

## TALENT MANAGEMENT

### QUICK REFERENCE GUIDE - PROXY

### MANUAL ACKNOWLEDGMENT PROCESS

Under the circumstance when an employee, supervisor, or upline manager is unable to complete the acknowledgement process through the MAP appraisal system, the MAP Proxy has the ability to bypass the acknowledgement process, and manually acknowledge the appraisal.

#### Common reasons the MAP Proxy will need to acknowledge the appraisal:

- When an employee or supervisor can't login to MAP due to computer or technical difficulties.
- When the upline manager is on extended leave but still active in the system, the appraisal would remain in the upline manager's inbasket and would not be able to be acknowledged.
- When for any reason the appraisal process needs to be completed on paper. Paper MAPs must be scanned and manually acknowledged.

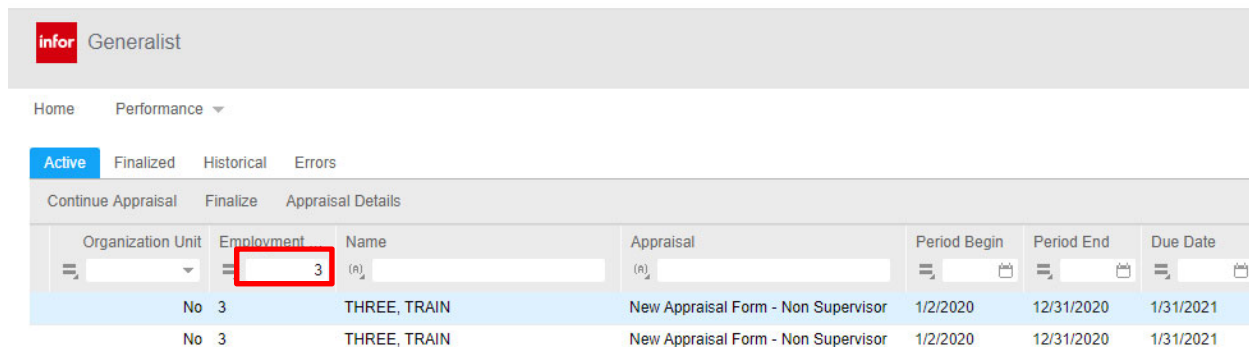
#### 1. Log into **MAP Proxy**

#### 2. In the appropriate tab (e.g. Active), search for the appraisal by the employee EIN by **entering the EIN** in the Employment ID field.

- a. Note: You must **wait for the (Active) tab to finish loading** before entering the EIN or the search may not work. You can reset the search function by clicking the Home button

#### 3. Press **enter** after typing the EIN.

1. In the **Employment ID** field **type in** the **EIN** of the employee whose appraisal you wish to view, then **press Enter**.



The screenshot shows the 'infor Generalist' interface. The 'Performance' dropdown is open, and the 'Active' tab is selected. The search results table is as follows:

Organization Unit	Employment	Name	Appraisal	Period Begin	Period End	Due Date
No	3	THREE, TRAIN	New Appraisal Form - Non Supervisor	1/2/2020	12/31/2020	1/31/2021
No	3	THREE, TRAIN	New Appraisal Form - Non Supervisor	1/2/2020	12/31/2020	1/31/2021

2. The employee's **appraisals may be displayed** in four different tabs, **Active, Finalized, Historical or Errors**. Repeat the search steps above in each tab until you locate the appraisal if you are unsure of the appraisal location.

Active		Finalized	Historical	Errors
Continue Appraisal		Finalize	Appraisal Details	
Organization Unit	Employment ...	Name		
<input type="text"/>	<input type="text"/> 3	<input type="text"/>		
No	3	THREE, TRAIN		
No	3	THREE, TRAIN		

### The Consolidated Appraisal

If an appraisal is going to be manually acknowledged by the MAP Proxy, a consolidated appraisal must first be completed, scanned, and uploaded into the MAP system.

Below are scenarios that outline the actions that need to be completed before a MAP Proxy can manually acknowledge an appraisal:

- **If the appraisal was completed by the supervisor but still needs the acknowledgements:**
  - Print the consolidated appraisal and have the upline manager, employee, and supervisor sign and date the document.
  - Scan the consolidated appraisal to your computer, and upload the document as an attachment to the appraisal.
- **If the appraisal was not completed by the supervisor:**
  - Have the supervisor complete the appraisal on paper (the form can be found here: <https://hr.az.gov/content/map-performance-management/>).
  - Print the consolidated appraisal and have the upline manager, employee, and supervisor sign and date the document.
  - Scan the consolidated appraisal to your computer, and upload the document as an attachment to the appraisal.
- **If the supervisor cannot contact the employee to complete the appraisal OR if the employee refuses to acknowledge the appraisal:**
  - Contact your agency's ADOA Chief Human Resources Officer or assigned Shared Services Officer for guidance.

