



Reviewing Official: Approve an Appraisal Submitted by a Direct Report

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.



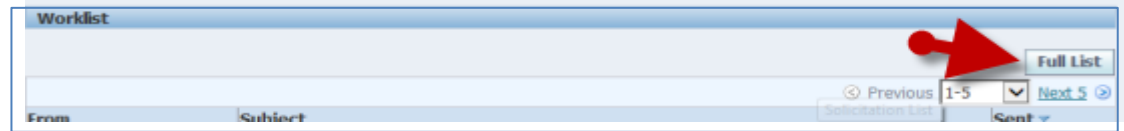
- Step 5 Click the blue [Go to Employee Self-Service](#) button.



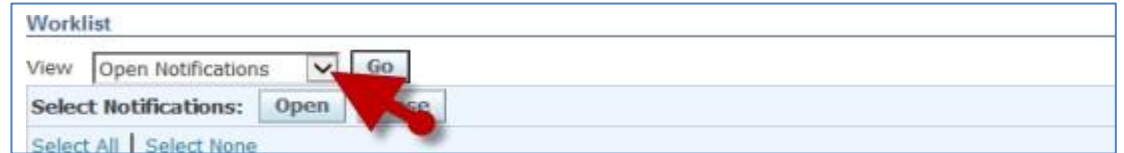
- Step 6 Your *Oracle eBusiness Homepage* opens.

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Step 7 Click the **Full List** button located in the Worklist section



Step 8 Click the **Drop-down Arrow** of the 'View' field

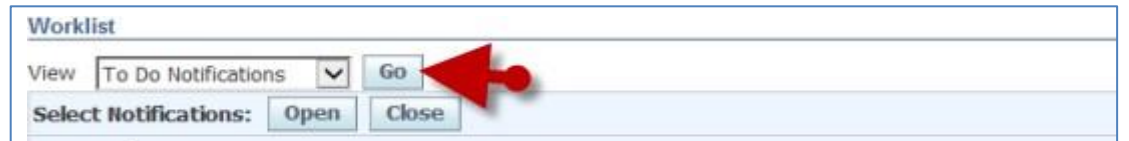


Step 9 Select **To Do Notifications**.



Step 10 Click the **Go** button.

Once clicked, all notifications waiting for your response will display.



Step 11 Click a **Subject** that indicates the 'Appraisal of [Appraisee name] (proposed by [Main Appraiser name])...'

Example: 'Appraisal of Doe, John (proposed by Smith, Sam) as of 2024-Jan-01'



Step 12 The **Appraisal** opens.

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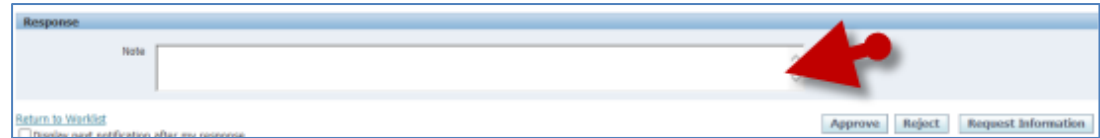
Step 13 Review the [Appraisal](#).

NOTES:

- Show/hide ratings and comments individually using the [+Show/-Hide](#) link.
- Show/hide ratings and comments all at once using the [Show All Details/Hide All Details](#) links.

Step 14 OPTIONAL: Enter comments to the Main Appraiser (supervisor).

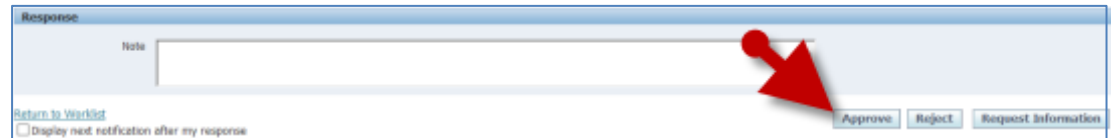
IMPORTANT: These comments are sent only to the Main Appraiser (supervisor), your direct report. The employee will only receive them if the Main Appraiser (supervisor) forwards or shows the comments to them.



The screenshot shows a 'Response' form with a 'Note' text input field. Below the input field are three buttons: 'Approve', 'Reject', and 'Request Information'. A red arrow points to the 'Approve' button. There is also a 'Return to Worklist' link and a checkbox labeled 'Display next notification after my response'.

Step 15 Click the [Approve](#) button.

NOTE: Once clicked, the appraisal **cannot** be edited.



This screenshot is identical to the one above, but the red arrow points to the 'Approve' button, indicating it should be clicked.

Step 16 The appraisal has been approved.

End of Procedure.

IMPORTANT

Once you've approved the appraisal:

- The **Main Appraiser** (your direct report) will receive a notification confirming approval and indicating the appraisal is waiting for the Appraisee (the employee) to provide feedback.
- The **Appraisee** will also receive a notification alerting them of the approval and request they provide final overall feedback (which is optional).
- Whether or not the Appraisee chooses to enter final feedback, they must click the 'Submit' button in order for the appraisal to be finalized.