



## The Oracle Upgrade: Workforce Performance Management (WPM) for Appraisers & Approvers

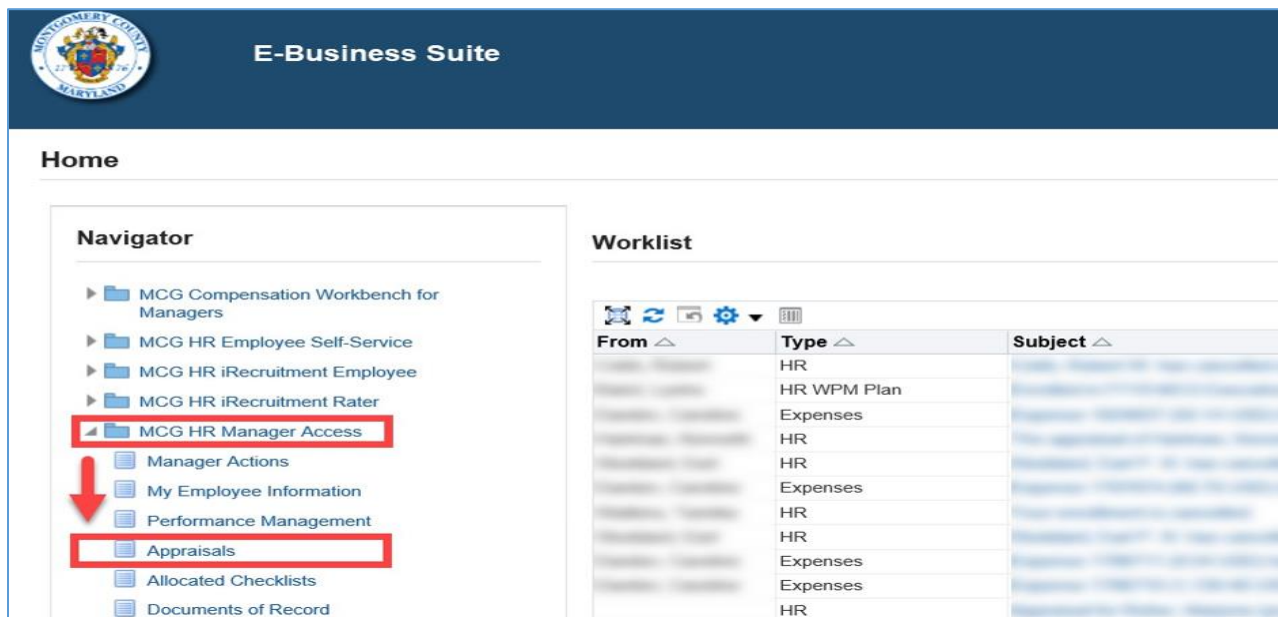
This guide features enhancements to WPM that came with the Oracle upgrade, to include more white space, cleaner lines and easier navigation. While your steps remain the same, there are some visual changes and a process improvement worth noting before you begin appraisals. Learn more by previewing the new WPM below!

### ❖ Creating an Appraisal

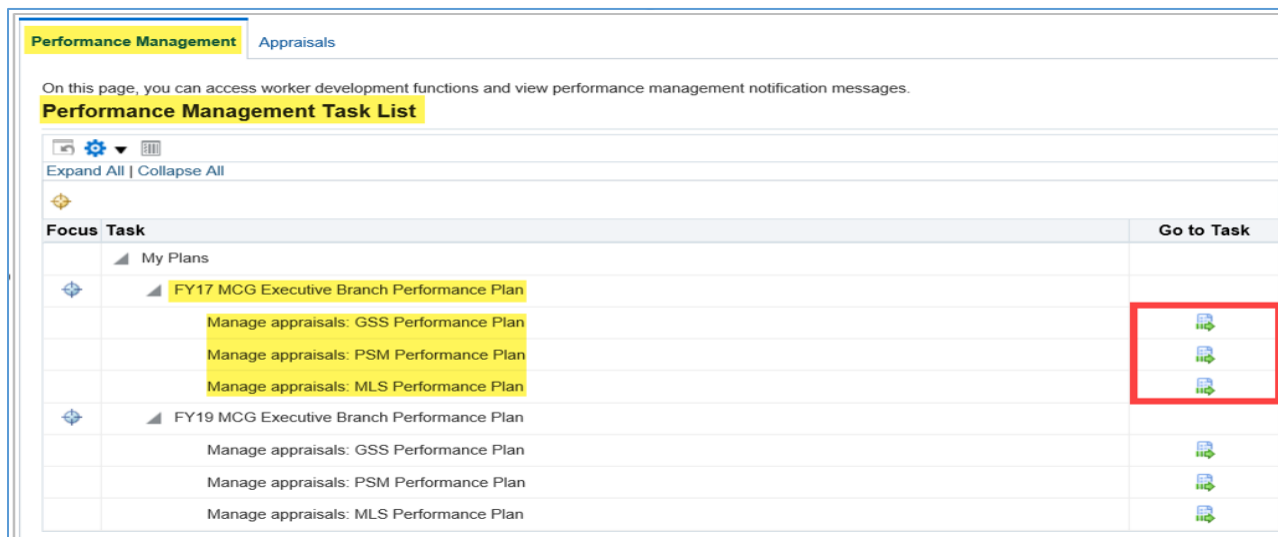
What's New? The Navigator menu looks slightly different, with menus that expand *below* headers instead of to the side.

