

## TALENT MANAGEMENT

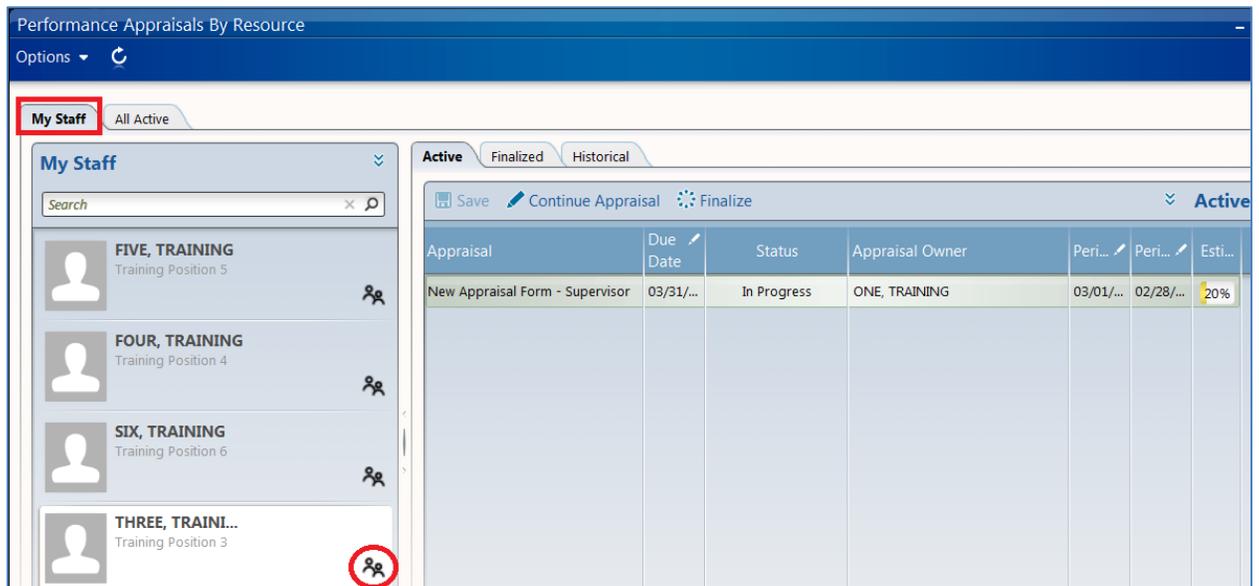
### QUICK REFERENCE GUIDE – Upline Manager

#### How to Access Appraisals for Your Indirect Reports

You may have an employee who supervises other employees. If this is the case, the employees who are supervised by your employee are called your *indirect reports*. Use the step-by-step instructions below to access the appraisals of your indirect reports. When you access these appraisals, you will be able to both view them and take action on them.

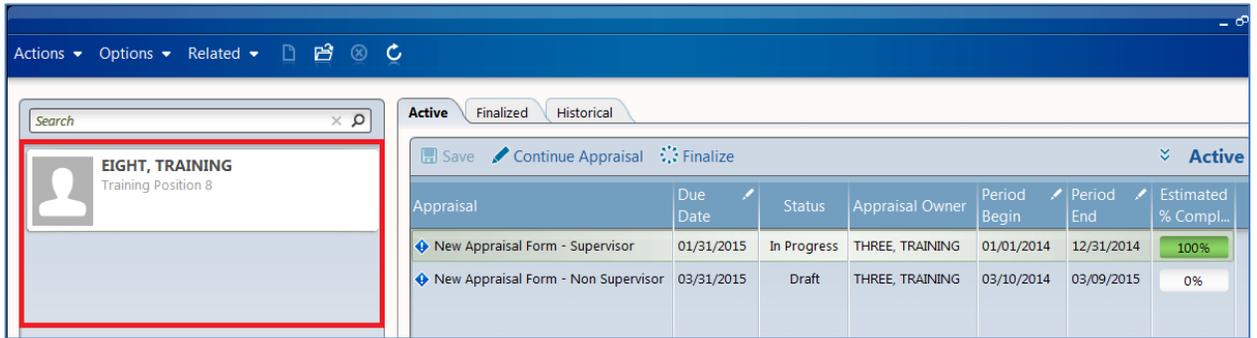
#### Appraisals

1. Login to **MAP**
2. Double click on **Manager** icon (if you cannot find Manager icon, please click on **Start** in the upper right corner, then click Library and then drag the Manager icon to your desktop)
3. Click on **Review Performance** and then **Appraisals by Resource**
4. "**My Staff**" displays the employee's that you supervise. If one of your employee's is a supervisor and has direct reports, you will see a "direct reports" icon 



Appraisal	Due Date	Status	Appraisal Owner	Peri...	Peri...	Esti...
New Appraisal Form - Supervisor	03/31/...	In Progress	ONE, TRAINING	03/01/...	02/28/...	20%

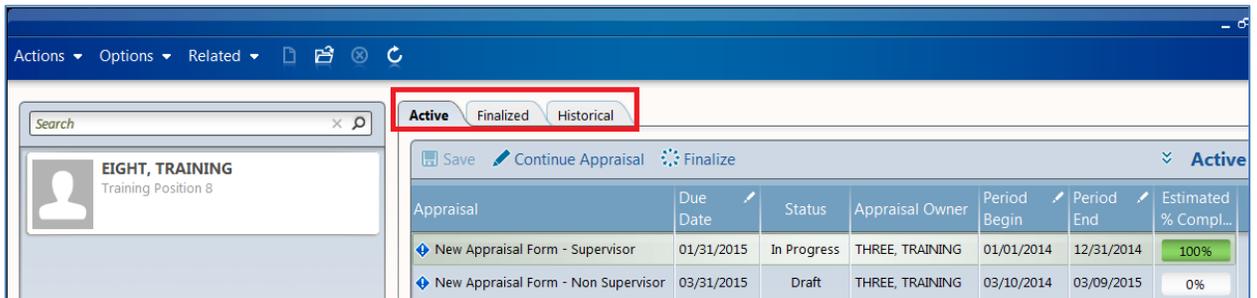
- Click on the  icon to view employees of that supervisor.



