



Provide Participant Appraiser Feedback on Appraisee Performance

Step-by-Step Instructions

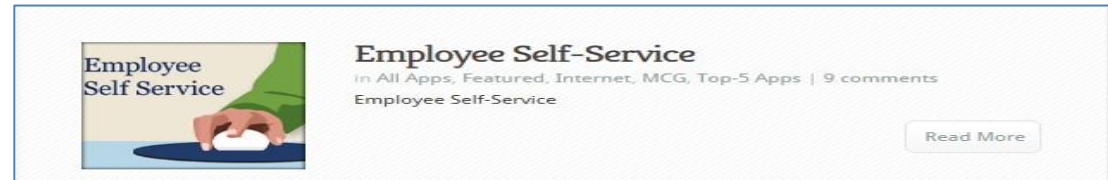
Step 1 Open an [Internet Browser](#).

Step 2 Navigate to eportal.montgomerycountymd.gov.

Step 3 Sign In to [accessMCG](#).



Step 4 Click the [Employee Self-Service](#) option.

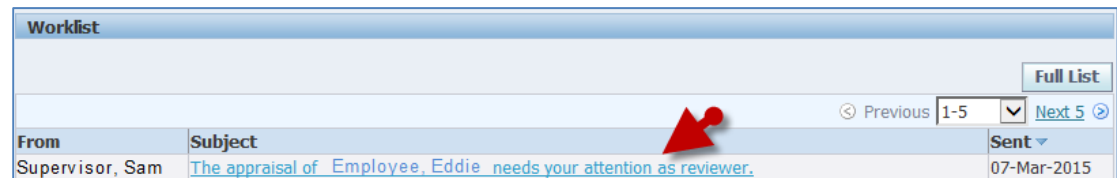


Step 5 Click the blue [Go to Employee Self-Service](#) button.



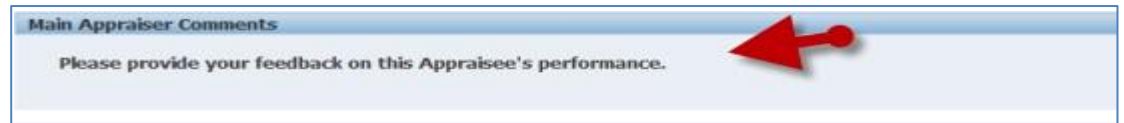
Step 6 Your *Oracle eBusiness Homepage* opens.

Step 7 Click the [Subject](#) of the Worklist Notification that indicates 'The appraisal of [employee name] needs your attention as appraiser.'

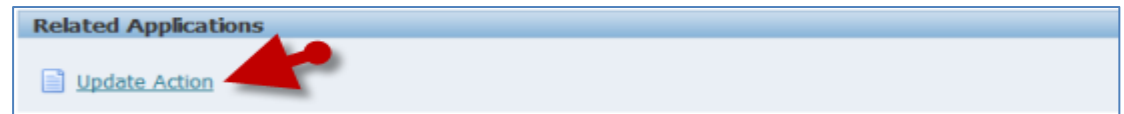


Provide Participant Appraiser Feedback on Appraisee Performance

Step 8 Review the [Main Appraiser Comments](#) section. Any comments are from the supervisor to you.



Step 9 Scroll down to the [Related Applications](#) section at the bottom of the notification.



Step 10 Click the [Update Action](#) link, located in the bottom left corner.

Step 11 The **Appraisal** opens.

IMPORTANT: If you just 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 12 *If displayed,*

Select [MCG HR Employee Self-Service](#) from the 'Switch Responsibility' field.



Step 13 Review the [Main Appraiser Comments](#) section. Any comments are from the supervisor to you.

Provide Participant Appraiser Feedback on Appraisee Performance

Step 14 To rate and comment on Competencies,

Click the **Update Details** icon of the first Competency to open the *Competency Details* page.

NOTE: Ratings can be entered on the main appraisal page, but comments cannot. The 'Update Details' icon allows you to enter both ratings and comments on the same page.



