Submit an Appraisal for Final Approval Using Worklist

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.

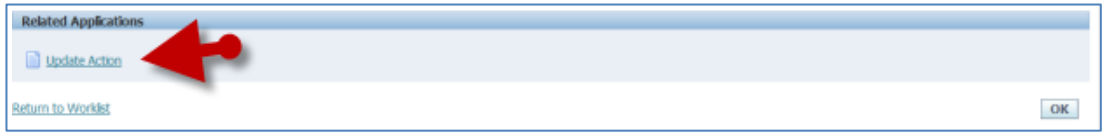
Step 5 Click the blue **Go to Employee Self- Service** button.

Step 6 Your ***Oracle eBusiness Homepage*** opens.

Step 7 Click the **Subject** of the most recent Worklist Notification that indicates *'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.

Step 8 Click the **Update Action** link, in the *'Related Applications'* section at the bottom of the page.



Step 9 The ***Appraisal*** opens

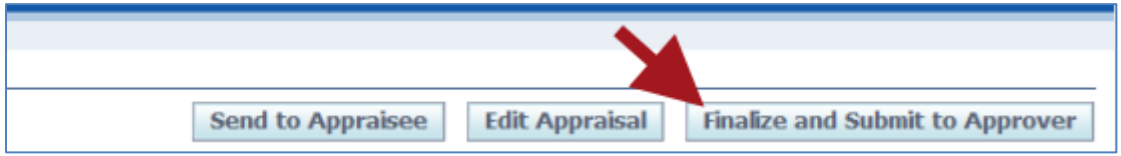
IMPORTANT: If you logged into Oracle and went directly to the worklist notification, you will receive a message at the top of the appraisal stating *'The current responsibility context has been switched…'* along with an option to change it.

Step 10 *If displayed,*

Select **MCG HR Manager Access** for the 'Switch Responsibility' field

Step 11 Click the **Finalize and Submit to Approver** button to open the *Give Final Ratings: Main Appraiser* page.

IMPORTANT: Only click this button when the appraisal is ready to be finalized.

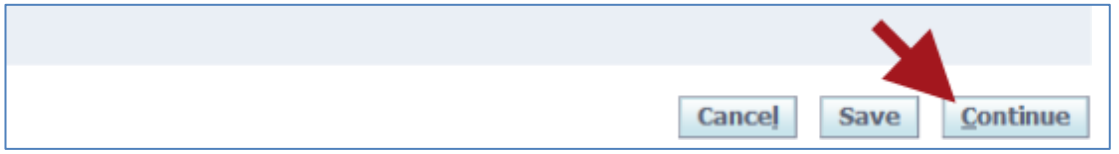


Step 12 **Review** the entire appraisal to ensure that all entries and selections are correct.

IMPORTANT:

- The *Give Final Ratings: Main Appraiser* page is to review the appraisal prior to submission. You **cannot** edit the appraisal on this page.
- To make changes, click **Cancel** and then click 'Yes' in response to the resulting Warning message. You will be returned to the Main Appraiser Review page. Once there, click the **Edit Appraisal** button to edit the appraisal.

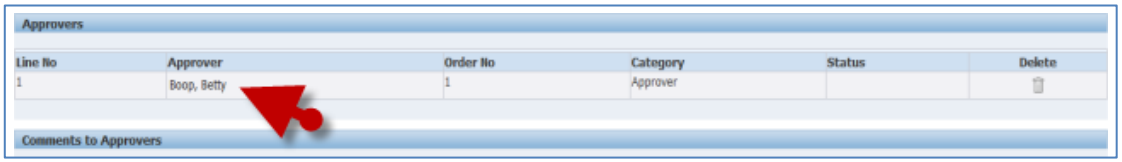
Step 13 Click the **Continue** button to advance to the *Give Final Ratings: Review* page.



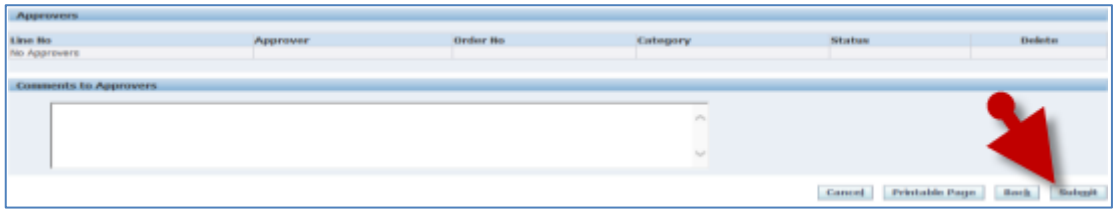
Step 14 Scroll down to the **Approvers** section toward the bottom of the page.

Step 15 Confirm the **Approver (Reviewing Official)** name is your current supervisor

IMPORTANT: If the name is not correct, do not proceed until your supervisor is corrected.



Step 16 Click the **Submit** button.



Step 17 Click **Yes** to the warning message to send the appraisal to the Approver (Reviewing Official).

IMPORTANT: This default warning message is phrased poorly. Once you click 'Yes' to submit, you will not be able to edit the appraisal unless your Approver returns it to you. Also, the employee will not receive the appraisal at this time. The appraisal will be sent to them only **after** it is approved.

Step 18 You're returned to the **Appraisals as Main Appraiser** page where a confirmation message displays.

IMPORTANT:

- Once the appraisal is approved, it is not yet fully completed.
- Following approval, the Appraisee receives a notification requesting final overall feedback, which is optional.
- Whether or not the Appraisee enters final feedback, they must click the 'Submit' button to change the status of the appraisal to 'Completed'.

End of Procedure