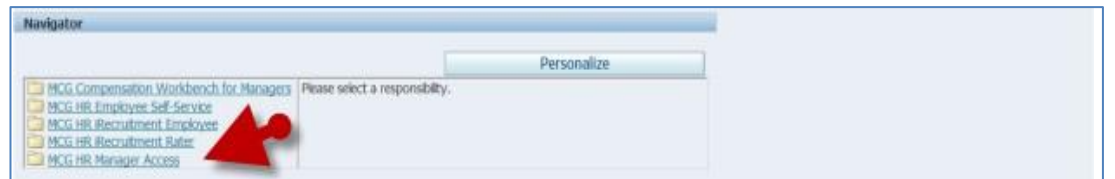
- Step 4 Click the [Employee Self-Service](#) option.



- Step 5 Click the blue [Go to Employee Self-Service](#) button.
Your *Oracle eBusiness Homepage* opens.



- Step 6 Click the [MCG HR Manager Access](#) link.



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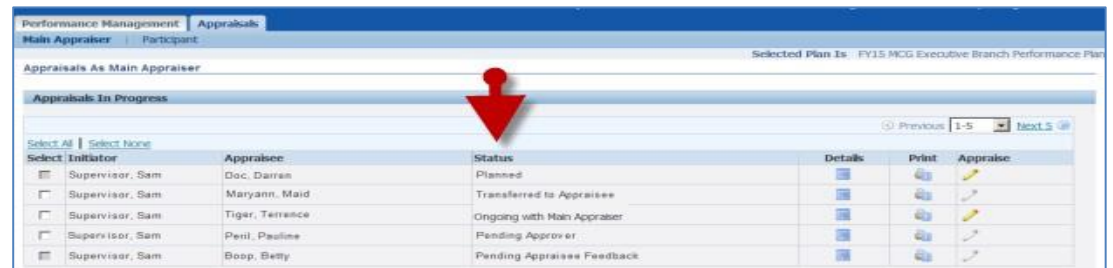
Step 8 Click the [Performance Management](#) link.



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



Step 10 The [Appraisals in Progress](#) section is the first section on the page. Use this section to review appraisal status.



Appraisal Status Indicators

Planned or Saved:	Appraisal not started
Transferred to Appraisee:	Employee has appraisal
Ongoing with Main Appraiser:	Supervisor has appraisal
Pending Approver:	Reviewing Official has appraisal
Completed	The Reviewing Official approved the appraisal; it is now complete. No additional action required.

End of Procedure