

QUICK REFERENCE GUIDE – Upline Manager COMPLETING THE PERFORMANCE APPRAISAL

IMPORTANT NOTE

Please make sure you are saving all entries frequently.
When you have completed your entries, please click **Start** in the upper left corner and then click **Log Out**.

Upline Manager Reviews Performance Appraisal

1. Visit the YES website at www.yes.az.gov and click Login to **MAP**.
2. Click on **Start** in the upper right hand corner.
3. Click on **My Inbasket**.
4. Under **Work Items** (which is located in the middle lower half of the page), the **Appraisals** that you need to review will appear.
5. Double Click on the **Appraisal** and then a dialog box will appear.
6. Click on the **Consolidated Appraisal** link inside the dialog box and then click Print
NOTE: Print means 'View'
7. A PDF document will appear in order for you to review the appraisal.
8. After reviewing the appraisal either Approve or Reject the Appraisal by clicking on the appropriate button at the bottom of the dialog box.
 - a. If you click **Approve**, you are required to enter comments on why the appraisal has been approved. An email will be sent to the supervisor informing the supervisor that the appraisal has been approved.
 - b. If you click **Reject**, you are required to enter comments on why the appraisal has been rejected so that the supervisor can make the appropriate revisions. An email will be sent to the supervisor informing the supervisor that the appraisal has been rejected. The supervisor will retrieve the appraisal, make changes and re-submit to the Upline Manager for approval.
9. The upline review process is now complete. The appraisal has been sent back to the supervisor to meet with the employee to discuss, finalize and acknowledge.