**TALENT MANAGEMENT**
QUICK REFERENCE GUIDE – PROXY
Understanding Appraisal Status

All functions of MAP proxy are done via the Appraisal Maintenance screens. The following guide will describe each status of the appraisal process.

1. Log into **MAP Proxy**

Appraisal Status
An appraisal goes through many steps and statuses from creation to completion. When an appraisal changes statuses it will automatically move from one tab to another. The following segment is a general description of each tab.
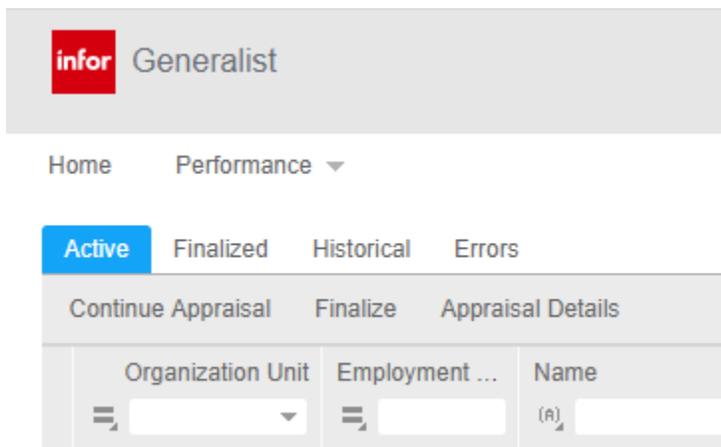
Preliminary Tab
This section should be disregarded. You may not see this tab depending on your access.

Active Tab
The "active" section contains appraisals that are in a "draft" or "in progress" status.

When an appraisal is created by the supervisor, both portions (employee and manager) will initially be in "draft" status. Once any data has been entered into the appraisal, the status will change to "in progress." It will remain "in progress" until the appraisal process is finalized.

When the manager has "finalized" the appraisal, it will automatically move to the Finalized tab. When the employee self-appraisal has been "finalized" it will move to the Historical tab.

Finalized Tab

When an appraisal has been "finalized," the appraisal score will be calculated. The appraisal will remain in a "finalized" status until the appraisal has been "submitted to the upline manager." Once an appraisal has been submitted to the upline manager or employee, the appraisal status will change to "submitted for acknowledgment." After the upline manager approves the appraisal the status will change to "finalized" until it has been "submitted to employee" for acknowledgment. If the upline manager rejects the appraisal, it will automatically move to the Active tab and the status will revert to "in progress."

Historical Tab

Once the appraisal is completed and acknowledged by the upline manager and employee, the appraisal process is complete and the appraisal will move to the Historical tab. No further action is required by anyone once the appraisal is moved to historical. Further, no edits or changes can be made to the appraisal once it has been completed. If you wish to make changes, you must receive approval from your agency's assigned ADOA Chief Human Resources Manager.

Error Tab

If an appraisal is found in this tab, there is an issue with the appraisal. Some general reasons appraisals will be found under this tab are as follows:

1. If supervisor is creating a new appraisal but an appraisal already exists with the same form name and appraisal review dates.
2. If supervisor entered a review period begin date that precedes the employee's start date.
3. If supervisor leaves a review period begin date, end date, or due date blank.

If an appraisal has an error, please contact the HRIS Help Desk so we may assist with the correction.

Manager and Employee Portions of an Appraisal

Every time an appraisal is created by the supervisor, two portions of the appraisal are created. The first is the Manager portion and the second is the Employee Self-Appraisal. It is important to note that the manager cannot view any details on the employee's self-appraisal and the employee cannot view the manager portion until later in the appraisal cycle. When the employee finalizes their self-appraisal the manager will then be able to view the self-appraisal. The employee will be able to view the manager's portion after the manager submits the appraisal to the employee for acknowledgment. At that point the employee can view the consolidated appraisal, which will combine the employee self-appraisal and the manager appraisal into one document.

MAP Scores

A MAP score is calculated when the manager portion of the appraisal is "finalized." If the appraisal is reverted to "in progress" after it has been finalized, any changes to ratings will not be reflected in the score until the appraisal is finalized again.

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