



Send a Direct Report Their Appraisal for End of Year Feedback

Step-by-Step Instructions

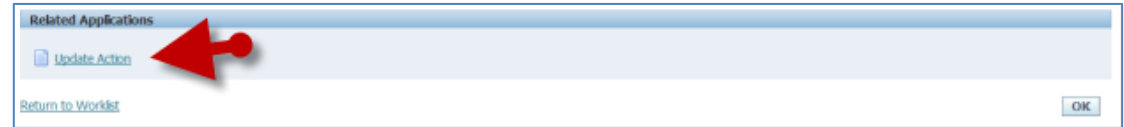
- Step 1** Open an [Internet Browser](#).
- Step 2** Navigate to eportal.montgomerycountymd.gov.
- Step 3** Sign In to [accessMCG](#).
- Step 4** Click the [Employee Self-Service](#) option.
- Step 5** Click the blue [Go to Employee Self-Service](#) button.
- Step 6** Your [Oracle eBusiness Homepage](#) opens.
- Step 7** Click the [Subject](#) of the Worklist Notification that indicates *'The appraisal of [employee name] needs your attention as main appraiser.'*

NOTE: This notification is received each time the direct report returns their appraisal to you.



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

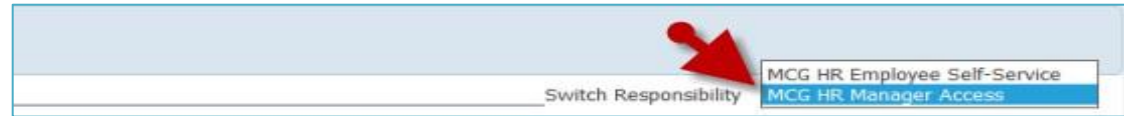


Step 9 The **Appraisal** opens

Step 10 *If displayed,*

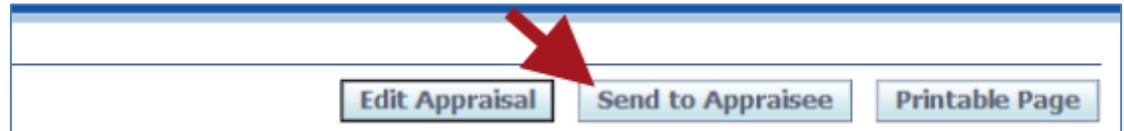
Select **MCG HR Manager Access** for the 'Switch Responsibility' field.

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.



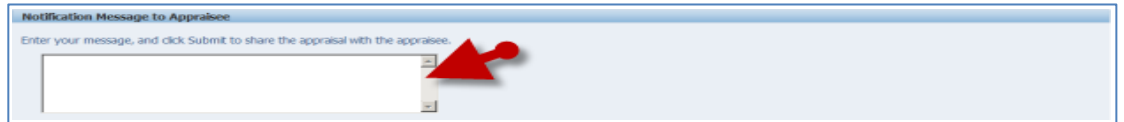
Step 11 Click the **Send to Appraisee** button.

IMPORTANT: The 'Send to Appraisee' button sends to your direct report employee only.



Step 12 OPTIONAL: Enter **Comments** into the 'Notification Message to Appraisee' textbox.

NOTE: These comments will display in the notification the direct report receives alerting them the appraisal has been transferred to them.



Step 13 Click the **Submit** button to send the appraisal to the Appraisee (employee).

End of Procedure.

NOTE:

- Once 'Submit' is clicked, your direct report will have their appraisal. They will be able to enter Date & Comments (no ratings) related to their performance.
- A confirmation message will display and the Status of the appraisal changes to 'Transferred to Appraisee'.
- You will not be able to edit the appraisal again until your direct report returns the appraisal to you.