

The Oracle Upgrade: Workforce Performance Management (WPM) for Employees

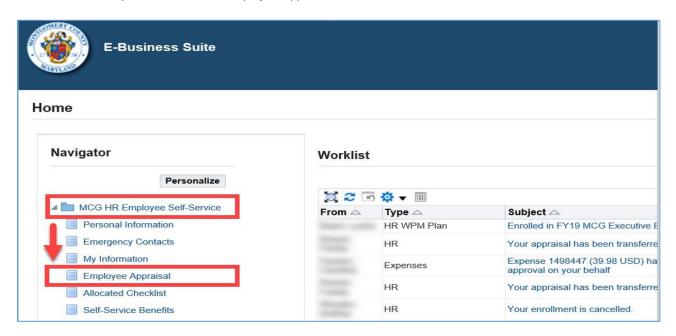
This guide features enhancements to WPM that came with the Oracle upgrade, to include more white space, cleaner lines and easier navigation. While your steps remain the same, there are some visual changes and a process improvement worth noting before you begin your appraisal.

Learn more by previewing the new WPM below! And don't forget to take General Navigation for Oracle Online Class in Oracle Learning Management (OLM) for an overview of your new Oracle Home page.

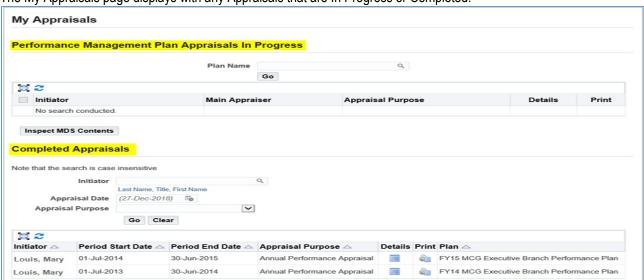
Accessing Your Appraisal

What's New? The Navigator menu looks slightly different, with menus that expand below headers instead of to the side. To access your appraisal:

- 1. Go to www.eportal.montgomerycountymd.gov
- 2. Enter your User Name and Password.
- Click Log In.
- 4. Find the Employee Self-Service (ESS) app and click the app link.
- 5. Click Go to Employee Self-Service.
- 6. On the Oracle Home Page, click the MCG HR Employee Self-Service link under Navigator.
- 7. A menu expands below. Click Employee Appraisal.



The My Appraisals page displays with any Appraisals that are In Progress or Completed.



Tips & Tricks: You can also access your appraisal via the Home page Work List and Notifications.



OHR Rev: 05/14/2024

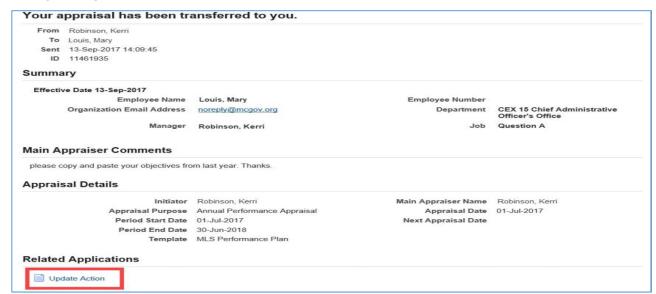




Sending Your Appraisal

What's New? Text, links, buttons and comment boxes you are used to seeing are in the same location. However, they are now surrounded by more white space, making them easier to locate on the page.

IN-PAGE LINKS



TEXT, COMMENT BOXES & BUTTONS

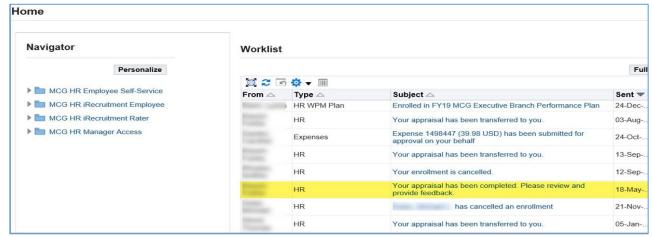


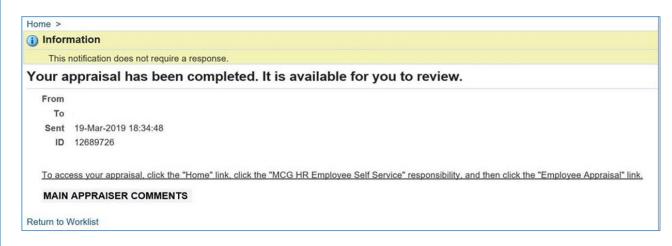
Completing Your Appraisal

PROCESS IMPROVEMENT

The appraisal process used to end with you. However, the process has been shortened and the final Approver concludes your appraisal. That means the appraisal will no longer be sent back to you for final submittal.

Shown in the example below, you will receive a notification that the appraisal is complete and ready for your review.





OHR Rev: 05/14/2024