

Office of Human Resources

Send a Direct Report Their Blank Appraisal Template

Step-by-Step Instructions

Step 1	Open an Internet Browser.
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- Step 2 Navigate to <u>eportal.montgomerycountymd.gov</u>.
- 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 Click the MCG HR Manager Access link.
- Step 8 Click the Performance Management link.
- **Step 9** Click the **Go to Task** icon to the right of the desired Performance Plan group for the correct fiscal year.





Employee Self-Service In All Apps, Featured, Internet, MCG, Top-5 Apps | 9 comments Employee Self-Service







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Send an MLS/PSM Direct Report a Blank Appraisal Template

- Click either the **Details** or **Appraise** icon. ace Management Appraisals Main Annealson | Dartin Each will open the appraisal and display a Appraisals As Main Appraise Send to Appraisee button. Annahisely In Dr. Select Al | Select Nord Select Toltator C Shepperd, Sam Peep, Bo Planned The appraisal opens. Click the Send to Appraisee button. Details: Main Appraiser Click the "Send" button to acknowledge that you and/or your employee have read this performance pla Notification Message to Apprais Enter your message, and click Submit to share the appraisal with the NOTE: These comments will display in the notification the direct -1 Enter your message, and click Submit to share the appraisal with the av and movide feedback by COB today. Thank IMPORTANT Direct reports cannot edit their supervisor's entries. Direct reports can only edit what they've added to their own appraisal.
 - Comments saved to an Objective by either supervisor or direct report will prevent an Objective from being deleted.

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Edit Appraisal Send to Appraisee Printable Page

Step 13 **OPTIONAL:** Enter **Comments** into the 'Notification Message to Appraisee' textbox.

report receives alerting them the appraisal has been sent to them.

Step 14 Click the **Submit** button to send the appraisal to the employee only.

NOTE:

- Once 'Submit' is clicked, your direct report will have their Appraisal.
- 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.

Step 10

Step 11

Step 12