



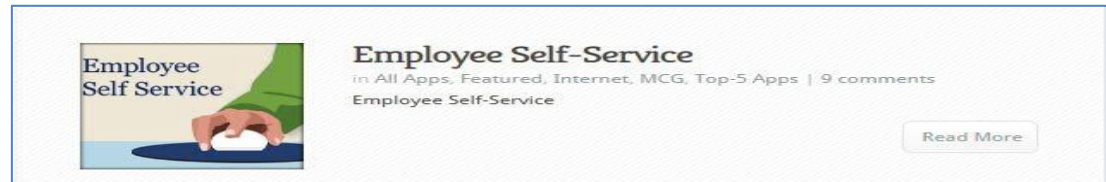
# Print a Direct Report Appraisal Using a Worklist Notification

## Step-by-Step Instructions

- Step 1** Open an [Internet Browser](#).
- Step 2** Navigate to [portal.montgomerycountymd.gov](http://portal.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.

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**Step 7** Locate the most recent **Worklist Notification** that has the subject line: 'The appraisal of [employee name] needs your attention as main appraiser.'

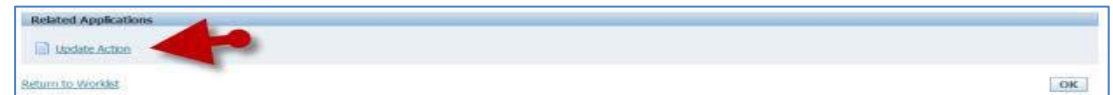
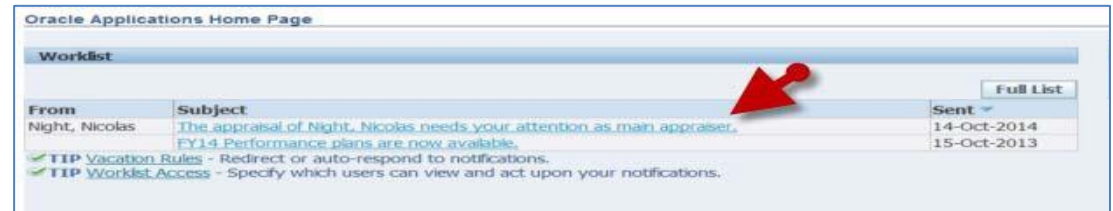
**Step 8** **NOTE:** This notification is received each time the direct report returns their appraisal to you. You may need to use the 'Full List' button and [Ctrl + F] to find it if you receive a lot of notifications.

**NOTE:** The 'Appraisee Notification Comments' section may contain a message from your direct report.

**Step 9** Click the **Update Action** link, located at the bottom left corner of the notification in the 'Related Applications' section.

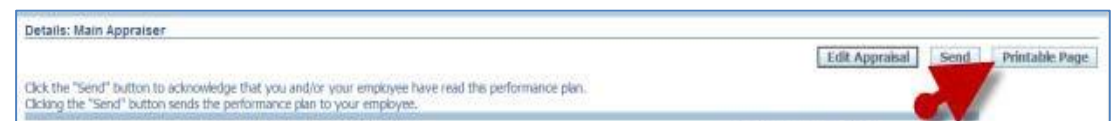
**Step 10** The **appraisal** opens.

**Step 11** Click the **Printable Page** button located in the upper and lower right of the page



### IMPORTANT

- If you logged into Oracle and went directly to the worklist notification, you may receive a message at the top of the appraisal stating 'The current responsibility context has been switched to: MCG HR Manager Access' along with an option to change it.
- **Do Not** switch from MCG HR Manager Access when accessing **direct report** appraisals.



**IMPORTANT:** The Printable Page button is also available when editing the appraisal. When done editing, simply click the 'Continue' button to advance to the review page where another Printable Page button is located.

**End of Procedure.**