



Send a Direct Report Their Blank Appraisal Template

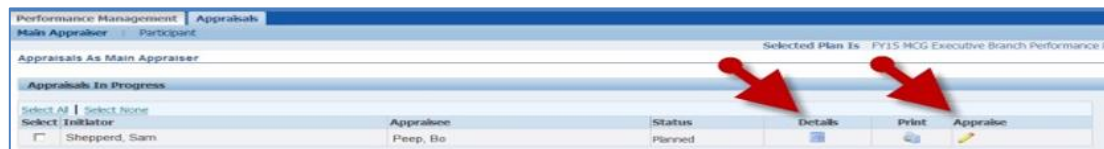
Step-by-Step Instructions

- 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 [MCG HR Manager Access](#) link.
- Step 8 Click the [Performance Management](#) link.
- Step 9 Click the [Go to Task](#) icon to the right of the desired Performance Plan group for the correct fiscal year.



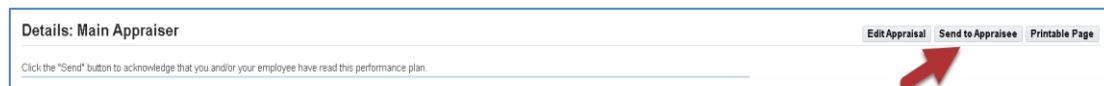
Send an MLS/PSM Direct Report a Blank Appraisal Template

Step 10 Click either the **Details** or **Appraise** icon. Each will open the appraisal and display a **Send to Appraisee** button.

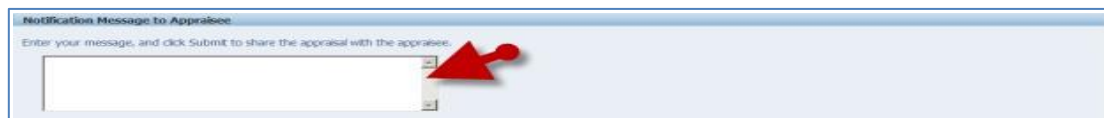


Step 11 The *appraisal* opens.

Step 12 Click the **Send to Appraisee** button.



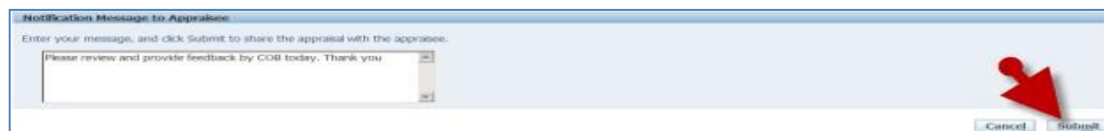
Step 13 **OPTIONAL:** Enter **Comments** into the 'Notification Message to Appraisee' textbox.
NOTE: These comments will display in the notification the direct report receives alerting them the appraisal has been sent to them.



Step 14 Click the **Submit** button to send the appraisal to the employee only.

NOTE:

- Once 'Submit' is clicked, your direct report will have their Appraisal.
- 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 until the direct report returns the appraisal to you.



IMPORTANT

- Direct reports cannot edit their supervisor's entries.
- Direct reports can only edit what they've added to their own appraisal.
- Comments saved to an Objective by either supervisor or direct report will prevent an Objective from being deleted.

End of Procedure.