### Manually Acknowledge An Appraisal

**Please Note: Before you can manually acknowledge an appraisal, you first need to determine what status the appraisal is in. Appraisals have to be in "Active" status in order to be manually acknowledged. If the appraisal is on the "Finalized" tab with a status of "Submitted for Acknowledgement" or "Finalized," the appraisal must first be reverted back to "Active" status.**

**Appraisal is on the Active Tab:**

1. **Double-click** the appraisal you wish to view and the appraisal homepage will appear.

Active		Finalized	Historical	Errors			
Continue Appraisal		Finalize	Appraisal Details				
Organization Unit	Employment ...	Name	Appraisal	Period Begin	Period End	Due Date	Document Type
No 3	3	THREE, TRAIN	New Appraisal Form - Non Supervisor	1/2/2020	12/31/2020	1/31/2021	Manager
No 3	3	THREE, TRAIN	New Appraisal Form - Non Supervisor	1/2/2020	12/31/2020	1/31/2021	Employee

2. Click **Start or Continue Appraisal**:

**TRAIN THREE- Performance Appraisal: New Appraisal Form - Non Supervisor**

[Continue Appraisal](#) | 
 [Finalize Appraisal](#) | 
 [Notify Resource](#) | 
 [Update Overall Rating](#) | 
 [Consolidated Appraisal](#)



**TRAIN THREE - EMP**

Performance Review Period:: 1/2/2020 - 12/31/2020

Please Complete By:: 1/31/2021

Appraisal Owner: 2 TRAIN TWO

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


[Competencies & Standards](#) | 
 [Attachments](#) | 
 [Take Notes](#) | 
 [Consolidated Appraisal](#) | 
 [Self Appraisal](#) | 
 [Historical Appraisals](#)

3. At this point you will need to determine if the appraisal was **completed by the supervisor and employee** or if the MAP Proxy needs to complete the appraisal based on what was entered on the appraisal paper form.
4. If the appraisal **has been** completed by the supervisor, then the only steps remaining are the acknowledgement process, please skip to step 7.
5. If the appraisal **has not** been completed by the supervisor, please complete the following steps:
  - a. Complete each section of the appraisal with the information obtained from the appraisal paper form.
  - b. Select the rating for each competency based on what was entered on the paper document.
  - c. If there are any comments in the paper form, please enter “see attachment” in the comment section.
6. Click **Save and Close** which will bring you to the Appraisal home page.

7. Click **Attachments**.

TRAIN THREE- Performance Appraisal: New Appraisal Form - Non Supervisor

[Continue Appraisal](#) | [Finalize Appraisal](#) | [Notify Resource](#) | [Update Overall Rating](#) | [Consolidated Appraisal](#)



**TRAIN THREE - EMP**

Performance Review Period: 1/2/2020 - 12/31/2020

Please Complete By: 1/31/2021

Appraisal Owner: 2 TRAIN TWO

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

[Competencies & Standards](#) | Attachments | [Take Notes](#) | [Consolidated Appraisal](#) | [Self Appraisal](#) | [Historical Appraisals](#)

Appraisal Status

8. Click the **Actions** button and then select **Create**.

**Attachments**

+ 📁 🗑️ ↻

Actions ▾

Options ▾

Drill Around® ▾

File Name	
	<div style="border: 1px solid #0070C0; padding: 5px; display: inline-block;">Create</div>

9. Click the **Folder** icon, then **select** the consolidated appraisal that was scanned to your computer.

**Manage Attachment**

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Actions ▾

Attachment Information

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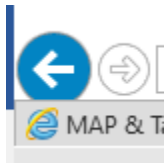
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10. Click the **Save** icon.

### Manage Attachment



11. Click the back button on your browser to leave the Manage Attachment window. Click “leave this page” if prompted.



12. You are now returned to the appraisal home screen.

13. Click the **Finalize Appraisal** button.

### TRAIN THREE- Performance Appraisal: New Appraisal Form - Non Supervisor

Continue Appraisal **Finalize Appraisal** Notify Resource Update Overall Rating Consolidated Appraisal