The screenshot shows a software interface with a top navigation bar containing 'Actions', 'Options', and 'Related'. Below this is a search bar and a list of tabs: 'Active', 'Finalized', and 'Historical'. The 'Active' tab is selected. On the left, there is a profile card for 'EIGHT, TRAINING' (Training Position 8) with a red border around it. On the right, there is a table of appraisals:

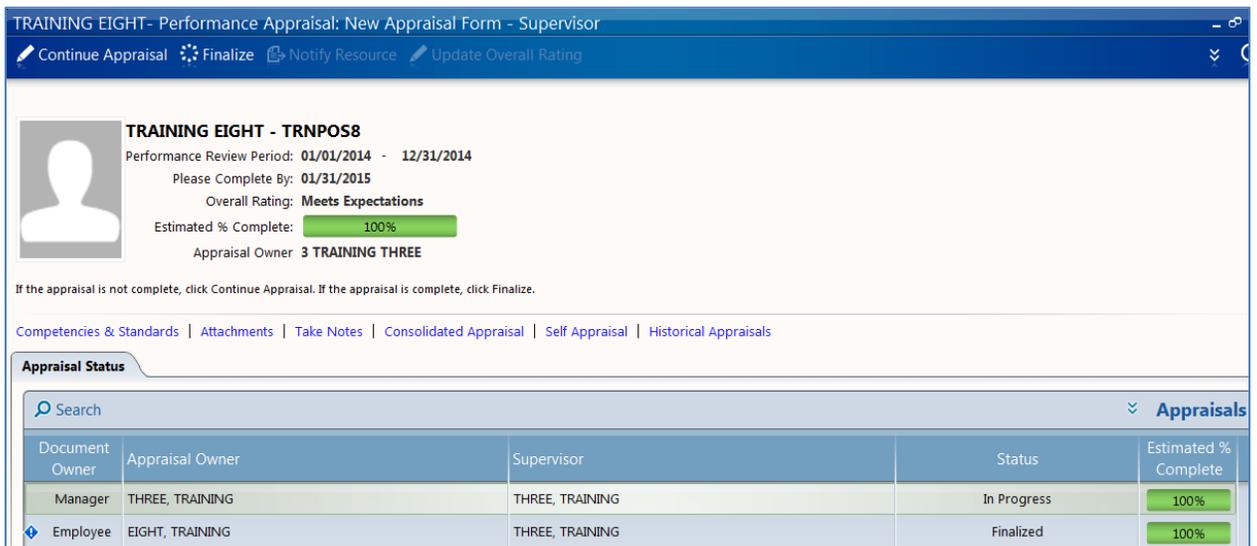
Appraisal	Due Date	Status	Appraisal Owner	Period Begin	Period End	Estimated % Compl...
New Appraisal Form - Supervisor	01/31/2015	In Progress	THREE, TRAINING	01/01/2014	12/31/2014	100%
New Appraisal Form - Non Supervisor	03/31/2015	Draft	THREE, TRAINING	03/10/2014	03/09/2015	0%

- At this time, you will be able to view and/or take action on any of the appraisals under the **Active, Finalized** or **Historical** tab.



This screenshot is similar to the previous one, but a red box highlights the 'Active', 'Finalized', and 'Historical' tabs at the top of the main content area. The rest of the interface, including the employee profile and the appraisals table, remains the same.

- Double click **Appraisal** which will bring you to the **Employee Appraisal Home Page**. At this time, you can take action on the appraisal.



The screenshot shows the 'Employee Appraisal Home Page' for 'TRAINING EIGHT - TRNPOS8'. The page title is 'TRAINING EIGHT- Performance Appraisal: New Appraisal Form - Supervisor'. The interface includes a navigation bar with 'Continue Appraisal', 'Finalize', 'Notify Resource', and 'Update Overall Rating'. Below this is a profile card for 'TRAINING EIGHT - TRNPOS8' with the following details:

- Performance Review Period: 01/01/2014 - 12/31/2014
- Please Complete By: 01/31/2015
- Overall Rating: Meets Expectations
- Estimated % Complete: 100%
- Appraisal Owner: 3 TRAINING THREE

Below the profile card, there is a message: 'If the appraisal is not complete, click Continue Appraisal. If the appraisal is complete, click Finalize.' There are also links for 'Competencies & Standards', 'Attachments', 'Take Notes', 'Consolidated Appraisal', 'Self Appraisal', and 'Historical Appraisals'. At the bottom, there is an 'Appraisal Status' section with a search bar and a table:

Document Owner	Appraisal Owner	Supervisor	Status	Estimated % Complete
Manager	THREE, TRAINING	THREE, TRAINING	In Progress	100%
Employee	EIGHT, TRAINING	THREE, TRAINING	Finalized	100%

**If you have any questions regarding MAP, please contact your agency Human Resources office.**