



Update Your Own Appraisal

Step-by-Step Instructions

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

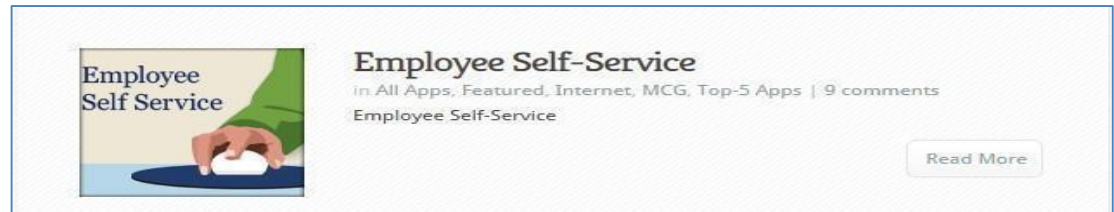
Step 2 Navigate to portal.montgomerycountymd.gov.

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



Step 4 The *ePortal for County Systems and Applications* page opens.

Step 5 Click the [Employee Self-Service](#) option.

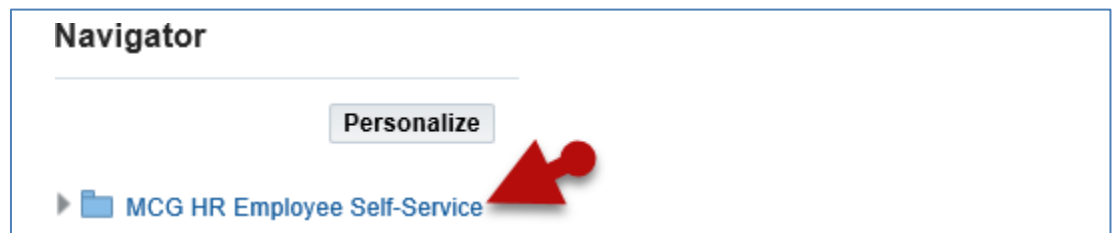


Step 6 Click the blue [Go to Employee Self-Service](#) button.



Step 7 Your *Oracle eBusiness Homepage* opens.

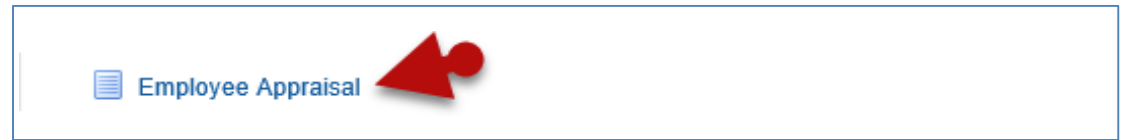
Step 8 Click the [Employee Self-Service](#) link that's located in the Navigator section of your Oracle Homepage.



Update Your Own Appraisal

Step 9 Click the [Employee Appraisal](#) link.

The **My Appraisals** page opens.



Step 10 Click the [Magnifying Glass](#) icon next to the Plan Name field to search for the Performance Plan.

Do Not attempt to manually enter the Plan Name.

Do Not click the Go button if the Plan Name field is empty.



Step 11 Click the [Go](#) button under the Plan Name field.
The Search and Select: Plan Name page opens.

Step 12 Click the [Go](#) button.



Step 13 Click the [Quick Select](#) button adjacent to the desired Plan Name.

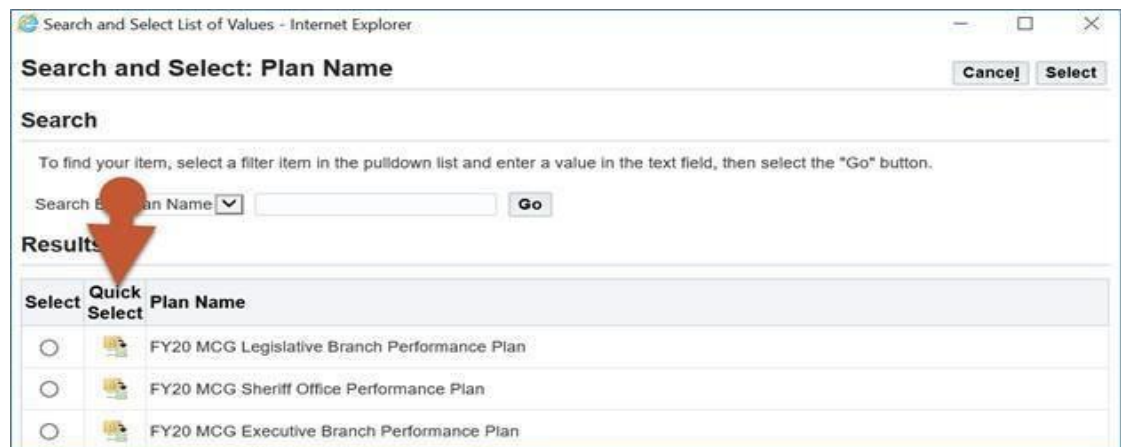
For the desired fiscal year, [select the Plan Name](#) that reflects the highest-ranking officer to which your department reports:

County Executive = **Executive Branch Performance Plan.**

Director, Council Staff = **Legislative Branch Performance Plan.**

Sheriff = **Sheriff Office Performance Plan.**

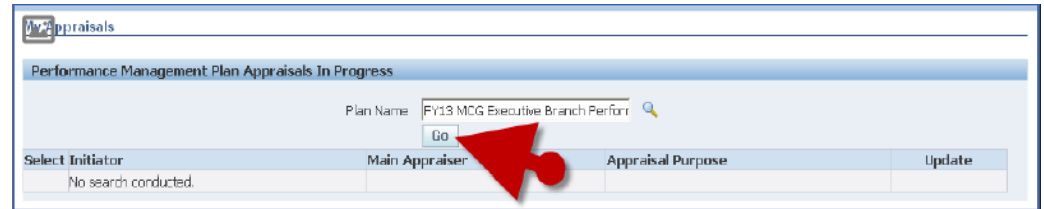
You're returned to the **My Appraisals** page where the Plan Name field is populated with your selection.



