

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.	UHAUTHORIZED ACCESS IS PROHIBITED AND PUNI SHABLE BY LAW! Welcome to Montgomery County, Maryland - Single Sign On User Name: Password: Log In Eorgel Password? Whick My Account Unick My Account Change My Password?			
Step 4	Click the Employee Self-Service option.	Employee Self Service In All Apps, Featured, Internet, MCG, Top-5 Apps 9 comments Employee Self-Service Read More			
Step 5	Click the blue Go to Employee Self- Service button. Your Oracle eBusiness Homepage opens.	Go to Employee Self-Service			
Step 6	Click the MCG HR Manager Access link.	Navigator Personalize Procession Workbench for Managera Procession Workbench for Managera Procession workbench Procession workencessin Processin workences			

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Step 8 Click the Performance Management link.

- Step 9Click the Go to Task icon to the right of the desired
Performance Plan group for the correct fiscal year.
- Step 10The Appraisals in Progress section is the first section
on the page. Use this section to review appraisal status.



Perfor	mance Management	Appraisals	10 A	0.53		1998) 1999 - Statistica 1997 - Statistica
Hain /	Appraiser Participar	4				
Appra	isals As Main Appraise	er	•	Selected Plan Is FY15	MCG Exen	dive Branch Performance Pla
Арр	raisais In Progress					
					③ Previous 1-5 Next 5 @	
Select	All Select None					
Select	t Initiator	Appraisee	Status	Details	Print	Appraise
-	Supervisor, Sam	Doc, Darren	Planned		43	1
 I 	Supervisor, Sam	Maryann, Maid	Transferred to Appraisee		41	2
	Supervisor, Sam	Tiger, Terrance	Ongoing with Main Appraiser		63	0
-	Sepervisor, Sem	Peril, Pauline	Pending Approver	3	44	2
=	Supervisor, Sam	Воор, Вету	Pending Appraises Feedback	100	61	2

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