Office of *Human* Resources

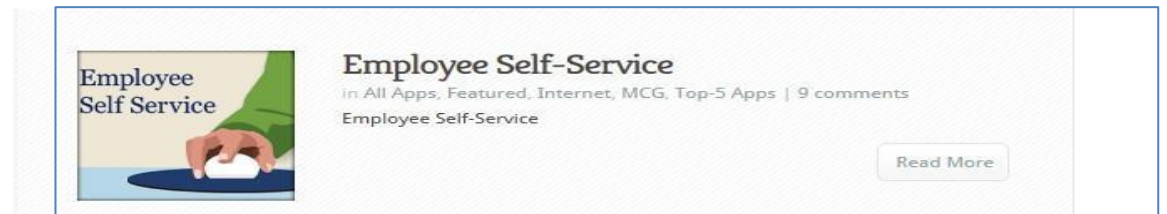# Interim Updates - Mid-Year Discussion

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.	
Step 6	Your *Oracle eBusiness Homepage* opens.	
Step 7	Click the **MCG HR Manager Access** link.	
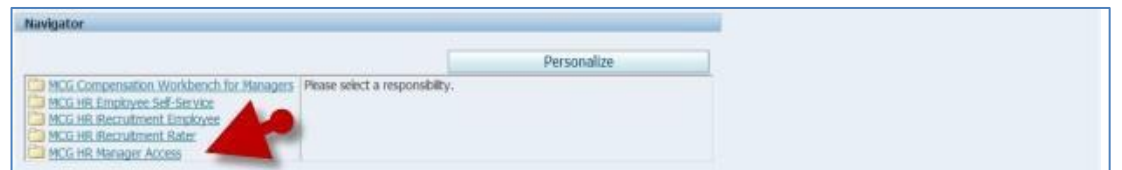
Interim Updates - Mid-Year Discussion

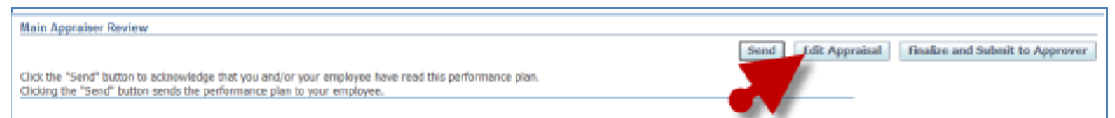|		
Step 8	Click the **Performance Management** link that now displays at right.	
Step 9	Click the **Go to Task** icon to the right of the desired Performance Plan group for the correct fiscal year.	
Step 10	Confirm the **Status** says 'Ongoing with Main Appraiser'. **IMPORTANT:** The appraisal status must read 'Ongoing with Main Appraiser' for you to edit it.	
Step 11	Click the **Appraise** pencil icon.	
Step 12	Click the **Edit Appraisal** button.	
Step 13	The *Update Appraisal* page opens. This is the edit page of the appraisal.	
Step 14	Click the **Update Details** pencil icon to the far right of the first Competency.	
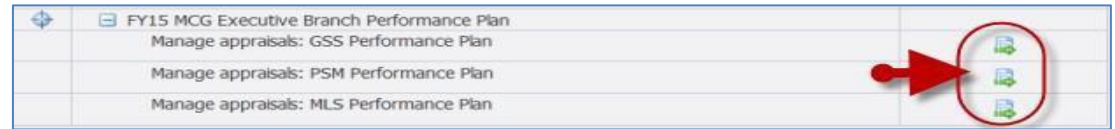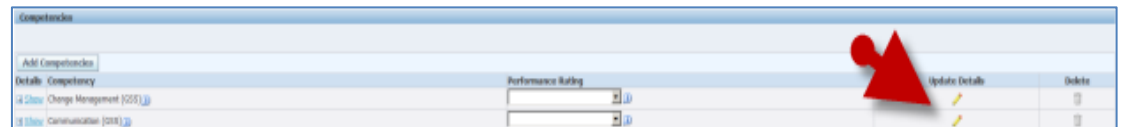
Step 15
Enter the current **Date and Comments** into the *Data and Comments* field

IMPORTANT:
- You must enter a date before your comments as this is the same textbox that will be use end-of-year
- Do **Not** enter ratings until the end of the plan year

Step 16
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.

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

Step 18
Enter comments into the **Date & Comments** field.

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.

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

Add text and/or **Override** the existing text.

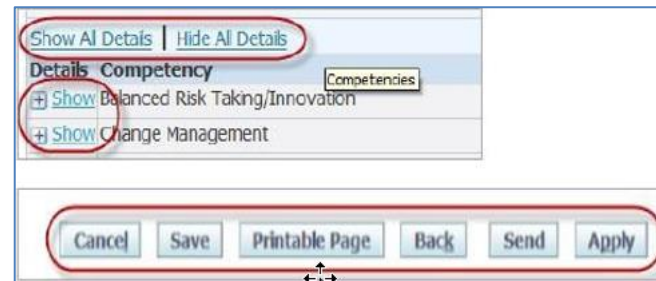**Step 21**   Click the **Continue** button.

Review your work.

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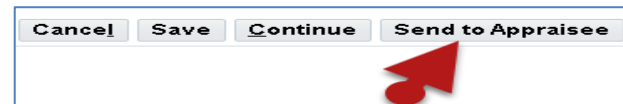- Never the browser's Back button to navigate Oracle.

Step 22   Select an **Option** below.

A.If you now wish to send the appraisal to the employee for their review,
1. Click the **Send** button. The Share Appraisal Details with Appraisee page displays.

2. Enter any desired comments in the 'Notification Message to Appraisee' textbox.

3. Then, click the **Submit** button.

B.Alternately, if you wish to save and retain possession of the appraisal, and exit,
- Click the **Cancel** button located in the upper and lower right of the page.

- Click **Yes** when the Warning page opens.

End of Procedure.