

Office of Human Resources

Provide Participant Appraiser Feedback on Appraisee Performance

Step-by-Step Ins	structions	
Step 1	Open an Internet Browser.	
Step 2	Navigate to eportal.montgomerycountymd.gov.	
Step 3	Sign In to accessMCG.	Image: Market of the second
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.	Go to Employee Self-Service
Step 6	Your Oracle eBusiness Homepage opens.	
Step 7	Click the Subject of the Worklist Notification that indicates 'The appraisal of [employee name] needs your attention as appraiser.'	Worklist Full List Image: Subject Image: Sent vertice Supervisor, Sam The appraisal of Employee, Eddie needs your attention as reviewer.

- Step 8Review the Main Appraiser Comments section. Any
comments are from the supervisor to you.
- Step 9 Scroll down to the Related Applications section at the bottom of the notification.
- Step 10 Click the Update Action link, located in the bottom left corner.





Step 11 The Appraisal opens.

Step 12 If displayed,

Select **MCG HR Employee Self-Service** from the 'Switch Responsibility' field. **IMPORTANT:** If you just logged into Oracle and went directly to the worklist notification, you will 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 13Review the Main Appraiser Comments section.
Any comments are from the supervisor to you.

Step 14 To rate and comment on Competencies,

Click the **Update Details** icon of the first Competency to open the *Competency Details* page.

NOTE: Ratings can be entered on the main appraisal page, but comments cannot. The 'Update Details' icon allows you to enter both ratings and comments on the same page.

- Step 15 Click the Performance Rating drop-down button and select a rating.
- Step 16Enter the current Date and then your
Comments into the Date & Comments field.

NOTE: Max character limit 2000. The field will allow more but will <u>only</u> save 2000 characters, including spaces.

Step 17 Click the Apply and Update Next button until all Competencies have been rated.

NOTE: When the last Competency is reached, only an **'Apply**' button will display.

Step 18 Click the Apply button to return to the appraisal after all Competencies have been updated.









Step 19 Scroll down to the Objectives section.

Step 20 Click the Update Comments pencil icon of the first Objective.

> NOTE: Ratings can be entered on the main appraisal page, but comments cannot. The 'Update Comments' icon allows you to enter both ratings and comments on the same page

- Click the Performance Rating drop-down button and Step 21 select a rating.
- Enter the current Date and then your Comments into Step 22 the Date & Comments field.

IMPORTANT: Max character limit 2000. The field will allow more but will only save 2000 characters, including spaces.

Click the Apply and Update Next button until all Step 23 Objectives have been updated.

> NOTE: When the last Objective is reached, only an 'Apply' button will display.

Step 24 Click the Apply button to return to the appraisal after all Objectives have been updated.

- Objectives								
Cluik Add Objective to create objectives appret which you measure performance.								
Details Objective Barne	Start Date	End Date	Main Appraiser Performance Rating	Participant Performance F	Update Comments			
iii Show Objective One	/01-30-2014	38-349-2015			1			
H Show Objective Two	01-304-2014	38-Jun-2015			1			



Performance Rating Scale

Rating Scale Behavioral Indicator

This rating category the job. This rating category indicates that the employee has met some jo needs improvement in other job requirements listed in the perfor-

mance olar







- Step 25Scroll down to the Overall Feedback
section as the bottom of the page.
- Step 26 Enter the Date and your Overall Feedback into the 'Date and Comments' field.
- Step 27 Click the Complete button to open the Appraisal Feedback: Complete page.
- Step 28 Enter Comments to the Main Appraiser (supervisor) into the 'Notification Comments' field.
- Approint Feedback: Complete
 Once yoe click Submit, you cannot make further changes unless the main appraiser requests feedback.
 Subflication Concernents

Appraisee sees these comments if Main Appraiser selects to share participant ratings and comments on appraisel completion

Overall Feedback

Date & Comments

Overall feedback

Dete & Comment

over the

Step 29 Click the Submit button to send your feedback to the Main Appraiser (supervisor).

NOTE:

- You must click the 'Submit' button for the Main Appraiser (supervisor) to receive your feedback.
- Once you click 'Submit', you cannot make further changes unless the main appraiser requests additional feedback.



End of Procedure.

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