Provide Participant Reviewer Feedback on Appraisee Performance

Step 1   Open an **Internet Browser**.

Step 2   Navigate to **eportal.montgomerycountymd.gov**.
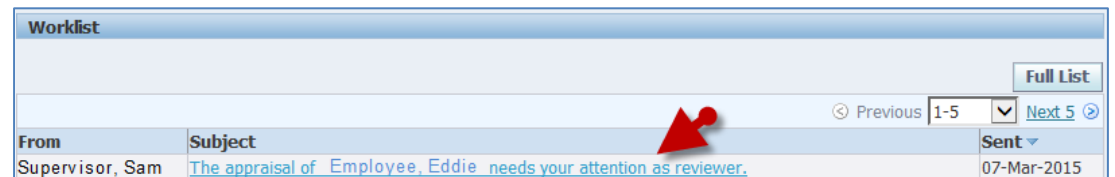
Step 3   Sign In to **accessMCG**.

Step 4   Click the **Employee Self-Service** option
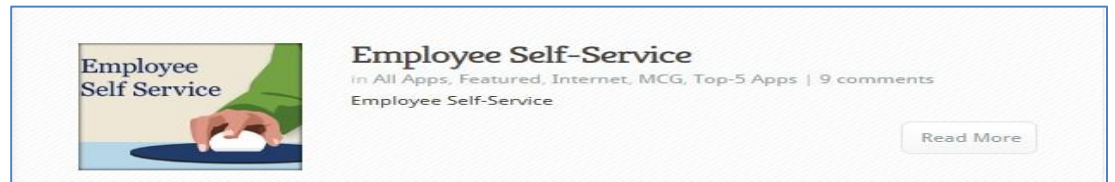
Step 5   Click the blue **Go to Employee Self- Service** button.

Step 6   Click the **Subject** of the Worklist Notification that indicates *'The appraisal of [employee name] needs your attention as reviewer.'*
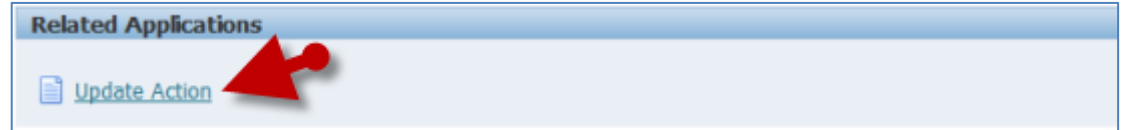
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Step 8   Review the **Main Appraiser Comments** section.
Any comments are from the supervisor to you.

Main Appraiser Comments

Please provide your feedback on this Appraisee's performance.

Step 9   Scroll down to the **Related Applications**
Section at the bottom of the notification.

Related Applications

Update Action

Step 10   Click the **Update Actio**n link, located at the bottom left corner.

Step 11   The *Appraisal* opens.

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 o change it.

Step 12   *If displayed,*

Select **MCG HR Employee Self-Service**
from the 'Switch Responsibility' field.

MCG HR Employee Self-Service

Switch Responsibility   MCG HR Manager Access

Back   Provide Overall Feedback   Printable Page

Step 13   Click the **Update** button.

Back   Update   Printable Page

Step 14   Scroll down to the **Overall Feedback**
section as the bottom of the page.

Overall Feedback

Appraisee sees these comments if Main Appraiser selects to share participant ratings and comments on appraisal completion.
Date & Comments

Step 15   Enter the **Date** and your **Overall Feedback**
into the 'Date and Comments' field.

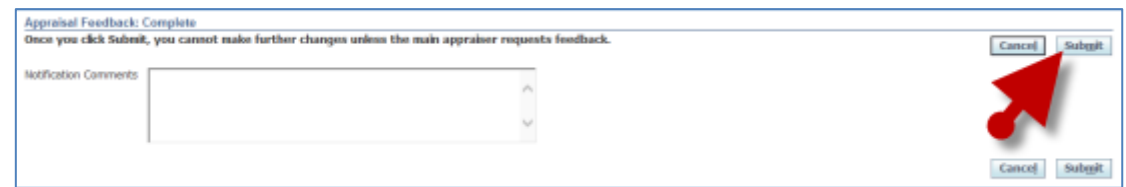## Provide Participant Reviewer Feedback on Appraisee Performance

Step 16   Click the **Complete** button to open the *Appraisal Feedback: Complete* page.

Step 17   Enter **Comments** to the Main Appraiser (supervisor) into the 'Notification Comments' field.

Step 18   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.