

QUICK REFERENCE GUIDE - Manager Create an Appraisal for an Employee

IMPORTANT NOTE

Please make sure you are saving all entries frequently.

When you are completed with your entries, please click **Start** in the upper right corner and then click **Log Off**.

Manager Creates Performance Plan

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. Single click on the employee's name (if the employee does not appear under My Staff, please contact HRIS Help Desk)
5. **Right** click on **Employee name** and click **Create Appraisal**
6. Select the **Appraisal form** - *your options will be as follows:*
 - a. New Appraisal Form – Non Supervisor (select if employee **will not** supervise)
 - b. New Appraisal Form – Supervisor (select if employee **will** supervise)
7. Enter the Performance Review Period **Start Date** (the beginning of the annual appraisal cycle, the effective date of appointment to a new position, etc.) and click OK
8. Enter the Performance Review Period **End Date** and click OK. (*NOTE: The end date may not align with your agency's annual appraisal cycle. See below for specific information. If you are unsure of the proper date or have any questions, please contact your agency's Human Resources office.*)
 - a. For an uncovered employee or a covered employee with Permanent Status
 - i. If creating a new appraisal after a regular appraisal cycle closeout, use your agency's next appraisal cycle end date
 - ii. If creating an appraisal for a new employee or an employee moving from one position to another position mid-cycle, the date should equal the end of the agency's annual appraisal cycle *unless* there are fewer than three months remaining. If there are fewer than three months remaining in the agency's annual appraisal cycle, the Performance Review Period end date skips the first annual appraisal cycle and continues to the end of the following annual appraisal cycle (i.e., the appraisal period could be up to 15 months)
 - b. For a covered employee on Promotional Probation, the end date should equal six months from the date of promotion
 - c. For a covered employee on Original Probation, the end date should equal one year from date of appointment to the covered position

9. Enter the **Appraisal Due Date** and click OK. This date will be 30 days after the Performance Review Period End Date, unless the employee is on Promotional Probation or Original Probation. If the employee is on Original or Promotional Probation, then the Appraisal Due Date is 30 days **before** the last day of probation.
10. Click OK and the appraisal will be available for you and the employee to create and acknowledge the Performance Plan.