To begin creating appraisals:

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.



The Performance Management Task List displays with performance plans listed within a table. Here, you can select a plan and begin the appraisal process.





### ❖ Modifying an Appraisal

What's New? Text, links 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.

**The appraisal of [redacted] needs your attention as main appraiser.**

From [redacted]  
To [redacted]  
Sent 19-Mar-2019 10:19:58  
ID 12688712

**Summary**

Effective Date	19-Mar-2019	Employee Number	9749
Employee Name	[redacted]	Department	FRS 45 HR Labor Relations
Organization Email Address	noreply@mcgov.org	Job	Public Safety Supervisor
Manager	[redacted]		

**Appraiser Notification Comments**

**Appraisal Details**

Initiator	[redacted]	Main Appraiser Name	[redacted]
Appraisal Purpose	Annual Performance Appraisal	Appraisal Date	28-Feb-2019
Period Start Date	28-Feb-2019	Next Appraisal Date	
Period End Date	30-Jun-2019		
Template	PSM Performance Plan		

**Overall Rating and Comments**

Overall Rating [redacted] [Change to Text Mode](#)

Date & Comments [redacted]

Appraiser Feedback [redacted]

**Related Applications**

- 
- 

You will also find the Cancel and Submit buttons at the very top of the page, rather than at the bottom.

**Details with Appraiser**

**d with Appraiser**

ents completed by the main appraiser to share with the appraisee.

<input checked="" type="checkbox"/> Competency Ratings and Comments	<input checked="" type="checkbox"/> Overall Rating
<input checked="" type="checkbox"/> Objective Ratings and Comments	<input checked="" type="checkbox"/> Overall Comments

**ip**

stains Ownership to continue updating the appraisal.  Main Appraiser Retains Ownership



### ❖ Completing an Appraisal

What's New? Before an appraisal is sent to the final Approver, the confirmation will appear within the Review window as opposed to on a separate page.

Details: Main Appraiser > Main Appraiser Review > Give Final Ratings: Main Appraiser >

#### Give Final Ratings: Review

To make changes to the appraisal, click Back. To complete the appraisal, click Submit.

Employee Name  
Organization Email Address  
Manager

#### Competency Ratings

Show All Details | Hide All Details

**Details: Competency**

- MANDATORY: Equal Employment Opportunity (EEO)
- MANDATORY: Performance Management
- MANDATORY: Safe Work Environment

**Objectives**

Details Objective Name Start Date

No results found.

**Warning**

You have chosen to submit this appraisal for final approval.

Once submitted, you will not be able to edit it unless your Approver returns the appraisal to you. Following approval, the system will notify you and route a copy to the employee to review and finalize.

### ❖ PROCESS IMPROVEMENT

The appraisal process is shorter and *now ends with the Final Approver*. Thus, the appraisal is no longer sent back to the employee as a final step. The high-level process is as follows:

1. Supervisor sends appraisal to Employee for review.
2. Employee reviews, enters Overall Feedback (optional) and sends appraisal back to the Supervisor.
3. Supervisor sends appraisal to final Approver for review.
2. Approver approves the appraisal.
3. Supervisor and Employee receive approval notifications. *(Examples below)*

### SUPERVISOR NOTIFICATIONS

Home

**Navigator**

Personalize

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

**Worklist**

From	Type	Subject	Sent
SYSADMIN	HR	Appraisal for [redacted] has been approved.	19-Mar-2019
[redacted]	[redacted]	[redacted]	19-Mar-2019
[redacted]	[redacted]	[redacted]	28-Feb-2019

TIP Vacation Rules - Redirect or auto-respond to notifications.

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**Information**

This notification does not require a response.

**Appraisal for [redacted] has been approved.**

From: SYSADMIN  
To: [redacted]  
Sent: 19-Mar-2019 18:34:48  
ID: 12689725

**Details**

Appraisal changes for [redacted] have been approved and completed. View the status below, and verify the successful completion of the appraisal.

Final Approver: [redacted]  
Comments:

**Appraisal Status**

Appraisal Date	Appraisee	Appraisal Type	Status	Result
28-Feb-2019	[redacted]	Manager Standard Appraisal Transferred to Appraisee	Completed	Success

### EMPLOYEE NOTIFICATIONS

**Navigator**

Personalize

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

**Worklist**

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

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