



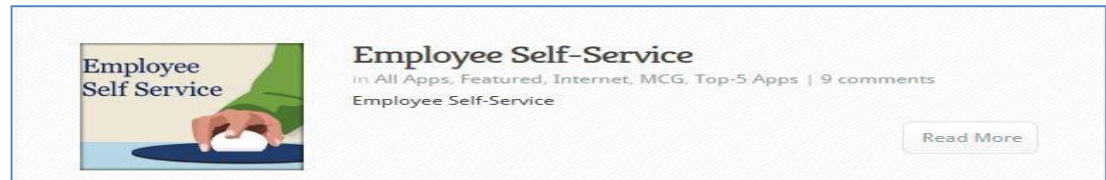
Send a Direct Report Their Appraisal for Interim Updates

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.

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



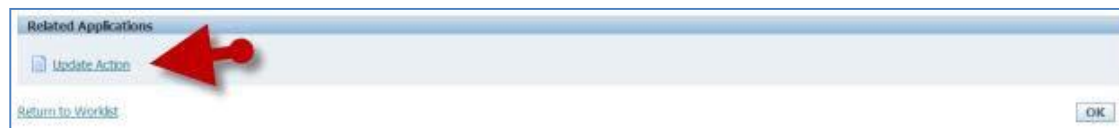
NOTE: This notification is received each time the direct report returns their appraisal to you.

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Step 8 Click the [Subject](#) of the Worklist Notification.

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



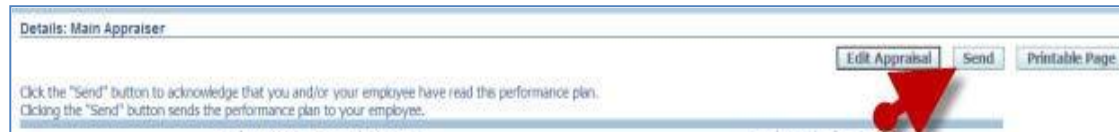
Step 10 You are now on the first page of the appraisal.

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.

Step 11 Click the [Send to Appraisee](#) button.

IMPORTANT: The 'Send to Appraisee' button will only display if the appraisal is in your possession.



Step 12 **OPTIONAL:** Enter [Comments](#) into the 'Notification Message to Appraisee' textbox.

NOTE: These comments will display in the notification the direct report receives alerting them the appraisal has been sent to them.



Step 13 Click the [Submit](#) button to send the appraisal to the employee.

NOTE:

- Once 'Submit' is clicked, your direct report will have their appraisal. They will be able to enter Date & Comments related to their progress.
- A confirmation message will display and the Status of the appraisal changes to 'Transferred to Appraisee'.
- You will not be able to edit the appraisal until the direct report returns the appraisal to you

End of Procedure.