



## 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](http://www.eportal.montgomerycountymd.gov)
2. Enter your User Name and Password.
3. 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.



### ❖ 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

**Your appraisal has been transferred to you.**

From: Robinson, Kerri  
To: Louis, Mary  
Sent: 13-Sep-2017 14:09:45  
ID: 11461935

**Summary**

<b>Effective Date</b> 13-Sep-2017	<b>Employee Name</b> Louis, Mary	<b>Employee Number</b>
<b>Organization Email Address</b> noreply@mcgov.org	<b>Department</b> CEX 15 Chief Administrative Officer's Office	<b>Job</b> Question A
<b>Manager</b> Robinson, Kerri		

**Main Appraiser Comments**

please copy and paste your objectives from last year. Thanks.

**Appraisal Details**

<b>Initiator</b> Robinson, Kerri	<b>Main Appraiser Name</b> Robinson, Kerri
<b>Appraisal Purpose</b> Annual Performance Appraisal	<b>Appraisal Date</b> 01-Jul-2017
<b>Period Start Date</b> 01-Jul-2017	<b>Next Appraisal Date</b>
<b>Period End Date</b> 30-Jun-2018	
<b>Template</b> MLS Performance Plan	

**Related Applications**

[Update Action](#)

#### TEXT, COMMENT BOXES & BUTTONS

E-Business Suite

Share Appraisal Details with Main Appraiser Cancel Submit

Click Submit to transfer ownership of this appraisal to the main appraiser.

**Feedback on Overall Rating**

**Notification Message for Main Appraiser**

### ❖ 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.

Home

**Navigator**

- MCG HR Employee Self-Service
- MCG HR iRecruitment Employee
- MCG HR iRecruitment Rater
- MCG HR Manager Access

**Worklist**

From	Type	Subject	Sent
HR	WPM Plan	Enrolled in FY19 MCG Executive Branch Performance Plan	24-Dec...
HR		Your appraisal has been transferred to you.	03-Aug...
Expenses		Expense 1498447 (39.98 USD) has been submitted for approval on your behalf	24-Oct...
HR		Your appraisal has been transferred to you.	13-Sep...
HR		Your enrollment is cancelled.	12-Sep...
HR		Your appraisal has been completed. Please review and provide feedback.	18-May...
HR		has cancelled an enrollment	21-Nov...
HR		Your appraisal has been transferred to you.	05-Jan...

Home >

**Information**

This notification does not require a response.

**Your appraisal has been completed. It is available for you to review.**

From: [Redacted]  
To: [Redacted]  
Sent: 19-Mar-2019 18:34:48  
ID: 12689726

To access your appraisal, click the "Home" link, click the "MCG HR Employee Self Service" responsibility, and then click the "Employee Appraisal" link.

**MAIN APPRAISER COMMENTS**

[Return to Worklist](#)