Step 15 Click the **Performance Rating** drop-down button and select a rating.

Step 16 Enter the current **Date** and then your Comments into the Date & Comments field.

NOTE: Max character limit 2000. The field will allow more but will **only** save 2000 characters, including spaces.

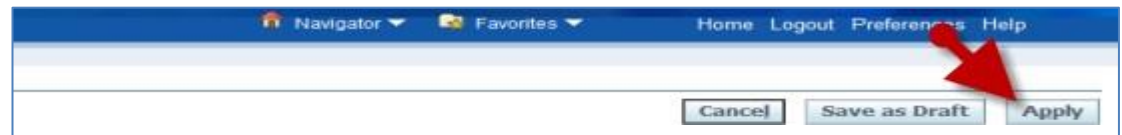


Step 17 Click the **Apply and Update Next** button until all Competencies have been rated.

NOTE: When the last Competency is reached, only an 'Apply' button will display.



Step 18 Click the **Apply** button to return to the appraisal after all Competencies have been updated.



Step 19 Scroll down to the **Objectives** section.

Provide Participant Appraiser Feedback on Appraisee Performance

Step 20 Click the **Update Comments** pencil icon of the first Objective.

NOTE: Ratings can be entered on the main appraisal page, but comments cannot. The 'Update Comments' icon allows you to enter both ratings and comments on the same page



Step 21 Click the **Performance Rating** drop-down button and select a rating.



Step 22 Enter the current **Date** and then your **Comments** into the **Date & Comments** field.

IMPORTANT: Max character limit 2000. The field will allow more but will **only** save 2000 characters, including spaces.

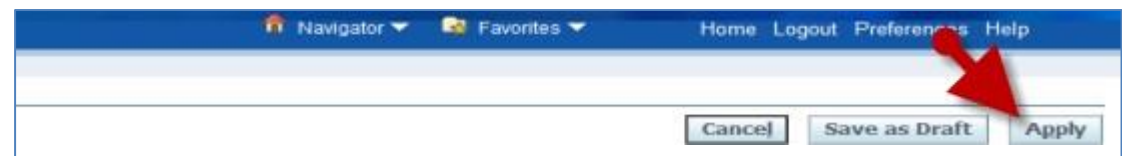


Step 23 Click the **Apply and Update Next** button until all Objectives have been updated.

NOTE: When the last Objective is reached, only an 'Apply' button will display.



Step 24 Click the **Apply** button to return to the appraisal after all Objectives have been updated.



Provide Participant Appraiser Feedback on Appraisee Performance

Step 25 Scroll down to the **Overall Feedback** section as the bottom of the page.



Step 26 Enter the **Date** and your **Overall Feedback** into the 'Date and Comments' field.

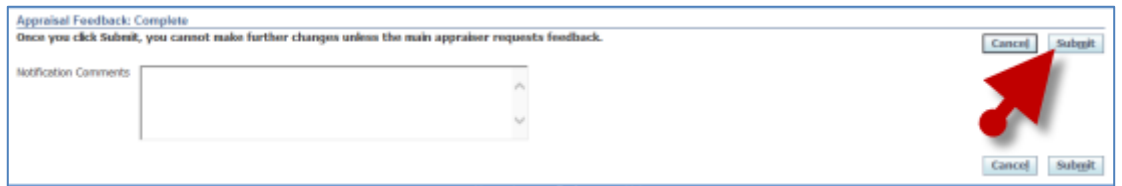
Step 27 Click the **Complete** button to open the *Appraisal Feedback: Complete* page.



Step 28 Enter **Comments** to the Main Appraiser (supervisor) into the 'Notification Comments' field.



Step 29 Click the **Submit** button to send your feedback to the Main Appraiser (supervisor).



NOTE:

- You must click the 'Submit' button for the Main Appraiser (supervisor) to receive your feedback.
- Once you click 'Submit', you cannot make further changes unless the main appraiser requests additional feedback.

End of Procedure.