

QUICK REFERENCE GUIDE - Employee COMPLETING YOUR SELF-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**.

1. Visit the YES website at www.yes.az.gov and click Login to **MAP**.
2. Double click on **Employee** icon (if you cannot find Employee icon, click on **Start** in the upper right corner, click Library and then click and drag the Employee icon to your desktop).
3. Click on **My Reviews**.
4. Under the Active tab, double click on your appraisal (lightly shaded in green) (*If you do not see your appraisal in this section, please send an email to hrihelpdesk@azdoa.gov with your EIN and explain that you cannot locate your self-appraisal.*
5. You are now at the Main Page of your Appraisal which is titled, "My Performance Appraisal." The page displays your name, position number, review period, and the due date of the review. This page also allows you to review the instructions for evaluating the competencies and to document notes throughout the review period.
6. Here are brief instructions for the sections you will find on this page:
 - **Competencies & Standards**
 - Click on the **Competencies & Standards** link and then click on the **Print** tab (print means "view").
 - A PDF document will appear with a list of all competencies and a description of each competency.
 - You can click on any competency to view the competency description and standards associated with that particular competency. (Note: The agency specific competencies list all available competencies, not just the three your agency or division chose. You can view your Agency Specific Competencies by clicking "Continue Appraisal" on the main page of your appraisal and clicking on the Agency Specific Competencies tab.)
 - **Take Notes** - The Take Notes section is a central location to write notes to yourself or your supervisor. You can use this feature to track completed projects, accomplishments, big challenges you have overcome and recognition received, among other things.
 - Click on the **Take Notes** link
 - Click **Create**
 - Today's date will automatically default in the date field, however, if you wish to enter a different date you can type it in or select the date by clicking on the calendar icon.
 - Type your **Note** into the section provided
 - Check the **Public** button if you want your manager to review the note, otherwise leave the box unchecked and the note will remain private to you.

- To add an attachment, click on the **Browse** Tab, search for the document you want to attach and then click **Open**
- Click **OK to attach**
- Close out of **Take Notes** by clicking on the “X” in the upper right hand corner

Reviewing and Finalizing Your Self-Appraisal*

** The self-appraisal is optional. If you choose not to complete a self-appraisal please skip to the **Acknowledging the Appraisal** section below.*

1. To begin the appraisal, click on **Continue Appraisal** on the “My Performance Appraisal” page (upper left corner in the dark blue header).
2. The first tab is **Statewide Competencies**. There are three statewide competencies for non-supervisors and four statewide competencies for supervisors.
3. Review each competency and compare your performance against the standards associated with that particular competency (found under the Competencies & Standards link).
4. Once you have reviewed the Statewide competency standards, select your self-rating for each competency by clicking on the appropriate radio button:
 - a. Needs Improvement
 - b. Meets Expectations, or
 - c. Exceeds Expectations
5. Then, enter your **Comments** supporting the rating you have chosen for each competency.
NOTE: Any comments made in your self-appraisal will become part of your Official Personnel File.
6. Click **Next** (clicking on Next or clicking on the next tab will save your responses).
7. The second tab is **Agency Specific Competencies**. There are three agency specific competencies for each position. Review each competency and compare your performance against the standards associated with that particular competency (found under the Competencies & Standards link).
8. Once you have reviewed the Agency competency standards, select your self-rating for each competency:
 - a. Needs Improvement
 - b. Meets Expectations, or
 - c. Exceeds Expectations
9. Then, enter your **Comments** supporting the rating you have chosen for each competency.
10. Click **Next**.
11. The third tab is **Performance Period Results**. This section should have been completed during the Performance Planning phase. You must evaluate the SMAART results as well as the Results Orientation Competency and grant one rating for this section:
 - a. Needs Improvement
 - b. Meets Expectations, or
 - c. Exceeds Expectations

12. Then, enter your **Comments** supporting the rating you have chosen for SMAART Results and the Result Orientation Competency **in the COMMENTS section** (not OVERALL COMMENTS section).
13. Click **Next**.
14. The fourth tab is **Performance Plan Acknowledgement** which was completed during the performance planning phase. No action is needed at this time in this section.
15. The fifth tab is the **Development Actions** tab which may have been completed during the performance planning phase. No action is needed at this time in this section unless the section is still blank. If so, you must enter a comment since this section is required. (You may enter N/A if there are no development actions at this time).
16. If you wish to print the appraisal, click **Consolidated Appraisal** (top left on blue bar at top of page) and then **Print** (remember Print means 'View').
17. Once completed with all steps, click **Save and Close** and then you will be brought back to the Main Page of the Appraisal (if the Save and Close is shaded out, click "**X**" in the upper right corner).
18. Click **Finalize** to complete the appraisal.
19. Your self-appraisal is now complete and you will be notified by your manager when it is time to review the appraisal. You can view your self-appraisal again by clicking **My Reviews** and then clicking on the **Finalized** tab.

Acknowledging the Appraisal**

*** If you chose not to complete a self-appraisal, you will not need to enter any comments into the appraisal in the My Reviews section. Instead you will need to wait until your manager sends you the completed appraisal and access it through the steps below.*

1. After your manager completes the appraisal and it is approved by the Upline manager, you will have a meeting to discuss the results.
2. Once the meeting is completed, you must **Acknowledge** the appraisal.
3. Login to **MAP**.
4. Click on **Start** in the upper right corner.
5. Then, click my **In-Basket**.
6. Under Work Items, double click on your **Appraisal** and a dialog box will appear.
 - a. You may review the Appraisal again by clicking the Consolidated Appraisal link on this window, then click **Print** (Print means "View").
7. Click **Acknowledge**.
8. Enter any **Comments** you may have. *NOTE: The **Consolidated Appraisal** and any comments you make here will become part of your Official Personnel File.*
9. Click **OK**.

NOTE: Look for a message in the bottom left corner of the window in the blue bar. The message will let you know if the action has been completed.
10. The process is now complete, if at any time you want to review the consolidated appraisal, you can click on **My Reviews** and then the **Historical** tab. This section displays all appraisals that have been finalized and acknowledged.