TALENT MANAGEMENT
QUICK REFERENCE GUIDE - EMPLOYEE
HOW TO COMPLETE YOUR SELF-APPRAISAL

1. After you log into MAP, you will be directed to a listing of your appraisals. This page is titled **My Reviews**.

2. If you do not see your appraisal in this section, please contact the HRIS Help Desk and explain that you cannot locate your appraisal.

3. **Double click** on your appraisal.

    a. Please make sure you select the proper <u>active</u> appraisal by confirming the Appraisal Name, Period Begin, and Period End Dates.

4. You are now at the Main Page of your Appraisal.

    a. This page displays your name, review period, and the due date of the review.

    b. This page also allows you to review the instructions for evaluating the competencies, document notes throughout the review period, and view historical appraisals by utilizing one of the three links at the bottom of the screen.

    c. **Competencies & Standards**

        i. Click on the **Competencies & Standards** link.

        ii. An Adobe Acrobat PDF document will be displayed with a list of all competencies.

        iii. You can click on any competency to view the competency description and standards associated with that particular competency. The Agency Specific Competencies section lists all available competencies. Please contact your Supervisor or HR Manager to review your division competency packet.

        iv. To return to the appraisal, click the <u>Back</u> button in your browser.

    d. **Take Notes**

        i. Click on the **Take Notes** link.

        ii. Click **Create**.

        iii. The current date will automatically default in the date field. If you wish to enter a different date you can type it in or select the date by clicking on the calendar icon.

        iv. Type the information you want to document in the Note provided.

        v. Check the **Public** checkbox (if you want your manager/supervisor to review note) otherwise leave the box unchecked and the note will remain private to you.

        vi. To add an attachment, click on the **Browse** Link, browse for the attachment on your computer and then click **Open**.

        vii. Highlight the file you want to upload and then click **Open**.

        viii. Click **OK** to save the note and/or the uploaded document.

        ix. To return to the appraisal, click the Back button in your browser.

    e. **Historical Appraisals**

        i. All appraisals that have been finalized and acknowledged (by employee and supervisor) will appear in this list.

        ii. Once an appraisal has been moved to the Historical section, there can be no further editing on the document.

        iii. To view an appraisal, single click the **Appraisal**, then click **Consolidated Appraisal**

        iv. To return to the appraisal, click the **Back** button in your browser.

Completing, Reviewing, and Finalizing Your Self-Appraisal

NOTE: *All ratings and comments you enter will appear in your consolidated appraisal and can be viewed by your entire chain of command. Also any comments made in your appraisal will become part of your Official Personnel File.*

1. To add **Self-Appraisal Comments**, click on **Continue Appraisal** link.

infor Employee

| Home | My Reviews | Opportunities | Take Notes | To Do ⌄ | Inbasket |

My Performance Appraisal: New Appraisal Form - Non Supervisor

Continue Appraisal   Finalize

TRAIN EIGHT - TSTPOS8

Performance Review Period:: 3/28/2015   - 6/30/2015

Please Complete By:: 7/31/2015

Estimated % Complete:: **20 %**

If the appraisal is not complete, click Continue Appraisal. If the appraisal is complete, click Finalize.

Competencies & Standards | Take Notes | Historical Appraisals

2. Follow the instructions below for each section of your Self-Appraisal.

infor Employee

| Home | My Reviews | Opportunities | Take |

TRAIN EIGHT- Performance Appraisal: N

Save And Close   Consolidated Appraisal

◎ Evaluate Criteria   ⌄

➜ Performance Plan Acknowledgement

Statewide Competencies

Agency Specific Competencies

Performance Period Results

Development Actions

a. **Performance Plan Acknowledgement**: This was completed during the Performance Planning phase. No action is needed at this time in this section.

b. **Statewide Competencies:** There are three statewide competencies for the non-supervisory positions and four statewide competencies for supervisory positions.

    i. Review each competency and compare your performance against the standards associated with that particular competency (found under the Competencies & Standards link).

    ii. You should also review your SMAART Objectives to refresh your memory on what specific tasks or metrics your supervisor will be evaluating you on.

    iii. Once you have reviewed the Statewide competency standards, **select your rating** for each competency by clicking on the appropriate rating:

        1. Needs Improvement

        2. Meets Expectations

        3. Exceeds Expectations

    iv. Enter your **Comments** supporting the ratings you have chosen for each competency.

    v. Click the **Next** link which is found on the bottom of the page (clicking on another link will also save your responses).

Agency Specific Competencies: There are three agency specific competencies for each position. Review each competency and compare your performance against the standards associated with that particular competency (found under the Competencies and Standards link).

    vi. Once you have reviewed the Agency Specific competency standards, **select your rating** for each competency by clicking on the appropriate rating.

    vii. If the agency specific competencies are not listed and the message **'NO DATA TO DISPLAY'** is listed, please contact the HRIS Help Desk before proceeding any further.

    viii. Enter your **Comments** supporting the rating you have chosen for each competency.

    ix. Click the **Next** link which is found on the bottom of the page (clicking on another link will also save your responses).

c. **Performance Period Results:**

    i. You must evaluate your SMAART Objectives as well as the Results Orientation competency and **select <u>one</u> rating** for this section.

    ii. Enter your **Comments** supporting the rating you have chosen for SMAART Objectives and the Results Orientation competency in the **COMMENTS** section (not OVERALL COMMENTS section).

    iii. Click the **Next** link which is found on the bottom of the page (clicking on another link will also save your responses).

    d. **Development Actions:** This section may have been completed during the Performance Planning phase. No action is needed at this time in this section unless the section is still blank which in that case you will need to enter a comment since this section is required. (You may enter N/A if there are no development actions at this time).

