



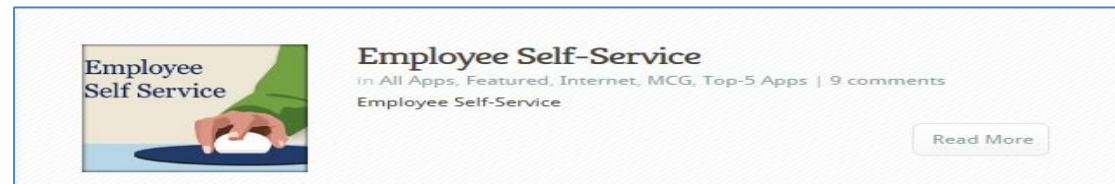
Navigate to Direct Report Appraisals Using a Worklist Notification

Step-by-Step Instructions

- Step 1 Open an [Internet Browser](#).
- Step 2 Navigate to portal.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.'*



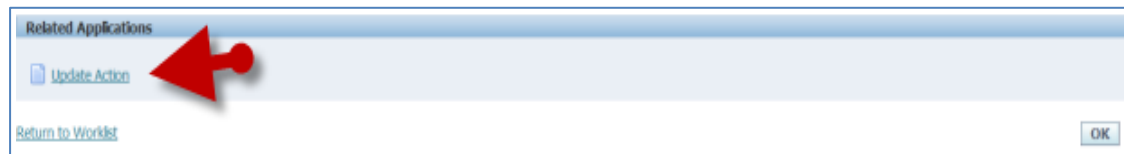
NOTE: This notification is received each time the direct report returns their appraisal to you. You may need to use the 'Full List' button and [Ctrl + F] to find it.

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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 Click **OK**.

Step 11 The **Appraisal** opens.

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.

End of Procedure