



QUICK REFERENCE GUIDE - Manager PERFORMANCE PLANNING AND ACKNOWLEDGEMENT PROCESS

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**.

Before proceeding, make sure you have created an appraisal for the employee for the current appraisal period. For instructions, see the Quick Reference Guide for creating a new appraisal (click [here](#)).

Manager Documents and Acknowledges the Performance Plan

1. Login to MAP
2. Double click on **Manager**
3. Click on **Review Performance** and then **Appraisals by Resource**
4. Click on appropriate employee under My Staff
5. Double click on the employee's appraisal to the right
6. Click on **Start Appraisal**
7. Go to **Performance Period Results** tab
8. Input SMAART results in the **Overall Section Comments** box. NOTE: You must transmit the SMAART Results to the employee in some manner (e.g., email, Word document, Take Notes, etc.). If you are using a method other than **Take Notes**, proceed to step 9. If you want to use the **Take Notes** feature to transmit the SMAART Results to the employee, follow the instructions below.
 - a. Highlight the SMAART Results that you entered in the Overall Comments Box. Press "*Ctrl C*" on your keyboard to copy the Results so that you can paste them into a note after you have completed the rest of this process (see the **Manager Creates Note to Send Results to Employee*** section that follows on the next page.
9. Go to **Performance Plan Acknowledgement** tab and read the acknowledgement statement
10. Ensure you have complied with the requirements of the acknowledgement statement; then click the **Yes** button
11. Click **Save and Close** (if it's not already shaded)

PLEASE DO NOT CLICK FINALIZE OR SUBMIT TO UPLINE MANAGER

*Manager Creates Note to Send Results to Employee

1. Close out of the above screen and return to employee's performance plan home page
2. Click on **Take Notes** at the bottom of the screen
3. Click **Create**
4. Insert a message to the employee along with the SMAART results. Press "*Ctrl V*" to paste the SMAART Results into the note.
5. Check the **Public** button (this ensures your employee can view the note)
6. Click **OK**
7. Let your employee know that the SMAART Results have been recorded in **Take Notes** and ask the employee to login to MAP to complete the performance plan acknowledgement process