 **TRAIN THREE - EMP**

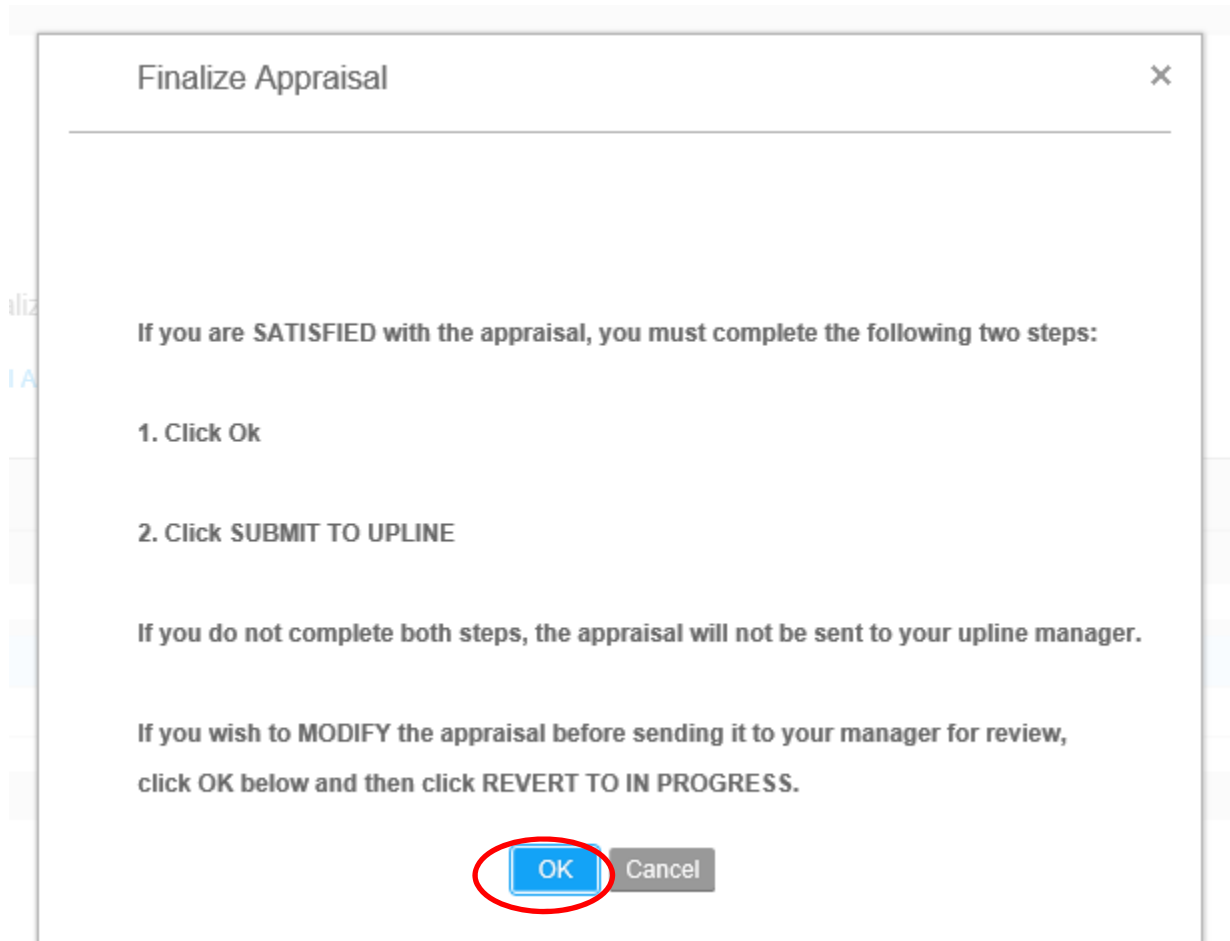
Performance Review Period: 1/2/2020 - 12/31/2020

Please Complete By: 1/31/2021

Appraisal Owner: 2 TRAIN TWO

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

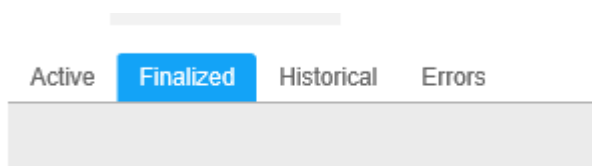
14. Click the **OK** button on the Finalize Appraisal window.