3. Once completed with all steps, click the **Finish** button (found at bottom of screen).
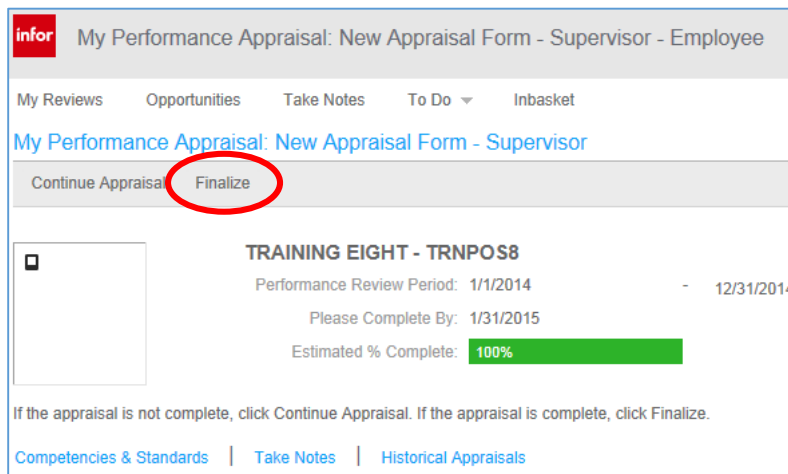

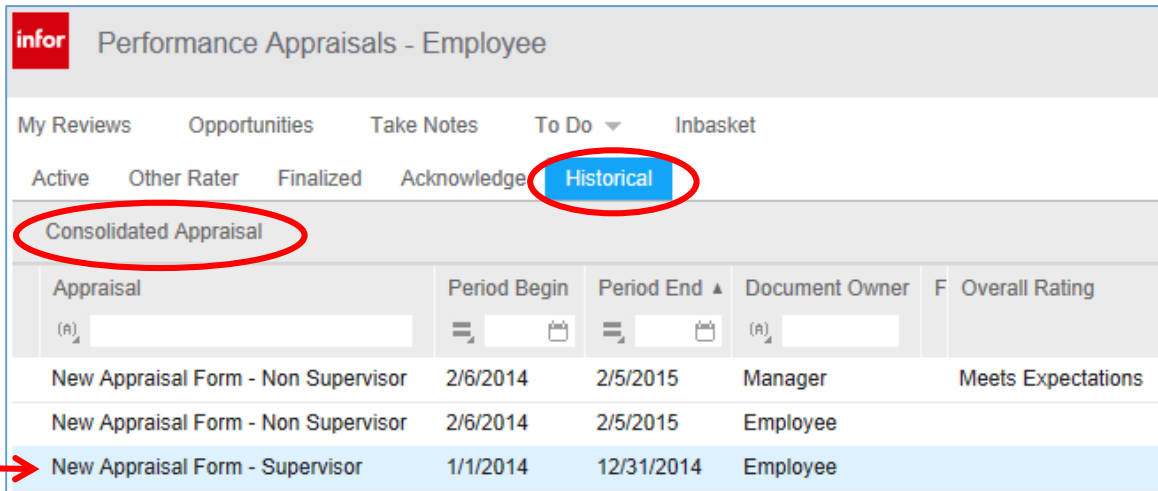4. If you wish to view the self-appraisal, click the **Consolidated Appraisal** link.
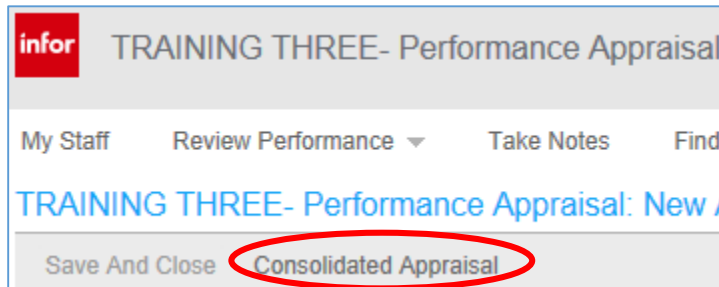
5. Any comments made in your self-appraisal will become part of your **Official Personnel File**. Once you finalize your self-appraisal it can NOT be edited.

    At this time, you will complete the self-appraisal by clicking on **Finalize.**

6. Your Self-Appraisal is now complete. If you want to view the self-appraisal again, click on the **Historical** Tab. Single click on the **Appraisal** form and then click **Consolidated Appraisal**.
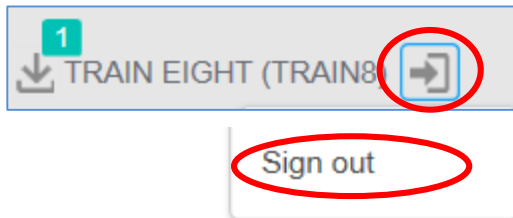

7. To **log out of MAP**, click the Arrow next to your name in the upper right hand corner and then select **Sign Out**.

If you have any questions regarding MAP, please contact your Human Resources Department.