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Step 14 Click the **Go** button.

Your appraisal displays.



My Appraisals

Performance Management Plan Appraisals In Progress

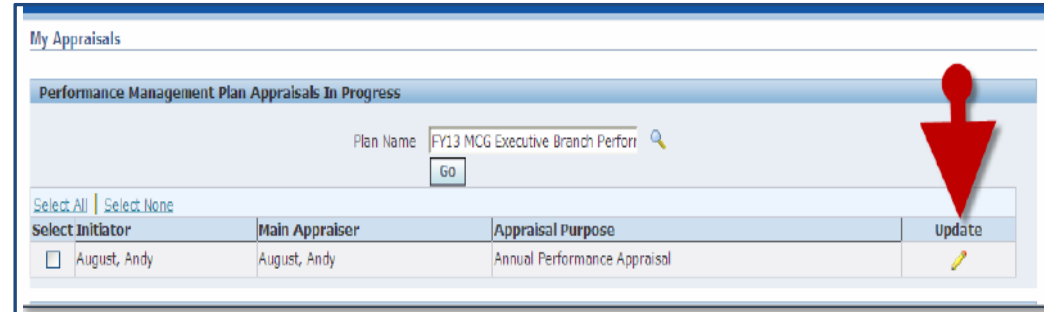
Plan Name: FY13 MCG Executive Branch Perform

Go

| Select Initiator | Main Appraiser | Appraisal Purpose | Update |
|----------------------|----------------|-------------------|--------|
| No search conducted. | | | |

Step 15 Click the **Update Pencil**.

Your appraisal opens. You're now on the first page of the appraisal.



My Appraisals

Performance Management Plan Appraisals In Progress

Plan Name: FY13 MCG Executive Branch Perform

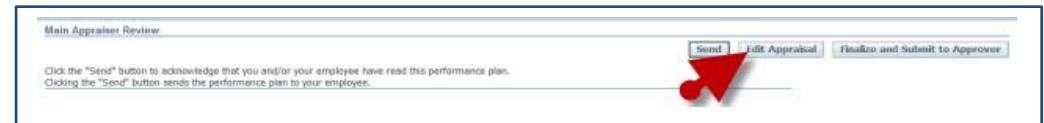
Go

Select All | Select None

| Select Initiator | Main Appraiser | Appraisal Purpose | Update |
|---------------------------------------|----------------|------------------------------|--------|
| <input type="checkbox"/> August, Andy | August, Andy | Annual Performance Appraisal | |

Step 16 Click the **Edit Appraisal** button.

The **Update Appraisal** page opens. This is the edit page of the appraisal.

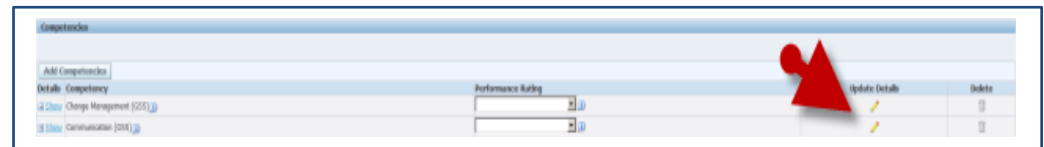


Main Appraiser Review

Send Edit Appraisal Finalize and Submit to Approve

Click the "Send" button to acknowledge that you and/or your employee have read this performance plan. Clicking the "Send" button sends the performance plan to your employee.

Step 17 Click the **Update Details** pencil icon to the far right of the first Competency.



Competencies

Add Competency

| Details: Competency | Performance Rating | Update Details | Delete |
|---|--------------------|----------------|--------|
| <input type="checkbox"/> Change Management (50) | | | |
| <input type="checkbox"/> Communication (24) | | | |

Step 18 Enter the current **Date** and **Comments** into the Date & Comments field.

IMPORTANT:

- You must enter a date before your comments as this is the same textbox that will be used end-of-year.

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Step 19 Click the [Apply](#) button.

NOTE: Alternatively, you may click the 'Apply and Update Next' button to add comments to the next Competency. Then, click the 'Apply' button when you have reached the last one.

You are returned to **Update Appraisal** page.



Step 20 Click the [Update Comments](#) pencil icon to the far right of the first Objective.



Step 21 Enter date and comments into the [Date & Comments](#) field.



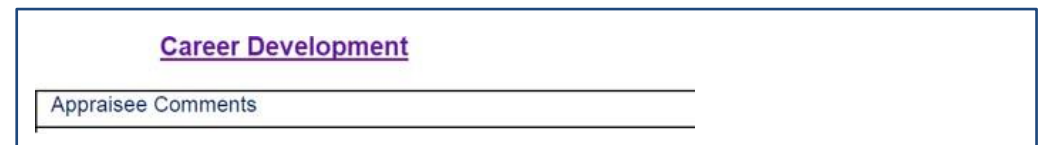
Step 22 Click the [Apply](#) button.

NOTE: Alternatively, you may click the 'Apply and Update Next' button to add Date & Comments to the next Objective. Then, click the 'Apply' button when you have reached the last one.



Step 23 Scroll down to the [Career Development](#) section toward the bottom of the page.

[Add Text](#) and/or [Overwrite](#) the existing text about how your career development goal progress.



End of Procedure.