15. Click the back button on your browser to leave the appraisal page.

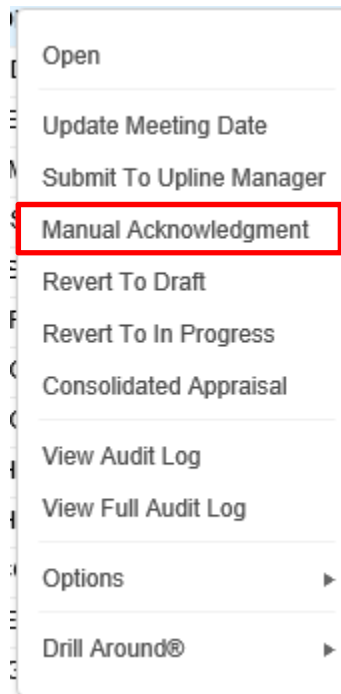


16. Click the **Finalized** tab.

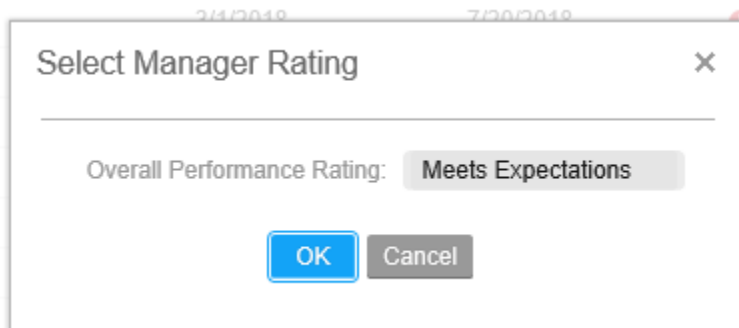


17. Click the appraisal then select **Manual Acknowledgment**.

**Please Note: Once this action has been completed the MAP will be moved to history without acknowledgement by either the employee or upline manager.**



18. A pop-up window will appear. The **Overall Performance Rating** for the employee is displayed.

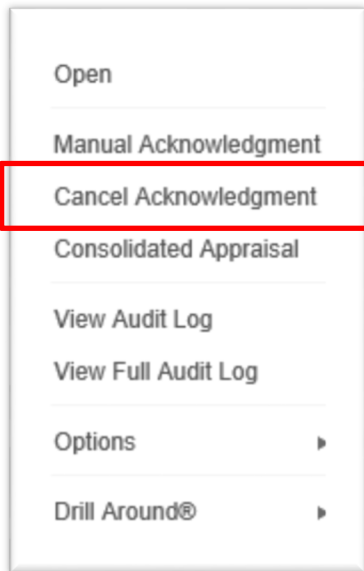


19. Click **OK**.

20. The appraisal will now be moved into history and can be viewed by both the employee and supervisor on their MAP **Historical** tab.

**Appraisal is on the Finalized Tab and is in “Submitted for Acknowledgment” Status:**

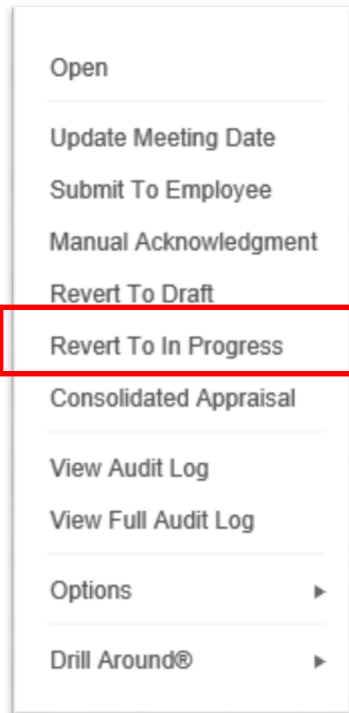
1. **Right click** the appraisal name and then select **Cancel Acknowledgment**.
2. The appraisal will be reverted to **“Finalized”** status.
3. Continue with the steps below.



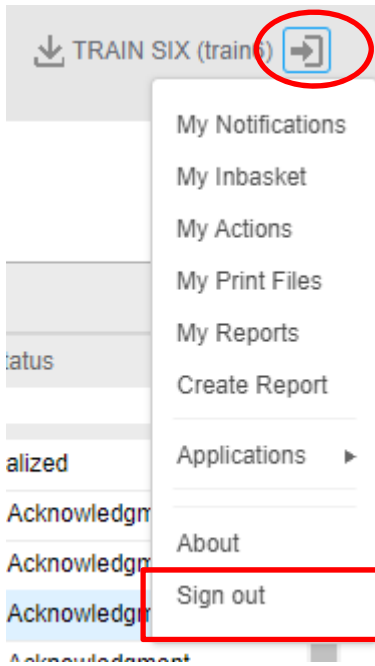
**Appraisal is on the Finalized Tab and is in “Finalized” Status:**

4. **Click** the appraisal name and then select **Revert to in Progress**.





5. The appraisal will be reverted to “**In Progress**” status and will now be moved to the “**Active**” tab.
6. Use the steps above for appraisals on the “**Active**” tab.
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