

Office of Human Resources

Print an Appraisal Submitted by a Direct Report for final approval

Step-by-Step	Instructions	
Step 1	Open an Internet Browser.	
Step 2	Navigate to eportal.montgomerycountymd.gov.	
Step 3	Sign In to accessMCG.	UNAUTHORIZED ACCESS IS PROHIBITED AND PUNISHABLE BY LAW! Welcome to Montgomery County, Maryland - Single Sign On User Name: Password: Log in Eargot Password? Minock My Account Unlock My Account Unlock My Account
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 Full List button located in the Worklist section.	Worklist Full List Subject Solicitation List
Step 8	Click the Drop-down Arrow of the View field.	View Open Notifications V Go

Select Notifications: Open
Select All | Select None

Quick Start: Print an Appraisal Submitted by a Direct Report

Once clicked, all notifications waiting for your

Click a **Subject** that indicates the 'Appraisal of [Appraisee name] (proposed by [Main Appraiser

Example: 'Appraisal of Doe, John (proposed by

Step 9 Select To Do Notifications.

Click the Go button.

response will display.



Work	ist			-	 	
∕iew	To Do Notification	ns 🗸	Go	-		
Selec	t Notifications:	Open	Close			

new To be Netification	· · 60			
Select Notifications:	Open C	kee		
Select All Select None				
Select From	Type	Subject -	Sent	Due
Moore, Letre	HR	Appraisal of Dire, John preposed by Smith, Sami as of 01 Jan 2015	28-Aug-2014	28-Aug-2015

Step 12 The *Appraisal* opens.

name])...'

Step 13 Scroll down to the Related Applications section toward the bottom of the page.

Smith, Sam) as of 2023-Jan-01'

- Step 14 Click the View Action link to open the Appraisal Review page.
- Step 15 Click the Printable Page button.

Once clicked a copy of the same page will open with all the sections expanded.



Step 10

Step 11

Quick Start: Print an Appraisal Submitted by a Direct Report

- Step 16 Click File, then Print... from your browser's menu bar.
- **Step 17** Select the desired **Printer**.
- Step 18 Click the Print button.

NOTE: The printable page does <u>not</u> contain action buttons or links. Close the printable page, and then you will be able to click the 'Back' button to return to the main appraisal page.

End of Procedure.